



**MULTI-AGENCY COORDINATION SYSTEM
PUBLICATION**

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

September 2022

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 packet is a companion document to the FIREScope MACS Procedures Guide 410-1 which provides guidance in MAC Group processes. This packet 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 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 as decision aids for other MACS activities.
- The date and time entered in the form blocks should be determined by the MAC Group. Local time is typically used.

MACS Form #:	Form Title:	Typically Prepared by:
MACS 405*	Resource Status Report	MAC Group Intel Section
MACS 421	Mobilization Center	MAC Group Decision Doc.
MACS 422	MACS Organization Form	MAC Group Coordinator
MACS 423	MAC Group Agenda	MAC Group Coordinator
MACS 428G*	Generic Resource Form	Each MAC Group Agency Rep
MACS 429**	Incident Priority Matrix	MAC Group Coordinator
MARS 430	Incident Priority List	MAC Group Coordinator

MACS FORM ADAPTATION, EXTENSION AND APPENDICES

The MACS Forms in this document 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 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 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

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 6.

Creating MACS Form Appendices

Certain MACS Forms may require appendices 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 appendices 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.

Resource Status Report (MACS 405)

1. Reporting Agency/Area:					2. Date:				
3. Telephone:					4. Time:				
5. TITLE									
Type→	1	2	3	4	5	6	7	Totals	
Kind									
Engines									
Dozers									
Hand Crews									
Helicopters									
Air Tankers									
Trucks									
Rescue/Medical									
Water Tenders									
Other									
Assigned Single Resource →				← Assigned Strike Teams					
Available Single Resource → (Available for out-of-jurisdiction assignment)				← Available Strike Teams (Available for out-of-jurisdiction assignment)					
*** If resource availability changes due to deployment, submit a new Resource Status Report.									
6. Comments:									
7. Approved by: Name: _____									
MACS 405 9/1/22	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., Mobilization System 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 9/1/22	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 ordering point responsibilities. Often requires a formal cost sharing 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 – Weather/Intel/Incident Update	
2. Prioritize Incidents	
3. Determine Agency Resources availability (in and out of jurisdiction)	
4. Determine Incident Resource requirements	
5. Allocate resources to incidents based on priorities	
6. Determine need and designate Regional Mobilization Center	
7. Anticipate future Agency/Regional Resource needs	
8. Communicate “decisions” back to agencies/incidents	
9. Review need for other agencies’ involvement	
10. Provide Liaison with out-of-region agencies as appropriate	
11. Confirm date and time for next meeting	
MACS Group will handle immediate need requests as necessary	
14. Approved by: Name:	
MACS 423 9/1/22	Signature: _____

MACS 423 MACS Group Agenda

Purpose:

Ensure 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**

Generic Resource Form (MACS 428G)

1. Date:												2. Time:											
Available for OUT of JURISDICTION Response												Committed											
3.												4.											
Type												Type											
1												1											
2												2											
3												3											
4												4											
Total												Total											
Open Req												Open Req											
5. Approved by: Name:												Signature:											
MACS 428G												Date/Time:											
9/1/22																							

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 Operational Area ECC who in turn completes a similar report for the Regional ECC. The Regional ECC sends their report to the Geographical Area ECC.

Distribution:

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

Incident Priority Rating Matrix MACS 429

Date/Operational Period:

INCIDENT OVERALL RANKING	1		2		3		4		5		6	
INCIDENT NAME												
AGENCY												
RATINGS (CURRENT - PROJECTED)	Current	Projected	Current	Projected	Current	Projected	Current	Projected	Current	Projected	Current	Projected
A. Life & Safety Treats-Public & Emgy Resp.	0	0	0	0	0	0	0	0	0	0	0	0
Evacuations	0											
Road, Highway or Freeway Closures	0											
Extreme Fire Behavior/Wx Event/Nat.Disast.	0											
B. Property Threatened and/or High Damage	0	0	0	0	0	0	0	0	0	0	0	0
Structures (res, comm, vac, other)	0											
Communities at Risk	0											
Infrastructure, Nat'l, State, Local	0											
C. Resource Issues and Potential for Loss	0	0	0	0	0	0	0	0	0	0	0	0
Historical and/or Cultural Resources	0											
Natural Resources	0											
Commercial Resources	0											
Potential for Economic Impact	0											
D. Incident Complexity/Duration	0	0	0	0	0	0	0	0	0	0	0	0
Complex vs Single Incident	0											
Potential for Timely Containment	0											
E. OVERALL RATINGS OF INCIDENT at current and projected time periods	0	0	0	0	0	0	0	0	0	0	0	0

F. CRITICAL RESOURCE NEEDS (1st column is for 209 critical needs and 2nd column is for projected need or Resource Allocation Use)												
AF = Aircraft, Fixed - wing												
AR = Aircraft, Rotor - wing												
HC = Hand Crews												
BD = Bulldozers												
WE = Wildland Engines												
SE = Structure Engines												
OT = Other Resources Kinds & Types												
OH = Overhead												

NOTES												
	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative
	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative	MAC Member Representative

MACS 429 Form available at: <https://firescope.caloes.ca.gov/ICS%20Documents/MACS-429.pdf#search=MACS%20429>

MACS 429 Incident Priority Matrix

Purpose:

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

Preparation:

MAC Group completes this document daily, usually facilitated by a MAC Group Coordinator and Recorder.

Distribution:

MAC Group Chairperson. The Chairperson will ensure the MACS 429 incident priority matrix information is appropriately shared and the final version of the form is securely filed.

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

Coordinator Distribution:

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