APPENDIX 6-A: CERT FORMS

Damage Assessment

Date:	**Person Reporting:**	**Page #:**
Time Received:	**Person Receiving:**	

		Burning	Out	Gas Lead	H2O Lead	Electric	Chemical	Damage*	Collapsed	Injured	Trapped	Dead	Access	No Access	Assignment Completed
Time	**Location/Address**	**Fires**		**Hazards**				**Structures**		**People**			**Roads**		**/X**

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Summary of all hazards in area - fill out this form on your way to Command Post and give it to Incident Command.
(* for structure damage: h=heavy, m=moderate, l=light)
Incident Command: Choose an incident, put a slash in the assignment completed column, copy the address/location to the incident name section on Incident Briefing, and give Incident Briefing and Assignment Status to incident team leader. Copy address/location to Post-Incident Status and enter start time. When incident is complete, put a backslash in the assignment completed column and the incident end time on the Post-Incident Status form.

Personnel Resources

Date:	Person Reporting:	Page #:

Print Name and Time In			Skill Specialty Rank From 1-5 or Print "No"					
Name	Time In	Time Assigned	Fire	Medical	S&R	Transport	Document	Other

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Have people sign in and mark their special skills. When you assign someone to a team, circle that team's box next to their name and enter the time assigned. When someone returns from an assignment, draw a line through their name and all boxes and have the person sign in again. Remember to check how long people have been assigned and who hasn't been assigned yet.

Equipment Resources

Date:	Person Reporting:	Page #:

		Fire Extinguisher	Wrench	Flashlight	First Aid Kit	Blankets					
Time:	**Loaned To:**										

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Enter equipment and supplies as they come in and out. Total periodically.
If an item is returned empty (for instance, a fire extinguisher), add it back in and circle the number, so you don't include it in your next total.

Incident Briefing

Prepared By:		Date:	Time:
Incident Name:			
Map Sketch:			
Current Organization:	Incident Commander:	Battalion:	
Summary of Current Actions *Be aware of hazards! Work as a team!*			

FOR INCIDENT COMMANDER www.cert-la.com 10/08/01

Incident Command: Transfer an incident from Damage Assessment sheet. Sketch a map of the incident area, if known, with any hazards. Enter Incident Commander's name and Battalion number under current organization. Give to incident team leader with Assignment Status sheet.

Incident team leader: Sketch a map of the incident area with any hazards, if not done by Incident Command. Summarize the actions of your teams. When incident is complete, return this form, along with Assignment Status, to Incident Command.

Message Form

To:	Message Center Use Only Incident :_____ Time:_____ Date:_____ ☐ Incoming ☐ Outgoing
From:	
Time:	

Message Text:
Action Taken:

USE CLEAR CONCISE TEXT www.cert-la.com 10/08/01

Examples: assignment completed, additional resources needed, unable to complete, special information/status update.

Incident Status

Date:	Person Reporting:		Page:
Address/Location	**Assignment**	**Start Time**	**End Time**

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Record incident assignments from Damage Assessment sheets. When incident is complete, enter end time and make a backslash for that incident on the Damage Assessment.

Victim Treatment Area Record

Date:	Person Reporting:				Page #:
Time In:	Name or Description	Triage Tag	Condition	Moved To:	Time Out

FOR MEDICAL TREATMENT AREA www.cert-la.com 10/08/01

Document each person brought to the treatment area. If victim cannot give name, write a brief description, e.g., sex, approximate age, hair color, race, etc.

Tag color: red=Immediate, yellow=Delayed, green=Minor, black=DEAD.