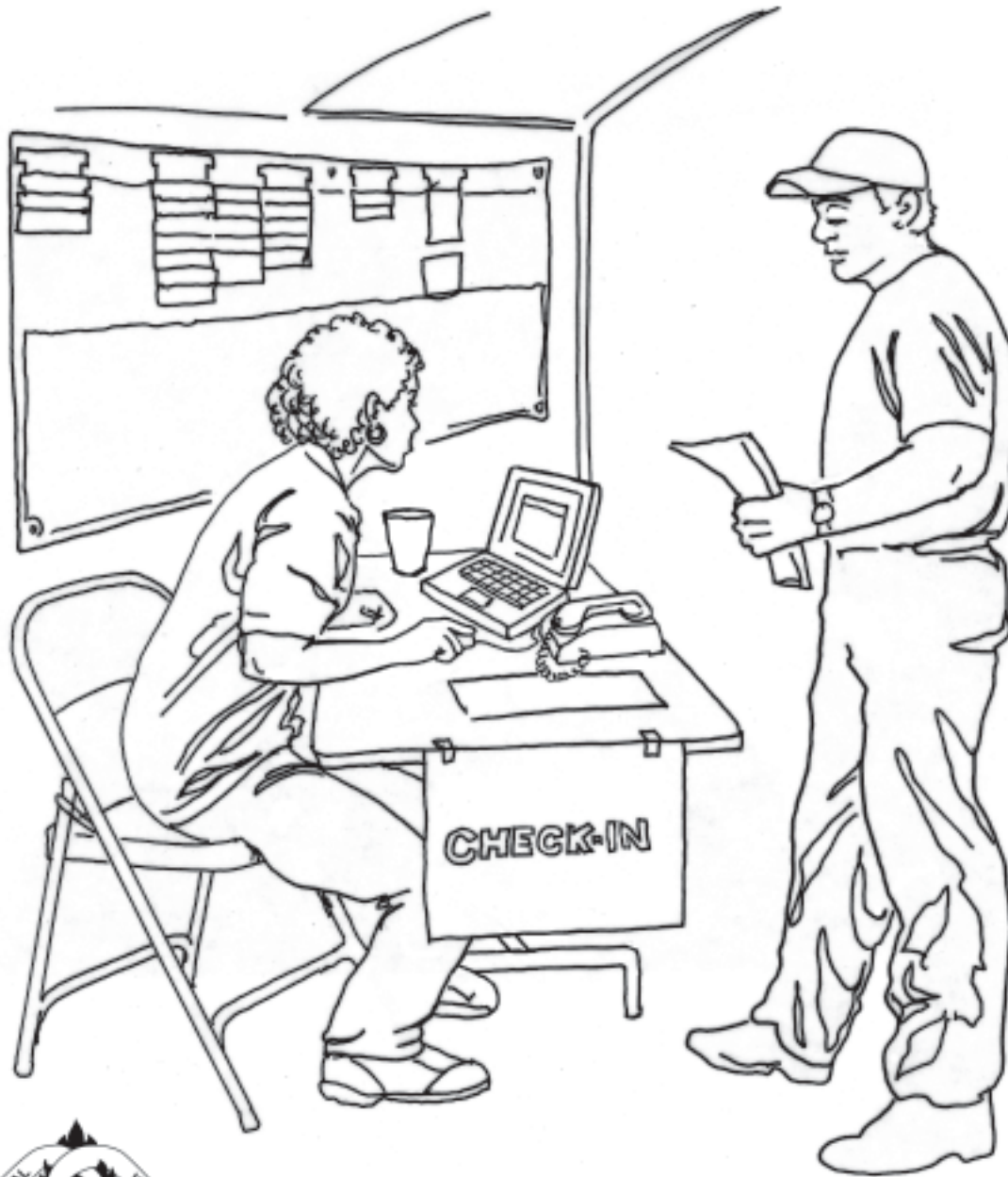


Status/Check-In Recorder S-248



NFES 2835

Student Workbook
FEBRUARY, 2006



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

This product is part of an established NWCG curriculum. It meets the COURSE DEVELOPMENT AND FORMAT STANDARDS – Sixth Edition, 2003 and has received a technical review and a professional edit.


Member NWCG and Training Working Team Liaison


Chairperson, Training Working Team

Date February 28, 2006

Date 2/17/06

OK RL (name)
2-28-06

Status/Check-In Recorder

S- 248

Student Workbook

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NFES 2835

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Comments regarding the content of this publication should be directed to:
National Interagency Fire Center, Fire Training, 3833 S. Development Ave., Boise, Idaho 83705.
E-mail: nwgc_standards@nifc.blm.gov.

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Order NFES 2835.

PREFACE

Status/Check-In Recorder, S-248, is a suggested training course in the National Wildfire Coordinating Group (NWCG), Wildland and Prescribed Fire Curriculum. This course was developed by an interagency group of experts with direction and guidance from the National Interagency Fire Center (NIFC), Fire Training Group under authority of the NWCG. The primary participants in this development effort were:

Irene Burkholder, Humbolt-Toiyabe National Forests, Nevada

Robbin Ekman, Sierra National Forest, California

Kathryn Engel, Dept. of Natural Resources & Conservation, Montana

Shari Miller, Okanogan-Wenatchee National Forests, Washington

Mike Morgen, National Technology Application Unit, NIFC

Kelly Phillips, Silverton Volunteer Fire Department, Colorado

Sue Hickman, Editorial Assistant, NIFC Fire Training

Barbara Peterson, Illustrator, NIFC Fire Training

Tim Blake, Project Leader, NIFC Fire Training

The NWCG appreciates the efforts of these personnel, and all those who have contributed to the development of this training product.

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Unit 0 – Introduction

OBJECTIVES:

During this unit, the instructor will:

1. Introduce the instructors and students.
2. Discuss the schedule of events/agenda.
3. Present the course objectives.
4. Introduce the course and course materials.
5. Explain the evaluation process.

I. INTRODUCTIONS

II. ADMINISTRATIVE INFORMATION

III. COURSE OBJECTIVES

The intent of this course is to introduce students to the tools and techniques used to perform the job of Status/Check-In Recorder. It offers a glimpse into a day in the life of a SCKN.

The course provides an overview of what a student can expect if they were dispatched to an incident.

The desired outcome of this course is to prepare students to:

- Set up and manage a check-in station.
- Process information using incident automation software and other paper based methods.
- Package the information into useful products.
- Assist with demobilization.

Basically, there are three phases to this course:

- Checking yourself in at an incident and getting situated.
- Checking in everyone else on the incident.
- Preparing for and assisting in the demobilization process.

IV. COURSE DESIGN

The course design is based on the tasks in the Position Task Book (PTB) for Status/Check-In Recorder.

The course design emphasizes the use of computer software to check in resources and create useful reports.

Technology is continually changing, and each incident may be different, so the intent is ***NOT*** to teach a specific software program, but to expose students to database management concepts and the value of automation when it comes time to produce outputs.

V. STUDENT PERFORMANCE

There is an open book final exam at the end of this course. Students may use their workbooks and any other reference material used during the class.

Students must obtain 70% or higher on the final to receive a certificate of completion for this course. The final should take approximately one hour to complete.

VI. COURSE EVALUATION

Students will be afforded the opportunity to evaluate the instructors and the course using the evaluation form.

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Unit 1 – Status/Check-In Recorder Position Overview

- OBJECTIVE:** Upon completion of this unit, the student will be able to:
- Describe the roles, responsibilities, and qualifications of the Status/Check-In Recorder.

I. ROLES, RESPONSIBILITIES, AND QUALIFICATIONS OF THE SCKN AT AN INCIDENT

- A. The entry-level position in the Planning Section is the Status/Check-In Recorder.

Today's successful SCKN is more than a clerk or data entry operator. He/She will function as an integral member of the Planning Section and should be:

- Methodical
- Detailed
- Accurate

Each time you are dispatched to any incident as a trainee, take and review your Position Task Book (PTB).

- Ensure PTB tasks are only signed off by fully qualified Status/Check-In Recorders. Qualified Resource Unit Leaders, Demobilization Unit Leaders, and Planning Section Chiefs automatically maintain their SCKN qualification and can sign off tasks.
- Request an Incident Performance Appraisal (personnel evaluation) before you leave each training assignment.
- All tasks must be signed off one or more times until an evaluator recommends certification.
- Submit the completed PTB to your Agency Training Officer for final certification.

B. The Big Picture – The Status/Check-In Recorder’s relationship to the positions in the Incident Command System (ICS).

The information the SCKN gathers flows to and affects all other functional areas in the Incident Command System.

Check-in information you collect affects every aspect of the incident organization.

- Logistical planning for meals, transportation, housing, and other support functions
- Public and agency information
- Emergency contact information
- Personnel and equipment timekeeping
- Operational planning and staffing
- Demobilization

With all other functional sections relying upon information collected and tracked by the SCKNs and the Resources Unit, information that is missing or inaccurate may contribute to:

-
-
-
-

- C. The Smaller Picture – The Status/Check-In Recorder’s role in relationship to other positions in the Planning Section.

Organizationally, the SCKN position is in the Resources Unit of the Planning Section. Status/Check-In Recorders usually report to the Resources Unit Leader (RESL), but may report to the Planning Section Chief (PSC1/PSC2) at smaller incidents, and may be asked to assist the Demobilization Unit Leader (DMOB) as needed.

1. The SCKN helps the Resources Unit accomplish its mission by:
 - a. Tracking
 - b. Preparing and maintaining forms, charts, displays, and lists.
 - c. Maintaining the master file of check-in information.

All records (paper and electronic), generated by an incident are legal documents and will be included in the Final Incident Documentation Package.

2. Who else does the Status/Check-In Recorder ultimately work for?
 -
 -
 -
 -
 -

II. CHECKING IN – A SAFETY ISSUE

As the initial information gathering point and point of contact for all incoming resources, the SCKN is a “Gatekeeper” for the incident.

The SCKN should identify any of the following problems and bring them to the attention of their supervisor:

- Language barriers
- Lack of qualifications
- Fatigue/work-rest issues
- Not assigned to the incident/“smoke-chasing”

A. The Error Chain (Swiss Cheese) Model:

James Reason, a psychology professor from the University of Manchester in Great Britain, offers an innovative framework for thinking about human error called the Swiss Cheese Model.

Dr. Reason points out that errors occur at all levels of an organization.

When errors at different levels of the organization align with each other, a weakness at one level can contribute to or worsen an error at a lower level.

When these errors line up, producing a set of aligned holes through the organization, an accident can occur. This set of aligned holes or errors is known as an *error chain*.

The SCKN probably has the most control over the second slice of cheese, “Preconditions for Unsafe Acts.”

B. Preconditions for Unsafe Acts has Two Categories:

1. Substandard conditions of operators – Mental fatigue; adverse physiological states such as physical or mental limitations.
2. Substandard practices – A lack of personal readiness such as being unqualified for the position.

As a SCKN, you can help break the error chain by bringing these situations to the attention of your supervisor.

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Unit 2 – Mobilization Process

- OBJECTIVES:** Upon completion of this unit, the student will be able to:
1. Given an incident call-up/dispatch, list at least three critical items to include in a SCKN kit.
 2. List at least three pieces of information found on an incident Resource Order form.
 3. List three documents to bring when you mobilize.

I. INCIDENT ENVIRONMENT

Possible camp environment concerns – what to expect:

- Sleeping conditions
- Working conditions
- Personal hygiene
- Length of assignment
- Work shift
- Availability of services
- Weather conditions

II. PERSONAL PACK AND SCKN WORK KIT – WHAT TO INCLUDE

A. Personal Items

B. Status/Check-In Recorder Kit

- ICS 211, Check-In List
- ICS 219, Resource Status Cards
- Current three-letter unit identifier, NFES 2080, PMS 931
- Current position codes

- Jet port identifiers
- Waterproof pen
- Office supplies
- NWCG Fireline Handbook, PMS 410-1
- SF-245, Manifest, Passenger/Cargo (located at www.gsa.gov)

In addition, consider the following:

- Scissors (**don't** pack in carry on bag!)
- Tape
- Binder rings
- T-card rack
- Colored dots
- 3-hole punch
- Stapler
- Permanent markers
- Thumb drive/memory stick

III. DOCUMENTS TO BRING TO AN INCIDENT

Everyone should bring the following three documents to an incident:

A. Resource Order (ICS 259-13)

1. A Resource Order form is used to request and record resources (people, equipment, and supplies) needed by an incident.

Your Resource Order verifies that you or your equipment has officially been requested and hired to fill a specific position at a specific incident.

[illegible]

ICS 259-13

2. Resource Order information:

- Incident name
- Incident order number
- Office reference code (charge code)
- Location information
- Radio frequencies
- Request number for resource requested
- Position code
- Date and time resource was ordered and is needed at incident
- Remarks and special notes/actions taken
- Home Agency/Unit ID
- Resource assigned

Your resource order is your marching paper – don't leave home without it!

B. Incident Qualifications and Certification System Card ("Red Card") or Equivalent

Don't leave home without it!

C. Government-issued Photo ID

- Driver's license
- Agency ID
- Passport

IV. PRE AND POST DISPATCH PROCEDURES

Before being dispatched to an incident, create and maintain a good relationship with your Dispatch Center.

Check in periodically and notify them if your availability changes. When being dispatched, stop by and pick up your Resource Order or have it faxed to you.

If your travel to or from the incident requires an overnight stay, notify your dispatch center of your travel plans and where you plan to stay.

Resources that stay in touch with their dispatch centers can also usually be reached if a reassignment becomes available.

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Unit 3 – Arrival at the Incident –
Locating, Organizing, and Maintaining a Check-in Station

OBJECTIVES: Upon completion of this unit, the student will be able to:

1. List three activities the SCKN should do upon arrival at the incident.
2. List three key pieces of information the SCKN needs to obtain from their briefing with their incident supervisor.
3. List three considerations for where to locate check-in stations.
4. List three sources of supply for the SCKN.

I. UPON ARRIVAL AT THE INCIDENT

A. Find the Check-in Station and Check in to the Incident

1. Present three documents at check-in:
 - Resource Order
 - Qualifications card or equivalent document
 - Government/State issued identification

As a SCKN, you will be asking resources for these same items.

2. Proceed to Finance to start timekeeping records.
3. If required, obtain ID badge.

B. Obtain a Briefing from Incident Supervisor (RESL/PSC)

1. Establish chain of command.
 - Who will evaluate and sign time.
 - Who you can accept work requests from.
2. Location of Resources Unit.
3. Location of all check-in stations.
4. Method of transferring check-in information to RESL.
5. General layout of ICP/camp/base.
6. Hours of operation and work schedule.

7. Work expectations and standards, including recurring deadlines and meeting times.

-
-
-
-

8. Customer service and work ethic.

Keep in mind that incoming resources may be tired, hungry, etc. The SCKN can be helpful in familiarizing resources with the incident by providing them with a camp map and clear instructions regarding where to find services (finance, etc.).

9. Current status of incident situation.

- Expected duration
- Incoming/out-going resource flow levels

10. Special instructions.

- Bear country
- Handouts/maps
- Assigned areas for overhead parking/sleeping

C. Become Situated and Oriented

This is for your personal benefit and to direct others later as they check in to the incident. To be effective at their job, the SCKN must take care of their own needs before they can help take care of others. Determine:

- Sleeping area
- Meal and shower times
- Layout of camp
- Location of other sections/units
- Off limits/restricted areas, quiet areas
- Meeting areas, bulletin board locations

II. LOCATING A CHECK-IN STATION

A. Location, Location, Location

1. If possible, position the check-in station near the flow of traffic and entrance of ICP/base/camp.
2. Identified by a highly visible sign to easily direct resources to check-in.
 - Make signs or obtain from sign kit (kit in Mobile Cache).
 - Post signs at visible locations.
3. Protected from weather/environmental conditions such as sun, wind, rain, and excessive noise.
4. Located to facilitate communication electronically or face-to-face with RESL and other database users.

B. Special Situations

1. Split or spike camps
2. Helibases
3. Lack of communication capabilities (computer connectivity, printer, copier, phone, fax) to transfer data hardcopy or electronically.

You may need to locate the check-in station away from the conveniences of main camp and RESL/others who you share data with – be flexible!

III. ORGANIZING AND MAINTAINING THE CHECK-IN STATION

A. Obtaining Supplies and Equipment

1. SCKN Kit should have sufficient supplies to initiate check-in operations.
2. Plans Kit
3. Supply Unit:
 - Table(s)
 - Chair(s)
 - Office equipment and supplies to organize blank forms and gathered data (accordion folders, paper trays/organizers, clipboards, binders, 3-hole punch, stapler, pencils, etc.).
4. Order supplies using procedures established by RESL/PSC (consolidated section order approved by RESL using General Message form).

5. Anticipate needs for duration of incident and re-order supplies as needed using established procedures.

- Describe items on orders completely.
- Orders need to be properly coordinated/approved in section.

B. Organize Workspace for an Efficient Check-in Process

1. Provide easy ingress/egress.
2. Provide for overflow waiting area.
3. Minimize impact to other units in the section due to noise/traffic flow.
4. Weigh advantages/disadvantages of co-location with Resources Unit in terms of information transfer.
5. Consider advantages/disadvantage of co-location with Demobilization Unit in terms of demobilization assistance to be provided and customer service.

C. Establish and maintain check-in station operation hours within the timeframes set by the RESL and to meet anticipated customer need.

Secure records and equipment as directed by RESL at the end of shift, as necessary.

It is possible the work area may need to be locked when not staffed.

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Unit 4 – Required Check-in Information

- OBJECTIVES:** Upon completion of this unit, the student will be able to:
1. Conduct a complete check-in interview.
 2. Request and review at least two critical documents required for check-in.
 3. Complete a Check-In List (ICS 211) and CIAS form.
 4. Utilize standard reference materials to verify position codes, unit identifiers, and jetport codes.

I. CONDUCTING A CHECK-IN INTERVIEW

The SCKN performs two tasks while checking in a resource:

- Interviewing the resource to obtain information.
- Documenting the information in the appropriate format.

There are many formats available and can differ between incident management teams. Some use the ICS 211 Check-In List, some use the CIAS (currently IRSS/ITS) form, and some use customized forms. It is also possible that the information is entered directly into the computer and no forms are filled out.

EXERCISE: CHECK-IN INTERVIEW

Two instructors will role play an interview using the sample check-in interview script. Refer to the sample check-in interview script on page 4.7 and follow along.

EXERCISE: DOCUMENTATION

Refer to the instructions for processing the ICS 211 on page 4.15 and on the reference CD. Refer to page 4.29 for a review of the field names spreadsheet.

EXERCISE: GATHERING AND DOCUMENTING INTERVIEW INFORMATION

Students will pair up. One interviews the other to gather necessary information and documents using the CIAS check-in form on page 4.37. When the first interview is done, students will switch roles and practice interviewing using the ICS 211.

Although the forms may vary, it is critical that the SCKN gathers information consistently, follows the incident data standards, and the data is recorded legibly and entered accurately. Garbage in – garbage out!

It is important to ask for the resource order and incident qualification card. These documents contain most of the information the SCKN needs to know.

It is also important to identify trainees. This information is very helpful to the Training Specialist (or Plans Chief if TNSP is not assigned) for running reports and tracking the trainees on the incident.

II. TROUBLESHOOTING

If your new resource does not have the proper documentation or information, consider the following sources of information:

- Consult Resource Unit Leader (RESL) for direction
- Ordering
- Dispatch
- Other sections/units
- Home unit

If you aren't sure or don't understand – ask first. It is much easier to get good answers while the person is there, than trying to hunt down the information later.

Once the check-in process is completed, direct the new resource to the following (and give them a camp map, if available):

- The Finance Section to get their personnel time and/or equipment time started.
- The Facilities Unit so they can get their living arrangements set up.
- Their functional unit to find their supervisor.

III. USING THE REFERENCE CD

Reference materials on the CD include:

- Unit Identifiers
- Position Codes (kind code)
- Jetport Codes

The Reference CD should open automatically to the Digital Information Toolkit screen; however, on some computers the auto execute function has been disabled. **If the CD does not open, double click on the SCKN_Reference_CD.htm file and it will execute.**

Use the back arrow on your browser while navigating through the CD.

EXERCISE: UNIT IDENTIFIERS

Complete the unit identifiers exercise on page 4.39 using the reference material on the CD.

III. INCIDENT DATA STANDARDS

For the purpose of this course, Incident Data Standard (IDS) is defined as an incident management team document that addresses consistent data collection through specific guidelines and conventions.

Example of variation:

- Sula T3 ENG #1017
- T3 Sula Eng #1017
- T3 ENG Sula #1017

- Bitterroot IHC
- HC1 Bitterroot IHC
- C10 HC1 Bitterroot IHC
- C10 HC1 Bitterroot

It is more important to have everyone using the same incident data standard than the standard itself. This standard must be communicated to incoming teams.

CHECK-IN INTERVIEW EXERCISE

Sample Check-In Interview Script

IRSS/ITS Check-In Form

Remember, the Team you work for may have you ask for more information, etc. Confirm how the questions should be asked. TAKE YOUR TIME. BE METHODICAL, CONSISTENT, AND FLEXIBLE! As always, IF IN DOUBT, ask your supervisor for assistance. Do Not Assume!

“Hi. Welcome to the _____ incident.”

☐ Fill in the Check-In Location.

“May I see your Resource Order and Qualifications Card please?”

☐ Fill in the Request Number “O-XXXX”

For Overhead Resources:

“Is this the correct spelling of your name?” Make sure you note their LEGAL name or their name as it appears on their government-issued photo ID, even if that spelling is wrong, since that is how airline tickets will be issued and what airport security will check.

We can always list them in the database under their nickname/middle name, but somewhere on their check-in information we should have a reference to their legal name.

☐ Fill in first and last name LEGIBLY. If resource has a common name or has traveled by AIR, ask to see driver’s license or other government issued ID to confirm spelling, add middle initial, etc. Some teams will ask that you make a photocopy of the driver’s license if the resource traveled by commercial air so the demobilization unit leader will not have to confirm questionable or unusual spellings before making travel arrangements.

For Crew and Equipment Resources:

“What is the name of your crew or equipment?”

- ☐ Fill in the name/number. Note: Often the crew or equipment will take on the name of their company or home unit. It is VERY IMPORTANT in planning and operations that each crew/equipment be identifiable.

Many of the equipment operators will give you a number for the piece of equipment like “Engine 1046.” Crews may also distinguish themselves with a number, but many don’t. So, if there are several “Perez crews” and/or more hand crews from the same contractor are expected at the incident, you may need to assign them a unique number or letter like “Perez #1” and “Perez #2.”

Remember, this is part of their NAME and probably won’t be the same as their request number, like “C-1” or “C-2.”

“What agency do you work for?”

- ☐ Note which agency the resource works for (BIA, BLM, FS, NPS, State, FWS, NWS, FEMA, Private, County, etc.)

“Are you a regular agency employee or a casual “AD” employee?”

AD = Administratively Determined. These employees are temporary employees hired for a specific incident under specific conditions. (Note: Although AD’s may not be regular agency employees, they ARE agency-affiliated because they’re hired and work temporarily for that agency on that incident).

“Are you a private contractor?” This may be a privately contracted person, crew, or equipment with or without operator. Equipment usually will arrive with an Emergency Equipment Rental Agreement (EERA packet) that can be used to verify information and check them into an incident. If they don’t have appropriate documentation (resource order or EERA packet), they may not actually be assigned to the incident. Check with your supervisor.

“S T/F S/T”

- ☐ Circle or note the appropriate configuration. Almost all resources will come as Single Resources, but on occasion a Task Force of Equipment or a Strike Team of engines, other equipment, or crews will be dispatched. Remember, true Task Forces and Strike Teams will arrive together, must be utilized on the incident together, and must be demobilized together.

“Date/Time Check-In”

- ☐ Note the actual date and time you are checking them in. Use military time.

“What is the name of your crew or equipment’s leader?” (crew superintendent, crew boss, engine boss, etc.)

- ☐ Confirm name spellings. Many teams like to also have you note cell-phone numbers for leaders in case the incident needs to contact the crew/equipment with emergency messages, reassignment information, etc.

“How many people are rostered with your crew/equipment?”

- ☐ Ask to see the crew manifest. Verify that all of the personnel listed are still with the crew and no substitutions have been made. Do not include bus drivers, since they usually will have to check in as a separate equipment resource, BUT do make a notation on the check-in sheet cross-referencing the bus driver’s name and “E #” with the crew and vice versa. Identify trainees.

“What is your Home Unit Identifier?”

- ☐ List the Home Unit Identifier (state-unit). You can often find this on their Qualifications “Red” card or resource order. If in doubt, VERIFY the abbreviation using the Unit Identifier reference guide and/or the CIAS database. Often, forests or units are merged and a new position code is created. WRITE OUT the name of the home unit when in doubt.

“City and State and Airport”

- ☐ Depending upon team protocol, this may either be the resource’s home unit or base station City and State or the resource’s residence City and State. Ask what city the resource lives in. This may be different from their JetPort or their Home Unit/work or duty station. You should note if the resource lives significantly far from his/her home base and/or JetPort/Airport as it may influence demobilization arrangements.

Note: Airports can be quite small landing strips. Therefore, the correct terminology is JetPort because those sites are large enough and have runways long enough to accommodate most commercial craft.

“What Method(s) of Travel did you use to arrive at the incident?”

- ☐ AOV = Agency Owned Vehicle
- ☐ POV = Privately Owned Vehicle
- ☐ AIR = Flew by air (charter or commercial)
- ☐ AIR/REN = Flew by air, then rented a vehicle
- ☐ AIR/GS = Flew by air, then picked up by incident Ground Support unit
- ☐ REN = Rented a vehicle and drove in to incident
- ☐ PAS = Passenger with someone else in AOV/POV/REN/BUS
- ☐ BUS = Usually for drivers of a bus. The crew the bus and driver are transporting will be PAS
- ☐ GS = Ground Support from the incident or home unit transported the resource to the incident

NOTE: To assist with the demobilization process, make special note of resources telling you they already have a round-trip airline ticket, need ground support transportation all the way back to their home unit (not just local transport to the airport, etc.) or that they were a passenger with another resource and may have to be demobilized when the other resource is demobilized.

- ☐ If they brought a vehicle, try to get some kind of description and a license number or door number. This helps Logistics and Operations keep track of vehicles that may look similar. “They’re all Bluebird Bus company busses, but which one is which and which crew is being transported in which bus?”

“What is your Incident Assignment?”

- ☐ Using the proper ICS position code, confirm and record the position (KindCode) from the Resource Order

Check Qualifications “Red” Card:

- ☐ List all other qualifications found on the Qualifications Card. Operations and Planning will need this information as operational needs change, when requests are made for reassignments to other incidents, and to provide training opportunities when appropriate.
- ☐ Look at the Qualifications Card and confirm that the resource is qualified for the position he/she was ordered for (or trainee if applicable) and that the card is for the current year (they are renewed annually).
- ☐ Check with your supervisor regarding team protocols regarding Qualifications Cards.

“Are you an EMT?”

- ☐ You can ask this regardless of whether the resource is filling an Emergency Medical Technician (EMT) position or not and this may already have been covered when listing “other qualifications.”
- ☐ If the resource is filling any EMT position, they must bring their EMT National Registry card with them. You will need to make a copy of this card. Unless the EMT is from the local area, the Safety Officer will need to have a copy of his/her National Registry Card to apply for a temporary license for that resource to practice their level of medicine during the incident in that state.

BLS = Basic Life Support
EMT-Basic (EMTB)

ALS = Advanced Life Support
EMT-Intermediate (EMTI)
EMT-Paramedic (EMTP)

Line Medics are EMT's who are line qualified and have passed the appropriate physical fitness requirements.

Camp Medics are EMT's who will work in camp to support personnel assigned to the incident.

IMS = Incident Medical System

MEDL = Medical Unit Leader

“Last Day Off” - This terminology is being modified by most teams as it can be confusing.

This is actually a misnomer. Depending upon check-in date/time and team protocols, determine the 1st day of work on assignment. Remember, this may be a date from the previous incident the resource just traveled from.

- ☐ Determine the date before the 1st day on initial assignment (which has in the past also been known as the Last R&R Date or Last Day Off and may equal the Mobe Date). This date will be used to calculate the 14th day or “Last Shift/Operational Period On Assignment”

“Did you come to this incident directly from another incident?” Yes/No

- ☐ If yes, **“What was the incident name/number and your resource order #?”**
Also, **“Did you go to that incident directly from another incident?”**
(Note: Occasionally, when there are a lot of incidents close to each other, resources may be reassigned from incident to incident.)

- ☐ If applicable, list the information (travel, rest, on another assignment, etc.). This information is especially important to resource tracking because it will be used to determine the resource's length of assignment and last operational shift date.

EMERGENCY INFORMATION

Some teams will have the Status/Check-In Recorder take emergency contact information, while others will have the Finance Section record this information. Check with your supervisor for the appropriate team protocol for that incident.

STANDARD FORM 245 (6/77) Prescribed by USDA FSM 5716 USDI MP9400.518		PASSENGER AND CARGO MANIFEST Boise IHC			NO. OF PASSENGERS ON THIS PAGE 20		PAGE 1 OF 1	
ORDERING UNIT CO-COS		PROJECT NAME TREE FIRE			PROJECT NO. CO-COS-0003			
NAME OF CARRIER		MODE OF TRANS & ID NO. A741826 – BUGGIE A-851781- BUGGIE A-812642- 4X4 FORD PU A-526427 – 4X4 CHEVY SUBURBAN			PILOT OR DRIVER			
CHIEF OF PARTY Jesse Tisino		REPORT TO: Tree Fire Incident Base			IF DELAYED CONTACT NICC 208-389-2400			
DEPARTURE		INTERMEDIATE STOPS			DESTINATION			
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE		
Boise, ID	8/9 0600				8/9 1600	Tree Fire Incident Base Fort Collins, CO		
PASSENGER AND/OR CARGO NAME		M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE		HOME UNIT	
1.	Jesse Tisino	M	185	55	CRWB		ID-BOF (all)	
2.	Johnny Jones	M	243	55	FFT2			
3.	Fred Mertz	M	135	55	FFT2			
4.	Penny Cook	F	145	55	FFT2			
5.	Sally Rietz	F	135	55	FFT2			
6.	Tyrone Brown	M	165	55	FFT2			
7.	Richard Rodriquez	M	200	55	FFT2			
8.	Jose Villaneuve	M	167	55	FFT1			
9.	Tony Chin	M	140	55	FFT2			
10.	Roger Torez	M	135	55	FFT2			
11.	Mac Sanchez	M	243	55	FFT2			
12.	Susie Campbell	F	200	55	FFT2			
13.	Megan Christy	F	123	55	FFT2			
14.	Mike Yee	M	170	55	CRWB (t)			
15.	Mica Goldstein	F	155	55	FFT2			
16.	Mohamed Smith	M	255	55	FFT2			
17.	Jon Johnson	M	176	55	FFT2			
18.	Toy Kim	F	110	55	FFT1			
19.	Yuk Yee	M	150	55	FFT2			
20.	Robert Stoprunning	M	167	55	FFT2			
21.	Saw Pack			50				
22.	Saw Pack			50				
SIGNATURE OF AUTHORIZED REPRESENTATIVE						DATE 8/9/20XX		

CHIEF OF PARTY COPY

INSTRUCTIONS FOR RECORDING AND PROCESSING ICS 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 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 Resource Unit Leader's preference, check-in information may be recorded in slightly different ways on ICS 211, Check-In List, and there are some different formats of the form available. The Resources Unit Leader should establish procedures for completing ICS 211, Check-In List.

Some options are:

- ICS 211, Check-In List, NFES #1335, is an 8½ by 14 inch, single page form. Use as many forms or pages as needed to check-in resources.

An option is to use a separate ICS 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 211, Check-In List, NFES #1509, is an 8½ by 11 inch booklet of forms. The booklet provides forms for recording the separate categories of resources. The forms are color coded to match the color of the corresponding ICS 219, Resource Status Cards (resources status cards will be covered later).

The Status/Check-In Recorder should record all the data available for each resource on ICS 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 211.

Figure 3—ICS 211, Check-In List

CHECK-IN LIST				1. Incident Name Example		2. Check-In Location (complete all that apply)						3. Date/Time 8/1/XX 1300			
						<input checked="" type="checkbox"/> Base		<input type="checkbox"/> Camp	<input type="checkbox"/> Staging Area	<input type="checkbox"/> ICP Restat	<input type="checkbox"/> Helibase				
CHECK-IN INFORMATION															
4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:				5. Order/Request Number	6. Date/Time Check-In	7. Leader's Name	8. Total No. Personnel	9. Modified Yes No	10. Crew or Individual's Weight	11. Home Base	12. Departure Point	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Sent to RESTAT Time/hl
Agency	Single	Kind	Type	ID. No/Name											
ID-PAF				W. Nomex	O-13	08/02 1630				Council	McCall	Air	FBAN	DIVS	8/2 1650
CA-ANF				K. Metcalf	O-8	08/02 1640				Glendora	Glendora	Sedan A-365187	ICT2	GAS	8/2 1650
AZ-FTA				F. Shelter	O-16	08/02 1645				Whiteriver	Phoenix	Air	PSC2	RESL	8/2 1710
UT-SLD				D. Hardhat	O-27	08/02 1645				Salt Lake	Salt Lake	Air	SCKN	DIVS	8/2 1710
CA-RRU				B. Lord	O-7	08/02 1700				Rancho Mirage	Perris	4x4 ¾ T PU 6212	DIVS	BCMG	8/2 1710
CA-BDU		D	2	6175	E-5	08/02 1715				San Bernardino	Same	Transport			8/2 1750
UT-WCF		C	1	Logan	C-2	08/02 1715		X	4,720	Logan	Shovel Incident	2 crew carriers 1 pickup		A-741826 A-651781 A-812642	8/2 1750
CA-BDU		E	2	1472	E-16	08/02 1730		X		San Bernardino	Same	Engine		Diesel	8/2 1750
ID-PAF		H	3	155X	A-4	08/02 2000		X		Krassel	McCall	Air			
17. Page 1 of 1				18. Prepared By (Name And Position) Use Back for Remarks or Comments <i>John Clearwater, SCKN</i>											
ICS 211				NFES 1509											

7/30

7/31

8/1

8/1

7/21

7/27

7/21

7/25

7/30

INSTRUCTIONS FOR COMPLETING ICS 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, located at www.nifc.gov/nicc/index.htm) from which the resource was dispatched preceded by the two-letter state abbreviation (examples: ID-PAF, CA-ANF, UT-SLD). See Figure 4 for a listing of the two-letter state abbreviations to be used.

The form doesn't provide adequate space in the agency column to include the two-letter state abbreviation. A suggested method is to record the two-letter state abbreviation in the left hand margin of the form outside the agency column (see Figure 5).

Figure 4—Two-Letter 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). At 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 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
D – Dozer
C – Handcrew
WT – Water Tender
H – Helicopter
TP – Tractor Plow

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, and helicopter 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 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	S T	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, such as 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 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.

Figure 7—Resource Order Form

[illegible]

<u>Block No:</u>	<u>Block Subject:</u>
Block 8	<p><u>TOTAL NO. PERSONNEL:</u></p> <p>The total number of personnel assigned to the resource.</p>
Block 9	<p><u>MANIFEST:</u></p> <p>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.</p>
Block 10	<p><u>CREW WEIGHT OR INDIVIDUAL WEIGHT (AIR TRANSPORTED PERSONNEL ONLY):</u></p> <p>When resources are on manifest, write the crew's total weight or person's weight in this column.</p>
Block 11	<p><u>HOME BASE:</u></p> <p>The home base of the resource (home unit, home office, duty station, company office.)</p>
Block 12	<p><u>DEPARTURE POINT:</u></p> <p>Location of initial dispatch from home base and where the resource should return. The departure point may be different than the home base.</p>
Block 13	<p><u>METHOD OF TRAVEL:</u></p> <p>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.</p>
Block 14	<p><u>INCIDENT ASSIGNMENT:</u></p> <p>The incident assignment for which the resource has been ordered (Division/Group Supervisor (DIVS), Situation Unit Leader (SITL), etc.). Use the position code. Leave blank if incident assignment is unknown.</p>

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 <u>20</u>		PAGE <u>1</u> OF <u>1</u>	
ORDERING UNIT CA-BDU-590 (C-2)			PROJECT NAME CARP			PROJECT NO.			
NAME OF CARRIER Sierra Pacific			MODE OF TRANSPORTATION & I.D. NO. Boeing 737 N703S			PILOT OR DRIVER S. Brown			
CHIEF OF PARTY Jesse Tisino Mormon Lake Hotshots			REPORT TO: Carp Incident Base			IF DELAYED, CONTACT 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 <i>Peter B. Ivans</i> Total Weight 4706								DATE <i>8/21/20XX</i>	

Block No:**Block Subject:**

Block 15

OTHER QUALIFICATIONS:

For personnel resources, list position code 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 RESOURCES/TIME INT:

This column is used when the SCKN 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 RESOURCES TIME/INT.
DIVS	OSC2	9/12 1300 DR
ATGS	ASGS, AOB	9/12 1300 DR
RESL	SITL, PSC2	9/12 1300 DR

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

S-248 Field Names Spreadsheet

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
INCIDENT NAME	Self-explanatory	Carp Fire Hurricane Charley Recovery	Resource Order		
INCIDENT ORDER NUMBER	Resource order forms are used to document the mobilization and demobilization of incident resources. The Order number reflects the requesting Unit ID. It includes the two-letter state abbreviation followed by the three-letter Unit ID followed by a locally assigned number.	ID-BOF-0138	Resource Order – Look at resource order and validate resource was ordered for the incident.	Fire Number	This is the fire number; identified by the state, home Unit ID, and a locally-assigned number.
CHARGE CODE	This accounting code is established by dispatch. It is the code agencies charge for the fire.	P54381 (FS) PP4381 (NPS) PD4381 (BLM)	Resource Order Finance	Accounting Code Job Code 'P' Code	This is the code to charge for your pay.
CHECK-IN LOCATION	Record the physical place where check-in is located (ICP, camp, staging area, or helibase). Record the name of camp/staging area/helibase.	Base Spike Camp Staging Area Helibase			
REQUEST NUMBER	Resource Orders – group resources by kind (Overhead (O), Crews (C), Equipment (E), Aircraft (A), and Supplies (S). Requests for each resource kind are numbered sequentially and preceded by the resource kind letter. Each resource will be assigned a unique request number.	C-1 (for the first crew ordered) O-1 (for the first overhead ordered, etc.) O-1.1, O-1.2, etc., for Team orders E-25 A-2	Resource Order Logistics, Supply Unit	Ops RESL Ordering Dispatch	Very critical; used to track resources on IAP, required for electronic database; cannot be duplicated. Also used by Demobilization.

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
CONTRACTED (ONLY IN IRSS)	Click on for resources that are not employees of a public agency, such as those employed under an EERA or contract.			Do you work for a private company or yourself? Have you been hired under a contract or EERA?	Contractors are paid differently from agency resources, even though hired through a public agency. Important to Finance.
NAMING					
INDIVIDUAL PERSONNEL	Record person's name (include full first and last name); always check spelling, even on basic names.	Richard Smith Richard 'Rick' Smith	Quals Card (Red Card or equivalent) Resource Order Gov't-issued photo ID		Must have correct spelling of <u>legal</u> name (as appears on gov't-issued ID); DMOB-important for air travel or emergency demob process. IAP Finance
CREWS / EQUIPMENT	Record the identification number and/or name assigned to resource by its home unit or dispatching agency.	Boise IHC San Carlos #58 ENG # 414 L&L Dozer	Resource Order Crew Manifest		IAP Finance
AIR	Record the tail #. For an exclusive use aircraft, this will also include the helicopter module.	HG64AP	ASGS ATGS Resource Order Manifest	What is the aircraft call sign (last 3 digits of tail #)?	Cost Accounting IAP Finance
AGENCY IDENTIFIER	Record the identifier for the agency the resource is representing.	BLM/FS/DOW/BIA/ DOD/State/County/ City/NPS. AD (use the sponsoring agency).	Quals Card (Red Card or equivalent) Resource Order	What agency do you work for? For ADs, which agency hired you?	209 Incident Status Summary National Situation Report Finance

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
SINGLE, S/T, T/F	Record/choose "S" for single resource, "S/T" for Strike Team, or "T/F" Task Force to indicate how the resource was ordered (is configured).	ST #9610	Resource Order - if ordered in that configuration.	Were you ordered as a Strike Team or Task Force, or was your S/T or T/F formed at the incident? (Must determine the identification number or name/operator or crew boss/number of personnel on each/ home unit, etc.)	IAP DMOB
DATE/TIME CHECK-IN	Record Date (month, day, year) and Time (military) of day the resource is checked-in.				Finance
LEADER NAME	Whenever a resource has a designated leader, enter his/her full name.		Quals Card Manifest		IAP
TOTAL NUMBER OF PERSONNEL	Record the total number of personnel assigned to the resource. These numbers will vary by resource kind.	Crew – 20 Engine – 3 Single Resource – 1			IAP ICS 209 Meal count
HOME UNIT IDENTIFIER	Record the three-letter identifier for the agency from which the resource was dispatched preceded by the two-letter state abbreviation.	ID-BOF (ID/Boise National Forest) ID-IFD (ID/Upper Snake River District BLM) NM-ZUA (NM/Zuni BIA) MT-GNP (MT/Glacier National Park)	Quals Card Resource Order Unit Identifiers, NFES # 2080 Figure #, Two-Letter State Abbreviations CIAS – User's Guide Appendix	Tip: If their agency ID is FS - their home unit ID would end in 'F' - forest/BLM end in 'D' - district / BIA end in 'A' - agency, NPS end in 'P' - park, etc. Tip: Write out and use the Home Unit, in case there are questions later.	Cost Accounting DMOB Emergency Contact
DEMOB CITY / STATE (DEPARTURE POINT)	Record the city/state to which the resource should return.			What city/state do you live or work in?	DMOB

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
METHOD OF TRAVEL	Record the method of travel to the incident. As appropriate, give the type and equipment number of vehicle or jetport code (three-letter designator).	A/R – air and rental AIR AOV – agency owned vehicle BUS PAS – passenger POV – privately-owned vehicle REN – rental	SCKN Kit – Jetport Codes CIAS – User’s Guide Appendix	How did you get to the incident? If a rental: Who is responsible for the rental? Where was it picked-up? Is the drop-off the same location? Record license plate (state and number) in vehicle ID field. Do you have a federal travel card? If resource is a passenger, find out with whom. Arrived by air / incident provided transportation from airport (air/gs).	DMOB - very critical information, especially for air travel. The more information you can get at check-in will make the demob process more efficient.
JETPORT CODES	Each jetport has a three letter identifier. This is where the resource will be flown home to when released.	Boise, ID – BOI Washington/Dulles – IAD	SCKN Kit – Jetport Codes	Write down the airport name if you cannot find the jetport code, or, if the resource gives you the wrong jetport codes, it can be double-checked.	DMOB
KIND COLUMN	Resources are grouped by kind, designated by a letter(s):	E – Engine C – Crew D – Dozer WT/WAT – Water Tender/Truck LB – lowboy	Fireline Handbook		

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
TYPE COLUMN	Record the type of crew, engine, dozer, water tender, tractor plow, helicopter, or air tanker. Type indicates the capabilities of a resource kind, such as engine capacity, dozer horsepower.	Type 1 Hot Shot Crew, HC1 Type 2 IA Hand Crew, HC2 D3 – Type 3 Dozer ENG4 – Type 4 Engine	Fireline Handbook, Appendix A Incident Response Pocket Guide (IRPG)	How many gallons does your water tender hold?	Operations Logistics IAP Finance
KIND/POSITION CODE (INCIDENT ASSIGNMENT)	The incident assignment for which the resource has been ordered. Use the four-letter position codes. Be sure to note if resource is a Trainee, "T."	DIVS – Division Supervisor SCKN – Status/Check-In Recorder RESL(T) – Resource Unit Leader Trainee	SCKN Kit – Position Code List CIAS – User's Guide Appendix		Cost accounting Finance RESL OPS
TRAINEE			"Red Card"	Is the resource a Trainee? Did they bring their task book?	
OTHER QUALS	For personnel resources, list position codes for other Incident Command System (ICS) qualifications from their qualification card. Use the four-letter Position Codes. Be sure to note if resource is a Trainee, "T."	EMTB	"Red Card"	Ask resource if they want their quals listed – they may not want to perform as another position. EMT – ask for copy of national registry card.	Assist planning/ops in case there is a critical need for a certain position. Assist DMOB for reassignment opportunities. Finance

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
LENGTH OF ASSIGNMENT	<p>Identify length of tour of duty/1st day on assignment. Time of check-in will determine if today counts as an incident day. If checking-in AND working, today is day one the tour of duty. If checking-in and NOT working, today is a travel day and tomorrow will count as 1st day on assignment.</p>			<p>You will use this information to calculate the length of tour of duty – as defined by the MOB Guide/IBMH.</p> <p>Tip: Be consistent with data collection.</p> <p>Is today the first day of your 14?</p> <p>Were you re-assigned from another incident? You will want to record the name and request number from the previous incident.</p> <p>If yes, what was the date of your first day on that assignment?</p>	<p>Work/Rest Ratio Tour of Duty</p> <p>Verify with the incoming resource when they check in. Today is your first shift; your last operational shift will be 07/14 and you will travel on 07/15. This will help clear up any confusion in the DMOB scheduling.</p>
VEHICLE ID	Record agency number, unit number license plate number, etc.	(Crew Bus) – Boeing 737 #703S (Rental) – ID XZ5321 (AOV) –	Manifest Rental Agreement	<p>Length of assignment – excluding travel?</p> <p>How many days did your home unit authorize your assignment to be?</p> <p>What was your mobilization date? (Be careful with travel days.)</p>	Ground Support DMOB

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
CELL PHONE NUMBER	Record any contact information (cell phone/pager number) the resource has, in case of emergency contact.				RESL OPS DMOB Emergency Contact
EMERGENCY CONTACT INFORMATION					
NOTES/REMARKS	Use this to record any additional pertinent information such as O/H resources traveling together, contract or EERA number, alternate jetport for demobilization, etc. Remember, this is your chance to gather the necessary information.	Transport E-8 is with Dozer E-9			
MANIFEST	Get a copy of the current crew manifest.			Ask if it is correct and current; have there been any changes/replacements/additions?	
CREW WEIGHT	When resources are on a manifest, record the crew's total weight or person's weight.		Crew Manifest		
SPECIAL ITEMS FOR EQUIPMENT					
FOAM CAPACITY	YES / NO				
CAFS	YES / NO				

FIELD NAMES	EXPLANATION	EXAMPLE	WHERE TO FIND INFORMATION	QUESTIONS/TIPS TO GET THE RIGHT ANSWER	USES
WATER TENDERS	GALLON CAPACITY POTABLE OR NON-POTABLE WATER SUPPLY WITH OR WITHOUT A SPRAY BAR				
MISC EQUIPMENT	SKIDGEN / SPECIALIZED EQUIPMENT				
LIGHTS/NIGHT OPERATION					
RELIEF OPERATOR/ DOUBLE SHIFTED					
4-WHEEL DRIVE/ 2-WHEEL DRIVE					
GAS/DIESEL					
SUPPORT EQUIPMENT	LOWBOY WITH DOZER RECORD DRIVER'S NAME AND COMPANY NAME (IF DIFFERENT). DOES EQUIPMENT HAVE OR REQUIRE A PILOT CAR?				
SENT TO RESOURCES/TIME/ T-CARD/CIAS	Document when resource information was transmitted to Resources Unit; who completed the check-in process; when information was processed to T-cards or CIAS.				If there is a question, who will know who to ask? You will be able to track which resources have been transferred to T-cards, entered into CIAS, etc.

IRSS/ITS Check-in Form			
Incident Name: _____		Check-in Location: _____	
Request #: _____ Crew Name or Equip. Name/Number: _____			
Last Name: _____		First Name: _____ MI: _____	
Agency (FS, State, BIA, etc): _____		AD: _____ Contractor: _____ S T/F S/T: _____	
<small>(if AD, fill out info below)</small>		<small>(Single Resource, Task Force, or Strike Team)</small>	
Date/Time Check-in: _____		Leader's Name: _____ # of Personnel: _____	
Home Unit: _____		City: _____ State: _____ Airport: _____	
Method of Travel: _____		Transport ID: _____ Incident Assignment: _____	
Other Quals: _____		EMT (if crew, which members): _____ ALS (if crew, which members): _____	
Last Day Off: _____		Activity (Past 72 Hours): 24: _____ 48: _____ 72: _____	
Entrapment Avoidance Training? <input type="checkbox"/> No <input type="checkbox"/> Yes Red Card Checked (initials): _____			
ITS Information			
SS #: _____		OR EIN #: _____ Equipment Type: _____	
Work Mailing Address: _____		City: _____	
State: _____ Zip: _____		Phone: (____) _____ Fax: (____) _____	
Emergency Information			
Emergency Contact: _____		Relationship: _____	
Mailing Address: _____		City: _____	
State: _____ Zip: _____		Home Phone: (____) _____ Work Phone: (____) _____ Ext: _____	
For AD's ONLY:			
Point of Hire: _____		Area: _____ Class: _____ Rate: _____	
Travel/Transportation:			
AD is entitled to transportation to and from the incident: <input type="checkbox"/> No <input type="checkbox"/> Yes via _____			
<small>(Airline, *POV, rental vehicle)</small>			
*If POV, is vehicle signed up under EERA Agreement? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Employment Forms Completed by:			
Hiring Official: I-9, Employment Eligibility Verification completed and on file (ID required)			
AD: _____ Federal W-4: _____ Attached OR _____ Previously submitted			
_____ State W-4: _____ Attached OR _____ Previously submitted			
Remarks:			

Revised 6/20/2002

UNIT IDENTIFIERS EXERCISE

Requested Check-In Information

Every organization has its own language with associated acronyms and terminology. Incident management and the incident command system are no different. This exercise will familiarize you with the concepts of Agency, Home Unit Identifier (a.k.a. Unit Identifier), and Geographic Areas. Using the Unit Identifier as a resource, fill in the blanks and answer the following questions.

Note: Some states are found in multiple Geographic Areas.

List the different Geographic Areas:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Extra Credit: Hawaii is in which area? _____

In general, Status/Check-In Recorders can determine the resource's agency by looking at the last character of the Home Unit Identifier. Fill in the blanks.

A =
C =
D =
F =
I =
P =
R =
S =
T =
W =
M =
X =

Home Unit Identifiers are usually five characters in length.

The state abbreviation is used for the first two characters. The last 3 – 4 characters identify the resource's home unit.

Note: The last three characters may be the same for various units, but the state abbreviation makes the home unit identifier unique (examples: MTGNF – Gallatin National Forest in Montana; NMGNF – Gila National Forest in New Mexico).

Example:

<u>AGENCY</u>	<u>STATE</u>	<u>UNIT</u>	<u>HOME UNIT NAME</u>
State (AZ)	AZ	AZS =	Arizona State
National Weather Service	CO	WXW =	
FWS	WA	LWR =	
C & L	NY	NYX =	
State (MT)	MT	SWS =	
FS	ID	IPF =	
NASA	CA	1NAS =	
FS	CA	TMU =	
FS	CA	SNF =	
FS	NV	HTF =	
FS	WA	OWF =	
BLM	ID	FCD =	
FS	CO	SJF =	

Two-Letter State Abbreviations

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

Last Letters/Numbers of Unit Identifiers Guide

A	=	Bureau of Indian Affairs
AO	=	Bureau of Indian Affairs – Area Office
C	=	Coordination/Dispatch Centers
D	=	Bureau of Land Management
F	=	Forest Service
G	=	General Services Administration
I	=	Privately owned or Contracted resources
K	=	Geographic Area Caches
L	=	Bureau of Reclamation
M	=	Federal Emergency Management Agency
P	=	National Park Service
Q	=	Department of Defense
R	=	Fish & Wildlife Service (Refuges)
RO#	=	Forest Service Regional Office
S	=	State Agencies
SO	=	Bureau of Land Management State Offices
T	=	Tribes
V	=	Federal Aviation Administration
W	=	National Weather Service
X	=	County
Z	=	Office of Aircraft Services

Status/Check-In Recorder, S-248

Unit 5 – Processing the Information

Lesson A – Resource Status Cards, ICS 219

OBJECTIVES: Upon completion of this unit, the student will be able to:

1. List two purposes of ICS 219, Resource Status Cards.
2. List three places information can be obtained to complete an ICS 219, Resource Status Card.
3. Complete an ICS 219, Resource Status Card for various resources.

I. INTRODUCTION

Once the SCKN gathers all the required information, the next step would be to process the collected data.

Depending on the incident (complexity, size, personnel, Resources Unit Leader, what method is used to track resources, etc.), you may use:

- ICS 219, Resource Status Cards (commonly referred to as “T-cards”)
- The current incident automation software (CIAS)
- A combination of the above

Many incidents are moving toward the digital world (using the CIAS) and moving away from the “paper-trail.” The digital world allows for an integrated database used for check-in, resources, IAP production, finance accounting, etc.

Some incidents have stopped using T-cards completely, relying solely on the CIAS. Some are using T-cards in a limited fashion, in conjunction with the CIAS (for operations to have a visual aid for tactical resources). Some are using T-cards as they were originally intended.

Basically, there are variations of how the information can be processed, and it is dependant upon how the incident chooses to track the resources.

The task is to present the SCKN training based on these variations of uses. It is important to learn the many ways resource tracking can be accomplished and then be flexible enough to adapt to the way it is done at each incident.

Following is a brief overview of what a T-card is, how to fill one out, how to file them in a resource locator rack, and examples of different ways they can be used.

II. DEFINE THE PURPOSE AND DESCRIBE ICS 219, RESOURCE STATUS CARDS, COMMONLY REFERRED TO AS “T-CARDS”

A. 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, written legibly, and 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 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. The resource locator may be used by all incident personnel as a visual indicator for the status and location of incident resources.

The SCKN and/or RESL will need to maintain control over actually changing information on the cards, moving the cards in the rack, etc.

The SCKN should always take direction from the RESL on incident data standards and timeframes for T-card completion and who is responsible for T-card maintenance.

Some will have the SCKN update them and some RESLs will take complete responsibility for the T-card racks. IF IN DOUBT, ASK!

B. Format

There are eight different colored ICS 219, Resource Status Cards.

III. INFORMATION

The information collected on the resource status cards will depend on the intended uses. Each incident will use them in a different manner and will require different information on the T-cards. Be sure to get specific direction from the RESL on exactly what information is needed.

- A. Each resource status card has space available for recording the following types of information:
 - 1. Resource identification information (data summary from ICS 211).
 - 2. Demobilization information (data summary from demobilization unit).
 - 3. Incident information (data summary about assignments and status).
- B. Information to be placed on a resource status card may be obtained from several sources, including but not limited to:
 - 1. ICS 211, Check-In List
 - 2. ICS 201, Incident Briefing Form

This can be a critical source of information on the first resources on the incident.
 - 3. ICS 204, Division Assignment List
 - 4. ICS 215, Operational Planning Worksheet
 - 5. ICS 220, Air Operations Summary Worksheet
 - 6. Resource Orders from Dispatch
 - 7. Agency-supplied information

- C. Information blocks on the resource status cards are set up to allow easy transfer of data from these sources.

If the T-cards are being used in the fully intended manner, 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,” etc., in the lower left corner of the top portion of the identification information block. Staple the new resource status card behind the original card.

IV. LAYOUT AND FILING OF RESOURCE STATUS CARDS

Each RESL will have a specific way of laying out the resource status cards. 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.

- Resource locator display racks are available in different sizes, having slots to file individual resource status cards vertically.
- Incident locations/categories are recorded on the gray header cards (ICS 219-1).
- Assigned incident resources are recorded on the appropriate colored resource status card (ICS 219-2 through 8).
- Resource status cards are filed vertically below each header card as to assignment during each operational period.

- Space on the displays should be arranged, directed by the RESL, 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 (such as helibase)
 - Unassigned resources by incident assignment

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.).

V. 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.

VI. UNIQUE RESOURCES

- Strike Team
- Task Force
- Helicopter Module

While these may seem tricky, the main objective remains the same – we want to track and classify the status of the resources.

A. Strike Team and Task Force

1. Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader.
2. Task Force: Any combination of single resources assembled for a particular tactical need, with common communications and a leader.
3. Agency-Formed Strike Teams, engines, dozers, and crews may be sent to an incident in pre-formed strike teams of similar resources.
4. Incident-Formed Strike Teams/Task Forces (which is more common). The formation of a strike team or task force on the incident can be done by the operations or planning sections.

Completing T-cards for these resources is best when each individual resource has its own appropriate T-card and is stapled together to form the strike team/task force. It is easier to track individual resources as they change status, are split apart, etc.

B. Helicopter Module

Helicopter Module: includes a helicopter with a crew assigned to that helicopter. They will arrive all with the same A#. However, single resource overhead can be ordered under separate Overhead numbers, which would be checked in as such but are not considered a 'Module.'

Completing T-cards for these resources is best when the helicopter has its own appropriate T-card and is stapled together with the module. This makes it easier to track if the module is replaced or if they are both demobed; the resources remain linked.

C. Other Items

It is also useful to staple combined resources with appropriate equipment (if one demob's, you know the other is going to or needs an assignment, etc.):

- Crew with bus
- Dozer with lowboy
- FALB/ chain saw/ PU

CLASS EXERCISE.

For this exercise, use the documentation and blank T-cards provided on pages 5A.11 – 5A.28. Using the populated ICS 211 on page 5A.11, complete blank T-cards for the **three resources in bold type**. There is one overhead, one engine, and one crew identified. There are also three populated CIAS check-in forms provided for those resources and a crew manifest that contain more information.

INCIDENT CHECK-IN LIST										1. Incident Name				2. Check-in Location (complete all that apply)				3. Date/Time					
Check one: <input type="checkbox"/> Personnel <input type="checkbox"/> Handcrew <input type="checkbox"/> Misc. <input type="checkbox"/> Engines <input type="checkbox"/> Dozers <input type="checkbox"/> Helicopters										Tree Fire										<input type="checkbox"/> Base <input type="checkbox"/> Camp <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP Restat <input type="checkbox"/> Helibase		08/10/20XX 0600	
Check-in Information																							
4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:		5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.										
Agency	Single	Kind	Type	ID, No/Name	Order/Request Number	Date/Time Check-in	Leader's Name	Total No. Personnel	Mandatory Yes	No	Crew or Individual's Weight	Home Base	Departure Point	Method of Travel	Incident Assignment	Other Qualifications	Sent to RESTAT Time/Int						
FS	S			Clearwater, John	O-3	08/10 0600		1		X		UT-ASF	Duchesne, UT	A/R	SCKN	FFT2		08/7					
FS	S			Williams, Joseph	O-10	08/10 0610		1		X		CO-GMF	Gunnison, CO	AIR	DIVS(T)	TFLD STEN DOZB		08/8					
NPS	S			Roberts, Gary	O-15	08/10 0615		1		X		FL-EVP	Pine Island, FL	AIR	FALB			08/7					
FS	E	4		ENG #472	E-17	08/10 0620	Daniels, Kirk	3		X		ID-BOF	Boise, ID	AOV	LSC2			08/8					
BIA	E	6		Engine #604	E-10	08/10 0625	Cooke, Shelly	3		X		AZ-FTA	White-River, AZ	AOV	ENG6	Diesel		08/8					
NWS	D	2		Lorenzo #3	E-20	08/10 0630	Lorenzo, Dirk	1		X			Grand Junction, CO	POV	DOZ2			08/1					
FS	C	1		Boise IHC	C-10	08/10 0640	Tisino, Jesse	20		X		ID-BOF	Boise, ID	AOV	HC1	2 buggies 2 PU Re-assigned		08/8					
BLM	C	1		Craig IHC	C-11	08/10 0700	Waters, PJ	21		X		CO-CRD	Craig, CO	AOV	HC1			08/3					
Page 1 of 1					17. Prepared by (Name and Position) Use back for remarks or comments John Clearwater, SCKN																		

IRSS/ITS Check-in FormIncident Name: Tree Fire Check-in Location: Base CampRequest #: O-10 Crew Name or Equip. Name/Number: _____Last Name: Williams First Name: Joseph MI: _____Agency (FS, State, BIA, etc): FS AD: _____ Contractor: _____ S T/F S/T: S
(if AD, fill out info below) (Single Resource, Task Force, or Strike Team)Date/Time Check-in: 08/10 0610 Leader's Name: _____ # of Personnel: 1Home Unit: CO-GMF City: Almont State: CO Airport: GUC - GunnisonMethod of Travel: AIR Transport ID: NONE Incident Assignment: DIVS (T)Other Quals: TFLD STEN DOZB EMT (if crew, which members): _____ ALS (if crew, which members): _____Last Day Off: 8/8 Activity (Past 72 Hours): 24: _____ 48: _____ 72: _____Entrapment Avoidance Training? No X Yes Red Card Checked (initials): JC**ITS Information***(To be completed by Finance)*

SS #: _____ OR EIN #: _____ Equipment Type: _____

Work Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____

Emergency Information

Emergency Contact: _____ Relationship: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Home Phone: (____) _____ Work Phone: (____) _____ Ext: _____

For AD's ONLY:

Point of Hire: _____ Area: _____ Class: _____ Rate: _____

Travel/Transportation:AD is entitled to transportation to and from the incident: No Yes via _____
(Airline, *POV, rental vehicle)*If POV, is vehicle signed up under EERA Agreement? No Yes**Employment Forms Completed by:**

Hiring Official: I-9, Employment Eligibility Verification completed and on file (ID required)

AD: Federal W-4: Attached OR Previously submitted State W-4: Attached OR Previously submitted**Remarks:**1st day of 14: 8/10

Needs transportation to airport

Revised 6/20/2002

IRSS/ITS Check-in FormIncident Name: Tree Fire Check-in Location: Base CampRequest #: E-10 Crew Name or Equip. Name/Number: Engine 604

Last Name: _____ First Name: _____ MI: _____

Agency (FS, State, BIA, etc): BIA AD: _____ Contractor: _____ S T/F S/T: S
(if AD, fill out info below) (Single Resource, Task Force, or Strike Team)Date/Time Check-in: 08/10 0625 Leader's Name: Shelly Cooke # of Personnel: 3Home Unit: AZ-FTA City: White River State: AZ Airport: _____Method of Travel: AOV Transport ID: _____ Incident Assignment: ENG6

Other Quals: _____ EMT (if crew, which members): _____ ALS (if crew, which members): _____

Last Day Off: 08/08 Activity (Past 72 Hours): 24: _____ 48: _____ 72: _____Entrapment Avoidance Training? ☐ No ☒ Yes Red Card Checked (initials): JC**ITS Information***(To be completed by Finance)*

SS #: _____ OR EIN #: _____ Equipment Type: _____

Work Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____

Emergency Information

Emergency Contact: _____ Relationship: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Home Phone: (____) _____ Work Phone: (____) _____ Ext: _____

For AD's ONLY:

Point of Hire: _____ Area: _____ Class: _____ Rate: _____

Travel/Transportation:AD is entitled to transportation to and from the incident: ☐ No ☐ Yes via _____
(Airline, *POV, rental vehicle)*If POV, is vehicle signed up under EERA Agreement? ☐ No ☐ Yes**Employment Forms Completed by:**Hiring Official: I-9, Employment Eligibility Verification completed and on file (ID required)AD: _____ Federal W-4: ☐ Attached OR ☐ Previously submitted_____ State W-4: ☐ Attached OR ☐ Previously submitted**Remarks:**1st day of 14: 8/10 Shelly Cooke, ENGB Joe Robinson/Marty Dyer

Revised 6/20/2002

IRSS/ITS Check-in Form			
Incident Name: <u>Tree Fire</u>		Check-in Location: <u>Base Camp</u>	
Request #: <u>C-10</u>		Crew Name or Equip. Name/Number: <u>Boise IHC</u>	
Last Name: _____		First Name: _____ MI: _____	
Agency (FS, State, BIA, etc): <u>FS</u>		AD: _____ Contractor: _____ S T/F S/T: <u>S</u>	
<small>(if AD, fill out info below)</small>		<small>(Single Resource, Task Force, or Strike Team)</small>	
Date/Time Check-in: <u>08/10 0640</u>		Leader's Name: <u>Jesse Tisino</u> # of Personnel: <u>20</u>	
Home Unit: <u>ID BOF</u>		City: <u>Boise</u> State: <u>ID</u> Airport: _____	
Method of Travel: <u>AOV</u>		Transport ID: _____ Incident Assignment: <u>HCI</u>	
Other Quals: _____		EMT (if crew, which members): <u>Mike Yee/Suzie Campbell</u> ALS (if crew, which members): _____	
Last Day Off: <u>8/8</u>		Activity (Past 72 Hours): 24: _____ 48: _____ 72: _____	
Entrapment Avoidance Training? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Red Card Checked (initials): <u>JC</u>	
ITS Information			
<i>(To be completed by Finance)</i>			
SS #: _____		OR EIN #: _____ Equipment Type: _____	
Work Mailing Address: _____		City: _____	
State: _____ Zip: _____		Phone: (____) _____ Fax: (____) _____	
Emergency Information			
Emergency Contact: _____		Relationship: _____	
Mailing Address: _____		City: _____	
State: _____ Zip: _____		Home Phone: (____) _____ Work Phone: (____) _____ Ext: _____	
For AD's ONLY:			
Point of Hire: _____		Area: _____ Class: _____ Rate: _____	
Travel/Transportation:			
AD is entitled to transportation to and from the incident: <input type="checkbox"/> No <input type="checkbox"/> Yes via _____ <small>(Airline, *POV, rental vehicle)</small>			
*If POV, is vehicle signed up under EERA Agreement? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Employment Forms Completed by:			
Hiring Official: I-9, Employment Eligibility Verification completed and on file (ID required)			
AD: <input type="checkbox"/> Federal W-4: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously submitted			
<input type="checkbox"/> State W-4: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously submitted			
Remarks:			
1 st day of 14: 8/10			
Manifest attached			
A741826 - BUGGIE A-651781- BUGGIE A-812642- 4X4 FORD PU A-526427 - 4X4 CHEVY SUBURBAN			

Revised 6/20/2002

STANDARD FORM 245 (6/77) Prescribed by USDA FSM 5716 USDI MP9400.518		PASSENGER AND CARGO MANIFEST Boise IHC			NO. OF PASSENGERS ON THIS PAGE 20	PAGE 1 OF 1
ORDERING UNIT CO-COS		PROJECT NAME TREE FIRE			PROJECT NO. CO-COS-0003	
NAME OF CARRIER		MODE OF TRANS & ID NO. A741826 – BUGGIE A-651781- BUGGIE A-812642- 4X4 FORD PU A-526427 – 4X4 CHEVY SUBURBAN			PILOT OR DRIVER	
CHIEF OF PARTY Jesse Tisino		REPORT TO: Tree Fire Incident Base			IF DELAYED CONTACT NICC 208-389-2400	
DEPARTURE		INTERMEDIATE STOPS			DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE
Boise, ID	8/9 0600				8/9 1600	Tree Fire Incident Base Fort Collins, CO
PASSENGER AND/OR CARGO NAME		M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE	HOME UNIT
1.	Jesse Tisino	M	185	55	CRWB	ID- BOF (All)
2.	Johnny Jones	M	243	55	FFT2	
3.	Fred Mertz	M	135	55	FFT2	
4.	Penny Cook	F	145	55	FFT2	
5.	Sally Rietz	F	135	55	FFT2	
6.	Tyrone Brown	M	165	55	FFT2	
7.	Richard Rodriquez	M	200	55	FFT2	
8.	Jose Villaneuve	M	167	55	FFT1	
9.	Tony Chin	M	140	55	FFT2	
10.	Roger Torez	M	135	55	FFT2	
11.	Mac Sanchez	M	243	55	FFT2	
12.	Susie Campbell	F	200	55	FFT2	
13.	Megan Christy	F	123	55	FFT2	
14.	Mike Yee	M	170	55	CRWB (t)	
15.	Mica Goldstein	F	155	55	FFT2	
16.	Mohamed Smith	M	255	55	FFT2	
17.	Jon Johnson	M	176	55	FFT2	
18.	Toy Kim	F	110	55	FFT1	
19.	Yuk Yee	M	150	55	FFT2	
20.	Robert Stoprunning	M	167	55	FFT2	
21.	Saw Pack			50		
22.	Saw Pack			50		
SIGNATURE OF AUTHORIZED REPRESENTATIVE					DATE 8/9/20XX	

CHIEF OF PARTY COPY

IRSS/ITS Check-in Form

Incident Name: _____ Check-in Location: _____

Request #: _____ Crew Name or Equip. Name/Number: _____

Last Name: _____ First Name: _____ MI: _____

Agency (FS, State, BIA, etc): _____ AD: _____ Contractor: _____ S T/F S/T: _____
(if AD, fill out info below) (Single Resource, Task Force, or Strike Team)

Date/Time Check-in: _____ Leader's Name: _____ # of Personnel: _____

Home Unit: _____ City: _____ State: _____ Airport: _____

Method of Travel: _____ Transport ID: _____ Incident Assignment: _____

Other Quals: _____ EMT (if crew, which members): _____ ALS (if crew, which members): _____

Last Day Off: _____ Activity (Past 72 Hours): 24: _____ 48: _____ 72: _____

Entrapment Avoidance Training? ☐ No ☐ Yes Red Card Checked (initials): _____**ITS Information***(To be completed by Finance)*

SS #: _____ OR EIN #: _____ Equipment Type: _____

Work Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____

Emergency Information

Emergency Contact: _____ Relationship: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Home Phone: (____) _____ Work Phone: (____) _____ Ext: _____

For AD's ONLY:

Point of Hire: _____ Area: _____ Class: _____ Rate: _____

Travel/Transportation:AD is entitled to transportation to and from the incident: ☐ No ☐ Yes via _____
(Airline, *POV, rental vehicle)*If POV, is vehicle signed up under EERA Agreement? ☐ No ☐ Yes**Employment Forms Completed by:**

Hiring Official: I-9, Employment Eligibility Verification completed and on file (ID required)

AD: ☐ Federal W-4: ☐ Attached OR ☐ Previously submitted☐ State W-4: ☐ Attached OR ☐ Previously submitted**Remarks:**

Revised 6/20/2002

CREW T-CARD
(green)

[illegible]

AGENCY	ST	TF	KIND	TYPE	I.D. NO./NAME
INCIDENT LOCATION			TIME		
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION			TIME		
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION			TIME		
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION			TIME		
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					

U.S. GPO: 1990-794-001

ENGINE T-CARD (pink)

AGENCY	ST	TF	KIND	TYPE	I.D. NO.
ORDER/REQUEST NO.			DATE/TIME CHECK IN		
HOME BASE					
DEPARTURE POINT					
LEADER NAME					
RESOURCE I.D. NO./NAMES					
DESTINATION POINT					ETA
REMARKS					
INCIDENT LOCATION					TIME
STATUS					
<input type="checkbox"/> ASSIGNED		<input type="checkbox"/> O/S REST		<input type="checkbox"/> O/S PERS.	
<input type="checkbox"/> AVAILABLE		<input type="checkbox"/> O/S MECH		<input type="checkbox"/> ETR	
NOTE					
ICS 210-3 (Rev. 4-82) ENGINE NFES 1345					

AGENCY	ST	TF	KIND	TYPE	I.D. NO./NAME
INCIDENT LOCATION					TIME
STATUS					
<input type="checkbox"/> ASSIGNED		<input type="checkbox"/> O/S REST		<input type="checkbox"/> O/S PERS.	
<input type="checkbox"/> AVAILABLE		<input type="checkbox"/> O/S MECH		<input type="checkbox"/> ETR	
NOTE					
INCIDENT LOCATION					TIME
STATUS					
<input type="checkbox"/> ASSIGNED		<input type="checkbox"/> O/S REST		<input type="checkbox"/> O/S PERS.	
<input type="checkbox"/> AVAILABLE		<input type="checkbox"/> O/S MECH		<input type="checkbox"/> ETR	
NOTE					
INCIDENT LOCATION					TIME
STATUS					
<input type="checkbox"/> ASSIGNED		<input type="checkbox"/> O/S REST		<input type="checkbox"/> O/S PERS.	
<input type="checkbox"/> AVAILABLE		<input type="checkbox"/> O/S MECH		<input type="checkbox"/> ETR	
NOTE					
☆U.S.GPO: 2002-790-943					

MISCELLANEOUS EQUIPMENT/TASK FORCE T-CARD
(buff)

AGENCY	ST	TF	KIND	TYPE	I.D. NO
ORDER/REQUEST NO.			DATE/TIME CHECK IN		
HOME BASE					
DEPARTURE POINT					
LEADER NAME					
RESOURCE I.D. NO.S/NAMES					
DESTINATION POINT					ETA
REMARKS					
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					

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

AGENCY	ST	TF	KIND	TYPE	I.D. NO./NAME
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					

U.S. GPO 1993-793-165

PERSONNEL T-CARD (white)

AGENCY	NAME	INCIDENT ASSIGNMENT
ORDER/REQUEST NO.		DATE/TIME CHECK IN
HOME BASE		
DEPARTURE POINT		
METHOD TRAVEL <input type="checkbox"/> OWN <input type="checkbox"/> BUS <input type="checkbox"/> AIR		
OTHER		
ON MANIFEST <input type="checkbox"/> YES <input type="checkbox"/> NO		WEIGHT
TRANSPORTATION NEEDS <input type="checkbox"/> OWN <input type="checkbox"/> BUS <input type="checkbox"/> AIR		
OTHER		
DATE/TIME ORDERED		DATE/TIME CONFIRMED
DESTINATION POINT		ETA
REMARKS (include other qualifications)		
INCIDENT LOCATION		TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR		
NOTE		

ICS 219-5 (Rev. 4/82) PERSONNEL NFES 1347

AGENCY	NAME	INCIDENT ASSIGNMENT
INCIDENT LOCATION		TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR		
NOTE		
INCIDENT LOCATION		TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR		
NOTE		
INCIDENT LOCATION		TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR		
NOTE		

U.S. GPO: 1996-682-750

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Unit 5 – Processing the Information

Lesson B – Current Incident Automation Software (CIAS)

- OBJECTIVES: Upon completion of this unit, the student will be able to:
1. List two purposes of CIAS.
 2. List three places information can be obtained to initiate data entry.
 3. Perform data entry.

I. INTRODUCTION

Whether paper or digital, the goal is to track and status resources. The objective is not to teach the CIAS, but to give an overview so the individual can perform data entry. Further I-SUITE training (the CIAS at the time of this publication) is recommended after this course.

We are teaching status check-in, not the computer application. As with all computer applications, it is important to stay current with the latest versions and training.

II. DEFINE THE PURPOSE OF CIAS

A. Purpose

CIAS provides a digital format to identify incident resources and record and document their status. It is important that data is accurately entered and maintained. The application allows for a visual and printed presentation of resources.

Recognize that data is used by other units and sections at the incident. It is not a stand-alone database; therefore, it is important to enter consistent timely data following the Incident Data Standards (IDS).

The concept of the incident data standards is to establish data standards and points of contact if questions arise.

- It establishes protocol on how to answer questions and dictates who can do what.
- It addresses record deletion, changes, naming conventions, status changes, and who is responsible for maintaining the database.

B. Format

III. INFORMATION

Information for data entry is obtained from the same sources that were used for the T-cards.

- ICS 201, Incident Briefing Form
- ICS 204, Division Assignment List
- ICS 211, Check-In List
- ICS 215, Operational Planning Worksheet
- ICS 220, Air Operations Summary Worksheet
- Completed Resource Orders from Dispatch
- ROSS downloads into I-Suite
- Agency-supplied information

IV. UNIQUE RESOURCES

- Strike Team
- Task Force
- Helicopter Module

While these may seem tricky, the main objective remains the same – we want to track the status of resources.

A. Strike Team and Task Force

1. Agency-Formed Strike Teams

Engines, dozers, and crews may be sent to an incident in pre-formed strike teams of similar resources.

2. Incident-Formed Strike Teams/Task Forces (which is more common).

The formation of a strike team or task force on the incident can be done by the operations or planning sections.

B. Helicopter Module

Helicopter Module: includes a helicopter with a crew assigned to that helicopter. They will arrive all with the same A#.

CLASS EXERCISE.

Enter the data for the same three identified resources on the populated ICS 211. There is one overhead, one engine, and one crew identified. There are also three populated IRSS/ITS check-in forms provided from the CIAS for those resources and a completed crew manifest with more information.

Unit 6 – Information Management (Output)

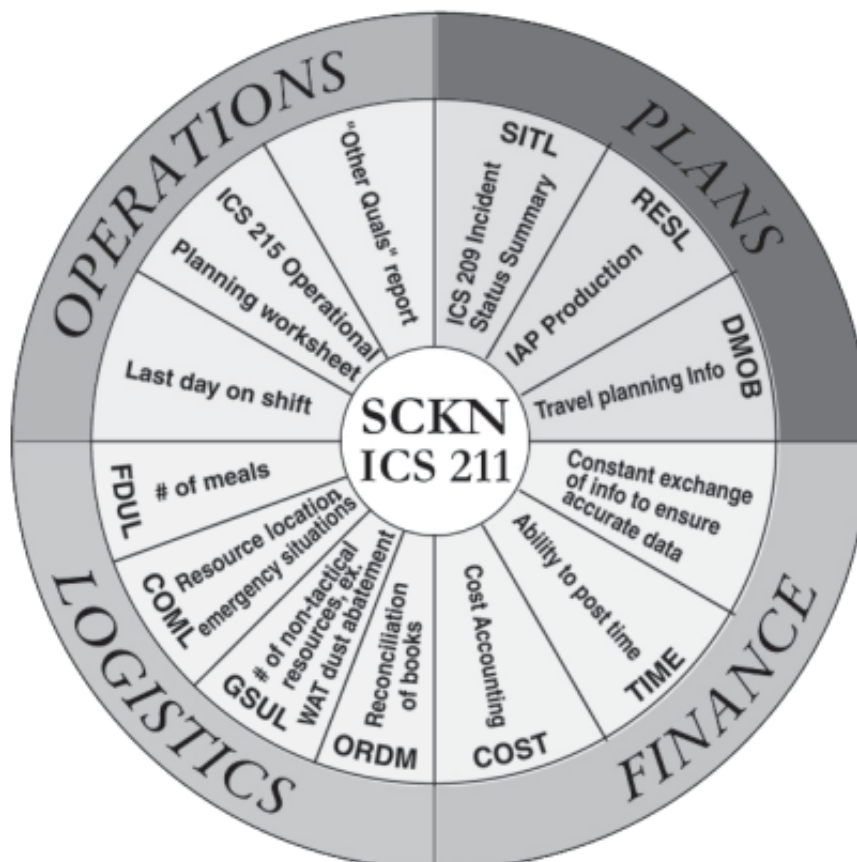
- OBJECTIVES: Upon completion of this unit, the student will be able to:
1. Describe the implications of consistent data standards and list at least three key Incident Management Team outputs.
 2. Describe the day-to-day concept of information management for the SCKN.
 3. Describe the four options for creating reports within the IRSS module of the Current Incident Automation Software Solution (I-Suite), and use the help file examples for custom report creation.

I. INFORMATION MANAGEMENT

The SCKN data input is the basis for all data output. The digital information management method excels in information utilization in creating Data Outputs, otherwise known as *Reports*.

Information outputs based on the information collected by the SCKN:

- ICS 209, Incident Status Summary
- OF 288, Emergency Firefighter Time Report
- OF 286, Emergency Equipment Use Invoice
- Incident Obligations
- Incident Action Plan (IAP)
- ICS 221, Demobilization Checkout form



A. Data Maintenance

1. Open IRSS, check <Name>field for consistent naming conventions.
2. Check for missing or “null” values in key fields.
 - HomeUnitCode
 - Travel Method
 - RequestNumber
3. Check customized use of fields for consistency (use Incident Data Standards).
 - Other1-Other3
 - Agreed upon by other users including RESL.
 - Communicated to incoming IMTs/host agency.
 - Use these fields for sortable information.
 - Remarks (use this field for non-sortable information).
4. Update Resource <status> field.
 - Demobed resources
 - Pending
 - Reassigned

Incident Data Standards are there for a reason. Simple data changes may have huge impacts on others. For example, the Time Unit cannot post time if the Dmob box is checked.

Also, deleting a record can have some serious impacts.

B. Data Retrieval

1. What OUTPUT is needed?
2. How should it appear “on the page”?

Packaging a report successfully may just be a difference of the sort and column order. What kind of report will satisfy your output needs?

II. REPORT METHODS

A. Filtered Table-View Reports

Table view is the default application view. It can be filtered to display a certain set of records which can also be printed.

B. Incident Reports

Pre-designed, “canned” reports:

1. With parameters
 - Checkout form
 - Demob Planning Report
2. Without parameters
 - 209 Resource List
 - Qualls Report

C. Design Regular Reports

Allows the user to select and sort available fields, and create a custom SQL WHERE clause.

D. Design Advanced Reports

It allows the user to custom select, sort, group, and order fields with a complete SQL statement.

E. Design Reports Help File

The Help file is a powerful resource.

- It illustrates correct syntax through examples for creating custom reports.
- The Help file allows you to use the full potential of the software.

GROUP EXERCISE.

If we ask the question: “Show me all the resources from Nevada that are overhead that are not demobed.” We will illustrate how to answer this question utilizing four different report methods.

1. Filtered Table-View Reports

- Open IRSS to Default View
- Select Overhead View
- Select Demobs Exclude radio button
- On filter line, above homeunitcode, type NV
- Click the print button on the tool bar
- Capture screen to print

2. Incident Reports

- Select Overhead
- Exclude Demobed resources
- Sort on HomeUnitCode
- Select Subtotals on first sort
- Click Preview

3. Design Regular Reports

- Name the Report
- SELECT Data (fields)
- Construct WHERE clause

What is a valid WHERE clause? The HELP file!

- The second line is the report with a change of state referencing like 'NV%' to fit the data of the practice database.
- Open notepad to type a valid WHERE clause.
- Separate each condition of the WHERE clause with a new line to give visual structure to the typed statement.
- Switch to IRSS and copy/paste the WHERE clause to the design regular GUI.
- Leave the notepad file minimized for reference; chances are there are spelling and/or syntax errors to be corrected.
- Click Preview

By now you have seen what a valid WHERE clause is. It is not a large step to writing an entire SQL statement.

For 99% of most report needs, the FROM statement can stay with q_basic_rpts and the SELECT statement is simply the fields selected for the report.

4. Design Advanced Reports

- Click on the minimized notepad file.
- Now type in the **SELECT**, **FROM**, and **WHERE** clause using the help file for reference then copy/paste to the design advanced GUI.
- Use uppercase for each keyword and separate each clause with a line and each condition of the **WHERE** clause with a new line to give visual structure to the typed statement.
- Leave the notepad file minimized for reference; chances are there may be spelling and/or syntax errors to be corrected.
- Name the Report
- Construct SQL statement using the help file.
- Click Preview

III. REVIEW SQL TERMS

Data retrieval operations (queries) search the database, fetch information you've requested in the most efficient way possible, and display it.

- **SELECT** clause identifies the data.
- **FROM** clause identifies the table.
- **WHERE** clause limits the data that the **SELECT** statement returns.
- **GROUP BY** organizes data into sets.
- **COUNT(*)** gives a summary value per set (example: 209 Resource List).

PRACTICE QUESTION:

- Using the practice database and appropriate report method, what overhead resource(s) from Montana need to demob by air? Include Request Number, Name, Check-in Date, and Kind Code.

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Unit 7 – Information Exchange

- OBJECTIVES: Upon completion of this unit, the student will be able to:
1. List two types of resource information that you might display.
 2. List three ways to display resource information.
 3. List two key pieces of information the SCKN would need to share with relief personnel.

I. INTRODUCTION

As described in the previous units, once the information is collected and processed, the data will need to be put to use and easily communicated with all appropriate parties.

II. INFORMATION DISPLAY

Based on direction from the RESL, the SCKN may post resource informational displays.

The information posted may include:

- Tentative demobilizations
- Scheduled demobilizations
- Operational assignments
- Newly arrived operational resources
- Unassigned/excess resources
- Length of assignment

A. Resource Formats

There is a variety of formats that can be utilized to display resource information.

1. T-cards

- Used to display current resources assigned and daily operational assignment.
- Displayed on a T-card rack.

2. Digital printouts

Various reports on resources designed through CIAS can be enlarged on a copier or printed on a plotter (if available) for a larger display.

3. Flip charts

Used to display a variety of information.

B. Logical Places to Display Information

Displays need to be placed where their intended audience will see it easily, such as:

- Meal line
- Showers
- Morning briefing
- Information boards around camp

III. INFORMATION EXCHANGE – TRANSITION WITH RELIEF PERSONNEL

Transitioning with relief personnel is a critical role of the SCKN. At shift changes and end of assignments, it is imperative that the key information is transferred to relief personnel for continuity of the check-in operation.

A. Brief relief personnel at shift change or work breaks on the following:

1. Any major events of the concluding operational period or shift segment.
2. Unusual situations, or conditions, and information required by the RESL as personnel and resources are checked in.
3. Provide written notes about items that need follow-up work during the upcoming operational period or break period.
4. Expected return time.

B. Transition with unit as a new incoming SCKN

1. Obtain current data standards and conventions being utilized.
2. Unusual situations or conditions.
3. Obtain information on items that need follow-up.
4. Review current status of all operational resources.
5. Ordered resources that have not arrived.

C. Transfer of Team Command/End of Your Assignment

Review with incoming personnel:

1. Any major events of the concluding operational period or shift segment.
2. Incident data standards and conventions.
3. Provide written notes about items that need follow-up work (example: here is a ROSS download and here are the gaps that will need to be worked on).
4. Unusual situations, or conditions, and information currently conveyed to personnel and resources as they are checking in.
5. Current filing system being utilized.
6. Any SCKNs staying with the incident after the transfer of team command and their expected demobilization date.
7. Leave your contact information so the incident can locate you if questions arise.

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Unit 8 – Planning, Preparing, and Demobilization of Resources

- OBJECTIVES: Upon completion of this unit, the student will be able to:
1. List three tasks the SCKN may assist the Demobilization Unit Leader with.
 2. Complete an ICS 221 Demobilization Checkout form.

I. INTRODUCTION

The SCKN reports organizationally to the RESL. As the incident winds down and there are less resources checking in, the SCKN may switch duties to assist with the demobilization of resources, as directed by the RESL.

II. PLANNING AND PREPARING FOR DEMOBILIZATION

The SCKN may assist the DMOB in activities necessary to plan and prepare for the demobilization effort, such as:

- Prepare ICS 221, Demobilization Checkout form (manually or CIAS) for each resource. Check off appropriate checkout blocks, as directed by the DMOB.
- Set up a filing system (alphabetical, sequential order by request number, or as otherwise directed).
- Generate reports as requested by the RESL or DMOB to assist in grouping resources by similar characteristics. These may include:
 - Resource types
 - Date and time of release
 - Transportation needs (Air, POV)
 - Destination (Home Unit, State)
- Collate grouped information into logical lists that display tentative releases by date, time, location, travel method, etc.
- Prepare lists of scheduled demobilizations. Transfer 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.

III. DEMOBILIZING RESOURCES AS REQUESTED BY DMOB

A. The SCKN may assist with the following:

1. Provide completed ICS 221, Demobilization Checkout forms to the released resources along with specific instructions regarding contact points at the ICP or incident base to complete the check-out process.
2. Obtain travel information from all resources having their own transportation so the home agency dispatcher can be notified.
Document:
 - Estimated time of departure (ETD)
 - Estimated stops en route, remain overnight (R-O-N) locations
 - Estimated time of arrival (ETA) at home unit/home
3. Confirm travel information for resources not having their own transportation and delivering travel itineraries when applicable.
4. Set up ground support transportation as required.
5. Collect completed Demobilization Checkout forms (ICS 221).

B. Update Resource Status and Documentation

1. Update appropriate database/resource tracking tool(s) (CIAS, T-cards).
2. Gather all check-in and check-out information for the resource and filing in or submitting to Documentation Unit for inclusion in Final Documentation Package.
3. Notify, using the communication method requested by the Demobilization Unit Leader, the Resources Unit, and Expanded Dispatch/Dispatch of each resource's:
 - Actual time of departure (ATD)
 - Travel method
 - Anticipated remain overnight locations
 - Estimated time of arrival at home unit/home

C. Critical Information

1. ETD

Estimated date and time of departure from the incident.

2. R-O-N

Remain overnight location is the city where the resource plans to stop to rest before continuing their travel.

3. ETA

Estimated date and time of arrival at home unit or home.

Example: A resource flies into Billings, Montana, because that is the closest jetport. His home in South Dakota is another 8+ hour drive. The resource will be required to stay in Billings, Montana before resuming travel.

DEMOBILIZATION CHECKOUT		
1. Incident Name/Number	2. Date/Time	3. Demob No.
4. Unit/Personnel Released		
5. Transportation Type/No.		
6. Actual Release Date/Time	7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number	
8. Destination	9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:	
10. Unit Leader Responsible for Collecting Performance Rating		
11. Unit/Personnel		
You and your resources have been released subject to sign off from the following: <i>Demob Unit Leader check the appropriate box</i>		
Logistics Section		
<input type="checkbox"/> Supply Unit		
<input type="checkbox"/> Communications Unit		
<input type="checkbox"/> Facilities Unit		
<input type="checkbox"/> Ground Support Unit Leader		
Planning Section		
<input type="checkbox"/> Documentation Unit		
Finance Section		
<input type="checkbox"/> Time Unit		
Other		
<input type="checkbox"/>		
<input type="checkbox"/>		
12. Remarks		
13. Prepared by (include Date and Time)		

Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob, Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

Item No.	Item Title	Instructions
1.	Incident Name/No.	Enter Name and/or Number of Incident.
2.	Date & Time	Enter Date and Time prepared.
3.	Demob No.	Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released.
5.	Transportation	Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. <i>Additional specific details should be included in Remarks, block #12.</i>
6.	Actual Release Date/Time	To be completed at conclusion of Demob at time of actual release from incident. <i>Would normally be last item of form to be completed.</i>
7.	Manifest	Mark appropriate box. If yes, enter manifest number. <i>Some agencies require a manifest for air travel.</i>
8.	Destination	Enter the location to which Unit or personnel have been released (<i>Area, Region, Home Base, Airport, Mobilization Center, etc.</i>).
9.	Area/Agency/ Region Notified	Identify the Area, Agency, or Region notified and enter date and time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. <i>Not all agencies require these ratings.</i>
11.	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e., Safety Officer, Agency Rep., etc.
12.	Remarks	Any additional information pertaining to demob or release.
13.	Prepared by	Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.

ICS 221

NFES 1353