

#### RELATED TERMS

- Incident Command Post
- National Incident Management System



**Lessons Learned  
Information Sharing**  
www.LLIS.gov

## LESSON LEARNED

#### PRIMARY DISCIPLINES

- Emergency Management
- Fire
- Law Enforcement

## Emergency Management: Use of Standardized Incident Command System Forms

### SUMMARY

Incident Command Post (ICP) personnel need to keep accurate and comprehensive records when operating at long-term incidents. ICP personnel should have available and be trained in the use of standardized Incident Command System (ICS) forms.

### DESCRIPTION

On September 11, 2001, ICP personnel at the Pentagon did not use standardized forms to document the decisions, actions, contracts, and assignments of each incident command function. The failure to use ICS made the transition from ICS to Unified Command more difficult. It also prevented emergency managers from having a complete accounting of emergency response information. Such records are essential for verifying reimbursement claims or as a defense against lawsuits.

The Department of Homeland Security's National Incident Management System (NIMS) recommends the use of standardized ICS forms to develop Incident Action Plans and to document incident response information. Emergency managers should ensure that copies of all ICS forms are readily available in the ICP and that all responders are trained in their use. Sample ICS forms can be found in NIMS.

### CITATION

Department of Homeland Security. "National Incident Management System." March 1, 2004. <http://www.dhs.gov/interweb/assetlibrary/NIMS-90-web.pdf>.

Titan Systems Corporation. *Arlington County After-Action Report on the Response to the September 11 Terrorist Attack on the Pentagon*. May 30, 2002. ([http://www.arlingtonva.us/Departments/fire/edu/about/docs/after\\_report.pdf](http://www.arlingtonva.us/Departments/fire/edu/about/docs/after_report.pdf))

### DISCLAIMER

*Lessons Learned Information Sharing (LLIS.gov)* is the US Department of Homeland Security/Federal Emergency Management Agency's national online network of lessons learned, best practices, and innovative ideas for the emergency response and homeland security communities. The Web site and its contents are provided for informational purposes only, without warranty or guarantee of any kind, and do not represent the official positions of the US Department of Homeland Security. For more information on *LLIS.gov*, please email [Feedback@llis.dhs.gov](mailto:Feedback@llis.dhs.gov) or visit [www.llis.gov](http://www.llis.gov).