



## INCIDENT BRIEFING (ICS FORM 201)

**Purpose:** The Incident Briefing form provides the Incident Controller, the Section Heads and other key personnel with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident. The 201-document suite serves as an Incident Action Plan during the Initial Response Phase and is the key document prior to the commencement of the Proactive Phase (if required).

**Preparation:** The Initial Incident Controller prepares the briefing form for presentation to the relieving Incident Controller along with a more detailed verbal briefing (if required).

**Distribution:** After each Incident Briefing the document saved on NEMO and distributed within the IMT as required.

Item Title	Instructions
Incident Name	Enter the name assigned to the incident.
Incident Briefing #	Enter the number of the Incident Briefing (The initial Incident Briefing being #1).
Incident Briefing at:	Enter the Time (24 hr.) and Date (DD MMM YY) of the Incident Briefing for which the ICS 201 was finalised. For example, 1200 03 Mar 19.
ICS 201-1 Map Sketch	Show the Areas of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
ICS 201-2 Summary of Current Actions	Enter information on: <ul style="list-style-type: none"> <li>- What, when, and how the incident occurred</li> <li>- Surveillance &amp; weather information</li> <li>- Overall initial response objectives</li> <li>- Timeline of major events or actions that have taken place.</li> </ul>
ICS 201-3 Current Organization	Enter on the organisation chart the names of the individuals assigned to each position. Modify the chart as necessary.
ICS 201-4 Incident Resources	Track the following information about the resources allocated to the incident. <ul style="list-style-type: none"> <li>- Name of supplier and location of the organisation providing the resource</li> <li>- Resource Type (e.g. fire truck, boom, skimmer)</li> <li>- Description (e.g. size, name, capacity)</li> <li>- Quantity or amount of resource(s)</li> <li>- Area of Operation – destination of the resource (e.g. staging area, division, group, task force)</li> <li>- Status of each resource (e.g. Standby, En-route with Estimated time of arrival, At Staging, Assigned, &amp; Out of Service).</li> </ul>
ICS 201-5 Site Safety and Control Analysis	Enter safety information related to the incident.
Prepared By	Enter name of the person preparing the form. Enter time (24 hr.) and date (DD MMM YY).

### Document Control

Version No.	Date	Prepared by	Revision or issue description	Issued to
1	1/10/20	P. Franklin	Revisions from new state plan & MEER direction	All