1. Incident Name	2. Operational Period (Date / Time) From: To:	EXECUTIVE SUMMARY

3. Operations

4. Environmental

5. Planning

6. Other

7. Prepared by	Date / Time

EXECUTIVE SUMMARY

Purpose. The Executive Summary communicates significant response issues during the current operational period, summarizing the daily activities for all sections in a brief format to Senior Managers, Administrators, Senior Agency Staff, and Civic Leaders.

Preparation. The Situation Unit Leader prepares this form with input from Section Chiefs. Final authorization is provided by the Unified Command prior to dissemination outside the ICS organization.

Distribution. After authorization by the Unified Command, the Documentation Unit Leader will duplicate and post a copy on the Situation Status Display Board in the Command Post. Single copies may then be distributed to the Unified Command, Command Staff, Joint Information Center, and Section Chiefs. 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.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Operations	Operations Section Chief will summarize the tactical accomplishments for the previous operational period.
4.	Environmental	Environmental Unit Leader will summarize any significant impacts identified or mitigated during the previous operational period.
5.	Planning	Planning Section Chief will summarize the critical actions to be carried out during the next operational period.
6.	Other	Situation Unit Leader will indicate any anomalies to previous Executive Summaries, special meetings, community impacts, or items of special interest.
7.	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).