**EDRC REFERENCE GUIDE**

**TABLE OF CONTENTS**

[COMMON TERMINOLOGY 2](#_bookmark0)

[COMMON ACRONYMS 9](#_bookmark1)

[DOCUMENTATION ABBREVIATIONS 10](#_bookmark2)

[RESOURCE ORDER FORM - BLOCK BY BLOCK 11](#_bookmark3)

# 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, casuals, 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







