



## 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.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Period Covered by Report	Enter the date and time interval for which the report applies. Use 24-hour clock for all times. Enter time for which this information applies.
	Time of Report	Enter the Time (24-hour clock) the form was prepared.
3.	Spill Status [Ops & EUL/SSC]	Indicate whether the spill source is secured or unsecured and estimate the remaining potential and the rate of spillage discharge or release. Enter the estimated amounts in barrels for each category. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
4.	Mass Balance/Oil Budget	These fields are designed to account for all spilled oil whether recovered, evaporated, dispersed, burned, floating, or on shore. The total of these estimates should approximate the total volume spilled, discharged, or released. Values for evaporation, dispersion, etc. can be obtained from the Environmental Unit and/or the Scientific Support Coordinator.
5.	Waste Management [Ops/Disposal]	Enter the estimated amounts in barrels or tons for each category. Oil (bbl) is the sum of the estimate of oil in oily liquids and oil in oily solids, and is the value to be entered under "Total Recovered Oil" in Item 3.
6.	Shoreline Impacts [PSC/EUL/SSC]	Enter the total miles in each category for each degree of oiling. Definitions for Light, Medium, and Heavy oiling can be obtained from the EUL/SSC and should be consistent throughout the incident.

Item #	Item Title	Instructions
7.	Wildlife Impacts [Ops/Wildlife Br.]	This information is only tracked after an animal is captured. Indicate the actual number of oiled wildlife in each category. Use numbers in parentheses to indicate the subtotal of threatened / endangered species included in the numbers given.
	Safety Status [Safety Officer]	Indicate the number of serious injuries. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
8.	Equipment Resources [RUL]	Indicate the number of each type of resource in each status category. There are blank lines below each general type of resource for additional equipment.
	Ordered Available/Staged	Ordered but not yet arrived/available. Arrived on scene, stored in staging, not assigned to any task, available for use.
	Assigned Out of Service	Assigned to a specific task. Not working and not assigned to any task (e.g., skimmer being repaired, boom broken, personnel off-duty for rest).
9.	Personnel Resources [RUL]	Indicate, by agency, the numbers of personnel assigned. There are blank lines for additional personnel, as needed.
10.	Special Notes	Use this area for any special notes or other information related to this reporting period. This could include financial/cost information, specific endangered species notes, significant events that occurred, etc.
11.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.