

INSTRUCTIONS, FORM 5

This is where you record information about resources. At the start of the incident, it is likely that there will not be much information to go on here; you will update it in Step 4 and make use of it in Step 5.

Resource:

Give the name and the number of operational units the resource provides. This will help you to assign resources to Tasks in Step 5.

Examples: Wellington SAR - 6 search teams, Cross Country 4x4 Group - 2 units.

Status:

This will change as resources arrive, are assigned to Tasks, complete their assignment and become available again. It must be kept up to date to reflect the current status of all resources. Options are:

'En route' means the resource has been requested and is on the way. It is not yet available for assignment. In the next column you need to record where it is coming from and when it will arrive—ask them when you call for them, and record their ETA as an actual time, eg 0830. An ETA of '1 hour' is of no use to someone else who may be allocating resources to assignments before their arrival.

'Assigned' means that the resource is currently assigned to a Task on Form 7. It is not available for assignment to another Task.

'Available' means that the resource can be given an assignment.

'Out of service' means that the resource cannot be given an assignment. It is either out of commission, resting after assignment or similar.

Available until:

When you call for resources ask them how long they can stay. Record the information here.

If nothing is recorded then it will be assumed that the resource can remain indefinitely.