

# NIMS 209 PROGRAM

User's Guide  
January 2013



3: Initial		Update		Final	
		XX			
7: Start Date		Time		9: Incident Commander	
10/28/2010		1254		Ardoin	
8: Cause		13: Latitude and Longitude		14: Short Location Description (in relation to nearest town)	
Human		Lat: 34° 38' 32" Long: 120° 34' 29"		10 Miles West of Lompoc, on Vandenberg AFB	
Ownership: CA-AFV		18: Line to Build		19: Estimated Costs to Date	
		100 Chains		\$0	
17: Expected Containment Date: 10/30/2010		24: Structure Information		#Threatened	
15 Percent		Residence		28	
22: Injuries to Date: 0		Commercial Property			
		Outbuilding/Other			
		23: Fatalities: 0			

**NATIONAL INTERAGENCY FIRE CENTER**  
Boise, Idaho

direction towards critical mission support facilities  
direction towards critical mission support facilities  
communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:  
in support facilities, archeological sites and power distribution systems  
on support facilities, archeological sites and power distribution systems  
needs (amount, type, kind and number of operational periods ()) in priority order in 12, 24, 48, and 72 hour time frames):  
resources needed due to expected winds impacting fire line with potential spread to impact critical infrastructure, natural and cultural resources  
ploded ordnance hazards.  
Current Operational Period -- 50  
31: Fuels/Materials Involved: 4 Chaparral (6 Feet)  
Chaparral and old growth manzanita  
Fire-ups in the interior of the fire area.



# ICS-209 User's Guide

## Introduction

This document is to be used as a User Guide for the ICS-209 program located on the National Fire and Aviation Management Web Applications site (FAMWEB). The 209 Program is a web-based application that allows for more efficient processing of the Incident Status Summary, Form ICS-209.

### Background

The Incident Status Summary, also known as the "209" ("two-oh-nine"), is used for reporting specific information on incidents of significance. The report is a critical interagency incident reporting tool giving daily 'snapshots' of the wildland fire management situation and individual incident information which include cost, critical resource needs, fire behavior, size, etc. Accurate and timely completion of the ICS-209 is necessary to determine appropriate resource allocation during multiple incident occurrences. In conjunction with other sources of information, the information included on the 209 is used by managers to determine the priority of an incident and allocation of scarce resources. The Sit/209 application (see page 5 for further explanation) is also a system of record for data on incident activity.

In January 2012 the NWCG issued an All-Hazards Intent Document defining wildland fire agencies support to all-hazards incidents. The document stated, "The National Incident Management System (NIMS) is the foundation of all response. NWCG principles, procedures, and publications will comply with and support NIMS. NWCG expects that all local, State, and Federal response agencies and organizations will comply with NIMS." The document further stated that, "NWCG supports the ongoing development and maintenance of wildland fire systems to be adaptable for all-hazards response." (See the memorandum below.)

In part to meet the new NIMS standards, as well as other mandated requirements, in 2012 the Situation Report / ICS-209 (Sit/209) application underwent a significant redesign. The primary goals of the redesign are to meet more stringent federal agency IT and security requirements, as well as to provide users of the application a more functional and robust reporting system. New features have been added to the 209 program, including the following:

- Implement a design refresh as part of the Software Development Lifecycle Cycle (SDLC) process.
- Meet new and on-going technical and mandated security requirements (i.e., user and password management through the NESS integrated LDAP, C&A Self-Assessment, secure coding). Also, Implement F&AM single sign-on in conjunction with the NESS common user authentication project.

- Replace the existing “canned” Sit/209 reports with the Cognos reporting software package required by the Forest Service (similar functionality to the ROSS reports software package).
- Incorporate the NIMS 209 form into the 209 program. This will allow incident management teams and others to better report all-hazard incidents. Additional data fields within the program will allow non-fire incidents to be more accurately reported.
- Enhance the application’s capability to integrate with other existing or emerging systems of record, such as IRWIN, WFDS and other programs.

In order to ensure that the information submitted is as complete as possible, please follow the guidelines in this User’s Guide when completing or reviewing ICS-209s for submission into this database.

### **System Function**

The intent of the 209 program is for ICS-209 (using the NIMS-209 form) information is to be entered at the incident or the dispatch center responsible for the incident. Once incident information has been approved, and a final report submitted, it can be accessed and utilized at the local, geographic, and national levels.

ICS-209s should be completed according to each Geographic Area’s Mobilization Guide. Please refer to Chapter 20 of your Geographic Area’s Mobilization Guide and the National Interagency Mobilization Guide for more specific information on reporting requirements for ICS-209 reports.

### **System Users**

Users of this system primarily include local dispatch personnel and incident management teams that generate ICS-209s, and agency managers, information officers, and decision-makers who access completed reports. Agency managers include staff from the Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), USDA Forest Service (USFS), National Park Service, state and local agencies.

### **User Support**

Technical support for the ICS-209 program can be found through the National Fire and Aviation Management Web Applications site (FAMWEB), or at the Fire Applications Help Desk. Contact the Help Desk at (866) 224-7677 or via e-mail at: [fire\\_help@fs.fed.us](mailto:fire_help@fs.fed.us). After normal business hours (07:30 am – 4:00 pm Mountain Time) leave a message and the on-call duty officer will return your call.

If you have questions on data entry, what to report, program access, etc., contact your local dispatch center or Geographic Area Intelligence Coordinator/Officer.



## NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center  
3833 S. Development Avenue  
Boise, Idaho 83705

### MEMORANDUM

Reference: NWCG#001-2012

To: NWCG Committee Chairs  
Geographic Area Coordinating Group (GACG) Chairs  
National IC/AC Council Chair

From: NWCG Chair *William Page*

Date: January 10, 2012

Subject: NWCG's Role in Support, Coordination, and All-Hazards Response by Wildland Fire Agencies

The all-hazards environment encompasses a broad spectrum of threats and hazards, both natural and human-caused, including wildland fires. While the primary focus of the National Wildfire Coordinating Group (NWCG) is the safe and efficient management of resources for wildland fire incidents, it is also recognized that these same resources respond to other types of all-hazards incidents at the national, regional, and local level. The wildland fire discipline and NWCG are inextricably linked to and continue to support the national effort for the development of a common National Incident Management System (NIMS).

As the response to all-hazards becomes increasingly interdisciplinary and interagency, there is a need to understand and define the intent and responsibility of NWCG during such events. The National Response Framework (NRF)/NIMS Committee was tasked by the NWCG Executive Board to develop an all-hazards intent document. The resulting NWCG All-Hazards Intent Document defines NWCG's role in the preparedness for, coordination of, and support to all-hazards incidents. It is based on the premise that the NIMS is the foundation of all incident response organizations, and that NWCG principles, procedures, and publications will comply with and support NIMS.

The NWCG All-Hazards Intent Document will be published in PMS 900: NWCG Operating Principles and Guidelines, and referenced in the Interagency Standards for Fire and Fire Aviation Operations (NFES-2724), or Red Book.

Attachment A: NWCG All-Hazards Intent Document

NWCG#001-2012  
All-Hazard Response -  
NWCG's Role

Page 1 of 2

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## **FAMWEB Situation Report and ICS-209 Program Overview**

The redesigned Sit/209 program features a new look and feel, and incorporates many new enhancements. If you're familiar with the old Sit/209 program and reporting process, the new program will look familiar. However, there are differences in both how the program functions and the information that is entered. Among the major differences between the old program and the new program are:

### **Situation Report:**

- The resources page is gone. Other systems exist for reporting and tracking committed and available resources (such as ROSS and WildCAD).
- Users can now select report dates other than the present date to view fire data.
- Fires can now be entered for both protection and ownership on the same web page.
- Year-to-date fire statistics page shows both new fire activity and previously reported fire activity. This allows for more accurate editing of fires by both ownership and protection.

### **ICS-209:**

- The new National Incident Management System (NIMS) 209 report has been incorporated into the program. This allows better reporting of non-wildland fire incidents.
- A dispatch center can view all ICS-209 reports in one list, and can more easily edit multiple reports.
- The status of individual 209 reports is visible in the incident 209 list. The list can be sorted by column headers (date, name, number, etc.).
- Most information for an incident will be carried over from the previous ICS-209 report to the new report.
- Different portions of a 209 can be edited at different times once the Header Information has been entered. There is no need to complete each section before proceeding to the next section. Report can be saved frequently, thus reducing the likelihood of significant data loss in the event of a power or data disruption on an incident.
- User enhancements include pop-up calendars for selecting dates, and slider bars for some numerical fields (such as percent contained, etc.).
- More location information options have been included, such as UTM (Universal Transverse Mercator), legal description (Public Land Survey System), lat/long (either in degrees, minutes and seconds, or degrees, decimal minutes), and US National Grid System. Currently the program cannot convert on the fly from one coordinate system to another. However, this is a planned future upgrade.
- Up to 21 resource types can be entered for an incident. Different resource types can be selected for different types of incidents. For example, resources assigned to a hurricane may differ from resources assigned to a wildfire. Resource types may be chosen from the Select Resources Utilized (pick) list.
- A system of checks and balances (within the approval process) verifies key information entered for an incident. This feature will help to prevent errors in reporting.

- Wildland fire incidents with an existing WFDSS incident record can pull certain data from that program.
- All text fields in the new 209 program allow 4000 characters of script.

**Both Programs:**

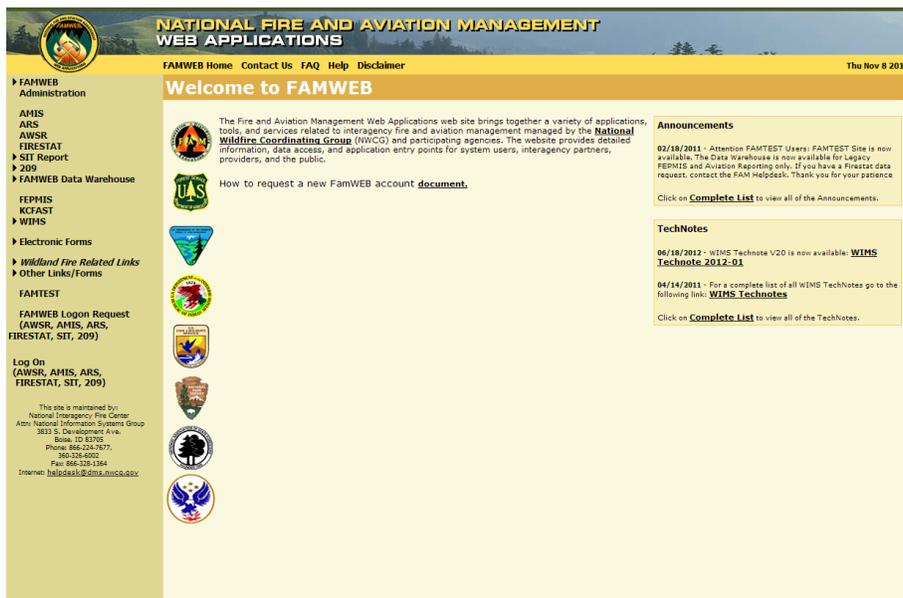
- Will use the Cognos reports program to query Situation Report and ICS-209 data. Canned reports from the previous program have been converted to the Cognos format (except those that were determined to be obsolete).
- Editable text fields in both programs are designated with white backgrounds.

## Accessing the Situation Report and 209 Programs

The SIT Report and 209 programs are accessible via the internet through the National Fire and Aviation Management Web Applications site (FAMWEB). Microsoft Internet Explorer is the preferred browser for completing the SIT Report. Other browsers may be used but note that there may be difficulties and the site could look slightly different when viewed in each browser.

The SIT Report Program shares incident information with the ICS-209 (209) Program for data entry, summaries and reports. It is important to maintain and protect the security of the program. User names and passwords are assigned to individuals, and should be protected. **Under no circumstances should a user name or password be shared with the public or the media as this is a government program.**

To get to the SIT Report Program on the FAMWEB site, you will need to enter the site via the URL - <http://fam.nwcg.gov/fam-web/>. The SIT Program is hosted in a website environment on a server at the U. S. Department of Agriculture's National Information Technology Center (NITC) at Kansas City. You will need to have a FAMWEB Logon ID and password in order to gain access to the program. The image below is an example of what the main FAMWEB homepage looks like.



- **Note:** Once you have logged into the Sit or 209 programs, do not close out of the “portal” screen (shown above). You will have to log back in to the program if you close the portal window.

## REQUESTING A NEW USER ACCOUNT

To request a new FAMWEB Logon ID for SIT and 209, click on the [FAMWEB Logon Request](#) link located on the left menu.

Complete the online registration form. Note the following account tips:

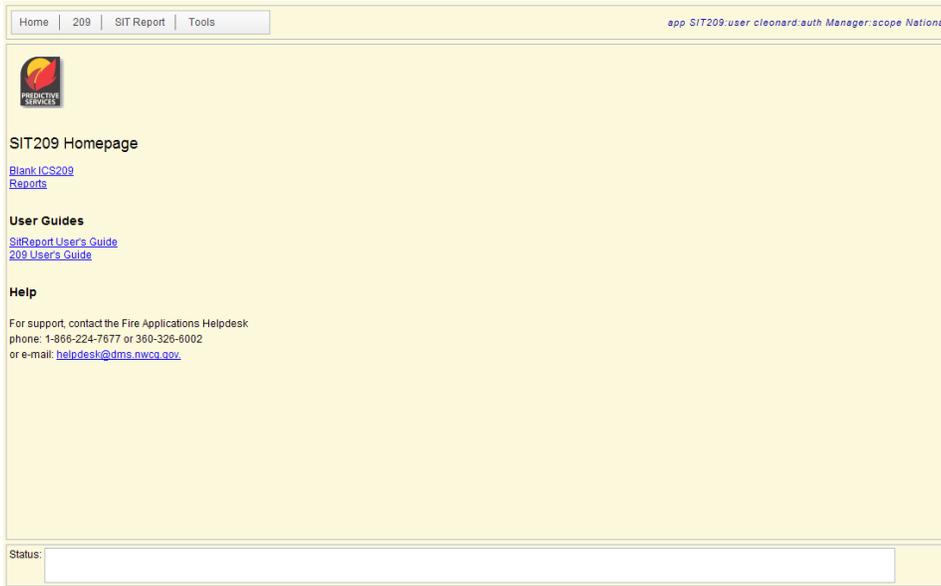
- Your User Name is **case sensitive**: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB. It is recommended that the User Name be the person's first name initial, middle name initial and last name (or portion of last name). A numeral may also be included for very common names to avoid duplication.
- Your Password is **case sensitive**: must be at least 12 characters, but no more than 14; must contain three of the following: at least one number; one symbol such as ~, #, \$, excluding \, (, %), /, @, ', and "; one upper case letter; one lower case letter; and cannot have been used previously.
- Fill in all boxes completely. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected.
- Check the box for SIT Access.
- In the Comment field, please describe your tasking with FAMWEB (e.g., what unit you are with and what organizational data you are responsible for, etc.)
- Passwords will expire every 60 days. Each user is responsible for managing their password.

Once you have registered, contact your GACC Intelligence Coordinator to activate your account.

If you need help getting a Log-on ID and password, contact the Applications Help Desk at 800-253-5559 or 208-387-5290.

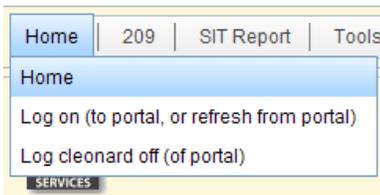
Users who currently have access to the FireStat, AMIS, AWSR and ARS Programs need to call their GACC Intelligence Coordinator/Officer to get access to the SIT Program. Current application users that move from one location to another and continue to need access to the SIT Program for the new area need to call the GACC Intelligence Coordinator/Officer for that area to obtain access.

Below is an example of what the new Sit/209 program homepage looks like. The user can log in to the program on either the main FAMWEB homepage (shown above), or the new Sit/209 homepage (shown below).



## LOGGING ON OR OFF THE SIT/209 PROGRAM

Click on the Home tab (shown above) and click **Log On**.



A dialog box, as shown to the right, will pop up asking for your User Name and Password.

*If the pop-up box does not appear, be sure to turn off pop-up blocker settings for this site, and then try again. It depends on your internet browser, check individual settings.*

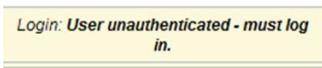
Enter your **“User Name”** and **“Password”**. Click the **“Log on”** button.



If you successfully logged on to FAMWEB, your name and authority information will appear in the upper right corner of the main page, as shown below. If you don't see your log-in name in the upper right corner, you are not logged in to the program.

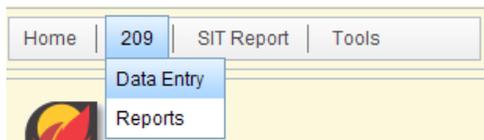


- **Note:** Should you become disconnected from the network or FAMWEB server, an error message will *not* appear. It's important to monitor your log-in status by verifying that your user name appears in the top right corner of web page (red box shown above). If you inadvertently become logged off, the user status will appear in two places in the header portion of the web page, as shown below.
- **Note:** It's recommended that entered data be saved frequently as it's entered into the program. This will help minimize data loss should a power or server failure occur.

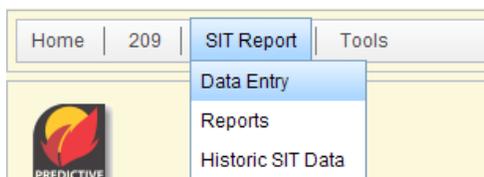


## PROGRAM MENU STRUCTURE

Below are the various choices for each program (the Home tab choices are shown above). The 209 tab has two choices: Data Entry and Reports. Choose Data Entry to create an ICS-209 report. Choose Reports to run a Cognos report.



The SIT Report tab has three choices: Data Entry, Reports and Historic SIT Data. Choose Data Entry to create a Situation Report. Choose Reports to run a Cognos Report. Choose Historic SIT Data to access prior year's data.



The Tools tab is for managing user accounts, associating units with dispatch centers, and other user and system maintenance. Only manager level users can access this tab.

## MANAGING THE 209 WEB PAGE VIEW

The main 209 web page view is comprised of four panes separated by double lines (shown by the colored boxes in the example below):

1. Incident 209 report list. All existing 209 reports for a dispatch center for the calendar year are displayed. List can be sorted by clicking the column header (Name, Unit ID, etc.). Select an incident by clicking on it. The background color is different for selected incidents.
2. The selected 209 report will appear in this pane. Text blocks available for editing will appear as white fields. Colored text fields cannot be edited in the current version of the report.
3. The Verification pane is kept minimized by default. This pane displays report items that need to be corrected (due to an error) or verified as correct by the user.
4. The Notes pane displays program messages usually relating to system performance, errors and user status.

Panes can be expanded or minimized by dragging the double line spacers left or right (shown by the vertical red lines and double arrows). The 209 report in pane 2 can be expanded to full width (hiding the other panes) by clicking the double arrow icon shown in the red circle below. (See the second graphic below.)

The screenshot displays the 209 web page interface with four panes highlighted by colored boxes and numbered 1 through 4:

- Pane 1 (Blue box):** Incident 209 report list. It shows a table with columns: Name, Unit ID, Number, Report Fr. Date. The list includes incidents like "Charlie Test 5-11 #5", "Charlie's Test 2 Iteration 1.12", "LAH TEST 1", "New Incident", "LouTest1", "Charlie's test iteration 1.12 #4", "Lou Boo", "Charlie Home Test #5", "Charlie's Iteration 1-12 #4", "Charlie's Iteration 1-12 #4", "Mt Aetna Eruption", "Charlie's Iteration 1-12 #3", "Charlie's May 11 1.14 Test", and "Test 4-7-12 Charlie".
- Pane 2 (Orange box):** Incident details for "Charlie's Iteration 1-12 #3". Fields include: Incident Name, Incident Number (8765), Report Version (Initial, Update, Final), Incident Commander(s) & Agency or Orgar (Johnny Quest), Incident Management Organization (Type 4 IC), Incident Start Date/Time (Date: 3/26/2012, Local Time: 16:15), Current Incident Size or Area Involved (7.000 Acres), Percent (%) Contained or Completed (100%), Percent (%) of Perimeter to be Contained, Incident Type (Wildfire), and Incident Complexity Level (Single).
- Pane 3 (Green box):** Verification pane. It contains a "Warnings" section with a message: "Confirm the value of this field is correct. Field: Incident Management Organization = Type 4 IC on Block 5 of the Header Tab." There is a checkbox next to the warning.
- Pane 4 (Blue box):** Status/Notes pane. It shows a status message: "2012/11/25 13:36:52> 2012/11/25 13:35:30> User changed from 'public' to 'cleonard'. user = 'cleonard' logged in."

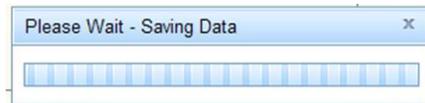
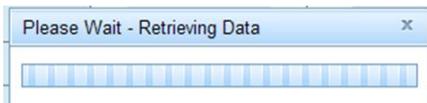
A red circle highlights a double arrow icon in the top right corner of Pane 2, which is used to expand the incident details pane to full width.

The screenshot shows the Sit/209 software interface. At the top, there is a status bar indicating "209 Incident report(s) found" and buttons for "Save", "Undo Edits", "Verify", "Approve", and a double arrow icon circled in red. Below this is a tabbed menu with "Approval And Routing" selected. The main form contains the following fields:

- \*1. Incident Name: Charlie's Iteration 1-12 #3
- \*2. Incident Number: 8765
- \*3. Report Version: Initial (radio buttons for Initial, Update, Final)
- \*4. Incident Commander(s) & Agency or Organization: Johnny Quest
- 5. Incident Management Organization: Type 4 IC
- \*6. Incident Start Date/Time: Date: 3/28/2012, Local Time: 16:15
- 7. Current Incident Size or Area Involved: 7.000 Acres (with "Size By Unit" and "Complex By Incident" buttons)
- 8. Percent (%) Contained or Completed: A progress bar showing 100% completion.
- Percent (%) of Perimeter to be Contained: A progress bar showing 0% completion.
- \*9. Incident Type: Wildlife (with dropdowns for Fire Suppression Strategy and Point Zone Protection)
- Incident Description: (text field)
- \*Cause: Other (dropdown)
- 10. Incident Complexity Level: Single (radio buttons for Single, Complex)
- Very complex. (dropdown)

The double arrow functions like a toggle switch. Clicking the double arrow (red circle) once maximizes the 209 view pane. Clicking the double arrow again makes all panes visible again.

The speed of the Sit/209 program will depend on your internet connection and browser. When the program is executing a command, opening a report, or retrieving data, a pop-up window will appear to indicate that the program is busy. Examples are shown below.



## ICS-209 DATA ENTRY

### General – ICS-209 Data Entry Instructions

The Incident Status Summary (ICS-209) is used to report large wildfires and any other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner. The ICS-209 is submitted by the agency that has protection responsibility for the incident, regardless of which agency administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the ICS-209.

ICS-209 reporting criteria are as follows:

- **Wildfires Managed for Full Suppression:** For full suppression wildfires an ICS-209 will be required when that fire meets large fire criteria. Large fires are classified as being one hundred (100) acres or larger in timber fuel types, three hundred (300) acres or larger in grass or brush fuel types, or when a Type 1 or 2 Incident Management Team (IMT) is assigned. An ICS-209 will be submitted daily until the incident is contained.
- **Wildfires Managed for Point Zone Protection, Monitor, or Confine strategies:** An ICS-209 will be submitted for any wildfire that is expected to remain active for more than 72 hours. The minimum ICS-209 requirements for these types of incidents are:
  - Create an initial ICS-209; complete blocks 1 through 15 and block 42, Remarks.
  - Complete blocks 45 through 47, Approval Information (required for all ICS-209 reports).
  - If national shared resources are committed to the incident, complete Block 43, Committed Resources.
  - Completion of additional reporting blocks can be implemented to meet the needs of an incident or GACC.
  - An updated ICS-209 will be submitted weekly (Thursday) if little or no significant event change occurs.
  - An updated ICS-209 will be submitted more frequently after or in anticipation of a significant change event.
  - A complete ICS-209 will be required daily if a Type 1 or 2 IMT is assigned.

➤ **Note:** Further guidance for these types of fires can be found at:  
<http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>

**Other significant events:** Are incidents in which a significant commitment of wildland fire resources has occurred or when a Type 1 or 2 Interagency IMT has been assigned.

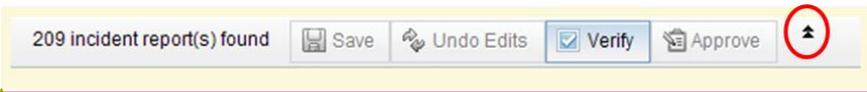
➤ **Note:** Refer to the National Mobilization Guide or your Geographic Area Mobilization Guide for additional reporting guidelines.

There are six sections (“tabs”) in the 209 program that are used for data entry. The tabs are comprised of the following incident information:



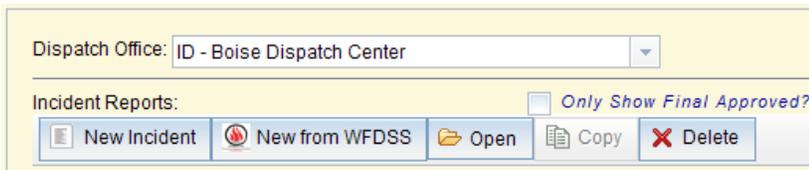
- **Header tab:** Includes key information that identifies an incident, incident type, incident commander, incident number, and other information. For any incident this tab contains certain information that must be completed before other tabs can be completed.
- **Location tab:** The location of the incident is entered here, including location description, latitude and longitude, UTM, etc.
- **Summary tab:** Significant events, fuels involved, damage assessment and structure information is entered in this section.
- **Additional Decision Support:** Information about public status, responder status, life safety, weather, incident activity, threats, and other similar information is entered here.
- **Resource Commitment Summary:** Resources assigned are entered in this tab by agency and type.
- **Approval and Routing:** Approval information, such as incident commander signature, prepared by information, and date/time submitted are entered in this tab.

Report management is done using a variety of buttons.



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- **Save:** Allows a report to be saved at any time.
- **Undo Edits:** Allows last edits to be deleted. Deletes all edits made since opening the specific tab.
- **Verify:** Validates the information entered into the program by the user. This is used to ensure accuracy and completeness of the report before approval and submission occurs.
- **Approve:** Allows the completed report (after verification) to be submitted in the system.
- **Double Arrows:** Allows report pane to be expanded to full screen width, minimizing the other panes. (For more on this feature, see Managing the 209 Web Page View section above.)



- **New Incident:** Starts a new incident record for the selected dispatch center.

- **New from WFDSS (Wildland Fire Decisions Support System):** Allows certain key information to be imported from WFDSS (if a record for this incident exists in WFDSS).
  - **Open:** Allows a pre-existing incident to be opened for viewing, or editing. Any Draft or Approved 209 report can be opened for viewing or editing.
  - **Copy:** Creates a copy of an approved 209. Most previous information is carried over to the new draft copy. An existing draft 209 (not yet approved) cannot be copied (Copy button is “grayed out”). There can only be one draft 209 for an incident at one time.
- **Note:** Copy allows the most current Approved 209 report to be used to create a new draft 209 report. Most information from the previous 209 report will be copied to the new draft 209 report.
- **Delete:** Allows a draft report to be deleted. (Final approved reports cannot be deleted from the system.)

Name	Unit ID	Number	Report From Date	Approved?	Status	Type
Dorris	CAKNF	000787	12/17/2012	Approved	Initial	Wildfire
Medicine Lake	CAKNF	000791	12/18/2012	Approved	Initial	Wildfire
Siskyou Complex	CAKNF	000792	12/18/2012	Draft	Initial	Wildfire

- **Name:** Incident name.
- **Unit ID:** The NWCG unit identifier for the incident managing agency (ID-BOD, etc.).
- **Number:** The unique incident number.
- **Report from Date:** The date that a report was submitted.
- **Approved?:** Status of an incident’s 209 report, either **Draft** or **Approved**.
- **Status:** The status of the current 209 report for an incident either **Initial, Update, or Approved**.
- **Type:** The type of incident (wildfire, hurricane, etc.)

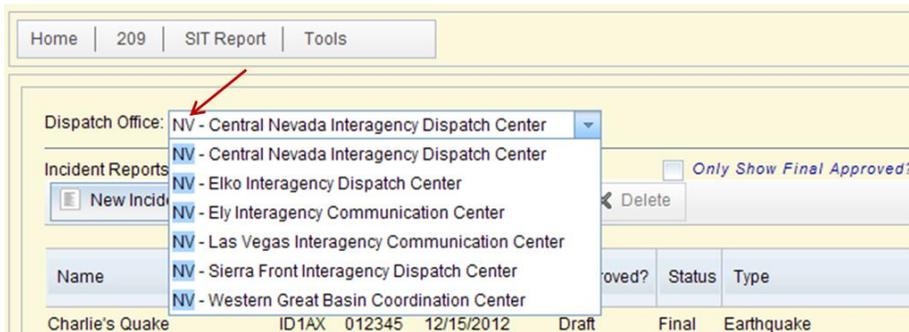
Incidents can be sorted by any one of the above headers.

## ICS-209 Data Entry Instructions – by Block

After you have logged in to FamWeb and selected the 209 program, go to the 209 tab and select **Data Entry** from the drop-down menu.

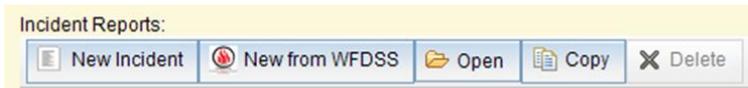


In the upper left select a Dispatch Office, Dispatch center unit ID's will populate in this box by typing in the unit ID's. For example, typing in "NV" will bring up all the dispatch centers in Nevada. Select the appropriate dispatch center from the list.



Be sure to enter the correct dispatch center, this will dictate selection options throughout the 209 data entry process. For instance, if NV-EIC (Elko interagency Dispatch Center) is selected, the program will only allow districts, forests, counties, etc. within the EIC dispatch zone to be selected later in the 209 program.

Once a dispatch center has been selected, you can choose from four options: **New Incident**, **New from WFDSS**, **Open** or **Copy**. The **Delete** button allows a draft 209 report that hasn't been approved yet to be deleted. Deleted draft reports cannot be retrieved from the system.



- **Note:** Once a dispatch center has been selected, all incident 209 reports for that center should appear in the incident list on the left side. If an incident with an existing 209 report does not appear in the incident list, it may be one of the following problems: The *draft*

209 report for the incident may have been deleted before the report was approved. Or there may be a report date/time inconsistency in Block 11 (see specific instructions for Block 11 below).

If this is the **initial** 209 report for an incident, there are two options: **New Incident** and **New From WFDSS**. Select **New Incident** if a WFDSS incident has not been created, or if the incident is not a wildland fire. If a WFDSS record has been created for this incident, certain information from WFDSS may be imported into the new 209 incident report. The imported information can be edited as needed in the new 209 report.

If this is an update of a previously created incident, select the incident from the menu on the left side of the page (it will be highlighted in blue), then go up to the header tabs and select "Open". This will open an existing incident for updating.

- **Note:** The **Open** button is active for all 209 reports in the incident list, including Draft, Approved and Final (in Status column).



- **Note:** Blocks marked with an asterisk (\*) *must* be completed in order for any 209 report to be accepted by the program, and before exiting the Header tab. Asterisks are located in each block adjacent to the block number.

## **TAB #1: ICS-209 Blocks 1 - 11 (Header Information)**

### **Block 1. Incident Name \***

**Required block.** Enter the incident name that has been assigned by the jurisdictional agency. Once a name has been assigned to the incident, it should not be changed if at all possible. However, if a name change does occur, be sure to make a note of it in “Remarks” (Block 47).

**Charlie: Check on manager’s being able to edit incident name after approved 209 has been submitted.**

If the incident is a Complex, it is recommended that the word “Complex” be included in the incident name.

### **Block 2. Incident Number \***

**Required block.** Enter the incident number that has been assigned by the jurisdictional agency. **Never use the same incident number for two different incidents in the same calendar year.**

**Charlie: Check on manager’s being able to edit incident number after approved 209 has been submitted.**

The incident number should start with the 2-letter state identifier, followed by the 3- or 4-letter unit or agency identifier and the incident number. This is usually the incident project order number in Block 3 of the Resource Order (e.g., AZ-ASD-000006, ID-BOF-044681, UT-MLF1-035, WY-YNP-000500, or CO-CRD-R236).

➤ **Note:** Unit identifiers *must* already exist in the SIT/209 Program in order for the ICS-209 to be entered and saved in the database.

Incident numbers can be changed by those users with GACC access. If an incident number needs to be changed, contact the GACC Intelligence Coordinator/Officer and request the change. Instructions for editing the incident number are located in “Edit Incident Number.”

### **Block 3. Report Version \***

**Required block.** Select **Initial**, **Update** or **Final** for the current ICS-209 you are entering.

This block defaults to **Initial** for a new entry, and **Update** for any update. **All** ICS-209s except for the **Initial** and **Final** should be marked **Update**.

- **Initial** - the first 209 created for the incident
- **Update** – subsequent reports for an existing incident
- **Final** – the last 209 for an incident

Marking a 209 **Final** removes it from the active incident list the next day. An incident that has been marked as **Final** can be found via the **Previous Final 209 Reports** link.

Select **Final** if the incident only lasts one day. Select **Final** if the incident is being merged into a Complex. If the incident is being merged into a complex ensure that is documented in **Remarks**.

#### **Block 4. Incident Commander(s), & Agency or Organization \***

**Required block.** For incidents managed by a single incident commander, enter both the first and last name. If the incident is under unified command, list all primary Incident Commanders by last name separated by a forward slash (e.g., Stam/Vail). If there is an Incident Commander trainee, designate this with a (t) in parenthesis behind the name (e.g. Smith (t)).

- **Note:** Organization in Block 4 is different from Organization in Block 5. In Block 4 organization refers to agency sub unit, not the incident management structure. For example, BLM, Boise District Office, or Mendocino Unit, Cal Fire.

#### **Block 5. Incident Management Organization**

Select the appropriate type of Incident Command Organization assigned from the drop-down menu, if applicable. If the incident is a wildland fire incident, an Incident Management Organization *should* be selected.

#### **Block 6. Start Date/Time \***

Select the appropriate **Start** date from the calendar menu. Information from a previously approved 209 report for this incident will be carried over to the update report.

Select the date and the time (military time – e.g. 1630) from the drop down menus when the incident began in the respective data entry blocks. Information can also be typed in manually.

Ensure the **Start** date and time are correctly entered. This field should always be the same, the start date and time NOT the operational period.

#### **Block 7. Current Incident Size/Area Involved**

For wildland fire incidents, enter the acreage. If a precise figure is not available, use an estimate and note in Block 47 Remarks.

For other incidents kinds, select the appropriate descriptive size (square miles, hectares, square kilometers) from the drop down menu. Information on descriptive size can also be entered in Block 47 Remarks.

- **Note:** The **Size by Unit** and **Complex Incident** buttons are activated depending on which complexity level is selected in Block 10. If **Single** is selected in Block 10 you can

only select **Size by Unit**, and if **Complex** is selected in Block 10 you can only select **Complex by Incident**.

If the incident is a single incident select the **Size by Unit** button located beneath the editable area.

**Charlie: Get clarification on the "Size by Unit" button.**

7. Current Incident Size or Area Involved:

500 Acres

Size By Unit Complex By Incident

Once you have selected the **Size by Unit** button you will see a pop-up window like the one shown below, **Incident Area Breakout by Unit**.

Incident Area Breakout by Unit

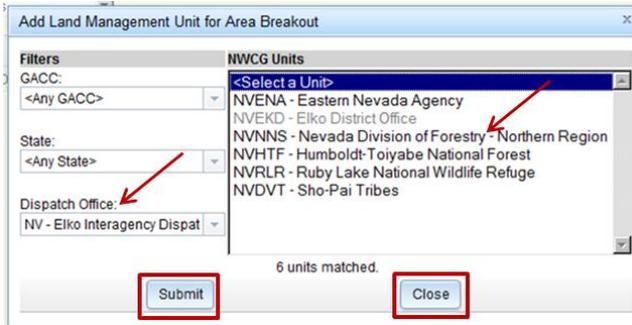
+ Add Row Delete Selected Rows Submit Cancel

Acres

Unit	Area	Unit of Measure
NVEKD	300	Acres
Total	300	...

Acres in this block are listed by *ownership*. Manually enter the acreage in the field under the **Area** header by clicking in the unit field to make it editable (the selected unit fields change color – as shown in green below). To change the “Unit of Measure,” click in the fields below the header.

If an agency needs to be removed select the row and select the **Delete Selected Rows** button. To add a new agency select the **+ Add Row** button (red box). The window shown below will pop up.



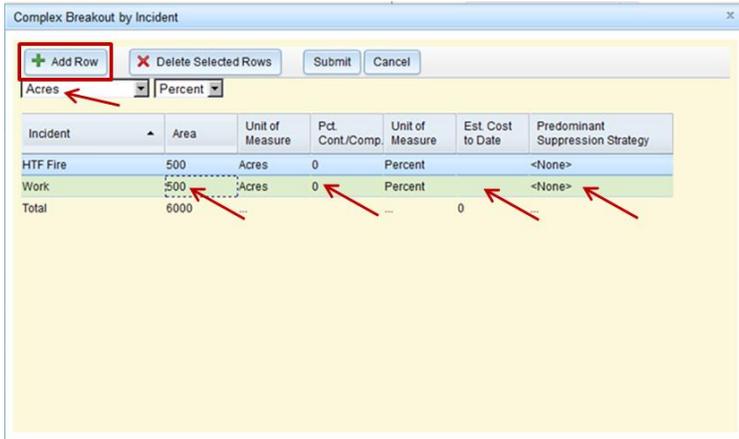
Land management units that fall within the selected dispatch zone will populate on the right, select the land management agency whose acres you want to record (the units will be grayed out if they have already been selected – such as Elko District Office shown in the example above). After selecting a new unit, press Submit button. When finished, click the Close button.

- **Note:** If the incident spreads into a neighboring GACC, state or dispatch zone, you can select the new unit on the left side of the window using the drop down menus to select the desired land ownership unit(s).

**Complexes.** If the incident is, or becomes a complex, select the Complex by Incident button in Block 7.

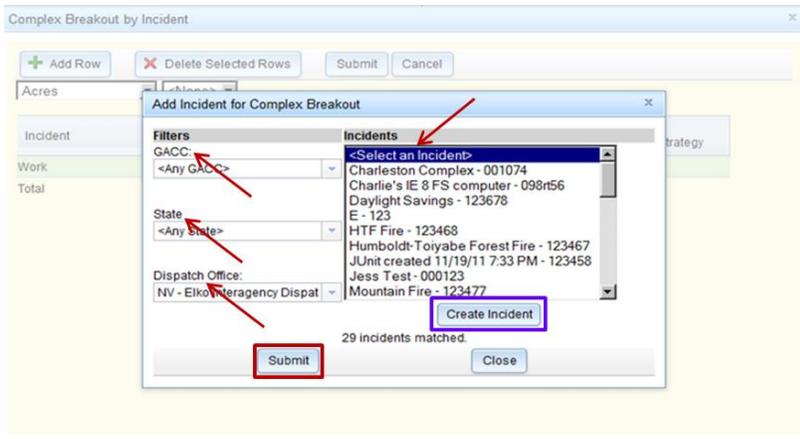


The following pop-up window will appear. Select **Add Row** to add another incident into the complex. If an incident needs to be removed from the complex, highlight the row and select the **Delete Selected Rows** button.



Select the incident to be edited (color will change – as shown by the green for the ‘Work’ incident example above). Select the unit of measure from the drop down menu, and then edit the various fields (as shown by the arrows in the example above).

**To add an existing incident into the complex.** Select the **Add Row** button. The **Add Incident for Complex Breakout** window will pop-up with a list of *existing* incidents within the dispatch zone the complex has been created in. Highlight the incident(s) you want to include in the complex and select the **Submit** button.



If you want to add *existing* incidents that are outside the dispatch zone for this complex, use the filters (red arrows above) on the left side of the window. Select the appropriate GACC, state and dispatch office that the desired incident(s) exists in.

- **Note:** An incident will only populate on the right side of the window if a 209 already exists for that particular incident. If no 209 exists, read the next section on how to incorporate a *new* incident into a complex.

**To add a new incident (one than no 209 currently exists) to a complex.** Select the **Add Row** button (see graphic on previous page). The **Add Incident for Complex Breakout** window will pop-up, select the **Create Incident** button (see the graphic on previous page). A pop-up window appears (see below).

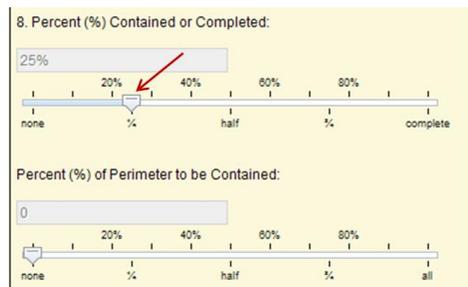
In the **Create Incident** pop-up window, complete all fields, including incident name, number, and incident type. Click the **Create** button to add the incident to the complex. Click **Cancel** to close window without saving the information.



- **Note:** Incident Number is comprised of two parts, agency unit ID (select from the drop down list), and the incident number (text field) below.

### Block 8. Percent (%) Contained or Completed

To enter the appropriate percentage, use the slider bar (red arrow in the graphic below) with the mouse and move to correct percentage. Numerical value automatically updates in the field above the slider.



There are two parts to Block 8. The first is **Percent Contained or Completed**, and the second is **Percent of Perimeter to be Contained**.

For wildfire incidents, enter the percent of the incident contained to date. For non-wildfire incidents, enter the percentage of management objectives contained or completed to date. This entry will range from zero percent (at initial action) to 100 percent (when full containment or planned action has been completed).

For non-fire incidents, enter the percentage of management objectives completed. If not applicable for the incident type, leave this block blank.

**Percent (%) of Perimeter to be Contained:** Enter the percent of perimeter left to be completed. This entry is appropriate for full suppression, point/zone protection, and confine fires, or any combination of these strategies. *Do not use this entry for wildfires managed entirely under a monitor strategy.*

**Example:** If a wildfire is being managed under both confine *and* full suppression strategies, in the **Percent Contained or Completed**, enter the percentage contained to date. In the **Percent of Perimeter to be Contained** field, enter 100 percent.

**Example:** If a wildfire is being managed for full suppression, enter the percent contained or completed to date. In the Percent of Perimeter to be Completed, enter 100 percent.

**Non-wildfire example:** For an oil spill being managed for 100 percent containment, enter the percentage that has been contained (or cleaned up) in the **Percent Contained or Completed** field. Select 100 percent in the **Percent of Perimeter to be Contained** field.

### Block 9. Incident Type \*

**Required block.** Incident Type and Cause are required fields. Fire Suppression Strategy must be filled in for wildfire incidents only (it's grayed out for non-fire incidents – as shown in the flood example below). Select Incident Type, Suppression Strategy and Cause from the drop-down menus.

*9. Incident Type:
Flood
Fire Suppression Strategy:
Incident Description:
Mississippi River
*Cause:
Lightning/Natural

*9. Incident Type:
Wildfire
Fire Suppression Strategy:
Point Zone Protection
Incident Description:
*Cause:
Unknown

### Incident Type

Select from the drop-down menu the incident type. There are 21 types to choose from:

- Wildfire
- Thunderstorm
- Chemical Disaster
- Dam Failure

- Biological Outbreak
- Earthquake
- Flood
- Foreign Disaster Assistance
- Hazardous Materials
- Heat Event
- Hurricane
- Mass Earth Movement / Avalanche
- Nuclear Emergency
- Civil Unrest / People Gathering
- Search and Rescue / Recovery
- Terrorism
- Tornado
- Tsunami
- Volcanic Eruption
- Winter Storm
- Other

#### **Fire Suppression Strategy (Wildfires only)**

Select from the drop-down menu the management strategy that best represents the situation for the operational reporting period.

- Monitor
- Confine
- Point or Zone Protection
- Full Suppression

Additional suppression strategy clarification can be made in the Remarks block (Block 47). For more information on suppression strategies, go to the national Intelligence web page at: <http://www.predictiveservices.nifc.gov/intelligence/intelligence.htm>

Or chapter 20 of the National Mobilization Guide: <http://www.nifc.gov/nicc/logistics/references.htm>

#### **Incident Description**

Incident Description is a short text field that is not required. It can be used to provide additional incident descriptive information if desired – typically for non-fire incidents. Number of text characters is limited to the width of the field. This field is especially important for incidents classified as **Other** in Incident Type.

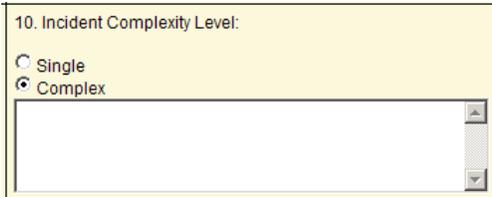
#### **Cause \***

Select the cause from the drop down menu that best describes the cause of the incident.

- **Note:** For incidents caused by natural events, use Lightning/Natural for the cause description. Additional information can be provided in the Remarks block.

**Block 10. Incident Complexity Level**

Select one of the two radio buttons, either **Single** or **Complex**. If the 209 being generated is for one incident, select **Single**. If the 209 being generated is for multiple incidents aggregated into a complex, select the **Complex** button. Enter any supporting information into the text box.



10. Incident Complexity Level:

Single  
 Complex

[Empty text box]

➤ **Note:** The incident complexity level selection affects the data that can be entered into Block 7, **Current Incident Size/Area Involved**. Selecting **Complex** in Block 10 activates the **Complex by Incident** button in Block 7. Selecting **Single** in Block 10 activates the **Size by Unit** button in Block 7. See example below.



7. Current Incident Size or Area Involved:

5,500 Acres

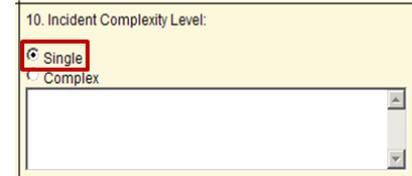
**Size By Unit** Complex By Incident



7. Current Incident Size or Area Involved:

5,500 Acres

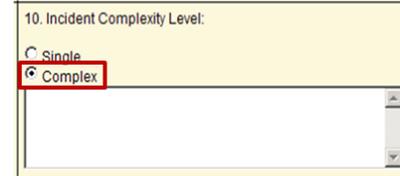
Size By Unit **Complex By Incident**



10. Incident Complexity Level:

**Single**  
 Complex

[Empty text box]



10. Incident Complexity Level:

Single  
 **Complex**

[Empty text box]

**Block 11. For Time Period \***

**Required block.** The time period reported in this block should be the current submission date and time, **not the start date of the incident**. Use the drop down menu to select the appropriate time period for both date and time. The time period selected should encompass all the time *since the last submitted 209 report*.



\*11. For Time Period:

From: 12/17/2012 08:00

To: 12/18/2012 23:00

**Example:** If you are submitting a 209 for a monitor fire once a week, the time period in the report should reflect an entire week, or back to the last approved ICS-209 report.

- **Note:** The program is designed to show only the most recent 209 report (either draft or approved) created for an incident in the incident 209 list. This is based on the date and time entered in Block 11. If the **From Time Period** date and time for the new 209 is set *prior* to the **From Time Period** date and time of the previously approved 209 report, then the current 209 draft will not appear in the incident list. (*This program function does not affect draft 209 reports.*)

**Example:** An incident already has a previously *approved* 209 report with a **From Time Period** date of 10/31 and time of 1800. If a new 209 for this incident is created and approved with a date of 10/31 and time of 1700, one hour older than the previously approved 209 report, this 209 will not appear in the incident 209 list because it has an older date and time (by one hour).

Once the correct information has been entered into Blocks 1 – 11, press the Save button at the top of the page (double check that you are still logged in). Make sure all the required blocks (noted with an asterisk \*) are completed. You can now move on to other sections of the 209 program by selecting the tab you want to go to.



- **Note:** It's recommended that entered data be saved frequently as it's entered into the program. This will help minimize data loss should a power or server failure occur.

## **TAB #2: ICS-209 Blocks 16 - 27 (Location Information)**

### **Block 16. State \***

**Required block.** Select the state from the drop-down menu that contains the point of origin of the incident. If the incident involves multiple states please note the additional states in Block 47 (Remarks).

### **Block 17. County/Parish/Borough \***

**Required block.** Select the County/Parish/Borough from the drop-down menu that contains the point of origin of the incident. If the incident involves multiple states please note the additional states in Block 47 (Remarks).

### **Block 18. City**

Enter the city in the blank that contains the point of origin of the incident. If the point of origin is not within a city enter the closest city to the point of origin. If the incident involves multiple cities please note the additional cities in Block 25 (Short Location or Area Description) or in Block 47 (Remarks).

### **Block 19. Unit or Other**

Optional. Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about the primary agency with jurisdiction or responsibility for the incident (e.g., police, public works, etc.), or another type of organization.

- **Note:** For wildfire incidents, managing unit information is derived from Block 2, Incident Number, and does not need to be re-entered here. Text entry in this block is not allowed for wildfire incidents.

### **Block 20. Incident Jurisdiction**

Optional. Enter the jurisdiction under which the incident originated (the entry may be general, such as federal, city, or state, or may specifically identify agency, such as Warren County, U.S. Coast Guard, Panama City, NYPD).

- **Note:** For wildfire incidents, this block is grayed out. Incident jurisdiction is provided in Block 2, Incident Number.

### **Block 21. Incident Location Ownership \***

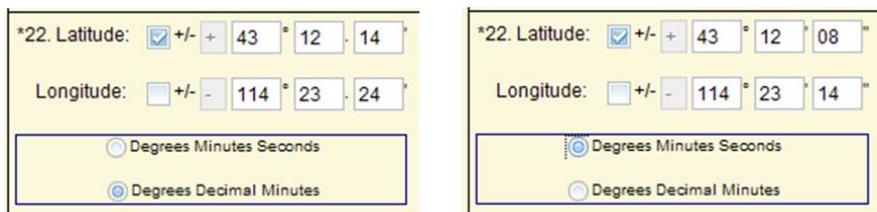
**Required block.** Enter the **land ownership at the point of origin** for the incident (this may differ from the incident's jurisdiction). Select the Unit ID from the drop-down menu.

- **Note:** Unit identifiers **must** already exist in the Sit/209 program in order to be used when filling out the ICS-209.

**Block 22. Latitude/Longitude \***

**Required block.** Enter the Latitude and Longitude of the incident at the point of origin. Make sure the correct Lat/Long format is selected (degrees, minutes and seconds, or degrees decimal minutes). Confirm the Lat/Long entered is expressed in datum NAD83.

- **Note:** Select the correct + / - boxes are selected for the Lat/Long using the check boxes (see example).



Checking the box (see above) selects either north latitude (+), south latitude (-). The gray boxes indicate the current selection (plus or minus). Longitude is the same. Select minus (-) for the western hemisphere, or positive (+) for the eastern hemisphere. Convert from degrees, minutes and seconds to degrees, decimal minutes automatically by checking the adjacent radio button.

In the example above, the same coordinate location is expressed in degrees, decimal minutes (left), and degrees, minutes and seconds (right). Notice the difference in the numbers. It is important to know which format your coordinates are in *before* entering them into the program.

**Block 23. US National Grid Reference**

Enter the US National Grid Reference of the incident at the point of origin. Confirm the US National Grid Reference entered is expressed in datum NAD83.

**Block 24. Legal Description (Public Land Survey System – PLSS)**

Enter the legal description (section, township, range) of the incident at the point of origin. Select quarter sections from the drop down menus, Principle Meridian must correspond to that state.

- **Note:** The Public Land Survey System is not used in all parts of the U.S.

24. Legal Description:			
Principal Meridian:			
Boise			
Township:	3S	Range:	7E
Section:	34	¼ Sec:	NE
¼ of ¼ Sec:	SE		

**Block 25. Short location or Area Description \***

**Required block.** Give a general descriptive location of the incident (does not need to be from the incident point of origin). This should be the number of miles from an identifiable town (e.g., “20 miles SE of Jackson, WY”). This information is important for readers unfamiliar with the area to be able to quickly identify the general location of the incident on a map.

**Block 26. Universal Transverse Mercator (UTM) Coordinates**

Enter the UTM at the point of origin. Confirm the UTM entered are expressed in datum NAD83.

26. UTM Coordinates:	
Zone:	11
Easting:	657890
Northing:	4654890

**Block 27. Geospatial Data**

Give a general description of the format the geospatial data is in (e.g. .shp, .kml, .kmz, etc...). Enter a hyperlink or instructions to where the geospatial data can be found. Leave contact information for the individual who is responsible for the incident’s geospatial information.

- **Note:** A map or other geospatial product may be attached to the printed ICS-209 report.

**TAB #3: ICS-209 Blocks 28 - 30 (Summary)**

**Block 28. Observed Fire Behavior or Significant Incident Events for the Time Period Reported \***

**Required block.** Use to describe fire behavior or significant events since the last report. **Do not** use this block for *anticipated* incident events, behavior or movement.

**Wildland fire incidents:** Describe observed fire behavior for the current reporting period using generally accepted terminology. For example: Extreme fire behavior; moderate fire activity; running fire; short or long-range spotting; crown fire; individual or group tree torching; and creeping and smoldering.

**Non-wildland fire incidents:** Describe significant incident events related to the materials or other causal agents influencing the incident. For example: Movement of a chemical gas cloud over a populated area; movement of flood waters; expansion of civil unrest into previously unaffected areas; additional recurring mud flows caused by heavy rains; radiological leak is affecting larger area than previously reported.

**Block 29. Primary Fuel Model, Material, or Hazards involved**

**Required block.** For wildfire, select the appropriate fuel model from drop down menu, and provide additional information (if necessary) in the text field. Choose the fuel model that best represents the primary carrier of the fire.

- 1) Short grass (1 foot)
- 2) Timber(grass and understory)
- 3) Tall grass (2.5 feet)
- 4) Chaparral (6 feet)
- 5) Brush (2 feet)
- 6) Dormant brush, hardwood slash
- 7) Southern rough
- 8) Closed timber litter
- 9) Hardwood litter
- 10) Timber (litter and understory)
- 11) Light logging slash
- 12) Medium logging slash
- 13) Heavy logging slash

For non-wildfire incidents, enter the appropriate primary materials, fuels, chemicals, or other hazards involved in the incident in the text field. This can include type of chemicals, burning materials, infecting agents, or anything else influencing the incident.

- **Note:** Wildland fire fuel type drop down menu is grayed out for non-wildfire incidents (shown in the red box below).

\*29. Primary Fuel Model, Materials, or Hazards Involved:  
(Hazardous chemicals, fuel types, infectious agents, radiation, etc.)

Sparse juniper.

### Block 30. Damage Assessment Information

Summarize damage and/or restriction of use/availability to residential/commercial property, natural resources, critical infrastructure and key resources, etc. In the text field include:

- Short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period and cumulatively.
- Information on the facility status, if relevant, such as operational status, if it's evacuated, etc.
- Critical infrastructure or key resources damaged/destroyed/impacted by the incident. The type of infrastructure; the extent of the damage and the impact to the community.

### Structural Summary

Complete this table as need based on the definitions below. Note in the text field if the numbers entered are estimated or confirmed. Note that the entries in the table are numerical only.

#### Definitions:

- **Single Residences:** standalone single dwellings or homes.
- **Multiple Residences:** apartment dwellings, duplexes, etc.
- **Mixed Commercial/Residential Property:** real estate zoned for business or industrial use, as well as residential (likely continuous occupation).
- **Nonresidential Commercial Property:** Any commercial property that does not include continuous residential occupation.
- **Other Minor Structures:** constructed buildings, usually detached from other structures, such as barns, equipment sheds, loafing sheds, outhouses, etc. Does not include power poles, fences, pipelines, bridges, etc.

**TAB #4: ICS-209 Blocks 31 - 47 (Additional Decision Support)**

**Block 31. Public Status Summary**

- **Note: Do not include first responder information in this block. Use Block 32.**
- **Note:** If a previous 209 exists for this incident, numbers previously entered in block 31 will be carried over to the **Previous Report Total** column. The **Total # to Date** column sums the first two columns together to provide a total for the duration of the incident.

Report the number of civilian population/general public affected by the incident in the **# This Reporting Period** column only (other columns and totals are grayed out to prevent data entry). If a count is entered in the Other category, provide a description of the type of status in Block 33 (Life, Safety, and Health Status/Threat Remarks). If accurate numbers cannot be determined at the time of the report give the best estimates. If estimates are used note this in Block 31 (Life, Safety, and Health Status/Threat Remarks).

If necessary, negative numbers can be entered in the **# This Reporting Period** to correct previous reporting errors in the **Total # to Date** column.

31. Public Status Summary:	Previous Report Total	# This Reporting Period	Total # to Date
<i>Indicate the Number of Civilians (Public) Below:</i>			
Fatalities	0		0
With Injuries/Illness	0		0
Trapped/In Need Of Rescue	0		0
Missing	0		0
Evacuated	0		0
Sheltering in Place	0		0
In Temporary Shelters	0		0
Have Received Mass Immunizations	0		0
Require Immunizations	0		0
In Quarantine	0		0
Other	0		0
<b>Total # Civilians (Public) Affected</b>	0	0	0

The program will total the data that is entered in the bottom row **Total # Civilians (Public) Affected**.

**Block 32. Responder Status Summary**

- **Note: Do not include public or civilian information in this block. Use Block 31.**
- **Note:** If a previous 209 exists for this incident, numbers previously entered in block 32 will be carried over to the **Previous Report Total** column. The **Total # to Date** column sums the first two columns together to provide a total for the duration of the incident.

Report the number of civilian population/general public affected by the incident in the **# This Reporting Period** column. Follow the same instructions and guidelines for Block 31 to complete Block 32.

If necessary, negative numbers can be entered in the **# This Reporting Period** to correct previous reporting errors in the **Total # to Date** column.

32. Responder Status Summary:	Previous Report Total	# This Reporting Period	Total # to Date
Indicate the Number of Responders Below			
Fatalities	0		0
With Injuries/Illness	0	3	3
Trapped/In Need Of Rescue	0		0
Missing	0		0
Evacuated	0		0
Sheltering in Place	0		0
In Temporary Shelters	0		0
Have Received Mass Immunizations	0		0
Require Immunizations	0		0
In Quarantine	0		0
Other	0		0
<b>Total # Responders Affected</b>	0	3	3

The program will total the data that is entered in the bottom row **Total # Responders Affected**.

If accurate numbers cannot be determined at the time of the report give the best estimates. If estimates are used note this in Block 33 (Life, Safety, and Health Status/Threat Remarks).

**Block 33. Life, Safety, and Health Status/Threat Remarks**

Enter any additional information concerning the affected public or first responders reported in Blocks 31, 32 and 34. Specify information such as road numbers and duration of closures, how many people or homes are impacted by evacuations, or the amount of material spilled or recovered. Due to the potential sensitivity of the information in Blocks 31, 32 and 34, information should be as accurate as possible in your assessment.

**Block 34. Life, Safety, and Threat Management \***

**Required block.** In this block select any threat management strategies that apply to the incident during for this reporting period.

- **Note:** This is a required block, so if no threat exists, you must check the **No Likely Threat** check box. At least one check box must be checked for the report to be approved.
- **Note:** Remember to uncheck the boxes when identified threats no longer exist.

*34. Life, Safety, and Health Threat Management	
Life, Safety, and Health Threat Management	Check if Active
No Likely Threat	<input type="checkbox"/>
Potential Future Threat	<input checked="" type="checkbox"/>
Mass Notifications in Progress	<input checked="" type="checkbox"/>
Mass Notifications Completed	<input type="checkbox"/>
No Evacuation(s) Imminent	<input type="checkbox"/>
Planning for Evacuation	<input checked="" type="checkbox"/>
Planning for Shelter-in-Place	<input type="checkbox"/>
Evacuation(s) in Progress	<input type="checkbox"/>
Shelter-in-Place in Progress	<input type="checkbox"/>
Repopulation in Progress	<input type="checkbox"/>
Mass Immunization in Progress	<input type="checkbox"/>
Mass Immunization Complete	<input type="checkbox"/>
Quarantine in Progress	<input type="checkbox"/>
Area Restriction in Effect	<input type="checkbox"/>

**Block 35. Weather Concerns**

Enter the current and expected weather conditions. Write a brief summary on how the current weather is affecting the incident and how the anticipated weather will affect the incident.

For wildland fire incidents, enter the next operational period’s forecasted wind speed, wind direction, temperature, and relative humidity. For all incidents highlight significant forecasted weather events, such as dry lightning, frontal passages, inversions, and gusty/erratic winds.

**Block 36. Projected Incident Activity, Potential, Movement, Escalation, or Spread \***

**Required block.** Provide an estimate of the direction in which the incident is expected to spread, migrate, or expand in 12, 24, 48, and 72 hour time frames. If possible, include an estimate of the acreage or area that will be affected. Emphasize the predicted movement of the fire, not the predicted fire behavior. If possible, include the “why” (conditions affecting fire behavior such as low RH or high winds) and the “where” of the prediction (location, direction and amount of spread).

### **Block 37. Strategic Objectives**

Describe the desired end state of the incident. This could include resource benefit objectives, rehabilitation plans, assessing and reestablishing damaged/destroyed infrastructure, etc. The information in this block should be based on the most up to date information, with the understanding that objectives may change throughout the course of the incident.

### **Block 38. Current Incident Threat Summary and Risk Information \***

**Required block.** Describe significant threats to communities, critical infrastructure, natural and cultural resources such as timber, wildlife habitat, watershed, agricultural areas, endangered species, historical resources, or other valuable resources. Describe these threats in terms of 12, 24, 48, and 72-hour time frames. For example, a ranch house, barns and other outbuildings, located in Division C have the probability of being burned over in about 12 hours. Or a subdivision of 300 homes and businesses northeast of the fire could be impacted within 48 hours. Or, continued civil unrest may spread to neighborhoods beyond city center within 12 hours.

The threats described in this block should coincide with the time frames and projected spread listed in Block 36, **Projected Incident Activity, Potential, Movement, Escalation, or Spread.**

### **Block 39. Critical Resource Needs**

List the specific types of resources, number of, and for how many operational periods (in parenthesis) these critical resources are needed, in order of priority and in 12-, 24-, 48-, and 72- hour increments. Examples:

**12 hours:** 2 Type 1 helicopters (3 periods), 6 Type 2-IA hand crews (8 periods)

**24 hours:** 2 Type 1 helicopters (3 operational periods)

**48 hours:** 5 Type 3 engines with STEN (2 operational periods)

**72 hours:** 1 Type 2 helicopter with module (6 operational periods).

- **Note:** Additional documentation in other blocks in Tab 4 can help support and justify the need for critical resources.

### **Block 40. Strategic Discussion**

Give a short assessment of the likelihood of meeting the containment or control targets given the current resources and management strategy. Tie in information related to critical resource needs as expressed in Block 39. If containment is unlikely, explain why, and reflect containment and control targets accordingly in Block 43, **Anticipated Incident Containment or Completion Date.**

Describe safety concerns and control problems such as fuel types, steep terrain, difficult access, adverse weather events, or extreme fire behavior anticipated in the next two to three operational periods. Include social/political/economic concerns or impacts. Relate

critical resource needs to the planned actions if critical resource needs are met, and how these resources are going to be utilized to mitigate the situation. Examples:

- T-1 engines critical for structure protection of subdivision in anticipated path of the fire (expected to impact subdivision within 24 hours).
- IHC crews needed for burnout operation planned for Division D in 48 hours. Difficulty of the terrain and planned burnout operation necessitates use of IHC crews.
- Containment unlikely for foreseeable future due to lack of T-1 crews and helicopters needed contain the fire in the vicinity of Lone Peak. Terrain is too rugged and dangerous for the T-2 crews currently assigned.

**Block 41. Planned Actions for Next Operational Period**

Provide a short summary of actions planned for the next operational period. For example, incident management team transitions, line construction operations, structure protection, etc.

**Block 42. Projected Final Incident Size/Area**

Enter an estimate of the total area that is expected to be involved or affected by the end of the incident, usually at containment or control. Select from the drop-down box the appropriate area measurements: acres, hectares, square kilometers, or square miles.

**Block 43. Anticipated Incident Containment or Completion Date**

Select the expected containment or completion date of the incident using the pop-up calendar.

- For wildland fire incidents, select the date at which full containment is expected.
- For other incidents, select the date when the incident is expected to be completed, or when significant incident support will be discontinued.

**Block 44. Projected Significant Resource Demobilization Start Date**

Select the date from the pop-up calendar at which significant demobilization is anticipated.

**Block 45. Estimated Incident Costs to Date**

Enter the estimated cost incurred managing the incident from the initial response to the current reporting period for the incident only (usually obtained from the finance section on large incidents).

- **Note:** Do not include costs associated with damage to property or resources caused by the incident.

If incident costs increase or decrease dramatically, provide a brief explanation in Block 47 (Remarks).

- **Note:** Block 45 will be grayed out (see example below) if the complex button is selected in Block 10 (Incident Complexity Level) on Tab 1. For complexes, the program automatically carries over the total cost of all incidents reported in Block 7 on Tab 1.

10. Incident Complexity Level:

Single

Complex

45. Estimated Incident Costs to Date:

\$ 1,500,000

#### Fire Code #:

Used for wildland fire incidents only. Enter the financial code assigned to the incident generated from the Fire Code program.

#### Block 46. Projected Final Incident Cost Estimate

Enter an estimate of the final costs for the incident. The program automatically enters commas for numbers exceeding 1000 (1,000).

#### Block 47. Remarks

This block is used to expand on information that has been entered in previous blocks, or to include other pertinent information not previously addressed in other blocks. Key information to include in this block would be:

- Incident Command Team transfers command back to the local unit.
- Reasons for incident acreage/size or cost reductions.
- Injuries that occurred during the reporting period.
- More detailed current or expected weather descriptions affecting the incident.

#### For complex incidents:

- If this incident is a complex (identified in Block 10), it's recommended to list all fires included in the complex. For example, "*Fires in this complex include: Bear (290 ac.), Elk (1004 ac.), Icicle Creek (10 ac.).*"
- **Note:** Information in Remarks block is automatically cleared out each day.

**TAB #5: ICS-209 Blocks 48 – 53 (Resource Commitment Summary)**

All resources assigned to the incident should be reported. Do not report civilians or resources not actually assigned to the incident. Volunteer groups or organizations may be entered in Block 53. Below are recommendations for correctly adding resources to the report.

It is best to add resources to Block 49 before adding new agencies in Block 48. See caution statements below. The most common resources affiliated with a dispatch office can be preloaded into the program under the Tools menu on the homepage.

- **Note:** Administrator privileges are required to access the Tools function. Default resources can be changed for individual incidents.

**Caution:**

- If you select an agency from the agency pick list, you must populate at least one resource or personnel field for that agency in Block 49 before you save the page. If you save the page, any agency with no resources or personnel assigned will be deleted from the page.
- If you click the **Show/Hide Columns** button to select new resource types, any agency in Block 48 with no resources assigned will be deleted. Be sure each agency listed in Block 48 has at least one resource and/or personnel assigned before adding new resource types to Block 49.

**Block 48. Agency or Organization**

Utilize the drop down menu under **Agency or Organization** and select the appropriate agency being reported.

The screenshot displays the 'Resource Commitment Summary' tab in the ICS-209 software. At the top, there are navigation tabs: Header, Location, Summary, Additional Decision Support, Resource Commitment Summary, and Approval And Routing. Below these are buttons for '+ Add Row', 'X Delete Selected Rows', and 'Show/Hide Columns'. The main area is divided into two sections: Block 48 and Block 49.

**Block 48: Agency or Organization**

This section contains a table with columns for 'Agency or Organization' and 'Resource Type'. The 'Agency or Organization' column has a dropdown menu. The 'Resource Type' column includes Dozer, Fire Engine, Type 1, Fire Engine, Type 2, Fire Engine, Type 3, Fire Engine, Type 4, Fire Engine, Type 5, Fire Engine, Type 6, 50. # of Overhead Personnel, and 51. Total Personnel.

**Block 49: Resources**

This section contains a table with columns for 'Agency or Organization', 'Resource Type', and 'Count'. The 'Agency or Organization' column has a dropdown menu. The 'Resource Type' column includes Dozer, Fire Engine, Type 1, Fire Engine, Type 2, Fire Engine, Type 3, Fire Engine, Type 4, Fire Engine, Type 5, Fire Engine, Type 6, 50. # of Overhead Personnel, and 51. Total Personnel.

**Block 53: Additional Cooperating and Assisting Organizations Not Listed Above:**

This section contains a text input field for entering additional organizations.

The 'Add Agency for Resource Utilizations' dialog box is open, showing a list of agencies: AG - Air National Guard, APHIS - Animal and Plant Health Inspection Service, BIA - Bureau of Indian Affairs, BLM - Bureau of Land Management, BOR - Bureau of Reclamation, CDF - California Department of Forestry, C&L - County & Local, DOC - Department of Commerce, and DC - Department of Corrections. The dialog box has 'Submit' and 'Close' buttons.

There are several unique agencies listed that require clarification:

- **DOD:** US Department of Defense. Selecting DOD is generic to any military unit or personnel, including National Guard, regular military, reserves, etc. However, there are separate military units listed for Army, Navy, Coast Guard, Air Force, Army Corps of Engineers, National Guard and Air National Guard.
- **IA:** Interagency Resources
  - Crews comprised of multi-agency resources
  - Resources ordered as interagency resources
  - Individual agencies may be listed in **Cooperating Agencies** (Block 53).
- **INTL:** International Resources. These are any non U.S. resources.
- **LGR and C&L:** Used interchangeably by different agencies. Local Government and County and Local resources. These include municipal and county resources, including rural fire departments, fire protection districts, volunteer fire departments and townships.
- **OES:** Office of Emergency Services. State governmental agencies such as the California Governor's Office of Emergency Services.
- **OTHR:** Assisting agencies that *do not fit* into any other listed category.
- **PRI:** All private resources, such as contractors and citizen volunteers not affiliated with a formal organization. But it does *not* include federal CWN (call when needed) and AD (administratively determined) resources because these are always hired or contracted by an agency, and should be reported under that agency.
- **ST:** Generic state agency identifier. Any state resources that cannot be listed under another agency in the list. List these individual state agencies in **Cooperating Agencies**, Block 53.

#### **Block 49 Resources**

For each agency enter the number of resources in the top row for that agency. In the second row for that agency, enter the number of personnel assigned to those resources. For example: If there are six BIA Type 1 engine with four personnel assigned, then the BIA row should show "1" in the top row, and "4" in the lower row. See example below.

- **Note:** Strike teams are no longer counted separately from single resources. These should be counted as single resources (i.e. a strike team of engines should be entered as 5 engines).
- **Note:** If a value is entered in the **Resource** row, a value for number of personnel assigned to that resource must also be entered in the **Personnel** row below for that resource type (as shown in the example below). If no personnel value is entered for a resource type that has a value, an error message will appear.

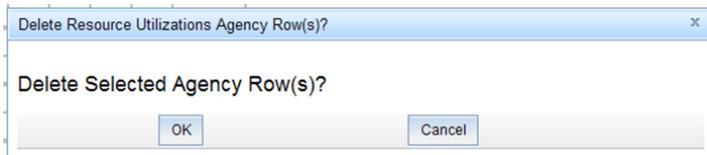
In the example at right, fields are filled in correctly for dozers, and Type 3 and 4 engines. But the Type 5 engine is missing a value for number of personnel assigned to the seven engines. And the Type 6 engine is missing a value for the number resources the six personnel are assigned to.

49. Resources						
48. Agency or Organization	Dozer	Fire Engine, Type 2	Fire Engine, Type 3	Fire Engine, Type 4	Fire Engine, Type 5	Fire Engine, Type 6
BLM	resources	3	1	5	7	
	personnel	6	4	16		6

**BLM Fire Engine, Type 6: if resource has a value, so must personnel, and vice versa.**

**Adding an agency to Block 49.** Select agencies from the pop-up list by clicking **Add Row** button. Each agency must be selected individually from the pop-up list. Multiple agency selections are not permitted. Click **Submit** button to save each agency to Block 48. After adding an agency, the pop-up window automatically closes.

**Removing an agency from Block 49.** To remove an agency that no longer has resources assigned from Block 49, select the agency row by clicking the agency name. The selected row will change color, such as the green shown in the example above for BIA. Click the **Delete Selected Rows** button. A pop-up window will appear asking you to confirm the deletion of the selected agency. Click **Ok** or **Cancel**.



Numbers entered in Block 49 are automatically summed in Blocks 51 and 52. Block 51 only tabulates personnel by agency, not resource type (engine, crew, dozer, etc.). Block 51 tabulates both personnel and resource numbers by resource type. This allows resources to be tracked by both agency and type.

49. Resources						
48. Agency or Organization	Dozer	Fire Engine, Type 1	Fire Engine, Type 2	Fire Engine, Type 3	Fire Engine, Type 4	Fire Engine, Type 5
BIA	resources	1				
	personnel	4				
BLM	resources	1				
	personnel	3				
<b>52. Total</b>	resources	1	1			
	personnel	2	4			

**Block 50. # of Overhead Personnel**

List the number of additional overhead and other personnel by agency or organization **that are not assigned to a specific resource listed in Block 49.**

- **Note:** Do not count individual personnel assigned to crews, engines, helicopters, or other resources already listed in Block 49.

**Block 51. Total Personnel**

This block is automatically summed by the program. It includes the number of personnel associated with assigned resource types (e.g., aircraft or engines), as well as individual overhead personnel.

48. Agency or Organization	Dozer	Fire Engine, Type 1	Fire Engine, Type 2	Fire Engine, Type 3	Fire Engine, Type 4	Fire Engine, Type 5	Fire Engine, Type 6	50. # of Overhead Personnel	51. Total Personnel
BIA resource:		1							
BIA personnel:		4							4
BLM resource:	1								
BLM personnel:	2								2
52. Total resource:	1	1							
52. Total personnel:	2	4							6

**Block 52. Total Resources**

This block is automatically counted by the program. It includes the number of resources (engines, crews, aircraft, etc.).

**Block 53. Additional Cooperating and Assisting Organizations Not Listed Above**

List all agencies and organizations involved in the incident that **are not listed in Block 48.** These organizations **will not** be counted by the program, or included in the totals in Blocks 51 and 52.

- Examples may include the Red Cross, utility companies, etc.
- Do not repeat any resources counted in Blocks 48 – 52, unless explanations are needed for groupings created under Block 48 **Agency or Organization.**

53. Additional Cooperating and Assisting Organizations Not Listed Above:  
Twelve Red Cross volunteers are assisting at the evacuation center.

## **TAB #6: ICS-209 Blocks 12 - 15 (Approval and Routing)**

All required blocks on this tab must be completed before the 209 report can be approved and finalized. Incomplete information will result in an error message similar to the one shown below.



### **Block 12. Prepared By \***

**Required block.** On a large incident with Incident Management Team assigned this section would normally be completed by the Situation Unit Leader or the Plans Section Chief. For other incidents it may be a dispatcher in the local dispatch or communications center, or another agency staff person or manager.

The title of the person who prepared the 209 should also be entered if appropriate (e.g. Jane Smith, SITL).

### **Date/Time Prepared**

Select a date and time from the respective drop-down menu's once the document has been prepared.

### **Block 13. Approved By \***

**Required block.** On large incidents with Incident Management Teams, this would normally be the Planning Section Chief or Incident Commander. For other incidents, it could be the local Dispatch Center Manager, Fire Management Officer, or Agency Administrator.

The title of the person who approved the 209 should also be entered ("Don Jones, ICT2").

- **Caution:** The ICS-209 cannot be viewed from the Reports function of the program until this block is filled in. Utilize the **Print for Signature** link to print a draft of the 209 for review and approval by the approving official before final submission to the database. A warning message will appear if Blocks 12 and 13 are not completed.

Header	Location	Summary	Additional Decision Support	Resource Commitment Summary	Approval And Routing
*12. Prepared By: <input type="text" value="A. Smith, SITL"/>					
Date/Time Prepared: <input type="text" value="12/9/2012"/> <input type="text" value="14:00"/>					
*13. Approved By: <input type="text" value="J. Flowers, IC"/>					
Signature: _____					
14. Date/Time Submitted: <input type="text" value=""/> <input type="text" value=""/>					
*15. Primary Location, Organization, or Agency Sent To: <input type="text" value="EGBCC"/>					

**Block 14. Date/Time Submitted**

This is an automatic date/time stamp generated by the program when the electronic report is finalized and submitted. This information is not entered by the user and is grayed out. See example above.

**Block 15. Primary Location, Organization, or Agency Sent To \***

**Required block.** Enter the appropriate dispatch center, Geographic Coordination Center, Emergency Operations Center, or other entity the report is submitted to. See example above.

## **Verification Button: Submitting the Completed Approved Report**

Before a 209 report can be finalized following approval, information entered in the report must be verified for accuracy, omissions, errors and other discrepancies.

- This process is similar to making an on-line credit card purchase. After entering your credit information into the web site, a verification process checks the information entered for accuracy. Any inconsistencies or errors are flagged, and must be corrected before the purchase can be finalized.

Verification is done in the **SIT/209 Report Not Approved** pane of the program. To view this pane, use the computer mouse to grab and slide the divider (shown in the red box below) to the left to maximize, or to the right to minimize a window pane. The verification pane is visible on the right below the blue banner in the example below.

The screenshot shows a software interface for a 209 incident report. At the top, there is a menu bar with options: Save, Undo Edits, Verify (highlighted with a red box), and Approve. Below the menu bar, there are several tabs: 'al Decision Support', 'Resource Commitment Summary', and 'Approval And Routing'. The main area is divided into two panes. The left pane contains form fields for: \*12. Prepared By: C. Leonard; Date/Time Prepared: 11/11/2012 14:00; \*13. Approved By: C. Leonard; Signature; 14. Date/Time Submitted; and \*15. Primary Location, Organization, or Agency Sent To: EBCC. The right pane is titled 'SIT/209 Report Not Approved' and contains two sections: 'Errors' and 'Warnings'. The 'Errors' section has a red border and contains the message: 'Field: Life, Safety, and Health Threat Management is required on Block 34 of the Additional Decision Tab. [Go to Block 34](#)'. The 'Warnings' section has a yellow border and contains the message: 'Confirm the value of this field is correct. Field: Incident Management Organization = Type 4 IC on Block 5 of the Header Tab.' with an unchecked checkbox to its left. A vertical red box highlights the divider between the two panes.

Click the Verify button (shown above) to perform the verification check of the 209 report information. Verification must be performed before final approval and submission is allowed by the Sit/209 program.

The program will perform a verification process of the data and show the errors or discrepancies found in the Verify pane – see example below.

**Errors** are items that must be corrected before a report can be approved. Each error will identify the block number (arrow) where the error occurred. The nature of the error is also noted. Click the blue text link to go to that block and correct the error (see graphic below).

**Warnings** are discrepancies found in information entered into the program. For example, possibly too many zeroes entered in a field. Warnings simply ask if the information entered in certain key blocks or fields is accurate. If so, then click the check box to the left of the

warning statement to indicate that the information entered is accurate (see graphic below). If the information is not accurate, return to that block or field and correct the information. Be sure to save the changed or corrected information before exiting the tab,

The screenshot shows a yellow background with a blue header bar at the top that reads "SIT209 Report Not Approved". Below the header are two sections: "Errors" and "Warnings". The "Errors" section contains a message: "Field: Current Incident Threat Summary and Risk Information is required on Block 38 of the Additional Decision Tab. [Go to Block 38](#)" with a red arrow pointing to the text. The "Warnings" section contains a message: "Confirm the value of this field is correct, Field: Incident Management Organization = 'Type 3 IC' on Block 5 of the Header Tab." with a red arrow pointing to a checked checkbox on the left.

- **Note:** Once errors and warnings have been corrected or validated, the **Verify** button must be clicked a second time to verify the changes or corrections made. The program will allow the 209 report to finalized and submitted. A date/time stamp will be applied by the program in Block 14.
- **Note:** Corrected Errors disappear from the Verify pane, but Warnings do not disappear (as shown below). All errors must be fixed, and all warnings checked off before the 209 report can be approved and finalized.

This screenshot is similar to the previous one, showing the "SIT209 Report Not Approved" header. The "Errors" section is no longer visible. The "Warnings" section is still present, with the message: "Confirm the value of this field is correct, Field: Incident Management Organization = 'Type 3 IC' on Block 5 of the Header Tab." and the checkbox on the left is now checked.

When the report is finally ready for submission, the **Approve** button becomes highlighted (up to this point it will be grayed out).



After the approved report has been submitted, all data fields in the **Approval and Routing** tab become grayed out. A date/time stamp is applied by the program to Block 14 (as shown below).

Additional Decision Support | Resource Commitment Summary | **Approval And Routing**

\*12. Prepared By: A. Smith, SITL

Date/Time Prepared: 12/9/2012 14:00

\*13. Approved By: J. Flowers, IC

Signature: \_\_\_\_\_

14. Date/Time Submitted: 12/9/2012 16:12

\*15. Primary Location, Organization, or Agency Sent To: EGBCC

The approved 209 report will appear stamped Approved in the dispatch center list of incidents (as shown below).

Name	Unit ID	Number	Report From Date	Approved?	Status	Type
Charlie's Christmas Fire	IDSWS	X490	12/07/2012	Approved	Initial	Wildfire

- **Note:** In the Status column above, the approved 209 report is marked Initial. This is the first 209 report submitted for this incident. Subsequent 209 reports will show Update or Final.

## Appendix ICS-209

### Incident Status Summary

**Purpose:** To support the needs of the incident, the Incident Status Summary (ICS-209) collects basic incident decision support information at the incident level. The 209 is the primary mechanism for reporting incident decision support information above the incident level. It's submitted to incident coordination centers, support organizations, and to agency/organizational managers and executives. As such, the ICS-209 contains basic information elements needed to support decision-making at all levels above the incident to support the incident. Decision-makers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, local, tribal, county, State, and Federal agencies. Once ICS-209 information has been submitted from the incident, decision-makers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS-209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS-209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS-209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention.

The ICS-209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS-209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS-209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS-209 information becomes outdated in a quickly evolving incident.

**Reporting Requirements:** The ICS-209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS-209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS-209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC may require the submission of an initial ICS-209 when a new incident has reached a certain pre-designated level of significance. Including when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS-209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS-209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS-209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS-209s for an incident, based upon incident activity and support levels.

**Preparation:** When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS-209 at the incident. On other incidents, the ICS-209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS-209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use with ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS-209 is meant to address. For example, a particular ICS-209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the **Incident Location Information** in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS-209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS-209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS-209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited

communications capabilities when ICS-209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

**Distribution:** ICS-209 information is meant to be completed at the closest possible level to the incident (preferably at the incident). Once the 209 has been submitted to a dispatch center or MAC group, it may subsequently be transmitted to various incident support and coordination entities based on the support needs and the decisions made within the MAC groups in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS-209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS-209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS-209 forms must be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

- **Notes:** To promote flexibility in the program, only a limited number of ICS-209 blocks are typically required, and most of those are required only when applicable.
- For the purposes of the ICS-209, responders are those personnel who are assigned to an incident, or who are part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organization personnel, and contract employees (such as caterers).

➤ **Note:** The NIMS 209 paper form below does not correspond precisely to the electronic program version. This is because changes had to be made to the electronic version to function correctly. The electronic version maintains all of the information found on the paper form, and uses the same block numbering. The printed electronic 209 form looks very similar to the paper form as well.

### INCIDENT STATUS SUMMARY (ICS-209)

<b>*1. Incident Name:</b>		<b>2. Incident Number:</b>		
<b>*3. Report Version</b> (check one box on left): <input type="checkbox"/> Initial      Rpt # <input type="checkbox"/> Update      (if used): <input type="checkbox"/> Final		<b>*4. Incident Commander(s) &amp; Agency or Organization:</b>		<b>5. Incident Management Organization:</b>  <b>*6. Incident Start Date/Time:</b> Date: _____ Time: _____ Time Zone: _____
<b>7. Current Incident Size or Area Involved</b> (use unit label – e.g., "sq mi," "city block"):		<b>8. Percent (%) Contained or Completed</b> (circle one):	<b>*9. Incident Definition:</b>	<b>10. Incident Complexity Level:</b>  <b>*11. For Time Period:</b> From Date/Time: _____ To Date/Time: _____

#### Approval & Routing Information

<b>*12. Prepared By:</b> Print Name: _____ ICS Position: _____ Date/Time Prepared: _____		<b>*13. Date/Time Submitted:</b>  <b>Time Zone:</b> _____
<b>*14. Approved By:</b> Print Name: _____ ICS Position: _____ Signature: _____		<b>*15. Primary Location, Organization, or Agency Sent To:</b>

#### Incident Location Information

<b>*16. State:</b>	<b>*17. County/Parish/Borough:</b>	<b>*18. City:</b>
<b>19. Unit or Other:</b>	<b>*20. Incident Jurisdiction:</b>	<b>21. Incident Location Ownership</b> (if different than jurisdiction):
<b>22. Longitude</b> (indicate format): <b>Latitude</b> (indicate format):	<b>23. US National Grid Reference:</b>	<b>24. Legal Description</b> (township, section, range):
<b>*25. Short Location or Area Description</b> (list all affected areas or a reference point):		<b>26. UTM Coordinates:</b>
<b>27. Note any electronic geospatial data included or attached</b> (indicate data format, content, and collection time information and labels):		

#### Incident Summary

<b>*28. Observed Fire Behavior or Significant Events for the Time Period Reported</b> (Describe fire behavior using accepted terminology. For non-fire incidents, describe significant events related to the materials or other causal agents):   
---

<b>29. Primary Materials or Hazards Involved</b> (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
<b>30. Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	G. Other Minor Structures			
ICS-209, Page 1 of ____		* Required when applicable.		

## INCIDENT STATUS SUMMARY (ICS-209)

<b>*1. Incident Name:</b>		<b>2. Incident Number:</b>					
<b>Additional Incident Decision Support Information</b>							
<b>*31. Public Status Summary:</b>	A. # This Reporting Period	B. Total # to Date	<b>*32. Responder Status Summary:</b>	A. # This Reporting Period	B. Total # to Date		
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>				
D. Fatalities			D. Fatalities				
E. With Injuries/Illness			E. With Injuries/Illness				
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue				
G. Missing <i>(note if estimated)</i>			G. Missing				
H. Evacuated <i>(note if estimated)</i>			H.				
I. Sheltering in Place <i>(note if estimated)</i>			I. Sheltering in Place				
J. In Temporary Shelters <i>(note if est.)</i>			J.				
K. Have Received Mass Immunizations			K. Have Received Immunizations				
L. Require Immunizations <i>(note if est.)</i>			L. Require Immunizations				
M. In Quarantine			M. In Quarantine				
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>				
<b>33. Life, Safety, and Health Status/Threat Remarks:</b>			<b>*34. Life, Safety, and Health Threat Management:</b>		A. Check if Active	B. Notes	
			C. No Likely Threat				
			D. Potential Future Threat				
			E. Mass Notifications in Progress				
			F. Mass Notifications Completed				
			G. No Evacuation(s) Imminent				
			H. Planning for Evacuation				
			I. Planning for Shelter-in-Place				
			J. Evacuation(s) in Progress				
			K. Shelter-in-Place in Progress				
			L. Repopulation in Progress				
			M. Mass Immunization in Progress				
			N. Mass Immunization Complete				
O. Quarantine in Progress							
P. Area Restriction in Effect							
<b>35. Weather Concerns</b> (synopsis of current and predicted weather; discuss related factors that may cause concern):							
<b>36. Projected Incident Activity, Potential, Movement, Escalation, or Spread</b> and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:							
<b>12 hours:</b>							
<b>24 hours:</b>							
<b>48 hours:</b>							
<b>72 hours:</b>							
<b>Anticipated after 72 hours:</b>							

**37. Strategic Objectives** (define planned end-state for incident):

ICS-209, Page 2 of \_\_\_\_

*\* Required when applicable.*

## INCIDENT STATUS SUMMARY (ICS-209)

<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
---------------------------	----------------------------

**Additional Incident Decision Support Information** *(continued)*

**38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**39. Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:**

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

**Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**

**41. Planned Actions for Next Operational Period:**

**42. Projected Final Incident Size/Area** (use unit label – e.g., “sq mi”):

**43. Anticipated Incident Management Completion Date:**

**44. Projected Significant Resource Demobilization Start Date:**

**45. Estimated Incident Costs to Date:**

**46. Projected Final Incident Cost Estimate:**



1. Incident Name:										2. Incident Number:											
52. Total Resources																					
53. Additional Cooperating and Assisting Organizations Not Listed Above:																					
ICS-209, Page ___ of ___										* Required when applicable.											

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## NIMS ICS-209, Block by Block Instructions

Block Number	Block Title	Instructions
*1	<b>Incident Name</b>	<p>Enter the full name assigned to the incident. Check spelling of the full incident name. For an incident that is a Complex, use the word "Complex" at the end of the incident name. If the name changes, explain in Remarks, Block 47. Do not use the same incident name for different incidents in the same calendar year on the same unit. ("Smith" and "Smith 2" are acceptable.)</p>
*2	<b>Incident Number</b>	<p>Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. For wildland fire, use the incident number. Examples include: A computer-aided dispatch (CAD) number. An accounting number. A county number. A disaster declaration number. A combination of the State, unit/agency ID, and a dispatch system number. A mission number. Any other unique number assigned to the incident and derived by means other than those above. Make sure the number entered is correct. Unit identifiers must exist in the database to be valid for entry in this program. Do not use the same incident number for two different incidents in the same calendar year. Subordinate incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.</p>
*3	<b>Report Version</b> (check one box)	This indicates the current version of the ICS-209 form being submitted. If only one ICS-209 will be submitted (for an incident lasting one day), check Final.
	<input type="checkbox"/> Initial	Check "Initial" if this is the first ICS-209 for this incident.
	<input type="checkbox"/> Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	<input type="checkbox"/> Final	<p>Check "Final" if this is the last ICS-209 to be submitted for this incident (usually when the incident has been declared contained and/or when the incident requires only minor support that can be supplied by the organization having jurisdiction). An incident being merged into a complex should be marked as "Final" on its last 209. The name and incident number of the complex should be indicated in Remarks, Block 47.</p>
*4	<b>Incident Commander(s)</b>	<p>Enter the last name of the Incident Commander. If the incident is under a Unified Command, list primary Incident Commanders by last name separated by a slash. Denote the organizations</p>

Block Number	Block Title	Instructions
		in Remarks. For example: Lennon / Hendrix
5	<b>Incident Management Organization</b>	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. If no team is assigned, leave blank.

Block Number	Block Title	Instructions
*6	<b>Incident Start Date/Time</b>	This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using 24-hour clock time).
7	<b>Current Incident Size or Area Involved</b>	<p>Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). Indicate that the size is an estimate if a more specific figure is not available. Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives.</p> <p>If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.</p> <p>Leave blank if not appropriate for incident.</p> <p><b>** The 209 program only accepts acres, hectares, square miles and square kilometers. Convert other area measurements to one of these when submitting an electronic 209 report.</b></p>
8	<b>Percent (%) Contained or Completed</b>	Enter the percent that this incident is completed or contained (e.g., 50%), For example, a spill may be 65% contained, or flood response objectives may be 50% met.
		8B. Enter the percent of perimeter left to be contained (if appropriate for the incident).
*9	<b>Incident Type</b>	Enter a general definition of the incident in this block.
		Example: If incident Type is "Biological Outbreak," text description might say "Swine Flu epidemic." Allows more detailed description of the incident.
*9 (cont.)	<b>9C Cause</b> Drop down menu for cause type:	Drop down menu. This is general information. Does not need to be specific. For example, select human for a terrorist event.

Block Number	Block Title	Instructions
	Lightning Human Other Under Investigation	
10	<b>Incident Complexity Level</b>	<p>Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.</p> <p><b>Incident Types</b> Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity. (Source: U.S. Fire Administration).</p> <p><b>NIMS incident type descriptions:</b></p> <p><b>Type 5:</b> The incident can be handled with one or two single resources with up to six personnel. Command and General Staff positions (other than the Incident Commander) are not activated. No written Incident Action Plan (IAP) is required. The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. Examples include a vehicle fire, an injured person, or a police traffic stop.</p> <p><b>Type 4:</b> Command staff and general staff functions are activated only if needed. Several resources are required to mitigate the incident. The incident is usually limited to one operational period in the control phase. The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated. No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources. The role of the agency administrator includes operational plans including objectives and priorities.</p> <p><b>Type 3:</b> When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. The incident may extend into multiple operational periods. A written IAP may be required for each operational period.</p> <p><b>Type 2:</b> This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. Most or all of the Command and General Staff positions are filled. A written IAP is required for each operational period. Many of the functional units are needed and staffed.</p>

Block Number	Block Title	Instructions
		<p>Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).  The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.</p> <p><b>Type 1:</b>  This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.  All Command and General Staff positions are activated.  Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.  Branches need to be established.  The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.  Use of resource advisors at the incident base is recommended.  There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.</p>
11	<b>For Time Period</b>	<p>Enter the time interval for which the form applies. This period should include all of the time since the last ICS-209 was submitted, or if it is the initial ICS-209, it should cover the time elapsed since the incident started.  The time period may include one or more operational periods, based on agency/organizational reporting requirements.</p>
	From Date/Time	<p>Enter the date beginning date for this reporting period.  Enter the time.</p>
	To Date/Time	<p>Enter the ending date for which the information in this report is pertinent to (likely will be the current date/time).  Enter the end time.</p>

Block Number	Block Title	Instructions
<b>APPROVAL &amp; ROUTING INFORMATION</b>		
*12	<b>Prepared By</b>	When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form. ICS position can be added here if desired.
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared.
*13	<b>Approved By</b>	When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	Date/time approved.	Add this: Program generated date/time stamp – not data entry by user) (Automatically created when final report is submitted to server.)
	Signature	Signature of the person approving the ICS-209, typically the Incident Commander, or designee. The original signed ICS-209 should be maintained with other incident documents.
*14	<b>Date/Time Submitted</b>	Program generated date/time stamp – not data entry by user)
*15	<b>Primary Location, Organization, or Agency Sent To</b>	Enter the appropriate primary location or office the ICS-209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS-209 for the incident, indicate where it was submitted initially.

<b>INCIDENT LOCATION INFORMATION</b>		
<p>Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems.</p> <p>As with all ICS-209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident.</p> <p>Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information.</p> <p>Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.</p>		
*16	<b>State</b>	Enter the State where the incident <i>originated</i> . If incident covers multiple states, enter the state first impacted, or where the epicenter was located (as in a hurricane or earthquake, etc.). If different from Block 2, edit manually. If other states or jurisdictions are involved, enter them in Block 25 or Remarks.

*17	<b>County / Parish / Borough</b>	Enter the county, parish, or borough where the incident originated. If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
18	<b>City</b>	Enter the city where the incident originated. If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	<b>Unit or Other</b> (point of origin).	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about the primary agency with jurisdiction or responsibility for the incident (e.g., police, public works, etc.), or another type of organization. <b>Data entry blocked for wildfire incidents (not needed).</b>
20	<b>Incident Jurisdiction</b>	Enter the jurisdiction under which the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency, such as Warren County, U.S. Coast Guard, Panama City, NYPD).
*21	<b>Ownership at Origin</b>	Wildfire incidents should use established unit identifier business practices when entering ownership at point of origin. When relevant, indicate the ownership of the area where the incident originated. This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	<b>Longitude:</b> <b>Latitude:</b>	Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds." NAD83 should be identified as the datum standard.
23	<b>US National Grid Reference</b>	Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data. NAD83 should be identified as the datum standard.
24	<b>Legal Description</b> (township, section, range)	Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E). I don't think that these coordinates need to be expressed more precisely than a 1/4 or a 1/4 section. That's to 40 acres. Any more finite than that and they should be using a GPS and giving us lat/long or UTM coordinates. Since legal descriptions are most commonly derived from USGS quadrangle maps, most are still published in NAD27 (datum is printed on the quad map). The datum should be provided by the user as either NAD27 or NAD83.
*25	<b>Short Location or Area Description</b> (list all affected areas or a reference point)	List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).

26	<b>UTM Coordinates</b>	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction. NAD83 should be identified as the datum standard.
27	<b>Note any electronic geospatial data included or attached</b> (indicate data format, content, and collection time information and labels)	<b>If geospatial data is available, provide the following information:</b> Provide a general description of the available data. For example, a perimeter, a point, an area of impact, a radius (such as an evacuation zone), or a line or lines (such as a pipeline). Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. May include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. May include a point of contact for getting geospatial incident information.

INCIDENT SUMMARY		
*28	<b>Observed Fire Behavior or Significant Events for the Time Period</b> (summarize significant progress made, evacuations, incident growth, etc.)	<b>For wildfires, use this block for observed fire behavior.</b> Use to describe fire behavior or significant events since the last report. <b>Do not</b> use this block for <i>anticipated</i> incident events, behavior or movement. <b>For Wildland fire incidents:</b> Describe the observed fire behavior for the current reporting period using generally accepted terminology. <b>For Non-wildland fire incidents:</b> Describe significant incident events related to the materials, agents, or people causing the incident. Provide additional information in Remarks, block 47 (if needed).
*29	<b>Primary Fuel Model, Materials, or Hazards Involved</b> (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident.

30	<b>Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. Include, if needed, any information on the facility status, such as operational status, if it is evacuated, etc. when needed. Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–G below. Note in text block if numbers entered are estimates or are confirmed.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the cumulative number of structures damaged by the incident.
	D. # Destroyed	Enter the cumulative number of structures destroyed beyond repair by the incident.

	E. Single Residences	Enter the number of standalone single dwellings or homes impacted in columns 30B–D. Note any specifics in the text block if needed, such as type of residence (single-family homes, etc.).
	F. Multiple Residences	Apartment dwellings, duplexes, etc. Enter the number of single dwellings/homes/units impacted in columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, etc.).
	G. Mixed Commercial / Residential	Mixed use structures, such as commercial business and apartments combined. Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence.
	H. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures. Note any specifics regarding building or unit types in the text block.
	I. Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.

**ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION**

<p><b>31</b></p>	<p><b>Public Status Summary</b></p>	<p>This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public).  <b>Negative values are permitted in column A to correct for over-reporting on a previous ICS-209 report for this incident.</b>  <b>If values are estimated, explain in Block 47 – Remarks.</b>                      Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat in Remarks block. Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.  <b>Do not estimate fatality information.</b>                      Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.                      Do not complete this block if the incident covered by the ICS-209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i>                      Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.                      For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33.</p> <p><b>Handling Sensitive Information</b>                      Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. Thoroughly review the “Distribution” section in the introductory ICS-209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS-209 may make information available to many people and networks at once. Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS-209.</p>
	<p>A. # This Reporting Period</p>	<p>Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS-209 was submitted).</p>
	<p>B. Total # to Date</p>	<p>Enter the total number of individuals impacted in each category for the entire duration of the incident.                      This is a cumulative total number that should be adjusted each reporting period.</p>
	<p>C. Indicate Number of Civilians (Public) Below</p>	<p>For lines 31D–M below, enter the number of civilians affected for each category.                      Indicate if numbers are estimates in Block 47 – Remarks.                      Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.</p>
	<p>D. Fatalities</p>	<p>Enter the number of <i>confirmed</i> civilian/public fatalities.                      See information in introductory instructions (“Distribution”) and in Block 31 instructions regarding sensitive handling of fatality information.</p>

	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
<b>*31</b> (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of civilians who are missing due to the incident. If number is estimated, note in Block 47 – Remarks.
	H. Evacuated	Enter the number of civilians who are evacuated due to the incident. If number is estimated, note in Block 47 – Remarks.
	I. Sheltering-in-Place	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used in Remarks – Block 47.
	J. In Temporary Shelters	Enter the number of civilians who are in temporary shelters as a direct result of the incident. If number is estimated, note in Block 47 – Remarks.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. If number is estimated, note in Block 47 – Remarks.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Other	Enter the number of civilians impacted, affected, displaced, or otherwise involved in the incident. This includes incidents specific to people (e.g. mass protests, large public gatherings, etc.). If necessary, provide detailed information in Block 47 (Remarks).
	O. Total # Civilians (Public) Affected	Program sums totals for Columns 31A and 31B for Rows 31D–M.

32	<b>Responder Status Summary</b>	<p>This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. Explain or describe the nature of any reported injuries, illness, or other activities in Block 33.</p> <p><b>NOTE:</b> <i>Do not estimate any fatality information or responder status information.</i></p> <p><b>NOTE:</b> Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</p> <p><b>NOTE:</b> Do not complete this block if the incident covered by the ICS-209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.</p> <p><b><u>Handling Sensitive Information</u></b></p> <p>Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. Thoroughly review the “Distribution” section in the introductory ICS-209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS-209 may make information available to many people and networks at once. Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS-209.</p>
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<b>32</b> (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS-209 was submitted).
	B. Total # to Date	Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	For lines 32D–M below, enter the number of responders relevant for each category. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	Enter the number of <i>confirmed</i> responder fatalities. See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	Enter the number of incident responders with serious injuries or illnesses due to the incident. <i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i>
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H. Evacuated	Enter the number of civilians who are evacuated due to the incident. If number is estimated, note in Block 47 – Remarks.
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J. In Temporary Shelters	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate in Block 47.
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Other	Enter the number of civilians impacted, affected, displaced, or otherwise involved in the incident. This includes incidents specific to people (e.g. mass protests, large public gatherings, etc.). If necessary, provide detailed information in Block 47 (Remarks).
	O. Total # Responders Affected	Program sums totals for Columns 31A and 31B for Rows 31D–M.

33	<b>Life, Safety, and Health Status/Threat Remarks</b>	<p>Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31.</p> <p>This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</p> <p>Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment.</p> <p>Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties.</p> <p>Provide additional explanation or information as relevant in Remarks (Block 47).</p>
*34	<b>Life, Safety, and Health Threat Management</b>	<p><b>Check all that apply (at least one must be checked). If B through N don't pertain to your incident, check A, No likely Threat.</b></p> <p>Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).</p> <p>A. No Likely Threat Check if there is no likely threat to life, health, and safety.</p> <p>B. Potential Future Threat Check if there is a potential future threat to life, health, and safety.</p> <p>C. Mass Notifications In Progress Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. These may include use of threat and alert systems such as the Emergency Alert System or a "reverse 911" system. Please indicate the areas where mass notifications have been completed (e.g., "mass notifications to ZIP codes 50201, 50014, 50010, 50011," or "notified all residents within a 5-mile radius of Gatlinburg").</p> <p>D. Mass Notifications Completed Check if actions referred to in Block 34C above have been completed.</p> <p>E. No Evacuation(s) Imminent Check if evacuations are not anticipated in the near future based on current information.</p> <p>F. Planning for Evacuation Check if evacuation planning is underway in relation to this incident.</p> <p>G. Planning for Shelter-in-Place Check if planning is underway for shelter-in-place activities related to this incident.</p> <p>H. Evacuation(s) in Progress Check if there are active evacuations in progress in relation to this incident.</p> <p>I. Shelter-In-Place in Progress Check if there are active shelter-in-place actions in progress in relation to this incident.</p> <p>J. Repopulation in Progress Check if there is an active repopulation in progress related to this incident.</p> <p>K. Mass Immunization in Progress Check if there is an active mass immunization in progress related to this incident.</p> <p>L. Mass Immunization Complete Check if a mass immunization effort has been completed in relation to this incident.</p> <p>M. Quarantine in Progress Check if there is an active quarantine in progress related to this incident.</p> <p>N. Area Restriction in Effect Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.</p>

35	<b>Weather Concerns</b>	<p>A synopsis of current and predicted weather; discuss related factors that may cause concern.</p> <p>Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.</p> <p>Include current and/or predicted weather factors, and the timeframe for predictions.</p> <p>Include relevant factors such as:</p> <ul style="list-style-type: none"> <li>Wind speed (label units, such as mph).</li> <li>Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., “from NNW,” “from E,” or “from SW”).</li> <li>Temperature (label units, such as F degrees).</li> <li>Relative humidity (label %).</li> <li>Severe weather (e.g. thunderstorms, lightning, or high temperatures).</li> <li>Weather watches, advisories, or warnings.</li> <li>Tides and currents, etc.</li> <li>Any other weather information relative to the incident, such as flooding, hurricanes, etc.</li> </ul>
*36	<p><b>Projected Incident Activity, Potential, Movement, Escalation, or Spread</b></p> <p><b>12 hours:</b></p> <p><b>24 hours:</b></p> <p><b>48 hours:</b></p> <p><b>72 hours:</b></p> <p><b>Anticipated beyond 72 hours:</b></p>	<p>Influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes.</p> <p>Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes.</p> <p>Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes.</p> <p>Include an estimate of the acreage or area that will likely be affected.</p> <p>If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.</p>
37	<p><b>Strategic Objectives</b> (define planned end-state for incident).</p>	<p>Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).</p> <p>For example, contain, control, or monitor a wildfire incident. For non-fire incidents information could include repopulating an area, structure stabilization, mitigating a spill, etc.</p>

<p><b>*38</b></p>	<p><b>Current Incident Threat Summary and Risk Information</b></p> <p>Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p><b>12 hours:</b>  <b>24 hours:</b>  <b>48 hours:</b>  <b>72 hours:</b>  <b>Anticipated beyond 72 hours:</b></p>	<p>Enter threat and risk information for each timeframe.</p> <p>Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.</p>
<p><b>39</b></p>	<p><b>Critical Resource Needs</b></p> <p><b>12 hours:</b>  <b>24 hours:</b>  <b>48 hours:</b>  <b>72 hours:</b>  <b>Anticipated after 72 hours:</b></p>	<p><b>List only resources needed to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order. Do not use this block for noncritical resources.</b></p> <p>List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i></p> <p>Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support.</p> <p>If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed.</p> <p>More than one resource need may be listed for each timeframe. For example, a list could include:</p> <p><u>24 hrs:</u> 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams</p> <p><u>48 hrs:</u> Mobile Communications Unit (Law/Fire)</p> <p><u>After 72 hrs:</u> 1 Type 2 Incident Management Team</p>

40	<b>Strategic Discussion:</b>	<p>Explain the relation of overall strategy, constraints, and current available information to:</p> <ol style="list-style-type: none"> <li>1) critical resource needs identified above,</li> <li>2) the Incident Action Plan and management objectives and targets,</li> <li>3) anticipated results.</li> </ol> <p>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</p> <p>Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints.</p> <p>Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. Explain major problems and concerns as indicated.</p>
41	<b>Planned Actions for Next Operational Period</b>	<p>Provide a short summary of actions planned for the next operational period.</p> <p>Examples:</p> <p>“Continue holding Division A.”</p> <p>“The current Incident Management Team will transfer command to another IMT.”</p> <p>“Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports.”</p> <p>“Continue refining mapping of the recovery operations and damaged assets using GPS.”</p> <p>“Initiate removal of unauthorized food vendors.”</p>
42	<b>Projected Final Incident Size/Area</b>	<p>If known, enter the projected final incident size. Use unit label – e.g., “sq mi.”</p> <p>Enter an estimate of the total area likely to be involved or affected over the course of the incident.</p> <p>Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc.</p> <p>Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.</p> <p>Units of area include: Acres, Hectares, Sq. Miles, Sq. Kilometers, City Blocks, etc.</p>
43	<b>Anticipated Incident Containment or Completion Date</b>	<p><b>For wildfire incidents this is the expected containment date.</b></p> <p><b>For non-fire incidents this is the date at which the incident is expected to be closed or when significant incident support will be discontinued.</b></p> <p>Enter the date (month/day/year) at which time it is expected that incident objectives will be met. Avoid leaving this block blank if possible, as this is important information for managers. <b>However, if unknown, leave blank.</b></p>
44	<b>Projected Significant Resource Demobilization Start Date</b>	<p>Enter the date (month/day/year) when initiation of <u>significant</u> resource demobilization is anticipated.</p>

45	<b>Estimated Incident Costs to Date</b>	<p>Enter the estimated total incident costs to date for the entire incident based on currently available information.</p> <p>Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy.</p> <p>This does not include damage assessment figures, as these are impacts from the incident and not response costs.</p> <p>If costs decrease, explain in Remarks (Block 47).</p> <p>If additional space is required, please add as an attachment.</p> <p>Part B: For wildfire incidents, enter the FireCode number.</p>
46	<b>Projected Final Incident Cost Estimate</b>	<p>Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information.</p> <p>This does not include damage assessment figures, as they are impacts from the incident and not response costs.</p> <p>If additional space is required, please add as an attachment.</p>
47	<b>Remarks</b> (or continuation of any blocks above – list block number in notation)	<p>Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed.</p> <p>List the block number for any information continued from a previous block.</p> <p>Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc.</p> <p>If complex was not checked in Block 9, then complex information may be added in this block. List all sub-incidents included in the Complex, including name, suppression strategy, percent contained, size and costs to date.</p> <p>List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:  By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or  By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE).</p> <p>Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).</p> <p>This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).</p>

**INCIDENT RESOURCE COMMITMENT SUMMARY**

This last/fourth page of the ICS-209 can be copied and used if needed to accommodate additional resources, agencies,

or organizations. Write the actual page number on the pages as they are used.  
 Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

For summarizing:

When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example, Group State, local, county, city, or Federal responders together under such headings, or Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).

On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

48	<b>Agency or Organization</b>	<p><b>By agency enter the number of resources in the top row for that agency.</b></p> <p>Agencies or organizations should be listed individually.          When resources are grouped together, individual agencies or organizations may be listed below in Block 53.          Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.          These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.</p>
49	<p><b>Resources</b> (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)</p>	<p><b>For each agency enter the number of resources in the top row for that agency. In the second row for that agency, enter the number of personnel assigned to those resources.</b></p> <p>For example: If there are three BLM engines with nine personnel assigned, then that row for BLM should show "3" in the top row, and "9" in the lower row.</p> <p><b>Strike teams must be counted as single resources (i.e. a strike team of engines should be entered as 5 engines).</b></p> <p><u>NOTE:</u> Similar resource types can be aggregated together when it is sensible to do so for the summary.  <u>NOTE:</u> Individual overhead personnel should be included in the Total Personnel sums in Block 51.</p>
50	<b># of Overhead and Support Personnel</b>	<p>List the number of additional overhead and other personnel by agency or organization <b>that are not assigned to a specific resource listed in Block 49.</b></p> <p>Example: If there are nine crewmembers assigned to three Type 4 engines for the BLM, these should be reported in Block 49.</p>
51	<b>Total Personnel</b>	<p>Includes personnel associated with resources (e.g., aircraft or engines), and individual overhead personnel:</p> <p><b>NOTE: Personnel</b> are automatically counted by the program. Resources are not manually totaled here by the user.</p>
52	<b>Total Resources</b>	<p><b>Resources</b> (engines, crews, helicopters, etc.) are automatically calculated by the program. <b>Personnel are not counted here.</b></p>

53	<b>Additional Cooperating and Assisting Organizations Not Listed Above</b>	<b>List all agencies and organizations involved in the incident that are not listed in Block 48.</b> These organizations WILL NOT be counted by the program, or included in the totals in Blocks 51 and 52. Examples may include ambulance services, Red Cross, utility companies, etc. Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).
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## **Block 9. Incident Kind**

- Wildfire
- Prescribed Fire
- Burned Area Emergency Rehabilitation
- Earthquake
- Flood
- Hazardous Materials
- Hurricane
- Law Enforcement
- Mass Casualty
- Oil Spill
- Other
- Search and Rescue
- Structure Fire
- Tornado
- Urban Search and Rescue

Wildfire, chemical disaster, dam failure, biological outbreak, earthquake, flood, foreign disaster assistance, haz mat, heat event, hurricane, mass earth movement / avalanche, nuclear emergency, civil unrest / people gathering, search and rescue / recovery, terrorism, thunderstorm, tornado, tsunami, volcanic eruption, winter storm.

## **Suppression Strategy**

- \*\* Suppression Option WF Only\*\*
- Full Suppression – Perimeter Control
- Point/Zone Protection
- Confine
- Monitor

## Fuels/Material Involved

The Primary Fire Behavior Fuel Models include:

<b>Fuel Model</b>	<b>Typical Fuel Complex</b>
Grass and Grass Dominated	
1	Short Grass (1 Foot)
2	Timber (Grass and Understory)
3	Tall Grass (2.5 Feet)
Chaparral and Shrub Fields	
4	Chaparral (6 Feet)
5	Brush (2 Feet)
6	Dormant Brush, Hardwood Slash
7	Southern Rough
Timber Litter	
8	Closed Timber Litter
9	Hardwood Litter
10	Timber (Litter and Understory)
Slash	
11	Light Logging Slash
12	Medium Logging Slash
13	Heavy Logging Slash