

Forms Refresher and Update

7 September 2023
Jim Oberhofer KN6PE



CARES mission

The mission of Cupertino ARES is to maintain and train Amateur Radio volunteers capable of providing professional emergency communications, increasing the City's emergency response effectiveness, and speeding the recovery effort.



Forms

- **Capture Information...**
 - Information is important, not the form
- **in a structured way**
 - During an event or incident
 - Becomes documentation
 - Some forms specify the information to be collected
 - When the message sender and receiver are using same form, receiver knows what is coming next
- **It may be...**
 - Paper
 - Whiteboards
 - Computer programs



Accuracy and Completeness

Its all about the money



FEMA

Excerpts from the FEMA | Office of Inspector General report titled “**Summary of Key Findings of Fiscal Year 2016 FEMA Disaster Grant and Audits**”

- *“Over the 7-year period, FYs 2009 to 2015, we found \$1.64 billion, or 15 percent, in questioned costs out of the \$10.9 billion that we audited, which we recommended FEMA disallow as ineligible and unsupported costs.”*
- *“In fiscal year 2016, we found \$155.6 million, or 23 percent, in questioned costs out of the \$686 million that we audited, which we recommended FEMA disallow as ineligible and unsupported costs.”*

In cases where FEMA payments were made and claims later disallowed, recipients would be required to repay these payments, with audits sometimes taking place years later.

Because your documentation could be used as part of the City’s justification for either an expense reimbursement or cost recovery request, ensuring the accuracy and completeness of what we submit is critical.

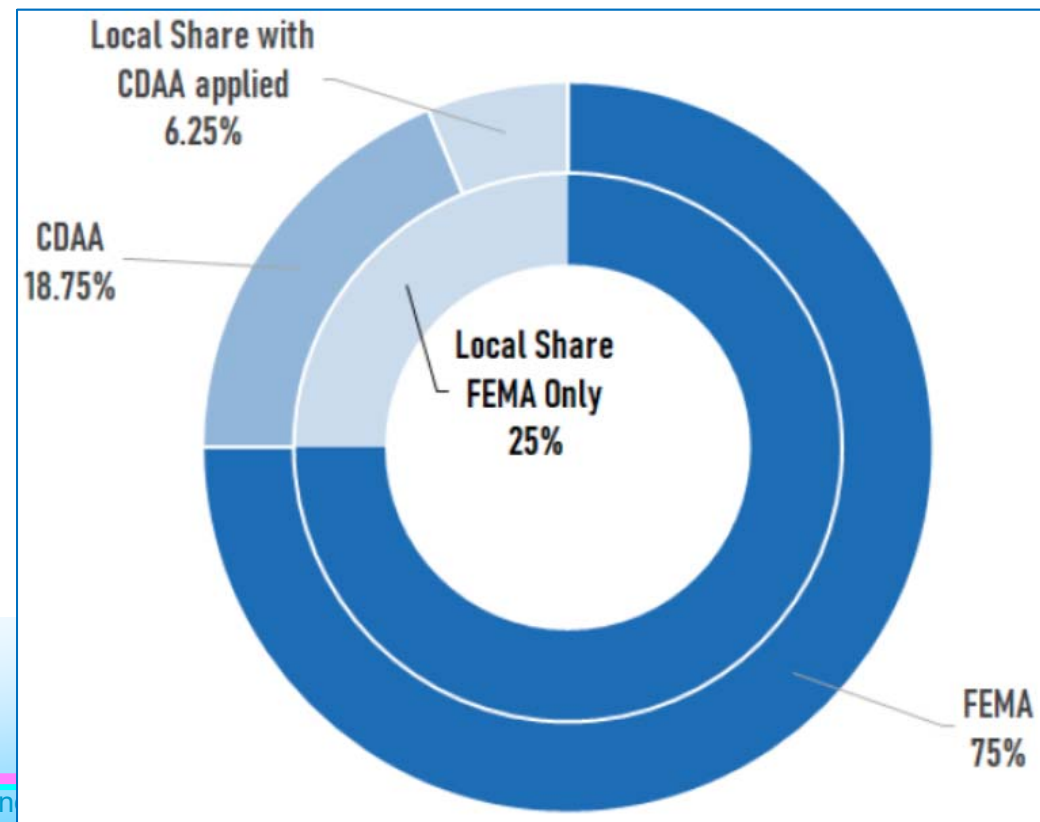


Financial recovery

Its all about the money

- **Who pays what?**

- Federal: Stafford Disaster Relief and Emergency Assistance Act
- State: California Disaster Assistance Act (CDAA)
- Federal assistance: 75% of total
- State assistance: 18.75% of total (75% of remaining 25%)
- Local responsibility: 6.25%
(volunteer hours can be applied here)
- Who did what, where, when, using what



How does this apply to us?

- If tracked properly, hours worked volunteering can be reimbursed by FEMA under the guidelines for “volunteer labor” (44 Code of Federal Regulations (CFR) 13.24 (c) (1)).
- The reimbursement rate would depend on the volunteer and the type of work completed.
- The reimbursement rate could be in the range of \$20 to \$50 / hr (estimate)
- For instance:

CARES	10	10	# volunteers
hrs/day	12	120	Volunteer hours / day
days	10	1200	Volunteer hours / event
\$/hr	\$35	\$42,000	Reimbursement
- And... city staff hours are reimbursable if overtime is extraordinary or the work is not normally budgeted in their job.
- BUT, it all depends on getting the documentation right



A case in point

- From May 1 through May 2, 2010, Tennessee experienced high winds and flooding which resulted in widespread loss of power.
- The disaster forced residents to vacate their homes and to require food and basic housing.
- The Applicant for reimbursement opened a disaster recovery center and staffed it with volunteers.
- The Applicant requested credit toward the calculation of the non-Federal cost share for volunteer labor, donated equipment, and donated materials.
- FEMA initially granted Applicant's request for a \$65,416 credit but later 'de-obligated' \$57,714 because volunteer hours were not properly documented.
- FEMA also indicated that a church organization, not the Applicant, organized the emergency work.



Incident Documentation

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

Volunteer Labor Record

Date: _____

DR/EM# _____ Applicant: _____ Local Documenting Official: _____

Volunteer Name		Time In	Time Out	Total Hours	Address/Location of Worksite	Detailed Description of Work (Debris Removal, Tarp Roofs, etc.)
Last	First					
<i>Doe</i>	<i>Jane</i>	<i>08:00</i>	<i>13:00</i>	<i>5</i>	<i>123 Main St, Anywhere, CA</i>	<i>Passed situation status messages by Amateur Radio from <local> ARK</i>



Where do we use them?

Events

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

Incidents

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



Operational Information

We train the way we will respond

- 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



Operational Information

- The job is not done until the paperwork is complete... and submitted.
 - Every scrap of paper used during an activation is part of the event or incident and goes to the Documentation Unit
 - It 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 the documentation, then it did not happen
 - Some documentation is specifically created after the event or incident, such as the After Action Report
- And, all this applies to our voice and packet operations

(P.S.: There are no shredders in the EOC)



Where are the forms?

7 September 2023

Forms Refresher, and Update

Cupertino ARES/RACES



Cupertino ARES/RACES

Providing emergency and public service communications
for the City of Cupertino, California

Welcome!

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Forms

CARES | County RACES | FEMA | Cupertino Citizen Corps
Updated: 27 August 2023

Cupertino ARES/RACES

FIELD RESPONDERS

- COES105 Preliminary Safety Assessment, Field
- COES106 Situation Status Rollup / Tracking
- ICS211 Check-in List
- ICS213 Message Form, SCCo RACES | CARES Short Form
- ICS213 911 Field Data Collection Form
- ICS213 Smoke Report
- ICS 214 Unit Log, SCCo RACES | Cupertino Citizen Corps
- ICS309 Communications Log, SCCo RACES | Cupertino ARES

SHIFT SUPERVISION

- ICS211 Check-in List
- COES 221 Demobilization Check Out
- COES 311 Mike-Mike Summary

*Have a copy of
these forms in your
Go-Kit!*

Santa Clara County RACES

- Resource Net Travel Tracking Form
- Standard Go Kit Forms
- Other Forms

FEMA

- ICS Forms

Cupertino CERT

























- Other Cupertino Citizen Corps Forms

RACES



County RACES Forms

(<https://www.scc-ares-races.org/operations/go-kit-forms.html>)

All Go Kit Forms (ZIP, 4.3 MB) [Ver: 20220618]			
PDF	Word	Qty	Form Name
		2	RACES Mike-Mike Summary [Ver: 20180705]
		2	RACES Recommended Form Routing Cheat Sheet [Ver: 20220618]
		5	RACES Radio Routing Slip [Ver: 20190527]
		5	ICS 205 SCCo RACES Communications Plan [Ver: 20180709]
		5	ICS 211A SCCo RACES Check In List - Communications [Ver: 20190429]
		10	ICS 213 Message Form [Ver: 20220119]
		5	SCCo EOC-213RR Resource Request (with Guide) [Ver: 20170803]
		5	ICS 214 SCCo ARES/RACES Unit Activity Log [Ver. 20210408]
		5	ICS 309 SCCo ARES/RACES Communications Log [Ver. 20210408]
		5	ICS 314 Windshield Assessment Survey [Ver: 200907]
		3	SCCo OA Jurisdiction Status [Ver: 20190528]
		3	SCCo OA Shelter Status [Ver: 20190619]
		3	SCCo Allied Health Facility Status (DEOC 9) [Ver: 201802]



FEMA ICS Forms

(<https://training.fema.gov/icsresource/icsforms.aspx>)



FEMA

Emergency
Management
Institute

Search...

ICS Forms

The downloadable, fillable pdf forms available on this page have been modified to comply with the Section 508 requirement that we accessible to people with disabilities.

Description	Size	File Type
ICS Form 201, Incident Briefing (v3).pdf	121.8KB	.pdf
ICS Form 202, Incident Objectives (v3).pdf	335.5KB	.pdf
ICS Form 203, Organization Assignment List (v3).pdf	62.3KB	.pdf
ICS Form 204, Assignment List (v3).pdf	47.7KB	.pdf
ICS Form 205, Incident Radio Communications Plan (v3).pdf	56.2KB	.pdf
ICS Form 205A, Communications List (v3).pdf	53.9KB	.pdf
ICS Form 206, Medical Plan (v3).pdf	105.1KB	.pdf
ICS Form 207, Incident Organization Chart (v3).pdf	36.4KB	.pdf
ICS Form 208, Safety Message-Plan (v3).pdf	27.6KB	.pdf
ICS Form 208HM, Site Safety and Control Plan (v3).pdf	455.5KB	.pdf
ICS Form 209, Incident Status Summary (v3).pdf	300KB	.pdf
ICS Form 210, Resource Status Change (v3).pdf	73.2KB	.pdf
ICS Form 211, Incident Check-In List (v3).pdf	77.6KB	.pdf
ICS Form 213, General Message (v3).pdf	26.2KB	.pdf
ICS Form 213RR, Resource Request Message (v3).pdf	44.2KB	.pdf

Available Cupertino Forms

(<https://www.cupertinoares.org/ccc/forms/index.html>)

Form Name	Version
CERT / ARK Forms	
COES100 Org Chart	2008
COES101 Assistance Request	2008
COES102 Help Desk Control No Assignment Log	2008
COES103 Planning & Intel Section Event Log	2008
COES104 Operations Section Event Log	2008
COES105 Situation Status / PSA	2021
COES106 Situation Status Rollup / Tracking	2021
COES107 T-Card (Cupertino version)	
COES108 Missing Person Form	2006
COES121 Check-in/Check-out	
COES122 Inventory Form	
COES123 Logistics Order Form	
COES134 Logistics Receipt Form	
COES213SS ARK SITSTAT Report Form	230827
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	210314
ICS214 Activity Log	2018
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
Disaster Service Worker Registration Forms	
DSW Form	OES 99 Revised 07/2011
COES Forms Map (.pdf) (.xls)	080708



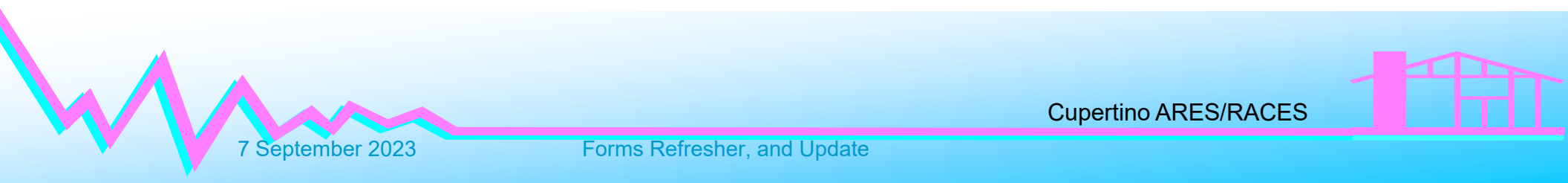
What forms should you have?



ICS 214 Activity Log

- 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 with Odometer readings (last 3 digits)
 - 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)		
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

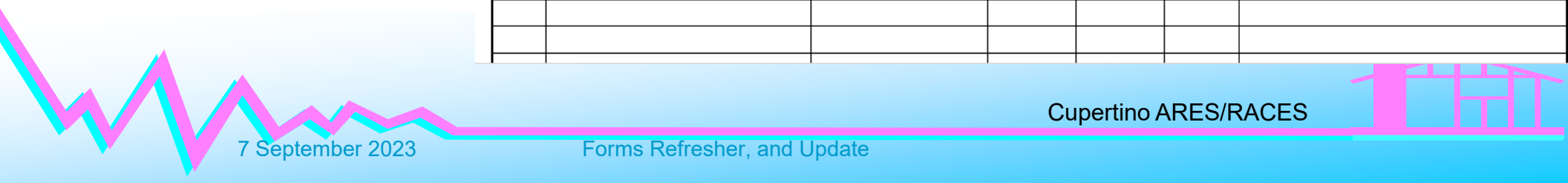
Example

UNIT LOG ICS 214-SCCo ARES/RACES		1. Incident Name and Activation Number Saratoga Fire CUP-21-14T		2. Operational Period (Date/Time) 8/20/21 8/20/21 From: 0800 To: 1600	
3. Unit Name / Tactical Call / Designators De Anza ARK			4. Unit Leader (Name, Call Sign, ICS Position) D. Jensen, KV6BC		
5. Personnel Roster Assigned					
Name		Call Sign	ICS Position		Home Base/City
<< This section only used by team leaders. >> << Used when a group is dispatched together. >>					
6. ACTIVITY LOG					
Time (24:00)	Major Activities & Events / Occasional Messages (indicate From / To / Msg# / Msg Text)				
0715	Checked into the CARES Resource Net				
0745	Received assignment: De Anza ARK				
0755	Departed home, Prospect and Saratoga Avenue, San Jose, odometer 234				
0810	Arrived at assignment, OD 236				
0811	Checked out of the Resource Net, checked into Message net				
0830	Station set up complete; see ICS-309				
<i>Dave Jensen</i>					
7. Prepared By (Name, Call Sign, ICS Position) Dave Jensen, KV6BC			8. Date & Time Prepared 8/20/2021 1630		9. Page <u>1</u> of <u>1</u>

ICS 211B Check-in Sheet

- When you show up in person and an ICS 211B is in place, always sign in and out at your assignment
- If you are first at an assignment and others are expected, then start an ICS 211B
- Places you may encounter ICS 211B forms:
 - Check in location
 - EOC
 - Staging areas
 - Base
 - ICP
- You may sign in and out on different ICS 211Bs
- Include call sign

ICS 211B CHECK-IN LIST Rev 080521		1. INCIDENT NAME	2. DATE		3. INCIDENT NUMBER	4. CHECKIN LOCATION
PPE	NAME (PERSONNEL) OR DESCRIPTION (EQUIPMENT)	AGENCY / TEAM VOLUNTEER / DSW	TIME IN	TIME OUT	HOURS	ADDITIONAL INFORMATION



ICS 213SF Short Message Form

- **COES ICS 213SF** is used within Cupertino.
- Should be used for all intra-city formal messages.
- Can be used for informal messages.
- Receiving station will expect fields in order: left-to-right, top-to-bottom.
- Message number is assigned by net control.

Everyone should have a PAD of these forms!

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:			
USE SEPARATE MESSAGE FORM FOR SENDING A REPLY / REFERENCE THIS MESSAGE NUMBER			
8. Approved by: Name:		Signature:	Position/Title:
9. Operator Use Only (do not transmit this section with the message):			
Action: Sent / Received (circle one)		Operator Call Sign: _____	
Method: Telephone / EOC Radio / Courier / Amateur Radio / Packet / Other _____		Operator Name: _____	
		Date/Time: _____	
Cup ICS 213SF Short Message Form			v180521



ICS 213SF Short Message Form

Example

1. Incident Name (Optional): CUP-21-14T		Priority (E, U, R): U	Message No: 28
2. To (Name and Position): EOC Logistics			
3. From (Name and Position): De Anza ARK Logistics			
4. Subject: Transport Request		5. Date: 8/20/21	6. Time: 0913
7. Message: Need light duty truck to transport supplies to Monta Vista ARK.			
USE SEPARATE MESSAGE FORM FOR SENDING A REPLY. REFERENCE THIS MESSAGE NUMBER			
8. Approved by: Name: Bob Smith		Signature: <i>Bob Smith</i>	Position/Title: Log Section Chief
9. Operator Use Only (do not transmit this section with the message):			
Action: <input checked="" type="radio"/> Sent / Received (circle one)		Operator Call Sign: KV6BC	
Method: Telephone / EOC Radio / Courier /		Operator Name: D. Jensen <i>Dave Jensen</i>	
<input checked="" type="radio"/> Amateur Radio / Packet / Other _____		Date/Time: 8/20/21 0914	
CUP ICS 213SF Short Message Form			v180909



SCCo RACES ICS 213 Message Form

- **SCCo ICS 213** is used within the County for sending and receiving messages.
- Sending station assigns the Origin Msg #.
- Receiving station assigns the Destination Msg #.

MESSAGE FORM		Origin Msg #: ² <input type="text"/>	Destination Msg #: ³ <input type="text"/>
<small>For paper: use ballpoint pen – blue or black ink only (See back for instructions)</small>			
Date: ¹ <input type="text"/>	Time (24hr): <input type="text"/>	Handling: ⁵ (<input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (< 1hr) <input type="radio"/> Routine (< 2hr)	
This Message Requests You To: ⁶			
TAKE ACTION (<input checked="" type="checkbox"/>): <input type="radio"/> Yes <input type="radio"/> No			
REPLY (<input checked="" type="checkbox"/>): <input type="radio"/> Yes, by <input type="text"/> <input type="radio"/> No			
T O	ICS Position: (required) ⁷	F R O M	ICS Position: (required) ⁸
	Location: (required) ⁹		Location: (required) ⁹
	Name: (optional)		Name: (optional)
	Telephone #: (optional)		Telephone #: (optional)
SUBJECT: ¹⁰ <input type="text"/>			
REFERENCE (e.g., Number of earlier msg.): ¹¹ <input type="text"/>			
MESSAGE: ¹² (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)			
<input style="height: 100px;" type="text"/>			
ACTION TAKEN: ¹³ (For use by Originator / Recipient) USE SEPARATE MESSAGE FORM IF SENDING REPLY!			
<input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Planning <input type="checkbox"/> Logistics <input type="checkbox"/> Finance			
Operator Use Only: ¹⁴			
Relay:	Rcvd: <input type="text"/>	Sent: <input type="text"/>	
How: <input type="radio"/> Received or <input type="radio"/> Sent (<input checked="" type="checkbox"/>):	Operator Call Sign: <input type="text"/>		
<input type="radio"/> Telephone	<input type="radio"/> Dispatch Center	Operator Name: <input type="text"/>	
<input type="radio"/> EOC Radio	<input type="radio"/> FAX	<input type="radio"/> Courier	
<input type="radio"/> Amateur Radio	<input type="radio"/> Other <input type="text"/>	Date: <input type="text"/>	Time: <input type="text"/>
Outgoing (Sent): ¹⁵ Message Originator: Send the original to radio. Retain a copy for your reference. Radio: After sending, complete Operator Use Only and file in radio.			
Incoming (Received): ¹⁶ Radio: Complete Operator Use Only then route to the Addressee. Retain a copy in radio if directed by Supervisor. Addressee: Take appropriate action.			

COES 213SR Smoke Report

- This is a specialized form for ember watch events or making smoke observations.
- CARES would be activated specially for these events.
- Allows for collection of specific information
- Pass information in logical groups, from left-to-right, top-to-bottom.

Smoke Report Form		
1. Location:		2. Message No:
3. Bearing: degrees	4. Is it a column? (circle one) yes no	5. Size: (circle one) small medium large
6. Color: (circle one) white grey black yellow _____		7. Is it building? (circle one) yes no
8. Other: (direction of drift, distance estimate,)		
9. Operator Use Only (do not transmit this section with the message):		
Action: Sent Received (circle one)	Operator Call Sign: _____	
Method: Telephone EOC Radio Courier Amateur Radio Packet Other _____	Operator Name: _____	
	Date/Time: _____	
	Signature: _____	
CUP ICS 213 Smoke Report Form		
v210314		



COES 213SR Smoke report

Example

Smoke Report Form		
1. Location: <i>Main Street</i>		2. Message No: <i>31</i>
3. Bearing: <i>228.5</i> degrees	4. Is it a column? (circle one) yes <input checked="" type="radio"/> no	5. Size: (circle one) small <input checked="" type="radio"/> medium large
6. Color: (circle one) white <input checked="" type="radio"/> grey black yellow		7. Is it building? (circle one) <input checked="" type="radio"/> yes no
8. Other: (direction of drift, distance estimate,) <i>Drifting West</i>		
9. Operator Use Only (do not transmit this section with the message):		
Action: <input checked="" type="radio"/> Sent Received (circle one)	Operator Call Sign: <i>KJ6ABC</i>	
Method: Telephone EOC Radio Courier	Operator Name: <i>Mike Miller</i>	
Amateur Radio Packet Other _____	Date/Time: <i>5/12/2021</i>	
	Signature: <i>Mike Miller</i>	
CUP ICS 213 Smoke Report Form v210314		



911 Incident Reporting Form



- Adopted by a few cities throughout the county. Replaces our ALT911 program.
- Use only for relaying a 911 message.
- Not every field needs to be filled out.
- If available, send the message by packet. Otherwise, send it by voice.
- Six (6) **required fields.**
- Three (3) **'nice-to-have' fields**
- Addresses FIRE, MED, LAW, and CITY issues.

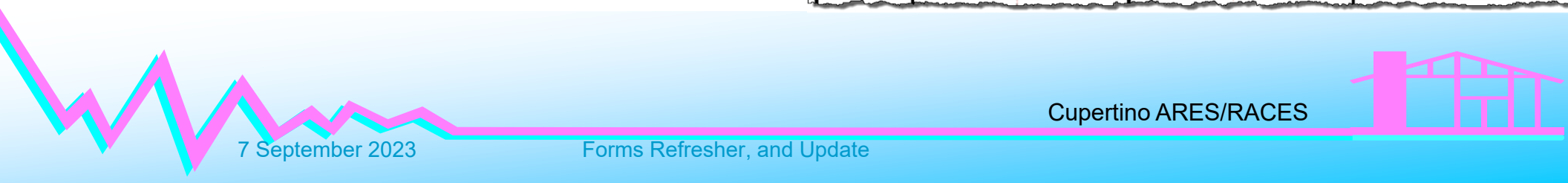
Incident Reporting Form (911)			
Field Numbers Correspond to Instructions on Back of Printed Form			PDF 0.2
Message Numbers:	Origin: <input type="text"/>	Destination:	
Date: <input type="text"/>	Time when incident was observed: <input type="text"/>		
Incident Information			
Incident Address: ¹ <input type="text"/>			
Common Place Name: ² <input type="text"/>			
Brief Description: ³ <input type="text"/>			
Reporting Person (RP)			
Name: ⁴ <input type="text"/>		Phone: ⁵ <input type="text"/>	
Suspect / Subject			
Race: ⁶ <input type="text"/>	Gender: ⁷ <input type="text"/>	Age: ⁸ <input type="text"/>	
Height: ⁹ <input type="text"/>	Weight: ¹⁰ <input type="text"/>	Hair: ¹¹ <input type="text"/>	
Build: ¹² <input type="text"/>	Clothing: ¹³ <input type="text"/>		
Last Known Location: ¹⁴ <input type="text"/>			
Weapon Seen: ¹⁵ <input type="text"/>			
Vehicle (e.g. hit-and-run or suspect's vehicle. Not necessary for most traffic accidents.)			
Color: ¹⁶ <input type="text"/>	Year: ¹⁷ <input type="text"/>		
Make: ¹⁸ <input type="text"/>	License: ¹⁹ <input type="text"/>	State: ²⁰ <input type="text"/>	
Model/Type: ²¹ <input type="text"/>			
Victim / Patient			
Gender: ²² <input type="text"/>	Adult Child: ²³ <input type="text"/>	Age: ²⁴ <input type="text"/>	
Conscious: ²⁶ <input type="radio"/> Yes <input type="radio"/> No	Is Patient Breathing: ²⁵ <input type="radio"/> Yes <input type="radio"/> No		
Injury / Condition: ²⁷ <input type="text"/>			
Fire			
Structure Type: ²⁸ <input type="text"/>	Number of Stories: ²⁹ <input type="text"/>	People Inside: ³⁰ <input type="text"/>	
Visible: ³¹ <input type="text"/>			
Additional Details & City Service Requests			
<input type="text"/>			
<input type="text"/>			
Reporting Location: ³³ <input type="text"/>			
Person Taking Report: ³⁴ <input type="text"/>			
Radio Operator Only:			
Relay:	Rcvd: <input type="text"/>	Sent: <input type="text"/>	
Name: <input type="text"/>	Call Sign: <input type="text"/>	Date: <input type="text"/>	Time: <input type="text"/>

ICS 309 Communications Log

- For positions
 - Handling large message volume
 - Especially formal messages
- Details of message will be on the message form
- Helps indicate messages for which you are awaiting a response
- Use one ICS 309 for each net that you are on at the same time (i.e., voice and packet).

COMMUNICATIONS LOG		Activation #		DATE PREPARED: TIME PREPARED:	
FOR OPERATIONAL PERIOD #			ASSIGNMENT/LOCATION:		
RADIO OPERATOR NAME, CALL SIGN:				STATION I.D. (TACTICAL CALL)	
LOG					
TIME	STATION I.D.		Msg #	SUBJECT	
	FROM	TO			

COMM Log ICS 309-SCCo ARES/RACES		1. Incident Name and Activation Number		2. Operational Period (Date/T	
3. Radio Net Name (for NCOs) or Position/Tactical Call				4. Radio Operator (Name, Call Sign)	
5. COMMUNICATIONS LOG					
Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	



ICS 309 Communications Log

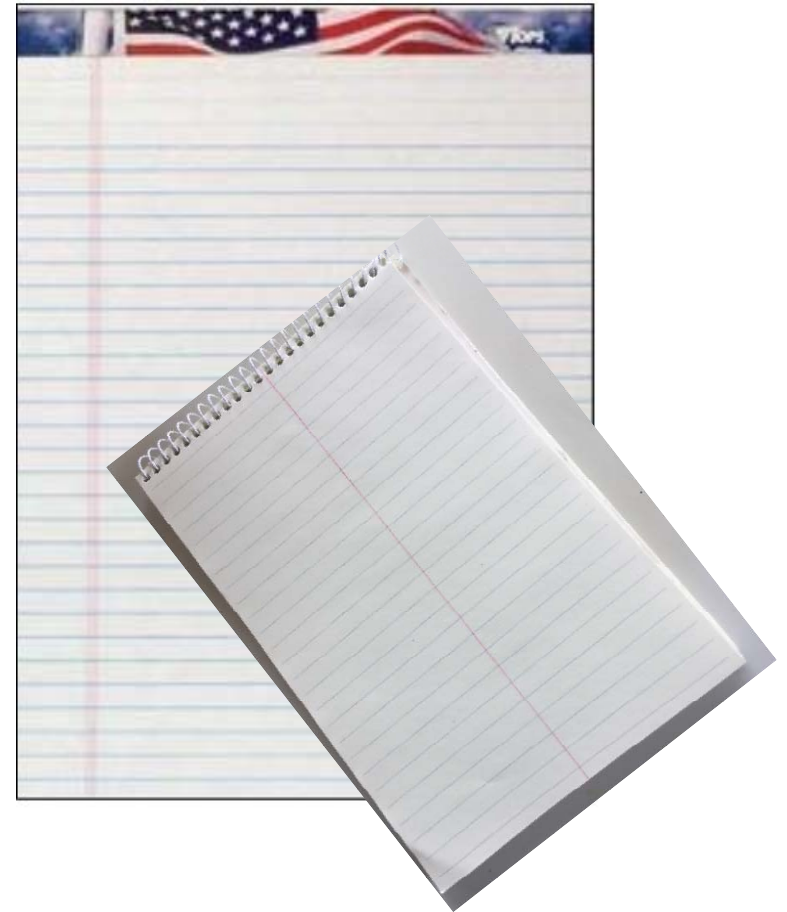
Example

COMM Log ICS 309-SCCo ARES/RACES		1. Incident Name and Activation Number Saratoga Fire CUP-21-14T		2. Operational Period (Date/Time) 8/20/21 8/20/21 From: 0800 To: 1600	
3. Radio Net Name (for NCOs) or Position/Tactical Call DeAnza ARK				4. Radio Operator (Name, Call Sign) D. Jensen KV6BC	
5. COMMUNICATIONS LOG					
Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
0900			NC		Check-in, Message net
0913			NC	28	[213] Transport Request
0915	NC				H&W
0945	NC			47	request next shift staffing plan
0955			NC	51	[213] site status report
1015	NC				H&W
...					
1600			NC		Check-out



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
 - Include your name and location.
 - (yes, even informal notes!)



Forms you may encounter



COES ICS 213SS-ARK Sit Stat



Cupertino ARK Situation Status Report Form

1. Message Priority: ROUTINE		2. Message Number:	
3. Activation Number:		4. Location: (ARK name)	
5. TO:		7. FROM:	
6. TO Position:		8. FROM Position:	
9. SUBJECT: Status Rollup, (ARK name)		10. Date, Time: (mm/dd/yyyy, hh:mm)	
Staff:			
11 IC Name: I			
12 IC Cell Num:			
13 S&M Name:			
14 S&M Cell Num:			
15 Ops Name:			
16 Ops Cell Num:			
17 Logistics Name:			
18 Logistics Cell Num:			
Headcount			
Now:		19 Time Now: (hh:mm)	
		20 CERT:	
		21 CARES:	
		22 MRC:	
		23 SUV:	
Headcount			
in two hours:		24 Time in 2 hours: (hh+2:mm)	
		25 CERT:	
		26 CARES:	
		27 MRC:	
		28 SUV:	
Roll-Up:			
		29 Time Now: (hh:mm)	
		30 # Injuries:	
		31 # People Trapped:	
		32 # Structures:	
		33 # Fires:	
		34 # Flooding:	
		35 # Utility:	
		36 # Chemical:	
		37 # Access:	
		38 # Security:	
		39 # Missing:	
40 Prepared By: Name: _____		Signature: _____	
COES 213SS-ARK		(v230827)	
		41 Date, Time:	

- This is a form you may see if assigned at an ARK; no need to have this in your go-kit.
- The ARK IC will hand you the filled out form.
- If available, send the message by packet. Otherwise, send it by voice.
- Send fields 1 through 40.
- When sending, say the field number and its content. Skip blank fields or say blank.
- Look for logical groupings to send, then break.

COES ICS 213SS- ARK Sit Stat

Example

Cupertino ARK Situation Status Report Form



¹ Message Priority: ROUTINE	² Message Number:
³ Activation Number: <i>CUP-23-0826T</i>	⁴ Location (ARK Name): <i>Monta Vista ARK</i>
⁵ TO: <i>Bob Johnston</i>	⁷ FROM: <i>Al Boleda</i>
⁶ TO Position: <i>EOC DOC</i>	⁸ FROM Position: <i>IC</i>
⁹ SUBJECT: Status Rollup, <i>Zone 1</i>	¹⁰ Date / Time:

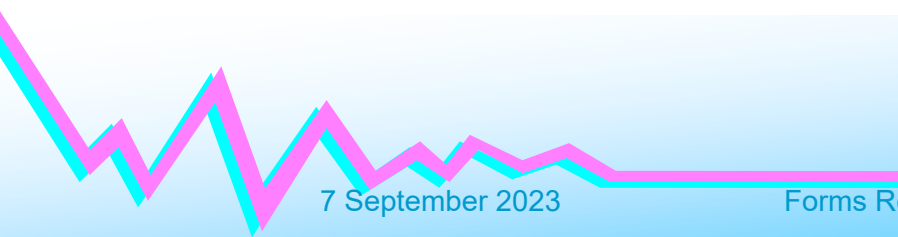
Staff: ¹¹ IC Name:	<i>Al Boleda</i>
¹² IC Cell Num:	<i>408-132-4532</i>
¹³ S&M Name:	
¹⁴ S&M Cell Num:	
¹⁵ Ops Name:	<i>Mike Chelmsford</i>
¹⁶ Ops Cell Num:	<i>408-505-1212</i>
¹⁷ Logistics Name:	
¹⁸ Logistics Cell Num:	

Headcount Now: ¹⁹ Time Now:	<i>10:46</i>
²⁰ CERT:	<i>10</i>
²¹ CARES:	<i>2</i>
²² MRC:	<i>0</i>
²³ SUV:	<i>2</i>

Headcount in two hours: ²⁴ Time in 2 hours:	<i>12:46</i>
²⁵ CERT:	<i>14</i>
²⁶ CARES:	<i>3</i>
²⁷ MRC:	<i>0</i>
²⁸ SUV:	<i>0</i>

Roll-Up: ²⁹ Time Now:	<i>10:46</i>
³⁰ # Injuries:	<i>0</i>
³¹ # People Trapped:	<i>0</i>
³² # Structures:	<i>2</i>
³³ # Fires:	<i>2</i>
³⁴ # Flooding:	<i>0</i>
³⁵ # Utility:	<i>0</i>
³⁶ # Chemical:	<i>0</i>
³⁷ # Access:	<i>5</i>
³⁸ # Security:	<i>0</i>
³⁹ # Missing:	<i>0</i>

⁴⁰ Prepared By: Name: <i>Al Boleda</i> Signature: <i>Al Boleda</i>	⁴¹ Date / Time:
COES 213SS-ARK (v230704)	



ICS 221 Demob Check-out

DEMOBILIZATION CHECK-OUT (ICS 221)				
1. Incident Name			2. Incident Number:	
3. Planned Release Date/Time		4. Resource or Personnel Released:		5. Order Request Number
6. Resource or Personnel				
	Area	Reference	Name	Signature
<input type="checkbox"/>	a. City-Issued Equipment			
<input type="checkbox"/>	b. City-issued consumables to be replenished			
<input type="checkbox"/>	c. Requests for personal reimbursement			
<input type="checkbox"/>	d. Turn in, verify all Forms and Logs			
<input type="checkbox"/>	e. Injury, health, and welfare check			
7. Remarks				



Plans



Cupertino Citizen Corps Requested Activation Work Sheet

Activation Number: CUP-18-35T

Date requested: 5/10/2018 1330 hrs

Date approved: 5/10/2018 1400 hrs

Requesting Party: Citizen Corps DOC, Bob Cascone 408-515-2899 cell

Scope: This will be a communications full-scale exercise based on a wild land fire event that is threatening the City.

1. The drill will occur over a 4-hour period on Saturday May 12, 2018.
2. The City EOC will be activated with minimal (if any) City staff to receive and originate simulated traffic, log situation status, and oversee the response. The CCC DOC will simulate the EOC response as necessary.
3. Field responders will be deployed to a limited number of ARKs specific to the scenario. Participating ARKs will be activated to ARK Activation Level 2.
4. Communications assignments are made based on the CARES

Incident Action Plan

LICK INCIDENT

CA-SCU-005214

September 7, 2007

0700-0700



Incident Command
TEAM 2



Series of Forms



- **Incident Action Plan forms we may use**
 - 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
 - ICS 208 – Site Safety Plan



Next Steps

1. Check out the CARES website for the list of forms you should have... www.cupertinoares.org/forms.
2. Download and have several copies of these forms. Have them in your go-kit.
3. All forms have instructions on the reverse side. Spend some time reading and familiarize yourself with them.
4. Watch for the next version of the *CARES Field Communications Handbook* with updated forms due out later this year.



Thank you

Any Questions?



