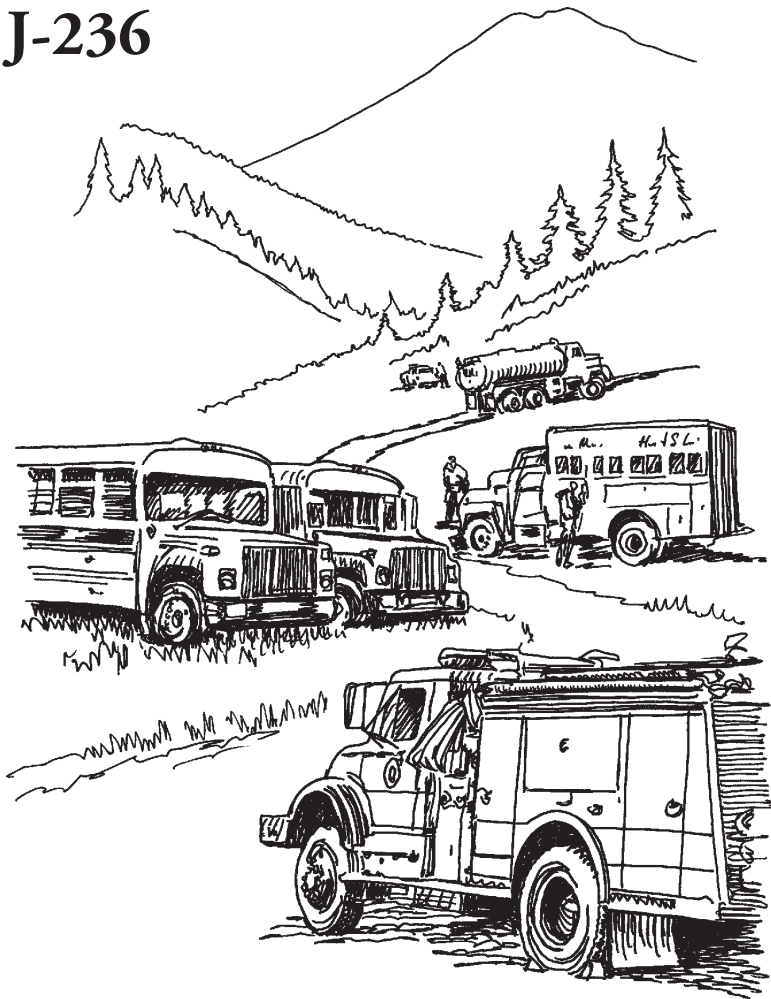


# STAGING AREA MANAGER

## J-236



Job Aid  
April, 2004  
NFES 2508





**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:*

Staging Area Manager, J-236  
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.

  
Megan Rice  
Member, NWCG and Training Working Team Liaison

Date 4/9/04

  
Larry E. Smith  
Chairperson, Training Working Team

Date 4/23/04

## Description of the Performance Based System

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

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

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildland fire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

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

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

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

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees. See Appendix A of the NWCG Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, for further information.

# STAGING AREA MANAGER

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## STAGING AREA MANAGER (STAM) JOB AID, J-236 INTRODUCTION

The Staging Area Manager is responsible for managing all activities with a staging area.

The Staging Area Manager has been identified as a position within the Incident Command System (ICS). The J-236 job aid, which supports this position, is part of the National Wildfire Coordination Group's (NWCG), Wildland Fire Suppression Curriculum. The subjects within the performance based curriculum may be administered by either an instructor led formal training course or by the use of job aids. It is highly suggested that the trainee have previous incident experience.

Job aids are "how to" books that assist an individual in performing specific tasks associated with a position. They may be used by an individual, in a trainee position, who has met all of the prerequisites, but has not completed the position task book for that position. They are also used after the individual has become qualified, as an aid or refresher in doing the job.

The performance based qualification system stipulates that an individual must complete a Position Task Book prior to becoming qualified for that position. Refer to the "Wildland and Prescribed Fire Qualification System Guide,

PMS 310-1" for the established standards for this position. *It is recommended that this job aid be issued when the position task book is initiated.*

This job aid has been developed by an interagency development group with guidance from the National Interagency Fire Center, Fire Training under authority of the NWCG.

We appreciate the efforts of those people associated with the development and review of this package.

Sponsored for NWCG publication by the NWCG Training Working Team, Month, 2004.

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3833 S. Development Avenue  
Boise, Idaho 83705

## I. GENERAL

Obtain and Assemble Materials Needed for Kit.

Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation. Web gear or briefcase (not both) should not exceed 20 pounds.

- Proof of Incident qualifications (Red Card)
- Position Task book, NFES 2322
- Fireline Handbook, PMS 410-1, NFES 0065
- Unit Identifiers, NFES 2080
- Mnemonics Data Table

Documentation Forms:

- ICS 211, Check-in List, NFES 1335
- ICS 213, General Message, NFES 1336
- ICS 214, Unit Log, NFES 1337
- ICS 226, Individual Performance Rating, NFES 2074
- OF-297, Emergency Equipment Shift Ticket, NFES 0872
- SF-261, Crew Time Report, NFES 0891 and/or OF-288 Emergency Firefighter Time Report, NFES 0866
- Agency specific forms

## Miscellaneous Items (optional):

- Assorted pens, pencils, felt tip markers, highlighters, thumb tacks, string tags, pads of paper, clipboard, masking/strapping tape, duct tape, envelopes, surveyor flagging, file system supplies, hole punch, scissors, etc.
- Programmable radio/batteries
- Calculator
- Flashlight (extra batteries)
- Alarm clock
- Camera
- Calendar
- Tape measure
- Insect repellent
- Local area maps
- Road atlas
- Shoe polish, white, water base with applicator
- Stick on numbers
- Cell phone
- Local telephone directory

## II. MOBILIZATION

### A. Obtain Complete Information From Local Dispatch Upon Initial Activation.

#### 1. Obtain a copy of the order form which contains:

- Incident/Project name
- Incident/Project order number
- Office reference number (cost code)
- Descriptive location/ response area
- Legal location (township, range, section)
- Incident frequencies (if available)
- Incident base/phone number (contact)
- Request number
- Reporting date/time and location, i.e., Incident Command Post (ICP)
- Transportation arrangements and routes
- Special instructions

*Retain a copy of this order form for your personal incident experience record.*

2. The individual will have:

- Frameless soft pack containing personal gear, not to exceed 45 lbs.
- STAM kit, not to exceed 20 lbs.
- Proper Personal Protective Equipment (PPE) for the job.

B. Gather Information

Gather all available information necessary to accurately assess incident; make appropriate decisions about immediate needs and actions including:

- Type of incident
  - Planned operations (burnout operations, water handling operations)
- Number of staging areas
- Resources committed
- Current situation status
- Expected duration of incident
- Terrain
- Weather (current and expected)

### III. INCIDENT ACTIVITIES

#### A. Arrive at Incident and Check In.

- Locate supervisor (operations section chief; OSC).
- Report to status check-in recorder.
- Report to the finance/administration section for time keeping procedures.

#### B. Obtain Initial Briefing from the OSC.

You are responsible for asking adequate questions that will allow satisfactory completion of all job aspects. *There are no stupid questions.* Briefing should include as a minimum:

- Copy of Incident Action Plan (IAP).
- Incident strategies, how staging fits in, and location of staging area.
- Assigned resources in place and their location.
- Expected resources and estimated time of arrival.

- Resource contact information (radio frequency, cell phone number).
- Authorized personnel who may order resources out of staging.
- Length and number of operational periods anticipated.
- Names and locations of key overhead (facilities, supply, and ground support, subordinate staging area personnel).
- Items needed to run the staging area (toilets, drinking water, food, personnel).
- Checklist of ordering procedures, including chain of command for ordering supplies and services.
- Contingencies (staffing needs for 24 hour coverage, additional STAMs or assistant).

C. Determine Factors for Suitability of Staging Area.

See Appendix A for more information on laying out a staging area.

1. Determine staging area needs.
  - Site location for staging area.



- Resources assigned, type and numbers and predicted resources.
- Anticipated duration of staging area.
- Safety
- Highly visible check-in.
- Adequate space/signing of trafficflow.
- Evaluate ingress/egress and turn-around.
- Environmental impacts/ ownership.
- Accessibility to Incident Command Post (ICP), fire, public traffic.
- Areas for expansion.
- Shaded area for incident personnel, supplies, and equipment (tarps or trees).

2. Documentation of chosen site.

- Document original condition of selected site.
- Inventory facilities (new vs. old barbed wire fence).

D. Organize Staging Area Operations.

1. Coordinate with planning section.

- Provide a copy of the staging area lay out to plans and ensure staging areas are located on the IAP maps.
- Obtain transportation and IAP maps.
- Determine availability of status check-in recorder.
- Obtain a demobilization plan for staging.
- Obtain incident contingency plan containing emergency procedures outlined for the staging area.

2. Coordinate with logistics section.

- Coordinate with the communications unit to determine communication needs, potential problems, and to correct deficiencies.
  - Post frequencies; ICS 205, Incident Radio Communication Plan.
  - Obtain radios and batteries for staging area personnel.
- Determine supplies and equipment available for use at the staging area.

- Coordinate with the medical unit for medical aid or assistance. Obtain a copy of the ICS 206, Incident Medical Plan.
- Coordinate with food unit to establish feeding arrangements and ensure appropriate health and safety measures are taken.
- Arrange for sanitation needs at the staging area (garbage service, portable toilets).
- Arrange for water needs:
  - Potable
  - Non-potable for engines
- Evaluate for dust abatement.
- Coordinate with ground support:
  - Arrange for adequate fueling and fuel absorbent materials.
  - Determine transportation needs.
  - Obtain incident transportation maps, for staging area personnel.
- Arrange for adequate signing (staging area sign, directional arrows).

- Determine needs for security at the staging area.
3. Coordinate with finance/ administration section.
- Determine procurement procedures and what is available locally.
  - Establish appropriate timekeeping procedures for the staging area:
    - Agency personnel and equipment.
    - Contract personnel and equipment.
    - Time unit personnel to assist if necessary.
4. Coordinate with safety officer.
- Monitor and assess hazardous situations.
  - Develop measures for ensuring safety of the personnel.

E. Operating a Staging Area.

See Appendix B for more information on managing the staging area.

1. Coordinate with OSC or branch director.
  - Notify when fully operational.
  - Brief on anticipated capabilities and possible problems or shortages within the staging area.
    - Determine which resources cannot respond to a dispatch request within three minutes.
  - Report resource status changes.
  
2. Check in resources upon arrival.

See Appendix C for ICS 211, Check-In List instructions.

- Establish location for check-in with status check-in recorder, providing necessary facilities and equipment.
- Establish equipment inspection procedures.
- Identify resource status and availability.
- Identify special capabilities of the resources identified.

3. Provide briefing with incoming resources to cover:
  - Staging area rules.
  - Restricted areas.
  - Procedures for staging, dispatching, check-out and status change.
  - Refueling procedures.
  - Rotation of assigned resources for feeding, personal needs, etc.
  - Established crew stand-by areas.
  
4. Set up a resource tracking system.
  - Determine the number/ names of resources already assigned to the staging area.
  - Compile an inventory list of resources on site or en route.
  - Ensure tracking system is dynamic and flexible.
  - List special capabilities and pay status of assigned resources (4x4, foam, for better utilization).

- Make resource accessibility known to operations personnel.
- Verify time of resources assigned to staging by maintaining log book or ICS 214, Unit Log showing arrival and departure times for all resources assigned to staging area.
- Establish a system of accountability for equipment used in the staging area. Items checked out to resources must be checked back in prior to release.

5. Set up a resource dispatch system.

- Establish dispatch procedures based upon orders from OSC.
- Establish procedures for dispatching orders.
- Brief departing assigned fire personnel on:
  - Duration of assignment.
  - Reporting location.
  - Transportation and travel route.

- Probable assignment.
- Field supervisor to contact.
- Radio frequency.
- Specific information from requester.
- Notify OSC or resource unit leader of departing resources or other status change and document on ICS 214, Unit Log.
- Assess dispatch procedures, adjust if necessary, and document changes.

6. Establish vehicle traffic patterns and assign parking.

- Ensure safe traffic flow routes are established (ingress, egress).
  - Set up signs showing trafficflow for personnel and vehicles.
- Ensure surface suitable for type of vehicle.
- Arrange for adequate clearance for maneuvering.
- Do not mix large and small vehicles.



- Assign parking areas for agency and privately owned vehicles.
  - Allow for rapid departure.
  - Set up a notification system for assignments.
  - Set up public address system.
  - Ensure radio frequencies are compatible between the resources (ICS 205, Incident Radio Communication Plan).
  - Have a messenger available.
7. Establish a bulletin board with procedures for staging area and copy of IAP for each operational period.
8. Maintain control over resources.
- Deal only with supervisors.
  - Correct deficiencies immediately.
  - Delegate as needed depending on span of control.
  - Ensure resources have maintained a state of readiness.

9. Order supplies and services as needed by documenting orders on a ICS 213, General Message form. Process order through the proper channels established by the supervisor.
  
10. Establish communications procedures for ordering (radio, telephone or runner).
  - Maintain informal contacts with key staging area personnel.
  - If re-supply of equipment or personnel is done at the staging area, ensure documentation is complete (ICS 213).
  
11. Establish security.
  - Coordinate with the security manager (SECM) if available.
  - Re-assess needs by operational periods.
  - Manage security problems.

## 12. Develop maps.

- Map the staging area indicating the approach and departure routes.
  - Give a copy to planning section, logistics section and logistics personnel, especially ground support.
  - Post on bulletin boards in base/camp.

## 13. Determine special hazardous material considerations.

- Ensure safe handling of hazardous material.
- Dispense fuel and hazardous materials carefully.
- Use absorbent materials as required by local protocol. See OSC, logistics section chief (LSC), or resource advisor.
- Coordinate with ground support unit leader (GSUL) concerning hazardous material handling.

- Rope or flag off areas with hazardous materials or safety hazards.
14. Coordinate with GSUL concerning:
- Vehicle repairs.
  - Parking for personnel not assigned to staging area.
  - Parking for out-of-service personnel:
    - Park vehicles in designated area.
15. Submit completed OF-297, Emergency Equipment Shift Tickets, daily for delegated items.
- Coordinate with equipment time recorder.
  - Submit OF-297 to time unit daily after each operational period.
16. Submit crew time reports for subordinate personnel each operational period to the time unit.

17. Coordinate with finance/administration for fiscal problems and logistics section for logistics problems.

- Ensure that personnel and equipment that are on contract are signed up with finance/administration prior to receiving an incident assignment.

#### IV. DEMOBILIZATION

See Appendix D for tips on closing the staging area.

A. Demobilize Staging Area in Timely and Orderly Manner.

- Confirm and obtain instructions from OSC to demobilize fire resources.
- Notify resource unit leader and facilities unit leader of closing of staging area and movement of resources.

- Notify staged resources.
  - Ensure resources are in a state of readiness prior to move or release.
  - Inform staged resources of new incident assignment, location or if released to the home unit.
  - Inform staged resources of time frames, travel routes, etc.
- Rehabilitate staging area to pre-incident condition (remove signs, barriers, and clean up area).
  - Inspect area and make recommendation to planning section chief for further rehabilitation if necessary.
- Arrange for final inspection with property owner, LSC, claims manager or procurement unit leader.
- Coordinate with logistics regarding intended demobilization:
  - Supply caches
  - Facilities
  - Ground support (movement of resources to a different location).
  - Emergency medical support

- B. Evaluate Subordinate Personnel.
- Complete ICS 224, Crew Performance Rating, and ICS 226, Individual Performance Rating.
  - Submit evaluation forms; ICS 224 or 226 to documentation unit.
- C. Follow the Demobilization Process when Released from Incident.
- Obtain your release information from your supervisor.
  - Obtain ICS 221, Demobilization Checkout, from the planning section.
  - Debrief with supervisor and receive signed performance appraisal.
  - Check out with each section indicated on the ICS 221.
  - Submit completed ICS 221 to the documentation unit in planning section.





## APPENDIX A

### LAYING OUT THE STAGING AREA

The location of the staging area will normally have been decided when you are assigned as the manager. Your job upon arrival will be to lay out and use the area most effectively in cooperation with other functions that may already be there or shared in the area.

Ideally, the staging area is a locally known location on the inbound route between the resources' origin and the incident location. It should provide sufficient parking, a water supply and phone lines to the base/camp. Some of these locations might be preplanned, but in many cases, few of these requirements may be present.

If you know the anticipated duration of the staging area, the expected number and type of resources, and some idea of the temporary logistical support and service needed, you can plan the layout.

Think of the functions that may be necessary in the staging area and in what sequence they should occur. First, the resources must find the staging area. Sign the entrance and exit and post directional signs to assure the smooth flow of traffic, with a minimum of backing. This is especially important for large pieces of equipment like transports.

## APPENDIX A (continued)

Position the check-in recorder at or as near the entrance as possible. This will eliminate or reduce the chances of missing any incoming equipment.

Identify and post signs for areas of specific activity in some sort of logical manner. Services necessary in a staging area may include: fueling and water, mobile equipment maintenance and inspections, equipment and supply issue, feeding, sanitation, medical services, parking, and security. Remember, staging areas are not camps. Therefore, facilities for sleeping, showers, and other similar long duration needs are not provided.

When laying out the staging area, remember to consider the incompatibility of certain activities. For example: Do not place sanitation facilities adjacent to the feeding area. Do place vehicle inspection areas so the smooth and safe flow of traffic is not compromised. Also, consider locating parking areas as near the exits as possible. (See sample staging area diagram at the end of this appendix.)

Similar resources in a staging area should be grouped by functional use (engine strike teams and single engines are in one area, crew transportation in a separate area, and other equipment in still another area). Task forces and strike teams should be positioned as a unit.

## APPENDIX A (continued)

The following are some guidelines for vehicle parking areas:

1. Most engines require about a 15' x 30' parking space.
2. Heavy equipment transports require up to a 20' x 65' parking space.
3. Crew transports require up to a 20' x 60' parking space.
4. Park vehicles at a 45-degree angle to reduce accidents and minimize road requirements.
5. Allow adequate access and, if necessary, turnarounds should be at least 80' in diameter.
6. As a rule, a 150' x 400' space will accommodate five Type 1 engine strike teams.
7. Remember, resources in the parking area must be arranged and ready to depart in three minutes or less for line assignments.

## APPENDIX A (continued)

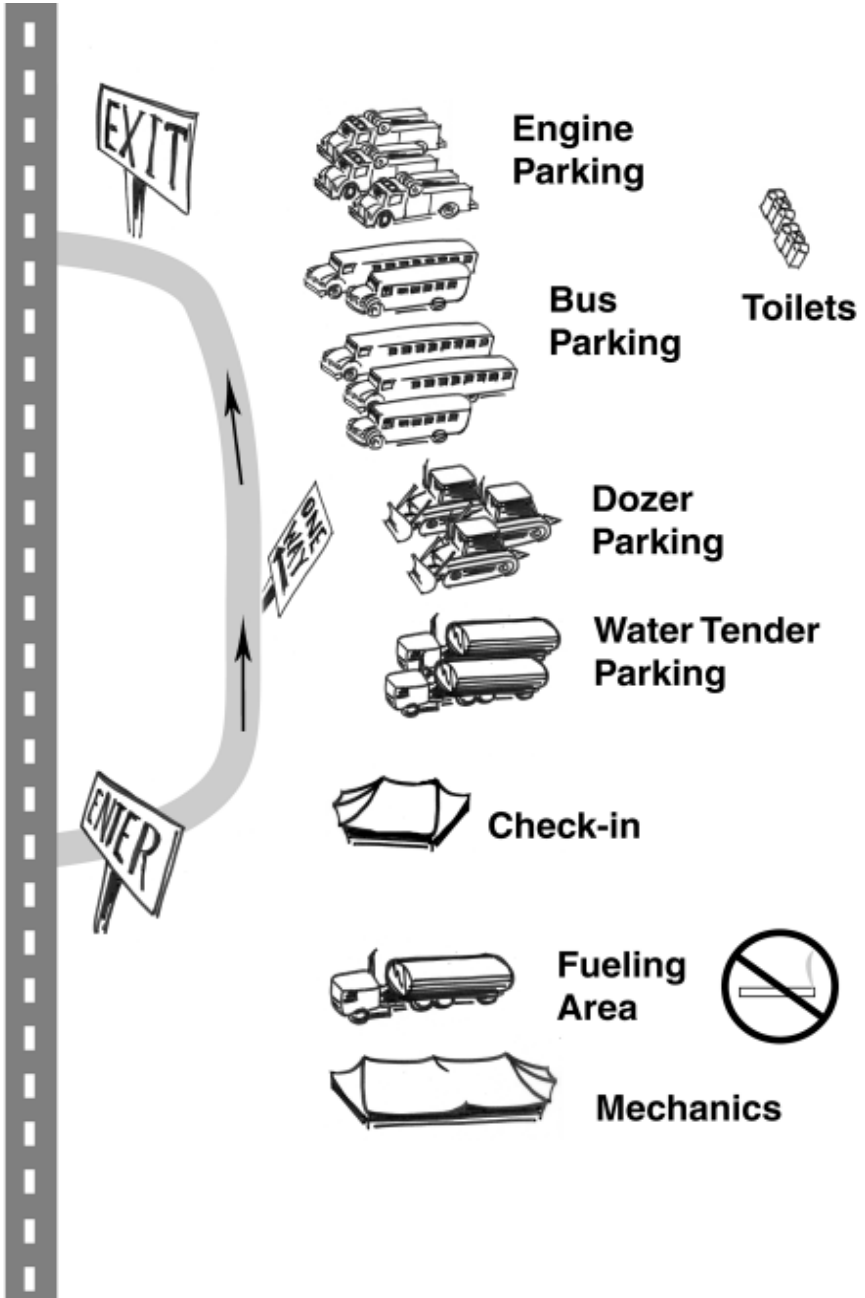
There may be other activities and functions in your staging area. An aid station might be set up here because of its proximity to the incident. This should not interfere with your operation.

A helibase or helispot may occupy a portion of the area adjacent to your staging area. Coordinate the layout of your area with the helibase or helispot manager to assure the following:

1. Adequate separation between the two areas to minimize noise and dust levels.
2. Helicopter approach and departure routes are not over the staging area.
3. Separate routes for ground traffic to the helibase, helispot and staging area.

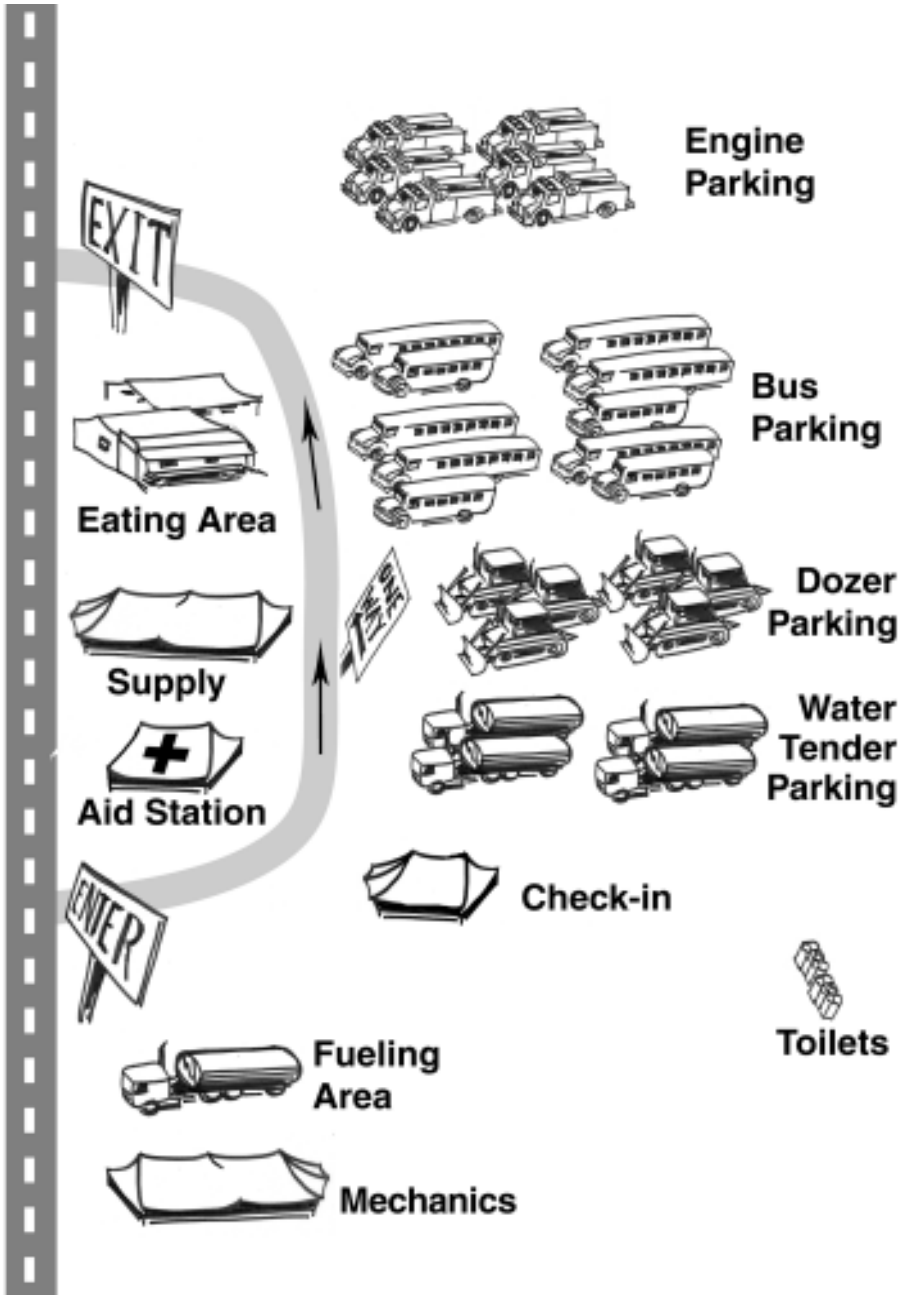
APPENDIX A (continued)

Example of Small Staging Area



APPENDIX A (continued)

Example of Large Staging Area



## APPENDIX B

### MANAGING THE STAGING AREA

The Staging Area Manager's (STAM) supervisor is the Operations Section Chief (OSC). The purpose of a staging area is to expedite the "available resources" from a temporary holding location, the staging area, to a tactical assignment. These resources are under the control of the OSC. The STAM's job is to furnish the support necessary to get resources to their tactical assignment in the best condition possible, ready to perform their tasks. In order to accomplish this, the STAM must interface with members of the logistics, planning, and finance sections.

The Incident Commander (IC) is responsible for everything that happens on the incident including the ordering of resources (personnel, equipment and supplies). As the incident gets larger, the IC may delegate the ordering responsibility to the LSC. The ordering source for resources is the logistics section.

The resource unit leader (RESL) is responsible for recording the current status of all resources on the incident. The RESL depends on the check-in system. The staging area is one place resources may be authorized to check in. Seeing that this works is the STAM's responsibility.

## APPENDIX B (continued)

A check-in recorder should be furnished by the resource unit. Until the recorder's arrival, the STAM should see that the ICS 211, Check-in List is filled out and the information is communicated to the resource unit in a timely manner. At the end of the operational period, completed sheets are forwarded to the resource unit for the permanent incident record.

Signs, or materials to make the signs for the staging area, should be ordered through channels from the supply unit.

Mechanics to inspect rented equipment or to repair vehicles in the staging area will be requested from the equipment manager (EQPM) of the ground support unit. If this function hasn't been established yet, the requests will go through the LSC to the supply unit again.

If sack lunches are required, the request should go to the food unit leader (FDUL).

If fuel is required in the staging area, it can be requested through the GSUL or the EQPM, if there is one. If neither is assigned, go through the LSC.



## APPENDIX B (continued)

If incident traffic plans are available, they are helpful for the resources reporting to different areas on the incident. The situation unit is responsible for making the traffic plans with input from the GSUL. The documentation unit is responsible for reproducing traffic plan copies. The planning section and OSCs are responsible for distributing these copies, but any assistance you perform helps the operation.

Sanitation facilities are a must if the area will be in operation any period of time. Request portable toilets through channels. This request might go to the facilities unit leader (FACL), but probably will go back to the supply unit. After they arrive, ensure they are serviced.

If there is a need for security, request it from the FACL.

Safety in the staging area is the STAM's responsibility. Lay out the area with safety in mind. "No Smoking" signs must be placed around the fueling area. Pick an area (if possible) with no flammable vegetation within 25 feet. Provide windshield washing equipment. Plan safe traffic flow patterns and parking areas.

Request staging area personnel assistance from the OSC.

## APPENDIX B (continued)

Records are important. ICS 214, Unit Log must be completed for the operational period or duration of the staging area. Record the major events and assigned people. This becomes an important document after the incident.

If a medical aid station is established at the staging area, supervision of that function is the responsibility of the medical unit leader (MEDL). It will be necessary, however, to coordinate and cooperate with this medical aid station.

In summary, to get the job done, the STAM needs to coordinate, cooperate, and communicate with a number of people. The STAM has to enlarge the staging area as dictated by the OSC. One cannot have a “that’s not my job” attitude and be an effective STAM.

The staging area manager’s job is to run an area where resources can check in, get the service and support they need as efficiently and painlessly as possible, and get to an assignment on the incident quickly. All resources should be in the best possible condition to perform their tasks and available to respond within three minutes when they are located in a staging area.

## APPENDIX C

### ICS 211, CHECK-IN LIST

#### A. Purpose

Personnel and equipment arriving at the incident can check in at various incident locations. ICS 211 consists of reporting specific information which is recorded on the ICS 211. The ICS 211 serves several purposes.

1. Used for recording arrival times at the incident of all overhead personnel and equipment.
2. Used for recording the initial location of personnel and equipment and thus a subsequent assignment can be made.
3. Used to support demobilization by recording the home base, method of travel, etc., on all check-ins.

## APPENDIX C (continued)

### B. Preparation

1. The ICS-211 is completed at staging areas, base/camps, helibases, and ICP. Managers at these locations record the information and give it to the resources unit as soon as possible.
2. Check in at the ICP will be done by a recorder at the resources unit.

### C. Distribution

Check-In Lists, which are completed by personnel at the various check-in locations, are provided to both the resources unit and the finance section. The resources unit maintains a master list of all equipment and personnel that have reported to the incident.

## APPENDIX C (continued)

### Instructions for completing the ICS 211, Check-List

BLOCK NUMBER	ITEM TITLE	INSTRUCTIONS
		Incident dispatchers, upon receipt of a check in message by radio, record the information on the ICS- 211,Check-in List and then give the information to the resources unit.
		Resources unit recorders, upon receipt of information on an in-person check in, record the information directly onto the Check-in List form.
	Check one:	Place a check mark in the appropriate box indicating the type of resource checking in.
1	Incident name	Print the name assigned to the incident.
2	Check-in location (complete all that apply)	Place a check mark in the appropriate box indicating where the resource or person checked in at the incident.
3	Date/time	Enter (month, day, year) and time prepared (24-hour clock).
4	List personnel (overhead) by agency and name; or list equipment by the following format:	Use this section to list agency designator and individual names for all overhead (supervisory) personnel. When listing equipment, use the agency designator, indicate if resource is a single resource, task force or strike team; enter kind or resource (letter for single resources, number 1-3 for strike team); enter type of resource (1-4), and designated identification number.
5	Order/request number	Order number will be assigned by agency dispatching the resources or personnel to the incident.
6	Date/time check in	Self explanatory.
7	Leader's name	Self explanatory.
8	Total number personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.

## APPENDIX C (continued)

BLOCK NUMBER	ITEM TITLE	INSTRUCTIONS
9	Manifest	Indicate if a manifest was prepared.
10	Crew or individual's weight	Self explanatory.
11	Home base	Location at which the resource/individual is normally assigned. (May not be departure location.)
12	Departure point	Location from which resource/individual departed for this incident.
13	Method of travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)
14	Incident assignment	Assignment at time of dispatch.
15	Other qualifications	List any other ICS position the individual has been trained to fill.
16	Sent to	Enter initials and time that the information pertaining to that entry was sent to the resources unit.
	Page	Indicate page number and number of pages being used for Check-in at this location.
17	Prepared by	Enter name of check-in recorder.







## APPENDIX D

### CLOSING THE STAGING AREA

At some point during the incident, the staging area will have served its function. Closing the staging area may occur well before the demobilization process takes place. If most of the incoming resources have arrived and have been assigned incident tasks, the staging areas may be closed. The staging area will be closed or moved at the direction of the OSC.

The closing should be an orderly, planned process. The equipment and supplies and personnel that have been brought to the area must be returned to the proper sources or released.

The fuel tender should be released to the EQPM or the GSUL. All communications equipment on hand should be returned to the communications unit. If resources in the staging area are being released from the incident, equipment should be collected and receipts for incident provided equipment should be issued. Coordinate with the supply and communications unit to arrange for the return of equipment and get a receipt. All receipts for issued equipment should be given to the responsible unit.

## APPENDIX D (continued)

An effort should be made to restore the area to its pre-incident condition. Each agency has standards and procedures to accomplish this. Generally, they all include the following:

1. Determine pre-incident condition as a baseline from which to work.
2. Review notes and unit logs for pre-incident status.
3. Inventory and report damage to the logistics and finance chiefs.
4. Ensure repair of minor damage to fixed facilities to agency standards; notify FACL.
5. Ensure removal of litter and debris; notify FACL.
6. Request owner of property be present for final inspection. If contractual agreements have been made, recommend someone from the finance section accompany inspection.
7. Last, assemble and forward all records to your supervisor.

APPENDIX E  
24-HOUR CLOCK

<i>12 Hour</i>	<i>24 Hour</i>	<i>Pronounce</i>
1:00 AM	0100	Zero-one hundred
2:00 AM	0200	Zero-two hundred
3:00 AM	0300	Zero-three hundred
4:00 AM	0400	Zero-four hundred
5:00 AM	0500	Zero-five hundred
6:00 AM	0600	Zero-six hundred
7:00 AM	0700	Zero-seven hundred
8:00 AM	0800	Zero-eight hundred
9:00 AM	0900	Zero-nine hundred
10:00 AM	1000	Ten hundred
11:00 AM	1100	Eleven hundred
12 NOON	1200	Twelve hundred
1:00 PM	1300	Thirteen hundred
2:00 PM	1400	Fourteen hundred
3:00 PM	1500	Fifteen hundred
4:00 PM	1600	Sixteen hundred
5:00 PM	1700	Seventeen hundred
6:00 PM	1800	Eighteen hundred
7:00 PM	1900	Nineteen hundred
8:00 PM	2000	Twenty hundred
9:00 PM	2100	Twenty-one hundred
10:00 PM	2200	Twenty-two hundred
11:00 PM	2300	Twenty-three hundred
12 MIDNIGHT	2400	Twenty-four hundred

Notice that you add 12 to the PM time to get the first two numbers of the hour, e.g., 8 PM is twenty hundred ( $8 + 12 = 20$ ).



## APPENDIX F

### GLOSSARY OF TERMS AND ACRONYMS

For additional fireline terms, refer to Wildland Fire Terminology, PMS 205, NFES 1832

<b>Accountable Property</b>	Items with a purchase price of \$5,000.00 or more or items that the agency considers sensitive (cameras, chain saws, items with property numbers).
<b>A/C</b>	Aircraft, fixed or rotor wing.
<b>AD</b>	Administratively Determined (rates and pay plan for emergency workers).
<b>AGL</b>	Above Ground Level, altitude expressed in feet above the ground.
<b>AIDS</b>	Aerial Ignition Devices - usually refers to a ping pong ball machine or a helitorch.
<b>Air Contact</b>	Particular aviation resource to contact when reporting to a fire.
<b>Air Show</b>	Multiple aircraft over a fire, usually including air tankers.

## APPENDIX F (continued)

<b>Air Tactical</b>	ICS position within the operations section. Air Tactical Group Supervisor (ATGS), synonymous with air attack.
<b>Advanced Technology Meteorological Unit (ATMU)</b>	A weather data collection and forecasting facility consisting of seven modules, weighing a total of 116 pounds and occupying 13.8 cubic feet of space when transported. Requires a supplemental order of helium, procured locally.
<b>Alumigel®</b>	Jelly like substance produced by mixing gasoline and Alumigel® powder. It is then applied with an ignition device such as a helitorch to ignite fires.
<b>ALS</b>	Advanced Life Support
<b>ATA</b>	Actual Time of Arrival
<b>Air Tanker</b>	Fixed wing aircraft capable of delivering fire retardant (liquid and foam).
<b>ATD</b>	Actual Time of Departure

## APPENDIX F (continued)

<b>Av Gas</b>	Fuel for aircraft with internal combustion engines (reciprocating engines).
<b>Azimuth</b>	The horizontal distance in angular degrees in a clockwise direction from the north point.
<b>Back Haul</b>	Excess supplies, equipment or trash returned from a location on an incident.
<b>Base</b>	The location at which primary logistical functions for an incident are coordinated and administered. There is only one base per incident, e.g., incident command post (ICP).
<b>Bearing</b>	Position of an object with reference to a point on a compass.
<b>Backpack Pump</b>	A collapsible backpack made of neoprene or high strength nylon fabric that carries approximately five gallons of water fitted with a hand pump (bladder bag).

## APPENDIX F (continued)

<b>BDU</b>	Battle Dress Uniform; Fire resistant pants.
<b>Black Water/ Sewage Truck</b>	Vehicle capable of pumping and hauling raw sewage (black water) to certified sewage treatment facility.
<b>Booster Pump</b>	An intermediary pump for supplying additional lift in pumping water uphill past the capacity of the first pump.
<b>Casual(EFF)</b>	An employee who is picked up temporarily for a fire emergency, see AD. Also referred to as Emergency Fire Fighter (EFF).
<b>Chief of Party</b>	Person in charge of passengers while traveling.
<b>Clamshell</b>	Reusable battery holder for King® radios. Holds 9 AA batteries. Listed as Holder, Battery, King, NFES 1034.



## APPENDIX F (continued)

<b>Compressed Air Foam System (CAFS)</b>	A generic term used to describe foam systems consisting of an air compressor (air source), water pump and foam solution.
<b>Commo</b>	Communications
<b>Consumable Property</b>	Items that are expected to be consumed on the incident (batteries, MREs, canteens).
<b>Coordination Center</b>	Regional/Zone/State level center for mobilization of resources to incidents, etc. (dispatch).
<b>Coupling, hose</b>	A fitting on the end of a hose that connects the ends of adjacent hoses or other components of hose (male, female, quick connect, pin lug).
<b>Coyote Tactics</b>	A progressive line construction technique involving self-sufficient crews which build fire line until the end of the operational period, remain at or near that point while in an unavailable status and begin building fireline at that point at the start of the next operational period.

## APPENDIX F (continued)

<b>CSJRL</b>	Cotton-Synthetic Jacketed, Rubber Lined hose.
<b>Cubie</b>	Cubitainer: a five gallon container used for transporting drinking water.
<b>Demob</b>	Demobilization, process of removing resources, usually off incidents.
<b>DHS</b>	Department of Homeland Security
<b>Dispatch</b>	Dispatch center; a facility from which resources are assigned to an incident.
<b>Division</b>	Incident division, usually designated by a letter (example: Division A).
<b>DJRL</b>	Double Jacketed Rubber Lined hose.
<b>Dozer</b>	A tracked vehicle with a front mounted blade used for building fireline; bulldozer.
<b>Dozer tender</b>	Bulldozer service unit.

## APPENDIX F (continued)

<b>Drum Lifter</b>	A device used to transport a 55 gallon drum via a sling on a helicopter.
<b>Durable Property</b>	Non-accountable items, with useful life expectancy longer than one incident.
<b>Engine</b>	A truck mounted with a pump and tank (water), used in fire suppression.
<b>EMS</b>	Emergency Medical Service
<b>EMT</b>	Emergency Medical Technician
<b>ETA</b>	Estimated Time of Arrival
<b>ETD</b>	Estimated Time of Departure
<b>ETE</b>	Estimated Time En Route
<b>Expanded Dispatch</b>	The organization in dispatch that is activated when the complexity of logistics coordination approaches a level the initial attack dispatch organization can no longer support.

## APPENDIX F (continued)

<b>FAA</b>	Federal Aviation Administration
<b>FBO</b>	Fixed Base Operator; usually the local airport.
<b>Fill or Kill</b>	Policy designed to indicate ability to fill an order or if it can not be filled within a reasonable amount of time (1 hour is standard), then “kill” it. Determine whether to reorder at a later time or cancel the order. This policy is referenced in the National Interagency Mobilization Guide.
<b>Fire Cache</b>	A supply of fire tools and equipment assembled in planned quantities or standard units at a strategic point for exclusive use in fire suppression.
<b>Fixed Wing</b>	Aircraft with stationary wings; an airplane.
<b>FLE</b>	Fire Line Explosives, used for rapid construction of fire line with a small number of specially trained personnel.

## APPENDIX F (continued)

<b>FMO</b>	Fire Management Officer
<b>Foam</b>	An extinguishing agent, chemically and/or mechanically produced, that blankets and adheres to the fuels to reduce combustion. When foam products are mixed at 1% or less, the foam will remain effective at preventing ignition for 12 hours. Works with current class A foam delivery systems.
<b>Fol-da-tank®</b>	A portable, collapsible water tank with a tubular frame; varies in capacity from 500-1500 gallons.
<b>FTS</b>	Federal Telephone System
<b>Gated Wye</b>	A gated valve used in hose lays to allow connection of other hoses within the trunk line (example: 1" lateral hose with nozzle.
<b>GHT</b>	Garden Hose Thread, 3/4 inch hose fittings.
<b>Gorman Rupp</b>	Small, portable water pump.
<b>Gray Water (Grey)</b>	Used water from the kitchen and shower units.

## APPENDIX F (continued)

<b>Greenwich Mean Time</b>	The time at “0” longitude, Greenwich, England (Zulu time).
<b>Hazardous Material</b>	Substances that are identified, classified and regulated in the Code of Federal Regulations, Title 49 and Hazardous Materials Regulation 175. A hazardous material is a substance or material which has been determined by the Department of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated.
<b>Head (water pressure)</b>	Pressure due to elevation of water. Equals 0.433 pounds per square inch per foot of elevation.
<b>Helibucket</b>	Specially designed bucket carried by a helicopter like a sling load and used for aerial delivery of water or fire retardants.
<b>Helitorch</b>	An aerial ignition device slung beneath a helicopter to disperse ignited lumps of jelled gasoline (Alumigel®).

## APPENDIX F (continued)

<b>Hot Food/ Drink Cans</b>	Nonreusable cans that are used to ship hot or cold drinks and food to remote locations.
<b>Hot Shots, IHC</b>	Specially trained seasonal hand crew (Type 1).
<b>Hoverfill Tank</b>	Large, portable tank from which helitankers can hoverfill.
<b>IA</b>	Initial Attack, first effort to suppress a fire.
<b>IC</b>	Incident Commander
<b>Impeller</b>	Rotating part of a centrifugal pump which imparts energy to the liquid to be moved. For shearing purposes, the impeller is on a rotating shaft within the body of liquid.
<b>IMSR</b>	Incident Management Situation Report (Sit Report). Daily report giving the current fire situation in the United States.
<b>Incident</b>	An event (fire, flood, earthquake, other disasters).

## APPENDIX F (continued)

### **Incident Command System (ICS)**

An organization used to manage an emergency incident or a non-emergency event. It can be used equally well for both small and large situations. The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system. The system can be applied to a wide variety of emergency and non-emergency situations.

### **Incident Action Plan (IAP)**

Contains objectives reflecting the overall incident strategy and specific control actions for the next operational period. The plan may be oral or written.

### **Incident Overhead**

All supervisory positions described in the incident command system.

### **Increaser**

Increasing coupling used on hose, pump or nozzles to permit connection of a larger size of hose.



## APPENDIX F (continued)

<b>Inductor</b>	A control mechanism that allows a regulated quantity of foam concentrate to be introduced into the main hose line.
<b>Infrared</b>	A heat detection system used for fire detection, mapping and heat source identification.
<b>Inside Diameter</b>	The internal diameter of a tube, conductor or coupling as distinguished from the outside diameter. Fire hose sizes are classified by a nominal internal diameter.
<b>IR Scan</b>	Infrared survey of a fire.
<b>Iron Pipe Standard Thread</b>	Standard system of thread for connecting various types of rigid piping. These threads are much finer and more difficult to connect in the field than National Standard threads.
<b>Kamlock</b>	Type of fitting that provides quick connecting/disconnecting hose.

## APPENDIX F (continued)

**Lead Line** Line or set of lines made of rope, webbing or cable and used in helicopter external load operations. Placed between a swivel or the cargo hook and the load.

**Lead Plane** Aircraft with pilot used to make trial runs over the target area to check wind, smoke conditions, topography and lead air tankers to the target.

**Lined Fire Hose** Fire hose with a smooth inner coating of rubber or plastic to reduce friction loss.

**Liquid Concentrate** Liquid phosphate fertilizers used as fire retardants, usually diluted three to five times prior to application.

**Live Line or Reel** Hose line or reel on a fire engine, carried connected to the pump, ready for use without making connection to pump or attaching nozzle.

## APPENDIX F (continued)

<b>Load Calculation Form</b>	An agency form used to calculate helicopter load weight.
<b>Local Agency</b>	An agency having jurisdictional responsibility for all or part of an incident.
<b>Longline</b>	A line or set of lines, usually in 50 foot increments, used in external load operations that allow the helicopter to place loads in areas which the helicopter can not land.
<b>MAC</b>	Multi-Agency Coordinating Group.
<b>MAFFS</b>	Modular Airborne Fire Fighting System, the military's air tanker program (used when more tankers are needed than there are available on contract).
<b>Mark III</b>	Small, portable water pump
<b>Mark 26</b>	Portable water pump (smaller than a Mark III).
<b>Medevac</b>	Emergency medical evacuation.

## APPENDIX F (continued)

<b>Misery Whip</b>	Crosscut saw.
<b>MIST</b>	Minimum impact suppression tactics.
<b>Mix Ratio</b>	The ratio of liquid foam concentrate to water, usually expressed as a percent.
<b>Monitor</b>	Turret type nozzle usually mounted on an engine.
<b>Mob Guides</b>	Reference used to facilitate the mobilization of resources. Includes policies, procedures, and where to find the resources.
<b>Mopup</b>	Extinguish or remove burning material near control lines after an area has burned to secure the fire or to reduce residual smoke.
<b>MRE</b>	Meals Ready to Eat, light weight, packaged food used on incidents.
<b>Multicom</b>	A VHF/AM aircraft radio frequency (122.9 MHz) assigned by the FAA for use in air-to-air communications.

## APPENDIX F (continued)

<b>Mud</b>	Fire retardant.
<b>NH</b>	National Fire Hose, coupling threads used for fire hose 1½" and larger.
<b>NFES Catalog</b>	Referred to as the National Fire Equipment System Catalog. This catalog is used to order equipment and supplies from fire caches.
<b>NICC</b>	National Interagency Coordination Center at Boise, ID.
<b>NIFC</b>	National Interagency Fire Center at Boise, ID.
<b>Nomex®</b>	A fire resistant synthetic material used in the manufacturing of flight suits, pants and shirts for firefighters.
<b>Nozzle Aspirated Foam System</b>	A foam generating device that mixes air at atmospheric pressure with foam solution in a nozzle chamber.

## APPENDIX F (continued)

<b>Nozzle, Forester</b>	Twin-tip combination nozzle for 1" hose. Combination fog/straight stream nozzle tip; low volume.
<b>Nozzle, KK</b>	Combination barrel nozzle. Higher volume than the Forester nozzle.
<b>NPSH</b>	National Pipe Straight Hose coupling threads (straight pipe threads for hose couplings and nipple).
<b>NPT</b>	National Pipe Threads/American Standard Taper pipe threads.
<b>NTE</b>	Not to exceed; a personnel term used for positions that have a limited duration due to funding or project length.
<b>Payload</b>	Weight of passengers and/or cargo being carried by an aircraft.
<b>PAX</b>	Passengers.
<b>PC</b>	Paracargo, cargo delivered by means of fixed wing aircraft and parachutes specialty packed and rigged, usually by smokejumper paracargo specialists.

## APPENDIX F (continued)

<b>PG</b>	Personal gear bag.
<b>Phoschek®</b>	Long term red colored fire retardant.
<b>PIC</b>	Pilot in Command.
<b>Piston Pump</b>	Positive displacement pump with 2, 4, and 6 reciprocating pistons to force water from the pump chamber in conjunction with appropriate action of inlet and discharge valves.
<b>Probeye®</b>	Infrared scanning device that picks up hotspots on fires.
<b>Proportioner</b>	A device that adds a predetermined amount of foam concentrate to water to form a foam solution.

## APPENDIX F (continued)

<b>PSD</b>	Plastic Sphere Dispenser - refers to a machine installed in a helicopter that dispenses plastic spheres (ping pong balls) filled with potassium permanganate. The machine injects a small amount of ethylene glycol into each sphere and then dispenses them out of the helicopter. The exothermal reaction of the two chemicals creates enough heat to ignite the plastic sphere, in 25 to 30 seconds, which in turn ignites the fuel bed. Aerial Sphere Dispenser Kit, NFES 3410.
<b>PTO</b>	Power Take-Off, a supplementary mechanism enabling the engine power to be used to operate non-automotive apparatus (such as a pump).
<b>Pumpkin</b>	Collapsible, soft-sided, freestanding portable water tank.
<b>Ramp</b>	Parking area for aircraft adjacent to a runway.



## APPENDIX F (continued)

<b>Red Card</b>	Fire qualification card issued to personnel showing their qualifications to fill specific fire positions.
<b>Reel</b>	A frame on which hose is wound (3/4 to 1 inch hose) supplied by a water tank on the apparatus.
<b>Resource</b>	Any person, aircraft, supply or equipment available for assignment to an incident. Described by kind and type (T2 Crew, ICT1, T6 Engine).
<b>Resource Order</b>	Form used by dispatchers, service personnel and logistics coordinators to document the request, ordering or release of resources and the tracking of those resources on an incident.
<b>Respirator</b>	A simple filter mask for individual protection against smoke and fumes for use on wildland fires.
<b>Retardant</b>	A chemical having a retarding action on fire, usually applied with an air tanker.

## APPENDIX F (continued)

<b>Retrograde</b>	Reversal of an order; shipping supply items from the incident back to the cache or to another incident.
<b>Requisition</b>	A form/procedure for purchasing supplies.
<b>RH</b>	Relative Humidity, a measure of moisture in the air.
<b>Rocker Lug Coupling</b>	Hose coupling in which the lugs used for tightening or loosening are semicircular in shape and designed to pass over obstructions.
<b>Rotor Wash</b>	The air turbulence caused by the movement of the rotor blades of a helicopter.
<b>Rotorwing</b>	Aircraft with a rotor system that rotates about an axis to provide lift and/or thrust for a helicopter.
<b>RX</b>	Prescribed fire.
<b>SIPT</b>	Straight Iron Pipe Thread.

## APPENDIX F (continued)

<b>Slurry</b>	Fire retardant.
<b>SMJ or SJ</b>	Smokejumper; fire suppression personnel who parachute to fires via fixed wing aircraft.
<b>SOP</b>	Standard Operating Procedures.
<b>Spotter</b>	Smokejumper supervisor in charge of a jumper load; performs navigation, communication and paracargo duties.
<b>Stocking Levels</b>	Minimum levels of supplies kept on hand at a fire cache.
<b>Strainer</b>	A wire or metal guard used to keep debris from clogging pipe or other openings made for pumping water. Placed on suction hose it will protect pumps from foreign materials.
<b>Surfactant</b>	A surface active agent. A formulation which, when added to water in proper amounts, will reduce the surface tension and increase penetration capabilities of the water (wet water, class A foam, soap).

## APPENDIX F (continued)

<b>Swamper</b>	Assistant to an equipment operator.
<b>T&amp;A</b>	Time and Attendance.
<b>Tail Number</b>	FAA number used to identify aircraft, located on the tail of the ship. American aircraft tail numbers begin with the letter N (examples: N543TY, N67344).
<b>Tanker</b>	Air tanker.
<b>TFR</b>	Temporary Flight Restriction. This airspace restriction is obtained through the FAA. It is an area of airspace over an incident that is defined both laterally and vertically, which has been temporarily or partially closed to nonessential aircraft for a specific period of time.
<b>Thread</b>	The specific dimensions of screw thread employed to couple fire hose and equipment. American National Standard Hose Thread has been adopted for fire hose couplings.

## APPENDIX F (continued)

<b>Torch, Drip</b>	A hand-held device for igniting fires by dripping flaming liquid fuel on the materials to be burned. Fuel used is generally a mixture of diesel and gasoline.
<b>Trash Pump</b>	Medium sized pump used for moving large amounts of liquids (grey water, retardant). These pumps are ordered as volume pumps.
<b>UTF</b>	Unable to fill; pertaining to resource orders.
<b>Water Buffalo</b>	Liquid storage unit.
<b>Water Tender</b>	Ground vehicle capable of transporting specified quantities of water (Type 1 water tender; 5000 gallon capacity, 300 gallon per minute pumping capability).
<b>WFSA</b>	Wildland Fire Situation Analysis. An analysis tool used to determine the most appropriate management strategy for a wildfire that has escaped initial attack.

## APPENDIX F (continued)

<b>WX</b>	Weather
<b>Xedar®</b>	Type of heat seeking video display unit that identifies hot spots during mopup.
<b>100 hour</b>	Mandatory maintenance done to aircraft every 100 hours (there is also a 50 hour, 1000 hour, etc.).

# NOTES

# NOTES