SANTA CLARA COUNTY
LOCAL FIRE SERVICE AND RESCUE MUTUAL AID PLAN

APPENDIX 14–F Personnel Accountability / "T" Card System
Date: January 2016
Next Revision Date: November 2018

Purpose:

ICS form 219, Resource Status Card, is commonly known as a T-Card. The T-Card is one of the key tools used by fire departments and emergency management agencies to manage their resources at incidents. The cards are so named because they are made of card stock and have a T-like shape. There are many different colors available to identify the specific recourses. The purpose of this policy is to provide a standardized system to be utilized by all fire agencies to identify, track the location/movement of firefighters and companies assigned to greater alarm responses. The Personnel Accountability System gives the Incident Commander fast and efficient means to account for fire/rescue personnel, their assignment, and their status at the scene of an emergency.

Scope:

This policy/procedure shall apply to all emergency personnel involved in on-scene emergency operations and training exercises during a multi company or multi agency response (Automatic Aid or Mutual Aid).

Fire Departments within Santa Clara County, with the exception of Cal Fire, will recognize the following three (3) colors of T-Cards:
- (ICS 219-3) Rose-Engine Companies
- (ICS 219-5) White-Single Resource (Overhead, Safety Officer, Volunteers, etc.)
- (ICS 219-8) Tan-Misc. Equipment/Task Force (Trucks, Hazardous Materials, Breathing Support, Task Force, etc.)

Note: Cal Fire will continue to recognize all 8 colors.

The tracking of fire personnel and companies at an emergency scene is one of the key elements in managing successful operations. As the Incident Command System expands, the need for a personnel and equipment accounting system increases rapidly. The T-Card system is a proven, simple system of personnel and equipment accountability.

Procedure:

1. At the beginning of each shift, the Company Officer shall complete the appropriate colored T-Card for their apparatus.
2. Each Company Officer/Resource is responsible for properly completing the required fields on the T-Card every shift (example follows).

3. The T-card shall be collected at any of the designated incident check-in locations (Staging, Base, at the incident, or any other check-in point). Resources arriving before a check-in location has been established, shall have their T-cards picked up by a member of the Overhead Support Team.
4. The Plans Section will then track resources.
5. Resources will retrieve their T-cards when they are released from smaller incidents if the card is available. At large-scale incidents, the cards are sent to the Documentation Unit and are not available. The Company Officer/ Resource should complete a new T-Card prior to leaving the incident in case of redeployment.

The following pages give examples of all of the ICS 219 T-Card colors and designators as well as approved abbreviations to be used when filling out the cards.

The T-Cards should be used in conjunction with a T-Card rack and header cards (ICS Form 219-1) to track the resources on the scene.

NOTE:

The daily documentation of T-Cards requires only limited fields to be completed. During large- scale incidents, the Resource Unit will complete the remaining fields at the scene.

Required daily information:
- AGENCY
- KIND/TYPE
- I.D. NO
- HOME BASE
- DEPARTURE POINT
- RESOURCE I.D. NO/NAMES

Information needed during a Mutual Aid deployment:
- ORDER/REQUEST NO.

ICS Form 219: General Information

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

ICS 201 – Incident Briefing
ICS 211 – Incident Check-In List
ICS 213 – General Message
Agency supplied information or electronic resource management system

Notes. There are eight (8) different status cards (see list below) and a header card, to be printed front and back. Each card is printed on a different color 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) (NFES 1342)
219-2: Crew/Team Card – Green (NFES 1344)
219-3: Engine Card – Rose (NFES 1345)
219-4: Helicopter Card – Blue (NFES 1346)
219-5: Personnel Card – White (NFES 1347)
219-6: Fixed-Wing Card – Orange (NFES 1348)
219-7: Equipment Card – Yellow (NFES 1349)
219-8: Miscellaneous Equipment/Task Force Card – Tan (NFES 1350)
219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

AOV: **A**gency-**O**wned **V**ehicle
ETA: **E**stimated **T**ime of **A**rrival
ETD: **E**stimated **T**ime of **D**eparture
ETR: **E**stimated **T**ime of **R**eturn
O/S Mech: **O**ut-of-**S**ervice for **Mech**anical reasons
O/S Pers: **O**ut-of-**S**ervice for **Pers**onal reasons
O/S Rest: **O**ut-of-**S**ervice for **Rest**/recuperation purposes/guidelines, or due to operating time
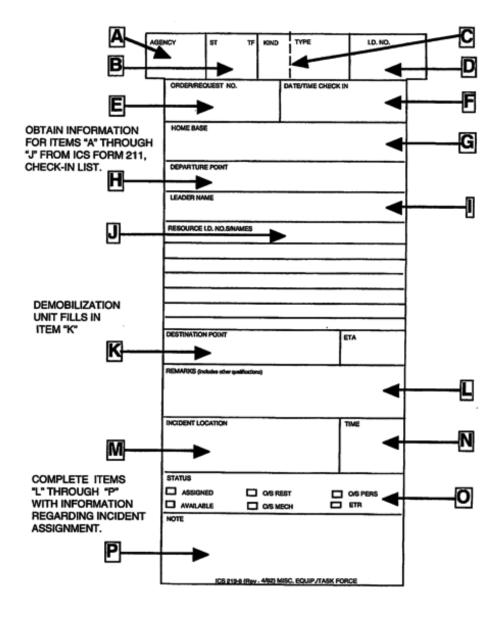   limits/policies for pilots, operators, drivers, equipment, or aircraft
POV: **P**rivately **O**wned **V**ehicle

See Field Operations Guide ICS 420-1 July 2007 for the following:

California Agency Designators by Agency: Appendix B
California Agency Designators by Agency ID: Appendix B
Resource Types and Minimum Standards: Chapter 13

Data Items For ICS Forms 219-3 (Engine)

A AGENCY B ST TF KIND TYPE C I.D. NO. D

ORDER/REQUEST NO. E DATE/TIME CHECK IN F

OBTAIN INFORMATION FOR ITEMS "A" THROUGH "J" FROM ICS FORM 211, CHECK-IN LIST.

HOME BASE G

DEPARTURE POINT H

LEADER NAME I

J RESOURCE I.D. NO.S/NAMES

DEMOBILIZATION UNIT FILLS IN ITEM "K"

DESTINATION POINT K ETA

REMARKS (includes other qualifications) L

INCIDENT LOCATION M TIME N

COMPLETE ITEMS "L" THROUGH "P" WITH INFORMATION REGARDING INCIDENT ASSIGNMENT.

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS O
☐ AVAILABLE ☐ O/S MECH ☐ ETR
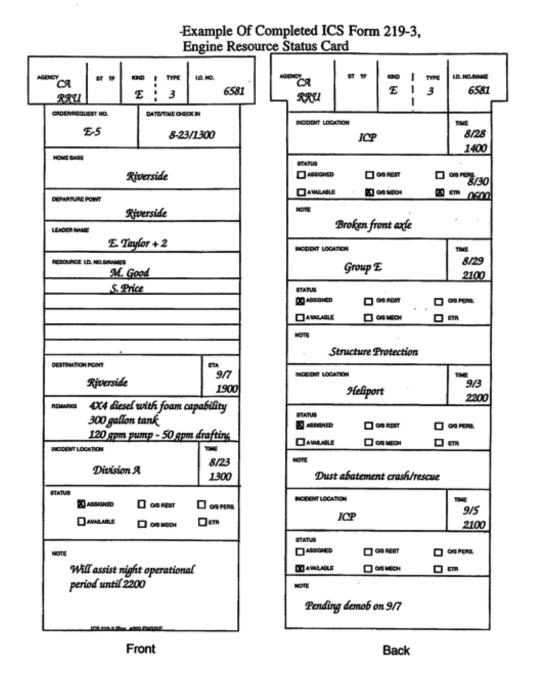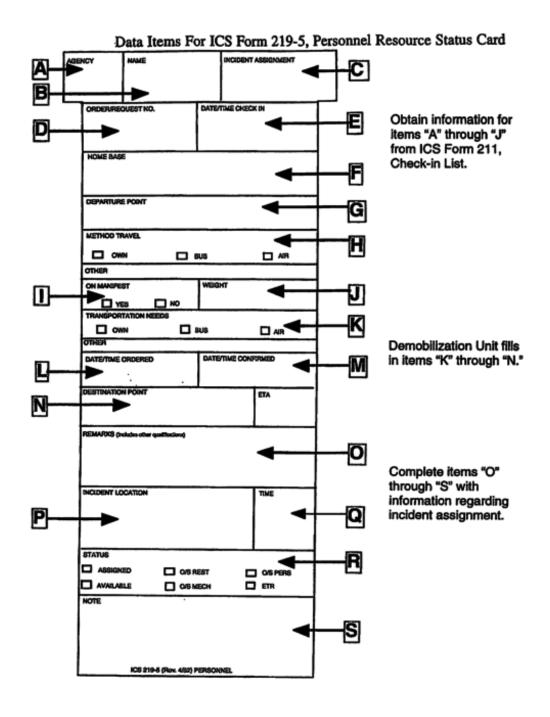
NOTE P

ICS 219-6 (Rev - 4/82) MISC. EQUIP./TASK FORCE

Below is information explanation for ICS 219-3 Rose Engine T-Card.

Note: The Highlighted/Underlined areas are Required/Daily Information

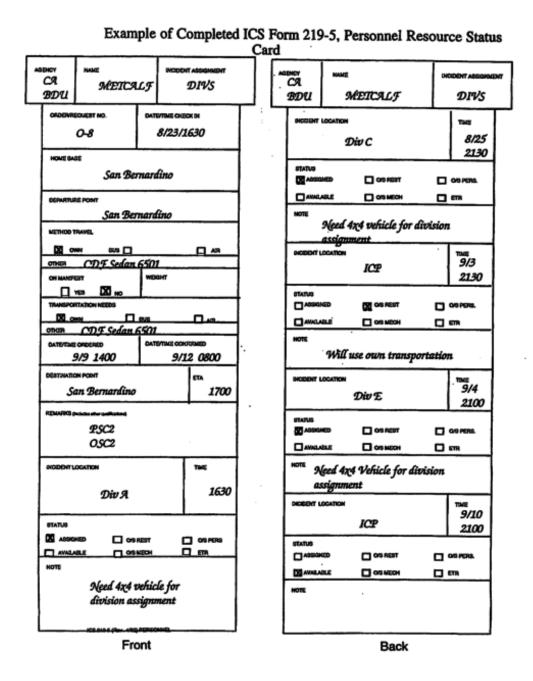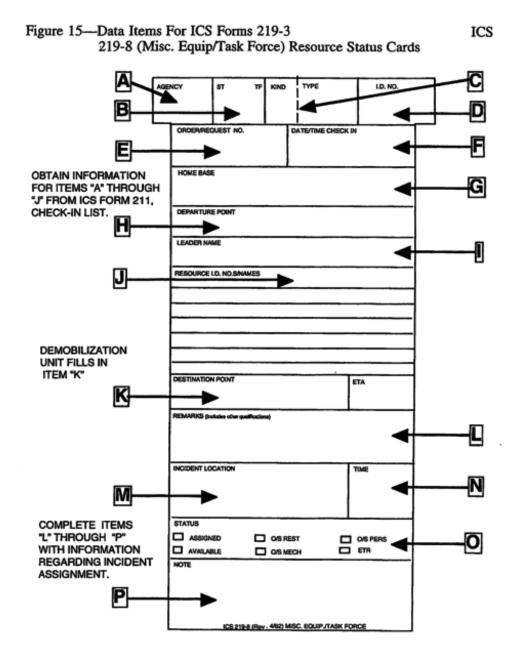| Data Item:	Data Field On Resource Card:	Explanation:
A	**AGENCY**	The three-letter identifier for the home agency preceded by the two-letter state identifier (see Field Operations Guide ICS 420-1 July 2007 Appendix B).
B	ST or TF	Use only for Strike Team (ST) or Task Force (TF).
C	**KIND/TYPE**	See Field Operations Guide ICS 420-1 July 2007 page 13-5
		Kind Type
		Engine Card "E" 1-7
D	**I.D. NO.**	Enter the identification number or name assigned to the resource by its parent or dispatching agency.
E	ORDER/REQUEST NO.	Order/request number assigned to the resource by the agency dispatch center.
F	DATE/TIME CHECK-IN	The date/time the resource checked-in to the incident
G	**HOME BASE**	The home base of the resource (home unit, duty station, etc.)
H	**DEPARTURE POINT**	Location of initial dispatch from home base and where the resource should return.
I	LEADER/NAME	The name of the person in charge and number of personnel with that particular resource.
J	**RESOURCE I.D. NO.S/NAMES**	**If a single resource, list crewmember's names.** If a Strike Team, list the resource identification information for all of the component resources.
K	DESTINATION POINT ETA	Leave BLANK for use by the Demobilization Unit.
L	REMARKS	For use in documenting additional information pertinent to that resource or its status.
M	LOCATION	The incident location of the resource (e.g. Division A, Stating Area, etc.)
N	TIME	The time/date when the location and/or status change.
O	STATUS	Check the appropriate status for the resource as follows:
	Assigned	Check if the resource is currently assigned and working on the incident.
	Available	Check if the resource is not currently working the incident but is available for assignment.
	O/S Rest	Check if the resource is out-of-service for rest.
	O/S Mech	Check if the resource is out-of-service for mechanical reasons.
	O/S Pers	Check if the resource is out-of-service for personnel reasons (e.g. insufficient staffing, illness, injury, etc.)
	ETR	Enter the estimated time and date of return to service.
P	NOTE	Record other information pertinent to the status of the resource, such as nature of the mechanical failure, etc.
The rest of the resource status card is used to record changes in the location and/or status of the resource for which the card has been completed.		

-Example Of Completed ICS Form 219-3,
Engine Resource Status Card

Front card:

AGENCY	ST TF	KIND	TYPE	I.D. NO.
CA RRU		E	3	6581

ORDER/REQUEST NO.	DATE/TIME CHECK IN
E-5	8-23/1300

HOME BASE: Riverside

DEPARTURE POINT: Riverside

LEADER NAME: E. Taylor + 2

RESOURCE I.D. NO./SRNAMES:
M. Good
S. Price

DESTINATION POINT	ETA
Riverside	9/7 1900

REMARKS: 4X4 diesel with foam capability
300 gallon tank
120 gpm pump - 50 gpm drafting

INCIDENT LOCATION	TIME
Division A	8/23 1300

STATUS
☒ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE
Will assist night operational period until 2200

ICS 219-3 (Rev. 4/00) ENGINE

Front

Back card:

AGENCY	ST TF	KIND	TYPE	I.D. NO./NAME
CA RRU		E	3	6581

INCIDENT LOCATION	TIME
ICP	8/28 1400

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS. 8/30
☐ AVAILABLE ☒ O/S MECH ☒ ETR 0600

NOTE
Broken front axle

INCIDENT LOCATION	TIME
Group E	8/29 2100

STATUS
☒ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE
Structure Protection

INCIDENT LOCATION	TIME
Heliport	9/3 2200

STATUS
☒ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE
Dust abatement crash/rescue

INCIDENT LOCATION	TIME
ICP	9/5 2100

STATUS
☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.
☒ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE
Pending demob on 9/7

Back

Data Items For ICS Form 219-5, Personnel Resource Status Card

Obtain information for items "A" through "J" from ICS Form 211, Check-in List.

Demobilization Unit fills in items "K" through "N."

Complete items "O" through "S" with information regarding incident assignment.

Below is information explanation for ICS 219-5 White Personnel T-Card.

Note: The Highlighted/Underlined areas are Required/Daily Information

Data Item	Data Field on Resource Card	Explanation:
A	**Agency**	Three-letter identifier for the subject's home agency preceded by the letter state identifier (see Field Operations Guide ICS 420-1 July 2007 Appendix B)
B	**Name**	The person's name
C	Incident Assignment	The persons current ICS assignment (use mnemonics list)
D	Order/Request Number	Record the order and/or request number assigned to that individual as shown on the Resource Order Form
E	Time/Date Check-In	The time and date the person checked-in to the incident
F	**Home Base**	The home base of the resource (home unit, home office, duty station, company office)
G	**Departure Point**	Location of initial dispatch from home base and where the resource should return.
H	Method of Travel	The method of travel used by the person to get to the incident (e.g. air, bus, AOV, POV, etc.)
I	On Manifest	Check whether or not the person is on a manifest
J	Weight	If a person is on a manifest, record their weight from manifest information
K	Transport Needs	Leave BLANK for use by the Demobilization Unit
L	Date/Time Ordered	Leave BLANK for use by the Demobilization Unit
M	Date/Time Confirmed	Leave BLANK for use by the Demobilization Unit
N	Destination Point	Leave BLANK for use by the Demobilization Unit
O	Remarks	Record the persons other ICS qualifications or other pertinent information (use mnemonics list)
P	Incident Location	The incident location of the individual (e.g. Division A, Base, Staging Area, etc.)
Q	Time	The time and date when the location and/or status changes
R	Status	Check the appropriate status for the person , as follows:
	Assigned	Currently working
	Available	Ready for assignment
	O/S Rest	Out-of-service for rest
	O/S Mech	Out-of-service for Mechanical reasons (e.g. stranded with disabled vehicle, O/S due to broken radio, etc.)
	O/S Pers	Not applicable to personnel resources. Use for equipment when there are no personnel to operate it
	ETR	When a person is O/S, enter the time/date he/she is expected to return to service
S		This space is for any additional information pertinent to the person's status

Example of Completed ICS Form 219-5, Personnel Resource Status Card

Front

Back

Figure 15—Data Items For ICS Forms 219-3
219-8 (Misc. Equip/Task Force) Resource Status Cards
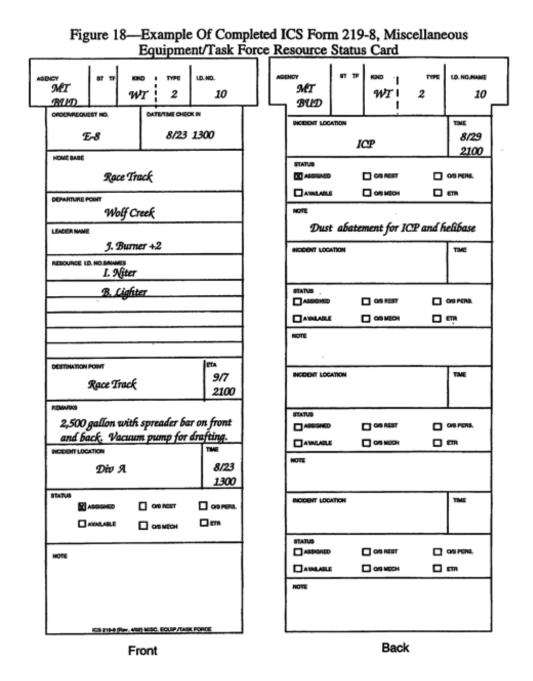
ICS

Below is information explanation for ICS 219-8 Miscellaneous Equipment /Task Force T-Card.

Note: The Highlighted/Underlined areas are Required/Daily Information

Data Item:	Data Field On Resource Card:	Explanation:
A	**AGENCY**	The three-letter identifier for the home agency preceded by the two-letter state identifier (see Field Operations Guide ICS 420-1 July 2007 Appendix B).
B	ST or TF	Use only for Strike Team (ST) or Task Force (TF).
C	**KIND/TYPE**	See Field Operations Guide ICS 420-1 July 2007 page 13-5
		Kind Type
		Truck Card "T" 1-2
D	**I.D. NO.**	Enter the identification number or name assigned to the resource by its parent or dispatching agency.
E	ORDER/REQUEST NO.	Order/request number assigned to the resource by the agency dispatch center.
F	DATE/TIME CHECK-IN	The date/time the resource checked-in to the incident
G	**HOME BASE**	The home base of the resource (home unit, duty station, etc.)
H	**DEPARTURE POINT**	Location of initial dispatch from home base and where the resource should return.
I	LEADER/NAME	The name of the person in charge and number of personnel with that particular resource.
J	**RESOURCE I.D. NO.S/NAMES**	**If a single resource, list crewmember's names.** If a Strike Team, list the resource identification information for all of the component resources.
K	DESTINATION POINT ETA	Leave BLANK for use by the Demobilization Unit.
L	REMARKS	For use in documenting additional information pertinent to that resource or its status.
M	LOCATION	The incident location of the resource (e.g. Division A, Stating Area, etc.)
N	TIME	The time/date when the location and/or status change.
O	STATUS	Check the appropriate status for the resource as follows:
	Assigned	Check if the resource is currently assigned and working on the incident.
	Available	Check if the resource is not currently working the incident but is available for assignment.
	O/S Rest	Check if the resource is out-of-service for rest.
	O/S Mech	Check if the resource is out-of-service for mechanical reasons.
	O/S Pers	Check if the resource is out-of-service for personnel reasons (e.g. insufficient staffing, illness, injury, etc.)
	ETR	Enter the estimated time and date of return to service.
P	NOTE	Record other information pertinent to the status of the resource, such as nature of the mechanical failure, etc.
The rest of the resource status card is used to record changes in the location and/or status of the resource for which the card has been completed.		

Figure 18—Example Of Completed ICS Form 219-8, Miscellaneous Equipment/Task Force Resource Status Card

Front

Back