

# Incident Status Summary (ICS-209) General Instructions

Version 6-12-01

The Incident Status Summary should be completed according to the geographic area’s mobilization guide. Accurate and timely completion of the Incident Status Summary is necessary to determine appropriate resource allocation during multiple incident occurrences. The information included on the form often determines the priority of a given incident, and thus its share of the resources available. In order to ensure that the information is as complete as possible, please follow the guidelines below when completing or reviewing the specific items on the form prior to transmittal. For examples and additional information, refer to the ICS-209 Application User’s Guide.

| Block Heading            | Instructions   |
|--------------------------|--|
| 1. Date                  | Enter the date of this report (mm/dd/yyyy).  |
| 2. Time                  | Enter the time of this report. This should be entered in military time.  |
| 3. Initial/Update/Final  | There is only ONE initial report and ONE final report. Any other report is an update. The <b>final report</b> is the one on which the incident is <b>declared controlled OR joins a complex</b> .  |
| 4. Incident Number       | Enter the number that has been assigned by the jurisdictional agency. This should start with the 2-letter state identifier, followed by the unit identifier and the fire/incident number. This is usually the incident project order number in block 3 of the resource order (e.g., <b>AZ-ASD-006, ID-BOF-P44681, UT-MLF1-035</b> or <b>CO-CRD-R236</b> ). |
| 5. Incident Name         | Once a name has been assigned, 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 the <i>Remarks</i> section (block 44). If the report is for a complex, put the name of the complex here and list the individual fires and acreages in the <i>Remarks</i> section (block 44).             |
| 6. Incident Type         | Wildland Fire, Wildland Fire Use, Prescribed Fire, Hazardous Materials, Hurricane, Tornado, Flood, Earthquake, Search and Rescue, or Other. If “Other”, explain in the <i>Remarks</i> section (block 44).  |
| 7. Start (Date/Time)     | Enter the date (mm/dd/yyyy) and military time at which the incident began.   |
| 8. Cause                 | For <b>fire incidents</b> enter the general cause (e.g., human, lightning, or under investigation). For <b>other incident</b> types enter non-applicable (N/A).  |
| 9. Incident Commander    | Use both the first and last name. If the incident is under unified command list both IC’s by last name. (e.g., <b>Heil-Conrad</b> )  |
| 10. IMT Type             | Enter the type of Incident Management Team assigned (1, 2, or 3), if applicable.   |
| 11. State/Unit           | Enter the 2-letter identifier for the state, followed by the unit identifier of the agency unit or municipality that has <b>administrative jurisdiction</b> over the land on which the incident is located; i.e. city, county, state, BLM District, National Park, National Forest, etc. (e.g., <b>MT-LNF, NV-NAFQ</b> )                                   |
| 12. County               | Enter the county in which the incident originated. If other counties are involved, enter them in the <i>Remarks</i> section (block 44).  |
| 13. Latitude/Longitude   | Enter the latitude and longitude in degrees, minutes and seconds where the incident originated.  |
| 14. Location Description | Give a general location (compass direction and number of miles) in reference to the nearest town or landmark. You may also include Township, Range, Section, and Meridian.   |
| 15. Size/Area Involved   | For <b>fire incidents</b> enter the acreage. If the incident has more than one jurisdiction, show the total acreage here and break out the different agencies' acreages in the <i>Remarks</i> section (block 44). For <b>other incidents</b> enter descriptive size (square miles, hectares, square kilometers).   |
| 16. % Contained or MMA   | For <b>Wildland Fire</b> incidents, enter the % of the incident that is contained. For <b>Wildland Fire Use</b> and/or <b>Prescribed Fire</b> incidents, enter the Maximum Manageable Area (MMA) as an acreage value. For <b>non-fire</b> incidents leave blank.   |
| 17. Expected Containment | For fire incidents, enter the date and military time at which full containment is expected.  |
| 18. Line to Build        | For fire incidents, enter the number of chains, miles, or feet of line still to be completed (the default is chains, so if using miles or feet please specify).  |
| 19. Costs to Date        | Enter the total incident costs to date (e.g. <b>250000</b> ).  |
| 20. Declared Controlled  | Enter the date and military time at which the incident was declared controlled. Once this block has been filled, the report is considered to be “final”. Remember to check the appropriate box at the top of the report.   |
| 21. Injuries Today       | Report only <b>serious</b> injuries <b>for this reporting period</b> . The nature of the injuries must be explained in the <i>Remarks</i> section (block 44). Serious injuries are those in which the person is unable to continue to perform in their incident assignment.  |
| 22. Fatalities           | Enter the total number of fatalities for the duration of the incident.   |

|                                     |   |
|-------------------------------------|---|
| 23. Structure Information           | <b>Threatened:</b> Enter the number of structures threatened by type <b>during this reporting period.</b><br><b>Destroyed:</b> Enter number of structures destroyed by type <b>for the duration of the incident.</b><br>If needed, describe additional information about structure type in the <i>Remarks</i> section (block 44). Describe potential structure threats in the <i>Projected Incident</i> section (block 39).   |
| 24. Threat to Human Life and Safety | Check all boxes that are relevant for this reporting period.  |
| 25. Fuels/Materials Involved        | List the general fuels or materials involved on this incident by common name.   |
| 26. Resources Threatened            | Summarize significant threats to resources such as timber, wildlife, habitat, watershed, agricultural areas, endangered species, or other valuable resources.   |
| 27. Current Weather Conditions      | For <b>fire incidents</b> , enter the current readings for wind speed, wind direction, temperature, and relative humidity. For <b>non-fire incidents</b> in which other weather conditions are a factor, use the <i>Remarks</i> section (block 44) to describe the conditions.  |
| 28. Resource Benefits...            | For <b>Wildland Fire Use</b> and <b>Prescribed Fire</b> incidents only, describe the resource objective and benefit derived.  |
| 29. Today's observed fire behavior  | For fire incidents describe the fire behavior observed for this reporting period in general terms.  |
| 30. Significant Events Today        | Describe significant events occurring during the period being reported including closures, evacuations, progress made, accomplishments, etc.  |
| 31. Committed Resources             | Enter the number of resources committed by agency and type of resource under the appropriate column SR (Single Resource) or ST (Strike Team). This section is used mainly to track federal, state, military, and other general ownership of resources. Multiple county resources can be grouped under "County," and local city or rural cooperators can be listed as "Local Government Resources" (LGR). If there are any resources that do not fit into these categories, they can be listed under "Other". Any grouped resources can be listed as individual entities in the <i>Cooperating Agencies</i> section (block 32). The total number of personnel in the boxes should correlate with the number of people per crew, engine, helicopter (module and pilots), etc. |
| 32. Cooperating Agencies            | This section is for local cooperators and will generally include entities such as the Red Cross, Salvation Army, local law enforcement, etc. <b>Do not repeat individual agencies already listed in the Committed Resources section.</b>  |
| 33. Estimated Control               | For <b>fire incidents</b> , give the date and time at which control is expected. For <b>non-fire incidents</b> , enter the date incident support is expected to be completed.   |
| 34. Projected Final Size            | Enter an estimate of the total area that is expected to be involved/affected over the course of the incident.   |
| 35. Estimated Final Cost            | Enter an estimate of the total costs for the incident once all bills will have been processed (e.g. <b>250000</b> ).  |
| 36. Tomorrow's Forecasted Weather   | For <b>fire incidents</b> , enter the next reporting 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 the <i>Remarks</i> section (block 44). For <b>non-fire incidents</b> in which other weather conditions are a factor, use the <i>Remarks</i> section (block 44) to describe the conditions.   |
| 37. Critical Resource Needs         | List the specific types and numbers of resources needed, in order of priority.  |
| 38. Actions Planned ...             | Provide a short summary of actions planned for the next operational period.   |
| 39. Projected Incident ...          | Provide an estimate of the direction in which the incident is expected to spread/migrate/expand during the next operational period (when applicable). Include an estimate of the acreage/area that will likely be affected. Describe potential structure threats and evacuations. Projections should be made for 12, 24, and 48 hours.  |
| 40. Major Problems and Concerns     | Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and erratic/extreme fire behavior. Include social/political/economic concerns or impacts, and relate critical resource needs to the planned actions.  |
| 41. For fire incidents ...          | Describe the fire's resistance to control in terms of growth potential and difficulty of terrain.   |
| 42. How likely is it ...            | Give a short assessment of the likelihood of meeting the containment/control targets, given the current resources and strategy. If containment is unlikely, explain why and/or adjust the containment/control targets accordingly in blocks 17 and 33.  |
| 43. Projected Demob Start           | Enter the date and time at which significant demobilization is expected to begin.   |
| 44. Remarks                         | Use this block to expand on information as outlined above, or to include other pertinent information <b>not previously addressed</b> . Please include Web site address and Information Officer phone number if available.   |
| 45. Prepared By                     | Normally, this will be the Situation Unit Leader or Planning Section Chief at the incident, but it may be a dispatcher in the local dispatch or communications center.  |
| 46. Approved By                     | Normally, this will be the Planning Section Chief or Incident Commander at the incident, but it may be the local Dispatch Center Manager, Fire Management Officer, or Agency Manager.   |
| 47. Sent to....                     | Enter appropriate dispatch center or GACC.  |