

**EDRC
REFERENCE GUIDE**

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COMMON TERMINOLOGY

4390 Starter Kit

4390 is the National Fire Equipment System (NFES) Catalog number assigned to a communications kit that gives all the basic items in order to provide an incident with a complete communications package. These items include VHF radios, UHF radios, repeaters and all the accompanying hardware.

Administrative Payment Team (APT)

A team that supports incident agencies by processing payments for resources. Resources may include emergency equipment, casualties, local vendors for supplies, etc.

Air Contact

Specific aviation resource for air to air or air to ground contacts on an incident.

Air Tanker

Fixed-wing aircraft certified by Federal Aviation Administration (FAA) as being capable of transport and delivery of fire retardant solutions.

Aircraft Call Number

Radio call sign of aircraft. This may be the FAA assigned tail number.

Aircraft Flight Request/Schedule

Form that documents route of travel and times for aircraft missions, as well as information needed to request air transportation.

Airport Designator

Three or four-letter code for airports that designates a location that is assigned by the FAA.

Blanket Purchase Agreement (BPA)

Agreement set up for purchase of goods and/or services by a local unit.

Buying Team

A team that supports incident procurement through the local administrative staff and is authorized to procure a wide range of services, supplies, and land and equipment rentals. In addition, the Buying Team Leader has the responsibility of coordinating property accountability with the supply unit leader.

Cache

A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Cache Van (Mobile Cache Support Van)

A trailer or van containing commonly used fire equipment and supplies. Often sent to an incident or staged near a potentially active area.

Camp Crew

An organized group of camp personnel under the leadership of a supervisor.

Closest Forces

Closest equivalent resources which could be assigned regardless of agency affiliation.

Command Staff

The command staff consists of the information officer, safety officer and liaison officer. They report directly to the incident commander and may have an assistant or assistants, as needed.

Compact

A formal working agreement among agencies to obtain mutual aid.

Demobilization

Release of resources from an incident in strict accordance with a detailed plan approved by the incident commander.

Dispatch Log

Form which documents the shift activities of dispatchers.

Dispatch Office Operating Guide

Guide which describes local office policy and procedures.

Emergency Equipment Rental Agreement (EERA)

An agreement to rent equipment from a private vendor which includes a description of the equipment and the price.

Emergency Operations Center (EOC)

A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Expanded Dispatch

Organization created to handle increased workload of normal dispatch operations. Expanded dispatch relieves the normal dispatch organization by focusing exclusively on large or complex incidents.

Flight Leg

One segment of a flight.

Food Service Request

A required form used to document supplemental information needed to mobilize national caterers.

Geographic Area

A boundary designated by governmental agencies (wildland fire protection agencies) within which they work together for the interagency, intergovernmental planning, coordination and operations leadership for the effective utilization of emergency management resources within their area. There are nine geographic areas.

Geographic Area Coordination Center (GACC)

The physical location of an interagency, regional operation center for the effective coordination, mobilization and demobilization of emergency management resources. There are 10 geographic area coordination centers.

Ground Contact

Specific ground resource for air to ground contact on an incident.

Hand Crew

A number of individuals that have been organized and trained and are supervised principally for operational assignments on an incident.

Incident

An occurrence either human-caused or natural phenomenon, that requires action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP)

Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written. When written, the plan may have a number of attachments, including: incident objectives, organization assignment list, division assignment, incident radio communication plan, medical plan, traffic plan, safety plan, and incident map.

Incident Base

Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The incident command post may be collocated with the base. There is usually only one Base per incident.

Incident Command Post (ICP)

Location at which primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Management Team (IMT)

The incident commander and appropriate general and command staff personnel assigned to an incident.

Incident Qualification Card

A card issued to persons showing their incident management and trainee qualifications to fill specified incident management positions in an incident management organization.

Initial Attack

A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the spread of the fire and put it out at least cost. An aggressive suppression action consistent with firefighter and public safety and values to be protected.

Large Transport Aircraft (NICC jet)

A large commercial size aircraft used to transport incident personnel and cargo.

Manifest

List of cargo and/or passengers.

Military Time

The 24-hour clock system where midnight is 2400, one minute after midnight is 0001 and progresses to 2400 daily.

Mobilization Center

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Mobilization Guide

A written description of procedures used by federal, state, and local organizations for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Multi-Agency Coordination (MAC)

A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

National Interagency Coordination Center (NICC)

Coordinates allocation of resources to one or more coordination centers or major incidents within the nation. Located in Boise, Idaho.

National Interagency Fire Center (NIFC)

A facility located at Boise, Idaho, jointly operated by several federal agencies, dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

National Interagency Radio Support Cache (NIRSC)

Located at the National Interagency Fire Center, this cache stores, maintains, manages, and issues national cache radios and other communications equipment.

National Resource

A National resource are those that have national utilization, high demand, limited availability, and unique status reporting requirements identified by NICC.

National Wildfire Coordinating Group (NWCG)

A group formed under the direction of the Secretaries of the Interior and Agriculture to improve the coordination and effectiveness of wildland fire activities and provide a forum to discuss, recommend appropriate action, or resolve issues and problems of substantive nature.

Ordering Channels

The paths that orders follow from one organizational level to another.

Per Diem

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS).

Personal Protective Equipment (PPE)

That equipment and clothing required to mitigate the risk of injury from or exposure to hazardous conditions encountered during the performance of duty. PPE includes but is not limited to: fire resistant clothing, hard hat, flight helmets, shroud, goggles, gloves, respirators, hearing protection, chain saw chaps, and shelter.

Position Code

The four letter code for each position in the Incident Command System.

Position Task Book (PTB)

Position Task Books have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Predictive Services (Intelligence)

Those Geographic Area and National-level fire weather or fire danger services and products produced by wildland fire agency meteorologists and intelligence staffs in support of resource allocation and prioritization.

Preparedness Level

Increments of planning and organization readiness commensurate with increasing fire danger.

Resource

Personnel, equipment, services and supplies available, or potentially available, for assignment to incidents. Personnel and equipment are described by kind and type.

Resource Order Form

The 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.

Resource Request

A request for a particular resource identified by a unique number on an incident. Each request begins with the letter of the corresponding function. For example, O=Overhead, C=Crews, etc.

Situation Report

A daily report that outlines incident activity and provides an overview of weather, anticipated activity and resource availability.

Staging Area

Locations set up at an incident where resources can be placed while awaiting a tactical assignment.

Tail Number

FAA identification of an aircraft - usually located on tail of aircraft.

Unit Identifier

A unique code that includes a two letter state identifier, followed by a preassigned three or four letter identifier where typically the last letter identifies a specific agency.

Vendor

A contractor of goods and/or services.

Zulu Time (Z)

The time in Greenwich, England - the 24 worldwide zones begin and end there. Also known as Greenwich Mean Time (GMT) and Universal Coordinated Time (UCT).

COMMON ACRONYMS

Acronym	Definition
A/C	Aircraft
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CAD	Computer Aided Dispatch
EERA	Emergency Equipment Rental Agreement
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETE	Estimated Time En Route
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FEMA	Federal Emergency Management Agency
IA	Initial Attack
ICP	Incident Command Post
IQCS	Incident Qualification and Certification System
IQS	Incident Qualification System
IR	Infrared
IRSS	Incident Resource Status System
MAC	Multi Agency Coordinating Group
NFES	National Fire Equipment System
NICC	National Interagency Coordination Center
NIFC	National Interagency Fire Center at Boise
NPS	National Park Service
NTE	Not to Exceed
NWS	National Weather Service
PAX	Passengers
PTB	Position Task Book
RON	Remain Overnight
ROSS	Resource Ordering and Status System
R & R	Rest and Recuperation
SOP	Standard Operating Procedures
TFR	Temporary Flight Restriction
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
UTF	Unable to Fill

DOCUMENTATION

ABBREVIATIONS

	Definition
i/s or I/S	In Service
o/s or O/S	Out of Service
i/r or >	Enroute
ops.	Operations
w/	With
w/o	Without
+	And
@	At
a/c	Aircraft
pax	Passenger
SOB	Souls on Board
FOB	Fuel on Board
UTL	Unable to Locate
AOV	Agency Owned Vehicle
GOV	Government Owned Vehicle
POV	Privately Owned Vehicle
Cx	Cancelled
Wx	Weather
Re:	Regarding
Info	Information
(t) or (T)	Trainee

RESOURCE ORDER FORM - BLOCK BY BLOCK

BLOCK #	INSTRUCTIONS
Blocks 1 - 11	HEADER – INITIATE ORDER
Block 1	Initial Date/Time. Date and time order was initiated or received.
Block 2	Incident/Project Name. Name of incident or project.
Block 3	<p>Incident/Project Order Number. Each order is assigned a specific number based on the National Resource Order Numbering System which is used by all agencies. The numbering system is described as follows:</p> <p>XX-YYY-AAAAAA</p> <p>XX = State identifier in which the unit is located. The standard two letter post office identifier will be used.</p> <p>YYY = Preassigned three or four letter unit identifier where the last character(s) determines the responsible agency.</p> <p>AAAAAA = A unique number assigned by each jurisdictional agency. Only one number should be assigned for each incident.</p> <p>Example: CA-MDF-000003 - Incident is in California, under the jurisdiction of the Modoc National Forest.</p>
Block 4	Office Reference Number. A financial code is required in this block. A local office reference number may also be listed for internal use.
Block 5	Descriptive Location /Response Area. Specific address of hosting unit or reporting location. Supply orders require the shipping address.
Block 6	Section, Township, Range, Base Meridian. Legal location description of the incident.
Block 7	Map Reference. Optional location method using standard map references (Atlas, topographic quadrangle, administrative).
Block 8	Incident Base/Phone Number. All orders require a phone number.
Block 9	Jurisdiction/Agency. Agency with primary jurisdiction for the incident.
Block 10	Ordering Office. The location from which the order was received (incident, dispatch center, coordination center, National Incident Coordination Center).

Block 11	Aircraft Information. All the information under block 11 typically applies to Aircraft Resource Orders. The EDRC may need to be aware of the following: latitude and longitude (needed for radio kits, showers, caterers), ground contact and ground frequency.
Block 12 (left half)	RESOURCE INFORMATION - RECEIVE REQUEST
Block 12 (left half)	<p>Request Number. This is a unique number that is assigned to a request throughout the incident. Usually the incident or requesting unit assigns the number however there may be times that an EDRC needs to assign a request number. Requests for each resource category will be numbered sequentially, beginning with "1," preceded by the resource category letter. Resource categories are identified as follows:</p> <p>O = Overhead C = Crews E = Equipment S = Supplies</p> <p>One request number is assigned per item (example: Four engines would receive four numbers, E-1 thru E-4; three crews would receive three numbers, C-1 thru C-3). The two exceptions to this are supplies and strike teams.</p>
Block 12 (left half)	Ordered Date/Time. This is the date and time the request was received
Block 12 (left half)	From/To. The "from" refers to the name of the person or office that is placing the request and the "to" refers to name of the person who the request is placed with. The name or initials can be written in this block.
Block 12 (left half)	Quantity (QTY). Each resource has a quantity of 1 with the exception of supplies. For supply orders, ensure that each resource is listed with the correct <u>unit</u> of issue, for example kt = kit, ea = each, lg = length, and cs = case.
Block 12 (left half)	Resource Requested. This is a description of the resource being requested - personnel, equipment or supplies. It needs to include the correct position code, kind and type. Use as many lines as needed, but leave at least one blank line between requests.
Block 12 (left half)	Needed Date/Time. This is the date and time the resource is needed. ASAP is unacceptable. If date and time needed cannot be met contact the requesting unit for a revised date and time.
Block 12 (left half)	Deliver To. This is the location where the resource needs to be delivered. If delivery location is described in Block 5, enter BLK 5. For airports enter the three-character FAA identifier. An asterisk may be entered and information put in Block 13, Documentation. Note: ICP is not a jet port.

Block 12 (right half)	RESOURCE INFORMATION - PLACE REQUEST
Block 12 (right half)	To/From. The “To” refers to who the request is placed with (office and individual’s name) and the “From” refers to who is placing the request (name or initials).
Block 12 (right half)	Time. Time the order is placed.
Block 12 (right half)	RESOURCE INFORMATION – ASSIGN RESOURCE AND RELAY INFORMATION
Block 12 (right half)	Agency ID. This is the identification number of the unit that is filling the request. Use the two letter state identification and the unit identifier.
Block 12 (right half)	Resource Assigned. This is the name or identification of the resource that was assigned. For example an individual’s full name, engine call sign, or crew name. For locally purchased supplies, write the vendor’s name.
Block 12 (right half)	ETD/ETA. ETD = Estimated time of departure. ETA = Estimated time of arrival.
Block 12 (right half)	Released To. This is the location for where resource will be released. Location is usually a jet port. For consumable supplies, there will be no release.
Block 12 (right half)	ETD/ETA Check Box. When the information in the following blocks - Agency ID, Resource Assigned, ETD/ETA and Released To - is relayed to the requesting unit, this box is shaded in.
	RESOURCE INFORMATION - RELEASE RESOURCE
Block 12 (right half)	Released date. This is the actual date the resource is to be released. For consumable supplies, there will be no release.
Block 12 (right half)	Time/ETA. This is the estimated time the resource is supposed to depart and arrive.
Block 12 (right half)	Time/ETA Check Box. When the release information has been relayed through the ordering chain this box is shaded in. Record any action taken in Block 13 or on the documentation sheet.

Block 13	<p>DOCUMENTATION</p> <p>Block 13 is designed to document all actions taken and contacts made while completing an order. Thorough documentation is essential. When more documentation space is needed, use the supplemental documentation sheet. This sheet is formatted the same as block 13.</p>
Block 13	<p>Order Relayed - Request Number. The request number from Block 12 is listed here for each action that is documented.</p>
Block 13	<p>Order Relayed – Date/Time</p> <p>This is the date and time action was taken on the request.</p>
Block 13	<p>Order Relayed – To/From</p> <p>The “To” refers to the name of the contact and the “From” are the initials of the person who made the contact.</p>
Block 13	<p>Order Relayed - Action Taken</p> <p>This is a description of the action that was taken or other important information related to the order. For example, this may include notes on travel delays, emergency messages, travel itinerary, directions to the incident/cache, and the billing address.</p>
	<p>CLOSING THE ORDER</p> <p>The order is ready to close when all items in Block 12 are released or if all supplies have been shipped. Review the order to confirm documentation is complete and resources have been released.</p>