CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Status/Check-in Recorder, S-248
Certified at Level I

Member NWCG and Training Working Team Liaison

Date 8/4/98

Chairperson, Training Working Team

Date 7/20/98

Description of the Performance Based System

The Wildland Fire Qualifications System is a "performance based" qualifications system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been "training based." Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.

- Personnel who have learned skills from sources outside wildfire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

1. The components of the wildland fire qualifications system are as follows:

   a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTB's have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

      IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

   b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.

   c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

   The local office is responsible for selecting trainees, proper use of task books, and certification of trainees, see the Task Book Administrators Guide 330-1 for further information.

Status/Check-in Recorder S-248

Sponsored for NWCG publication by the NWCG Training Working Team, August 1998.

Comments regarding the content of this publication should be directed to: National Interagency Fire Center, BLM National Fire & Aviation Training Support Group, 3833 South Development Avenue, Boise, Idaho 83705. email: nwcgstnd@nifc.blm.gov

Additional copies of this publication may be ordered from: National Interagency Fire Center, ATTN: Great Basin Cache Supply Office, 3833 S. Development Avenue, Boise, Idaho 83705. Order NFES # 1961.

Job Aid

August 1998
NFES 1961

INTRODUCTION

The status/check-in recorder works in the planning section and reports to the resources unit leader.

The primary responsibility of the status/check-in recorder position is to assist the planning section in checking in and tracking all resources assigned to an incident.

This position may also be used to assist in expanded dispatch for checking in and tracking status of resources for multiple incidents.

This job aid describes a manual procedure with illustrations and examples which the beginning status/check-in recorder may find useful in understanding the importance and process of checking in and tracking the status of incident resources. Computer programs are being developed and these may replace the manually prepared forms and documents associated with checking in and tracking the status of incident resources.

CONTENTS

STATUS/CHECK-IN RECORDER KIT

The purpose of a Status/check-in Recorder Kit is to have the necessary items assembled and ready that a status/check-in recorder will need to set up and initially operate a check in station when assigned to an incident.

The following are minimum suggested items for a Status/Check-in Recorder kit:

- Fireline Handbook, PMS 410-1, NFES #0065, 1 each
- Status/Check In Recorder Job Aid, NFES #1961, 1 each
- Mnemonics Listing for Overhead Positions (from chapter 60, National Mobilization Guide, NFES #2092 or Wildland Fire Qualifications Subsystem Guide, PMS 310-1, NFES #1414), 1 each
- Unit Identifiers, NFES #2080, 1 each
- ICS Form 211, Check-In List, 8-1/2" x 14" size, NFES #1335, 12 each
- ICS Form 211, Check-In List, 8-1/2" x 14" size, bound, color-keyed, NFES #1509, 2 each
- ICS Form 219-(1 through 8), Resource Status Card, as follows:

  ICS Form 219-1, Header Card, gray, NFES #1342, 25 each
  ICS Form 219-2, Crew, green, NFES #1344, 25 each
  ICS Form 219-3, Engine, pink, NFES #1345, 25 each
  ICS Form 219-4, Helicopter, blue, NFES #1346, 10 each
  ICS Form 219-5, Personnel, white, NFES #1347, 100 each
  ICS Form 219-6, Aircraft, salmon, NFES #1348, 5 each
  ICS Form 219-7, Dozer, yellow, NFES #1349, 25 each
  ICS Form 219-8, Misc.Equip/Task Force, buff, NFES #1350, 25 each

- SF-245, Manifest, Passenger/Cargo, NFES #1289, 25 each
- Pen, black waterproof ink, medium tip, 3 each
- Pen, fine point, assorted colors (red, blue, black, green), 1 each color
- Pencil, #2, 6 each
- Clipboard, 9" x 15-1/2", 2 each
- Envelope, manila, 8-1/2" x 11", 5 each
- Sign, Check-in, NFES #2754, 3 each

ORGANIZING AND MAINTAINING A CHECK-IN STATION

The check-in station must be highly visible and accessible to facilitate the check-in of resources. Coordinate the station site location and logistics with the facility unit leader as well as the resources unit leader. Consider the following:

- Does the station need to be co-located with the resources unit?
- Will the station be sufficiently lighted and signed to be easily located (from at least 100 feet away) by incoming resources at any time of day or night?
- Stations will typically be found at the incident command post (ICP), incident base, camp(s), any staging area, or helibase.
- When establishing a station consider how slope, drainage, direction of sunlight, wind patterns, and temperature may affect the operation.
- A sturdy table, chair, and overhead cover should be the minimum requirements.
- Do you need access to telephone or data lines? Do you need electricity?

The resources unit leader may ask you to hand out items to incoming resources, such as a map of the incident base, incident management team policy and procedures, safety awareness aids, Incident Action Plans (IAPs), etc.

In addition to having a small supply of blank forms, you will need some pencils and erasers for completing ICS Form 211, Check-in List, and some medium-tip, waterproof black markers for completing ICS Form 219, Resource Status Cards. Pencils are convenient for erasing; the waterproof marker allows reading from a distance and prevents ink runs during the inevitable rainstorm. Aids which are of value in completing check-in include a copy of Unit Identifiers, NFES #2080; Mnemonics Listing of Overhead Positions, from chapter 60 of the National Interagency Mobilization Guide, NFES #2091 or Wildland Fire Qualifications Subsystem Guide, PMS 310-1, NFES #1414); Fireline Handbook, NFES #0065; and this Status/Check-in Recorder Job Aid.

It is important the station be staffed at all times. Be certain a trained replacement is on site whenever you leave, and that he or she will apply the same criteria and interview techniques as you in order to maintain the integrity of check-in data.

REQUIRED CHECK-IN INFORMATION AND PROCESSING

Ask your incident supervisor, usually the resources unit leader, which forms you should complete during the check-in process and if there are any specific requirements for recording information on the forms. The usual forms will be ICS Form 211, Check-in List and appropriate ICS Form 219, Resource Status Card. This job aid describes a standard procedure for recording information on these forms, but your supervisor may require you to record additional information, i.e., do arriving resources have cell phones (if yes record number), programmable radios, and intra crew radio contact, etc. Your supervisor may require you to record information in a slightly different format than described in this job aid. It is more important to record accurate, complete, and necessary information on the forms than to follow the exact procedures of this document.

Your incident supervisor may require you to complete additional forms such as a trainee summary, a last-day-of-rest summary, etc. for arriving resources. You may be required to obtain a copy of SF-245, Passenger and Cargo Manifest, (see Figure 8 on page 22) from arriving crews, engine and helicopter modules. If there is no manifest request the crew supervisor or module leader to prepare one (the documentation unit has the appropriate blank forms).

In order for incident commanders and agency officials to implement Rest and Recuperation (R&R) during incident assignments it is necessary to know the last day(s) off for all personnel resources (note: a day traveling to an incident, or between incidents, is NOT considered a day off). At present there is no block for recording last day(s) off on ICS Form 211, Check-in List. Figure 1—Crew Summary Form and Figure 2—Individual/Crew Check-in Sheet are two examples of different forms that some agencies/units have used to record last day(s) off and other incident assignment information. A status/check-in recorder should ask their incident supervisor if they need to record last day(s) off for incoming personnel resources and how the information is to be recorded. This job aid suggests recording the last day(s) off in the right hand margin of ICS Form 211, Check-in List (see Figure 3).

As a status/check-in recorder you may be required to verify if information is correct or that arriving resources are listed on the resource order form (see Figure 7 on page 20). It is always a good practice to ask incoming resources if they have a copy of the resource order form issued by their local dispatch. The resource order form contains information that will help you complete ICS Form 211, Check-in List.

The following are suggestions for obtaining and recording information on ICS Form 211, Check-in List.

- The check-in of resources at an incident involves an interviewing process during which the status/check-in recorder collects information needed to complete ICS Form 211, Check-in List. The information received during the interview process should be printed legibly (preferably in pencil) on the form.

- Keep in mind that all items on ICS Form 211, Check-in List, have a purpose and the information asked for in each block will be needed. Collecting this information at check-in saves time and effort by eliminating the need to find someone later to acquire the missing information. Recording accurate and complete information at check-in will later assist with efficient demobilization. Incomplete and/or inaccurate information can result in delays in getting resources home or reassigned to another incident.

- Ask each person checking in to spell his or her name; there can be many variations of even the simplest name.

- Don't be constrained by the size of the block on the form; use more than one line to fill in the needed information, if necessary.

- Ask individual personnel to show you their Fire Qualification Card (Red Card). Ensure the position they are reporting to fill is listed on the card (if not, contact the resources unit leader). Be sure to record other qualifications on the check-in form. Capturing other qualifications for all personnel allows the incident management team to reallocate resources based on their qualifications as the needs of the incident change.

- If information to complete ICS Form 211, Check-in List can not be provided by the person or found on the resource order form accompanying the person checking in, consult with the resources unit leader on the best way to obtain the missing information. The resources unit leader may obtain the missing information for you or instruct you to obtain it through the incident ordering manger or local dispatch.

- WHEN IN DOUBT, ASK!

Figure 1—Crew Summary Form

CREW SUMMARY FORM
(To be filled out by Crew Supervisor at check-in)

Crew Name?_____

Date/Hour of Arrival?_____

Type of Crew: (circle one) Type 1 Type 2

Has your crew come to this incident off another incident? Yes No
If so, what incident? Name_____ Location_____

How many days since your last day off (do not include days in travel status as a day off)?_____

Number of dispatches this season as a crew?_____

How many hours in pay status in last 24?_____

Is the crew adequately rested? (circle one) Yes No

Do you need rest prior to going on shift? (circle one) Yes No

Do you have an Emergency Medical Technician (EMT) on your crew? Yes No

Name of EMT(s)?_____

Is the EMT qualified (on his/her Red Card)? Yes No

Does anyone on your crew have medical problems, such as allergies, previous injuries, colds, etc., that we should be concerned about? Yes No
Please Explain if Yes:

Name:_____ Problem:_____

_____

_____

_____

Have you previously worked with all crew members? Yes No

Have you (crew boss) had previous fire experience in these types of fuels and terrain?
Yes No

Are you comfortable about putting this crew on hot line work in these fuels and terrain?
Yes No

SIGNED_____ _____
CREW BOSS DATE

Figure 2—Individual/Crew Check-in Sheet

INDIVIDUAL/CREW CHECK-IN SHEET

211_____ RED CARD_____
T-CARD _____ MANIFEST_____
INCINET_____ SCKN_____

DATE ARRIVED ___/___/___ TIME _____

The following information will streamline the check-in/demob functions and will ensure prompt reimbursement to you. Please print clearly and answer all applicable questions. Do not leave the check-in area until your form has been initialed by check-in personnel. A little time now will save a lot of time later.

REQUEST # _____ **AGENCY**_____ **ADMIN UNIT**_____
i.e., 0-19 FS/BLM/BIA/NPS/STATE Forest/BLM Dist./BIA Area/NPS Park/State/etc.

LAST NAME _____ **FIRST** _____ **MI**___ **LAST DAY OFF** __/__/__

ASSIGNMENT _____ **DATE LEFT UNIT** __/__/__

CREW, ENGINE, EQUIPMENT, AVIATION SECTION

RESOURCE NAME _____
Name of Crew, Engine, Equipment, Aircraft, Vehicle, Etc.

RESOURCE CONFIGURATION: Single Resource Strike Team Task Force

LEADER NAME: LAST_____ **FIRST** _____ **MI** _____

RESOURCE KIND: CREW ENGINE DOZER HELITACK WATER TENDER
OTHER:_____

RESOURCE TYPE: 1 2 3 4 5 6 7 8 NUMBER OF PERSONNEL: _____

TRAVEL AND TRANSPORTATION SECTION

DEMOB TO WHERE? CITY _____ **STATE** _____

TRAVELED FROM HOME UNIT TO INCIDENT: AIR BUS PVT. VEH. GOV. VEH. RENTAL

TYPE OF VEHICLE:_____ **RADIO?** NONE MOBILE HANDHELD BOTH

VEHICLE ID: _____ **WERE YOU THE PRIMARY DRIVER? YES NO**

WHO ARE YOU TRAVELING WITH? _____

NEAREST HOME BASE AIRPORT: _____ **AIRPORT 3-LETTER ID** ____

FLIGHT WEIGHT (WITH GEAR): _____

Other Qualifications: **Training Needs:**

_____ _____

_____ _____

_____ _____

INSTRUCTIONS FOR RECORDING AND PROCESSING ICS FORM 211, CHECK-IN LIST

Personnel and equipment assigned to an incident must check-in upon arrival. Check-in consists of reporting specific information which is recorded by the status/check-in recorder on ICS Form 211, Check-in List (see Figure 3). Check-in may occur at a number of incident locations; staging areas, incident base, incident command post, camps, and helibases. Check-in locations should be easily accessible to incoming resources and have ample parking space for vehicles. The sooner the check-in location is established and functioning, the fewer resources the status/check-in recorder will have to track down later in order to get identifying information.

Depending on the resources unit leader's preference check-in information may be recorded in slightly different ways on ICS Form 211, Check-in List, and there are some different formats of the form available. The resources unit leader should establish procedures for completing ICS Form 211, Check-in List. Some options are:

- ICS Form 211, Check-in List, NFES #1335, is an 8-1/2 by 14 inch, single page form. As many forms or pages are used as needed to check-in resources. An option is to use a separate ICS Form 211, Check-in List, for crews, engines, helicopters, personnel, aircraft, and dozers rather than recording all resources on one form. Using a separate form for each category of resource makes it easier to track and find information about a particular resource.

  Figure 3 is an example of different categories of resources recorded on one form. For small incidents with not many resources this may be satisfactory, but with lots of resources and numerous pages it becomes time consuming to look through all the pages to locate a particular resource.

- ICS Form 211, Check-in List, NFES #1509, is an 8-1/2 by 11 inch booklet of forms. The booklet provides forms for recording the separate categories of resources and the forms are color coded to match the color of the corresponding ICS Form 219, Resource Status Cards. Resources status cards are covered in detail later on.

The status/check-in recorder should record all the data available for each resource on ICS Form 211, Check-in List. Don't be constrained by trying to keep all information within each block -- **use two lines if needed**. See Figure 3 for an example of information recorded on an ICS Form 211.

CHECK-IN LIST

1. INCIDENT NAME: *EXAMPLE*

2. CHECK IN LOCATION: [X] BASE [ ] CAMP ____ [ ] STAGING AREA [ ] ICP RESTAT [ ] HELIBASE

3. DATE/TIME: *8/1/96 1300*

CHECK-IN INFORMATION

	4. LIST PERSONNEL (OVERHEAD) BY AGENCY & NAME - OR LIST EQUIPMENT BY THE FOLLOWING FORMAT: AGENCY	SINGLE T/F S/T	KIND	TYPE	I.D. NO./NAME	5. ORDER/ REQUEST NUMBER	6. DATE/TIME CHECK-IN	7. LEADER'S NAME	8. TOTAL NO. PERSONNEL	9. MANIFEST YES	MANIFEST NO	10. CREW WEIGHT OR INDIVIDUALS WEIGHT	11. HOME BASE	12. DEPARTURE POINT	13. METHOD OF TRAVEL	14. INCIDENT ASSIGNMENT	15. OTHER QUALIFICATION	16. SENT TO RESTAT TIME/INT.	Est Time off
ID -	PAF	W. NOMEX				O-13	8/2 1630		1		X		Council	McCall	Air	FBAN	DIVS	8/2 1650	7/30
CA -	ANF	K. METCALF				O-8	8/2 1640		1		X		Glendora	Glendora	Sedan A-365187	ICT2	GAS	8/2 1650	7/31
AZ -	FTA	F. SHELTER				O-16	8/2 1645		1		X		Whiteriver	Phoenix	Air	PSC2	RESL	8/2 1710	8/1
UT -	SLD	D. HARDHAT				O-27	8/2 1645		1		X		Salt Lake	Salt Lake	Air	SCKN	DIVS	8/2 1710	8/1
CA -	RRU	B. LORD				O-7	8/2 1700		1		X		Rancho Mirage	Perris	4X4 3/4 T.P.U. 6212	DIVS	BCMG	8/2 1710	7/21
CA -	BDU		D	2	6175	E-5	8/2 1715	C. Shrowe	1		X		San Bernardino	Same	Transport			8/2 1750	7/27
UT -	WCF		C	1	LOGAN	C-2	8/2 1715	S. Bushman	20	X		4,720	Logan	Shovel Incident	2 Crew Carriers 1 pickup		A-741826 A-651781 A-812642	8/2 1750	7/21
CA -	BDU		E	2	1472	E-16	8/2 1730	V. Harvey	1		X		San Bernardino	Same	Engine		Diesel	8/2 1750	7/25
ID -	PAF		H	3	15SX	A-4	8/2 2000	D. Ebert	1		X		Krassel	McCall	Air				7/30

17. Page ____ of ____

ICS 211 1-82

18. PREPARED BY (NAME AND POSITION) USE BACK FOR REMARKS OR COMMENTS

NFES 1335

Figure 3—ICS Form 211, Check-in List

INSTRUCTIONS FOR COMPLETING ICS FORM 211, CHECK-IN LIST

Block No:	**Block Subject:**
Block 1	INCIDENT NAME: Self-explanatory (Note: *usually one word*).
Block 2	CHECK-IN LOCATION: Place a check mark in the appropriate box indicating where the check-in station is located. If check-in is at a camp, staging area, or helibase also record the name on the line provided.
Block 3	DATE/TIME: Enter date (month, day, year) and time of day the form is prepared.
Block 4	AGENCY/PERSONNEL/EQUIPMENT IDENTIFICATION: AGENCY COLUMN: Enter the three-letter identifier for the agency (see Unit Identifiers, NFES #2080) from which the resource was dispatched preceded by the two-letter postal state abbreviation (e.g., ID-PAF, CA-ANF, UT-SLD). See Figure 4 for a listing of the two-letter postal state abbreviations to be used. The form doesn't provide adequate space in the agency column to include the two-letter postal state abbreviation. A suggested method is to record the two-letter postal state abbreviation in the left hand margin of the form outside the agency column (see Figure 5).

Figure 4—Two-Letter Postal State Abbreviations

Alabama	**AL**	Montana	**MT**
Alaska	**AK**	Nebraska	**NE**
Arizona	**AZ**	Nevada	**NV**
Arkansas	**AR**	New Hampshire	**NH**
California	**CA**	New Jersey	**NJ**
Colorado	**CO**	New Mexico	**NM**
Connecticut	**CT**	New York	**NY**
Delaware	**DE**	North Carolina	**NC**
Wash., D.C.	**DC**	North Dakota	**ND**
Florida	**FL**	Ohio	**OH**
Georgia	**GA**	Oklahoma	**OK**
Hawaii	**HI**	Oregon	**OR**
Idaho	**ID**	Pennsylvania	**PA**
Illinois	**IL**	Rhode Island	**RI**
Indiana	**IN**	South Carolina	**SC**
Iowa	**IA**	South Dakota	**SD**
Kansas	**KS**	Tennessee	**TN**
Kentucky	**KY**	Texas	**TX**
Louisiana	**LA**	Utah	**UT**
Maine	**ME**	Vermont	**VT**
Maryland	**MD**	Virginia	**VA**
Massachusetts	**MA**	Washington	**WA**
Michigan	**MI**	West Virginia	**WV**
Minnesota	**MN**	Wisconsin	**WI**
Mississippi	**MS**	Wyoming	**WY**
Missouri	**MO**		

Block No:	**Block Subject:**
Block 4 (Cont.)	AGENCY/PERSONNEL/EQUIPMENT IDENTIFICATION:

INDIVIDUAL PERSONNEL:
For individual personnel resources the last four columns in Block 4 may be used to record the person's name (see Figure 5). As a minimum print the first name initial letter and full last name. An acceptable option is to include the full first and last name.

Figure 5—Recording Individual Personnel Resources On ICS Form 211

CHECK-IN LIST

4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME -OR- LIST EQUIPMENT BY THE FOLLOWING FORMAT:

	AGENCY	SINGLE T/F S/T	KIND	TYPE	I.D. NO. /NAME
ID -	PAF	W. NOMEX			
CA -	ANF	K. METCALF			
AZ -	FTA	F. SHELTER			
UT -	SLD	D. HARDHAT			
CA -	CDF	B. LORD			

Block No:	**Block Subject:**
Block 4 (Cont.)	CREWS/EQUIPMENT: (see Figure 6)

a. SINGLE, T/F, S/T COLUMN
If the resource is a Strike Team, put "S/T" in this column; if a Task Force, put "T/F"; and if a single resource, leave blank.

b. KIND COLUMN
Enter the kind of resource checking in. The kind designations are as follows:

E - Engine		H - Helicopter	
D - Dozer		A - Air Tanker	
C - Handcrew		TP - Tractor Plow	
WT - Water Tender			

For resources that are not identified above, write out what they are.

c. TYPE COLUMN
Enter the type of crew, engine, dozer, water tender, tractor plow, helicopter, and airtanker as provided in the Fireline Handbook, Appendix A.

d. I.D. NO./NAME COLUMN
(Both Single and Group Resources):
Enter the identification number or name assigned to the resource by its home unit or dispatching agency. Some crews use names rather than identification numbers. In such cases, their name would be recorded in this column.

Figure 6—Recording Single and Group Resources On ICS Form 211

CHECK-IN LIST

4. LIST PERSONNEL (OVERHEAD) BY AGENCY NAME -OR- LIST EQUIPMENT BY THE FOLLOWING FORMAT:

	AGENCY	SINGLE T/F S/T	KIND	TYPE	I.D. NO. /NAME
CA -	CDF		D	2	6175
UT -	WCF		C	1	LOGAN
CA -	XSL		E	2	1472
ID -	PAF	ST	E	6	9610

Block No: **Block Subject:**

Block 5 — ORDER/REQUEST NUMBER:
Resource order forms are used to document the mobilization and demobilization of incident resources. Resource order forms categorize resources as Overhead (O), Crews (C), Equipment (E), Aircraft (A), and Supplies (S). Orders for each resource category are numbered sequentially beginning with "1" preceded by the resource category letter. Each resource will be assigned a request number, i.e., C-1 for the first crew ordered, O-1 for the first overhead ordered, etc. as indicated in block 12 of the Resource Order Form (see Figure 7). The request number for each resource is entered in block 5 of ICS Form 211, Check-in List (see Figure 3).

Block 6 — DATE/TIME CHECK-IN:
Enter the month, day, and time (24-hour military system) that the resource checks-in. The date may be entered in the block above the time or the date and time may be entered side by side within the block.

Block 7 — LEADER'S NAME:
Whenever a resource has a designated leader, print his or her first initial and full last name in this column. This is particularly important for hand crews, strike teams and task forces. Entering the full first and last name is also acceptable.

INCIDENT/PROJECT ORDER NUMBER

RESOURCE ORDER
HELICOPTER

INITIAL 8/6 1346

2. INCIDENT/PROJECT NAME: LAKES

3. INCIDENT/PROJECT ORDER NUMBER: ID-BOR-144

4. OFFICE REFERENCE NUMBER: P41554 BLM 9953

5. DESCRIPTIVE LOCATION/RESPONSE AREA: TRINITY LAKES AREA MTN HOME RD

6. SEC. 20 TWN 4N RNG 9E Base MDM

7. MAP REFERENCE

8. INCIDENT BASE/PHONE NUMBER: BOF DISPATCH 208 334 9800

9. JURISDICTION/AGENCY: USFS

10. ORDERING OFFICE: BOF

11. AIRCRAFT INFORMATION — LAT. 43° 40' LONG. 115° 25'

BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS
			LAKES	122.925	Robert Duvall	122.925		T-12, T-65, T-25, AA-64C
			AA	171.450 Tone 2		171.450 Tone 2		

12. Request	Ordered Date/	From/To	Q T	RESOURCE REQUESTED	Needed	Deliver	From/To	Time	Agency	RESOURCE ASSIGNED	ETD/ETA	RELEASED	Time ETA
A-1	8/6 1346	BOF/IDL	1	TY 2 or 3 Helicopter	8/6 1800	FIRE	BOF/IDL	1400	ID NVS	H-205DF (State of NV)	1400/1415		
				w/ Crew						w/ MGR + 5 inmates			
A-2	8/6 1700	BOF/EGB	1	TY 1 Helicopter	8/7 0700	FIRE							

RESOURCE ORDER REQUEST NUMBER

13. Req. No.	ORDER RELAYED Date	Time	To/From	ACTION TAKEN	Req. No.	ORDER RELAYED Date	Time	To/From	ACTION TAKEN
A-1	8/6	1430	BOF/EGB	Fuel & Chase truck enroute					

Figure 7—Resource Order Form

Block No:	**Block Subject:**
Block 8	TOTAL NO. PERSONNEL: The total number of personnel assigned to the resource.
Block 9	MANIFEST If resources and/or personnel are sent to an incident via air transportation, a manifest is required to document the type, quantity, and weight of personnel and/or cargo. Most crews prepare a manifest regardless of the method of travel. Check whether or not an incoming resource is on a manifest. This information becomes vital to the demobilization unit during the demobilization phase of an incident. See Figure 8 for an example of a completed crew manifest.
Block 10	CREW WEIGHT OR INDIVIDUAL WEIGHT (AIR TRANSPORTED PERSONNEL ONLY): When resources are on manifest, write the crew's total weight or person's weight in this column.
Block 11	HOME BASE: The home base of the resource (home unit, home office, duty station, company office.)
Block 12	DEPARTURE POINT: Location of initial dispatch from home base and where the resource should return. The departure point may be different than the home base.
Block 13	METHOD OF TRAVEL: For crews and personnel resources, record the method of travel to the incident. As appropriate, give the type and equipment number of vehicle or airport three letter designator.
Block 14	INCIDENT ASSIGNMENT: The incident assignment for which the resource has been ordered, e.g., division supervisor (DIVS), situation unit leader (SITL), etc. Use mnemonics for the positions. Leave blank if incident assignment is unknown.

Figure 8—Completed Crew Manifest

STANDARD FORM 245 (6-77) Prescribed by USDA FSM 5716 USDI MP9400.51B	PASSENGER AND CARGO MANIFEST	NO OF PASSENGERS ON THIS PAGE 20	PAGE 1 OF 1

ORDERING UNIT	PROJECT NAME	PROJECT NO.
CA-BDU-590 (C-2)	CARP	
NAME OF CARRIER	**MODE OF TRANSPORTATION & I.D. NO.**	**PILOT OR DRIVER**
Sierra Pacific	Convair 580 N#153	S. Brown
CHIEF OF PARTY	**REPORT TO:**	**IF DELAYED, CONTACT**
Jesse Tisino Mormon Lake Hotshots	Carp Incident Base	SWCC 505-842-3473 NICC 208-387-2400

DEPARTURE		INTERMEDIATE STOPS			DESTINATION	
Place	ETD	ETA	Place	ETD	ETA	Place
FLG	1600				1730	ONT

PASSENGER AND OR CARGO NAME	M	F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASGMT. IF APPLICABLE	HOME UNIT
1. Jesse Tisino	X		210	45	Superintendent	COF
2. Russell Copp	X		200	49	Foreman	
3. Kirk Smith	X		188	45	Squad Leader	
4. Doug Garner	X		188	45	Crewmember	
5. Tom Johnson	X		188	45		
6. Ron Bauman	X		188	45		
7. Rick Miller	X		185	45		
8. Ceaser Polk	X		155	45		
9. Aaron Sobel	X		195	50		
10. Matt Caouette	X		195	50		
11. Shannon Lamson		X	140	50		
12. Andrew Schmidt	X		150	44		
13. Dave Broquist	X		150	45		
14. Yolanda Martinez		X	120	41		
15. Mike Robbins	X		168	50		
16. Miles Ellis	X		185	45		
17. Bruce Banke	X		185	45		
18. Jesus Rodriguez	X		185	45		
19. Mike Baily	X		185	45		
20. Robert Auza	X		185	45		
21. Saws & Speciality Tools				242		
22. Total Weight			3545	1161		

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE
Peter B. Ivans *Total Weight 4706*	*8/21/96*

Block No:	**Block Subject:**
Block 15	OTHER QUALIFICATIONS: For personnel resources, list mnemonics for other incident command system (ICS) qualifications from their fire qualification card (Red Card). For equipment, the ground support unit may request that you record in this block the type of fuel required to operate the equipment.
Block 16	SENT TO RESTAT/TIME INT: This column is used when the status/check-in recorder is at a location other than the resources unit. The date and time at which the check-in information for each resource was transmitted to the resources unit and the initials of the person transmitting that information are recorded here. After transferring the resource's check-in information to the resource status card, and submitting the card to the resources unit, mark the lower-right corner (see Figure 9).

Figure 9—Lower-Right Corner Of Block 16 Marked

14. INCIDENT ASSIGNMENT	15. OTHER QUALIFICATION	16. SENT TO RESTAT TIME/INT.
DIVS	*OSC2*	*9/12 1300 DRG*
ATGS	*ASGS, AOBD*	*9/12 1300 DRG*
RESL	*SITL, PSC2*	*9/12 1300 DRG*

Lower-right corner of block 16 marked indicating the check in information has been transferred to a resource status card.

ICS FORM 219, RESOURCE STATUS CARDS

The resources unit leader may require the status/check-in recorder to record information about incident resources on ICS Form 219, Resource Status Cards, commonly referred to as "T-cards." There are eight resource status cards, numbered as ICS Form 219-1 through 219-8 (see page 27).

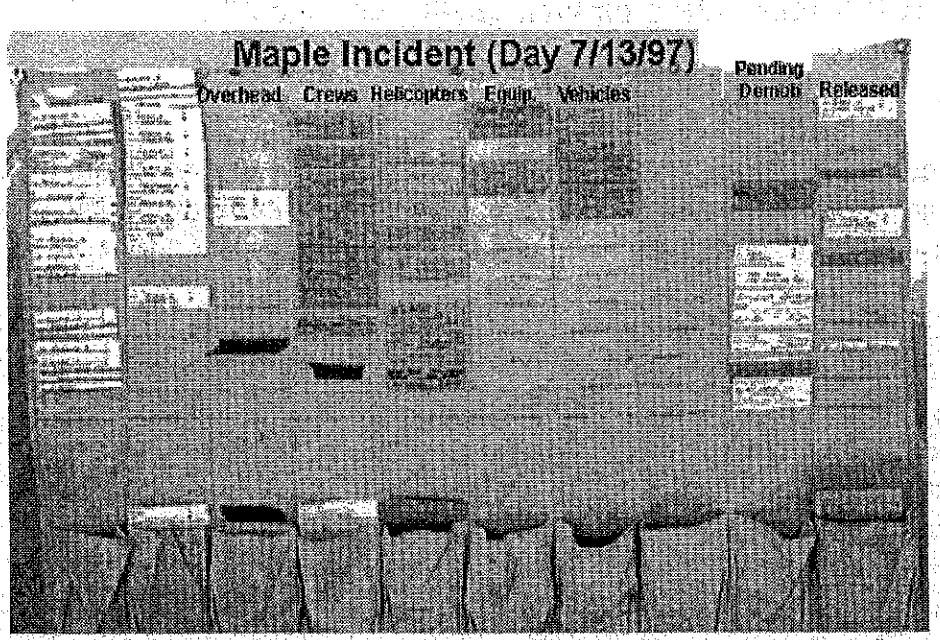
PURPOSE:

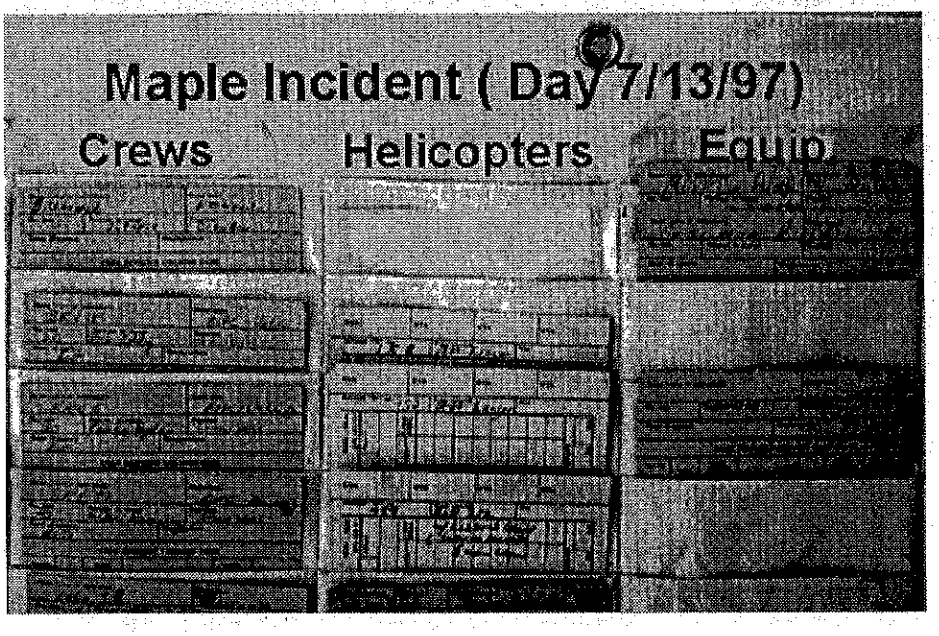
- Resource status cards provide a format to identify incident resources and record and document their status, location and demobilization. It is important that the resource status cards are accurately completed and kept updated.

- Completed resource status cards are filed in a rack called a "Resource Locator" (sometimes referred to as a "Resource Status Rack" or "T-card Rack"). The resource locator may be a fabric material with pockets or made of metal with slots to hold the cards. When filed in the resource locator, the resource status cards provide a visual display of the status and location of resources assigned to the incident (see Figure 10).

  The resource locator may be used by all incident personnel as a visual indicator for the status and location of incident resources, but the status/check-in recorder and/or resources unit leader need to maintain control over actually changing information on the cards, moving the cards in the rack, etc.

Figure 10—Example of Resource Locator





FORMAT:

- Eight (8) different colored ICS Form 219, Resource Status Cards, are used (see following table):

RESOURCE STATUS CARDS TYPE, PURPOSE AND COLOR

ICS Form Designation:	**Used to Record Information About:**	**Card Color:**
ICS 219-1	Header Card, NFES 1342, (used only as a label card in resource locator racks)	Gray
ICS 219-2	Crew, NFES 1344, (used for hand crews/camp crews/ rehab crews, etc.)	Green
ICS 219-3	Engine, NFES 1345	Rose
ICS 219-4	Helicopter, NFES 1346	Blue
ICS 219-5	Personnel, NFES 1347	White
ICS 219-6	Aircraft, NFES 1348	Orange
ICS 219-7	Dozers, NFES 1349	Yellow
ICS 219-8	Misc. Equipment/Task Force NFES 1350	Buff (sometimes called "tan")

INFORMATION:

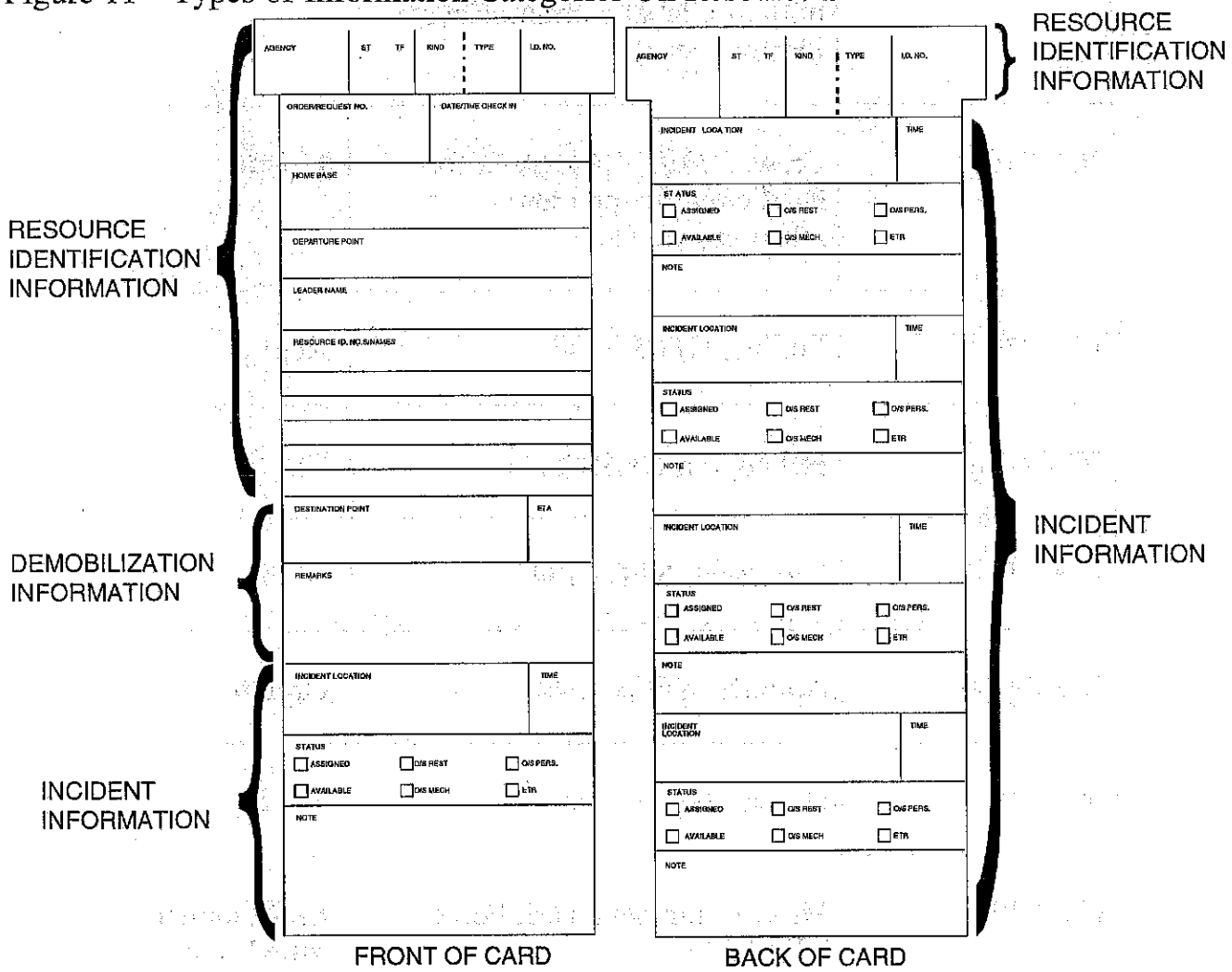
- Each resource status card has space available for recording the following types of information and Figure 11 is an example of where this information is recorded on the resource status card.

  - Resource identification information (data summary from ICS Form 211)

  - Demobilization information (data summary from demobilization unit)

  - Incident information (data summary about assignments and status)

Figure 11—Types of Information Categories On Resource Status Cards



- Information to be placed on a resource status card may be obtained from several sources, including but not limited to:
  - ICS Form 201, Incident Briefing Form
  - ICS Form 204, Division Assignment List
  - ICS Form 210, Status Change Card
  - ICS Form 211, Check-in List
  - ICS Form 215, Operational Planning Worksheet
  - ICS Form 220, Air Operations Summary Worksheet
  - Agency-supplied information
- Information blocks on the resource status cards are set up to allow easy transfer of data from these sources.
- A change in status or assignment should be noted on the resource status card utilizing blocks relating to the incident information printed on the front and/or back of the card. This provides a chronological record during the course of the incident.
- When all boxes on the resource status card are completed, begin a new resource status card by placing "2", "3" ... in the lower left corner of the top portion of the identification information block. Staple the new resource status card behind the original card.

LAYOUT AND FILING OF RESOURCE STATUS CARDS:

- Resource locator display racks are available in different sizes, having slots to file individual resource status cards vertically.
- Several displays may be required to adequately portray the status and location of all incident resources (day and night operational period resources, incident base resources, etc.).
- Space on the displays should be arranged to allow for resource assignments, including but not limited to the following locations/categories:
  - Incident base (by name)
  - Camps (by name)

- Sections, branches, divisions and groups
- Staging areas (by name)
- En route status
- Other locations (e.g., helibase)
- Unassigned resources by incident assignment

- Incident locations/categories are recorded on the gray header cards (ICS Form 219-1).
- Assigned incident resources are recorded on the appropriate colored resource status card (ICS Forms 219-2 through 8).
- Resource status cards are filed vertically below each header card as to assignment during each operational period.
- Review and revision of the resource status cards each operational period provides an up-to-date visual display of the status and location of each resource:

DISTRIBUTION:

- Resource status cards are displayed in the resource locator, where they can be easily viewed and retrieved.
- Resource status cards are retained by the resources unit until demobilization.
- Upon demobilization, resource status cards are turned in to the documentation unit.

INSTRUCTIONS FOR RECORDING AND PROCESSING THE RESOURCE STATUS CARDS

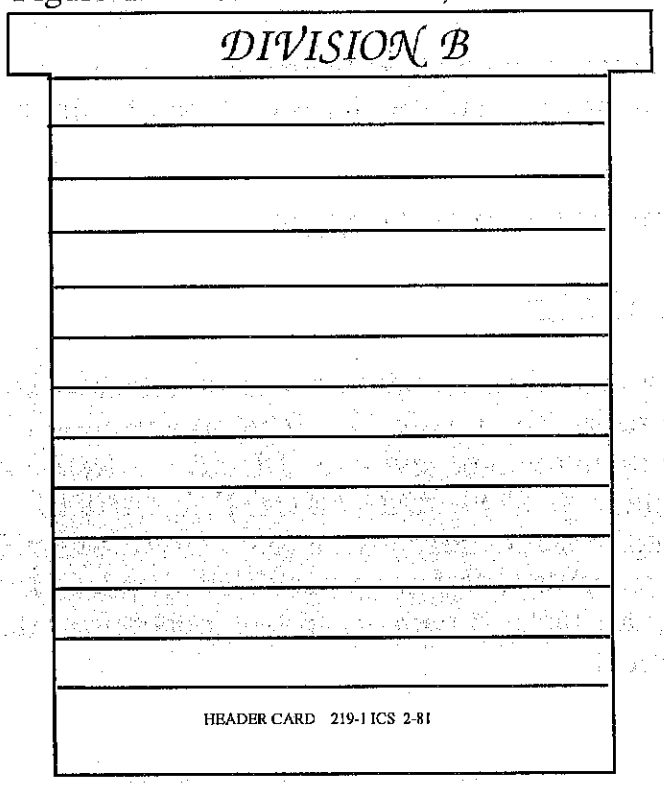
Instructions for filling in each block on the resource status cards are included in the following text and are not repeated for each type of card unless necessary for clarification.

RECORDING RESOURCE STATUS CARDS

ICS Form 219-1, Header Card

The gray header card is used as a label to designate either locations or status in the resource locator racks (see Figure 12). The organization of the locator racks will vary depending upon the type and size of incident. Resources unit personnel can print location data (e.g., COMMAND STAFF, BRANCH 1, DIVISION C, SUNSET BASE), and/or status information (e.g., UNASSIGNED, ENROUTE, etc.) on the tops of the cards with felt tip pens. The header cards are then placed into the resource locator racks at the appropriate locations as determined by the resources unit personnel.

Figure 12—ICS Form 219-1, Header Card



ICS Form 219-5, Personnel Resource Status Card

Initial data for the white-colored personnel resource status card comes largely from ICS Form 211, Check-In List. The data obtained from the check-in list includes:

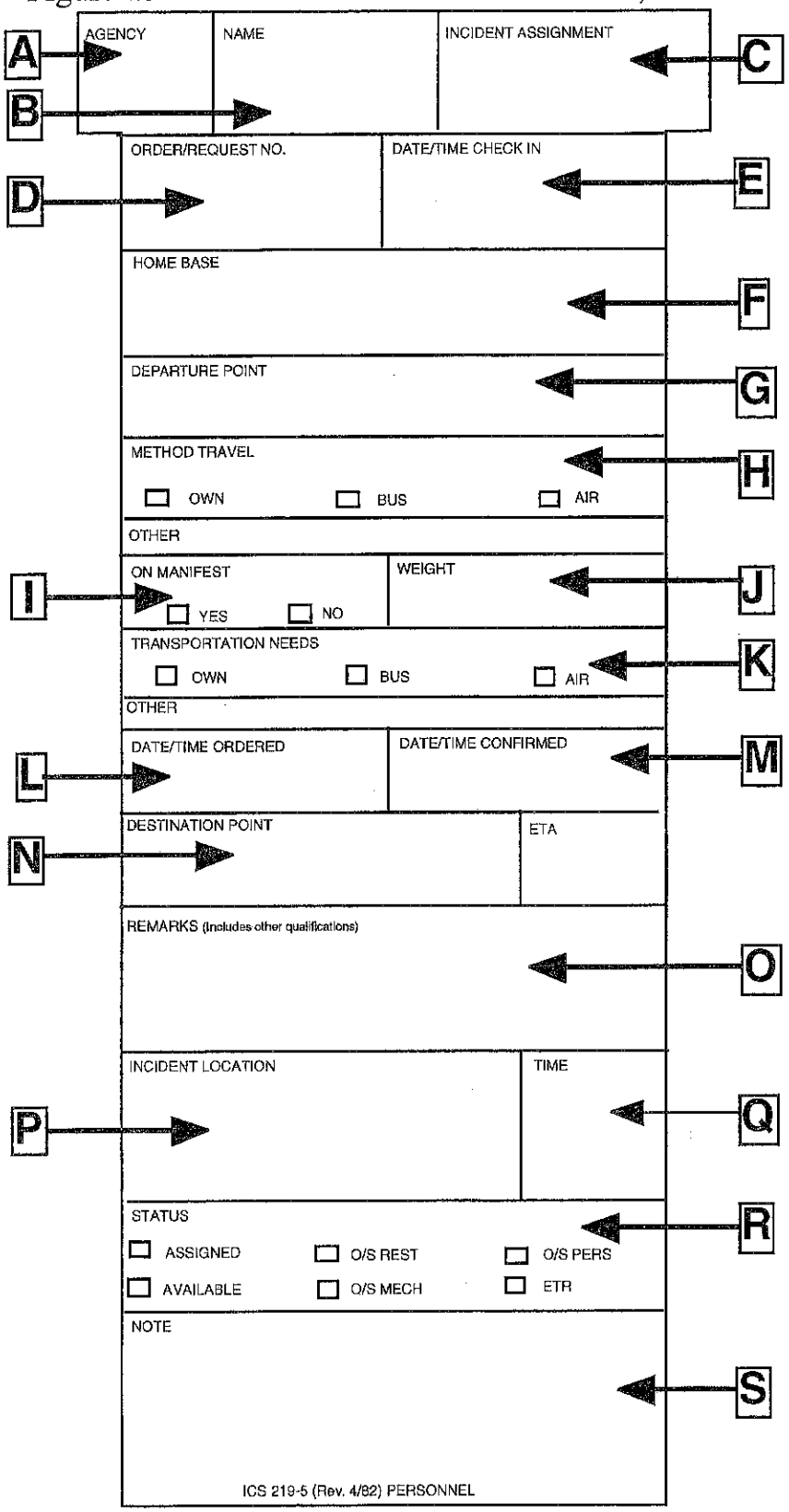
- Three-letter agency identifier preceded by two-letter state identifier
- Person's name
- Order and/or request number
- Date and time of check-in
- Whether or not on manifest
- If on manifest, person's weight
- Home base
- Departure point
- Method of travel to the incident
- Incident assignment
- Person's other ICS qualifications

The data items on page 34, designated "A" through "S" are to be entered on ICS Form 219-5, Personnel Resource Status Card as illustrated in Figure 13.

The rest of ICS Form 219-5, Personnel Resource Status Card is used to record changes in the location and/or status of the resource for which the card has been completed and Figure 14 is an example of a completed card.

Data Item:	Data Field on Resource Card:	Explanation:
A	Agency	Three-letter identifier for the subject person's home agency preceded by two-letter state identifier
B	Name	The person's name
C	Incident Assignment	The person's current ICS assignment (use mnemonics)
D	Order/Request No.	Record the order and/or request number assigned to that individual as shown on the Resource Order Form.
E	Date/Time Check-in	The date and time the person checked-in to the incident.
F	Home Base	The home base of the resource (home unit, home office, duty station, company office)
G	Departure Point	Location of initial dispatch from home base and where the resource should return.
H	Method of Travel	The method of travel used by the person to get to the incident (e.g., air, bus).
I	On Manifest	Check whether or not the person is on a manifest.
J	Weight	If a person is on a manifest, record his or her weight from manifest information.
K	Transportation Needs	Leave this space blank for use by the demobilization unit.
L	Date/Time Ordered	Leave this space blank for use by the demobilization unit.
M	Date/Time Confirmed	Leave this space blank for use by the demobilization unit.
N	Destination Point	Leave this space blank for use by the demobilization unit.
O	Remarks	Record the person's other ICS qualifications or other pertinent information in this space.
P	Incident Location	The incident location of the individual (e.g., Division A, Base, Staging Area, etc.)
Q	Time	The time and date when the location and/or status changes.
R	Status	Check the appropriate status for the person, as follows:
	Assigned	Currently working
	Available	Ready for assignment.
	O/S rest	Out of service, for rest
	O/S mech	Out of service, for mechanical reasons (e.g., stranded with disabled vehicle, out of service due to broken radio, etc.)
	O/S pers	Not applicable to personnel resources. Use for equipment when there are no personnel to operate it.
	ETR	When a person is O/S, enter the date and time he or she is expected to return to service
S		This space is for any additional information pertinent to the person's status.

Figure 13—Data Items For ICS Form 219-5, Personnel Resource Status Card



Obtain information for items "A" through "J" from ICS Form 211, Check-in List.

Demobilization Unit fills in items "K" through "N."

Complete items "O" through "S" with information regarding incident assignment.

Figure 14—Example of Completed ICS Form 219-5, Personnel Resource Status Card

AGENCY	NAME	INCIDENT ASSIGNMENT
CA BDU	METCALF	DIVS

ORDER/REQUEST NO.	DATE/TIME CHECK IN
O-8	8/23/1630

HOME BASE: San Bernardino

DEPARTURE POINT: San Bernardino

METHOD TRAVEL: [X] OWN [ ] BUS [ ] AIR

OTHER: CDF Sedan 6501

ON MANIFEST: [ ] YES [X] NO

WEIGHT:

TRANSPORTATION NEEDS: [X] OWN [ ] BUS [ ] AIR

OTHER: CDF Sedan 6501

DATE/TIME ORDERED	DATE/TIME CONFIRMED
9/9 1400	9/12 0800

DESTINATION POINT	ETA
San Bernardino	1700

REMARKS (Includes other qualifications)

PSC2
OSC2

INCIDENT LOCATION	TIME
Div A	1630

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Need 4x4 vehicle for division assignment

ICS 219-5 (Rev. 4/92) PERSONNEL

Front

AGENCY	NAME	INCIDENT ASSIGNMENT
CA BDU	METCALF	DIVS

INCIDENT LOCATION	TIME
Div C	8/25 2130

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Need 4x4 vehicle for division assignment

INCIDENT LOCATION	TIME
ICP	9/3 2130

STATUS: [ ] ASSIGNED [X] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Will use own transportation

INCIDENT LOCATION	TIME
Div E	9/4 2100

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Need 4x4 Vehicle for division assignment

INCIDENT LOCATION	TIME
ICP	9/10 2100

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [X] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

Back

ICS Form 219-3, Engine; ICS Form 219-7, Dozer; And ICS Form 219-8, Miscellaneous Equipment/Task Force Resource Status Cards.

These resource status cards are colored rose, yellow and buff, respectively. Initial data for these cards comes largely from ICS Form 211, Check-In List. When filling out a resource status card for a single resource, the minimum information needed to start the resource status card is the agency identifier preceded by the state identifier, the kind and type of resource, and the resource identification number. Three-letter agency identifiers are listed in Unit Identifiers, NFES #2080. Kind and type of resources can be found in the Fireline Handbook, NFES #0065.

The following table shows kind and type designation for engines, dozers, water tenders, and tractor plows for entry on ICS Form 219-3, 7, & 8 resource status cards:

Resource	Kind	Type
Engines	E	1-7
Dozers	D	1-3
Water Tenders	WT	1-3
Tractor Plows	TP	1-4

The data items designated "A" through "P" are to be entered on the engine, dozer and miscellaneous equipment/task force resource status cards as illustrated in Figure 15.

Data Item:	Data Field on Resource Card:	Explanation:
A	Agency	The three-letter agency identifier for the home agency preceded by the two-letter state identifier.
B	ST or TF	Used only for strike team or task force.
C	Kind/Type	(See Fireline Handbook, Appendix A for resource typing) and code as follows:

	Kind	Type
Engine Card:	"E"	1-7
Dozer Card:	"D"	1-3
Misc. Equip/Task Force Card:		
Water Tender	"WT"	1-3
Tractor Plow	"TP"	1-4

Important Note:

If the resource is a task force, leave both the kind and type blocks blank on the misc. equip./task force resource status card.

D	I.D. NO.	Enter the identification number or name assigned to the resource by its parent or dispatching agency.
E	Order/Request No.	Order or request number assigned to the resource by the agency dispatch center.
F	Date/Time Check-in	The date and time the resource checked-in to the incident.
G	Home Base	The home base of the resource (home unit, home office, duty station, company office.)
H	Departure Point	Location of initial dispatch from home base and where the resource should return.
I	Leader/Name	The name of the person in charge and number of personnel with that particular resource.
J	Resource ID (No./Name)	If a single resource list crew member names. If a strike team or task force, list the resource identification information for all of the component resources.

Data Item:	Data Field on Resource Card:	Explanation:
K	Destination Point/ETA	Leave this space blank for use by the demobilization unit.
L	Remarks	For use in documenting additional information pertinent to that resource or its status.
M	Location	The incident location of the resource (e.g., Division A, staging area, etc.)
N	Time	The time and date when the location and/or status changes.
O	Status	Check the appropriate status for the resource as follows:
	Assigned	Check if the resource is currently assigned and working on the incident.
	Available	Check if the resource is not currently working the incident but is available for assignment.
	O/S Rest	Check if the resource is out of service for rest.
	O/S Mech	Check if the resource is out of service, for mechanical reasons.
	O/S Pers	Check if the resource is out of service for personnel reasons (e.g., insufficient manning, illness, injury, etc.).
	ETR	Enter the estimated time and date of return to service.
P	Note	Record other information pertinent to the status of the resource, such as the nature of the mechanical failure, etc.

The rest of the resource status card is used to record changes in the location and/or status of the resource for which the card has been completed.

Figure 15—Data Items For ICS Forms 219-3 (Engine), 219-7 (Dozer), and ICS 219-8 (Misc. Equip/Task Force) Resource Status Cards

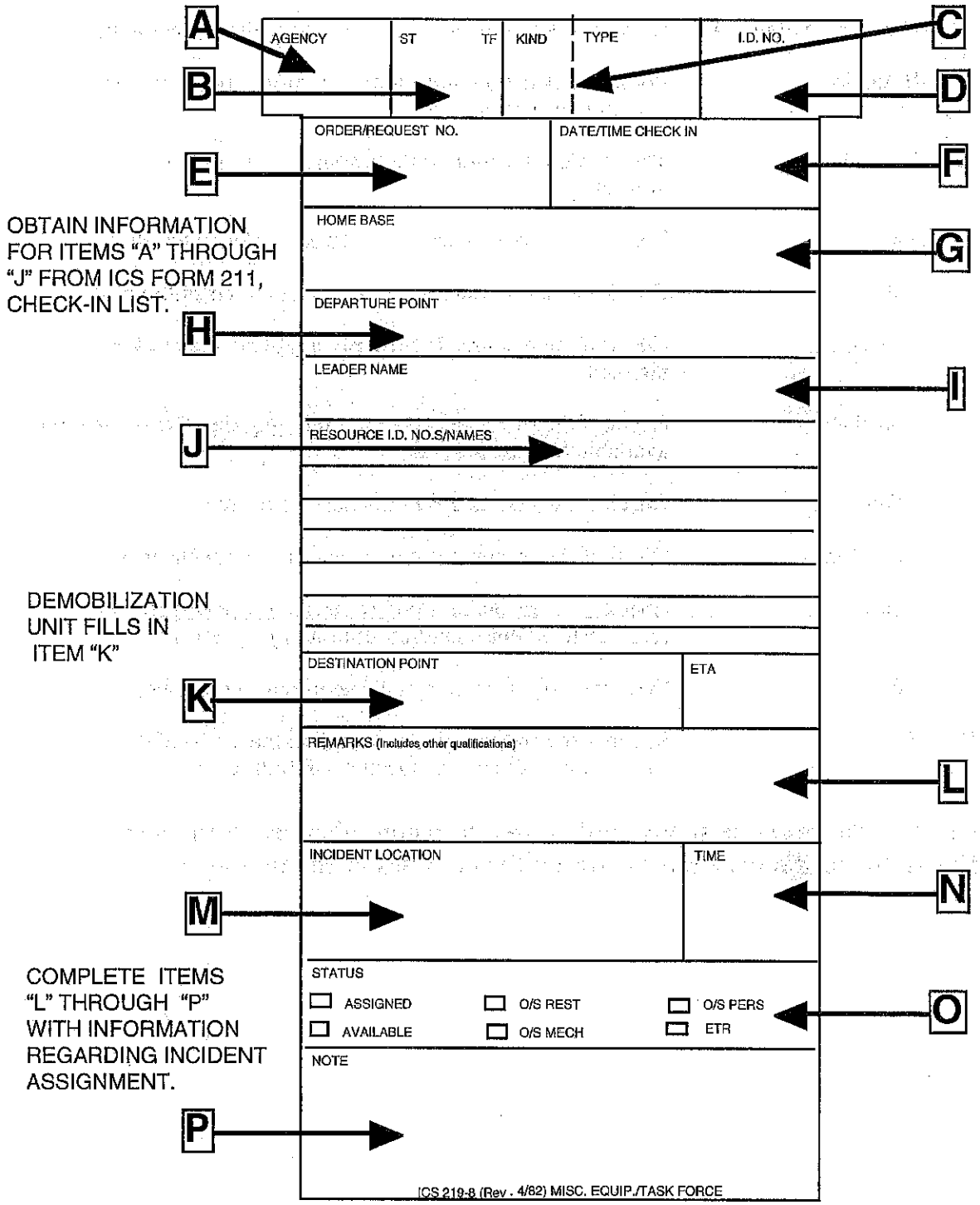


Figure 16 is an example of a completed ICS Form 219-3, Engine Resource Status Card.

Figure 17 is an example of a completed ICS Form 219-7, Dozer Resource Status Card.

Figure 18 is an example of a completed ICS Form 219-8, Miscellaneous Equipment/Task Force Resource Status Card.

Figure 16—Example Of Completed ICS Form 219-3, Engine Resource Status Card

AGENCY	ST TF	KIND	TYPE	I.D. NO.
CA RRU		E	3	6581

ORDER/REQUEST NO.	DATE/TIME CHECK IN
E-5	8-23/1300

HOME BASE: Riverside

DEPARTURE POINT: Riverside

LEADER NAME: E. Taylor + 2

RESOURCE I.D. NO.S/NAMES: M. Good; S. Price

DESTINATION POINT	ETA
Riverside	9/7 1900

REMARKS: 4X4 diesel with foam capability
300 gallon tank
120 gpm pump - 50 gpm drafting

INCIDENT LOCATION	TIME
Division A	8/23 1300

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Will assist night operational period until 2200

ICS 219-3 (Rev. 4/82) ENGINE

Front

AGENCY	ST TF	KIND	TYPE	I.D. NO./NAME
CA RRU		E	3	6581

INCIDENT LOCATION	TIME
ICP	8/28 1400

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [X] O/S MECH [X] ETR 8/30 0600

NOTE: Broken front axle

INCIDENT LOCATION	TIME
Group E	8/29 2100

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Structure Protection

INCIDENT LOCATION	TIME
Heliport	9/3 2200

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Dust abatement crash/rescue

INCIDENT LOCATION	TIME
ICP	9/5 2100

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [X] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Pending demob on 9/7

Back

Figure 17—Example Of Completed ICS Form 219-7, Dozer Resource Status Card

AGENCY	ST	TF	KIND	TYPE	I.D. NO.
PVT			D	2	01

ORDER/REQUEST NO.: E-3

DATE/TIME CHECK IN: 8-23/1300

HOME BASE: Kalispell

DEPARTURE POINT: Big Creek Timber Sale

LEADER NAME: C. Plath +3

RESOURCE ID. NO.S/NAMES:
Splintered Wood Company
D. Clod - Swamper
F. Day - relief swamper
G. Night - relief operator

DESTINATION POINT: Big Creek Timber Sale

ETA: 8/28 2100

REMARKS: D-7E with hydraulic angled blade. Issued light kit.

INCIDENT LOCATION: Div B

TIME: 8/24 1830

STATUS
- [x] ASSIGNED
- [ ] O/S REST
- [ ] O/S PERS.
- [ ] AVAILABLE
- [ ] O/S MECH
- [ ] ETR

NOTE

ICS 219-7 (Rev . 4/82) DOZERS NFES 1349

Front

AGENCY	ST	TF	KIND	TYPE	I.D. NO./NAME
PVT			D	2	01

INCIDENT LOCATION: Div C/D

TIME: 8/24 2100

STATUS
- [x] ASSIGNED
- [ ] O/S REST
- [ ] O/S PERS.
- [ ] AVAILABLE
- [ ] O/S MECH
- [ ] ETR

NOTE: Complete constructed fireline by end of operational period.

INCIDENT LOCATION: Black Lodge Staging Area

TIME: 8/25 2100

STATUS
- [ ] ASSIGNED
- [ ] O/S REST
- [ ] O/S PERS.
- [x] AVAILABLE
- [ ] O/S MECH
- [ ] ETR

NOTE: Available for operations support

INCIDENT LOCATION: Div B/C/D

TIME: 8/27 2000

STATUS
- [x] ASSIGNED
- [ ] O/S REST
- [ ] O/S PERS.
- [ ] AVAILABLE
- [ ] O/S MECH
- [ ] ETR

NOTE: Rehab

INCIDENT LOCATION:

TIME:

STATUS
- [ ] ASSIGNED
- [ ] O/S REST
- [ ] O/S PERS.
- [ ] AVAILABLE
- [ ] O/S MECH
- [ ] ETR

NOTE

Back

Figure 18—Example Of Completed ICS Form 219-8, Miscellaneous Equipment/Task Force Resource Status Card

AGENCY	ST TF	KIND	TYPE	I.D. NO.
MT BUD		WT	2	10

ORDER/REQUEST NO.	DATE/TIME CHECK IN
E-8	8/23 1300

HOME BASE: Race Track

DEPARTURE POINT: Wolf Creek

LEADER NAME: J. Burner +2

RESOURCE I.D. NO.S/NAMES: I. Niter

B. Lighter

DESTINATION POINT	ETA
Race Track	9/7 2100

REMARKS: 2,500 gallon with spreader bar on front and back. Vacuum pump for drafting.

INCIDENT LOCATION	TIME
Div A	8/23 1300

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

ICS 219-8 (Rev. 4/82) MISC. EQUIP./TASK FORCE

Front

AGENCY	ST TF	KIND	TYPE	I.D. NO./NAME
MT BUD		WT	2	10

INCIDENT LOCATION	TIME
ICP	8/29 2100

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Dust abatement for ICP and helibase

INCIDENT LOCATION	TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

INCIDENT LOCATION	TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

INCIDENT LOCATION	TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

Back

ICS Form 219-2, Crew Resource Status Card

The crew resource status card is green and is used to record information on single-resource crews and strike teams comprised of crews. Initial data for this card comes largely from ICS Form 211, Check-In List. The following data items for the crew resource status card are the same as the engine, dozer, and miscellaneous equipment/task force resource status cards which were previously discussed.

Data Item:	Data Field on Resource Card:
A	Agency
B	ST or TF
D	ID. No.
E	Order/Request No.
F	Date/Time Check-in
G	Home Base (home unit, home office, duty station, company office)
H	Departure Point (location of initial dispatch and where the resource should return)
I	Leader/Name
J	Crew ID. No./Name
O	Destination Point
S	Remarks
T	Incident Location
U	Time (the time and date when the location and/or status changes)
V	Status
W	Note

The "KIND" block on the crew resource status card will always be filled with a "C" and the "TYPE" block will be 1 or 2.

The following data items are unique to the crew resource status card.

Data Item:	Data Field on Resource Card:	Explanation:
K	No. of Personnel	Number of personnel in the crew or strike team.
L	Manifest	Check whether or not the crew is on a manifest ("yes" or "no").
M	Weight	If the crew is on a manifest, enter the weight of the entire crew (all members and equipment).
O	Destination Point	Leave blank for use by the demobilization unit.
N	Method of Travel	Check whether the crew used their own transportation, a bus, aircraft, or other means of transportation to arrive at the incident.
P	Transportation Needs	Leave blank for use by the demobilization unit.
Q	Ordered Date/Time	Leave blank for use by the demobilization unit.
R	Confirmed Date/Time	Leave blank for use by the demobilization unit.

The data items "A" through "W" are to be entered on the Crew Resource Status Card as illustrated in Figure 19.

The rest of the resource status card is used to record changes in the location and/or status of the resource for which the card has been completed.

Figure 20 is an example of a completed ICS Form 219-2, Crew Resource Status Card.

Figure 19—Data Items To Enter On ICS Form 219-2, Crew Resource Status Card

AGENCY A | ST TF B | KIND C | TYPE | I.D. NO. D

ORDER/REQUEST NO. E | DATE/TIME CHECK IN F

HOME BASE G

DEPARTURE POINT H

LEADER NAME I

CREW ID NO./NAME (FOR STRIKE TEAMS) J

NO. PERSONNEL K | MANIFEST ☐ YES L ☐ NO | WEIGHT M

METHOD OF TRAVEL ☐ OWN ☐ BUS N ☐ AIR

OTHER

DESTINATION POINT O | ETA

TRANSPORTATION NEEDS ☐ OWN ☐ BUS P ☐ AIR

OTHER

ORDERED DATE/TIME Q | CONFIRMED DATE/TIME R

REMARKS S

ICS 219-2 (Rev. 4/82) CREW NFES 1344

Front

Obtain Information for items "A" through "N" from ICS Form 211, Check-in List.

Demobilization unit fills in items "O" through "R"

Complete items "S" through "W" regarding incident assignment.

AGENCY | ST TF | KIND | TYPE | I.D. NO./NAME

INCIDENT LOCATION T | TIME U

STATUS V ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS. ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE W

INCIDENT LOCATION | TIME

STATUS ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS. ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION | TIME

STATUS ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS. ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION | TIME

STATUS ☐ ASSIGNED ☐ O/S REST ☐ O/S PERS. ☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

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Figure 20—Example Of Completed ICS Form 219-2, Crew Resource Status Card

AGENCY	ST	TF	KIND	TYPE	I.D. NO.
MT FNF			C	1	Flathead IHC

ORDER/REQUEST NO.	DATE/TIME CHECK IN
C-4	8-23/1300

HOME BASE: Kalispell

DEPARTURE POINT: Trout Creek

LEADER NAME: C. Johnson + 19

CREW ID NO./NAME (FOR STRIKE TEAMS): T. Jones - EMT

R. Walking Horse - EMT

NO. PERSONNEL	MANIFEST	WEIGHT
20	[X] YES [ ] NO	4,760

METHOD OF TRAVEL: [X] OWN [ ] BUS [ ] AIR

OTHER: 2 crew rigs plus chase truck

DESTINATION POINT	ETA
Kalispell	9/2 1800

TRANSPORTATION NEEDS: [X] OWN [ ] BUS [ ] AIR

OTHER

ORDERED DATE/TIME	CONFIRMED DATE/TIME
8/31 0800	9/2 0800

REMARKS: Qualified to use fireline explosives.

ICS 219-2 (Rev. 4/82) CREW NFES 1344

Front

AGENCY	ST	TF	KIND	TYPE	I.D. NO./NAME
MT FNF			C	1	Flathead IHC

INCIDENT LOCATION	TIME
Div A	8/23 1300

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Hotline and Coyote tactic

INCIDENT LOCATION	TIME
Div C	8/26 2000

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [X] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Assigned Blue Spring Camp

INCIDENT LOCATION	TIME
Div D	8/29 2100

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: 9/2 will be 21st day of assignment

INCIDENT LOCATION	TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE

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ICS Form 219-6, Aircraft And ICS Form 219-4, Helicopter Resource Status Cards.

ICS Form 219-6, Aircraft Resource Status Card is orange and ICS Form 219-4, Helicopter Resource Status Card is blue. Initial data for these cards comes largely from air operations personnel or ICS Form 220, Air Operations Summary Worksheet. Some information must be obtained from air operations personnel at helibases and/or airports. The major differences in the data items for these two cards and all the other cards are as follows:

A. The "KIND/TYPE" data item has been replaced by a "TYPE AND MANUFACTURER NAME/MODEL NUMBER" data item on the aircraft and helicopter cards. Airtankers and helicopters are the only aircraft that are typed. The types are 1-4 (see Fireline Handbook, Appendix A).

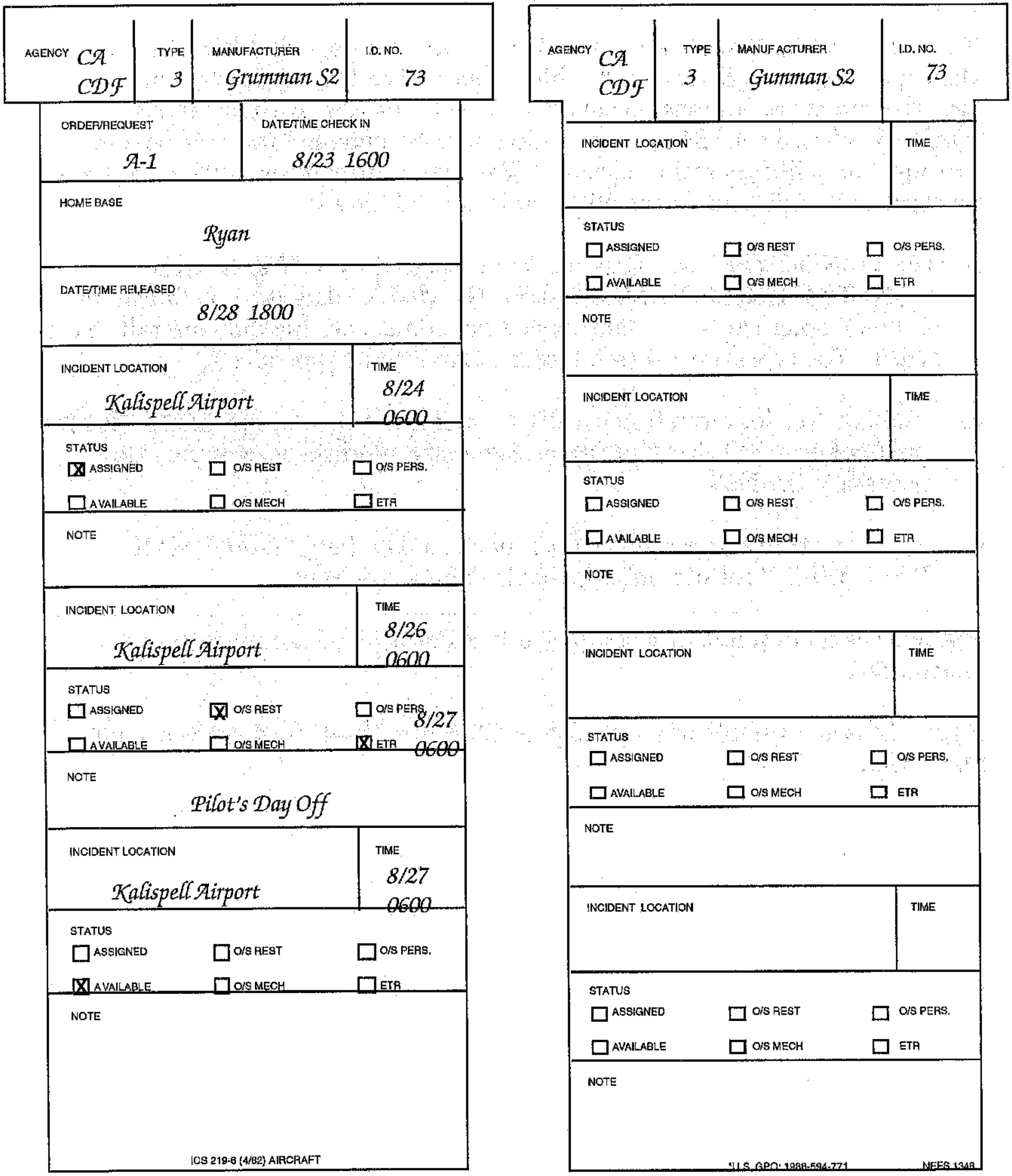
B. The ID. No. for aircraft is usually the tail number. Air operations personnel or ICS Form 220, Air Operations Summary Worksheet, will provide necessary ID. No's.

C. The aircraft resource status card contains a data field "DATE/TIME RELEASED," for use only by the demobilization unit.

Figure 21 is an example of a completed ICS Form 219-6, Aircraft Resource Status Card.

Figure 22 is an example of a completed ICS Form 219-4, Helicopter Resource Status Card.

Figure 21—Example Of Completed ICS Form 219-6, Aircraft Resource Status Card



AGENCY CA CDF	TYPE 3	MANUFACTURER Grumman S2	I.D. NO. 73

ORDER/REQUEST A-1	DATE/TIME CHECK IN 8/23 1600

HOME BASE Ryan

DATE/TIME RELEASED 8/28 1800

INCIDENT LOCATION Kalispell Airport	TIME 8/24 0600

STATUS
☒ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION Kalispell Airport	TIME 8/26 0600

STATUS
☐ ASSIGNED ☒ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☒ ETR 8/27 0600

NOTE Pilot's Day Off

INCIDENT LOCATION Kalispell Airport	TIME 8/27 0600

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☒ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-6 (4/82) AIRCRAFT

Front

AGENCY CA CDF	TYPE 3	MANUFACTURER Gumman S2	I.D. NO. 73

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 1988-594-771 NFES 1348

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Figure 22—Example Of Completed ICS Form 219-4, Helicopter Resource Status Card

AGENCY	TYPE	MANUFACTURER	I.D. NO.
CWN	2	BELL 412	601

ORDER/REQUEST	DATE/TIME CHECK IN
A-4	8/23 1600

HOME BASE: Lancaster

DEPARTURE POINT: Lancaster

PILOT NAME: P. Wheels

DESTINATION POINT	ETA
Lancaster	9/2 1800

REMARKS: 500 gallon fuel truck (Driver - A. Chase) 150 gallon Bambi Bucket

INCIDENT LOCATION	TIME
Bear Helibase	8/23 1600

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Bucket Work and Troop Shuttle

INCIDENT LOCATION	TIME
Bear Helibase	8/25 2000

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [X] O/S MECH [X] ETR 8/27 0600

NOTE: 100 hour maintenance

ICS 219-4 (4/82) HELICOPTER

Front

AGENCY	TYPE	MANUF ACTURER	I.D. NO.
CWN	2	BELL 412	601

INCIDENT LOCATION	TIME
Bear Helibase	8/27 0600

STATUS: [X] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Bucket Work Troup Shuttle

INCIDENT LOCATION	TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

INCIDENT LOCATION	TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

INCIDENT LOCATION	TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE:

*U.S. GPO: 1986-594-771 NFES 1346

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PROCESSING RESOURCE STATUS CARDS

Agency-Formed Strike Teams

- Engines, dozers, and crews may be sent to an incident in pre-formed strike teams of similar resources. The strike team resource status card is differentiated from a single resource card for the same kind of resource simply by **blotting the right tab** of the strike team card with a black felt pen as shown in Figure 23. This allows resources unit personnel to readily distinguish strike teams from single resources of the same kind.

- The resources unit is notified of strike teams that are en route to an incident by agency dispatchers via the incident communication center and prepares cards for each strike team. Resources dispatched as a strike team by the sending agency are numbered by that agency. Note: the code for kind and type of strike teams is the same on the resource status card and ICS Form 211, Check-in List. The information required by the incident resources unit is as follows:

  - Three-letter agency identifier preceded by two-letter state identifier
  - Strike team kind/type identifier
  - Agency-assigned strike team identification number
  - Name of strike team leader
  - List of the individual equipment numbers for equipment resources within the strike team

- The above information items are verified upon check-in of the strike team at the incident. The initial check-in information is then relayed to the resources unit.

- If an agency-formed strike team is broken into individual resources for a special purpose, the strike team resource status card should be pulled from the file and a new resource status card prepared **for each resource.** The new resource status cards should indicate the new assignment, location, status, and the original strike team identifier and leader name.

Figure 23—Example Of Ordered Engine Strike Team Resource Status Card

AGENCY	ST IF	KIND	TYPE	I.D. NO.
CA-CDF	ST	E	6	9610

ORDER/REQUEST NO.	DATE/TIME CHECK IN
E - 13	8/24 1800

HOME BASE: Beaumont

DEPARTURE POINT: Perris

LEADER NAME: B. Olsen + 15

RESOURCE ID. NOS/NAMES: 9671 Olsen
6186 Smith + 2
6178 Eaton + 2
6177 Craig +2
6190 Johnson + 2
6176 Gumble + 2

DESTINATION POINT	ETA
Beaumont	9/7 2100

REMARKS: All diesel with winches

INCIDENT LOCATION	TIME
DIV F	8/24 2100

STATUS
- [x] ASSIGNED
- [ ] O/S REST
- [ ] O/S PERS.
- [ ] AVAILABLE
- [ ] O/S MECH
- [ ] ETR

NOTE: Engine personel are listed on strike team manifest

ICS 219-3 (Rev. 4/82) ENGINE

Blacked-out right tab indicates strike team

Incident-Formed Strike Teams

- The formation of a strike team on the incident can be done by the operations or planning sections. When a strike team is formed on the incident, a strike team number is requested from the resources unit, which is responsible for assigning all incident strike team numbers. Numbers are sequentially assigned, beginning with number one for strike teams and/or task forces. Incident-formed strike teams use the name of the incident as part of their identification. For example, "Sunset Strike Team E-2 #1" (see Figure 24).

Figure 24—Incident-Formed Strike Team Showing Resource Identification Information Portion of Resource Status Card

Agency	ST TF	Kind	Type	I.D. No.
Sunset	ST	E	2	1

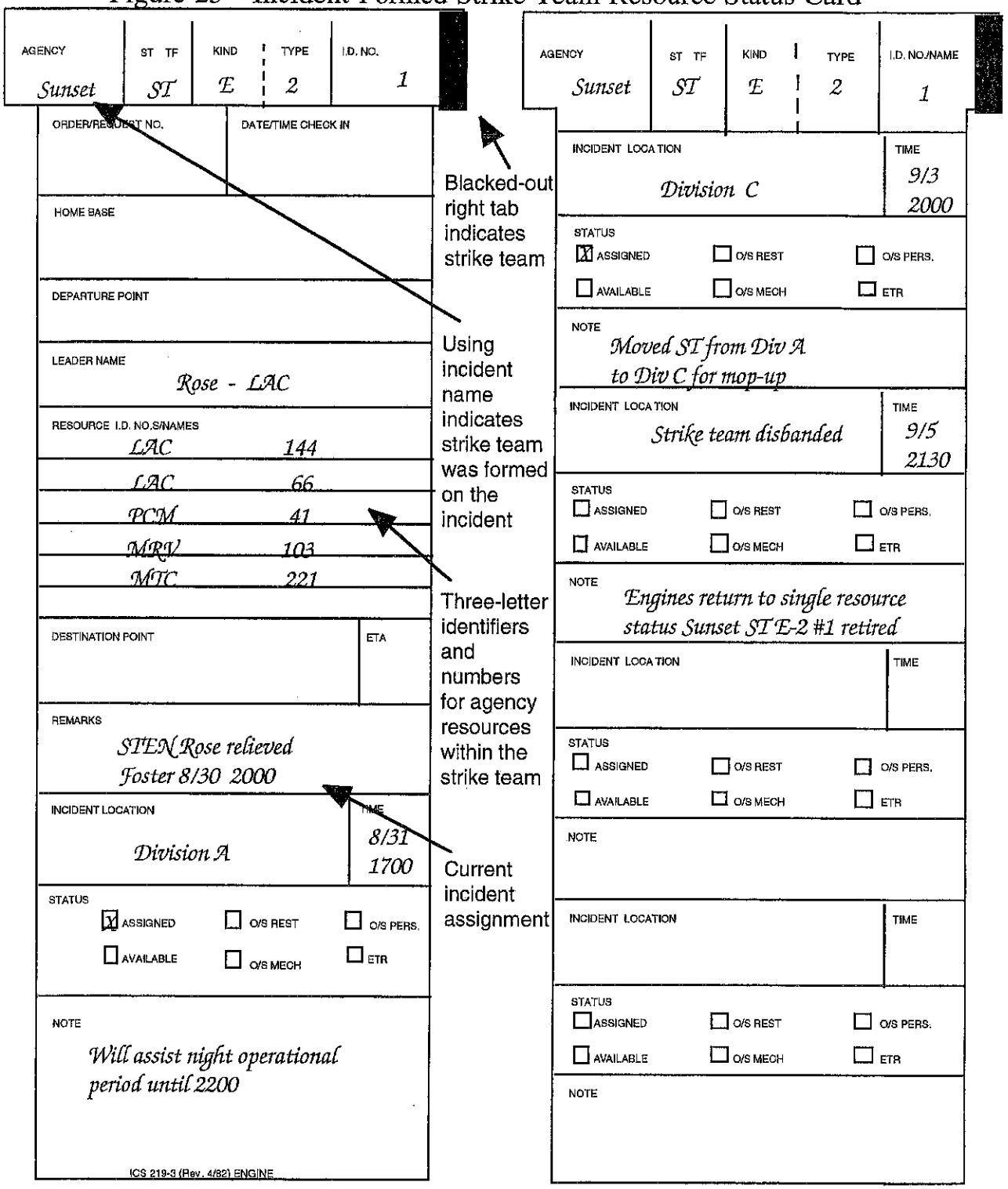
- When resources are formed into incident-formed strike teams, the individual resource status cards are collected and the unit numbers are recorded on the front of the appropriate new resource status card (dozers, engines, and crews). This new resource status card is differentiated by **blotting out the right tab** with a black felt pen (see Figure 25). A white personnel resource status card is also filled out for the strike team leader.

- Figure 25 shows the resource status card format for a strike team assembled at the Sunset Incident composed of Type 2 engines from Los Angeles County (LAC) and the cities of Montclair, Monrovia and Pomona under the direction of strike team leader Rose of LAC.

- The resources unit will maintain a separate list of incident-formed strike teams and task forces showing the strike teams'/task forces' number, leader, and identifiers of individual resources. This list is provided to the incident communications center and operations personnel so the newly formed strike team/task force can be identified. This list is updated as new strike teams/task forces are created and existing strike teams/task forces are disbanded.

- When individual resource status cards are combined into a strike team, the information should be noted on each individual resource status card by recording the strike team number in the "REMARKS" block. These individual resource status cards are then attached to the strike team resource status card.

Figure 25—Incident-Formed Strike Team Resource Status Card



- When the strike team is disbanded or demobed, the strike team resource status card is kept and filed with the documentation unit and the individual resource status cards are again used to track the individual resources.

- Some agencies may elect to replace strike team leaders and other personnel comprising engine and dozer strike teams, but with no change in equipment, status or assignment/location. **In these cases, the assigned strike team identifier is retained.** The new strike team leader's name should be placed on a white personnel resource status card and noted on the existing strike team resource status card along with the time and date the personnel change was made. The relieved strike team leader's resource status card is transferred appropriately in the resource locator showing current status (e.g., available or O/S). Other personnel changes would be noted on the individual resource status cards.

Incident-Formed Task Forces

- The formation of a task force on the incident can be done by the operations or planning sections. When a task force is formed on the incident, a task force number is requested from the resources unit, which is responsible for assigning all incident task force numbers. Numbers are sequentially assigned, beginning with the number one for strike teams and/or task forces. Incident-formed task forces use the name of the incident as part of the identification. For example, "Sunset Task Force #3." Note: the kind and type codes do not apply to task forces (see Figure 26)

Figure 26—Resource Identification Portion Of Resource Status Card For Incident-Formed Task Force

Agency	ST	TF	Kind	Type	I.D. No.
Sunset	TF				3

- Individual resource status cards for incident-formed task forces are collected and the unit numbers are recorded on the front of the miscellaneous equipment/task force resource status card. This new resource status card is differentiated by **blotting out the left tab** with a black felt pen (see Figure 26). A white personnel resource status card is also filled out for the task force leader.

- The resources unit will maintain a separate list of incident-formed strike teams and task forces showing the strike teams'/task forces' number, leader, and identifiers of individual resources. This list is provided to the incident communications center and operations personnel so the newly formed strike team/task force can be identified. This list is updated as new strike teams/task forces are created or disbanded.

- When individual resource status cards are combined into a task force, the information should be noted on each individual resource status card by recording the task force number in the "REMARKS" block. These individual resource status cards are then attached to the task force resource status card.

- When the task force is disbanded or demobed, the task force's resource status card is kept and filed with the documentation unit and the individual resource status cards are again used to track the individual resource.

- Figure 27 shows the resource status card format for a task force assembled at the incident composed of three Type 2 engines from Los Angeles County (LAC) and a Type 1 crew under the direction of Task Force Leader Scott of LAC.

Figure 27—Example Of Resource Status Card For Incident-Formed Task Force

Blacked-out left tab indicates task force

Task Force consists of three Type 2 engines and a Type 1 crew

AGENCY	ST/TF	KIND	TYPE	I.D. NO.
Sunset	TF			3

ORDER/REQUEST NO.

DATE/TIME CHECK IN

HOME BASE

DEPARTURE POINT

LEADER NAME: Scott - LAC

RESOURCE I.D. NO.S/NAMES:
LAC E2, 66
LAC E2, 84
LAC E2, 55
LAC C, 1

DESTINATION POINT

REMARKS: STL Scott relieved STL Burner on 9/1 2100

INCIDENT LOCATION: DIV F — TIME: 9/2 0600

STATUS: [✓] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE

ICS 219-8 (Rev. 4/82) MISC. EQUIP./TASK FORCE

Front

AGENCY	ST/TF	KIND	TYPE	I.D. NO./NAME
Sunset	TF			3

INCIDENT LOCATION: DIV C — TIME: 9/4 2000

STATUS: [✓] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Moved TF from DIV F to DIV C for mop-up

INCIDENT LOCATION: Task Force Disbanded — TIME: 9/6 2030

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE: Task Force resources returned to single resource status - Sunset TF #3 retired

INCIDENT LOCATION — TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE

INCIDENT LOCATION — TIME

STATUS: [ ] ASSIGNED [ ] O/S REST [ ] O/S PERS. [ ] AVAILABLE [ ] O/S MECH [ ] ETR

NOTE

Back

UPDATING RESOURCE LOCATOR DISPLAYS

The status/check-in recorder may be required to update the resource locator display.

- One of the primary functions of the resources unit is to supply the incident command and general staff information about the resources assigned to the incident.
- The situation unit leader relies on the resources unit to provide information about the type and number of resources currently assigned to the incident for preparation of ICS Form 209, Incident Status Summary.
- The resource unit leader must track and provide up-to-date information on resource status relating to assignments and availability.
- To maintain current and accurate records on assigned resources, the resource unit utilizes information from several sources:
    - ICS Form 211, Check-In List, provides information on resources that checked-in.
    - ICS Form 210, Status Change Card, provides information of status changes on resources occurring on the incident during the operational period.
    - ICS Form 215, Operational Planning Worksheet, provides information on resources available and needed to carry out required operational work assignments.
    - ICS Form 203, Organization Assignment List, provides names of personnel assigned to unit leader positions and above.
    - ICS Form 204, Division Assignment List, provides names of resources and types of equipment assigned to a specific division or group on the incident.
    - ICS Form 220, Air Operations Summary Worksheet, provides number, type, location, and specific assignments for aircraft on the incident.
    - ICS Form 207, Incident Organization Chart, provides names of personnel responsible for managing positions listed on the chart.
    - Unit Organization Chart, if available, provides all names of personnel assigned to positions within each unit.

- Division/Group supervisors, ground support unit, agency dispatch center, communications center, message center operator; and staging area, camp, base, and helibase managers provide personnel and equipment data on new arrivals reporting to these locations.

- Dependent on procedures established per incident, updates and revisions of Resource Locators occur by moving resource status cards to reflect the current location of the assigned resources as described below:

  - after each Planning/Strategy Meeting which documents the incident resources work assignments on ICS Form 215, Operational Planning Worksheet the Resource Locator needs updating.

    Example:

    Prior to the Planning/Strategy Meeting the current work assignments for the day operational period on 7/29/95 are shown on ICS Form 215, Operational Planning Worksheet (see Figure 28). The corresponding Resource Locator for the same operational period is shown in Figure 29.

    After the Planning/Strategy Meeting the proposed work assignments for the day operational period on 7/30/95 are shown on ICS Form 215, Operational Planning Worksheet (see Figure 30) which moves T.O. #21 Handcrew and FOBS Finn from Division A to Division B and Group E (with two type 2 Engine Strike Teams) is added. The corresponding updated Resource Locator for the same operational period is shown in Figure 31 which moves T.O. #21 Handcrew and FOBS Finn from Division A to Division B and Group E (with two type 2 Engine Strike Teams) is added.

  - after development of each completed Incident Action Plan (IAP) utilizing the appropriate forms (e.g., ICS Forms 203, 204, 220) the Resource Locator is then updated to reflect the work assignments these forms indicate.

  - after each operational period briefing, changes, additions, or deletions are documented as a corrected IAP, and are reflected in the updated Resource Locator to document this information.

  - after notification from other sources identifying changes relating to resource location and/or status (e.g., ICS Form 210, General Message) update the Resource Locator as necessary to reflect these changes.

- as part of the incident demobilization process the Resource Status Cards are removed from the Resource Locator and given to the documentation unit to be filed in the final Incident Package.

Figure 28—ICS Form 215, Operational Planning Worksheet For 7/29/95

OPERATIONAL PLANNING WORK SHEET

1. INCIDENT NAME	2. DATE PREPARED 7/28/95	3. OPERATIONAL PERIOD
SHOVEL	TIME PREPARED 2000	7/29/95 0600 - 1900

4. DIVISION OR OTHER LOCATION	5. WORK ASSIGNMENTS	6. RESOURCES BY TYPE (SHOW STRIKE TEAM AS ST) RESOURCE	TYPE	Engines	Water Tenders	Hand Crews	Dozers	Helicopters	Air Tankers	OTHER	7. REPORTING LOCATION	8. REQUESTED ARRIVAL TIME
A Shank	IMPROVE & HOLD LINE SOUTH TO SADDLE ON SAMANIEGO RIDGE	REQ				1 2 3				1 STL 1 SOFR 2FOBS	DP#1	0700
		HAVE				3					DP#1	1900
		NEED				0						
B Riepe	CONSTRUCT & HOLD LINE ON RIDGE SOUTHERN FLANK INTO ROMERO CANYON	REQ				1				1 SOFR	DP#2	0700
		HAVE				1					DP#2	1900
		NEED				0						
		REQ										
		HAVE										
		NEED										
		REQ										
		HAVE										
		NEED										
		REQ										
		HAVE										
		NEED										
	SPECIAL INSTRUCTIONS - LOOK OUT FOR SLOP OVERS INTO CDO CANYON.	REQ										
		HAVE										
		NEED										
		REQ										
		HAVE										
		NEED										
		REQ										
		HAVE										
		NEED										
	9. TOTAL RESOURCES REQUIRED	SINGLE RESOURCES / STRIKE TEAMS				1 / 3				10. PREPARED BY (NAME AND POSITION)		
	TOTAL RESOURCES ON HAND					1 / 3						
215 ICS 9-86	TOTAL RESOURCES NEEDED					0 / 0						

NFES 1338

Figure 29—Resource Locator For 7/29/95

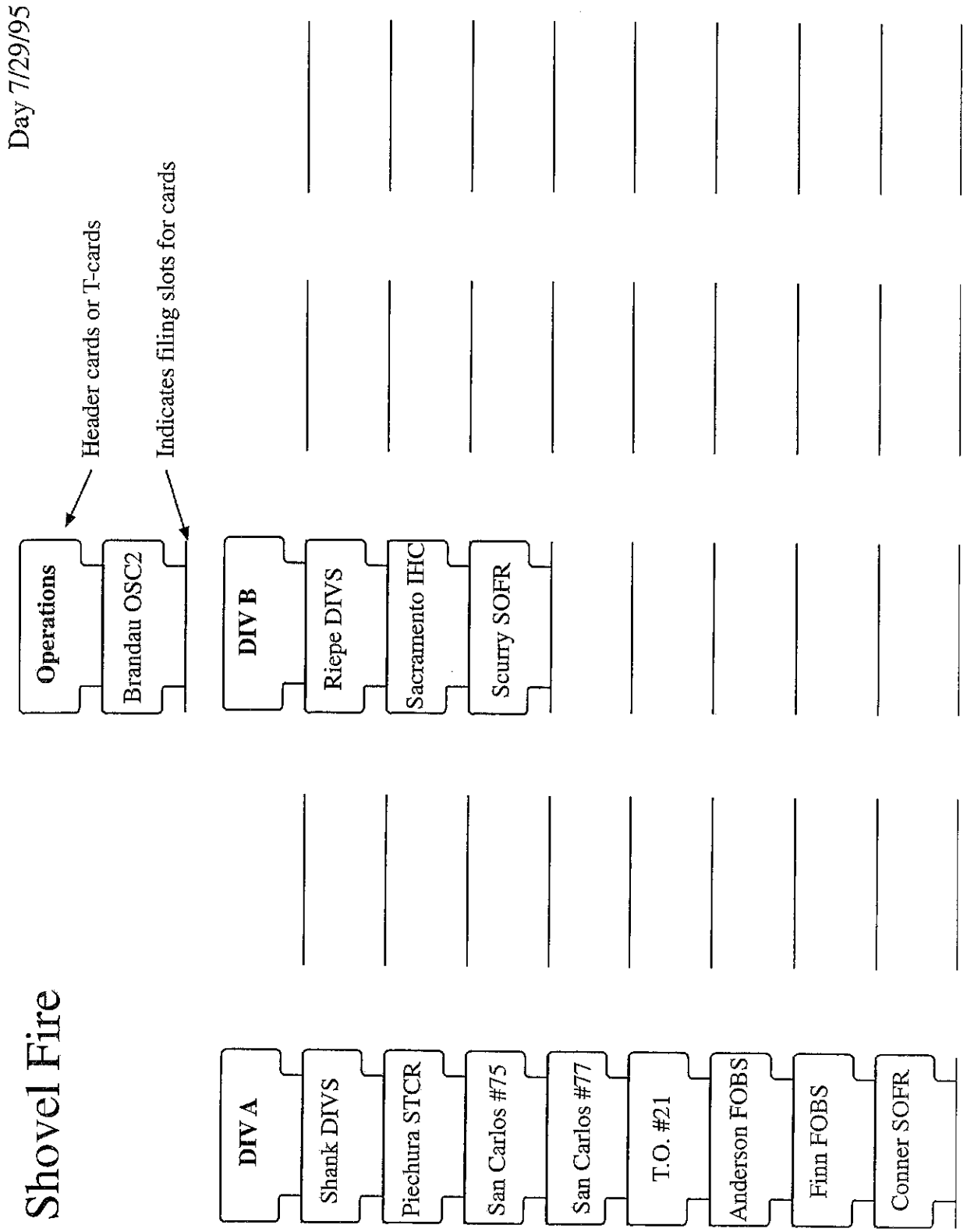


Figure 30—ICS Form 215, Operational Planning Worksheet For 7/30/95

OPERATIONAL PLANNING WORK SHEET

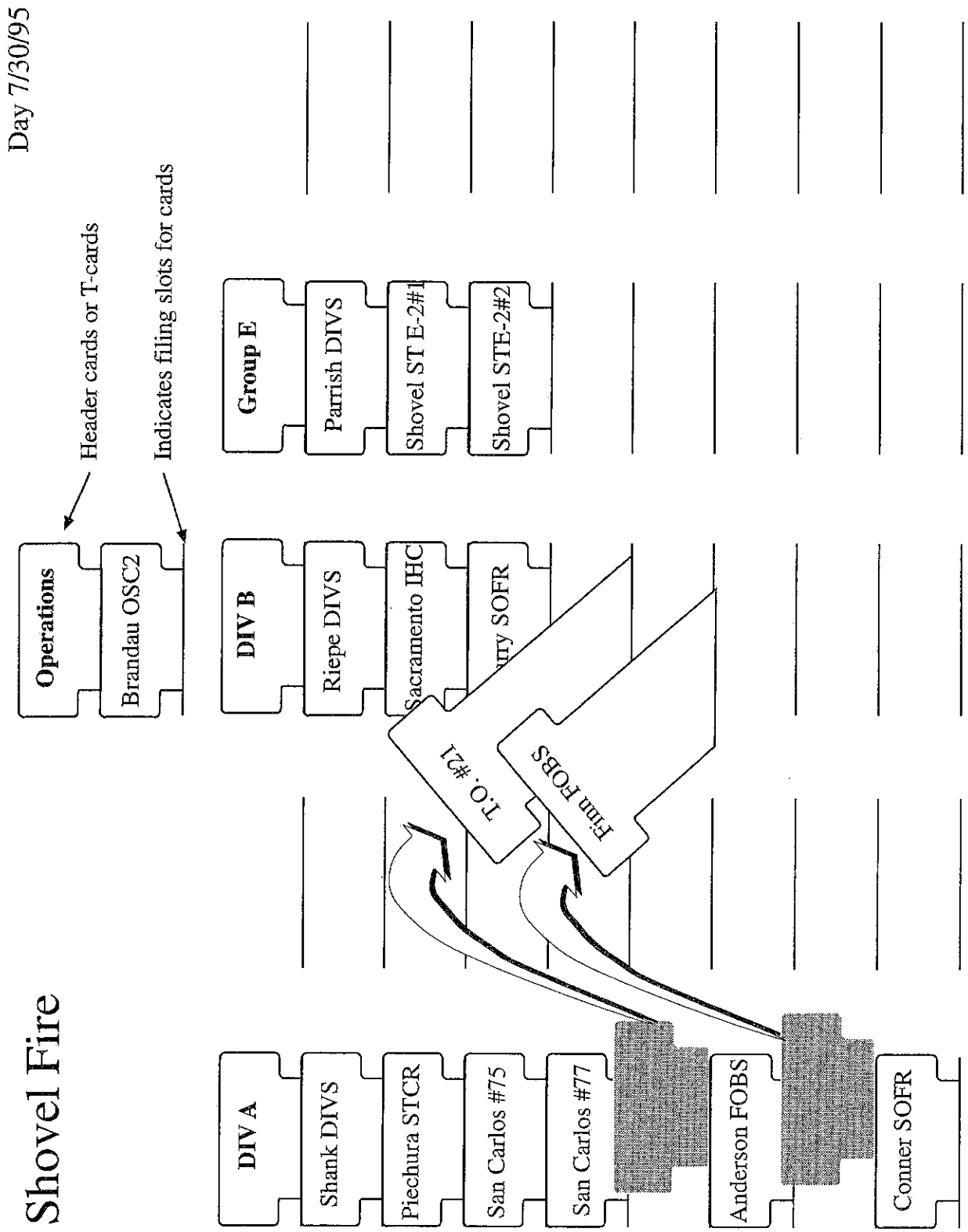
1. INCIDENT NAME: SHOVEL
2. DATE PREPARED: 7/29/95 — TIME PREPARED: 2000
3. OPERATIONAL PERIOD: 7/30/95 0600 - 1900

4. DIVISION OR OTHER LOCATION	5. WORK ASSIGNMENTS	6. RESOURCE (RESOURCES BY TYPE (SHOW STRIKE TEAM AS ST))	Engines	Water Tenders	Hand Crews	Dozers	Helicopters	Air Tankers	OTHER	7. REPORTING LOCATION	8. REQUESTED ARRIVAL TIME
		TYPE	2		1 2						
A Shank	HOLD RIDGE AT SADDLE IMPROVE LINE	REQ			2				1 STL 1 SOFR 1 FOBS	DP#1	0700
		HAVE			2					DP#1	1900
		NEED			0						
B Riepe	H.S. COMPLETE LINE TO H-2 TYPE II CREW TO FOLLOW H.S. AND IMPROVE LINE	REQ			1 1				1 SOFR 1 FOBS	DP#2	0700
		HAVE			1 1					DP#2	1900
		NEED			0 0						
GROUP E Parrish	STRUCTURE PROTECTION AT RADAR SITE.	REQ	2							R. SITE	0700
		HAVE	2							R . SITE	1900
		NEED	0								
		REQ									
		HAVE									
		NEED									
		REQ									
		HAVE									
		NEED									
	- DRIVE SLOW, LOOKOUT FOR BEARS - ENGINES TO STAY AT RADAR SITE AFTER SHIFT	REQ									
		HAVE									
		NEED									
		REQ									
		HAVE									
		NEED									
	9. TOTAL RESOURCES REQUIRED (SINGLE RESOURCES / STRIKE TEAMS)		2		1 3						
	TOTAL RESOURCES ON HAND		2		1 3						
215 ICS 9-86	TOTAL RESOURCES NEEDED		0		0 0						

10. PREPARED BY (NAME AND POSITION)

NFES 1338

Figure 31—Resource Locator For 7/30/95



INCIDENT INFORMATION TRACKING

KEEPING CURRENT STATUS

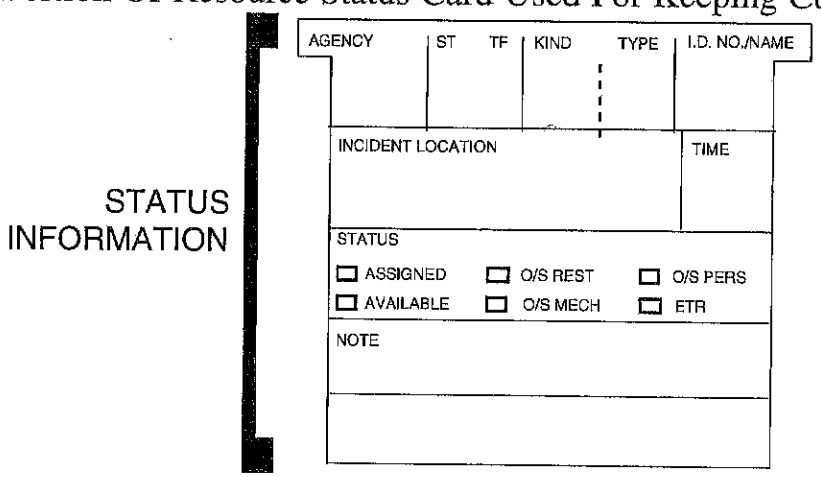
The status/check-in recorder may be required to update the incident information on assigned resources:

- Resource status cards are the primary method to track resource incident information. They should be filed by assigned location and updated as required.

- The initial status of an individual resource may be obtained from ICS Form 211, Check-in List; ICS Form 201, Incident Briefing; or from historical documents, e.g., Incident Action Plans (IAPs) relating to the incident.

- The change in status of an individual resource may occur at any time during the incident. The resource status card provides spaces for recording current status, as well as status changes, for that resource. Figure 32 shows the portion of the resource status card used for status keeping.

Figure 32—Portion Of Resource Status Card Used For Keeping Current Status



- The information to be recorded in this section is as follows:

  - Incident Location:

    The location on the incident where the resource is presently located (e.g., Division B, incident base, staging area, helibase).

- Time:

  The time and date the resource reported to that location/assignment.

- Status:

  Although there are several items listed, there are only three general status categories. A resource is either considered assigned, available, or out-of-service. The additional items identify more specifically why a resource is out-of-service. For example:

  O/S Rest, out-of-service for rest
  O/S Mech, out-of-service for mechanical reasons
  O/S Pers, out-of-service for personnel reasons

  The ETR space is used for recording estimated date and time of return for out-of-service resources if this information is available.

  NOTE: Use this space to document additional information pertinent to that resource or its status. Example: Can be reached at Diddy Wells Forest Fire Station (916) 243-1905.

- Sources for obtaining change in resource status include ICS Form 210, Status Change Card, ICS Form 213, General Message Form, and or direct communication with other incident personnel. The Status Change Card is designed to supply the resources unit with sufficient information to record the change in status of a given resource (see Figure 33).

  - The status change card is used by the communications unit to record status change information received on resources assigned to the incident.

  - The form is completed by radio/telephone operators who receive status change information from individual resources, task forces, strike teams, and division/group supervisors. Status information could also be reported by staging area and helibase managers, and fixed-wing facilities.

  - The ICS Form 210, Status Change Card, is a two-part form. The original is given to the resources unit and the second (pink) copy is retained by the communications unit.

Figure 33—ICS Form 210, Status Change Card

Resource Identification: CA-CDF Engine 6581

Status Block: indicates that the engine is now out of service for mechanical reasons with an estimated return time of 2200 hours.

Location Block: advises you that this resource has left Div B and is in the base for repair.

The time this notification was made was1820 hours.

DESIGNATOR
NAME/I.D. NO. CA-CDF F-3 6581

STATUS

☐ ASSIGNED ☐ AVAILABLE ☐ O/S REST
☒ O/S MECHANICAL ☐ O/S PERSONNEL
2200 ETR (O/S = OUT OF SERVICE)

FROM	LOCATION	TO
✓	DIVISION B	
	STAGING AREA	
	BASE/ICP	✓
	CAMP	
	ENROUTE	ETA
	HOME AGENCY	

MESSAGE

TIME 1820 RESTAT PROCESS ☐

ICS STATUS CHANGE CARD
FORM
210

ORDERED RESOURCES

Based on direction from the resources unit leader the status/check-in recorder may establish communications with the ordering manager, supply unit leader or expanded dispatch and agree on a process to notify the resources unit when ordered resources have been confirmed. This may be on an as-confirmed basis, hourly or daily, and may be via runner with written message, telephone, radio or E-Mail. The information desired may be name, ETA, filled or killed, substitutions, etc. The objective is to stay reasonably current on the status of ordered resources so that plans for their utilization can be accurately made by the ordering unit.

KEEPING STATUS ON TRANSPORTATION AND SUPPORT VEHICLES

- Transportation and support vehicles such as buses, tenders, transports, pickups, sedans, utility vehicles, graders, and tow trucks are administratively assigned to the ground support unit. The ground support unit maintains an inventory of all these vehicles by identifying and recording description information on ICS Form 218, Support Vehicle Inventory Form (see Figure 34).

- Copies of the forms are provided to the resources unit by ground support personnel.

- The resources unit maintains status information on all transportation and support vehicles on the incident by recording the following identification information on the miscellaneous equipment/task force (buff) resource status card (see Figure 35).

  - Type of vehicle (bus, sedan, etc.)

  - ID. No. (only for vehicles)

  - Amplifying information such as size (e.g., 1-ton, 50-passenger, etc.)

- Request for status of support vehicles will be received by the resources unit. Requests for support vehicles will go directly to the ground support unit. When this occurs, the ground support unit must inform the resources unit of its actions; thus, the resources unit can maintain current status of all resources.

- The ground support unit will inform the resources unit when out-of-service vehicles are again available.

SUPPORT VEHICLE INVENTORY
(USE SEPARATE SHEET FOR EACH VEHICLE CATEGORY)

1. INCIDENT NAME: Crest
2. DATE PREPARED: 8/21/96
3. TIME PREPARED: 1000

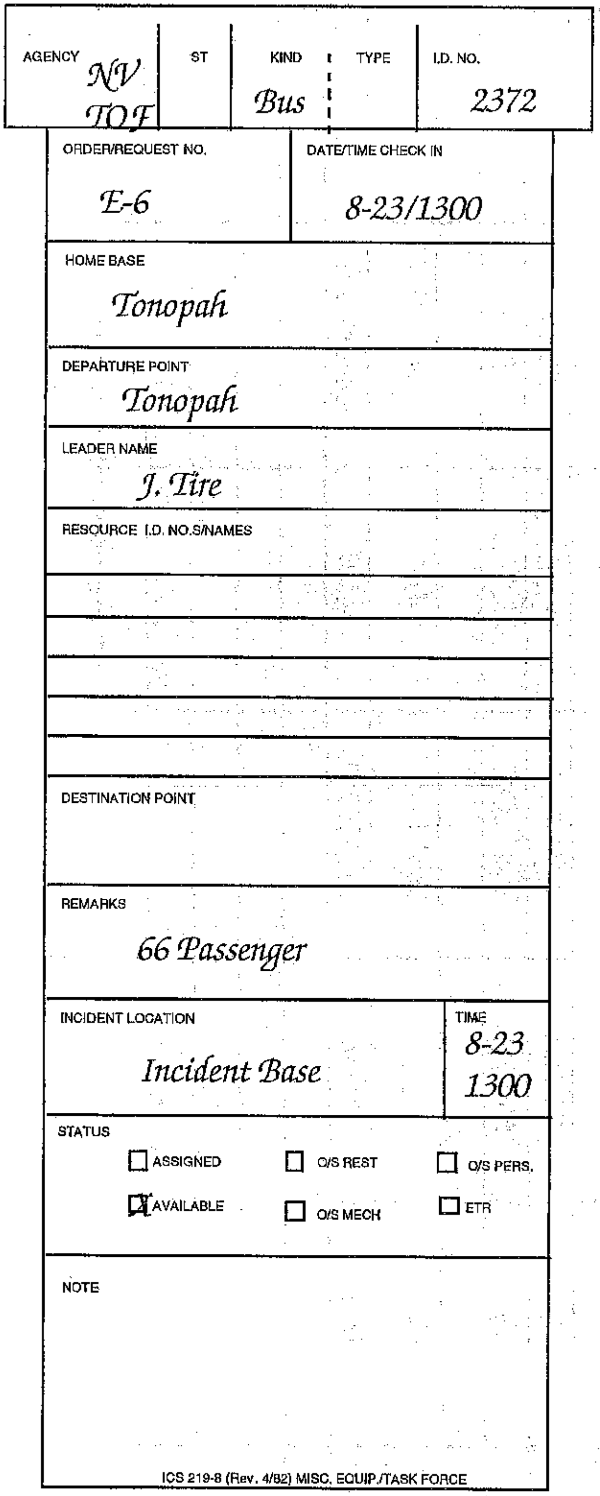
VEHICLE INFORMATION

a. TYPE	b. MAKE	c. CAPACITY/SIZE	d. AGENCY/OWNER	e. I.D. NO.	f. LOCATION	g. RELEASE TIME
Stakeside	Chevy	1 1/2 Ton	NV-BMD	1614	Base	
Stakeside	Ford	2 1/2 Ton	NV-CCD	6358	Base	
Pick up	Dodge	1/2 Ton	UT-CCD	6741	Base	
Pick up	Ford	3/4 Ton	UT-CCD	301	Cajon Staging	
Pick up	Chevy	3/4 Ton	NV-FLR	602	Base	
Water Tender	INT	3000 Gal	ID-BOF	10	Base	
Bus	INT	20 Pass.	NV-TOF	2330	Base	
Bus	INT	66 Pass.	NV-TOF	2372	Base	
Motor Grader	Cat	—	NV-WID	410	Cleghorn T.T.	
Dozer Tender	Ford	1 Ton	NV-WID	4310	Cleghorn T.T.	

218 ICS 8-78 | PAGE 1 | 5. PREPARED BY (GROUND SUPPORT UNIT): G. Otto

Figure 34—Example Of ICS Form 218, Support Vehicle Inventory

Figure 35—Example Of Miscellaneous Equipment Recorded On ICS Form 219-8, Miscellaneous Equipment/Task Force Resource Status Card



AGENCY	ST	KIND	TYPE	I.D. NO.
NV TOF		Bus		2372

ORDER/REQUEST NO.	DATE/TIME CHECK IN
E-6	8-23/1300

HOME BASE Tonopah

DEPARTURE POINT Tonopah

LEADER NAME J. Tire

RESOURCE I.D. NO.S/NAMES

DESTINATION POINT

REMARKS 66 Passenger

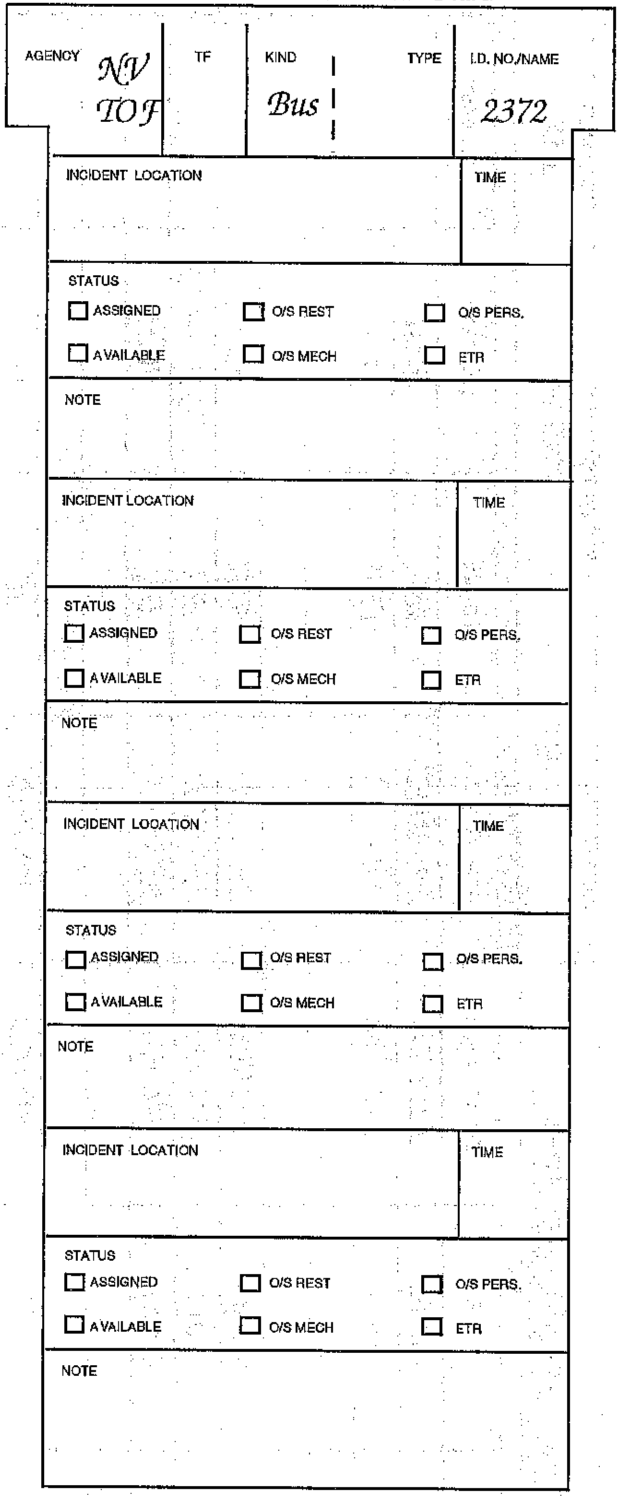
INCIDENT LOCATION	TIME
Incident Base	8-23 1300

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☒ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-8 (Rev. 4/82) MISC. EQUIP./TASK FORCE

Front



AGENCY	TF	KIND	TYPE	I.D. NO./NAME
NV TOF		Bus		2372

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

Back

KEEPING STATUS OF UNASSIGNED PERSONNEL RESOURCES

- The resources unit maintains the status of all personnel without an incident assignment. The recommended method for maintaining status is to use personnel (white) resource status cards.

- Initial information on unassigned personnel may be received by the communications unit on ICS Form 210, Status Change Cards or ICS Form 211, Check-in Lists received from the staging area, base, camp, helibase manager, and resources unit. Status change cards, and check-in lists are the most common sources. However, it may be necessary to obtain this information through direct communications with other incident personnel.

- File resource status cards in resource locator by location (e.g., base, camp) and within location by qualification.

- When individuals are assigned, remove their resource status cards and record the assignment, date and time, and place the resource status card in the appropriate location.

- The resource status card provides spaces for recording current status, as well as status changes, for that resource.

PLANNING AND PREPARING FOR DEMOBILIZATION

Based on direction from the resources unit leader the status/check-in recorder may assist the demobilization unit leader in activities necessary to plan and prepare for the demobilization effort, such as:

- setting up the physical needs of the demobilization unit (e.g., telephone extension(s), desks, information center, bulletin board(s), public address system, FAX machine, identifying transportation pick-up points, etc.).

- grouping resources by similar characteristics (e.g., final destination, home state, logical travel routes, shared transportation means, common excess times, etc.).

- preparing ICS Form 221, Demobilization Checkout for each resource with as much information as is known at the time, and filing in alphabetical or sequential order by request number.

- collecting demobilization plan information (e.g., telephone numbers of ICP, expanded dispatch, radio frequencies for travel check-in purposes, local offices to contact en route if an emergency arises, restricted travel information for wide loads, staging center location and contact information, moving hazardous materials, etc.).

- collating grouped information into logical lists that display tentative releases by date, time, location, travel method, etc.

- transferring approved and scheduled resource departure information onto bulletin board displays, announcing via public address system or searching out and personally contacting resources to notify them of release plans.

RESOURCE CHECK-OUT

Based on direction from the resources unit leader you may assist the demobilization unit leader in activities necessary in checking out resources, such as:

- staffing the demobilization desk and providing completed ICS 221, Demobilization Checkout forms to released resources along with specific instructions regarding contact points at the ICP or incident base to complete the check-out process.

- interviewing resources having their own transportation to document estimated time of departure, estimated stops en route and estimated time of arrival at home unit so that the home agency dispatcher can be notified.

- confirming travel information for resources not having their own transportation, such as type of travel, connecting travel types and times, estimated time of departure, estimated time of arrival, etc.

- informing resources of any travel concerns or restrictions such as arriving at the destination before a certain time of day, not driving more than a certain number of hours, maintaining an awake passenger to keep the driver alert, mandatory rest breaks and/or check-in calls, need for sack lunches etc.

- documenting actual time of departure and collecting completed ICS Forms 221, Demobilization Checkout.

- notifying the resources unit, expanded dispatch and the resource's home unit of actual time of departure, travel method and times and estimated time of arrival at home base by the communication method requested by the demobilization unit leader.

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Notes

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