



HICS 201 – INCIDENT BRIEFING

PURPOSE: DOCUMENT INITIAL RESPONSE INFORMATION AND ACTIONS TAKEN AT STARTUP.

ORIGINATION: INCIDENT COMMANDER.

COPIES TO: COMMAND STAFF, SECTION CHIEFS, AND DOCUMENTATION UNIT LEADER.

INSTRUCTIONS:

Print legibly, and enter complete information.

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1. **INCIDENT NAME** If the incident is internal to the hospital, the name may be given by the hospital's Incident Commander. If the incident affects the larger community, the name may be given by a local authority (e.g., fire department, local EOC, etc.).
2. **DATE OF BRIEFING** Use the international standard date notation **YYYY-MM-DD**, where YYYY is the year, MM is the month of the year between 01 (January) and 12 (December), and DD is the day of the month between 01 and 31. For example, the fourteenth day of February in the year 2006 is written as **2006-02-14**.
3. **TIME OF BRIEFING** Use the international standard notation **hh:mm**, where hh is the number of complete hours that have passed since midnight (00-24), and mm is the number of complete minutes that have passed since the start of the hour (00-59). For example, 5:04 PM is written as **17:04**. Use local time.
4. **EVENT HISTORY AND CURRENT ACTIONS SUMMARY** Document input from Section Chiefs and affected leadership and/or organizations involved.
5. **CURRENT ORGANIZATION** Use proper names to identify personnel who are performing incident management functions as part of the HICS organization structure.

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6. **NOTES (INCLUDING ACCOMPLISHMENTS, ISSUES, WARNINGS/DIRECTIVES)** Self-explanatory. Use blank space for maps and other diagrams.
7. **PREPARED BY (NAME AND POSITION)** Use proper name and HICS position title.
8. **FACILITY NAME** Use when transmitting the form outside of the hospital.

WHEN TO COMPLETE: Prior to briefing in the current operational period.

HELPFUL TIPS: Distribute copies to all staff before initial briefing.