



# **UNITED STATES COAST GUARD UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

## **National Incident Management System (NIMS)**

### **Incident Command System Forms**

### **Area Command Specific Forms**

**March 2007**

## Coast Guard ICS Forms Read Me File

The U.S. Coast Guard All-Risk/All-Hazard Incident Command System (ICS) Forms are the result of work completed by an USCG and contracted ICS experts. The ICS Forms are one of several tools that are available to support personnel managing a response to an incident and in completing an Incident Action Plan (IAP).

These forms are available in MS Word/Excel as a form template and in Adobe Acrobat PDF file format. When using the MS Word form template, users can easily unlock the form by viewing the form tool bar and clicking on the lock to unlock the form.

As of March 2007, the following AREA COMMAND Specific forms are available:

- AC OpGuide Cover Sheet AC Operating Guide Cover Sheet
- ICS AC202-CG/EPA Area Command Objectives
- ICS AC205a-CG/EPA Area Command Communications List
- ICS AC207-CG/EPA Area Command Organization Chart
- ICS AC215-CG/EPA Area Command Critical Resource Allocation and Prioritization Worksheet
- ICS AC230-CG/EPA Area Command Daily Meeting Schedule
- ICS AC209-CG/EPA Area Command Incident Status Summary

As of March 2007, the following forms are also available for use but not included in this booklet:

- IAP Cover Sheet Incident Action Plan Cover Sheet
- ICS 201-CG Incident Briefing
- ICS 202-CG Incident Objectives
- ICS 203-CG Organization Assignment List
- ICS 204-CG Assignment List
- ICS 204a-CG Assignment List Attachment
- ICS 205-CG Incident Radio Communications Plan
- ICS 205a-CG Communications List
- ICS 206-CG Medical Plan
- ICS-207-CG Incident Organization Chart
- ICS 208-CG Site Safety Plan \*\*
- ICS 209-CG Status Summary (SITREP/Opsum)
- ICS 211-CG Check-In List \*
- ICS 213-RR-CG Resource Request
- ICS 215-CG Operational Planning Worksheet \*
- ICS 215a-CG IAP Safety Analysis
- ICS 220-CG Air Operations Summary
- ICS 221-CG Demob Check Out
- ICS-226-CG Incident Personnel Performance Rating
- ICS 230-CG Daily Meeting Schedule
- ICS 232-CG Resources at Risk
- ICS 232a-CG ACP Site Index
- ICS 233-CG Open Action Tracker
- ICS 234-CG Work Analysis Matrix
- ICS-235-CG Facility Needs Assessment

Input from field personnel using these ICS Forms is critical to further refine the content and quality of the documents. Please provide the ICS Program Manager with comments on the strengths and weaknesses of the ICS Forms so that improvements can be made. The point of contact for your input is **Ms. Kristy Plourde**, the ICS Program Coordinator for the USCG. She can be contacted by phone at **(757) 856-2940** or via e-mail at [kristy.l.plourde@uscg.mil](mailto:kristy.l.plourde@uscg.mil)

<b>1. Area Command Identifier</b>	<b>2. Operating Cycle (Date/Time)</b> From: _____ To: _____	<b>CG/EPA OPERATING GUIDE COVER SHEET</b>
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**3. Approved by Area Commander(s):**

<u>ORG</u>	<u>NAME</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**4.**

## AREA COMMAND OPERATING GUIDE

The items checked below are included in this Operating Guide:

- ICS AC202-CG/EPA (AC Priorities and Objectives)  
\_\_\_\_\_
- ICS AC205-CG/EPA (AC Communications List)  
\_\_\_\_\_
- ICS AC207-CG/EPA (AC Organization Chart)  
\_\_\_\_\_
- ICS AC215-CG/EPA (Critical Resource Allocation and Prioritization Worksheet)  
\_\_\_\_\_
- Map/Chart

**Other Attachments (use as pertinent):**

- AC Information Management Plan
- AC Critical Information Reporting
- AC Staffing Plan
- AC Policies, Procedures, and Decisions
- Weather forecast / Tides/Currents
- ICS 220-CG Air Operations Summary
- AC Demobilization Plan
- AC Facility Safety Plan
- AC Security Plan
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b>5. Prepared by:</b> _____	<b>Date/Time</b> _____
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## AREA COMMAND OPERATING GUIDE COVER SHEET (CG/EPA)

**Purpose.** This AC Operating Guide Cover Sheet may be used as a cover sheet for the Area Command Operating Guide.

**Preparation.** The AC Operating Guide Cover Sheet can be filled out for use as a cover sheet for the AC Operating Guide.

**Distribution.** The AC Operating Guide Cover Sheet is distributed with the AC Operating Guide. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	AC Identifier	Enter the name assigned to the Area Command.
2.	Operating Cycle	Enter the time interval for which the form applies.
3.	Approved by Area Commander(s)	Note Area Commander Organization and Name. Area Commander will sign on the line when approving the Operating Guide.
4.		Check boxes and fill in as appropriate the items that comprise the AC Operating Guide.
5.	Prepared By Date/Time	Enter the name of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Area Command Identifier	2. Operating Cycle(Date/Time) From:                      To:	AREA COMMAND OBJECTIVES ICS AC202-CG/EPA
3. Area Command Objective(s)		
4. Area Command Emphasis for Operating Cycle (Safety Message, Priorities, Key Decisions/Directions)		
5. Prepared by: (Asst AC Planning)	Date/Time	
AREA COMMAND OBJECTIVES		ICS AC202-CG/EPA (Rev. 02/07)

## AREA COMMAND OBJECTIVES (ICS AC202-CG/EPA)

**Purpose.** The Area Command Objectives form describes the overall Area Command (AC) objectives, emphasis/priorities, and safety considerations for use during the next operating cycle.

**Preparation.** The Area Command Objectives form is completed by the AC Planning Chief following each AC Staff Meeting conducted in preparing the Operating Guide.

**Distribution.** The Area Command Objectives form will be reproduced with the Operating Guide and given to all supervisory personnel at the Section and Unit levels. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	AC Identifier	Enter the name assigned to the Area Command.
2.	Operating Cycle	Enter the time interval for which the form applies. Record the start and end date and time.
3.	AC Objective(s)	Enter clear, concise statements of the AC objectives for managing the critical resources and for the AC. These objectives are for the AC response for this Operating Cycle and for the duration of the AC. Include alternatives. These are NOT ICP/Incident objectives which are completed by the Incident Commander(s), but are AC objectives related to AC operation, strategic direction for AC and each IMT, and identification and allocation of critical resources.
4.	AC Emphasis for the Operating Cycle	Enter clear, concise statements for AC priorities, and key emphasis/decisions/directions.
5.	Prepared By	Enter the name of the Asst AC Planning completing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

NOTE: ICS AC202-CG/EPA, Area Command Objectives, serves as part of the Area Command Operating Guide



## AREA COMMAND COMMUNICATIONS LIST (ICS AC205A-CG/EPA)

**Special Note.** This form, ICS AC205a-CG/EPA, is used to provide, in one location, information on all methods of contact for personnel assigned to the Area Command (AC) and Incidents below the AC (radio frequencies, phone numbers, pager numbers, etc.), and functions as an AC directory.

**Purpose.** The AC Communications List records methods of contact for personnel on scene.

**Preparation.** The AC Communications List can be filled out during check-in and is maintained and distributed by AC Communications Unit personnel.

**Distribution.** The AC Communications List is distributed within the Area Command as well as given to the Incidents below the AC and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	AC Identifier	Enter the name assigned to the Area Command.
2.	Operating Cycle	Enter the time interval for which the form applies.
3.	Basic Comms Info Assignment Name Method(s) of contact	Enter the communications methods assigned and used for each assignment. Enter the ICS Organizational assignment. Enter the name of the contact person for the assignment. Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By Date/Time	Enter the name of the AC Communications Unit Leader preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

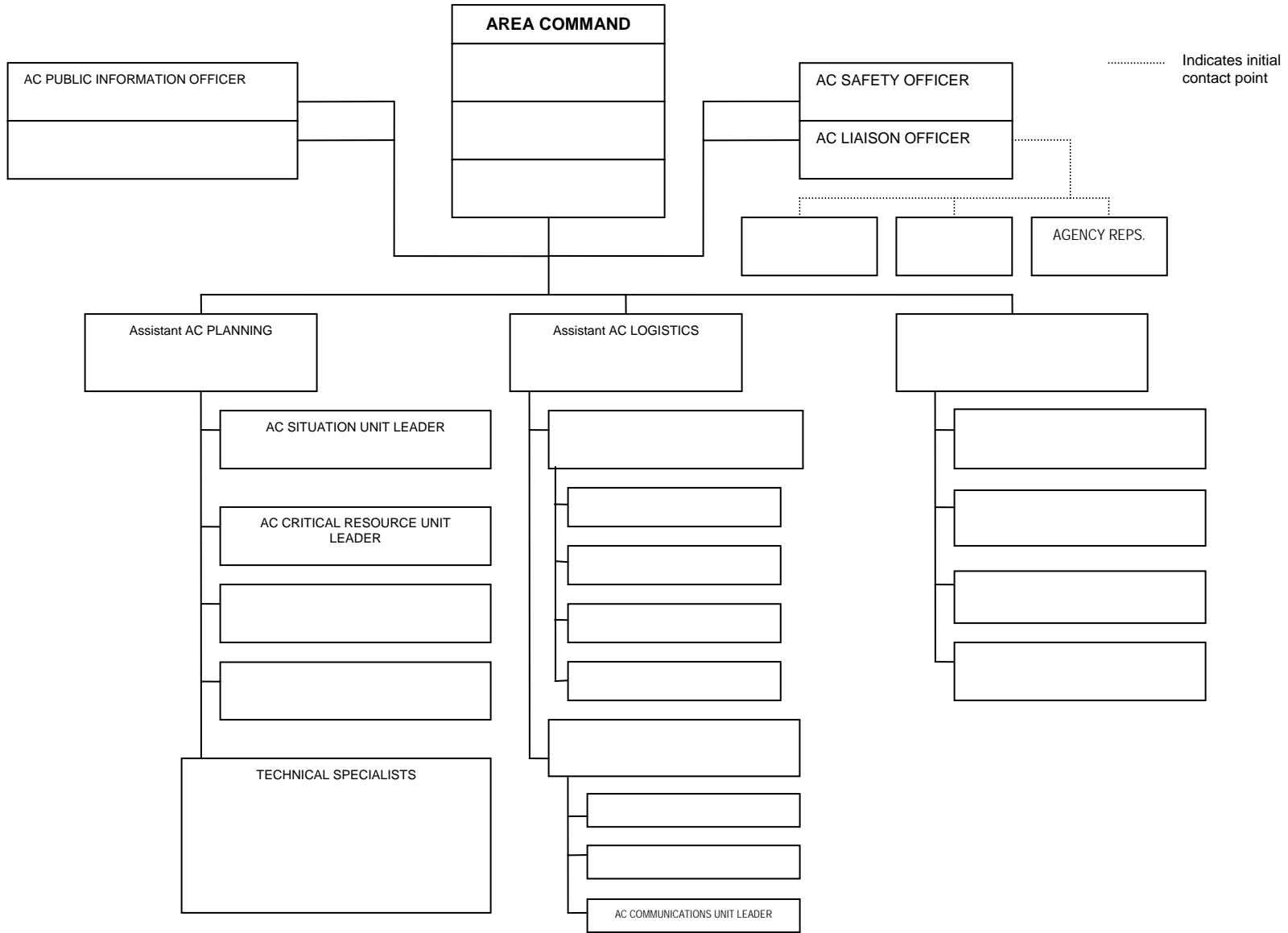
1. Area Command Identifier

2. Operational Cycle (Date/Time)

From:

To:

AREA COMMAND ORGANIZATION  
CHART ICS AC207-CG/EPA



3. Prepared by:

4. Date/Time Prepared:

AREA COMMAND ORGANIZATION CHART  
ICS AC207-CG/EPA (Rev 03/07)

## AREA COMMAND ORGANIZATION (ICS AC207-CG/EPA) Revision 2/07

**Purpose.** The Area Command (AC) Organization Chart provides ICS personnel with information on the organization currently activated and the names of personnel staffing each position. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

**Preparation.** The AC Resources Unit prepares and maintains this chart under the direction of the AC Planning Chief.

**Distribution.** The Area Command Organization Chart is posted on the Area Command Post display and may be posted in other places as needed (e.g. the Area Command Joint Information Center). All completed original forms **MUST** be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Area Command Identifier	Enter the name assigned to the incident. Record the start and end date and time.
2.	Operating Cycle	Enter the time interval for which the form applies.
3.	Positions	Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name.. If there is a shift change during the specified operating cycle, list both names, separated by a slash.
4.	Prepared By	Enter the name and position of the person completing the form
5.	Date/Time Prepared	Enter date (month, day, year) and time prepared (24-hour clock).



## AREA COMMAND RESOURCE ALLOCATION AND PRIORITIZATION WORKSHEET (ICS AC215-CG/EPA rev 3/07)

### Purpose.

This form is used by Area Command to list and prioritize the critical resources needed by the Incidents the Area Command supports.

### Preparation.

This form is principally crafted by the AC Planning Chief. Use additional sheets, as needed.

### Distribution.

When the worksheet is completed, the form is distributed to the AC Personnel. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	AC Identifier	Enter the name assigned to the incident.
2.	Date & Time	Enter date (MMDDYYYY) and time (24-hour clock) prepared.
3.	Operating Cycle	Enter the time interval for which the form applies. Record the start and end date and time.
4.	Incident Priority	Enter AC prioritization of the incident (i.e. 1, 2, 3, 4).
5.	Incident	Enter Name of each Incident in blocks provided
6.	Kinds of Critical Resources	Enter CRITICAL resources needed for the incident. Critical resource is a resource that is scarce or critical for the various incidents being managed and assumes all resources are staffed appropriately. Critical overhead needs/shortfalls (e.g. PSC, Assist Safety Officer, PROC, etc.) are also a critical resource listed by title in block 6.
	Req	Enter number of critical resources requested by the incident.
	Have	Enter number of critical resources on hand at the incident.
	Need	Enter number of critical resources needed at the incident (shortfall).
	Resource Priority	Enter the AC priority for the critical resource for that incident (i.e. based on incident priority (item 4) and critical resource need for that particular incident (for example, Incident A maybe priority 1 for the incident, but priority 2 for that particular critical resource). This block is filled in after summing up all critical resource needs.
7.	Comments	Enter comments (as needed) about critical resource needs, prioritization of the incidents or prioritization of the critical resources.
8.	Total Res Required	Enter total Critical resources required.
9.	Total Res on Hand	Enter total Critical resources on hand (have).
10.	Total Res Needed	Enter total Critical resources Needed.
11.	Prepared By	Enter name and position of the person preparing the form.

1. Area Command Identifier	2. Operating Cycle (Date/Time)		AREA COMMAND DAILY MEETING SCHEDULE ICS AC230-CG/EPA	
	From:	To:		
3. Area Command Daily Meeting Schedule (Commonly-held meetings are included)				
Date/ Time	Meeting Name	Purpose	Attendees	Location
	Meeting with Incident Commanders	To provide the opportunity for the Area Command to meet with the Incident Commanders and share information.	Area Commander(s)/Unified Area Command, Incident Commanders/Unified Command and their PSC's, Asst AC Planning, AC RESL, AC SITL, AC Executive Assistant, AC DOCL	ACP Conference Room and may have IC's/their staff on Conference Call
	Area Command Meeting	To provide the Area Commanders in Unified Area Command time to discuss issues and concerns and to reach consensus on important decisions.	Area Commanders, AC Planning, AC Executive Assistant, AC SITL, AC DOCL	AC Meeting Room
	AC Staff Meeting	To provide the Area Commander/Unified Area Command the opportunity to brief their staff on priorities, expectations, and to assign tasks	Area Commander/ Unified Area Command, Asst AC Planning, AC Liaison, AC Safety, AC Public Information, AC Intelligence, Asst AC Logistics, Asst AC Finance/Admin, AC Executive Assistant, AC SITL, AC DOCL	ACP Conference Room
	Brief Operating Guide	To provide the opportunity to brief the Area Command Operating Guide	Area Commander/ Unified Area Command, the entire Area Command Staff and support personnel, Incident Commanders and their PSC's, JFO, EOC, Agency Executive, MAC Groups (RRT/NRT), etc.	ACP Conference Room and may have IC's/their staff and other parties on Conference Call
4. Prepared by: (Situation Unit Leader)			Date/Time	
AREA COMMAND DAILY MEETING SCHEDULE			ICS AC230-CG/EPA (Rev 03/07)	

## AREA COMMAND DAILY MEETING SCHEDULE (ICS AC230-CG/EPA Rev 3/07)

**Purpose.** The Area Command (AC) Daily Meeting Schedule records information about the AC daily scheduled meeting activities.

**Preparation.** This form is prepared by the AC Situation Unit and coordinated through the Area Commander(s)/Unified Area Command for each operating cycle or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

**Distribution.** After coordination with/approval by the Area Commander(s)/Unified Area Command, the AC Situation Unit Leader will duplicate the schedule and post a copy at the AC Situation Status Board and distribute to the Area Command Staff. This form will also be included in the AC Operating Guide. All completed original forms MUST be given to the AC Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Area Command Identifier	Enter the name assigned to the incident.
2.	Operating Cycle	Enter the time interval for which the form applies.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the AC Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

<b>1 Area Command Identifier</b>		<b>2. AC Location:</b>		<b>3. AC Operating Cycle (Date/Time:</b>				<b>AC INCIDENT STATUS SUMMARY</b>					
				<b>From:</b>		<b>To:</b>		<b>ICS AC209-CG/EPA (Rev 3/07)</b>					
<b>4 Incident Name(s)</b>		<b>5 Incident Location(s):</b>		<b>6. Operational Periods (Date/Time)</b>									
				<b>From:</b>		<b>To:</b>		<b>Time of Rpt to AC</b>					
<b>7 Type of Incident (check box(es))</b>													
Oil Spill		HAZMAT		AMIO									
SAR/Major SART		SI/Terrorism		Natural Disaster									
Marine Disaster		Civil Disturbance		Military Outload									
Planned Event													
<b>8 HAZMAT/Oil Spill Status (Est Gallons)</b>		<b>UC Location</b>		<b>UC Location</b>		<b>UC Location</b>		<b>Total for All Incidents</b>					
Type/Common Name(s)								N/A					
Secured/Unsecured								N/A					
Volume Spilled								0					
Recovered								0					
Evaporated/Airborne								0					
Natural Dispersion								0					
Chemical Dispersion								0					
Burned								0					
Floating, Uncontained								0					
Onshore								0					
Total Accounted For		0		0		0		0					
Comments:													
<b>9 HAZMAT/Oil Waste Management (Estimated)</b>		<b>UC Location</b>			<b>UC Location</b>			<b>UC Location</b>			<b>Total for All Incidents</b>		
		<b>Recovered</b>	<b>Disposed</b>	<b>Stored</b>	<b>Recovered</b>	<b>Disposed</b>	<b>Stored</b>	<b>Recovered</b>	<b>Disposed</b>	<b>Stored</b>	<b>Recovered</b>	<b>Disposed</b>	<b>Stored</b>
HAZMAT/Oil (bbl)				0			0			0	0	0	0
Oily Liquids (bbl)				0			0			0	0	0	0
Liquids (bbl)				0			0			0	0	0	0
Oily Solids (tons)				0			0			0	0	0	0
Solids (tons)				0			0			0	0	0	0
Comments:													
<b>10 HAZMAT/Oil Shoreline Impacts (Degree of impact estimated in miles)</b>		<b>UC Location</b>			<b>UC Location</b>			<b>UC Location</b>			<b>Total for All Incidents</b>		
		<b>Affected</b>	<b>Cleaned</b>	<b>To Clean</b>	<b>Affected</b>	<b>Cleaned</b>	<b>To Clean</b>	<b>Affected</b>	<b>Cleaned</b>	<b>To Clean</b>	<b>Affected</b>	<b>Cleaned</b>	<b>To Clean</b>
Light				0			0			0	0	0	0
Medium				0			0			0	0	0	0
Heavy				0			0			0	0	0	0
Total		0	0	0	0	0	0	0	0	0	0	0	0
Comments:													
<b>11 HAZMAT/Oil Wildlife Impacts</b>		<b>UC Location</b>			<b>UC Location</b>			<b>UC Location</b>			<b>Total for All Incidents</b>		
<b>Type of Wildlife</b>		<b>Captured</b>	<b>Cleaned</b>	<b>Died</b>	<b>Captured</b>	<b>Cleaned</b>	<b>Died</b>	<b>Captured</b>	<b>Cleaned</b>	<b>Died</b>	<b>Captured</b>	<b>Cleaned</b>	<b>Died</b>
Birds											0	0	0
Mammals											0	0	0
Reptiles											0	0	0
Fish											0	0	0
Total		0	0	0	0	0	0	0	0	0	0	0	0
Comments:													

<b>12 Evacuation Status</b>		<b>UC Location</b>			<b>UC Location</b>			<b>UC Location</b>			<b>Total for All Incidents</b>			
Total to be Evacuated											0			
Number Evacuated											0			
Comments:														
<b>13 Migrant Interdiction Status</b>														
See Case IMA														
<b>14 Safety Status/Casualty</b>		<b>NIC</b>	<b>UC Location</b>			<b>UC Location</b>			<b>UC Location</b>			<b>Total for All Incidents &amp; NIC</b>		
Responder Injury												0		
Responder Death												0		
Public Missing (active search)												0		
Public Missing (presumed Lost)												0		
Public Uninjured												0		
Public Injured												0		
Public Dead												0		
Public Total Public Involved		0	0			0			0			0		
Comments:														
<b>15 Property Damage Summary</b>		<b>UC Location</b>			<b>UC Location</b>			<b>UC Location</b>			<b>Total for All Incidents</b>			
Vessel											\$ -			
Cargo											\$ -			
Facility											\$ -			
Other											\$ -			
Comments:														
<b>16 Sorties/Patrols Summary</b>														
See Case IMA														
<b>17 Use of Force Summary</b>														
See Case IMA														
<b>18 Operational Controls Summary</b>														
See Case IMA														
<b>19 Equipment Resources</b>		<b>UC Location</b>			<b>UC Location</b>			<b>UC Location</b>			<b>Total for All Incidents</b>			
<b>USCG Assets</b>	<b>Notes</b>	<b>Ordered</b>	<b>Avail</b>	<b>Assigned</b>	<b>Ordered</b>	<b>Avail</b>	<b>Assigned</b>	<b>Ordered</b>	<b>Avail</b>	<b>Assigned</b>	<b>Ordered</b>	<b>Avail</b>	<b>Assigned</b>	
Aircraft - Helo											0	0	0	
Aircraft - Fixed Wing											0	0	0	
Vessels - USCG Cutter											0	0	0	
Vessels - SAR/LE Boat											0	0	0	
Vessels - Work/Crew Boat											0	0	0	
Vehicles - Car											0	0	0	
Vehicles - Truck											0	0	0	
Pol'n Equip - VOSS/SORS											0	0	0	
Pol'n Equip - Portable Storage											0	0	0	
Pol'n Equip - Boom											0	0	0	
											0	0	0	
<b>Non-CG/Other Assets</b>											0	0	0	
Aircraft - Helo											0	0	0	
Aircraft - Fixed Wing											0	0	0	
Vessels - SAR/LE Boat											0	0	0	



## AREA COMMAND (AC) INCIDENT STATUS SUMMARY (ICS AC209-CG/EPA Rev 3/07)

**Purpose.** The AC Status Summary:

1. Is used by AC Situation Unit personnel for posting information on AC Status Boards or attaching as a file to the CG MISLE Case.
2. Is duplicated and provided to AC Command Staff members, giving them basic information for planning for the next operating cycle.
3. Provides information to the AC Information Officer for preparing news media releases.
4. Summarizes incident information for the AC and Incidents under the AC.

**Preparation.** The AC Situation Unit prepares the AC Status Summary. Critical Resources information should be obtained from the AC Critical Resources Unit and/or from Resources Unit Leaders at the local ICPs. It may be scheduled for presentation to the Asst AC Planning and other AC Staff members prior to each AC Operating Guide Development Meeting and may be required at more frequent intervals by the Area Commander/Unified Area Command or Assistant Area Commander Planning. Suggested sources of information are noted in brackets.

**Note:** The values on the ICS AC209-CG/AC 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 Area Commander(s)/Unified Area Command and all AC Staff. It can also be shared with the Incidents working below the AC and other external locations/entities as determined by the AC/UAC like the JFO, JIC, MAC Groups (RRT/NRT), etc.. It is also posted on a status board located at the Area Command Post. All completed original forms **MUST** be given to the AC Documentation Unit.

**Number of Incidents Under the AC:** This form is set up for three incidents Under the AC. If more incidents are being managed, then add the appropriate number of columns to add the additional incidents needed or use additional forms. If fewer are required, then the user can either delete the columns or leave them blank. If the numbers of incidents is changed, the "total for the incident" sums will need to be modified.

**Worksheet Protections:** The Excel Worksheet has been protected so that the user only has to tab to open cells. If the user desires to change the locked cells, choose tools<protection<unprotect to work on the protected/locked cells. The file protection is not passworded.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	AC Identifier	Enter the name assigned to the Area Command.
2.	AC Location	Location of Area Command Post.
3.	Operating Cycle	Enter the time interval for which the form applies.
4.	Incident Name(s)	Enter the AC Location and Incident name(s) and Location(s) for each incident assigned under the AC.
5.	Incident Location(s)	Location of Incident/ICP.
6.	Period Covered by Report	Enter the date and time interval for which the report applies. Use 24-hour clock for all times.
	Time of Report	Enter time for which this information applies. Enter the Time (24-hour clock) the form was prepared.

7. Type of Incident Indicate (check box) and/or fill-in the type of incident(s).
8. Spill Status This information is only tracked if there is spilled HAZMAT or Oil. Over-type "UC Location" with the location/name of each of the UC's under the AC – This UC Location information will automatically be carried to all item titles below. Under each UC Location, enter Common Name(s) of the released substance or spilled oil (i.e. Ethyl Alcohol/Ethanol or No. 2 Fuel Oil/Light Fuel Oil). Enter UN number and CAS Registry number, if known. Indicate whether the spill source is secured or unsecured (check box) 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).
- Mass Balance Note the amount of recovered, evaporated, dispersed, burned, floating, or on shore products. The total of these estimates automatically sums and 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 (SSC).
9. Waste Management This information is only tracked if there is spilled HAZMAT or Oil. Enter the estimated amounts in barrels or tons for each category. Total HAZMAT/ Oil (bbl) is the sum of the estimate of HAZMAT/oil in oily liquids and HAZAMT/oil in oily solids, and is the value to be entered under "Recovered HAZMAT/Oil" in Item 4. The stored amount will automatically sum based on the amount recovered and disposed.
10. Shoreline Impacts This information is only tracked if there is spilled HAZMAT or Oil. 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. The amount of shoreline to be cleaned will automatically sum based on the amount of shoreline affected and cleaned
11. Wildlife Impacts 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.
12. Evacuation Status This information is only tracked if the incident involves evacuation of personnel. 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).
13. Migrant Interdiction Status This information is only tracked if the incident involves Migrant Interdiction. 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).
14. Safety Status/Personnel Casualty This information pertains to responders and assisted public personnel. Indicate the number of serious injuries, death, and missing. 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).

15. Property Damage Enter estimated dollar values for each item, if known.
16. Sorties/Patrols This information is only tracked if the incident involves sorties tracked in MISLE Incident Management Activity. List Sorties since last report both Air and Surface. 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).
17. Use of Force This information is only tracked if the incident involves Use of Force activities. 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).
18. Operational Controls This information is only tracked if the incident involves Operational Control activities initiated, in force and removed.
19. Equipment Resources 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        | Ordered but not yet arrived/available.   |
| Available      | Arrived on scene, stored in staging, not assigned to any task, available for use.                                  |
| Assigned       | Assigned to a specific task.   |
| Out of Service | Not working and not assigned to any task (e.g., skimmer being repaired, boom broken, personnel off-duty for rest). |
20. Personnel Resources Indicate, by agency, the numbers of personnel assigned. There are blank lines for additional personnel, as needed.
21. 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.
22. Prepared By Enter name and title of the person preparing the form, normally the Situation Unit Leader.