

Incident Command (IC) Forms (to be completed by the IC or his/her designee)

IC-1. Generalized Symphony Village CERT IC Checklist – used by IC as a guide to emergencies in SV when the clubhouse is used for TRIAGE and housing of injured.

IC-2. Generalized (for anywhere) CERT IC Checklist – used by IC as a guide to emergencies outside of SV if we are called into action.

IC-3. Personnel Resources – the IC uses this to record CERT volunteers as they meet at the staging area.

IC-4. Team Assignments and Status – the IC uses this form to list team type (Medical, Asst. Med, Scribe/Communications/Runner, Security, External Communication, or Logistics), start and end times, team members, location they are sent to, and assignment (e.g. Medical)

IC-5. Equipment Resources – the IC keeps a record of any Equipment Resources loaned out to teams.

IC-6. Log Sheet - for general logging of Information, Decisions, and Actions by the IC.

IC-7. Incident Briefing – this is a briefing of the Incident – Incident Name, Map Sketch, and Summary of Current Actions

IC-8. Post Incident Status – a form for the IC to keep a record of multiple incidents, locations, assignments, and start and end times.

IC-9. 2-Way Radio Inventory – a form for the IC to keep track of the six 2-way radios that CERT has purchased for use in communication within CERT during drills and emergencies.

IC-1. Generalized Symphony Village CERT Incident Commander Checklist

- Receive call from 911 or other emergency place, what, time, etc.
- Send message via telephone chain – what, where to stage (meet), time, other (see sample script) (pg. 30).
- Determine problem from any person eye-witness who knows of the emergency
- Tell any person to call 911 for EMT/Fire, etc., if 911 has not been called
- CERT meet at staging area – get names/time of arrival – keep log of our CERT people & where we place them (Form IC-3, Personnel Resources)
- Select an assistant Incident Commander and a runner/scribe/communicator for the Incident Command. (Form: IC-5, Team Assignment & Status)
- Select Security/Safety Officer – keep people other than CERT from entering Clubhouse or disaster area (Form: IC-5, Team Assignment & Status)
- Fire? Select Fire Team (Form: IC-5, Team Assignment & Status)
- Organize manpower into teams of 3 for Medical (a medical person, an assistant, and a scribe-runner-communicator) (Form: IC-5, Team Assignment & Status)
- #1 Medical team does Registration (Form: MED-2, Victim Treatment Area Record) and Triage. The check-in Reception Area is just inside main door of Clubhouse
- #2 Medical team goes to Minor Injuries area at Card Room in Clubhouse and awaits victims Green (M) Minor and Yellow (D) Delayed victims. Complete Form: MED-2, Victim Treatment Area Record, as each victim comes in.
- #3 (and #4 if available) Medical team goes to Serious Injuries area at Gym (Fitness Room) in Clubhouse and awaits and tends to Red (I) Immediate victims. Complete Form: MED-2, Victim Treatment Area Record, as each victim comes in.
- Tend to victims – keep account of where they are located, using Form: MED-2, Victim Treatment Area Record, as each enters and leaves your area.
- IC meet new/taking-over Incident Commander. Advise of status.
- Follow up with new Incident Commander
- Briefing

IC-2. Generalized (for Anywhere) CERT Incident Commander Checklist

- Receive call from 911 or other receiving emergency place, what, time, etc.
- Send message via telephone chain – what, where to stage (meet), time, other (see sample script) (pg. 30).
- Determine problem from any person eye-witness who knows of the emergency
- Tell any person to call 911 for EMT/Fire, etc., if 911 hasn't been called
- CERT meet at staging area – get names/time of arrival – keep log of our CERT people & where we place them – Form: IC-3, Personnel Resources
- Send first 2 people to arrive as a team around perimeter to determine visible damage (Form: MED-1, Damage Assessment)
- Select an assistant Incident Commander and a runner/scribe/communicator for the Incident Command. (Form: IC-5, Team Assignment & Status)
- Select Security/Safety Officer – keep people other than CERT from entering clubhouse or disaster area (Form: IC-5, Team Assignment & Status)
- Fire? Select Fire Team (Form: IC-5, Team Assignment & Status)
- Organize manpower into teams of 3 for Medical (a medical person, an assistant and a scribe-runner-communicator) (Form: IC-5, Team Assignment & Status)
- Instruct Medical/Search & Rescue teams to go in and call for walking wounded and non-wounded, access damage, victims, scribe complete form. Get names and log them in (Form MED-2, Victim Treatment Area Record). Get walking wounded and non-wounded outside. Check victims remaining/comfort, wait for EMT/fire. Complete Damage Assessment (Form MED-1, Damage Assessment).
- One Medical team outside for 2nd Triage Check and stay with victims. Log in (Form: MED-2, Victim Treatment Area Record)
- Green (M) Minor victims in one area
- Send Yellow (Y) Delayed victims to a Delayed area outside if they can walk or can be helped
- Red (I) Immediate – move out of danger to Immediate area and medical stay with them, treat as possible
- Black – Dead – move to morgue area

- All teams tend to victims – keep account of their location: (Form: MED-2, Victim Treatment Area Record)
- Meet new/taking-over Incident Commander. Advise of status.
- Follow up with new Incident Commander
- Briefing

IC-4. Team Assignments and Status

Date:				Person Reporting:			
Incident Commander (IC)				Assistant IC		Assignment	
Team Type		Team Type		Team Type		Team Type	
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
Location		Location		Location		Location	
Assignment		Assignment		Assignment		Assignment	

TO TRACK PERSONNEL ON ASSIGNMENT

Print type of team (ie: Search & rescue, Medical). Print team members names in the numbered boxes. If a team completes an assignment, use another column for the next assignment. Return this form, with Incident Briefing, to Incident Command.

IC-5. Equipment Resources

Date:		Person Reporting:								Page #:	
Time:	Loaned To:	Fire Extinguisher	Wrench	Flashlight	First Aid Kit	Blankets					

FOR USE BY LOGISTICS AND STAGING March 2016

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.

IC-6. Log Sheet

Date	Time	Information / Decisions / Actions	Initials

March 2016

IC-7. Incident Briefing

Prepared By:	Date:	Time:
Incident Name:		
Map Sketch:		
Current Organization:	Incident Commander:	Group/Organization
Summary of Current Actions <i>Be aware of hazards! Work as a team!</i>		

FOR INCIDENT COMMANDER

March 2016

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 group/organization 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.

IC-9 2-Way Radio Inventory

Date	Radio No.	Team Radio Assigned To: (e.g., Medical 1)	Name of Radio Recipient
	1		
	2		
	3		
	4		
	5		
	6		