SIT209 Program

PREDICTIVE SERVICES

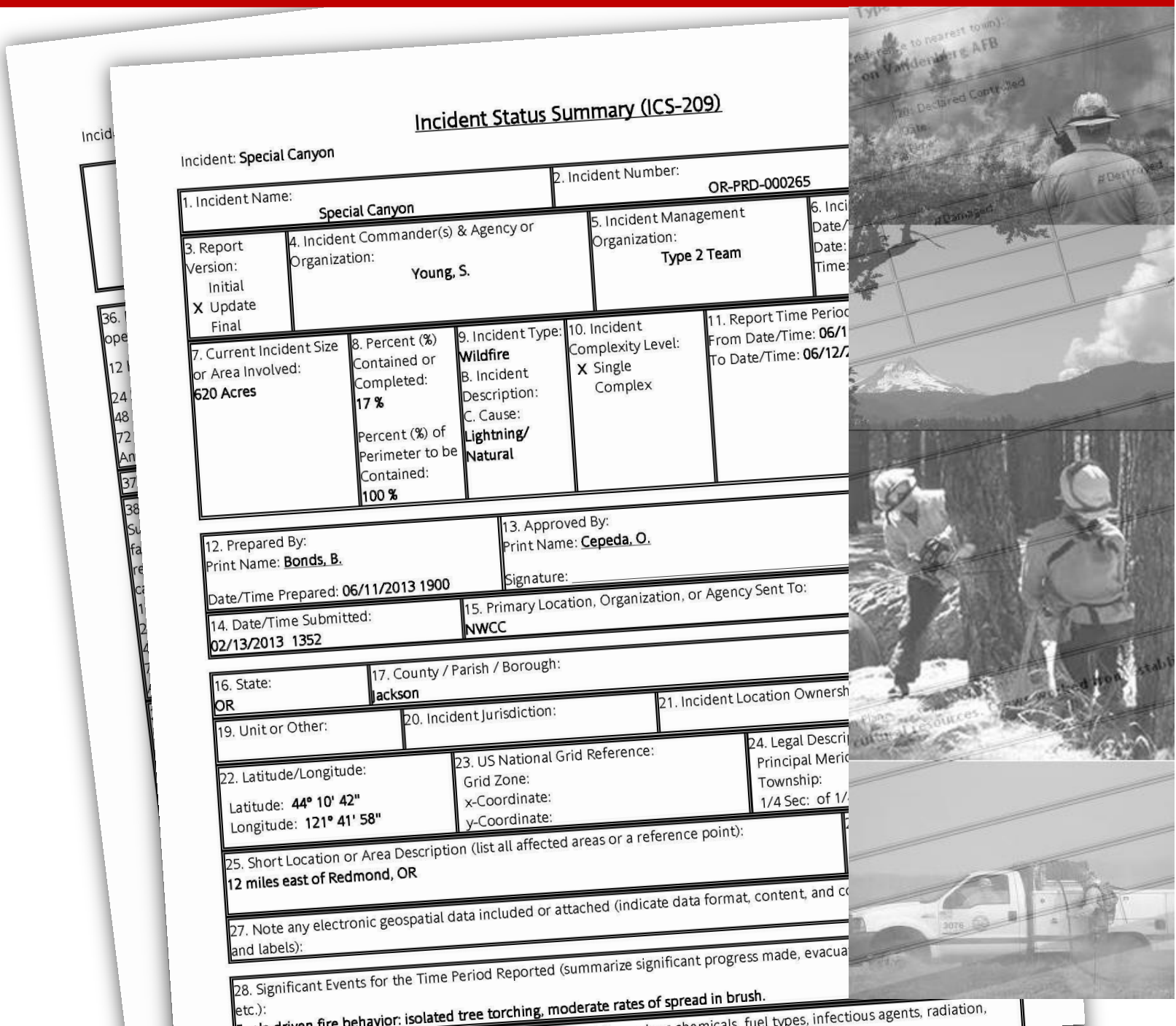
Intelligence Operations

ICS-209 PROGRAM (NIMS)

User's Guide

March 1, 2016

Version 2.1



Incident Status Summary (ICS-209)

Incident: Special Canyon

1. Incident Name: Special Canyon
2. Incident Number: OR-PRD-000265
3. Report Version: Initial / X Update / Final
4. Incident Commander(s) & Agency or Organization: Young, S.
5. Incident Management Organization: Type 2 Team
6. Inci Date/ Date: Time:
7. Current Incident Size or Area Involved: 620 Acres
8. Percent (%) Contained or Completed: 17 % Percent (%) of Perimeter to be Contained: 100 %
9. Incident Type: Wildfire B. Incident Description: C. Cause: Lightning/ Natural
10. Incident Complexity Level: X Single / Complex
11. Report Time Perioc From Date/Time: 06/1 To Date/Time: 06/12/
12. Prepared By: Print Name: Bonds, B. Date/Time Prepared: 06/11/2013 1900
13. Approved By: Print Name: Cepeda, O. Signature:
14. Date/Time Submitted: 02/13/2013 1352
15. Primary Location, Organization, or Agency Sent To: NWCC
16. State: OR
17. County / Parish / Borough: Jackson
19. Unit or Other:
20. Incident Jurisdiction:
21. Incident Location Ownersh
22. Latitude/Longitude: Latitude: 44° 10' 42" Longitude: 121° 41' 58"
23. US National Grid Reference: Grid Zone: x-Coordinate: y-Coordinate:
24. Legal Descri Principal Meric Township: 1/4 Sec: of 1/
25. Short Location or Area Description (list all affected areas or a reference point): 12 miles east of Redmond, OR
27. Note any electronic geospatial data included or attached (indicate data format, content, and c and labels):
28. Significant Events for the Time Period Reported (summarize significant progress made, evacua etc.): driven fire behavior; isolated tree torching, moderate rates of spread in brush.

Updated 3/1/2016

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Introduction

The Incident Status Summary, also known as the "ICS-209" is used for reporting specific information on incidents of significance. The report is a critical interagency incident reporting tool giving daily 'snapshots' of the wildland fire management situation and individual incident information which include cost, critical resource needs, fire behavior, size, etc. Accurate and timely completion of the 209 is necessary to determine appropriate resource allocation during multiple incident occurrences. In conjunction with other sources of information, the information included on the 209 is used by managers to determine the priority of an incident and allocation of scarce resources. The Sit/209 application is also a system of record for data on incident activity. For further information about the Incident Status Summary, see Appendix A: Incident Status. This document is to be used as a User Guide for the 209 application located on the National Fire and Aviation Management Web Applications site (FAMWEB). The 209 Application is a web-based application that allows for more efficient processing of the Incident Status Summary, Form 209.

Background

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

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

- Implementing a design refresh as part of the Software Development Lifecycle Cycle (SDLC) process.
- Meeting new and on-going technical and mandated security requirements (for example, user and password management through the NESS integrated LDAP, C&A Self-Assessment, secure coding.) Also, implement the Fire and Aviation Management (F&AM) single sign-on in conjunction with the NESS common user authentication project.
- Replacing the existing "canned" Sit/209 reports with the IBM® Cognos® reporting package required by the Forest Service (similar functionality to the ROSS reports software package).
- Incorporating the NIMS 209 form into the 209 application. This allows incident management teams and others to better report all-hazard incidents. Additional data fields within the application allow non-fire incidents to be more accurately reported.
- Enhancing the application's capability to integrate with other existing or emerging systems of record, such as IRWIN, WFDSS and other applications.

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

Updated 3/1/2016

System Function

The intent of the 209 application is for ICS-209 form information to be entered at the incident or the dispatch center responsible for the incident. Once incident information is approved, the ICS-209 can be accessed and utilized at the local, geographic, and national levels.

209s should be completed according to each Geographic Area's Mobilization Guide. Please refer to Chapter 60 of your Geographic Area's Mobilization Guide and the National Interagency Mobilization Guide for more specific information on reporting requirements for 209 reports.

System Users

Typically, local dispatch personnel and incident management teams compile data for the 209s. Agency managers, information officers, and decision-makers access completed reports. The data within the 209 system is accessed from users within as well as outside of the wildland fire/all-risk community.

User Support

Technical support for the 209 application can be found through the National Fire and Aviation Management Web Applications site (FAMWEB), or at the Fire Applications Help Desk. Contact the Help Desk at (866) 224-7677 or via e-mail at: helpdesk@dms.nwcg.gov Normal business hours are 07:30 am – 4:00 pm Mountain Time. Outside of this time period, leave a message and the on-call duty officer will return your call.

An application or system outage should be reported immediately to the FAMWEB Help Desk by phone. If the outage is affecting fire reporting, inform the Help Desk that this is a "fire emergency" and instruct them to immediately elevate the ticket to "Level 2." More specific instructions on reporting application and system outages are available at: http://www.predictiveservices.nifc.gov/intelligence/How_To_Handle_Sit-209_Outages.pdf

Troubleshooting

Specific instructions for completing many of the data entry and application tasks are explained in this User's Guide. Additional troubleshooting instructions are outlined in specific sections of this User's Guide. Please follow the instructions in this User's Guide carefully before contacting the Fire Applications Help Desk or Geographic Area Coordination Center.

You should save your ICS 209 data frequently. By saving frequently, you will not lose any saved data in the event you lose internet connection while in the application.

Updated 3/1/2016

Logging on and off of the Situation Report and 209 Application

The 209 (209) application is accessible from the internet through the National Fire and Aviation Management Web Applications site (FAMWEB).

Internet Explorer is the preferred browser, but users can still use other browsers, including Chrome and FireFox.

NOTE: You can only print while using Internet Explorer.

User names and passwords are assigned to individuals and should be protected.

- **NOTE**: You must NEVER share a user name or password with the public or the media as this is a government application.

- To get to the SIT/209 applications on the FAMWEB site, you must enter the site through the URL-- http://fam.nwcg.gov/fam-web/.

Before accessing this application, you must request an account and obtain a FAMWEB Logon ID and password.

Requesting a New Account

To request a new FAMWEB Logon ID for the SIT/209 application, click the FAMWEB Logon Request link located on the lower-left menu.

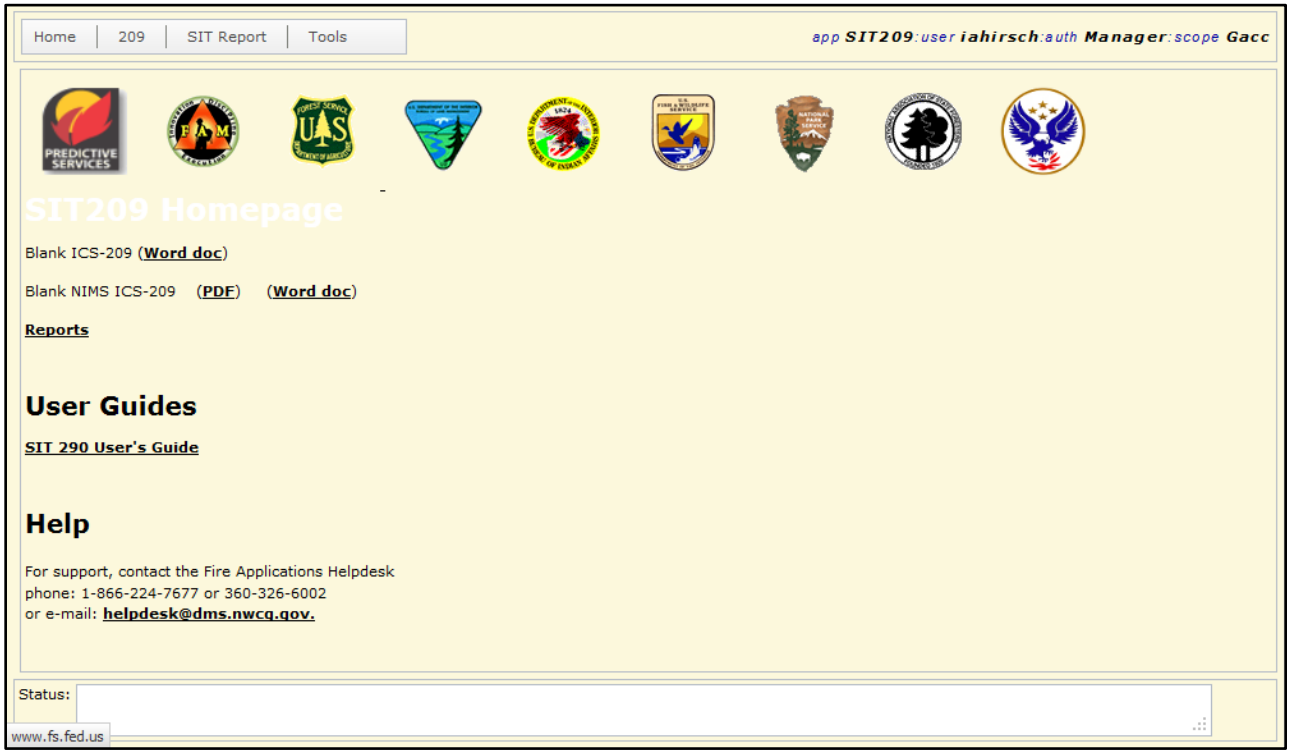
Complete the online registration form. Note the following account tips:

1. **User Name**: Enter your User Name. Your user name is **case sensitive**: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB. A numeral may also be included for very common names to avoid duplication. For example, FredSmith2.
2. **Password**: Enter your **case sensitive** password. The password must be at least 12 characters, but no more than 14. It must also contain three of the following:
    a. At least one number.
    b. One symbol such as ~, #, $, **excluding** \, (, %,), /, @, ', or “.
    c. One upper case letter; one lower case letter;

   d. Cannot have been used previously.
3. Complete all boxes. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected.
4. ***Check the box for SIT/209 access.***
5. In the Comment field, describe your tasking with FAMWEB (e.g., what unit you are with and what organizational data you are responsible for, etc.)

If you need help getting a Logon ID, password, or password reset contact the Applications Help Desk at (866) 224-7677 or (360) 326-6002, helpdesk@dms.nwcg.gov
Passwords expire every 60 days. *Note: After this time frame your account will lock and the user will have to contact the help desk to unlock.*

- Once you have attained a FAMWEB Logon ID, contact your GACC Intelligence Coordinator/Officer to activate your account and gain access to the SIT/209 application. Current application users that move from one location to another and continue to need access to the SIT/209 application for the new area need to call the GACC Intelligence Coordinator/Officer for that area to obtain access.



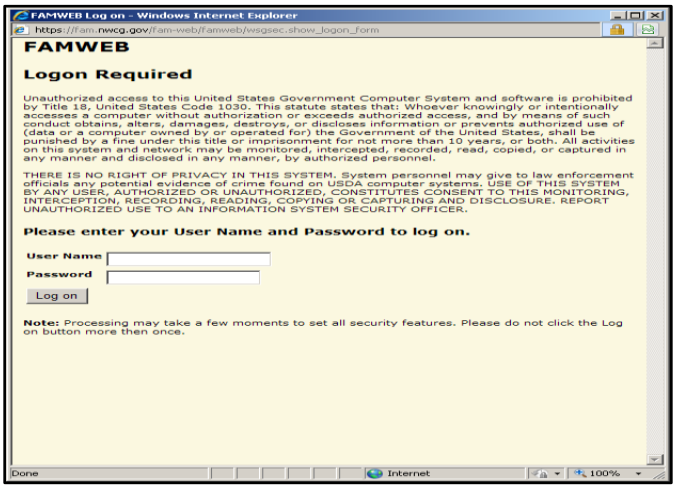
Updated 3/1/2016

To log into the 209 and Situation Report Applications:

1. From the FAMWEB homepage, click **Log on**. The Logon popup screen appears.

➢ **Note:** When the pop-up box does not appear, be sure to **turn** off **pop-up blocker** settings for this site in your web browser, and try again.

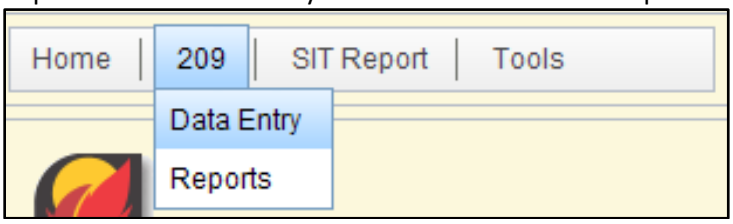
2. Enter your **User Name** and **Password.**
3. Click **Log On.**



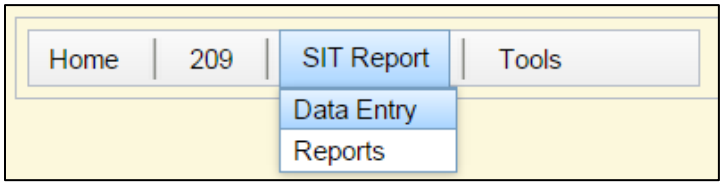
209/SIT Report Application Menu Bar

The SIT/209 application has four tabs on the menu bar:

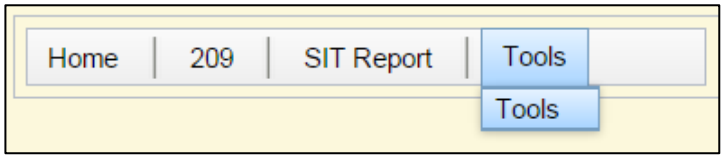
- **Home**: Select this tab to logon and logoff of the 209; SIT Report, and management Tools applications as described in the previous section.
- **209**: Select this tab for Data Entry to create or modify draft ICS 209 information or to run a COGNOS Report. Choose Data Entry to create a 209. Choose Reports to run a Cognos Report.



- **SIT Report:** Select this tab to create or modify SIT information, run a COGNOS Report, and view access to the prior year's data (Historic SIT Data.)



- **Tools**: This tab is for managers only. Select this tab to manage user accounts, associate units with Dispatch Centers, and other user and system maintenance tasks.



Navigating 209 Application Tabs and Screens

Click on 209>Data Entry from the Application Menu Bar. The first screen of the 209 application is comprised of four panes separated by double lines (shown by the colored boxes in the example below.) The majority of existing incidents for a dispatch center will display here. Incidents are prepopulated via Integrated Reporting of Wildland-Fire Information (IRWIN.)

NOTE: There may be occasions where incidents do not appear in this list, to avoid duplicate incidents contact your IRWIN SME or GACC Intelligence Coordinator/Officer before you proceed.

1. **Incident Reports Pane**

   All existing 209 reports for a dispatch center for the calendar year are displayed. List can be sorted by clicking the column header (Name, Unit ID, etc.). Select an incident by clicking on it. The background color is different for selected incidents.

2. **Data Entry Pane**

   The selected 209 report will appear in this pane. Text blocks available for editing will appear as white fields. Colored text fields cannot be edited in the current version of the report.

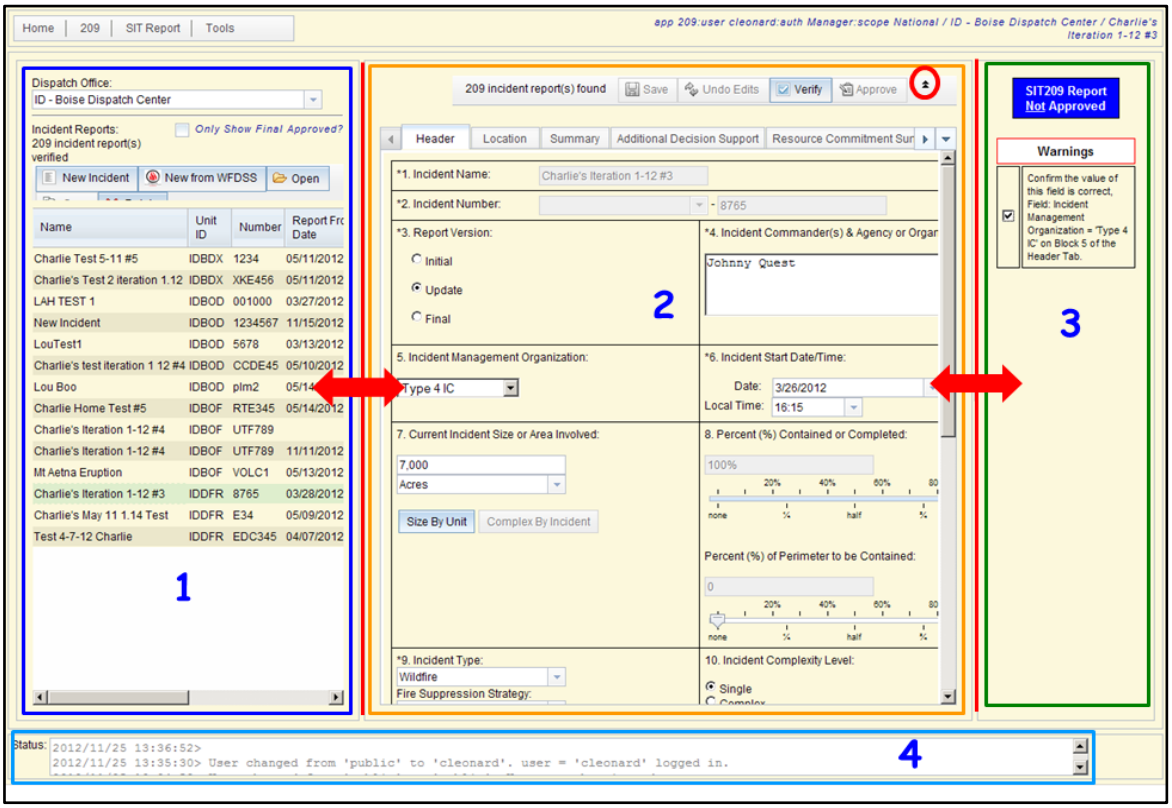
3. **Verification Pane**

   This pane is kept minimized by default. This pane displays report items that need to be corrected (due to an error) or verified as correct by the user.

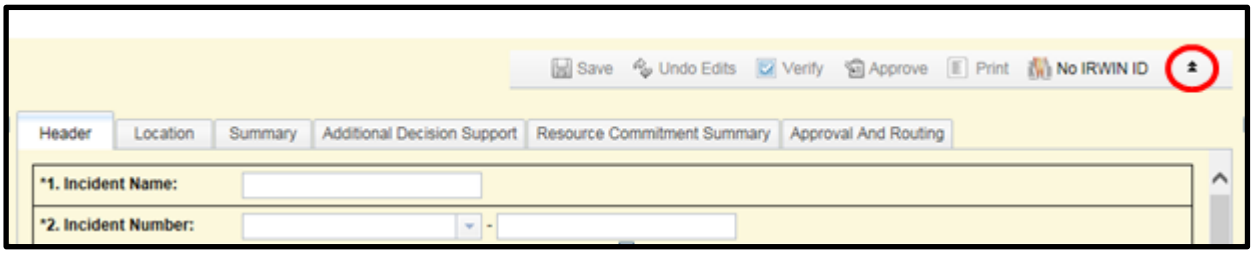
4. **Status Pane**

   This pane displays application massages usually relating to system performance, errors and user status.

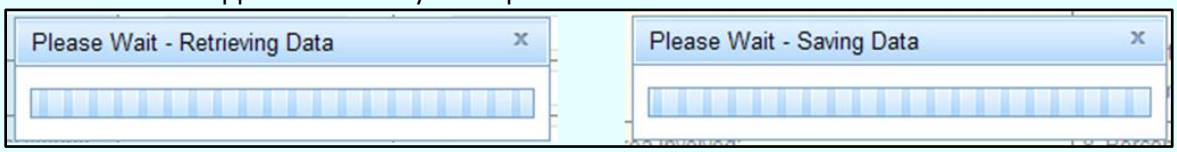
Expand or Minimize panes by dragging the double line spacers left or right (shown by the vertical red lines and double arrows). The 209 report in pane 2 can be expanded to full width (hiding the other panes) by clicking the double arrow icon shown in the red circle below. (See the second graphic below.)



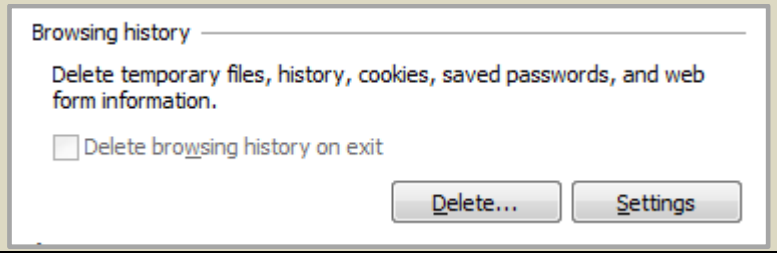
The double arrow functions like a toggle switch. Clicking the double arrow (red circle) once maximizes the 209 view pane. Clicking the double arrow again makes all panes visible again.



NOTE: 209 application performance depends on your internet connection and browser. When the application is executing a command, opening a report, or retrieving data, a pop-up window displays to indicate that the application is busy. Examples are shown below.



NOTE: Performance issues can be exacerbated by accumulation of COOKIES in the browser you are running the application in. To clear your cache you will need to do so in the appropriate manner for whichever browser you are using, i.e., Internet Explorer is accomplished in Tools>Internet Options



209 DATA ENTRY

209 Specific Data Entry Instructions

The Incident Status Summary (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.

When to submit an 209

The Incident Status Summary (ICS-209), submitted to the GACC, is used to report large wildland fires 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. A 209 is required when:

- **Wildfires are managed for Full Suppression:** For full suppression wildfires, a 209 is 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. A 209 must be submitted daily until the incident is contained.
- **Wildfires are managed for Point Zone Protection, Monitor, or Confine strategies:** A 209 must be submitted for any wildfire that is expected to remain active for more than 72 hours. The minimum 209 data entry requirements for these types of incidents are:
- Completing an initial 209 including all required blocks.
- When national shared resources are committed to the incident, completing Block 49, Committed Resources.
- Completion of additional reporting blocks to meet the needs of an incident or GACC.
- An updated 209 must be submitted weekly (Thursday) if little or no significant event change occurs.
- An updated 209 must be submitted more frequently after or in anticipation of a significant change event.
- ➢ A complete 209 is required daily if a Type 1 or 2 IMT is assigned.

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

- **Other significant events**: Incidents where a significant commitment of wildland fire resources has occurred or when a Type 1 or 2 Interagency IMT has been assigned.

➢ **Note:** Refer to Chapter 60 of the National Mobilization Guide **and** your Geographic Area Mobilization Guide for additional reporting guidelines.

Accurate data entry and timely completion of the 209 is necessary to determine appropriate resource allocation during multiple incident occurrences. In conjunction with other sources of information, the information included on the 209 is used by managers to determine the priority of an incident as well as allocation of scarce resources. Consult the requirements within your Geographic Area for submission times and frequency. After your data is submitted, it is reviewed by your GACC. If there are any problems or questions, they must be resolved by 0200 Mountain Time the following morning. 0200 Mountain Time is the submission deadline for NICC.

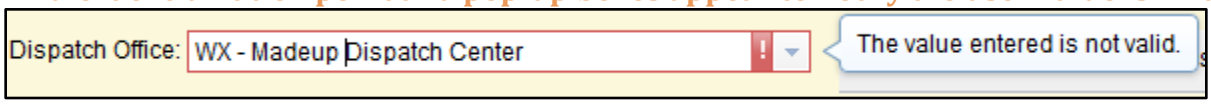
GACC Intelligence Coordinators/Officers have edit access to the data entered by all offices within their Geographic Area.

Tips for Effective Data Entry:

- ✓ Save data before leaving each tab in the application by clicking **Save**. Click **Undo Edits** to clear any incorrect, unsaved data from that screen.

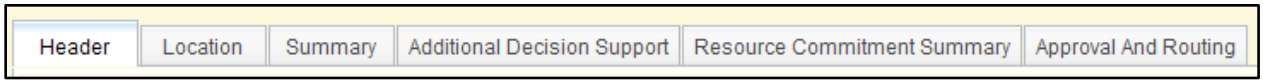
- ✓ To display or hide the menu top bar, toggle the double triangle icon.
- ✓ The application alerts you by displaying a red-shaded error message when data is entered in an incorrect format or is not recognized by the application and

An alert exclamation point and pop-up boxes appear to notify the user value is invalid:



How to Enter Data into the 209 Application

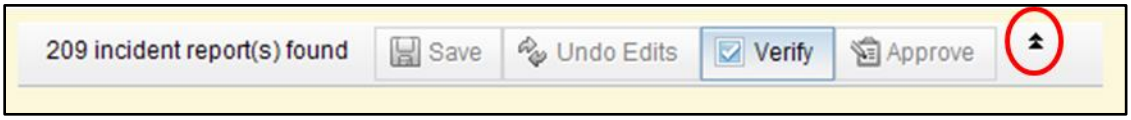
The 209 application is comprised of six tabs for data entry. The tabs are:



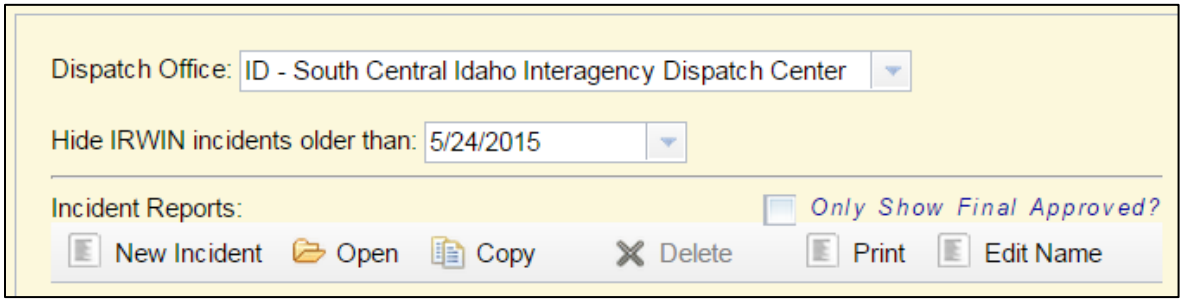
- **Header tab:** Includes key information that identifies an incident, incident type, incident commander, incident number, and other information. For any incident, this tab contains certain information that must be completed before other tabs can be completed.
- Most of the blocks in the Header tab may be prepopulated from IRWIN. The tool bar on the selected 209 pane indicates if the incident has an IRWIN record.
-

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

Report management is done using a variety of buttons.



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



- **New Incident:** Starts a new incident record for the selected dispatch center.
- **Open:** Allows a pre-existing draft incident to be opened for viewing, or editing. Any ***Approved*** 209 report can only be opened for viewing.
- **Copy:** Creates a draft update of a previously approved 209. Most previous information is carried over to the new draft copy. An existing draft 209 (not yet approved) cannot be copied (Copy button is "grayed out"). There can only be one draft 209 for an incident at one time.

Note: Copy allows the most current *Approved 209* report to be used to create a new draft 209 report. Most information from the previous 209 report will be copied to the new draft 209 report.

- **Delete:** Allows a draft report to be deleted. (Final approved reports cannot be deleted from the system.)

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

Note: Delete is only applicable for an incident NOT generated through IRWIN. If you delete an IRWIN incident, it will repopulate into the incident list through IRWIN.

- **Name:** Incident name.
- **Unit ID:** The NWCG unit identifier for the incident protecting unit (ID-BOD, etc.).
- **Number:** The unique incident number.
- **Report from Date:** The beginning date of the reporting period for this specific 209.
- **Approved?:** Status of an incident's 209 report, either **Draft** or **Approved.**

- **Last Update:** Date and time the incident was last updated.
- **Status:** The status of the current 209 report for an incident either IRWIN, **Initial, Update, or Approved**.

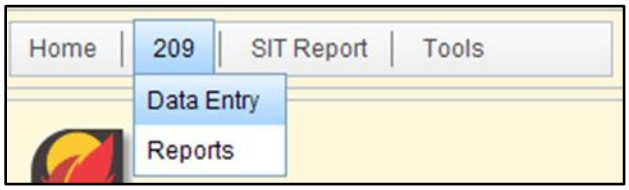
If you check ☑***Only Show Final Approved***, incidents with a Final 209 will populate.

- **Type:** The type of incident (wildfire, hurricane, etc.)

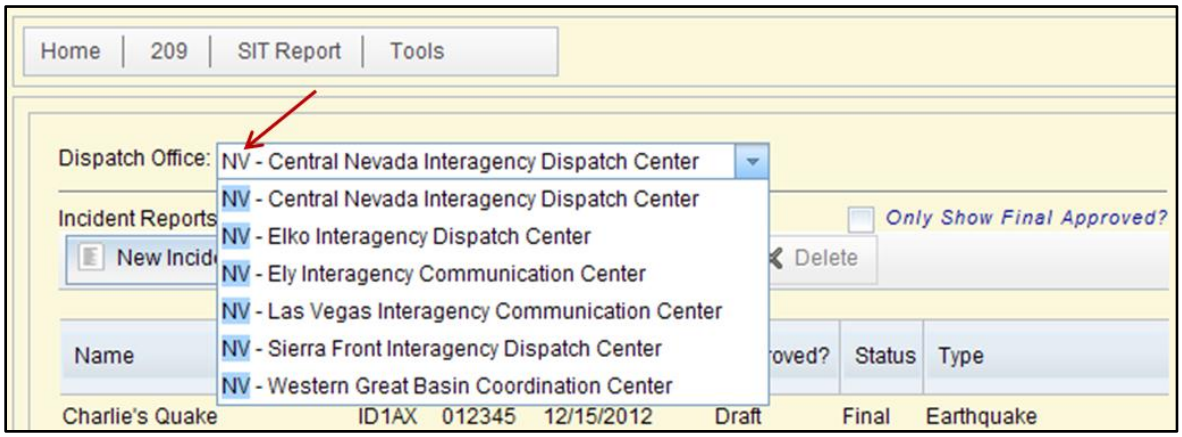
You can sort incidents using any of the above headers.

➢ *To enter 209 data:*

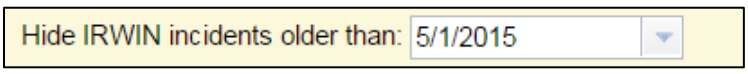
1. Log onto the 209 application.
2. Click **209.**
3. Select Data Entry from the drop-down list; the 209 screen appears.



4. Select the appropriate dispatch office from the drop-down list. By typing the first two letters of the state, the application displays all offices for that state. For example, typing in "NV" brings up all the dispatch centers in Nevada.



Entering the correct dispatch center, determines selection options the application provides throughout the 209 data entry process. For example, when you select NV-EIC (Elko Interagecy Dispatch Center), the application displays only districts, forests, counties, and units within the EIC dispatch zone. After you select a dispatch center, all 209 reports for that center appear in the incident list on the left side. This list includes incidents from IRWIN. You can filter by date to minimize the incidents listed if you prefer.

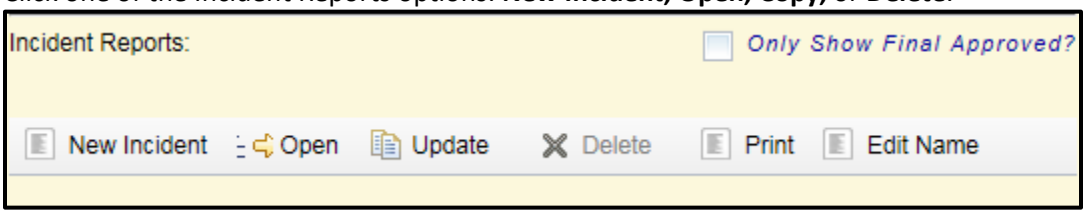


Note: It is recommended you sort the list alphabetically by clicking on the Name column before you initiate an initial incident. This may reduce the possibility of duplicate incidents, user entered when there is already an IRWIN incident in the list.

Contact the GACC Intelligence Coordinator/Officer or IRWIN SME before you create a new incident in the event there is an issue with the data flow.

- If an incident has been generated in a CAD, FireCode, or WFDSS, and does not appear in the Incident Reports list, contact your GACC Intelligence Coordinator/Officer before you initiate a draft within the 209 application.

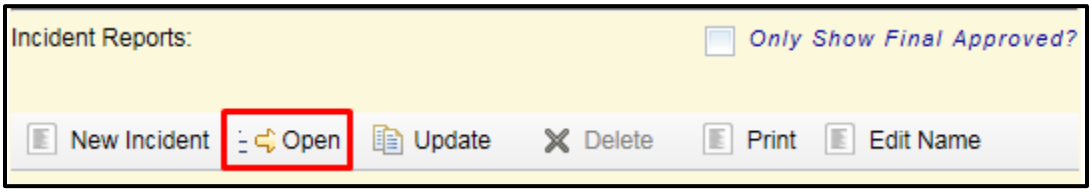
Click one of the Incident Reports options: **New Incident, Open, Copy,** or **Delete**.



New Incident: *The option should rarely be used*. In the event the incident does not exist in any other application (IRWIN) or is not a wildland fire, click this button to start a new 209 report.

Open: Click this button to update an existing incident. Select the incident from the menu on the left side of the page (it will be highlighted in blue), then go up to the header tabs and click **Open**.

- **Note: Open** is active for all 209 reports in the incident list, including those with Draft, Approved and Final Status.



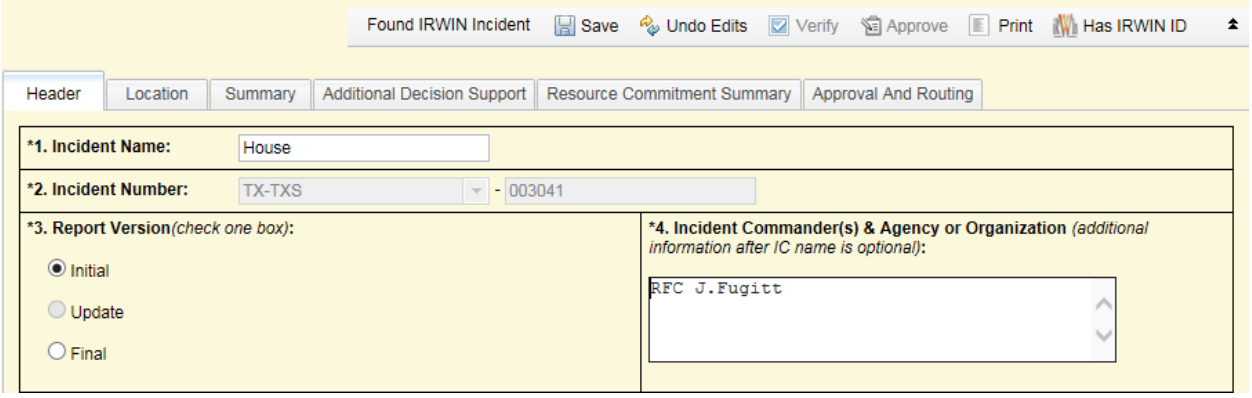
Delete: Click this button to delete an 209 draft report that hasn't been approved. You cannot retrieve deleted draft reports from the application.

To enter data into the 209 application:

Each 209 tab contains a series of numbered blocks. Blocks marked with an asterisk (*) require you to enter data into that block to save that page and ultimately the report. Asterisks are located adjacent to the block number. You should complete all blocks relative to the incident, regardless of whether they are required.

Header Tab (Blocks 1-11)

Use the Header screen to enter and manage basic information about an incident.



To add Header information to a new 209:

1. Click on the Name column to alphabetize the list of incidents to search for your incident.
    a. IRWIN prepopulates most of the header data. Double check this data for accuracy – especially date and time information.

> **NOTE:** Through the IRWIN service, certain data elements have an Authoritative Data Source (ADS) from another application. When you save, those elements may revert back to data entries from that ADS application. You may need to contact the host dispatch center to rectify; i.e., IC Name in a CAD - When the host center uses WildCAD, they will need to change the ADS to SIT/209 in WildCAD.

2. **New Incident**: In the event the incident does not exist in any other application (IRWIN) or is not a wildland fire, click this button to start a new 209 report, this should rarely be used.
    a. Enter the Incident Name as assigned by the protecting unit. Include "Complex" in the incident name for complexes.
    b. Enter the Incident Number assigned by the protecting unit. Select the appropriate unit's state and identifier from the drop-down list followed by the local incident identifier.
    c. Click **Initial** for the Report Version.
    d. Enter the last name of the Incident Commander in the text box. When the incident is under a Unified Command, check the box in block 5. Enter the primary incident commander's last name, separated by forward slashes and the IC organization in the text box.
    e. Select the Incident Management Organization from the drop-down list.
    f. Select the Time Zone, Start Date and enter Time (in military format).
    g. Enter the Current Incident Size or Area Involved and select the appropriate measure value from the drop-down list.
    h. Click **Single** for when this 209 is for a single incident, or click **Complex** when this 209 is for a complex incident. See Block 7. Current Incident Size/Area Involved for further information.

> **NOTE:** The Size by Unit and Complex by Incident buttons do not activate until you complete information for all required Blocks in the Header tab and select Save.

    i. Using your mouse, move the arrow below the text field to the appropriate Percent Contained or Completed. The application updates the percentage in the text field above. If not applicable for the incident type, leave this block blank.

j. Using your mouse, move the arrow below the text field to the appropriate Incident Perimeter percentage. The application updates the percentage in the text field above. This percentage applies to full suppression, point/zone protection, and confine fires, or any combination of these strategies.
k. Select the Incident Type from the drop-down list.
l. Enter the Incident Description. The number of text characters is limited to the width of the field.
m. Select the Cause that best describes the why the incident occurred from the drop-down list.
n. Enter any supporting information about the incident into the text box.
o. Identify the incident complexity level as determined by Unified/Incident Commander(s), if available or used. Incidents may be typed in order to make decisions about resource requirements.

3. Click **Save** at the top of the page after you verify the information in Blocks 1-11 is correct. You can select another tab in the 209 or log off the application.

Field Descriptions

*= *Required Block*

IRWIN=*IRWIN Populated Field/209 Reads from IRWIN*

*Block 1. Incident Name * IRWIN*

The incident name is assigned by the protecting unit. Once a name is assigned to the incident, it should not be changed if at all possible. However, if a name change does occur, be sure to make a note of it in "Remarks" (Block 47).

- Check for spelling of the full incident name.
- For an incident that is a Complex, use the word "Complex" at the end of the incident name.
- 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.

If the incident is an active record in IRWIN, 209 may not be the Authoritative Data Source for the incident name and may need to be changed within another application.

*Block 2. Incident Number * IRWIN*

Enter the local incident identifier number.

For wildfires, number should correspond to the Protecting Unit. The Ownership Unit will be captured in Block 21.
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,)
Unit identifiers *must* already exist in the SIT/209 Application in order for the 209 to be entered and saved in the database.

If an incident number needs to be changed, 209 may not be the Authoritative Data Source for the data element and may need to be changed within another application.

*Block 3. Report Version **

Click **Initial**, **Update,** or **Final** for the current 209 you are entering. This block defaults to **Initial** for a new entry, and **Update** for any update. **All** 209s except for the **Initial** and **Final** are marked **Update**.

- Initial - The first 209 created for the incident
- Update – Subsequent reports for an existing incident
- Final – The last 209 for an 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.

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 in the Incident Reports list by clicking in the *Only Show Final Approved?* Box.

Select **Final** if the incident's duration is one day or it is being added as a child incident into a Complex. If the incident is being added as a child incident into a complex, ensure that is documented in Remarks, Block 47.

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

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

Block 5. Incident Management Organization

Select the appropriate type of Incident Command Organization assigned from the drop-down list. Check Unified Command box if appropriate.

*Block 6. Start Date/Time ** IRWIN

Ensure the start date and times (utilizing the 24hr clock e.g. 16:30) are correct and enter the appropriate Time Zone.

> **Note:** Time Zone is not populated by IRWIN and needs to be entered by the user.

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

- Enter the appropriate incident descriptive size and area involved (acres, square miles, hectares, square kilometers, etc.).
- Enter the total area involved for Single incidents in this block; see

- **Size by** Unit and **Complex by Incident** for further instructions for those circumstances.
- If the incident involves more than one protecting unit or a mixed ownership, agencies/organizations may require listing a size breakdown by organization. You can also include this information in Remarks, Block 47.

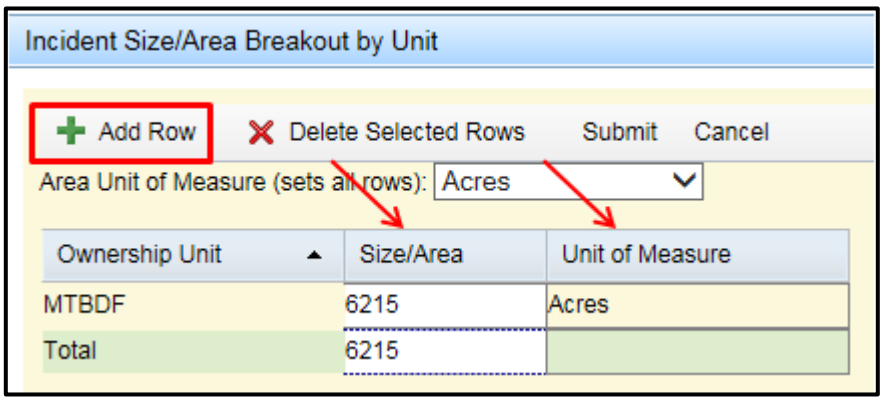
Note: The ICS 209 application only accepts acres, hectares, square miles and square kilometers. Convert other area measurements to one of these when submitting an electronic ICS 209 report.

➢ The **Size by Unit** and **Complex by Incident** buttons are activated by saving Block 11. If **Single** is selected in Block 7, you can only select **Size by Unit**; and if **Complex** is selected in Block 7, you must select **Complex by Incident**.

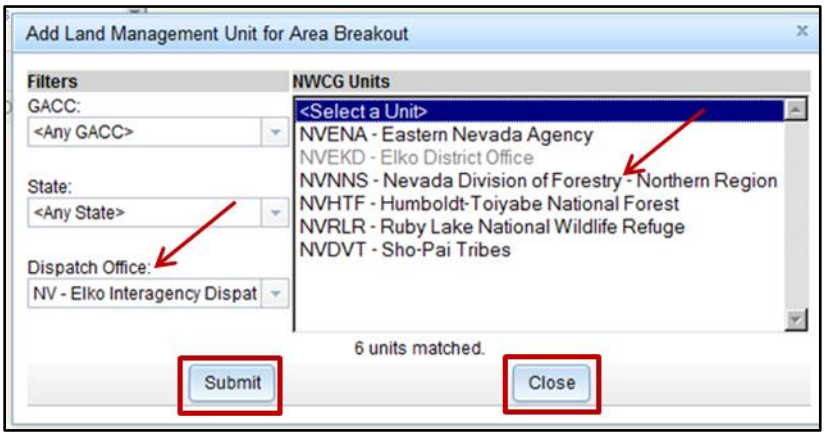
Size by Unit IRWIN

1. When the incident is a single incident, as specified in Block 7, click **Size by Unit** located beneath the drop-down list area.

The Incident Area Breakout by Unit pop-up window appears. Acreages in this block are listed by *ownership*.



2. Manually enter the acreage in the field under the **Size/Area** header by clicking in the field to make it editable.
3. To change the "Unit of Measure," click in the fields below the header.
4. To remove an agency, select the row and click **Delete Selected Rows**.
5. To add an agency, click **+ Add Row**. The Add Land Management Unit for Breakout pop-up window appears. Land management units that fall within the selected dispatch zone populate on the right.

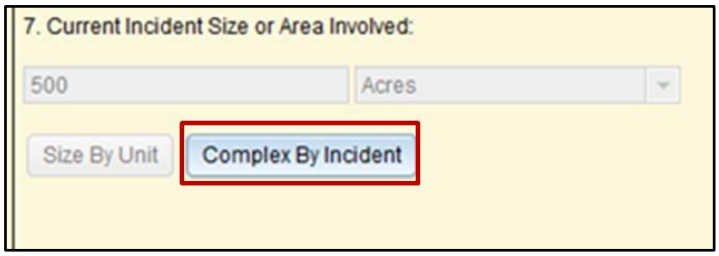


6. Select the land management agency whose acres you want to record (previously selected units are grayed out – such as Elko District Office shown in the example above). After selecting a new unit, click **Submit**. When finished, click **Close**.

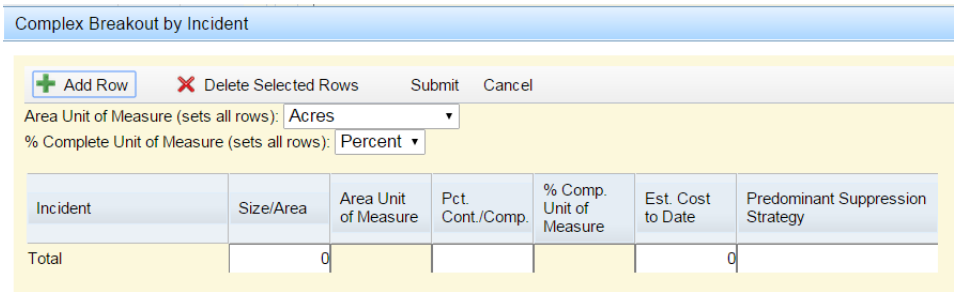
Note: When the incident spreads onto a neighboring GACC, state, or dispatch zone, select the new unit on the left side of the window using the drop-down lists then select the desired land ownership unit(s). ***These acres need to be reported by the appropriate dispatch center on the SIT report***.

Complex by Incident

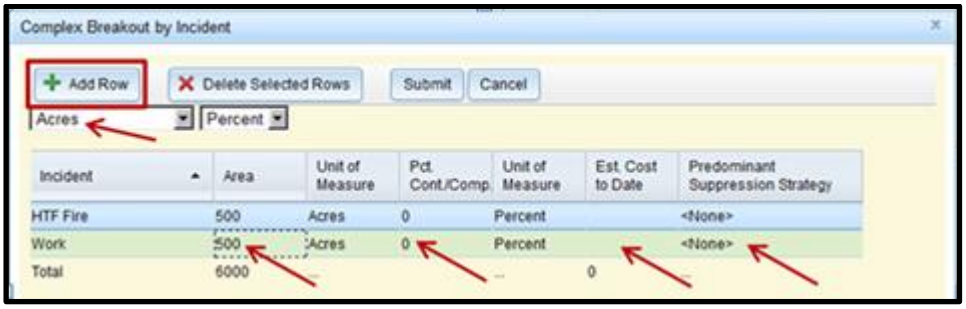
1. When reporting a complex of incidents, you must complete *and save* all required blocks in the header tab first, and then click **Complex by Incident** located beneath the drop-down list area.



The following pop-up window appears.



2. **To add another existing incident into the complex**, click **+Add Row**. The Add Incident for Complex Breakout window pops-up with a list of *existing* incidents within the dispatch zone the complex has been created in. Select the incident(s) to include in the complex and click **Submit**.

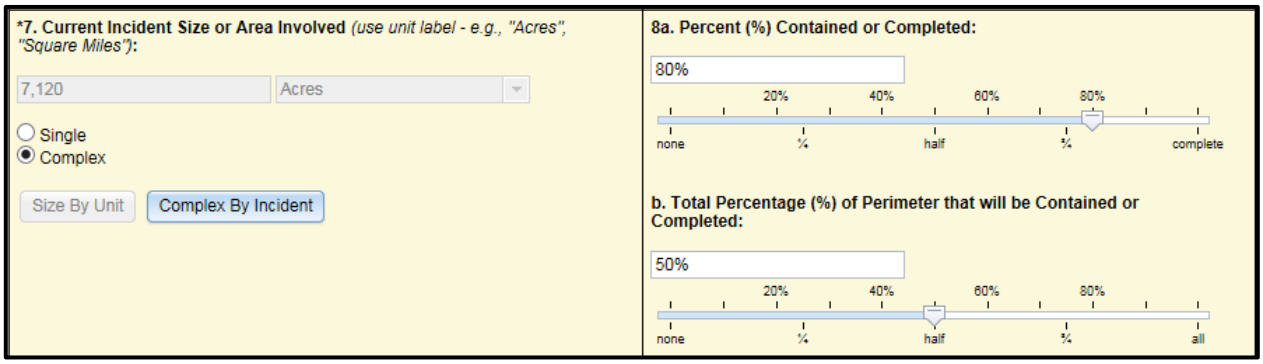


If the incident you are attempting to add to your complex does not exist in IRWIN, it will not be available in the pick list. You must create and approve an individual 209 for the incident before it will be available to add as a child incident to the complex.

3. To edit an incident in a complex, select the incident, then select the field under the header you desire to edit and finally complete your edits (as shown by the arrows in the example above.)
4. To remove an incident from the complex, select the row and click **Delete Selected Rows**.

Block 8a. Percent (%) Contained or Completed

Enter the incident's percentage containment or completion achieved as of the end of the reporting period. Type a value in the text box or use the slider bar with the mouse and move to correct percentage contained to date. If you use the slider bar, the numerical value will automatically update in the text above the slider



100 % represents full attainment of the incident's current operational objectives.

✓ 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.

✓

Block 8b: Percent (%) of Perimeter that will be Contained or Completed

Enter the percent of the total perimeter that is to be contained or completed by management actions under the current strategy.

- 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.**
- If the Fire Suppression Strategy in Block 9 is entered as 100% Full Suppression, Block 8b will automatically grey out and be set to 100%.
- For non-wildfire incidents complete only if relevant to the incident.

Examples:

✓ 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

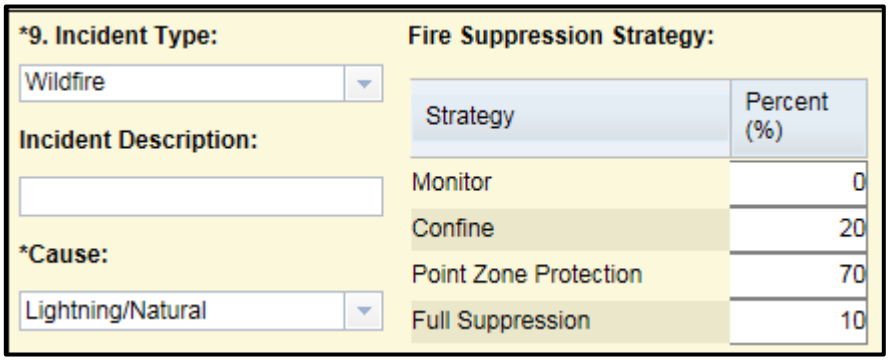
✓ When a wildfire is being managed for full suppression, enter the percent contained or completed to date. In the **Percent of Perimeter to be Completed**, enter 100 percent.

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

*Block 9. Incident Type **

Incident Type* IRWIN

Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as “Wildfire”, “Flood”, “Tornado”, “Civil Unrest/People Gathering”, etc.



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

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

Incident Description

Allows more detailed description of the incident. For example: If Incident Type is “Biological Outbreak,” description might say “Swine flu epidemic.”

Cause * IRWIN

Select the cause (Human, Lightning/Natural, Other, Unknown) from the drop-down list.

- 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.”

Fire Suppression Strategy (Wildfires only)*

Pick the predominant (single) management strategy. Multiple strategies can be selected, but only if they are significant.

- **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."

Fire managers may have a need to adjust an incidents suppression strategy over the life of an incident. In these incidences users should add further suppression strategy clarification in the Remarks, Block 47.

*Block 10. Incident Complexity Level**

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:

- **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 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.
- **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.

*Block 11. For Time Period **

- 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.

Note: Time Period MAY NOT extend passed the current operational period. ***We cannot report what hasn't happened yet***.

➢ From Date/Time:

- Enter the beginning date and time for this reporting period using the 24-hour clock.

To Date/Time:

- Enter the ending date from which the information in this report is pertinent to (likely will be the current date/time).

Example:
When you are submitting a 209 for a non-full suppression fire that only requires submission once weekly, the time period in the report will reflect the entire prior week, or the time period from the date of the last approved 209.

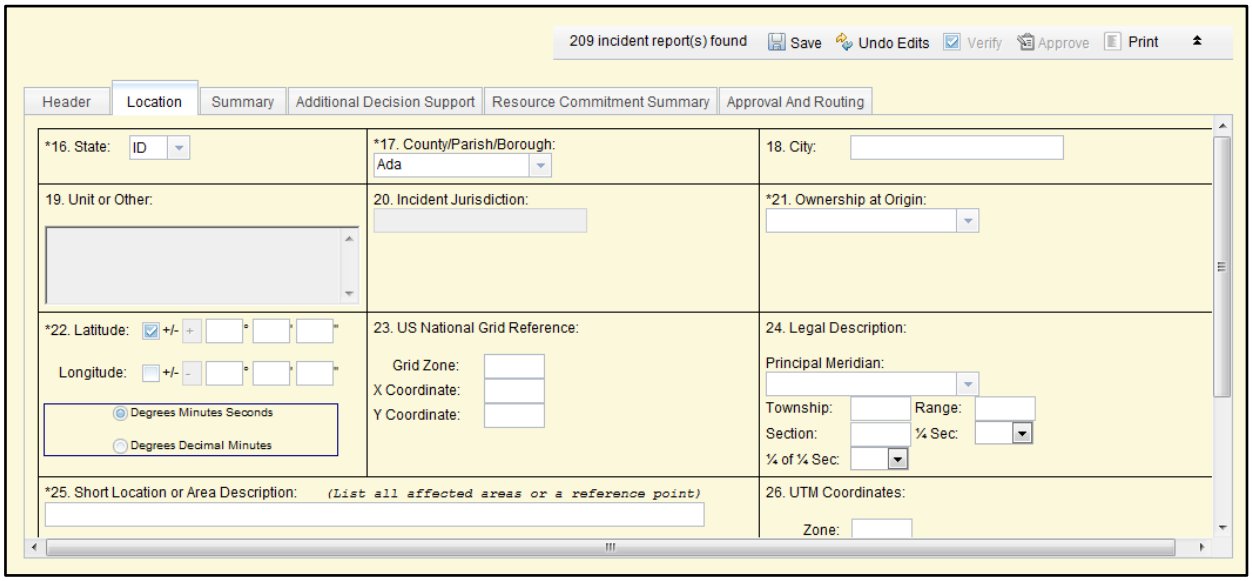
➢ If the auto populated incident Time Zone is not correct in Block 11, select the correct Time Zone in Block 6.
The application is designed to show only the <u>most recent 209</u> report (either draft or approved) created for an incident in the incident list. This is based on the last date and time edited.

Location Tab (Blocks 16-27)

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.

Wildfire incident location information is based on the point of origin of the incident. Non-fire incidents may be based on the incident jurisdiction.



*Block 16. State ** IRWIN

Enter the State of incident's 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.

*Block 17. County/Parish/Borough ** IRWIN

Enter the County/Parish/Borough of the incident's point of origin. If other counties are involved, enter them in Remarks, Block 47.

Block 18. City

Enter the city of the incident's point of origin. When the point of origin is not within a city enter the closest or most relevant city to the point of origin. If the incident involves multiple cities please note the additional cities in Remarks, Block 47.

Block 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.

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

Block 20. Incident Jurisdiction

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

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

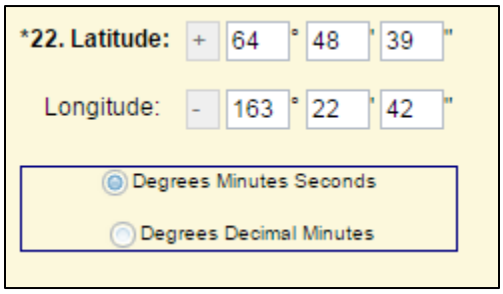
*Block 21. Incident Location Ownership **

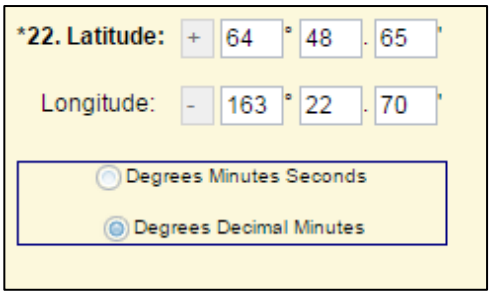
Enter the incident's land ownership at the point of origin (this may differ from the incident's jurisdiction). This may include situations where jurisdictions contract for emergency services or where it is relevant to include ownership by private entities, such as a large industrial site.

Note: Wildfire incidents should use an established NWCG unit identifier when entering ownership at point of origin. Approved NWCG Unit identifiers already exist in the Sit/209 application and are updated quarterly in the application.

*Block 22. Latitude/Longitude ** IRWIN

Enter the Latitude and Longitude of the incident's point of origin. Ensure the correct Lat/Long format is selected (degrees, minutes and seconds, or degrees decimal minutes). Confirm the Lat/Long entered is expressed in datum NAD83.





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

Block 23. US National Grid Reference

Enter the US National Grid Reference corresponding to the incident's point of origin as expressed in NAD83 data format, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident.

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

Enter the legal description (section, township, range) of the incident's point of origin, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Principle Meridian must correspond to that state.

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

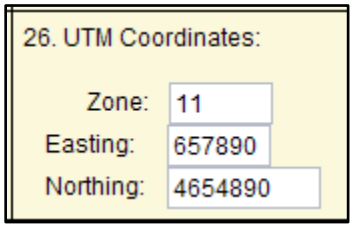
*Block 25. Short location or Area Description **

A general descriptive location of the incident (does not need to be from the incident point of origin). This should be the number of miles from an ***identifiable town*** (e.g., "20 miles SE of Jackson, WY").

This information is important for readers unfamiliar with the area to be able to quickly identify the general location of the incident on a map.

Block 26. Universal Transverse Mercator (UTM) Coordinates

Enter the UTM at the incident's point of origin. Confirm the UTM coordinates entered are expressed in NAD83 data format.



Block 27. Geospatial Data

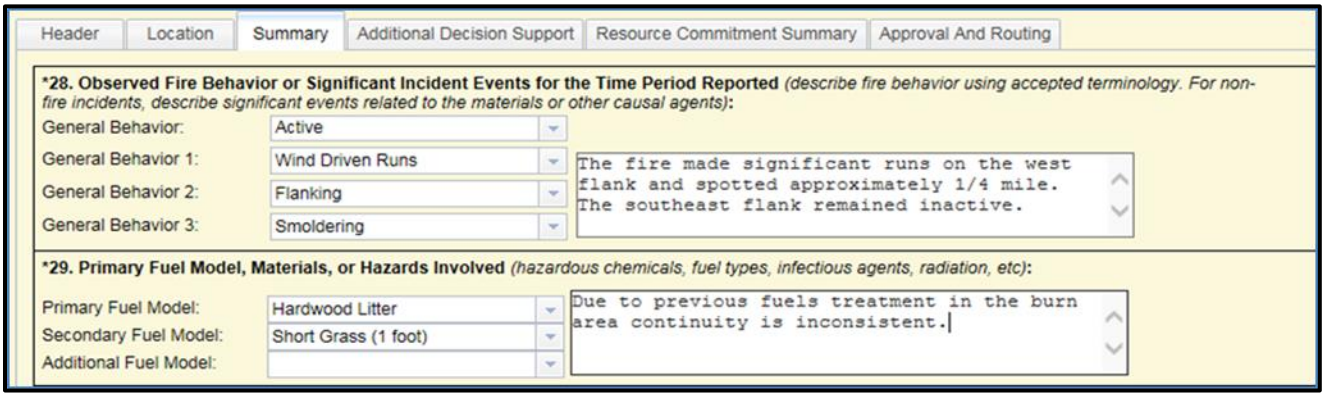
If geospatial data is available for the incident, provide the following information:

- A general description of the data (a perimeter, a point, area of impact, radius, and so forth),
- Indicate the data format (e.shp, .kml, .kmz).
- Include a link or access to the information if it is online or an FTP site.

➢ **Note:** Contact information for the individual responsible for providing the incident's geospatial information.

Summary Tab (Blocks 28-30)

Use the Summary Information screen to summarize an incident's fire behavior, significant events, fuel model, material, and other hazards.



Field Descriptions

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

Describe fire behavior or significant events since the last 209 report.

Wildland fire 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 drop-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 *anticipated* incident events, behavior, or movement.

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

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

Wildland fire incidents: select the appropriate fuel model from drop down menu, and provide additional information (if necessary) in the text field. Choose the fuel model that best represents the primary carrier of the fire.

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

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

Block 30. Damage Assessment Information

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

- 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's evacuated, etc.
- Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident. The type of infrastructure; the extent of the damage and/or any known cascading impacts.
- Refer to more specific or detailed damage assessment forms and packages when they are used and/or are relevant.

Structural Summary

Complete the table as needed. Enter the number of structures threatened, damaged, or destroyed in the appropriate columns. Indicate in the text box if numbers you enter are estimated or confirmed.

By structure type:

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

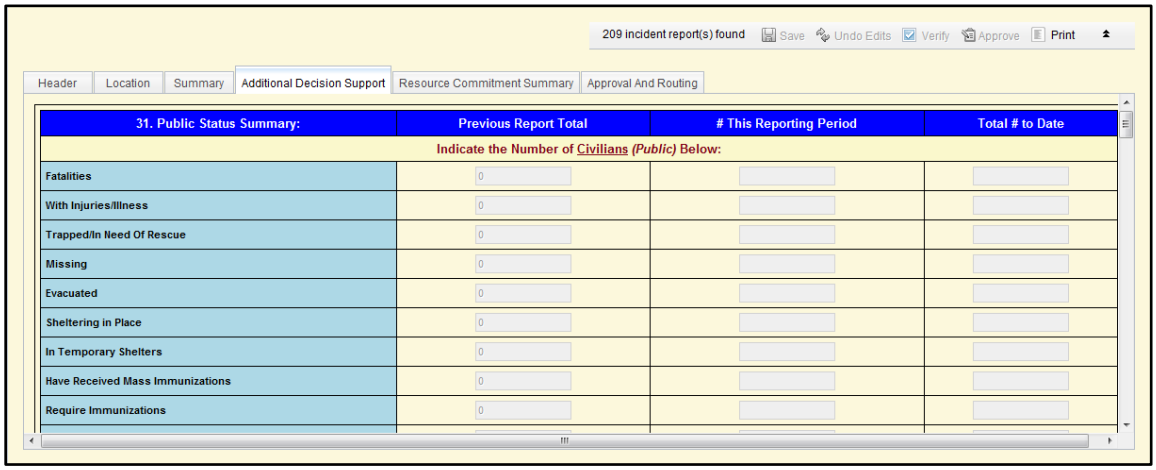
30. Damage Assessment Information *(summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)*:

A. Structural Summary	B. # Threatened *(up to 72 Hrs)*	C. # Damaged	D. # Destroyed
E. Single Residences	350		
F. Multiple Residences			
G. Mixed Commercial/Residential			
H. Nonresidential Commercial Property			
I. Other Minor Structures			

Multiple structures threatened. Damage assessments not complete to be able to report damaged/destroyed structures.

Additional Decision Support Tab (Blocks 31-47)

Use the Additional Decision Support Information tab to summarize incident-related injuries, illnesses, and fatalities for civilians or the public. The screen displays any numbers entered from the incident's previous 209, if one exists.



Field Descriptions

Block 31. Public Status Summary

- **Do not estimate fatality information.**
- Do not include first responder information in this block. Complete Responder Status Summary, Block 32 for responder information.
- When a previous 209 exists for this incident, numbers previously entered in this block are carried over to the **Previous Report Total** column. The **Total # to Date** column sums the first two columns together to provide a total for the duration of the incident.

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. 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 ***not directly responsible*** 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 in order to mitigate multiple/conflicting reports.

The application totals the data that is entered in the bottom row Total # **Civilians** *(Public)* Affected.

For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31 J with any notes in Block 33. If values are estimated, explain in Remarks, Block 47.

Handling Sensitive Information

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. 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.

Block 32. Responder Status Summary

Report the number of first responders affected by the incident in the # This Reporting Period column (other columns and totals are grayed out to prevent data entry.) When you cannot determine accurate numbers at the time of the report provide the best estimates and note this in Safety, and Health Status/Threat Remarks, Block 33.

The application totals the data that is entered in the bottom row Total # Responders Affected.

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

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

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.

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

Check any applicable blocks in 34 A-N based on current available information regarding incident activity potential. ***If B through N do not pertain to your incident, Check A, No likely Threat*.** Indicate 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).

- Remember to uncheck the boxes when identified threats no longer exist.

Block 35. Weather Concerns

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.

Enter the weather forecasted for the next operational period including: wind speed, wind direction, temperature, and relative humidity. Highlight significant forecasted severe weather events, such as thunderstorms, high temperatures, dry lightning, frontal passages, inversions, and gusty/erratic winds, weather watches, advisories, or warnings or any other weather information relative to the incident, such as flooding, hurricanes, etc.

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

Provide an estimate of the direction/scope in which the incident is expected to spread, migrate, or expand in 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 potential changes to those as the incident changes. Include an estimate of the acreage or area that will be affected. Provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.

Block 37. Strategic Objectives

Describe the desired end state of the incident. 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).

- 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 38. Current Incident Threat Summary and Risk Information **

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 and anticipate beyond if applicable.

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.

Block 39. Critical Resource Needs

List the specific critical resources and numbers needed, in order of priority. Be specific to the task needed. 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.

- 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.
    - 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").

Examples: More than one resource need may be listed for each timeframe. This list could include:
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).

-

Do not use this block for noncritical resources.
If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels.
Additional documentation in other blocks on this tab can help support and justify the need for critical resources.

Block 40. Strategic Discussion

Explain the relation of overall strategy, constraints, and current available information to:

1) critical resource needs identified above

2) the Incident Action Plan and management objectives and targets

3) anticipated results

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

Examples:

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

Block 41. Planned Actions for Next Operational Period

Provide a short summary of actions planned for the next operational period.

Examples:

- ✓ 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.

Block 42. Projected Final Incident Size/Area

➢ 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, or square miles by selecting from the drop-down list.

Note: The total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives).

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

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

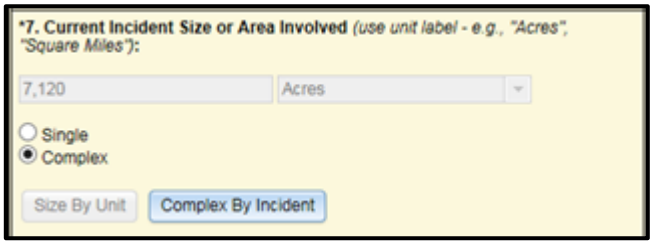
- For **Wildfire incidents,** this is the expected containment date.
- For non-fire incidents, this is the date at which the incident is expected to be closed or when significant incident support will be discontinued. Block 44. Projected Significant Resource Demobilization Start Date

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

Block 45. Estimated Incident Costs to Date

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.

- Do not include costs associated with damage to property or resources caused by the incident.
- Block 45 is grayed out (see example below) when the "Complex" button is selected in Block 7 (Incident Complexity Level) of the Header tab. For complexes, the application automatically carries over the total cost of all incidents reported in Block 7.
- When incident costs increase or decrease dramatically, provide a brief explanation in Remarks, Block 47.



Fire Code #: IRWIN

This code is generated from the FireCode application and is for **wildfire** incidents only. Single incidents will be auto populated and "Complexes" may need to be manually entered.

Block 46. Projected Final Incident Cost Estimate

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. The application automatically enters commas for numbers exceeding 1000 (1,000).

Block 47. Remarks

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.

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

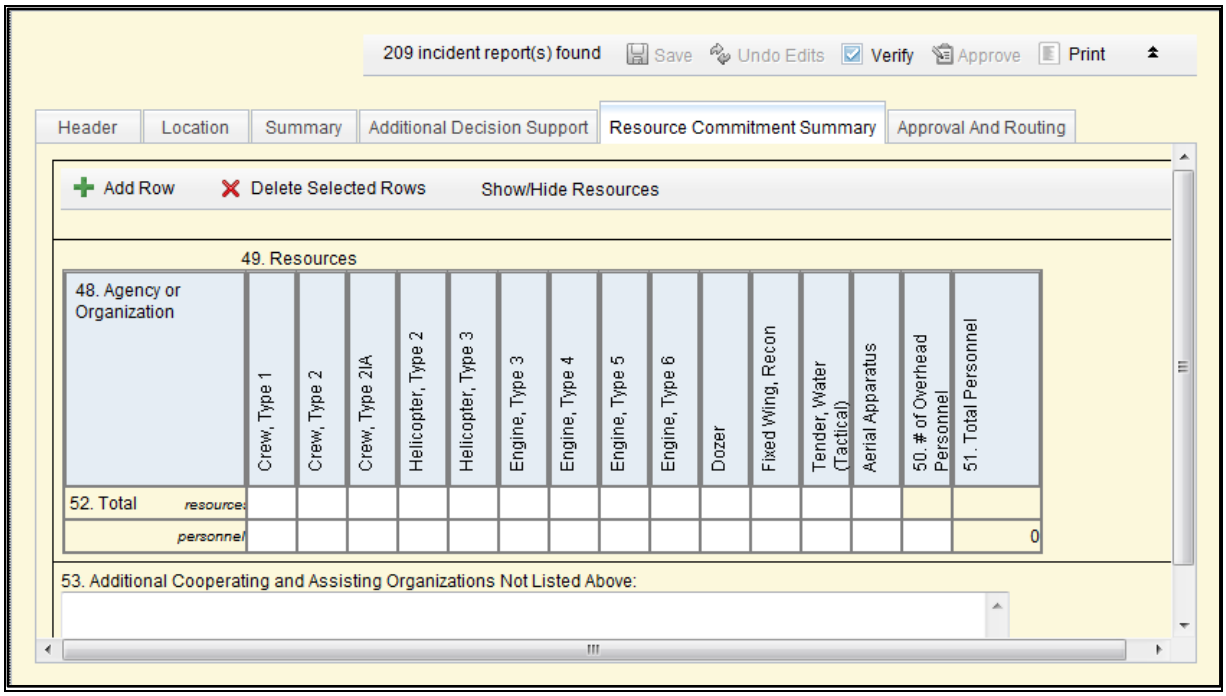
- ✓ Incident Command Team transfers command back to the local unit.
- ✓ Reasons for incident acreage/size or cost reductions.
- ✓ Injuries that occurred during the reporting period.
- ✓ More detailed current or expected weather descriptions affecting the incident.

Note: Information in Remarks block is automatically cleared out each day.

➢

Resource Commitment Summary Tab (Blocks 48-53)

Use the Resource Commitment Summary screen to report resources assigned to the incident. Do not report civilians or resources not actually assigned to the incident. Enter resources by individual contributing agency or organization(s) assigned to the incident as responders. Enter Volunteer groups or organizations in Block 53.



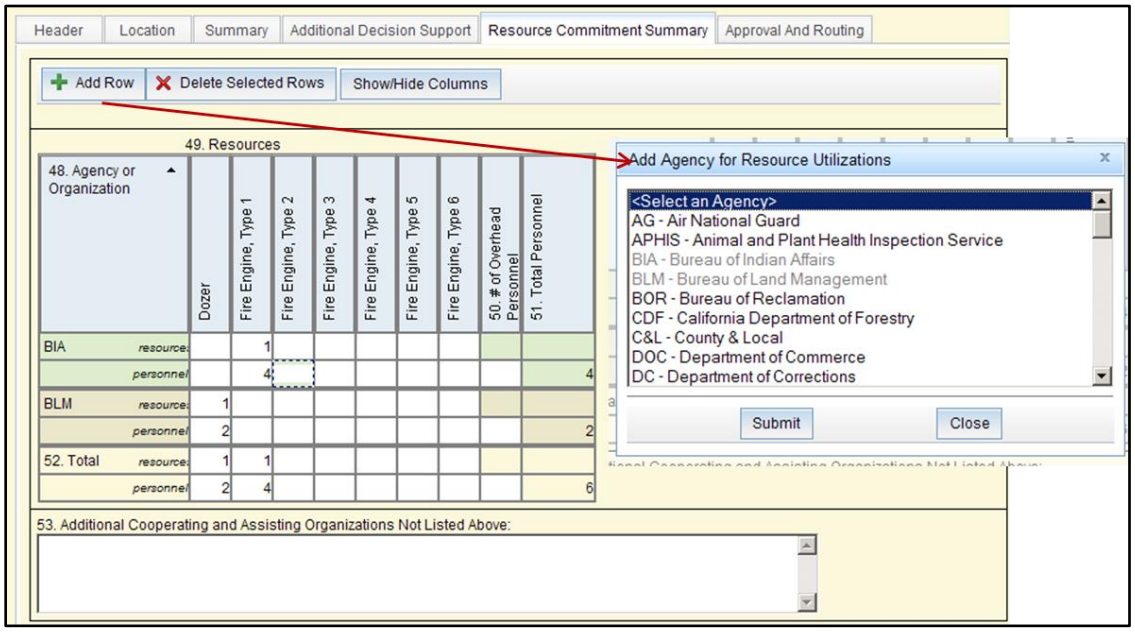
Recommendation: It is best to add resource types to Block 49 before adding agencies involved in the incident in Block 48. See caution statements below.

-
-
-

The most common resources affiliated with a dispatch office can be preloaded into the application under the Tools menu on the homepage. You must have Manager Privileges to access the **Tools** function to change your resource template; however, you may change resource types within individual incidents. **The maximum resource types allowed within the application is 20**.
If you want to adjust your resource template, contact your GACC Intelligence Coordinator/Officer.

Block 48. Agency or Organization

Utilize the drop-down list under **Agency or Organization** and select the appropriate agency for reported.



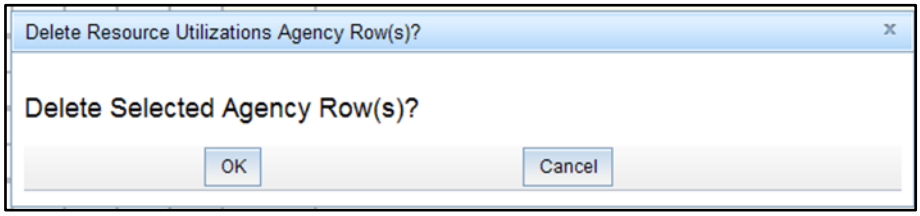
Enter the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements. Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. These are listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.

Adding an agency to Block 49.

1. Click Add Row to select agencies from the pop-up list. You must select each agency individually from the pop-up list. Multiple agency selections are not permitted.
2. Click **Submit** to save each agency to Block 48. After adding an agency, the pop-up window automatically closes.

Deleting an agency from Block 49 that no longer has resources.

1. Select the agency row. The selected row changes color, such as the green shown in the example above for BIA.
2. Click **Delete Selected Rows**. A pop-up window appears asking you to confirm the deletion of the selected agency. Click **Ok** or **Cancel**.



There are several unique agencies listed that require clarification:

- **DOD:** US Department of Defense. Selecting DOD is generic to any military unit or personnel, including National Guard, regular military, reserves, etc. However, there are separate military units listed for Army, Navy, Coast Guard, Air Force, Army Corps of Engineers, National Guard and Air National Guard.

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

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

Block 49 Resources

- For each agency, enter the number of resources in the top row for that agency. In the second row for that agency, enter the number of personnel assigned to those resources.

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

In the example at right, fields are filled in correctly for dozers and Type 3 and 4 engines. But the Type 5 engine is missing a value for number of personnel assigned to the seven engines. The Type 6 engine is missing a value for the number of resources the six personnel are assigned to. Missing values such as these will result in an error message similar to the one below.

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

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

Example:
- ✓ When there are three BLM Type 6 engines with six personnel assigned, then the BLM row should show "3" in the top row and "6" in the lower row.
- ✓ Resource: Type 2 Helicopters…3/8 (indicates 3 aircraft, 8 personnel).
- ✓ *Resource:* Type 1 Decontamination Unit…1/3 (indicates 1 unit, 3 personnel).

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

49. Resources *(summarize resources by category, kind, and/or type; show # of resources on top half of box, show # of personnel associated with resource on bottom half of box)*:

48. Agency or Organization		Crew, Type 1	Crew, Type 2	Crew, Type 2IA	Helicopter, Type 1	Helicopter, Type 2	Helicopter, Type 3	Engine, Type 1	Engine, Type 2	Engine, Type 3	Engine, Type 4	Engine, Type 5	Engine, Type 6	Dozer	Tender, Water (Tactical)	50. # of Overhead Personnel	51. Total Personnel
BIA	resources													1			
	personnel													1		1	2
BLM	resources												3				
	personnel												6			0	6
C&L	resources												1		1		
	personnel												2		2	0	4
CA-CDF	resources							5						1	1		
	personnel							20						1	1	4	26
FS	resources									3			1				
	personnel									9			3			0	12
NPS	resources																
	personnel															1	1
OTHR	resources														1		
	personnel														1	0	1
52. Total	resources							5		3			5	2	3		
	personnel							20		9			11	2	4	6	52

Block 50. # of Overhead Personnel

- Enter the number of additional overhead and other personnel by agency or organization which are not assigned to a specific resource listed in Resources, Block 49.

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

Block 51. Total Personnel

Total Personnel (highlighted in **RED** below) are for each agency, organization, or grouping, are automatically counted in the online application. Resources are not manually totaled here by the user.

The number of **Total Personnel** for each row should include <u>both</u>:

- ✓ 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**.

49. Resources *(summarize resources by category, kind, and/or type; show # of resources on top half of box, show # of personnel associated with resource on bottom half of box)*:

48. Agency or Organization		Crew, Type 1	Crew, Type 2	Crew, Type 2IA	Helicopter, Type 1	Helicopter, Type 2	Helicopter, Type 3	Engine, Type 1	Engine, Type 2	Engine, Type 3	Engine, Type 4	Engine, Type 5	Engine, Type 6	Dozer	Tender, Water (Tactical)	50. # of Overhead Personnel	51. Total Personnel
BIA	*resources*																
	personnel															1	1
BLM	*resources*																
	personnel															0	0
C&L	*resources*												1				
	personnel												3			0	3
FS	*resources*												1				
	personnel												3			0	3
OTHR	*resources*													1			
	personnel													1		5	6
52. Total	*resources*												2	1			
	personnel												6	1		6	13

Block 52. Total Resources

Includes the sum total of resources for each column (highlighted in **ORANGE** above). This includes the total from Blocks 49, 50, and 51. This should include the total number of *resources* from Block 49, as personnel totals will be counted under Block 51.

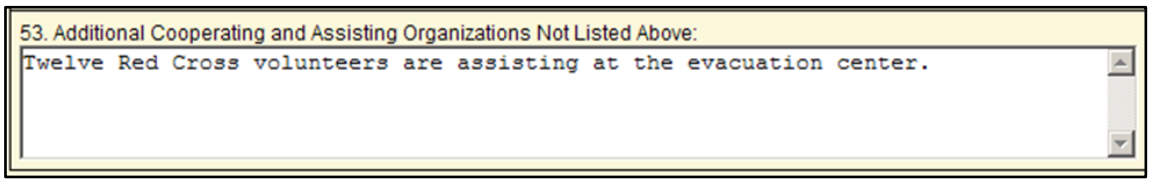
Total Resources (engines, crews, helicopters, etc.) are automatically calculated in the online application.

Block 53. Additional Cooperating and Assisting Organizations Not Listed Above

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

Do not repeat any resources counted in Blocks 48 – 52, unless explanations are needed for groupings created under Block 48 **Agency or Organization**.

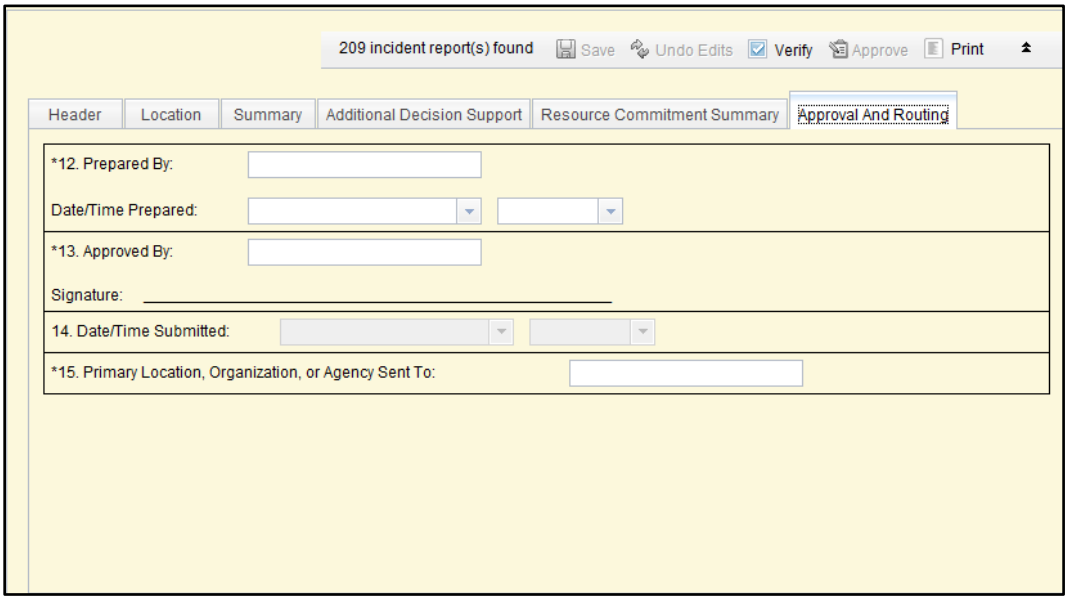
Examples may include the Red Cross, utility companies, or state agencies that are being grouped together.



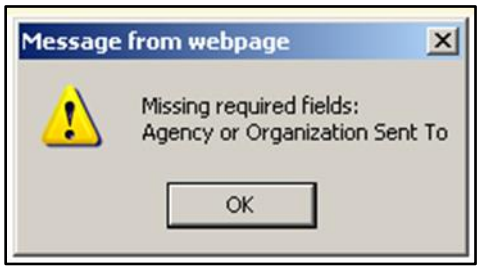
Click **Save** at the top of the page after you verify the information in Blocks 48-53 is correct. You can select another tab or log off the application.

Approval and Routing Procedures

Use the Approval and Routing tab to obtain approvals and develop routing procedures for the 209.



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



Field Descriptions

*Block 12. Prepared By **

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.

Include the ICS position of the person preparing the 209. (e.g. Kent Ellett, SITL).

Date/Time Prepared

Select a date and time from the respective drop-down lists once the document is prepared.

*Block 13. Approved By **

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. Also include the approver's title on the 209. (e.g. Mike Butteri, FMO-TDAD).

> **Caution:** The 209 cannot be viewed from the Reports function of the application until this block is completed. Use the **Print for Signature** link to print a draft of the 209 for review and approval by the approving official before final submission to the database. A warning message appears when Blocks 12 and 13 are not completed.

Block 14. Date/Time Submitted

The application automatically generates the date/time stamp when the electronic report is finalized and submitted. This information is not entered by the user and is grayed out. See example above.

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

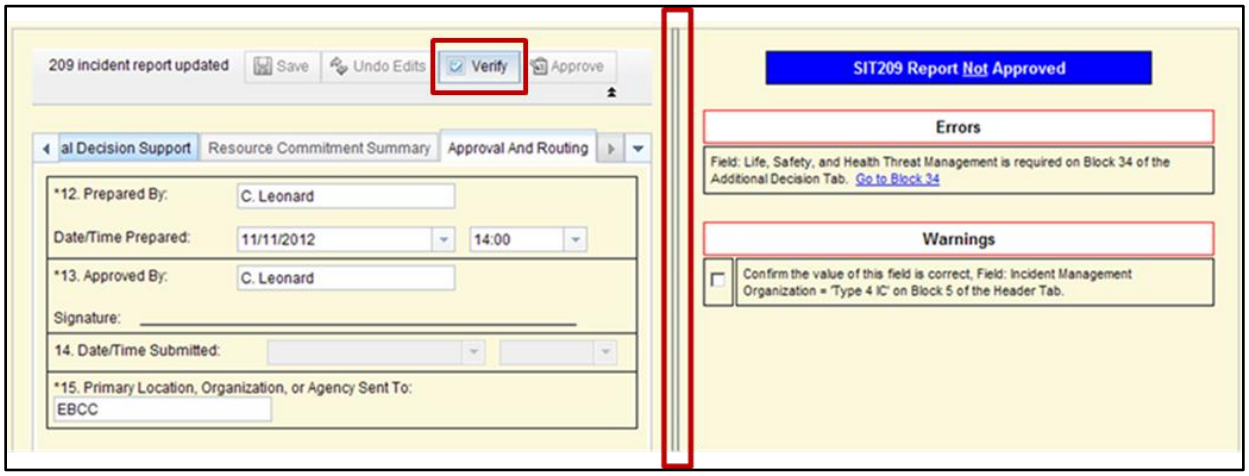
Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially. See example above.

> **Note:** When printing a hard copy report, be sure that your printer is compatible with Cognos Reports application. Some printers may experience problems exporting to Adobe PDF, resulting in a large print file size. Refer to **Printing Reports** section of this Guide for more information.

Verification

Before a 209 report can be finalized following approval, information entered in the report must be verified for accuracy, omissions, errors and other discrepancies. Any inconsistencies or errors are flagged, and must be corrected before the document can be finalized.

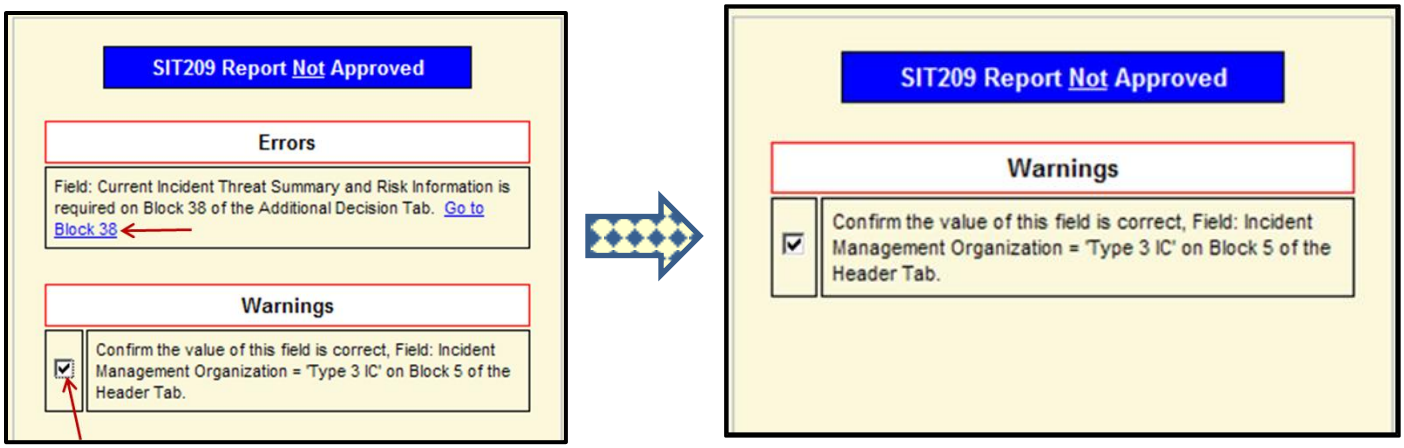
Verification is done in the **SIT/209 Report Not Approved** pane of the application. To adjust this pane, use the computer mouse to grab and slide the divider (shown in the red box below) to the left to maximize, or to the right to minimize a window pane. The verification pane is visible on the right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



Verification Outputs

The application reports two kinds of output when the SIT209 data is not verified.

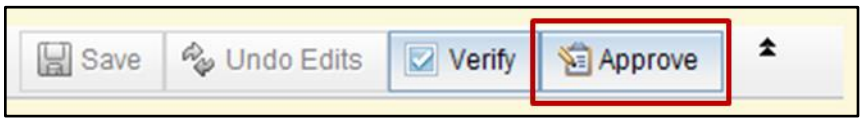
- **Errors** are items that must be corrected before a report can be approved. Each error will identify the block number (arrow) where the error occurred. The nature of the error is also noted. Click the blue text link to go to that block and correct the error (see graphic below).
- **Warnings** are discrepancies found in information entered into the application. For example, possibly too many zeroes entered in a field. Warnings simply ask if the information entered in certain key blocks or fields is accurate. If so, then click the check box to the left of the warning statement to indicate that the information entered is accurate (see graphic below). If the information is not accurate, return to that block or field and correct the information. Be sure to save the changed or corrected information before exiting the tab.
- **Status Bar Messages** need to be read as well. The application will approve the document, however if there are error messages in the Status Bar the information from the document will not flow through IRWIN and into other pertinent applications.



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

To complete the Verification process:

1. Click **Verify** (shown above) to perform the 209 information verification check. Verification must be performed before final approval and submission is allowed by the 209 application. The application performs a data verification process and shows the errors or discrepancies found in the Verify pane – see example below.
2. Correct any reported Errors and/or Warnings when the SIT209 Report is not approved.
3. Click **Verify** a second time to submit the SIT209 Report.
4. When the report is ready for submission, click **Approve**.



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

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

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

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

Updated 3/1/2016

Appendix A: Incident Status Summary

Purpose: To support the needs of the incident, the Incident Status Summary (209) collects basic incident decision support information at the incident level. The 209 is the primary mechanism for reporting incident decision support information above the incident level to incident coordination centers, support organizations, and agency/organizational managers and executives. As such, the 209 contains basic information elements needed to support decision-making at all levels above the incident to support the incident. Decision-makers may include not only the agency having jurisdiction, but also all Multiagency Coordination System (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, local, tribal, county, State, and Federal agencies. Once 209 information is submitted from the incident, decision-makers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

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

Use the 209 for reporting information about significant incidents. 209 is not intended for reporting every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention.

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

Reporting Requirements: The 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, and so forth. Agencies or organizations may set their own reporting requirements so verify your jurisdiction’s or discipline’s policies, mobilization guide, or preparedness plans. Units should develop consistent 209 reporting parameters used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, and so forth.

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

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

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

Preparation: When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the 209 at the incident. On other incidents, the 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident with the best possible, currently available, and verifiable information at the time it is completed and signed.

Updated 3/1/2016

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

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

When electronic data is submitted with the 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, and so forth. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time and should follow existing naming conventions and standards.

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

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

- All completed and signed original 209 forms must be given to the incident's Documentation Unit to be maintained as part of the official incident record.
- To promote flexibility in the application, only a limited number of 209 blocks are typically required, and most of those are required only when applicable.
- For the purposes of the 209, responders are those personnel who are assigned to an incident or who are part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organization personnel, and contract employees (such as caterers.)

Appendix B: NIMS 209 Paper Form

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

Updated 3/1/2016

INCIDENT STATUS SUMMARY (ICS 209)

***1. Incident Name:**			***2. Incident Number:**	
***3. Report Version** (check one box on left): O Initial O Update O Final Rpt # (if used):	***4. Incident Commander(s) & Agency or Organization:**		**5. Incident Management Organization:**	***6. Incident Start Date/Time:** Date: Time: Time Zone:
7. Current Incident Size or Area Involved (use unit label – e.g., "Acres", Square Miles"):	**8a. Percent (%) Contained or Completed:** _____ **b. Total % of Perimeter that will be Contained or Completed** _____	***9. Incident Type:** ***Cause:** ***Strategy:** %	**10. Incident Complexity Level:**	***11. For Time Period:** From Date/Time: To Date/Time:

*Strategy:	%
Monitor	
Confine	
Point Zone Protection	
Full Suppression	

Approval & Routing Information

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

Incident Location Information

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

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):

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

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.):

A. Structural Summary	B. # Threatened (up to 72 hrs)	C. # Damaged	D. # Destroyed
E. Single Residences			
F. Multiple Residences			
G. Mixed Commercial / Residential			
H. Nonresidential Commercial Property			
I. Other Minor Structures			

ICS 209, Page 1 of ____

** Required when applicable.*

Additional Incident Decision Support Information

31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	**32. Responder Status Summary:**	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:			*C. Indicate Number of Responders Below:*		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Evacuated		
I. Sheltering in Place (note if estimated)			I. Sheltering in Place		
J. In Temporary Shelters (note if est.)			J. In Temporary Shelters		
K. Have Received Mass Immunizations			K. Have Received Immunizations		
L. Require Immunizations (note if est.)			L. Require Immunizations		
M. In Quarantine			M. In Quarantine		
N. Total # Civilians (Public) Affected:			*N. Total # Responders Affected:*		

33. Life, Safety, and Health Status/Threat Remarks:

35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):

***34. Life, Safety, and Health Threat Management:**	Check if Active
A. No Likely Threat	O
B. Potential Future Threat	O
C. Mass Notifications in Progress	O
D. Mass Notifications Completed	O
E. No Evacuation(s) Imminent	O
F. Planning for Evacuation	O
G. Planning for Shelter-in-Place	O
H. Evacuation(s) in Progress	O
I. Shelter-in-Place in Progress	O
J. Repopulation in Progress	O
K. Mass Immunization in Progress	O
L. Mass Immunization Complete	O
M. Quarantine in Progress	O
N. Area Restriction in Effect	O
	O
	O
	O

***36. Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

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

ICS 209, Page 2 of ____	** Required when applicable.*

Additional Incident Decision Support Information *(continued)*

***38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond**. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours:** **24 hours:** **48 hours:** **72 hours:**
39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: **12 hours:** **24 hours:** **48 hours:** **72 hours:**
40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to: 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**
41. Planned Actions for Next Operational Period:
42. Projected Final Incident Size/Area (use unit label – e.g., "Acres", "Square Miles"):
43. Anticipated Incident Containment or Completion Date:
44. Projected Significant Resource Demobilization Start Date:
***45. Estimated Incident Costs to Date:**
46. Projected Final Incident Cost Estimate:
47. Remarks (or continuation of any blocks above – list block number in notation):

ICS 209, Page 3 of ____	** Required when applicable.*

Incident Resource Commitment Summary

48. Agency or Organization:	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):																		50. Additional Personnel not assigned to a resource:	51 Total Personnel (include those associated with resources – e.g., aircraft or engines- and individual overhead):
52. Total Resources:																				

53. Additional Cooperating and Assisting Organizations Not Listed Above:

ICS 209, Page ____of ____	** Required when applicable.*

Appendix C: ICS-209, Block by Block Instructions

Block Number	Block Title	Instructions
*1	**Incident Name:**	**REQUIRED BLOCK.** • 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:**	**REQUIRED BLOCK.**
		• Enter the local incident identifier.
		• Wildfires are generally by protecting unit.
		• Examples include:
		  ○ A computer-aided dispatch (CAD) number.
		  ○ An accounting number.
		  ○ A county number.
		  ○ A disaster declaration number.
		  ○ A combination of the State, unit/agency ID, and a dispatch system number.
		  ○ A mission number.
		  ○ Any other unique number assigned to the incident and derived by means other than those above.
		• Make sure the number entered is correct.
		• Unit identifiers must exist in the database to be valid for entry in this program.
		• Do not use the same incident number for two different incidents in the same calendar year.
		• Subordinate incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
		• Contact the GACC Intelligence Coordinator for any Incident Number changes.

*3	**Report Version** (check one box):	**REQUIRED BLOCK.** • 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".

Block Number	Block Title	Instructions
	☐ Initial	Check “Initial” if this is the first ICS 209 for this incident.
	☐ Update	Check “Update” if this is a subsequent report for the same incident.
	☐ Final	• 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:**	**REQUIRED BLOCK.** • 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:**	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.
***6**	**Incident Start Date/Time:**	**REQUIRED BLOCK.** This is always the start date and time of the incident (not the report date and time or operational period).
	Date:	Enter the start date (month/day/year).
	Time:	Enter the start time (using 24-hour clock time) 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”):	• 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**	• Enter the incident’s percentage containment or completion achieved as of the end of the reporting period. ○ 100% represents full attainment of the incident’s current operational

Block Number	Block Title	Instructions
	Completed:	objectives. ○ 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:	• Enter the percentage of the total perimeter that is to be contained or completed by management actions under the current strategy. ○ 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.**
		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.
***9**	**Incident Type:**	**REQUIRED BLOCK.** Select a general definition of the incident in this block by using the drop-down menu.
	Incident Description:	Allows more detailed description of the incident. (For example: If Incident Type is "Biological Outbreak," description might say "Swine flu epidemic.")
	Cause:	**REQUIRED BLOCK.** Select the cause (Human, Lightning/Natural, Other, Unknown) from the drop-down list. • 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".

Block Number	Block Title	Instructions
	Fire Suppression Strategy:	**REQUIRED BLOCK.** Pick the predominant (single) management strategy. Multiple strategies can be selected, but only if they are significant. • **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:**	**REQUIRED BLOCK.** 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: • **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

Block Number	Block Title	Instructions
		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. • **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:**	**REQUIRED BLOCK.** • 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:	✓ Enter the beginning date for this reporting period. ✓ Enter the time (using the 24-hour clock).

Block Number	Block Title	Instructions
	To Date/Time:	✓ 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:**	**REQUIRED BLOCK.** When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center or another staff person or manager.
	Print Name:	Print the name 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:**	**REQUIRED BLOCK.** When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name:	Print the name 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:**	**REQUIRED BLOCK.** Program generated date/time stamp – no data entry by user.
***15**	**Primary Location, Organization, or Agency Sent To:**	**REQUIRED BLOCK.** 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.
INCIDENT LOCATION INFORMATION		
• 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.		

Block Number	Block Title	Instructions
• 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.** • 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.** • 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:**	• 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. • **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.** • 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.** • 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:**	• 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.
24	**Legal Description**	• Enter the legal description where the incident's point of origin, if available and commonly used by the agencies/jurisdictions with primary

Block Number	Block Title	Instructions
	(township, section, range):	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):	**REQUIRED BLOCK.** • 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:**	• 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):	**If geospatial data is available, provide the following information:** • 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):	**REQUIRED BLOCK.** Describe fire behavior or significant events since the last report. **Do not** use this block for anticipated incident events, behavior or movement. • 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 *anticipated* 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).
***29**	**Primary Fuel Model, Materials, or Hazards Involved** (hazardous chemicals, fuel types, infectious agents, radiation, etc.):	**REQUIRED BLOCK.** Enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • 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.

Block Number	Block Title	Instructions
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.):	• 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.
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION		

Block Number	Block Title	Instructions

31	**Public Status Summary:**	• 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.
		• ***Do not estimate fatality information*.**
		• 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 *not directly responsible* 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 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>
		
		<u>Handling Sensitive Information</u>
		• 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	• 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	• 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.
	C. Indicate Number of Civilians (Public) Below:	• 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.

Block Number	Block Title	Instructions
	D. Fatalities	• Enter the number of *confirmed* 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.

Block Number	Block Title	Instructions
32	**Responder Status Summary:**	• 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. • ***Do not estimate any fatality information or responder status information.*** • 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 *not directly responsible* 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. **<u>Handling Sensitive Information</u>** • 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	• 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.
	C. Indicate Number of Responders Below:	• For lines 32D–M below, enter the number of responders relevant for each category. • Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* responder fatalities. • See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.

Block Number	Block Title	Instructions
	E. With Injuries/Illness	• Enter the number of incident responders with serious injuries or illnesses due to the incident. • *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.
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:**	• 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:**	**REQUIRED BLOCK.** • Check any applicable blocks in 34A-N based on currently available information regarding incident activity potential. • ***If B through N don't pertain to your incident, check A, No likely Threat.*** • 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	• 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	**Weather Concerns**
	(synopsis of current and predicted weather; discuss related factors that may cause concern):
		• 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:
		  ○ 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**	**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: **12 hours:** **24 hours:** **48 hours:** **72 hours:** **Anticipated after 72 hours:**	**REQUIRED BLOCK.** • 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	**Strategic Objectives** (define planned end-state for incident):	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). • 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	**Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours:** **24 hours:** **48 hours:** **72 hours:** **Anticipated beyond 72 hours:**	**REQUIRED BLOCK.** 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.

Block Number	Block Title	Instructions

39	**Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:
	12 hours:
	24 hours:
	48 hours:
	72 hours:
	Anticipated after 72 hours:
		• List the specific critical resources and numbers needed, in order of priority. *Be specific as to the need.*
		• 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:
		  ○ **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.
		  ○ 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	**Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:** 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**	• 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	**Planned Actions for Next Operational Period:**	• Provide a short summary of actions planned for the next operational period. • Examples: o "The current Incident Management Team will transfer command to another IMT." o "Continue holding Division A." o "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports." o "Continue refining mapping of the recovery operations and damaged assets using GPS." o "Initiate removal of unauthorized food vendors."
42	**Projected Final Incident Size/Area** (use unit label – e.g., "Acres", "Square Miles"):	• 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	**Anticipated Incident Containment or Completion Date:**	• 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 significant resource demobilization is anticipated.
***45**	**Estimated Incident Costs to Date:**	**REQUIRED BLOCK.** • 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:**	• 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):	• 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:
		  ○ 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:**	• 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.
		  ○ 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:
		  ▪ *Resource:* Type 2 Helicopters…3/8 (indicates 3 aircraft, 8 personnel).
		  ▪ *Resource:* 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):	• **For each agency enter the number of resources in the top row for that agency. In the second row for that agency, enter the number of personnel assigned to those resources.**
		  ○ For example: If there are 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.
		  ○ 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.
		  ○ 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:
		  ▪ Resource: Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel).
		  ▪ Resource: 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:	• List the number of *additional* overhead and other personnel by agency or organization **that are not assigned to a specific resource listed in Block 49**. • 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
	- *and* individual overhead):
		• **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>:
		  ○ 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:**	• 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 *resources* 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:**	• 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).