

INCIDENT STATUS SUMMARY (ICS FORM 209-OS)

Purpose. The Status Summary:

1. Is used by Situation Unit personnel for posting information on Status Boards.
2. Is duplicated and provided to Command Staff members, giving them basic information for planning for the next operational period.
3. Provides information to the Information Officer for preparing news media releases.
4. Summarizes incident information for local and off-site coordination centers.

Preparation. The Status Summary is prepared by the Situation Unit. Resources information should be obtained from the Resources Unit. It may be scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the Unified Command or Planning Section Chief. Suggested sources of information are noted in brackets.

Note: The values on the ICS form 209-OS are the best available estimates at the Time of Report (Item # 2 on form). This form is usually in high demand and should be filled out early and often. A suggested source within the ICS organization is noted in brackets [] at the top right of each section of the form. All fields need not be completed in order to distribute the form.

Distribution. When completed, the form is duplicated and copies are distributed to the Unified Command and staff, and all Section Chiefs, Planning Section Unit Leaders, and the Joint Information Center. It is also posted on a status board located at the ICP.

All completed original forms MUST be given to the Documentation Unit.

