



### INCIDENT STATUS SUMMARY

#### PURPOSE

The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decision making at all levels above the incident to support the incident. Decision makers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, district, provincial or national agencies. Once ICS 209 information has been submitted from the incident, decision makers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, provincial, and national levels as it is needed to facilitate support.

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

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delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

**Reporting Requirements:** The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission.

#### PREPARATION

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

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files.

#### DISTRIBUTION

ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain



### INCIDENT STATUS SUMMARY - CONTINUED

sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

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

#### NOTES

- Most fields are optional to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who components of the response community as defined by BVFD Incident Management Protocols or by JIMCOM. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.

| NO.   | TITLE.  | INSTRUCTIONS.   |
|-------|---|---|
| 1     | Incident Name / Number                              | Enter the name / number assigned to the incident. If the incident is a Complex, use the word 'Complex' at the end of the incident name.   |
| 2     | Incident Type                                       | Enter the type of incident. Eg: wildfire, flood, etc.   |
| 3     | Incident Commander                                  | Enter the name of the Incident Commander for this Operational Period  |
| 4     | Date Prepared                                       | Enter date prepared (day/month/year).   |
| 5     | Time Prepared                                       | Enter the time prepared (Use 24-hour clock).  |
| 6     | Operational Period (Date/Time)                      | Enter the Start and End of the Operational Period including date and time.  |
| 7-28  | All Titles Self Explanatory (except for thos below) | Enter the details as required. Not all sections need to filled in, only those relevant to the incident status.  |
| 9     | Disaster Declaration Information                    | Normally a message from the Premier or Civil Authority.   |
| 12    | Fatalities / Casualties                             | Enter the number and when listing casualties, list type of casualty using Triage system.  |
| 17    | Pollution/Contamination/Spillage                    | Under contaminant type, BBL stands for Barrel.  |
| 18    | Species Affected                                    | If the species to be listed is OTHER, write in Species Type next to OTHER.<br>If the number of human or species fatalaties is not yet known write UNK (Uknown)<br>DO NOT ESTIMATE.  |
| 20-21 | Operations and Emergency Support Fields (ESF)       | Use the following suggestions for entering information. <ul style="list-style-type: none"> <li>• Use CLEAR language, do not use slang or abbreviations.</li> <li>• Enter any details to accomodate for additional resources under the relvant block.</li> <li>• List the main contact for the appropriate resource.</li> <li>• Group similar resources and employ Span of Control to manage communications.</li> <li>• Enter all relevant details, such as Leadership Name, Contact Details, Radio Frequency, Special Skills or Capabilities, etc.</li> <li>• If possible list by Kind and Type.</li> <li>• ONLY enter resources that have been assigned to the incident, that have arrived and have been checked-in.</li> <li>• DO NOT include resources that have been ordered but not yet arrived or been checked-in.</li> </ul> |
| 28    | Distribution  | List all personnel who will be recieving the ICS 209 by Position and Name.  |
| 29    | Prepared By   | Enter the name, position, date and time of the person completing the ICS 209.   |
| 30    | Approved By   | Enter the name, position, date and time of the person approving the ICS 209.  |



| 1. INCIDENT NAME / NUMBER |
|---------------------------|
|                           |

| 4. DATE PREPARED |  | 5. TIME PREPARED |  |
|------------------|--|------------------|--|
| DATE             |  | TIME             |  |

| 2. INCIDENT TYPE |
|------------------|
|                  |

| 6. OPERATIONAL PERIOD (DATE / TIME) |  |    |  |
|-------------------------------------|--|----|--|
| FROM                                |  | TO |  |

| 3. INCIDENT COMMANDER |
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|                       |

| 7. INCIDENT LOCATION / MAP COORDINATES |
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| 8. DESCRIPTION OF INCIDENT |
|----------------------------|
|                            |

| 9. DISASTER DECLARATION INFORMATION |
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|                                     |

| 10. CURRENT SITUATION |
|-----------------------|
|                       |

| 11. CURRENT WEATHER |  |             |  |                |  |          |  |
|---------------------|--|-------------|--|----------------|--|----------|--|
| WIND SPEED          |  | TEMPERATURE |  | WIND DIRECTION |  | RH       |  |
| SUNRISE             |  | SUNSET      |  | HIGH TIDE      |  | LOW TIDE |  |

| 12. FATALITIES / CASUALTIES (DO NOT ESTIMATE) |
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| 13. EXTENT OF DAMAGE |
|----------------------|
|                      |

| 14. EVACUATION STATUS (SPECIFY)       |   |                      |
|---------------------------------------|---|----------------------|
| MANDATORY / PRECAUTIONARY / VOLUNTARY | NOTE SPECIFIC SUBURBS, LOCATIONS OR COORDINATES | ESTIMATED POPULATION |
|                                       |   |                      |
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| EXPLANATORY NOTES |
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17. POLLUTION / CONTAMINATION / SPILLAGE

| SIZE OF AFFECTED AREA | NAME OF LOCATION / COORDINATES OF AFFECTED AREA |
|-----------------------|---|
|                       |   |

| VOLUME SPILLED   |  | TYPE                    | LAST 24 HOURS | TOTAL |
|------------------|--|-------------------------|---------------|-------|
| LAST 24 HOURS    |  | RECOVERED LIQUIDS       |               |       |
| TOTAL TO DATE    |  | EVAPORATION             |               |       |
|                  |  | DISPERSION              |               |       |
| VOLUME RECOVERED |  | BURNED                  |               |       |
| LAST 24 HOURS    |  | LAND BASED, CONTAINED   |               |       |
| TOTAL TO DATE    |  | LAND BASED, UNCONTAINED |               |       |
|                  |  | SEA BASED, CONTAINED    |               |       |
| VOLUME LOST      |  | SEA BASED, UNCONTAINED  |               |       |
| LAST 24 HOURS    |  | WASHED ONSHORE          |               |       |
| TOTAL TO DATE    |  | OTHER                   |               |       |

| CONTAMINANT TYPE     | RECOVERED | STORED | DISPOSED OF |
|----------------------|-----------|--------|-------------|
| OIL (BBL)            |           |        |             |
| OILY LIQUIDS (BBL)   |           |        |             |
| LIQUIDS (BBL)        |           |        |             |
| OILY SOLIDS (TONS)   |           |        |             |
| SOLIDS (TONS)        |           |        |             |
| HAZMAT SOLIDS (BBL)  |           |        |             |
| HAZMAT LIQUIDS (BBL) |           |        |             |

| DEGREE OF CONTAMINATION | DISTANCE AFFECTED | DISTANCE CLEANED | DISTANCE REMAINING TO BE CLEANED |
|-------------------------|-------------------|------------------|----------------------------------|
| LIGHT                   |                   |                  |                                  |
| MEDIUM                  |                   |                  |                                  |
| HEAVY                   |                   |                  |                                  |
| TOTAL                   |                   |                  |                                  |

18. SPECIES AFFECTED

| ANIMAL TYPE | AFFECTED | CAPTURED | CLEANED | RELEASED | DOA | DIED IN FACILITY |             |
|-------------|----------|----------|---------|----------|-----|------------------|-------------|
|             |          |          |         |          |     | EUTHANIZED       | OTHER CAUSE |
| BIRDS       |          |          |         |          |     |                  |             |
| MAMMALS     |          |          |         |          |     |                  |             |
| REPTILES    |          |          |         |          |     |                  |             |
| FISH        |          |          |         |          |     |                  |             |
| OTHER       |          |          |         |          |     |                  |             |
| TOTAL       |          |          |         |          |     |                  |             |

| HUMANS AFFECTED  | LAST 24 HOURS | AFFECTED TOTAL | HUMAN DEATHS     | LAST 24 HOURS | DEATHS TOTAL |
|------------------|---------------|----------------|------------------|---------------|--------------|
| RESPONDER INJURY |               |                | RESPONDER DEATHS |               |              |
| PUBLIC INJURY    |               |                | PUBLIC DEATHS    |               |              |
| OTHER            |               |                | OTHER            |               |              |

COMMENTS



**19. CRITICAL RESOURCE NEEDS**

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**20. OPERATIONS**

**20/A. INFRASTRUCTURE (PUBLIC ASSISTANCE)**

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**20/B. STAGING**

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**20/C. AIR OPERATIONS**

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**20/D. HUMANITARIAN**

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**20/E. COMMUNICATIONS**

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**21. EMERGENCY SUPPORT FIELDS (ESF) OPERATIONS**

**21/A. ESF #1 TRANSPORTATION**

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**21/B. ESF #2 COMMUNICATIONS**

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**21/C. ESF #3 PUBLIC WORKS / ENGINEERING**

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**21/D. ESF #4 FIREFIGHTING**

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**21/E. ESF #5 EMERGENCY MANAGEMENT PLAN (LEMA)**

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**21/F. ESF #6 MASS CARE HOUSING / EMERGENCY ASSISTANCE / HUMAN SERVICES**

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23. PLANNING

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24. SAFETY

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25. SECURITY

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26. OTHER ISSUES OR NOTES

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27. JOINT INCIDENT OBJECTIVES FOR NEXT OPERATIONAL PERIOD

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28. DISTRIBUTION (NAME & POSITION)

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29. PREPARED BY (INCLUDE POSITION, DATE & TIME)

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|------|--|------|--|------|--|
| NAME |  | DATE |  | TIME |  |
|------|--|------|--|------|--|

30. APPROVED BY (INCLUDE POSITION, DATE & TIME)

|      |  |      |  |      |  |
|------|--|------|--|------|--|
| NAME |  | DATE |  | TIME |  |
|------|--|------|--|------|--|