

**DEPARTMENT OF HOMELAND SECURITY  
U.S. COAST GUARD  
INCIDENT BRIEFING (ICS 201-CG)**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

**PURPOSE:** USCG collects the information to assist emergency response personnel in the application and execution of the Incident Command System (ICS) and corresponding documentation during incident operation.

**ROUTINE USES:** USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally as a "routine use" pursuant to DHS/USCG-013 – Marine Information for Safety and Law Enforcement (MISLE), June 25, 2009, 74 FR 30305.

**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

**GENERAL INSTRUCTIONS**

**Purpose.** The Incident Briefing form (ICS 201-CG) 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.** The ICS 201-CG 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-CG 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-CG and the ICS form 232-CG
- Page 3 (Current Organization) may transition immediately to the Organization List (ICS form 203-CG) and/or Organization Chart (ICS form 207-CG).
- 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 ICS 201-CG 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.

**Notes.**

- The ICS 201-CG can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201-CG and repaginate as needed.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident / City and State or Country if applicable.
3.	Date / Time Initiated	Enter date initiated (MM/DD/YYYY) and time initiated (using 24-hour clock).
4.	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.
5.	Current Situation	Enter short, clear, concise summary of the actions taken in managing the initial response.
6.	Prepared by	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7.	Initial Response, Objectives, Current & Planned Actions	Enter short, clear, concise statements of the objectives for managing the initial response, any actions taken in response to the incident, including the time, and note any significant events or specific problem areas as well as planned actions for the future.
8.	Prepared by	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
9.	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. 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.
10.	Resources Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and description of the resource (e.g., boat, skimmer, aircraft, etc.).
	• Resource Identifier	Enter identifier for the relevant agency designator and/or resource designator (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
	• Date/Time Ordered	Enter date and time ordered (24-hour clock) the resource was ordered.
	• ETA	Estimated date and time for the resource to arrive at the staging area. "X" upon the resource's arrival.
	• On-Scene	Enter and "X" or checkmark upon the resource's arrival to the incident.
11	Notes	Enter notes such as the assigned location of the resource, the actual assignment, and the status of the resource (if other than working).
	Prepared by	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (MM/DD/YYYY) and time prepared (24-hour clock).

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1. Incident Name:

2. Incident Location:

3. Date / Time Initiated:

Date:

Time:

4. Map/Sketch: (include sketch, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)

5. Current Situation:

6. Prepared by:

Name:

Position Title:

Signature:

Date/Time:

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1. Incident Name:

2. Incident Location:

3. Date / Time Initiated:

Date:

Time:

7. Initial Response Objectives, Current Actions, Planned Actions:

8. Prepared by:

Name:

Position Title:

Signature:

Date/Time:

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**INCIDENT BRIEFING (ICS 201-CG)**

1. Incident Name:

2. Incident Location:

3. Date / Time Initiated:

Date:

Time:

9. Current Organization: (fill in additional appropriate organization)

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\_\_\_\_\_  
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— Safety Officer

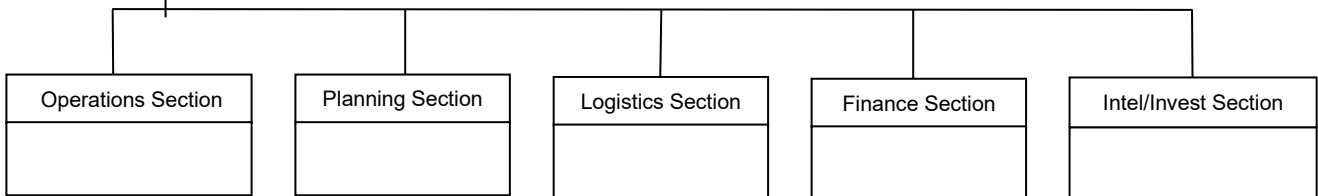
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— Liaison Officer

\_\_\_\_\_

— Public Information Officer

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## INCIDENT BRIEFING (ICS 201-CG)

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