

Forms for Field Responders

2 March 2017

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Agenda

Why all this paperwork?

Where you can find the forms

Looking at specifics

- COES 105 ... PSA Log
- COES 106 ... PSA Rollup Log
- ICS 211B ... Sign-in Sheet
- ICS 213 ... Message Form
- ICS 214 ... Unit Log
- ICS 309 ... Communications Log



Why all the paperwork?

Reason #1 – Operational Consistency

For CARES, CERT, and MRC...

1. Forms are used as guides to ensure we have consistency with how we perform our volunteer response mission from event to event. We practice with the things we use when we respond.
2. The forms capture the latest in our thinking on how we respond. After each event (drill or activation), forms may be updated to reflect learnings from the event so that subsequent events are more efficient.



Why all the paperwork?

Reason #2 – Reporting Requirements

The SEMS California Code of Regulations states...

2450(a) Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

2450(b) The after action report shall, at a minimum, be a review of response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

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- CARES is required to submit its documentation to the City to be included in the after City's official After Action Report as an input into the After Action Report.
 - CARES also creates After Action Reports from its drills as a means to capture what worked, what didn't work, and what we need to do to improve the response



Why all the paperwork?

Reason #3 – Money

Most agencies have policies like this... (i.e.: U.S. Coast Guard)...

1. This instruction provides the policies and procedures for reimbursements to the Coast Guard for disaster relief services provided pursuant to tasking by the Federal Emergency Management Agency (FEMA) under the Stafford Act.
- 4a. The Coast Guard will seek appropriate and timely reimbursement for all expenses incurred in support of an authorized Stafford Act disaster relief effort.
- 4b. By agreement, the Coast Guard may only bill FEMA for the incremental costs of personnel, services, and material directly related to the authorized relief effort. Incremental cost as they relate to FEMA tasking are those expenses that are incurred solely as a result of FEMA tasking.
- 4d. Appropriate documentation must be maintained to support all requests for reimbursements. Special care must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures to show clear and reasonable accountability for reimbursement.

Ref: http://www.uscg.mil/directives/ci/7000-7999/CI_7300_8.pdf



Why all the paperwork?

Reason #3 – Money

Most agencies have policies like this... (i.e.: State of Indiana)...

...Documentation

- All reimbursement is based on the supporting documentation. The documentation must be able to stand the test of audit. The forms utilized are also available in a computerized version using MS Excel. Failure to properly document costs may result in part or the entire claim being ineligible for reimbursement. It is very important to document the request for mutual aid in addition to documenting costs.
- It is essential that the expenses incurred in disaster response and recovery be accurately documented. Accurate documentation will help:
 1. Recover all eligible costs.
 2. Have the information necessary to develop Project Worksheets.
 3. Have the information available for the state and FEMA to validate the accuracy of small projects.
 4. Be ready for any state or federal audits or other program or financial reviews.

Ref: <http://www.in.gov/dhs/files/reimburse.pdf>



Why all the paperwork?

Reason #3 – Money

And want about us? Here's what FEMA says...

- **Definition:** Donated resources may include volunteer labor, donated equipment and donated materials.
- Donated resources are eligible to offset the non-Federal share of eligible Category A and B costs .
- The documentation must include a record of hours worked, the work site, and a description of work for each volunteer, and equivalent information for equipment and materials.
- The rate placed on volunteer labor should be the same rate (plus reasonable fringe benefits) ordinarily paid for similar work within the applicant's organization.

Ref: <https://www.fema.gov/9500-series-policy-publications/95252-donated-resources>
<https://www.fema.gov/public-assistance-frequently-asked-questions>

Cupertino ARES/RACES



Why all the paperwork?

How does our paperwork help?

1. Documents volunteer resources, their welfare, and general activities – could be used to support a Workman's Comp claim.
2. Creates the timeline of events, or a paper trail of situation status.
3. Documents and collaborates requests (and expenditures) for assistance (material and people).
4. Documents equipment wear, damage, or loss.
5. Documents observations, decisions, and activities
6. Others?



Who needs what forms?

	Field Responders	NCS	Radio Room
ICS-211b Check-in	X NEW!	X	X
ICS-213 Message Form	X	X	X
ICS-214 Unit Log	X	X	X
ICS-309 Communications Log	X		X
ICS-309 NCS Log		X	
COES-105 PSA Field	X		
COES-106 PSA Rollup	X		X
COES-205 ISA Rollup			X



<http://www.cupertinoares.org/ccc/forms>



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The following forms are used by Cupertino ARES/RACES, Cupertino's CERT, and MRC teams when responding to events throughout the city. All forms below are in PDF format. For a source copy of the forms, please contact [kn6pe @ arrl.net](mailto:kn6pe@arrl.net).





Form Name	Version
ARES/RACES Forms	
COES201 - Net Control Log	060722
COES105 - Preliminary Safety Assessment, Field	160128
COES106 - Situation Status Rollup / Tracking	160128
COES205 - Infrastructure Safety Assessment, Rollup	071114
COES210 - After Action Report Format	060722
ICS309 -Communications Log	170301





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Form Name	Version
General Use Forms	
ICS201 - Incident Briefing (short form)	060307
ICS201 - Incident Briefing (page 1 , page 2 , page 3 , page 4)	BASARC 3/98
ICS202 - Incident Objectives	7/06
ICS204 - Assignment List	7/06
ICS205 - Incident Radio Communications Plan	060307
ICS207 - Organization Chart	BASARC 3/98
 ICS211B - Check-in Log	080521
 ICS213 - Message Form (half page format)	140605
 ICS213 - Message Form, Santa Clara County RACES	06/28/07
 ICS214 - Activity Log	100901
ICS214a-OS - Personal Unit Log	000601
ICS219 - T-Card	



<http://www.fema.gov>

https://www.fema.gov/media-library-data/20130726-1922-25045-7047/ics_forms_12_7_10.pdf

Notes

- Entire list of all FEMA-approved NIMS and ICS Forms.
- 118 pages

ICS Form #:	Form Title:
ICS 201	Incident Briefing
*ICS 202	Incident Objectives
*ICS 203	Organization Assignment List
*ICS 204	Assignment List
*ICS 205	Incident Radio Communications Plan
**ICS 205A	Communications List
*ICS 206	Medical Plan
ICS 207	Incident Organization Chart <i>(wall-mount size, optional 8½" x 14")</i>
**ICS 208	Safety Message/Plan
ICS 209	Incident Status Summary
ICS 210	Resource Status Change
ICS 211	Incident Check-In List <i>(optional 8½" x 14" and 11" x 17")</i>
ICS 213	General Message <i>(3-part form)</i>
ICS 214	Activity Log <i>(optional 2-sided form)</i>
ICS 215	Operational Planning Worksheet <i>(optional 8½" x 14" and 11" x 17")</i>



National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet

September 2010



FEMA

ICS-211B Check-in Sheet

Purpose: This form records who showed up at a location for resource tracking and time accounting.

Use: The only time you may need to start this form is if you are assigned to an ARK for a Level 2 (Comms only) activation, are the first person there, and other volunteers are showing up.

Note: This check-in sheet content may be transferred to the CCC DSW sign-in log if the ARK shifts to a Level 3 (Full ICP) activation.

ICS 211B CHECK-IN LIST Rev 080521		1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER	4. CHECKIN LOCATION	
		<i>Earthquake</i>	<i>12/10/17</i>	<i>CUP-16-34T</i>	<i>De Anza ARK</i>	
PPE	NAME (PERSONNEL) OR DESCRIPTION (EQUIPMENT)	AGENCY / TEAM VOLUNTEER / DSW	TIME IN	TIME OUT	HOURS	ADDITIONAL INFORMATION
	<i>KEN ERICKSEN</i>	<i>CCC</i>	<i>10:45am</i>			
	<i>WALT GYGER</i>	<i>CARES</i>	<i>10:46am</i>			
ICS211B	PAGE <i>1</i> OF <i>1</i>	5. PREPARED BY (RESOURCE UNIT) <i>Ken Ericksen, CCC</i>			6. Entered in Presidential Service Awards	

ICS-214 Activity Log

Purpose: The Activity Log details notable activities for a person with an assignment or a named team. This log provides basic incident activity documentation, and becomes a reference for the after-action report.

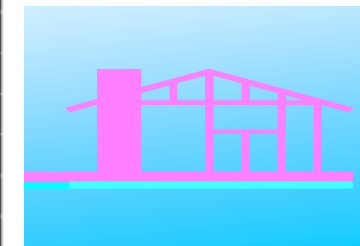
1. Every person in the EOC or field unit team, with a responsibility for the Disaster Response, should fill out an ICS-214.
2. ICS 214 should be used by the Team Leader to record all pertinent operational milestones and decisions that are made.
3. The Activity Log is a chronological, free-form record, and can be written in a narrative manner.
4. At the end of the operational period, the Activity Log is passed to the in-coming shift relief, Field shift supervisor, or CARES Shift Supervisor.
5. At the end of the incident, all Activity Logs become part of the official incident record.



FEMA's ICS-214 Activity Log (2010)

ACTIVITY LOG (ICS 214)

1. Incident Name:		2. Operational Period: Date From:		Date To:
		Time From:		Time To:
3. Name:		4. ICS Position:	5. Home Agency (and Unit):	
6. Resources Assigned:				
Name		ICS Position		Home Agency (and Unit)
7. Activity Log:				
Date/Time		Notable Activities		



ICS-214 Activity Log

Purpose: Establishing

- 1. Incident Name** - Ask your Incident Commander or Emergency Manager. Include the Activation Number.
- 2. Operational Period** – The time period to which this form applies.
Date From, To - MM/DD/YY
Time From, To - hhmm
- 4. Name** - Your function (for CARES, put Communications, or whatever function you are supporting: Logistics / Supplies, Ops/MRC, etc.).
- 5. ICS Position** – Name of your EOC, ICP, or Field Supervisor. If you are a function leader, put your own name here.

ACTIVITY LOG (ICS 214)

1. Incident Name: <i>Earthquake, CUP-16-34T</i>		2. Operational Period: Date From: <i>12/10/17</i> Date To: <i>0800</i> Time From: <i>12/10/17</i> Time To: <i>1200</i>	
3. Name: <i>COMM VAN</i>		4. ICS Position: <i>CHRIS CAPENER A16CC</i>	5. Home Agency (and Unit): <i>CARES</i>
6. Resources Assigned:			
Name	ICS Position	Home Agency (and Unit)	
<i>Chris Capener A16CC</i>	<i>Shift Supervisor</i>	<i>CARES</i>	
<i>Rick Levine KK6WHJ</i>	<i>Message NCO</i>	<i>CARES</i>	
<i>Sue Levine KK6WHI</i>	<i>Radio Room Operator</i>	<i>CARES</i>	

- 6. Resources Assigned** - List of the individuals assigned to this operating location and team, include ICS or other position name, and Agency or organization with which they are affiliated.
 - If you are in an EOC – Use these spaces to keep names and phone numbers of people with whom you are in frequent contact.
 - If you are a Field Responder - list other people (Name, Position, Organization) working within your specific function.



ICS-214 Activity Log

8. **Activity Log** - List all major milestones, occurrences, decisions, notes, and observations pertinent to the Event at this Operating Location. Include:

- Time – Time you received information, made decision, etc.
- Major Events – Items such as Reporting for duty and ending shift.
- People who made promises to you. People to whom you made promises.
- Anything that would help your next shift know what's going on.
- Use additional pages as needed.
- Write page ___ of ___ on each page before turning in to Planning and Intel Section Chief.

7. Activity Log:	
Date/Time	Notable Activities
0700	Comm Van at City Hall
0800	Resource Net activated, Message Net is Ready
1048	Drill operation ended,
1131	Message, Resource Net shut down

•
•
•
•

8. Prepared by: Name: <u>CHRIS CAPENER</u> Position/Title: <u>Shift Supervisor</u> Signature: <u>Chris Capener</u>	
ICS 214, Page 1	Date/Time: <u>12/10/2017, 1146</u>

9. **Prepared By** - Name and signature of the person filling in the form. Date is at the close of this coverage period.



ICS-214

UNIT LOG ICS 214	1. INCIDENT NAME Zone 1 Assessment	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME / DESIGNATOR katrina	5. UNIT LEADER (NAME AND POSITION) katrina Csm	6. OPERATIONAL PERIOD TM-14	
7. PERSONNEL ROSTER ASSIGNED			
NAME	ICS POSITION	HOME BASE	
8. ACTIVITY LOG (CONTINUE ON REVERSE)			
TIME	MAJOR EVENTS		
9:55 AM	Briefing team 24		
9:56 AM	depart		
10:05 AM	Arrive @ polygon fo		
10:30 AM	Depart from polygon fo		
10:35 AM	Arrive @ polygon 77		
11:15 AM	depart from polygon 77		
11:25 AM	Briefing		

3. Individual Name ISABEL RODRIGUEZ	4. ICS Section	5. Assignment / Location MONTA VISTA FIRE
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6. Activity Log Page **1** of **1**

	Time	Major Events
M	0747	Check in TAC 1.
M	0813	Leaving home OR 941
M	0825	Arrived at ARK OR 943
	0835	Check in ARK. Go to Staging.
	0902	Assign to Team 8 as CARES - JOYCE TEAM LEADER
	0904	Briefing by Alan / Alternate #611 (408) 718-0783
	0913	End Briefing. Check Paper work
M	0926	Leaving ARK to polygon #34 in Joyce's car
M	0936	to Arrive at polygon #34
M#16	1037	Finish all houses polygon 34
M#16	1051	Call Net Control. Message #16. Numbers: 13, 4, 5, 5, 0
	1052	Going to polygon #14 in Joyce's car
	1102	Arrive at polygon #14
M#21	1118	Call Net Control partial numbers for polygon #14. Message #21
	###	(1, 1, 1, 2, 3)
	1119	Go back to Monta Vista ARK in Joyce's car
M	1126	Call Net Control arrive at ARK
	1128	Line up First Aid Desk
	1136	Done check ups by First Aid.
		Briefing
	1200	Check Out 1200

COES-105 Sit Stat/PSA Log

Purpose: The PSA Field Log records your findings uncovered when performing a Preliminary Safety Assessment.

1. CARES uses the COES 105 for the PSA assessment, the first activity we perform during an infrastructure shaking event.
2. CERT uses the COES 105 to capture neighborhood status.
3. COES 105 should be used by individuals to record their observations on...
 - (i) Injuries,
 - (ii) Structural damage,
 - (iii) Fires,
 - (iv) Hazards, and
 - (v) Access problems.



COES-105 Sit Stat/PSA Log

COES 105 Situation Status / PSA Form

Rev 160128 For use by Organized Neighborhoods, CARES Preliminary Safety Assessment

Control No: *Msg #32*

Assessment Date/time: <i>1/28/2017, 0805</i>		Street: <i>Woodhill Court, Pinebrook Court</i>		
Performed by: <i>Jim O KN6PE</i>		Between: _____ and: _____		
Command Post Location: _____		Map Grid (County Grid): <i>P 20</i>		
		Number of Units Surveyed: <i>46</i>		
Ref	Category	Subcategory	Count	Notes/Addresses (use back of page if necessary)
1 1	Injuries: Minor	Able to walk away from the incident		

- 1. Assessment Date/Time** – When the PSA was performed.
- 2. Street: Between** – location, or street boundary
- 3. Performed by** – usually your name
- 4. Map Grid** – See the Cupertino Chamber map coordinates
- 5. Command Post Location** – For CERT, the location from where the PSA team was dispatched.
- 6. Number of Units Surveyed** – Total number of structures surveyed



COES-105 Sit Stat/PSA Log

7. For each Category...

- Record counts of identified conditions
- Identify address, other information for specific critical conditions found.
- Use back of form if more space is needed.
- CARES: Transmit the results by group (PSA example)
- CERT: submit forms to Arks or Fire Stations for roll-up and action

8. Status Report Logged

- ARK use only: various hand-offs to different functions for information tracking

Ref	Category	Subcategory	Count	Notes/Addresses (U
1.1	Injuries, Minor	Able to walk away from the incident	5	
1.2	Injuries, Delayed	Regular breathing, and Capillary refill <2 sec, and Answers questions, responds to commands	0	Address:
1.3	Injuries, Immediate	Rapid Breathing >30/min, or capillary refill >2 sec, or Confused, disoriented	1	Address: 11322 Pine
1.4	Injuries, Presumed Dead	No respiration	0	Address:
2.1	Structure, Light Damage	<ul style="list-style-type: none"> Superficial Damage Broken Windows Cracked or fallen plaster Main damage is to contents 	24	
2.2	Structure, Moderate Damage	<ul style="list-style-type: none"> Large amount of cracking on exterior Small cracks around doors and foundations No outward sign of structural damage 	3	Address:
2.3	Structure, Heavy Damage	<ul style="list-style-type: none"> Partial or full collapse Building is off foundation Structural damage to the building 	0	Address:
3.1	Fire	Fire, Any situation, note if extinguished	0	Address:
4.1	Hazards	Gas Leaks	2	Address: 11532, 115
4.2	Hazards	Sewer Leaks	0	Address:
4.3	Hazards	Water Main Breaks	1	Address: 1234 Pineb
4.4	Hazards	Electrical Power, Lines Down. Units without power?	0	
5.1	Access	Roads blocked Other Obstructions	0	
Status Report Logged? (initials)				
Doc Unit Logged	OPS Desk Logged	Doc Unit Completed	Rollup _____	
COES103	COES104	COES103		

COES-106 PSA Rollup Log

Purpose: The COES 105 PSA Rollup Log records the individual PSA results from CARES field members.

1. CARES uses the COES 106...
 - (i) in the EOC Radio Room to receive and record the results of individual PSA reports.
 - (ii) by CARES members in the Field when assigned to locations (i.e.: Fire Stations) where walk-up CERT members may deliver individual PSA reports.
2. CERT uses the COES 106 for Sit Stat/PSA Rollup at the ARKs and organized neighborhoods



COES-106 PSA Rollup Log

Field Responder to EOC

1. For each PSA Report,

i. the Originator will send the following...

- Report Control No: CARES Message Number
- Map Coord: Cupertino Chamber Grid number
- Number of Homes surveyed
- Counts for each category block

ii. the Receiver will record the following...

- Time Received: hh:mm

2. Status Report Logged

- ARK use only: various hand-offs to different functions for information tracking

COES 106 Situation Status - PSA Rollup/Tracking Form

Rev 160128 For use by Organized Neighborhoods, Cupertino Arks, CARES EOC

	Closed Date/Time:				
	Submitted by: Call Sign:	W6TDM	KN6PE		
	Report Control No: Message ID:	30	32		
	Time Received:	1038	1045		
	Map Grid:	N22	P20		
	Number of homes surveyed:	21	46		
Ref	Category				
1.1	Injuries, Minor	10	5		
1.2	Injuries, Delayed	0	0		
1.3	Injuries, Immediate	0	1		
1.4	Injuries, Presumed Dead	0	0		
2.1	Structure, Light Damage	3	24		
2.2	Structure, Moderate Damage	1	3		
2.3	Structure, Heavy Damage	0	0		
3.1	Fire, Any situation	0	0		
4.1	Gas Leaks	0	2		
4.2	Sewer Leaks	1	0		
4.3	Water Main Breaks	1	1		
4.4	Electrical Power,	0	0		
5.1	Roads blocked	0	0		
Info passed to City by: Received by:					Date/Time

COES 106 Situation Status - PSA Rollup/Tracking Form

Rev 080519 For use by Organized Neighborhoods, Cupertino Arks, CARES EOC

080519

Closed Date/Time:		01/28/17 0900								
Submitted by:		KALWHT KALWHI ATLCC WAGVFD NLIK KLUGY KZLGRS KFGUUS KFGEUR								
Call Sign:										
Report Control No:		1 2 3 4 5 6 7 8 9								
Message ID:										
Time Received:		0811 0813 0815 0816 0820 0822 0923 0825 0827								
Map Grid:		M18 M18 M19 N21 M22 N23 N19 N22 N21								
Number of homes surveyed:		24 24 51 34 20 15 18 70 1								
Ref	Category									
1.1	Injuries, Minor	8	3	13	45	2	0	4	1	4
1.2	Injuries, Delayed	0	0	5	5	1	3	2	1	4
1.3	Injuries, Immediate OR TRAPPED	3	1	1	6	0	6	1	3	1
1.4	Injuries, Presumed Dead	0	1	0	3	0	1	0	0	0
2.1	Structure, Light Damage	11	9	10	14	3	1	7	0	0
2.2	Structure, Moderate Damage	5	4	3	30	1	2	1	0	1
2.3	Structure, Heavy Damage	1	3	0	4	0	1	0	0	0
3.1	Fire, Any situation	1	0	1	0	0	0	0	0	2
4.1	Gas Leaks	2	0	0	1	0	4	1	2	400
4.2	Sewer Leaks	3	0	0	3	0	0	1	0	0
4.3	Water Main Breaks	0	1	1	0	1	2	1	0	0
4.4	Electrical Power,	1	1	0	4	1	1	2	10	1
5.1	Roads blocked	0	0	0	3	0	3	0	0	2
Info passed to City by:		Date/Time								
Received by:		Ø Ø								

WAGVFD
 SEC 1 = 45, 6, 3, 1
 SEC 2 = 30, 4, 0
 SEC 3 = 1
 SEC 4 = 3, 0, 4, 3
 SEC 5 = 0

Pg 1/2
 KOLQTA

COES-106 PSA Rollup Log

CERT to Field (CARES)

For each PSA Report,

1. CARES collects PSA reports in the field...

- CARES creates a spreadsheet that looks like a PSA 106 form turned sideways.
- Cert will drop off the PSA form to the CARES member, who record it on the spreadsheet,
- CARES marks the COES 105 form as received, give back to the CERT member

2. Send the PSA rollup report by Packet

- CARES Field Responder starts a packet message
- Subject is "PSA Rollup, DeAnza ARK" (or your location)
- Copy and paste the spreadsheet content into a packet message
- Address it to the EOC; press Send.

	A	B	C	D	E	F	G	H	I	J	K
1	Submitted By	Report/Msg ID	Time Recvd	Map Grid	Survey	1.1	1.2	1.3	1.4	2.1	2.2
2	Jim O	1	845	P20	32	2	0	0	0	4	16
3	Keith N	2	900	O21	34	5	3	0	0	15	3
4	BethAnn S	3	903	N20	8	4	2	0	0	4	0
5	Fred F	4	920	M22	20	3	2	0	0	5	1
6											
7											
8											
9											
10											



ICS-213 Message Form

Purpose: The ICS 213 Message Form records a message to be transmitted from one person or organization to another, and can originate either in the Field or the EOC.

1. There does not appear to be any standard Message form
2. While the forms may look different, there is specific information that must be captured...
 - From
 - To
 - Subject
 - Message Number
 - Priority
 - Date/Time
 - Message Text
 - Signed by



ICS-213 Message Form

Within the Cupertino EOC

1. Using the standard *half-size* message form...

- Multi-part color copies

2. Fields and information that need to be added are:

- From: }
- To: }
- Subject: }
- Message Number }
- Message Priority }
- Date/Time

1. Incident Name (Optional):	Priority (E, U, R):	Message No:
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time:
7. Message:		
8. Approved by: Name		Signature: _____ Position/Title:
9. Reply:		
10. Replied by: Name		Signature: _____ Position/Title:
COES 213	Date/Time:	

REV 14

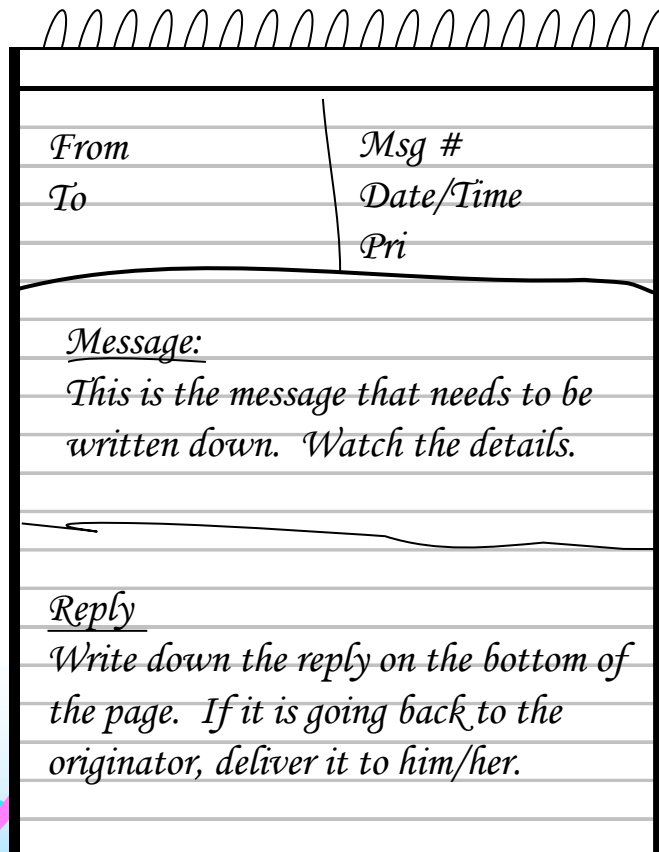


ICS-213 Message Form

Ad-hoc Field “Message Forms” a.k.a *Form One*

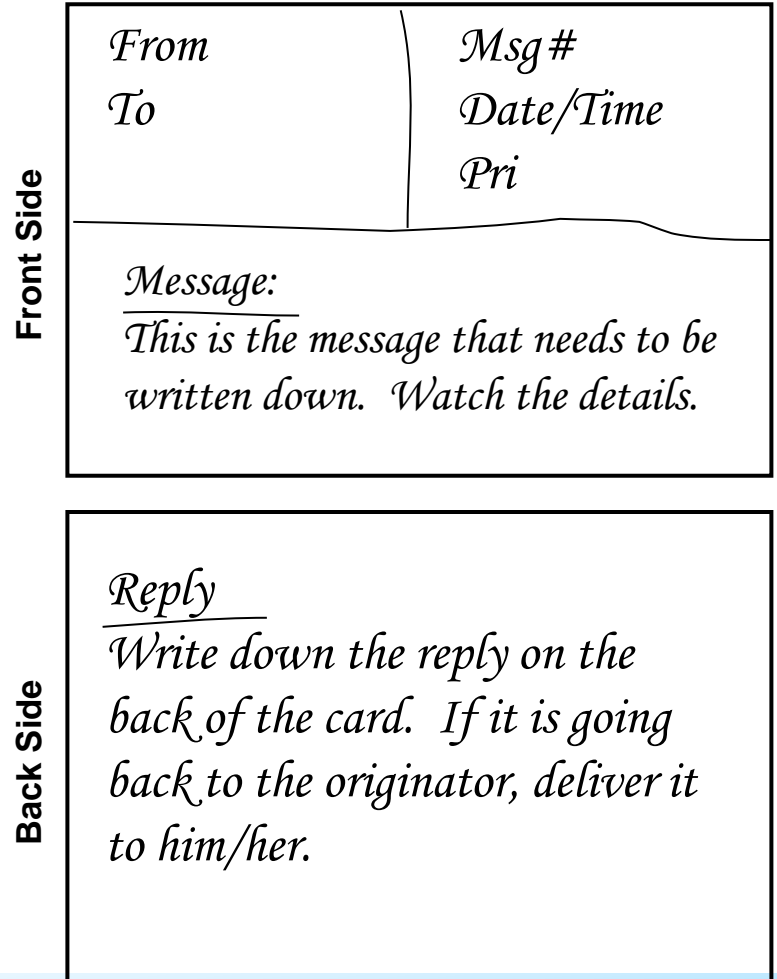
1. You should anticipate that field messaging will be extensive.
2. You are encouraged to “Keep it Simple” with your message form solution, for example ...

Note Pad



The notepad shows a template for a message form. It is divided into three main sections. The top section is for header information, split into two columns: 'From' and 'To' on the left, and 'Msg #', 'Date/Time', and 'Pri' on the right. The middle section is for the message content, starting with the label 'Message:' followed by a sample text: 'This is the message that needs to be written down. Watch the details.' The bottom section is for a reply, starting with the label 'Reply' followed by instructions: 'Write down the reply on the bottom of the page. If it is going back to the originator, deliver it to him/her.'

Index Cards



The diagram shows two views of an index card. The top view is labeled 'Front Side' and contains the same header information as the notepad: 'From' and 'To' on the left, and 'Msg #', 'Date/Time', and 'Pri' on the right. Below this is the label 'Message:' followed by the sample text: 'This is the message that needs to be written down. Watch the details.' The bottom view is labeled 'Back Side' and contains the label 'Reply' followed by the instructions: 'Write down the reply on the back of the card. If it is going back to the originator, deliver it to him/her.'

ICS-213 Message Form

City to County

fyi...

- Santa Clara County is requesting cities to submit messages to County OES with this form
- The required fields:
 - Message number
 - Severity
 - Msg Handling Order
 - Message Requests to
 - To, From: Position and Location
 - Subject
 - Message
- County MACs need to prepare to use this form when taking a MAC assignment!
- This form also has been implemented in PacForms (for packet)

MESSAGE FORM ▶ Use Ballpoint Pen-Press Hard; Print Clearly (See back for instructions)		When Receiving ² Msg.: Sender's msg. #	Msg. #	When Sending Msg Receiver's msg. #
Date: (MM/DD/YY) ¹ ____/____/____	Situation Severity (✓one)⁴ <input type="checkbox"/> EMERGENCY (e.g., Life Threat) <input type="checkbox"/> URGENT (e.g., Property Threat) <input type="checkbox"/> OTHER (All others)	Msg. Handling Order (✓one)⁵ <input type="checkbox"/> IMMEDIATE (As Soon as Possible) <input type="checkbox"/> PRIORITY (Less Than One Hour) <input type="checkbox"/> ROUTINE (More Than One Hour)		Message Requests You To: TAKE ACTION (✓one) <input type="checkbox"/> Yes <input type="checkbox"/> No REPLY (✓one) <input type="checkbox"/> Yes, by _____ <input type="checkbox"/> No <input type="checkbox"/> FOR YOUR INFO. (no action required)
Time: (24 hour clock) ____:____:____ <small>0001 to 2400 2:00 PM = (12+2) = 1400Hrs</small>	To: ICS Position: (required) ⁷ Location: (required) ⁹ Name: (optional) Telephone #: (optional)	From: ICS Position: (required) ⁸ Location: (required) ⁹ Name: (optional) Telephone #: (optional)		
SUBJECT: ¹⁰ _____				
REFERENCE (e.g., Number of earlier msg.): ¹¹ _____				
Message: ¹² (what, when, where needed; how long; contact name and phone number) KEEP MSG BRIEF				

ACTION TAKEN: ¹³ (For use by Originator / Recipient) ▶ USE SEPARATE MESSAGE FORM IF SENDING REPLY				

CC: <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Planning <input type="checkbox"/> Logistics <input type="checkbox"/> Finance				
Operator Use Only: ¹⁴				
How Received <input type="checkbox"/> or Sent <input type="checkbox"/> (✓one)			Operator Call Sign:	
<input type="checkbox"/> Telephone <input type="checkbox"/> Dispatch Center			Operator Name:	
<input type="checkbox"/> EOC Radio <input type="checkbox"/> FAX <input type="checkbox"/> Courier				
<input type="checkbox"/> Amateur Radio <input type="checkbox"/> Other _____			Date: _____ Time: _____	
Outgoing (Sent): ¹⁵				

Message Handling

4a. Precedence (Priority)

- **Emergency** – Life-threatening: Situations, reports, and updates that might directly result in deploying or prioritizing resources for an incident involving life-saving efforts. When in doubt, **DO NOT** use this designation.
- **Urgent** – Property threatening: Situations and reports of new threats, revised flood projections, wind direction changes in a major fire, and reports of additional damage from earthquake aftershocks suggesting additional rescue efforts or surveillance.
- **Routine** – most everything else; PSA reports, correspondence between agency representatives, material and logistics messages, routine resource requests, shift planning, relief requests, etc.
- **Health & Welfare** – Includes welfare inquiries



ICS-309 Communications Log

Purpose: The ICS-309 Communications Log is filled out by any operator assigned to a location performing any type of communications.

- This form provides a fairly complete log of the radio events occurring at or affecting the assigned location.
- Start your ICS-309 Communications Log at the beginning of your operational period at whatever time the event starts.
- Report results of welfare checks.



ICS-309 Communications Log

1. *Activation #* - The number is assigned by the EOC for this event.
2. *Date/Time Prepared*
3. *Operational Period* - Identify the time period that is covered by your shift.
4. *Assignment/Location* – where you are located.
5. *Operator Name* – Your name, and call sign
6. *Station ID* - This may be your Tactical Call or your Physical Assignment.

COMMUNICATIONS LOG			Activation # <i>CUP-16-34</i>	DATE PREPARED: <i>12/10/16</i> TIME PREPARED: <i>0800</i>	
FOR OPERATIONAL PERIOD # <i>0800 - 1600</i>			ASSIGNMENT/LOCATION: <i>Regnart ARK ICP</i>		
RADIO OPERATOR NAME, CALL SIGN: <i>Jim Oberhofer KN6PE</i>			STATION I.D. (TACTICAL CALL) <i>Regnart ARK</i>		
LOG					
TIME	STATION I.D.		Msg #	SUBJECT	
	FROM	TO			
				PAGE <u> </u> OF <u> </u>	ICS 309

ICS-309 Communications Log

7. *LOG* – The log consists of the Time that an event occurred.
8. *Time* – Use Military time... 24-Hour Clock.
9. *From* – The station originating the message.
10. *To* – The station receiving the message.
11. *Msg #* – the message number assigned by Net Control
12. *Subject* – subject of the message.

At 24:00, your log ends, and the next log starts at 00:00.

COMMUNICATIONS LOG		Activation # <i>CUP-16-34</i>	DATE PREPARED: <i>12/10/16</i> TIME PREPARED: <i>0800</i>	
FOR OPERATIONAL PERIOD # <i>0800 - 1600</i>		ASSIGNMENT/LOCATION: <i>Regnart ARK ICP</i>		
RADIO OPERATOR NAME, CALL SIGN: <i>Jim Oberhofer KN6PE</i>			STATION I.D. (TACTICAL CALL) <i>Regnart ARK</i>	
LOG				
TIME	STATION I.D.		Msg #	SUBJECT
	FROM	TO		
<i>0815</i>	<i>EOC</i>	<i>RSA</i>	<i>45</i>	<i>Request info on staffing</i>
<i>0824</i>	<i>RSA</i>	<i>EOC</i>	<i>47</i>	<i>Reply to Msg #45</i>
<i>0831</i>	<i>EOC</i>			<i>Health & Welfare check</i>
			PAGE <u> </u> OF <u> </u>	ICS 309

Next Steps

- Think about how you will manage the paperwork at your assignment.
- Get a clip-board, flip-board, folders, or other means to organize the paper that you will have to touch.
- Get the latest version of the forms... here and the website <http://www.cupertinoares.org/ccc/forms>
- The ARKs have a cache of some forms, not all.
- Be prepared to run out (it will happen) and create your own form on the fly (improvise!).
- Refer to the *Field Communications Operations Manual* as a reference (form example updates are pending)



Thank you

Any Questions?

