
Cupertino Amateur Radio Emergency Service

Topic: Forms, Forms, Forms

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Event: Cupertino ARES meeting, Orientation Training

Updated: March 2009

Forms, Forms, Forms



Agenda

- Why all this paperwork?
- Where you can find the forms
- Looking at specifics
 - ICS 214 ... Unit Log
 - COES 105 ... PSA Log
 - COES 204 ... PSA Rollup log
 - ICS 213 ... Message Forms

Why all the paperwork?

Reason #1 – Operational Execution Consistency

For CARES, CERT, and MRC,

1. Forms are used as guides to ensure we have some consistency in 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 are occasionally 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.

-
- 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.

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



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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 @ arl.net.

Form Name	Version
CERT / Ark Forms	
COES100 - Org Chart	May-2008
COES101 - Assistance Request	080519
COES102 - Help Desk Control No Assignment Log	8.080405 ... UP
COES103 - Planning & Intel Section Event Log	080519
COES104 - Operations Section Event Log	080519
COES105 - Situation Status / PSA	080519
COES106 - Situation Status Rollup / Tracking	080519
COES107 - T-Card (Cupertino version)	
COES108 - Missing Person Form	6.060504
COES121 - Check-in/Check-out	
COES122 - Inventory Form	
COES123 - Logistics Order Form	
COES134 - Logistics Receipt Form	





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Form Name	Version
ARES/RACES Forms	
COES201 - Net Control Log	060722
COES105 - Preliminary Safety Assessment, Field	080519
COES204 - Preliminary Safety Assessment, Rollup	060722
COES205 - Infrastructure Safety Assessment, Rollup	071114
COES210 - After Action Report Format	060722
MRC Forms	
COES109 - Patient Registration Log	0508 ... 
COES110 - Patient Care Report	0508 ... 
COES111 - Minor Injury Form	1.0608 ... 
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



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



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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	
ICS213 - Message Form, Santa Clara County RACES	06/28/07 ... 
ICS214 - Unit Log (print 1st 2 pages only)	060722
ICS214a-OS - Personal Unit Log (print 1st 2 pages only)	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

Who needs what forms?

	Field Responders	NCS	Radio Room
ICS211b – Check-in		X	X
ICS 213 – Message Form	X	X	X
ICS 214 – Unit Log	X	X	X
ICS 214a-OS – Personal Unit Log	X		
COES 201 – NCS Log		X	
COES 105 – PSA Field	X		
COES 204 – PSA Rollup	X		X
COES 205 – ISA Rollup			X

ICS 214 – Unit Log

ICS 214a-OS – Personal Unit Log

Purpose: The Unit Log records details of activities. These logs provide the basic reference from which information is extracted to be included in 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 (if a member of a team) or ICS-214a-OS (if operating individually).
2. ICS 214 should be used by the Team Leader to record all pertinent operational milestones and decisions that are made.
3. The Unit log is a chronological, free-form record, and can be filled in in a narrative manner.
4. At the end of the operational period, the unit log is passed to the incoming shift relief, or the CARES Shift Supervisor.
5. At the end of the incident, all unit logs become part of the incident paperwork record.

ICS 214 – Unit Log

1. **Incident Name** - Ask your Incident Commander or Emergency Manager.
2. **Date Prepared** - MM/DD/YY
3. **Time Prepared** - hhmm
4. **Unit Name** - Your function (Logistics / Supplies, Ops/MRC, Communications, etc).
5. **Unit Leader** - Your EOC or Field Supervisor. If you are a function leader, put your own name here.
6. **Operational Period** - HH:MM to HH:MM. This is the period of time for which this log is kept. Could be 1 hour to 24 hours.

ICS 214 UNIT LOG 060722		1. INCIDENT NAME		2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATOR		5. UNIT LEADER (NAME AND POSITION)		6. OPERATIONAL PERIOD	
7. PERSONNEL ROSTER ASSIGNED					
NAME		ICS POSITION		TEAM/AGENCY	

7. **Personal Roster Assigned** - List of the individuals assigned to this Operating Location, 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 you are frequently contacting.
 - If you are a Field Responder - list other people (Name, Position, Organization) working within your specific function.

ICS 214 – Unit 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 you made promises to.
- 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 Intelligence Section Chief.

8. ACTIVITY LOG	
TIME	MAJOR EVENTS
	•
	•
	•
	•
ICS 214	9. PREPARED BY

9. Prepared By - Name and signature of author

COES 105 – Sit Stat/PSA Log

Purpose: The PSA Field Log records your findings from 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 080519 For use by Organized Neighborhoods, CARES Preliminary Safety Assessment

Control No:

Assessment Date/time:			Street: Between: _____ and: _____	
Performed by:			Map Grid (Chamber Map):	
Command Post Location:			Number of Units Surveyed:	
Ref	Category	Subcategory	Count	Notes/Addresses (use back of page if necessary)
1.1	Injuries - Minor	Able to walk away from the incident		

- 1. 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, 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

9. Note the Change

- “Fire” is broken out separately.

Ref	Category	Subcategory	Count	Notes/Addresses (us
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 OR TRAPPED		Address:
1.4	Injuries, Presumed Dead	Unconscious, no respiration		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 		
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 		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 		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. Power in the neighborhood?		
5.1	Access	Roads blocked Other Obstructions		
Status Report Logged? (initials) Doc Unit Logged OPS Desk Logged Doc Unit Completed COES103 COES104 COES103				Rollup _____



COES 204 – PSA Rollup Log

Purpose: The COES 204 PSA Rollup Log records the individual PSA results from CARES field members.

1. CARES uses the COES 204...
 - (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 204 – 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 Rollup/Tracking Form
Rev 9.070908 For use by Organized Neighborhoods, Cupertino Arks

	Closed Date/Time:			
	Report Control No:			
	Time Received:			
	Map Coord:			
	Number of homes surveyed:			
Ref	Category			
1.1	Injuries, Minor			
1.2	Injuries, Delayed			
1.3	Injuries, Immediate OR TRAPPED			
1.4	Injuries, Presumed Dead			
2.1	Structure, Light Damage			
2.2	Structure, Moderate Damage			
2.3	Structure, Heavy Damage			
3.1	Fire, Any situation			
4.1	Gas Leaks			
4.2	Sewer Leaks			
4.3	Water Main Breaks			
Info passed to City by: Received by:				Date/Time

COES 204 – PSA Rollup Log

CERT to Field (CARES)

1. For each PSA Report,

CARES collects PSA reports in the field...

- Cert will drop off the PSA form to the CARES member
- CARES will record the PSA entries on the COES 204,
- Ensure all fields are filled in
- CARES marks the COES 105 form as received, give back to the CERT member

2. Send the PSA rollup report

- CARES Field Responder will transmit a block of reports to the EOC at the discretion of the Field Responder
- Closed date/time: mark when the entry was transmitted to the EOC.

COES 106 Situation Status Rollup/Tracking Form
Rev 9.070908 For use by Organized Neighborhoods, Cupertino Arks

	Closed Date/Time:			
	Report Control No:			
	Time Received:			
	Map Coord:			
	Number of homes surveyed:			
Ref	Category			
1.1	Injuries, Minor			
1.2	Injuries, Delayed			
1.3	Injuries, Immediate OR TRAPPED			
1.4	Injuries, Presumed Dead			
2.1	Structure, Light Damage			
2.2	Structure, Moderate Damage			
2.3	Structure, Heavy Damage			
3.1	Fire, Any situation			
4.1	Gas Leaks			
4.2	Sewer Leaks			
4.3	Water Main Breaks			



Info passed to City by:
Received by:

Date/Time

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. Cupertino OES has adopted a commercial message form...

- Multi-part color copies

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

- From:
- Message Number
- Message Priority
- Date/Time

The image shows a 'Rapid Letter' carbonless form. The form is divided into several sections: 'TO', 'SUBJECT', 'MESSAGE', 'DATE', 'SIGNED', and 'REPLY'. The 'TO' field is highlighted with an orange oval. Arrows point from the 'From:' field in the text to this oval and from the 'Message Number', 'Message Priority', and 'Date/Time' fields to the 'MESSAGE' field. The form also includes a 'NO CARBON REQUIRED' label and a 'SENDER: RETAIN CANARY COPY' / 'RECIPIENT: REPLY ON PINK COPY - RETAIN WHITE COPY' instruction at the bottom.

ICS 213 – Message Form

Field “Message Forms”

1. You should anticipate that field messaging will be extensive.
2. Recommend you “Keep it Simple” with a message solution, for example

Note Pad

The sketch shows a notepad with a spiral binding at the top. The form is divided into sections:

<i>From</i>	<i>Msg #</i>
<i>To</i>	<i>Date/Time</i>
	<i>Pri</i>

Message:
This is the message that needs to be written down. Watch the details.

Reply
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 sketch shows an index card with the following layout:

Front Side

<i>From</i>	<i>Msg #</i>
<i>To</i>	<i>Date/Time</i>
	<i>Pri</i>

Message:
This is the message that needs to be written down. Watch the details.

Back Side

Reply
Write down the reply on the back of the card. If it is going back to the originator, deliver it to him/her.

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** – PSA reports, correspondence between agency representatives, material and logistics messages, routine resource requests, shift planning, relief requests, etc.
- **Health & Welfare** – Includes welfare inquiries

Preliminary Safety Assessment

Preliminary Safety Assessment

What is it?

Situation

- The Cupertino EOC needs a rapid assessment of the state of the city so that response resources can be assigned to have the maximum impact.
- During city-wide disasters, regular communications channels may be disrupted, leaving EOC decision-makers with little information to go on.

Preliminary Safety Assessment

What is it?

Response

- CARES is chartered to provide Preliminary Safety Assessment (PSA) information when a disaster occurs.

Definition

- A PSA report occurs early in an emergency. While information may be fragmented and incomplete, whatever data is available will provide the City with a preliminary assessment of the damage so the EOC can determine the best response that must be made to save lives, protect property, and speed the recovery.
- Early Safety Assessment reports should not be delayed by getting mired in detail in an effort to obtain more extensive assessment information.

Preliminary Safety Assessment

When do we do it?

Self-evident Events

- Earthquakes... These events have the potential significant damage throughout the Bay Area.

Non-evident Events

- Flooding... May be localized to a specific area
- Man-made disasters...
- Whenever requested by the EOC

The PSA Process

1. Once the shaking stops...

Take care of yourself...

... your family...

- Determine the condition of your family; apply first aid if necessary.
- Determine the structural soundness of your home; evacuate if necessary.

... your neighborhood...

- Perform the Preliminary Safety Assessment...
 - What you do depends on your situation.
 - Do not put your personal safety at risk.
 - Do not exceed your physical ability to perform the assessment.

The PSA Process

2. Collecting the data...

Collect information on...

1. Injuries
2. Structure damage
3. Fires
4. Hazards
5. Access

using...

- **Preliminary Safety Assessment Form**



COES 105 Situation Status / PSA Form

Rev 080519 For use by Organized Neighborhoods, CARES Preliminary Safety Assessment

Assessment Date/time:				Street: Between:
Performed by:				Map Grid (Chamber Map)
Command Post Location:				Number of Units Surveyed
Ref	Category	Subcategory	Count	Notes/Addresses (use)
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 OR TRAPPED		Address:
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4.3	Hazards	Water Main Breaks		Address:
4.4	Hazards	Electrical Power, Lines Down. Power in the neighborhood?		
5.1	Access	Roads blocked Other Obstructions		
Status Report Logged? (Initials)				Rollup _____
Doc Unit Logged COES103		OPS Desk Logged COES104		Doc Unit Completed COES103

The PSA Process

3. Check into the Net

- Turn on your radio and listen.
- If you are the first person on the frequency and have the capability to perform as an Net Control Operator, establish the CARES Emergency Net, or...
- Check in to the net when check-ins are requested.

The PSA Process

4. Prepare your Message

- *Message ID* -- Assigned by the Net Control Operator
- **Precedence** -- determines the urgency of the message (Emergency, Urgent, Routine, Health & Welfare)
- *Destination* -- If omitted, deliver to EOC Planning or Ops Section
- **Date/Time** -- Time the message was created. If omitted, receiving station enters the Date/Time the message was received.
- *Subject* – If omitted, “PSA”
- **The Message** -- PSA Report... numbers only
Emergency Traffic... nature and location

Message Handling

4b. Precedence (Priority)

Handling Mixed Urgency Messages

- If you have a mix of different message priorities, deliver the specific message priority (EMERGENCY and URGENT) when called.
- Deliver the balance of the report (ROUTINE and Health and Welfare) when called.

Message Handling

What it sounds like - *Sending a PSA Report*

KN6PE: “Net Control, this is KN6PE with PSA Traffic for the EOC”

NCS: *KN6PE acknowledged. EOC, are you ready to copy PSA traffic?*

EOC: “EOC is ready”

NCS: *KN6PE, your message number is 30. Send your traffic to the EOC.*

KN6PE: “EOC, This is KN6PE with PSA Traffic, message #30. Break”

EOC: “OK, Continue”

KN6PE: PSA Message is: Group 1: 8, 0, 3, 0. Break”

EOC: “OK, Continue”

KN6PE: “Group 2 and 3 are: 11, 5, 1, 1. Break”

EOC: “OK, Continue”

KN6PE: “Group 4 is: 0, 3, 1, 0. Break”

EOC: “OK, Continue”

KN6PE: “Group 5 is: 0. Houses surveyed is 24. End of Message. This is KN6PE”

EOC: “Acknowledged. This is EOC, KD6QPP back to net.”

NCS: *This is KD6TQJ, Net Control for the Cupertino Emergency Net. Other stations with any traffic, please identify now.*

Preliminary Safety Assessment

PSA Drill

- When: Saturday, 31-Jan, 9:00am to 11:00am
- Where: Operate from your home location
- Who: All CARES members, one NCO, one RRO, SS
- What:
 1. Develop a damage scenario that you think would be typical of your neighborhood.
- How:
 1. Net is called at 9:00a, take check-ins
 2. Simulate going through the assessment process; Use the PSA data collection form.
 3. Over the next hour, CARES members send messages to EOC based on the precedence
 4. On-air critique at about 10:45am
 5. Secure the net



Cupertino
ARES/RACES