California Statewide Multi-Agency Coordination System Guide

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Cal E·M·A
CALIFORNIA EMERGENCY MANAGEMENT AGENCY

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ACKNOWLEDGEMENTS

The *California Statewide Multi-Agency Coordination System Guide* is a product of the California Statewide Multi-Agency Coordination System (CSMACS) Working Group and advisors.

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California Statewide Multi-Agency Coordination System Guide

PART ONE INTRODUCTION

I. PURPOSE

The California Statewide Multi-Agency Coordination System (MAC System) Guide is a tool to assist emergency managers with prioritizing multiple emergency incidents for the allocation of scarce resources.

II. BACKGROUND

Multi-agency coordination occurs whenever personnel from different agencies that have legal responsibilities to abate the emergency are involved in the response. While informal arrangements among agencies can be made to work, it is more effective to establish MAC System procedures in advance in a planned and organized fashion.

The Multi-Agency Coordination System (MAC System) is one of the four pillars of California's Standardized Emergency Management System (SEMS), which are the Incident Command System (ICS), multi-agency coordination system, the Master Mutual Aid system, and the operational area concept (all listed in the Emergency Services Act, Section 8607).

The SEMS Regulations defines multi-agency or interagency coordination as "the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of [scarce] resources and the prioritization of incidents." The term multi-agency or interagency coordination, as defined in the SEMS Regulations, will be shortened to multi-agency coordination in this Guide.

The ***California Statewide Multi-Agency Coordination System Guide*** focuses on MAC Groups that are convened to address incidents in which resources are considered scarce and decision-makers need to prioritize their allocation in order to best serve the communities in need . The guide is based on the California FIRESCOPE MACS Group Procedures Guide (MACS 410-1). While the FIRESCOPE MACS Group Procedures Guide focuses on the needs of the fire service, this guide emphasizes the use of the MAC System to support all-hazards based decision making in an Emergency Operations Center environment.

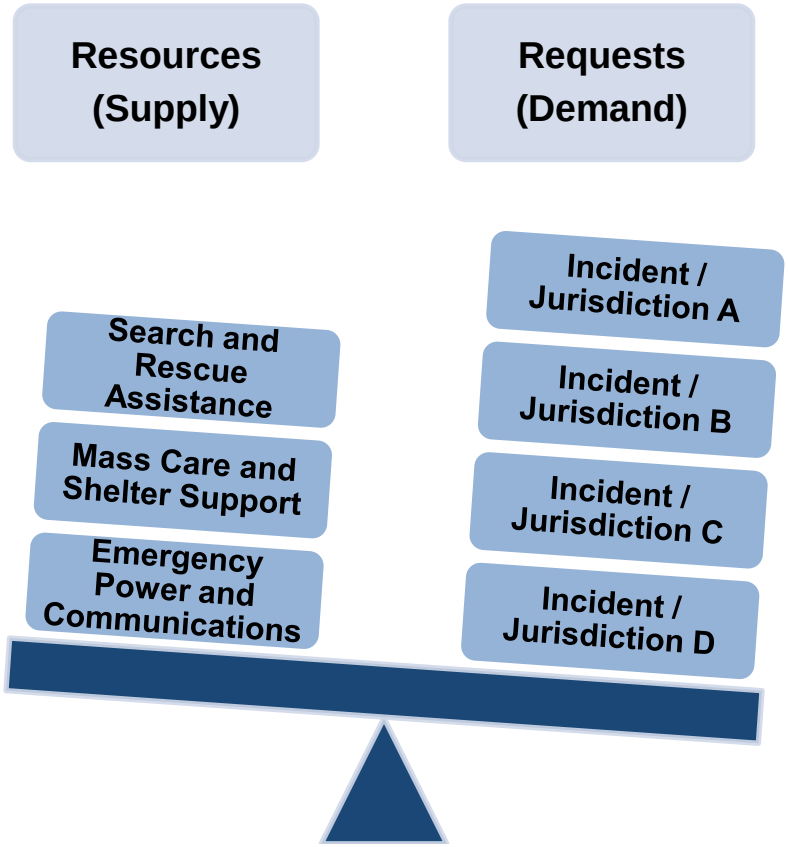
The guide is organized to provide an overview of the MAC System, the composition of the MAC Group and its relation to the Emergency Operations Center (EOC) organization.

In the context of this guide, a **Multi-Agency Coordination System** provides the architecture to support coordination for incident prioritization, scarce resource allocation, communications systems integration, and information coordination. The MAC System assists agencies and organizations to respond to an incident. The elements of the MAC System include facilities, equipment, personnel, procedures, and communications.

A **Multi-Agency Coordination Group** may be convened by an EOC Director or other authority to establish priorities among multiple competing incidents, provide coordinated decision making for resource allocation among cooperating agencies, harmonize agency polices, and offer strategic guidance and direction to support incident management activities. MAC Groups convened to prioritize incidents for the allocation of scarce resources should consist of administrators or executives, or their designee, who are authorized to commit agency resources and funds. A MAC Group may also be referred to as a multi-agency committee, emergency management committee, interagency policy group, or as otherwise defined by the MAC System.

Exhibit 1: Allocating Scarce Resources illustrates the challenge of providing assistance to multiple requesting agencies.

Exhibit 1: Allocating Scarce Resources



III. AUTHORITIES

The MAC System is a component of the California Standardized Emergency Management System as well as the National Incident Management System (NIMS). The California Emergency Services Act (ESA) requires the utilization of the SEMS for managing multi-agency and multi-jurisdictional responses to emergencies in California. The four components of SEMS are Incident Command System, Multi-Agency Coordination System, California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA) and Operational Area (OA) concept. The following authorities and references recognize use of multi-agency coordination in emergency management:

- California Government Code Section 8607 (a) (2)
- Standardized Emergency Management System
- California Code of Regulations, Title 19, Division 2, Chapter 1: §2407 (d), §2409 (e) (3), §2411 (e), and §2413 (d)
- State of California Emergency Plan
- National Incident Management System

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PART TWO
MULTI-AGENCY COORDINATION SYSTEM

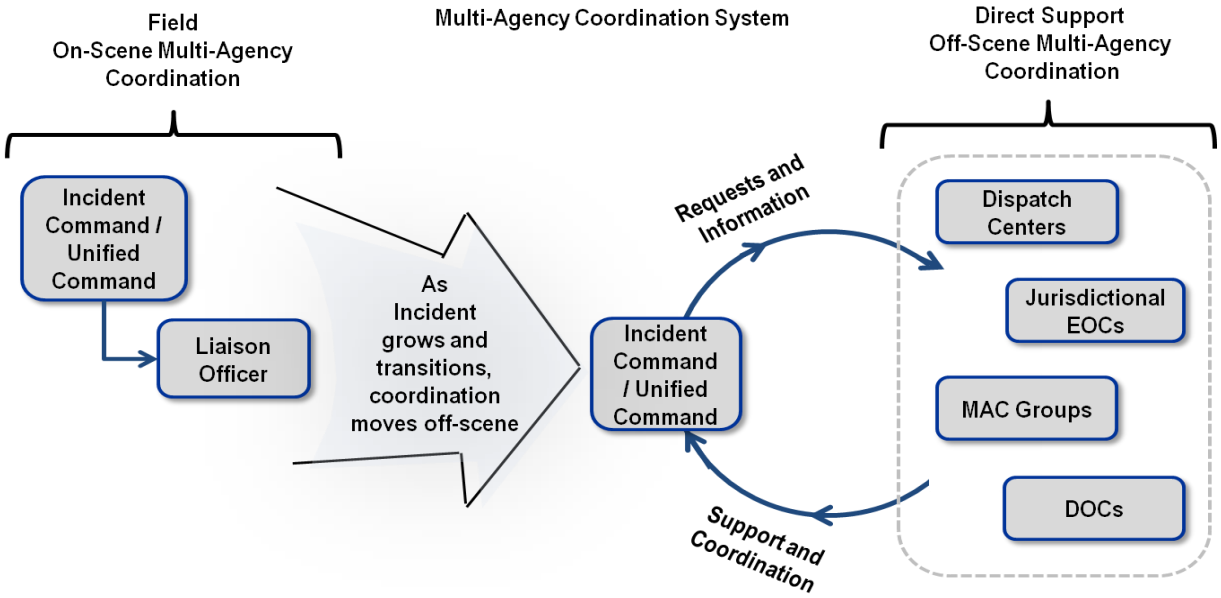
IV. MAC SYSTEM OVERVIEW

Multi-agency coordination means the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents. Local and state agencies utilize multi-agency coordination as part of the SEMS to coordinate multiple jurisdiction or multiple agency operations. Multi-agency coordination occurs at an EOC when multiple agencies are working together to support incident needs.

First responders successfully utilize multi-agency coordination whenever multiple agencies respond to an incident, through Unified Command. Unified Command provides multi-agency support and coordination when an incident grows in complexity or multiple incidents occur in the same period.

Exhibit 2: Field vs. Direct Support Multi-Agency Coordination illustrates how multi-agency coordination may evolve from on-scene to off-scene support.

Exhibit 2: Field vs. Direct Support Multi-Agency Coordination



The state and its political jurisdiction will establish EOCs to support field operations and foster interagency coordination. An EOC should be capable of serving as the central point for the coordination of the entire jurisdiction's emergency operations, information gathering and dissemination, and coordinating and communicating with other EOCs, including those maintained by private sector organizations.

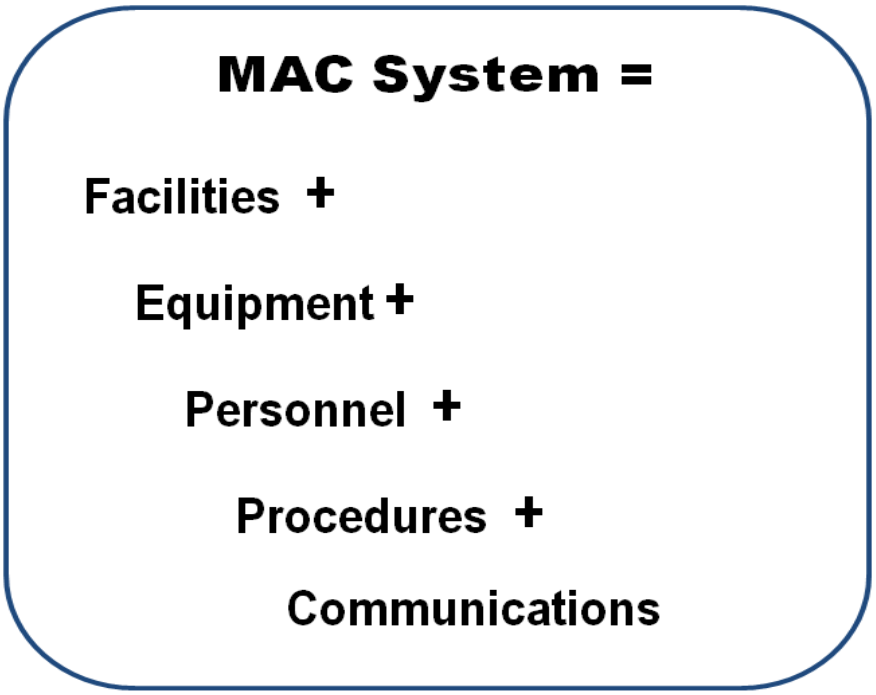
During EOC activation, with multiple incidents competing for resources, the EOC Director may choose to activate a MAC Group for the purpose of prioritizing incidents for the allocation of scarce resources.

V. MAC SYSTEM ELEMENTS

The primary elements of the MAC System include facilities, equipment, personnel, procedures and communications integrated into a common system with responsibility for coordination of resources and support to emergency operations.

Exhibit 3: Multi-Agency Coordination System Elements summarizes the elements of a formal multi-agency coordination system.

***Exhibit* 3: Multi-Agency Coordination System Elements**



A. Facilities

When activating the EOC organization or convening a MAC Group, consideration is given to how much space is needed within a given building as well as the need for infrastructure support. The facility should be able provide adequate conference rooms, individual workspace with telephones, computer and internet capabilities for agency representatives.

B. Equipment

Furniture, computers, internet access, telephones, video and teleconferencing capability, electronic and static display equipment, televisions, and vehicles to deliver the equipment should be available. Service, support, and maintenance considerations must also be addressed to ensure availability of the needed equipment items. Routine maintenance schedules, replacement of communications equipment, and equipment budgeting should be included in planning. Inspections, testing, and operations of equipment not used for extended periods of time should occur to ensure reliability is maintained.

C. Personnel

The emergency organization or MAC Group must employ personnel with the knowledge, skills, abilities and authorities to accomplish the objectives at hand. EOC personnel may consist of authorized agency representatives responsible for coordinating activities in support of field operations. Personnel convened as part of a MAC Group that is tasked to prioritize incidents and allocate scarce resources may consist of agency administrators or executives, or their designees, who are authorized to commit agency resources and funds to support emergency operations.

D. Procedures

Procedures help to define how organizations will work together in the MAC System. Procedures include processes, protocols, agreements and business practices that describe the activities, relationships, and support the ability of the MAC System to function. MAC Group operating procedures might include concept of operations, functional checklists, instructions for using forms, how to prioritize incidents, or other protocols that are beneficial for managing and participating in multi-agency coordination.

Coordination processes, procedures, protocols, and agreements should be stressed during training and demonstrated through regular exercise and testing programs.

E. Communications

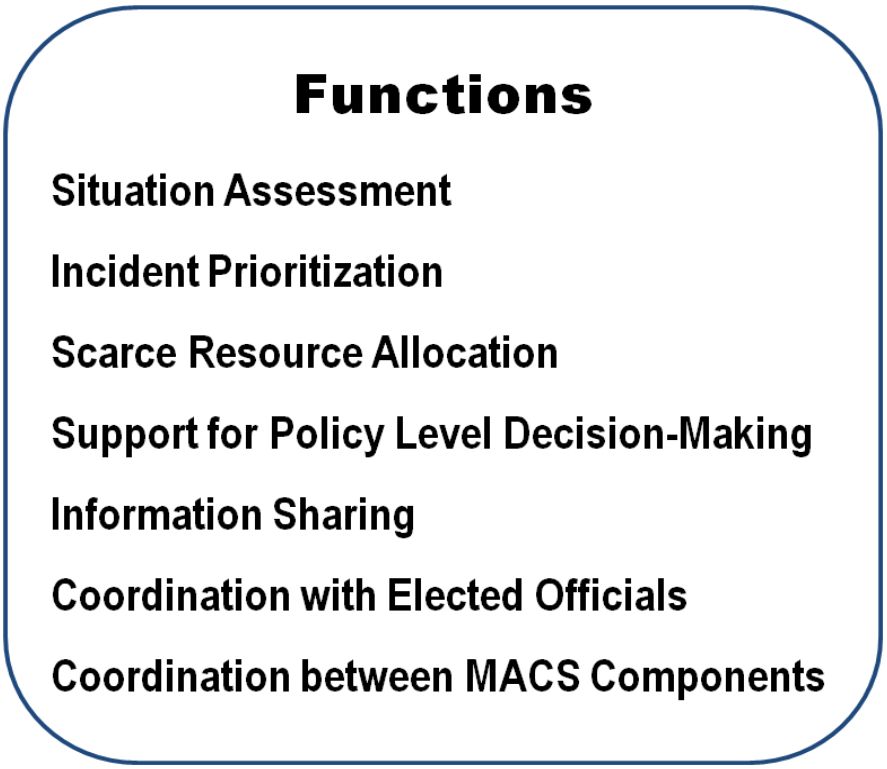
Communication strategies should be established to enhance information flow to involved agencies and jurisdictions. This includes both protocols and interoperable communications capabilities. Common terminology, standards and procedures should be established and detailed in plans and agreements.

VI. MAC SYSTEM FUNCTIONS

The use of the MAC System promotes the scalability and flexibility necessary for a coordinated response during large and escalating incidents. The system supports the management and coordination of resources and information above the field level. This helps ensure that those involved in the support and coordination of policy level decision making have a common operating picture (COP).

Exhibit 4: Multi-Agency Coordination System Functions summarizes the functions of a multi-agency coordination system.

Exhibit 4: Multi-Agency Coordination System Functions



This list of functions originated in the *National Incident Management System* (December 2008).

A. Situation Assessment

The Situation Assessment function includes the collecting, processing, and display of all information needed to make resource allocation decisions in support of emergency operations. This information helps to identify and determine operational needs for the development of the COP.

Situation assessment may take the form of:

- Consolidating situation reports
- Receipt of intelligence-related information
- Incident maps and status boards
- Resources assigned, available and out of service
- Traffic conditions
- Damage assessments
- Weather report or forecasts
- Geospatial Information System data

B. Incident Prioritization

The second MAC System function is to review the intelligence gathered from the situation assessment in order to establish incident priorities. When scarce resources are requested for assignment to multiple incidents, an approved methodology should be applied that includes the following variables:

- **Situation Status:** Current and projected situation, needs and prognosis.
- **Resource Status:** Available and committed resources.
- **Considerations:** Incident review factors.
- **Scoring System:** Incident rating scale.
- **Priority List:** A concept for listing incidents in priority order.

Exhibit 5: Incident Prioritization Methodology illustrates the variables that should be included when developing the incident priority list.

Exhibit 5: Incident Prioritization Methodology

C. Scarce Resource Allocation

The third MAC System function involves implementing the incident priority list in order to allocate available scarce resources. A three-step process can be used to address this activity:

Step 1: Identify and List the Requested Scarce Resources

1.1 Consult with staff coordinating requests for assistance.
1.2 Gather and describe the requested resources that are considered scarce.
1.3 List the number of units or single resources being requested.

Step 2: Identify the Incidents / Jurisdictions Requesting Assistance

2.1 Identify the incidents / jurisdictions that are requesting assistance.
2.2 Include contact information for follow up coordination.

Step 3: Identify the Jurisdiction / Agencies with Available Resources

3.1 List the jurisdictions / agencies with resources that meet the requested need.
3.2 Each assisting jurisdiction / agency should list the number of committed and available resources within their authority.
3.3 Assign available resources based on the established priority list.
3.4 Document if unable to fill (UTF) the request and coordinate with the EOC to request assistance from other sources as appropriate.

D. Support for Policy Level Decision Making

A fourth MAC System function involves assisting the EOC Director and other officials with policy-level decision making and interagency coordination. Incidents sometimes require short-term modification of, or relief from, specific policies, procedures, and protocols. The MAC System serves as a tool for building consensus on decisions that address the concerns of all group members as closely as possible.

E. **Information Sharing**

By virtue of the situation assessment, personnel in the EOC or MAC Group share information on incidents within their area of responsibility, as well as provide agency / jurisdictional contacts for media and other interested organizations.

Incident information is coordinated and disseminated for both internal and external use. Internal dissemination may include participating MAC Group agencies, EOCs, private industry and critical infrastructure partners, other federal, state, tribal, local, and volunteer agencies, elected and appointed officials and Public Information Officers (PIO). External dissemination includes sharing information with the news media through a Joint Information System (JIS) / Joint Information Center (JIC).

F. **Coordination with Elected and Appointed Officials**

Keeping elected and appointed officials at all levels of government informed is another function of the system. Maintaining the awareness and support of these officials and decision-makers, particularly those from jurisdictions within the affected area, is extremely important, as scarce resources may need to be moved to a higher priority incident.

Elected and appointed officials may participate in MAC System activities and should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. These officials can include administrative and political personnel, as well as department or agency administrators/executives who have leadership roles in a jurisdiction, and legislators and chief executives, whether elected (e.g., governors, mayors, sheriffs, tribal leaders, and county executives) or appointed (e.g., county administrators and city managers).

Elected and appointed officials may also be called upon to help shape and revise laws, policies, and budgets to aid in preparedness efforts and to improve emergency management and incident response activities.

G. **Coordination between MAC System Components**

A critical part of the MAC System is outlining how each component (SEMS level EOCs and MAC Groups) communicates and coordinates with each other. Gaps or disconnects can negatively impact scarce resource support to emergency operations in the field.

Personnel involved in multi-agency coordination supporting an incident may be responsible for incorporating lessons learned into their procedures, protocols, business practices, and communications strategies. These improvements may need to be coordinated with other appropriate emergency management and/or public safety organizations.

PART THREE
MULTI-AGENCY COORDINATION GROUPS

VII. MAC GROUP OVERVIEW

Multi-agency coordination may occur within an Emergency Operations Center or at a site such as a FIRESCOPE MAC Center or may be accomplished via telecommunications. In the general context, a MAC Group provides for collaboration among cooperating agencies. A MAC Group may be established at any level (e.g., local, Operational Area, Regional, or State) or within a specific discipline (e.g., fire services or law enforcement). MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the Multi-Agency Coordination System.

For the purpose of this guide, the MAC Group will be discussed in the context of its role in establishing priorities among incidents for the allocation of scarce resources. The MAC Group members should include Agency Administrators/Executives, or their designees, from an agency responsible to abate the emergency and are authorized to commit agency resources and funds. Secondary roles and responsibilities for this MAC Group may include synchronizing agency policies and providing strategic guidance in support of incident management activities.

Building consensus on each of the above-mentioned policy decisions allows the MAC Group members to abate emergencies without having their statutory authorities compromised. Reaching consensus does not necessarily imply that the agreed-upon decision is every group member's first choice, but it represents the best decision that all members can support and collectively serves the emergency management process.

VIII. ROLES AND RESPONSIBILITIES

MAC Group responsibilities include:

1. Prioritizing incidents or jurisdictions based on the following factors:

    a) Life and Safety Threats
    b) Property/Infrastructure Damage Threats
    c) Potential for Loss and Resource Issues
    d) Incident Complexity and Duration

2. Providing scarce resource allocation decisions or recommendations to the EOC.

MAC Group Representatives must have full authority to represent their agency to:

1. Prioritize incidents.
2. Establish scarce resource allocation priorities.
3. Commit to expenditures of their organization's funds and utilization of resources.

4. Provide information regarding resources including:

a) Ensure that their agency resource situation status is current.
b) Determine specific agency resource capabilities and needs.
c) Determine agency resource availability (including availability for out-of-jurisdiction assignment).

5. Anticipate future resource needs and develop strategies and contingency plans.
6. Conduct information coordination (communicate "decisions" back to agencies).

IX. MAC GROUP MEMBERSHIP

The MAC Group membership should be based upon the statutory responsibility of a jurisdiction or agency to abate the emergency. As such each emergency situation will dictate who should be mobilized to serve on a MAC Group. MAC Group members should consist of agency administrators or executives, or their designees, who have the authority to commit resources and funds to mitigate the emergency impacts.

MAC Group members can include:

- Local government
- State government
- Federal government
- Tribal government
- Others with statutory or regulatory responsibility to abate the emergency.

Intelligence or information regarding incidents can be requested by the MAC Group from organizations without statutory or regulatory authority, such as:

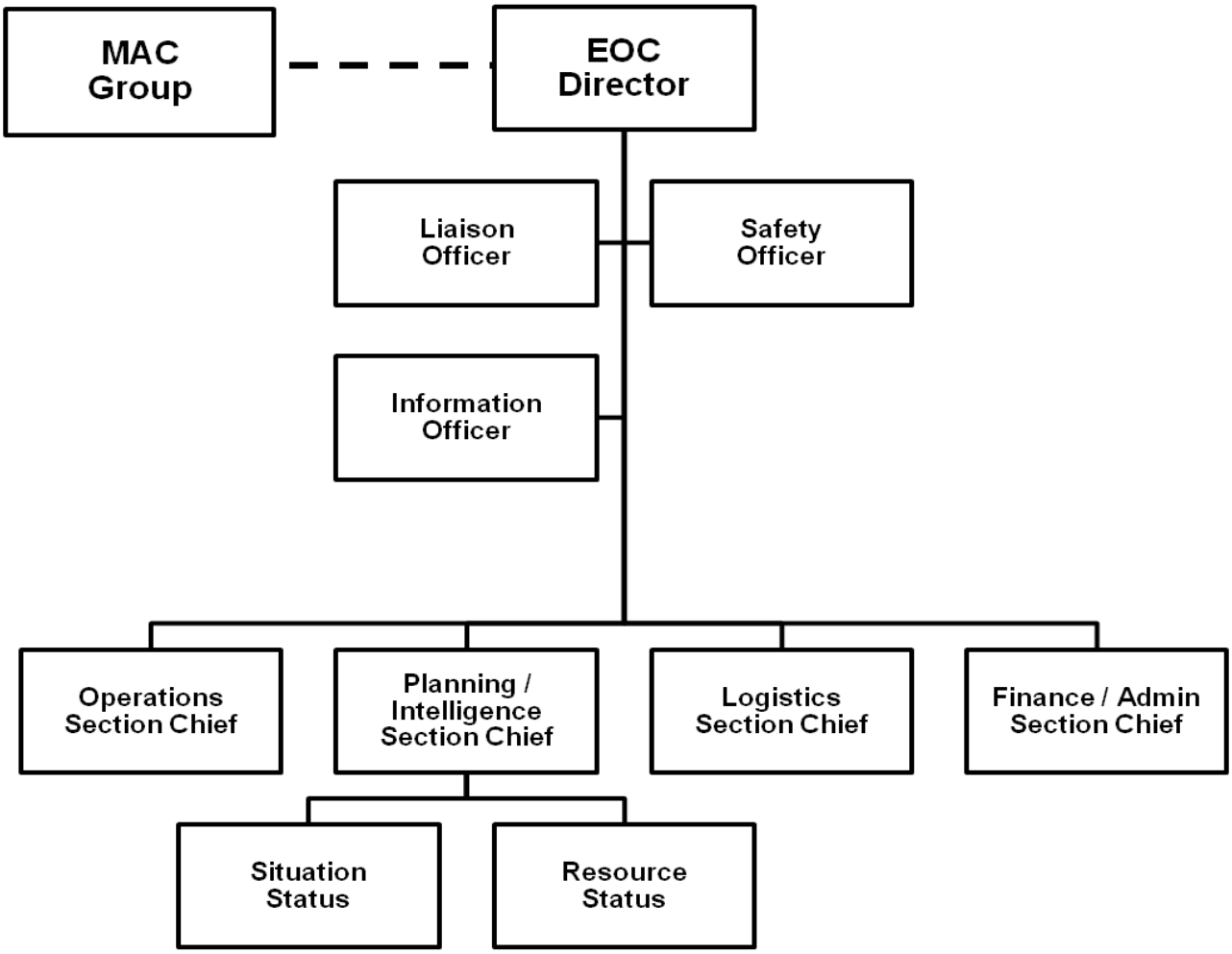
- Non-governmental organizations (NGOs) (e.g. American Red Cross, Salvation Army)
- Private sector organizations (water / wastewater, electric utilities)
- Infrastructure owners and operators
- Other jurisdictions which are or may be impacted or affected by the incident.

X. MAC GROUP – EOC RELATIONSHIP

When a MAC Group is convened to support the EOC Director, the members will review the current situation status and resource status to determine the resource allocation needs. Armed with this intelligence the MAC Group will recommend incident priorities and resources to be allocated to the EOC Director. The EOC Director will incorporate the selected recommendations in the action plans developed by the EOC Planning Section.

Exhibit 6: MAC Group and EOC Relationship illustrates how the MAC Group supports the EOC Director.

Exhibit 6: MAC Group and EOC Relationship

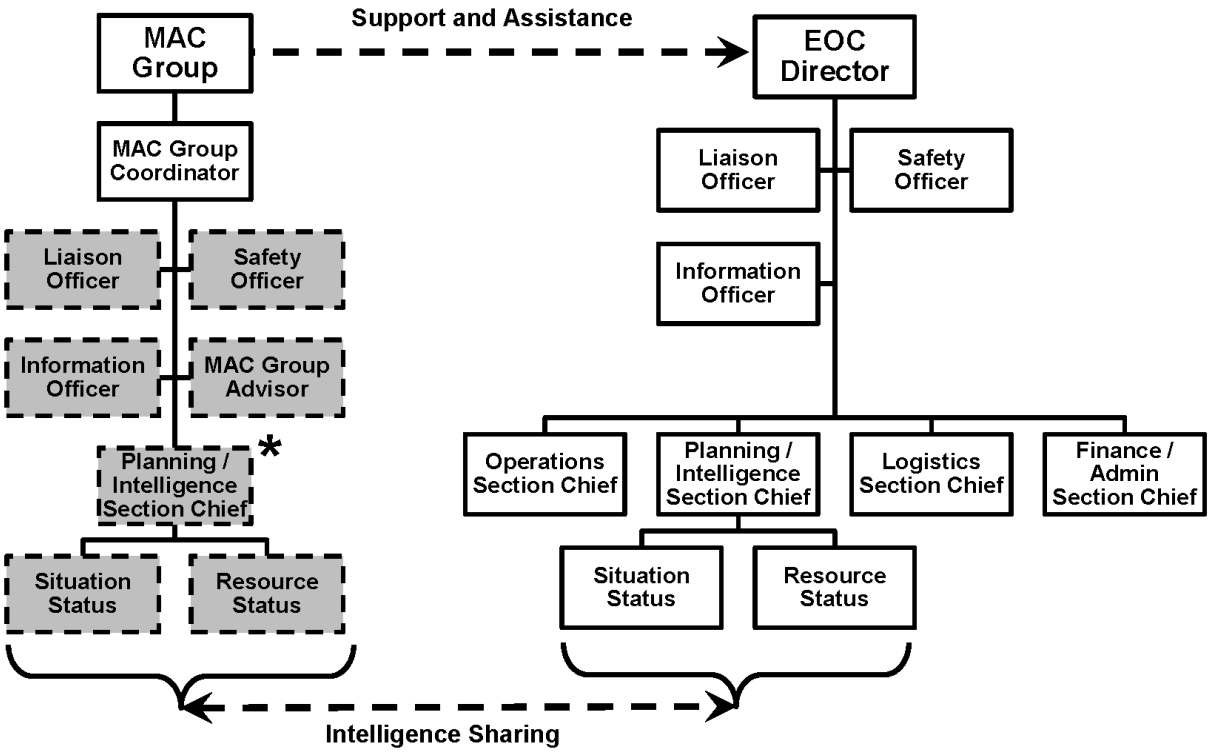


XI. MAC GROUP ORGANIZATION

The MAC Group may establish functions necessary to successfully prioritize incidents and allocate scarce resources. When the EOC is activated, many of the MAC Group functions may already be assigned as part of the EOC organization. For example, the EOC Planning / Intelligence Section can serve the MAC Group by providing situation status reports, resource status reports, and other details needed for the MAC Group analysis.

Exhibit 7: MAC Group Organization **r**eflects the various positions in support of the MAC Group.

Exhibit 7: MAC Group Organization



*** When a MAC Group is convened to support the EOC Director, it may establish functions necessary to successfully prioritize incidents and allocate scarce resources. When the EOC is activated, the EOC Planning / Intelligence Section can also serve the MAC Group by providing situation status reports, resource status reports, and other details needed for the MAC Group analysis.**

Note: *As with the Incident Command System (ICS), MAC Group staffing can expand or contract depending upon the scope and complexity of the event and the needs of the MAC Group. This means that it is possible that not all positions shown on Exhibit 7 will be staffed.*

XII. MAC GROUP STAFF POSITIONS

The MAC Group is convened to support the EOC Director. The MAC Group may establish functions necessary to successfully prioritize incidents and allocate scarce resources. Suggested MAC Group staffing positions are listed below:

1. MAC Group Coordinator

Once the decision is made to utilize a MAC Group, a Coordinator will be assigned by the EOC Director.

The Coordinator serves as the MAC Group business facilitator and helps to direct the MAC Group toward accomplishing its mission. The Coordinator is not an agency representative who participates in the decision making process. The Coordinator requests staff from the EOC to support the MAC Group. The Coordinator:

a) Fills and supervises assigned personnel.
b) Manages the facility and ensures necessary equipment is available.
c) Facilitates the MAC Group decision making process including display of information and providing a situation assessment for incident priority setting and resource allocation.
d) Facilitates the MAC Group daily schedule and agenda.
e) Documents proceedings including conference calls or in-person meetings and distributes information to MAC Group agency representatives and others as needed.
f) Assigns a Technical Specialist to assist the MAC Group in preparing the forms.
g) Prepares the final documentation package of MAC Group proceedings.

2. Liaison Officer

The Liaison Officer is the contact for the personnel assigned to the MAC Group. The Liaison Officer:

a) Assists the MAC Group Coordinator in determining appropriate representation based on jurisdictional authority or responsibility.
b) Serves as a contact for Agency Representatives.
c) Maintains a list of assisting and cooperating agencies and Agency Representatives.
d) Assists in establishing and coordinating interagency contacts.
e) Maintains Unit Log for documentation package.

3. Public Information Officer

The MAC Group Public Information Officer (PIO) serves as a single source for coordinating public information related to the MAC Group activities. The MAC

Group Public Information Officer releases information only when it has been approved by the MAC Group. The Public Information Officer:

a) Obtains briefing from MAC Group Coordinator.
b) Prepares information for MAC Group members.
c) Provides information to the media as requested and approved by the MAC Group, in coordination with the EOC Public Information Officer.
d) Coordinates the gathering and distribution of information with the JIC.
e) Maintains Unit Log for documentation package.

4. MAC Group Advisor

The MAC Group Advisor is a Subject Matter Expert (SME) with extensive MAC System operational experience who understands its functions. The role of the Advisor is to share past experiences and expertise in a best practices and lessons learned approach. This position helps MAC Group Coordinators demonstrate the skills necessary to perform the MAC Group Coordinator position in the form of training, exercises and incident prioritization and statewide scarce resource allocations when activated. The MAC Group Advisor:

a) Supports and mentors MAC Group Members.
b) Enhances MAC Group effectiveness and readiness.
c) Assists in strategic planning, incident prioritization, multi-agency collaboration, and providing insights based on past experiences to improve functionality.
d) Maintains Unit Log for documentation package.

Note: *Depending on the scope and complexities of the incidents, the following position responsibilities could either be carried out by the EOC or be assigned as support to the MAC Group, coordinating closely with the EOC.*

5. Safety Officer

The Safety Officer ensures that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC / MAC Group facility. The Safety Officer will also ensure that personnel are not over stressed or working for extended periods that may jeopardize their health. The Safety Officer:

a) Ensures that all buildings and other facilities used in support of the EOC are in a safe operating condition.
b) Monitors operational procedures and activities to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
c) Stops or modifies all unsafe operations, notifying the MAC Group Coordinator of actions taken.
d) Maintains Unit Log for documentation package.

6. Planning and Intelligence Section Coordinator

The MAC Group Planning / Intelligence Section gathers situation and resource status information in close coordination with the EOC Planning / Intelligence Section. The Planning / Intelligence Section Coordinator:

a) Exercises overall responsibility for the coordination of the Situation Status Resource Status Units.
b) Ensures the completion of their assigned duties.
c) Maintains Unit Log for documentation package.

7. Situation Status Unit Leader

The Situation Unit Leader oversees the collection, organization, and analysis of situation information related to the emergency. Through coordination with the EOC, the Situation Unit Leader:

a) Gathers situation assessment information from the EOC Planning Section.
b) Summarizes resource needs and requests from the Incident Status Summaries (ICS 209s), Situation Reports, Mission Tasking Assignments and other information gathering efforts from the EOC.
c) Ensures that information collected from the EOC is posted on status boards.
d) Ensures that situation status reports are developed for dissemination to MAC Group members.
e) Ensures that all maps, status boards and other displays contain current and accurate information in coordination with the EOC.
f) Supervises the Situation Unit, if unit needed.
g) Maintains Unit Log for documentation package.

8. Resources Status Unit Leader:

The Resources Unit Leader maintains information on scarce resource needs. The Resources Unit Leader, through coordination with the EOC:

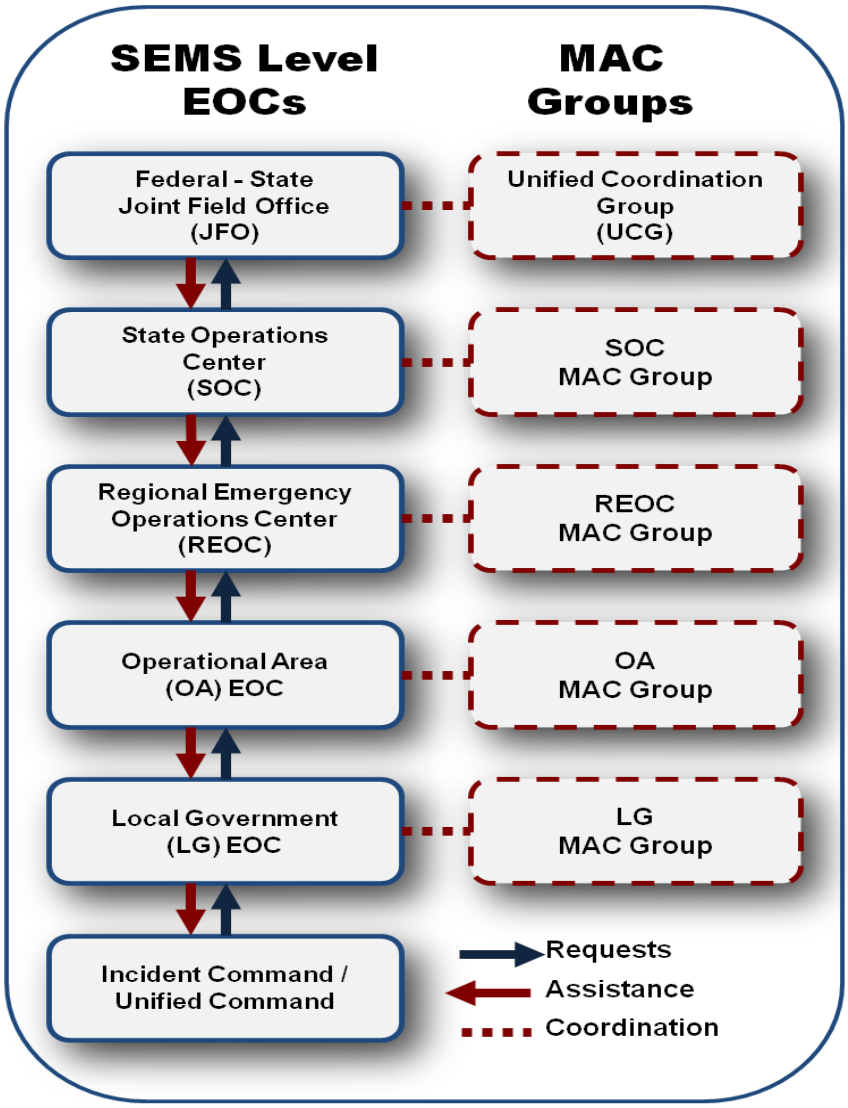
a) Maintains scarce resource availability including the tracking of resource needs in coordination with the EOC.
b) Coordinates with Agency Representatives / MAC Group members to complete the MACS 405 concerning the availability of resources.
c) Once the MACS 429 is completed, ensures the completion of the MACS 430.
d) Assists in preparing information materials, when requested by the MAC Group Coordinator.
e) Provides scarce resource information to the MAC Group Situation Assessment Unit Leader as requested.
f) Supervises the Resources Unit, if unit needed.
g) Maintains Unit Log for documentation package.

XIII. MAC GROUPS AND SEMS LEVEL EOCS

EOCs and MAC Groups work together at each level of SEMS. Each EOC is activated in support of the lower level. In support of a SEMS Level EOC, the MAC Group prioritizes incidents for the allocation of scarce resources.

Exhibit 8: SEMS Level EOCs and MAC Groups depicts the links between the SEMS level EOCs and MAC Groups.

Exhibit 8: SEMS Level EOCs and MAC Groups



XIV. CONVENING A MAC GROUP

A MAC Group is activated by the EOC Director when the scope of the event dictates the need for the prioritization of multiple incidents and the allocation of scarce resources. Once established, the MAC Group may meet regularly during the response or on an as needed basis.

1. MAC Group Notification

Notification protocols should be pre-established as part of the MAC Group procedures:

a) Who will make the initial activation notifications.
b) How the notifications are conducted.
c) Selection of the requested agencies for participation, based upon the incident or jurisdictions involved.
d) Selection of the style of meeting (conference call, face to face), providing specifics for location, date, times and any additional information required.

2. MAC Group Meetings

Whenever feasible the MAC Group should convene in face to face meetings. When it is not convenient for the MAC Group to meet in-person, they may elect to coordinate their responsibilities through the use of regularly scheduled conference calls, video-teleconferences and webinars.

Exhibit 9: Sample MAC Group Meeting Schedule outlines a possible schedule adopted by a MAC Group for group activities for each operational period.

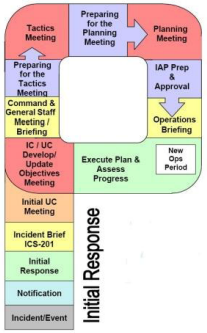
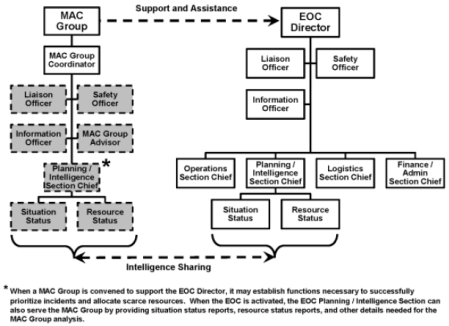
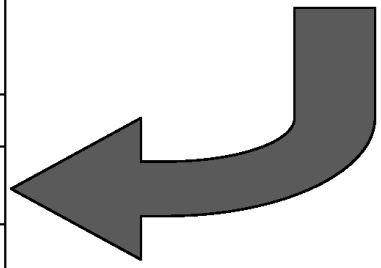
Exhibit 9: Sample MAC Group Meeting Schedule

Sample MAC Group Meeting Schedule	
Briefing Time	**Briefing Criteria**
07:30 a.m.	Incident Briefing
09:00 a.m.	MAC Group General Topic Discussion
09:30 a.m.	Resource Status Report (MACS 405)
10:00 a.m.	MAC Group Facilitator's Conference Call/Discussion
10:30 a.m.	Weather Briefing and Agency Breakout Sessions
11:15 a.m.	Intel Briefing / Priority Setting Process (MACS 429)
13:30 p.m.	Resource Status Report Update (MACS 405)
14:00 p.m.	Video Conference and Post Video Conference Discussion (If Applicable)
16:00 p.m.	MAC Group General Topic Discussion
17:00 p.m.	MAC Group Conference Call and Post Call Discussion (if applicable)
17:30 p.m.	MAC Group Debriefing and Agency Round-Table
18:00 p.m.	Adjourn

There are a number of potential planning or report cycle models that may be utilized by MAC Groups to ensure ongoing situation awareness and productivity throughout each operational period.

Exhibit 10: Planning Cycle Relationships depicts the relationship between three planning or report cycle models.

Exhibit 10: Planning Cycle Relationships

Planning "P"	SEMS EOC Planning Cycle	Aligning the MAC Group Schedule
		
Purpose: The Planning "P" is a cyclical planning process designed to establish incident objectives and convert them into tactical assignments for each operational period.	**Purpose:** The SEMS EOC Planning Cycle describes schedule of EOC activities that occur in sequence during a given operational period. Establishing a planning cycle assists to develop a common operating picture and coordinate the provision of support during an emergency.	**Purpose:** The MAC Group is convened when needed to assess resource availability, compare the severity of incidents, and prioritize the allocation of scarce resources. The MAC Group recommendations are submitted for incorporation into the action plan for the next operational period.
1. Incident / Event Occurs 2. Notification 3. Initial Response 4. ICS 201 Incident Brief 5. Initial UC Meeting 6. IC/UC Develop/Update Objectives Meeting	0.Hr. Initial Briefing a. EOC Briefing b. Situation Report c. Action Planning Meeting	
7. Command and General Staff Meeting	1.Hr. Director's Briefing / Agency Conference Call	**Sample MAC Group Meeting Schedule** 07:30: Incident Briefing 09:00: MAC Group General Topic Discussion 09:30: Resource Status Report (MACS 405) 10:00: MAC Group Facilitator Conference Call / Discussion 10:30: Weather Briefing and Agency Breakout Sessions 11:15: Intel Briefing/Priority Setting Process (MACS 429) 13:30: Resource Status Report Update (MACS 405) 14:00: Video Conference and Post Video Conference Discussion (If Applicable) 16:00: MAC Group General Topic Discussion 17:00: MAC Group Conference Call and Post Call Discussion (If Applicable) 17:30: MAC Group Debriefing and Agency Round-Table 18:00: Adjourn 
8. Preparing for Tactics Meeting 9. Tactics Meeting	2.Hr. Intelligence-Gathering Conference Calls a. Operational Areas b. State Agencies c. Federal Agencies	
	3.Hr. EOC Briefing and Situation Report	
	4.Hr. Assess Situation and Resource Status (Continuous) a. Review Requests for Assistance and Assign Available Resources b. Assess Need to Prioritize the Allocation of Scarce Resources c. Assess Need for Federal Assistance	
	5.Hr. Meal	
	6.Hr. EOC Briefing and Situation Report	
	7.Hr. Assess Situation and Resource Status (Continuous) a. Review Requests for Assistance and Assign Available Resources b. Assess Need to Prioritize the Allocation of Scarce Resources c. Assess Need for Federal Assistance	
	8.Hr. Assess Situation and Resource Status (Continuous) a. Review Requests for Assistance and Assign Available Resources b. Assess Need to Prioritize the Allocation of Scarce Resources c. Assess Need for Federal Assistance	
	9.Hr. EOC Briefing and Situation Report a. Prepare for Action Planning Meeting	
10. Preparing for the Planning Meeting 11. Planning Meeting 12. Action Plan Preparation and Approval	10.Hr. Action Planning Meeting	
13. Operations Briefing 14. New Operational Period Begins	11.Hr. Shift Change Briefing a. Distribute Action Plan	
15. Execute Plan and Assess Progress	12.Hr. Repeat Cycle	

3. MAC Group Meeting Agenda

The MAC Group Coordinator conducts the MAC Group meeting with the use of a standard agenda and includes a situation briefing.

The briefing is created from situation reports and resource requests. As part of the process, member agencies should provide a list of committed and available resources that can be employed as part of the response. This resource status can be summarized on a MACS 405 form (Appendix A). The briefing should be presented to MAC Group members 30 minutes prior to the meeting.

Exhibit 11: Sample MAC Group Meeting Agenda outlines the key items that should be addressed during each session.

Exhibit 11: Sample MAC Group Meeting Agenda

1. Roll call
2. Situation Status Report
    a. Weather Situation Report
    b. Incident Briefings
    c. Identification of Significant Incidents
    d. Current Response Activities
    e. Resource Status Report
    f. Identification of Scarce Resources
3. Listing of Available Resources on the Resource Status Report (MACS 405)
4. Completion of the Incident Priority Rating Matrix (MACS 429)
5. MAC Group Conference Call with Requesting Agencies (As Needed)
6. Development of Incident Priority List (MACS 430)
7. MAC Group Debriefing and Agency Round-Table
8. Schedule for Next Meeting
9. Adjourn

4. Adjourning the MAC Group

The MAC Group will be adjourned when incident prioritization and scarce resource allocation is no longer needed. The EOC Director may determine that the mission of the MAC Group has been accomplished and is no longer needed. Adjournment of the MAC Group should occur when:

a) Resources are being demobilized and resource coordination among agencies or jurisdictions is no longer necessary.
b) The situation at the incident site has stabilized.
c) Incident support can be provided without affecting the dispatch system.
d) Need for resource coordination has diminished.

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Appendix A
RESOURCE STATUS REPORT
(MACS 405)

I. PURPOSE

A. Provides a method to track committed and available resources for a particular agency.
B. Indicates readiness trends and resourcing issues.
C. Used in conjunction with the MACS 429 and MACS 430 Forms to establish incident priorities and allocate scarce resources.

II. BACKGROUND

The Agency Representative reviews existing computerized emergency management information systems and dispatching systems to gather information and intelligence that can be included in the MACS 405. Information includes:

A. Type/kind of resource, if resources typing utilized
B. Committed/available resources
C. Resources available for out-of-jurisdiction assignment

III. STEPS

There are three steps involved in completing the MACS 405:

Step 1: Identify and List the Requested Scarce Resources

1.1 Consult with staff coordinating requests for assistance.
1.2 Gather and describe the requested resources that are considered scarce.
1.3 List the number of units or single resources being requested.

Step 2: Identify the Incidents / Jurisdictions Requesting Assistance

2.1 Identify the incidents / jurisdictions that are requesting assistance.
2.2 Include contact information for follow up coordination.

Step 3: Identify the Jurisdiction / Agencies with Available Resources

3.1 List the jurisdictions / agencies with resources that meet the requested need.
3.2 Each assisting jurisdiction / agency should list the number of committed and available resources within their authority.
3.3 Assign available resources based on the established priority list.
3.4 Document if unable to fill (UTF) the request and coordinate with the EOC to request assistance from other sources as appropriate.

III. FORM PREPARATION AND DISTRIBUTION

A. Prepared by the Agency Representative / MAC Group Member for their agency.
B. Distributed to MAC Group members, EOC staff and others as needed.

IV. INSTRUCTIONS FOR COMPLETING THE MACS 405 FORM

Box/Title	Instructions
Event Name	Print the name assigned to the incident. If multiple incidents, insert the assigned Cal EMA event name from the information management system.
Operational Period	Enter the date (MM/DD/YYYY) and time of the Operational Period when the form was prepared.
STEP 1 – Requested Resource Description	First, consult with staff coordinating requests for assistance. Then, list the resource(s) that are scare and likely to be prioritized in the numbered (1-10) boxes, with description.
STEP 2 – Incident/Jurisdiction Requesting Assistance	Top Section: List the Jurisdictions or Incidents requesting assistance in the spaces (A-G) provided. Bottom Section: List the number of individual resources (identified in Step 1) being requested by each Incident/Jurisdiction.
STEP 3 – Jurisdiction/Agency with Available Resource	Top Section: • List the Jurisdictions/Agencies with resources to meet the need. • Inventory resources that meet the requested assistance. Bottom Section: • List the number of resources that are committed ("C") within the Jurisdiction or available ("A") for deployment to meet the request. • Document if unable to fill (UTF) the request. **Note:** *Consider the number of available resources when completing the MACS 429 and MACS 430 forms.*
Prepared By	Enter the name and position of the person preparing the form.
Date/Time	Note when form is completed for revision purposes.

Event Name:	MACS 405 RESOURCE STATUS REPORT	Operational Period: Date: Time:

Instructions:

Step 1: Requested Resource Description

- **1.1** Consult with staff coordinating requests for assistance.
- **1.2** Describe the resource being requested.

Step 2: Incident/Jurisdiction Requesting Assistance

- **2.1** List the requesting incident / jurisdiction name.
- **2.2** List the number of units or single resources needed.

Step 3: Jurisdiction/Agency with Available Resource

- **3.1** List jurisdictions / agencies with resources to meet the need.
- **3.2** Inventory resources that meet the requested assistance.
- **3.3** List the number of resources that are committed ("C") within the jurisdiction or available ("A") for deployment to meet the request.
- **3.4** Consider the number of available resources when completing the MACS 429 and MACS 430 forms.
- **3.5** Document if unable to fill (UTF) the request

STEP 2 Incident / Jurisdiction Requesting Assistance		STEP 3 Jurisdiction / Agency with Available Resource	
A	Ph:	1	Ph:
B	Ph:	2	Ph:
C	Ph:	3	Ph:
D	Ph:	4	Ph:
E	Ph:	5	Ph:
F	Ph:	6	Ph:
G	Ph:	7	Ph:

C: Committed / Meet Draw Down Requirements
A: Available for Assignment

STEP 1 Requested Resource Description		A	B	C	D	E	F	G	1		2		3		4		5		6		7		UTF
		Number of Units /Single Resources Needed							C	A	C	A	C	A	C	A	C	A	C	A	C	A	
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							

PREPARED BY: Name Title	DATE / TIME (Note when form completed for revision purposes)

Revised January 14, 2013

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Appendix B
INCIDENT RATING MATRIX
(MACS 429)

I. PURPOSE

A. Assists in prioritizing incidents or jurisdictions based on standardized criteria.
B. Used to determine the allocation of resources based on threat or damage potential or urgency.
C. Allows members to look at multiple incidents and resource requests.

II. BACKGROUND

The MACS 429 Form allows the MAC Group to document the process for rating incidents based on an established system and to list the scarce resources being allocated to each incident/jurisdiction.

A. Incident Rating Categories

Below are the evaluation categories to consider as part of the incident priority rating process:

1. Life and safety threats
2. Property / Infrastructure damage threats
3. Potential for loss and resources issues
4. Incident complexity and duration

B. Incident Prioritization System

A rating system is established for prioritizing incidents for an operational period.

1. The four categories that are considered in the evaluation process are life safety, property, resources and complexity.
2. Each category is broken down into a number of sub-categories, which are given a rating score within the range indicated for that item (i.e., 0 to 5).
3. If a sub-category is not applicable for an incident, it receives a value of zero.
4. The rating scores for each sub-category are summed up and the sub-totals are entered for each category.
5. The rating scores for the four categories are then summed up to provide a Total Incident Priority Rating Score.
6. The ratings scores entered on the MACS 429 are used when prioritizing incidents on the MACS 430 Form.

C. Scarce Resource Allocation Process

1. Scarce resource requests and unmet needs for each incident/jurisdiction are summarized on page three of the form.
2. Each resource is grouped according to an estimated timeframe for when the resource will be needed or deployed.

D. Definition of Terms

The terms defined below are used extensively to describe the various levels of impact or impact potential for each of the evaluation categories.

1. Imminent – Immediate or unavoidable threat/impact.
2. High Potential – Potential with greater than 50% probability of occurrence.
3. Low Potential – Potential with less than 50% probability of occurrence.

III. FORM PREPARATION, APPROVAL, AND DISTRIBUTION

A. Prepared and Approved by Agency Representatives / MAC Group Members.
B. Finalized via MAC Group Discussion and Consensus.
C. The finalized form is distributed to MAC members, EOC staff and others as needed.

IV. INSTRUCTIONS FOR COMPLETING THE MACS 429 FORM

Page #	Box/Title	Instructions
1	Event Name	Enter the Cal EMA Event Name to which all incidents are assigned from the information management system.
1	Operational Period	Enter the date (MM/DD/YYYY) and time of the Operational Period when the form was prepared.
1	Jurisdictions or Incidents Scored	List the Jurisdictions or Incidents to be scored in the spaces (A-G) provided in the upper right corner of page one of the form.
1-3	Rating	Complete Categories A, B, C, and D according to the steps below: 1. Refer to the MACS 405 form for information regarding resource needs for each incident/jurisdiction. Access other sources for supplemental information on incident situation status. 2. Review any intelligence that would influence decision making (i.e., Situation Reports, Communications with IC / UC, EOCs or other MAC Groups). 3. Based on the information received, evaluate category and its parts and assign a rating score. 4. Follow these steps for each of the incidents/jurisdictions being scored (A-G). *Use the category-specific information below to assist in the evaluation process.*

1	**Category A. Life and Safety Threats** (Events that increase complexity resulting in high potential for injury and / or death.)	For each jurisdiction or incident, select *one* rating score for each sub-category: **Rating** **A.1 Life Safety Threat** • Injury or Loss of Life encountered or imminent 5 • High potential for Injury or Loss of Life within next 12 hours 4 • High potential for Injury or Loss of Life within next 12 to 24 hours 3 • High potential for Injury or Loss of Life greater than 24 hours 2 • Low potential for Injury or Loss of Life 1 • No potential for Injury or Loss of Life 0 **A.2 Evacuations (Evacuation status should address both the general population and those with Access and Function Needs)** • Evacuation in Progress 4 • Evacuation Warning in place, high potential for evacuations within next 12 to 24 hours 3 • Evacuation Warning in place, high potential for evacuations greater than 24 hours 2 • Low Potential for evacuation greater than 24 hours 1 • No evacuation in progress or projected at this time 0 **A.3 Sheltering (Shelter status and facilities should address both the general population and those with access and functional needs [AFN] and how service animals will be supported)** • Additional sheltering needs imminent 3 • High potential for additional sheltering needs within next 12 to 24 hours 2 • High potential for additional sheltering needs greater than 24 hours 1 • No additional sheltering needs projected at this time 0 **A.4 Adverse Weather Affecting Response Operations** • Adverse weather currently affecting response operations or • Imminent 4 • High Potential for adverse weather within next 12 hours 3 • High Potential for adverse weather within12 to 24 hours 2 • Low potential for adverse weather within 24 to 48 hours 1 • No potential for adverse weather 0 **A.5 Other Life Safety Factors (If applicable; Describe below):** ****Identify the added life safety factor to be rated***** • This life safety factor is currently affecting response operations or • Imminent 4 • High potential for impact within next 12 hours 3 • High potential for impact within 12 to 24 hours 2 • Low potential for impact within 24 to 48 hours 1 • No potential impact 0 Once a rating score has been assigned to each sub-category, add the five scores together to get a total for this category. Note this number in the appropriate box at the bottom of **Category A**.

2	**Category B. Property / Infrastructure Damage or Threats** (This category includes the imminent or actual damage to residential dwellings, commercial workplaces, critical infrastructure or other high-value investments that support the general population.)	For each jurisdiction or incident, select *one* rating score for each sub-category: **Rating** **B.1Structure Damage Threat (residential, commercial, vacation or other)** • Structures already destroyed/damaged or damage imminent 4 • High potential for structure damage within next 12 hours 3 • High potential for structure damage greater than 12 hours 2 • Low potential for structure damage 1 • No current or potential threat to structures 0 **B.2 Utility and Communication Infrastructure Threat** ***Utility Infrastructure** includes, but is not limited to: Generation, storage, distribution, and/or treatment of electricity, potable water, natural gas and raw sewage. ***Communication Infrastructure** includes, but is not limited to: First Responder dispatch centers, landline, voice over internet protocol (VOIP) and cellular telephone systems, internet, intranet and two-way radio. • Utility/Communication Infrastructure is disrupted or disruption Imminent 4 • High potential for Utility/Communication Infrastructure disruption within next 12 hours 3 • High potential for Utility/Communication Infrastructure greater than 12 hours 2 • Low potential for Utility/Communication Infrastructure disruption 1 • No potential for Utility/Communication Infrastructure disruption 0 **B.3Road Closures** • Major streets or freeway current closed (in any direction) 4 • Major streets or freeways impacted with lane reductions (in any direction) 3 • High potential for major streets or freeways to be closed/lane reductions within next 12 hours 2 • High potential for major streets or freeways to be closed/lane reductions greater than 12 hours 1 • No current or potential major street or freeway closures 0 **B.4Other Property / Infrastructure Factor (If Applicable; Describe):** ****Identify the Property / Infrastructure factor to be rated**** • Disruption has occurred or is imminent 4 • High potential for disruption within next 12 hours 3 • High potential for disruption greater than 12 hours 2 • Low potential for disruption 1 • No potential for disruption 0 Once a rating score has been assigned to each sub-category, add the four scores together to get a total for this category. Note this number in the appropriate box at the bottom of **Category B**.

2-3	**Category C. Potential for Loss and Resource Issues** (Resource concerns can vary widely depending on place and type of resource considered. Consider timeframes and proximity and their relationships to both local / regional or national significance and economic impacts.)	For each jurisdiction or incident, select *one* rating score for each sub-category: **Rating** **C.1Potential for Economic Impact (Business/Tourism e.g., fishing, hunting, loss of jobs, etc.)** • Economy damaged or damage imminent 4 • High potential for damage to Economy within next 12 hours 3 • High potential for damage to Economy greater than 12 hours 2 • Low potential for damage to Economy 1 • No potential for Economy disruption 0 **C.2Natural and/or Ecological Resource Threats (Includes, but is not limited to: marshlands, wildlife sanctuaries, endangered species habitat, redwood forests)** • Natural/Ecological Resources damaged or damage imminent 4 • High potential for damage to Natural/Ecological Resources Within next 12 hours 3 • High potential for damage to Natural/Ecological Resources greater than 12 hours 2 • Low potential for damage to Natural/Ecological Resources 1 • No potential for damage to Natural/Ecological Resources 0 **C.3Commercial Resource Threats (Includes, but is not limited to: threats to Acreage, Storage, Construction Materials, Food Distribution, and Health Care)** • Damaged or damage imminent 4 • High potential for damage within next 12 hours 3 • High potential for damage greater than 12 hours 2 • Low potential for damage 1 • No potential for disruption 0 **C.4Historical and/or Cultural Resource Threats (Includes, but is not limited to: historical structures, archeological sites, burial grounds or cemeteries)** • Historical/Cultural Resources damaged or damage imminent 4 • High potential for damage to Historical/Cultural Resources within next 12 hours 3 • High potential for damage to Historical/Cultural Resources greater than 12 hours 2 • Low potential for damage to Historical/Cultural Resources 1 • Low potential for Historical/Cultural Resources damage 0 Once a rating score has been assigned to each sub-category, add the four scores together to get a total for this category. Note this number in the appropriate box at the bottom of **Category C**.

3	**Category D. Incident Complexity and Duration** (Prioritization of multiple incidents in multiple jurisdictions is challenging. Travel distances, support to incident personnel and logistical needs are variables to consider. Timely containment implies that if all scarce resource needs were met, then containment objectives were also met within the specified timeframes indicated. Containment at an earlier date is beneficial during high activity periods and would result in earlier resource reassignment opportunities to assist other incidents.)	For each jurisdiction or incident, select *one* rating score for each sub-category: **Rating** **D.1Complex vs. Single Incident** • 5+ incidents, multi-jurisdictional, major metropolitan area(s) or greater than 25,000 acres 5 • 3-4 incidents, multi-jurisdictional, metropolitan area(s) or 5,000 to 25,000 acres 4 • 1-2 incidents, multi-jurisdictional, metropolitan area(s) or less than 5,000 acres 3 • Single incident, multi-jurisdictional 2 • Single incident, single-jurisdiction 1 **D.2Potential for Stabilization or Containment (Stabilization or containment at an early date is beneficial during high activity periods and would result in earlier resource reassignment opportunities)** • Stabilization or containment in less than 72 hours 5 • Stabilization or containment in 3 to 7 days 4 • Stabilization or containment in 8 to 14 days 3 • Stabilization or containment in 15 to 21 days 2 • Stabilization or containment timeline unknown 1 Once a rating score has been assigned to each sub-category, add the two scores together to get a total for this category. Note this number in the appropriate box at the bottom of **Category D**.
3	Total Incident Rating Score	Add each category total together and place this sum in the appropriate box on the bottom of page two of the form: Total Incident Priority Rating Score. **Note:** *Compare Life and Safety Threats Rating Score subtotals before considering the total rating scores for all categories.*
3	Comments	Document in the comments section on the bottom of page 3 any information on the rating process considered important.
4	Prepared By	• Enter the name, title, and agency of the person preparing the form. • Include the Signature of the person preparing the form.
4	Approvals	• Enter the name, title and agency of the MAC Group members who participated in the completion of this form. • Include the Signature of each MAC Group member, indicating their consensus with the incident ratings and final prioritization.

Event Name:	MACS 429 INCIDENT RATING MATRIX Page 1	Operational Period: Date: Time:

Instructions:

1. List the Jurisdictions or Incidents to be scored to the right.
2. Review the sections in Categories A-D below. Consider if additional rating factors are needed to rate the event.
3. For each Jurisdiction or Incident select *one* rating score for each section of Categories A-D below.
4. Add the rating scores for each section in the "Rating Score Sub-Total" box.
5. *Compare Life and Safety Threats Rating Score subtotals before considering the total rating scores for all categories.*
6. Total the four category sub-totals and enter the score in the "Total Incident Rating Score" box.
7. Complete the "Prepared By" and "Approved By" section, including the printed name, title, agency and signature of each approving MAC Group member.
8. Consider the rating scores entered on the MACS 429 Form when prioritizing incidents on the MACS 430 form.

Definition of Terms:

1. Imminent - Immediate or unavoidable threat / impact
2. High Potential - Potential with greater than 50% probability of occurrence
3. Low Potential - Potential with less than 50% probability of occurrence

Jurisdictions or Incidents Scored:
A
B
C
D
E
F
G

CATEGORY A: LIFE AND SAFETY THREATS	Rating Score	A	B	C	D	E	F	G
A.1 Life Safety Threat		Rating	Rating	Rating	Rating	Rating	Rating	Rating
Injury or Loss of Life encountered or imminent	5							
High potential for Injury or Loss of Life within next 12 hours	4							
High potential for Injury or Loss of Life within 12 to 24 hours	3							
High potential for Injury or Loss of Life greater than 24 hour	2							
Low potential for Injury or Loss of Life	1							
No potential for Injury or Loss of Life	0							
A.2 Evacuations • Evacuation status should address both the general population and those with Access and Functional Needs.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Evacuations in progress	4							
Evacuation Warning in place, high potential for evacuations within next 12 to 24 hrs	3							
Evacuation Warning in place, high potential for evacuations greater than 24 hours	2							
Low potential for evacuation greater than 24 hours	1							
No evacuation in progress or projected at this time	0							
A.3 Sheltering • Shelter status and facilities should address both the general population and those with Access and Functional Needs and how companion animals will be supported.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Additional sheltering needs imminent	3							
High potential for additional sheltering needs within next 12 to 24 hours	2							
High potential for additional sheltering needs greater than 24 hours	1							
No additional sheltering needs projected at this time	0							
A.4 Adverse Weather Affecting Response Operations	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Adverse weather currently affecting response operations or imminent	4							
High potential for adverse weather within next 12 hours	3							
High potential for adverse weather within 12 to 24 hours	2							
Low potential for adverse weather within 24 to 48 hours	1							
No potential for adverse weather	0							
A.5 Other Life Safety Factor (If Applicable; Describe):	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
This life safety factor is currently affecting response operations or imminent	4							
High potential for impact within next 12 hours	3							
High potential for impact within 12 to 24 hours	2							
Low potential for impact within 24 to 48 hours	1							
No potential impact	0							
CATEGORY A: LIFE AND SAFETY THREATS RATING SCORE SUB-TOTAL:								

Comments for Category A:

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CATEGORY B: PROPERTY / INFRASTRUCTURE DAMAGE THREATS B.1 Structure Damage Threat	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Structures already destroyed/damaged or damage imminent	4							
High potential for structure damage within next 12 hours	3							
High potential for structure damage greater than 12 hours	2							
Low potential for structure damage	1							
No current or potential threat to structures	0							
B.2 Utility and Communication Infrastructure Threat • **"Utility Infrastructure"** includes, but is not limited to: generation, storage, distribution and/or treatment of electricity, potable water, natural gas and raw sewage • **"Communication Infrastructure"** includes, but is not limited to: landline, voice over internet protocol (VOIP) and cellular telephone systems, internet, intranet and two-way radio	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Utility/Communication Infrastructure disrupted or disruption imminent	4							
High potential for Utility/Communication Infrastructure disruption within next 12 hours	3							
High potential for Utility/Communication Infrastructure disruption greater than 12 hrs	2							
Low potential for Utility/Communication Infrastructure disruption	1							
No potential for Utility/Communication Infrastructure disruption	0							
B.3 Road Closures	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Major streets or freeways currently closed (in any direction)	4							
Major streets or freeways impacted with lane reductions (in any direction)	3							
High potential for major streets or freeways to be closed/lane reductions within next 12 hours	2							
High potential for major streets or freeways to be closed/lane reductions greater than 12 hours	1							
No current or potential major street or freeway closures	0							
B.4 Other Property/Infrastructure Factor (If Applicable; Describe):	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Disruption has occurred or is imminent	4							
High potential for disruption within next 12 hours	3							
High potential for disruption greater than 12 hours	2							
Low potential for disruption	1							
No potential for disruption	0							
CATEGORY B: PROPERTY / INFRASTRUCTURE DAMAGE THREATS RATING SCORE SUB-TOTAL:								
CATEGORY C: POTENTIAL FOR LOSS AND RESOURCE ISSUES **C.1 Potential for Economic Impact**	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Economy damaged or damage imminent	4							
High potential for damage to Economy within next 12 hours	3							
High potential for damage to Economy greater than 12 hours	2							
Low potential for damage to Economy	1							
No potential for Economy disruption	0							
C.2 Natural and/or Ecological Resource Threats • Includes, but is not limited to: marshlands, wildlife sanctuaries, endangered species habitat, redwood forests.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Natural/Ecological Resources damaged or damage imminent	4							
High potential for damage to Natural/Ecological Resources within next 12 hours	3							
High potential for damage to Natural/Ecological Resources greater than 12 hours	2							
Low potential for damage to Natural/Ecological Resources	1							
No potential for damage to Natural/Ecological Resources	0							
C.3 Commercial Resource Threats • Includes threats to Acreage, Storage, Construction Materials, Food Distribution, and Health Care.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Damaged or damage imminent	4							
High potential for damage within next 12 hours	3							
High potential for damage greater than 12 hours	2							
Low potential for damage	1							
No potential for disruption	0							

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Page 3

C.4 Historical and/or Cultural Resource Threats • Includes, but is not limited to: historical structures, archeological sites, burial grounds or cemeteries.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Historical/Cultural Resources damaged or damage imminent	4							
High potential for damage to Historical/Cultural Resources within next 12 hours	3							
High potential for damage to Historical/Cultural Resources greater than 12 hours	2							
Low potential for damage to Historical/Cultural Resources	1							
No potential for Historical/Cultural Resources damage	0							
CATEGORY C: POTENTIAL FOR LOSS AND RESOURCE ISSUES RATING SCORE SUB-TOTAL:								
CATEGORY D: INCIDENT COMPLEXITY AND DURATION **D.1 Complex vs. Single Incident**	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
5+ incidents, multi-jurisdictional, major metropolitan area(s) or >25,000 acres	5							
3-4 incidents, multi-jurisdictional, metropolitan area(s) or 5,000-25,000 acres	4							
1-2 incidents, multi-jurisdictional, metropolitan area(s) or < 5,000 acres	3							
Single incident, multi-jurisdictional	2							
Single incident, single jurisdiction	1							
D.2 Potential for Stabilization or Containment • Stabilization or containment at an early date is beneficial during high activity periods and would result in earlier resource reassignment opportunities.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Stabilization or containment in < 72 hours	5							
Stabilization or containment in 3-7 days	4							
Stabilization or containment in 8-14 days	3							
Stabilization or containment in 15-21 days	2							
Stabilization or containment timeline unknown	1							
CATEGORY D: INCIDENT COMPLEXITY AND DURATION RATING SCORE SUB-TOTAL:								
TOTAL INCIDENT RATING SCORE:								

Comments:

Revised January 14, 2013

Approvals	MACS 429 INCIDENT RATING MATRIX Page 4	

Prepared By: Name (Print):_____ Title:_____ Agency:_____ Signature:_____	**Approved By (MAC Group Representative):** Name (Print):_____ Title:_____ Agency:_____ Signature:_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____ **(Add additional page for signatures of other MAC Group members)**

Revised January 14, 2013

Appendix C
INCIDENT PRIORITY LIST
(MACS 430)

I. PURPOSE

The Incident Priority List form is used by the MAC Group to summarize and document incident priorities from multiple MACS 429 forms onto one form.

II. BACKGROUND

A. The process is facilitated by the MAC Coordinator in an open forum.
B. The MAC Group reviews all existing information, intelligence and established priorities captured on the MACS 405 and MACS 429 forms.
C. The priority information listed on the MACS 430 form includes:

1. Incident Priority
2. Incident Name
3. Jurisdiction
4. Comments

III. FORM PREPARATION AND DISTRIBUTION

A. Prepared by the MAC Group Coordinator.
B. Distributed to MAC members, EOC staff and others as needed.

IV. INSTRUCTIONS FOR COMPLETING THE MACS 430 FORM

Item #	Item Title	Instructions
1	Event Name	• Enter the Event Name to which the incidents are assigned.
2	Incident Priority	• Enter the Incidents in priority order.
3	Incident Name	• Enter the incident name associated with the priority number.
4	Jurisdiction	• Enter jurisdiction name associated with this incident.
5	Comments	• Enter comments as appropriate.
6	Prepared By	• Enter the name and position of the person preparing the form. • Enter the individual's name who prepared the form.
7	Time / Date	• Enter date (MM/DD/YYYY) and time when the form was prepared.

1. EVENT NAME:		**MACS 430** **INCIDENT PRIORITY LIST**	Page ____ of ____
2. INCIDENT PRIORITY	3. INCIDENT NAME	4. JURISDICTION (Local / OA / Region)	5. COMMENTS

Appendix D
ACRONYMS

AFN	Access and Functional Needs
CFR	Code of Federal Regulations
COP	Common Operating Picture
CSMACS	California Statewide Multi-Agency Coordination System
EOC	Emergency Operations Center
ESA	Emergency Services Act
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LG	Local Government
MAC Group	Multi-Agency Coordination Group
MAC System	Multi-Agency Coordination System
MACS	Multi-Agency Coordination System
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
NGO	Non-Governmental Organization
NIMS	National Incident Management System
OA	Operational Area
PIO	Public Information Officer
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
SME	Subject Matter Expert
SOC	State Operations Center
UCG	Unified Coordination Group
UTF	Unable to Fill
VOIP	Voice Over Internet Protocol

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Appendix E
GLOSSARY

Access and Functional Needs (AFN): Refers to people who may need additional assistance before, during and after a disaster in functional areas including, but not limited to: communication, transportation / evacuation, health, maintaining independence, support and safety. Persons with disabilities and others with access and functional needs include those with developmental / intellectual disabilities, blind / low vision, deaf / hard of hearing, mobility, injuries, chronic health conditions, older adults and children. Other populations who may need additional assistance include people from diverse cultures, have limited English proficiency, non-English speaking, or are transportation disadvantaged. This population may include people who may feel they cannot comfortably or safely access and use the standard resources offered during a disaster. For ADA definitions, see the ADA website at http://www.ada.gov/.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Administrator or Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance / Administration, and Intelligence / Investigations (if established as a separate Section).

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander / Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Committed Resource: Resources committed to an incident. Also, resources held in reserve to meet a jurisdiction or agency's draw-down requirement may fall into the committed category when considering availability for mutual aid deployment.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Critical resource: A critical resource is one that is considered vital for supporting incident objectives.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Under SEMS, EOCs are organized by the five functions (Management, Operations, Planning / Intelligence, Logistics and Finance / Administration).

Event: An event is a grouping of incidents and is named by Cal EMA in the information management system to unify resource requests, incident prioritization and ensuring documentation processes are linked (after action reviews, reimbursement, and situational awareness). For example, a Southern California earthquake could have multiple response incidents (freeway collapse, dam breakage, building collapse) for which support and coordination are needed.

FIRESCOPE: *FIrefighting RESources of California Organized for Potential Emergencies* is a program jointly administered by the California Emergency Management Agency, California Department of Forestry and Fire Protection (Cal Fire) and the State Fire Marshal. Part of the FIRESCOPE mission is to continue the operation, development, and maintenance of the FIRESCOPE Incident Command System (ICS) and the Multi-Agency Coordination System (MACS).

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance / Administration. A sixth function, Intelligence / Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is declared or proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

Logistics: The process and procedure for providing resources and other services to support incident management.

Multi-Agency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating

agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the Multi-Agency Coordination System.

Multi-Agency Coordination System: Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The MAC System assists agencies and organizations to respond to an incident. The elements of a MAC System include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used components are Emergency Operations Centers and MAC Groups.

Mutual Aid Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

Non-Governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Area: Under SEMS, the operational area means and intermediate level of the state's emergency management organization which encompasses the county and all political subdivisions located within the county including special districts. The operational area manages and / or coordinates information, resources, and priorities among local governments within the operational area, and serves as the coordination and communication link between the local government level and regional level.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Prioritization: The prioritization of incidents based on their established rating score. The MACS 430 Form is used to prioritize incidents from highest to lowest score as listed the MACS 429 Form. Where multiple incidents receive the highest rating score, the MAC Group weighs each category to establish the final prioritization. Life safety scores are paramount in the prioritization process.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Rating: The scoring system used on the MACS 429 Form to indicate the degree of urgency based on the situation status for life safety, property threatened, potential for loss and complexity. Ratings can be compared by category, such as life safety in incident one vs. life safety in incident two, or cumulatively among all four categories. Each category is averaged and added for a maximum score of 20 points.

Regional: Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities. In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual

aid region, and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Scalability: A principle of SEMS, NIMS and ICS advocating that emergency organizations have scalable, flexible, and adaptable operational capabilities. As incidents change in size, scope, and complexity, the response must adapt to meet requirements.

Scarce resource: Scarce resources are those in limited or short supply.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance / Administration, and Intelligence / Investigations (if established). The Section is organizationally situated between the Branch and the Incident Command.

Standardized Emergency Management System: The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

State: The state level of SEMS tasks and coordinates state resources in response to the requests from the REOCs and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unified Command: An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior persons from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. [See 16 U.S.C. 742f(c) and 29 CFR 553.10]

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Event Name:	MACS 405 RESOURCE STATUS REPORT	Operational Period: Date: Time:

Instructions:

Step 1: Requested Resource Description

1.1 Consult with staff coordinating requests for assistance.
1.2 Describe the resource being requested.

Step 2: Incident/Jurisdiction Requesting Assistance

2.1 List the requesting incident / jurisdiction name.
2.2 List the number of units or single resources needed.

Step 3: Jurisdiction/Agency with Available Resource

3.1 List jurisdictions / agencies with resources to meet the need.
3.2 Inventory resources that meet the requested assistance.
3.3 List the number of resources that are committed ("C") within the jurisdiction or available ("A") for deployment to meet the request.
3.4 Consider the number of available resources when completing the MACS 429 and MACS 430 forms.
3.5 Document if unable to fill (UTF) the request

STEP 2 Incident / Jurisdiction Requesting Assistance		STEP 3 Jurisdiction / Agency with Available Resource	
A	Ph:	1	Ph:
B	Ph:	2	Ph:
C	Ph:	3	Ph:
D	Ph:	4	Ph:
E	Ph:	5	Ph:
F	Ph:	6	Ph:
G	Ph:	7	Ph:

C: Committed / Meet Draw Down Requirements
A: Available for Assignment

STEP 1 Requested Resource Description		A	B	C	D	E	F	G	1		2		3		4		5		6		7		UTF
		Number of Units /Single Resources Needed							C	A	C	A	C	A	C	A	C	A	C	A	C	A	
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							

PREPARED BY: Name Title	DATE / TIME (Note when form completed for revision purposes)

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Event Name:	MACS 429 INCIDENT RATING MATRIX Page 1	Operational Period: Date: Time:

Instructions:

1. List the Jurisdictions or Incidents to be scored to the right.
2. Review the sections in Categories A-D below. Consider if additional rating factors are needed to rate the event.
3. For each Jurisdiction or Incident select *one* rating score for each section of Categories A-D below.
4. Add the rating scores for each section in the "Rating Score Sub-Total" box.
5. *Compare Life and Safety Threats Rating Score subtotals before considering the total rating scores for all categories.*
6. Total the four category sub-totals and enter the score in the "Total Incident Rating Score" box.
7. Complete the "Prepared By" and "Approved By" section, including the printed name, title, agency and signature of each approving MAC Group member.
8. Consider the rating scores entered on the MACS 429 Form when prioritizing incidents on the MACS 430 form.

Definition of Terms:

1. Imminent - Immediate or unavoidable threat / impact
2. High Potential - Potential with greater than 50% probability of occurrence
3. Low Potential - Potential with less than 50% probability of occurrence

Jurisdictions or Incidents Scored:
A
B
C
D
E
F
G

CATEGORY A: LIFE AND SAFETY THREATS	Rating Score	A	B	C	D	E	F	G
A.1 Life Safety Threat		Rating	Rating	Rating	Rating	Rating	Rating	Rating
Injury or Loss of Life encountered or imminent	5							
High potential for Injury or Loss of Life within next 12 hours	4							
High potential for Injury or Loss of Life within 12 to 24 hours	3							
High potential for Injury or Loss of Life greater than 24 hour	2							
Low potential for Injury or Loss of Life	1							
No potential for Injury or Loss of Life	0							
A.2 Evacuations • Evacuation status should address both the general population and those with Access and Functional Needs.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Evacuations in progress	4							
Evacuation Warning in place, high potential for evacuations within next 12 to 24 hrs	3							
Evacuation Warning in place, high potential for evacuations greater than 24 hours	2							
Low potential for evacuation greater than 24 hours	1							
No evacuation in progress or projected at this time	0							
A.3 Sheltering • Shelter status and facilities should address both the general population and those with Access and Functional Needs and how companion animals will be supported.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Additional sheltering needs imminent	3							
High potential for additional sheltering needs within next 12 to 24 hours	2							
High potential for additional sheltering needs greater than 24 hours	1							
No additional sheltering needs projected at this time	0							
A.4 Adverse Weather Affecting Response Operations	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Adverse weather currently affecting response operations or imminent	4							
High potential for adverse weather within next 12 hours	3							
High potential for adverse weather within 12 to 24 hours	2							
Low potential for adverse weather within 24 to 48 hours	1							
No potential for adverse weather	0							
A.5 Other Life Safety Factor (If Applicable; Describe):	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
This life safety factor is currently affecting response operations or imminent	4							
High potential for impact within next 12 hours	3							
High potential for impact within 12 to 24 hours	2							
Low potential for impact within 24 to 48 hours	1							
No potential impact	0							
CATEGORY A: LIFE AND SAFETY THREATS RATING SCORE SUB-TOTAL:								

Comments for Category A:

MACS 429
INCIDENT RATING MATRIX
Page 2

CATEGORY B: PROPERTY / INFRASTRUCTURE DAMAGE THREATS B.1 Structure Damage Threat	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Structures already destroyed/damaged or damage imminent	4							
High potential for structure damage within next 12 hours	3							
High potential for structure damage greater than 12 hours	2							
Low potential for structure damage	1							
No current or potential threat to structures	0							
B.2 Utility and Communication Infrastructure Threat • **"Utility Infrastructure"** includes, but is not limited to: generation, storage, distribution and/or treatment of electricity, potable water, natural gas and raw sewage • **"Communication Infrastructure"** includes, but is not limited to: landline, voice over internet protocol (VOIP) and cellular telephone systems, internet, intranet and two-way radio	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Utility/Communication Infrastructure disrupted or disruption imminent	4							
High potential for Utility/Communication Infrastructure disruption within next 12 hours	3							
High potential for Utility/Communication Infrastructure disruption greater than 12 hrs	2							
Low potential for Utility/Communication Infrastructure disruption	1							
No potential for Utility/Communication Infrastructure disruption	0							
B.3 Road Closures	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Major streets or freeways currently closed (in any direction)	4							
Major streets or freeways impacted with lane reductions (in any direction)	3							
High potential for major streets or freeways to be closed/lane reductions within next 12 hours	2							
High potential for major streets or freeways to be closed/lane reductions greater than 12 hours	1							
No current or potential major street or freeway closures	0							
B.4 Other Property/Infrastructure Factor (If Applicable; Describe):	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Disruption has occurred or is imminent	4							
High potential for disruption within next 12 hours	3							
High potential for disruption greater than 12 hours	2							
Low potential for disruption	1							
No potential for disruption	0							
CATEGORY B: PROPERTY / INFRASTRUCTURE DAMAGE THREATS RATING SCORE SUB-TOTAL:								
CATEGORY C: POTENTIAL FOR LOSS AND RESOURCE ISSUES **C.1 Potential for Economic Impact**	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Economy damaged or damage imminent	4							
High potential for damage to Economy within next 12 hours	3							
High potential for damage to Economy greater than 12 hours	2							
Low potential for damage to Economy	1							
No potential for Economy disruption	0							
C.2 Natural and/or Ecological Resource Threats • Includes, but is not limited to: marshlands, wildlife sanctuaries, endangered species habitat, redwood forests.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Natural/Ecological Resources damaged or damage imminent	4							
High potential for damage to Natural/Ecological Resources within next 12 hours	3							
High potential for damage to Natural/Ecological Resources greater than 12 hours	2							
Low potential for damage to Natural/Ecological Resources	1							
No potential for damage to Natural/Ecological Resources	0							
C.3 Commercial Resource Threats • Includes threats to Acreage, Storage, Construction Materials, Food Distribution, and Health Care.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Damaged or damage imminent	4							
High potential for damage within next 12 hours	3							
High potential for damage greater than 12 hours	2							
Low potential for damage	1							
No potential for disruption	0							

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INCIDENT RATING MATRIX
Page 3

C.4 Historical and/or Cultural Resource Threats • Includes, but is not limited to: historical structures, archeological sites, burial grounds or cemeteries.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Historical/Cultural Resources damaged or damage imminent	4							
High potential for damage to Historical/Cultural Resources within next 12 hours	3							
High potential for damage to Historical/Cultural Resources greater than 12 hours	2							
Low potential for damage to Historical/Cultural Resources	1							
No potential for Historical/Cultural Resources damage	0							
CATEGORY C: POTENTIAL FOR LOSS AND RESOURCE ISSUES RATING SCORE SUB-TOTAL:								

CATEGORY D: INCIDENT COMPLEXITY AND DURATION D.1 Complex vs. Single Incident	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
5+ incidents, multi-jurisdictional, major metropolitan area(s) or >25,000 acres	5							
3-4 incidents, multi-jurisdictional, metropolitan area(s) or 5,000-25,000 acres	4							
1-2 incidents, multi-jurisdictional, metropolitan area(s) or < 5,000 acres	3							
Single incident, multi-jurisdictional	2							
Single incident, single jurisdiction	1							
D.2 Potential for Stabilization or Containment • Stabilization or containment at an early date is beneficial during high activity periods and would result in earlier resource reassignment opportunities.	Rating Score	A Rating	B Rating	C Rating	D Rating	E Rating	F Rating	G Rating
Stabilization or containment in < 72 hours	5							
Stabilization or containment in 3-7 days	4							
Stabilization or containment in 8-14 days	3							
Stabilization or containment in 15-21 days	2							
Stabilization or containment timeline unknown	1							
CATEGORY D: INCIDENT COMPLEXITY AND DURATION RATING SCORE SUB-TOTAL:								

TOTAL INCIDENT RATING SCORE:							

Comments:

Approvals	MACS 429 INCIDENT RATING MATRIX Page 4	

Prepared By: Name (Print):_____ Title:_____ Agency:_____ Signature:_____	**Approved By (MAC Group Representative):** Name (Print):_____ Title:_____ Agency:_____ Signature:_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____
Approved By (MAC Group Representative): **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____	**Approved By (MAC Group Representative):** **Name** **(Print):**_____ **Title:**_____ **Agency:**_____ **Signature:**_____ **(Add additional page for signatures of other MAC Group members)**

1. EVENT NAME:	MACS 430 INCIDENT PRIORITY LIST	Page ____ of ____

2. INCIDENT PRIORITY	3. INCIDENT NAME	4. JURISDICTION (Local / OA / Region)	5. COMMENTS

6. PREPARED BY:	7. DATE / TIME:
Name Title	

Revised December 1, 2012

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