

8100 PROCEDURE 701

Incident Status Summary ICS-209

(No.49 June 2015)

[\(See Policy 8172 – Incident Status Summary ICS-209\)](#)
[\(See ICS-209 Program Users Guide\)](#)

The Incident Status Summary (ICS-209) is used for reporting intelligence on incidents meeting the criteria below. Completion of the ICS-209 is the responsibility of the incident's host Emergency Command Center (ECC).

The ICS-209 shall be submitted:

- When a fire in timber reaches 100 acres
- When a fire in grass or brush reaches 300 acres
- In support of an Fire Management Assistance Grant (FMAG) application
- For non-wildland fire incidents (i.e. earthquakes, floods, etc) where a CAL FIRE IMT is assigned
- As requested by the Region Duty Chief

Once the ICS-209 process has been initiated updates will be submitted daily by 0600 and 1800, unless otherwise directed per Policy 8172.

Responsibilities and Action

Unit ECC

1. Receive incident intelligence that an incident has met ICS-209 criteria.
2. Notify the Unit Duty Chief that the incident has met the ICS-209 criteria.
3. Complete initial ICS-209 form by accessing the document found online at the National Fire and Aviation Management Web Applications. Region Intel, if staffed, may assist the ECC with the submission of the document.
4. Notify Region Duty Officer, or Region Intel if staffed, that the initial ICS-209 has been completed.
5. Continue updating the ICS-209 at required time intervals until a final ICS-209 is submitted.

Region Duty Officer

1. Advise the Region Duty Chief that the ICS-209 has been submitted.

Region Duty Chief

1. Review the submitted ICS-209 for completeness and accuracy.
2. Process documents as needed for further reporting and operational preparedness.

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[\(Forms or Form Samples\)](#)