

<b>EMU Incident Status Summary</b> Use Ballpoint Pen; Print Clearly	1. Current Date:	2. Status Type:	3. Incident Number:
	1. Current Time:	<input type="checkbox"/> Initial # 1 <input type="checkbox"/> Update # ____ <input type="checkbox"/> Final # ____	4. EMU Emergency Classification: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
5. Incident Name:	6. Incident Type:		7. Incident Start Date & Time:
8. Incident Commander:		9. Lead Agency:	
10. Cooperating Agencies:			
11. Incident Location Description:			
12. Cause:			
<b>Current Situation</b>			
13. Controlled: <input type="checkbox"/> Yes _____% <input type="checkbox"/> No	14. Control Problems:		
15. Protective Actions: <input type="checkbox"/> No Protective Actions <input type="checkbox"/> In-Place Sheltering <input type="checkbox"/> Evacuation in Progress <input type="checkbox"/> Other (describe):	16. Injuries a. Injuries to Date: b. Injuries this Reporting Period:	17. Fatalities a. Fatalities to Date: b. Fatalities this Reporting Period:	18. Incident Costs a. Costs to Date: b. Costs this Reporting Period:
19. Problems & Concerns:			
20. Committed Resources:			
21. Resources Needed:			
22. Weather Forecast for Operational Period:			
23. Remarks:			
Prepared by:		Approved by:	

### **General Instructions for Completing EMU ICS Form 209**

1. Enter date and time that the summary was prepared. Use mm/dd/yy format for date and 24hr zulu time format. (For example 1:05PM would be 1305 hours.)

Midnight (12:00 AM)	0000 hrs or 2400hrs
1:00 AM	0100 hrs
2:00 AM	0200 hrs
3:00 AM	0300 hrs
4:00 AM	0400 hrs
5:00 AM	0500 hrs
6:00 AM	0600 hrs
7:00 AM	0700 hrs
8:00 AM	0800 hrs
9:00 AM	0900 hrs
10:00 AM	1000 hrs
11:00 AM	1100 hrs
12:00 PM	1200 hrs
1:00 PM	1300 hrs
2:00 PM	1400 hrs
3:00 PM	1500 hrs
4:00 PM	1600 hrs
5:00 PM	1700 hrs
6:00 PM	1800 hrs
7:00 PM	1900 hrs
8:00 PM	2000 hrs
9:00 PM	2100 hrs
10:00 PM	2200 hrs
11:00 PM	2300 hrs

2. Check if this is the initial status summary, which will start the tracking with #1, an update sequentially numbered, or the final status summary.
3. Assign an Incident Tracking number. For example, the first reportable incident of 2009 would be #000109. This allows for associated documents to be linked together for archiving after the incident.
4. Check the appropriate box for the EMU Emergency Classification Level assigned to the incident.
5. Enter incident name given by the Incident Commander or responding agency. For example, "King Fire".
6. Enter the type of incident. For example, "Fire", "Explosion", "Utility Failure", "Gas Leak", "Shooting".
7. Enter the date and time (mm/dd/yy format for date and 24hr time) the incident started on.
8. Enter name of the Incident Commander (IC).
9. Enter name of lead department/agency that is running Incident Command.
10. Enter name(s) of supporting department(s)/agency(ies) to the incident.
11. Enter incident location and general description. For example, "Main Campus - Student Center – NW areas of 2<sup>nd</sup> and 3<sup>rd</sup> floors.
12. Enter specific cause if known. If not known, enter "under investigation".
13. Enter whether or not the event is under control by responders. If Yes, estimate the percentage of the incident that is under control. For example, is a fire 25% contained?, 50% contained?, 100% contained?
14. Enter information on control problems. For example, accessibility, debris, hazardous fumes or particulates, severe weather conditions, security concerns.
15. Enter whether or not any protective actions have been implemented.
16. Enter the number of injuries since the start of the event and the number of injuries during the current reporting period, if known.
17. Enter the number of fatalities since the start of the event and the number of fatalities during the current reporting period, if known.
18. Enter incident costs since the start of the incident and during the current reporting period, if known.
19. Enter any problems or concerns with current or future response operations.
20. List departments who have resources committed and a general description of the resource.
21. List additional resource needed/requested for response operations.
22. Enter current and forecasted weather information – wind speed, wind direction, temp, precipitation.
23. Use this area to provide more information on the incident and response operations.
24. This will normally be the Planning Section Chief or IC if Planning not activated.
25. This will normally be the Operations Group Chief or IC if Operations not activated.