

DOCUMENTATION

It is extremely important to document and communicate information about the disaster situation and resource status.

Efficient flow of information makes it possible for resources to be deployed effectively and for professional emergency services to be applied appropriately.

Documenting serves several purposes:

- The CERT IC/TL will know what is happening throughout the incident.
- The CERT IC/TL will have written information to pass on to the professional responders when they arrive.
- The CERT will be able to show how many volunteer hours it provided to the sponsoring agency or entity.
- Liability exposure will be documented.
- Communication will be improved:
 - Between the functional areas
 - Between shifts

Under the CERT structure, each level of organization has documentation responsibilities:

- Section Chiefs are responsible for providing the Command Post with ongoing information about damage assessment, group status, and ongoing needs.
- The Command Post is responsible for documenting the situation status, including:
 - Incident locations
 - Access routes
 - Identified hazards
 - Support locations

DOCUMENTATION (CONTINUED)

Support locations include:

- A staging area
- A medical treatment and triage area
- A morgue, if there are fatalities

This information is vital for tracking the overall situation and for the CERT IC/TL to be ready to provide the documentation to the first professional responders on the scene.

Write it down! The most important thing to do is to write down what happened.

The information can be written down on the sample forms provided in this unit or it can be written down on a piece of paper.

Every entity such as a functional team or staging location must have a scribe to record everything. The CERT IC/TL typically designates the scribe and provides some simple instructions.

DOCUMENTATION FORMS

There are eight standard forms that can be used to facilitate documentation and information flow. The forms are functionally consistent with Incident Command System (ICS) forms and are designed to be NIMS compliant.

The CERT forms are:

- Damage Assessment
- Personnel Resources Sign-In
- Incident/Assignment Tracking Log
- Briefing Assignment
- Victim Treatment Area Record
- Communications Log
- Equipment Inventory
- General Message

Remember that scribes can produce useful, high-quality documentation without using the forms as long as they take detailed notes of all activities.

Fo	RMS USED FOR RESPONSE DOCUMENTATION
Form	Purpose
Damage Assessment	 Completed by CERT members as they travel through the area to the CERT's staging location, then given to the

Fo	RMS USED FOR RESPONSE DOCUMENTATION				
Form	Purpose				
[CERT Form #1]	CERT IC/TL; provides a summary of overall hazards in selected areas, including:				
	• Fires				
	Utility hazards				
	Structural damage				
	 Injuries and casualties 				
	Available access				
	 Essential for prioritizing and formulating action plans 				
Personnel Resources Sign-In	 Used to sign in CERT members as they arrive at the staging location; provides information about: 				
[CERT Form #2]	Who is on site				
	When they arrived				
	 When they were assigned 				
	Their special skills				
	 Used by staging personnel to track personnel availability 				
Incident/Assignment Tracking Log	 Used by the Command Post for keeping abreast of situation status; contains essential information for tracking the overall situation 				
[CERT Form #3]					
Briefing Assignment [CERT Form #4.a-b]	 Used by the Command Post to provide instructions to functional teams; used by teams to log their actions and report new damage assessment information 				
Victim Treatment Area Record [CERT Form #5]	 Completed by medical treatment area personnel to record victims entering the treatment area, their condition, and their status 				
Communications Log [CERT Form #6 (based on ICS 309)]	 Completed by the radio operator; used to log incoming and outgoing transmissions 				
Equipment Inventory [CERT Form #7(based on ICS 303)]	 Used to check out and check in CERT-managed equipment 				

Fo	RMS USED FOR RESPONSE DOCUMENTATION
FORM	Purpose
General Message [CERT Form #8 (ICS 213)]	Used for sending messages between command levels and groups; messages should be clear and concise and should focus on such key issues as:
· //	 Assignment completion Additional resources required Special information Status update

DOCUMENTATION (CONTINUED)

DOCUMENTATION FLOW

Here is how a CERT would use these standard documents within the context of an event. Remind participants that, even if the forms are not used, this should give them an idea of the preferred information that needs to be collected and communicated between groups.

- The <u>Damage Assessment Form</u> is completed by CERT members as they travel through the area to the CERT's staging location. The form is then given to the CERT IC/TL. The form provides a summary of overall hazards in selected areas. The information is used for prioritizing and formulating activities.
- The CERT IC/TL assembles teams and makes assignments based on the damage assessment information. This person keeps the <u>Incident/ Assignment Tracking Log</u>, which is the most important tool for recording the activities of the functional teams and overall situation status.
- A scribe at the staging location signs in each volunteer using the <u>Personnel</u> <u>Resources Sign-In Form</u>, noting any particular preferred team assignments or skills. This information needs to be passed on to the Command Post.
- The <u>Briefing Assignment Form</u> is shared by the Command Post and the functional team. The CERT IC/TL uses the front side of the form to communicate instructions about an incident such as address, incident type, and team objectives. The scribe of the functional team uses the back side (blank side) of the form to log team actions. The form is returned to the Command Post when the team checks in.
- The <u>Victim Treatment Area Record</u> is used to document each person brought into the treatment area and his or her condition (Immediate, Delayed, or Minor).
- The <u>Communications Log</u> is used to log incoming and outgoing transmissions; it is typically kept by the radio operator.
- The Equipment Inventory is kept in the area or vehicle in which equipment is stored.
- The <u>General Message</u> form is used for sending messages between any command levels and groups. The messages must be clear and concise.

DOCUMENTATION (CONTINUED)

DOCUMENTATION FORMS

Area maps, site maps, and building plans are also very useful for tracking response activities.

The forms on the following pages will assist in collecting and organizing critical information during CERT operations. However, information needs to be recorded even if the correct form is not available. That is one reason why all members need a small notebook and a pen in their personal CERT kit. Remember, write it down!

Note: For many of the forms, one section is filled out as an example.

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CERT FORM #1

PERSC	NNEL	RESOURCES CERT						DATE		
	CHEC	CHECK-IN	\$	WILSONVILLE				#	## / ## / ##	
CHECK	CHECK	NAME	ID# (CERT badge or other)	CONTACT (cell # or radio)	PRE	PREFFERRED ASSIGNMENT	유능	SKILLS	TEAM	TIME ASSIGNED
					FIRE	MEDICAL	ЯAS			
9:20 AM	12:45 PM	MARIANNE SHAW	756	(212) 522-222				RADIO OPS	SAR 1	9:37 AM
SCRIBE(S)		JOHN TAYLOR, SHEILA EVANS	ANS					PAGE_1	1 OF 2	

		CFRT			DATE		
ASSIGNMENT TRACKING LOG	NG LOG		WILSONVILLE	ILLE		##/##/##	
ASSIGNMENT Structural damage-Tornado		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT	
LOCATION SE Corner 16th and Oak	LOCATION	NOI		LOCATION		LOCATION	
TEAM SAR1	TEAM			TEAM		ТЕАМ	
TEAM LEADER/CONTACT # Marianne Shaw (212) 522-222		TEAM LEADER/CONTACT#	TACT#	TEAM LEADER/CONTACT #	TACT#	TEAM LEADER/CONTACT#	
START TIME END TIME 9:37AM		START TIME	END TIME	START TIME	END TIME	START TIME END TIME	IME
1 Tae Jin Kim	-			~		-	
2 Rína Jah	2			2		2	
3 Burt Manning	3			3		3	
4 Alíson McKíttredge	4			4		4	
10	5			5		9	
OBJECTIVES To conduct a search and rescue of damaged high school gym		OBJECTIVES		OBJECTIVES		OBJECTIVES	
RESULTS No Victims located. Gym lightly damaged. Saw heavy damage to west wing of school	RESULTS etc	LTS		RESULTS		RESULTS	
CERT LEADER/ INCIDENT COMMANDER		Elízabeth Kíng	Ø			, c	
SCRIBE(S) BÍLLY ROGERS, Jorge García	lorge García					5	

CERT FORM #3

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OBJEC	CTIVES														
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CERT FORM #4.a

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

CERT FORM #4.b

25.		TGED	***	DATE		
5	VICTIM I REALMENT AREA RECORD	5	WILSONVILLE		## / ## / ##	
TREATME	TREATMENT AREA LOCATION	RIDGEW	RIDGEWAY PARK			
TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)		MOVED TO	TIME OUT
10:24 AM	Stephen Edmondson, 35 yo, very tall	MINOR MINOR	10:45 Complained of dizziness an d nausea	пе-вандадеа	Sibley Hospital	12:15 PM
		IMMED DELAY MINOR				
		IMMED DELAY MINOR				
SCRIBE(S)	S) REGGIE OSBORN			PAGE_	= 2 OF 2	

COM	UNICATIONS	CERT	DATE
COMM	LOG	RADIO OPERATOR NAME	
		1	LOG
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		+	
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CERT FORM #6 (Based on ICS 309)

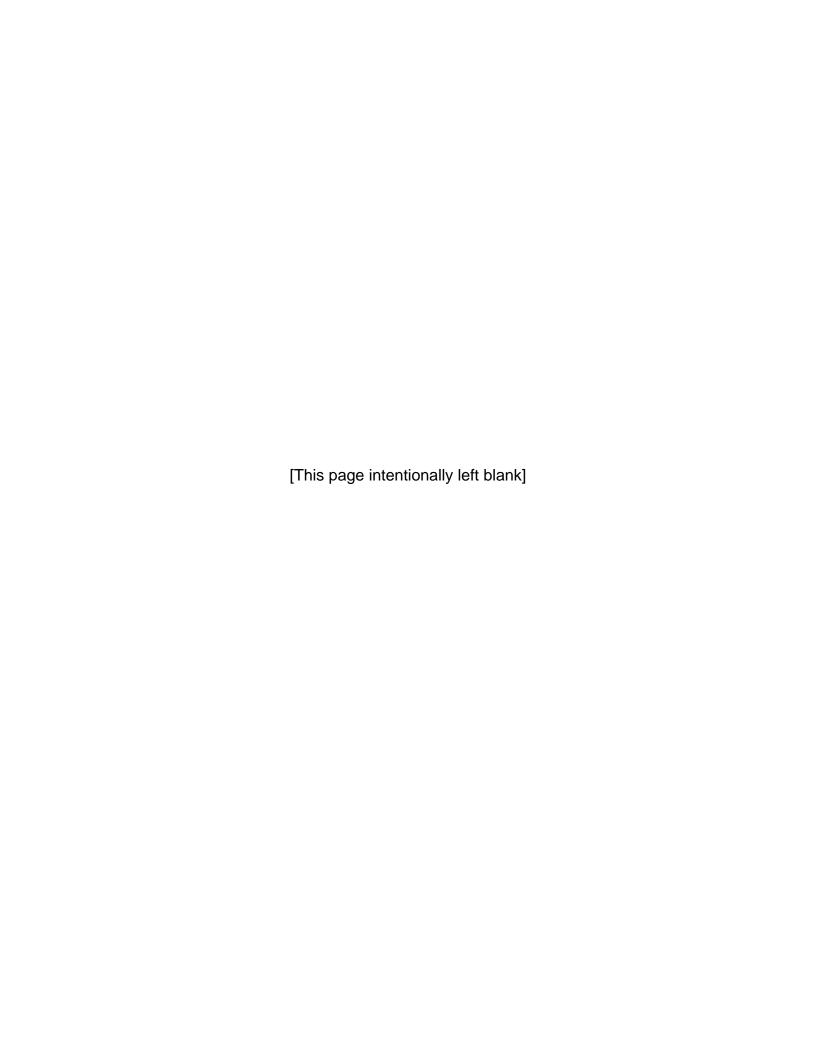
EQUI	EQUIPMENT CERT INVENTORY	WILSONVILLE	٦٦٦			DATE	#/##	##/##/##
ASSET#	ITEM DESCRIPTION	OWNER	ISSUED		ΔI	TIME	INITIALS	COMMENTS
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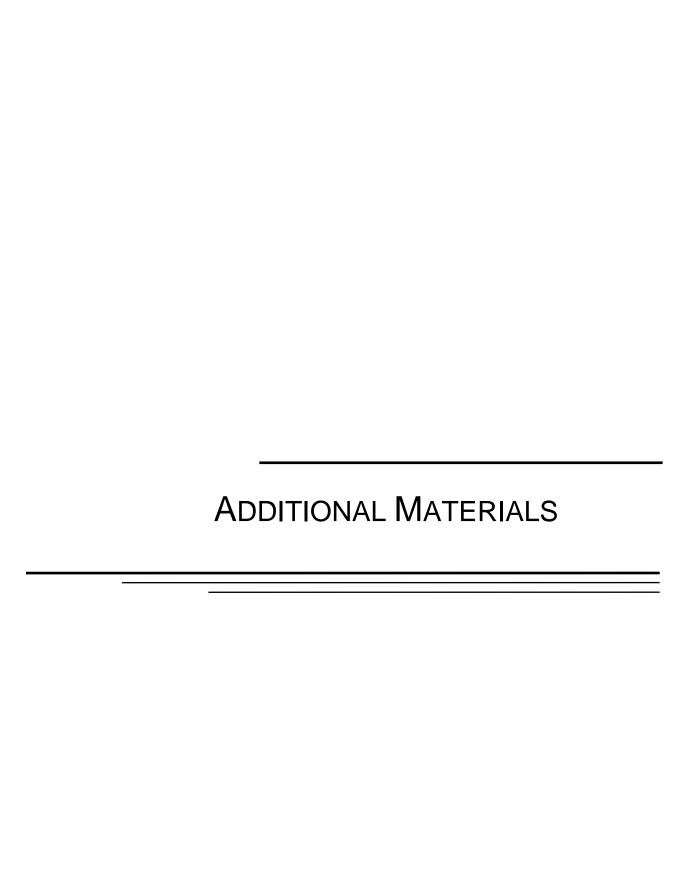
CERT Form #7 (Based on ICS 303)

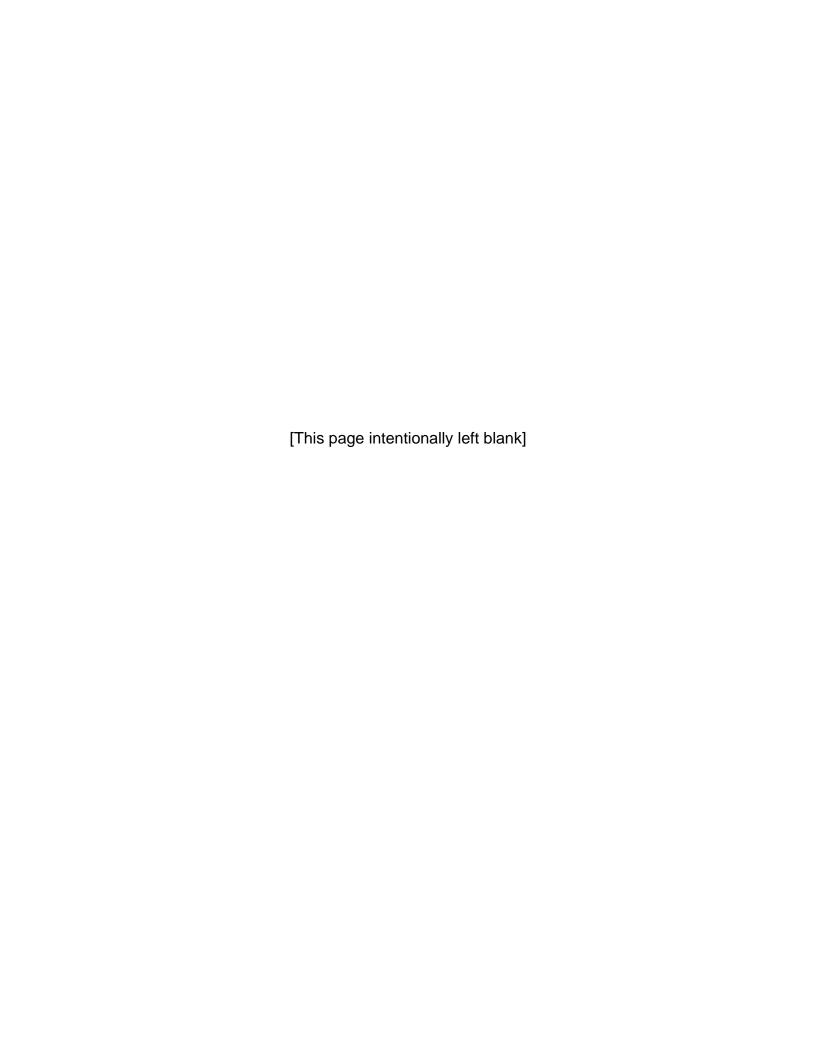
TIME SIGNATURE/POSITION POSITION POSITION POSITION DATE **GENERAL MESSAGE** TIME SIGNATURE MESSAGE SUBJECT REPLY FROM SIGNATURE/POSITION POSITION POSITION POSITION **GENERAL MESSAGE** TIME SIGNATURE MESSAGE SUBJECT REPLY FROM

CERT FORM #8 (ICS 213)

CERT FORM #8 (ICS 213)







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ASSIGNMEN	NT TRACKING	LOG	CERT					DATE			
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TEAM ACTION LOG (time stamp each action; draw map if needed)								
SCRIBE								

VICTIM TREATMENT AREA RECORD		CERT		DATE		
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TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)		MOVED TO	TIME OUT
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