
Unit 5: Tracking Resource Status

STUDENT GUIDE

Objectives

By the end of this unit, students will be able to:

- Collect, process, and validate the information used to track resources
- Identify sources for obtaining resource information
- List the purposes of ICS Form 219, Resource Status Card
- Describe the color coding system for the resource categories
- Discuss the difference between a Task Force and a Strike Team
- Complete an ICS Form 219, Resource Status Card, for various resources

Methodology

This unit uses lecture, an exercise, and discussion.

Knowledge of unit content will be evaluated through practical exercises or simulations and the administration of the Final Exam upon completion of the course.

The purpose of this unit is to familiarize students with resource tracking systems and to enable them to gather all required information and utilize acceptable methods.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required based on the experience level of the group.

Topic	Time
Lesson	1 hour 30 minutes
Exercise 4	1 hours 30 minutes
Total Time	3 hours

TopicTracking Resource Status

**Key Points**


Scope Statement

Through this unit, students will learn how to use a resource tracking system and how to gather the necessary information to effectively track resource status. Students will gain an understanding of effective resource tracking systems and useful sources of information.

Topic Unit Terminal Objective

Unit Terminal Objective

Collect, process, and validate information used to track resources.



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Visual 5-2

Key Points

Unit Terminal Objective

Collect, process, and validate the information used to track resources.

Remind students that the Final Exam questions are based on the Unit Enabling Objectives.

Unit Enabling Objectives

- Identify sources for obtaining resource information
- List the purposes of ICS Form 219, Resource Status Card
- Describe the color coding system for the resource categories
- Discuss the difference between a Task Force and a Strike Team
- Complete an ICS Form 219, Resource Status Card, for various resources

Importance of Resource Status Systems

- Why are resource status systems important?
- What happens if information is missing or inaccurate?



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Visual 5-3

Key Points

The Resources Unit is responsible for gathering information and tracking the status of incident equipment and personnel using a resource status system. This can be in the form of T-cards or a computerized system.

Topic

Sources of Information



Key Points

Sources of information:

Topic Sources of Information

Sources of Information

Initial onsite briefings

- Planning Section Chief
- Incident Commander (possibly)

Debrief operations personnel

- If time permits, talk to incident response personnel who have been there longer
- Field Observers

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Key Points

Resources Units are normally activated after the incident has expanded beyond initial control. Because there are often resources at the incident site before the Resources Unit is activated, the Resources Unit Leader needs to obtain information about those resources.

Keep in mind the potential limitations of your information sources and ways to mitigate these limitations.

Initial Onsite Briefings

- Planning Section Chief
 - ICS Form 201, Initial Briefing
 - General questions
 - Questions about the Incident Commander Briefing
- Incident Commander (possibly)
 - Briefing or one-on-one conversation
 - May get documentation (Tactical Worksheet)


Debrief Operations Section Personnel

- Keep in mind potential limitations, including:
 - Potential for erroneous information: Need to fact-check
 - Limited information: Could be incomplete
 - May only have one agency checked in and not the other agencies that may be assisting: Probably not too aware of personnel from other agencies and jurisdictions or private contractors
 - May be physically or mentally exhausted and not able to sit down and go over a list of subordinates
- Field Observers: Talk with them while they are working for the Situation Unit Leader. Try to identify resources

Topic Sources of Information (cont.)

Sources of Information (cont.)

- ICS Form 211 – Incident Check-in List
- Agency Ordering Point
- Transition Documents
- Prior IAPs
- Resource Orders



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Visual 5-6

Key Points

ICS Form 219s, Resource Status Cards (also known as T-cards), are set up to allow for easy transfer of information from these source documents.

Other sources of information for specific T-cards include ICS Form 204, Assignment List; ICS Form 215, Operational Planning Worksheet; and ICS Form 220, Air Operations Summary Sheet.

ICS Form 211 – Incident Check-in List

Identifies what resources have arrived.

Agency Ordering Point (AOP)

The AOP can provide information on how the incident is set up before the Resources Unit Leader's arrival. The RESL's first priority is to make sure that a check-in station is set up.

The AOP can explain who has been sending personnel to the incident site and give a summary of who is sending personnel to what locations.

Transition Documents

These include delegation documents and the Agency Administrator Briefing.

The Resources Unit Leader needs to know what resources are still in operation, what is on site and working.

Prior Incident Action Plans

The IAP may be a cumbersome way to gather information, but it is there as a resource. With resource orders, it is important to keep in mind that resources that were ordered may not have actually arrived on the scene. However, it is a good way to get an idea of potentially available resources.

The IAP is not laid out like T-cards or quantities on an ICS Form 215, but you can see Divisions and Groups and identify their resources.

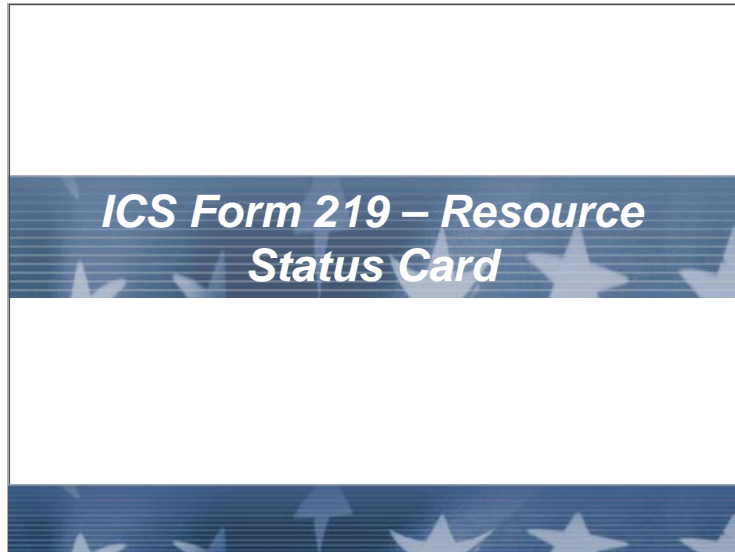
Resource Orders

These are received from the Logistics Section.

The information might also be on a Tactical Worksheet if they've requested something.

Topic

ICS Form 219 – Resource Status Card




Key Points

ICS Form 219, Resource Status Card:

Topic ICS Form 219 – Resource Status Card a.k.a. T-Card

ICS Form 219 – Resource Status Card a.k.a. T-Card

- Used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel
- Provides a visual display of the status and location of resources assigned to the incident
- See Handouts 5-1 and 5-2



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Visual 5-8

Key Points

Resource Status Cards are also referred to as T-cards. T-cards provide a format for identifying incident resources and recording and documenting their status, location, and demobilization.

For local IMTs, T-cards are probably the cheapest way to track resources. You could also use automated systems, magnets, and so forth.

Each T-Card has space available for the following:

- Resource identification information
 - Data summary from ICS Form 211
 - Information about the resource (for example, type, kind)
- Demobilization information
 - Data summary from the Demobilization Unit
- Incident information
 - Summarizes data about the assignments and status
 - Records chronological changes in the status of the resource

If you run out of room on a T-card, use a new one. Fill out the resource identifier information and write “2” or “3” in the lower left-hand corner of the top portion of the identification information block and staple it to the back of the previous card.

- Gives you a history of where that resource has been

If the resource is assigned to a new Division or Group, add the details on the following lines. If the resource is out of service, note that as well.

Topic Resource Color Coding

Resource Color Coding		
219-1	GRAY	Header Card
219-2	GREEN	Crew/Team
219-3	ROSE	Engine
219-4	BLUE	Helicopter
219-5	WHITE	Personnel
219-6	ORANGE	Fixed-Wing
219-7	YELLOW	Equipment
219-8	TAN	Misc. Equipment/Task Force
219-10	LT PURPLE	Generic

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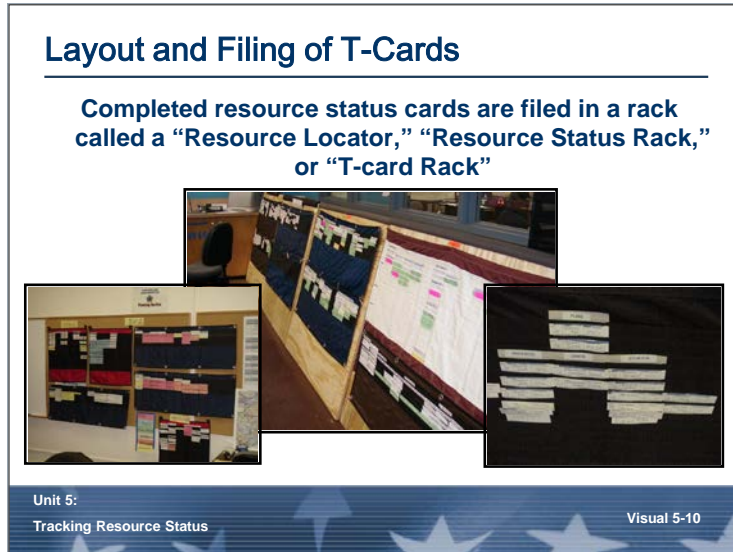
Visual 5-9

Key Points

There are nine T-cards (Resource Status Cards) numbered 1 through 8, and 10. Each card is color coded for quick reference. The format and content of the information on each card will vary depending upon the purpose of the card.

ICS Form 219-9 is an Accountable Property Assignment Record. It is a white T-card with red lettering, which is generally used by the Logistics Section to track non-expendable property.

Topic Layout and Filing of T-Cards

**Key Points**

The T-Card rack may be a fabric material with pockets or metal with slots to hold the cards. When filed in the rack, the T-cards provide a visual display of the status and location of the resources assigned to the incident.

Several displays may be required to adequately portray the status and location of all incident resources.

The T-card rack may be used by all incident personnel as a visual indicator of the status and location of the incident resources, but the Status/Check-in Recorder or Resources Unit Leader needs to maintain control over the handling of the cards, including changing information on the cards, moving the cards in the rack, and so forth.

The organization of the T-card racks will vary depending on the type and size of the incident, as well as the style of the Resources Unit Leader or the agency that the Resources Unit Leader works for.

It is helpful to have two sets of T-cards so that the Resources Unit Leader can execute the current operational period and plan for the next one.

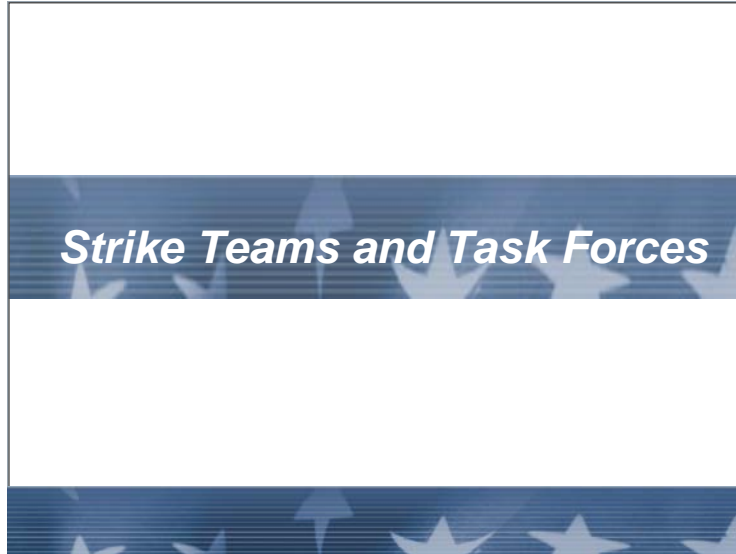
The T-cards are retained by the Resources Unit until demobilization. Upon demobilization, all T-cards are turned in to the Documentation Unit.

Incident locations and categories are recorded on the gray header cards. They include, but are not limited to:

- Incident base
- Camps
- Sections, Branches, Divisions, and Groups
- Staging areas
- En route status
- Other locations

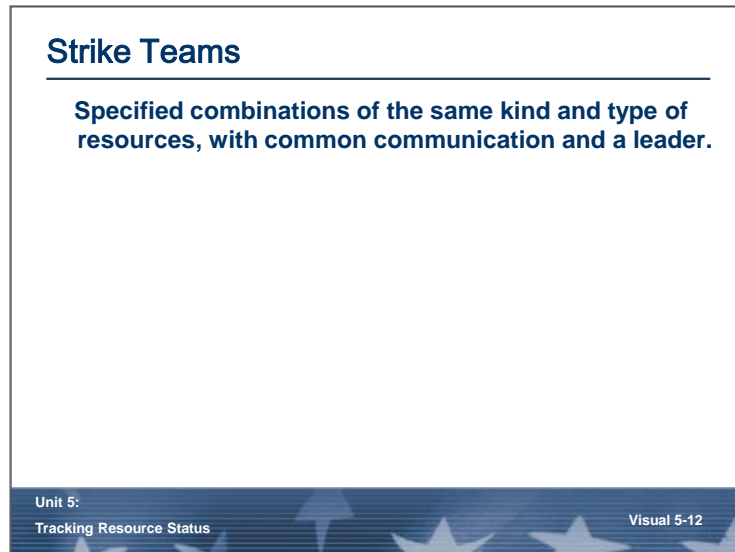
Topic

Strike Teams and Task Forces



Key Points

Strike Teams and Task Forces:



Key Points

The important things to remember about Strike Teams are that they have (1) a predetermined number of resources, (2) common communications, and (3) a leader.

There are some combinations that are defined and recognized in ICS, including:

- Engine Strike Team
- Crew Strike Team
- Dozer Strike Team

When dealing with a non-recognized Strike Team, it is important to specify the quantity (for example, a Dump Truck Strike Team defined as 10 dump trucks). The numbers will vary depending on the resource, definition, and jurisdiction.

Strike Teams can be formed at the incident site for ease of assignment or to address the span-of-control.

Topic Incident-Formed Strike Teams

Incident-Formed Strike Teams

For teams, individual T-cards combined into a Strike Team are attached to a new, appropriate T-card

- Leader is on a white T-card
- Incident name is designator
- Place ST in the "ST TF" data block
- Identify kind and type of team
- Blacken right tab of card
- Assign number sequentially

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Visual 5-13

Key Points

If the Strike Team comes in already formed, it will be only one card.

When completing the T-cards for these resources, it is best to give each individual resource its own appropriate T-card and then staple them together to form the Strike Team or Task Force. It is easier to track the individual resources and change the status in case they are split up.

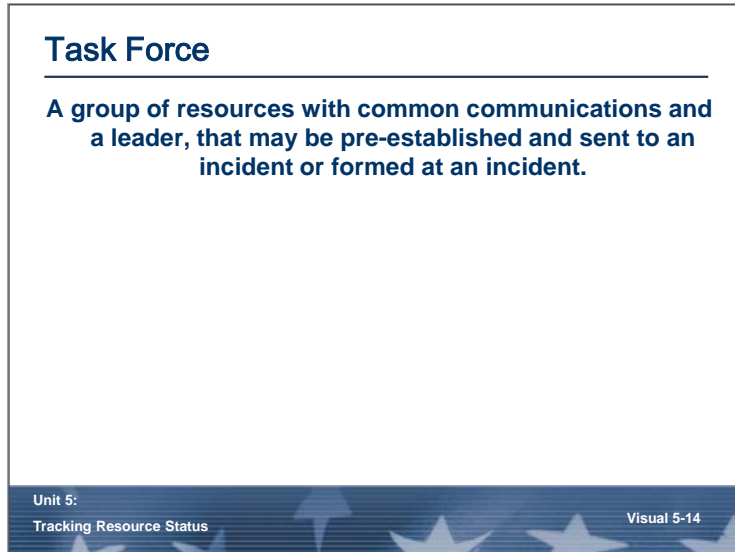
Keep these records in case the Strike Team or Task Force is disbanded and they go back to being individual resources.

Maintain a list of incident-formed Strike Teams:

- Include the number, the Leader, and the identifiers of individual resources when created and disbanded
- Distribute copies to the Operations Section, the Communications Unit, and other Units as appropriate

Topic

Task Force

**Key Points**

A Task Force is a group of resources with common communications and a leader, that may be pre-established and sent to an incident or formed at an incident.

Topic Incident-Formed Task Forces

Incident-Formed Task Forces

For teams, individual T-cards combined into a Task Force are attached to a new appropriate T-card

- Leader is on a white T-card
- Incident name is the designator
- Place TF in the "ST TF" data block
- Kind and Type codes do not apply
- Blacken left tab
- Assign number sequentially
- Note changes to individual resources within the Task Force on individual T-Cards

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Visual 5-15

Key Points

Task Forces can be labeled with numbers, rather than names, if they are not pre-defined. It is difficult to assign a descriptive name because they are made up of unlike resources. It is up to the jurisdiction or IMT as to what the naming convention will be.

When completing the T-cards for these resources, it is best to give each individual resource its own appropriate T-card and then staple them together to form the Strike Team or Task Force. It is easier to track the individual resources and change the status in case they are split up.

Keep these records in case the Task Force or Strike Team is disbanded and they go back to being individual resources.

Maintain a list of incident-formed Task Forces:

- Include the number, the Leader, and the identifiers of individual resources when created and disbanded.
- Distribute copies to the Operations Section, the Communications Unit, and other Units as appropriate.

Topic Strike Teams and Task Forces

Strike Teams and Task Forces

Disbanding

- When formed on the incident, must be disassembled prior to release
- File T-Cards with Documentation Unit
- Track individual resources with individual T-Cards

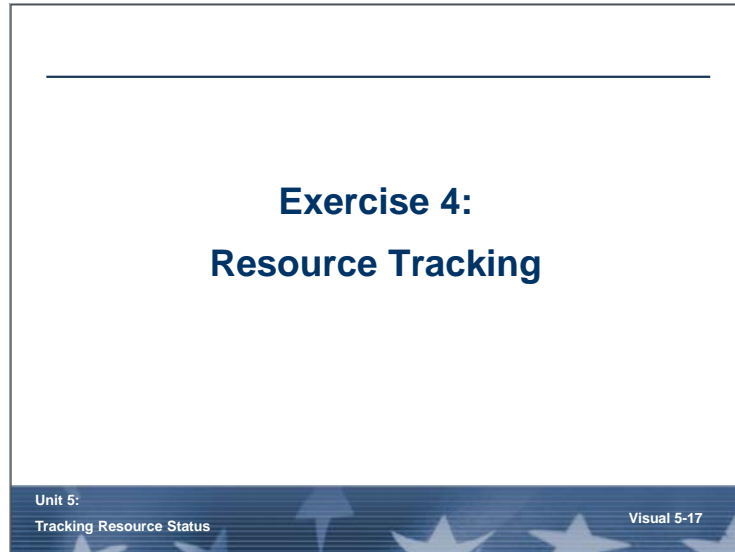
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Visual 5-16

Key Points

Disbanding of Strike Teams and Task Forces:

Topic Exercise 4: Resource Tracking

**Key Points**

The purpose of Exercise 4 is to provide participants with an opportunity to practice using ICS Form 219, Resource Status Card (also known as a T-card), and to display the T-cards in a T-card locator rack, depicting the incident organization.

Topic Objectives Review

Objectives Review

1. *What are some sources for obtaining resource information?*
2. *What are the purposes of the ICS Form 219 - Resource Status Card?*
3. *How are T-Cards color coded?*
4. *What is the difference between a Task Force and a Strike Team?*

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Visual 5-18

Key Points

Unit Terminal Objective

Collect, process, and validate the information used to track resources.

Unit Enabling Objectives

- Identify sources for obtaining resource information
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