

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
INCIDENT BRIEFING (ICS 201-CG)

PRIVACY NOTICE

AUTHORITY: USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

PURPOSE: The ICS 233-CG is provided to Command and General Staff members, giving them the open tasks/actions needing to be completed and a means to track the open tasks/actions they have been assigned.

ROUTINE USES: USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally pursuant to DHS/USCG/PIA-008 Marine Information for Safety and Law Enforcement (MISLE).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Open Actions Tracker (ICS 233-CG) is used by the Incident Commander/Unified Command (IC/UC) to assign and track tasks/actions to IMT personnel that do not rise to the level of being an Incident Objective. The ICS 233-CG should be duplicated and provided to Command and General Staff members, giving them the open tasks/actions needing to be completed and a means to track the open tasks/actions they have been assigned.

Preparation. The Planning Section Chief (PSC) is responsible for maintaining the ICS 233-CG for the Incident Commander/Unified Command and typically utilizes the Documentation Unit Leader (DOCL) to assist in this forms development and updating. The PSC should ensure all Command and General Staff are prepared to discuss their assigned tasks/actions during the Command and General Staff and Planning Meetings

Distribution. When completed, the ICS 233-CG may be duplicated and copies are distributed to the Unified Command and Command and General Staff. The Open Actions Tracker is also posted on a status board located at the Incident Command Post. All completed original forms MUST be given to the Documentation Unit.

Notes.

- The ICS 201-CG can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201-CG and repaginate as needed.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident / City and State or Country if applicable.
3.	Operational Period	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4.	# / Number	Enter number of task in sequential order (1, 2, 3, ...).
5.	Item / Task	Enter short descriptive of the task/action to be completed. Tasks/Actions are important to be completed but are not Incident Objectives which are documented on the ICS-202-CG form.
6.	Point of Contact (POC)	Enter the Point of Contact (POC), the responsible person/section.
7.	POC Briefed	Enter "X", when the task/action has been briefed to the POC/responsible person. This is to ensure that tasks/actions identified outside of the POC's presence (during Unified Command Meeting for example) are briefed to and acknowledged by the identified POC.
8.	Start Date	Enter the date the task/action was initially assigned under "Start Date."
9.	Target Date	Enter deadline task/action should be completed.
10.	Status	Enter status of item. For example; "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "Completed" is entered.

