



# Incident Status Summary Information Sheet

## Purpose

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The *Incident Status Summary* is a reporting tool designed for quick, easy information capture during an event that may exceed a county's response capabilities and resources. The summary will be used by the SEOC command staff to develop a common operating picture and provide situational awareness to affected federal, state, and local partners.

## Instructions

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This fillable pdf requires use of the free [Adobe Reader](#).

### Form entry tips:

- Use the Tab key to move from field to field. The mouse may also be used.
- Required fields are indicated with a **red** outline.
- Use the spacebar or mouse to select appropriate **radio buttons** (i.e., Initial Report or Update, Yes or No) and **checkboxes**.
- Be concise when filling in **text fields**. The fields are limited to the visible area so that the text will show when the form is printed. Summarize the relevant facts; narrative form is not necessary.
- Enter 10-digit **phone numbers** without punctuation (e.g., 9876543210 instead of 987-654-3210). The form automatically displays the number as (987) 654-3210.
- Enter the **Report Date** as mm/dd/yyyy (e.g., 08/24/2010). This can be done manually or with the calendar function. To use the calendar, move the cursor to the Report Date field and click the down arrow on the right. Click the report date to select it.

Report Date MM/DD/YYYY	Report Time hhmm (24-hr.)
<input type="text"/>	<input type="text"/>

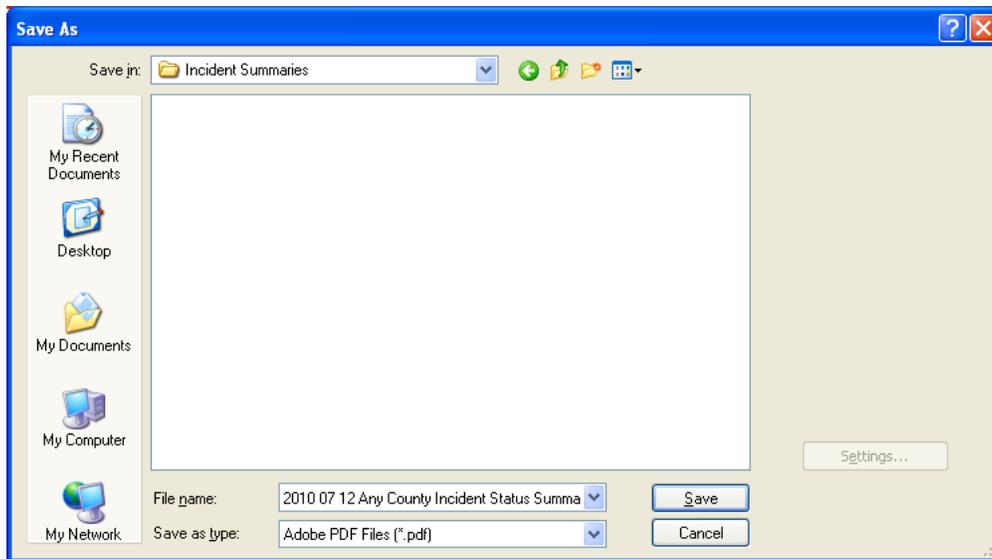
Click down arrow to display calendar

area	Report Date	Rep
ds	MM/DD/YYYY	hhr
August, 2010		
Sun	Mon	Tue
25	26	27
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31
Today: 8/24/2010		

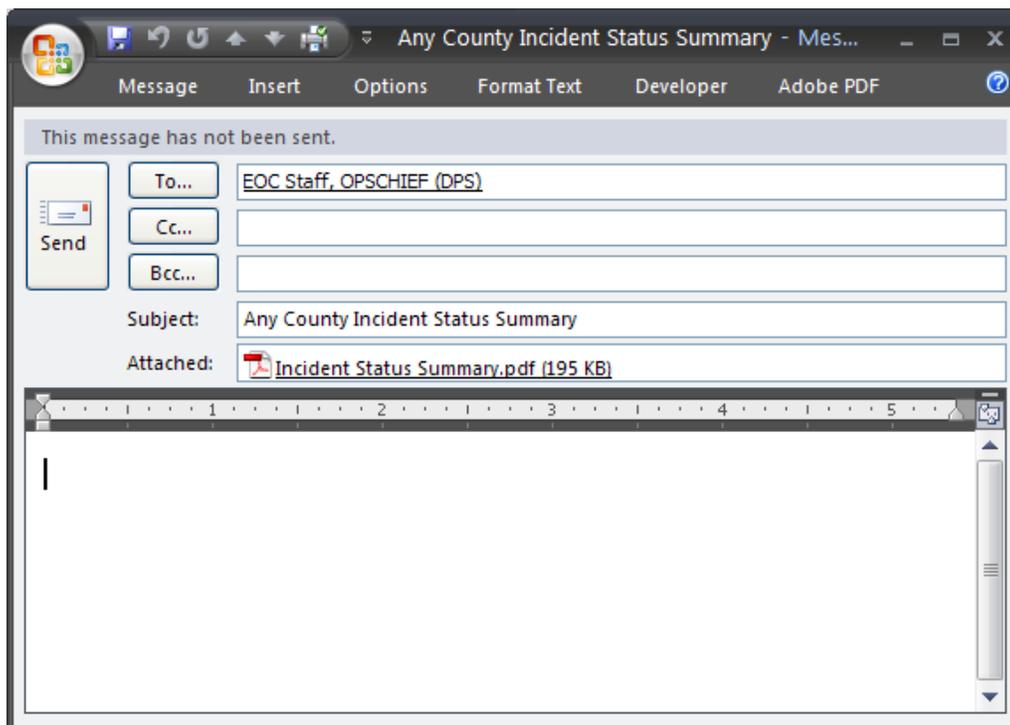
- Enter the **Report Time** using the 24-hour clock (e.g., 1630 for 4:30 p.m.).
- Use the dropdown box to select the **Primary Incident Type**. If the incident type isn't listed or there is more than one type, use the scrollbar to select **Other** and use the **Other Incident Information** box at the bottom of the form to record details (e.g., heavy rain and flooding).
- Use the dropdown box to select the **Reporting Jurisdiction**. Hint: Type the first letter until the correct one comes up (e.g., type "a" twice to select Anoka). When appropriate, select "Tribal Government" at the bottom of the list and enter the name in the **Tribal Government** text field.
- Separate **Affected Cities** with a comma.
- Enter the number of confirmed **Injuries** and **Fatalities**. If none known, enter 0 (zero).

**When finished:**

- Optional—Use the **Print Form** button to make a hard copy for your files.
- Recommended—Save an electronic copy using **Save As...** on the **File** menu. Select or create an appropriate folder on your hard drive or network drive.



- **Required**—Use the **Submit by E-mail** button to send the form to the SEOC Operations Chief.



- **Important:** Check your sent e-mail folder to make sure that the form was properly sent.