

Appendix C: ICS-209, Block by Block Instructions

Block Number	Block Title	Instructions
*1	Incident Name:	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word “Complex” at the end of the incident name. • If the name changes, explain in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year on the same unit. (“Smith” and “Smith 2” are acceptable.) • Contact the GACC Intelligence Coordinator for any Incident Name changes.
*2	Incident Number:	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter the local incident identifier. • Wildfires are generally by protecting unit. • Examples include: <ul style="list-style-type: none"> ○ A computer-aided dispatch (CAD) number. ○ An accounting number. ○ A county number. ○ A disaster declaration number. ○ A combination of the State, unit/agency ID, and a dispatch system number. ○ A mission number. ○ Any other unique number assigned to the incident and derived by means other than those above. • Make sure the number entered is correct. • Unit identifiers must exist in the database to be valid for entry in this program. • Do not use the same incident number for two different incidents in the same calendar year. • Subordinate incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47. • Contact the GACC Intelligence Coordinator for any Incident Number changes.
*3	<p>Report Version (check one box):</p> <p><input type="checkbox"/> Initial</p>	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted (for an incident lasting one day), check “Final”. <p>Check “Initial” if this is the first ICS 209 for this incident.</p>

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	<input type="checkbox"/> Update <input type="checkbox"/> Final	<p>Check "Update" if this is a subsequent report for the same incident.</p> <ul style="list-style-type: none"> • Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident has been declared contained, controlled and/or when the incident requires only minor support that can be supplied by the organization having jurisdiction). • An incident being merged into a complex should be marked as "Final" on its last ICS 209. The name and incident number of the complex should be indicated in Remarks, Block 47. • Selecting/completing a "Final" ICS 209 does not prevent the submission of another "Final" in the future.
*4	Incident Commander(s) & Agency or Organization:	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter the last name of the Incident Commander. • If the incident is under a Unified Command, list all primary Incident Commanders by last name separated by a slash. Denote the organizations in Remarks, Block 47. (For example: Lennon / Hendrix)
5	Incident Management Organization:	<p>Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc.</p>
*6	Incident Start Date/Time:	<p>REQUIRED BLOCK.</p> <p>This is always the start date and time of the incident (not the report date and time or operational period).</p>
	Date:	Enter the start date (month/day/year).
	Time:	Enter the start time (using 24-hour clock time) or validate IRWIN input.
	Time Zone:	Choose appropriate time zone of the incident. (e.g., EDT, PST)
7	Current Incident Size or Area Involved (use unit label – e.g., "Acres", "Square Miles"):	<ul style="list-style-type: none"> • Enter the appropriate incident descriptive size and area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks, Block 47. • Indicate that the size is an estimate if a more specific figure is not available. • If the incident involves more than one jurisdiction or a mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks, Block 47. • **The ICS 209 program only accepts acres, hectares, square miles and square kilometers. Convert other area measurements to one of these when submitting an electronic ICS 209 report.**
8	A. Percent (%) Contained or Completed:	<ul style="list-style-type: none"> • Enter the incident's percentage containment or completion achieved as of the end of the reporting period. <ul style="list-style-type: none"> ○ 100% represents full attainment of the incident's current operational objectives.

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		<ul style="list-style-type: none"> ○ For wildfires managed under a full suppression strategy, this is usually expressed as the percentage of the managed fire perimeter that has been contained. ○ For non-wildfire incidents complete only if relevant to the incident.
	B. Total Percentage (%) of Perimeter that will be Contained or Completed:	<ul style="list-style-type: none"> • Enter the percentage of the total perimeter that is to be contained or completed by management actions under the current strategy. <ul style="list-style-type: none"> ○ For example, if 20% of a fire’s perimeter is effectively bounded by natural barriers, enter 80% here to signify that only 80% of the perimeter will ultimately have containment line constructed around it. Do NOT use this field to represent the perimeter remaining to be contained.
		<p>Example: The management strategy for a wildfire calls for full suppression via active perimeter control on 90% of the fire’s edge (10% of the perimeter is in a Wilderness Area, where no fireline will be constructed). At the end of this reporting period, about one-fourth of the intended fireline has been constructed and is holding. Under this scenario, enter 90% in Percent (%) To Be Contained or Completed and 25% in Percent (%) Contained or Completed.</p>
*9	Incident Type:	<p>REQUIRED BLOCK.</p> <p>Select a general definition of the incident in this block by using the drop-down menu.</p>
	Incident Description:	<p>Allows more detailed description of the incident. (For example: If Incident Type is “Biological Outbreak,” description might say “Swine flu epidemic.”)</p>
	Cause:	<p>REQUIRED BLOCK.</p> <p>Select the cause (Human, Lightning/Natural, Other, Unknown) from the drop-down list.</p> <ul style="list-style-type: none"> • For incidents caused by natural events, use “Lightning/Natural” for the cause description. Additional information can be provided in the Remarks block. • If cause is undetermined, use “Unknown”.

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	Fire Suppression Strategy:	<p>REQUIRED BLOCK.</p> <p>Pick the predominant (single) management strategy. Multiple strategies can be selected, but only if they are significant.</p> <ul style="list-style-type: none"> • Monitor is the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done onsite, from a nearby or distant vantage point in person or using a sensor, or through remote sensing (aircraft or satellite). • Confine is to restrict a wildfire to a defined area, using a combination of natural and constructed barriers that will stop the spread of the fire under the prevailing and forecasted weather conditions until out. This means, "some action is or has been taken" (line construction, bucket drops, etc.) to suppress portions of the fire perimeter. • Point or Zone Protection involves protecting specific points from the fire while not actively trying to line the entire fire edge. Points being protected may be communities, individual homes, communication sites, areas of high resource value, etc. • Full Suppression implies a strategy to "put the fire out," as efficiently and effectively as possible, while providing for firefighter and public safety. To complete a fireline around a fire to halt fire spread, and cool down all hot spots that are immediate threat to control line or outside the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions. Full Suppression is synonymous with "Full Perimeter Containment" and "Control."
*10	Incident Complexity Level:	<p>REQUIRED BLOCK.</p> <p>Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used. Incident types are based on the following five levels of complexity:</p> <ul style="list-style-type: none"> • Type 5 Incident Characteristics: Ad hoc organization managed by a Type 5 Incident Commander. Primarily local resources used. ICS command and general staff positions are not activated. Resources vary from two to six firefighters. Incident is generally contained within the first burning period and often within a few hours after resources arrive on scene. Additional firefighting resources or logistical support are not usually required. • Type 4 Incident Characteristics: Ad hoc organization managed by a Type 4 Incident Commander. Primarily local resources used. ICS command and general staff positions are not activated. Resources vary from a single resource to multiple resource task forces or strike teams. Incident is usually limited to one operational period. However, incidents may extend into multiple operational periods. Written Incident Action Plan (IAP) is not required. A documented operational briefing will be completed for all incoming resources. • Type 3 Incident Characteristics: Ad hoc or pre-established Type 3 organization managed by a Type 3 Incident Commander. The IC develops the organizational structure necessary to manage the incident. Some or all of ICS functional areas are activated, usually at the

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		<p>Division/Group Supervisor and/or unit leader level. The incident complexity analysis process is formalized and certified daily with the jurisdictional agency. It is the IC's responsibility to continually reassess the complexity level of the incident. When the assessment of complexity indicates a higher complexity level, the IC must ensure that suppression operations remain within the scope and capability of the existing organization and that span of control is consistent with established ICS standards. Local and non-local resources used. Resources vary from several resources to several task forces/strike teams. May be divided into divisions. May require staging areas and incident base. May involve low complexity aviation operations. May involve multiple operational periods prior to control, which may require a written Incident Action Plan (IAP). Documented operational briefings will occur for all incoming resources and before each operational period. ICT3s will not serve concurrently as a single resource boss or have any non-1 incident related responsibilities. May require a written Delegation of Authority.</p> <ul style="list-style-type: none"> • Type 2 Incident Characteristics: Pre-established incident management team managed by Type 2 Incident Commander. ICS command and general staff positions activated. Many ICS functional units required and staffed. Geographic and/or functional area divisions established. Complex aviation operations. Incident command post, base camps, staging areas established. Incident extends into multiple operational periods. Written Incident Action Plan required for each operational period. Operations personnel often exceed 200 per operational period and total personnel may exceed 500. Requires a written Delegation of Authority to the Incident Commander. • Type 1 Incident Characteristics: Pre-established Incident Management Team managed by Type 1 Incident Commander. ICS command and general staff positions activated. Most ICS functional units required and staffed. Geographic and functional area divisions established. May require branching to maintain adequate span of control. Complex aviation operations. Incident command post, incident camps, staging areas established. Incident extends into multiple operational periods. Written Incident Action Plan required for each operational period. Operations personnel often exceed 500 per operational period and total personnel may exceed 1000. Requires a written Delegation of Authority to the Incident Commander.
*11	For Time Period:	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time elapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements. • If this is an "Update" or "Final" ICS 209, it should encompass all the time since the last submitted 209 report.
	From Date/Time:	<ul style="list-style-type: none"> ✓ Enter the beginning date for this reporting period. ✓ Enter the time (using the 24-hour clock).

Block Number	Block Title	Instructions
	To Date/Time:	<ul style="list-style-type: none"> ✓ Enter the ending date for which the information in this report is pertinent to (likely will be the current date/time). ✓ Enter the end time (using the 24-hour clock).
✓ APPROVAL & ROUTING INFORMATION		
*12	Prepared By:	<p>REQUIRED BLOCK.</p> <p>When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center or another staff person or manager.</p>
	Print Name:	Print the name and ICS position of the person preparing the form. (e.g., "Smith, SITL")
	Date/Time Prepared:	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared.
*13	Approved By:	<p>REQUIRED BLOCK.</p> <p>When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.</p>
	Print Name:	Print the name and ICS position of the person approving the form (e.g., "White, IC")
	Date/time approved:	Program generated date/time stamp – no data entry by user when the "Final" report is submitted to the server.
	Signature:	Signature of the person approving the ICS 209, typically the Incident Commander, or designee. The original signed ICS 209 should be maintained with other incident documents.
*14	Date/Time Submitted:	<p>REQUIRED BLOCK.</p> <p>Program generated date/time stamp – no data entry by user.</p>
*15	Primary Location, Organization, or Agency Sent To:	<p>REQUIRED BLOCK.</p> <p>Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.</p>
INCIDENT LOCATION INFORMATION		
<ul style="list-style-type: none"> • Use the Location Information screen to enter and manage incident location information such as latitude/longitude, UTM coordinates and jurisdiction. • Much of the "Incident Location Information" in Blocks 16-26 is optional, however derived from IRWIN. Completing as many fields as possible increases accuracy and improves interoperability and information sharing between disparate systems. 		

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<ul style="list-style-type: none"> Wildfire incident location information is based on the point of origin of the incident. Non-fire incidents may be based on the incident jurisdiction. 		
*16	State:	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter the State of incident point of origin. If incident covers multiple states, enter the state first impacted or where the epicenter was located (as in a hurricane or earthquake, etc.). If other states or jurisdictions are involved, enter them in Remarks, Block 47.
*17	County / Parish / Borough:	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter the county, parish or borough of the incident's point of origin. If other counties are involved, enter them in Remarks, Block 47.
18	City:	<ul style="list-style-type: none"> Enter the city of the incident's point of origin. If other cities are involved, enter them in Remarks, Block 47.
19	Unit or Other :	Enter the unit, sub-unit, unit identification (ID) number or code (if used) or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility for the incident (e.g., police, fire, public works, etc.) or another type of organization. <ul style="list-style-type: none"> Data entry online blocked out for wildfire incidents (not needed).
20	Incident Jurisdiction:	Enter the jurisdiction under which the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency, such as Warren County, U.S. Coast Guard, Panama City, NYPD).
*21	Incident Location Ownership (if different than jurisdiction):	REQUIRED BLOCK. <ul style="list-style-type: none"> Wildfire incidents should use an established NWCG unit identifier when entering ownership at point of origin. Indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. This may include situations where jurisdictions contract for emergency services or where it is relevant to include ownership by private entities, such as a large industrial site.
*22	Latitude (indicate format): Longitude (indicate format):	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter the latitude and longitude where the incident's point of origin, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data, as latitude and longitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds." NAD83 should be identified as the datum standard.
23	US National Grid Reference:	<ul style="list-style-type: none"> Enter the US National Grid (USNG) reference where the incident's point of origin, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data. NAD83 should be identified as the datum standard.

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24	Legal Description (township, section, range):	<ul style="list-style-type: none"> Enter the legal description where the incident's point of origin, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	Short Location or Area Description (list all affected areas or a reference point):	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> Provide a general descriptive location of the incident (does not need to be the point of origin). This should be the number of miles from an identifiable town (e.g., "20 miles SE of Jackson, WY"). This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map.
26	UTM Coordinates:	<ul style="list-style-type: none"> Enter the Universal Transverse Mercator at the incident's point of origin. NAD83 should be identified as the datum standard.
27	Note any electronic geospatial data available (indicate data format, content, and collection time information and labels):	<p>If geospatial data is available, provide the following information:</p> <ul style="list-style-type: none"> Provide a general description of the available data. For example, a perimeter, a point, an area of impact, a radius (such as an evacuation zone), or a line or lines (such as a pipeline). Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. Include a point of contact for getting geospatial incident information.
INCIDENT SUMMARY		
*28	Observed Fire Behavior or Significant Events for the Time Period Reported (describe fire behavior using accepted terminology. For non-fire incidents, describe significant events related to the materials or other causal agents):	<p>REQUIRED BLOCK.</p> <p>Describe fire behavior or significant events since the last report. Do not use this block for anticipated incident events, behavior or movement.</p> <ul style="list-style-type: none"> For Wildfire incidents, select the appropriate fire behavior for the current reporting period using generally accepted terminology (i.e., extreme, active, moderate etc.) from most extreme to minimal using the pull-down menus. Use the text box to provide more specific fire behavior to paint a clearer picture of your incident's fire activity. Do not use this block for <i>anticipated</i> incident events, behavior or movement. For non-fire incidents, use the text box to describe significant incident events related to the materials or other causal agents influencing the incident. Provide additional information in Remarks, Block 47 (if needed).

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*29	Primary Fuel Model, Materials, or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):	<p>REQUIRED BLOCK.</p> <p>Enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident.</p> <ul style="list-style-type: none"> For Wildfire incidents, select the appropriate fuel model from the drop down menu, and provide additional information (if necessary) in the text field. For non-fire incidents, provide information regarding materials or hazards involved in the text portion only.
30	Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	<ul style="list-style-type: none"> Include a short summary of damage or use/access restrictions/limitations caused by the incident for the reporting period, and cumulatively. Include, if needed, any information on the facility status, such as operational status, if it is evacuated, etc. Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident, the type of infrastructure, and the extent of damage and/or impact and any known cascading impacts. Refer to more specific or detailed damage assessment forms and packages when they are used and/or are relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–G below. Note in text block if numbers entered are estimates or are confirmed.
	B. # Threatened (up to 72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the cumulative number of structures damaged by the incident.
	D. # Destroyed	Enter the cumulative number of structures destroyed beyond repair by the incident.
30 (continued)	E. Single Residences	Enter the number of standalone single dwellings or homes impacted in columns 30B–D. Note any specifics in the text block if needed, such as type of residence (single-family homes, etc.).
	F. Multiple Residences	Enter the number of multiple dwellings/homes/units impacted in columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, duplex, etc.).
	G. Mixed Commercial / Residential	Enter the number of mixed use structures impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of structure (commercial business/apartment complex, etc.).
	H. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30I). Note any specifics regarding building or unit types in the text block.
	I. Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–H above, including any minor structures such as booths, sheds, or outbuildings.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION		
31	Public Status Summary:	<ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public). • Explain or describe the nature of any reported injuries, illness or other activities in Life, Safety, and Health Status/Threat Remarks, Block 33. • Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. • <i>Do not estimate fatality information.</i> • Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i> <ul style="list-style-type: none"> ○ Only the authority having jurisdiction should submit reports for these actions in order to mitigate multiple/conflicting reports. ○ For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. ○ <u>If values are estimated, explain in Remarks, Block 47.</u> <p><u>Handling Sensitive Information</u></p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
31 (continued)	A. # This Reporting Period	<ul style="list-style-type: none"> • Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> • Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period.

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	C. Indicate Number of Civilians (Public) Below:	<ul style="list-style-type: none"> For lines 31D–M below, enter the number of civilians affected for each category. If estimates are used, indicate in Remarks, Block 47. Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> Enter the number of <i>confirmed</i> civilian/public fatalities. See information in introductory instructions (“Distribution”) and in Block 31 instructions regarding sensitive handling of fatality information.
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of civilians who are missing due to the incident. If estimates are used, indicate in Remarks, Block 47.
	H. Evacuated	Enter the number of civilians who are evacuated due to the incident. If estimates are used, indicate in Remarks, Block 47.
	I. Sheltering-in-Place	Enter the number of civilians who are sheltering in place due to the incident. If estimates are used, indicate in Remarks, Block 47.
	J. In Temporary Shelters	Enter the number of civilians who are in temporary shelters as a direct result of the incident. If estimates are used, indicate in Remarks, Block 47.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Immunizations	Enter the number of civilians who require immunizations due to the incident and/or as part of incident operations. If estimates are used, indicate in Remarks, Block 47.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected:	Program sums totals for Columns 31A and 31B for Rows 31D–M.

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32	Responder Status Summary:	<ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness and fatalities for responders; see 32C–N. • Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. • Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. • <i>Do not estimate any fatality information or responder status information.</i> • Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. <p><u>Handling Sensitive Information</u></p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> • Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. • This is a <i>cumulative</i> total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below:	<ul style="list-style-type: none"> • For lines 32D–M below, enter the number of responders relevant for each category. • Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> • Enter the number of <i>confirmed</i> responder fatalities. • See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information.

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	E. With Injuries/Illness	<ul style="list-style-type: none"> Enter the number of incident responders with serious injuries or illnesses due to the incident. <i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i>
32 (continued)	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H. Evacuated	Enter the number of incident responders who are evacuated due to the incident.
	I. Sheltering in Place	Enter the number of incident responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J. In Temporary Shelters	Enter the number of incident responders who are in temporary shelters as a direct result of the incident.
	K. Have Received Mass Immunizations	Enter the number of incident responders who have received mass immunizations due to the incident and/or as part of incident operations.
	L. Require Immunizations	Enter the number of incident responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of incident responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected:	Program sums totals for Columns 32A and 32B for Rows 32D–N.
33	Life, Safety, and Health Status/Threat Remarks:	<ul style="list-style-type: none"> Enter any additional details about the affected public or first responders reported in Blocks 31, 32, and 34. Specify information such as road numbers and duration of closures, how many people or homes are impacted by evacuations, or the amount of material spilled or recovered. Due to the potential sensitivity of the information in Blocks 31, 32, and 34, information should be as accurate as possible in your assessment.
*34	Life, Safety, and Health Threat Management:	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> Check any applicable blocks in 34A–N based on currently available information regarding incident activity potential. <i>If B through N don't pertain to your incident, check A, No likely Threat.</i> Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).
	A. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	B. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.

Block Number	Block Title	Instructions
	C. Mass Notifications In Progress	<ul style="list-style-type: none"> • Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. • Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”).
	D. Mass Notifications Completed	Check if actions referred to in Block 34C above have been completed.
	E. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	F. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
*34 (continued)	G. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	H. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	I. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	J. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	K. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	L. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	M. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	N. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

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

Block Number	Block Title	Instructions
*38	<p>Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</p> <p>Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p>12 hours:</p> <p>24 hours:</p> <p>48 hours:</p> <p>72 hours:</p> <p>Anticipated beyond 72 hours:</p>	<p>REQUIRED BLOCK.</p> <p>Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.</p>

Block Number	Block Title	Instructions
39	<p>Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p>12 hours:</p> <p>24 hours:</p> <p>48 hours:</p> <p>72 hours:</p> <p>Anticipated after 72 hours:</p>	<ul style="list-style-type: none"> • List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i> • Use plain language and common terminology for resources and indicate resource category, kind, and type (if available or known) to facilitate incident support. • If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. • Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning and assists the ordering process to ensure these resources will be in place when they are needed. • More than one resource need may be listed for each timeframe. For example, a list could include: <ul style="list-style-type: none"> ○ 12 hours: 2 Type 1 helicopters (3 periods), 6 Type 2 IA hand crews (8 periods). ○ 24 hours: 2 Type 1 helicopters (3 operational periods). ○ 48 hours: 5 Type 3 engines with STEN (2 operational periods). ○ 72 hours: 1 Type 2 helicopter with module (6 operational periods). • Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. <ul style="list-style-type: none"> ○ Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31-38, and 40-42. ○ Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out”). ○ Do not use this block for noncritical resources.

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

Block Number	Block Title	Instructions
44	Projected Significant Resource Demobilization Start Date:	Enter the date (month/day/year) when initiation of <u>significant</u> resource demobilization is anticipated.
*45	Estimated Incident Costs to Date:	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as these are impacts from the incident and not response costs. • When incident costs increase or decrease dramatically, provide a brief explanation in Remarks, Block 47. • This block is grayed out when the “Complex” button is selected in Incident Complexity Level, Block 10 of the Header tab. For complexes the application automatically carries over the total cost of all incidents reported in Block 7.
	Firecode	For Wildfire incidents , enter the FireCode number.
46	Projected Final Incident Cost Estimate:	<ul style="list-style-type: none"> • Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs.

Block Number	Block Title	Instructions
47	Remarks (or continuation of any blocks above – list block number in notation):	<ul style="list-style-type: none"> • Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: <ul style="list-style-type: none"> ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). • For “Complex” incidents, list all sub-incidents included in the Complex, including name, suppression strategy, percent contained, size and costs to date. • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).

INCIDENT RESOURCE COMMITMENT SUMMARY

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

For summarizing:

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

Block Number	Block Title	Instructions
48	Agency or Organization:	<ul style="list-style-type: none"> • List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. • List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. • Agencies or organizations may be listed individually or in groups. • When resources are grouped together, individual agencies or organizations may be listed in Block 53. • Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. <ul style="list-style-type: none"> ○ These are listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters...3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit...1/3 (indicates 1 unit, 3 personnel). • Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.
49	Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):	<ul style="list-style-type: none"> • For each agency enter the number of resources in the top row for that agency. In the second row for that agency, enter the number of personnel assigned to those resources. <ul style="list-style-type: none"> ○ For example: If there are three BLM engines with nine personnel assigned, then that row for BLM should show “3” in the top row and “9” in the lower row. • Strike teams must be counted as single resources (i.e. a strike team of engines should be entered as 5 engines). • List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. <ul style="list-style-type: none"> ○ Examples: Type 1 Fire Engines, Type 4 Helicopters • Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. <ul style="list-style-type: none"> ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). • Group similar resources together when it is sensible to do so for the summary. • It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.

Block Number	Block Title	Instructions
50	Additional Personnel not assigned to a resource:	<ul style="list-style-type: none"> • List the number of <i>additional</i> overhead and other personnel by agency or organization that are not assigned to a specific resource listed in Block 49. • Do not count individual personnel assigned to crews, engines, helicopters or other resources already listed in Block 49.
51	Total Personnel (includes those associated with resources - e.g., aircraft or engines - <i>and</i> individual overhead):	<ul style="list-style-type: none"> • Total Personnel are for each agency, organization, or grouping, are automatically counted in the online program. Resources are not manually totaled here by the user. • The number of Total Personnel for each row should include <u>both</u>: <ul style="list-style-type: none"> ○ The total number of personnel assigned to each of the resources listed in Block 49, and ○ The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.
52	Total Resources:	<ul style="list-style-type: none"> • Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51. • Total Resources (engines, crews, helicopters, etc.) are automatically calculated in the online program. Personnel are not counted here.
53	Additional Cooperating and Assisting Organizations Not Listed Above:	<ul style="list-style-type: none"> • List all agencies and organizations involved in the incident that are not listed in Block 48. These organizations will not be counted by the program, or included in the totals in Blocks 51 and 52. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

Block 9. Incident Kind

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

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

Suppression Strategy

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

Fuels/Material Involved

The Primary Fire Behavior Fuel Models include:

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