



Multi-Agency Coordination System

MACS Document Control System

MACS 400-1

February 2017

This document contains information relative to the Multi-Agency Coordination System (MACS) and the Incident Command System (ICS), developed by FIRESCOPE and adopted as the framework of the National Incident Management System (NIMS). ICS products are designed to be compatible with and compliant with NIMS, as directed by the National Response Plan and adopted by the FIRESCOPE Board of Directors.

Additional information and documentation can be obtained from the following source:

FIRESCOPE
Document Control
2524 Mulberry Street
Riverside, CA 92501-2200
(951) 782-4174
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www.firescope.org

The information contained in this document has been approved by the Fire and Rescue Service Advisory Committee/FIRESCOPE Board of Directors for application in the statewide California Fire and Rescue Mutual Aid System.

This material is a development of the FIRESCOPE Program.

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DOCUMENT CONTROL SYSTEM OVERVIEW

INTRODUCTION

A number of operational manuals, guidelines, forms, training materials, and other materials have been produced by FIRESCOPE in support of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS).

All agencies have the need for some or all of these publications. The publications are updated and reviewed periodically to ensure that all users have standard and current publications. To accomplish this, a Document Control Unit has been established within FIRESCOPE to provide support to all agencies in the preparation, control, and modification of official MACS and ICS publications and related documents.

The FIRESCOPE Task Force will task the California Office of Emergency Services (Cal-OES) representative as the liaison to the Document Control Unit to facilitate publication of documentation which is consistent in organization and appearance, and minimize documentation tasks by personnel at local agency documentation control points. Use of basic guidelines and formats for documentation and adherence to a standardized numbering system will simplify the writing and preparation of documents and assist personnel in identifying and retrieving documents. FIRESCOPE will notify agencies through Cal-OES when new documents and materials are available. Agency Fire Chiefs or their representatives are responsible for notifying their members when new or revised documents are available on the FIRESCOPE website.

This manual presents procedures for production, distribution, and filing of operational manuals and other publications. It outlines the functions that will be performed by the Document Control Unit to achieve control procedures for agencies that pertain to receipt, filing, and distribution of MACS and ICS publications.

DOCUMENT CONTROL SYSTEM FUNCTIONS

The functions of the Document Control Unit are as follows:

Develop and Maintain Documentation Policies and Procedures - It is the responsibility of the FIRESCOPE Task Force to prepare changes pertaining to MACS and ICS documentation procedures. The FIRESCOPE Task Force is responsible for the development of technical content and approval through the FIRESCOPE decision process.

Assign Document and Form Numbers - The FIRESCOPE Task Force shall assign the appropriate number to all new publications and forms and advises the Document Control Unit. Document numbers are assigned within the framework of a numbering system as described within this document

Assist in Preparation of Documents - The Document Control Unit is available to provide editing, typing, and proofing support to those preparing documentation. This includes editing and proofing documents submitted for publication

Document and Form Production - The Document Control Unit is responsible for maintaining reproducible masters of documents. This includes limited reproduction of non-standard documents, and posting on the website.. The unit arranges for printing, including delivery of camera-ready documents to the printer and accepting delivery of reproducible masters from the printer.

Maintenance of Electronic Distribution Lists - The Document Control Unit will maintain electronic distribution lists for dissemination of new and revised documents to FIRESCOPE partner agencies and Regional and Area Coordinators. It is the responsibility of the agencies to reproduce copies, distribute and maintain control of the materials received from the Document Control Unit.

Maintainance of Documents - Suggestions or requests for modifications to existing documents, including the addition of new documents, are routed to the FIRESCOPE Task Force.

File Documents and Forms - It is the responsibility of the Documentation Control Unit and the Task Force to maintain a file of all documents, forms and other publications.

Processing Requests for Printed Documents - Requests for documents not available for download from the FIRESCOPE website will be processed according to existing procedures regarding reimbursement for the production and handling of documents.

Publish Index of Current Documents - The Document Control Unit will maintain a master index of all publications and update this information on the website.

ORIGIN AND MAINTENANCE OF DOCUMENTS

Types Of Publications - The following types of documents will be numbered for ease of identification and indexing:

- a. Operations manuals
- b. Position descriptions
- c. Lesson plans
- d. Administrative and planning manuals
- e. Forms
- f. Briefing packages
- g. Operational guidelines, procedures, and job aids

Document Numbering System - Each document will be assigned a Publication (MACS or ICS) number. The FIREScope Task Force is responsible for the assignment of document numbers. The major subject categories and assigned blocks of numbers are described on Page 5.

A single numbering system for manuals will be used. The format for document numbers in this series is MACS or ICS XXX-X. A MACS or ICS number is given to all formal administrative and technical publications. The first three digits identify the general subject area. The fourth digit is assigned sequentially to different documents in the same subject area. There is a unique number for every different title in the series.

Form Numbering - All forms are given a form number. Two types of forms are currently in use:

- a. Multi-Agency Coordination System (MACS) forms for use at designated agency dispatch centers and local coordination facilities, primarily to provide a standard method of receiving and transferring information within the system. For MACS forms, the format is MACS XXX(X-XX).
- b. Incident Command System forms for use by units of the ICS operating at the scene of an incident. For ICS forms the format is ICS XXX(X-XX).

In the event that original numbering blocks designated for forms is exhausted, the Task Force may consider utilizing a decimal point sub-numbering system to continue the series (Examples:222.1, 222.2, etc..). All attempt will be made to adhere to the original numbering system whenever possible.

DOCUMENT DISTRIBUTION AND FILING

Distribution Procedures - All new and/or revised documents will be reviewed by the FIREScope Task Force to determine if the revision is of an urgent or routine nature. The document will then be included in the FIREScope Plan of Work.

After a new or revised document has been approved through the FIREScope Decision Process the document will be posted on the FIREScope website. An email will be sent to the recipients listed in the current Electronic Distribution List, advising them that the document is available on the website. The notification will also include an electronic copy of the new document. The document will be placed in the appropriate location on the website and also listed under the "WHAT'S NEW" tab of the website for a period of one year. Social media notifications may be utilized at the discretion of the Task Force..

A Master Document Control List will be maintained by the Document Control Unit and the Task Force Secretary. Its purpose is to maintain a record of the documents and materials produced by FIREScope. The following information should be recorded on the Master Document Control List:

- a. Date of document

- b. Document number
- c. Title of document
- d. Date document was distributed and placed on the website

Filing Procedures - The original copies of all ICS and MACS documents will be electronically filed at the Document Control Unit at the Operations Coordination Center (OCC) in Riverside, California for reference or future use. Backup copies will be maintained by the FIREScope Assistant Chief at the Northern Operations Center (NOPS) and by the Task Force Secretary.

The file containing MACS or ICS documents may be organized as follows:

- a. Original documents should be ordered numerically by document number.
- b. Original documents within each series should be placed in electronic folders. .

DOCUMENT NUMBERING SYSTEM FOR PUBLICATIONS

INDEXES AND GLOSSARIES (000-099)

- 000 Index
- 010 Glossaries
- 020 Resources Listing

OPERATIONAL SYSTEM DESCRIPTIONS AND PLANNING (100-199)

- 100 Multi-Agency Coordination System (MACS)
- 110 Operations Coordination Center (OCC)
- 120 Incident Command System (ICS)
- 130-154 Not Currently Assigned
- 155 Structural Firefighting
- 156 Wildland Firefighting
- 157 Emergency Medical Services
- 158 Aviation
- 159 Safety
- 160 High Rise
- 161 Hazardous Materials
- 162 Urban Search and Rescue
- 163 Communications
- 164 Information Technology
- 165 Predictive Services
- 166 Geographic Information Services
- 167-199 Not Currently Assigned

SYSTEM ORGANIZATIONS, FUNCTIONS AND PROCEDURES (200-299)

- 200 Incident Command System Forms
- 210 Geographical Area Coordination Center (GACC)
- 220 Incident Commander and Command Staff
- 221 Planning Section
- 222 Operations Section
- 223 Logistics Section
- 224 Finance Section
- 230 Incident Command System, General
- 240-255 Not Currently Assigned
- 255 Structural Firefighting
- 256 Wildland Firefighting
- 257 Emergency Medical Services
- 258 Aviation
- 259 Safety
- 260 High Rise
- 261 Hazardous Materials
- 262 Urban Search and Rescue
- 263 Communications
- 264 Information Technology

- 265 Predictive Services
- 266 Geographic Information Services
- 267-299 Not Currently Assigned

TRAINING (300-399)

- 300 Multi-Agency Coordination System
- 310 Operations Coordination Center
- 320 Incident Command System Unit Training Courses
- 330 Incident Command System, General
- 340-354 Not Currently Assigned
- 355 Structural Firefighting
- 356 Wildland Firefighting
- 357 Emergency Medical Services
- 358 Aviation
- 359 Safety
- 360 High Rise
- 361 Hazardous Materials
- 362 Urban Search and Rescue
- 363 Communications
- 364 Information Technology
- 365 Predictive Services
- 366 Geographic Information Services
- 367-399 Not Currently Assigned

OPERATIONS (400-499)

- 400 Multi-Agency Coordination System
- 410 Multi-Agency Coordination System
- 420 Incident Command System Operations Guides
- 430 Air Operations
- 435 Infrared Operations
- 440 Communications
- 450-454 Not Currently Assigned
- 455 Structural Firefighting
- 456 Wildland Firefighting
- 457 Emergency Medical Services
- 458 Aviation
- 459 Safety
- 460 High Rise
- 461 Hazardous Materials
- 462 Urban Search and Rescue
- 463 Communications
- 464 Information Technology
- 465 Predictive Services
- 466 Geographic Information Services
- 467-499 Not Currently Assigned

OPERATIONAL GUIDELINES AND JOB AIDS (500-2000)

- 500 Structural Firefighting

- 600 Wildland Firefighting
- 700 Emergency Medical Services
- 800 Aviation
- 900 Safety
- 1000 High Rise
- 1100 Hazardous Materials
- 1200 Urban Search and Rescue
- 1300 Communications
- 1400 Information Technology
- 1500 Predictive Services
- 1600 Geographic Information Services
- 1700-1900 Not currently Assigned
- 2000 Miscellaneous

STYLE GUIDE FOR PUBLICATIONS

Document Format - This section describes the recommended format of preparing publications. The intent is to develop operational manuals that are consistent in basic organization and layout. Existing documents generally provide a suitable model. However, some variation in format is acceptable based on document purpose and content:

- a. Although distributed electronically, publications generally will be designed to be printed into loose-leaf, single-sided documents.
- b. All documents will be prepared so as to be printed on 8 1/2" x 11" paper with a minimum of 1" margin on all four sides. (Exception: ICS 420-1 Field Operations Guide)
- c. Arial, 12 Point Font will be used for the documents.
- d. Running headers at the top of the page are standard items and are placed 1-1/4" from the top of each page. Date published shall be flush to the left margin; document identification number will be flush to the right margin.
- e. Page numbers are centered 1/2" from the bottom of the page. Lower case Roman numerals are used for the front material (table of contents pages and change sheets).

Title Page - All documents will have a title page. The positioning of the title and number should be centered (See Appendix example)

Format Standards –Documents will have an Administrative Notice Page or section. The Administrative Notice may take the form of a preface, background and significance, executive summary, or abstract and may contain the following type of information:

- a. Short abstract
- b. Applicability
- c. Supersession notice (if applicable)

All documents larger than 2 pages with multiple chapters and major paragraphs will have a Table of Contents Page with a page number starting with Roman Numeral One (i).

The documents will contain two levels of organization: chapters and paragraphs within chapters. Chapters and paragraphs are the basic unit of organization.

All major paragraphs are given titles in the body of the document and are listed on the Table of Contents Page. Subparagraphs usually are not listed on the table of contents page, however, all or selected subparagraphs may be included as appropriate for user convenience.

Text Pages -The block format is used with paragraphs started at the left margin and all subsequent lines in paragraphs are aligned with the first line of the paragraph. The first line of subparagraphs and items or lists is indented and subsequent lines for each are returned to the start of the item. Indentation of subparagraphs and items of a list are as follows:

- a. First subdivision - 5 spaces
- b. Second subdivision - 10 spaces
- c. Third subdivision - 15 spaces

Text is single spaced, with double spacing between paragraphs. A space-and-a-half may be used between subparagraphs and to set off lists, if desired, to improve the appearance.

The chapter title is started on the ninth line below the running heads (eight spaces between running head and chapter heading); second and subsequent pages of a chapter are started on the fifth line below the running heads (four spaces between running head and first line of type). Major paragraphs (sections within a chapter will be titled using all capitals and underlined. The first paragraph in a chapter is started on the fifth line below the chapter heading (four spaces between chapter heading and first paragraph).

Major subparagraphs are titled using initial caps and underlined. Letters or numbers used to identify paragraphs following each major subparagraph are optional. Only those items of a list that are stated as sentences need be followed by a period. Items of a list that are stated as phrases need not be followed by a period.

Tables And Figures - Tables and figures are numbered separately and may be placed on separate pages or inserted within the text. They may be oriented vertically (portrait) or horizontally (landscape). Figure captions are centered at the bottom of pages. Table titles are centered.

Forms - If the form is prepared on oversized material, it will be reduced for production. Numbered boxes are labeled using the same typeface used for MACS or ICS publications.

Organization Of Publications - The following are the recommended procedures for setting up the various parts of the publications:

- a. Chapters - Numbered consecutively using Arabic numerals (e.g., CHAPTER 1, CHAPTER 2). Chapters always start a new page.
- b. Sections - Numbered consecutively within each chapter (when it is necessary to subdivide a chapter) using capital Roman numerals (e.g., Section I, Section II). Sections do not start a new page.
- c. Paragraphs - Numbered with two-part Arabic numerals of the form: X-X. The first part is the chapter number and the second part is the numerical sequence within the chapter (e.g., 1-1, 1-2, ..., 2-1, 2-2).
- d. Subparagraphs - First subdivision Identified with lower case letters in alphabetical sequence (e.g., a., b., c.). Second subdivision Numbered consecutively within each subparagraph using Arabic numerals. Third subdivision Identified with lower case letters in parentheses in alphabetical sequence within each paragraph. E.g., (a), (b).

- e. Listings - Items in a list are given identifying numbers and letters just as if they were subparagraphs.
- f. Figures and Tables - Numbered in separate sequence within chapters using two-part Arabic numerals as explained in Paragraphs (d.) above. E.g., Figure 1-1, Figure 1-2, Table 1-1, Table 1-2.

Document Content – The content of FIRESCOPE publications is dictated by the needs of the California Fire Service based on sound research methods and current issues. Content, ideas, and intellectual materials which are obtained from other sources shall be properly referenced and attributed in order to provide credit and reference to the original author(s). Authors should reference appropriate sources for information on attribution (APA, Chicago, MLA).

Sample title page



Multi-Agency Coordination System

MACS Document Control System

MACS 400-1

November 2013

Appendix B

Sample Table of Contents

CONTENTS

Subject 1#
 Introduction#
Subject 2#
Subject 3#
Subject 4#
Subject 5#
(More or less as needed)

Appendix A: Example 1#
Appendix B: Example 2#
Appendix C: Example 3#
(More or less as needed)

Appendix C

Sample Chapter and Subchapter formatting

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