

# ***CARES General Meeting***

## ***Topics:***

- *Big Bunny Update*
- *Forms Refresher and Update*

8 January 2026





**BIG BUNNY**  
**5K** & KIDS FUN RUN

Save the date!

**Saturday, March 7**

Cupertino Civic Center  
10350 Torre Avenue, Cupertino

**5K Run** 8:30 a.m.  
**Kids Fun Run** 9:30 a.m.

[cupertino.gov/bigbunny5k](http://cupertino.gov/bigbunny5k)





# **Big Bunny 5K Race, Saturday, 7 March 2026**

## **Purpose of this Exercise**

- **Practice skills and procedures to aid in the movement on foot of many people, such as moving a group of people from one shelter to another one.**
- **Working with groups such as the city's Parks and Recreation Dept. and the Santa Clara County Sheriff's Department.**

## **Objectives of this Exercise**

- **Exercise CARES informal message passing and message net procedures.**
- **Practice CERT FRS/GMRS informal message passing and message net procedures.**
- **Practice crowd safety and management operations in conjunction with P&R and S.O.**
- **Practice first aid operations.**





# CCC Positions for 5K Race

Position	CCC Type
Field responder	CARES / CERT
Shift supervisor	CARES
Net Control operators	CARES & CERT
Scribe	CARES
Shadow	CARES
Sweep, using bicycle	CARES / CERT
Logistics	CARES / CERT
First Aid	MRC / CERT
Check-in and check-out	CARES / CERT

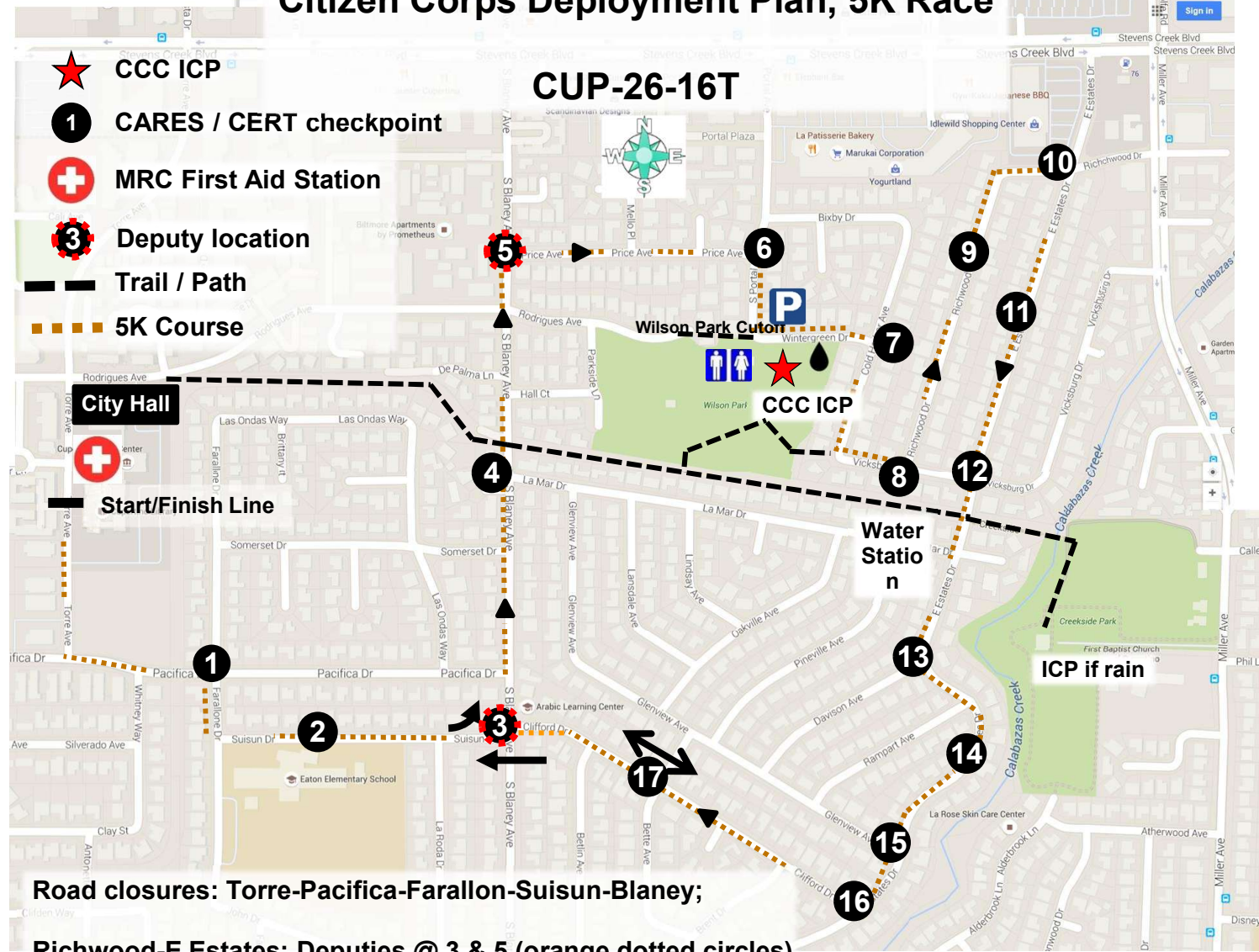




# Wilson Park



# Citizen Corps Deployment Plan, 5K Race







# 5K Sign-ups: Amateur Radio

**Cupertino ARES/RACES**  
*Providing emergency and public service communications for the City of Cupertino, California*

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ENHANCED BY Google

## Welcome to Cupertino ARES/RACES

This site is operated by and for Cupertino Amateur Radio Emergency Service (CARES) members interested in emergency preparedness and amateur radio communication. Visitors are welcome to check us out.

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### What's News!

**2025 July 4<sup>th</sup> Fireworks**  
*Posted by Steve KK6FPI, 20 Jul 2025*

The City of Cupertino requested communications, logistics, and first aid support from Cupertino Citizen Corps during the 2025 Cupertino Fourth of July Fireworks event. To staff the event, Cupertino Office of Emergency Services activated the Cupertino Amateur Radio Emergency Service (CARES), the Cupertino Community Emergency Response Team (CERT), and the Cupertino Medical Reserve Corps (MRC).

While Cupertino Parks and Rec was off to a late start with event

### Upcoming Activities

**8 Jan 2026, General Meeting**  
Forms Review, includes Incident Report (911); St Jude Parish Hall, 19:30 to 21:00

**5 Feb 2026, General Meeting**  
Winter Storm Comm Drill Prep; St Jude Parish Hall, 19:30 to 21:00

**21 Feb 2026, Field Communications Exercise**  
Winter Storm Communications Exercise, start from home, 8:00am to 12:00pm

**5 Mar 2026, General Meeting**  
Topic: TBD & Exercise Debrief; St Jude Parish Hall, 19:30 to 21:00

**7 Mar 2026, Big Bunny 5K**  
For this annual public service event, CARES needs a net controller, field responders and a shadow. 7:00am – 10:30am.  
[More Details...](#)

**2 Apr 2026, General Meeting**  
Topic: TBD; St Jude Parish Hall, 19:30 to 21:00





# How to Qualify for County Credential

**To qualify for County Credential credit, you must**

- ☐ **Be at your field location at least one hour (309 Comm Log)**
- ☐ **Spend at least two hours at the event (211 sign in/sign out form)**







# 5K Sign-ups: CERT and MRC

URL for sign-up page will be sent to CCC members via email.



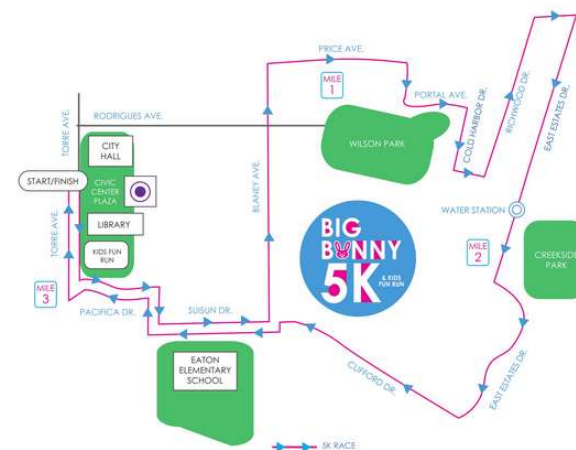
## 2026 Big Bunny 5K

Event Timing: March 7, 2026, 07:00 to 10:30  
Event Address: Wilson Park, Wintergreen Drive  
Contact us at [sghill3@yahoo.com](mailto:sghill3@yahoo.com)

[Sign in to Google](#) to save your progress. [Learn more](#)

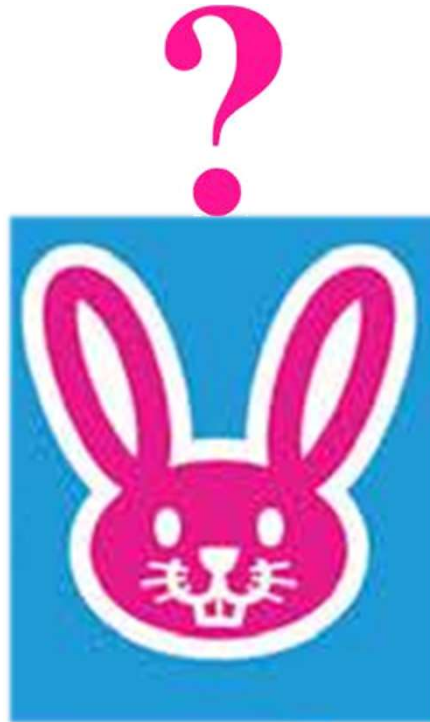
\* Indicates required question

### 5K Course. Citizen Corps at Wilson Park



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# Questions?



# ***Forms Refresher and Update***

8 January 2026  
Jim Oberhofer KN6PE



# CARES mission

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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

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- **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
- **that may be...**
  - Paper (any)
  - Whiteboards (pictures)
  - Computer programs (print-outs)
  - others?



# Operational Information ⇒ Forms

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## *We train the way we will respond*

- Situation Status ⇒ Planning ⇒ Response
- Personnel and Equipment Tracking and Accountability
- Decisions made and their reasons
- Resident interactions – positive and negative
- Contact information
- Open issues and questions
- Continuity during personnel changes

*We essentially are in the data management (unprocessed facts) business.*



# Financial recovery

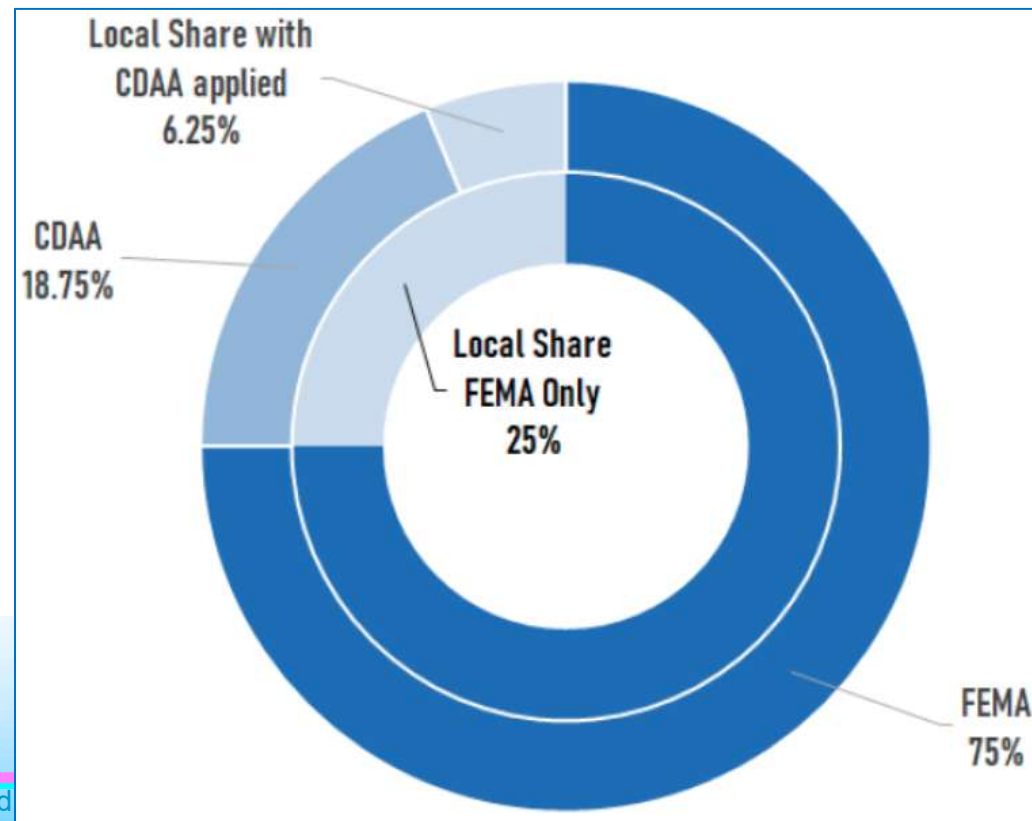
Its all about the money

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- **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%

- FYI... In 2025, FEMA processed cost recovery requests for the early 2025 Los Angeles County wildfires for more than \$2 billion



# How does this apply to us?

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- If tracked properly, volunteer hours can be reimbursed by FEMA under the guidelines for “volunteer labor” (44 Code of Federal Regulations (CFR) 13.24 (c) (1)).
- The reimbursement rates are like those paid for comparable work in the applicant's organization or labor market.
- For us, the reimbursement rate could be in the range of \$20 to \$50 / hr (Jan-2026, average pay for an EMCOMM radio operator is ~\$31.47 / hr).

	CARES	10	10	# volunteers
•	hrs/day	12	120	Volunteer hours / day
	days	10	1200	Volunteer hours / event
•	\$/hr	\$30	\$36,000	Reimbursement

- ***BUT*** it all depends on getting the documentation right





# Incident Documentation

## for Financial Recovery

- FEMA-compliant volunteer labor record
  - detailed sign-in sheets or logs documenting each volunteer's full name
  - date/location, hours worked
  - specific tasks performed for eligible emergency work
  - with a supervisor verifying accuracy of all submitted forms

### Volunteer Labor Record

Date: 2/21/2026

DR/EM# DR-1234-CA Applicant: City of Cupertino Local Documenting Official: Howard Rogers

Volunteer Name		Time In	Time Out	Total Hours	Address/Location of Worksite	Detailed Description of Work (Debris Removal, Tarp Roofs, etc.)
Last	First					
<b>Doe</b>	<b>Jane</b>	<b>08:00</b>	<b>13:00</b>	<b>5</b>	<b>123 Miller Rd, Cupertino, CA</b>	<b>Passed situation status messages and help request messages by Amateur Radio from Creekside ARK</b>



# Accuracy and Completeness



FEMA

FEMA Office of Inspector General (OIG) consistently...

- finds issues with FEMA's management of disaster funds,
- highlighting improper contracts, ineligible expenditures, and lack of recipient accountability,
- leading to questioned costs in **billions** (Ref: reports from FY 2016-2017 and ongoing problems with COVID-19).

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.



# A case in point

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- For 1-, 2-May-2010, Tennessee experienced high winds and flooding which resulted in widespread power outages.
- An applicant (a Tennessee entity) opened shelters, requested, and initially received a \$65,416 credit for volunteer labor, equipment, and materials to offset their non-federal cost share.
- FEMA later **de-obligated** \$57,714 because the volunteer hours were not properly documented according to federal regulations. Only \$7,702 was left approved.



# Operational Information

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- 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 written down, then *'it did not happen'*
  - Some documentation is specifically created after the event or incident, such as the After-Action Report
- all this applies to our voice and packet operations
- And... this is why there are no shredders in the EOC!





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# Where are the forms?



# Cupertino ARES/RACES

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

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## Forms

CARES | County RACES | FEMA | Cupertino Citizen Corps

Updated: 3 June 2025

### Cupertino ARES/RACES

#### FIELD RESPONDERS

- COES 105 Preliminary Safety Assessment, Field
- COES 106 Situation Status Rollup / Tracking
- COES 213 Smoke Report
- COES 311 Mike-Mike Summary
- COES 911 Incident Reporting Form
- ICS 211 Check-in List
- ICS 213 Message Form (SCCo RACES)
- ICS 214 Unit Log (SCCo RACES)
- ICS 309 Communications Log (SCCo RACES)

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

#### SHIFT SUPERVISION

- ICS211 Check-in List
- ICS211D Driver Information
- COES 221 Demobilization Check Out
- ISA Report Tracking, Manual | Spreadsheet

### Santa Clara County RACES

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

### FEMA

- ICS Forms

### Cupertino CERT

7 September 2023

ARES/RACES

# Count

[https://www](https://www.scc-ares-races.org/operations/forms/go-kit)

Allied Health Status (DEOC-9) rev. 2018-02-00 — 3 in Go Kit	PDF	
CPOD Commodities Update rev. 2025-07-30 — 2 in Go Kit	PDF	W
CPOD Site Information rev. 2025-08-12 — 2 in Go Kit	PDF	W
Damage Assessment rev. 2025-08-12 — 5 in Go Kit	PDF	W
Mike-Mike Summary rev. 2024-02-28 — 2 in Go Kit	PDF	W
Notable Report rev. 2025-08-12 — 5 in Go Kit	PDF	W
RACES Radio Routing Slip rev. 2025-08-12 — 5 in Go Kit	PDF	
Resource Request rev. 2025-08-11 — 5 in Go Kit	PDF	W
Road Closure rev. 2025-08-12 — 5 in Go Kit	PDF	W
Shelter Form rev. 2025-08-12 — 5 in Go Kit	PDF	W
Situation Report rev. 2025-08-12 — 2 in Go Kit	PDF	W
Windshield Survey rev. 2025-08-12 — 5 in Go Kit	PDF	W
All Go Kit Forms rev. 2025-08-12	ZIP	
Role-Specific Forms Resource Net, Hospital, RACES leader, ICS		>

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



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



# Available Cupertino Forms

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

Form Name	Version
<b>CERT / ARK Forms</b>	
<a href="#">COES100 Org Chart</a>	2008
<a href="#">COES101 Assistance Request</a>	2008
<a href="#">COES102 Help Desk Control No Assignment Log</a>	2008
<a href="#">COES103 Planning &amp; Intel Section Event Log</a>	2008
<a href="#">COES104 Operations Section Event Log</a>	2008
<a href="#">COES105 Situation Status / PSA</a>	2021
<a href="#">COES106 Situation Status Rollup / Tracking</a>	2021
<a href="#">COES107 T-Card (Cupertino version)</a>	
<a href="#">COES108 Missing Person Form</a>	2006
<a href="#">COES121 Check-in/Check-out</a>	
<a href="#">COES122 Inventory Form</a>	
<a href="#">COES123 Logistics Order Form</a>	
<a href="#">COES134 Logistics Receipt Form</a>	
<a href="#">COES213SS ARK SITSTAT Report Form</a>	230827
<b>MRC Forms</b>	
<a href="#">COES109 - Patient Registration Log</a>	090801
<a href="#">COES110 Patient Care Report</a>	0508
<a href="#">COES111 Minor Injury Form</a>	090801
<a href="#">COES112 Logistics Report</a>	1.0608
<a href="#">COES113 Secondary Assessment Worksheet</a>	1.0508
<a href="#">ICS206 Medical Plan</a>	BASARC 3/98
<a href="#">NHAMCS-100 Ambulatory Medical Care</a>	8-18-2004

## General Use Forms

<a href="#">ICS201 Incident Briefing</a> (short form)	060307
<a href="#">ICS201 Incident Briefing</a> ( <a href="#">page 1</a> , <a href="#">page 2</a> , <a href="#">page 3</a> , <a href="#">page 4</a> )	BASARC 3/98
<a href="#">ICS202 Incident Objectives</a>	7/06
<a href="#">ICS204 Assignment List</a>	7/06
<a href="#">ICS205 Incident Radio Communications Plan</a>	060307
<a href="#">ICS207 Organization Chart</a>	BASARC 3/98
<a href="#">ICS211B Check-in Log</a>	210314
<a href="#">ICS214 Activity Log</a>	2018
<a href="#">ICS214a-OS Personal Unit Log</a>	000601
<a href="#">ICS219 T-Card</a>	
<a href="#">SAR100 General Briefing, Generic Incident</a>	BASARC 1/96
<a href="#">SAR100a General Briefing, Missing Person</a>	BASARC 1/96
<a href="#">SAR104 Team Assignment</a>	BASARC 1/96
<a href="#">SAR110 Team Debriefing</a>	BASARC 1/96
<a href="#">SAR132 Urban Interview Log</a>	BASARC 1/96

## Disaster Service Worker Registration Forms

<a href="#">DSW Form</a>	OES 99 Revised 07/2011
<a href="#">COES Forms Map</a> ( <a href="#">.pdf</a> ) ( <a href="#">.xls</a> )	080708



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# What forms should you have?



*CARES Field Comm Handbook, pg 16*

- [illegible]

# ICS 214 Activity Log

Example

<b>UNIT LOG</b> ICS 214-SCCo ARES/RACES		1. Incident Name and Activation Number <b>Saratoga Fire</b> <b>CUP-21-14T</b>		2. Operational Period (Date/Time) <b>8/20/21</b> <b>8/20/21</b> From: <b>0800</b> To: <b>1600</b>	
3. Unit Name / Tactical Call / Designators <b>De Anza ARK</b>			4. Unit Leader (Name, Call Sign, ICS Position) <b>D. Jensen, KV6BC</b>		
5. Personnel Roster Assigned					
Name		Call Sign		ICS Position	
<< 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				
7. Prepared By (Name, Call Sign, ICS Position) <b>Dave Jensen, KV6BC</b>			8. Date & Time Prepared <b>8/20/2021 1630</b>		9. Page <b>1</b> of <b>1</b>

[illegible]

## Cupertino ARES/RACES



# SCCo RACES ICS 213 Message Form

CARES Field Comm Handbook, pg 20

- **SCCo ICS 213** is used within the County for sending 3rd party messages.

## County Specifics

- Sending station assigns the Origin Msg #.
- Receiving station assigns the Destination Msg #.

MESSAGE FORM		Origin Msg #: <sup>2</sup>	Destination Msg #: <sup>3</sup>
<small>For paper: use ballpoint pen – blue or black ink only (See back for instructions)</small>			
Date: <sup>1</sup>	Time (24hr):	Handling: <sup>2</sup> (✓ one) <input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (< 1hr) <input type="radio"/> Routine (< 2hr)	
<input type="text"/> <small>(mm/dd/yy)</small>	<input type="text"/> <small>(0001 to 2400)</small>	This Message Requests You To <sup>4</sup> :	
		TAKE ACTION (✓ one): <input type="radio"/> Yes <input type="radio"/> No	
		REPLY (✓ one): <input type="radio"/> Yes, by <input type="text"/> <input type="radio"/> No	
I O	ICS Position: (required) <sup>7</sup>	F R O M	ICS Position: (required) <sup>8</sup>
	Location: (required) <sup>9</sup>		Location: (required) <sup>9</sup>
	Name: (optional)		Name: (optional)
	Telephone #: (optional)		Telephone #: (optional)
SUBJECT: <sup>10</sup> <input type="text"/>			
REFERENCE (e.g., Number of earlier msg.): <sup>11</sup> <input type="text"/>			
MESSAGE: <sup>12</sup> (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)			
<input type="text"/>			
ACTION TAKEN: <sup>13</sup> (For use by Originator / Recipient) USE SEPARATE MESSAGE FORM IF SENDING REPLY!			
<input type="text"/>			
CC: <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Planning <input type="checkbox"/> Logistics <input type="checkbox"/> Finance			
Operator Use Only: <sup>14</sup>			
Relay:	Rcvd: <input type="text"/>	Sent: <input type="text"/>	
How: <input type="radio"/> Received or <input type="radio"/> Sent (✓ one):	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): <sup>15</sup>			
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): <sup>16</sup>			
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

CARES Field Comm Handbook, pg 22

- 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		Operator Name: _____
Amateur Radio    Packet    Other _____		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 <i>no</i>		5. Size: (circle one) small <i>medium</i> large
6. Color: (circle one) white <i>grey</i> black yellow		7. Is it building? (circle one) <i>yes</i> 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: <i>Sent</i> 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

Field Comm Handbook, pg 24

**NEW!**

- Adopted by a few cities.
- Replaces our ALT911 program.
- Not every field needs to be filled out.
- If available, send by packet. Otherwise, send it by voice.
- Sending by voice, say the field number and its content. Skip blank fields or say blank.
- Six (6) **required fields**.
- Four (4) **'nice-to-have' fields**
- Addresses FIRE, MED, LAW, and CITY issues.

Incident Report (911)			
Field Numbers Correspond to Instructions on Back of Printed Form			
PDF 0.5			
Date: <sup>1</sup>		Time when incident was observed: <sup>2</sup>	
Incident Address: <sup>3</sup>			
Common Place Name: <sup>4</sup>			
Brief Description: <sup>5</sup>			
Reporting Person Name: <sup>6</sup>		Phone: <sup>7</sup>	
Victim / Patient			
Gender: <sup>8</sup> <input type="checkbox"/> Male <input type="checkbox"/> Female		Age: <sup>9</sup> <input type="checkbox"/> Adult <sup>10</sup> <input type="checkbox"/> Child <sup>10</sup>	
Is Patient Conscious: <sup>11</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No		Is Patient Breathing: <sup>12</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Injury / Medical Condition: <sup>13</sup>			
Name: <sup>14</sup>		Phone: <sup>15</sup>	
Suspect / Subject			
Race: <sup>16</sup>		Gender: <sup>17</sup> <input type="checkbox"/> Male <input type="checkbox"/> Female	
Height: <sup>19</sup>		Age: <sup>18</sup>	
Build: <sup>22</sup>		Weight: <sup>20</sup>	
Last Known Location: <sup>24</sup>		Hair: <sup>21</sup>	
Weapon Seen: <sup>25</sup>		Clothing: <sup>23</sup>	
Vehicle (e.g. hit-and-run or suspect's vehicle. Not necessary for most traffic accidents.)			
Color: <sup>26</sup>		Year: <sup>27</sup>	
Make: <sup>28</sup>		License: <sup>29</sup>	
Model/Type: <sup>31</sup>		State: <sup>30</sup>	
Fire			
Structure Type: <sup>32</sup>		Number of Stories: <sup>33</sup>	
Visible: <sup>34</sup> <input type="checkbox"/> Smoke <input type="checkbox"/> Flames		People Inside: <sup>35</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Details & City Service Requests			
<div> <div>Reporting Location:<sup>37</sup></div> <div>Person Taking Report:<sup>38</sup></div> </div>			
Radio Operator Only:			
Message Numbers:		Origin:	
Relay:		Rcvd:	
Name:		Call Sign:	
Destination:		Sent:	
Date:		Time:	

*CARES Field Comm Handbook, pg 18*

- [illegible]

# ICS 309 Communications Log

Example

<b>COMM Log</b> ICS 309-SCCo ARES/RACES		1. Incident Name and Activation Number <b>Saratoga Fire</b> <b>CUP-21-14T</b>		2. Operational Period (Date/Time) <b>8/20/21</b> <b>8/20/21</b> From: <b>0800</b> To: <b>1600</b>	
3. Radio Net Name (for NCOs) or Position/Tactical Call <b>DeAnza ARK</b>				4. Radio Operator (Name, Call Sign) <b>D. Jensen KV6BC</b>	
5. <b>COMMUNICATIONS LOG</b>					
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

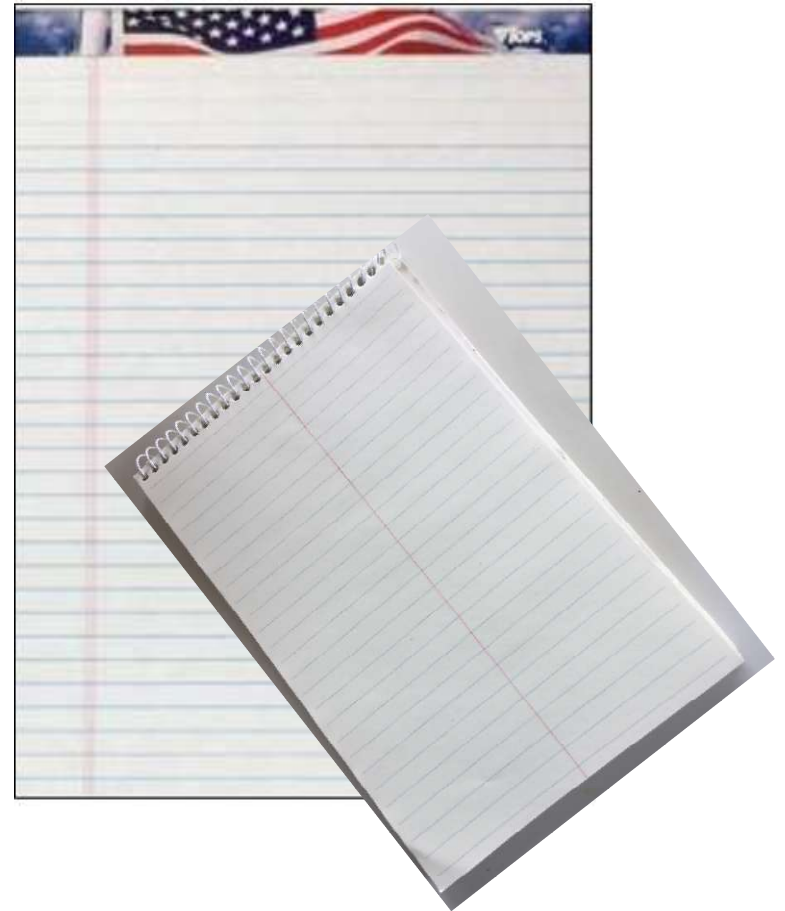




# Form 1...when all else fails

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- 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 **all** paperwork to your supervisor at the end of your shift...
  - Include your name, signature, location.
  - (yes, even informal notes!)





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# Other forms you may encounter



# COES ICS 213SS-ARK Sit Stat

**NEW!**

- 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 39.
- When sending, say the field number and its content. Skip blank fields or say blank.
- Look for logical groupings to send, then break.

## 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		41 Date, Time: _____	

# COES ICS 213SS- ARK Sit Stat

Example

## Cupertino ARK Situation Status Report Form

**NEW!**

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

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

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

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

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

<sup>40</sup> Prepared By: Name: <i>Al Boleda</i> Signature: <i>Al Boleda</i>	<sup>41</sup> 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				

# Series of Forms

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- **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



# SCC RACES Forms Video Training

<https://www.scc-ares-races.org/training/core>

Training & Practice »

## Core ARES/RACES Classes

These classes, taught by SCCo ARES/RACES volunteers, teach material that is applicable for all emergency communications roles.

<b>Message Passing</b> <i>Efficient and accurate voice transmission protocols</i>	>
<b>Event Planning</b> <i>Planning for large scale events</i>	>
<b>Antenna Fundamentals</b> <i>Setting up safe and effective antennas</i>	>
<b>Cross-Band Repeating</b> <i>When and how to use</i>	>
<b>ICS-214 Unit Activity Log</b> <i>15min video on ICS-214 form</i>	
<b>ICS-309 Communications Log, Part 1 for Everyone</b> <i>15min video on ICS-309 form</i>	
<b>ICS-309 Communications Log, Part 2 for Net Control</b> <i>15min video on ICS-309 form</i>	

Last modified 2025-05-06  
Send feedback to [webmaster@scc-ares-races.org](mailto:webmaster@scc-ares-races.org)





# Next Steps

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1. Make sure you have the latest *CARES Field Communications Handbook* (April 2025) with updated forms, on-air exchange text, and samples filled in.
2. Check out the CARES website for the list of forms you should have... [www.cupertinoares.org/forms](http://www.cupertinoares.org/forms).
3. Download and have several copies of these forms in your go-kit.
4. All forms have instructions on the reverse side. Spend some time reading and familiarize yourself with them.



# Thank you

*Any Questions?*



