

## ICS Forms

The ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form:

Standard Form Title	Description
<b>ICS 201</b> <i>Incident Briefing</i>	Purpose. 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 action worksheet. It serves as a permanent record of the initial response to the incident.
<b>ICS 202</b> <i>Incident Objectives</i>	Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.
<b>ICS 203</b> <i>Organization Assignment List</i>	Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. Not all positions need to be filled. Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.
<b>ICS 204</b> <i>Field Assignment</i>	Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.
<b>ICS 205</b> <i>Incident Communications Plan</i>	Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).
<b>ICS 205A</b> <i>Communications List</i>	Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.
<b>ICS 206</b> <i>Medical Plan</i>	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.



Standard Form Title	Description
<b>ICS 207</b> <i>Incident Organization Chart</i>	Purpose. The Incident Organization Chart (ICS 207) provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.
<b>ICS 208</b> <i>Safety Message/Plan</i>	Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.
<b>ICS 211</b> <i>Check-In/Out List</i>	Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.
<b>ICS 213</b> <i>General Message</i>	Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that require hard-copy delivery.
<b>ICS 214</b> <i>Unit Log</i>	Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation and a reference for any after action report.
<b>ICS 217</b> <i>Radio Frequency Assignment Worksheet</i>	The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation. Preparation: Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet. Distribution: The worksheet, prepared by the Communications Unit, is for internal use.
<b>Form 217A</b> <i>Communications Resource Availability Worksheet</i>	Purpose: The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocation. Preparation: Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet. Distribution: The worksheet, prepared by the Communications Unit, is for internal use.
<b>ICS 219-7</b> <i>Equipment Card (T-Card)</i>	Purpose. Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Standard Form Title	Description
<i>ICS 221 Demobilization Check-Out</i>	Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.
<i>ICS 225 Incident Personnel Performance Rating</i>	Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.
<i>Form 309 Communications Log</i>	Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator (NCO). These logs provide the basic reference from which to extract communications traffic history.