

Monterey County Fire Chiefs Association
FIRE OPERATIONS MANUAL
Section 10

UTILIZATION OF "T"- CARDS

PURPOSE

This policy establishes uniform guidelines for the use of tracking cards, hereby known as T-Cards, during mutual aid responses.

This policy also applies to all agencies in Monterey County who are signee of the Monterey County Fire Mutual Aid Plan.

It will be the responsibility of all fire agency personnel in Monterey County to be familiar with this policy and adhere to it.

GENERAL INFORMATION

All mutual aid resources within Monterey County will have a "T" Card (Standard ICS Form 219) located in the passenger's compartment of the vehicle.

The T-Card will be submitted at the time of check-in to the incident. Check-in locations may be, but not limited to, Staging Area, Incident Command Post, Incident Base, Active Division or Group. Equipment responding on the first alarm/initial attack will leave their cards in the vehicle until collected by the IC or his/her designee. Paid call/volunteer or overhead personnel will submit a completed white card to a check-in location upon arrival at the incident. This will allow for proper tracking and accountability of personnel. Resources responding as part of a strike team or task force will submit their card to the Strike Team/Task Force Leader at time of assembly. The Strike Team/Task Force Leader will prepare a cover card for the entire strike team/task force in addition to a white card for the leader.

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The color of the T-Cards will be as follows.

Engine	- Pink
Water Tender	- Tan
Truck	- Tan
Utility/Haz Mat	- Tan
Air Cascade	- Tan
Personnel	- White

Cost and Ordering Information

The material can be ordered from:

National Interagency Fire Center
Attention: Supply
3905 Vista Avenue
Boise, Idaho 83705

Phone: (208) 389-2546
Fax : (208) 389-2573

<u>Order No.</u>	<u>Color</u>
NFES 1345	Pink
NFES 1347	White
NFES 1350	Tan
NFES 1352	Nylon Rack Sorter

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Engine T-Card (Pink)

Instructions:

1. Enter your agencies OES designated three letter designator. Can be found in the ICS Field Operations Guide (FOG).
2. Enter "E" for engine.
3. Type based on Page 4-1 of the FOG.
4. Enter the number identifier for the engine.
5. Enter the request and order number if they are known. Should be giving out at dispatch if known.
6. To be filled out by person checking in resources.
7. Enter home department name.
8. Enter where engine left from at time of assignment.
9. Enter name of person in charge of engine.
10. List all personnel assigned to the engine.

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Miscellaneous Equipment T-Cards (Tan)

Instructions:

1. Enter your agency's OES designated three letter designator. Can be found in the ICS. Field Operations Guide (FOG).
2. Enter as follows:
 - T - Truck
 - HM - Haz Mat
 - WT - Water Tender
 - AC - Air Cascade
 - R - Rescue
 - U - Utility
3. Type based on Page 4-1, 4-3 of the ICS Field Operations Guide (FOG).
4. Enter the number identifier for the unit.
5. Enter the request and order number if they are known. They will be given out on dispatch if they are known.
6. To be filled out by person checking resources in.
7. Enter home department name.
8. Enter location where unit left from at time of assignment.
9. Enter name of person in charge of the company.
10. List all personnel assigned to the resource.

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Personnel T-Card (White)

Instructions:

1. Enter your agency's OES designated three letter designator. Can be found in the ICS Field Operations Guide (FOG).
2. Enter name.
3. Leave blank.
4. Enter the request and order number if they are known. They will be given out on dispatch if they are known.
5. To be filled out by person checking resources in.
6. Enter home department name.
7. Enter departure.