

# CERT Documentation

| FORM #                                   | FORM NAME  | USE   | PRIMARY USER   |
|--|--|---|--|
| <b>CERT Form 1</b>                       | Damage Assessment  | Completed by CERT members as they perform size-ups on a particular address.   | Field Teams  |
| <b>CERT Form 2</b>                       | Personnel Resources Check-In                               | Used to sign in CERT members as they arrive at the staging location / Division; provides information about: who is on site, when they arrived, when they were assigned, their special skills. Used by staging personnel / Division to track personnel availability. ALL personnel need to sign in and sign out. | Started by Division Supervisor or Scribe   |
| <b>CERT Form 3</b>                       | Assignment Tracking Log                                    | Used by the Division for keeping track of situation status; contains essential information for tracking the overall situation. Shows which field teams have been assigned where and doing what.   | Division Supervisor's primary tool for tracking teams; usually maintained by Scribe  |
| <b>CERT Form 4</b>                       | Briefing Assignment  | Used by the Division to provide instructions to functional teams; used by teams to log their actions and report new damage assessment information.  | Division Supervisor / Field Teams  |
| <b>CERT Form 5</b>                       | Victim Treatment Area Record                               | Completed by medical treatment area personnel to record multiple victims entering the treatment area, their condition, and their status.  | Medical Treatment Area   |
| <b>CERT Form 6</b><br>(based on ICS 309) | Communications Log   | Completed by the radio operator; used to log incoming and outgoing transmissions  | FRS Operator (either at the Division locations or Field Teams)                       |
| <b>CERT Form 7</b><br>(based on ICS 303) | Equipment Inventory  | Used to check out and check in CERT-managed equipment.  | Scribe at the Division   |
| <b>CERT Form 8</b><br>(or use ICS 213)   | General Message (can also use carbon copy message booklet) | Used for sending messages between all levels of CERT; messages should be clear and concise and should focus on such key issues as: assignment completion, additional resources required, special information, status update.  | Anyone originating a formal message or copying a formal message by radio             |
| <b>Foster City CERT FORM</b>             | Victim Data Form   | Used by the Medical Treatment Area to track an individual patient (usually an Immediate patient who needs constant monitoring).   | Medical Treatment Area   |
| <b>Foster City CERT FORM</b>             | Neighborhood Damage Summary                                | Completed by CERT members as they travel to the Divisions, then given to the Division; summary of overall hazards in areas, including: fires, hazards, structural damage, injuries and casualties, and access. Used to prioritize and formulate plans.  | Field Teams  |
| <b>Foster City CERT FORM</b>             | Incident Report Log  | The "TO DO" list. All incidents or rumors of incidents are recorded here so they can be prioritized and assigned.   | Division Supervisor / Division Scribe  |
| <b>ICS 214</b>                           | Unit Log   | Records all activities for a position / team. Everyone should maintain an ICS 214. These logs provide the basic reference form which to extract information for inclusion in any after-action activity report.  | The Incident Command Team, Divisions, Branches, a field team or other group or unit. |