



"Making a Difference"

How to Practically Use ICS Form 201, INCIDENT BRIEFING

John R. Hawkins
Division Chief
California Dept. of Forestry & Fire Protection
Butte County Fire Department

California Fire Chief's Association
Fire Instructors' Workshop '92
San Jose, California
Originally Presented April 2, 1992
Third Revision June 18, 1994

Training Officer Syllabus

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ICS Form 201,
INCIDENT BRIEFING**

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Presentation Objectives

1. Introduce training officers to the practical use of ICS Form 201, INCIDENT BRIEFING.
2. Familiarize training officers with the instructions for completing ICS Form 201.
3. Allow the training officers practical experience completing ICS Form 201 under simulated circumstances.
4. Provide the training officer with the basic tools to train fire officers in the practical use of ICS Form 201.

Purpose of this Syllabus

This syllabus provides the training officer a reference guide to use in preparing, presenting, and evaluating training concerning the use of ICS Form 201, INCIDENT BRIEFING.

Training officers are encouraged to use the information presented herein to develop presentations for fire officers using local scenarios that will reinforce the basic instructional concepts. Actual use of Form 201, through simulated exercises, will help develop fire officer's command and management abilities. Results will include better managed incidents, more respect for the command abilities of fire officers, and, very importantly, improved self esteem by command officers.

Success in using Form 201 will depend on individual practice by Incident Commanders. Most Incident Commanders do not get enough incidents to learn to use ICS Form 201 while commanding actual emergencies. Therefore, Commanders should practice using the form through simulations and tracking actual emergencies. By listening to the radio traffic of other incidents or actually going to other incidents, the student can practice using Form 201 and refine his/her abilities. As a result, the fire officer will feel much more confident in the value and use of ICS Form 201.

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The In's and Out's of ICS Form 201, INCIDENT BRIEFING**I. What is ICS Form 201**

Form 201 is a basic tracking document that facilitates incident management and personnel briefings.

II. Who uses ICS Form 201

All initial attack Incident Commanders should use ICS Form 201. This is particularly true for chief officers, but is more difficult for company officers due to their encompassing responsibilities.

III. When is ICS Form 201 used?

Fire departments should require the regular use of ICS Form 201 on all working incidents having more than two companies. Form 201 is primarily a document for tracking first alarm or initial attack activities.

IV. Why use ICS Form 201?

- A. Provides Command and the Department with a record of incident activity.
- B. Assists the Incident Commander complete the necessary incident management functions (Management Cycle):
 - 1. Planning
 - 2. Organizing
 - 3. Staffing
 - 4. Directing
 - 5. Controlling
 - 6. Evaluating
- C. Facilitates situation and resource status tracking.
- D. Regular use of ICS Form 201 facilitates consistent command and control activities.
- E. Provides a medium for briefing a command transition, should the incident so require.

V. How is ICS Form 201 used?

- A. Start completing Form 201 as soon as you are alerted to respond
- B. First Alarm or Initial Attack
 - 1. Start with Page 4, Block 5. RESOURCES SUMMARY
 - a) Record your dispatch information
 - (1) On the top margin of page 4, above the top black line, enter the time of dispatch, type of incident, address,

Basic Instructions

- cross street, command identifier, and tactical frequency
(2) This will provide you an incident history baseline

(1400 HRS), Structure, 14445 Skyway; X-St: Decatur Way/Skyway IC/White 1

5. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT

- b) Tracking initially dispatched resources (RESOURCES ORDERED)
(1) In the RESOURCES ORDERED column enter "First Alarm" or "Initial Attack", etc.
(2) Only enter "First Alarm" or "Initial Attack" one time for the first alarm dispatch

(1400 HRS), Structure, 14445 Skyway; X-St: Decatur Way/Skyway IC/White 1

5. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
<i>First Alarm</i>				

- c) RESOURCE IDENTIFICATION
(1) For each resource dispatched, enter the three letter agency identifier and the radio number or the Strike Team Designator
(2) Examples:
(a) "PRA Chief 2"
(b) "BTU E-42"
(c) "BTU ST 9210-C"

(1400 HRS), Structure, 14445 Skyway; X-St: Decatur Way/Skyway IC/White 1

5. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
First Alarm	BTU B-1			
	BTU E-33			
	BTU SQD. 33			
	BTU E-31			
	BTU E-32			
	BTU WT-33			

d) ETA

- (1) Do not enter ETA's on initial attack dispatches; it is not important

e) ON SCENE

- (1) When units arrive, check off their arrival in the ON SCENE column
- (2) When you assign the same units, cross the check mark to denote that you have assigned the resources

f) LOCATION/ASSIGNMENT

- (1) In this column, enter the assignment for each resource as it is committed.
- (2) Do not erase any changes; line out the original entry and write in the new entry followed by the time in parenthesis, i.e.: (1450)

(1400 HRS), Structure, 14445 Skyway; X-St: Decatur Way/Skyway IC/White 1

5. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
First Alarm	BTU B-1		X	<i>Command</i>
	BTU E-33		X	<i>Attack (1435) Overhaul</i>
	BTU SQD. 33		X	<i>Rescue</i>
	BTU E-31		X	<i>Water Supply (1430) Released</i>
	BTU E-32		X	<i>Staging (1430) Released</i>
	BTU WT-33		X	<i>Staging (1430) Released</i>

2. Go to Page 1 of Form 201
 - a) Complete Block 1 with the Incident Name; add the incident number, if available
 - b) Complete Blocks 2 and 3
 - c) Use Block 4 to sketch the incident; this will do two things for you:
 - (1) Enable you to document the incident location and extent of involvement upon your arrival
 - (2) Help you bring the incident complexity into focus enabling you to do a complete size-up, report on conditions, and develop appropriate incident objectives
 - d) Complete Block 8
3. Go to Page 2, Block 7. SUMMARY OF CURRENT CONDITIONS
 - a) This is the Block to record size-up, report on conditions, and special event information in addition to incident objectives (Plan)
 - b) Always list the time near the left margin of the page
 - c) First, list your size-up information using 'one liner' type entries:
 - (1) "(1410) Occupied single family, two story wood frame, smoke 2nd. story, fire 1st floor living room; no exposures."
 - (2) "(1500) 5 Acre brush fire, moderate to rapid spread, 30% slope, 10 mph south wind, structures threatened on Rim St."
 - d) Secondly, enter your incident objectives in priority order:
 - (1) "(1412) 1. Rescue, 2. Confine to 1st. floor, 3. Vent"
 - (2) "(1503) 1. Structure prot. Rim St., 2. Contain right flank, 3. Contain left flank"
 - e) Make additional situation and resource status and incident objectives changes, as necessary:
 - (1) "(1415) 2nd. Alarm requested"
 - (2) "(1520) 10 structures. burning on Rim St."

7. SUMMARY OF CURRENT ACTIONS

(1405) Size-Up: Occupied single family, two story wood frame, smoke 2nd. story, fire first floor living room

(1406) Plan: 1. Rescue, 2. Confine to 1st. floor, 3. vent

(1412) All clear

(1420) Fire Contained

(1430) Releasing E-32 and WT-33

4. Go to Page 3, Block 6, CURRENT ORGANIZATION
 - a) Enter initial incident organization
 - b) Do not fill any position boxes not staffed
- C. Beyond the Initial Attack Phase
 1. Page 4, Block 5. RESOURCES SUMMARY
 - a) If you order additional resources:
 - (1) Go to RESOURCES ORDERED column
 - (a) Enter time first followed by resource needed
 - (b) When dispatch returns confirming information in response to your order, enter the responding unit three letter ID and radio number
 - (c) Enter the ETA
 - (d) Use a line entry for each resource, strike team, etc.

How to Practically Use ICS Form 201

Basic Instructions

(1400 HRS), Structure, 14445 Skyway; X-St: Decatur Way/Skyway IC/White 1

5. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
First Alarm	BTU B-1		X	Command
	BTU E-33		X	Attack (1435) Overhaul
	BTU SQD. 33		X	Rescue
	BTU E-31		X	Water Supply (1430) Released
	BTU E-32		X	Staging (1430) Released
	BTU WT-33		X	Staging (1430) Released
<i>(1428) Air Utility</i>	<i>BTU AU-63</i>	<i>1500</i>		
<i>(1428) Add'l Eng.</i>	<i>BTU E-45</i>	<i>1440</i>		

2. Update Page 3, CURRENT ORGANIZATION, as appropriate

VI. See Appendix A, ICS Form 201 Instructions, for further information

The Olive Plant Scenario

Occupancy: Three story industrial olive processing facility.

Location: 1416 12th. Street, Cross street: Corona Street, Oroville, California.

Jurisdiction: CDF FIRE/Butte County Fire Department (BUT) with Mutual-Aid from Oroville (ORO) and El Medio (EMD) Fire Departments.

Date: April 2, 1992

Time: 1400 hours

Weather: Temperature: 75° F, Wind: North 3 MPH

Type of Incident and First Report Information: Fire and Explosion (Incident Number BTU-2008) in the warehouse basement of the olive plant, as reported by the plant manager. The manager further states that the fire is rapidly spreading toward the olive oil heating tanks and hazardous material storage tanks. Twelve employees were present at the time of the explosion, but only 8 are accounted for and two of those are badly injured.

Water System: Water is supplied from an 8" public water system main to the automatic fire sprinklers. The automatic fire sprinklers only partially cover the plant and machinery areas. The nearest wet barrel steamer hydrant is approximately 100 feet away at the intersection of 12th. Street and Feather Avenue. The next hydrant is 600 feet east near the intersection of 11th. Street and Sierra Avenue.

Available Resources:

First Alarm:

BUT Battalion 6, ETA 5 minutes
BUT Engine 63, Officer & 5 FFs, ETA 3 minutes
BUT Air Utility 63, 1 FF, ETA 7 minutes
ORO Engine 111, Officer & 3 FFs, ETA 7 minutes
ORO Truck 120, Officer & 3 FFs, ETA 7 minutes
BUT Engine 64, Officer & 3 FFs, ETA 12 minutes
BUT Squad 64, Officer & 5 FFs, ETA 12 minutes
BUT Division 1, ETA 10 minutes

Second Alarm:

BUT Battalion 3, ETA 8 minutes
BUT Engine 72, Officer & 5 FFs, ETA 8 minutes
BUT Engine 272, Officer & 4 FFs, ETA 8 minutes
EMD Engine 312, Officer & 3 FFs, ETA 8 minutes
BUT Engine 71, Officer & 3 FFs, ETA 9 minutes
BUT Squad 71, Officer & 2 FFs, ETA 9 minutes
BUT HazMat 64, HazMat Officer and 8 HazMat Techs, ETA 20 minutes

Initial Actions:

Engine 63 arrived at 1403 hours, announced his presence as "Olive Command," reported that, "There are at least 5 to 9 fire victims. The fire is well involved on at least two of three floors in the western portion of the Olive Plant at the corner of 12th. St. and Corona Ave.," requested a second alarm, and stated his initial plan as, "Engine 63 is determining victim status and stretching LDH from the 12th. and Feather hydrant into the fire area and attempting to cut the fire from spreading to the east."

Battalion 6 arrived at 1405 hours, quickly surveyed the fire, met with Olive Command, and transitioned command from Engine 63 to himself. In addition to the second alarm ordered by Engine 63, Olive Command ordered HazMat 64, 5 medic units, and a medic copter. Olive Command declared the incident objectives to be:

1. Rescue, Triage, Treat, and Transport victims
2. Prevent extension to adjacent exposures
3. Confine the fire to the western portion of the Olive Plant
4. Identify HazMat products involved, contain, and provide HazMat services as needed

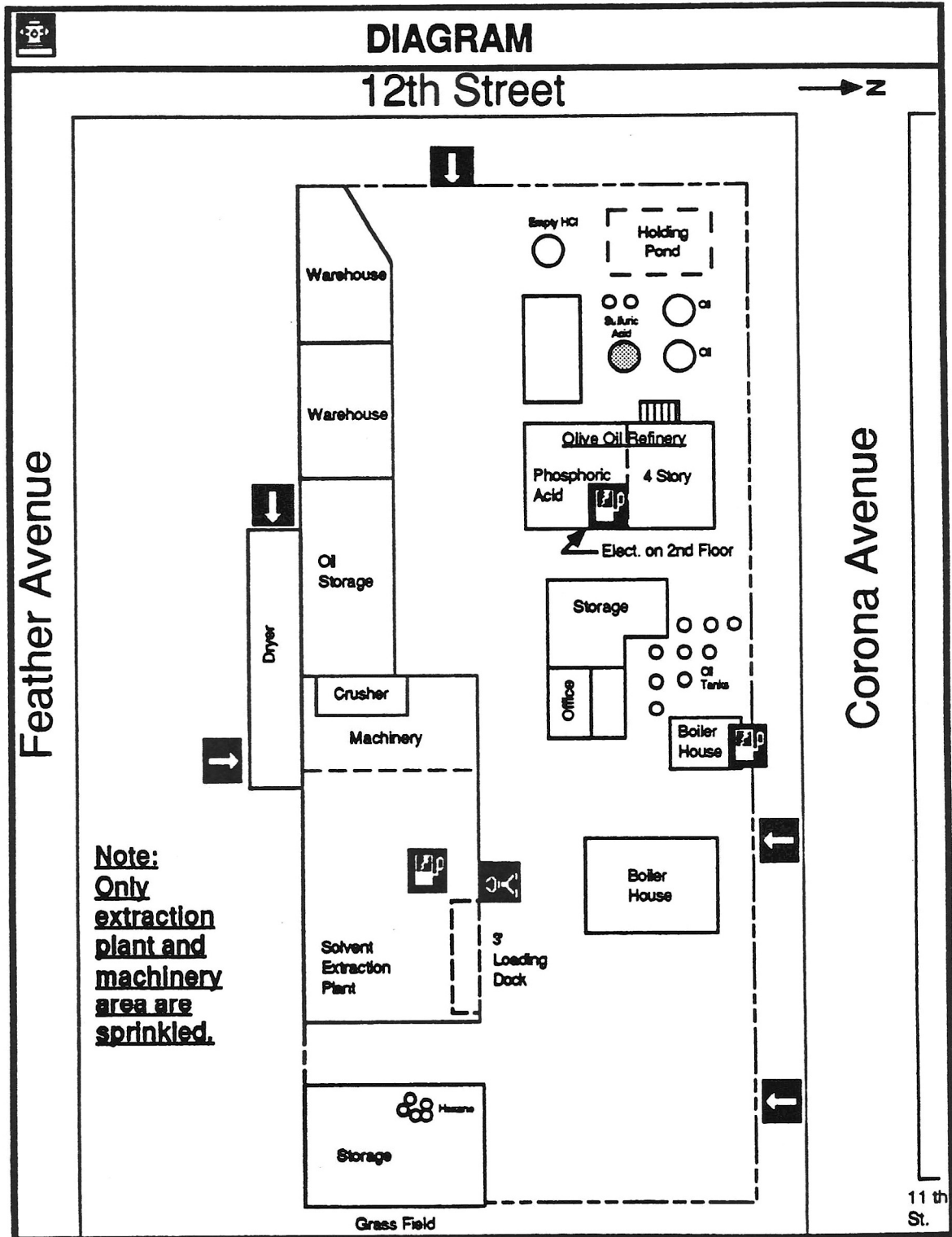
Olive Command established the Incident Command Post (ICP) on 12th. Street, 200 feet north of the fire, and "Olive Staging" on 12th. Street north of the ICP. Olive Command directed Air Utility 63 to set up at Olive Staging. He directed ORO Engine 111 and Truck 120 to Corona Avenue where they were to bring in a water supply from the hydrant north of the fire and work to cut off extension of fire to the east. Engine 64 was assigned to assist Engine 63 on the west side of the fire (12th. St.). Olive Command divided the fire into three groups (Fire/Rescue Group, EMS Group, and HazMat Group). Engine 63 was assigned as the Fire/Rescue Group Supervisor and Squad 64 as the EMS Group Supervisor. The EMS Group Supervisor conducted triage, established a treatment area west of the fire on Feather Avenue, and a helispot for the medic copter on Feather Avenue west of the treatment area.

After the first and second alarms and additional resources arrived at 1430 hours, the fire was

contained to the west 2/3 of the facility. Seven victims were triaged, treated, and transported to four nearby hospitals.

Olive Plant Scenario

R O U T E I N	PRE-PLAN		Name Villa del Oro Olive Plant		PRE-PLAN 01
			St. Address 1416 12th. Street		
			Cross St. Corona Avenue		
			Area Thermalito		
			Phone No. Plant 533-1822 Marvin Surratt, Mgr., 533-7283		
W A T E R	<u>Type</u>		<u>Location</u>		
	1.	Hydrant	NW Corner, 12th. & Feather		12" Main
	2.	Hydrant	NE Corner, 11th. & Sierra		6" Main
	3.	Hydrant	SW Corner, 11th. & Sierra		6" Main
S A F E T Y	1. Sulfuric acid, behind office, DOT 1831, STCC 49-30040, 1500 gallons 2. Hexane solvent, in solvent extraction plant, DOT 1208, STCC 49-08183, 7 each/55 gallon drums 3. Corrosive sodium hydroxide, in olive oil refinery, DOT 1823, STCC 49-35235, 2000 gallons 4. Use full protective clothing and SCBA on approach				
	DOT # 1831				
O P E R A T I O N S	1. For sprinkler supply, use Sierra Avenue hydrant 2. Consider the need for evacuation and exposure protection before committing fire apparatus to fireground operations 3. All fire extinguishers are locked in storage building				
G E N E R A L	Additional chemicals:				
	1 each, 55 gallon drum of Astronal (caustic soda 25%)				
	1 each, 55 gallon drum of caustic soda 50%				
	Date 3-7-92 Hawkins				



SUPPLEMENT	NAME Vista del Oro Olive Plant	PRE-PLAN #
	ST. ADDRESS 1416 12 th. St. Thermalito	01

Olive Oil Refinery

The diagram shows a cross-section of a building with a gabled roof. The interior is divided into four horizontal levels, labeled from top to bottom: 4 th. Level, 3 rd. Level, 2 nd. Level, and Ground Level. On the left side, there is an 'Open Stairwell' connecting the levels. In the center of the upper levels, there is a 'Caustic Soda Storage' area labeled '2000 Gallons'. On the right side, there is a vertical shaded area labeled 'Olive Oil Heating Tanks'.

7. SUMMARY OF CURRENT ACTIONS		
1403: R.O.C. — 5 TO 9 VICTIMS. FIRE WELL INVOLVED ON 2 TO 3 FLOORS W/S OLIVE PLANT, 12 TH & CORONA		
1403: REQUESTED 2ND ALARM		
1403: PLAN: E. 63 SIZE-UP VICTIMS. STRATEGIC LDH FROM 12 TH & FEATHER HYDRANT TO W/S FIRE, CUT OFF SPREAD TO E/S.		
1405: B-6 OLIVE IC.		
1406: REQUEST: H264, 5 MEDIC ATBS, 1 MEDIC COPTER		
1406: PLAN (REVISED): INC. OBJS —		
1. RESCUE, TRIAGE, TREAT, & TRANSPORT		
2. EXPOSURE PROT.		
3. CONFINE FIRE TO W/S OLIVE PLANT		
4. HAZMAT ID, CONFINE., SERVICES		
ICP: 12 TH ST. N. OF FIRE		
(S): "OLIVE STAGING 200' N. OF ICP		
ORGANIZATION: (1) FIRE/RESCUE GROUP, (2) EMS GROUP, (3) HAZMAT GROUP		
1409: TREATMENT AREA FEATHER AVE W. OF 12 TH		
(H) W. OF TREATMENT		
1430: 7 VICTIMS TRANSPORTED		
1436: FIRE CONTAINED		
201	ICS 3-82	PAGE 2

8. CURRENT ORGANIZATION		
INCIDENT COMMANDER E-63 (1403) B-6 (1405) — DIV. 1 (ASSIST)		
PLANNING	OPERATIONS	STAGING LOGISTICS AU 63 E-71 SQD 71 (1425)
GRP. FIRE RES. E-63 (1403) B-3 (1415) E-63 E-64 ORD E-111 ORD T-120 EMD E-312 E-72 E-272	GRP. EMS SQ. 64 (1406) SQ 71 (1412)	GRP. HAZMAT H264 (1420) H2 64
AIR AIR OPERATIONS _____ AIR SUPPORT _____ AIR ATTACK _____ AIR TANKER COORD. _____ HELICOPTER COORD. _____		
201	ICS 3-82	PAGE 3

Olive Plant Scenario

1400 HRS. / 1416 12TH ST. X: CORONA AVE; "OLIVE", WH. 1 PAGE 4

[illegible]

How to Practically Use ICS Form 201

Honey Run Scenario

Honey Run Incident Scenario

Type of Property Usage: Unoccupied watershed area (Honey Run Canyon).

Incident Location: On east side (uphill) side of Honey Run Road, 1.5 miles south of Paradise.

Jurisdiction: Paradise Fire Department (PRA) with Mutual-Aid from CDF FIRE/Butte County Fire Departments (BTU), and other mutual-aid providers.

Date: July 9, 1992

Time: 1600 hours

Weather: Temp: 100° F, Relative Humidity: 15%, and Wind: North/ 10 MPH

Type of Incident and First Report Information: Watershed fire starting in an unoccupied brush area approximately 1.5 miles south of Paradise. The Paradise Fire Department (City Fire Department) receives numerous 911 reports of the fire spreading rapidly up the east slope toward about 40 residences near the Skyway, a four lane thoroughfare connecting Paradise and Chico. Additionally, the CDF FIRE/Butte County Fire Department receives three fire lookout reports of the emergency which CDF FIRE relays to Paradise. Paradise Fire has automatic aid with CDF FIRE/Butte County Fire for two engines and a battalion chief which Paradise requests.

Water System: There is no water available on Honey Run Road. There are fire hydrants on the Skyway.

Available Resources:

First Alarm:

PRA Chief 2, ETA 5 minutes
PRA Engine 1, Officer & 5 FFs, ETA 5 minutes
PRA Engine 2, Officer & 5 FFs, ETA 8 minutes
PRA Engine 3, Officer & 5 FFs, ETA 9 minutes
BTU Engine 2176, Officer & 3 FFs, ETA 10 minutes
BTU Engine 2186, Officer & 3 FFs, ETA 10 minutes
BTU Battalion 1, ETA 10 minutes

Additional Resources Available:

Available as requested

Initial Actions:

Paradise Engine 1 proceeds down Honey Run Road 1.5 miles and finds a rapidly spreading 3 acre fire on the east side of the road. Engine 1 names the incident "Honey Run" and becomes "Honey Run Command." Command directs Paradise Engines 2 and 3 to proceed down the Skyway and evaluate the structural loss potential. Command tells CDF FIRE Engines 2176 and 2186 to commit with Engine 1 on Honey Run Road and start a progressive hoselay on the up canyon (North side or left flank) side of the fire. Additionally, Command (Engine 1) suggests that Paradise Chief 2 takes Command and establishes an ICP on Skyway near Neal Road. Paradise Chief 2 does so (1606 hrs.) and becomes the "Honey Run Command." The incident objectives are established as:

1. Protect structures
2. Attempt to stop the fire at Skyway
3. Secure the left or up canyon flank of the fire to prevent the fire from spreading further into the developed part of Paradise
4. Secure the right or down canyon flank of the fire

"Honey Run Command" communicates the incident objectives to all responding resources and places the following resource order (1608 hrs.) with the Paradise Fire dispatch center:

"Request the nearest 20 engines, any type, with four leaders, the nearest three fire crews, four fire dozers, four water tenders, and a Staging Area Manager to respond to a staging area at Lookout Point ("Lookout Staging") three miles south of Paradise; Request three Division/Group Supervisors to respond to the ICP; Request two copters, one air attack, and four air tankers; and alert the mutual-aid system that 50 more engines may be immediately needed."

At 1610 hours, Command divides the incident into two divisions with Division A being the left flank from Honey Run Road to the Skyway and Division B being the right flank from Honey Run Road to the Skyway. Structure Group C is established at the ridge line along Skyway. Paradise Fire Engine 1 is assigned as Division A and Paradise Engine 2 as Structure Group C. Until more resources are committed to the lower end of the fire, Command elects to not staff Division B. Checking his ICS Form 201, Command notes that Paradise Engine 1 and CDF FIRE Engines 2176 and 2186 are assigned to Division A. Assigned to Structure Group C are Paradise Engines 2 and 3. Upon his arrival, CDF FIRE Battalion 1 is assigned as "Operations."

At 1613 hours, the Paradise dispatch center advises that the following additional resources are assigned to the incident:

PRA Engine 1R, Officer & 2 FFs, ETA 1625
BTU Engine 33, Officer & 2 FFs, ETA 1625
BTU Engine 44, Officer & 2 FFs, ETA 1625
BTU Engine 26, Officer & 3 FFs, ETA 1625
BTU Engine 34, Officer & 3 FFs, ETA 1625
BTU Engine 31, Officer & 3 FFs, ETA 1625
BTU Engine 2162, Officer & 3 FFs, ETA 1635
BTU Engine 2178, Officer & 3 FFs, ETA 1635
BTU Engine 25, Officer & 3 FFs, ETA 1635
BTU Engine 45, Officer & 3 FFs, ETA 1635
BTU Engine 42, Officer & 4 FFs, ETA 1635
BTU Engine 2161, Officer & 3 FFs, ETA 1640
BTU Engine 2177, Officer & 3 FFs, ETA 1640
BTU Engine 2180, Officer & 3 FFs, ETA 1640
BTU Engine 2181, Officer & 3 FFs, ETA 1640
BTU Engine 63, Officer & 2 FFs, ETA 1640
CHI Engine 4, Officer & 2 FFs, ETA 1635
CHI Engine 1, Officer & 2 FFs, ETA 1635
CHI Engine 1R, Officer & 2 FFs, ETA 1645
ORO Engine 113, Officer & 2 FFs, ETA 1645
Staging Area Manager, CHI Battalion 1, ETA 1630
Leader, BTU Battalion 2, ETA 1630
Leader, PRA Captain Moritz, ETA 1645
Leader, PRA Captain Tygart, ETA 1645
Leader, CHI Battalion 2, ETA 1645
BTU Crew 1, Officer & 17 FFs, ETA 1635
BTU Crew 2, Officer & 17 FFs, ETA 1640
BTU Crew 3, Officer & 17 FFs, 1645
BTU Transport/Dozer 2141, ETA 1640
BTU Transport/Dozer 2140, ETA 1655
TGU Transport/Dozer 2541, ETA 1715
TGU Transport/Dozer 2540, ETA 1730
BTU Water Tender 33, ETA 1630
BTU Water Tender 42, ETA 1635
BTU Water Tender 26, ETA 1640
BTU Water Tender 25, ETA 1645
Group Supervisor, PRA Chief 3, ETA 1620

Division Supervisor, PRA Chief 4, ETA 1630
Division Supervisor, BTU Division 3, ETA 1630
TGU Copter 205, ETA 1625
TGU Helitender 205, ETA 1655
PNF Copter 512, ETA 1640
PNF Helitender 512, ETA 1600
BTU Air Attack 210, ETA 1625
BTU Tanker 78, ETA 1625
MNF Tanker 17, ETA 1630
SHF Tanker 25, ETA 1635
SHF Tanker 16, ETA 1635

At 1625 hours, Air Attack 210 arrives and requests instructions from Command for Copter 205, Tankers 78, and 17. Command directs "Honey Run Air Attack" to contact Operations for instructions. Operations advises Air Attack of the situation, incident objectives, and directs the tankers to work structural protection along Skyway. Copter 205 is assigned to make water drops between tanker drops.

At 1630 hours, Command assigns PRA Chief 3 as Structure Group C. The IC also directs PRA Engine 1R, and BTU Engines 33, 44, 26, 34 to form as Task Force 1 under BTU Battalion 2 as the Task Force Leader. They are assigned to Group C. At 1635 hours, BTU Division 3 is assigned as Division B and given PRA Captain Moritz as Task Force 2 Leader along with BTU Engines 31, 2162, 2178, 25, and 45 which comprise Task Force 2. CHI Battalion 1 advises the IC that "Lookout Staging" is operational at 1630 hours.

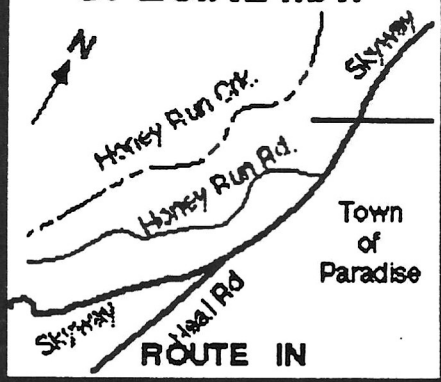
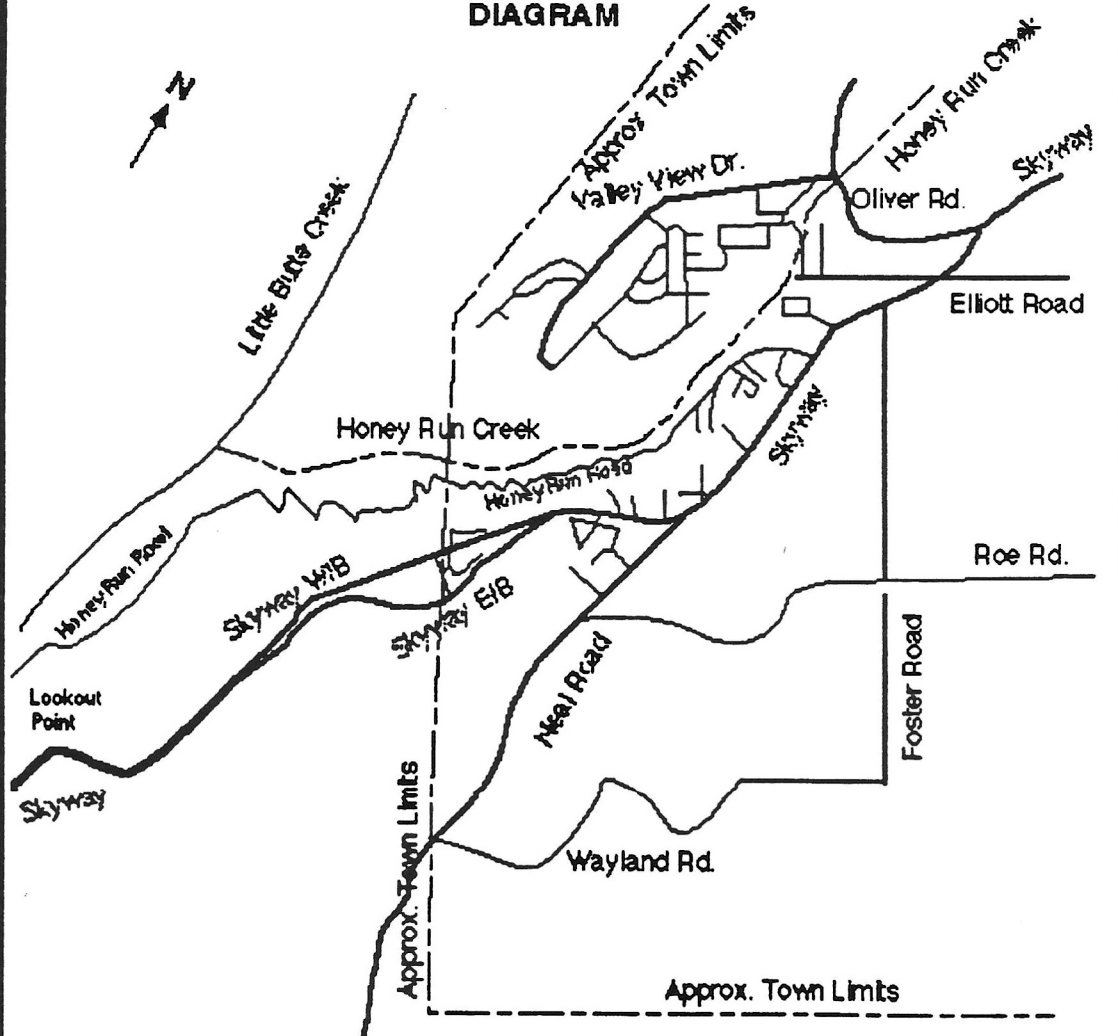
At approximately 1635 hours, Group C reports that the fire is spotting heavily and will reach Skyway within 10 minutes. The Paradise dispatch center advises that numerous residents along the Skyway are panicky and feel that their houses are imminently threatened. PRA Chief 4 is assigned as Division A at 1635 hours. At 1640 hours, Operations directs Water Tenders 33 and 42 to Divisions A and B, respectively, and BTU Crew 1 to Division A. Division A reports that the progressive hoselay is 1/2 the way up the left flank to the Skyway, but progress is slow due to the steep and rocky topography, heavy fuels, and a hot burning fire. Division B reports that Task Force 2 has initiated a progressive hoselay on the right flank as of 1645 hours.

At 1650 hours, Operations directs Staging to form Task Force 3 including PRA Captain Tygart as the Task Force Leader with BTU Engines 42, 2161, 2177, 2180, and 2181. Operations assigns them to work for Group C. At about the same time, Operations directs the formation of Task Force 4 including CHI Battalion 2 as the TFL with BTU Engine 63, CHI Engines 4, 1, and 1R, and ORO Engine 113. They are directed to Group C. PNF Copter 512

arrives and is assigned to work for Honey Run Air Attack making water drops.

The fire hits the Skyway at 1500 hours, burns the exterior of five houses, and is held west of the Skyway. All resources are held in staging and subsequently released.

Honey Run Scenario

SPECIAL MAP  ROUTE IN	Name Honey Run Canyon	Spec Map
	St. Address Honey Run Road & Vicinity	***
	Cross Street Skyway	
	Area Southwest Side of Paradise	
	Phone No. N/A	
DIAGRAM  J. Hawkins, 3-9-92		

Honey Run Scenario

PAGE 1

INCIDENT BRIEFING	1. INCIDENT NAME PRA- HONEY RUN 365	2. DATE PREPARED 7-9-92	3. TIME PREPARED 1600
4. MAP SKETCH		CROSS ROAD	
201 ICS 3-82	PAGE 1	5. PREPARED BY (NAME AND POSITION) JIM BROSHAR, IC, PRA C-2 7540-130-0282	

Honey Run Scenario

PAGE 2

7. SUMMARY OF CURRENT ACTIONS

1605: PRA E-1 @ SCENE / "HONEY RUN IC" / 3AC. UPHILL
RAPID ROS / E-2 & E-3 SKYWAY STROTS / E-2196 &
E-2196 TO E-1 / E-1 PROG. HL, LEFT FLK.

1606: PRA C-2 IC / ICP: SKYWAY @ NEAL RD / OPS:
(1) STROTS (2) STOP @ SKYWAY (3) LEFT FLANK (TOWN)
(4) RIGHT FLANK / WX: DB 100°F, RH 15%, WIND N/10

1608: ADDL REQUEST

1610: DIV. A: LT. FLK, DIV B: RT. FLK, GRP. C - SKYWAY ^{STROTS}

1610: BTU B-1 OPS.

1625: AIR ATTACK WORKING AG + COTTAGES (H₂O DROPS)

1630: PRA C-3 GRP. C / TF-1 TO GRP. C

1635: BTU D-3 DIV. B + TF-2 / CHE B-1 (S)

1635: GRP C - FIRE SPOTTING HEAVILY / WILL REACH
SKYWAY IN 10 MINS (1645) / PRA C-4 DIV. A

1640: DIV. A: PROG. HOSELAY 1/2 UP LEFT FLANK /
SLOW / STOP & ROCKY / HVT. FUELS / HOT FIRE

1645: DIV. B: HOSELAY STARTED RIGHT FLK.

1650: TF-3 & TF-4 TO GRP. C

1700: FIRE HITTING SKYWAY. 5 HOUSES
SCORCHED, NO LOSSES. FIRE DOES NOT
JUMP SKYWAY

2000: CONTAINED

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6. CURRENT ORGANIZATION "HONEY RUN"

INCIDENT COMMANDER
~~PRA E-1 (1605)~~
 PRA C-2 (1606)

PLANNING

OPERATIONS
 BTU B-1 (1610)

LOGISTICS

STAGING
 CHI B-1 (1635)

DIV. A
 PRA E-1 (1610)

PRA E-1
 BTU E 2176
 BTU E 2186
 BTU CR 1
~~BTU CR 3~~
 WT 33

DIV. B
 BTU D-3 (1630)

TF-2
 BTU CR 2
 BTU CR 3
 WT 42

GROUP C
 DIV. C
 PRA E-2 (1610)

PRA E-2
 PRA E-3
 TF-1
 TF-3
 TF-4

AIR
 AIR OPERATIONS _____
 AIR SUPPORT _____
 AIR ATTACK 210
 AIR TANKER COORD _____
 HELICOPTER COORD _____

 T78 C 205
 T17 C 512
 T25 HT 205
 T16 HT 512

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How to Practically Use ICS Form 201

Honey Run Scenario

1600/BRUSH: 1 1/2 HONEY RUN / "HONEY RUN" / WHITE / PAGE 4

E. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
1 ST ALARM	PRA C-2		X	IC (1608)
	PRA B-1		X	IC (1605), DIV. A SOP (1610) 1635
	PRA B-2		X	SKYWAY, GRP C SOP (1610) (1635)
	PRA E-3		X	SKYWAY, GRP. C
	BTU B2176		X	LEFT FLANK, DIV. A
	BTU B2186		X	" " "
	BTU B-1		X	OPS. (1610)
2 ND ALARM (1608)	E PRA E1R	1625	X	TF 1
	E BTU B33	1625	X	TF 1
	E BTU B44	1625	X	TF 1
	E BTU B26	1625	X	TF 1
	E BTU B34	1625	X	TF 1
	E BTU B31	1625	X	TF 2
	E BTU B2162	1635	X	TF 2
	E BTU B2178	1635	X	TF 2
	E BTU B25	1635	X	TF 2
	E BTU B45	1635	X	TF 2
	E BTU B42	1635	X	TF-3
	E BTU B2161	1640	X	TF-3
	E BTU B2177	1640	X	TF-3
	E BTU B2180	1640	X	TF-3
	E BTU B2181	1640	X	TF-3
	E BTU B63	1640	X	TF-4
	E CHI E4	1635	X	TF-4
	E CHI E1	1635	X	TF-4
	E CHI E1R	1645	X	TF-4
	E ORD E113	1645	X	TF-4
TFL	BTU B-2	1630	X	TF 1 LDR. / DIV. GRP C
TFL	PRA B-2	1645	X	TF 2 LDR. / DIV. B
TFL	PRA B-2	1645	X	TF 3 LDR. / GRP C
TFL	CHI B-2	1645	X	TF 4 LDR. / GRP C
CR	BTU CR1	1635	X	DIV. A
CR	BTU CR2	1640	X	DIV. B
CR	BTU CR3	1645	X	DIV. A (1730) / DIV. B
DOZ	BTU T/D241	1640	✓	⑤
DOZ	BTU T/D2140	1655	✓	⑤
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Honey Run Scenario

PAGE 4

[illegible]

REFERENCES

Field Operations Guide, ICS 420-1, National Wildfire Coordinating Group, August, 1989.

ICS Forms Manual, ICS 230-2, National Wildfire Coordinating Group Publication NFES 1322, April, 1987.

Butte County Pre-Fire Plan Handbook, Butte County Fire Department, 1992.

About Your Instructor

John Hawkins is a Division Chief with the California Department of Forestry and Fire Protection(CDF FIRE) in the Butte Unit, Oroville, California. Chief Hawkins supervises the joint CDF FIRE-California Conservation Corps Butte Fire Center with three fire crews, the Unit Training Bureau, and the Chico Air Attack Base. His duties also include local government fire protection provided Butte County by CDF under cooperative agreement and performing as the County Fire Department Technical Rescue Coordinator.

Chief Hawkins has an A. A. degree in Fire Science and a B. S. degree in Forestry. Additionally, he is certified by the California State Fire Marshal as a Chief Fire Officer. Hawkins is a graduate of the National Fire Academy Executive Fire Officer Program in Emmitsburg, Maryland, and has completed the Advanced Incident Management course at the National Advanced Resource Technology Center, Marana, Arizona.

Chief Hawkins has over 25 years of fire protection experience in administration, firefighting and rescue, hazardous materials response, fire prevention and investigation, and training. He routinely performs as an Incident Commander and Operations Section Chief on large scale incidents. During the 1987 through 1990 fire seasons, he performed as an Operations Section Chief on a National Interagency Incident Management Team. In that role, he directed firefighting activities at major incidents in several states and was involved in the 1987 Stanislaus and 1988 Yellowstone Fire Complexes. Currently, Chief Hawkins is assigned as an Incident Commander on a CDF FIRE Regional Incident Management Team.

Chief Hawkins authored the Incident Command System Operations Section Chief training course and is an instructor in California for the same interagency course. Chief Hawkins also instructs the Incident Commander course, and other classes as an adjunct instructor at the CDF FIRE Academy and at regional training centers. In addition to his department duties, Chief Hawkins is an adjunct instructor at the California Fire Academy at Asilomar, California, at community colleges throughout California, and has instructed for the oil industry in Alaska.

Chief Hawkins can be reached as follows:

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**Appendix A, ICS Form 201 Completion Instructions
Excerpts from ICS 230-2
National Wildfire Coordinating Group Publication NFES 1322
CHAPTER 2 INCIDENT COMMAND SYSTEM FORMS**

2.2 INCIDENT BRIEFING (ICS FORM 201)

- a. **Purpose.** The Incident Briefing form provides the Incident Commander (and the Command and General Staff assuming command of the incident) 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.
- b. **Preparation.** The briefing form is prepared by the initial attack Incident Commander for presentation to the Incident Commander along with a more detailed oral briefing. Proper symbology, as shown in Figure 1-1, should be used when preparing a map of the incident.
- c. **Distribution.** After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing 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.

INSTRUCTIONS FOR COMPLETING THE INCIDENT BRIEFING (ICS FORM 201)

ITEM NUMBER	ITEM TITLE	INSTRUCTIONS
1.	Incident Name	Print the name assigned the incident.
2.	Date Prepared	Enter the date prepared (month, day, year)
3.	Time Prepared	Enter time prepared (24-hour clock)
4.	Map Sketch	Show perimeter and control lines, resource assignments, incident facilities, and other special information on a sketch map or attached to the topographic map.
5.	Resources Summary	Enter the following information about the resources allocated to the incident.
	Resources Ordered	Enter the number and type of resources ordered.
	Resource Identification	Enter the agency three letter designator, S/T, Kind/Type, and resource designator.
	ETA/On Scene	Enter the estimated arrival time and place the arrival time or check mark in the "On Scene" column upon arrival.
	Location/Assignment	Enter the assigned location of the resource and/or the actual assignment.
6.	Current Organization	Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
7.	Summary of Current Actions	Enter the strategy and tactics used on the incident and note any specific problem areas.
8.	Prepared By	Enter the name and position of the person completing the form.

INCIDENT BRIEFING		PAGE 1	
1 INCIDENT NAME CREST		2 DATE PREPARED 8-20-78	3 TIME PREPARED 1700
4 MAP SKETCH			
201	ICS 8-78	PAGE 1	5 PREPARED BY (NAME AND POSITION) <i>Joe Pappas, Incident Commander</i>

7. SUMMARY OF CURRENT ACTIONS			
ACTIONS TO PRESENT (1700)			
DIV A			
DOZER HANDCREWS AND ENGINES ARE HOLDING LEFT FLANK FROM POINT OF ORIGIN TO PIPELINE WITH SUPPORT FROM FIXED-WING AIRCRAFT. PROGRESS IS SLOW. DOZER WILL REACH SLOPE LIMITATION AT APPROXIMATELY 1830. TOPOGRAPHY ABOVE THE PIPELINE STEEPENS AND DIRECT ATTACK WILL BE LIMITED TO HANDCREWS AND AIR TANKERS.			
DIV B			
DOZER HANDCREWS AND ENGINES ARE HOLDING RIGHT FLANK FROM POINT OF ORIGIN TO JUST ABOVE PIPELINE. DOZER HAS REACHED ITS LIMITATION AND HAS TURNED BACK WIDENING AND IMPROVING LINE AS IT GOES. HELICOPTERS ARE SUPPORTING HANDCREWS WITH WATER DROPS. HELIBASE IS CURRENTLY LOCATED AT LOST LAKE. BDF ENGINE 373 IS ASSIGNED TO HELIBASE FOR DUST ABATEMENT AND TO FILL DROP TANKS. CDF STRIKE TEAM 6411 IS ENROUTE UP CLEGHORN TRUCK TRAIL TO 1) HOLD TRUCK TRAIL WITH DIRECT ATTACK, IF POSSIBLE, OR 2) FIRE OUT ROAD. A STAGING AREA, INCIDENT BASE AND ICP HAVE ALL BEEN ESTABLISHED FOR THE TIME BEING AT CAJON CAMPGROUND. WEATHER TAKEN AT 1330 FROM HORMON ROCKS STATION. (APPROXIMATELY 4 MILES FROM FIRE) INDICATED:			
TEMP: 90° WIND: SW AT 20 FUEL MOISTURE: 3.0			
201	ICS 8-78	PAGE 2	

6 CURRENT ORGANIZATION.

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graph TD
    IC["INCIDENT COMMANDER  
J. PEPPER"]
    P["PLANNING  
A. FAIR"]
    O["OPERATIONS  
T. KELLY"]
    L["LOGISTICS  
X"]
    
    IC --- P
    IC --- O
    IC --- L
    
    O --- DA["DIV. A  
R. REGAN"]
    O --- DB["DIV. B  
J. CARTER"]
    O --- DX["DIV. X  
X"]
    O --- AIR["AIR  
AIR OPERATIONS X  
AIR SUPPORT J. HESS  
AIR ATTACK L. HARRIS  
AIR TANKER COORD B. ELBERT  
HELICOPTER COORD X"]
    
```

DIV. <u>A</u> R. REGAN	DIV. <u>B</u> J. CARTER	DIV. <u>X</u> X	AIR AIR OPERATIONS <u>X</u> AIR SUPPORT <u>J. HESS</u> AIR ATTACK <u>L. HARRIS</u> AIR TANKER COORD <u>B. ELBERT</u> HELICOPTER COORD <u>X</u>
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1. RESOURCES SUMMARY

[illegible]

INSTRUCTOR GUIDE

Using ICS Form 201

LESSON PLAN

TOPIC: "Making a Difference" How to Practically Use ICS Form 201, INCIDENT BRIEFING

LEVEL:

TIME: 70 minutes

BEHAVIORAL OBJECTIVES:

Given: A syllabus and an ICS Form 201, INCIDENT BRIEFING

Performance: The fire officer will complete ICS Form 201 reflecting incident situation and resource status and incident management information.

Standard: 95% accuracy within the initial attack phase of an incident.

REFERENCES:

Field Operations Guide, ICS 420-1, National Wildfire Coordinating Group, August, 1989.

ICS Forms Manual, ICS 230-2, National Wildfire Coordinating Group, 1981.

Butte County Pre-Fire Plan Handbook, Butte County Fire Department, 1992.

MATERIALS NEEDED:

35 mm color slides of simulated incidents occupancies

Overhead transparencies for maps and pre-fire plans

35 mm slide projector and screen

Overhead projector and screen

ICS Form 201 instructional syllabus

3 ea. ICS Form 201s per student

PREPARATION:

INSTRUCTOR GUIDE

PRESENTATION

I. Introduction

- A. Today's world of incident command demands competence
- B. The instructor
- C. Presentation Objectives:

1. Introduce training officers to the practical use of ICS Form 201, INCIDENT BRIEFING.
2. Familiarize training officers with the instructions for completing ICS Form 201.
3. Allow the training officers practical experience completing ICS Form 201 under simulated circumstances.
4. Provide the training officer with the basic tools to train fire officers in the practical use of ICS Form 201.

D. The Presentation Syllabus

1. Reference guide for Training Officer to prepare, present, and evaluate ICS Form 201 training
2. Training Officers encouraged to use the syllabus to train fire officers in the use of Form 201
3. Individual fire officer success with Form 201 will depend on personal practice by officer
 - a) Actual emergencies while IC
 - b) Actual emergencies while visiting
 - c) Listen to emergencies

II. Presentation

A. General completion instructions

1. What is ICS Form 201?
Form 201 is a basic tracking document that facilitates incident management and personnel briefings.

APPLICATION

- Introduce self
- Discuss objectives
- Syllabus, page 4
- OH-1, Presentation Objectives

- Discuss intent of syllabus

- Discussion

INSTRUCTOR GUIDE

PRESENTATION

APPLICATION

2. Who uses Form 201?
All initial attack Incident Commanders should use ICS Form 201. This is particularly true for chief officers, but is more difficult for company officers due to their encompassing responsibilities.
3. When is Form 201 used?
Fire departments should require the regular use of ICS Form 201 on all working incidents having more than two companies. Form 201 is primarily a document for tracking first alarm or initial attack activities.
4. Why use Form 201?
 - a. Provides Command and the Department with a record of incident activity.
 - b. Assists the Incident Commander complete the necessary incident management functions (Management Cycle):
 - (1). Planning
 - (2). Organizing
 - (3). Staffing
 - (4). Directing
 - (5). Controlling
 - (6). Evaluating
 - c. Facilitates situation and resource status tracking.
 - d. Regular use of ICS Form 201 facilitates consistent command and control activities.
 - e. Provides a medium for briefing a command transition, should the incident so require.
5. How is Form 201 used?

INSTRUCTOR GUIDE

PRESENTATION

- a) Formal instructions are available
- b) Informal instructions follow:
- c) Start Form 201 as soon as dispatched
- d) First Alarm or Initial Attack use
 - (1) Page 4, Block 5, RE-SOURCES SUMMARY
 - (a) On top margin, record:
 - i) Time
 - ii) Location
 - iii) Cross street
 - iv) Command designator
 - v) Tactical net
 - (b) Provides incident baseline
 - (c) RESOURCES ORDERED block
 - i) Enter first alarm or initial attack
 - ii) Only one entry during initial attack
 - (d) RESOURCE IDENTIFICATION block
 - i) Must enter:
 - (1) Three letter agency identifier
 - (2) Radio identifier
 - (3) Examples:
 - PRA Chief 2
 - BUT Engine 42
 - BTU ST 9210-C
 - (e) ETA
 - i) Not necessary on initial attack
 - (f) ON SCENE
 - i) When units arrive check off arrival
 - ii) Cross check when assigned
 - (g) LOCATION/ASSIGN-

APPLICATION

- Relate example shown on top of page 6
- OH-2, ICS Form 201, page 4
- OH-2, ICS Form 201, page 4
- Relate example shown on bottom of page 6
- OH-2, ICS Form 201, page 4
- Relate example shown on top of page 7

INSTRUCTOR GUIDE

PRESENTATION

MENT

- i) Enter unit assignment
 - ii) Do not erase
- (2) Page 1
 - (a) Complete Blocks 1 (Incident Name; add Incident number if available), 2 (Date), and 3 (Time)
 - (b) Sketch incident in Block 4
 - i) Documents location and extent of incident
 - ii) Helps Command focus on what is happening
 - iii) Helps develop incident objectives
 - (c) Complete Block 8, Completed by and title
- (3) Page 2, Block 7, SUMMARY OF CURRENT CONDITIONS
 - (a) Record:
 - i) Size-Up information
 - ii) Report on condition information
 - iii) Special event information
 - iv) Always list time near left margin
 - v) Use one liner type entries
 - vi) Incident objectives
- (4) Page 3, Block 6, CURRENT ORGANIZATION
 - (a) Enter incident organization
 - (b) Do not fill in positions not staffed
- (5) Beyond initial attack phase

APPLICATION

- OH-2, ICS Form 201, page 4
- Relate example shown on bottom of page 7
- OH-3, ICS Form 201, page 1
- OH-4, ICS Form 201, page 2
- Relate example shown on top of page 9

INSTRUCTOR GUIDE

PRESENTATION

(a) RESOURCES ORDERED and RESOURCES IDENTI- FICATION BLOCKS

B. The Olive Plant Scenario

1. Basic incident information
2. Actions
3. Pre-Fire Plan
4. Actual ICS Form 201

C. Honey Run Scenario

1. Basic incident information
2. Actions
3. Pre-Fire Plan
4. Actual ICS Form 201

III. Conclusion

A. Incident command can be improved

B. Individual Commanders can improve by:

1. Additional training
2. Additional experience
 - a) Competence in the use of ICS
Form 201 is part of the experi-
ence need

APPLICATION

- With discussion & color
slides, walk students
through completion of
ICS 201

- With discussion & color
slides, walk students
through completion of
ICS 201