ICS-209 SPECIAL INSTRUCTIONS, BLOCK BY BLOCK

Refer to the ICS-209 User's Guide for a description of what should be entered in each block or click on the title of the block on the online form for instructions. This reference addresses common errors and other important information.

Block 1. Date (Required)
- The date is shown automatically in Central Time. If a change is needed, the date is in MM/DD/YYYY format. Note: this block must be completed for the form to be accepted. *Enter only the current submission date for this report*, not the start date of the incident (if it is different than the current date).

Block 2. Time (Required)
- The time that this report was created (may differ from submission time).

Block 3. Initial, Update, Final
- Initial: the first 209 for this incident.
- Update: subsequent reports for this incident.
- Final: the last 209 for this incident (usually when the fire is controlled, but may also be when containment occurs if no additional 209s will be submitted).
- Note: Marking a 209 "final" deletes it from the active incidents list for local unit, GACC and national screens in FAMWEB. The 209s for the incident are archived in FAMWEB.

Block 4. Incident Number (Required)
- Make sure the number entered is correct. *Never* use the same incident number for two different incidents in the same calendar year.
- This number carries over to subsequent 209s for this incident.
- The correct incident number format is usually *state, unit or agency, and incident number*. For example: ID-BOD-G1234.

Block 5. Incident Name
- Check spelling. Avoid using the word "fire" in the name, unless "fire" is part of the proper name.
- If the fire is a Wildland Fire Use, add "WFU" after the name. The same can be done for prescribed fire projects ("RX"), but this is not necessary.
- If the name changes, enter comments in Remarks section.

Block 6. Incident Kind
- Use the drop down list to identify the type of incident.

Block 7. Start Date, Time
- This is always the start date and time of the incident, not the report date and time.

Block 8. Cause
- There are four choices.

Block 9. Incident Commander
- Enter both the first and last name of the Incident Commander. If the incident is under Unified Command, list all Incident Commanders by last name (e.g., Heil, Conrad).

Block 10. Incident Command Organization
- This block defaults to a blank. Select the appropriate type of Incident Management Organization assigned from the drop-down menu, if applicable.
- Includes Type 1, 2, and 3 teams, FUMT, Type 3, 4 and 5 Incident Commanders, FUMA 1 and 2, Area Command and Unified Command Organizations.
- This block must never be filled in unless an Incident Management Organization is assigned to the incident. This means a recognized Incident Management Organization.

Block 11. State Unit (Required)
- The software automatically fills this block in based on the information entered in block 4; however, it can be edited.

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

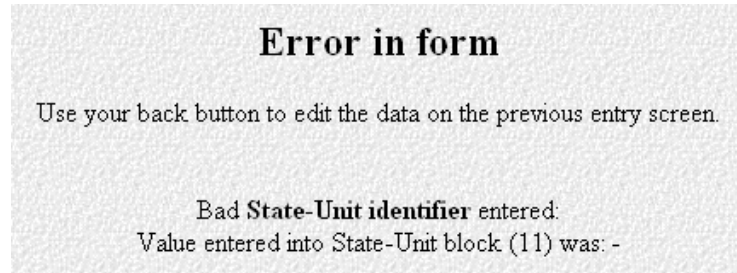**Block 13. Latitude and Longitude (Required)**
- Enter the latitude and longitude in degrees, minutes and seconds (e.g., 33 degrees, 45 minutes, 01 seconds).
- The lat/long should always be derived from the **point of origin**.
- If possible, when using GPS to determined the lat/long, set GPS receiver datum to NAD83.
- Lat/long from 209 is used to generate GIS data for maps and reports.
- Ownership at origin must identify the ownership of the land the fire started on (for example, PRI for private lane; BLM for Bureau of Land Management; ST for state land). This entry may include the unit identifier from block 11 if both are the same.

Block 14. Short Location Description in reference to nearest town. (Required)
- Give a general location - compass direction and number of miles - in reference to the nearest town or landmark (e.g., **20 miles west of Whitefish, MT**).
- A legal location may also be included , such as Township, Range, Section, and Base Meridian..
- 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 Data

- Press the Submit Data button. If all information was entered correctly, the next screen will appear. If an error occurs, it usually means that some information was entered incorrectly (such as special characters entered into a block that only allows numerals).
- The error may appear at the bottom of the error message (see example).

Error in form

Use your back button to edit the data on the previous entry screen.

Bad **State-Unit identifier** entered:
Value entered into State-Unit block (11) was: -

Block 15. Size/Area Involved

- For wildland fire incidents, enter the acreage. If the incident has more than one jurisdiction, show the total acreage here and break out the different jurisdictions' acreages in the Remarks section (block 42). For other incidents, enter the appropriate descriptive size (square miles, hectares, square kilometers). Size breakdowns for other incident kinds can also be listed in the Remarks section (block 42).
- If precise figure is not available, use an estimate, and note that fact in block 44.

Block 16. % Contained or MMA

- For wildfire incidents, enter the percent (e.g., 50) of the incident that is contained. For wildland fire use and/or prescribed fire incidents, enter the Maximum Manageable Area (MMA) as an acreage value.
- For non-fire incidents, leave blank unless appropriate.
- Note: this is a number entry block only - do not enter the % symbol. This block will be cleared out each day.

Block 17. Expected Containment

- For fire incidents, enter the date in mm/dd/yyyy format, (e.g., Date: 02/17/2007) at which full containment is expected.
- Avoid leaving this block blank if at all possible. Expected containment is important information for managers.

Block 18. Line to Build

For wildland fire incidents, enter the number of chains, miles, or feet 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. Note: this is a number only block.

- This block will be cleared out each day.

Block 19. Estimated Costs to Date
- Enter the total incident costs to date (e.g., 250000). This is a number only block.
- If the $ symbol is entered, the program will automatically take it out of the input screen. When looking at the ICS-209 in Reports or printing the 209 for signature, the $ symbol will automatically appear.
- If costs decrease, explain in Remarks (block 42).

Block 20. Declared Controlled
- Enter the date and military time in mm/dd/yyyy and military time format, (e.g., Date: 02/17/2003 Time: 1500) at which the incident was declared controlled.
- Once this block has been filled, the report is considered to be final. Remember to check the Final box in block 3. Note: do not use 2400 hours for time.
- Once a 209 is declared controlled, and the Final box is checked (block 3), the report will disappear from the active 209 page in FAMWEB for that unit (the 209 may not actually disappear until the next day due to how the FAMWEB program works).

Block 21. Injuries this Reporting Period
- Enter 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 any reported injuries in the Remarks section (block 42).
- This block will be cleared out 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 will not do it).

Block 23. Fatalities
- Enter the cumulative total of fatalities for the duration of the incident. There is no directive on whether the number should be both fire fighter and civilian fatalities, or just fire fighter fatalities. The agency of the person(s) involved should be noted in Remarks (block 42).
- Be very careful about how much information is provided on an accident involving a fatality and verify that appropriate notifications have already been made. The 209 becomes visible to many people once it is entered into FAMWEB.
- Clear any fatality wording in the 209 with the Incident Commander/Agency Administrator prior to submission.

Block 24. Structure Information
- If necessary, detail additional structure information, such as structure type breakdowns, in the Remarks section (block 42).
- Describe potential structure threats in block 26.
- The program will automatically tally the number of damaged and destroyed structures. If 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(s).
- Number of structures threatened is subjective. Don't over exaggerate threats to structures.

Block 25. Threat to Human Life/Safety
- Check all boxes that apply.
- Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment.

Block 26. Communities/Critical Infrastructure Threatened
- Describe communities/critical infrastructure 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. 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.

Block 27. Critical Resource Needs
- 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 EMTs. Be specific as to the need. This block will be cleared each day.
- Provide critical resource needs in 12, 24, 48 and 72 hour increments. List the most critical resources needed for each time frame if needs have been identified for each time frame. More than one resource need may be listed for each time frame.
- Add comments in the Remarks section to justify what the incident is requesting. Good documentation on the 209 can help the incident get the critical national resources it needs (air tankers, helicopters, shot crews, etc.). Good information provided in other blocks on the 209 that can help to support the need for resources include, 25, 28, 29, 33, 34, 38, 39 and 40.
- Do not use this block for non-critical resources.
- There should be orders placed in the Resource Ordering and Status System (ROSS) for any critical resources identified in this block. You won't get what you don't order!

Block 28. 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. Include social/political/economic concerns or impacts, and relate critical resource needs to planned actions in the Incident Action Plan.

Block 29. Resources threatened (Required)
- Summarize significant threats to valuable resources. Such resources may include timber, wildlife, habitat, watershed, agricultural areas, endangered species, or infrastructure.
- This block is cleared out each day.

Block 30. Current weather conditions
- For fire incidents, enter the current readings for wind speed, wind direction, temperature, and relative humidity. 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.
- This block will be cleared each day.

Block 31. Fuels/Materials involved (Required)
- For wildland fire incidents, enter the appropriate *primary fuel* (the primary carrier of the fire) involved from the thirteen Fire Behavior Fuel Models from the pull-down menu.
- Additional information pertinent to fuels/materials involved can be entered in the text block for any incident or event kind, including additional detail on the types of fuels involved.

Block 32. Today's observed fire behavior (Required)
- For wildland fire 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 out each day.

Block 33. Significant events today
- Describe significant events that occurred during the period being reported, including road closures, evacuations, progress made, accomplishments, team transitions, re-occupation of formerly evacuated areas including where this occurred in relation to the incident, etc.
- Be specific on things like road closures (road number; duration), evacuations (how many, where and when lifted).
- Incident Management Team transitions are considered significant events. Remarks can also be used to report this.
- This block will be cleared out each day.

Block 34. Estimated Control Date and Time
- For fire incidents, give the date and time in mm/dd/yyyy and military time format, (e.g., Date: 06/14/2003 Time: 1800) at which control is expected.
- For non-fire incidents, enter the date and time at which significant incident support will be discontinued.
- Note: do not use 2400 in the Time block.

Block 35. 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. This is not a number entry only box, so character labels can be entered.

Block 36. 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.

Block 37. Actions planned for next operational period
- Provide a short summary of actions planned for the next operational period (e.g., team transition, line construction, structure protection, secondary line being constructed by dozers, etc.
- This block will be cleared out each day.

Block 38. Projected incident movement/spread during next operational period
- Provide an estimate of the direction/scope in which the incident is expected to spread, migrate, or expand during the next operational period, when it is appropriate to do so. Include an estimate of the acreage or area that will likely be affected.
- If known, provide the above information in 12, 24, 48 and 72 hour time frames.
- This block will be cleared each day.

Block 39. For fire incidents, describe resistance to control in terms of growth potential, difficulty of terrain
- For fire incidents, describe the fire's resistance to control in terms of growth potential and difficulty of terrain.
- Choices are low, medium, high or extreme from the pull down menus.

Block 40. Given the current constraints, when will the chosen management strategy succeed?
- Give a short assessment of the likelihood of meeting the containment/control targets, given the current management strategy.
- Wording should allude to block 27 to justify critical resource needs.
- If containment is unlikely, explain why and/or adjust the containment/control targets accordingly in blocks 17 and 33.
- This block will be cleared each day.

Block 41. Projected demobilization 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: 06/14/2003 Time: 1800).

Block 42. Remarks
- Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. Here is where a synopsis of overall incident information can be provided in a single paragraph.
- For complex incidents, list all fires included in the Complex. For example, "*Included in this Complex are the following fires: Bear (290 ac.), Icicle (1,000 ac.), Yahoo (190 ac.).*"
- Incident Management Team transitions (for example "*COIMT #1, Smith, will transfer command to T-2 IMT, Bunnel, at 1200 tomorrow.*").

- Transfer of command back to the local unit should be included here (for example "*The Team will transfer incident back to the local unit/manager on 6/12*.).
- Reasons for acreage or cost reductions reported (for example "*Reduction in acres due to GPS mapping.*")
- Include detailed weather info; description of what injuries occurred today, e.g., 2 injuries were sprained ankles in camp; threats to power grids or other major utilities; evacuation site locations and number of evacuated, etc.
- This block will be cleared each day.

Block 43. Committed Resources
- Use the pull down menus to select the appropriate agency. Enter values for each type of resource belonging to that agency in the proper blocks.
- 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 box.
- **Do not confuse single resources with strike teams (identified as "SR" and "ST" in each resource type column). Be sure to calculate the correct number of personnel for each strike team (e.g. a strike team of crews equals two crews for typically 40 persons).**
- Verify that the correct number of resources and personnel are entered into the 209 before submitting report in FAMWEB.
- If you edit the resources committed table, you may need to click in one of the total boxes at the bottom of the table to get number to update or fill in. Sometimes, you may even need to manually type in one total and then hit the tab key – usually the other totals will then fill in automatically. This may be due to Java Script being activated on your computer.

Block 44. Cooperating and Assisting Agencies Not Listed Above
- This generally includes personnel and agencies not directly involved in the incident, but are providing support. For example, county sheriff, ambulance, Red Cross, Homeland Security, etc.
- Don't repeat resources counted in block 45.

Block 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.
- The title of the person can also be entered ("*Joe Smith, SITL*").
- This block will be cleared each day.

Block 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.
- This block must contain a signature for the 209 to be accepted in FAMWEB. Prior to submitting the report, obtain a paper copy of the 209 with the appropriate signature. Maintain this document for records.

- The position of the person signing the 209 should be entered ("*Joe Smith, IC1*").
- This block will be cleared each day.

Block 47. Sent to
- Enter the appropriate dispatch center, Geographic Area Coordination Center, Emergency Operations Center, etc.
- This block will be cleared each day.

When a 209 has been successfully submitted in FAMWEB, the following message will appear.

Incident Number: **ID-BOD-12345**

This 209 has been approved by **smith, IC1** and will appear on reports.
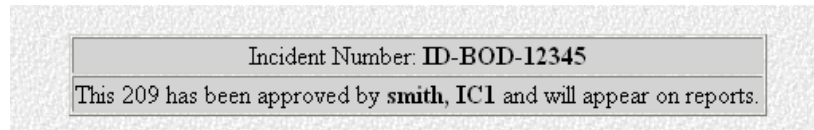
If you don't see the above message after submitting the final page of the report, an error may have occurred, and the report may not become active in FAMWEB.

Delete button
- Found in the lower right corner of the first entry screen, this drop down menu allows a 209 to be **permanently** deleted from the FAMWEB System if option "Yes" is selected and the Submit Data button is selected.
- **Once a 209 has been deleted from the permanent record, it cannot be retrieved.**