

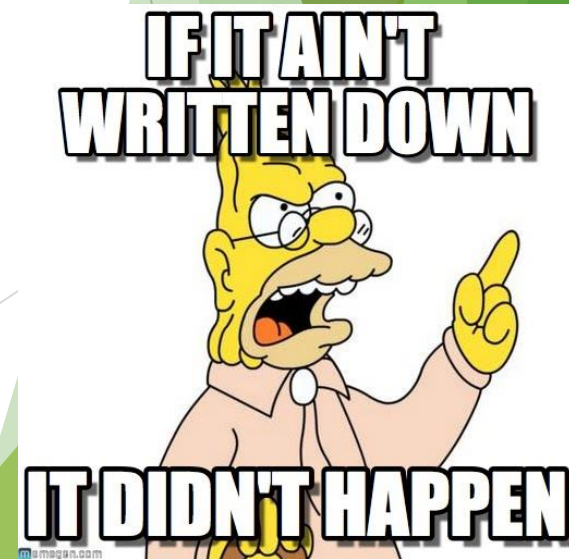
November 2017 Membership Meeting  
Topic: Common CERT & ICS Forms

-- REDACTED PUBLIC COPY --



# Why is Documentation Important?

- ▶ Provides a written record of exactly what happened (Think of the who, what, when, where, why, how)
- ▶ Ensures everyone is on the same page
  - ▶ Reports from multiple teams can provide a better “big picture” when later combined into the IAP
- ▶ Volunteer hours and donated resources can be used to offset the local disaster cost-share (normally 25% of the disaster costs)
- ▶ Can be used to seek agency reimbursement for personnel hours, equipment use, lost\damaged equipment, etc
- ▶ May ultimately be used in legal proceedings
  - ▶ Be as thorough as possible
  - ▶ Remember: If it's not written down, it didn't happen!



## What Are Some Items We Need To Track?

- ▶ Personnel Check In's & Check Out's
- ▶ Team Assignments & Missions
- ▶ Equipment Issued & Returned
- ▶ Communications - Messages Sent\Received
- ▶ Overall Unit "Actions" Log
- ▶ Damage Assessment Details
- ▶ Victim Status Information  
(Treatment\Triage Area Information)

# Things To Remember When Documenting:

- ▶ Good documentation should be factual, accurate, complete, and timely
- ▶ Assume that anything you write will be included in public record
  - ▶ Avoid including Patient names
  - ▶ Avoid including personal cell phone numbers\*
- ▶ Use common ICS terms or plain language
- ▶ Avoid using abbreviations or acronyms
- ▶ Print legibly so that everyone can read what you write
- ▶ A new set of forms should be completed for each unique operational period

# CERT Documentation

- ▶ There are eight standard forms that can be used to facilitate documentation and information flow. The forms are functionally consistent with Incident Command System (ICS) forms and are designed to be NIMS compliant\*.
  - ▶ The Standard CERT forms are:
    - ▶ Damage Assessment (CERT Form #1)
    - ▶ Personnel Resources Sign-In (CERT Form #2)\*
    - ▶ Incident/Assignment Tracking Log (CERT Form #3)\*
    - ▶ Briefing Assignment (CERT Form #4a)\*
    - ▶ Survivor Treatment Area Record (CERT Form #5)
    - ▶ Communications Log (CERT Form #6)\*
    - ▶ Equipment Inventory (CERT Form #7)
    - ▶ General Message (CERT Form #8)
- ▶ Remember that scribes can produce useful, high-quality documentation without using the forms as long as they take detailed notes of all activities.

# CERT Form #1 - Damage Assessment

- ▶ Completed by CERT members as they travel through the area to the CERT's staging location, then given to the CERT IC/TL
- ▶ Provides a summary of overall hazards in selected areas, including:
  - ▶ Fires
  - ▶ Utility hazards
  - ▶ Structural damage
  - ▶ Injuries and casualties
  - ▶ Available access
- ▶ Essential for prioritizing and formulating action plans
- ▶ Note: We will be conducting a Detailed Damage Assessment class early next year

DAMAGE ASSESSMENT FORM						CERT WILSONVILLE			DATE ## / ## / ##						
LOCATION SE CORNER 16 <sup>TH</sup> AND OAK															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						x		x			x				
OBSERVATIONS															
HIGH SCHOOL GYM DAMAGED BY TORNADO, PARTICULARLY WEST END. MAY BE PEOPLE TRAPPED INSIDE. ROAD UP TO THE SCHOOL IS CLEAR															
CERT MEMBER SUSAN ADAMS											PAGE <u>1</u> OF <u>1</u>				

# CERT Form #2 - Personnel Resources Sign-In

- ▶ Used to sign in CERT members as they arrive at the staging location
- ▶ Provides information about:
  - ▶ Who is on site
  - ▶ When they arrived
  - ▶ When they were assigned
  - ▶ Their special skills
- ▶ Used by staging personnel to track personnel availability
- ▶ NOTE: FWCERT Uses ICS-211P in lieu of this form

[illegible]

# ICS-211P Example from Alliance Air Show

////////////////////////////////////

Due to sensitive information, the  
presented example has been  
removed from the public copy of this powerpoint

////////////////////////////////////



# CERT Form #3 - Incident/Assignment Tracking Log

- Used by the Command Post for keeping abreast of situation status
- Contains essential information for recording the activities of the functional teams and overall situation status
- NOTE: Depending on assignment FWCERT uses ICS-204 in lieu of this form

ASSIGNMENT TRACKING LOG				CERT WILSONVILLE				DATE ## / ## / ##			
ASSIGNMENT Structural damage-Tornado				ASSIGNMENT				ASSIGNMENT			
LOCATION SE Corner 16th and Oak				LOCATION				LOCATION			
TEAM SAR 1				TEAM				TEAM			
TEAM LEADER/CONTACT # Marianne Shaw (212) 522-2222				TEAM LEADER/CONTACT #				TEAM LEADER/CONTACT #			
START TIME 9:37AM		END TIME 10:22 AM		START TIME		END TIME		START TIME		END TIME	
1 Tae Jin Kim				1				1			
2 Rina Jah				2				2			
3 Burt Manning				3				3			
4 Alison McKittredge				4				4			
5				5				5			
OBJECTIVES To conduct a search and rescue of damaged high school gym				OBJECTIVES				OBJECTIVES			
RESULTS No victims located. Gym lightly damaged. Saw heavy damage to west wing of school				RESULTS				RESULTS			
CERT LEADER/ INCIDENT COMMANDER Elizabeth King								PAGE <u>1</u> OF <u>2</u>			
SCRIBE(S) Billy Rogers, Jorge Garcia											

# CERT Form #4a - Briefing Assignment

- ▶ Used by the Command Post to provide instructions to functional team
- ▶ Used by teams to log their actions and report new damage assessment information
- ▶ The CERT IC/TL uses the front side of the form to communicate instructions about an incident such as address, incident type, and team objectives.
- ▶ The scribe of the functional team uses the back side (blank side) of the form to log team actions. The form is returned to the Command Post when the team checks in
- ▶ NOTE: Depending on assignment FWCERT uses a combination of ICS-204 & ICS-214 in lieu of this form

<b>BRIEFING ASSIGNMENT</b>		CERT WILSONVILLE		DATE ## / ## / ##											
COMMAND POST CONTACT # (212) 555-1212				TIME OUT 9:50 AM	TIME BACK 10:36 AM										
<b>INSTRUCTIONS TO TEAM</b>															
TEAM NAME Medical 2		LOCATION Delmonico's Italian Restaurant, 810 King Street													
OBJECTIVES To conduct medical sizeup of any victims found.															
EQUIPMENT ALLOCATED															
<b>REPORT FROM RESPONSE TEAM</b>															
FIRES		HAZARDS		STRUCTURE	PEOPLE	ROADS	ANIMALS								
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
								W			✓				

CERT FORM #4a

<b>TEAM ACTION LOG</b> (time stamp each action, draw map if needed)	
10:52 Team arrived at the restaurant. Made our way through the debris to victim #1, Bill Baker. Conscious and in pain. Ankle was trapped under a heavy bookcase. Extricated him. Two team members carried him to treatment area.	
10:54 Victim #2, Carol Loughney. Bleeding on head from falling ceiling. Walked her to treatment area.	
10:55 Victim #3. Found in kitchen. Unconscious but breathing. May have broken leg. Splinted leg. Moved by stretcher to treatment area.	
SCRIBE Sam Arton	

CERT FORM #4b

# ICS-204 Example from Alliance Air Show

////////////////////////////////////

Due to sensitive information, the  
presented example has been  
removed from the public copy of this powerpoint

////////////////////////////////////

# ICS-214 Example from Alliance Air Show

////////////////////////////////////

Due to sensitive information, the  
presented example has been  
removed from the public copy of this powerpoint

////////////////////////////////////

# ICS-214 (cont.) Example from Alliance Air Show

////////////////////////////////////

Due to sensitive information, the  
presented example has been  
removed from the public copy of this powerpoint

////////////////////////////////////

# CERT Form #5 - Survivor Treatment Area Record

- ▶ Completed by medical treatment area personnel
- ▶ Records:
  - ▶ Survivors entering the treatment area
  - ▶ Their condition
  - ▶ Their status (Immediate, Delayed, or Minor)
  - ▶ Any movement

VICTIM TREATMENT AREA RECORD		CERT WILSONVILLE	DATE ## / ## / ##		
TREATMENT AREA LOCATION RIDGEWAY PARK					
TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)	MOVED TO	TIME OUT
10:24 AM	Stephen Edmondson, 35 yo, very tall	IMMED	10:30 Heavy bleeding from cut at right temple—bandaged 10:45 Complained of dizziness and nausea	Sibley Hospital	12:15 PM
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			

SCRIBE(S) REGGIE OSBORN	PAGE <u>2</u> OF <u>2</u>
----------------------------	---------------------------

## CERT Form #6 - Communications Log

- ▶ Typically completed by the radio operator
- ▶ Used to log incoming and outgoing transmissions
- ▶ Depending on mission, FWCERT may document this on an ICS-214 in lieu of this form

[illegible]

## CERT Form #7 (based on ICS303) - Equipment Inventory

- ▶ Used to check out\in CERT-managed equipment
- ▶ Typically kept in the area or vehicle in which equipment is stored
- ▶ Make sure to include any accessories issued (belt clips\cases, all batteries, chargers, Speaker Mic's, etc)
- ▶ Complete BEFORE the equipment is issued - make them initial\sign for it!
- ▶ Make sure ALL equipment is accounted for before demobilization

EQUIPMENT INVENTORY		CERT WILSONVILLE				DATE ## / ## / ##		
ASSET #	ITEM DESCRIPTION	OWNER	ISSUED TO		QTY	TIME	INITIALS	COMMENTS
727880	STRETCHER	FD	MED 2	ISSUED	1	10:45 AM	AR	
				RETURNED	1	3:10 PM	AR	
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
				ISSUED				
				RETURNED				
SCRIBE(S) SYLVIE D'ANJOU						PAGE 1 OF 1		



## Example of a “T-Card”

- ▶ T-Card’s are an alternate way of tracking personnel, physical resources, etc
- ▶ This is an example from National Incident Radio Support Cache
- ▶ To be completed by the borrower and kept either on a T-Card rack, or in the case where the radio is normally stored
- ▶ A new card is completed upon reissuance of the equipment

Incident Name	Date	Div/Dist	Location
	Time		
<b>Cache Radio Check Out Card</b>			
User's Name:			
User's District/Section			
Radio Cache - _____			
Cache Radio Number - _____			
Extra Battery		<input type="checkbox"/>	
Speaker Microphone		<input type="checkbox"/>	
Carry Case		<input type="checkbox"/>	
Charger, Single		<input type="checkbox"/>	
Charger, Gang		<input type="checkbox"/>	
Notes:			
Other Equipment:			
Returned: _____			
Date		Int.	
Time			

# CERT Form #8 (based on ICS213) - General Message

- ▶ Used for sending messages between command levels and groups
- ▶ Messages should be clear and concise and should focus on such key issues as:
  - ▶ Assignment completion
  - ▶ Special information
  - ▶ Status update
  - ▶ Any Additional resources required\*
    - ▶ Depending on incident, the LSC may request you to use a ICS-213RR for physical\tangible resource requests
    - ▶ In Texas, these types of requests are typically filed via WebEOC utilizing the STAR request process
- ▶ Often found printed two per page
- ▶ Sometimes found as two or three-ply NCR (carbonless)
  - ▶ One copy stays with sender, and remaining copies to recipient
  - ▶ If three-ply, recipient will write response on both of their copies; retain one copy, and send one copy back to sender.

GENERAL MESSAGE		
TO	POSITION	
FROM	POSITION	
SUBJECT	DATE	TIME
MESSAGE		
SIGNATURE	POSITION	
REPLY		
DATE	TIME	SIGNATURE/POSITION

# Example ICS-213RR and STAR Request Form:

## RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:				2. Date/Time		3. Resource Request Number:	
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
5. Requested Delivery/Reporting Location:							
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
Logistics	10. Logistics Order Number:				11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:						
	13. Notes:						
	14. Approval Signature of Auth Logistics Rep:				15. Date/Time:		
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC							
Finance	17. Reply/Comments from Finance:						
	18. Finance Section Signature:				19. Date/Time:		

ICS 213 RR, Page 1

State of Texas Assistance Request (STAR)

Type of Request: ☐ Live or ☐ Training STAR Number:

Requestor Information

Requested by Position and Name:  
 -

Requestor Phone Number:  Requesting Entity (\*):

Requestor Email:  Requesting City: (if Needed)

Description

Request:

Quantity:  Unit: (Pick one)  
 Case  Each  Gallon  Pallet  Pound  Ton  Other

When Needed?:

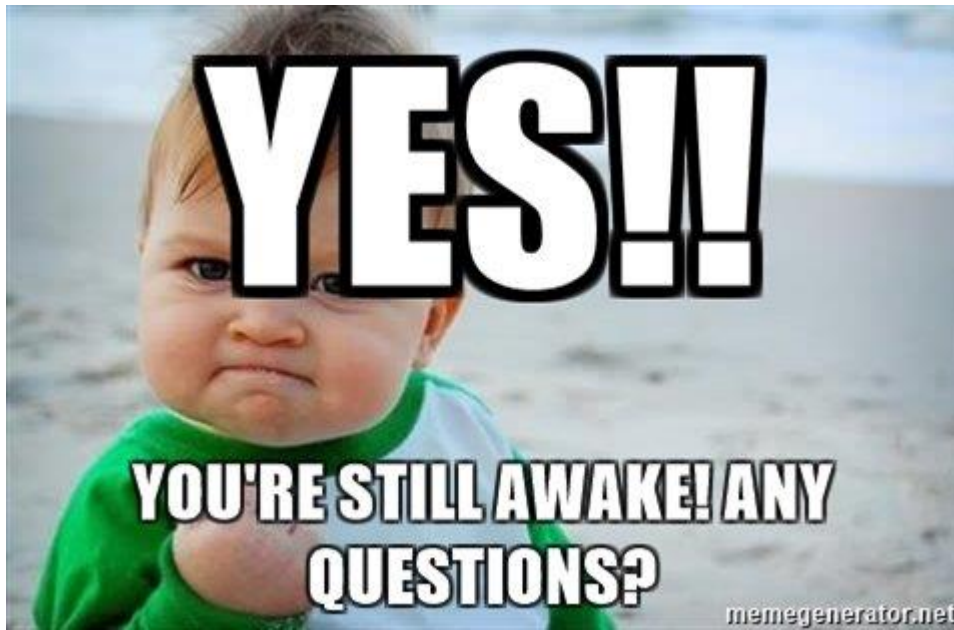
For How Long?:  
☐ Consumable Resource  
☐ Demob / Returnable Resource  
Number: / Unit of Time: (Hours, Days, Weeks, Months)

Request Description:

Justification / Purpose of Request:

\*\*\*\*\*This form is only to be used if no connection to WebEOC/Network is possible\*\*\*\*\*

Questions?



## Exercise:

- ▶ Break into teams of 8-10 people, nominate one team leader per group
- ▶ Assume that you have been activated for a Tornado that struck your neighborhood. All of your team members are at the identified staging point and ready for assignments.
- ▶ **Take 10-15 minutes**, and as a team, review and complete the following forms:
  - ▶ ICS-211P - Personnel Check-In List
  - ▶ ICS-204 (Or CERT Forms #3 & 4a) - Team Work Assignment, Special Instructions, and log Individual Contact Information
  - ▶ CERT Form #7 - Log equipment Issued (CERT Radios, Speaker Mics, Helmets, etc)
  - ▶ ICS-213 - Log a sample status update message to the Incident Commander (i.e. Team A at staging point)

# Additional Training Resources:

- ▶ IS-201 Forms Used for the Development of the Incident Action Plan
  - ▶ <https://training.fema.gov/is/courseoverview.aspx?code=IS-201>
- ▶ TEEK MGT-347 ICS Forms Review Class
- ▶ FEMA Forms Library (PDF):
  - ▶ <https://training.fema.gov/icsresource/icsforms.aspx>
- ▶ Excel Based Forms:
  - ▶ <http://texasimt.com/Forms/ICSforms.htm>
- ▶ Fort Worth CERT Document Library
  - ▶ <http://www.certfortworth.org/documents>

**Before you leave, please complete the provided Training Evaluation Form!**  
Let us know how we're doing, and what you would like to see in 2018