



Documents and Forms Descriptions

MULTI-AGENCY COORDINATION SYSTEM PUBLICATION

MACS 400-2

January 2019

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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ICS INDEXES AND GLOSSARY DOCUMENTS (000-099)

ICS 010-1 ICS GLOSSARY OF TERMS (1999)

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

ICS 020-1 ICS RESOURCES LISTING (2012)

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

OPERATIONAL SYSTEM DESCRIPTIONS AND PLANNING (100-199)

The Operational System Description is a comprehensive document that details the Incident command structure, positions descriptions checklists, duties and responsibilities, training, and equipment that a particular type of event may need to implement. The Operational System Description is the base document that the ICS 420-1 (The Field Operations Guide) is created from. This Section of Documents will include the Operating System Descriptions as well as planning documents that are pertinent to a specific discipline.

ICS 100 Multi- Agency Coordination System (MACS) (Vacant)

ICS 110 Operations Coordination Center (OCC) (Vacant)

ICS 120 Incident Command System (ICS)

ICS 120-3 Agency Representative Position Manual

ICS 130-154 (Not currently assigned)

ICS 155 Structural Firefighting (Vacant)

ICS 156 Wildland Firefighting (Vacant)

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Appendix C (B) Four Levels of US&R Operational Capability
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Appendix E (D) Four levels of USAR minimum Equipment
Lists and Tool Info Sheets
Appendix F (E) Regional US&R Task Force
Appendix G (F) State National US&R Task Force
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Appendix I (H) Search Marking System
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- Appendix C Air Resource Typing
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- Appendix E Additional Swift water/Flood Search and Rescue Resources
- Appendix F Recommended Training, Skills, and Equipment List Introduction
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Rapid Extraction Module REMS

ICS 163	Communications (Vacant)
ICS 164	Information Technology (Vacant)
ICS 165	Predictive Services (Vacant)
ICS 166	Geographical Information Services (Vacant)

ICS 167-199 (Not currently assigned)

SYSTEMS ORGANIZATIONS, FUNCTIONS AND PROCEDURES (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

ICS 202 The Incident Briefing provides the Incident Commander (and the Command and General Staffs) 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.

Incident Objectives

ICS 204 The Incident Objectives describes 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

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.

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 Type 1 or 2 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 Tactics 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 communications challenges between planning and operations and is best utilized in the planning phase and for Operations Section briefings.
- ICS 216 Radio Requirements Worksheet
- ICS 217 Radio Frequency Assignment Worksheet (Pre -Narrow-banding)
- ICS 217A Communications Resource Availability Worksheet
- 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)
- A system of using T shaped, color coded cards to track individuals and other resources at an event. There are currently 8 Colors of T Cards in use for resource type and 2 colors for property tracking. The forms are designated as 219-1 through 219-9A.
- 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 222-223 (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
- ICS 228 Incident Cost Work Sheet
- 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 231-239 (Not currently assigned)

240 COMMAND (Vacant)

NOTE: ICS 240 Area Command incorporated into the ICS 420.1.3)

241 PLANNING (Vacant)

242 OPERATIONS (Vacant)

243 LOGISTIC (Vacant)

244 FINANCE (Vacant)

ICS 245-254 (Not currently assigned)

255 Structural Firefighting (Vacant)

256 Wildland Firefighting

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, civilian's present and special notes or hazards.

257 Emergency Medical Services (Vacant)

258 Aviation (Vacant)

259 Safety (Vacant)

260 High Rise (Vacant)

261 Hazardous Materials (Vacant)

262 Technical Search and Rescue (Vacant)

263 Communications (Vacant)

264 Information Technology (Vacant)

265 Predictive Services (Vacant)

266 Geographic Information Services (Vacant)

267-299 (Not currently assigned)

TRAINING (300-399)

300-309 **Multi-Agency Coordination System** (Vacant)

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356 **Wildland Firefighting** (Vacant)

357 **Emergency Medical Services** (Vacant)

358 **Aviation** (Vacant)

359 **Safety** (Vacant)

360 **High Rise** (Vacant)

361 Hazardous Materials

The following documents are lesson plans created to introduce the functions and responsibilities of each of the ICS positions within the Hazardous Materials Group.

ICS 361-2	Assistant Safety Officer Hazardous Materials
ICS 361-3	Hazardous Materials Entry Leader
ICS 361-4	Hazardous Materials Decontamination Leader
ICS 361-5	Hazardous Materials Site Access Control Leader
ICS 361-6	Hazardous Materials Refuge Area Manager
ICS 361-7	Hazardous Materials Safe Refuge Area Manager
ICS 361-8	Technical Specialist Hazardous Materials Reference
ICS 361-9	Hazardous Materials Group Supervisor

362 Technical Search and Rescue (Vacant)**363 Communications (Vacant)****364 Information Technology (Vacant)****365 Predictive Services (Vacant)****366 Geographic Information Services (Vacant)****367 Damage Assessment (Vacant)**

ICS 367-1 (NEW) Damage Inspection Manager Course Plan
(DINM)

ICS 367-2 (NEW) Damage Inspection Specialist Course Plan
(DINS)

368-399 (Not currently assigned)

OPERATIONS (400-499)

The following section contains Mutual Aid, MACS, ICS 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 group, terminology, document control, MACS procedures, resource identifications, fire weather warning processes, the use of Area Command, and drawdown considerations for fire agencies. The section also contains resources and forms used in the MACS process. This section includes the ICS 420-1 also known as the Field Operations Guide (FOG).

400 Mutual Aid, Multi-Agency Coordination System, Incident Command 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 Agency Assessment Briefing
 MACS 405 Resource Status Report

MACS 409 California Fire Service Users Guide to Disaster Declarations Agreement for Cooperation (formerly ICS 900)

MACS 410-1 MACS Procedures Guide
 MACS 410-2 Resource Designation System
 MACS 410-3 Fire Weather Warning System
 MACS 410-4 FIRESCOPE Program Organization and Procedures
 ICS 410-5 Draw-Down Considerations for Fire Agencies (April 2015)
 MACS 410-6 Task Force Member Orientation Document
 MACS 410-7 Operations Member Orientation Document
 MACS 410-8 FIRESCOPE Specialist Group Orientation Document
 MACS 420 Resource Order Form and Instructions

ICS 420-1 Field Operations Guide

Complete Field Operation Pocket Guide both printed and electronic versions.

ICS 420-1.3 Managing Large Scale Incidents/Area Command

This document is a detailed reference guide for incidents that may require establishing Area Command. This document also describes the roles and responsibilities of the MACS activation and the effect on Area Command. Area Command may be established when there are multiple incidents in the same general area, when there

are very large incidents that have multiple incident commanders assigned such as a large-scale disaster. Area Command can often be gainfully used when there are a number of incidents, requiring the similar types of resources.

MACS 421 Mobilization Center

MACS 422 MACS Organization Form

MACS 423 MACS Group Agenda

MACS 424 Incident Threat Potential Summary

MACS 428 Resource Form

MACS 429 Incident Priority Matrix

MACS 430 Incident Priority List

MACS 441-1 FIRESCOPE Radio Communications Guide

OPERATIONAL GUIDELINES, JOB AIDS, POSITION MANUALS (500-2000)

500 Structural Firefighting

ICS 500 Structure Fire Operations
ICS 501 Hillside Fire Operations

600 Wildland Firefighting

ICS 600 WUI Structure Defense Guidelines

700 Emergency Medical Services

ICS 701 Emergency Response to Tactical Law Enforcement Operations
ICS 702 Fire-line Emergency Medical Technician, Fire-line Paramedic

800 Aviation

ICS 800 FIRESCOPE Fire Suppression Night Flying Guidelines
ICS 801 FIRESCOPE Hoist Rescue Guidelines

900 Safety

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 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 1110 Rapid Extraction in Hazardous Materials Events
ICS 1120 FIRESCOPE Standardized Hazardous Materials
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.

1500 Predictive Services

1600 Geographic Information Services

1700-1800 (Not currently assigned)

1900 Damage Assessment

ICS 1910 Damage Inspection Specialist (DINS /DINM) Damage
Inspection Manager

2000 Miscellaneous

ICS 2000 ICS for Planned Events