

# ***Forms – Why's and How's***

7 October 2021  
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# Forms

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- **Captures Information**
- **In a structured way**
  - **During an Event/Incident**
  - **Becomes Documentation**
- **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.



# How does this apply to us?

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- 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

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- 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 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.



# Where do we use them?

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## 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

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- Situation Status  $\Rightarrow$  Planning  $\Rightarrow$  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

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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 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





# Incident Documentation

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- **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>Sample: Doe</i>	<i>Jane</i>	<i>8:00am</i>	<i>13:00pm</i>	<i>5</i>	<i>123 Main St. Anywhere, TX</i>	<i>Moved debris blocking driveway from Anywhere Elementary School</i>



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# Where are the forms?



# Available Cupertino Forms

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

## CERT / ARK Forms

[COES100 Org Chart](#)

[COES101 Assistance Request](#)

[COES102 Help Desk Control No Assignment Log](#)

[COES103 Planning & Intel Section Event Log](#)

[COES104 Operations Section Event Log](#)

[COES105 Situation Status / PSA](#)

[COES106 Situation Status Rollup / Tracking](#)

[COES107 T-Card \(Cupertino version\)](#)

[COES108 Missing Person Form](#)

[COES121 Check-in/Check-out](#)

[COES122 Inventory Form](#)

[COES123 Logistics Order Form](#)

[COES134 Logistics Receipt Form](#)

## MRC Forms

[COES109 - Patient Registration Log](#)

[COES110 Patient Care Report](#)

[COES111 Minor Injury Form](#)

[COES112 Logistics Report](#)

[COES113 Secondary Assessment Worksheet](#)

[ICS206 Medical Plan](#)

[NHAMCS-100 Ambulatory Medical Care](#)

## General Use Forms

[ICS201 Incident Briefing \(short form\)](#)

[ICS201 Incident Briefing \(page 1, page 2, page 3, page 4\)](#)

[ICS202 Incident Objectives](#)

[ICS204 Assignment List](#)

[ICS205 Incident Radio Communications Plan](#)

[ICS207 Organization Chart](#)

[ICS211B Check-in Log](#)

[ICS214 Activity Log](#)

[ICS214a-OS Personal Unit Log](#)

[ICS219 T-Card](#)

[SAR100 General Briefing, Generic Incident](#)

[SAR100a General Briefing, Missing Person](#)

[SAR104 Team Assignment](#)

[SAR110 Team Debriefing](#)

[SAR132 Urban Interview Log](#)

## Disaster Service Worker Registration Forms

[DSW Form](#)



# Cupertino ARES/RACES

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

**Welcome!**

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Corps**

**County RACES**

**City of Cupertino**

**Member Log in**

## Forms

CARES | County RACES | FEMA | Cupertino Citizen Corps  
Updated: 27 Sep 2021

### Cupertino ARES/RACES

- COES105 Preliminary Safety Assessment, Field
- COES106 Situation Status Rollup / Tracking
- ICS211 Check-in List
- ICS213 Message Form, CARES half page | SCC RACES
- ICS213 911 Field Data Collection Form
- ICS213 Smoke Report
- ICS 214 Unit Log, SCC RACES | Cupertino Citizen Corps
- COES 221 Demobilization Check Out
- COES 311 Mike-Mike Summary
- ICS309 Communications Log, SCC RACES | Cupertino ARES

### Santa Clara County RACES

- Standard Go Kit Forms
- Other Forms

### FEMA

- ICS Forms

### Cupertino CERT























- Other Cupertino Citizen Corps Forms

[Back](#)



# County RACES Forms

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

All Go Kit Forms (ZIP, 4.4 MB) [Rev: 08-Apr-2021]			
PDF	Word	Qty	Form Name
		2	RACES Recommended Form Routing Cheat Sheet [Rev: 04-May-2019]
		5	RACES Radio Routing Slip [Ver: 190527b]
		5	ICS 205 SCCo RACES Communications Plan [Rev: 09-Jul-2018]
		5	ICS 211A SCCo RACES Check In List - Communications
		10	ICS 213 Message Form [Ver: 190529b]
		5	ICS 214 SCCo ARES/RACES Unit Activity Log [Rev. 08-Apr-2021]
		5	ICS 309 SCCo ARES/RACES Communications Log [Rev. 08-Apr-2021]
		5	ICS 314 Windshield Assessment Survey
		5	SCCo EOC-213RR Resource Request (with Guide) v2017-08
		3	SCCo OA Municipal Status [Ver: 190528b]
		3	SCCo OA Shelter Status [Ver: 190619b]
		3	SCCo Allied Health Facility Status (DEOC 9) (with instructions) v2018-02



# 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

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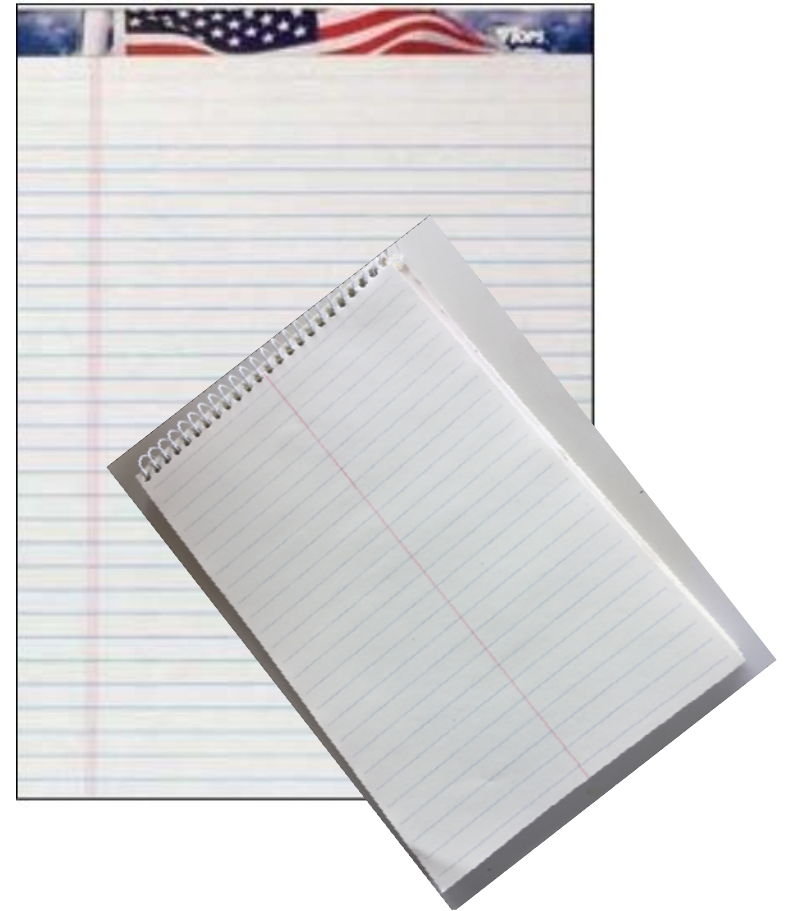
# Forms you will encounter



# Form 1

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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 to supervisor at end of shift
  - (yes, even informal notes!)





# 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
  - 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 214a-OS

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

1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		INDIVIDUAL LOG ICS 214a-OS
3. Individual Name		4. ICS Section		5. Assignment / Location
6. Activity Log				Page _____ of _____
Time	Major Events			

# ICS-211B Check-in Sheet

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

ICS 211B CHECK-IN LIST <small>Rev 080521</small>		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 213 Message Form

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

1. Incident Name (Optional):		Priority (E, U, R):	Message No:
2. To (Name and Position):			
3. From (Name and Position):			
4. Subject:		5. Date:	6. Time:
7. Message:			
8. Approved by: Name		Signature: _____ Position/Title:	
9. Reply:			
10. Replied by: Name		Signature: _____ Position/Title:	
COES 213		Date/Time:	

REV 140605



# ICS 213SF Short Message Form

- New form being introduced
- Short form of ICS 213

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 /		Operator Name: _____	
Amateur Radio / Packet / Other _____		Date/Time: _____	
Cup ICS 213SF Short Message Form			v180521



# SCCo RACES ICS 213 Message Form

- Form to use if sending and receiving messages with the County
- Multiple message numbers

MESSAGE FORM		When Receiving <sup>2</sup> Msg.: Sender's msg. #	Msg. #	When Sending Msg. <sup>3</sup> Receiver's msg. #
<small>Use Ballpoint Pen—Press Hard; Print Clearly (See back for instructions)</small>				
Date: (MM/DD/YY) <sup>1</sup> ____/____/____	Situation Severity (✓one) <sup>4</sup> <input type="checkbox"/> EMERGENCY (e.g., Life Threat) <input type="checkbox"/> URGENT (e.g., Property Threat) <input type="checkbox"/> OTHER (All others)	Msg. Handling Order (✓one) <sup>5</sup> <input type="checkbox"/> IMMEDIATE (As Soon as Possible) <input type="checkbox"/> PRIORITY (Less Than One Hour) <input type="checkbox"/> ROUTINE (More Than One Hour)	Message Requests You To: <sup>6</sup> TAKE ACTION (✓one) <input type="checkbox"/> Yes <input type="checkbox"/> No REPLY (✓one) <input type="checkbox"/> Yes, by _____ <input type="checkbox"/> No <input type="checkbox"/> FOR YOUR INFO. (no action required)	
Time: (24 hour clock) ____:____:____ <small>TIME IN ZONE 2:00PM • (UTC-7) = 9:00AM</small>	ICS Position: (required) <sup>7</sup> _____	From: ICS Position: (required) <sup>8</sup> _____	Location: (required) <sup>9</sup> _____	
	Name: (optional) _____	Name: (optional) _____	Telephone #: (optional) _____	
	Telephone #: (optional) _____	Telephone #: (optional) _____		
SUBJECT: <sup>10</sup> _____				
REFERENCE (e.g., Number of earlier msg.): <sup>11</sup> _____				
Message: <sup>12</sup> (what, when, where needed; how long; contact name and phone number) KEEP MSG BRIEF				
_____				
_____				
_____				
_____				
_____				
_____				
ACTION TAKEN: <sup>13</sup> (For use by Originator / Recipient) → USE SEPARATE MESSAGE FORM IF SENDING REPLY!				
_____				
_____				
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>				
How Received <input type="checkbox"/> or Sent <input type="checkbox"/> (✓one)		Operator Call Sign: _____		
<input type="checkbox"/> Telephone	<input type="checkbox"/> Dispatch Center	Operator Name: _____		
<input type="checkbox"/> EOC Radio	<input type="checkbox"/> FAX	<input type="checkbox"/> Courier		
<input type="checkbox"/> Amateur Radio	<input type="checkbox"/> Other _____	Date: _____ Time: _____		

**Outgoing (Sent):** <sup>15</sup>  
 Message Originator: Send the top copy (white) to radio, yellow to PLANNING, retain the pink copy for your reference.  
 Radio: After sending, complete Disposition info., retain white copy for file in radio.

**Incoming (Received):** <sup>15</sup>  
 Radio: After receiving, complete Disposition info., route the top copy (white) to the Addressee, yellow to PLANNING, retain pink for file in Radio.  
 Addressee: Take appropriate action.

**SCCo ICS Form 213**  
6/28/2007



# COES 213SR Smoke report

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

## SMOKE REPORT

Message Number:		Location (Tactical Call Sign, usually):
Bearing: degrees	Is it a column?: (circle one) yes no	Size: (circle one) small medium large
Color: (circle one) white gray black yellow _____		Is it building?: (circle one) yes no
Other: (optional)		
(Circle one) Sent Received	Date and Time:	Name and FCC Call Sign:



# 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				





# ICS 309 Communications Log

- For positions
  - Handling large message volume
  - Especially formal messages
- Put your 214 to the side
- Net control will assign message numbers
- Details of message will be on message form
- Indicate messages for which you are awaiting response
- Use one ICS 309 for each net that you are on (i.e., voice and packet)


<b>COMMUNICATIONS LOG</b>		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		

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

# COES 311 Mike-Mike Summary

<b>SCCo ARES/RACES Mike-Mike Summary</b>	<b>1. Incident Name (if any):</b>								<b>2. Incident Date / Time:</b>					
<b>3. City</b>	<b>4. Mike-Mike Tally (use tick/tally marks)</b>								<b>5. Reporting Totals (numerical)</b>					
	MM-1	MM-2	MM-3	MM-4	MM-5	MM-6	MM-7	MM-8	MM1-3	MM4	MM5	MM6	MM7	MM8
1 Monta Vista														
2 Regnart														
3 Garden Gate														
4 Lawson														
5 DeAnza														
6 Creekside														
City totals														

# Plans



**CUPERTINO**  
Cupertino Citizen Corps  
Requested Activation Work Sheet

Activation Number: CUP-18-35T  
Date requested: 5/10/2018 1330 hrs  
Requesting Party: Citizen Corps DOC, Bob Cascone 408-515-2899 cell  
Date approved: 5/10/2018 1400 hrs

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

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



# Thank you

*Any Questions?*



