

## ENTERING SIT DATA

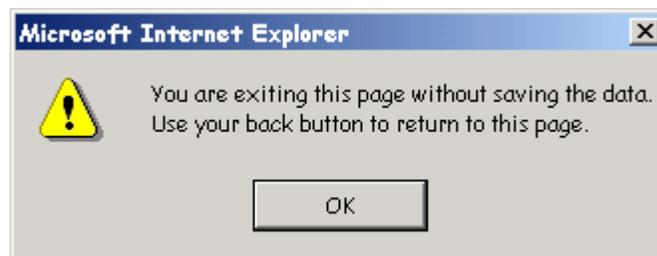
During the active fire season, SIT reports are required on a daily basis. Likewise, ICS-209s are used to report large wildfires and any other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner. Consult the requirements within your Geographic Area for submission times, frequency, etc. Once your data has been submitted, it will be reviewed by your GACC. If there are any problems or questions, they must be resolved by 0200 Mountain Time, the submission deadline for NICC.

**Be professional and discrete in the comments you make in “Remarks”. Keep your comments short, pertinent, and professional. Comments such as “hope we get some fires soon”, “here comes the overtime”, or “it’s Miller time and I’m out of here”, are inappropriate and there is no place for them in this program.**

GACCs have edit access to the data entered by all of the offices within their Geographic Area.

Use the following tips for effective data entry:

- ❖ **Don’t use the “Enter” key** - it could submit the data you have entered (depending on the browser you are using) before you have filled in all the blocks on the screen, but it is not completely dependable as a method of submitting data.
- ❖ The **“Submit Data”** button is arguably the most important button on any screen in the program. By clicking this button the information you just entered is transmitted and stored in the database. It also will automatically take you to the next entry screen.
- ❖ If you made changes to the active screen and do not **“Submit Data”** from the screen you are leaving, a window, like the one shown below, will pop up.



Click the **“OK”** button. This will take you to the next tab. Use your **“Back”** button on your browser to return to the previous tab. You will get this window again. Clicking the **“OK”** button will take you to the screen you just entered data. Click the **“Submit Data”** button to save that data.

- ❖ If you forget to submit the “Year-to-Date Statistics” screen, even though you submitted all of the previous screens, any new fire/acre or resource status information you entered will not be carried forward and will not show up in the reports.
- ❖ Certain fields have pull-down lists (marked with down arrows) that will let you select from the different choices available with a click of your mouse. Also within these fields, entering the first letter of the value you are looking for will let you scroll through the various choices.
  - **Example:** If you want to find Type 2 Crews in the list of resource types, pressing the letter “C” will take you to the first resource that starts with “C” and will allow you to scroll through the resource types that begin with “C” or if you press “C” again, it will jump to the next resource that begins with “C”.
- ❖ Some fields within the SIT Program will automatically clear each calendar day (e.g., numbers of new fires and acres), while other fields will carry over values from the previous report (e.g., Fire Danger, Preparedness Level, Resource information). When editing fields that already contain data, you need to highlight the existing data and then enter the new data. **The program does not type over old data.**
- ❖ **Do not use any special characters such as #, &, !, @,\*,?, etc. in numeric fields.** A window, like the one shown below, will pop up and state you need to enter a positive number if you have entered a character in a numeric field.



Press “**OK**” to go back and make the correction.

- ❖ If you notice that you made a mistake while entering your data, don't panic. If you are still in that screen, you can use the mouse to go back and select another value or clear out the field.

When you're ready to begin entering SIT information:

- Log on to **SIT**.
- The date will default to the current day's date in Central Time. If the current time is past 2400 Central Time, you must change the date back to the current date in your time zone.
- Select the desired dispatch office for which you are reporting.

The SIT Welcome screen is shown below:

Welcome to SIT polutnik

Enter the desired date 12/14/2010

Select the desired Dispatch Office Coeur d'Alene Interagency Dispatch Center

Reports Data Entry Setup

FAMWEB Home Page

You can find the [SitReport User's Guide](http://gacc.nifc.gov/training/intelligence/) on line at <http://gacc.nifc.gov/training/intelligence/>

For support, contact the Fire Applications Helpdesk

phone: 1-800-253-5559 or 208-387-5290

or e-mail: [fire\\_help@fs.fed.us](mailto:fire_help@fs.fed.us)

Click the **"Data Entry"** button.

Upon clicking the **"Data Entry"** button, you will be taken to the **Daily Fire Statistics** screen.

## DAILY FIRE STATISTICS

Situation Report For: January 04, 2011 Office: NR-MT-HDC

[SIT Login](#)
[Daily Fire Statistics](#)
[Resource Information](#)
[Planned Rx](#)
[Remarks](#)
[YTD Statistics](#)
[209 Entry](#)
[Incident Priority](#)

Select Protection Unit ID from list below to enter Fires and Acres by Ownership

Agen.	Protection Unit ID	Fire Dngr	Prep. Level	UnCtrl A-B-C	Today's Wild Fire				Today's	
					Human		Lightning		RX	
					Fire	Acres	Fire	Acres	Fire	Acres
BLM	<a href="#">MT-BUD1</a>	H ▾	4 ▾	<input type="text"/>						
BLM	<a href="#">MT-LED1</a>	H ▾	4 ▾	<input type="text"/>						
PRI	<a href="#">MT-HDCI</a>	H ▾	4 ▾	<input type="text"/>						
ST	<a href="#">MT-CES</a>	H ▾	4 ▾	<input type="text"/>						
USFS	<a href="#">MT-HNF</a>	H ▾	4 ▾	<input type="text"/>						

\*\*All acre values will be rounded to the nearest acre\*\*

Be sure to report all wildfire activity (regardless of suppression strategy, RX (Prescribed) for the period of 0001 to 2400 local time.

- **Note:** If you need to update your Year-to-Date totals, **do not** use this screen to update. Go directly to the “YTD Statistics” tab (instructions on page 25).

### Agency & Protection Unit ID

These fields will appear automatically, based on the units identified to have protection responsibility within your area.

Contact the GACC Intelligence Coordinator/Officer if you need to update or add a Protection Unit to your list.

### Fire Danger by Protection Unit

This field will default to the value from the previous day's report. Clicking the down arrow allows you to select a different value: L = Low, M = Moderate, H = High, VH = Very High and E = Extreme.

### Preparedness Level by Protection Unit

This field will also default to the previous day's report value. Clicking the down arrow allows you to select a different value, between 1 and 5, that represents the Preparedness Level of each unit for which you report. Consult your local Preparedness Plan/Area Mobilization Guide if you are unsure what each number represents.

If you have no new fires and no new acres to report, simply verify the Fire Danger and

Preparedness Level for your unit(s) and click the **“Submit Data”** button.

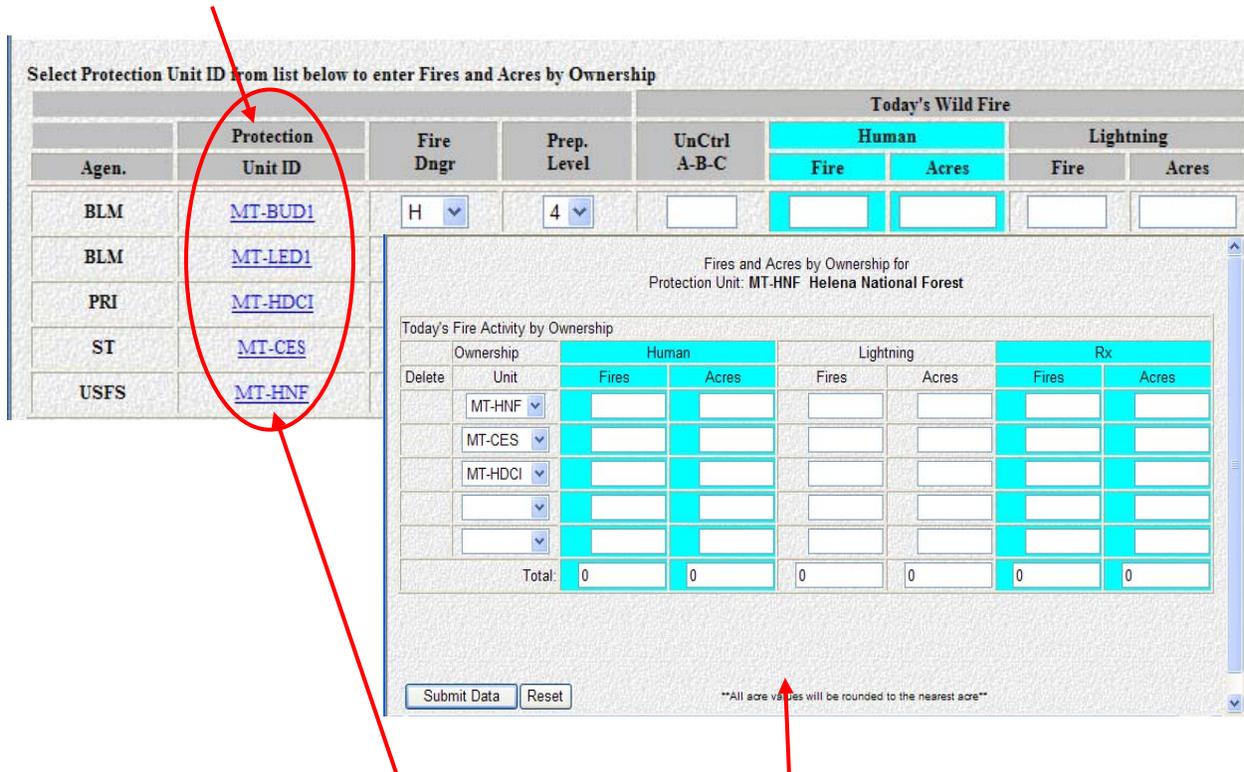
**Uncontrolled A-B-C fires by Protection Unit**

This field automatically clears itself each day. Enter the number of fires (both human and lightning-caused) that remain uncontrolled at the time of the report. A, B and C Size Class fires are those fires that range from 0 to 99 acres in size. Uncontrolled large incidents will be captured in the 209 Entry section.

**Wildfire and RX activity by Protection Unit**

Wildfire activity is referred to as “planned” (prescribed fire or RX) and “unplanned” (all other fires). Enter all fire and acreage statistics by land ownership for the unit with protection responsibilities. This means the specific piece of land the fire started on and land(s) in which the fire burned. Additionally, users will no longer be able to enter fire and acreage statistics from the main “Daily Fire Statistics” screen.

Select the **“Protection Unit ID”** from the list to enter fire and acres by ownership.



- **Example:** “MT-HNF” was selected. As shown above, a screen will open that will allow users to enter Fires and Acres by Ownership for the Protection Unit selected.

**Today’s Human Fires by Ownership**

This field automatically clears itself each day. Enter the number of new human-caused fires reported by land ownership for the reporting period.

**Today's Human Acres by Ownership**

This field automatically clears itself each day. The number entered is the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex fires. Acreages must be rounded up or down to the next whole number; e.g., .4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

The number of new human-caused fires and new human-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

- **Example:** 1 new human-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new human-caused fires, but yesterday's fire is now 400 acres in size. The report should show 0 new human-caused fires and 340 new human-caused acres burned.

**Today's Lightning Fires by Ownership**

This field automatically clears itself each day. Enter the number of new lightning-caused fires reported by land ownership for the reporting period.

**Today's Lightning Acres by Ownership**

This field automatically clears itself each day. The number entered is the total acres burned by land ownership during the reporting period, which includes acreage from large and Complex fires. Acreages must be rounded up or down to the next whole number; e.g., .4 acres or less would be rounded down to zero and .5 or more would be rounded up to 1 acre.

The number of new lightning-caused fires and new lightning-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

- **Example:** 1 new lightning-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new lightning-caused fires, but yesterday's fire is now 400 acres in size. The report should show 0 new lightning-caused fires and 340 new lightning-caused acres burned.

**Today's RX (Prescribed) Fires by Ownership**

This field automatically clears itself each day. Enter the number of new prescribed fires reported by land ownership for the reporting period. **Prescribed Fires are defined as fires which are ignited by fire management personnel.**

The number of new prescribed fires and new prescribed acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported. You can have multiple units slated for accomplishment, but it is still only one project; be careful not to over-report.

**Today's RX (Prescribed) Acres by Ownership**

This field automatically clears itself each day. Enter the number of new prescribed

acres reported by land ownership for the reporting period.

The number of new prescribed fires and new prescribed acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.

- **Example:** 1 new prescribed fire was reported yesterday on the XYZ unit for 60 acres burned. There were no new prescribed fires today, but an additional 340 acres were burned on the same project. The report should show 0 new prescribed fires and 340 new acres burned.

Once you have reviewed the information on the Fires and Acres by Ownership screen and ensured that "Update existing YTD records with these new values?" is defaulted to "Yes", click the "Submit Data" button.

Fires and Acres by Ownership for  
Protection Unit: **MT-HNF Helena National Forest**

Today's Fire Activity by Ownership		Human		Lightning		Rx	
Delete	Ownership Unit	Fires	Acres	Fires	Acres	Fires	Acres
<input type="checkbox"/>	MT-HNF	2	2			1	80
<input type="checkbox"/>	MT-CES	1	2				
<input type="checkbox"/>	MT-HDCI	1	15				
Total:		4	19	0	0	1	80

Update existing YTD records with these new values? Yes

\*\*All acre values will be rounded to the nearest acre\*\*

By clicking the "View current YTD values" link identified above, a window will pop up (as shown below) that will allow the user to verify Year-To-Date fires and acres by ownership submitted for that Protection Unit.

YTD - Fires and Acres by Ownership for  
Protection Unit: **MT-HNF Helena National Forest**

Year-To-Date Fire Activity by Ownership -- Current Database Values								
Ownership Unit	Human		Lightning		Rx		WFU	
	Fires	Acres	Fires	Acres	Fires	Acres	Fires	Acres
MT-CES - DNRC Central Land Office	1	2					0	0
MT-HDCI - Helena Dispatch - Private	1	15					0	0
MT-HNF - Helena National Forest	2	2			1	80	0	0
<b>YTD Totals for: 1/4/2011</b>	<b>4</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>80</b>	<b>0</b>	<b>0</b>

Again, review the information you entered on the "Fire and Acres by Ownership screens with the totals that populate the "Daily Fire Statistics" by Protection Unit screen. Once you have ensured that this information is correct, click the "Submit Data" button. An example of what this screen looks like upon completion is shown below.

Situation Report For: January 04, 2011 Office: NR-MT-HDC

SIT Login
Daily Fire Statistics
Resource Information
Planned Rx
Remarks
YTD Statistics
209 Entry
Incident Priority

Select Protection Unit ID from list below to enter Fires and Acres by Ownership

Agen.	Protection Unit ID	Fire Dngr	Prep. Level	UnCtrl A-B-C	Today's Wild Fire				Today's RX	
					Human		Lightning		Fire	Acres
					Fire	Acres	Fire	Acres		
BLM	<a href="#">MT-BUD1</a>	H ▾	4 ▾		1	1	0	0	0	0
BLM	<a href="#">MT-LED1</a>	H ▾	4 ▾		0	0	0	0	0	0
PRI	<a href="#">MT-HDCI</a>	H ▾	4 ▾		0	0	0	0	0	0
ST	<a href="#">MT-CES</a>	H ▾	4 ▾		2	4	0	0	0	0
USFS	<a href="#">MT-HNF</a>	H ▾	4 ▾		4	19	0	0	1	80

\*\*All acre values will be rounded to the nearest acre\*\*

## RESOURCE INFORMATION

Situation Report For: **January 04, 2011** Office: **NR-MT-HDC**

Unit	Agency	Resource	Available	Committed	Delete
MT-CES	ST	ENGS	<input type="text" value="2"/>	<input type="text" value="2"/>	No <input type="button" value="v"/>
MT-CES	ST	HEL2	<input type="text" value="1"/>	<input type="text" value="0"/>	No <input type="button" value="v"/>
MT-CES	ST	HEL3	<input type="text" value="1"/>	<input type="text" value="0"/>	No <input type="button" value="v"/>
MT-HNF	BIA	CRW2	<input type="text" value="0"/>	<input type="text" value="1"/>	No <input type="button" value="v"/>
MT-HNF	USFS	CRW1	<input type="text" value="0"/>	<input type="text" value="1"/>	No <input type="button" value="v"/>
MT-HNF	USFS	CRW2	<input type="text" value="1"/>	<input type="text" value="1"/>	No <input type="button" value="v"/>
MT-HNF	USFS	ENGS	<input type="text" value="4"/>	<input type="text" value="3"/>	No <input type="button" value="v"/>
MT-HNF	USFS	HEL3	<input type="text" value="1"/>	<input type="text" value="0"/>	No <input type="button" value="v"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	

The Resource Information screen captures resources “committed” or “available” for initial attack/extended attack and prescribed fire projects. **Resource numbers should be projected for the next day.**

- **Note:** Resources committed to large incidents are reported in the “209 Entry” section – not here.

### Unit

Click the pull-down menu to select from the choices available for your area of responsibility. The format for this field is: the 2-letter state identifier followed by the unit identifier. **Use the unit identifier of the unit the resource is assigned to, not the unit that owns it.**

- **Example:** A Type 1 crew from the Helena National Forest assigned locally would be entered as **MT-HNF**.
- **Example:** A Type 2 crew from the Flathead Agency (BIA) on assignment to the Helena National Forest would be entered as **MT-HNF** as well.

### Agency

Click the pull-down menu to select the agency that owns the resource.

- **Example:** A Type 1 crew from the Helena National Forest assigned locally would be entered as **USFS**.
- **Example:** A Type 2 crew from the Flathead Agency on assignment to the Helena National Forest would be entered as **BIA**.

## Resource

Click the pull-down menu to select the type of resource. The choices for this field are listed in the abbreviated 4-letter mnemonic format. Entering the first letter of the value you are looking for will let you scroll through the various choices.

- **Example:** If you want to find Type 2 Crews in the list of resource types, pressing the letter “C” will take you to the first resource that starts with “C” and will allow you to scroll through the resource types that begin with “C” or if you press “C” again, it will jump to the next resource that begins with “C”.

## Available

Enter the number of resources you project will be available the next day for the unit and agency you selected, regardless of whether they can leave the local unit. **Available resources are defined as those resources physically located on your unit(s), which are not on a mandatory day off.** Unstaffed resources such as engines, or resources expected to be out of service due to maintenance/repairs for the entire day, should not be shown.

- **Note:** Remember that you are projecting resources for the next day.

All resources should be listed, regardless of whether they can leave the unit or State. The intent is to present fire managers a record of a unit's capability to handle its own local situation. If further clarification regarding resource availability is required, use the “Remarks” section.

## Committed

Enter the number of resources committed for the unit and agency you selected.

**Committed resources are defined as those resources which are assigned to initial/extended attack incident(s) or prescribed fire projects on units for which you are reporting.**

- Resources that are committed to large incidents should not be reported here; they will be reported through the “209 Entry” screens.
- Resources that have been sent away to incidents outside your area of responsibility should not be reported until they return home.
- Resources from other units/areas assigned to any of your units should be reported from the time of their arrival (or projected arrival) until they are demobed.

Once you have built a list of your local resources, they will carry over to the next day's report. Edit this data as needed to reflect changes in the number of resources available/committed.

To remove resources no longer assigned to your unit(s), click the down arrow under the “Delete” column and select “Yes”.

When you have finished entering your resource data, click the “**Submit Data**” button.

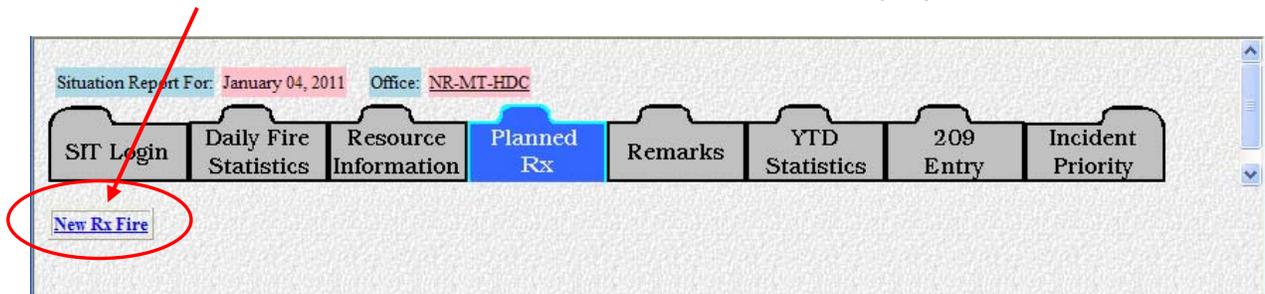
If your screen has 10 lines of entered resource data and additional lines of resources need to be added, click the “**Submit Data**” button. Click on the Resource Information tab again. By moving your screen down, you will see an additional 10 blank rows for you to enter additional resources. Click “**Submit Data**” again when you have finished entering your resources.

## PLANNED RX (Prescribed) FIRES

The Planned Rx screen reports prescribed fire projects that are planned within the next few days. It will give managers an idea of the number of projects being conducted in the short term, along with planned resource commitments.

- **Note:** Reporting procedures for “Planned Rx” fires differ from GACC to GACC. Current GACC reporting procedures are:
- **Alaska** – report **all** “Planned Rx” fires for the next reporting period.
  - **California** – report **all** “Planned Rx” fires for the next reporting period.
  - **Eastern** – report **all** “Planned Rx” fires planned for ignition within the next 24 hours.
  - **Great Basin** – report **all** “Planned Rx” fires planned for ignition within the next day.
  - **Northern Rockies** – **not required** to report “Planned Rx” fires on the SIT report.
  - **Northwest** – report **all** “Planned Rx” fires planned for ignition within the next 2-3 days.
  - **Rocky Mountain** – report **all** “Planned Rx” fires ONE DAY prior to the day of planned ignition and update the report on each day subsequently, until the prescribed fire is complete.
  - **Southern** – State Coordination Centers will report **all** “Planned Rx” fires one day prior to the day of planned ignition.
  - **Southwest** – **not required** to report “Planned Rx” fires on the SIT report.

Click the “**New RX Fire**” button to create a record for a new project.



When you enter the “Planned RX” fires screen, you may see additional boxes across the top of the screen with the project name(s) as shown below. Clicking the project name link will open up the record. Many of the entries will not change over the course of the project; however, the Planned Start Date field should be reviewed daily and changed as needed.

Situation Report For: **January 04, 2011** Office: **NR-MT-HDC**

[SIT Login](#)
[Daily Fire Statistics](#)
[Resource Information](#)
[Planned Rx](#)
[Remarks](#)
[YTD Statistics](#)
[209 Entry](#)
[Incident Priority](#)

[New Rx Fire](#)
[Snow/Talon](#)  
 01/04/2011

Agency-ST-Unit	Name	Planned Start Date	Number of	
			Days	Acres
USFS-MT-HNF	Snow/Talon	01/04/2011	2	10

Strategy/Fuel	VOR	Legal			Latitude			Longitude		
Type	Bearing Distance Base	Township	Range	Section	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
Dozer Piles / Slash	61 6 HLN	T15N	R08W	Sec15	47	3	26	112	36	02

Remarks /Contingent Resources

Click here to get a count of the characters in remarks:  (250 max)

**Agency-ST-Unit**

Click the pull-down menu to select the Agency-State-Unit. Your choices are limited to those offices for which you have reporting responsibility.

**Name**

Enter the name for the project.

Once you enter a value in this field, it controls the record of the project in the database and cannot be changed.

**Planned Start Date**

Enter the date in the format of MM/DD/YY.

If it has not been updated within 2 days after the planned start date, the project record will not show up in the pick list.

**Number of – Days**

Enter the number of days that it will take for the project to be completed.

**Number of – Acres**

Enter the total number of acres expected to be burned.

**Strategy/Fuel Type**

Enter type of burn strategy being used and the predominant fuel type (i.e., piles, broadcast burn, etc.).

**VOR Information**

Enter the bearing, distance, and base or OMNI from the nearest VOR as you would normally enter it on a resource order.

- **Example:** 61, 6, HLN

**Legal Description**

Enter the Township, Range and Section for the point of origin.

- **Example:** T15N, R08W, Sec 15

**Latitude – Degrees**

This should be a 2-digit number that represents the point of origin.

**Latitude – Minutes**

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

**Longitude – Degrees**

This should be a 3-digit number that represents the point of origin.

**Longitude – Minutes**

This should be a 2-digit number that represents the point of origin (rounded to the nearest minute).

**Remarks/Contingent Resources**

In narrative format, enter a list of all resources you plan to commit to completing the project, including resources held in reserve.

When you have finished entering the information on planned prescribed fire projects, click the “**Submit Data**” button to transmit the data. The screen will clear itself so that you can enter data on another project. When you have finished entering Planned RX Fires, click the tab at the top of the screen to go to whichever screen you want next (Remarks, YTD Statistics, 209 Entry, etc.).

**Once information has been entered pertaining to a prescribed fire project, it will carry over for 2 days from the planned start date.**

If the project cannot be implemented on the planned start date, you should update this field with a revised start date; otherwise the project record will not show up in the pick list.

## REMARKS

Situation Report For: **January 04, 2011** Office: **NR-MT-HDC**

SIT Login	Daily Fire Statistics	Resource Information	Planned Rx	<b>Remarks</b>	YTD Statistics	209 Entry	Incident Priority
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Preparedness level:

Remarks

Helena Dispatch Zone Preparedness Level = 4. A Canadian frontal system will move across the zone tomorrow bringing scattered thundershowers and cooler temperatures. Light initial attack activity today, 4 new fires for 18 acres. MT-HNF completed 80 acre RX burn. Updated YTD statistics for MT-HNF.

Click here to get a count of the characters in remarks:  (500 max)

On Call

To report a fire call 406-444-4242

Click here to get a count of the characters in on call:  (250 max)

This screen is used to capture “**On-Call**” information for your center, along with “**Remarks**” pertinent to your units/area and your Dispatch Center/Area preparedness level.

### Preparedness Level

Click the pull-down menu to select the Preparedness Level for your Dispatch Center or Geographic Area as a whole.

### Remarks

Briefly summarize the current situation on your local units or within your Geographic Area. The program will automatically clear this field each day. Include the following types of information:

- General synopsis of current and expected weather.
- Fuel/drought conditions (live fuel/1,000-hr moisture, ERCs, KBDIs, etc.).
- What is the current and anticipated fire situation?
  - Are fires being caught at initial attack, or are they escaping?
  - Are more ignitions expected due to lightning carry-overs?
- Significant events or problems.
- Resource status (are shortages anticipated?).
- Updates to Year-To-Date fires and acres.

**On Call**

List the Dispatcher(s)/Coordinator(s) on-call for your office, along with home/cell/pager numbers. Privacy information entered in the database via this field will be protected from public access; users will only be able to pull on-call information for units/centers within their area of responsibility.

The program will carry over the On-Call information from day to day.

Once you have finished entering the remarks and on-call information, click the “**Submit Data**” button to transmit the data. This will automatically take you to the Year-to-Date Statistics screen.

## YEAR-TO-DATE STATISTICS (YTD)

Situation Report For: January 05, 2011 Office: NR-MT-HDC

[SIT Login](#)
[Daily Fire Statistics](#)
[Resource Information](#)
[Planned](#)
[Go to Planned Rx Page](#)
[marks](#)
[YTD Statistics](#)
[209 Entry](#)
[Incident Priority](#)

Select Protection Unit ID from list below to edit YTD Fires and Acres by Ownership

Protection Unit:	Butte Field Office BLM	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<a href="#">MT-BUD1</a>	YTD Totals 04-JAN-11	1	1	0	0	0	0
	Today's fire activity	0	0	0	0	0	0
<a href="#">Current YTD Values</a>	YTD Totals for: 1/5/2011	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Protection Unit:	Lewistown Field Office BLM	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<a href="#">MT-LED1</a>	YTD Totals 04-JAN-11	0	0	0	0	0	0
	Today's fire activity	0	0	0	0	0	0
<a href="#">Current YTD Values</a>	YTD Totals for: 1/5/2011	<input type="text" value="0"/>					

Protection Unit:	Helena Dispatch - Private PRI	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<a href="#">MT-HDC1</a>	YTD Totals 04-JAN-11	2	4	0	0	0	0
	Today's fire activity	0	0	0	0	0	0

The YTD screen captures fire statistics on a calendar year basis (January 1 - December 31). As you enter the screen, the program will display the year-to-date statistics for each unit with protection responsibilities within your area.

The SIT Program automatically calculates new year-to-date totals for all fire types. On a daily basis, the new fires and acres that you reported via the Daily Fire Statistics screen will automatically be added to the YTD totals carried over from the previous day's report.

Click the “**Submit Data**” button to transmit the data as calculated.

- **Note:** If you forget this step in the YTD Statistics screen, any new fire/acre or resource status information you entered will not be carried forward and will not show up in the reports.



### Adjusting YTD Totals

The preferred method to adjust YTD fires and/or acreages is:

- Select the Protection Unit ID for the unit that needs to be adjusted on the YTD Statistics screen, as shown below.

DNR Central Land Office		Human		Lightning		Rx	
Protection Unit:	ST	Fires	Acres	Fires	Acres	Fires	Acres
<a href="#">MT-CES</a>		2	4	0	0	0	0
YTD Totals 04-JAN-11							
Today's fire activity		0	0	0	0	0	0
YTD Totals for: 1/5/2011		<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- **Example:** "MT-CES" was selected. As shown below, a screen will open that will allow users to modify the Year-To-Date Fire Activity by Ownership for the Protection Unit as needed.

Year-to-Date Fires and Acres by Ownership for  
Protection Unit: MT-CES DNR Central Land Office

Delete	Unit	Human		Lightning		Rx	
		Fires	Acres	Fires	Acres	Fires	Acres
<input type="checkbox"/>	MT-CES	<input type="text" value="11"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="3062"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	MT-HDCI	<input type="text" value="11"/>	<input type="text" value="1"/>	<input type="text" value="13"/>	<input type="text" value="11203"/>		
	MT-HNF	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="3386"/>		
Total:		<input type="text" value="23"/>	<input type="text" value="4"/>	<input type="text" value="25"/>	<input type="text" value="17651"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- Once you have made your changes on the Year-To-Date Fire Activity by Ownership screen, click the "Submit Data" button.
- Verify that the changes were accepted for that unit in the "YTD Totals for xx/xx/xxxx (current date)" line.
- Click the "Submit Data" button on the YTD Statistics screen to accept changes.

The year-to-date totals shown on the Situation Report should be adjusted periodically to reflect statistics being reported on agency fire reports. While large fires are ongoing, compare the current and previous ICS-209(s) on a daily basis to determine whether total acreages have increased, decreased, or remained the same.

Additional acres burned each day should be reported in the Daily Fire Statistics screen. See "Today's Human Acres by Ownership" and "Today's Lightning Acres by Ownership" data entry instructions (page 14).

## 209 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 who 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 or Zone Protection/Limited Perimeter Control or Monitor/Confine/Contain:** 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 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.
- **Other significant events:** classified as incidents in which significant commitment of wildland fire resources has occurred or when a Type 1 or 2 Interagency IMT has been assigned.
  - **Note:** Refer to your Geographic Area Mobilization Guide for additional reporting guidelines.

There are 5 different screens you will be entering ICS-209 data. The screens are comprised of the following incident information:

- **Screen #1:** ICS-209 Blocks 1-14 (Current Date, Initial/Update/Final information, Cause, Incident Commander, Latitude/Longitude, Descriptive Location, etc.)
- **Screen #2:** ICS-209 Blocks 15-33 (Size, Estimated Costs, Injuries/Fatalities, Structure Information, Threat to Human Life/Safety, Projected incident movement, Values at Risk, Critical Resource Needs, Significant Events, etc.)
- **Screen #3:** ICS-209 Blocks 34-42 (Projected Final Size, Estimated Final Costs, Actions planned for next operational period, Remarks, etc.)
- **Screen #4:** ICS-209 Blocks 43-44 (Committed Resources, Cooperating and assisting Agencies)
- **Screen #5:** ICS-209 Blocks 45-47 (Prepared By and Approval Information)

Examples of each of these screens can be viewed in the “**ICS-209 Data Entry Instructions – by Block**” section of this guide (page 38).

**Some specific instructions exist for particular Geographic Areas. These are noted following the general instructions that are listed for each procedure in this guide.**

There are 47 blocks in which to enter data for each individual ICS-209. Pay careful attention to the way the blocks are used to report information. Instructions have been written to assist users in finding the most appropriate location to report specific information (e.g., projected incident movement/spread, values at risk, control problems and concerns, etc.). Additionally, Block 42 - “Remarks” can be used to expand upon entries made in previous blocks and marked accordingly.

The information in some of the blocks will be carried over each day. Blocks that clear each day are marked as such in the instructions for each block. Information that carries over from day to day may need to be updated, such as a change in Incident Commander or resources committed, a corrected location, etc. Existing data must be deleted before new data is entered—it does not automatically delete. Leave blocks blank if there is nothing to report. Zeros are not required if there are no numbers to report.

**Blocks 1, 2, 4, 6, 11, 13, 14, 15, 16, 19, 31, and 45 must be completed** in order for any ICS-209 to be accepted by the program. These blocks are identified with “\*” by the title. Error messages will be generated if this information is not received or is incorrectly entered.

**Block 46 must be completed** in order for any 209 report to be approved and viewed from the Reports function. This block is identified with “\*\*” by the title. An error message will be generated if this information is not entered.

Some blocks are number-only blocks in which **no text data will be accepted**. These are noted in the instructions for each block later in this section. Text entries in these blocks will create errors upon submission of the ICS-209.

Character maximums are listed for each individual block in the instructions below and on the Data Entry portion of the program. They appear at the bottom of the text blocks as:

char count:  (2000 max)

- **NOTE FOR CALIFORNIA USERS ONLY:** Most of the information in the data entry blocks will not be cleared during the same date as it would for users reporting only once per day. Please enter or update information in each individual block when submitting an updated ICS-209 on the same date.

To navigate within the ICS-209 screens you can use either a mouse or a combination of keys including the Tab key. The Tab key can be used to navigate through the data entry blocks. Using your mouse to navigate will allow you to move forward and backward through the data entry blocks.

You can also use your mouse to scroll up and down or from left to right within a screen in order to view the rest of the data entry blocks.

To use the keyboard for the Data Entry screens:

- Pressing the **Shift** key and then pressing the **Tab** key will move the cursor back to the previous field.
- The **Tab** key can be used to advance through various fields.
- **Up** and **Down Arrow** keys will allow you to move through pull-down menu choices.
- Pressing the **Tab** key selects the highlighted choice and moves the cursor to the next block.
- **Arrow** keys can be used to navigate through the radio buttons, and the **Space Bar** can be used to select or deselect one.
- The **Tab** key can be used to navigate through the check boxes, and the **Space Bar** can be used to select or deselect one.

Use the following tips for effective data entry:

- ❖ **Don't use the "Enter" key** - it could submit the data you have entered (depending on the browser you are using) before you have filled in all the blocks on the screen, but it is not completely dependable as a method of submitting data.

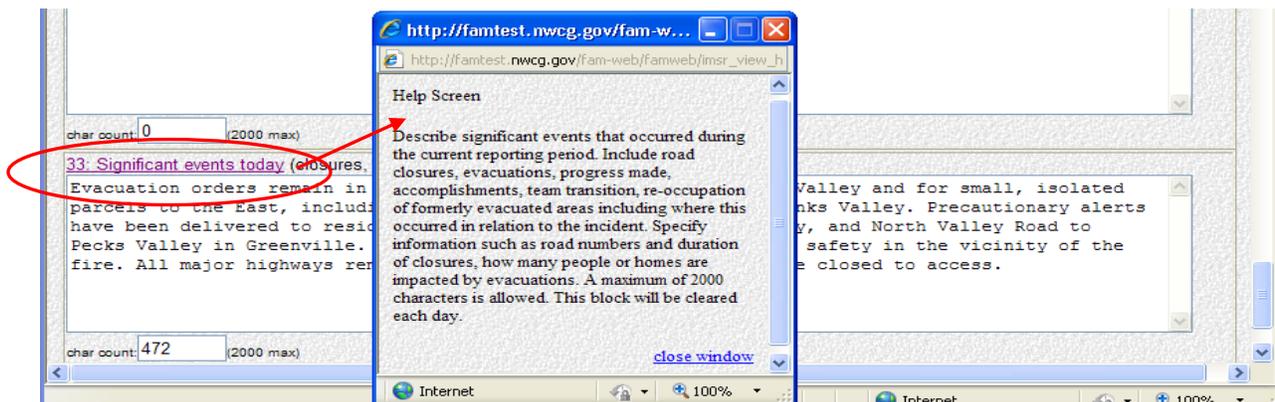
- ❖ The “**Submit Data**” button is the most important button on any screen in the program. By clicking this button, the information you just entered is transmitted and stored in the database. It also will automatically take you to the next data entry screen.

If you forget to click the “**Submit Data**” button before leaving a screen, an alert message (shown below) will pop up.



Click “**OK**”. This will take you to the next data entry screen. Use the “**Back**” button on your browser to return to the previous screen. You will see this window again. Clicking the “**OK**” button will take you to the screen you just entered data. Click the “**Submit Data**” button.

- ❖ Help Links for each data entry block exist. By clicking on any of the links a help screen explaining what information is needed for that specific block will appear. In the example shown below, a link to Block “33. Significant events today” was clicked.



- ❖ Certain fields have pull-down lists (marked with down arrows, as shown below) that will let you select from the different choices available with a click of your mouse.

The screenshot shows the ICS-209 report form with the following fields and options:

- 1- Date\*: 01/11/2011
- 2- Time\*: [Empty]
- 3- Initial: Update (selected), Final
- 4- Incident Number\*: [Empty]
- Single (selected), Complex
- 5- Incident Name: [Empty]
- 6- Incident Kind\*: Wildfire (selected), 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 & Rescue
- 7- Start Date: [Empty] / 2011
- 8- Cause: [Empty]
- 9- Incident Commander: [Empty]
- 10- Incident Command Organization: [Empty]
- 11- State-Unit\*: [Empty]
- Latitude and Longitude\*: [Empty]
- 14- Short Location Description\* (in reference to nearest town): [Empty]

Buttons: Submit Data, Delete: No

- ❖ Do not use any special characters such as #, &, !, @, \*, ?, etc. in numeric fields. A window, like the one shown below, will pop up and state you need to enter a positive number if you have entered a character in a numeric field.



Press “OK” to go back and make the correction.

- ❖ If you notice that you made a mistake while entering your data, don't panic. If you're still in that screen, you can use the mouse to go back and select another value or clear out the field. Go to “EDITING an ICS-209” instructions on page 34 for additional information.

## ICS-209 Forms and Documentation

All official ICS-209s generated by the FAMWEB applications can be printed out, signed by the Incident Commander, and maintained with other official incident documentation. Specific instructions for this process are located in the “**Processing Official ICS-209s**” section (page 73).

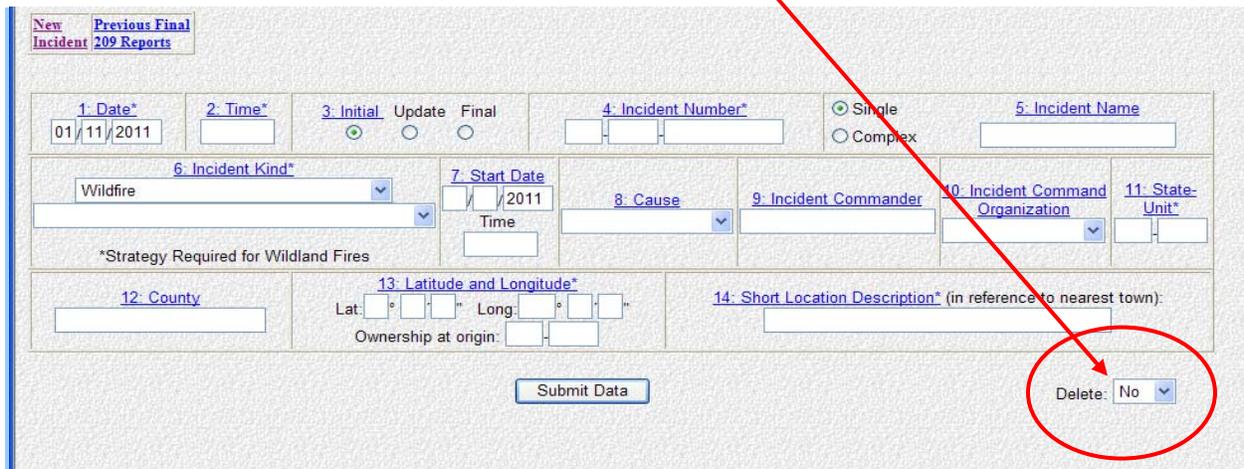
- **Note:** ICS-209 information maintained in this program's database should not be regarded as the official legal documentation required by the incident. This program was designed to allow for ICS-209 information to be placed and stored

in a central database for more efficient access to incident information and summaries.

A blank copy of the official ICS-209 form can be referenced in Section VII. Appendix (pages 115-117).

### “DELETE” Button Function

Located in the bottom right corner of Screen #1 adjacent to the “Submit Data” button you will see the “Delete” pull-down menu, as shown below.



The screenshot displays the ICS-209 form interface. At the top left, there are links for "New Incident" and "Previous Final 209 Reports". The form fields are organized into several sections:

- 1. Date\***: 01/11/2011
- 2. Time\***: [Empty]
- 3. Initial**: [Radio buttons for Update, Final]
- 4. Incident Number\***: [Empty]
- 5. Incident Name**: [Empty]
- 6. Incident Kind\***: Wildfire
- 7. Start Date**: [Empty] / 2011
- 8. Cause**: [Empty]
- 9. Incident Commander**: [Empty]
- 10. Incident Command Organization**: [Empty]
- 11. State-Unit\***: [Empty]
- 12. County**: [Empty]
- 13. Latitude and Longitude\***: Lat: [Empty]° [Empty]' [Empty]" Long: [Empty]° [Empty]' [Empty]"
- 14. Short Location Description\*** (in reference to nearest town): [Empty]

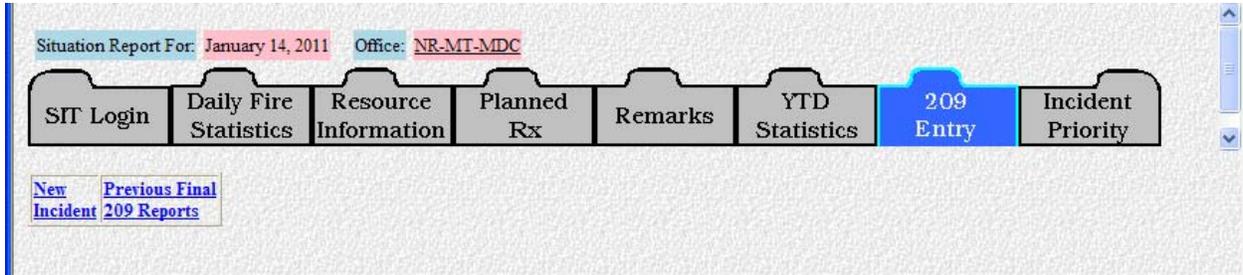
At the bottom center is a "Submit Data" button. At the bottom right, there is a "Delete:" label followed by a dropdown menu currently set to "No". A red circle highlights the "Delete:" label and the dropdown menu, with a red arrow pointing from the text above to the dropdown.

The delete button drop-down menu defaults to “No”. You would only select “yes” from the drop-down on the rare occasion that an ICS-209 was entered that did not need to be. This will only delete the current ICS-209 and not any other ICS-209s for that incident number.

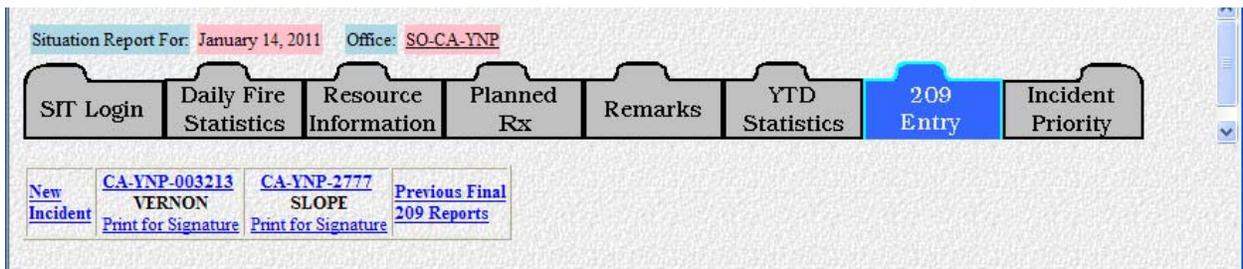
**ICS-209 ENTRY via the SIT PROGRAM**

The “209 Entry” screen will look like either of the example screens shown below:

- Screen view **without** any ICS-209 incidents.

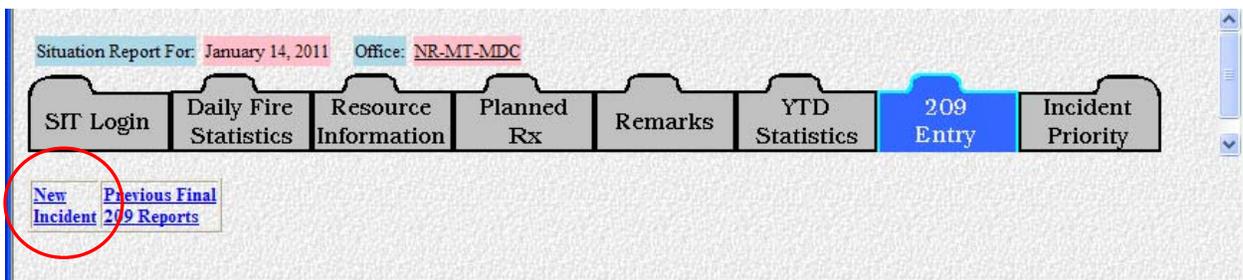


- Screen view **with** active ICS-209 incidents.



**“NEW” INCIDENT**

Click the “**New Incident**” button to create an ICS-209 for a new incident. To begin entering data, go to page 38 “**ICS-209 Data Entry Instructions – by Block**”.



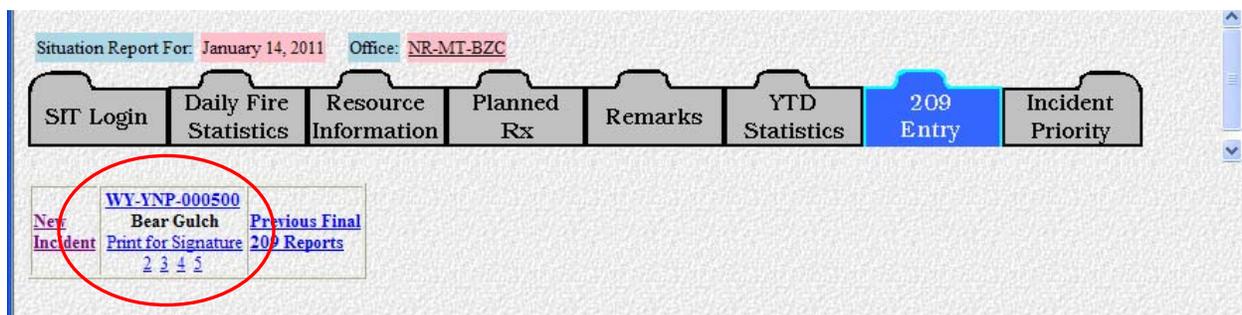
**“EDITING” an ICS-209**

For the user’s convenience, you can edit any of the 5 data entry screens.

- To edit **screen #1**, click the **incident number link**; **Example**: “WY-YNP-000500” for the Bear Gulch wildfire, as shown below.

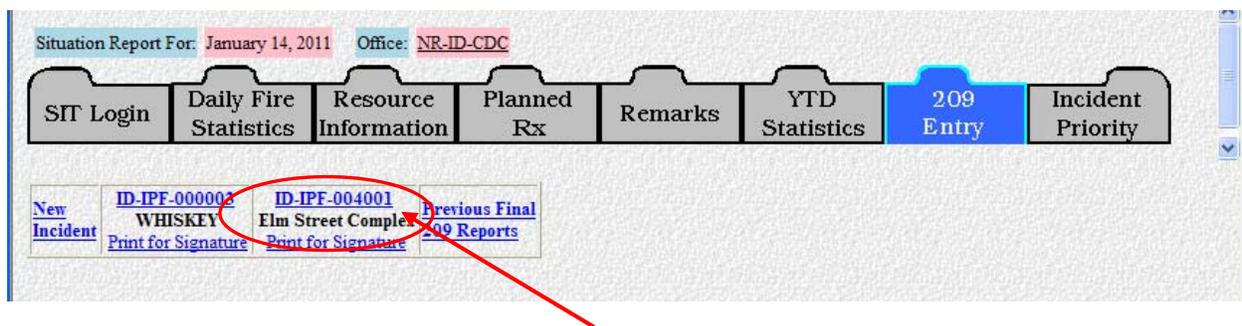
An ICS-209 that has been entered can be edited again **if the Time (Block 2) and Date (Block 1) are not changed AND Approved By (Block 46) has not yet been filled in**. Changing the information in these blocks will create an additional ICS-209 rather than an edited version of the current ICS-209.

- To edit **screen #2**, click the “**2**” link to edit information for **Blocks 15 thru 33**.
- To edit **screen #3**, click the “**3**” link to edit information for **Blocks 34 thru 42**.
- To edit **screen #4**, click the “**4**” link to edit information for **Blocks 43 or 44**.
- To edit **screen #5**, click the “**5**” link to edit information for **Blocks 45 thru 47**.



### “UPDATING” an ICS-209

Links to previously entered ICS-209s are arranged in the middle of the screen between the “**New Incident**” and “**Previous Final 209 Reports**” links as shown below.



Clicking the desired incident number link (circled above) will bring up the latest ICS-209 submitted. From this point, the ICS-209 can be updated or finalized.

An ICS-209 that has been entered and submitted can be updated **by changing the time (Block 2) and/or date (Block 1)** and selecting “**Update**” in Block 3. Other blocks can be updated according to “**ICS-209 Data Entry Instructions – by Block**” (page 38).

- **NOTE FOR CALIFORNIA USERS ONLY:** An updated ICS-209 can be submitted as often as required each day within California. Each changed time that is entered in Block 2 will generate an additional ICS-209. **No fields will be**

cleared as they would if you were entering an update on a different date. Please update fields or delete existing data when it is no longer relevant.

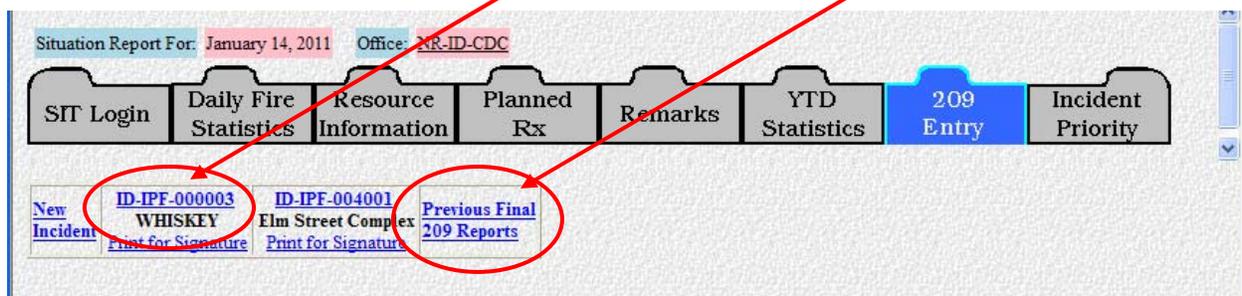
### **“FINALIZING” an ICS-209**

A final ICS-209 can be created **only** when “**Final**” in Block 3 is selected. The time (Block 2) and date (Block 1) as well as the containment information (Block 17) and/or control information (Block 20) should be updated accordingly.

“**Final**” ICS-209s will be submitted according to each GACC’s reporting procedures (see your GACC mobilization guide for current year procedures):

- **Alaska** - until incident is 100% **contained** or when the incident no longer has significant effect on resource availability
- **California** – when less than 15 single resources remain assigned to an incident or when the incident no longer has any significant effect on agency resource availability
- **Eastern** - until incident is 100% **contained** or when the incident no longer has significant effect on resource availability
- **Great Basin** – 100% **contained** or **declared out**
- **Northern Rockies** – 100% **contained**
- **Northwest** – 100% **controlled**
- **Rocky Mountain** – 100% **contained**
- **Southern** – 100% **controlled**
- **Southwest** – when fire is declared 100% **contained** or **out**

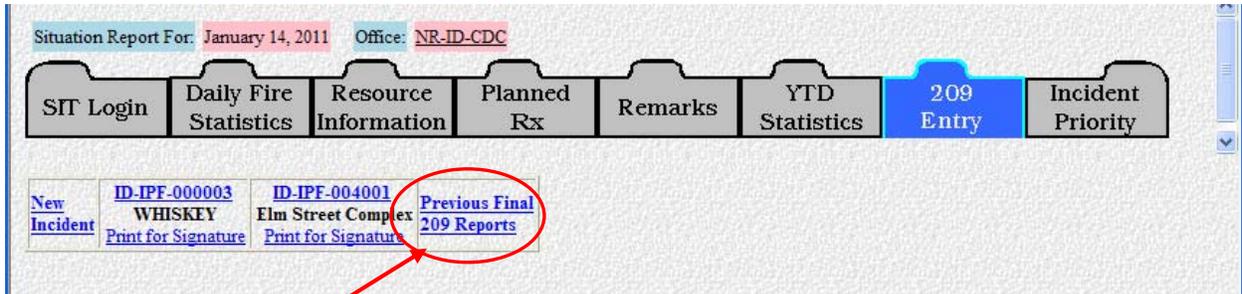
Incidents that are marked “Final” in Block 3 can be accessed on the day they were marked “Final” either by clicking the incident link or by clicking the “Previous Final 209 Reports” link.



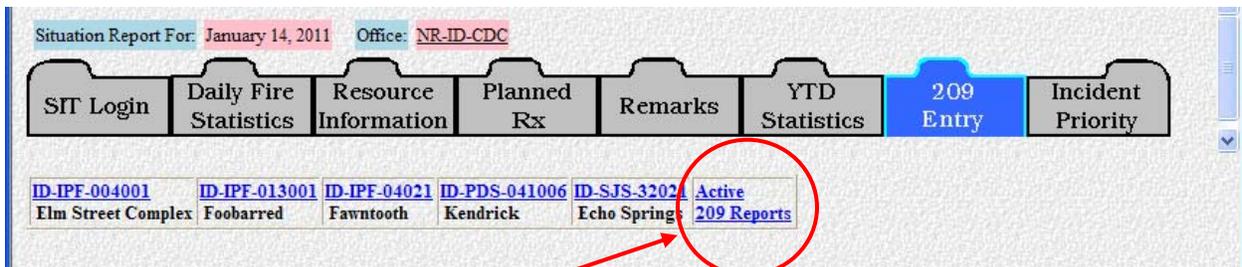
### **PREVIOUS FINAL ICS-209 REPORTS**

The “**Previous Final 209 Reports**” link will allow you to unfinalize an incident that has previously been marked as “Final” in Block 3.

Individual ICS-209s cannot be edited once approved. When necessary, if a "Final" ICS-209 must be and changed back to an "Update", a new ICS-209 must be completed and the "Update" radio button clicked.



Clicking the "Previous Final 209 Reports" link will take you to the screen shown below.



Selecting the "Active 209 Reports" link will return you to the "209 Entry" screen.

## ICS-209 DATA ENTRY INSTRUCTIONS - by Block

Situation Report For: January 15, 2011 Office: NR-MT-MDC

SIT Login Daily Fire Statistics Resource Information Planned Rx Remarks YTD Statistics **209 Entry** Incident Priority

New Incident Previous Final 209 Reports

1: Date\* 01/15/2011 2: Time\* 1725 3: Initial Update Final    4: Incident Number\* MT -FHA -000145  Single  Complex 5: Incident Name GRIZZLY GULCH

6: Incident Kind\* Wildland Fire Full Suppression - Perimeter Control \*Strategy Required for Wildland Fires 7: Start Date 1/15/2011 Time 1450 8: Cause Lightning 9: Incident Commander G. McNitt 10: Incident Command Organization Type 2 Team 11: State-Unit\* MT -FHA

12: County Missoula 13: Latitude and Longitude\* Lat: 47° 11' 56" Long: 113° 43' 46" Ownership at origin: MT -FHA 14: Short Location Description\* (in reference to nearest town): 8 miles West of Seeley Lake, MT

Submit Data Delete: No

### SCREEN #1: ICS-209 Blocks 1 - 14 (Current Date, Initial/Update/Final information)

- **Note:** Blocks 1, 2, 4, 6, 11, 13, 14, 15, 16, 19, 31 and 45 must be completed in order for any 209 report to be accepted by the program. These blocks are identified with “ \* ” by the title.
- **Note:** Block 46 must be completed in order for any 209 report to be approved and viewed from the Reports function. This block is identified with “ \*\* ” by the title.

#### Block 1. Date \*

The date automatically populates in Central Time. If there is a need to change the date to match the time zone you are in, enter the date using the preferred format of mm/dd/yyyy (e.g., 08/07/2011). **The current submission date for the report should be entered, not the start date of the incident.**

#### Block 2. Time \*

Enter the time that the report was created, which may differ from submission time. This should be entered in military time (e.g., 1725). Do not add “hrs” as this block will **only accept numeric characters**. This block will be cleared out each day.

#### Block 3. Initial/Update/Final

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.

#### **Block 4. Incident Number \***

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.**

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).

Unit identifiers **MUST** already exist in the SIT Program in order for the ICS-209 to be accepted to 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” (page 74).

#### **Block 5. Incident Name**

The “Single” radio button is the default for this 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 42).

New for 2011, the program now has a feature that allows for reporting fires within complexes. If the ICS-209 is for a “Complex”, click the “Complex” radio button and enter the name of the complex in this block. Follow the appropriate instructions outlined for “Complex and Multiple Objective Complex Reporting” on page 70.

#### **Block 6. Incident Kind / Strategy \***

Select the incident kind from the drop-down menu:

- Wildfire
- Prescribed Fire
- Burned Area Emergency Rehabilitation
- Earthquake

- Flood
- Hazardous Materials
- Hurricane
- Law Enforcement
- Mass Casualty
- Oil Spill
- Other (explain in Block 42, "Remarks")
- Search and Rescue
- Structure Fire
- Tornado
- Urban Search and Rescue

**Strategy \* (Wildfires ONLY)**

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

- Full Suppression / Perimeter Control
- Point or Zone Protection / Limited Perimeter Control
- Monitor/Confine/Contain

Additional clarification can be made in the "Remarks" block (Block 42).

**Block 7. Start Date**

Enter the date in mm/dd/yyyy format and the time (military time - 1630) that the incident began in the respective data entry blocks.

**Block 8. Cause**

Select the appropriate choice from the drop-down menu.

For fire incidents enter the general cause (e.g., Human, Lightning, or Under Investigation).

For other incident kinds enter non-applicable (N/A).

**Block 9. Incident Commander**

For incidents managed by a single Incident Commander, enter both the first and last name. If the incident is under unified command, list all Incident Commanders by last name separated by a forward slash (e.g., Stam/Vail).

**Block 10. Incident Command Organization**

This block defaults to a blank. Select the appropriate type of Incident Command Organization assigned from the drop-down menu, if applicable. Organizations include:

- Type 1 Team
- Type 1 IC

- Type 2 Team
- Type 2 IC
- Type 3 Team
- Type 3 IC
- Type 4 IC
- Type 5 IC
- Area Command
- Unified Command
- SOPL

This block should be left blank unless a recognized Incident Command Organization is assigned.

**Block 11. State-Unit \***

This block will default with the State and Unit that is entered in "Incident Number" (Block 4). This block is utilized to identify the unit that has protection responsibility. Therefore, this block can be edited with a different State and Unit identifier if needed.

Unit identifiers **MUST** already exist in the SIT Program in order to be used when filling out the ICS-209.

**Block 12. County**

Enter the county in which the incident originated. If other counties are involved, enter them in "Remarks" (Block 42).

**Block 13. Latitude and Longitude \***

Enter the latitude and longitude in degrees, minutes and seconds derived from the point of origin of the incident. If possible, when using GPS to determine the latitude and longitude, set the receiver datum to NAD83. This data is utilized to generate maps and reports from the local level up to the national level.

**Ownership at Origin**

This block will default with the State and Unit that is entered in "Incident Number" (Block 4). This block is utilized to identify the ownership of the land the fire originated on. Therefore, this block can be edited with a different State and Unit identifier if needed (e.g., MT-MDCI for private lands within the Missoula Dispatch Zone; MT-LNF for Lolo National Forest, etc.).

If the incident originated in a state other than the jurisdictional unit managing the incident identified in the Block 11 (State-Unit), enter the appropriate information in "Remarks" (Block 42).

- **Example:** This incident started on private land in South Dakota, but is being managed by the Miles City Field Office of BLM.

**Block 14. Short Location Description \* (in reference to nearest town)**

Give a general location, number of miles and compass direction referring to the nearest town (e.g., 20 miles SE of Mammoth, WY). A legal location may also be included, such as Township, Range, Section, and Meridian (e.g., T55N, R112W, Sec. 3 SP). This information is important for readers unfamiliar with the area to be able to quickly identify the general location of the incident on a state map.

**Submit - Screen #1**

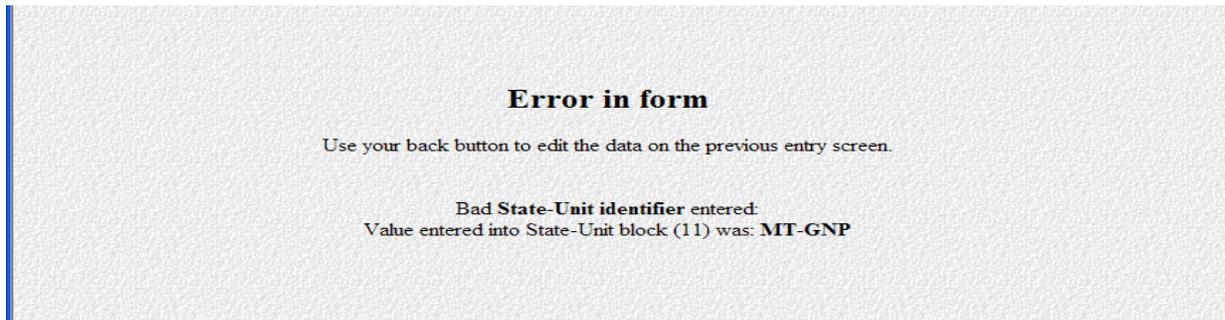
Click on the "Submit Data" button. If all information was entered correctly, the second data entry screen will appear.

If data is missing from a required block, a message alert similar to the one shown to the right will appear:

Click the "OK" button to return to the data entry screen. Enter any missing or invalid data then click the "Submit Data" button.



The error message, shown below, will display if you entered bad data (such as a unit identifier not identified in the database).



Use the "Back" button to return to the previous screen. Fix any erroneous data identified then click the "Submit Data" button.

**SCREEN #2: ICS-209 Blocks 15-33 (Size, Structure and Threat information)**

As shown below, the top line of data entry screen illustrates the user entered type of incident, Incident Number, Incident Name, Current Report Date / Time, and active screen you are entering data. The second line identifies the data entry screen.

The screenshot shows the ICS-209 data entry interface. At the top, there are navigation tabs: SIT Login, Daily Fire Statistics, Resource Information, Planned Rx, Remarks, YTD Statistics, 209 Entry (highlighted), and Incident Priority. Below the tabs, incident details are displayed: Situation Report For: January 15, 2011, Office: NR-MT-MDC, Incident Number: MT-FHA-0000145, Incident Name: GRIZZLY GULCH, and Report Date: 01/15/2011. The main data entry area includes fields for:
 

- 15: Size/Area Involved: 25170 ACRES
- 16: % Contained or MMA: 10 Percent
- 17: Expected containment: CHAINS
- 18: Line to Build: CHAINS
- 19: Estimated Costs to Date: 1450000
- 20: Declared Controlled: Date: / / 2011
- 21: Injuries this Reporting Period: 0
- 22: Injuries to Date: 0
- 23: Fatalities: 0
- 24: Structure Information table:
 

Type of Structure	# Threatened	# Damaged	# Destroyed
Residence	1500	1	1
Commercial Property	100	0	0
Outbuilding/Other	1500	0	7
- 25: Threat to Human Life/Safety: Evacuation(s) in progress  No Evacuation(s) imminent  Potential Future Threat  No Likely threat

**Block 15. Size/Area Involved \***

For fire incidents, enter the acreage. If a precise figure is not available, use an estimate and note in Block 42.

If more than one land ownership is involved, click on “Enter Size/Area by Unit” link (shown below) and enter the units and acreage for each involved. This information will carry over to Block 42, “Remarks” of the printable 209 form.

This screenshot illustrates the process of entering land ownership details. A red circle highlights the "Enter Size/Area by Unit" link in the main form. An arrow points to a pop-up window titled "Area Breakout by Land Management Unit for MT-FHA-000145 GRIZZLY GULCH". This window contains a table with columns for "List of Units", "Unit Identifier", "Size", and "Remove Unit". The table lists four units: MT-FHA (1821), MT-LNF (5379), MT-MDCI (15850), and MT-SWS (2120). A red box highlights the "List" link next to each unit, with a text box stating: "List link allows users to select Units by Geographic Area." The total area is shown as 25170.

For Complex incidents identified as:

- **“Single”** in Block 5, enter the total acreage in this block, and break out each fire with acreage in Block 42, “Remarks”.
- **“Complex”** in Block 5, click the **“Complex: Enter individual Fire information”** link, and enter appropriate information. The individual fire name, suppression strategy, size and cost to date information will carry over to Block 42, “Remarks” on the printable 209 form.

For other incidents kinds, enter the appropriate descriptive size (square miles, hectares, square kilometers). Information on descriptive size can also be entered in Block 42, “Remarks”.

#### **Block 16. % Contained or % of Management Objectives Completed \***

For wildfire incidents enter the percent of the incident that is contained. For wildfires managed under a monitor/confine/contain strategy enter the percentage of management objectives completed. This is a number entry block only; do not enter symbols or alpha characters. This block will be cleared out each day.

For non-fire incidents, leave blank unless appropriate.

#### **Block 17. Expected Containment**

For fire incidents, enter the date in mm/dd/yyyy format, (e.g., 09/27/2011) at which full containment is expected.

#### **Block 18. Line to Build**

For wildfire incidents, enter the number of chains, feet, meters, or miles of line still to be completed. The drop-down box defaults to chains, so if using miles, meters, or feet please specify. This block will be cleared out each day.

For other incident kinds, such as hazardous materials or flood incidents, other measurements, such as square miles may be appropriate and should be noted in Block 42, “Remarks”.

#### **Block 19. Estimated Costs to Date \***

Enter the total incident costs to date in a whole dollar amount (e.g., 250000). This is a number character block only; if symbols or alpha characters are entered the program will automatically clear them out of the entry screen, but will add them to completed 209 and subsequent reports. This block will be cleared out each day.

If costs decrease, explain in Block 42, “Remarks”, as to why the decrease occurred.

For Complex incidents identified as:

- **“Single”** in Block 5, enter the total estimated costs in this block, and break out each fire's cost in Block 42, “Remarks”.

- **“Complex”** in Block 5, this field will be populated with the sum total of the individual fire’s cost entered when the **“Complex: Enter individual Fire information”** link (Block 15, Size/Area Involved) was clicked.

### **Block 20. Declared Controlled**

Enter the date in mm/dd/yyyy format and military time at which the incident was declared controlled (e.g., 02/17/2011, 1500). This field is for current information and is not to be used as an outlook of when the incident is expected to be controlled.

Once this block had been filled, the report is considered to be final. Remember to check the “Final” button in Block 3.

### **Block 21. Injuries This Reporting Period**

Enter the number of serious injuries for this reporting period. Serious injuries are those in which the person injured is unable to continue to perform in their incident assignment. Explain or describe the nature of any reported injuries in Block 42, “Remarks”. This block will be cleared each day.

### **Block 22. Injuries to Date**

Enter the total number of serious injuries for the duration of the incident. This is a cumulative total number that must be manually entered; the program does not do it automatically.

### **Block 23. Fatalities**

Enter the cumulative total of fatalities for the duration of the incident. Fatalities are to only include resources assigned to the incident. Verify and clear any fatality information with the Incident Commander or Agency Administrator prior to submission.

### **Block 24. Structure Information**

Structure information is accounted for according to structure type. Types are defined as follows:

- **Residence:** a place where one lives: a house, apartment, or other shelter used as the residence of a person, family or household. This includes primary and secondary residences. Duplexes and apartments are to be considered as multiple residences.
- **Commercial Property:** real estate zoned for business or industrial use. This includes income-producing property, such as office buildings, restaurants, shopping centers, hotels, industrial parks, warehouses, and factories.
- **Outbuilding/Other:** a constructed building not designed for continuous human occupancy, such as barns, equipment sheds, outhouses, etc. Other structures or outbuildings do not include power poles, fences, pipelines, bridges, etc.

These are number-only entry boxes.

- **# Threatened:** Enter the number of structures threatened by type for the current reporting period. A structure is threatened if it is at risk of loss or damage, or endangered during the operational reporting period. This typically includes structures subject to mandatory evacuation. This block will be cleared out each day.
- **# Damaged:** Enter the number of structures damaged by type for the duration of the incident. A structure is damaged if its' usefulness or value is impaired. This block will be carried over each day.
- **# Destroyed:** Enter number of structures destroyed for the duration of the incident. A structure destroyed is equivalent to a structure declared lost. This block will be carried over each day.

Describe potential structure threats in Block 27, "Values at Risk".

If needed, detail additional structure information about structure type breakdowns in Block 42, "Remarks".

The program will automatically tally the number of damaged and destroyed structures. If the number of structures damaged or destroyed goes down from one day to the next, the program will prompt with a message requiring the user to verify the drop in number.

### **Block 25. Threat to Human Life/Safety**

Check any or all boxes that are relevant for the reporting period for each of these situations:

- Evacuation(s) in progress
- No evacuations(s) imminent
- Potential future threat
- No likely threat

Due to the sensitivity of the information be accurate in your assessment. Provide a detailed explanation of these events in Blocks 26, 27, 29, or 42 as they apply.

### **Block 26. Projected Incident Movement/Spread**

Provide an estimate of the direction in which the incident is expected to spread, migrate, or expand in 12, 24, 48, and 72 hour timeframes. Include an estimate of the acreage or area that will be affected. Emphasize the predicted movement of the fire, not the predicted fire behavior. 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). The predicted movement of the fire should be consistent with the timeframes reported for values threatened in Block 27. Each data entry block has a maximum of 2000 characters. This block will be cleared each day.

Data entry examples for this block is shown below:

[26. Projected incident movement/spread](#) in 12, 24, 48, and 72 hour time frames:

12 hours	Increasing fire activity due to SW winds of 25-30 MPH with movement up the west flank towards Seeley Lake along the northeast corner of the perimeter	char count: <input type="text"/> (2000 max)
24 hours	Same as previous	char count: <input type="text"/> (2000 max)
48 hours	Fire will establish in the Deer Creek drainage on the east flank and move up drainage .5 mile towards Placid Creek. Growth of 200-300 acres expected along the north perimeter of the fire over the next 48 hours, and lower temperatures with decreased fire activity.	char count: <input type="text"/> (2000 max)
72 hours	Continued spread to west shore of Seeley Lake and north to south side of Inez Lake and south towards Vaughn Creek	char count: <input type="text"/> (2000 max)

**Block 27. Values at Risk**

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 and describe their value or significance 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, a community of 300 homes and businesses northeast of the fire could be impacted by the fire-front in 48 hours, and the fire will directly threaten a water storage area in 72 hours.

An example of a non-wildfire incident would be when flood waters are rising and a mobile home park will be inundated in 48 hours. Each data entry block has a maximum of 500 characters. These blocks will be cleared each day.

[27. Values at Risk](#) include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:

12 Hours	West side residences along Seeley Lake. Timber, recreational areas, fish and wildlife habitat.	char count: 94 (500 max)
24 Hours	Town of Seeley Lake, MT. Commercial properties. Cell tower and historic lookout. Timber and recreational areas.	char count: 110 (500 max)
48 Hours	residences north including Lake Inez. Timber and cultural resources.	char count: 68 (500 max)
72 Hours		char count: <input type="text"/> (500 max)

### Block 28. Critical Resource Needs

List the specific types, numbers of and for how many operational periods the critical resources are needed, in order of priority and in 12-, 24-, 48-, and 72- hour increments. For example, 12 hours: 1 Type 1 helicopter (3), 1 Type 2IA handcrew (3); 24 hours: 1 Type 1 helicopter (3), 1 Type 2IA handcrew (3); 48 hours: 5 Type 3 engines with STEN (2); 72 hours: 3 Type 2IA handcrews (4), Type 2 helicopter with bucket.

**Additional documentation in Blocks 26, 29, 33, 38, 40 and 42 as they apply, can help support and justify the need for the critical resources.** Each data entry block has a maximum of 250 characters. These blocks will be cleared each day.

The screen shown below is an example of Block 28.

[28. Critical Resource Needs](#) (amount, type, kind and number of operational periods () in priority order in 12, 24, 48, and 72 hour time frames):

12 hours	1 Type I Helicopter (3), 1 Type 2IA Handcrew (3)	char count: 48 (250 max)
24 hours	1 Type I Helicopter (3), 1 Type 2IA Handcrew (3)	char count: 48 (250 max)
48 hours	5 Type III Engines with STEN (2),	char count: 34 (250 max)
72 hours	3 Type 2IA Handcrews (4), 1 Type II Helicopter with bucket (3)	char count: 62 (250 max)

### Block 29. Major Problems and Concerns

Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and 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 given the critical resource and how the resource is going to be utilized to mitigate the situation (e.g., T1 engines critical for structure protection). Specific resources that are threatened should be listed in Block 27. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 29.

[29. Major problems and concerns](#) (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

Need continuous suppression air support to provide lookout and to assist with the line construction and structure protection operations. Lack of line overhead to maintain safety of line resources. Large number of structures and area to protect. Expected hotter, drier, and windier weather pattern for the next few days. Steep mountainous terrain and extremely dry conditions and continued spotting of the fire up to 1 mile ahead of the front. Fire continues to threaten communities and structures in urban interface area.

char count: (2000 max)

The screen shown below is an example for Blocks 30 and 31.

<p><b>30: Observed Weather for Current Operational Period</b></p> <p>Peak Gusts (mph): <input type="text" value="5-15"/></p> <p>Max Temperature: <input type="text" value="80-90"/></p> <p>Wind Direction: <input type="text" value="W"/></p> <p>Min Relative Humidity: <input type="text" value="12-22"/></p>	<p><b>31: Fuels/Materials Involved</b> Primary Fire Behavior Fuel Model: <input type="text" value="Heavy Logging Slash"/></p> <p>Continuous dead and down lodgepole, was in thick spruce, but moved to the lodgepole. Model 8/9/10 (TIMBER) higher elevation slopes and 2 / 1 (Grass and Timber) lower slopes and valleys.</p> <p>char count: <input type="text"/> (250 max)</p>
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### Block 30. Current Weather Conditions

For fire incidents, enter the current readings for peak wind gusts, wind direction, maximum temperature, and minimum relative humidity. For non-fire incidents complete only if relevant. If additional weather conditions are a factor utilize Block 42, "Remarks" to describe specifics. This block will be cleared each day.

### Block 31. Fuels/Materials Involved \*

For wildfire incidents, select the appropriate *primary fuel* carrier from the thirteen Fire Behavior Fuel Models in the pull-down menu, list shown below. This portion of the block is required.

The Primary Fire Behavior Fuel Models include:

- 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

Additional information pertinent to fuels/materials involved can be described in the text block for any incident or event kind, including additional detail on the types of fuels involved (e.g., while the primary fuel on a wildfire may be light logging slash, a number of other fuel types may be involved such as grass and chaparral. A hazardous materials incident might involve 120 gallons of diesel fuel or propane). A maximum of 250 characters is allowed. This block will carry over each day.

### Block 32. Today's Observed Fire Behavior

For fire incidents, describe the fire behavior observed for the current reporting period in general terms. Leave this block blank for other kinds of incidents. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 32.

[32: Today's observed fire behavior](#) (leave blank for non-fire events):

Today: Increased west winds and scattered cumulus and Thunderstorms with associated downdrafts increased fire behavior on the NE corner pushing the fire into Archibald Creek and towards road 465. Observed behavior includes group torching and short range spotting.

char count:  (2000 max)

### Block 33. Significant Events Today

Describe significant events occurring during the current reporting period. Include road closures, evacuations, progress made, accomplishments, team transition, re-occupation of formerly evacuated areas including where this occurred in relation to the incident. Specify information such as road numbers and duration of closures, how many people or homes are impacted by evacuations. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 33.

[33: Significant events today](#) (closures, evacuations, significant progress made, etc.):

Crews and Equipment continued to construct line to redirect away from Placid Lake structures. Air support was used to assist by cooling the edge and providing an extra Lookout. Structures along the west shore of Seeley Lake were being evaluated and prepped. Crews on the NE line disengaged and began indirect line prep along the road 2190. Heavy lift helicopters and 2-CL 215s were used to support fireline construction. 675 residences remain evacuated from areas west of Hwy 83, Placid Lake, and Double Arrow Sub-division. Town of Seeley lake is under a 12 hr pre-evacuation notice and a 12-24 hr pre-evacuation notice. Residences south of the Double Arrow to MT Hwy 200 and east to Cotton Creek are still under a 12-24 hr pre-evacuation notice. Traffic restrictions on Hwy 83, open

char count:  (2000 max)

### Submit - Screen #2

Upon completing Blocks 15 thru 33 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the second data entry screen. This will take you to the third data entry screen.

**SCREEN #3: ICS-209 Blocks 34-42 (Actions Planned, Remarks, etc.)**

Situation Report For: **January 15, 2011** Office: **NR-MT-MDC**

[SIT Login](#)
[Daily Fire Statistics](#)
[Resource Information](#)
[Planned Rx](#)
[Remarks](#)
[YTD Statistics](#)
[209 Entry](#)
[Incident Priority](#)

[New Incident](#)
[MT-FHA-0000145](#)
[GRIZZLY GULCH](#)
[Previous Final](#)
[Print for Signature](#)
[209 Reports](#)

WF Number: **MT-FHA-0000145** Name: **GRIZZLY GULCH** Report Date: **01/15/2011** Time: **1725** Last 209 Date: **01/15/2011** Time: **1725** Screen: **3**

ICS-209 blocks 34-42

<b>34: Forecasted Weather for next Operational Period</b>		<b>35: Estimated Control</b>		<b>36: Projected Final Size</b>	<b>37: Estimated Final Cost</b>
Wind Speed (mph):	15-25	Temperature:	85-95	Date:	/ / 2011
Wind Direction:	W	Relative Humidity:	8-15	Time:	

**Block 34. Forecasted Weather for next operational period**

For fire incidents, enter the next operational period's forecast wind speed, wind direction, temperature, and relative humidity. Highlight significant forecasted weather events such as dry lightning, frontal passages, inversions, and gusty/erratic winds in Block 42, "Remarks". For non-fire incidents in which other weather conditions are a factor, use "Remarks" (Block 42) to describe the conditions. This block will be cleared each day.

**Block 35. Estimated Control**

For fire incidents, provide the date and time in mm/dd/yyyy and military time format at which control is expected.

For non-fire incidents, enter the date and time at which significant incident support will be discontinued.

**Block 36. Projected Final Size**

Enter an estimate of the total area that is expected to be involved or affected over the course of the incident. Use acres, hectares, square miles, etc., as appropriate. This is not a number entry only box, so character labels may be used.

**Block 37. Estimated Final Cost**

Enter an estimate of the total costs for the incident once all finance costs have been processed (e.g. 250000). This is a number only entry box, so do not enter symbols or alpha characters.

**Block 38. Actions Planned for Next Operational Period**

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

Describe the actions and activities being carried out by the responders. A maximum of 2000 characters is allowed. This block will be cleared out each day.

Data entry examples of Blocks 39 thru 41 are shown below:

<a href="#">39: For fire incidents, describe resistance to control in terms of.</a>	
1. Growth Potential -	High
2. Difficulty of Terrain -	Medium
<a href="#">40: Given the current constraints, when will the chosen management strategy succeed?</a>	
If weather holds there is a moderate chance of success to meet the resource and structure protection objectives	
char count:	(500 max)
<a href="#">41: Projected Demobe Start Date.</a> <input type="text"/> / <input type="text"/> / 2007 Time: <input type="text"/>	

### **Block 39. For Fire Incidents, Describe Resistance to Control in terms of...**

From each drop-down menu, select the fire's resistance to control in terms of growth potential and difficulty of terrain. Options are: Low, Medium, High, and Extreme. This block will be cleared out each day.

### **Block 40. Given the current constraints, when will the chosen management strategy succeed?**

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 28. If containment is unlikely, explain why and reflect containment and control targets accordingly in Blocks 17 and 33. A maximum of 500 characters is allowed. This block will be cleared out each day.

### **Block 41. Projected demobilization start date**

Enter the date and military time at which significant demobilization is expected to begin in mm/dd/yyyy and military time format.

### **Block 42. 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.

Other information to include in this block would be: Incident Command Team transitions or transfer of command back to the local unit; reasons for acreage or cost reductions; injuries that have occurred; or more detailed weather descriptions affecting the incident. This block will be cleared each day.

For Complex incidents identified as:

- **“Single”** in Block 5, list all fires included in the complex. For example, **“Fires in this complex include: Bear (290 ac.), Elk (1004 ac.), Icicle Creek (10 ac.)”**
- **“Complex”** in Block 5, each individual fire's name, suppression strategy, size and cost to date information entered in Block 15 (Size/Area Involved) **“Complex:**

**Enter individual Fire information** will carry over to Block 42, "Remarks" on the printable 209 form.

The screen shown below is an example of Block 42.

42. Remarks:

Two community meetings were held last evening (8/6; at Seeley Lake and Bonner) to inform residences and evacuees on fire conditions and to answer questions. Both sessions were well attended with over 200 people at each. Three community meetings will be held this evening (Seeley Lake, Ovando, and Bonner) to inform residences and evacuees on fire conditions and to answer questions. National Weather Service in Missoula issued a Red Flag Warning for Dry thunderstorms with accompanying gusty winds 15-25 mph with possible gusts to 45 mph and low RH. MT Governor visited the fire area today.

char count:  (2000 max)

### Submit - Screen #3

Upon completing Blocks 34 thru 42 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the third screen. This will take you to the fourth data entry screen.



- **INTL** International Resources
- **LGR** Local Government Resources
  - **Example:** cities, rural fire departments, fire protection districts, fire districts, community service fire districts, volunteer fire departments, townships.
  - List individual agencies in "Cooperating Agencies" (Block 44).
- **NPS** National Park Service
- **OES** Office of Emergency Services
  - **Example:** California Governors Office of Emergency Services.
- **OTHR** Assisting agencies that **do not fit** into any other category
  - **Example:** Red Cross, Salvation Army, FEMA, OAS
- **PRI** All private resources
  - **Example:** contractors that are not CWN or AD
- **ST** State resources
  - State Departments of Forestry or Department of Natural Resources
  - Should not include OES
  - List individual state agencies in "Cooperating Agencies" (Block 44).
- **USFS** United States Forest Service
- **WXW** National Weather Service

WF Number: MT-FHA-0000145 Name: GRIZZLY GULCH Report Date: 01/15/2011 Time: 1725 Last 209 Date: 01/15/2011 Time: 1725 Screen: 4																
43: Committed Resources																
Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel	
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR			
<input type="checkbox"/> NPS													1		1	
<input type="checkbox"/> OTHR													73		73	
<input type="checkbox"/> BIA			3					1					3	1	83	
<input type="checkbox"/> ST					1	1		3					3		17	
<input type="checkbox"/> CNTY								1					1		4	
<input type="checkbox"/> PRI			1				1	18		9		10	15		102	
<input type="checkbox"/> USFS	4				1			2					39		108	
<input type="checkbox"/> BLM								1					8		31	
<input type="checkbox"/> FWS													4		4	
<input type="checkbox"/> WXW													1		1	
<b>Total</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>10</b>	<b>148</b>	<b>1</b>	<b>424</b>	

Enter values for each type of resource belonging to that agency. CWN and AD resources should be listed under the agency that hired them. Committed resource types are as follows:

- **CRW1** Type 1 Crews
- **CRW2** Type 2 Crews
- **HEL1** Type 1 Helicopters
- **HEL2** Type 2 Helicopters

- **HEL3** Type 3 Helicopters
- **ENGS** All Engine Types
- **DOZR** Bulldozers
- **WTDR** Water Tenders
- **OVHD** Overhead Personnel
- **Camp Crews**

The "Total Personnel" column should include the total number of people committed to the incident by agency. This number includes all personnel on crews, engines, helicopters (module and pilots), etc. listed for each agency.

The program will not calculate the number of personnel assigned to each resource. Enter the total personnel count manually for each agency in the "Total Personnel" block.

WF Number: MT-FHA-0000145 Name: GRIZZLY GULCH Report Date: 01/15/2011 Time: 1725 Last 209 Date: 01/15/2011 Time: 1725 Screen: 4

43: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
<input type="checkbox"/> NPS													1		1
<input type="checkbox"/> OTHR													73		73
<input type="checkbox"/> BIA			3					1					3	1	83
<input type="checkbox"/> ST					1	1		3					3		17
<input type="checkbox"/> CNTY								1					1		4
<input type="checkbox"/> PRI			1					18		9		10	15		102
<input type="checkbox"/> USFS	4				1			2					39		108
<input type="checkbox"/> BLM	1							1					8		31
<input type="checkbox"/> FWS													4		4
<input type="checkbox"/> WXW													1		1
<b>Total</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>10</b>	<b>148</b>	<b>1</b>	<b>424</b>

Do not confuse single resource (SR) with strike teams (ST) in each resource type column. Calculate the correct number of personnel for each strike team.

- **Note:** If the "Total Personnel" sum does not seem to be adding the entered personnel totals correctly, **check to make sure the Java Script on your browser is turned on.**

To delete a line in the resource screen, check the box under the red "X".

WF Number: MT-FHA-0000145 Name: GRIZZLY GULCH Report Date: 01/15/2011 Time: 1725 Last 209 Date: 01/15/2011 Time: 1725 Screen: 4																
43. Committed Resources																
X	Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
		SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
<input type="checkbox"/>	NPS													1		1
<input type="checkbox"/>	OTHR													73		73
<input type="checkbox"/>	BIA			3					1					3	1	83
<input type="checkbox"/>	ST					1	1		3					3		17
<input type="checkbox"/>	CNTY								1					1		4
<input type="checkbox"/>	PRI			1				1	18		9		10	15		102
<input type="checkbox"/>	USFS	4				1			2					39		108
<input type="checkbox"/>	BLM	1							1					8		31
<input type="checkbox"/>	FWS													4		4
<input type="checkbox"/>	WXW													1		1
Total		5	0	4	0	2	1	1	26	0	9	0	10	148	1	424

When you check the box, a popup window (shown below) will appear. Click "OK" to remove the agency.



**CALIFORNIA USERS** will see additional blocks for Supplemental Committed Resources, when submitting Wildfire, Prescribed Fire, Burned Area Emergency Rehabilitation, Flood, Hurricane, Law Enforcement, Oil Spill, Other and Tornado incident kinds. An example screen is shown below. **These blocks will not appear for any other Geographic Areas.**

43: Committed Resources (Supplemental Resources)					
Agency	HELTK	FIXW	TRKCO	RESMD	LTAIR
	SR	SR	SR	SR	SR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>				

California's Supplemental Committed Resources include the following:

- **HELTK** Helitankers
- **FIXW** Fixed Wing Aircraft, including Airtankers
- **TRKCO** Aerial Truck Companies
- **RESMD** Rescue/Medical Unit
- **LTAIR** Lighting and Breathing Air Support Unit

The number of personnel per **agency is the same number shown per agency on the top data entry screen**, therefore, any additional personnel per agency **should be added by hand to the existing "Total Personnel" number** and the revised total should replace the number in the "Total Personnel" column.



**Earthquake** incidents will enter the number of earthquake specialized equipment, aircraft, crews and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43: Committed Resources															
X   Agency	ENGS		TRK CO	RES MED	HVY RES	LIGHT AIR	HELI	WTDR	USAR CO	USAR CRW	USAR TF	CRW1	CRW2	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	
<input type="checkbox"/> USFS	3											1		43	78
<input type="checkbox"/> CNTY									1					15	27
<input type="checkbox"/> ST	4			6										27	53
<input type="checkbox"/> LGR	2													23	31
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<b>Total</b>	9			6					1			1		108	189

Committed resources listed are as follows:

- **ENGS** Engines
- **TRK CO** Aerial Truck Company
- **RES MED** Rescue/Medical
- **HVY RES** Heavy Rescue
- **LIGHT AIR** Lighting and Breathing Air Support Unit
- **HELI** Helicopter
- **WTDR** Water Tender
- **USAR CO** Urban Search and Rescue Company
- **USAR CRW** Urban Search and Rescue Crew
- **USAR TF** Urban Search and Rescue Task Force
- **CRW1** Type 1 Crew
- **CRW2** Type 2 Crew
- **OVHD** Overhead Personnel

**Hazardous Materials** incidents will enter the number of distinctive hazardous materials equipment, units, and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43: Committed Resources									
X   Agency	ENGS		TRK CO	HM UNIT	RES MED	LIGHT AIR	DECON UNIT	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR		
<input type="checkbox"/> CNTY								3	3
<input type="checkbox"/> DDQ				8					14
<input type="checkbox"/> LGR								5	5
<input type="checkbox"/> PRI					7				14
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<b>Total</b>				8	7			8	36

Committed resources listed are as follows:

- **ENGS**                    Engines
- **TRK CO**                Aerial Truck Company
- **HM UNIT**               Hazardous Materials Unit
- **RES MD**                Rescue/Medical Unit
- **LIGHT AIR**             Lighting and Breathing Air Support Unit
- **DECON UNIT**           Hazardous Materials Decontamination Unit
- **OVHD**                    Overhead Personnel

**Mass Casualty** incidents will enter the number of specific mass casualty aircraft, crews, equipment, and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43: Committed Resources												
X   Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	HEL	ALS AMBUL	OVHD	Total Personnel
	SR	ST										
<input type="checkbox"/> LGR	12		5							14	8	82
<input type="checkbox"/> CNTY											20	20
<input type="checkbox"/> PRI										20		40
<input type="checkbox"/> ST											10	10
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<b>Total</b>	12		5							34	38	152

Committed resources listed are as follows:

- **ENGS** Engines
- **TRK CO** Aerial Truck Company
- **QUINT** Quint, Combination
- **MEDIC SQUAD** Medic Squad
- **SQUAD** Squad
- **HVY RES** Heavy Rescue Unit
- **LIGHT AIR** Lighting and Breathing Air Support Unit
- **HEL** Helicopter
- **ALS AMBUL** Advanced Life Support Transport Ambulance
- **OVHD** Overhead Personnel

**Search and Rescue** incidents will enter the number of specialized search and rescue teams, aircraft, equipment, and overhead personnel committed by agency and type of resource under the appropriate column via the "Committed Resources" screen shown below.

43: Committed Resources														
<input checked="" type="checkbox"/> Agency	SRCH DOG	GRND TEAM	TECH RES TM	MNT RES TM	NOR/ALP ICE TM	MNTED TEAM	CAVE TEAM	MINE TEAM	UNDWTR TEAM	4x4 TEAM	FIXED WING	HEL	OVHD	Total Personnel
<input type="checkbox"/> CNTY		2										1		22
<input type="checkbox"/> USFS												1	13	18
<input type="checkbox"/> LGR				1										10
<input type="checkbox"/> PRI													5	5
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<b>Total</b>		2		1								2	18	55

Committed resources listed are as follows:

- **SRCH DOG**                      Search Dogs
- **GRND TEAM**                    Ground Search Team
- **TECH RES TM**                  Technical Rescue Team
- **MNT RES TM**                    Mountain Rescue Team
- **NOR/ALP ICE TM**              Nordic/Alpine/Ice Team
- **MNTED TEAM**                  Horse Mounted Team
- **CAVE TEAM**                    Cave Rescue Team
- **MINE TEAM**                    Mine Rescue Team
- **UNDWTR TEAM**                Underwater Search and Rescue Team
- **4x4 TEAM**                      Ground Team Equipped with Four-Wheel Drive or All Terrain Vehicles
- **FIXED WING**                  Fixed Wing Aircraft
- **HEL**                              Helicopter
- **OVHD**                          Overhead Personnel

**Structure Fire** incidents will enter the number of unique structure fire aircraft, crews, equipment, and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43. Committed Resources															
X   Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	WTDR	SALVG	HOSE SUPT	HEL	ALS AMBUL	OVHD	Total Personnel
	SR	ST													
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
Total															

Committed resources listed are as follows:

- **ENGS** Engines
- **TRK CO** Aerial Truck Company
- **QUINT** Quint, Combination
- **MEDIC SQUAD** Medic Squad
- **SQUAD** Squad
- **HVY RES** Heavy Rescue Unit
- **LIGHT AIR** Lighting and Breathing Air Support Unit
- **WTDR** Water Tender
- **SALVG** Salvage Unit
- **HOSE SUPT** Large Diameter Supply Line Support Unit
- **HEL** Helicopter
- **ALS AMBUL** Advanced Life Support Transport Ambulance
- **OVHD** Overhead Personnel



**Block 44. Cooperating and Assisting Agencies**

This block is used to identify specific assisting or cooperating agencies providing support to the incident. These may include the Red Cross, Salvation Army, County Sheriff, Homeland Security, etc. Do not repeat individual agencies already listed in the "Committed Resources" section. A maximum of 500 characters is allowed.

[44: Cooperating and Assisting Agencies](#) Not Listed Above:

Lolo NF, Montana DNRC with local engines, Missoula County Sheriff's office, BIA  
Tribal Game Wardens, Seeley Lake Fire Department, Missoula Rural Fire provided  
a strike team, Missoula County, Missoula County Sheriff, MT National Guard with

char count:  (500 max)

Submit Data

**Submit - Screen #4**

Upon completing Blocks 43 and 44 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the fourth screen. This will take you to the fifth and final data entry screen.

**SCREEN #5: Approval Information**

Situation Report For: **January 15, 2011** Office: **NR-MT-MDC**

SIT Login | Daily Fire Statistics | Resource Information | Planned Rx | Remarks | YTD Statistics | **209 Entry** | Incident Priority

[New Incident](#) | [MT-FHA-0000145](#) | [GRIZZLY GULCH](#) | [Previous Final](#)  
[Print for Signature](#) | [209 Reports](#)  
[2](#) | [3](#) | [4](#) | [5](#)

WF Number: MT-FHA-0000145 Name: GRIZZLY GULCH Report Date: 01/15/2011 Time: 1725 Last 209 Date: 01/15/2011 Time: 1725 Screen: 5

ICS-209 blocks 45-47 -- Approval Screen

45: Prepared by:  46: Approved by:\*\*  47: Sent to:  by:   
Date:  /  /  Time:

\*\* When approved, this ICS-209 will be LOCKED for edits.  
If changes need to be made, create a new ICS-209 by changing the Report Time.

**Block 45. Prepared By**

On large incidents with Incident Management Teams this would normally be the Situation Unit Leader or Planning Section Chief. For other incidents it may be the dispatcher in the local dispatch or communications center, or another staff person or manager. This block will be cleared out each day.

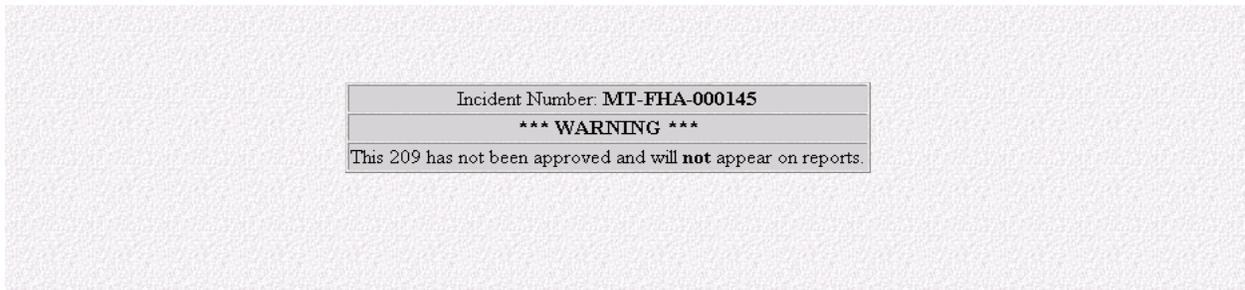
The title of the person can also be entered in addition to their name ("*Jane Smith, SITL*").

**Block 46. Approved By**

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 signing the 209 may also be entered ("*Don Jones, ICT2*").

- **NOTE TO CALIFORNIA USERS:** This block will only be cleared when the date changes.
- **ATTENTION:** 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 Incident Commander or Agency Administrator before final submission to the database. A warning message similar to the screen below will appear if the screen is submitted without completing Block 46.



See “Processing Official ICS-209s” instructions for additional information (page 73).

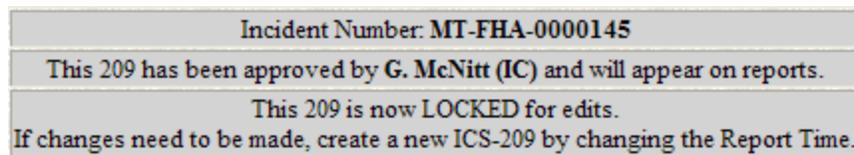
### **Block 47. Sent Information**

Enter the appropriate dispatch center, Geographic Coordination Center, or Emergency Operations Center, along with who is sending it, and the date and time it is being sent. This block will be cleared out each day.

### **Submit - Screen #5**

Upon completing Blocks 45 thru 47 and ensuring all information entered is correct, click the “Submit Data” button to save the report to the ICS-209 database.

A message will display, like the one shown below, notifying you that the 209 will appear in the reports.



- **Note:** Once the ICS-209 has been APPROVED, the 209 will be LOCKED for edits. If changes need to be made, a new ICS-209 will need to be created by changing the Report Time.

Incident information is submitted immediately to the main ICS-209 database. Once the record has been accepted to the database, the ICS-209 can be viewed and printed by clicking the “Print for Signature” link located below the Incident name on the incident data entry screen.

The ICS-209 will look similar to the image below:

Incident Status Summary (ICS-209)						
1: Date 01/15/2011	2: Time 1725	3: Initial   Update   Final XX		4: Incident Number MT-FHA-0000145	5: Incident Name GRIZZLY GULCH	
6: Incident Kind Wildland Fire (Full Suppression - Perimeter Control)		7: Start Date Time 01/15/2011 1450	8: Cause Lightning	9: Incident Commander G. McNitt	10: Incident Command Organization Type 2 Team	11: State-Unit MT-FHA
12: County Missoula	13: Latitude and Longitude Lat: 47° 11' 56" Long: 113° 43' 46" Ownership: MT-FHA		14: Short Location Description (in reference to nearest town): 8 miles west of Seeley Lake, MT			
15: Size/Area Involved 25,170 ACRES	16: % Contained or MMA 10 Percent	17: Expected Containment Date:	18: Line to Build	19: Estimated Costs to Date \$1,450,000	20: Declared Controlled Date: Time:	
21: Injuries this Reporting Period: 0	22: Injuries to Date: 0	23: Fatalities 0	24: Structure Information			
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- XX No evacuation(s) imminent -- Potential future threat ----- No likely threat -----			Residence	1,500	1	1
			Commercial Property	100	0	0
			Outbuilding/Other	1,500	0	7
26: Projected incident movement/spread 12, 24, 48, and 72 hour time frames: 12 hours: <b>Increasing fire activity due to SW winds of 25-30 MPH with movement up the west flank towards Seeley Lake along the northeast corner of the perimeter.</b> 24 hours: <b>Same as previous</b> 48 hours: <b>Fire will establish in the Deer Creek drainage on the east flank and move up drainage .5 mile towards Placid Creek, Growth of 200-300 acres expected along the north perimeter of the fire over the next 48 hours, and lower temperatures with decreased fire activity.</b> 72 hours: <b>Continued spread to west shore of Seeley Lake and north to south side of Inez Lake and south towards Vaughn Creek.</b>						
27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames: 12 hours: <b>West side residences along Seeley Lake. Timber, recreational areas, fish and wildlife habitat.</b>						

Additionally, the ICS-209 can be viewed immediately by retrieving the record through the “Reports” function of the program. Reference the “Current ICS-209s” instructions (page 91) in Section V. Reports to find out how to retrieve a completed ICS-209.

- **Note:** The ICS-209 cannot be viewed from the “Reports” function of the program until Block 46 has been completed. See the instructions for Block 46 or the “Processing Official ICS-209s” instructions (page 73) for additional information.

## COMPLEX and MULTIPLE OBJECTIVE COMPLEX REPORTING

A complex can be created one of three ways. The local GACC should be contacted when any complex is created.

The first way to create a complex is to create a **new incident** with a new incident number and incident name for the new complex. Follow the instructions for "New Incident" explained earlier in this section (page 34).

- **Note:** The ICS-209 for each incident that became part of the complex should be marked "Final". The "**Remarks**" block of each incident should indicate that the particular fire was moved to a complex. This is the cleanest option and will ensure that the individual incidents maintain their unique fire number in the event that the complex is split apart.

The second way is to **change the incident name**, not the incident number (e.g., change "Big Bar" to "Big Bar Complex"). This approach will keep the same incident number and thus the entire incident history will be under the same incident number.

- **Note:** If you change the incident name to a complex, you cannot change it back to the original name.

Lastly, a complex can be created by **editing the incident number**. Choose the "Edit Incident Number" link on the existing incident link (GACC access only) to create a new incident number for the complex. This will keep certain information from the original incident number in the ICS-209 (e.g., latitude and longitude, etc.). However, the incident number will be different than the one on the original incident (See "Edit Incident Number, page 74).

### Reporting fires within Complexes

New for 2011, the program now has a feature that allows for reporting fires within complexes.

1. Date* 01/15/2011	2. Time* 1200	3. Initial Update Final <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	4. Incident Number* ID-IPF-004001	5. Incident Name <input type="radio"/> Single <input checked="" type="radio"/> Complex Elm Street Complex
6. Incident Kind* Wildland Fire Full Suppression - Perimeter Control		7. Start Date 07/13/2007 Time 0000	8. Cause Lightning	9. Incident Commander J. Handel
10. Incident Command Organization Type 3 Team		11. State-Unit* ID IPF		
12. County Shoshone	13. Latitude and Longitude* Lat: 47° 7' 1" N Long: 116° 13' 14" W Ownership at origin: ID - IPF		14. Short Location Description* (in reference to nearest town): 7 1/2 miles north of Clarkia, ID	

When the Complex radio button is selected in Block 5, large fire names, acreage and other pertinent information **must** be reported in Block 15.

Complex acres cannot be entered directly in Block 15.

WF Number: ID-IPF-004001 Name: Elm Street Complex Report Date: 01/15/2011 Time: 1200 Last 209 Date: 01/15/2011 Time: 1200 Screen: 2

ICS-209 blocks 15-33.

15: Size/Area Involved\* [ ] ACRES 16: % Contained or MMA\* [ ] Percent 17: Expected containment Date: 07/24/2007 18: Line to Build CHAINS 19: Estimated Costs to Date\* [ ] 20: Declared Controlled Date: / /2011 Time: [ ]

[Complex: Enter individual Fire information](#)

21: Injuries this Reporting Period 22: Injuries to Date 23: Fatalities 24: Structure Information

Click the **Complex: Enter Individual Fire Information** link in Block 15, as shown above.

Enter complex information, including incident name, predominant suppression strategy, acreage, % contained, and estimated costs, as shown below.

Large fires within the complex should be entered individually. It's also important to include small fires burning in a complex window to capture those acres and costs. Smaller fires may be aggregated in one entry under a common identifier, such as "ABC Misc fires," or "Miscellaneous small fires" (example shown in blue box below).

Individual Fire Entries for Complex Incident  
ID-IPF-004001 Elm Street Complex

Incident Name	Predominant Suppression Strategy	Size/Area Involved	% Contained or MMA	Estimated Costs to Date	Delete Incident?
Elm Street	Full Suppression - Perimeter Control	3900	60 Percent	2500000	<input type="checkbox"/>
Rattlesnake	Full Suppression - Perimeter Control	7720	85 Percent	5600300	<input type="checkbox"/>
Fawntooth	Confine/Contain - Monitor	5530	15 Percent	350000	<input type="checkbox"/>
Roundtop	Confine/Contain - Monitor	1470	5 Percent	3000	<input type="checkbox"/>
Miscellaneous Small Fires	Full Suppression - Perimeter Control	295	40 Percent	12750	<input type="checkbox"/>
			Percent	0	<input type="checkbox"/>
			Percent	0	<input type="checkbox"/>
			Percent	0	<input type="checkbox"/>
			Percent	0	<input type="checkbox"/>
			Percent	0	<input type="checkbox"/>
			Percent	0	<input type="checkbox"/>
Total		18915		8466050	

Submit Data Reset

Total complex acreage and costs are automatically calculated in the Complex Incident window (red box). Click Submit Data to apply the information to the 209 report.

Since the 209 program automatically enters the total acreage and cost for a complex in Blocks 15 and 19, this information cannot be edited in those blocks. To make changes the user must edit complex information in the complex window.

Complex information will appear in the Remarks block of the 209. Additional complex information can also be entered into the Remarks block, if desired, such as fuel model,

fire behavior, resource values at risk, structures threatened, estimated containment date, etc.

**It is recommended that you try to keep the integrity of the Fire Name, Incident Number and Firecode Number unique to only the one incident. This will allow the user to pull the original incident out from the complex if necessary, while maintaining the integrity of the incident data.**

## PROCESSING OFFICIAL ICS-209s

This section provides general information about how to use the program to process official ICS-209s using this database. Detailed information on data entry in this program is provided in “209 Entry” section (page 28) of this user's guide.

The web-based program will allow for official ICS-209s to be produced for incident documentation packages.

- **Note:** The database itself is not the official incident record.

To produce official incident ICS-209s for Incident Commander approval:

- Return to the 209 Entry screen.
- Click the desired ICS-209 Incident Number link.
- Edit the ICS-209 for the incident by clicking the incident number link or any of the other 4 data entry screens.
- Complete and submit all of the required screens of data to the database **without** filling in the “Approved By” data (Block 46) on Screen #5. If this box is left completely blank, the ICS-209 **will not** be available for anyone else to view in the program.
- Return to the incident entry screen.
- Request the ICS-209 for the incident by clicking the “Print for Signature” link for the desired incident number.
- When the ICS-209 appears, print a copy. This copy can be submitted to the Incident Commander for review and signature.
- When the printed ICS-209 has been signed, it will serve as the official copy for the incident documentation package.
- Once the Incident Commander has signed the official copy, do not change anything on the data entry screens.

Submission of official Incident Commander approved data to the database:

- Click the “#5” data entry link of the desired incident.
- Complete the “**Approved By**” data (Block 46).
- Click the “**Submit**” button. This will submit the approval information in Block 46 to the database. Once this has been done, other users of the program will be able to view the ICS-209.

## EDIT INCIDENT NUMBER

Only users with GACC access can change incident numbers. Call your respective GACC Intelligence Coordinator/Officer to request an incident number change.

Click the **“Edit Incident Number”** link for the incident needing to be changed. Grizzly Gulch, MT-FHA-000145 is the example incident shown below.

Situation Report For: **January 15, 2011** Office: **NR-MT-NRC**

SIT Login	Daily Fire Statistics	Resource Information	Planned Rx	Remarks	YTD Statistics	209 Entry	Incident Priority	GACC 209 Remarks		
<a href="#">New Incident</a>	<a href="#">ID-IPF-000003</a> WHISKEY <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ID-IPF-004001</a> Elm Street Complex <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">WY-YNP-000500</a> Bear Gulch <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">MT-CES-052</a> LITTLE WOLF CREEK <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">MT-FHA-0000145</a> GRIZZLY GULCH <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a> No edits allowed	<a href="#">ND-DPF-00012345</a> White Cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-001245</a> White Cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-012345</a> White Cloud II <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-0123456</a> WHITE CLOUD <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">Previous Final 209 Reports</a>

Current State-Unit	New State-Unit	Current Incident Number	New Incident Number
MT-FHA	MT-FHA <input type="text"/>	MT-FHA-0000145	MT-FHA-000150

Change only the 209 form for 01/15/2011 1725.

Change all 1 records for this incident!

### New Unit Identifier

Choose the correct unit identifier from the pull-down menu. Only the unit identifiers for the Dispatch Office you are using are available in the pull-down menu.

### New Incident Number

Enter the “New Incident Number” in the space provided. Be sure to enter the incident number in capital letters and hyphens between the state, unit and number.

### Amend ICS-209s

Selecting **“Change only the 209 form for the current date”** will change only the current ICS-209. Selecting **“Change all records for this incident”** will change all existing ICS-209s and any subsequent reports.

If the current ICS-209 is selected to be changed, then the previous ICS-209 that existed before the incident number was changed will automatically be marked as “Final” in Block 3 and will be treated as such in the database. Click the **“Submit Data”** button once all corrections have been made.

## INCIDENT PRIORITY

Prioritize the incident in relation to the other incidents within your area of responsibility.

- Priorities will be assigned at the local, Geographic Area, and National levels.

### Dispatch Priority

Enter the priority number in the “**Dispatch Priority**” block provided. The screen below is an example of incident priority categorized at the “local” level.

Situation Report For: [January 15, 2011](#) Office: [NR-ID-CDC](#)

[SIT Login](#)
[Daily Fire Statistics](#)
[Resource Information](#)
[Planned Rx](#)
[Remarks](#)
[YTD Statistics](#)
[209 Entry](#)
[Incident Priority](#)

Incident				Dispatch	Active
Number	Name	Type	Date/Time	Priority	
ID-CDC					
ID-IPF-000003	WHISKEY	WF	01/15/2011 1200	<input type="text"/>	Yes <input type="button" value="v"/>
ID-CDC					
ID-IPF-004001	Elm Street Complex	WF	01/15/2011 1200	<input type="text"/>	Yes <input type="button" value="v"/>

### Active

Select either “Yes” or “No” from the pull-down menu. The system will automatically default to “Yes”, which will maintain the record in active status and carry the information forward to the next day. Picking “No” will result in the record being made inactive, thus the record will not show up on that days’ SIT report. Inactive incidents can be made active again by entering a current ICS-209 for the incident or selecting “Yes” under the “Active” block on the “Incident Priority” screen.

Click the “**Submit Data**” button.

The screen below illustrates "Incident Priority" data entry at the GACC level. GACCs will prioritize the incidents according to Geographic and National priority criteria regardless of agency.

Situation Report For: January 15, 2011 Office: NR-MT-NRC

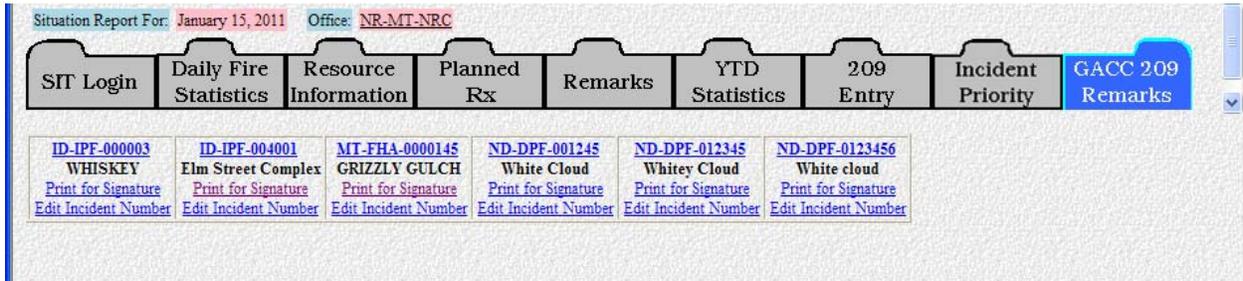
SIT Login | Daily Fire Statistics | Resource Information | Planned Rx | Remarks | YTD Statistics | 209 Entry | **Incident Priority** | GACC 209 Remarks

Incident				Dispatch	GACC	Active
Number	Name	Type	Date/Time	Priority	Priority	
ID-CDC						
ID-IPF-000003	WHISKEY	WF	01/15/2011 1200	<input type="text" value="2"/>	<input type="text" value="3"/>	Yes <input type="button" value="v"/>
ID-CDC						
ID-IPF-004001	Elm Street Complex	WF	01/15/2011 1200	<input type="text" value="1"/>	<input type="text" value="2"/>	Yes <input type="button" value="v"/>
MT-MDC						
MT-FHA-0000145	GRIZZLY GULCH	WF	01/15/2011 1725	<input type="text"/>	<input type="text" value="1"/>	Yes <input type="button" value="v"/>
ND-NDC						
ND-DPF-001245	White Cloud	WF	03/11/2010 1800	<input type="text"/>	<input type="text" value="4"/>	Yes <input type="button" value="v"/>
ND-NDC						
ND-DPF-012345	Whitey Cloud	WF	03/11/2010 1120	<input type="text"/>	<input type="text" value="5"/>	Yes <input type="button" value="v"/>

## GACC 209 REMARKS

The final SIT Program data entry tab titled "GACC 209 Remarks" allows GACCs to edit, add or delete information from specific blocks of active ICS-209s.

- Changes made will **only** show up on the SIT reports for that reporting period. The changes will **not** change the ICS-209 record in the 209 database.



Situation Report For: [January 15, 2011](#) Office: [NR-MT-NRC](#)

SIT Login	Daily Fire Statistics	Resource Information	Planned Rx	Remarks	YTD Statistics	209 Entry	Incident Priority	GACC 209 Remarks
<a href="#">ID-IPF-000003</a> WHISKEY <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ID-IPF-004001</a> Elm Street Complex <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">MT-FHA-0000145</a> GRIZZLY GULCH <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-001245</a> White Cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-012345</a> Whitey Cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-0123456</a> White cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>			

Click the incident link for which you would like to add remarks (e.g., **ID-IPF-000003, Whiskey**, shown above).

Once an individual incident has been selected GACCs can make changes, add or delete information to any or all of the following ICS-209 data:

- Observed Fire Behavior
  - Significant Events
  - Actions Planned
  - Remarks
- **Note:** If you delete out the information that has been brought in from the ICS-209 in each of these blocks, make sure you hit your space bar once. This will assure that the info will be gone when you run reports.

The data entry screen will look like the example below.

SIT Login Daily Fire Statistics Resource Information Planned Rx Remarks YTD Statistics 209 Entry Incident Priority **GACC 209 Remarks**

<a href="#">ID-IPF-000003</a> WHISKEY <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ID-IPF-004001</a> Elm Street Complex <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">MT-FHA-0000145</a> GRIZZLY GULCH <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-001245</a> White Cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-012345</a> Whitey Cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>	<a href="#">ND-DPF-0123456</a> White cloud <a href="#">Print for Signature</a> <a href="#">Edit Incident Number</a>
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WF Number: ID-IPF-000003 Name: WHISKEY Current Incident Date: 01/15/2011 Hour: 1200

GACC Priority:  Local Priority: 2

Observed Fire Behavior

Fire behavior has lessened during this operational period due to a decrease in winds combined with increased relative humidity and effective perimeter control. Observed fire behavior today has been limited to creeping and backing fire with short uphill runs.

Click here to get a count of the characters in Observed Fire Behavior:  (2000 max)

Click the **“Submit Data”** button when finished.

If there are no “active incidents” in the GACC for that reporting period, a message stating **“No active incidents for this GACC”** will be illustrated on the screen.

