INTERAGENCY SITUATION REPORT

User's Guide

February 2011

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INTRODUCTION

The Interagency Situation (SIT) Report Program is a web-based application that captures incident activity and resource status information in summary form intended for use by managers. Once the information has been submitted via the web site, it can be accessed and utilized at local Dispatch Offices, Geographic Area Coordination Centers (GACCs) and the National Interagency Coordination Center (NICC) to produce summary reports to be used by agency managers as a decision making tool. Agency information officers also use the reports to disseminate incident activity to the media and public.

GACCs have edit access to all of the Dispatch Offices within their area. Additionally, NICC has edit access to all Dispatch Offices and GACCs.

The SIT Report is prepared on a daily basis at National Preparedness Level 2 and above, or when significant activity occurs. Please refer to Chapter 20 of your Geographic Area's Mobilization Guide and the National Interagency Mobilization Guide for more specific reporting requirements for the SIT Report.

USER SUPPORT
Technical support for the SIT Report Program can be found through the National Fire and Aviation Management (F&AM) Web Applications site (FAMWEB) or at the Fire Applications Help Desk. Contact the Help Desk at 1-800-253-5559 or (208) 387-5290 or via e-mail at: fire_help@fs.fed.us. Calls to the Help Desk are handled 24 hours a day. After normal business hours (7:30am – 5:00pm Mountain Time) leave a message, and the on-call duty officer will return your call.

If you have questions on data entry, what to report, program access, etc., contact your local dispatch center or your Geographic Area Intelligence Coordinator/Officer.

TROUBLESHOOTING
Specific instructions are explained in this User's Guide for many of the data entry and program features. In some cases, instructions must be followed carefully for the program to work. 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 GACC.

If you lose Internet connection while in the program, reconnect and then click the **"Submit"** button. You should **not** lose any of the data you entered before being disconnected.

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ACCESS TO THE SIT REPORT PROGRAM

The SIT Report Program is accessible via the internet through the National Fire and Aviation Management Web Applications site (FAMWEB). Microsoft Internet Explorer is the preferred browser for completing the SIT Report. Other browsers may be used but note that there may be difficulties and the site could look slightly different when viewed in each browser.

The SIT Report Program shares incident information with the ICS-209 (209) Program for data entry, summaries and reports. It is important to maintain and protect the security of the program. User names and passwords are assigned to individuals, and should be protected. **Not under any circumstance should a user name or password be shared with the public or the media as this is a government program.**

To get to the SIT Report Program on the FAMWEB site, you will need to enter the site via the URL-- **http://fam.nwcg.gov/fam-web/**. The image below is an example of what the website looks like.

The SIT Program is hosted in a website environment on a server at the U. S. Department of Agriculture's National Information Technology Center (NITC) at Kansas City. You will need to have a FAMWEB Logon ID and password in order to gain access to the program.

REQUESTING A NEW ACCOUNT
To apply for a new FAMWEB Logon ID for SIT, click on the "**FAMWEB Logon Request**" link located on the left menu.

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

- ❖ Your User Name is **case sensitive**: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB.   It is recommended that the User Name be the person's first name initial, middle name initial and last name (or portion of last name). A numeral may also be included for very common names to avoid duplication.
- ❖ Your Password is **case sensitive**: must be at least 12 characters, but no more than 14; must contain three of the following: at least one number; one symbol such as ~, #, $, excluding \, (, %,), /, @, ', and "; one upper case letter; one lower case letter; and cannot have been used previously.
- ❖ Fill in all boxes completely. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected.
- ❖ Check the box for SIT Access.
- ❖ In the Comment field, please describe your tasking with FAMWEB (e.g., what unit you are with and what organizational data you are responsible for, etc.)
- ❖ Passwords will expire every 60 days. Each user is responsible for managing their own password.

Once you have registered, contact your GACC Intelligence Coordinator to activate your account.

If you need help getting a Logon ID and password, contact the Applications Help Desk at 1-800-253-5559 or (208) 387-5290.

Users who currently have access to the FIRESTAT, AMIS, AWSR and ARS Programs need to call their GACC Intelligence Coordinator/Officer to get access to the SIT

Program. Current application users that move from one location to another and continue to need access to the SIT Program for the new area need to call the GACC Intelligence Coordinator/Officer for that area to obtain access.

LOGGING ON TO THE SIT REPORT PROGRAM
From the FAMWEB home page, click on the "**Log On**" link located on the left menu, as shown below.

A dialog box, as shown to the right, will pop up asking for your User Name and Password.

If the pop-up box does not appear, be sure to turn off pop-up blocker settings for this site, then try again.

Enter your "**User Name**" and "**Password**".

Click the **"Log on"** button.

FAMWEB

Logon Required

This is a United States Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person constitutes consent to these items.

Please enter your User Name and Password to log on.

| User Name | |
| Password | |

[Log on]

Note: Processing may take a few moments to set all security features. Please do not click the Log on button more then once.

If you logged on to FAMWEB successfully, your name and last logon information will be located in the upper right corner of the main page, shown below

Click on the "**SIT Report**" link on the left menu.

Once you are at the Welcome to SIT screen, as shown below, you can select from the **"Reports"**, "**Data Entry"**, and "**Setup**" functions. The "**FAMWEB Home Page"** button will take you back to the FAMWEB home page.

Individual access rights to the program determine which buttons will appear on the screen.

- **"Report"** authority only allows the user to run reports.
- **"Data Entry"** authority gives the user data entry access.
- **"Setup"** authority allows that user to add and update/delete levels of security/access, as well as dispatch offices and units.

For more information about user authority please refer to Section VI. Site Management.

SITE NAVIGATION

To navigate within the SIT Program you can use either a mouse or a combination of keys including the Tab key. The Tab key can be used to navigate through the main web site. Using your mouse to navigate will allow you to move forward and backward through the data entry screens. You can also use your mouse to scroll up and down or from left to right within a screen in order to view the rest of the data entry fields.

Once you are in the Data Entry portion of the program you will see a row of tabs on the top of each screen with the name of the current screen highlighted.
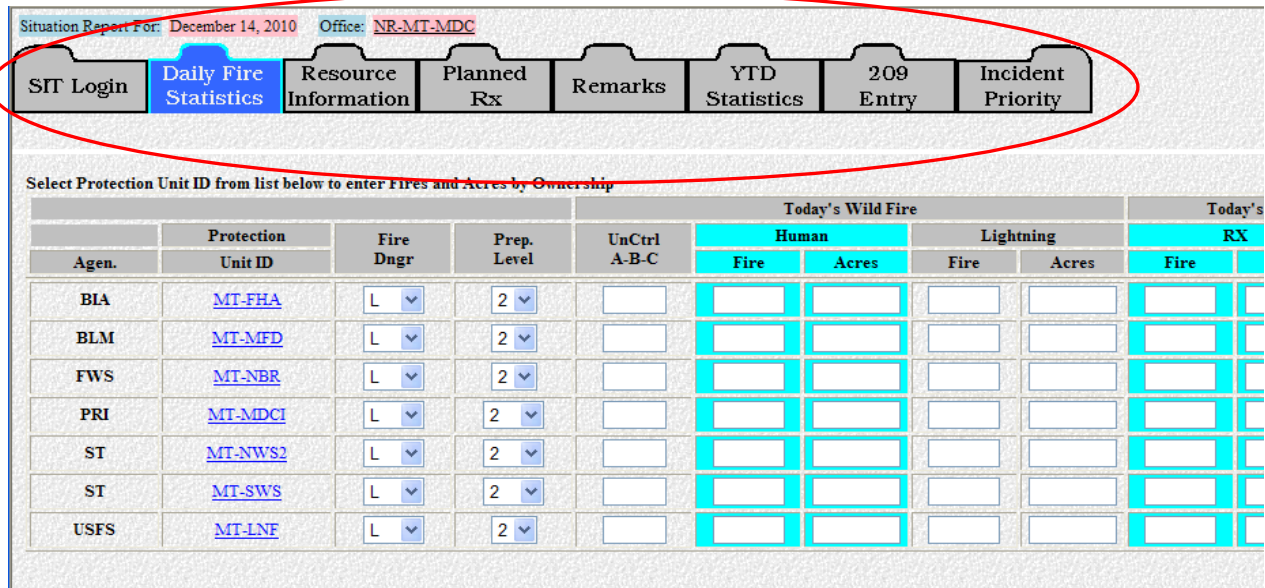
You can move from screen to screen without entering data by simply using your mouse to click on the appropriate tab. A window, like the one shown below, will pop up.
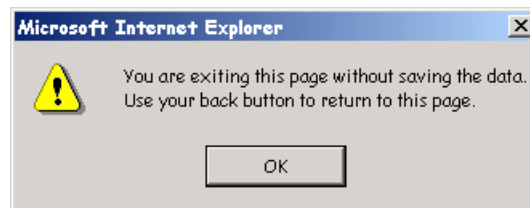
Clicking the **"OK"** button will take you to the tab you selected. Using your **"Back"** button on your browser will return you to the screen you just left.

To use the keyboard for the Data Entry screens:

- Use the **mouse** and the **Tab** key to move from field to field. The **Tab** key will advance you to the next field.
- Pressing the **Shift** and **Tab** keys simultaneously will move you back to the previous field.

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ENTERING SIT DATA

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

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

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

Use the following tips for effective data entry:

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

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

- ❖ If you made changes to the active screen and do not "**Submit Data"** from the screen you are leaving, a window, like the one shown below, will pop up.
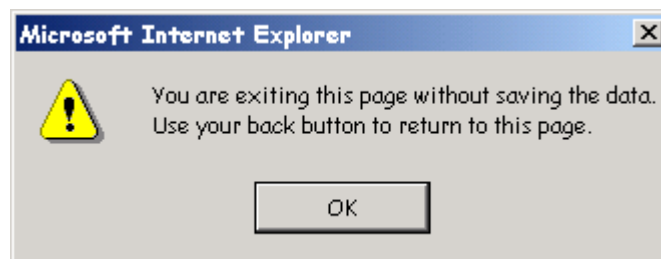
Click the **"OK"** button. This will take you to the next tab. Use your **"Back"** button on your browser to return to the previous tab. You will get this window again. Clicking the **"OK"** button will take you to the screen you just entered data. Click the **"Submit Data"** button to save that data.

❖ If you forget to submit the "Year-to-Date Statistics" screen, even though you submitted all of the previous screens, any new fire/acre or resource status information you entered will not be carried forward and will not show up in the reports.

❖ Certain fields have pull-down lists (marked with down arrows) that will let you select from the different choices available with a click of your mouse. Also within these fields, entering the first letter of the value you are looking for will let you scroll through the various choices.
  • **Example:** If you want to find Type 2 Crews in the list of resource types, pressing the letter "C" will take you to the first resource that starts with "C" and will allow you to scroll through the resource types that begin with "C" or if you press "C" again, it will jump to the next resource that begins with "C".

❖ Some fields within the SIT Program will automatically clear each calendar day (e.g., numbers of new fires and acres), while other fields will carry over values from the previous report (e.g., Fire Danger, Preparedness Level, Resource information). When editing fields that already contain data, you need to highlight the existing data and then enter the new data. **The program does not type over old data.**

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

Press **"OK"** to go back and make the correction.

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

When you're ready to begin entering SIT information:
- Log on to **SIT**.
- The date will default to the current day's date in Central Time. If the current time is past 2400 Central Time, you must change the date back to the current date in your time zone.

- Select the desired dispatch office for which you are reporting.

The SIT Welcome screen is shown below:

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

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

DAILY FIRE STATISTICS

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

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

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

| | | | | | Today's Wild Fire | | | | Today's | |
| | | | | | Human | | Lightning | | RX | |
Agen.	Protection Unit ID	Fire Dngr	Prep. Level	UnCtrl A-B-C	Fire	Acres	Fire	Acres	Fire	Acres
BLM	MT-BUD1	H	4							
BLM	MT-LED1	H	4							
PRI	MT-HDCI	H	4							
ST	MT-CES	H	4							
USFS	MT-HNF	H	4							

Submit Data　　　　　　　**All acre values will be rounded to the nearest acre**

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

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

Agency & Protection Unit ID
These fields will appear automatically, based on the units identified to have protection responsibility within your area.

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

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

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

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

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

Uncontrolled A-B-C fires by Protection Unit

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

Wildfire and RX activity by Protection Unit

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

Select the "**Protection Unit ID**" from the list to enter fire and acres by ownership.
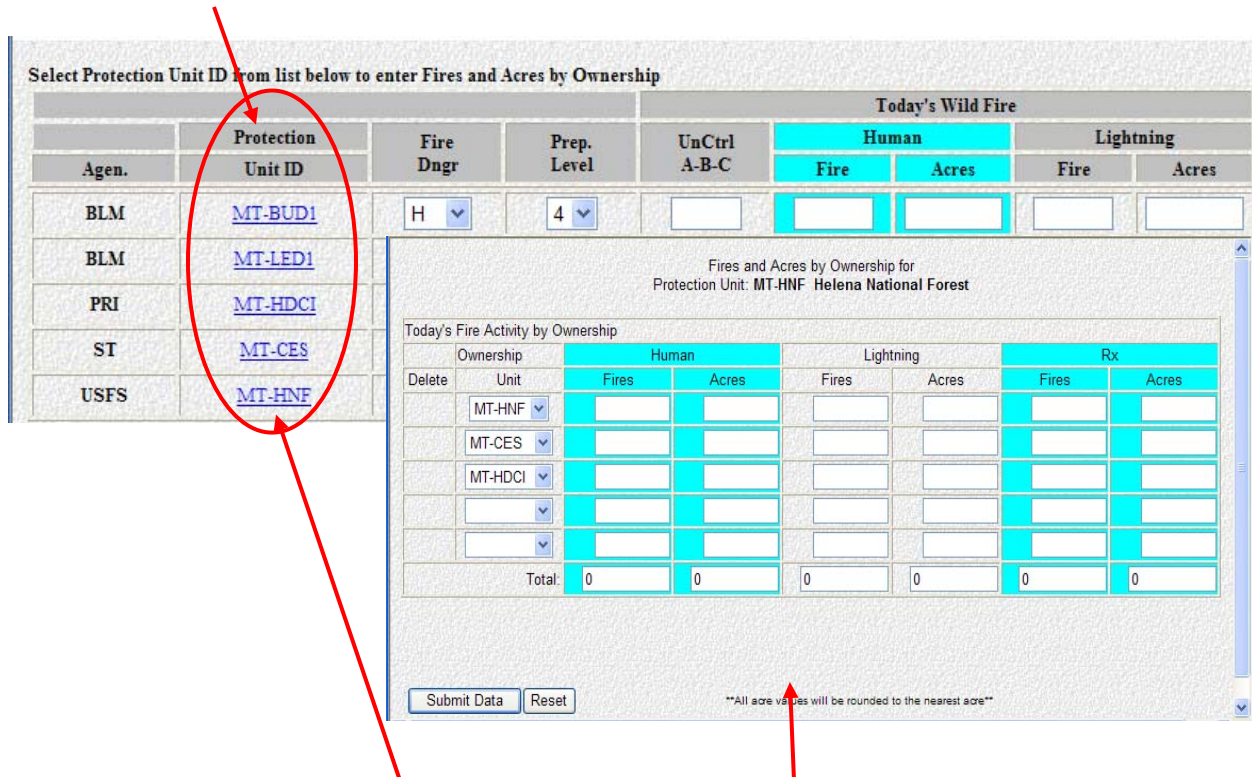
- **Example:** "MT-HNF" was selected. As shown above, a screen will open that will allow users to enter Fires and Acres by Ownership for the Protection Unit selected.

Today's Human Fires by Ownership

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

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

The number of new human-caused fires and new human-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.
- **Example:** 1 new human-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new human-caused fires, but yesterday's fire is now 400 acres in size. The report should show 0 new human-caused fires and 340 new human-caused acres burned.

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

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

The number of new lightning-caused fires and new lightning-caused acres burned do not necessarily relate to each other; it is quite common to have new acres burned with no new fires being reported.
- **Example:** 1 new lightning-caused fire was reported yesterday on the XYZ unit for 60 acres burned. Today, there were no new lightning-caused fires, but yesterday's fire is now 400 acres in size. The report should show 0 new lightning-caused fires and 340 new lightning-caused acres burned.

Today's RX (Prescribed) Fires by Ownership
This field automatically clears itself each day. Enter the number of new prescribed fires reported by land ownership for the reporting period. **Prescribed Fires are <u>defined as fires which are ignited by fire management personnel</u>**.

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

Today's RX (Prescribed) Acres by Ownership
This field automatically clears itself each day. Enter the number of new prescribed

acres reported by land ownership for the reporting period.

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

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

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

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

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

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

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

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

| | | | | | Today's Wild Fire | | | | Today's | |
| | | | | | Human | | Lightning | | RX | |
Agen.	Protection Unit ID	Fire Dngr	Prep. Level	UnCtrl A-B-C	Fire	Acres	Fire	Acres	Fire	Acres
BLM	MT-BUD1	H	4		1	1	0	0	0	0
BLM	MT-LED1	H	4		0	0	0	0	0	0
PRI	MT-HDCI	H	4		0	0	0	0	0	0
ST	MT-CES	H	4		2	4	0	0	0	0
USFS	MT-HNF	H	4		4	19	0	0	1	80

Submit Data   **All acre values will be rounded to the nearest acre**

RESOURCE INFORMATION

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

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

Unit	Agency	Resource	Available	Committed	Delete
MT-CES	ST	ENGS	2	2	No
MT-CES	ST	HEL2	1	0	No
MT-CES	ST	HEL3	1	0	No
MT-HNF	BIA	CRW2	0	1	No
MT-HNF	USFS	CRW1	0	1	No
MT-HNF	USFS	CRW2	1	1	No
MT-HNF	USFS	ENGS	4	3	No
MT-HNF	USFS	HEL3	1	0	No

Submit Data

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

➢ **Note**:   **Resources committed to large incidents are reported in the "209 Entry" section – not here**.

Unit
Click the pull-down menu to select from the choices available for your area of responsibility. The format for this field is: the 2-letter state identifier followed by the unit identifier. **Use the unit identifier of the unit the resource is assigned to, not the unit that owns it.**
- **Example:** A Type 1 crew from the Helena National Forest assigned locally would be entered as **MT-HNF**.
- **Example:** A Type 2 crew from the Flathead Agency (BIA) on assignment to the Helena National Forest would be entered as **MT-HNF** as well.

Agency
Click the pull-down menu to select the agency that owns the resource.
- **Example:** A Type 1 crew from the Helena National Forest assigned locally would be entered as **USFS**.
- **Example:** A Type 2 crew from the Flathead Agency on assignment to the Helena National Forest would be entered as **BIA**.

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

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

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

- ➢ **<u>Note</u>: Remember that you are projecting resources for the next day.**

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

Committed
Enter the number of resources committed for the unit and agency you selected. **Committed resources are <u>defined as those resources which are assigned to</u> <u>initial/extended attack incident(s) or prescribed fire projects on units for which</u> <u>you are reporting</u>.**

- **Resources that are committed to large incidents should <u>not</u> be reported here; they will be reported through the "209 Entry" screens.**

- **Resources that have been sent away to incidents outside your area of responsibility should not be reported until they return home.**

- **Resources from other units/areas assigned to any of your units should be reported from the time of their arrival (or projected arrival) until they are demobed.**

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

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

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

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

PLANNED RX (Prescribed) FIRES

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

> **Note:** Reporting procedures for **"Planned Rx"** fires differ from GACC to GACC. Current GACC reporting procedures are:

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

Click the **"New RX Fire"** button to create a record for a new project.
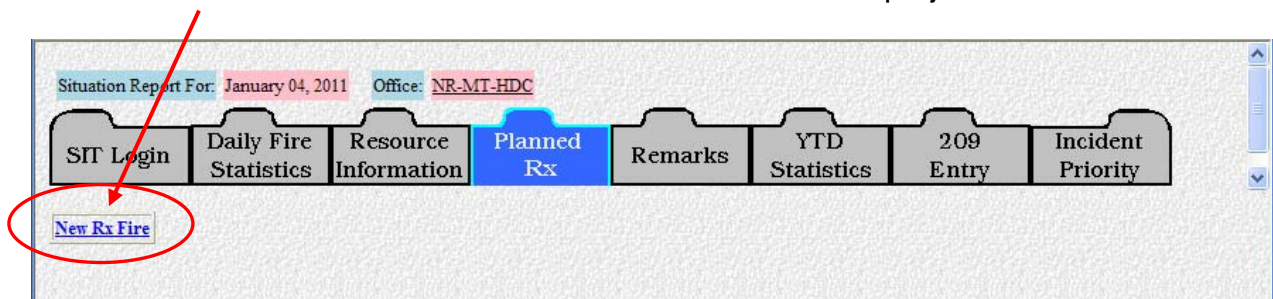
When you enter the "Planned RX" fires screen, you may see additional boxes across the top of the screen with the project name(s) as shown below. Clicking the project name link will open up the record. Many of the entries will not change over the course of the project; however, the Planned Start Date field should be reviewed daily and changed as needed.

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

Name
Enter the name for the project.

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

Planned Start Date
Enter the date in the format of MM/DD/YY.

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

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

Number of – Acres
Enter the total number of acres expected to be burned.

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

VOR Information
Enter the bearing, distance, and base or OMNI from the nearest VOR as you would normally enter it on a resource order.
- **Example:** 61, 6, HLN

Legal Description
Enter the Township, Range and Section for the point of origin.
- **Example:** T15N, R08W, Sec 15

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

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

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

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

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

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

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

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

REMARKS

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

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

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

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

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

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

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

YEAR-TO-DATE STATISTICS (YTD)

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

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

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

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

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

Adjusting YTD Totals

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

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

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

- Once you have made your changes on the Year-To-Date Fire Activity by Ownership screen, click the **"Submit Data"** button.

- Verify that the changes were accepted for that unit in the **"YTD Totals for xx/xx/xxxx (current date)"** line.

- Click the **"Submit Data"** button on the YTD Statistics screen to accept changes.

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

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

209 Entry

GENERAL – ICS-209 Data Entry Instructions

The Incident Status Summary (ICS-209) is used to report large wildfires and any other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner.

The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the ICS-209.

ICS-209 reporting criteria are as follows:

- **Wildfires Managed for Full Suppression:** for full suppression wildfires an ICS-209 will be required when that fire meets large fire criteria. Large fires are classified as being one hundred (100) acres or larger in timber fuel types, three hundred (300) acres or larger in grass or brush fuel types, or when a Type 1 or 2 Incident Management Team (IMT) is assigned. An ICS-209 will be submitted daily until the incident is contained.

- **Wildfires Managed for Point or Zone Protection/Limited Perimeter Control or Monitor/Confine/Contain:** an ICS-209 will be submitted for any wildfire that is expected to remain active for more than 72 hours. The minimum ICS-209 requirements for these types of incidents are:
  - Create an initial ICS-209; complete blocks 1 through 15 and block 42, Remarks.
  - Complete blocks 45 through 47, Approval Information (required for all ICS-209 reports).
  - If national shared resources are committed to the incident, complete Block 43, Committed Resources.
  - Completion of additional reporting blocks can be implemented to meet the needs of an incident or GACC.
  - An updated ICS-209 will be submitted weekly (Thursday) if no significant event change occurs.
  - An updated ICS-209 will be submitted more frequently after or in anticipation of a significant change event.
  - A complete ICS-209 will be required daily if a Type 1 or 2 IMT is assigned.

- **Other significant events:** classified as incidents in which significant commitment of wildland fire resources has occurred or when a Type 1 or 2 Interagency IMT has been assigned.

  - ➢ **Note:** Refer to your Geographic Area Mobilization Guide for additional reporting guidelines.

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

- **Screen #1:** ICS-209 Blocks 1-14 (Current Date, Initial/Update/Final information, Cause, Incident Commander, Latitude/Longitude, Descriptive Location, etc.)

- **Screen #2:** ICS-209 Blocks 15-33 (Size, Estimated Costs, Injuries/Fatalities, Structure Information, Threat to Human Life/Safety, Projected incident movement, Values at Risk, Critical Resource Needs, Significant Events, etc.)

- **Screen #3:** ICS-209 Blocks 34-42 (Projected Final Size, Estimated Final Costs, Actions planned for next operational period, Remarks, etc.)

- **Screen #4:** ICS-209 Blocks 43-44 (Committed Resources, Cooperating and assisting Agencies)

- **Screen #5:** ICS-209 Blocks 45-47 (Prepared By and Approval Information)

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

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

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

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

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

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

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

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

char count: ☐ (2000 max)

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

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

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

To use the keyboard for the Data Entry screens:

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

Use the following tips for effective data entry:

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

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

If you forget to click the **"Submit Data"** button before leaving a screen, an alert message (shown below) will pop up.
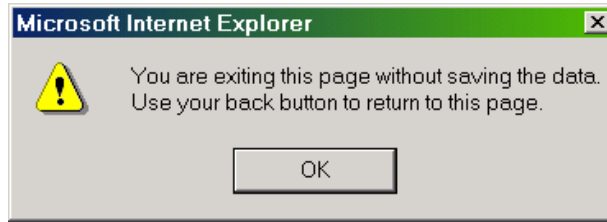
Click **"OK"**. This will take you to the next data entry screen. Use the **"Back"** button on your browser to return to the previous screen. You will see this window again. Clicking the **"OK"** button will take you to the screen you just entered data. Click the **"Submit Data"** button.

❖ Help Links for each data entry block exist. By clicking on any of the links a help screen explaining what information is needed for that specific block will appear. In the example shown below, a link to Block "33. Significant events today" was clicked.
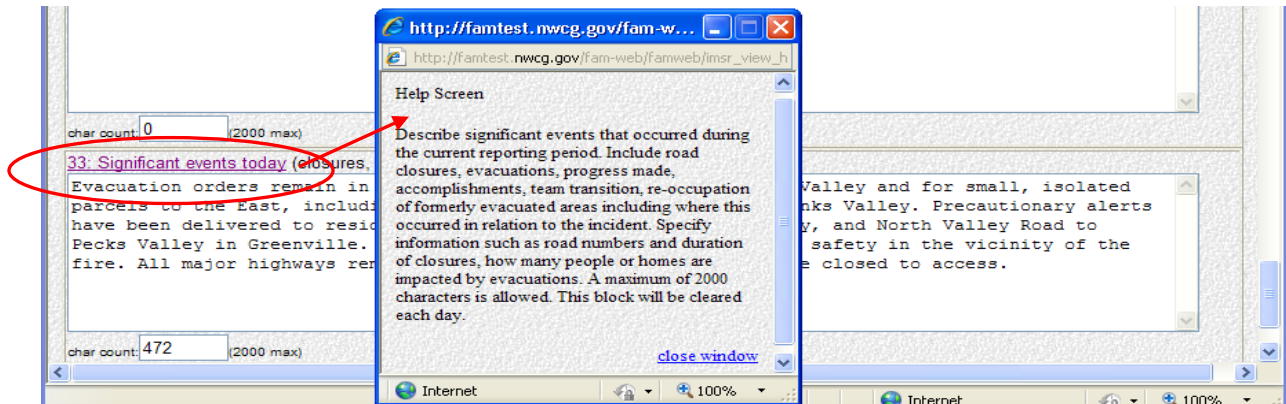
❖ Certain fields have pull-down lists (marked with down arrows, as shown below) that will let you select from the different choices available with a click of your mouse.

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

Press **"OK"** to go back and make the correction.

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

ICS-209 Forms and Documentation

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

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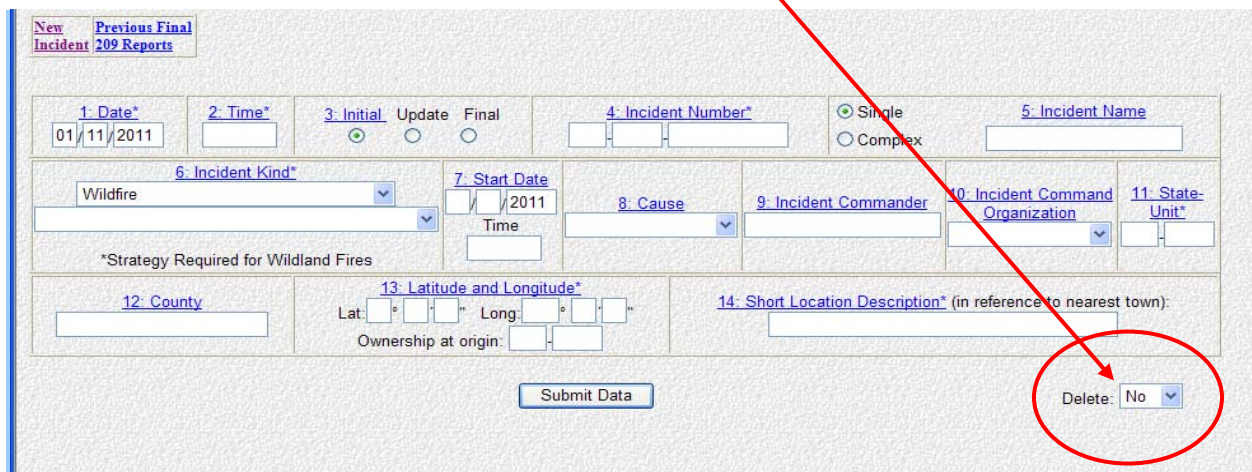
in a central database for more efficient access to incident information and summaries.

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

"DELETE" Button Function

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

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

ICS-209 ENTRY via the SIT PROGRAM
The **"209 Entry"** screen will look like either of the example screens shown below:

- Screen view **without** any ICS-209 incidents.
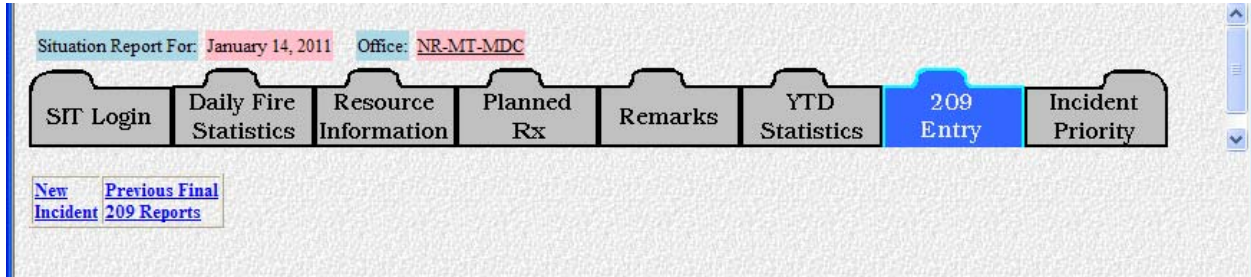
- Screen view **with** active ICS-209 incidents.
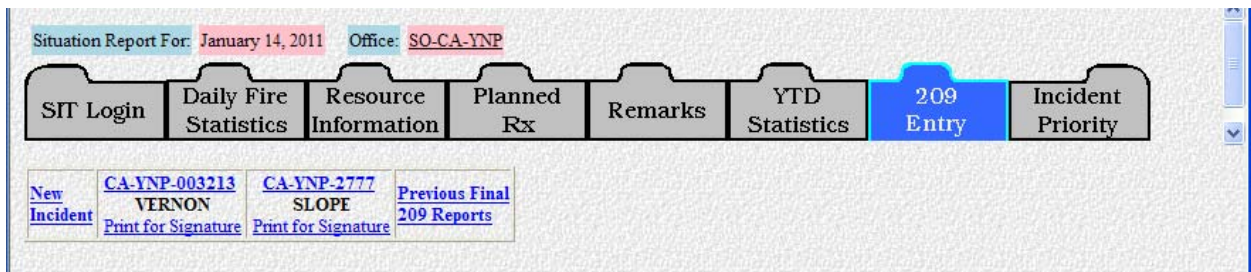
"NEW" INCIDENT
Click the **"New Incident"** button to create an ICS-209 for a new incident. To begin entering data, go to page 38 **"ICS-209 Data Entry Instructions – by Block"**.
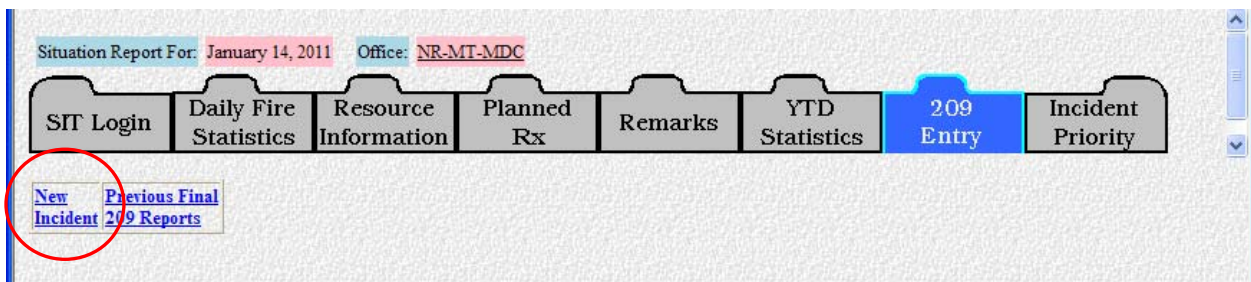
"EDITING" an ICS-209
For the user's convenience, you can edit any of the 5 data entry screens.

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

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

- To edit **screen #2**, click the **"2"** link to edit information for **Blocks 15 thru 33**.

- To edit **screen #3**, click the **"3"** link to edit information for **Blocks 34 thru 42**.

- To edit **screen #4**, click the **"4"** link to edit information for **Blocks 43 or 44**.

- To edit **screen #5**, click the **"5"** link to edit information for **Blocks 45 thru 47**.
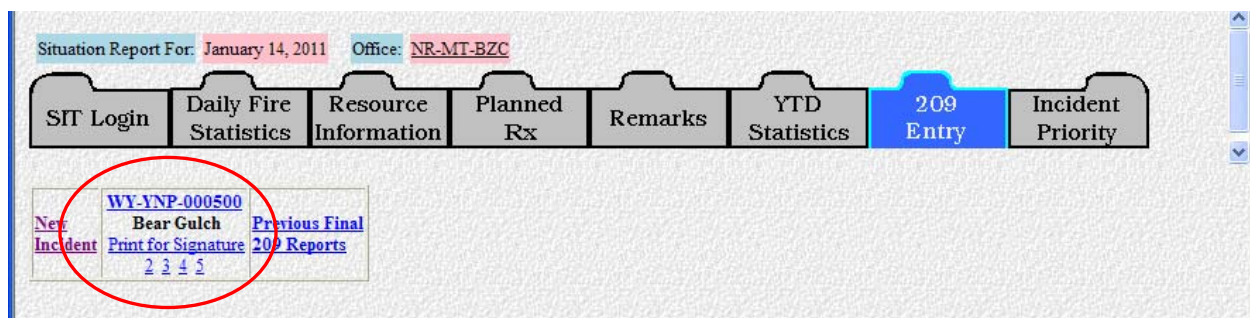
"UPDATING" an ICS-209

Links to previously entered ICS-209s are arranged in the middle of the screen between the **"New Incident"** and **"Previous Final 209 Reports"** links as shown below.
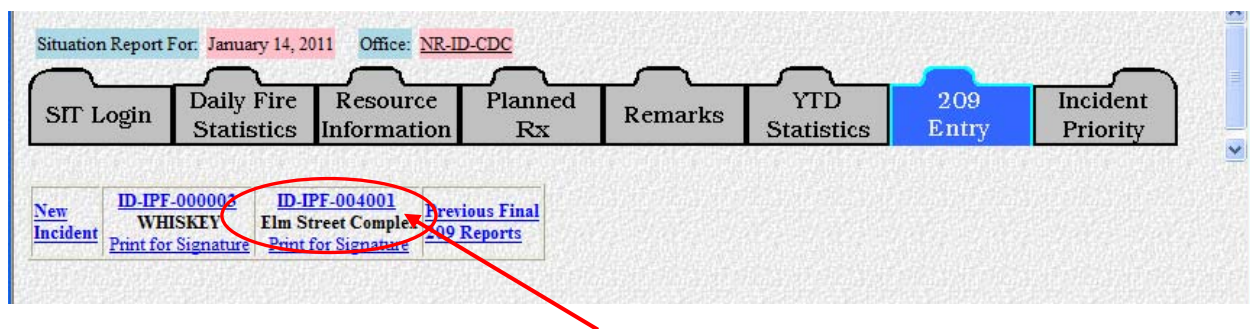
Clicking the desired incident number link (circled above) will bring up the latest ICS-209 submitted. From this point, the ICS-209 can be updated or finalized.

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

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

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

"FINALIZING" an ICS-209

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

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

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

Incidents that are marked "Final" in Block 3 can be accessed on the day they were marked "Final" either by clicking the incident link or by clicking the "Previous Final 209 Reports" link.
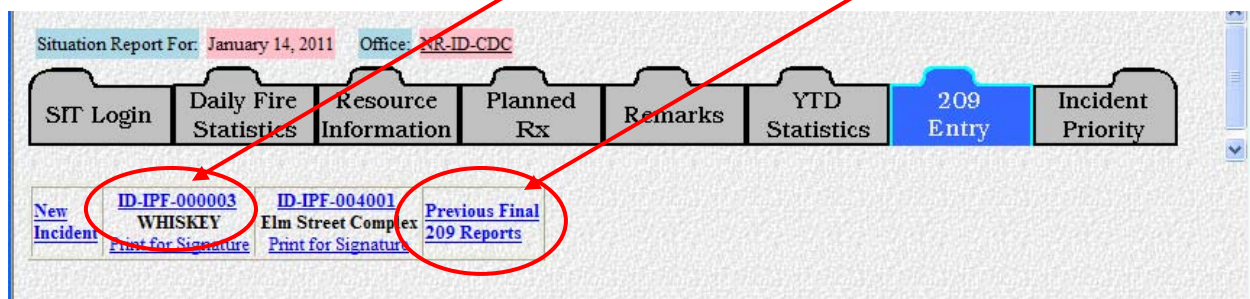
PREVIOUS FINAL ICS-209 REPORTS

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

Individual ICS-209s cannot be edited once approved. When necessary, if a "Final" ICS-209 must be and changed back to an "Update", a new ICS-209 must be completed and the "Update" radio button clicked.
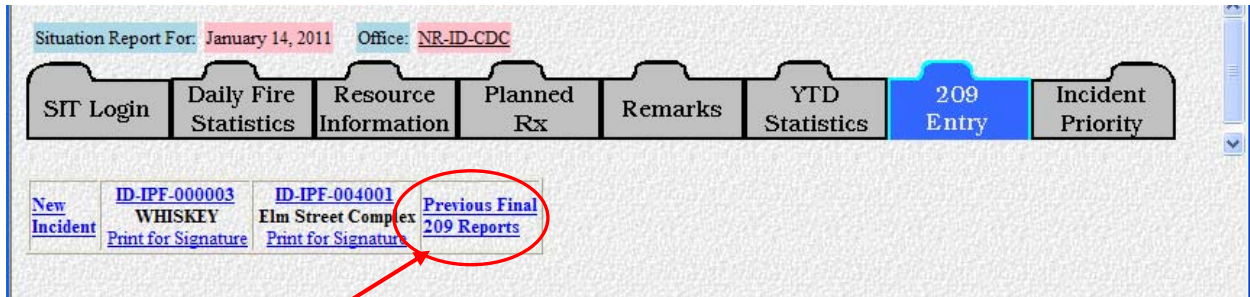
Clicking the "Previous Final 209 Reports" link will take you to the screen shown below.
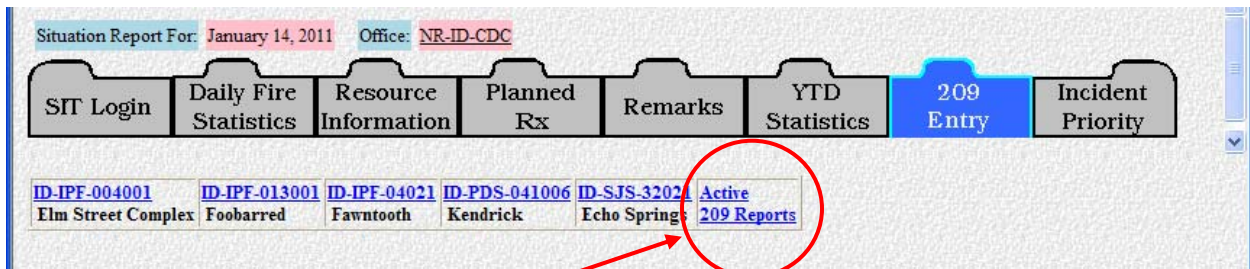
Selecting the **"Active 209 Reports"** link will return you to the "209 Entry" screen.

ICS-209 DATA ENTRY INSTRUCTIONS - by Block

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

> **Note: Blocks 1, 2, 4, 6, 11, 13, 14, 15, 16, 19, 31 and 45 must be completed in order for any 209 report to be accepted by the program. These blocks are identified with " * " by the title.**

> **Note: Block 46 must be completed in order for any 209 report to be approved and viewed from the Reports function. This block is identified with " ** " by the title.**

Block 1. Date *
The date automatically populates in Central Time. If there is a need to change the date to match the time zone you are in, enter the date using the preferred format of mm/dd/yyyy (e.g., 08/07/2011). **The current submission date for the report should be entered, not the start date of the incident.**

Block 2. Time *
Enter the time that the report was created, which may differ from submission time. This should be entered in military time (e.g., 1725). Do not add "hrs" as this block will **only accept numeric characters**. This block will be cleared out each day.

Block 3. Initial/Update/Final
Select "Initial", "Update" or "Final" for the current ICS-209 you are entering.

This block defaults to "Initial" for a new entry, and "Update" for any update. **All** ICS-209s except for the "Initial" and "Final" should be marked "Update".

- "Initial" - the first 209 created for the incident
- "Update" – subsequent reports for an existing incident
- "Final" – the last 209 for an incident

Marking a 209 "Final" removes it from the active incident list the next day. An incident that has been marked as "Final" can be found via the "Previous Final 209 Reports" link.

Block 4. Incident Number *
Enter the incident number that has been assigned by the jurisdictional agency. **Never use the same incident number for two different incidents in the same calendar year.**

The incident number should start with the 2-letter state identifier, followed by the 3- or 4-letter unit or agency identifier and the incident number. This is usually the incident project order number in Block 3 of the Resource Order (e.g., AZ-ASD-000006, ID-BOF-044681, UT-MLF1-035, WY-YNP-000500, or CO-CRD-R236).

Unit identifiers **MUST** already exist in the SIT Program in order for the ICS-209 to be accepted to the database.

Incident numbers can be changed by those users with GACC access. If an incident number needs to be changed, contact the GACC Intelligence Coordinator/Officer and request the change. Instructions for editing the incident number are located in "Edit Incident Number" (page 74).

Block 5. Incident Name
The "Single" radio button is the default for this block. Enter the incident name that has been assigned by the jurisdictional agency. Once a name has been assigned to the incident, it should not be changed if at all possible. However, if a name change does occur, be sure to make a note of it in "Remarks" (Block 42).

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

Block 6. Incident Kind / Strategy *
Select the incident kind from the drop-down menu:

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

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

Strategy * (Wildfires ONLY)
Select from the drop-down menu the management strategy that best represents the situation for the operational reporting period:

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

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

Block 7. Start Date
Enter the date in mm/dd/yyyy format and the time (military time - 1630) that the incident began in the respective data entry blocks.

Block 8. Cause
Select the appropriate choice from the drop-down menu.

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

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

Block 9. Incident Commander
For incidents managed by a single Incident Commander, enter both the first and last name. If the incident is under unified command, list all Incident Commanders by last name separated by a forward slash (e.g., Stam/Vail).

Block 10. Incident Command Organization
This block defaults to a blank. Select the appropriate type of Incident Command Organization assigned from the drop-down menu, if applicable. Organizations include:

- Type 1 Team
- Type 1 IC

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

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

Block 11. State-Unit *
This block will default with the State and Unit that is entered in "Incident Number" (Block 4). This block is utilized to identify the unit that has protection responsibility. Therefore, this block can be edited with a different State and Unit identifier if needed.

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

Block 12. County
Enter the county in which the incident originated. If other counties are involved, enter them in "Remarks" (Block 42).

Block 13. Latitude and Longitude *
Enter the latitude and longitude in degrees, minutes and seconds derived from the point of origin of the incident. If possible, when using GPS to determine the latitude and longitude, set the receiver datum to NAD83. This data is utilized to generate maps and reports from the local level up to the national level.

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

If the incident originated in a state other than the jurisdictional unit managing the incident identified in the Block 11 (State-Unit), enter the appropriate information in "Remarks" (Block 42).
- **Example:** This incident started on private land in South Dakota, but is being managed by the Miles City Field Office of BLM.

Block 14. Short Location Description * (in reference to nearest town)
Give a general location, number of miles and compass direction referring to the nearest town (e.g., 20 miles SE of Mammoth, WY). A legal location may also be included, such as Township, Range, Section, and Meridian (e.g., T55N, R112W, Sec. 3 SP). This information is important for readers unfamiliar with the area to be able to quickly identify the general location of the incident on a state map.

Submit - Screen #1
Click on the "Submit Data" button. If all information was entered correctly, the second data entry screen will appear.

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

Click the "OK" button to return to the data entry screen. Enter any missing or invalid data then click the "Submit Data" button.
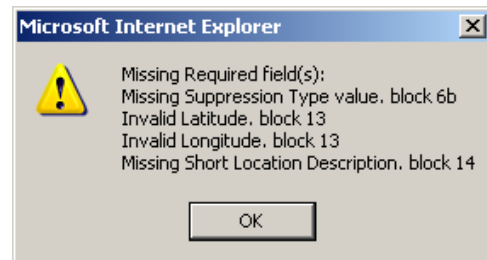
The error message, shown below, will display if you entered bad data (such as a unit identifier not identified in the database).
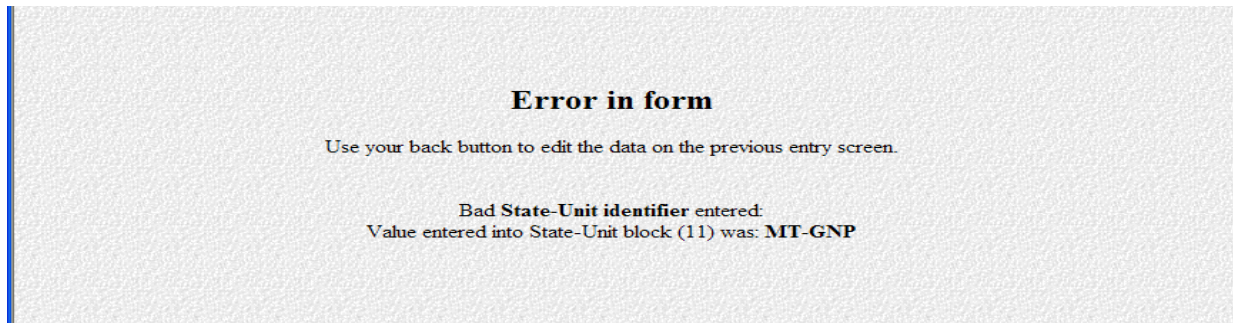
Use the "Back" button to return to the previous screen. Fix any erroneous data identified then click the "Submit Data" button.

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

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

Block 15. Size/Area Involved *
For fire incidents, enter the acreage. If a precise figure is not available, use an estimate and note in Block 42.

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

"List" link allows users to select Units by Geographic Area.

For Complex incidents identified as:

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

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

Block 16. % Contained or % of Management Objectives Completed *
For wildfire incidents enter the percent of the incident that is contained. For wildfires managed under a monitor/confine/contain strategy enter the percentage of management objectives completed. This is a number entry block only; do not enter symbols or alpha characters. This block will be cleared out each day.

For non-fire incidents, leave blank unless appropriate.

Block 17. Expected Containment
For fire incidents, enter the date in mm/dd/yyyy format, (e.g., 09/27/2011) at which full containment is expected.

Block 18. Line to Build
For wildfire incidents, enter the number of chains, feet, meters, or miles of line still to be completed. The drop-down box defaults to chains, so if using miles, meters, or feet please specify. This block will be cleared out each day.

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

Block 19. Estimated Costs to Date *
Enter the total incident costs to date in a whole dollar amount (e.g., 250000). This is a number character block only; if symbols or alpha characters are entered the program will automatically clear them out of the entry screen, but will add them to completed 209 and subsequent reports. This block will be cleared out each day.

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

For Complex incidents identified as:

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

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

Block 20. Declared Controlled
Enter the date in mm/dd/yyyy format and military time at which the incident was declared controlled (e.g., 02/17/2011, 1500). This field is for current information and is not to be used as an outlook of when the incident is expected to be controlled.

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

Block 21. Injuries This Reporting Period
Enter the number of serious injuries for this reporting period. Serious injuries are those in which the person injured is unable to continue to perform in their incident assignment. Explain or describe the nature of any reported injuries in Block 42, "Remarks". This block will be cleared each day.

Block 22. Injuries to Date
Enter the total number of serious injuries for the duration of the incident. This is a cumulative total number that must be manually entered; the program does not do it automatically.

Block 23. Fatalities
Enter the cumulative total of fatalities for the duration of the incident. Fatalities are to only include resources assigned to the incident. Verify and clear any fatality information with the Incident Commander or Agency Administrator prior to submission.

Block 24. Structure Information
Structure information is accounted for according to structure type. Types are defined as follows:

- **Residence:** a place where one lives: a house, apartment, or other shelter used as the residence of a person, family or household. This includes primary and secondary residences. Duplexes and apartments are to be considered as multiple residences.

- **Commercial Property:** real estate zoned for business or industrial use. This includes income-producing property, such as office buildings, restaurants, shopping centers, hotels, industrial parks, warehouses, and factories.

- **Outbuilding/Other:** a constructed building not designed for continuous human occupancy, such as barns, equipment sheds, outhouses, etc. Other structures or outbuildings do not include power poles, fences, pipelines, bridges, etc.

These are number-only entry boxes.

- **# Threatened:** Enter the number of structures threatened by type for the current reporting period. A structure is threatened if it is at risk of loss or damage, or endangered during the operational reporting period. This typically includes structures subject to mandatory evacuation. This block will be cleared out each day.

- **# Damaged:** Enter the number of structures damaged by type for the duration of the incident. A structure is damaged if its' usefulness or value is impaired. This block will be carried over each day.

- **# Destroyed:** Enter number of structures destroyed for the duration of the incident. A structure destroyed is equivalent to a structure declared lost. This block will be carried over each day.

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

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

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

Block 25. Threat to Human Life/Safety
Check any or all boxes that are relevant for the reporting period for each of these situations:

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

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

Block 26. Projected Incident Movement/Spread
Provide an estimate of the direction in which the incident is expected to spread, migrate, or expand in 12, 24, 48, and 72 hour timeframes. Include an estimate of the acreage or area that will be affected. Emphasize the predicted movement of the fire, not the predicted fire behavior. Include the "why" (conditions affecting fire behavior such as low RH or high winds) and the "where" of the prediction (location, direction and amount of spread). The predicted movement of the fire should be consistent with the timeframes reported for values threatened in Block 27. Each data entry block has a maximum of 2000 characters. This block will be cleared each day.

Data entry examples for this block is shown below:

26: Projected incident movement/spread in 12, 24, 48, and 72 hour time frames:

12 hours
Increasing fire activity due to SW winds of 25-30 MPH with movement up the west flank towards Seeley Lake along the northeast corner of the perimeter

char count: (2000 max)

24 hours
Same as previous

char count: (2000 max)

48 hours
Fire will establish in the Deer Creek drainage on the east flank and move up drainage .5 mile towards Placid Creek. Growth of 200-300 acres expected along the north perimeter of the fire over the next 48 hours, and lower temperatures with decreased fire activity.

char count: (2000 max)

72 hours
Continued spread to west shore of Seeley Lake and north to south side of Inez Lake and south towards Vaughn Creek

char count: (2000 max)

Block 27. Values at Risk

Describe significant threats to communities, critical infrastructure, natural and cultural resources such as timber, wildlife, habitat, watershed, agricultural areas, endangered species, historical resources, or other valuable resources and describe their value or significance in terms of 12, 24, 48, and 72-hour time frames. For example, a ranch house, barns and other outbuildings, located in Division C have the probability of being burned over in about 12 hours, a community of 300 homes and businesses northeast of the fire could be impacted by the fire-front in 48 hours, and the fire will directly threaten a water storage area in 72 hours.

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

27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:

12 Hours
West side residences along Seeley Lake. Timber, recreational areas, fish and wildlife habitat.

char count: 94   (500 max)

24 Hours
Town of Seeley Lake, MT. Commercial properties. Cell tower and historic lookout. Timber and recrational areas.

char count: 110   (500 max)

48 Hours
residences north including Lake Inez. Timber and cultural resources.

char count: 68   (500 max)

72 Hours

char count: (500 max)

Block 28. Critical Resource Needs

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

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

The screen shown below is an example of Block 28.

Block 29. Major Problems and Concerns

Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and extreme fire behavior anticipated in the next two to three operational periods. Include social/political/economic concerns or impacts. Relate critical resource needs to the planned actions if given the critical resource and how the resource is going to be utilized to mitigate the situation (e.g., T1 engines critical for structure protection). Specific resources that are threatened should be listed in Block 27. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 29.

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

Block 30. Current Weather Conditions
For fire incidents, enter the current readings for peak wind gusts, wind direction, maximum temperature, and minimum relative humidity. For non-fire incidents complete only if relevant. If additional weather conditions are a factor utilize Block 42, "Remarks" to describe specifics. This block will be cleared each day.

Block 31. Fuels/Materials Involved *
For wildfire incidents, select the appropriate *primary fuel* carrier from the thirteen Fire Behavior Fuel Models in the pull-down menu, list shown below. This portion of the block is required.

The Primary Fire Behavior Fuel Models include:
- 1   Short grass (1 Foot)
- 2   Timber (grass and understory)
- 3   Tall Grass (2.5 Feet)
- 4   Chaparral (6 Feet)
- 5   Brush (2 Feet)
- 6   Dormant Brush, Hardwood Slash
- 7   Southern Rough
- 8   Closed Timber Litter
- 9   Hardwood Litter
- 10 Timber (litter and understory)
- 11 Light Logging Slash
- 12 Medium Logging Slash
- 13 Heavy Logging Slash

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

Block 32. Today's Observed Fire Behavior
For fire incidents, describe the fire behavior observed for the current reporting period in general terms. Leave this block blank for other kinds of incidents. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 32.

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

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

char count: (2000 max)

Block 33. Significant Events Today
Describe significant events occurring during the current reporting period. Include road closures, evacuations, progress made, accomplishments, team transition, re-occupation of formerly evacuated areas including where this occurred in relation to the incident. Specify information such as road numbers and duration of closures, how many people or homes are impacted by evacuations. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 33.

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

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

char count: (2000 max)

Submit Data

Submit - Screen #2
Upon completing Blocks 15 thru 33 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the second data entry screen. This will take you to the third data entry screen.

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

Block 34. Forecasted Weather for next operational period
For fire incidents, enter the next operational period's forecast wind speed, wind direction, temperature, and relative humidity. Highlight significant forecasted weather events such as dry lightning, frontal passages, inversions, and gusty/erratic winds in Block 42, "Remarks". For non-fire incidents in which other weather conditions are a factor, use "Remarks" (Block 42) to describe the conditions. This block will be cleared each day.

Block 35. Estimated Control
For fire incidents, provide the date and time in mm/dd/yyyy and military time format at which control is expected.

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

Block 36. Projected Final Size
Enter an estimate of the total area that is expected to be involved or affected over the course of the incident. Use acres, hectares, square miles, etc., as appropriate. This is not a number entry only box, so character labels may be used.

Block 37. Estimated Final Cost
Enter an estimate of the total costs for the incident once all finance costs have been processed (e.g. 250000). This is a number only entry box, so do not enter symbols or alpha characters.

Block 38. Actions Planned for Next Operational Period
Provide a short summary of actions planned for the next operational period. For example, team transitions, line construction operations, structure protection, etc.

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

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

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

Block 39. For Fire Incidents, Describe Resistance to Control in terms of…
From each drop-down menu, select the fire's resistance to control in terms of growth potential and difficulty of terrain. Options are: Low, Medium, High, and Extreme. This block will be cleared out each day.

Block 40. Given the current constraints, when will the chosen management strategy succeed?
Give a short assessment of the likelihood of meeting the containment or control targets given the current resources and management strategy. Tie in information related to critical resource needs as expressed in Block 28. If containment is unlikely, explain why and reflect containment and control targets accordingly in Blocks 17 and 33. A maximum of 500 characters is allowed. This block will be cleared out each day.

Block 41. Projected demobilization start date
Enter the date and military time at which significant demobilization is expected to begin in mm/dd/yyyy and military time format.

Block 42. Remarks
This block is used to expand on information that has been entered in previous blocks, or to include other pertinent information not previously addressed.

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

For Complex incidents identified as:

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

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

The screen shown below is an example of Block 42.

Submit - Screen #3
Upon completing Blocks 34 thru 42 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the third screen. This will take you to the fourth data entry screen.

SCREEN #4: Committed Resources

Block 43. Committed Resources

This section of the 209 is used to summarize agency ownership of resources committed to the incident.

> ➢ **Note: There are various data entry screens for "Committed Resources" depending on which "Incident Kind" you selected in Block 6.**

Wildfire, Prescribed Fire, Burned Area Emergency Rehabilitation, Flood, Hurricane, Law Enforcement, Oil Spill, Other and Tornado incidents will use the standard "Committed Resources" data entry screen, shown below.

Utilize the drop down menu under "Agency" and select the appropriate agency reporting for. The agency selection list is as follows:

- **APHI**   Animal and Plant Health Inspection Service
- **BIA**   Bureau of Indian Affairs
- **BLM**   Bureau of Land Management
- **CNTY**   Any and all county resources
    - List individual counties in "Cooperating Agencies" (Block 44).
- **DDQ**   US Department of Defense
    - **Example:** all military and National Guard resources
- **DHS**   US Department of Homeland Security
- **FWS**   US Fish and Wildlife Service
- **IA**   Interagency Resources
    - Crews comprised of multi-agency personnel
    - Resources ordered as interagency resources
    - List individual agencies in "Cooperating Agencies" (Block 44).

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

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

43: Committed Resources

✗ | Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
☐ NPS													1		1
☐ OTHR													73		73
☐ BIA			3					1					3	1	83
☐ ST					1	1		3					3		17
☐ CNTY								1					1		4
☐ PRI			1				1	18		9		10	15		102
☐ USFS	4				1			2					39		108
☐ BLM	1							1					8		31
☐ FWS													4		4
☐ WXW													1		1
Total	5	0	4	0	2	1	1	26	0	9	0	10	148	1	424

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

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

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

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

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

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

43: Committed Resources

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

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

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

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

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

43: Committed Resources

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

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

Microsoft Internet Explorer

? Do you want to remove this agency: <0>?

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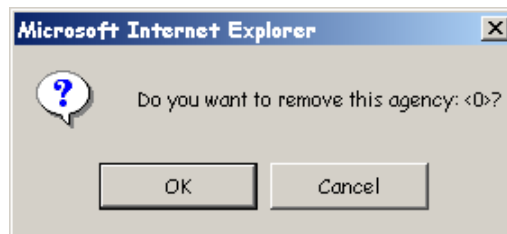
CALIFORNIA USERS will see additional blocks for Supplemental Committed Resources, when submitting Wildfire, Prescribed Fire, Burned Area Emergency Rehabilitation, Flood, Hurricane, Law Enforcement, Oil Spill, Other and Tornado incident kinds. An example screen is shown below. **These blocks will not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

43: Committed Resources (Supplemental Resources)					
Agency	HELTK	FIXW	TRKCO	RESMD	LTAIR
	SR	SR	SR	SR	SR
⏷					
⏷					
⏷					
⏷					
⏷					
⏷					
⏷					
⏷					
⏷					
⏷					
Total					

California's Supplemental Committed Resources include the following:

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

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

EASTERN AND SOUTHERN GEOGRAPHIC AREA USERS will also see additional blocks for Supplemental Committed Resources, when submitting Wildfire, Prescribed Fire, Burned Area Emergency Rehabilitation, Flood, Hurricane, Law Enforcement, Oil Spill, Other and Tornado incident kinds. An example of this screen is shown below. **These blocks will only appear for the Eastern and Southern Geographic Areas.**

Agency	CL-215 SR	CL-415 SR	BMDR SR	TPL1 SR	TPL2 SR	TPL3 SR	TPL4 SR
Total							

43: Committed Resources (Supplemental Committed Resources)

Eastern and Southern Area's Supplemental Committed Resources include the following:

- **CL-215**   CL-215 Water Scooping Aircraft
- **CL-415**   CL-415 Water Scooping Aircraft
- **BMDR**   Bombardier, Suppression Tracked Vehicle
- **TPL1**   Type 1 Tractor Plows
- **TPL2**   Type 2 Tractor Plows
- **TPL3**   Type 3 Tractor Plows
- **TPL4**   Type 4 Tractor Plows

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

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

✗ | Agency	ENGS		TRK CO	RES MED	HVY RES	LIGHT AIR	HELI	WTDR	USAR CO	USAR CRW	USAR TF	CRW1	CRW2	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	
☐ USFS ▾	3											1		43	78
☐ CNTY ▾									1					15	27
☐ ST ▾	4			6										27	53
☐ LGR ▾	2													23	31
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
Total	9			6					1			1		108	189

Committed resources listed are as follows:

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

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

43: Committed Resources									
✕ | Agency	ENGS		TRK CO	HM UNIT	RES MED	LIGHT AIR	DECON UNIT	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	
☐ CNTY ▾								3	3
☐ DDQ ▾				8					14
☐ LGR ▾								5	5
☐ PRI ▾					7				14
☐ ▾									
☐ ▾									
☐ ▾									
☐ ▾									
☐ ▾									
☐ ▾									
Total				8	7			8	36

Committed resources listed are as follows:

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

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

✗ | _Agency_	ENGS SR	ENGS ST	TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	HEL	ALS AMBUL	OVHD	Total Personnel
☐ LGR ▾	12		5							14	8	82
☐ CNTY ▾											20	20
☐ PRI ▾										20		40
☐ ST ▾											10	10
☐ ▾												
☐ ▾												
☐ ▾												
☐ ▾												
☐ ▾												
☐ ▾												
Total	12		5							34	38	152

43: Committed Resources

Committed resources listed are as follows:

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

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

✕ | Agency	SRCH DOG	GRND TEAM	TECH RES TM	MNT RES TM	NOR/ALP ICE TM	MNTED TEAM	CAVE TEAM	MINE TEAM	UNDWTR TEAM	4x4 TEAM	FIXED WING	HEL	OVHD	Total Personnel
☐ CNTY ▼		2										1		22
☐ USFS ▼												1	13	18
☐ LGR ▼				1										10
☐ PRI ▼													5	5
☐ ▼														
☐ ▼														
☐ ▼														
☐ ▼														
☐ ▼														
☐ ▼														
Total		2		1								2	18	55

Committed resources listed are as follows:

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

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

| | ENGS | | TRK CO | QUINT | MEDIC SQUAD | SQUAD | HVY RES | LIGHT AIR | WTDR | SALVG | HOSE SUPT | HEL | ALS AMBUL | OVHD | Total Personnel |
✕ | Agency	SR	ST													
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
☐ ▾															
Total															

Committed resources listed are as follows:

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

Urban Search and Rescue incidents will enter the number of urban search and rescue specialized aircraft, crews, equipment, and overhead committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

X | Agency	ENGS		TRK CO	RES MED	HVY RES	LIGHT AIR	HELI	USAR CO	USAR CRW	USAR TF	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	
☐												
☐												
☐												
☐												
☐												
☐												
☐												
☐												
☐												
☐												
Total												

Enter Committed resources listed are as follows:

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

Block 44. Cooperating and Assisting Agencies

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

Submit - Screen #4

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

SCREEN #5: Approval Information

Block 45. Prepared By

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

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

Block 46. Approved By

On large incidents with Incident Management Teams, this would normally be the Planning Section Chief or Incident Commander. For other incidents, it could be the local Dispatch Center Manager, Fire Management Officer, or Agency Administrator.

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

> **NOTE TO CALIFORNIA USERS:** This block will only be cleared when the date changes.

> **ATTENTION:** The ICS-209 cannot be viewed from the Reports function of the program until this block is filled in. Utilize the "Print for Signature" link to print a draft of the 209 for review and approval by the Incident Commander or Agency Administrator before final submission to the database. A warning message similar to the screen below will appear if the screen is submitted without completing Block 46.

> Incident Number: MT-FHA-000145
> *** WARNING ***
> This 209 has not been approved and will **not** appear on reports.
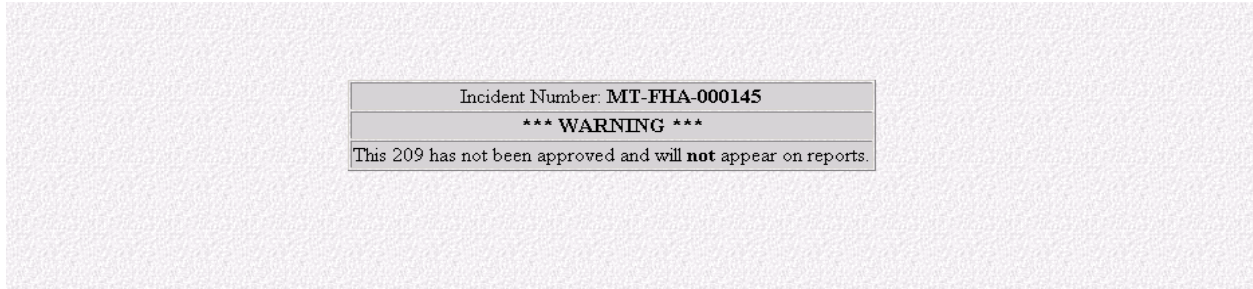
See "Processing Official ICS-209s" instructions for additional information (page 73).

Block 47. Sent Information
Enter the appropriate dispatch center, Geographic Coordination Center, or Emergency Operations Center, along with who is sending it, and the date and time it is being sent. This block will be cleared out each day.

Submit - Screen #5
Upon completing Blocks 45 thru 47 and ensuring all information entered is correct, click the "Submit Data" button to save the report to the ICS-209 database.

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

> Incident Number: MT-FHA-0000145
> This 209 has been approved by **G. McNitt (IC)** and will appear on reports.
> This 209 is now LOCKED for edits.
> If changes need to be made, create a new ICS-209 by changing the Report Time.
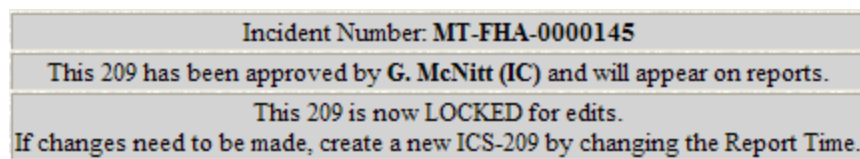
> ➢ **Note: Once the ICS-209 has been APPROVED, the 209 will be LOCKED for edits. If changes need to be made, a new ICS-209 will need to be created by changing the Report Time.**

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

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

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

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

COMPLEX and MULTIPLE OBJECTIVE COMPLEX REPORTING

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

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

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

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

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

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

Reporting fires within Complexes

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

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

Complex acres cannot be entered directly in Block 15.

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

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

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

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

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

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

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

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

<mark>PROCESSING OFFICIAL ICS-209s</mark>

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

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

> ➢ **<u>Note</u>: The database itself is not the official incident record.**

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

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

Submission of official Incident Commander approved data to the database:

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

EDIT INCIDENT NUMBER

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

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

New Unit Identifier

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

New Incident Number

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

Amend ICS-209s

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

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

INCIDENT PRIORITY

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

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

Dispatch Priority

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

Active

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

Click the **"Submit Data"** button.

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

GACC 209 REMARKS

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

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

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

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

- Observed Fire Behavior
- Significant Events
- Actions Planned
- Remarks

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

The data entry screen will look like the example below.

Click the **"Submit Data"** button when finished.

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

REPORTS

There are a variety of SIT and ICS-209 reports that can be accessed for each level of the dispatch/coordination system.
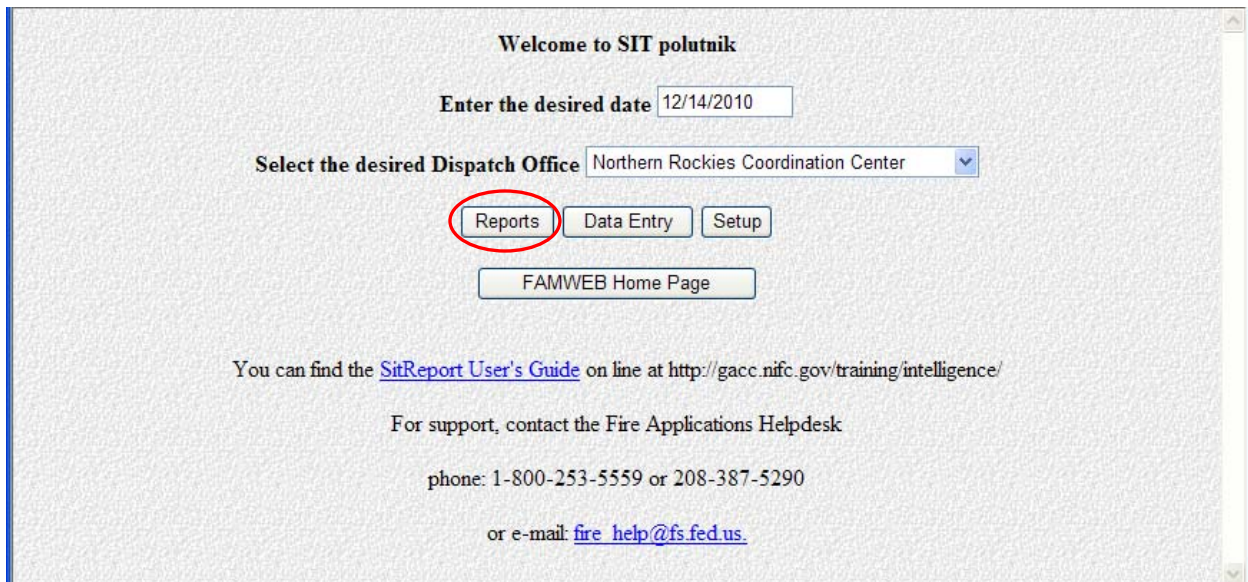
The reports can be saved to local servers or hard drives as **Web Page, HTML only (*.htm, *.html)** documents. Additionally, for editing purposes and creating specialty reports, the HTML documents can be pasted into .doc or .rtf documents.

SIT REPORTS
Reports can be selected for any of the following topics:

- Geographic Area Reports
- Dispatch Office Reports
- Special Area Reports
- National IMSR
- National Weekly Fire Activity
- National PAO Reports

Reports are accessible from the SIT Welcome screen. Click the **"Reports"** button, as shown below.

This will take you to the "Wildland Incident Situation Reports" menu screen.

Geographic Area Reports

There are eight "Geographic Area Reports" generated by the SIT Program. Before picking any of the specific report buttons, make certain that the date entered in the **"Report date"** block is correct.   Select the preferred GACC from the **"Geographic Area"** pull-down menu. Click on the appropriate button to get the desired report.

Near the bottom of each report is a link titled **"Return to the Report List Menu"**. This link will take you back to the "Wildland Incident Situation Reports" menu. Clicking the "Back" button on your browser will also take you to the "Wildland Incident Situation Reports" menu.

Regardless of the date selected, the current date and time, in Central Time, is published at the very bottom of each report.

Detailed Report

This report is generated for the Geographic Area as a whole. There are four selectable radio buttons (**"Select", "Significant", "Protection", "Owner"**) which determine the type of information delivered. By choosing **"Select"**, the user can select which and in what order, regardless of incident size, 209 incident(s) will be viewed on the report. By choosing **"Significant"**, every active "large incident" 209 incident(s) will be published on the report in order of GACC Priority and/or incident submission time. The report can be further fine tuned by selecting the appropriate "**Protection**" or **"Owner"** fire activity radio button. These reports include the following information for all units in each Dispatch Office:

- Fire danger and preparedness levels (Protection Report Only)
- New wildfires and wildfire acres
- Year-to-date wildfires and wildfire acres broken out by human or lightning caused
- New prescribed fires and prescribed fire acres
- Year-to-date prescribed fires and prescribed fire acres
- Total number of units at each fire danger level

- Remarks by reporting office
- Information specific to each large incident
- Summary table of large fire totals - acreage, personnel and resources (CRW1, CRW2, HEL1, HEL2, HEL3, ENGS and OVHD) committed
- Total number of initial attack / extended attack resources available and committed by each dispatch office
- Prescribed fire projects planned for near future dates

Summary Report

This report summarizes the Detailed GACC Situation Report. The report includes only those units reporting activity for that reporting period as well as units that have made changes to the previous day's reporting information.

By choosing **"Select"**, the user can select which and in what order, regardless of incident size, 209 incident(s) will be viewed on the report. By choosing **"Significant"**, every active "large incident" 209 incident(s) will be published on the report in order of GACC Priority and/or incident submission time. The report can be further fine tuned by selecting the appropriate "**Protection"** or **"Owner"** fire activity radio button. These reports include the following information for all units in each Dispatch Office:

- Fire danger and preparedness levels (Protection Report Only)
- Total number of units at each fire danger level
- New fires and acres (wildfires by cause and prescribed fires)
- Year-to-date occurrence totals (wildfires by cause and prescribed fires)
- Remarks by reporting office
- Information specific to each large incident
- Total number of resources committed to large incidents, by resource type (CRW1, CRW2, HEL1, HEL2, HEL3, ENGS and OVHD) and agency
- Total number of initial attack / extended attack resources available and committed by each dispatch office

Large Incident Report

This report includes the specific incident information and resources committed for each large incident, listed in order of priority within the Geographic Area. It also contains a summary table of large fire totals - acreage, personnel and resources (CRW1, CRW2, HEL1, HEL2, HEL3, ENGS and OVHD) committed.

By choosing **"Select"**, the user can select which and in what order, regardless of incident size, 209 incident(s) will be viewed on the report. By choosing **"Significant"**, every active "large incident" will be published on the report in order of GACC Priority and/or incident submission time.

RX Report

This report summarizes year-to-date prescribed (RX) fire activity, separated by unit and agency.

Planned RX Report
This report summarizes information entered for prescribed fire projects planned within the next few days.

On Call Report
This report summarizes the after-hours contacts by office.

GACC Fire Danger
This report lists the individual units as well as total number of units in High, Very High and Extreme fire danger within the selected GACC for that date.

Resources by Unit
This report summarizes initial / extended attack resources available and committed by resource type and reporting unit. It also contains a summary table showing all resources committed (CRW1, CRW2, HEL1, HEL2, HEL3, ENGS and OVHD) to both large fires and initial / extended attack.

Dispatch Office Reports
Scroll down the "Wildland Incident Situation Reports" screen to the **"Dispatch Office Reports"** menu, shown below.

Select the preferred GACC from the **"Select the desired Geographic Area"** pull-down menu to view reports produced for local dispatch offices.

Click the **"Dispatch Office Reports"** button to go to the **"Detailed Dispatch Office Situation Report"** menu screen, shown below.

You will see the four different Dispatch Office reports to select:

- Dispatch Office Detailed Report
- Dispatch Office Summary Report
- Dispatch Large Incident Report
- Dispatch Planned Rx Report

"Enter the desired date" in the block provided.

From the pull-down menu, **"Select the desired Dispatch Office"**.

Like the GACC Reports, there are four selectable radio buttons (**"Select", "Significant", "Protection", "Owner"**) which determine the type of information delivered. By choosing **"Select"**, the user can select which and in what order, regardless of incident size, 209 incident(s) will be viewed on the report. By choosing **"Significant"**, every active "large incident" 209 incident(s) will be published on the report in order of Dispatch Priority and/or incident submission time. The report can be further fine tuned by selecting the appropriate "**Protection"** or **"Owner"** fire activity radio button.

Near the bottom of the **"Detailed Dispatch Office Situation Report"** menu is a link titled **"Return to the Report List Menu"**. This link will take you back to the "Wildland Incident Situation Reports" menu. Clicking the "Back" button on your browser will take you to the "Wildland Incident Situation Reports" menu as well.

The link titled **"Return to the Select Dispatch Office Menu"** located near the bottom of each Dispatch Report will return you to the "Detailed Dispatch Office Situation Report" menu.

Regardless of the date selected, the **current** date and time, in Central Time, which the report was executed is posted at the very bottom of each report.

Dispatch Office Detailed Report
This report is generated for the local Dispatch office within the GACC. It includes the following information for all units:

- Fire danger and preparedness levels
- New wildfires and wildfire acres
- Year-to-date wildfires and wildfire acres broken out by human or lightning caused
- New prescribed fires and prescribed fire acres
- Year-to-date prescribed fires and prescribed fire acres
- Total number of units at each fire danger level
- Remarks for reporting office
- Information specific to each large incident
- Summary table of large fire totals - acreage, personnel and resources (CRW1, CRW2, HEL1, HEL2, HEL3, ENGS and OVHD) committed
- Total number of initial attack / extended attack resources available and committed by each unit

- Prescribed fire projects planned for near future dates

Dispatch Office Summary Report

This report summarizes the Detailed Situation Report for dispatch offices. The report includes only those units reporting activity for that reporting period as well as units that have made changes to the previous day's reporting information. Content includes:

- Fire danger and preparedness levels
- Total number of units at each fire danger level
- New fires and acres (wildfires by cause and prescribed fires)
- Year-to-date occurrence totals (wildfires by cause and prescribed fires)
- Remarks by reporting office
- Information specific to each large incident
- Total number of resources committed to large incidents, by resource type (CRW1, CRW2, HEL1, HEL2, HEL3, ENGS and OVHD) and agency
- Total number of initial attack / extended attack resources available and committed by each unit

Dispatch Large Incident Report

This report includes specific incident information and resources committed for each large incident, listed in order of priority within the dispatch office. It also contains a summary table of large fire totals - acreage, personnel and resources (CRW1, CRW2, HEL1, HEL2, HEL3, ENGS and OVHD) committed.

Dispatch Planned Rx Report

The Dispatch Office Planned Rx Report summarizes information entered for prescribed fire projects planned within the next few days.

Special Area Reports

Detailed, Summary, Planned Rx, and Large Incident Reports are produced for Special Areas. The content of each of these reports is similar to the content found in the individual GACC and dispatch office reports.

There are eleven Special Areas, including:

- California
- Great Basin
- Greater Yellowstone Area
- NE Fire Compact
- Northwest Areas A, B, C, D, E, F, and G

Scroll down the "Wildland Incident Situation Report" screen to the **"Special Area Reports"** menu, shown on the following page.

Before selecting any of the report buttons, make sure that the date entered in the **"Enter the desired date"** block is correct.

Select the preferred area from the **"Select the desired Special Area"** pull-down menu.

Near the bottom of each report is a link titled **"Return to the Report List Menu"**. This link will take you back to the "Wildland Incident Situation Reports" menu. Clicking the "Back" button on your browser will take you to "Wildland Incident Situation Reports" menu as well.

Regardless of the date selected, the **current** date and time of the report being executed, is posted to the bottom of each report in Central Time.

National IMSR
Scroll to **"National IMSR"** reports on the "Wildland Incident Situation Reports" screen.

"Enter the desired date" in the block provided, as shown in the screen capture above.

IMSR
This report is used exclusively by the Intelligence Desk at the NICC for preparation of the National Interagency Situation Report. Only users with National Level Access will see this button on their screen.

NMAC Resource Summary

This report summarizes resource information for all of the GACCs. The content includes the following:

- Resource Locations by GACC (e.g., Crews T1, Jumpers, etc.)
- Resource Availability by GACC (e.g., Crews T1, Crews T2, Jumpers, etc)

National Map IMT

This report is used exclusively by the Intelligence Desk at NICC for preparation of the National Fire Map with IMT type.

Resource Summary

This report summarizes resource information for all of the GACCs. The content includes the following:

- Resource Locations by GACC (e.g., Crews T1, Jumpers, etc.)
- Resource Availability by GACC (e.g., Crews T1, Crews T2, Jumpers, etc)
- Geographic Summary of large fire information, including total acres, total personnel, crews, engines, helicopters, structures lost, and costs-to-date

YTD Large Incidents

This report contains year-to-date information for all large incidents sorted by GACC. The content includes the following information for each incident:

- Incident Name, number, and type
- Start and ending dates
- Cause and size
- Suppression costs
- Structures destroyed
- Latitude and longitude
- Sum of acres burned, suppression costs, and structures destroyed

YTD State and Agency

Content includes National YTD fires and acres burned by state and agency.

Fire Danger

This report lists units in Very High or Extreme fire danger by GACC. Additionally, the report gives a sum of the number of units in Very High or Extreme fire danger.

Structures and Fatalities by State

This report lists year to date structures destroyed and fatalities by state, listed by incident name, type, and size (if a fire).

Large Incidents and Resources
This report lists incident name, type, size and percent contained (where applicable), and also gives IC name and IMT type, and structures threatened or destroyed, and whether the incident is active or not.

Resource and Cost by State
This report lists, by state, the numbers of aircraft, crew, equipment, and overhead assigned to active incidents. It also gives the cost difference since the last report and the total year-to-date costs.

NIIC Active Incidents
This report lists, by state, large, active incidents giving incident name, number, start date, size, percent contained, IMT assigned, and structures destroyed to date.

NIIC State YTD Activity
This report lists by, state and agency, the year-to-date numbers and acres of all human and lightning fires.

WF Structures Destroyed
This report lists, by state, the number of structures (residential, commercial, outbuildings) destroyed in wildland fires in the last 24-hour period.

NIIC GACC WF Structures
Grouped by GACC, this report lists the number of structures (residential, commercial, outbuildings) destroyed in wildland fires in the last 24-hour period.

NIIC State Fire and Structures
Grouped by state, this report lists the year-to-date numbers and acres of all wildland, prescribed, human, and lightning fires and the number of structures destroyed.

NICC WF Summary Spreadsheet
This report summarizes incident information for **all** active limited suppression wildfire incidents in the system.

NICC Incident Summary Spreadsheet
This spreadsheet summarizes incident information for **all** active wildfire incidents in the system.

National Weekly Fire Activity
This report provides the number of human, lightning, and prescribed fires as well as acres for the time frame selected. The report provides the totals by GACC and agency.

Scroll down the "Wildland Incident Situation Reports" screen to the **"National Weekly Fire Activity"** menu, as shown on the following page.

"Enter the desired begin date" and **"Enter the desired end date"** in the blocks provided.

Fire Activity
This report lists, by agency within each GACC, the number of fires and acres that occurred within the dates specified in the report query.

Structures/Fatalities
This report lists, nationwide by agency, the number of structures destroyed and fatalities that occurred within the dates specified in the report query.

State Activity
This report lists, by state, the number of wildland and prescribed fires and acres that occurred within the dates specified in the report query.

National PAO Reports
Scroll down the "Wildland Incident Situation Reports" screen to the **"National PAO Reports"** menu, shown below.

The **"SIT Login"** button located at the bottom of this screen will take you to the SIT Welcome screen.

The **"209 Reports"** button located at the bottom of this screen directs you to the ICS-209 Reports screen.

"Enter the desired date" in the block provided.

Fires by State
This report provides incident name, acres, personnel, structures and percent contained of all the incidents for the date selected.

> **Note:** The large font of this report is intentional to facilitate report printing on a plotter.

YTD – State
This report provides the year-to-date total, by state, of the number and acres for all wildland and prescribed fires.

Fire List by State
This report gives a list of all the active fires for the date selected. Check the box(s) next to incident(s) to be shown on the report. Click the **"Submit Data"** button to retrieve the report. The content of this report is much the same as the "Fires by State" report.

Clicking the **"Reset Data"** button can reset Incidents selected.

YTD – Large Incidents by State
This report contains year-to-date information for all large incidents sorted by State. The content includes the following information for each incident:

- Incident Name, number, and type
- Start and ending dates
- Cause and size
- Suppression costs
- Structures destroyed
- Latitude and longitude
- Sum of acres burned, suppression costs, and structures destroyed

Structures Fatalities by State
Sorted by state, this report provides year-to-date totals of structures lost and fatalities. Content includes:

- Incident Name, number, type and size
- Structures destroyed (Primary, Commercial, Outbuilding)
- Fatalities
- Latitude and longitude
- National total of acres burned, structures lost, and fatalities

209 REPORTS

Access current calendar year ICS-209s via the **"209 Reports"** button located at the bottom of the "Wildland Incident Situation Reports" menu screen, shown below.
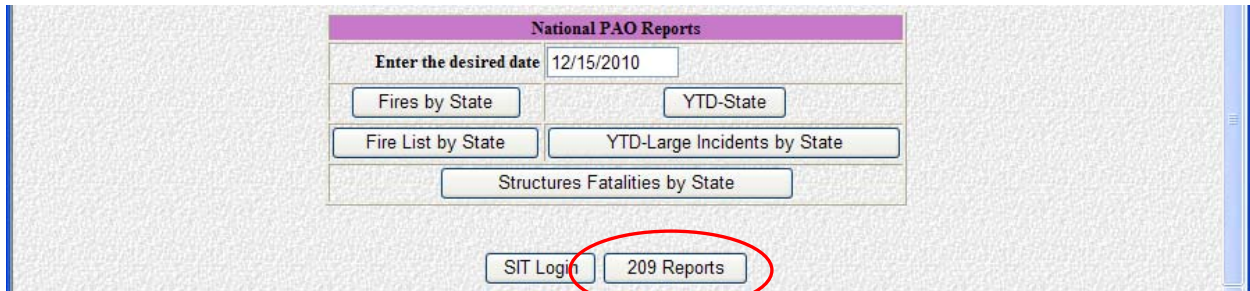
All of the ICS-209s are **Read-Only** access.

Although the information on the form generated via the 209 Program is the same as the NWCG ICS-209 form, ICS-209s printed from the database will not look exactly like the NWCG ICS-209 form.

Click the **"209 Reports"** button. This will take you to the **"Incident 209 Reports"** screen, shown below.
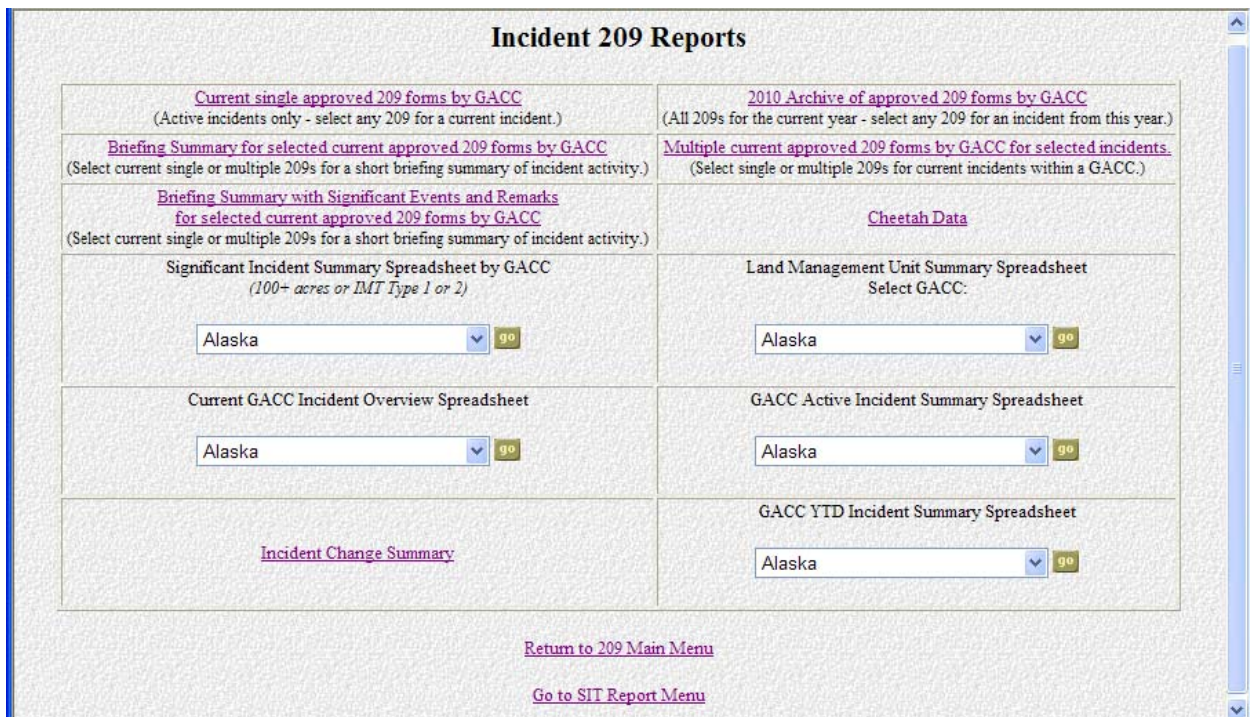
Currently there are twelve different reports generated for each GACC. They include:

- Current single approved 209 forms
- Archived approved 209 forms for current year

- Brief summary reports for selected current 209 forms
- Multiple current 209 forms (for printing purposes)
- Briefing summary with significant events and remarks on current 209 forms
- Cheetah Data
- Significant Incident Summary Spreadsheet
- Land Management Unit Summary Spreadsheet
- Current GACC Incident Overview Spreadsheet
- GACC Active Incident Summary Spreadsheet
- Incident Change Summary
- GACC YTD Incident Summary Spreadsheet

The **"Return to 209 Main Menu"** link at the bottom of the page takes you back to the 209 Program Welcome Screen. **Please refer to the 209 Program User's Guide for additional 209 Program site navigation.**

The **"Go to SIT Report Menu"** link at the bottom of the page returns you to the "Wildland Incident Situation Reports" menu screen in the SIT Program.

Current ICS-209s

Click the **"Current single approved 209 forms by GACC"** link to select ICS-209s for active incidents.

This link will take you to the **"Current Approved Incident 209 Reports by GACC"** screen. This screen looks like the screen shown on the following page.

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Simply clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen too.

Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get a list of the approved ICS-209s for the desired incident.

> ➤ **Note: Block 46** must be filled out, and the form must have been submitted for the ICS-209 to show up in this list.

> ➤ **Note:** Any incident marked **"Final"** on the date selected will **not** appear in this menu. **"Final"** reports can be retrieved thru the "Approved Incident 209 Reports by GACC" link. See the "Archived ICS-209s" instructions on page 93 to retrieve incidents marked "Final".

> • **Example:** The screen capture on the following page illustrates what the individual current approved ICS-209 report menu screen will look like. The incident, **Slope, CA-YNP-2777**, was selected from the Southern California pull-down menu, followed by clicking the **"Southern California"** button. You can select any of the reports submitted by clicking the **"Incident Name"** link next to the desired date and report status (e.g., "I" -Initial, "U" - Update).

Approved Incident 209 Reports for CA-YNP-2777

Incident Name	Report Date	Status	Approved Date	Last Edit Date
SLOPE	07/31/2010 1455	I	07/31/2010 1747	07/31/2010 1747
SLOPE	08/01/2010 1600	U	08/01/2010 1815	08/01/2010 1815
SLOPE	08/02/2010 1611	U	08/02/2010 1817	08/02/2010 1817
SLOPE	08/03/2010 1545	U	08/03/2010 1755	08/03/2010 1755
SLOPE	08/05/2010 1715	U	08/05/2010 1920	08/05/2010 1920
SLOPE	08/06/2010 1727	U	08/06/2010 1929	08/06/2010 1929
SLOPE	08/07/2010 1556	U	08/07/2010 1802	08/07/2010 1802
SLOPE	08/08/2010 1557	U	08/08/2010 1801	08/08/2010 1801
SLOPE	08/09/2010 1559	U	08/09/2010 1803	08/09/2010 1803
SLOPE	08/10/2010 1558	U	08/10/2010 1801	08/10/2010 1801
SLOPE	08/14/2010 1614	U	08/14/2010 1819	08/14/2010 1819
SLOPE	08/15/2010 1554	U	08/15/2010 1757	08/15/2010 1757
SLOPE	08/18/2010 1738	U	08/18/2010 1943	08/18/2010 1943
SLOPE	08/26/2010 1702	U	08/26/2010 1906	08/26/2010 1906
SLOPE	11/01/2010 1522	U	11/01/2010 1723	11/01/2010 1723

Return to Current Approved 209s list.

Return to All Approved 209 forms by GACC list.

Return 209 Main Menu

The **"Return to Current Approved 209s list"** link will return you to the "Current single approved 209 forms by GACC" menu screen. Clicking the "Back" button on your browser will take you back to that menu screen as well.

Archived ICS-209s
Click the **"XXXX (Current Year) Archive of approved 209 forms by GACC"** link to select any ICS-209s that have been archived or marked "Final".

Incident 209 Reports

Current single approved 209 forms by GACC	2010 Archive of approved 209 forms by GACC
(Active incidents only - select any 209 for a current incident.)	(All 209s for the current year - select any 209 for an incident from this year.)
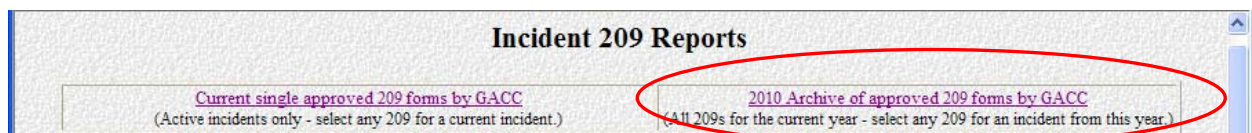
This link will take you to the **"Approved Incident 209 Reports by GACC"** screen, shown on the following page.

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Simply clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen too.

Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get a list of the approved ICS-209s for the desired incident.

- **Example:** The incident **Fourmile Canyon, CO-BLX-000321** was selected within the Rocky Mountain pull-down menu. Click the **"Rocky Mountain"** button to retrieve the reports for that incident. The image below illustrates what the individual archived ICS-209 menu screen will look like. You can select any of the reports submitted by clicking the **"Incident Name"** link next to the desired date and report status (e.g., "I" -Initial, "U" – Update, "F" - Final).

The **"Return to Current Approved 209s list"** link will return you to the "Current single approved 209 forms by GACC" menu screen.

The **"Return to All Approved 209 forms by GACC list"** link will return you to the "Approved Incident 209 Reports by GACC" menu screen. Clicking the "Back" button on your browser will take you back to that menu screen as well.

Summary Reports

Click the **"Briefing Summary for selected current approved 209 forms by GACC"** link to select any short summary ICS-209 reports.

This link will take you to the **"Current Approved Incident 209 Reports by GACC For Short Briefing Summary"** screen, as shown on the next page.

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.
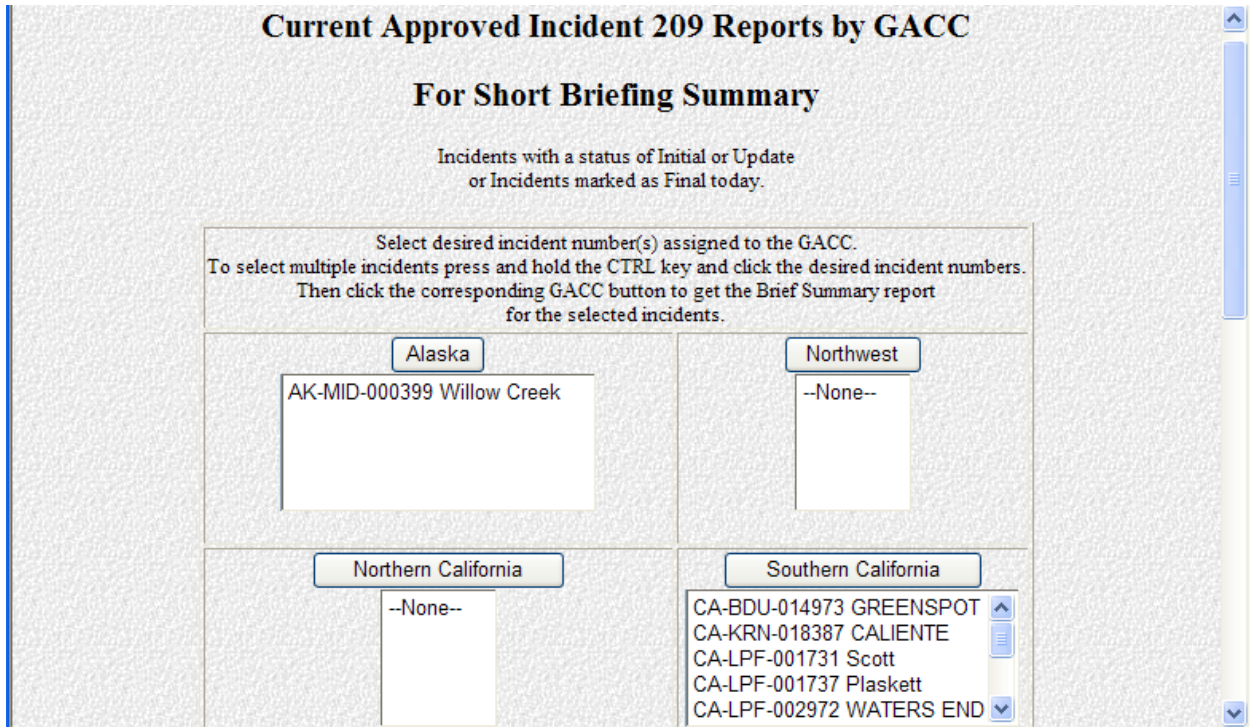
Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get the Brief Summary Report for the selected incident.

To select multiple incidents press and hold the CTRL key and click the desired incident numbers, then click the GACC button.

The short briefings include the incident name, number, size, percent contained, threat potential, structure information, fuels/materials, committed resources, etc., from the ICS-209.

Multiple Current 209s for Printing
Click the **"Multiple current approved 209 forms by GACC for selected incidents"** link to select single or multiple 209s for current incidents within a GACC.
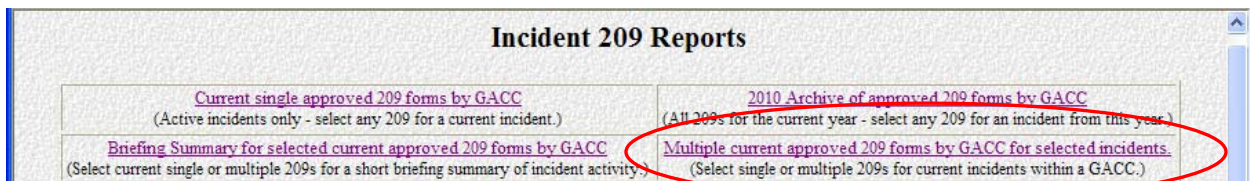
This link will take you to the **"Current Approved Incident 209 Reports by GACC for multiple printing of selected 209s"** screen, shown below.
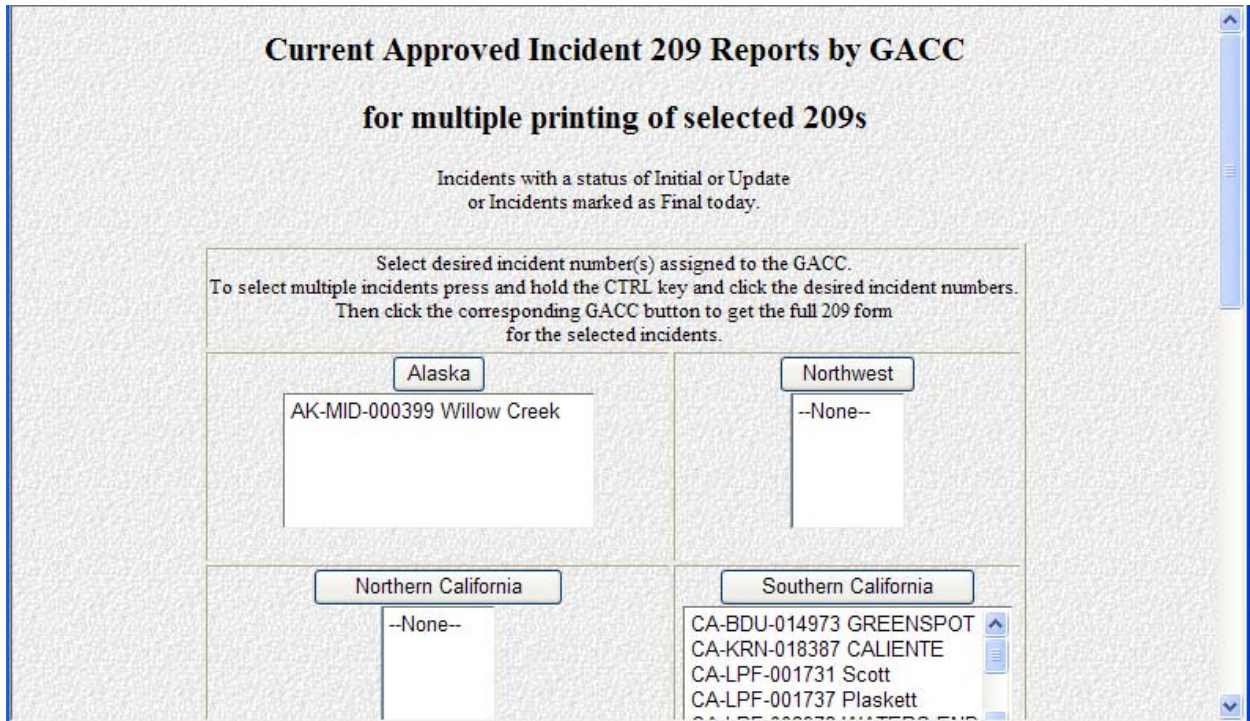
The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to bring up the ICS-209 to be printed. To select multiple incidents press and hold the CTRL key and click the desired incident numbers. Then click the corresponding GACC button to read ICS-209s for the selected incidents.

Briefing Summary with Significant Events and Remarks
Click the **"Briefing Summary with Significant Events and Remarks for selected current approved 209 forms by GACC"** link to select any short summary ICS-209 reports.
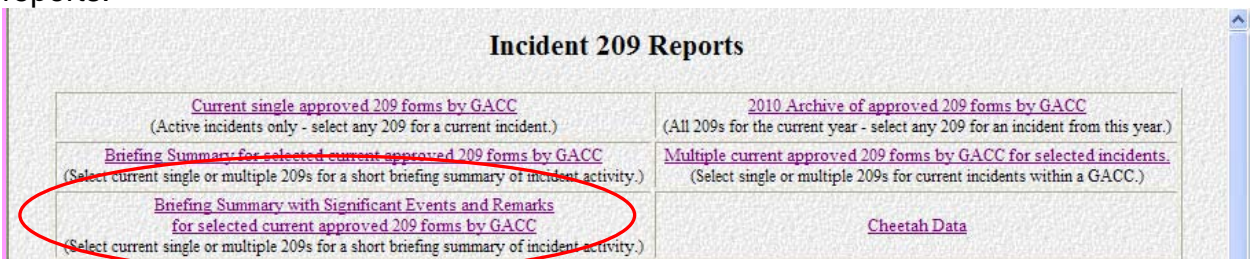
This link will take you to the **"Current Approved Incident 209 Reports by GACC For Medium Briefing Summary"** screen, shown below.
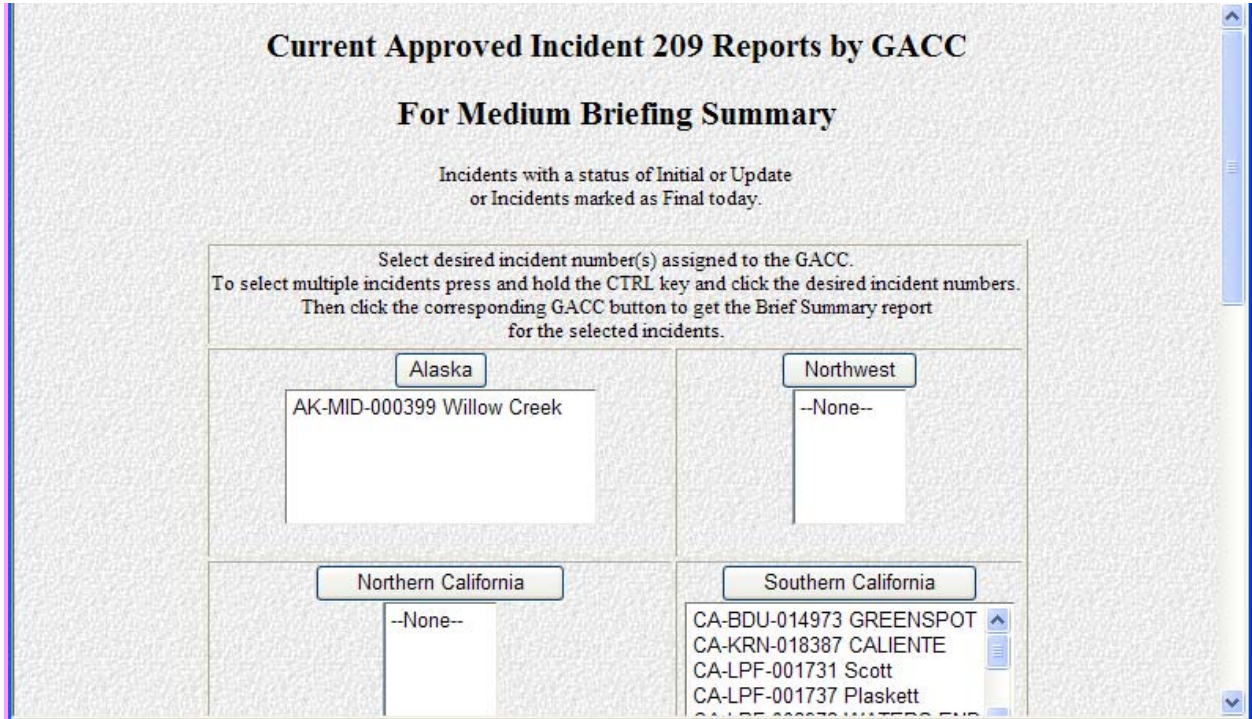
The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

Cheetah Data

The Cheetah 2 (Computerized Harmonic Evaluation of Episodes and Tools for Assessment of Help) program was developed to support examination of fire occurrence patterns and fire suppression resource requirements at the National and Geographic Area levels. Questions are frequently asked on the expected fire suppression resource needs by the National and Geographic Area decision-makers and managers need to assess fire occurrence patterns to predict future fire suppression resource requirements.

Users of the Cheetah Program can obtain incident resource data via the **"Cheetah Data"** link.

This link will take you to the **"Year to Date Approved Incident 209 Reports by GACC for Cheetah Program Input"** screen shown below.
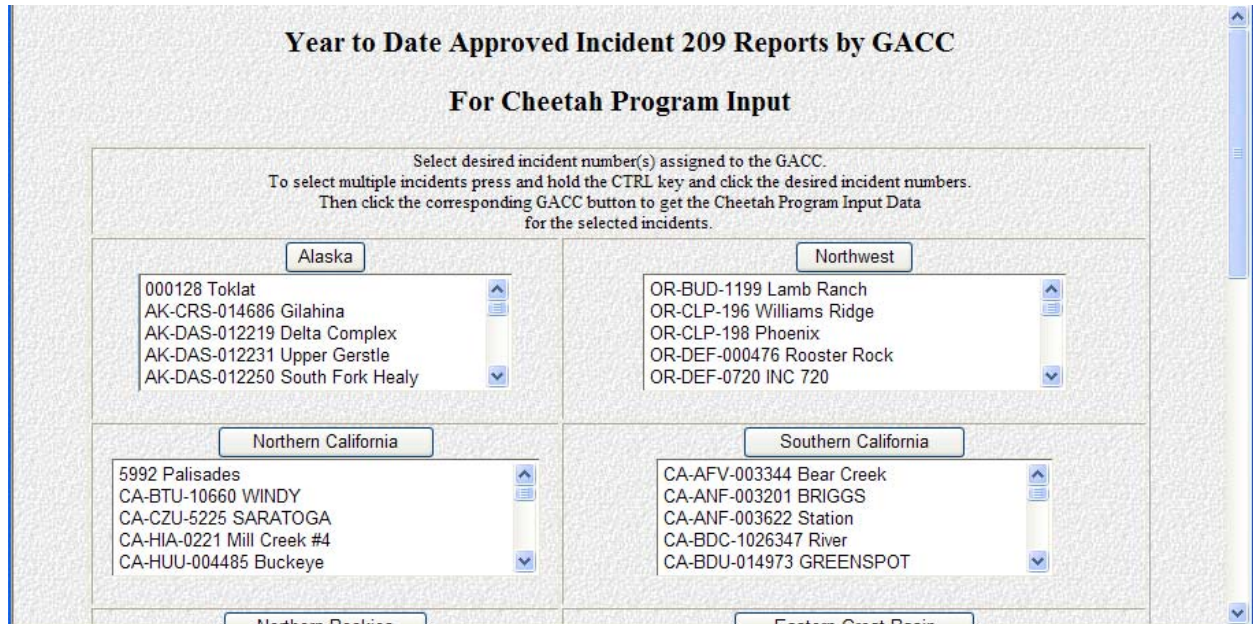
Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get the Brief Summary Report for the selected incident.

To select multiple incidents press and hold the CTRL key and click the desired incident numbers, then click the GACC button.

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

Significant Incident Summary

To view current incidents of 100+ acres or incidents with Type 1 or 2 IMTs assigned to a specific GACC, select the desired GACC from the pull-down menu under the **"Significant Incident Summary Spreadsheet by GACC"** heading on the "Incident 209 Reports" screen, shown below.
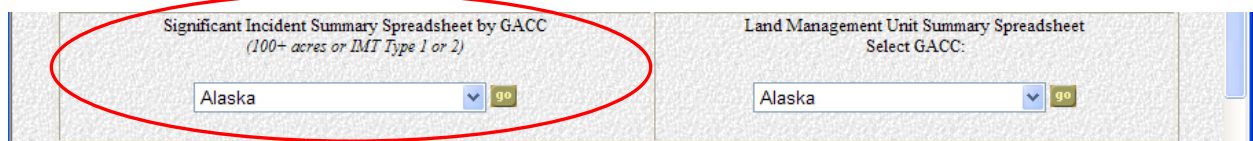
Then click the **"Go"** button.

This spreadsheet provides a summary of the following information:

- State and Unit of incident
- Incident Name, Number and Type
- Start Date
- IC name and Team Type
- Latitude and Longitude
- Incident size
- Costs to date
- Date controlled
- Structures destroyed

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

Land Management Unit Summary
Select the desired GACC from the pull-down menu under the heading **"Land Management Unit Summary Spreadsheet"** on the "Incident 209 Reports" screen, shown below.

Then click the **"Go"** button. A menu screen like the one shown below will appear:

From the pull-down menus, select the **"Incident Type"** and **"Land Management Unit"**. A spreadsheet will be produced summarizing incident information for **all** incidents for the unit selected.

This spreadsheet provides a summary of the following information:

- Incident Name, Number and Type
- Start Date
- Latitude, Longitude, Location
- Incident size

- Date controlled
- Resource Objectives
- Remarks

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

Current GACC Incident Overview Spreadsheet

Select the desired GACC from the pull-down menu under the heading **"GACC Incident Overview Spreadsheet"** on the "Incident 209 Reports" screen, shown below.
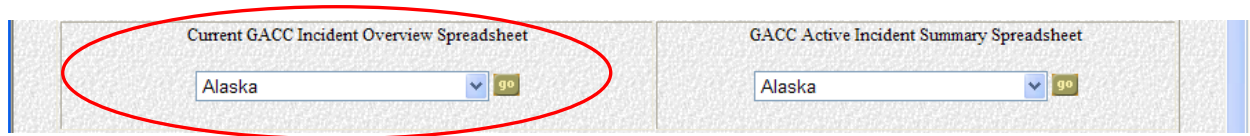
Then click the **"Go"** button.

This spreadsheet provides a summary of the following information:

- Incident State-Unit, Number, Name and Type
- Report Date/Time
- Cause
- Incident Commander
- Incident Command Organization
- Incident Size, Percent Contained, Line to Build
- Critical Resource Needs
- Growth Potential
- Structure information (threatened, damaged, destroyed)
- Evacuation information, Threats
- Injury information (current operational period, incident total, fatalities)
- Costs to Date

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

GACC Active Incident Summary Spreadsheet

Select the desired GACC from the pull-down menu under the heading **"GACC Active Incident Summary Spreadsheet"** on the "Incident 209 Reports" screen, shown below
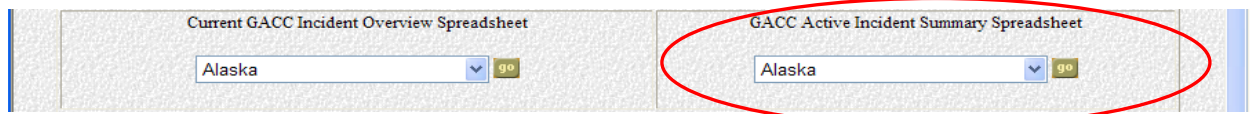
Click the **"Go"** button.

This spreadsheet provides a summary of the following information for active incidents:

- Incident Number, Name and Type
- Incident Strategy
- Incident Command Organization
- Start Date
- Cause
- Latitude, Longitude, Location
- Incident size
- Last Edit Date

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

Incident Change Summary

Click the **"Incident Change Summary"** link for activity change reports.

This link will take you to the **"Current Approved Incident 209 Reports by GACC for Activity Change"** screen, shown on the following page.
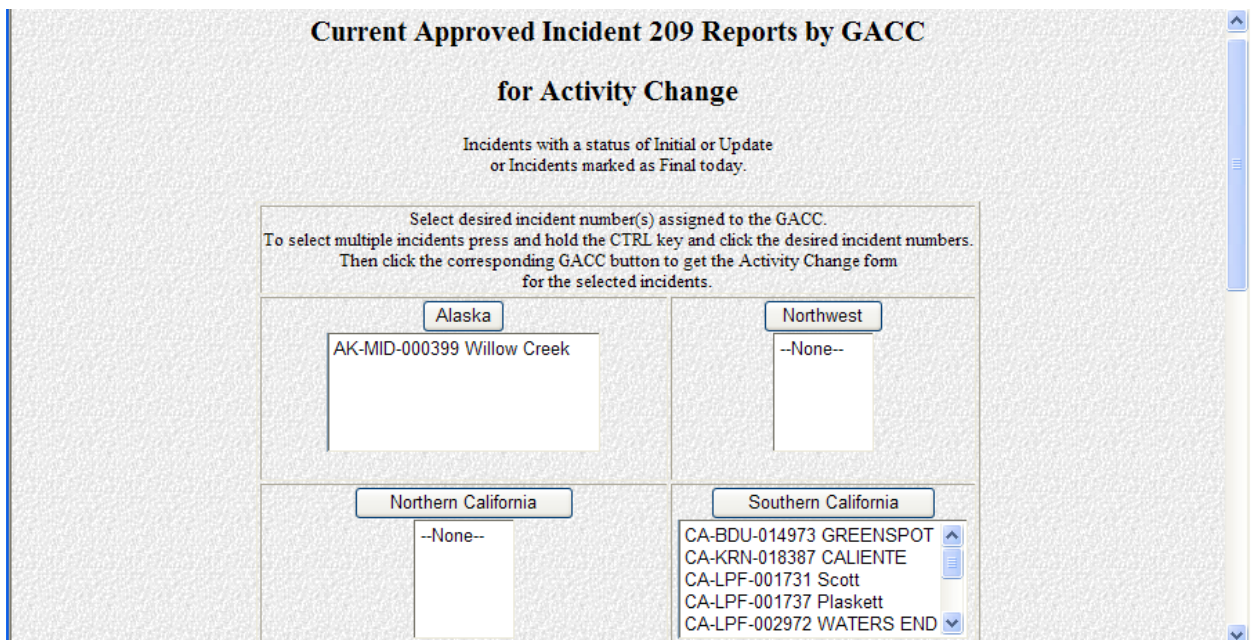
Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get the Brief Summary Report for the selected incident. To select multiple incidents press and hold the CTRL key and click the desired incident numbers, then click the GACC button.

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

GACC YTD Incident Summary Spreadsheet
Select the desired GACC from the pull-down menu under the heading **"GACC YTD Incident Summary Spreadsheet"** on the "Incident 209 Reports" screen, shown below.

Click the **"Go"** button.

This spreadsheet provides a year-to-date summary of the following information:

- Incident Number, Name and Type
- Incident Strategy
- Incident Command Organization
- Start Date
- Cause
- Latitude, Longitude, Location
- Incident size
- Last Edit Date

The **"Return to 209 Reports Menu"** link at the bottom will return you to the "Incident 209 Reports" menu screen. Clicking the "Back" button on your browser will return you to the "Incident 209 Reports" menu screen as well.

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SITE MANAGEMENT

User access for the SIT Program is managed via the "Table Maintenance" menu screen accessed via the SIT Welcome screen. Access is set up in levels, with different permissions set at each one.

National Level Access

NICC Intelligence and the Help Desk have access to all the screens within the "Setup Menu" Screen. Responsibility for management of the Geographic Areas, Agencies and lookup tables (values for pull-down lists) rests with NICC Intelligence.
Requests for additions such as resource type(s) specific to a Geographic Area will be placed to NICC Intelligence.

Geographic Area Level Access

GACC Intelligence Coordinators/Officers have management responsibility for the initial setup of units, Dispatch Offices and access/permissions for the offices within their areas. Additions, updates and deletions of reporting units and users may be done by either the GACC or the local Dispatch Office, according the Geographic Area's preference. These functions can only be accomplished by using the links located on the "Setup Menu" screens.
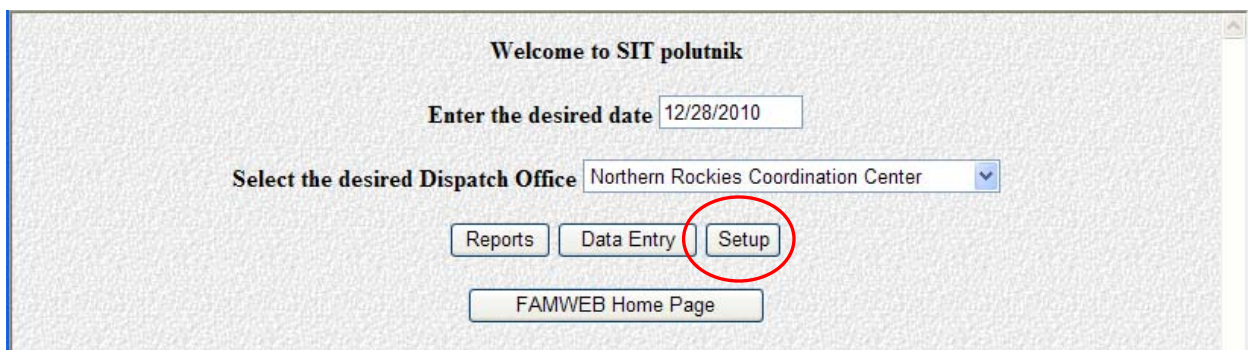
Local Dispatch Office Level Access

One person in each Dispatch Office will have responsibility for the management of LogonIDs/user access within the office. This person may also use the "Unit Add" and "Unit Update/Delete" screens to add and keep unit information current. They will also use the "Security Add" and "Security Update/Delete" screens to set user access to the LogonIDs for their users.

- Local level access to the system will be limited to adding, updating and deleting units, entering data and generating reports. You will not be able to edit anyone else's data, unless they have granted you access/authority to stand in for them (in the event of network problems, etc.).

If you are a manager, you will have a **"Setup"** button at the SIT Welcome screen.

Click the **"Setup"** button located on the SIT Welcome screen, shown below.

This will take you to the "Setup Menu" screen, shown below.
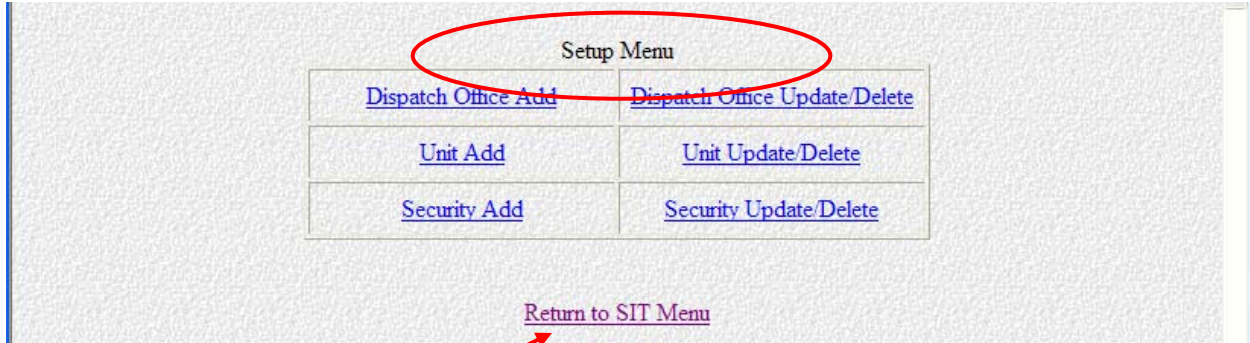
- The **"Return to SIT Menu"** link at the bottom of the screen will return you to the SIT Welcome screen.

- When you are done adding, updating, or deleting records within any of the screens under "Setup Menu" (e.g., Dispatch Office Add, Unit Add, Security Add, etc.) it is important that you use the **"Return to Setup Menu"** link located on the bottom of each screen to return to the prior menu. **Do not use the "Back" button on your browser.**

Dispatch Office Add

To add new Dispatch Offices within the Area, click the **"Dispatch Office Add"** link located on the "Table Maintenance" menu screen. This will take you to the "Dispatch Office Entry" screen shown below.

- The **"Return to Setup Menu"** link at the bottom will return you to the "Setup Menu" screen.
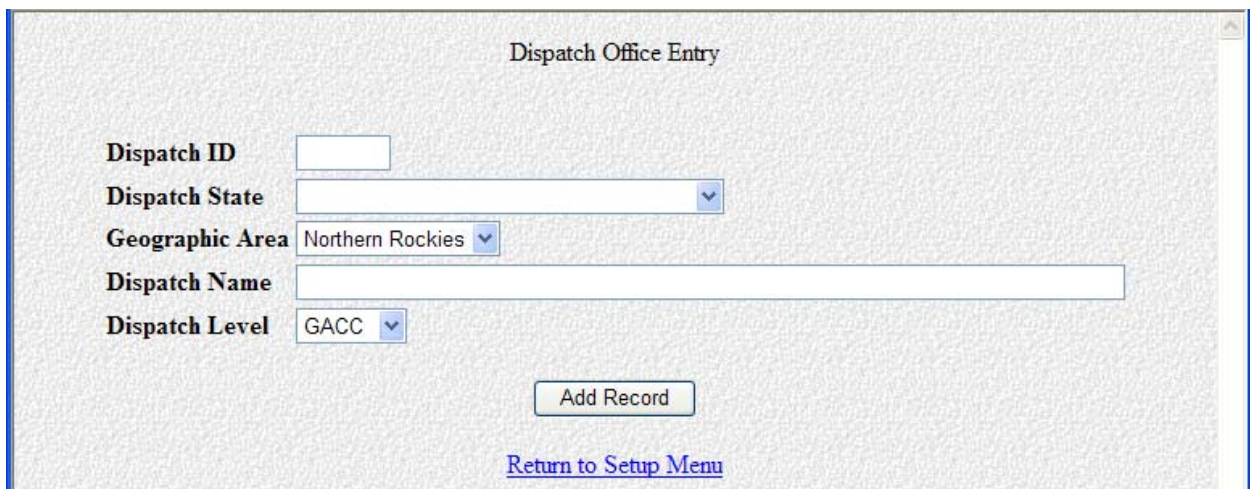
Dispatch ID

Enter the unit identifier for the office (e.g., BRC).

Dispatch State
From the pull down menu, choose the state for that dispatch office.

Geographic Area
Choose your Geographic Area from the pull down list.

Dispatch Name
Enter the name of the Dispatch Office (e.g., Bitterroot Dispatch Center).

Dispatch Level
Choose "Local" from the pull down list.

- **Only** GACCs and NICC have "GACC" level access.

Click the **"Add Record"** button.

Repeat this process until you have added all your Dispatch Offices.

<mark>**Dispatch Office Update/Delete**</mark>
Use the following steps to update or delete offices that are already set up in the program.

Click the **"Dispatch Office Update/Delete"** link located on the "Setup Menu" screen.

This will take you to the "Dispatch Office Selection List" menu screen, shown below.

From the list of Dispatch Offices, **click the name of the Dispatch Office you want to update or delete.**

- The **"Return to Setup Menu"** link will take you back to the main menu screen.

This will take you to the **"Dispatch Office Update/Delete"** screen, shown below.

- The **"Return to Select Office Menu"** link at the bottom of the screen will return you to the "Dispatch Office Selection List" menu screen.

To update the record, make the necessary changes then click the **"Update Record"** button.

To delete the record, click the **"Delete Record"** button.

Unit Add

In order to report activity or resources for a unit, the unit must first be set up in the program. Use the following steps to build the list of units within each Dispatch Office.

Click the **"Unit Add"** button located on the **"Setup Menu"** screen.

This will take you to the "Unit Entry" screen, shown below.

- The **"Return to Setup Menu"** link at the bottom will return you to the "Setup Menu" screen.

Dispatch ID
From the pull down list, choose the name of the Dispatch Office to which this unit or resource belongs.

Unit ID
Enter the unit identifier (e.g., BFA, CMR, LNF, MCD, SWS, YNP).

- The unit IDs are listed in the Unit Identifiers booklet (PMS 931). **Do not make them up.**

Unit State
From the pull down list, choose the state for the unit.

Unit Name
Enter the full name of the unit. Acronyms can be used for "National Forest", "National Park", "Field/District Office", etc. Proper acronyms would be: DO or FO (BLM), NF, NP, etc.

- **Examples are:** Charles M Russell NWR, Lolo NF, Miles City FO and Yellowstone NP.

Agency
Choose the unit's agency from the pull down list.

Daily Stats
Choose "yes" or "no" to indicate whether or not you want to enter daily statistics for the unit.

Click the **"Add Record"** button.

Unit Update/Delete
Click the **"Unit Update/Delete"** link on the "Setup Menu" screen to update or delete units that are already set up in the program.
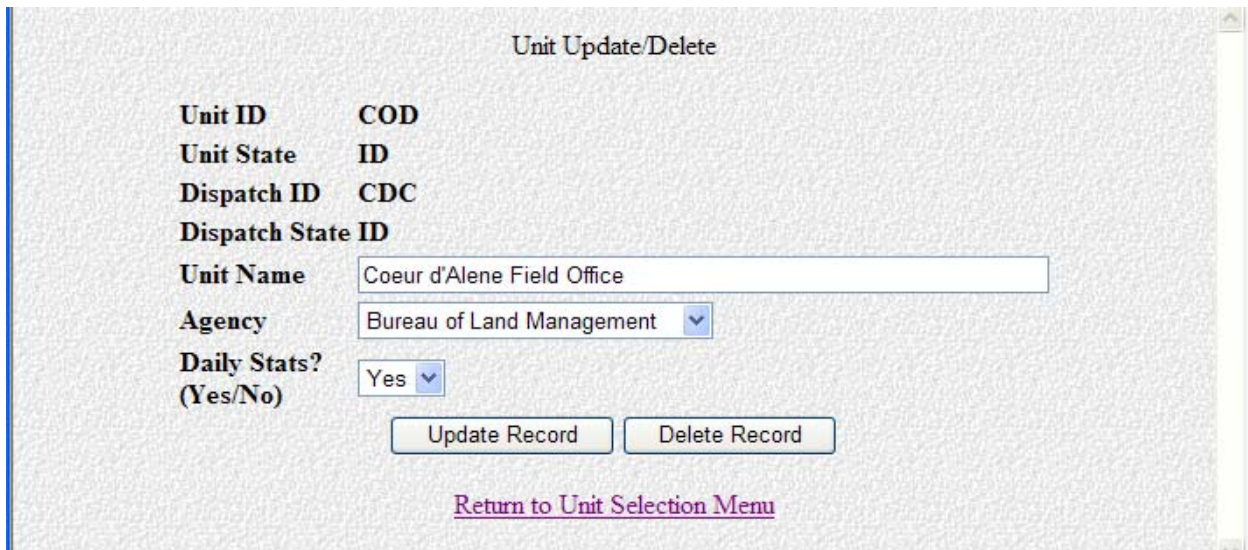
This will take you to the "Units Selection List" menu screen, shown below.

Units Selection List			
Dispatch Office	CDC	Dispatch State	ID

Unit ID	Unit Name	Unit State	Agency
CAS	Cataldo Supervisory Area	ID	ST
CDCI	Coeur d'Alene Dispatch - Private	ID	PRI

From the list of Units, **click on the name of the Unit** you want to update or delete.

This will take you to the **"Unit Update/Delete"** screen, shown below.

To update the record, make the necessary changes then click the **"Update Record"** button.

To delete the record, click the **"Delete Record"** button.

- The **"Return to Unit Selection Menu"** link will return you to the "Setup Menu" screen.

Security Add
Click on the **"Security Add"** link located on the "Setup Menu" screen to give Dispatch Offices and other users access (KCLIDs).

The **"Security Entry"** screen is shown below.

Dispatch ID
Choose the dispatch office from the pull down list.

KCLID
Enter the KCLID for that user (e.g., jackblack).

Application
Choose which application, **"SIT"** or **"209"**, you want to add that Dispatch Office/user.

Agency
Choose the agency from the pull down list.

Scope
Choose **"Local"** from the pull down list for your Dispatch Offices. Choose **"GACC"** if you're adding access to your GACC.

Authority
Use the pull down list to choose the level of access you want the User (KCLID) to have.
- **"Report"** authority only allows the user to run reports.
- **"Entry"** authority gives the user data entry access.
- **"Manager"** authority allows the user to add and update/delete levels of security/access, as well as dispatch offices and units.

  ➢ **NOTE: You must give Manager authority to at least one KCLID for each Dispatch Office.**

Click the **"Add Record"** button.

 GACC Intelligence Coordinators/Officers manage user access for their area via the "Security Add" and "Security Update/Delete" screens. This allows them to set the level of access/authority for each office or unit. Each GACC has setup all of the Dispatch Offices within its area and identified a security manager at each Dispatch Center. The security managers at the Dispatch Offices can add, update or delete access for their users as needed.

Security Update/Delete
Click the **"Security Update/Delete"** link located on the "Setup Menu" screen to change or delete a user's access (KCLID). This link will take you to the "Security Table Selection List" screen, shown below.

KCLID	Application	unit	Agency	Scope
ababcock	SIT	MTLEC	BLM	Local
aboettger	SIT	MTLEC	BLM	Local
abutterfield	SIT	MTKIC	USFS	Local

Security Table Selection List

From the "Security Table Selection List" screen, click the **KCLID** name you want to update or delete.

- **Example:** "shannon" shown below was the KCLID selected.

To update the record, make the necessary changes then click the **"Update Record"** button.

To delete the record, click the "Delete Record" button.

APPENDIX

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OFFICIAL ICS-209 FORM

Incident Status Summary (ICS-209)

1: Date	2: Time	3: Initial | Update | Final	4: Incident Number	5: Incident Name

6: Incident Kind/Strategy	7: Start Date Time	8: Cause	9: Incident Commander	10: Incident Command Organization	11: State-Unit

12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:	14: Short Location Description (in reference to nearest town):

15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date:	18: Line to Build	19: Estimated Costs to Date	20: Declared Controlled Date: Time:

21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information			
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent --- Potential future threat -------- No likely threat ---------------			Residence			
			Commercial Property			
			Outbuilding/Other			

26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames:

12 hours:

24 hours:

48 hours:

72 hours:

27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and
    72 hour time frames:

12 hours:

24 hours:

48 hours:

72 hours:

28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): **ex. 3 CRW1 (4); 1 HEL1 (5);**

12 hours

24 hours:

48 hours:

72 hours:

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

30: Observed Weather for current operational period:
Wind Direction: Wind Speed (mph):   Peak Gusts:
Max. Temperature: Min. Relative Humidity:

31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

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

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

34: Forecasted Weather for next operational period:
Wind Speed (mph):   Temperature:
Wind Direction: Relative Humidity:

35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:

38: Actions planned for next operational period:

39: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -

2. Difficulty of Terrain -

40: Given the current constraints, when will the chosen management strategy succeed?

41: Projected demobilization start date:

42: Remarks:

43: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
Total															

44: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

45: Prepared by:	46: Approved by:	47: Sent to: By:
		Date: Time:

Revised 3/2009

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Incident Status Summary (ICS-209) General Instructions (Version 2011)

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

Block Heading	Instructions
1. Date	Enter the date of this report in mm/dd/yyyy format, (e.g., 02/01/11)
2. Time	Enter the time of this report in military time (e.g., 1700).
3. Initial/Update/Final	There is only ONE initial and ONE final report. Any other report is an update. The **final report** is the one on which the incident is **declared controlled, joins a complex, or on which significant numbers of resources are no longer assigned.** Note: Marking a 209 "final" deletes it from the active incident list for local unit, GACC and national screens in FAMWEB.
4. Incident Number	Enter the unique incident number that has been assigned by the jurisdictional agency. This should start with the 2-letter state identifier, followed by the unit or agency identifier of the unit where the incident is occurring, and the fire or incident number. This is usually the incident project order number in block 3 of the Resource Order (e.g., **AK-FAS-006**, **ID-BOF-P15562, UT-MLF1-035**, **CO-CRD-R236**).
5. Incident Name	Enter the incident name, such as "Point," "Devil's Complex," "Clamulch Complex – Zone 2," "Angel Rocks Incident," or "END – South Coast". Once the incident name has been assigned, it should not be changed if at all possible. However, if a name change does occur, make a note of it in the **Remarks section (block 42)** of the report for operational period when the name change occurs. If the report is for a complex, put the name of the complex in this block and list the individual fires and acreages in the **Remarks section (block 42)**. When two or more separate incidents are combined into a complex, a **final 209 report** should be completed for each of the initial incidents except the one under which the complex will remain, noting the move to the complex on each separate final report. The 209 used to continue the complex should list the new incidents included within it in the **Remarks section (block 42)**.

6. Incident Kind/Strategy	Enter the incident or event kind from the pull down menu (e.g., wildfire, earthquake, etc.). Enter the suppression strategy (e.g., full suppression, point/zone protection, etc) Refer to **Attachment #1** for a list of incident and event kinds to enter in this block. For all wildfires a strategy type must be identified in the pull down menu.
7. Start Date/Time	Enter the date in mm/dd/yyyy format, e.g., 02/01/11 and military time (e.g., 0700) at which the incident began.
8. Cause	For **Wildfire incidents,** use the pull down menu for the general cause (e.g., human, lightning, or under investigation).
9. Incident Commander	Enter both the first and last name of the Incident Commander. If the incident is under Unified Command, list all IC's by last name. (e.g., **Wilcock, Conrad**)
10. Incident Command Organization	This block defaults to a blank. Select the appropriate type of Incident Command Organization assigned from the drop-down menu, if applicable. This block should be left blank unless a recognized Incident Command Organization is assigned.
11. State-Unit	Enter the 2-letter identifier for the state, followed by the unit identifier of the agency unit or municipality that has **administrative jurisdiction** over the land on which the incident is located, such as a city, county, State, BLM District, National Park, National Forest, etc. (e.g., **MT-LNF**, **NV-NAFQ**).
12. County	Enter the county in which the incident originated. If other counties are involved, enter them in the **Remarks section (block 42)**.
13. Latitude and Longitude	Required. Enter the latitude and longitude in degrees, minutes and seconds derived from the point of origin of the incident (e.g., Latitude: 35 degrees, 45 minutes, 01 seconds; Longitude: 111 degrees, 37 minutes, 10 seconds). "Ownership at Origin" identifies the ownership of the land the fire started on. For example, PRI for Private, BLM for Bureau of Land Management; this entry may include the unit identifier from Block 11 if both are the same.
14. Short Location Description	Give a general location (compass direction and number of miles) in reference to the nearest town or landmark. A legal location may also be included, such as Township, Range, Section, and Base Meridian. (e.g., 15 mi SW of Anchorage)
15. Size/Area Involved	For Wildfire incidents, enter the acreage. If more than one land ownership is involved, click on "Enter Size/Area/By Unit and select the land management units and enter acreage for each jurisdiction involved. This information will carry over to Block 42, Remarks. For Complexes, enter the total acreage in this block, and list each incident with acreage in Block 42, Remarks. For other incident kinds, enter the appropriate descriptive size. Additional information can also be entered in Block 42, Remarks. The total acreage will be automatically calculated at the end of the page. When finished, hit the submit button and this will return you to the 209 with the total acreage filled in.

16. % Contained or MMA	For wildfire incidents, enter the percent (e.g., 50) of the incident that is contained. For non-fire incidents, leave blank unless appropriate. This is a number entry block only; do not enter the symbols or alpha characters. This block will be cleared out each day.
17. Expected Containment	For fire incidents, enter the date and military time in mm/dd/yyyy and military time format, e.g., Date: 08/17/2011 Time: 1500 at which full containment is expected.
18. Line to Build	For **Wildfire incidents,** enter the number of chains, feet, meters, or miles of line still to be completed. For **other incident kinds**, such as hazardous materials or flood incidents, other measurements such as square miles may be appropriate and should be noted in Block 42, Remarks. This block will be cleared out each day.
19. Estimated Costs to Date	Enter the total incident costs to date in a whole dollar amount (e.g., 250000). This is a number only block; if symbols or alpha characters are entered the program will automatically clear them out of the entry screen, and will add them to the completed 209 and subsequent reports. If costs decrease, explain in Block 42, Remarks. This block will be cleared each day.
20. Declared Controlled	Enter the date and military time in mm/dd/yyyy and military time format at which the incident was declared controlled. This block is for current information and is not to be used as an outlook of when the incident is expected to be controlled. Once this block has been filled, the report is considered to be final. **Remember to check the "final" button in Block 3**.
21. Injuries this Reporting period	Report only **serious** injuries **for this reporting period**. Serious injuries are those in which the person injured is unable to continue to perform in their incident assignment. Explain or describe the nature of these injuries in the **Remarks section (block 42**)
22. Injuries to Date	Enter the total number of serious injuries for the duration of the incident. This is a cumulative total number that must be manually entered; the program does not do it automatically.
23. Fatalities	Enter the cumulative total of fatalities for the duration of the incident. Verify and clear any fatality information with the Incident Commander or Agency Administrator prior to submission. Only enter the # of personnel assigned to the incident.

24. Structure Information	Structure information is accounted for according to structure type. Types include: Residence, Commercial Property, and Outbuilding/Other. Number Threatened: Enter the number of structures threatened by type **during this reporting period.** Number Damaged: Enter the number of structures damaged by type **for the duration of the incident.** Number Destroyed: Enter number of structures destroyed by type **for the duration of the incident.** If necessary, detail additional structure information, such as structure type breakdowns, in the **Remarks section (block 42**). Describe potential structure threats in the **Projected incident movement section (block 26**). Describe structure threats in Block 27, Values at risk. The program will automatically tally the number of damaged and destroyed structures. If the number of structures damaged or destroyed goes down from one day to the next, the program will prompt with a message requiring the user to verify the drop in number.
25. Threat to Human Life/Safety	Check any or all boxes that are relevant for this reporting period. Due to the sensitivity of the information be accurate in your assessment. Provide explanation of these events in Blocks 27, 29, 33, or 42 as they apply.
26. Projected Incident movement/spread	Provide an estimate of the direction in which the incident is expected to spread, migrate, or expand in 12-, 2-, 48-, and 72-hour timeframes. Include an estimate of the acreage or area that will likely be affected.
27. Values at Risk:	Include communities/critical infrastructure natural and cultural resources threatened in terms of 12-, 24-, 48-, and 72-hour time frames. For example, a ranch house, barns and other outbuildings, located in Division C have the probability of being burned over in about 12 hours, a community of 300 homes and businesses northeast of the fire could be impacted by the fire-front in 48 hours, and the fire will directly threaten a water storage area in 72 hours. An example of a non-wildfire incident would be when flood waters are rising and a mobile home park will be inundated in 48 hours. Summarize significant threats to valuable resources. Such resources could include timber, wildlife, habitat, watershed, agricultural areas, endangered species, or infrastructure.
28. Critical Resource Needs	Amount, type, kind and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames. List the specific types and numbers of critical resources needed, in order of priority. For example, 1) 10 strike teams of Type III Engines, 2) 3 strike teams of Type I Crews, 3) 4 Fireline EMT's. Be specific as to the need. Relate additional documentation in Blocks 26, 29, 33, 38, 40 and 42, as they apply, to support and justify the need for these resources. This block will be cleared each day.

29. Major problems and concerns	Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and erratic or extreme fire behavior. Include social/political/economic concerns or impacts, and relate critical resource needs to plan actions in the Incident Action Plan. S
30. Observed Weather for current operational period.	For **fire incidents**, enter readings for wind direction, peak gusts, maximum temperature, and minimal relative humidity for that operational period. (worst case scenario) For **non-fire incidents,** complete only if relevant. **For any incidents** in which additional weather conditions are a factor, use the **Remarks section (block 42**) to describe specifics.
31. Fuels/Materials Involved	For **Wildfire incidents,** enter the appropriate "primary fuel" involved in the **predominant fuel type** section of this block from the thirteen Fire Behavior Fuel Models in the pull down menu. Additional fuel information can be entered into the text block for any incident or event kind. For example, a structure fire may involve common combustible building materials. A hazardous materials incident might involve 120 gallons of diesel fuel. Additional information pertinent to fuels/materials involved can be entered in the text block as well, including additional detail on the types of fuels involved. Fire example, while the primary fuel for a wildfire may be light logging slash, a number of other fuel types may be involved, including grass and chaparral.
32. Today's Observed Fire Behavior	For **Wildfire** incidents, describe the fire behavior observed for this reporting period in general terms. Leave this block blank for other kinds of incidents. This block will be cleared each day.
33. Significant Events Today	Describe significant events that occurred during the current reporting period. Include road closures, evacuations, progress made, accomplishments, team transition, re-occupation of formerly evacuated areas including where this occurred in relation to the incident. Specify information such as road numbers and duration of closures, how many people or homes are impacted by evacuations. A maximum of 2000 characters is allowed. This block will be cleared each day.
34. Forecasted weather for next operational period.	For all wildfire incidents, describe the forecasted weather for the next operational period. Enter readings for the maximum expected Wind Speed (mph), temperature, wind direction: and minimum relative humidity: For any incidents in which additional weather conditions are a factor, use the remarks section (block 42) to describe any specifics.
35. Estimated Control Date and Time	For **fire incidents**, give the date and time in mm/dd/yyyy and military time format, e.g., Date: 06/14/2011 Time: 1800 at which control is expected. For **non-fire incidents**, enter the date and time at which significant incident support will be discontinued.
36. Projected Final Size	Enter an estimate of the total area likely to be involved or affected over the course of the incident. Use acres, hectares, square miles, etc., as appropriate.
37. Estimated Final Cost	Enter an estimate of the total costs for the incident once all finance costs have been processed for each operational period. (e.g., $**250000**).

38. Actions planned for next operational period	Provide a short summary of actions planned for the next operational period. For example, team transitions, line construction operations, structure protection, etc. Describe the actions and activities being carried out by the responders.
39. For fire incidents describe resistance to control.	For fire incidents, describe the fire's resistance to control in terms of growth potential and difficulty of terrain. Choose from **low, medium, high or extreme**.
40. How likely is it...	Give a short assessment of the likelihood of meeting the containment/control targets, given the **current** resources and management strategy. If containment is unlikely, explain why and/or adjust the containment/control targets accordingly in **blocks 17 and 35**.
41. Projected demob start date.	Enter the date and time at which significant demobilization is expected to begin in mm/dd/yyyy and military time format, e.g., Date: 06/14/2011 Time: 1800. Specific demobilization information can be included in the **Remarks section (block 42**) if desired.
42. Remarks	This block is used to expand on information that has been entered in previous blocks, or to include **other pertinent information not previously addressed**. For a Complex list all fires and their acreages included in the incident. Other information to include in this block would be: Incident Command Organization transitions or transfer of command back to the local unit; reasons for acreage or cost reduction; serious injuries that have occurred; or more detailed weather descriptions affecting the incident. Please include incident Web Site address and Information Officer phone number(s) if available, or other relevant information for fire managers or mobilization efforts.

43. Committed Resources	This section is intended to track federal, state, local, military, and other general ownership of resources. Enter the number of resources committed by type and by agency or layer of government under the appropriate column for Single Resource (SR) or Strike Team (ST). **Refer to Attachment #4 for choices of agency/government layer**. State departments of forestry, natural resources, etc., that have direct suppression /mitigation responsibility should be entered under **ST.** Multiple county resources should be grouped under "County," (**CNTY**) and city, district, rural or volunteer assisting agencies should be grouped under "Local Government Resources" (**LGR**). Resources that came from state emergency management offices should be listed under OES. Any resources that do not fit into the specific agency/layer of government categories should be listed under "Other" (OT). Be sure to total the number of personnel by agency/layer of government and carry that over to the "Total Personnel" column at the right of the block. There are specific resource lists for hazardous materials, structure fire, multi-casualty, earthquake, search and rescue, and urban search and rescue incidents found on **Attachments #6 through #11**. Choose the appropriate "Resources Committed" sheet for the kind of incident, and complete it as described above. Each of these non-wildfire incident resource sheets contains a resource accountability block and a legend describing applicable mnemonics and their definitions. **Attachments #4 and #5** are "Resources Committed" sheets for use by California and the Southern/Eastern Areas to account for specific supplemental resources utilized within those Geographic Areas.
44. Cooperating and Assisting Agencies Not Listed Above	Utilize this block to identify specific assisting or cooperating agencies providing support to the incident. These may include the Red Cross, Salvation Army, County Sheriff, Homeland Security, etc. **Do not repeat the same agencies/layer of government entries already listed** in the **Committed Resources** section (block 43).
45. Prepared By...	On a large incident, this would normally be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local communications center, or another staff person or manager.
46. Approved By...	On a large incident, this would normally be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the local Dispatch Center Manager, Fire Management Officer, or Agency Administrator.
47. Sent to…	Enter the appropriate dispatch center, Geographic Area Coordination Center, Emergency Operations Center, etc.

Attachment #1, Incident Status Summary (ICS-209) General Instructions

Block 6. Incident Kind

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

Suppression Strategy (Required for Wildfire Only)

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

Attachment #2, Incident Status Summary (ICS-209) General Instructions

Block 31. Fuels/Material Involved

The Primary Fire Behavior Fuel Models include:

Fuel Model   Typical Fuel Complex

Grass and Grass Dominated

1   Short Grass (1 Foot)

2   Timber (Grass and Understory)

3   Tall Grass (2.5 Feet)

Chaparral and Shrub Fields

4   Chaparral (6 Feet)

5   Brush (2 Feet)

6   Dormant Brush, Hardwood Slash

7   Southern Rough

Timber Litter

8   Closed Timber Litter

9   Hardwood Litter

10   Timber (Litter and Understory)

Slash

11   Light Logging Slash

12   Medium Logging Slash

13   Heavy Logging Slash

Attachment #3, Incident Status Summary (ICS-209) General Instructions

Block 43. Agency List

Abbreviation	Agency
APHI	Animal and Plant Health Inspection Service
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CNTY	County
DHS	U.S. Department of Homeland Security
DDQ	U.S. Department of Defense
FWS	U.S. Fish and Wildlife Service
IA	Interagency Resources
INTL	International Resources
LGR	Local Government Resources
NPS	National Park Service
OES	Office of Emergency Services
OTHR	Other
PRI	Private
ST	State
USFS	U.S. Forest Service
WXW	National Weather Service

Attachment #4, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Supplemental Resources for California

43: Committed Resources					
Agency	HELTK	FIXW	TRKCO	RESMD	LTAIR
	SR	SR	SR	SR	SR
Total					

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

Attachment #5, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Supplemental Resources for Eastern and Southern Areas

Agency	CL-215	CL-415	BMDR	TPL1	TPL2	TPL3	TPL4
	SR	SR	SR	SR	SR	SR	SR
Total							

43: Committed Resources

Mnemonic	**Resource**
CL-215	CL-215 Water Scooping Aircraft
CL-415	CL-415 Water Scooping Aircraft
BMDR	Bombardier, Suppression Tracked Vehicle
TPL1	Type 1 Tractor Plows
TPL2	Type 2 Tractor Plows
TPL3	Type 3 Tractor Plows
TPL4	Type 4 Tractor Plows

Attachment #6, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for an Earthquake Incident

43: Committed Resources															
Agency	ENGS		TRK CO	RES MED	HVY RES	LIGHT AIR	HELI	WTDR	USAR CO	USAR CRW	USAR TF	CRW1	CRW2	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	
Total															

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

Attachment #7, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for a Hazardous Materials Incident

43: Committed Resources								
Agency	ENGS		TRK CO	HM UNIT	RES MED	LIGHT AIR	DECON UNIT	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	
Total									

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

Attachment #8, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for a Mass Casualty Incident

43: Committed Resources												
Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	HEL	ALS AMBUL	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	
Total												

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

Attachment #9, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for a Search and Rescue Incident

43: Committed Resources													
Agency	SRCH DOG	GRND TEAM	TECH RES TM	MNT RES TM	NOR/ALP ICE TM	MNTED TEAM	CAVE TEAM	MINE TEAM	UNDWTR TEAM	4X4 TEAM	FIXED WING	HEL	OVHD	Total Personnel
Total														

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

Attachment #10, Incident Status Summary (ICS-209) General Instructions

Block 43: Committed Resources: Resources for a Structure Fire Incident

Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	WTDR	SALVG	HOSE SUPT	HEL	ALS AMBUL	OVHD	Total Personnel
	SR	ST													
Total															

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

Attachment #11, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for an Urban Search and Rescue Incident

43: Committed Resources												
Agency	ENGS		TRK CO	RES MED	HVY RES	LIGHT AIR	HELI	USAR CO	USAR CRW	USAR TF	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	
Total												

Mnemonic	**Resource**
ENGS	Engines
TRK CO	Aerial Truck Company
RES MED	Rescue/Medical Unit
HVY RES	Heavy Rescue Unit
LIGHT AIR	Lighting and Breathing Air Support Unit
USAR CO	Urban Search and Rescue Company
USAR CRW	Urban Search and Rescue Crew
USAR TF	Urban Search and Rescue Task Force
OVHD	Overhead Personnel