

<b>1. Incident Name</b>	<b>2. Prepared by: (name)</b> Date: _____ Time: _____	<b>INCIDENT BRIEFING ICS 201-OS (pg 1 of 4)</b>
<b>3. Map / Sketch</b> (Include maps drawn here or attached, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)		
<b>INCIDENT BRIEFING</b>	June 2000	<b>ICS 201-OS (pg 1 of 4)</b>

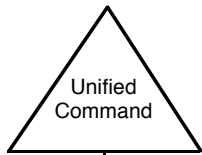


1. Incident Name

2. Prepared by: (name)  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

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6. Current Organization



FOSC \_\_\_\_\_

SOSC \_\_\_\_\_

RPIC \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

— Safety Officer \_\_\_\_\_

— Liaison Officer \_\_\_\_\_

— Information Officer \_\_\_\_\_

Operations Section

Planning Section

Logistics Section

Finance Section

Div. / Group _____
Div. / Group _____
Div. / Group _____
Div. / Group _____
Div. / Group _____

<b>1. Incident Name</b>	<b>2. Prepared by: (name)</b>	INCIDENT BRIEFING ICS 201-OS (pg 4 of 4)
	Date: _____ Time: _____	

<b>7. Resources Summary</b>					
Resources Needed	Time Ordered	Resources Identifier	ETA	On- Scene? (X)	NOTES: (Location / Assignment / Status)

Electronic version: NOAA 1.0 June 1, 2000

## INCIDENT BRIEFING (ICS FORM 201-OS)

**Purpose.** The Incident Briefing form provides the Unified Command (and the Command and General Staffs assuming command of the incident) with basic information regarding the response situation and the resources allocated to the incident. It is also a permanent record of the initial incident response.

**Preparation.** This briefing form is prepared under the direction of the initial Incident Commander for presentation to the Unified Command. This form can be used for managing the response during the initial period until the beginning of the first operational period for which an Incident Action Plan (IAP) is prepared. The information from the ICS form 201-OS can be used as the starting point for other ICS forms or documents.

- Page 1 (Map/Sketch) may transition immediately to the Situation Map.
- Page 2 (Summary of Current Actions) may be used to continue tracking the response actions and as the initial input to the ICS form 215-OS and the ICS form 232-OS.
- Page 3 (Current Organization) may transition immediately to the Organization List (ICS form 203-OS) and/or Organization Chart (ICS form 207-OS).
- Page 4 (Resources Summary) may be used to continue tracking resources assigned to the incident and as input to individual T-Cards (ICS form 219) or other resource tracking system.

**Distribution.** After the initial briefing of the Unified Command and General Staff members, the Incident Briefing form is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By Date Time	Enter the name and position of the person completing the form. Enter date prepared (month, day, year). Enter time prepared (24-hour clock).
3.	Map/Sketch	Show the total Area of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
4.	Initial Incident Objectives	Enter short, clear, concise statements of the objectives for managing the initial response.
5.	Summary of Current Actions	Enter the actions taken in response to the incident, including the time, and note any significant events or specific problem areas.
6.	Current Organization	Enter, on the organization chart, the names of the individuals assigned to each position. Modify the chart as necessary, using additional boxes in the space provided under the Sections. Two blank lines are provided in the Unified Command section for adding other agencies or groups participating in the Unified Command and/or for multiple Responsible Parties.

Item #	Item Title	Instructions
7.	Resources Summary	Enter the following information about the resources allocated to the incident:
	Resource Needed	Description of the resource needed (e.g., open water boom, skimmer, vac truck, etc.).
	Time Ordered	Time ordered (24-hour clock).
	Resource Identifier	Identifier for the resource (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
	ETA	Estimated time for the resource to arrive at the staging area.
	On-Scene	"X" upon the resource's arrival.
	Location /Assignment / Status	Location of the resource, the actual assignment, and the status of the resource (if other than working).

NOTE: Additional pages may be added to ICS form 201-OS if needed