



**State of Arizona
Arizona Fire Chiefs Association**

Fire Service Mutual Aid System

**MULTI-AGENCY COORDINATION
SYSTEM (MACS)**

**INSTRUCTIONS FOR MACS FORM 420
(Resource Order)**

June 2003

BLOCK 1: INITIAL DATE / TIME

A. This is the date and time when the first order is received by you.

RESOURCE ORDER	1. INITIAL DATE / TIME
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BLOCK 2: INCIDENT / PROJECT NAME

A. Name of incident or project

B. Project Charge Number

2. INCIDENT / PROJECT NAME

BLOCK 3: INCIDENT / PROJECT ORDER NUMBER

A. Number assigned by initial jurisdiction.

3. INCIDENT / PROJECT ORDER NUMBER

BLOCK 4: OFFICE REFERENCE NUMBER

A. This block is used for an in-house numbering system.

4. OFFICE REFERENCE NUMBER

BLOCK 5: DESCRIPTIVE LOCATION / RESPONSE AREA

A. This is used for a geographical location or if using response cards use response areas or general.

5. DESCRIPTIVE LOCATION / RESPONSE AREA
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BLOCK 6&7: LEGAL LOCATION

A. SEC., TWN., RGN., Base MDM. – self explanatory

B. Map reference would be Thomas Brothers, Geoloc., etc.

6. SEC	TWN	RGN	Base MDM
7. MAP REFERENCE			

BLOCK 8: INCIDENT BASE

A. Incident Base location and/or phone number.

8. INCIDENT BASE / PHONE #

BLOCK 9: JURISDICTION / AGENCY

A. Agency with primary jurisdiction

9. JURISDICTION / AGENCY

BLOCK 10: ORDERING OFFICE

A. Office or location giving you the order (Incident, Forest, Zone, etc.).

10. ORDERING OFFICE

BLOCK 11: AIRCRAFT INFORMATION

- A. Bearing – Azimuth from nearest Base or Omni
- B. Distance – Statute or Nautical miles, straight line distance from Base or Omni indicated.
(Be sure to state that miles are Nautical or Statute.)
- C. Base or Omni – Name of Base or Omni
- D. Air Contact – Name of Air Contact, if any
- E. Frequency – Air Frequency being used
- F. Ground Contact – Name of Ground Contact, if any
- G. Frequency – Air Frequency being used
- H. Reload Base – Reload base to be used
- I. Other Aircraft / Hazards – Other aircraft known to be in the area and any known hazards.

11. AIRCRAFT INFORMATION								
BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	GROUND CONTACT	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT / HAZARDS

BLOCK 12:

- A. Request Number – The request number assigned by the Incident or Requesting Unit
- B. Ordered Date / Time – Date and Time of this request
- C. From / By – Who you are getting the order from and who are you
- D. Quantity – How much do you want
- E. Resource Requested – What is it that you want. Anticipate the number of line needed to identify major components of resource (i.e., a S/T of crews would need 3 to 4 lines) before entering next request number.
- F. Needed Date / Time – What date and time do you want what you are requesting
- G. Deliver To – Where do you want it delivered (can use asterisk and put in Remarks)
- H. To / By – Who you have given order to and who is placing request
- I. Time – The time you passed order
- J. Agency I.D. – Agency filling order (SHF, INF, etc.)
- K. Resource Assigned – Identifies confirmed resource
- L. Time, ETD / ETA – Enter estimated time of departure and arrival using military time
- M. Released, Date, To, ETD / ETA – Date of release, who or where is resource released to, ETD / ETA

If a unit, person, crew, etc., cancels out after all the information has been passed on, draw an “X” in the Agency ID column and draw a horizontal line through the Resource Assigned Column, ETD/ETA and print “See Remarks” in the Release Column. Note what happened in the Remarks Column (for tracking). Go to the next available line in Block 12 and reorder using the same Request Number.

12. REQ. #	ORDERED DATE / TIME	FROM / TO	QTY	RESOURCE REQUESTED	NEEDED	DELIVER	To / FROM	TIME	AGENCY ID	RESOURCE ASSIGNED	ETD / ETA	RELEASED		ETD / ETA	
					DATE/TIME	TO						DATE	TO		

BLOCK 13: Order Relayed – This block would be used if the Unit that you originally requested the resource from could not fill the request.

Example: Draw a diagonal line forming an “X” in the column (Block 12); then, go to Block 13 and place the request with another unit.

- A. Request Number – Request number being relayed
- B. Date – Date request relayed
- C. Time – Time request relayed
- D. To / From – To whom the order is being placed and who is placing request
- E. Action Taken – What has taken place with this request?

If the unit cannot fill the order (in Block 13) cross out the request number and write out the Date/Time and who it was that could not fill the order. Then, drop to next available line in Block 13 and place the request with another unit.

ORDER RELAYED				ACTION TAKEN	ORDER RELAYED				ACTION TAKEN
13. REQ. #	DATE	TIME	TO / FROM		REQ. #	DATE	TIME	TO / FROM	

