ICS 219

Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card Green
- 219-3: Engine Card Rose
- 219-4: Helicopter Card Blue
- · 219-5: Personnel Card White
- 219-6: Fixed-Wing Card Orange
- 219-7: Equipment Card Yellow
- 219-8: Miscellaneous Equipment/Task Force Card Tan
- 219-10: Generic Card Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- · AOV: Agency-owned vehicle
- · ETA: Estimated time of arrival
- ETD: Estimated time of departure
- · ETR: Estimated time of return
- · O/S Mech: Out-of-service for mechanical reasons
- · O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- · POV: Privately owned vehicle

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Prepared by: Date/Time:	Prepared by: Date/Time:
ICS 219-1 HEADER CARD (GRAY)	ICS 219-1 HEADER CARD (GRAY)

ICS 219-1: Header Card

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

T/Unit:		LDW:	# Pers:	Order #:				
Agency	C	at/Kind/T		Name/ID #				
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Date/T	ime Ord	dered:						
Remar	ks:							
Prepar	ed by:							
Date/T								
		EW/TEA	M (GRFFN	\				

7Unit:		LDW:	#1	Pers:	Order			
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Prepar								
Date/T								
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ICS 219-2: Crew/Team Card

Block Title	Instructions
ST/Unit	Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Crew/Team ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3).
Manifest ☐ Yes	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
☐ No	
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel to Incident AOV POV Bus Air Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident.

Block Title	Instructions
Transportation Needs at Incident	Check the box(es) for the appropriate method(s) of transportation at the incident.
☐ Vehicle	
☐ Bus	
☐ Air	
☐ Other	
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew/team.
BACK OF FORM	
Incident Location	Enter the location of the crew/team.
Time	Enter the time (24-hour clock) the crew/team reported to this location.
Status	Enter the crew/team's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to
☐ O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
☐ O/S Mech	Available – Available to be assigned to the incident
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew/team's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST	/Unit:		LDW:	# Pers:	Order #:				
Αç	gency	Ċ	at/Kind/T	ype	Name/ID #				
	Date/T	ime Ch	Front ecked In						
	Leader Name: Primary Contact Information:								
	Resou	rce ID #	t(s) or Na	ime(s):					
	Home	Base:							
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ICS 219-3: Engine Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for the resource(s).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest ☐ O/S Pers	 O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST	/Unit:		LDW:	# Pers:	Order #	# :	
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	Home	Base:					
	Depart	ture Poi	nt:				
	ETD:		Е	TA:			
	Destin	ation P	oint:				
	Date/T	ime Ord	dered:				
	Remar	ks:					
		ed by:					
	Date/T	ime:					
	ICS 2	19-4 H	ELICOP	TER (BL	UE)		

T/Unit: LDW: # Pers: O					Order
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ICS 219-4: Helicopter Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to
☐ O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
☐ O/S Mech	Available – Available to be assigned to the incident OR Marks — Or to force the force that the same to the s
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons TD – Fatigate delivers of rate as
N	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).
Date/Time	time propertied (doing the 24-hour clook).

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	Home	Base:					☐ Ass	_
	Depa	rture Point:					☐ Ava	
	ETD:		ETA	:			Notes	:
	Trans	portation Nee	ds at	Incident:				
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	ICS 2	19-5 PERSO	NNE	L (WHITE			ICS 2	19
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/Unit:	Name:	Position/Title
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ICS 219-5: Personnel Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name.
Position/Title	Enter the individual's ICS position/title.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Name	Enter the individual's full name.
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Manifest	Use this section to enter whether or not the resource or personnel has a manifest. If
☐ Yes	they do, indicate the manifest number.
□ No	
Total Weight	Enter the total weight for the crew. This information is necessary when the crew are transported by charter air.
Method of Travel to	Check the box(es) for the appropriate method(s) of travel the individual used to bring
Incident	himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
☐ AOV	owned verifice.
POV	
Bus	
☐ Air	
Other	Enter the home has to which the resource or individual is normally assigned (may not
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident.
Transportation Needs at Incident	Check the box(es) for the appropriate method(s) of transportation at the incident.
☐ Vehicle	
Bus	
☐ Air	
☐ Other	
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew.
BACK OF FORM	
Incident Location	Enter the location of the crew.
Time	Enter the time (24-hour clock) the crew reported to this location.

Block Title	Instructions					
Status	Enter the crew's current status:					
☐ Assigned	Assigned – Assigned to the incident					
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to					
☐ O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft					
☐ Available	O/S Pers – Out-of-service for personnel reasons					
☐ O/S Mech	Available – Available to be assigned to the incident					
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons					
	ETR – Estimated time of return					
Notes	Enter any additional information pertaining to the crew's current location or status.					
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and					
Date/Time	time prepared (using the 24-hour clock).					

ST	/Unit:		LDW:	# Pers:	Order #:		
Αç	gency	C	at/Kind/T	ype	Name/ID #		
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	Pilot N	lame:					
	Home	Page					
		ture Poi	nt:				
	ETD:	ture For		TA:			
		ation P					
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	Remai						
	Prepa	red by:					
	Date/T	ime:					
ICS 219-6 FIXED-WING (ORANGE)							

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Status					
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Prepar	_				
Date/T					
LICS 2	19-6 FI	XED-WII	NG	(ORA	NGE)

ICS 219-6: Fixed-Wing Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to
☐ O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
☐ O/S Mech	Available – Available to be assigned to the incident O/S Mach — Out of comise for machinel research.
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons TTP Fetimeted time of return
Notes	• ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).
Date/Time	L . L (man. 2 m. 2

ST	/Unit:		LDW:	# Pers:	Order #:					
Αç	gency	C	at/Kind/T	ype	Name/ID	#				
			Fron							
	Date/T	ime Ch	ecked In	:						
	Leade	r Name:	:							
	Primary Contact Information:									
	Resource ID #(s) or Name(s):									
	Home	Base:								
	Departure Point:									
	ETD:			TA:						
		ime Ord	dered:							
	Remai	rks:								
	Prepai	red by:								
	Date/T	ime:								
	ICS 2	19-7 E	QUIPME	NT (YEL	LOW)					

ST	/Unit:		LDW:	#1	Pers:	Order #
Αç	gency	at/Kind/T	Kind/Type		Name/ID	
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	ICS 2	19-7 E	QUIPME	NT	(YEL	LOW)

ICS 219-6: Fixed-Wing Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ЕТА	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to
☐ O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
☐ O/S Mech	Available – Available to be assigned to the incident OCAMARIA — Out of comics for machine incident.
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons TD Fatimated time of return
Mataa	ETR – Estimated time of return Fata and different first and action as a status.
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).
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ICS 219-8: Miscellaneous Equipment/Task Force Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available work day that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number or name for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or discret.
O/S Pers	 operating time limits/policies for pilots, operators, drivers, equipment, or aircraft O/S Pers – Out-of-service for personnel reasons
Available	Available – Available to be assigned to the incident
O/S Mech	O/S Mech – Out-of-service for mechanical reasons
☐ ETR:	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
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Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

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ICS 219-10: Generic Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order#	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).
	Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
☐ Assigned	Assigned – Assigned to the incident
☐ O/S Rest ☐ O/S Pers	 O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
☐ Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
☐ ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).