

TENDER-MANIFEST

RESOURCE: () TASK FORCE NUMBER _____
() STRIKE TEAM NUMBER _____
() SINGLE RESOURCE _____

INCIDENT NAME: _____

REPORTING LOCATION _____

DATE ____/____/____ TIME _____ HRS (24 HOUR TIME)

DEPARTMENT PROVIDING RESOURCE: _____

RADIO CALL SIGN: _____

TENDER: () TACTICAL () SUPPORT TYPE: _____

TANK CAPACITY: _____
PUMP: _____ GPM. PRESSURE: _____ CLASS A ()
VACUUM: ()
DUMP RATE: _____ GPM OR TIME: _____
FILL RATE: _____ GPM OR TIME: _____
FOLDING TANK: () SIZE: _____
OTHER: _____

PERSONNEL: SPECIALTIES:

1. _____
2. _____
3. _____
4. _____
5. _____

ADDITIONAL RESOURCE INFORMATION:

INITIAL ASSIGNMENT: _____

DEMOBILIZED: TIME: _____ HRS DATE: ____/____/____

DEMOBILIZE APPROVAL: _____ ICS-221 YES () NO ()

IC: () OPERATIONS: () PLANNING: () LOGISTICS: ()

Appendix I

Resource Check-In

1. SINGLE RESOURCES:

- A. Provide an appropriate Manifest for the resource to Staging Manager or Resource Check-in recorder.
- B. Resource Unit creates or adds to the ICS 211 to show the single resource.
- C. Resource maintains its own ICS 214 for activities.

2. TASK FORCE OR STRIKE TEAM:

- A. Task Force Leader provides a Manifest for each unit in the Task Force or Strike Team including Leader's vehicle to Staging Manager or Resource Check-in recorder.
- B. Resource Unit creates or adds to the ICS 211 to show the Task Force or Strike Team information.
- C. Task Force/Strike Team Leader will maintain an ICS 214 for the activities of the units.
- D. Each Unit in the Task Force/Strike Team maintains its own ICS 214 as required by the Leader.

3. STAGING MANAGER:

- A. Uses manifests to select equipment and/or skills to fill requests from the Operations Chief or Incident Commander where incoming resources are reporting directly to Staging.
- B. Provides the manifests or copies to the Resource Unit Check-In Recorder to complete check-in.

4. RESOURCE UNIT: (Check-in/Status Recorder)

- A. Records check-in information on Check-in Lists ICS 211.
- B. Maintain and post the current status and location of all resources (T-Card)
- C. Attach the Manifests to the Resource T Card for quick reference or have them close at hand for special reference.
- D. Prepare and Maintain the Command Post display (to include organization chart and resource location and deployment.
- E. A Check-in/Status Recorder reports to the Resource Unit Leader and assists with the accounting of all incident-assigned resources.

NOTE: MANIFESTS ARE IN TRIPLICATE: LEADER COPY FOR ACCOUNTABILITY, STAGING COPY, RESOURCE COPY.