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Incident Briefing Form – ICS 201

1.1 OVERVIEW.

Thank you, Bob. Good evening to the net. Tonight, I want to talk about the Incident Briefing form, ICS 201.

Under the Incident Command System, the Incident Briefing form performs two primary functions. First as the name implies, it can be used to provide an Incident Commander with the status information that he or she needs to brief incoming resources, an incoming Incident Commander during a change of command, or an immediate supervisor.

Its second function and the one we are most concerned with this evening, is its use as the Incident Action Plan (IAP) that is used to document and manage an incident during its onset and initial operational period.

1.2 INCIDENT BRIEFING FORM OVERVIEW

Under the Incident Command System (ICS), an Incident Action Plan (IAP) is an oral or written plan containing the objectives that have been established by the Incident Commander and addressing the tactics and support activities for the planned operational period. It is designed to answer the following questions.

    a.   What do we need to do?

    b.   Who is responsible for doing it?

    c.   What resources are needed?

    d.   How do we communicate?

    e.   How do we keep everyone safe?

For the purposes of this discussion, incidents generally fall into two broad categories: First, those that we can see coming and second, those that we don't. Incidents that we know about ahead of time such as a public service event or a tropical cyclone permit members of the

emergency management team to create detailed plans prior to the event. While incidents that occur without any warning such as derailments, tornados, cyber-attacks, or hazardous material spills, require first responders to create an **Incident Action Plan** on the fly.

It's this second category of incidents that we are discussing tonight. The Incident Briefing Form, ICS 201, is a single form that can be used by the Incident Commander during an unplanned event to document and manage the incident. If the scope of the incident is large and extends to multiple operational periods, the IAP for follow-on operational periods will normally be created by the Planning Section. While the ICS 201 becomes the permanent record of what occurred at the on-set of the incident.

1.2.1 Incident Briefing ICS 201

The ICS 201 is a standard National Incident Management System (NIMS) form that can be accessed directly from the FEMA website.

The Incident Briefing form has ten numbered fields that are distributed across four pages. The top of each page contains the Incident Name (Block 1), Incident Number, if assigned, (Block 2), and the Date/Time Fields associated with the incident. On the bottom of each page a block containing the name, title, and signature of the individual creating the form is included. This block at the bottom of each page also includes a date and time field that specifies when the ICS 201 was created.

1.2.2 Incident Briefing – Page 1

Page one of the ICS 201 contains two blocks.

a.   **Map/Sketch (Block 4):** The first block, block 4, is a map or sketch that shows the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and the location of assigned personnel and equipment. The AUXCOMM training course also recommends that this block list both command and tactical frequencies in use for quick reference.

b. **Situation Summary and Health and Safety Briefing (Block 5):** The second block, block 5, contains a summary of the situation and health and safety information.

1.2.3 Incident Briefing – Page 2

Page two of the ICS 201 also has two blocks.

a. **Current and planned Objectives (Block 7):** The first block, block 7, details the current and planned objectives. This is what needs to be accomplished. The objectives should be developed using the *SMART* approach. *SMART* stands for Specific, Measurable, Action-Oriented, Realistic, and Time Sensitive.
Example 1: Evacuate everyone in the area of the derailment.
Example 2: Within 30 minutes of arrival at deployment location, establish VHF amateur radio voice communications with the PinCo EOC.

b. **Current and Planned Actions, Strategies, and Tactics (Block 8):** The second block, Block 7, lists the current and planned actions, strategies, and tactics that are being used to accomplish each objective. While block 7 lists what needs to be done, block 8 details how to get it done and when each action should take place.

1.2.4 Incident Briefing – Page 3

Page three of the ICS 201 details the organizational structure of the team responding to the incident (Block 9). It is presented as an organizational block diagram with the names of the Incident commander, his or her command and general staff, as well the operations and logistics teams deployed in support of the incident. This is the page you can use to understand the incident's chain of command and determine where you fit into the big picture.

1.2.5 Incident Briefing – Page 4

Page four of the ICS 201 is dedicated to Resource management. Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. As a reminder, within ICS a resource has a broad definition. It can range from something as simple as replacement radio batteries or an AUXCOMM radio team, to something complex like a fleet of vehicles to support an emergency evacuation requirement.

a. **Resource Summary (Block 10):** This block identifies each resource that has been requested by the incident commander and its corresponding status. Six fields have been defined for each resource. They include a Resource Name, a unique Alpha-Numeric identifier, a date and time field that specified when the resource was ordered, an estimated time of arrival field, a checkbox signifying that the resource has arrived, and a notes field.

With this information in hand, an individual reviewing the ICS 201 can quickly determine what resources have been ordered, if they have arrived, and if they have not arrived, when they are expected.

1.2.6 Incident Briefing – Summary

The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial incident action plan. It serves as a permanent record of the initial response to the incident.

1.3 QUESTIONS OR COMMENTS

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's presentation. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

ACTION - PAUSING FOR QUESTIONS

1.4 CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1. As a reminder, Pinellas ACS has created a group on the Groups.io website. The name of the group is PinCoACS. Instructions for joining the group are located on the Pinellas ACS website.

2. Winlink training will start again next week. The format for training will differ from the real time net we have used in the past. In its place, I will send a message at the beginning of the week to all net participants. The message will contain instructions describing the week's training. Each participant can complete the training task at their own pace. The deadline for submitting the training task to the net control station will be 1900 on Thursday. If you are interested in participating in Winlink Training, please send me a note via Winlink at WA1RYQ or via email at WA1RYQ@arrl.net

3. I strongly encourage everyone to provide comments and suggestions for future training activities. I can be contacted via Winlink at WA1RYQ, via email at WA1RYQ@ARRL.net, or you can send me a message using our groups.io web site.

Now with that, I'll turn it back to Net Control.

1.5   QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
		No additional questions or comments	