MULTI-AGENCY COORDINATION SYSTEM
PUBLICATION

Documents and Forms Descriptions

MACS 400-2

July 2024

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:

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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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FIRESCOPE GLOSSARY DOCUMENTS (000-099)

ICS 010-1   ICS/MACS GLOSSARY OF TERMS (2019)

This glossary contains definitions of terms frequently used in ICS/MACS Documentation.

OPERATIONAL SYSTEM DESCRIPTIONS (100-199)

The Operational System Description (OSD) is a comprehensive document that details the incident command structure, position descriptions checklists, duties and responsibilities, training, and equipment that a particular type of event may need to implement. The Operational System Description (OSD) is the base document that the ICS 420-1 (The Field Operations Guide) is created from.

ICS 110   Operations Coordination Center (OCC)

                California Interagency Mobilization Guide

ICS 120-1   Area Command OSD

ICS 131-154 (Not currently assigned)

ICS 155   Structural Firefighting (Vacant)

ICS 155-1   High Rise OSD

ICS 156   Wildland Firefighting (Vacant)

ICS 156-1   Local Government Hand Crew Standards OSD

ICS 157   Emergency Medical Services (Vacant)

ICS 157-1   MCI OSD (Vacant)

ICS 158   Aviation OSD (Vacant)

ICS 159   Safety OSD (Vacant)

ICS 161   Hazardous Materials OSD

ICS 161-1   Hazardous Materials Mass Decontamination OSD

ICS 162   Technical Search and Rescue OSD

ICS 162-2   Tower Rescue OSD

ICS 162-3   Large Animal OSD

ICS 163   Communications (Vacant)

ICS 164   Information Technology (Vacant)

ICS 165   Predictive Services (Vacant)

ICS 166   Geographic Information System Specialist (GISS) OSD

ICS 167   Maritime OSD

ICS 168   Vacant

ICS 169-179 (Not currently assigned)

ICS 180   Behavioral Health OSD

ICS 181   Damage Inspection Specialist & Manager OSD

ICS 181-199 (Not currently assigned)

ICS FORMS (200-299)

The following documents are published forms, procedure guides and evaluation tools that can be used on incidents. This section identifies the numbers and descriptions of the standard forms used in the ICS. It is important to note that versions of these same forms and/or how they are indexed may exist at the local, state and federal level to accommodate their specific needs for managing an incident.

200-239   Incident Command System Forms

ICS 201   Incident Briefing

The Incident Briefing provides the Incident Commander (and the Command and General Staff) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

ICS 202   Incident Objectives

The Incident Objectives describe the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period. This serves as part of the IAP

ICS 203   Organizational Assignment List

The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. This serves as part of the IAP.

ICS 204   Assignment list

The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups. This serves

as part of the IAP

ICS 205   Incident Radio Communications Plan

The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talk- group assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talk-groups and the assignments of those resources by the Communications Unit Leader for use by incident responders.
Information from the Incident Radio Communications Plan on frequency or talk-group assignments is normally placed on the Assignment List (ICS 204). This serves as part of the IAP

ICS 206   Medical Plan

The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures. This serves as part of the IAP.

ICS 207   Organizational Chart

The Incident Organization Chart provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. Personnel responsible for managing organizational positions are listed in each box as appropriate.

ICS 208   Site Safety and Control Plan

A Site Safety and Control Plan is a document required at Hazardous Materials Events. The ICS 208 is completed by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

ICS 209   Incident Status Summary

An ICS-209 is a reporting mechanism under national standards and is required for any fire under a full suppression management strategy that exceeds 100 acres in timber (fuel models 8-13), 300 acres in grass and brush (fuel models 1-7) or has a Complex Incident Management Team assigned. An ICS 209 is used when an emerging or ongoing fire meets the minimum large fire criteria outlined above.

ICS 210   Resource Status Change

The Resource Status Change is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

ICS 211   Check-in list

Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

ICS 212   Incident Demobilization Vehicle Safety Inspection.

The Incident Demobilization Vehicle Safety Inspection form is used to document that a vehicle meets minimum safety criteria to be released from the incident.

ICS 213   General Message

The General Message is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

ICS 214   Unit Activity Log

The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after- action report.

ICS 215   Operational Planning Worksheet- Generic

The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Planning Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

ICS 215-A   Incident Action Plan Safety Analysis

The purpose of the Incident Action Plan Safety Analysis is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communication challenges between planning and operations and is best utilized in the planning phase and for Operations Section briefings.

ICS 216   Radio Requirements Worksheet

The purpose of the Radio Requirements Worksheet is to develop the total number of personal portable radios required for each Division/Group and Branch. It provides a listing of all units assigned to each Division, and thus depicts the total incident radio needs. The worksheet is prepared by the Communications Unit for each operational period and can only be completed after specific resource assignments are made and designated on Assignment Lists.

ICS 217   Radio Frequency Assignment Worksheet (Pre -Narrow-banding)

The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocations. Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

ICS 217-A   Communications Resource Availability Worksheet

The Communications Resource Availability Worksheet (ICS Form 217A) is a template that users may fill out prior to an incident. An agency's interoperable channels and/or talkgroups can be entered on the form enabling a Communications Unit Leader to have the technical information readily available to complete an Incident Radio Communications Plan (ICS Form 205). This form is prepared by a Communications Coordinator or Communications Unit Leader in an administrative setting prior to an incident. In addition, the ICS Form 217A provides a standardized template for the presentation of channels or talkgroups that might be considered for use by appropriate personnel during an incident.

ICS 218   Support Vehicle Inventory Form

The Support Vehicle/Equipment Inventory provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

ICS 219   Resource Status Card (T-Card)

ICS form 219, Resource Status Card, is commonly known as a T-Card. The T-Card is one of the key tools used by fire departments and emergency management agencies to manage their resources at incidents.

ICS 220   Air Operations Summary

The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

ICS 221   Demobilization Checkout

The Demobilization Check-Out ensures that resources checking out of the incident have completed all appropriate incident business and provides the Planning Section information on resources released from the incident. Demobilization is a planned process, and this form assists with that planning.

ICS 222 (Not currently assigned)

ICS 224   Crew Performance Rating

This form is used to rate crew performance by a Fire-line Supervisor. The form allows the Fire-line Supervisor to rate crews in four primary areas: Leadership (Crew Overhead) Performance, Tactics, Specialized Operations, and Aviation Operations. Other factors can be rated in the Miscellaneous category. The completed rating will be given to the Planning Section before the rater leaves the incident.

ICS 225   Incident Personnel Performance Rating

The Incident Personnel Performance Rating gives supervisors the opportunity to evaluate subordinates on incident assignments. The completed rating will be given to the Planning Section before the rater leaves the incident.

ICS 226   Compensation for Injury Log

The form used to document any injuries that occurred or were a result of activities during an incident.

ICS 227   Claims Log

This document provides instructions for completing a claims log to track incidents requiring claims forms during an operational period. The log contains columns to record the incident name, date, time of accident/injury, claim details, property owner information, location, initials as key steps are completed, and final status. The instructions explain how to fill in each column to document the claims process from initiation to completion or other resolution.

ICS 228   Incident Cost Work Sheet

The ICS Form 228 may be used for collective estimated totals and/or individual agency totals. To complete the form a general hourly or daily rate for each resource must be established.

ICS 229   Incident Cost Summary Worksheet

The ICS Form 229 has been designed to provide a summary of incident costs for a given operational period. Although designed to be used in conjunction with the Incident Cost Work Sheet ICS Form 228, it may be used for collective incident costs,

or individual agency costs. Remember unless specific totals are available, all entries are best estimates at the time the form is completed.

ICS 230   Contract or Vendor Performance Evaluation

ICS 231   (Not currently assigned)

ICS 232   FIRESCOPE Contingency Planning Analysis

The Contingency Planning Analysis summarizes and communicates a contingency plan as developed by the Incident Commander, Operations Section Chief or designee for an existing incident or planned event. For planned events the ICS 232 is intended to provide an alternate, contingency or emergency planning tool as a supplement to the primary plan or IAP. For incidents, the ICS 232 can be used to document contingency planning decisions for the current operational period or any period where control objectives have been established and are valid. The plan will be considered for activation when a Management Evaluation Point (MEP) or Decision Point (DeP) occurs.

ICS 233-239 (Not currently assigned)

ICS 240   COMMAND (Vacant)

ICS 241   PLANNING (Vacant)

ICS 242   OPERATIONS (Vacant)

ICS 243   LOGISTIC (Vacant)

ICS 244   FINANCE (Vacant)

ICS 245-254 (Not currently assigned)

ICS 255   Structural Firefighting (Vacant)

ICS 256   WUI Placard

The WUI Placard is a system of communicating Structure Defense Triage to all responders to prevent duplication of effort. The placard is printed on yellow cardstock (60lb min.) 8 ½" X 11". The placard is to be posted in a visible location and identifies, access, physical address, water sources, defensible space, civilians present and special notes or hazards.

ICS 257   Emergency Medical Services (Vacant)

ICS 258   Aviation (Vacant)

ICS 259   FIRESCOPE Serious Incident Fatality Checklist

The purpose of this form is to gather pertinent information related to a serious injury or fatality during an incident. Users must follow established Incident within an Incident (IWI) protocols. The IC shall have overall authority for the management of the incident.

An Incident within an Incident (IWI) is managed by the IC and can be delegated to an appropriate incident overhead staff member. Incidents with an approved Incident Action Plan (IAP) should refer to the Medical Plan (ICS 206). If an IAP has not been prepared, refer to IRPG.

ICS 260   **High Rise (Vacant)**

ICS 261   **Hazardous Materials (Vacant)**

ICS 262   **Technical Search and Rescue (Vacant)**

ICS 263   **Communications (Vacant)**

ICS 264   **Information Technology (Vacant)**

ICS 265   **Predictive Services (Vacant)**

ICS 266   **Geographic Information Services (Vacant)**

ICS 267   **FIRESCOPE UAS Mission Request Checklist**

ICS 268-299   **(Not currently assigned)**

TRAINING (300-399) (Vacant)

Refer to the CICCS, SFT, or CSTI for training lesson plans

MULTI-AGENCY COORDINATION SYSTEM (MACS) (400-499)

The following section contains Mutual Aid, MACS, and FIRESCOPE control and operational documents. This section includes the parent documents that describe the FIRESCOPE process of membership, information on orientation of new members to the FIRESCOPE groups, terminology, document control, MACS procedures, resource identifications, fire weather warning processes, , and drawdown considerations for fire agencies. The section also contains resources and forms used in the MACS process.

400   Mutual Aid, Multi-Agency Coordination System, and FIRESCOPE Master Control Documents

MACS 400-1 Documents Control System

MACS 400-2 Document and Forms Description

MACS 400-3 Resource Designation System Forms Packet

MACS 404   **Vacant**

MACS 405   Resource Status Report

MACS 408   Drawdown Considerations for Fire Agencies

MACS 410-1 MAC Group Procedures Guide

MACS 410-2 Resource Designation System

MACS 410-3 Fire Weather Warning System

MACS 410-4 FIRESCOPE Program Organization and Procedures

MACS 410-5 Board Member Orientation

MACS 410-6 Operations Team Member Orientation

MACS 410-7 Task Force Member Orientation

MACS 410-8 Specialist Group Orientation

MACS 410-9 Subcommittee Member Orientation

MACS 420   Resource Order Form and Instructions Add link to NIFC here:

Access MACS Forms 421 – 430 through the MACS 400-3 document

MACS 421   Mobilization Center

MACS 422   MACS Organization Form

MACS 423   MACS Group Agenda

MACS 428G Resource Form

MACS 429   Incident Priority Matrix

MACS 430   Incident Priority List

MACS 441-1 FIRESCOPE Radio Communications Guide

ICS OPERATIONAL GUIDELINES, JOB AIDS, POSITION MANUALS (400-2000)

ICS Operational Guidelines, Job Aids, and Position Manuals are documents that provide guidance at either the strategic or tactical level, or both. These documents are less comprehensive than the OSD documents while focusing on a specific operation or hazard. Guidance included in these documents are the product of collaboration at the Subcommittee and Specialist Group level. These products are organized numerically by discipline.

400

ICS 420-1   Field Operations Guide
[Complete Field Operation Guide both printed and electronic versions.](#)

500   **Structural Firefighting**

ICS 500   Structure Fire Operations

ICS 501   Hillside Fire Operations

600   **Wildland Firefighting**

ICS 600   WUI Structure Defense Guidelines

ICS 610   Firing Checklist

700   **Emergency Medical Services**

ICS 701   Unified Response to Violence

ICS 702   Fire-Line Emergency Medical Technician, Fire-Line Paramedic

ICS 703   Incident Mobile Rehabilitation Cache

800   **Aviation**

ICS 800   FIRESCOPE Fire Suppression Night Flying Guidelines

ICS 801   FIRESCOPE Hoist Rescue Guidelines

900   **Safety**

ICS 900   CA Fire Services User Guide to Disaster Declarations and Agreements for Cooperation

ICS 901   Marijuana Cultivation Response Guidelines

ICS 902   Private Fire Prevention Resources

ICS 910   Firefighter Incident Safety and Accountability Guidelines

1000   **High Rise**

ICS 1001   Lobby Control Unit Leader -High Rise Incident

ICS 1002   Systems Control Unit Leader- High Rise Incident

ICS 1003   Staging Area Manager-High Rise Incident

ICS 1004	Base Manager -High Rise Incident
ICS 1005	Rapid Ascent Team Manager -High Rise Incident
ICS 1006	Rapid Intervention Group Supervisor -High Rise Incident
ICS 1007	Evacuation Group Supervisor -High Rise Incident
ICS 1008	Ground Support Unit Leader-High Rise Incident
1100	**Hazardous Materials**
ICS 1101	Guidelines for Rapid Extraction in Hazardous Materials Environments
ICS 1102	Assistant Safety Officer – Hazardous Materials
ICS 1103	Entry Team Leader
ICS 1104	Decontamination Leader
ICS 1105	Site Access Control Leader
ICS 1106	Refuge Area Manager
ICS 1107	Safe Refuge Area Manager
ICS 1108	Technical Specialist- Hazardous Materials reference
ICS 1109	Hazardous Materials Group Supervisor
ICS 1120	FIRESCOPE Hazardous Materials Minimum Equipment List
1200	**Technical Search and Rescue (includes Urban Search and Rescue / Swift Water)**
ICS 1220	Rapid Extraction Module (REMS)
1300	**Communications**
1400	**Information Technology**
ICS 1401	Common Operating Picture and Data Sharing for the Fire Service.
ICS 1402	GISS Best Practices for Dashboard, Webapp, and Webmap Creation
ICS 1403	GISS Information Portal
ICS 1404	Situation Unit Leader Position Description
1500	**Predictive Services**

1600   **Geographic Information Services**

1700-1800 **(Not currently assigned)**

1900   **Damage Assessment**

2000   **Miscellaneous**

ICS 2000   ICS for Planned Events