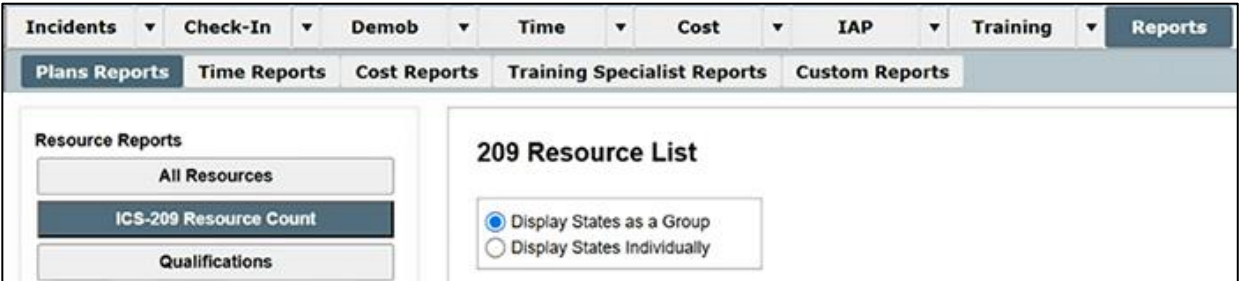




Incident Status Summary (ICS 209) Resource Count Job Aid

This job aid helps Resources Unit Leaders (RESLs) and other respective planning personnel provide accurate and up-to-date resource counts to the Situation Unit Leader (SITL) or dispatch.

209 Resource Count Checklist	
Step 1: Coordinate with the SITL and Other Management Organizations	
<input type="checkbox"/>	Determine when and in what format the SITL wants to receive the resource count report (e.g., a spreadsheet at 15:00 via Microsoft Teams).
<input type="checkbox"/>	If the incident is managed by multiple management organizations, coordinate with the other organizations (i.e., Incident Management Teams [IMTs]) or local dispatch to ensure shared resources are included in the resource count report.
Step 2: Run the Report	
<input type="checkbox"/>	<p>Run the resource count report from the resource tracking database (e.g., e-ISuite).</p> <p><i>This example illustrates how to run an ICS-209 Resource Count from the Reports tab in e-ISuite.</i></p>  <p>The screenshot shows the e-ISuite interface with the 'Reports' tab selected. Under 'Resource Reports', the 'ICS-209 Resource Count' button is highlighted. The '209 Resource List' section shows two radio button options: 'Display States as a Group' (which is selected) and 'Display States Individually'.</p>

Save and/or print the report.

This example illustrates an ICS-209 Resource Summary from e-ISuite, which is often inaccurate and requires review and updates throughout an incident.

ICS-209 RESOURCE SUMMARY																						
FISH CREEK (WY-BTF-002416)																						
	CREW, TYPE 2	Camp Crew	Crew, Type 1	Crew, Type 2 IA	Dozer	Engine, Type 3	Engine, Type 4	Engine, Type 6	Helicopter, Type 1	Helicopter, Type 3	Masticator	Skidgene	Water Tender, Support	Overhead						SUB TOTAL	Non 209	GRAND TOTAL
BIA	0	1	0	0	0	0	0	0	0	0	0	0	0	3						4	0	4
	0	10	0	0	0	0	0	0	0	0	0	0	0	3						13	0	13
BLM	0	0	0	1	0	0	0	0	0	0	0	0	0	19						20	1	21
	0	0	0	20	0	0	0	0	0	0	0	0	0	19						39	1	40
FWS	0	0	0	0	0	0	0	0	0	1	0	0	0	4						5	0	5
	0	0	0	0	0	0	0	0	0	0	0	0	0	4						4	0	4
NPS	0	0	0	0	0	0	0	2	0	0	0	0	0	2						4	0	4
	0	0	0	0	0	0	0	8	0	0	0	0	0	2						10	0	10
NWS	0	0	0	0	0	0	0	0	0	0	0	0	0	1						1	0	1
	0	0	0	0	0	0	0	0	0	0	0	0	0	1						1	0	1

Step 3: Complete Quality Assurance (QA)/Quality Control (QC) Checks and Update Counts

Conduct QA/QC of the resource count report by inputting the data into a spreadsheet and reviewing the previous day’s resource count report to identify mistakes and/or unaccounted resources (i.e., personnel and equipment). Check for:

- Personnel counts that do not align with resource types.
- Discrepancies between resource counts in different forms and documents (e.g., Incident Action Plan [IAP] and Assignment List [ICS 204]).
- Resources that checked in but were not updated in the resource tracking database.
- Resources that did not check in but are on the incident.
- Resources that demobilized but were not updated in the resource tracking database.
- Resources that left the incident without completing the demobilization process.
- Aviation resources that did not check in.

The example on the next page illustrates where the RESL manually inputs information into a spreadsheet to conduct their QA/QC and track the total number of resources by agency or organization, resource type, and personnel count.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	*****FISH CREEK/002416***** FIRE ICS 209 NUMBERS *****09/16/2024																							
2	209 Resource Count	Crew, Type 1	Crew, Type 2/A	Crew, Type 2	Wildland Fire Module	Camp Crew	Helicopter, Type 1	Helicopter, Type 2	Helicopter, Type 3	Engine, Type 3	Engine, Type 4	Engine, Type 5	Engine, Type 6	Overhead	Dozer	Water Tender, Support	Water Tender, Tactical	Masticator	Chipper, CHP2	Skidgen 1	Skidgen 2	Skidgen 3	GRAND TOTAL	
3														3										3
4	BIA													3										3
5								0						19										19
6	BLM							13						19										32
7			1	2										71										74
8	USFS	22		15										80										117
9														6										6
10	FWS													6										6
11														4										4
12	NPS													4										4
13														1										1
14	NWS													1										1

- Document and continuously reconcile any mistakes and/or unaccounted resources from your review of the previous day's resource count report that impact the current resource count report.
 - Coordinate with the Status/Check-In Recorder (SCKN), other RESLs, the Demobilization Unit Leader (DMOB), and/or other units/sections to confirm counts and ensure check-ins, swaps/extensions, and demobilizations are accurately reflected in the resource tracking database.
 - Continuously update the resource count in the electronic database based on the correct information from QA/QC.
- Step 4: QA/QC the Updated Resource Count**
- Ask another RESL to review the resource count report to check your work, if available.
- Step 5: Submit the Report**
- Submit the updated resource count based on the SITL's preference (e.g., spreadsheet where the updated count was calculated).