

# HICS Form Overview Table

| Summary   | Information Contained   | Why It's Needed  | Responsible Party   | Intended Audience  | When to Fill Out   | Tips   |
|---|---|--|---|--|--|--|
| <p><b>HICS 200</b><br/>IAP Coversheet</p> <p>Serves as a table of contents for the IAP</p>  | <p>Page numbers/order of HICS forms and documents in the IAP</p> <p>May also list: maps, facility information (parking, Wi-Fi etc.), schedules, weather, incident pictures, time sheets, procedures, blank HICS forms for incoming staff</p>          | <p>Some IAPs can be lengthy/complex and this form makes it easy to find specific information</p>   | <p>Planning Section Chief (PSC)</p>   | <p>All readers of IAP, but primarily meant for the staff who are charged with executing the IAP</p>  | <p>When you have all of the other completed HICS forms turned in</p> <p><u>Draft</u>: Before the Planning Meeting<br/><u>Final</u>: Prior to Operational Period Brief</p>  | <ul style="list-style-type: none"> <li>Review &amp; add the list of required IAP documents/ contents which should be determined prior to Planning Meeting by Planning Section Chief</li> </ul>   |
| <p><b>HICS 201</b><br/>Incident Briefing</p> <p>Provides a high-level summary of the incident</p> <p>Usually only used before an IAP is developed but could also serve as an executive summary for each IAP, if desired</p> | <p>Summary of incident/impacts, safety issues, map/sketch, org chart of current incident management team, objectives, summary of current and planned actions, summary of resources requested &amp; assigned</p>                                       | <p>Initially, this document helps the first group of incident management personnel to gain situational awareness. It gives a quick summary of key information without having to read the whole IAP. Often this information hasn't been completed until the 201 is completed.</p> | <p>Note: The Incoming IC and Section Chiefs usually work with local staff to gather information if assisting via mutual aid</p> | <p>Primarily the first responding group of incident management personnel. Can also be used to provide a quick summary to incoming staff charged with executing the IAP after the first operational period (if you want to include the 201 in subsequent IAPs).</p> | <p>As soon as possible following the decision to activate the incident management team</p> <p>If using for each IAP, it should be completed following the Planning Meeting and prior to the Operational Period Brief</p> | <ul style="list-style-type: none"> <li>Talk with key personnel and leadership who have knowledge of incident</li> <li>Some information may not be known when you ask or look for it, especially if it is early in the response.</li> <li>You may have to make decisions on what should be included</li> <li>HICS/ICS 209 can help give an idea of info to collect</li> </ul>   |
| <p><b>HICS 202</b><br/>Incident Objectives</p> <p>Describes the incident management goals, priorities, and safety considerations</p>  | <p>Goals, priorities, and safety considerations that incident personnel will use to guide their actions during their shift.</p> <p>If you are creating this form, keep in mind it is FOR THE NEXT OPERATIONAL PERIOD, not for your current shift.</p> | <p>It ensures that incident personnel work on priority tasks during their shifts. Otherwise there would be inconsistency between shifts and time would not be spent as efficiently/effectively. It also informs many of the other HICS forms.</p>                                | <p>Planning Section Chief with input from the other Section Chiefs and approval from Incident Commander</p>                     | <p>Incident management personnel who are assigned to execute the IAP</p>   | <p>During the Objectives Meeting (early in the operational period)</p>   | <ul style="list-style-type: none"> <li>Work with other incident management personnel to identify problems that need to be addressed by the team during the Objectives Meeting.</li> <li>Don't get too "in the weeds"/specific when writing Objectives Meeting on how to achieve them will be developed during the Tactics Meeting.</li> <li>Make sure your objectives are measurable so you know if you have or have not accomplished them.</li> </ul> |

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| <b>HICS 203</b><br><b>Organization Assignment</b> | List of HICS positions and who will be filling them during the listed operational period. Can expand/contract as needed  | Names of people filling the HICS positions of the IMT during the listed operational period.  | Helps personnel find key positions and the names of the people filling them. Lets you know who is responsible for certain tasks.   | Planning Section Chief                                     | All incident personnel | <b>Draft:</b> Before the Planning Meeting<br><b>Final:</b> Before to Operational Period Brief | <ul style="list-style-type: none"> <li>PSC works with other Sections to identify who will be filling which positions during the listed operational period</li> <li>Try to have staffing determined early in the IAP planning process so the incoming personnel have time to mobilize.</li> </ul>   |
| <b>HICS 204</b><br><b>Assignment List</b>         | Essentially, a "To-Do" List for the incoming shift. These form the heart of the IAP and may/may not change from day to day.  | Assigned Objectives (WHAT to achieve) and Strategies/Tactics (HOW to achieve it) for a specific Section/Branch/Unit. Also contains assigned resources/personnel and special considerations during the listed operational period. | The 204 form allows you to focus on executing the plan rather than trying to create and execute it at the same time, making the response more efficient and effective. Helps eliminate missed or duplicated tasks. | Each Section completes their own 204 and submits to PSC    | Each member of the IMT | <b>Draft:</b> Before the Planning Meeting<br><b>Final:</b> Before to Operational Period Brief | <ul style="list-style-type: none"> <li>Section Chiefs can find the information needed to complete this form by reviewing the Incident Objectives (202), Organization Assignment (203), the Operational Planning Worksheet (215) and Safety Analysis (215A).</li> <li>Objectives can be found in 202</li> <li>Strategies/Tactics can be found using the 215, 215A, and 203.</li> <li>Special considerations can be found in the 202 and 215A</li> </ul>   |
| <b>HICS 205A</b><br><b>Contact List</b>           | A contact list for incident personnel  | Radio, phone, email, fax, cell, and pager information for all internal and external personnel. If any equipment was assigned, there is a space to include identifying/serial numbers for that equipment.                         | So key personnel can be contacted during an incident.  | Logistics Section (Communications Unit Leader, if staffed) | All incident personnel | <b>Draft:</b> Before the Planning Meeting<br><b>Final:</b> Before to Operational Period Brief | <ul style="list-style-type: none"> <li>If you don't know the contact information for someone, talk with Logistics as they should have been the one who ordered those resources. If they do not know, try to identify who suggested that person to fill that role, talk to the section they will be assigned to, or the person's home agency, if known.</li> <li>If you don't collect their contact information prior to the start of the operational period, they can always add it when they arrive.</li> </ul> |
| <b>HICS 206</b><br><b>Medical Plan</b>            | A description of how medical care will be provided for incident personnel, not victims/non-incident personnel – that falls to Operations or first response personnel to determine. | Treatment areas, contact information, staff, resources on-hand, transportation information, and back-up sites.   | Allows for the quick facilitation of care for any affected incident personnel, which may be very different in nature, availability or priority than the affected community.  | Logistics Section Employee Health & Well-Being Unit Leader | All incident personnel | <b>Draft:</b> Before the Planning Meeting<br><b>Final:</b> Before to Operational Period Brief | <ul style="list-style-type: none"> <li>The Employee Health &amp; Well-Being Unit Leader should work with local EMS/hospital personnel to develop the plan and ensure it can be executed.</li> </ul>  |

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| <p><b>HICS 207 Organization Chart</b></p> <p>A visual org chart that shows which sections, branches/divisions, and units are being utilized in response to the incident. Can expand and contract as needed</p> | <p>Size and structure of personnel groups, as well as the names of the people filling assigned positions within those groups during the listed operational period.</p>                      | <p>Box charts can provide additional clarity regarding the structure of the response that the 203 cannot</p>   | <p>Incident Commander or designee (usually Resource Unit Leader/ Planning Section)</p>   | <p>All incident personnel</p>   | <p>Draft: Before the Planning Meeting<br/>Final: Before to Operational Period Brief</p>   | <ul style="list-style-type: none"> <li>• There can often be multiple ways to structure the personnel groups during an incident. Decisions should be based off of the Incident Objectives (202) and their associated strategies/tactics (found in 215 and 204).</li> <li>• Keep span of control in mind. One supervisor should not have more than seven subordinates.</li> <li>• Divisions are arranged by geography</li> <li>• Branches are arranged by function</li> <li>• Groups are arranged by function but are smaller in size than Branches</li> <li>• Strike Teams are similar resources</li> <li>• Task Forces are mixed resources</li> </ul> |
| <p><b>HICS 213 General Message</b></p> <p>A generic written document that assists with record keeping and communication. Can also serve as the resource-ordering document for incident personnel.</p>          | <p>A section for the message and separate one for a reply makes this a very flexible form. Often used for status updates, requests for information, actions taken, and resource orders.</p> | <p>Assists with documentation and communication during an incident. Sometimes a verbal request/message gets forgotten about in the hectic response environment, making it valuable to have a hard copy of a message.</p> | <p>Each member of IMT</p>  | <p>Any member(s) of the IMT</p> | <p>Throughout the operational period. If using for resource ordering, most should be submitted as soon as possible following the Tactic Meeting so that there is time for the resources to mobilize and arrive for the next operational period.</p> | <ul style="list-style-type: none"> <li>• If using for resource ordering make sure to be specific about the kind, type, amount, location, capability, and purpose of the requested resource.</li> <li>• See ICS 213RR for an example of what information to collect.</li> <li>• Make sure to let the requestor know if the order has been filled or not filled.</li> <li>• Collect and archive all 213s for incident documentation purposes</li> <li>• Carbon copy versions of these forms are valuable as it allows the involved parties to keep their own copies as more information is added to it.</li> </ul>                                      |
| <p><b>HICS 214 Activity Log</b></p>  | <p>A document that tracks notable activities, events, and decisions for record keeping purposes.</p>  | <p>A summary of a person's key activities and decisions made during their shift.</p>   | <p>Assist with record keeping processes and can be used in audits, plan/procedure revisions, exercise development, and after action/improvement planning</p> | <p>Each member of the IMT</p>   | <p>Auditors, personnel who review the logs for insight from the event or to develop AAR/IPs etc.</p>  | <ul style="list-style-type: none"> <li>• Throughout the operational period. It helps to have someone assigned to remind everyone to update the 214 on a regular basis so information is fresh.</li> <li>• Assign someone to remind all incident personnel to update their log on a regular basis (once every hour or two is common). The longer you wait the harder it will be to add accurate and complete information.</li> <li>• Do not underestimate the importance of this document. It has proven to be valuable in situations where people/groups have been accused of wrong doing during past incidents.</li> </ul>                           |

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| <p>A crucial worksheet that helps personnel decide what tactics and resources are needed to achieve the objectives listed in the HICS 202 form. It can also help determine how to organize incident personnel (i.e. branches/divisions/groups/ strike teams/ task forces etc).</p> | <p>Strategies/tactics for completing objectives, required resource types and amounts, overhead personnel, special instructions for resources, and reporting time/location.</p> | <p>This document helps incident personnel figure out what needs to be done to achieve assigned objectives and what resources are needed to do so. Information from this worksheet is used to complete the HICS 203, 204, 207, and 213 (if using 213 for resource ordering).</p> | <p>Combinations of Operations Section Chief, Safety Officer, Logistics Section Chief, and Planning Section representative (usually the Resource Unit, if staffed)</p> | <p>Incident Commander, other Section Chiefs at the Planning Meeting</p> | <p>The Operations Section Chief should have a draft put together prior to the Tactics Meeting. It can be time consuming to work through the process so be aware.</p> | <ul style="list-style-type: none"> <li>Operations Section Chief, Resource Unit Leader, Logistics Section Chief, and Safety Officer should work together during the Tactics Meeting to determine what additions/changes should be made to the Operations Section Chief's draft 215.</li> <li>Laminating a poster-sized 215 is an effective way to work through the form as a group</li> <li>Ask yourself "What are we trying to achieve and what resources/people do we need to make that happen?"</li> <li>You are planning for the next operational period, unless you are in the initial response, then you are planning for both the current and next op. period</li> <li>Don't forget about support resources that are required for your primary resources to function – e.g. gas and an operator for a dump truck</li> <li>Tactics Meeting/215 tips are available on YouTube – search "Tactics Meeting ICS"</li> <li>Get input from partners/experts prior to the meeting if you aren't sure what tactics or resources are required.</li> <li>Multiple 215s are usually required to work through the tactics and resources for each branch, division, group etc. so make sure you have several blank 215s printed or use a laminated version and take pictures of it when it is filled and you need to erase to more room.</li> </ul> |
| <p><b>HICS 215A</b><br/>Operational Planning Worksheet</p>   | <p>Hazards, hazard locations, steps for addressing the hazards, and status of whether or not the hazards have been addressed or not.</p>                                       | <p>Incident personnel often work in dangerous or potentially dangerous conditions while responding. It is important to think through what might happen to them and what actions/resources are needed so they can work safely.</p>   | <p>Safety Officer with input from Operations Section Chief regarding what personnel will be doing to execute the IAP.</p>   | <p>Incident Commander, other Section Chiefs at the Planning Meeting</p> | <p><b>Draft:</b> Before the Tactics Meeting<br/><b>Final:</b> Before the Planning Meeting</p>  | <ul style="list-style-type: none"> <li>Work with Operations Section Chief to figure out what kind of actions incident personnel will be taking during their shifts</li> <li>Develop draft prior 215A prior to the Tactics Meeting and then make adjustments/additions during the meeting if anything new comes up.</li> <li>Mitigations = Actions/restrictions/resources that can minimize or eliminate a hazard.</li> </ul>   |