IC Briefing Sheet Guide

The Briefing Sheet is used to organize notes from the mission briefing. It makes it easier to capture essential information for use during the mission and for completing the ICS 214.

The following describes each section. It is intended to be flexible so that the user can adapt the sheet to different types of missions and situations.

IC Briefing Sheet

Guide Note	Field
Incident Name and #, Date and time of briefing	**Incident / DR#:** _____ **Date/Time:** _____

YCSO: _____   **Contact**: _____

Deputy name and contact #

Frequencies: **IC / Comms Contact:**_____
_____/_____/_____   _____
_____ Jeep/Jeep

Comms / IC contact #

Radio Freq. Primary, Secondary, 3rd, agreed upon Jeep to Jeep

Subject information or instructions for assigned tasks.

Subject /Task 1	Subject / Task 2

Subject / Task 3	Subject /Task 4

Team member information and roles.

Team _____				Team _____			
Name	ID	Vehicle	Role	Name	ID	Vehicle	Role

Team _____				Team _____			
Name	ID	Vehicle	Role	Name	ID	Vehicle	Role

Team _____				Team _____			
Name	ID	Vehicle	Role	Name	ID	Vehicle	Role

NOTES:

Free form notes to capture any other important info.