



Documents and Forms Descriptions

MACS 400-2

MULTI-AGENCY COORDINATION SYSTEM PUBLICATION

JANUARY 2006

This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE. Additional information and documentation can be obtained from the following source:

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FIRESCOPE

Incident **C**ommand **S**ystem (**ICS**)

and

Multi-**A**gency **C**oordination **S**ystem (**MACS**)

Documents and Forms Descriptions

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ICS DOCUMENTSICS 010-1 **ICS GLOSSARY OF TERMS**

This glossary contains definitions of terms frequently used in ICS documentation.

ICS 020-1 **ICS RESOURCES LISTING**

Resources identified and typed in this listing are those commonly used by fire agencies in Southern California. Strike Team combinations have been established to satisfy Southern California fire service requirements. Other resources and Strike Team combinations may be included to meet local requirements in other parts of the country.

ICS POSITION MANUALS

There is a Position Manual for each position within ICS. Each manual provides a checklist for each corresponding position. Also includes a list of responsibilities and procedures for accomplishing the activity for each position.

ICS 220-5 Agency Representative Position Manual
ICS 223-10 Fireline Emergency Medical Technician Position Manual

ICS 900 **ICS CALIFORNIA FIRE SERVICES USER'S GUIDE TO:
DISASTER DECLARATIONS AND AGREEMENTS FOR
COOPERATION**

This is a two-sided, two-page document. This document is designed to familiarize the fire agencies statewide with various means of sending and receiving aid to wildland fire incidents and some examples of how reimbursement may or may not occur. This is not intended to define the only means by which this may occur or to set policy on these issues.

Disaster declaration levels discussed are: 1) Local Declaration, 2) Gubernatorial Declaration, and 3) Presidential Declaration

Agreements for cooperation discussed are: 1) Mutual Aid, 2) Assistance by Hire, 3) Local Agreements, 4) Cooperative Fire Protection Agreement (Four-Party Agreement), and 5) California Fire Assistance Agreement (formerly known as the Five-Party Agreement).

ICS DOCUMENTS (continued)**ICS 910 ICS FIREFIGHTER INCIDENT SAFETY AND ACCOUNTABILITY GUIDELINES**

Includes:

Overview of the National Fire Protection Association (NFPA) 1500 and 1561 Personnel Accountability Aspects

Overview of the Firefighter Emergencies and Operational Guidelines Considerations for the Incident Commander

Rapid Intervention Crews/Companies, Considerations and Equipment to set up for a Rescue Operation

Apparatus Roster System

“Emergency Traffic” Communications for identification of Imminent Hazards to Personnel; including Imminent Hazard Notification Guidelines, Operational Retreat Policy and Personnel Accountability Reports (PAR)

Incident Time Notification
Automatic/Mutual Aid Fire Ground Communications
Glossary of Terms

ICS-SF INCIDENT COMMAND SYSTEM FOR FIRE DEPARTMENT STRUCTURE FIRE OPERATIONS

This document is designed as a guide to assist emergency service organizations in the implementation of an Incident Command System (ICS). It may also serve as the initial design document from which your jurisdiction may operate during emergency incidents. Once adopted by the jurisdiction and with appropriate training of personnel, it provides an easily understood organizational structure and procedures to follow during emergency incidents.

This model encourages the use of an ICS for structural fire incidents. It provides for its use on small, routine incidents as well as allowing for expansion of the organization to meet the needs of an escalating incident.

Please read this document often. The daily use of its concepts and procedures will encourage jurisdiction-wide and statewide standardization to assist all emergency providers to become better organized, more adaptive and more expedient in their Incident Command System delivery.

ICS DOCUMENTS (continued)ICS 420-1 **ICS FIELD OPERATIONS GUIDE** (Pocket-size)

The Field Operations Guide (FOG) is a pocket size document which provides Chapters on the following ICS topics: Common Responsibilities, Multi-Agency Coordination System, Area Command, Complex, Command, Unified Command, Planning Process, Operations Section, Planning Section, Logistics Section, Finance/Administration Section, Organizational Guides, Resource Types and Minimum Standards, Hazardous Materials, Multi-Casualty, Urban Search and Rescue, Terrorism/Weapons of Mass Destruction, Swiftwater/Flood Search and Rescue, High Rise Structure Fire Incident, Protective Action Guidelines, Firefighter Incident Safety and Accountability Guidelines, Glossary of Terms, Communications, California Agency Designators, and Operational Area Identifiers.

ICS 420-1A **ICS FIELD OPERATIONS GUIDE** (Letter-size)

This Document is the same as the pocket-size ICS 420-1 Field Operations Guide listed above but in 8 ½" x 11" letter-size.

ICS 420-1A-CD **ICS FIELD OPERATIONS GUIDE** (CD)

This is the same letter-size ICS Field Operations Guide on CD in Adobe PDF Format.

ICS FORMSICS 207-O
and O-G**INCIDENT ORGANIZATION CHART (OVERSIZE)**

Same as the ICS 207 Incident Organization Chart in Oversize 28" x 40".

Also available in Oversize Generic 28" x 40".

ICS 208

SITE SAFETY and CONTROL PLAN

The Site Safety and Control Plan provides an incident involving hazardous materials with information required by federal and state law for addressing on-scene safety and operational issues. Form provides information on incident organization, entry objectives, hazard/risk analysis and monitoring, decontamination procedures, and safe work practices for a Hazardous Materials Group.

ICS 215-AG
and AG-O**Incident Safety Analysis – Generic**

The Incident Safety Analysis Generic form is intended to highlight potential problem areas, geographically or functionally. The Incident Commander or Incident Management Team would then consider reasonable mitigation actions or select a different strategy or tactical approach.

The Safety Officer fills out the form during the Planning Meeting and the management team discusses the safety considerations.

Actions as a result of the process:

- Special instructions on the ICS 204 for each division/group to insure LCES.
- Specific assignments of personnel for Lookouts.
- Designation of Safety Zones, and Escape Routes.
- Key points for discussion at briefing/debriefing.
- Areas of focus for Fire Behavior Analyst and Safety Officer.
- Documentation of decision process/risk management.

Also available in Oversize 28" x 40".

ICS FORMS (continued)ICS 215-AW
and AW-OIncident Safety Analysis – LCES Wildland
(Lookouts, Communications, Escape Routes, Safety Zones)

The Incident Safety Analysis is intended to highlight potential problem areas, geographically or functionally. The Incident Commander or Incident Management Team would then consider reasonable mitigation actions or select a different strategy or tactical approach.

The Safety Officer fills out the form during the Planning Meeting and the management team discusses the safety considerations.

Actions as a result of the process:

- Special instructions on the ICS 204 for each division/group to insure LCES.
- Specific assignments of personnel for Lookouts.
- Designation of Safety Zones, and Escape Routes.
- Key points for discussion at briefing/debriefing.
- Areas of focus for Fire Behavior Analyst and Safety Officer.
- Documentation of decision process/risk management.

Also available in Oversize 28" x 40".

ICS 215-G and
G-O**OPERATIONAL PLANNING WORKSHEET – GENERIC**
(17" x 11")

The Operational Planning Worksheet-Generic can be used on any type of incident. Therefore, the resource section has blank boxes to be filled in with whatever resources are being used on that particular incident. The purpose of the Operational Planning Worksheet is to communicate the decisions made during the Planning Meeting concerning resource assignments to the Resources Unit. The worksheet is used by the Resources Unit to complete Division Assignment Lists and is also used by the Logistics Section Chief for ordering resources for the incident.

Also available in Oversize 28" x 40".

ICS FORMS (continued)ICS 215-M and M-O INCIDENT RESOURCE PROJECTION MATRIX

The Incident Resource Projection Matrix is used to identify critically needed resources listed by individual kind and type. In addition to identifying the kind and type of resource needed, the matrix provides identification of when the resource will be required according to Date/Time of the "Operational Period Needed." The matrix is also used to identify when critical resources will be needed in order for the Logistics Section Chief to order resources to meet the established incident time lines of the Planning Section. This matrix supports the preparation of the Operational Planning Worksheet.

Also available in Oversize 28" x 40".

ICS 215-W and W-O OPERATIONAL PLANNING WORKSHEET – WILDLAND (11" x 17")

The Operational Planning Worksheet-Wildland is to be used specifically on Wildland incidents. Therefore, the resource section is listed as follows: Engines, Water Tenders, Hand Crews, Dozers, Helicopters and Air Tankers. The purpose of the Operational Planning Worksheet is to communicate the decisions made during the Planning Meeting concerning resource assignments to the Resources Unit. The worksheet is used by the Resources Unit to complete Division Assignment Lists and is also used by the Logistics Section Chief for ordering resources for the incident.

Also available in Oversize 28" x 40".

ICS 220 AIR OPERATIONS SUMMARY

The Air Operations Summary Worksheet provides air operations units with the number, type, location, and specific assignments of helicopters and air tankers.

ICS 223 TENTATIVE RELEASE LIST

The Tentative Release List provides the Planning Section a list of those resources that are available for release from an incident.

ICS FORMS (continued)

- ICS 226 COMPENSATION FOR INJURY LOG
- The Compensation for Injury Log provides agency management with a record of incident personnel injuries and serves as a checklist of appropriate administrative actions for each injury.
- ICS 227 CLAIMS LOG
- The Claims Log provides agency management with a record of claims against the incident and serves as a checklist of appropriate administrative actions for each claim.
- ICS 230 CONTRACTOR/VENDOR PERFORMANCE EVALUATION
- The Contractor/Vendor Performance Evaluation form is to be completed at least once for each contractor/vendor, per incident. Specific agencies may require the form be completed more frequently as needed to meet agency specific needs.

ICS INSTRUCTIONAL MANUALS**INCIDENT COMMAND SYSTEM INSTRUCTIONAL MANUALS**

Training documents used to train personnel to fill the various ICS supervisory positions.

I-236..... Staging Area Manager Course (Self-Paced)
 I-252..... Ordering Manager Course (Self-Paced)
 I-253..... Receiving and Distribution Manager Course (Self-Paced)
 I-254..... Base/Camp Manager Course
 I-255..... Equipment Manager Course
 I-256..... Tool and Equipment Specialist Course (Self-Paced)
 I-259..... Security Manager Course (Self-Paced)
 I-272..... Helispot Manager Course (Self-Paced)
 I-342..... Documentation Unit Leader Course (Self-Paced)
 I-362..... Cost Unit Leader Course (Self-Paced)
 I-363..... Compensation/Claims Unit Leader Course (Self-Paced)
 I-365..... Time Unit Leader Course
 I-368..... Procurement Unit Leader Course
 I-374..... Helicopter Coordinator Course
 I-376..... Air Tanker Coordinator Course
 I-402..... Liaison Officer Course
 I-404..... Agency Representative Course

ICS INSTRUCTIONAL MANUALS – ALL-RISK**INCIDENT COMMAND SYSTEM INSTRUCTIONAL MANUALS
– ALL-RISK COURSES**

ICS-S330-I	Strike Team/Task Force Leader A/R Instructor Guide
ICS-S330-S	Strike Team/Task Force Leader A/R Student Manual
ICS-S339-I	Division/Group Supervisor A/R Instructor Guide
ICS-S339-S	Division/Group Supervisor A/R Student Manual
ICS-S430-I	Operations Section Chief A/R Instructor Guide
ICS-S430-S	Operations Section Chief A/R Student Manual
ICS-S320-I	Damage Inspection Technical Specialist A/R Instructor Guide
ICS-S320-S	Damage Inspection Technical Specialist A/R Student Manual
ICS-S321-I	Geographic Information Systems Technical Specialist A/R Instructor Guide
ICS-S321-S	Geographic Information Systems Technical Specialist A/R Student Manual

MACS DOCUMENTSMACS 400-1 **MACS DOCUMENT CONTROL SYSTEM**

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

MACS 400-2 **DOCUMENT AND FORMS DESCRIPTIONS**

Gives a listing and describes the purpose of documents and forms used in the ICS and MACS functions.

MACS 400-3 **RESOURCE DESIGNATION SYSTEM FORMS PACKET**

Illustrates the forms used by persons attending the GHQ Conference held at the Operations Coordination Center during the critical Modes of Operation. Namely, Modes 3 and 4. These forms are used to assimilate all pertinent information relating to the various Incidents and are critical in the decisions made at this conference.

MACS 410-1 **MACS PROCEDURES GUIDE**

The Multi-Agency Coordination System (MACS) Procedures Guide is to be used at all MACS Coordination Points. These procedures are intended to supplement existing agency, State, and Federal directives and guidelines that are currently in use. This guide deals specifically with the MACS Information Management System, Modes of Operation, and reports and services available through the system at MACS Coordination Points and incidents.

MACS DOCUMENTS (continued)MACS 410-2 **RESOURCE DESIGNATION SYSTEM**

This system is based upon the application and combined use of:

- Three-letter designators for all individual fire agencies and mutual aid operational areas, within the State of California.
- Four-digit "block numbering" for six mutual aid regions with sub-blocks for operational areas and agencies capable of fielding grouped resources.
- Permanently assigned block numbers that allow for identification of mutual aid region, operational area or single agency, and numbering of grouped resources without duplication of numbers.
- Alphabetical lettering is used to identify kind and type of Strike Teams.
 - System is compatible for manual or computer recording.
 -

MACS 410-3 **FIRE WEATHER WARNING PROGRAM GUIDE**

The Fire Weather Warning Program for California is designed to help prevent large fires or conflagrations that may occur during extreme weather conditions.

The Fire Weather Warning Program Guide sets the criteria under which the Red Flag Fire Alert Program may be activated and describes procedures for activation and notification.

MACS 410-4 **FIRESCOPE PROGRAM ORGANIZATION and PROCEDURES**

The FIRESCOPE organization consists of four separate but interactive levels (Board of Directors, Joint Operations Team, Task Force, and Specialist/Working Groups) that make up the FIRESCOPE Program. This document defines membership, duties and responsibilities, operating procedures, and authorities for each of these levels. Duties and responsibilities of the Executive Coordinator are defined and a description of how information flows and decision-making occurs (Decision Process) within the FIRESCOPE organization.

MACS DOCUMENTS (continued)MACS 412-1 **INFORMATION COORDINATION CENTER PROCEDURES GUIDE**

The Information Coordination Center Procedures Guide describes procedures to be used at the OCC for the information function. These procedures are intended to guide the operation and to supplement existing agency, State, and Federal directives and guidelines that are currently in use. The guide deals specifically with the operations procedures for reports and services available from this function.

MACS 441-1 **FIRESCOPE RADIO COMMUNICATIONS GUIDELINES**

FIRESCOPE Radio Operational Guidelines for Fire Season:

- a. Memorandum of understanding between all FIRESCOPE agencies allowing for mutual use of radio frequencies during mutual aid efforts.
- b. Standard radio frequency programming for 120 channel synthesized radios.

MACS FORMMACS 420 **RESOURCE ORDER FORM AND INSTRUCTIONS**

The Resource Order Form is used by Dispatch personnel to record requests for resources requested for each incident.

ICS MULTI-CASUALTY DOCUMENTS**ICS-MC-120-1 MULTI-CASUALTY OPERATIONAL SYSTEM DESCRIPTION**

This manual is an Operational System Description of the Multi-Casualty Branch within the Incident Command System. It consists of the following major sections:

- Introduction
- Modular Development
- Multi-Casualty Organizational Requirements
- Appendix A – Recommended Triage Principles
- Appendix B – Mortality Management Guidelines
- Appendix C – Field Form Instructions
- Appendix D – Medical Supply Cache
- Appendix E – HERT Job Description
- Appendix F – Vendors Supplement
- Appendix G – Example Inter-County Paramedic Agreement

ICS MULTI-CASUALTY POSITION MANUALS

There is a Position Manual for each position of the Multi-Casualty Branch within the Incident Command System. Each manual provides a checklist for each corresponding position. Also, a list of responsibilities and procedures for accomplishing the activity for each position.

- ICS-MC-222-1 Multi-Casualty Branch Director
- ICS-MC-222-2 Patient Transportation Group Supervisor
- ICS-MC-222-3 Medical Group/Division Supervisor
- ICS-MC-222-4 Treatment Unit Leader
- ICS-MC-222-5 Triage Unit Leader
- ICS-MC-222-6 Medical Supply Coordinator
- ICS-MC-222-7 Medical Communications Coordinator
- ICS-MC-222-8 Ground Ambulance Coordinator
- ICS-MC-222-9 Air Ambulance Coordinator

ICS MULTI-CASUALTY FORMS

- ICS-MC-305 **MULTI-CASUALTY BRANCH WORKSHEET**
- An abbreviated patient flow chart is included with space for names of persons filling the positions. At the bottom is a checklist for other things to be considered, and space for hospital team identification and names of cooperating agencies.
- ICS-MC-306 **MULTI-CASUALTY RECORDER WORKSHEET**
- The top portion of the form is self-explanatory. Column 1 is the Ambulance Company Name. Column 2 the Ambulance ID Number. Column 3 is the Patient Triage Tag Number. Column 4 is the patient's priority: Immediate (I), Delayed (D), or Minor (M). Column 5 is the Hospital Destination that the patient is being sent to. Column 6 is for recording the time the ambulance is dispatched Off-Scene. This form is for use by Treatment Dispatch and or Recorder(s). Retain this form when completed.
- ICS-MC-308 **MULTI-CASUALTY HOSPITAL RESOURCE AVAILABILITY**
- Space is provided for the hospital name and the number of beds, critical and non-critical, available (A) and used (U). There are two columns for up to 36 hospitals per form.
- ICS-MC-310 **MULTI-CASUALTY AMBULANCE RESOURCE STATUS**
- The Ambulance Resource Status checklist is a form for keeping resource status. Space is provided for the agency name and unit identification number, as well as their time in and time out of loading areas.
- ICS-MC-312 **MEDICAL SUPPLY RECEIPT and INVENTORY FORM**
- The source, type and quantity of medical material obtained must be documented. Such records should be kept current and may require the use of a recorder assigned specifically to conduct this task. The Medical Supply Receipt and Inventory Form is to be used by the Medical Supply Unit Coordinator or his/her delegate. In reviewing this form, it becomes very helpful when supplies or equipment are received, that they are identified with markers or tape. Sources supplying such equipment should be encouraged to identify their equipment/supplies so as to facilitate the inventory or possible incident reimbursement of such supplies. Incident reimbursement of any supplies will only be based upon supplies or equipment listed on the original form. The original form should be placed in the Medical Supply Unit and will comprise the total unit inventory.

ICS MULTI-CASUALTY INSTRUCTIONAL MANUALS**INCIDENT COMMAND SYSTEM MULTI-CASUALTY
INSTRUCTIONAL MANUALS**

Training documents used to train personnel to fill the various ICS Multi-Casualty supervisory positions.

I-MC-220	Basic Multi-Casualty ICS
I-MC-234	Morgue Manager (Self-Paced)
I-MC-235	Medical Supply Coordinator (Self-Paced)
I-MC-236	Ground Ambulance Coordinator (Self-Paced)
I-MC-237	Treatment Dispatch Manager and Medical Communications Coordinator
I-MC-238	Treatment Manager (Self-Paced)
I-MC-273	Air Ambulance Coordinator (Self-Paced)
I-MC-336	Treatment Unit Leader
I-MC-337	Triage Unit Leader
I-MC-339	Medical and Patient Transportation Group/Division Supervisor

ICS HAZARDOUS MATERIALS DOCUMENTS (continued)**ICS HAZARDOUS MATERIALS INSTRUCTIONAL MANUALS**

There is an Instructional Manual for each position of the Hazardous Materials Branch within the Incident Command System. It is important to understand how the different positions within the Hazardous Materials Module relate to each other. Understanding the lines of communication between the Hazardous Materials Group Supervisor and the remainder of the Incident Command System will aid in managing a complex incident.

I-HM-120-Intro.	Introduction to Course
I-HM-120-1	Hazardous Materials Operational System Description
I-HM-222-1	Hazardous Materials Group Supervisor
I-HM-222-2	Entry Leader
I-HM-222-3	Decontamination Leader
I-HM-222-4	Site Access Control Leader
I-HM-222-5	Assistant Safety Officer-Hazardous Materials
I-HM-222-6	Technical Specialist-Hazardous Materials Reference
I-HM-222-7	Safe Refuge Area Manager
I-HM-222-8	Site Safety and Control Plan ICS Form 208

ICS HIGH RISE INCIDENT DOCUMENTS**ICS-HR-120-1 HIGH RISE STRUCTURE FIRE OPERATIONAL SYSTEM DESCRIPTION**

This manual is an Operational System Description of the Incident Command System for Fire Department Operations at High Rise Structure Fires. The High Rise Structure Fire module describes an organization designed to provide effective management and control of essential functions at fires occurring in larger multi-story buildings. It consists of the following sections:

Introduction

Components of the ICS High Rise Incident Command System
Organization and Operations

High Rise Fire Incident Position Descriptions

ICS HIGH RISE INCIDENT POSITION MANUALS

There is a Position Manual for each position of the High Rise Incident Branch within the Incident Command System. Each manual provides a checklist for each corresponding position. Also, a list of responsibilities and procedures for accomplishing the activity for each position.

ICS-HR-222-1 Base Manager
ICS-HR-222-2 Ground Support Unit Leader
ICS-HR-222-3 Lobby Control Unit Leader
ICS-HR-222-4 Systems Control Unit Leader
ICS-HR-222-5 Staging Area Manager
ICS-HR-222-6 Medical Unit Leader
ICS-HR-222-7 Safety Officer

ICS URBAN SEARCH AND RESCUE DOCUMENTS

ICS-US&R-120-1 URBAN SEARCH AND RESCUE
OPERATIONAL SYSTEM DESCRIPTION

This manual is an Operational System Description of the Urban Search and Rescue Branch within the Incident Command System. It consists of the following major sections:

Introduction
 ICS Modular Development
 Position Descriptions
 Urban Search and Rescue Resource Types
 Glossary of Terms
 Appendix A: Five General Construction Categories
 Appendix B: Four Levels of US&R Operational Capability
 Appendix C: Four Levels of US&R Operational Capability -
 Minimum Training
 Appendix D: Four Levels of US&R Operational Capability -
 Minimum Equipment Lists and Tool Info Sheets
 Appendix E: Regional US&R Task Force
 Appendix F: State/National US&R Task Force
 Appendix G: Structure/Hazards Marking System
 Appendix H: Search Marking System
 Appendix I: Victim Marking System
 Appendix J: Emergency Signaling System

ICS-US&R-120-2 ICS SWIFTWATERR/FLOOD AND SEARCH AND RESCUE
and LEMAP (SAR) OPERATIONAL SYSTEM DESCRIPTION AND LAW
Annex, and ICS- ENFORCEMENT MUTUAL AID PLAN (SAR) ANNEX and ICS
SF-SAR-020-1 SWIFTWATER/FLOOD AND SEARCH AND RESCUE
RECOMMENDED TRAINING SKILLS AND EQUIPMENT LIST

This document is intended to provide guidance and develop recommendations for California's Swiftwater/Flood Search and Rescue resources. This includes, but is not limited to:

- Organizational Development
- Resource Typing
- Training and Equipment
- Procedures and Guidelines for Incident Operations

These recommended procedures and guidelines are consistent with both the Standardized Emergency Management System and FIRESCOPE Incident Command System.

ICS-SF-SAR-020-1: This document recommends minimum skill levels, training requirements, and proper equipment. This information is duplicated in the Law Enforcement Mutual Aid Plan, SAR Annex.

It is the responsibility of agencies responding to California Mutual Aid, SF/SAR requests, to provide qualified personnel and equipment that meet or exceed the recommended level of skills and capabilities stipulated in this document.