



MULTI-AGENCY COORDINATION SYSTEM PUBLICATION

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

JULY 1, 2009

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 sources:

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The State Board of Fire Services and the Fire and Rescue Service Advisory Committee/FIRESCOPE Board of Directors have approved the information contained in this document for application in the statewide Fire and Rescue Mutual Aid System.

This material is a development of the FIRESCOPE Program.

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INTRODUCTION TO MACS FORMS

The FIREScope Multi-Agency Coordination System (MACS) Resource Designation System Forms Packet 400-3 is designed to assist emergency response personnel in the use of MACS and corresponding documentation during incident operations. This booklet is a companion document to the FIREScope MACS Procedures Guide 410-1 which provides guidance in MAC Group processes. This booklet is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws and ordinances. These forms are designed for use and to support the Multi-Agency Coordinating Group and are not targeted for use at the incident level.

These forms are intended for use as tools to support and implement the MACS process. Personnel using the forms should have a basic understanding of NIMS, including MACS, through training and/or experience to ensure they can effectively use and understand these forms.

The MACS organizational charts contained in these forms are examples of how a MACS organization is typically developed. However, the flexibility and scalability of MACS allow modifications, as needed, based on experience and particular incident requirements.

These forms are designed to include the essential data elements for the MACS process they address. The use of these standardized MACS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid. In many cases, additional pages can be added to the existing MACS Forms when needed.

MACS FORMS LIST

This table lists all of the MACS Forms included in this publication.

Notes:

- In the following table, the MACS Forms identified with an asterisk (*) are typically used to develop resource availability and source locations.
- Forms identified with two asterisks (**) are forms used in maintaining MAC Group situational awareness and assisting in incident prioritization.
- The other MACS Forms are used for decision aids other MACS activities.
- The date and time entered in the form blocks should be determined by the MACS. Local time is typically used.

MACS Form #:	Form Title:	Typically Prepared by:
MACS 404**	Agency Assessment Briefing Form	Ea. MAC Grp Agency Rep.
MACS 405*	Resource Status Report	MAC Grp. Intel. Section
MACS 421	Mobilization Center	MAC Grp. Decision Doc.
MACS 422	MACS Organization Form	MAC Group. Coordinator
MACS 423	MAC Group Agenda	MAC Group. Coordinator
MACS 424**	Incident Threat Potential Summary	MAC Grp. Intel. Section
MACS 425G*	Generic Engine	Ea. MAC Grp. Agency Rep.
MACS 426G*	Generic Air Resources	Ea. MAC Grp. Agency Rep
MACS 427G*	Generic Handcrews, Dozers, Water Tenders	Ea. MAC Grp. Agency Rep
MACS 428G*	Generic Resource Form	Ea. MAC Grp. Agency Rep
MACS 429**	Incident Priority Matrix	MAC Group Coordinator
MACS 430	Incident Priority List	MAC Group Coordinator

MACS FORM ADAPTATION, EXTENSION AND APPENDIXES

The MACS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the state. These forms include the essential data elements for the MACS process they address, and create a foundation within MACS for complex incident, management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt MACS Forms when needed.

Because the goal of NIMS and FIRESCOPE is to have a consistent approach to incident management and MACS, jurisdictions and disciplines are encouraged to use the MACS Forms as they are presented here – unless these forms do not meet an organization’s particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain; and, as such, the spirit and intent of particular fields or “information elements” on the MACS Forms should remain intact to maintain consistency. Modifications should be clearly indicated as deviations from or additional to the MACS Forms. The following approaches may be used to meet unique needs.

MACS Form Adaptation

When agencies and organizations require specialized forms or information for particular kinds of incidents, events, or disciplines, it may be beneficial to utilize the essential data elements from a particular MACS Form to create a more localized or field-specific form. When this occurs, organizations are encouraged to use the relevant essential data elements and MACS Form number, but to clarify that the altered form is a specific organizational adaptation of the form. For example, an altered form should clearly indicate in the title that it has been changed to meet a specific need; such as “MACS 428G, Resource Allocation and Prioritization Worksheet, Adapted for Story County Hazmat Program.”

Extending MACS Form Fields

Particular fields on a MACS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form (see above), and the additional sub-field numbers should be clearly labeled as unique to the adapted form. Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).

Examples of possible field additions are shown below for the MACS Form 405:

- Block 5: Resource Kind and Type
- Block 5A (adapted): Addition of unique security resource kinds and types
- Block 5B (adapted): Additional typing added beyond type 4, etc.).

Creating MACS Form Appendixes

Certain MACS Forms may require appendixes to include additional information elements needed by a particular jurisdiction or discipline. When an appendix is needed for a given form, it is expected that the jurisdiction or discipline will determine standardized fields for such an appendix and make the form available as needed.

Any MACS Form appendixes should be clearly labeled with the form name and an indicator that it is a discipline-or jurisdiction-specific appendix. Appendix field numbering should begin following the last identified block in the corresponding MACS Form.

Agency Assessment Briefing Form (MACS 404)

1. MACS Mode:																		
2. Date:									3. Time:									
4. Conference Call Time:																		
5. Agency:									6. Name:									
7. Phone Number:																		
8. Jurisdiction Weather:																		
9. Incidents:																		
Number:				Vegetation: <input type="checkbox"/> Grass <input type="checkbox"/> Brush <input type="checkbox"/> Timber						Structure: <input type="checkbox"/> Res. <input type="checkbox"/> Comm./Ind. <input type="checkbox"/> Other						Other:		
10. Incidents:																		
Name:			Type:			Location:			:Size:			Percent Contained:			Structures Lost/Damaged:			
Agencies																		
Resources																		Totals
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST		
Engines																		
Dozers																		
Crew																		
Helicopters																		
Airtankers																		
Truck Cos.																		
Rescue/Med.																		
Water Tenders																		
OH Personnel																		
Total Personnel																		
11. Comments:																		
12. Approved by: Name: _____																		
MACS 404 7/1/09			Signature: _____									Date/Time: _____						

**MACS 404
Agency Assessment Briefing Form**

Purpose:

Provides the most current situational information and resource status of an incident(s) to include current and projected movement and location and projected changes, threats, losses, evacuations, injuries, deaths emergency worker commitments. Successes, failures, projected critical resource needs, major issues both operational and political.

Preparation:

Prepared by the MAC Group intelligence support section as provided by the incident ICS Form 209 and direct contact with the incident Planning Section.

Distribution:

MAC Group Members

Resource Status Report (MACS 405)

1. Reporting Agency/Area:				2. Date:			
3. Telephone:				4. Time:			
5. TITLE							
Item	Type Kind	1	2	3	4	Totals	
1	Engines						
2	Dozers						
3	Handcews						
4	Helicopters						
5	Air Tankers						
6	Trucks						
7	Rescue/Medical						
8	Water Tenders						
Assigned Single Resource →				← Assigned Strike Teams			
Available Single Resource → (available for out-of-jurisdiction assignment)				← Available Single Resource (available for out-of-jurisdiction assignment)			
6. Comments:							
7. Approved by: Name: _____							
MACS 405 7/1/09	Signature: _____			Date/Time: _____			

**MACS 405
Resource Status Report**

Purpose:

To inform the MAC Group of resource status by area/region or agency by kind and type of requested and deployed resources

Preparation:

Prepared and compiled by the MAC Group Intelligence Section as acquired from Agency Emergency Coordination/Communication centers. Where standard computer assisted dispatching systems are in place it may be possible to gather this information through standardized reports, i.e., ROSS reports or similar systems as available.

Distribution:

MAC Group Members

MOBILIZATION CENTER (MACS 421)

1. Date:	2. Time:
This form must be completed if the MACS Group agrees to establish a Mobilization Center.	
3. Purpose (reason for the center):	
4. Location (physical place of the center):	
5. Agency (agency and person responsible for operating the center):	
6. Resources (who will provide the resources for the center):	
7. Ordering (procedures for dispatching resources out of center):	
8. Time (how long will center be in operation):	
9. Finance (this section is to identify who [agency(s)] will be financially responsible for the cost of operating the center and for the resources in the center):	
Logistic Support (how will support costs for assigned resources be handled, etc.)	
Resource ordering: (Resource ordering and cost sharing while assigned to Mobilization Center):	
10. Approved by: Name: _____	
MACS 421 7/1/09	Signature: _____ Date/Time: _____

**MACS 421
Mobilization Center**

Purpose:

To document a MAC Group decision to activate a Mobilization Center and the disbursement of related costs. For example, mobilization center logistical support, i.e., feeding and housing of assigned resources to include central point ordering responsibilities. Often requires a formal cost share agreement between participating agencies.

Preparation:

MAC Group Coordinator and/or MAC Group Chairperson. Cost share agreements are usually prepared by a financial support person.

Distribution:

MAC Group Members and agency financial officers

**MACS 422
MACS Organization**

Purpose:

MAC Group Organizational Structure. Assists supporting personnel, incidents and units within the assigned area of responsibility as to MAC Group structure and personnel assigned.

Preparation:

MAC Group Coordinator and/or MAC Group Chairperson

Distribution:

MAC Group membership and MAC Group information unit or Joint Information Center

MAC Group Agenda (MACS 423)

1. Briefing
2. Prioritize Incidents
3. Ensure Resource Status is current
4. Determine Agency Resources availability (in and out of jurisdiction)
5. Determine Agency Resource requirements
6. Allocate resources to incidents based on priorities
7. Determine need and designate Regional Mobilization Center
8. Anticipate future Agency/Regional Resource needs
9. Review policies/agreements for Regional Resource allocation
10. Communicate "decisions" back to agencies/incidents
11. Review need for other agencies' involvement
12. Provide Liaison with out-of-region agencies as appropriate
13. Confirm date and time for next meeting
MACS Group will handle immediate need requests as necessary
14. Approved by: Name: _____
MACS 423 7/1/09 Signature: _____

**MACS 423
MACS Group Agenda**

Purpose:

Insure MAC Group members are aware of daily required agenda items. Develop schedule and timeline agreeable to membership and applicable to meeting incident needs.

Preparation:

MAC Group membership, facilitated by MAC Group Coordinator

Distribution:

MAC Group membership, incidents and supporting Agency Emergency Communication Centers

Incident Threat Potential Summary (MACS 424)

1. Date:

2. Time:

3. Management Weather Summary:

4. Approved by: Name: _____

MACS 424 7/1/09

Signature: _____

**MACS 424
Incident Threat Potential Summary**

Purpose:

To insure MAC Group members are situational aware of incident(s) status, threats, losses, projected magnitude, issue, concern and opportunities.

Preparation:

Prepared by MAC Group Intelligence Unit

Distribution:

MAC Group Membership

Generic Engine (MACS 425G)

1. Date: _____								2. Time: _____									
3. Engines														Committed →			
														Available for OUT of JURISDICTION Response →			
Type	Region						Region			Region					Total	Open Req	
1																	
2																	
3																	
4																	
4. Approved by: Name: _____																	
MACS 425G 7/1/09		Signature: _____										Date/Time: _____					

MACS 425G

Generic Engine (following statements apply to all generic resource status reporting forms)

Purpose:

Agency, upward reporting of resource status within their area of jurisdiction, indicating status of assigned resources as committed, available and number of open/unable to fill resource requests.

Preparation:

Each Agency or jurisdictional Emergency Communication Center, (ECC) completes and forwards Resource Status information to the next reporting level up such as an Operation Area ECC who intern completes a similar report for the Operational. Then submits their operational area report up to the Regional ECC then the Regional ECC sends their report on the Geographical Area ECC.

Distribution:

MAC Group Intelligence section prepares a final MACS Form 405 for the MAC Group area of responsibility

Generic Air Resources (MACS 426G)

1. Date: _____					2. Time: _____											
3. Air Resources													Committed →			
													Available for OUT of JURISDICTION Response →			
Type	Air Tanker				Helicopter				Helitankers							
			Total	Open Req			Total	Open Req			Total	Open Req				
1																
2																
3																
4																
4. Approved by: Name: _____																
MACS 426G 7/1/09	Signature: _____										Date/Time: _____					

MACS 426G

Generic Air Resources (following statements apply to all generic resource status reporting forms)

Purpose:

Agency, upward reporting of resource status within their area of jurisdiction, indicating status of assigned resources as committed, available and number of open/unable to fill resource requests.

Preparation:

Each Agency or jurisdictional Emergency Communication Center, (ECC) completes and forwards Resource Status information to the next reporting level up such as an Operation Area ECC who intern completes a similar report for the Operational. Then submits their operational area report up to the Regional ECC then the Regional ECC sends their report on the Geographical Area ECC.

Distribution:

MAC Group Intelligence Section prepares a final MACS Form 405 for the MAC Group area of responsibility.

Generic Handcrews, Dozers, Water Tenders (MACS 427G)

1. Date: _____										2. Time: _____							
3. Handcrews														Committed →		Available for OUT of JURISDICTION Response →	
Type															Total	Open Req	
1																	
2																	
3																	
4. Dozers														Total	Open Req		
Type																	
1																	
2																	
3																	
5. Water Tenders														Total	Open Req		
Type																	
1																	
2																	
3																	
6. Approved by: Name: _____																	
MACS 427G 7/1/09		Signature: _____										Date/Time: _____					

MACS 427G

Generic Handcrews, Dozers, Water Tenders (following statements apply to all generic resource status reporting forms)

Purpose:

Agency, upward reporting of resource status within their area of jurisdiction, indicating status of assigned resources as committed, available and number of open/unable to fill resource requests.

Preparation:

Each Agency or jurisdictional Emergency Communication Center, (ECC) completes and forwards Resource Status information to the next reporting level up such as an Operation Area ECC who intern completes a similar report for the Operational. Then submits their operational area report up to the Regional ECC then the Regional ECC sends their report on the Geographical Area ECC.

Distribution:

MAC Group Intelligence section prepares a final MACS Form 405 for the MAC Group area of responsibility

Generic Resource Form (MACS 428G)

1. Date: _____										2. Time: _____							
Committed →																	
Available for OUT of JURISDICTION Response →																	
3.																Total	Open Req
Type																	
1																	
2																	
3																	
4																	
4.																Total	Open Req
Type																	
1																	
2																	
3																	
4																	
5. Approved by: Name: _____																	
MACS 428G 7/1/09		Signature: _____										Date/Time: _____					

MACS 428G

Generic Resource Form (following statements apply to all generic resource status reporting forms)

Purpose:

Agency, upward reporting of resource status within their area of jurisdiction, indicating status of assigned resources as committed, available and number of open/unable to fill resource requests.

Preparation:

Each Agency or jurisdictional Emergency Communication Center, (ECC) completes and forwards Resource Status information to the next reporting level up such as an Operation Area ECC who intern completes a similar report for the Operational. Then submits their operational area report up to the Regional ECC then the Regional ECC sends their report on the Geographical Area ECC.

Distribution:

MAC Group Intelligence section prepares a final MACS Form 405 for the MAC Group area of responsibility

Incident Priority Matrix (MACS 429)

1. Operational Period: Date From:		Date To:				Time From:		Time To:				
2. Incident Overall Ranking:	1	2	3	4	5	6						
3. Incident Name:												
4. Agency:												
5. Ratings (Current-Projected):	Current	Projected	Current	Projected	Current	Projected	Current	Projected	Current	Projected	Current	Projected
Life and Safety Threats-Pubic and Emergency Response												
Evacuations												
Road, Highway or Freeway Closures												
Extreme Fire Behavior/Weather Event/Natural Disaster												
Property Threatened and/or High Damage												
Structures (res, comm, vac., other)												
Communities at Risk:												
Infrastructure, National, State, Local												
Resource Issues and Potential for Loss												
Historical and/or Cultural Resources												
Natural Resources												
Commercial Resources												
Potential for Economic Impact												
Incident Complexity/Duration												
Complex vs. Single Incident												
Potential for Timely Containment												
Overall Ratings of Incident (current and projected time periods)												
6. Critical Resource Needs (First column is for ICS 209 critical needs and second column is for projected need or Resource Allocation use):												
Aircraft, Fixed-Wing												
Aircraft, Rotor-Wing												
Handcrews												
Bulldozers												
Wildland Engines												
Structure Engines												
Other Resources Kinds and Types												
Overhead												
7. Approved by: Name: _____												
MacS 429 7/1/09		Signature: _____								Date/Time _____		

**MACS 429
Incident Priority Matrix**

Purpose:

Decision tool assisting the MAC Group in ranking incidents based on agreed upon criteria; results in a numerical ranking which assists the MAC Group establishing incident priorities and ultimately high priority incidents will receive at least some of the critical resources they've requested.

Preparation:

MAC Group as a whole completes this document daily, usually facilitated by a MAC Group Coordinator and Recorder. Once incident priorities are established, the information is shared with Incident Commanders prior to their operational planning meetings.

Distribution:

MAC Group members and Incident Commanders only. It is not recommended this information be shared with the media as routine matter. Release to the media should always be approved through the MAC Group.

**MACS 430
Incident Priority List**

Purpose:

Document used to share incident priorities as determined by the MAC Group with Incident Commanders, agency administrators and other parties as determined by the MAC Group

Preparation:

MAC Group and MAC Group Coordinator

Distribution:

MAC Group members, Incident Commanders, affected agencies and agency administrators as determined by the MAC Group.