PM, P. 6-16 and 6-17	Forms Used for Response Documentation

Form	Purpose
Damage Assessment [CERT Form #1]	▪ Completed by CERT members as they travel through the area to the CERT's staging location, then given to the CERT IC/TL; provides a summary of overall hazards in selected areas, including: • Fires • Utility hazards • Structural damage • Injuries and casualties • Available access ▪ Essential for prioritizing and formulating action plans
Personnel Resources Sign-In [CERT Form #2]	▪ Used to sign in CERT members as they arrive at the staging location; provides information about: • Who is on site • When they arrived • When they were assigned • Their special skills ▪ Used by staging personnel to track personnel availability
Incident/Assignment Tracking Log [CERT Form #3]	▪ Used by the Command Post for keeping abreast of situation status; contains essential information for tracking the overall situation
Briefing Assignment [CERT Form #4.a-b]	▪ Used by the Command Post to provide instructions to functional teams; used by teams to log their actions and report new damage assessment information
Survivor Treatment Area Record [CERT Form #5]	▪ Completed by medical treatment area personnel to record survivors entering the treatment area, their condition, and their status

Form	Purpose
Communications Log [CERT Form #6 (based on ICS 309)]	▪ Completed by the radio operator; used to log incoming and outgoing transmissions
Equipment Inventory [CERT Form #7(based on ICS 303)]	▪ Used to check out and check in CERT-managed equipment
General Message [CERT Form #8 (ICS 213)]	▪ Used for sending messages between command levels and groups; messages should be clear and concise and should focus on such key issues as: • Assignment completion • Additional resources required • Special information • Status update