CERT Documentation

FORM #	FORM NAME	USE	PRIMARY USER
CERT Form 1	Damage Assessment	Completed by CERT members as they perform size-ups on a particular address.	Field Teams
CERT Form 2	Personnel Resources Sign-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
CERT Form 3	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
CERT Form 4	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
CERT Form 5	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
CERT Form 6 (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)
CERT Form 7 (based on ICS 303)	Equipment Inventory	Used to check out and check in CERT-managed equipment.	Scribe at the Division
CERT Form 8 (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
SMCFD CERT FORM	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
SMCFD CERT FORM	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
SMCFD CERT FORM	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
ICS 214	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.