### Forms – Why's and How's

September 6, 2018 Ken Foot

### Forms:

- Capture Information
- In a Structured Way
  - During an Event/Incident
  - Becomes Documentation
- May be
  - Paper
  - Whiteboards
  - Computer programs

### **Event**

- Long Notice
- Specific Planning
- One Op Period
- AAR/CAR

Lawsuits

### Incident

- Little or No Notice
- General Planning
- Multiple Op Periods,
- AAR/CAR
- Recovery Dollars
- Audits
- Lawsuits

# **Operational Information**

- Situation Status → Planning → Response
- Personnel and Equipment Tracking and Accountability
- Decisions Made and Reasons for Decision
- Resident Interactions positive and negative
- Contact Information
- Open issues and questions
- Continuity during personnel changes

# **Event/Incident Documentation**

Every scrap of paper is part of event/incident and goes to Documentation Unit

- Must be legible (Print)
- Use one side only
- These are legal documents that may be needed to defend decisions
- Most of this documentation is discoverable
- If it is not in documentation, it did not happen Some documentation like AAR is specifically created after the event/incident

### **Incident Documentation**

- Financial recovery
  - Who did what, where, when, using what

			Date:			
DR/EM#	Applic	ant:			Local Documenting Official	:
Volunte Last	er Name First	Time In	Time Out	Total Hours	Address/Location of Worksite	Detailed Description of Work (Debris Removal, Tarp Roofs, etc.)
Sample: Doe	Jane	8:00am	13:00pm	5	123 Main St. Anywhere, TX	Moved debris blocking driveway from Anywhere Elementary School

# Forms You Will Encounter

### **Available Cupertino Forms**

#### **CERT / Ark Forms**

COES100 - Org Chart	May-2008
COES101 - Assistance Request	080519
COES102 - Help Desk Control No Assignment Log	8.080405
COES103 - Planning & Intel Section Event Log	080519
COES104 - Operations Section Event Log	080519
COES105 - Situation Status / PSA	160128
COES106 - Situation Status Rollup / Tracking	160128
COES107 - T-Card (Cupertino version)	
COES108 - Missing Person Form	6.060504
COES121 - Check-in/Check-out	
COES122 - Inventory Form	
COES123 - Logistics Order Form	
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#### ARES/RACES Forms

COES134 - Logistics Receipt Form

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

https://www.cupertinoares.org/ccc/forms/

#### MRC Forms

COES109 - Patient Registration Log	090801
COES110 - Patient Care Report	0508
COES111 - Minor Injury Form	090801
COES112 - Logistics Report	1.0608
COES113 - Secondary Assessment Worksheet	1.0508
ICS206 - Medical Plan	BASARC 3/98
NHAMCS-100 - Ambulatory Medical Care	8-18-2004

#### **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	
SAR100 - General Briefing, Generic Incident	BASARC 1/96
SAR100a - General Briefing, Missing Person	BASARC 1/96
SAR104 - Team Assignment	BASARC 1/96
SAR110 - Team Debriefing	BASARC 1/96
SAR132 - Urban Interview Log	BASARC 1/96

### **Available SCCo RACES Forms**

ICS 205 SCCo RACES Communications Plan (min. qty. 5)	
ICS 211 SCCo RACES Check In List (Communications)(min. qty. 5)	
ICS 213 SCCo ARES RACES Message Form (6-28-07 version)(min. qty. 10)	
ICS 214 SCCo ARES/RACES Unit Activity Log (min. qty. 5)(Rev. 9-25-09)	
ICS 309 SCCo ARES/RACES Communications Log (min. qty. 5)(Rev. 18-Dec-2014)	
ICS 314 Windshield Assessment Survey (min. qty. 5)	
SCCo EOC-213RR Resource Request v2017-06 (min. qty. 5)	
SCCo City Scan - Flash Report (min. qty. 5)	
™ ICS 201 SCCo RACES Incident Briefing	js
	ves
	(Communications)
ICS 225 Incident Personnel Performance	e Rating
ICS 226 individual Performance Rating	
SCCo RACES ICS 205 Communication	s Plan
1	Assignment Sheet
1	ce Check-In & Assignment Sheet

https://www.scc-ares-races.org/MACinfo/ICSfiles/formslist.html

### Form 1

- A simple writing tablet works
- Lots of uses
  - Writing down assignment
  - Writing down activation number
  - Copying directions
  - Informal notes and messages
  - Scratch paper –
  - · Food and drink orders for the team
  - - ...
- When you run out of the right form
- Turn in to supervisor at end of shift
  - (yes, even informal notes!)



### **COES 105**

- Preliminary Safety Assessment
- Situation Status Information
- May be used even if not available for deployment

		d Neighborhoods, CARES Preliminary Safety Assessn		ol No:	
Asses	sment Date/time:		Street: Between: and:		
Perfo	rmed by:		Map Grid (County Grid):		
Comn	nand Post Location	1:	Number of Units Surveyed:		
Ref	Category	Subcategory	Count	Notes/Addresses (use back of page if necessar	ry)
1.1	Injuries, Minor	Able to walk away from the incident			
1.2	Injuries, Delayed	Regular breathing, and Capillary refill <2 sec, and Answers questions, responds to commands		Address:	
1.3	Injuries, Immediate	Rapid Breathing >30/min, or capillary refill >2 sec, or Confused, disoriented		Address:	
1.4	Injuries, Presumed Dead	No respiration		Address:	
2.1	Structure, Light Damage	Superficial Damage     Broken Windows     Cracked or fallen plaster     Main damage is to contents			
2.2	Structure, Moderate Damage	Large amount of cracking on exterior     Small cracks around doors and foundations     No outward sign of structural damage		Address:	
2.3	Structure, Heavy Damage	Partial or full collapse     Building is off foundation     Structural damage to the building		Address:	
3.1	Fire	Fire, Any situation, note if extinguished		Address:	
4.1	Hazards	Gas Leaks		Address:	
4.2	Hazards	Sewer Leaks		Address:	
4.3	Hazards	Water Main Breaks		Address:	
4.4	Hazards	Electrical Power, Lines Down. Units without power?			
5.1	Access	Roads blocked Other Obstructions			

### **ICS 214**

- This is your personal log
- May also be used by unit leader
- Always start this form before leaving for assignment
- · Common items for this form
  - Departure and arrival times
  - Assignments
  - Contact information
  - Decisions and reasons
  - Informal messages (who, what)
  - Items requiring follow up
- This may be the only form some field responders may need

#### **ACTIVITY LOG (ICS 214)**

A011111 200 (100 21-1)							
1. Incident Name:			2. Operational Period: Date From Time From				
3. Name:			CS Position:	5. Home Agency (and Unit):			
6. Resources Assig	ined:						
Nan			ICS Position	Home Agency (and Unit)			
7. Activity Log:							
Date/Time	Notable Activities						

### **ICS 214a-OS**

- Alternate ICS 214
- Form can be used be individuals, not teams
- A few more lines

1. Incident Name		2. Operational Period (Date / Time) From: To:			INDIVIDUAL LOG ICS 214a-OS
3. Individual Name	4. ICS Section	•			
6. Activity Log	•			Pag	e of
Time		Major Events			

### **ICS 211B**

- Except in rare circumstances, always sign in/out of event
- Some variant of 211 is usually used
- Places you may encounter 211
  - Check in location
  - EOC
  - Staging areas
  - Base
  - ICP
- May sign in/out on different 211s
- Include call sign

ICS 211 Rev 08052	IB CHECK-IN LIST	1. INCIDENT NAME	2. DATE		3. INCIDENT N	UMBER	4. CHECKIN LOCATION
PPE	NAME (PERSONNEL) OR DESCRIPTION (EQUIPMENT)	AGENCY / TEAM VOLUNTEER / DSV		TIME OUT	HOURS		ADDITIONAL INFORMATION



CUPLETINO

CLUBERTINO

CUPLED

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### **PLANS**

- Series of forms
  - ► ICS 201 Incident briefing
  - ► ICS 202 Incident objectives
  - ► ICS 203 Organization Assignment List
  - ► ICS 204 Assignment list
  - ▶ ICS 205 Incident radio communications plan
  - ► ICS 206 Incident medical plan
  - ▶ ICS 207 Organization Chart

### **COES 309**

- For positions
  - Handling large message volume
  - Especially formal messages
- Put your 214 to the side
- Net control will assign message numbers
- Details of message will be on message form
- Indicate messages for which you are awaiting response

					/ 4/			
сомми	INICATIO	NS LOG	Act	ivation #	DATE PREPARED: TIME PREPARED:			
FOR OPER	ATIONAL PE	RIOD#	ASS	ASSIGNMENT/LOCATION:				
RADIO OPE	ERATOR NAM	ME, CALL SIC	SN:		). (TACTICAL CALL)			
				LOG				
	STATI	ON I.D.						
TIME	FROM	ТО	Msg#	# SUBJECT				

### **COES 213**

- Should be used for all formal messages
- Can be used for informal messages
  - Space to compose message
- Receiving station will expect fields in order
- Message number assigned by net control

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 14060

### **COES 213SF**

- New form being introduced
- Short form of 213

1. Incident Name (Optional):		P	Message No:	
2. To (Name and Position):		I		l
3. From (Name and Position):				
4. Subject:		5	. Date:	6. Time:
7. Message:				
USE SEPARATE MESSAGE FORM			THIS MESSAGE NO	JMBER
Approved by: Name:     Operator Use Only (do not transmit this section)	Signature:		Position/Title:	
	with the message).			
Action: Sent / Received (circle one)		Operator Call Sign:		
Method: Telephone / EOC Radio / Courier /		Operator Name:		
Amateur Radio / Packet / Other		Date/Time:		
Cup ICS 213SF Short Message Form		Date/Time.		

### SCCo ICS 213

- Form to use if sending/receiving county message
- Multiple message numbers

ME	SSAC	E FOR	и		When Receivi Msg.: Sender's			Asg.#	When Sending Msg. 3 Receiver's msg. #
MESSAGE FORM  • Use Ballpoint Pen-Press Hard: Print Clearly			mag.: periodi s	ag. s			neceiver a mag. #		
	k for instructions		Charry						
Date:	(MMDD/YY) <sup>1</sup>	Situation Seve	rity (√one) <sup>4</sup>	Msg	. Handling C	rder	(√one) 5	Message R	equests You To: 6
	,	■ EMERGI			IMMEDIA:				CTION (√one)
	/	(e.g., Life Th	reat)		(As Soon as	Possibl	e)	☐ Yes	□ No
Time:	(24 hour clock)	☐ URGENT			PRIORITY			REPLY (	
		(e.g., Propert	y Threat)	_	(Less Than	One Hou	ur)	☐ Yes, b	
2:00 PM = (	1001 to 3400	(All others)		О	(More Than	One Ho	ur)		OUR INFO.
200 PM = (		on: (required)			(More rhan			(required)	
To:	Location:	(required) 9			From:	From: Location: (required) 9			
	Name: (op	tional)				Nan	ne: (optio	nal)	
						L_			
	Telephone	#:(optional)				Tele	phone #:	(optional)	
	nom 10					-			
	ECT: 10								
REFE	RENCE (e.	g., Number of earli	er msg.): 11						
Messa	age: 12 (what	t, when, where n	eeded; how	long;	contact nam	ie and	phone n	umber) K <u>EE</u>	P MSG BRIEF
						-			
AC.	ACTION TAKEN: 13 (For use by Originator / Recipient) > USE SEPARATE MESSAGE FORM IF SENDING REPLY!								
CC:	☐ Man	agement	Operations		Planning		☐ Logist	ics 🗇	Finance
	erator Use C		Operations						
		or Sent 🗇	(√one)		Operato	r Call	Sign:		
O I	elephone	■ Dispatch	Center		Operato		_		
	OC Radio	□ FAX	□ Courie	r					
	mateur Ra	dio 🗆 Other			Date:			Time	E

Outgoing (Sent): 1

Message Originator: Send the top copy (white) to radio, yellow to PLANNING, retain the pink copy for your reference
Radio: After sending, complete Disposition info, retain white copy for file in radio.

Incoming (Received): 15

Radio: After receiving, complete Disposition info., route the top copy (white) to the Addressee, yellow to PLANNING, retain pink for file in Radio.

ake appropriate action. SCCo ICS Form 213

### **COES 213 SR**

- Potential of specialized forms
- Experimented with this form at last exercise
- Allows for collection of specific information
- Receiving station will expect fields in order

#### **SMOKE REPORT**

Message Number:				Location (Tactical Call Sign, usually):		
Bearing:		Is it a column?: (	circle one)	Size: (circle o	ne)	1715
	degrees	yes	no	small	medium	large
Color: (circle one)			Is it building?: (circle one)			
white gray	black yel	low		ye	es no	

(Circle one)	Date and Time:	Name and FCC Call Sign:	
Sent Received			

### **COES 201**

- Used by net control station
- Message ID (number) is created from this form
- Subject or content of message is not important
- Priority of message will determine order of sending

#### COES 201 Net Control Station Log

Rev 060722

COES 201	NCS LOG	1. INCIDENT NAM	1E	2. DATE	
(3) Msg ID	(4) Priority	(5) Time in	(6) Originating Station	(7) Receiving Station	(8) Time Ack
1				I	

## QUESTIONS COMMENTS

# Thank you Any Questions?

