Incident Command System (ICS) FORMS LIST

ALL STAFF MUST MAINTAIN AN ICS 214 ACTIVITY LOG.

WHO USES THE FORM	# and TITLE OF FORM	WHEN FORM IS USED
INCIDENT MANAGER	ICS 201 Incident Briefing	Initial Incident Briefing
SAFETY OFFICER	ICS 215A Incident Action Plan Safety Analysis	Prep Tactics Meeting
	**ICS 208 Safety Message Plan	After Tactics Meeting
	*ICS 206 Medical Plan	After Planning Meeting (**Medical Unit** has primary responsibility)
LIAISON OFFICER (contribute to this form)	**ICS 205A Communications List	Ongoing (**Logistics** has primary responsibility)
OPERATIONS CHIEF	ICS 215 Operational Planning Worksheet	Prep Tactics Meeting
	*ICS 204 Assignment List	After Tactics Meeting (**Resources** has primary responsibility)
PLANNING CHIEF	*ICS 202 Incident Objectives	Command & General Staff Meeting/ Develop Incident Objectives Meeting
Resources Unit Leader	*ICS 203 Organization Assignment List	After Planning Meeting
" " "	*ICS 204 Assignment List	After Planning Meeting
" " "	**ICS 207 Incident Organization Chart	Ongoing
" " "	ICS 211p Incident Personnel Check-In List	Immediately/Ongoing
" " "	ICS 201.10 Resources Tracking Form	After Tactics Meeting (Anytime Resources are ordered and assigned)
Demobilization Unit Leader	ICS 221 & 221 Attachment A Demobilization Check-Out	ASAP
Documentation Unit Leader	ICS 231 General Meeting Summary	At Any Meeting

WHO USES THE FORM	# and TITLE OF FORM	WHEN FORM IS USED
Situation Unit Leader	ICS 230 Daily Meeting Schedule	Command & General Staff Meeting/ Develop Incident Objectives Meeting
Situation Unit Leader	MDH SITREP Situation Report	As Directed
LOGISTICS CHIEF	**ICS 205A Communications List	Ongoing (**Liaison Officer** contributes to this form)
	ICS 213-RR Resource Request	Anytime a Resource Request is Initiated
Communications Unit Leader	*ICS 205 Incident Radio Communications Plan	After Planning Meeting
Medical Unit Leader	*ICS 206 Medical Plan	After Planning Meeting (**Safety Officer** Reviews)
FINANCE/ADMINISTRATION CHIEF	ICS 213-RR Resource Request	Anytime a Resource Request is Initiated
ANYONE	ICS 213 General Message	Anytime the message cannot be transmitted orally, or the phone cannot be answered
	ICS 214 Activity Log	Record Decisions, Requests, Assignments Given, Tasks Completed, Actions Taken, Changes in Plan or Incident, Items that Need Following Up

Notes:
- The Incident Manager determines which forms to include in the Incident Action Plan (IAP).
- The ICS Forms identified with an asterisk (*) are typically included in an Incident Action Plan.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.