

# TABLE OF CONTENTS

<b>Communications Plan</b>	<b>1</b>
<b>Damage Assessment Forms</b>	<b>2-5</b>
<b>Personnel Resources Forms</b>	<b>6-9</b>
<b>Equipment Resources Forms</b>	<b>10-13</b>
<b>Incident Briefing Forms</b>	<b>14-17</b>
<b>Post-Incident Status Forms</b>	<b>18-21</b>
<b>Victim Treatment Area Record</b>	<b>22-25</b>
<b>Assignment Status Forms</b>	<b>26-29</b>
<b>Message Forms</b>	<b>30-39</b>
<b>Universal Grid Pages</b>	<b>40-46</b>

## **CERT Team Organization**

**CERT Coordinator**



**CERT Team Leader**



Operation Section Chief \_\_\_\_\_

Fire Suppression Leader \_\_\_\_\_

Search & Rescue Leader \_\_\_\_\_

Medical Leader \_\_\_\_\_

Planning Section Chief \_\_\_\_\_

Documentation Leader \_\_\_\_\_

Incident Status Leader \_\_\_\_\_

Logistics Section Chief \_\_\_\_\_

Administration Section Chief \_\_\_\_\_

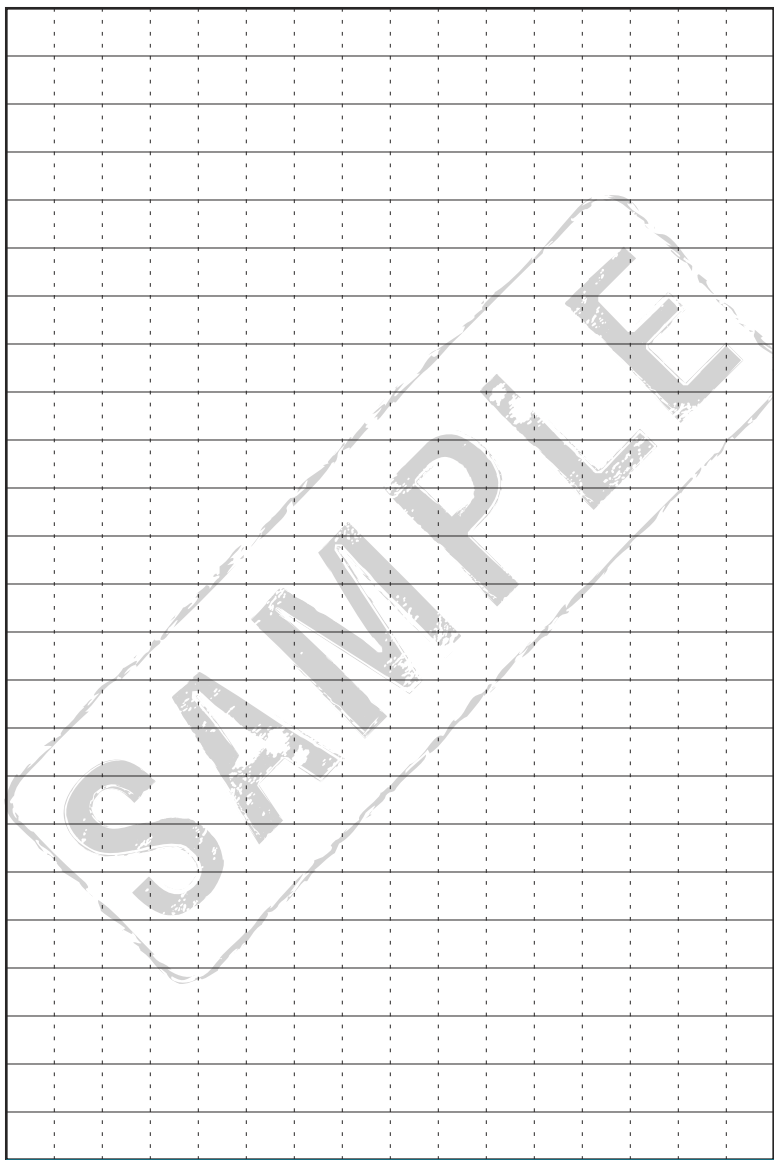


# DAMAGE ASSESSMENT

<b>DATE:</b>		<b>PERSON REPORTING:</b>													
<b>TIME:</b>		<b>PERSON RECEIVING:</b>													
		<b>BURNING</b>	<b>OUT</b>	<b>GAS LEAK</b>	<b>H<sub>2</sub>O LEAK</b>	<b>ELECTRIC</b>	<b>CHEMICAL</b>	<b>DAMAGED*</b>	<b>COLLAPSED</b>	<b>INJURED</b>	<b>TRAPPED</b>	<b>DEAD</b>	<b>ACCESS</b>	<b>NO ACCESS</b>	<b>ASSIGNMENT COMPLETED</b>
<b>TIME</b>	<b>LOCATION/ ADDRESS</b>	<b>FIRES</b>		<b>HAZARDS</b>			<b>STRUCTURES</b>		<b>PEOPLE</b>		<b>ROADS</b>		<b>/ X</b>		

## FOR USE BY EVERYONE

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 the 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.



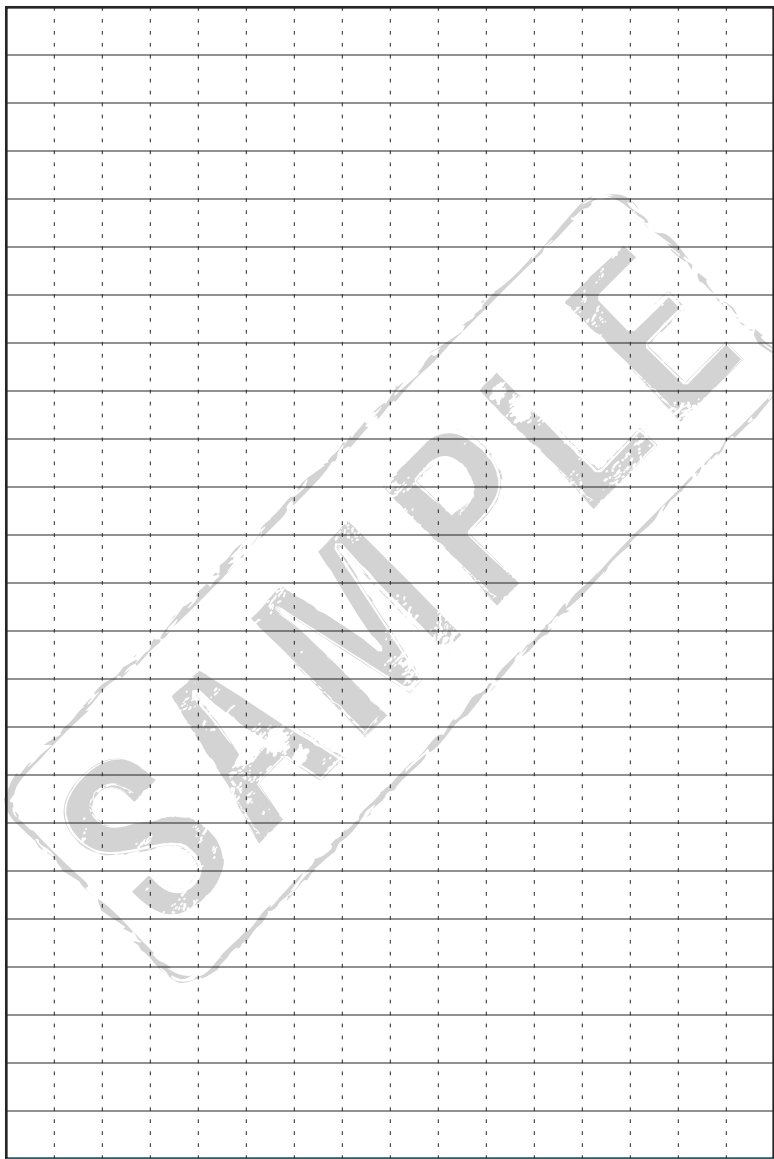
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# DAMAGE ASSESSMENT

DATE:		PERSON REPORTING:													
TIME:		PERSON RECEIVING:													
		BURNING	OUT	GAS LEAK	H <sub>2</sub> O LEAK	ELECTRIC	CHEMICAL	DAMAGED*	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	ASSIGNMENT COMPLETED
TIME	LOCATION/ ADDRESS	FIRES	HAZARDS				STRUCTURES	PEOPLE			ROADS	/ X			

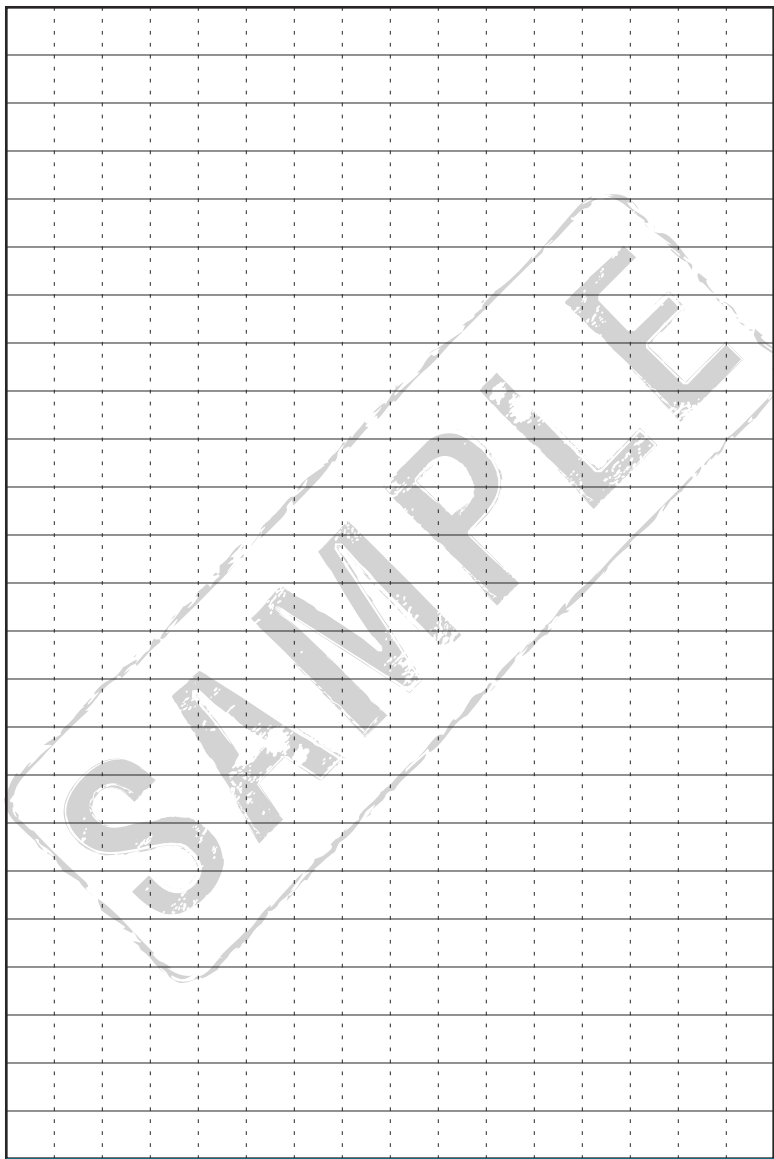
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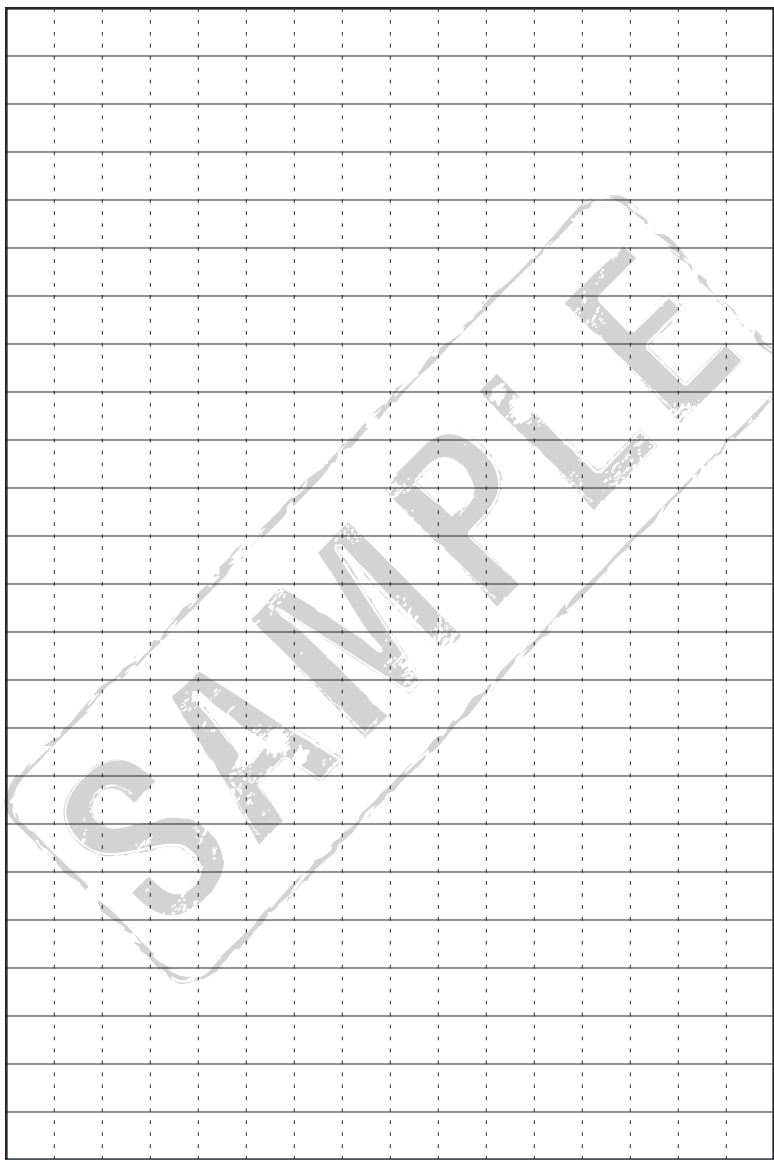
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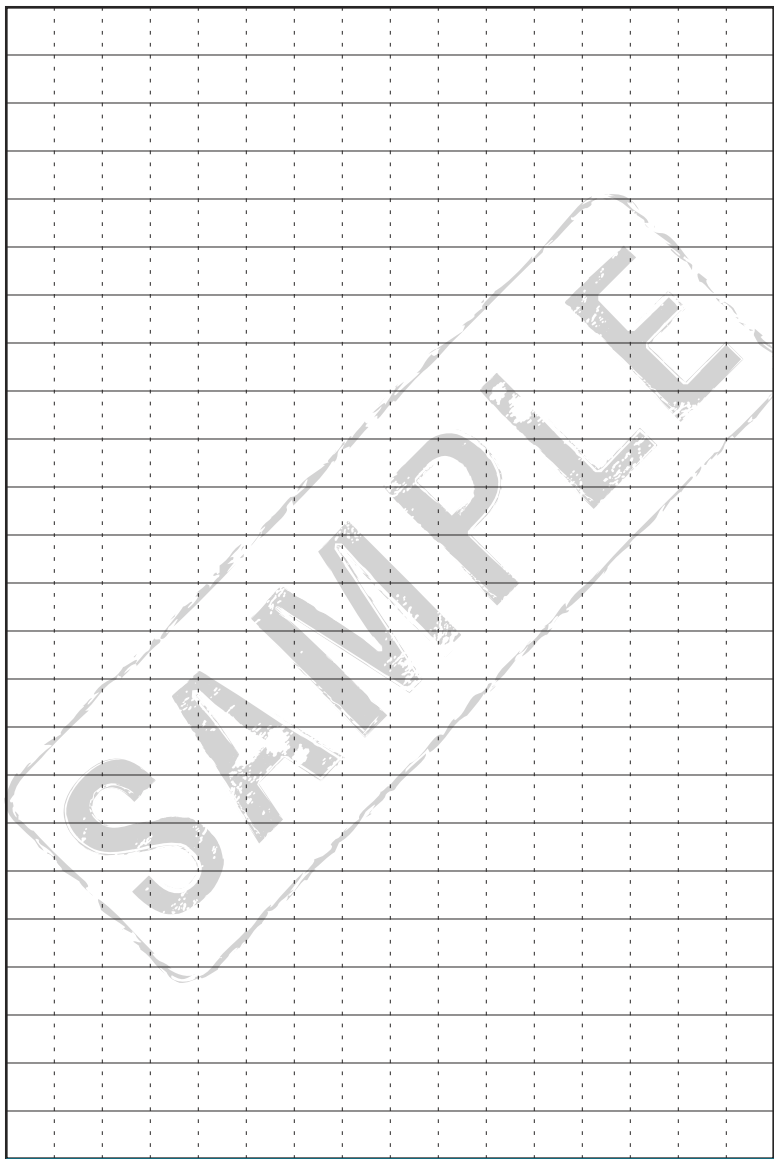
# EQUIPMENT RESOURCES

DATE:	PERSON REPORTING:
-------	-------------------

		FIRE EXTINGUISHER	WRENCH	FLASHLIGHT	FIRST AID KIT	BLANKETS			
TIME:	LOANED TO:								

## FOR USE BY LOGISTICS AND STAGING

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.



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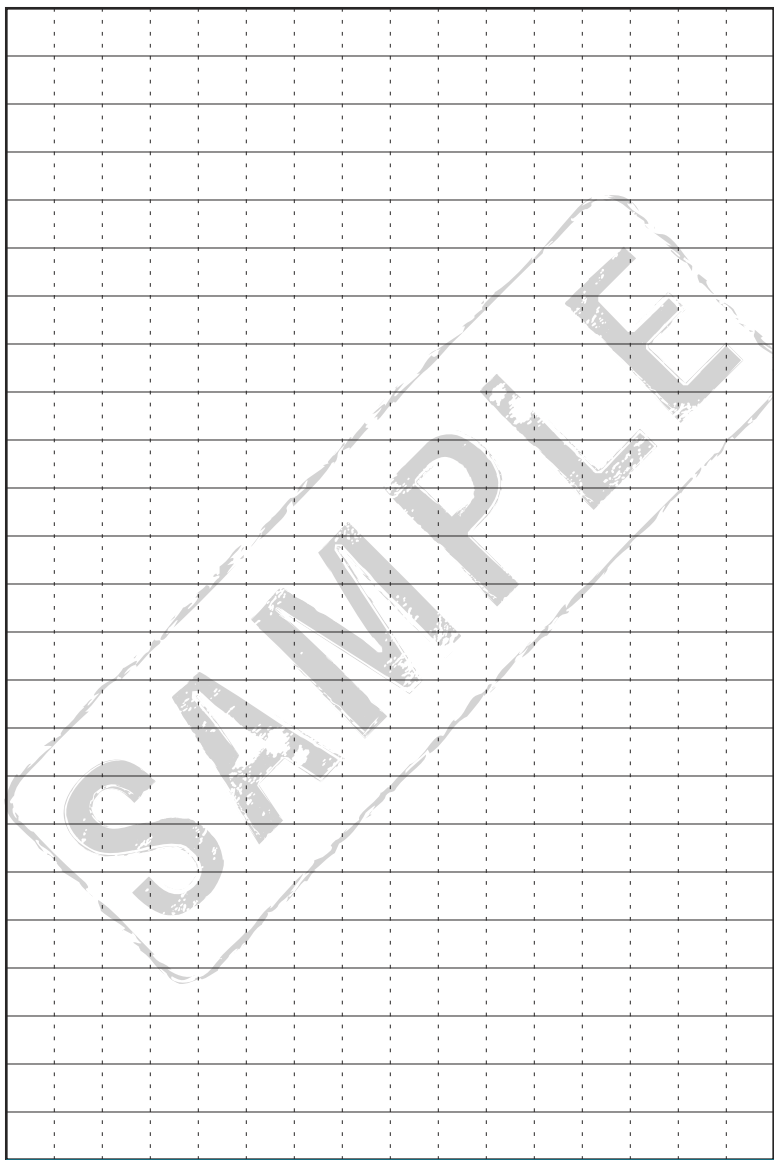
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# INCIDENT BRIEFING

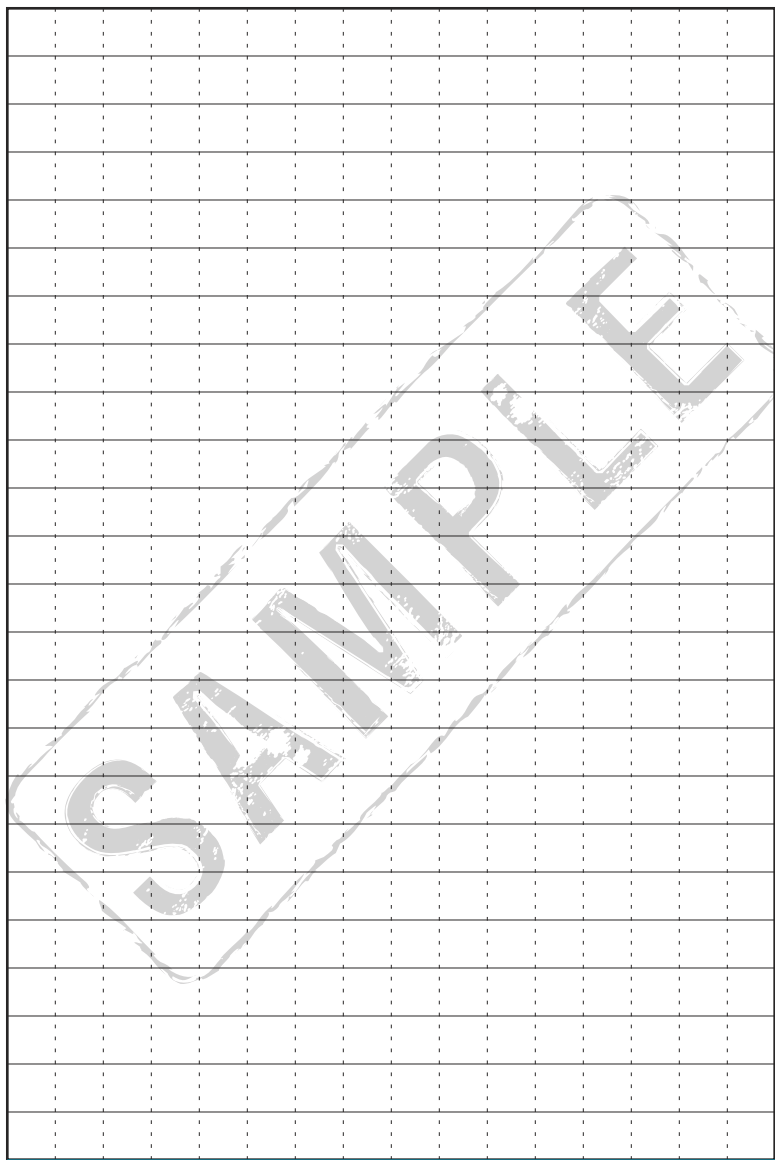
14

PERSON REPORTING:		DATE:	TIME:
INCIDENT NAME:			
MAP SKETCH:			
CURRENT ORGANIZATION:	INCIDENT COMMANDER:	BATTALION:	
<b>SUMMARY OF CURRENT ACTIONS:</b> Be aware of hazards! Work as a team!			

## FOR USE BY INCIDENT COMMANDER

**Incident Command:** Transfer an incident from Damage Assessment sheet. Sketch a map of the incident area, if known, with any hazards. Enter Current Organization, Incident Commander, and Battalion Number. Give to the 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.



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# INCIDENT BRIEFING

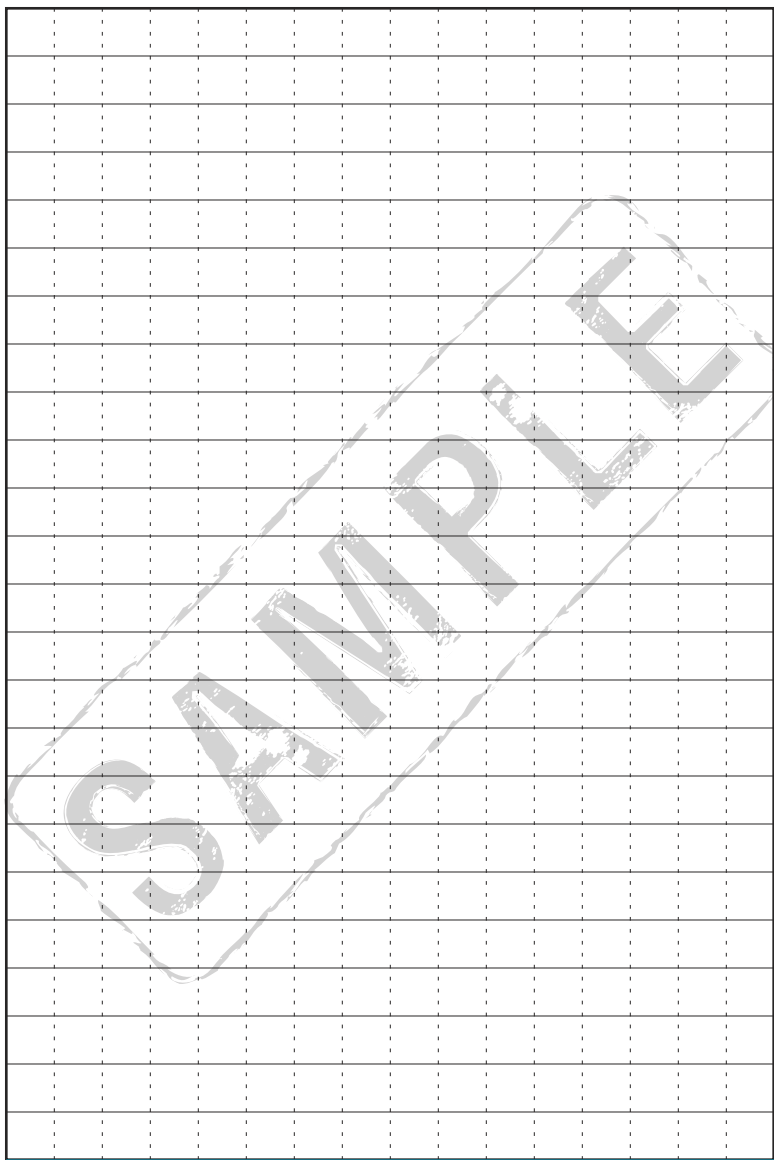
16

PERSON REPORTING:		DATE:	TIME:
INCIDENT NAME:			
MAP SKETCH:			
CURRENT ORGANIZATION:	INCIDENT COMMANDER:	BATTALION:	
<b>SUMMARY OF CURRENT ACTIONS:</b> Be aware of hazards! Work as a team!			

## FOR USE BY INCIDENT COMMANDER

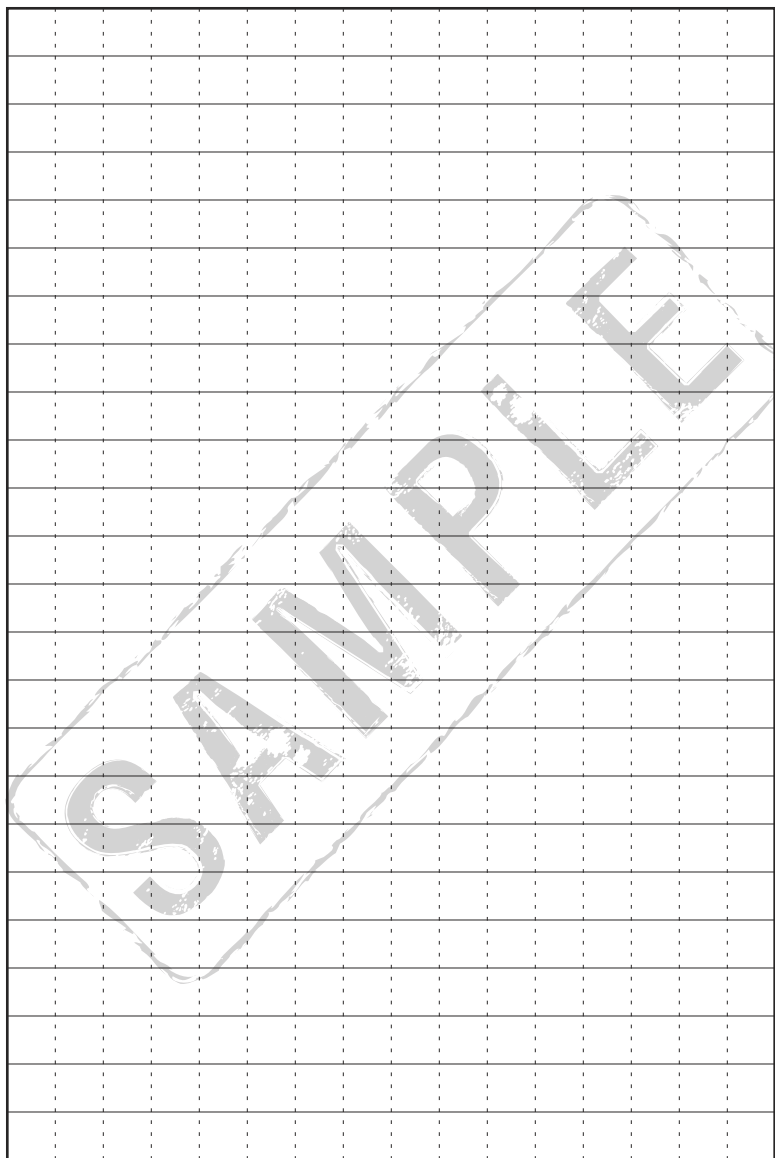
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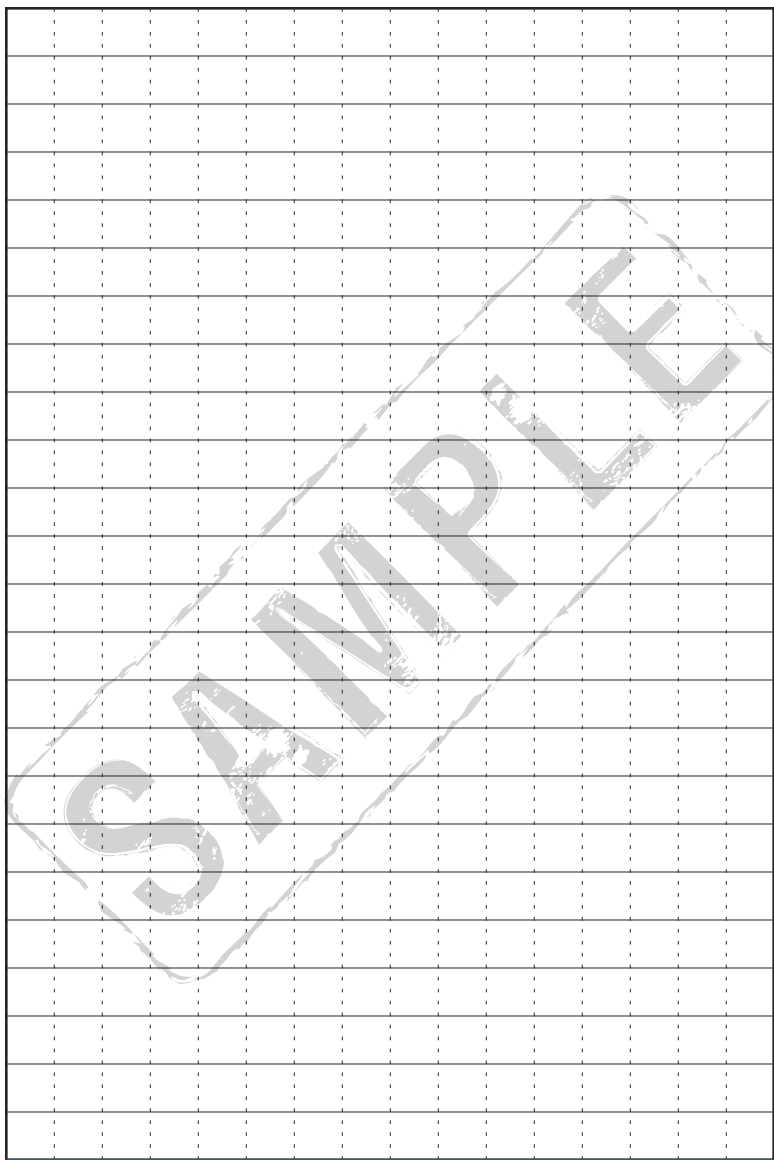
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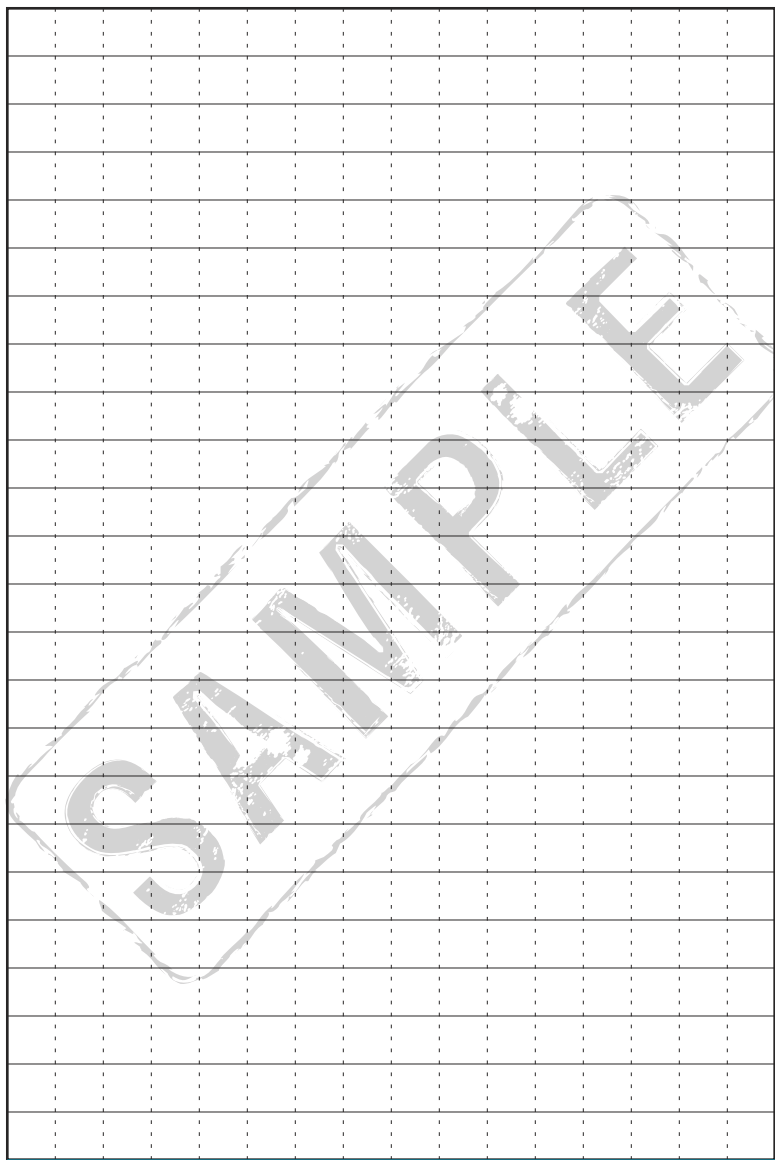
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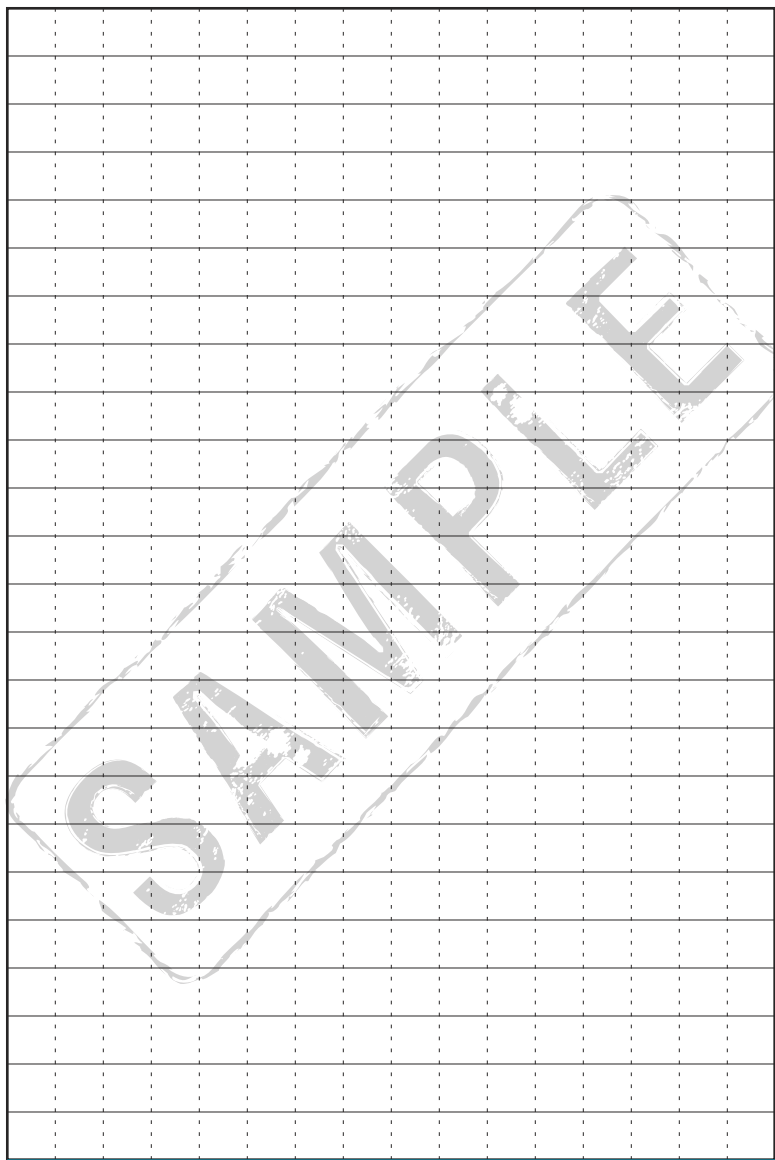
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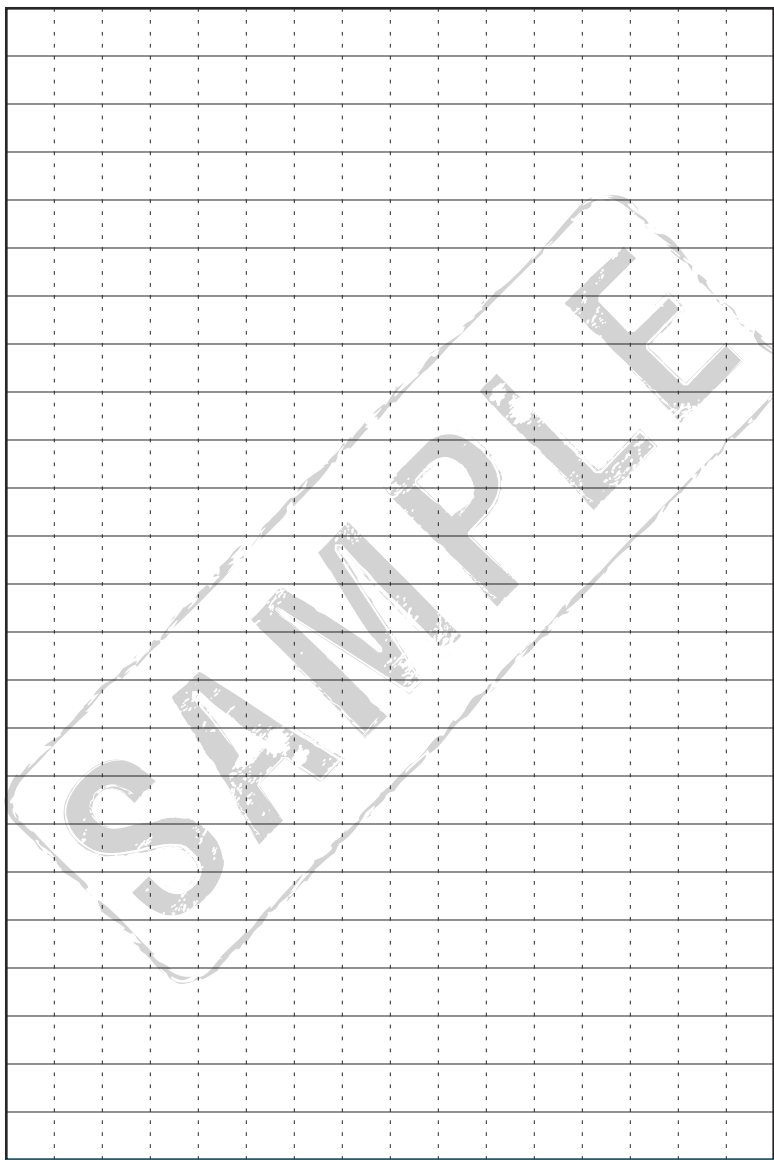
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# ASSIGNMENT STATUS

<b>DATE:</b>		<b>PERSON REPORTING:</b>									
<b>TEAM LEADER:</b>		<b>ASST. TEAM LEADER:</b>					<b>ASSIGNMENT:</b>				
TEAM TYPE		TEAM TYPE		TEAM TYPE		TEAM TYPE		TEAM TYPE		TEAM TYPE	
START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT	
COMMENTS		COMMENTS		COMMENTS		COMMENTS		COMMENTS		COMMENTS	

## TO TRACK PERSONNEL ON AN ASSIGNMENT

Print type of team (for example, Fire). Print team members' names in numbered boxes. If a team completes an assignment, use another team column for the next assignment. Return this form, with Incident Briefing, to Incident Command.



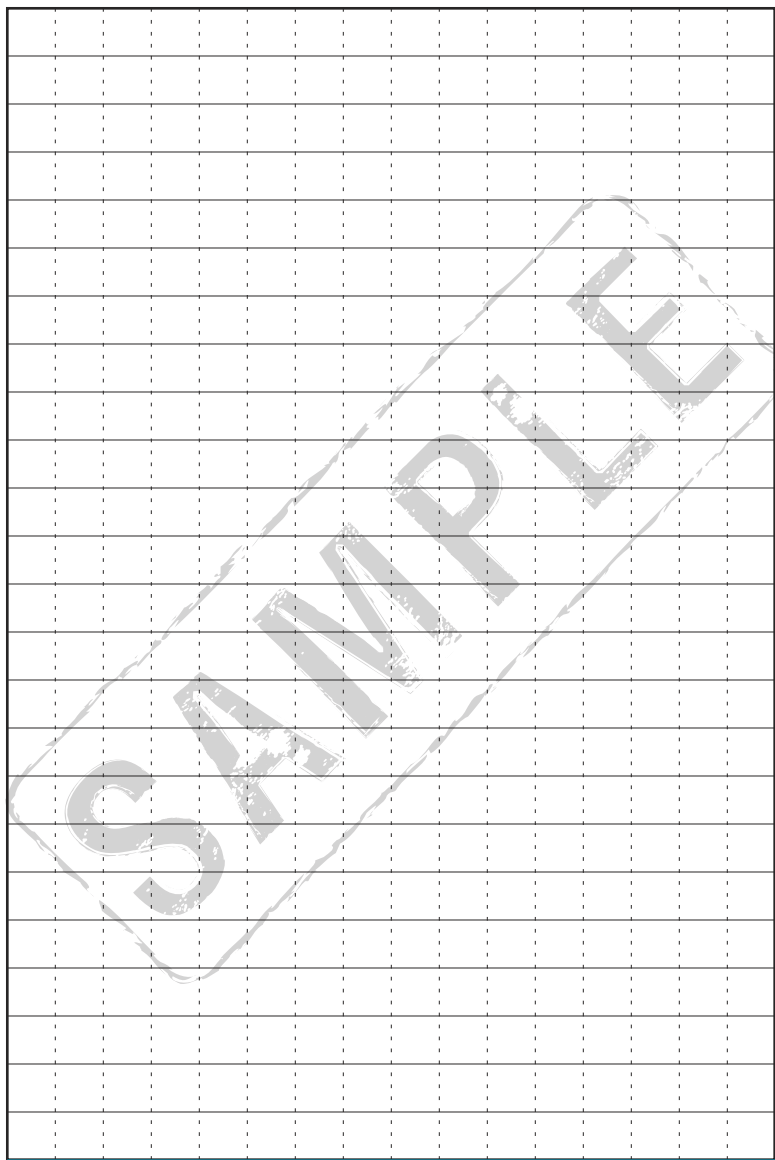
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<b>TEAM LEADER:</b>				<b>ASST. TEAM LEADER:</b>				<b>ASSIGNMENT:</b>									
<b>TEAM TYPE</b>		<b>START TIME</b>		<b>END TIME</b>		<b>TEAM TYPE</b>		<b>START TIME</b>		<b>END TIME</b>		<b>TEAM TYPE</b>		<b>START TIME</b>		<b>END TIME</b>	
1		1		1		1		1		1		1		1		1	
2		2		2		2		2		2		2		2		2	
3		3		3		3		3		3		3		3		3	
4		4		4		4		4		4		4		4		4	
5		5		5		5		5		5		5		5		5	
<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>		<b>ASSIGNMENT</b>	
<b>COMMENTS</b>		<b>COMMENTS</b>		<b>COMMENTS</b>		<b>COMMENTS</b>		<b>COMMENTS</b>		<b>COMMENTS</b>		<b>COMMENTS</b>		<b>COMMENTS</b>		<b>COMMENTS</b>	

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# MESSAGE FORM

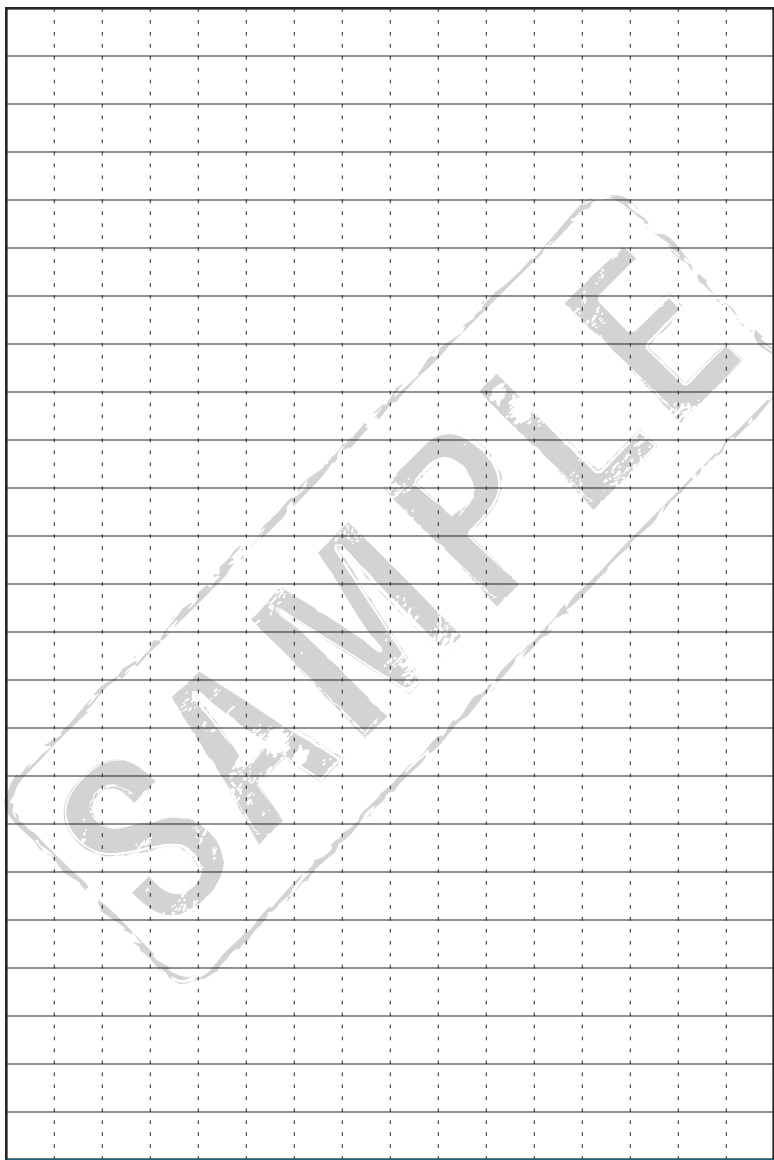
<b>TO:</b>	<b>Message Center Use Only</b> <b>Incident:</b> _____ <b>Time:</b> _____ <b>Date:</b> _____  <input type="checkbox"/> Incoming <input type="checkbox"/> Outgoing
<b>FROM:</b>	
<b>TIME:</b>	

**MESSAGE TEXT:**


**ACTION TAKEN:**


**USE CLEAR CONCISE TEXT**

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



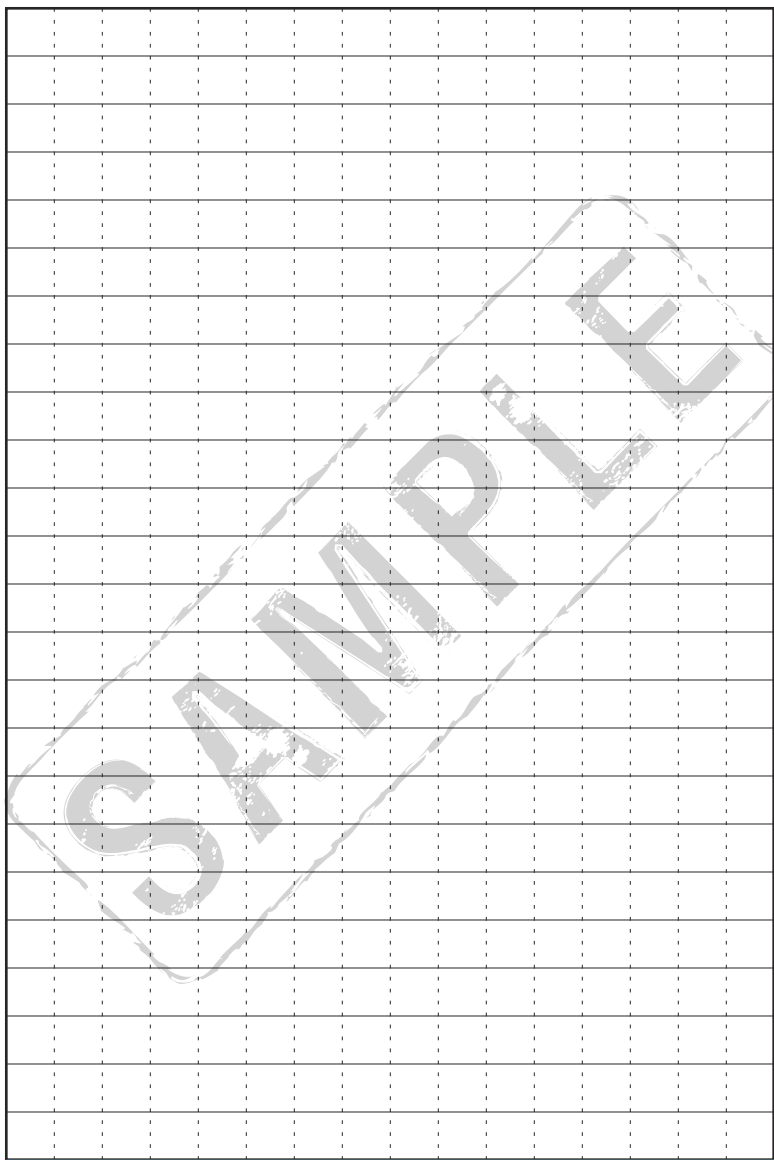
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<b>TO:</b>	<b>Message Center Use Only</b>  <b>Incident:</b> _____  <b>Time:</b> _____  <b>Date:</b> _____  <input type="checkbox"/> Incoming <input type="checkbox"/> Outgoing
<b>FROM:</b>	
<b>TIME:</b>	
<b>MESSAGE TEXT:</b>	
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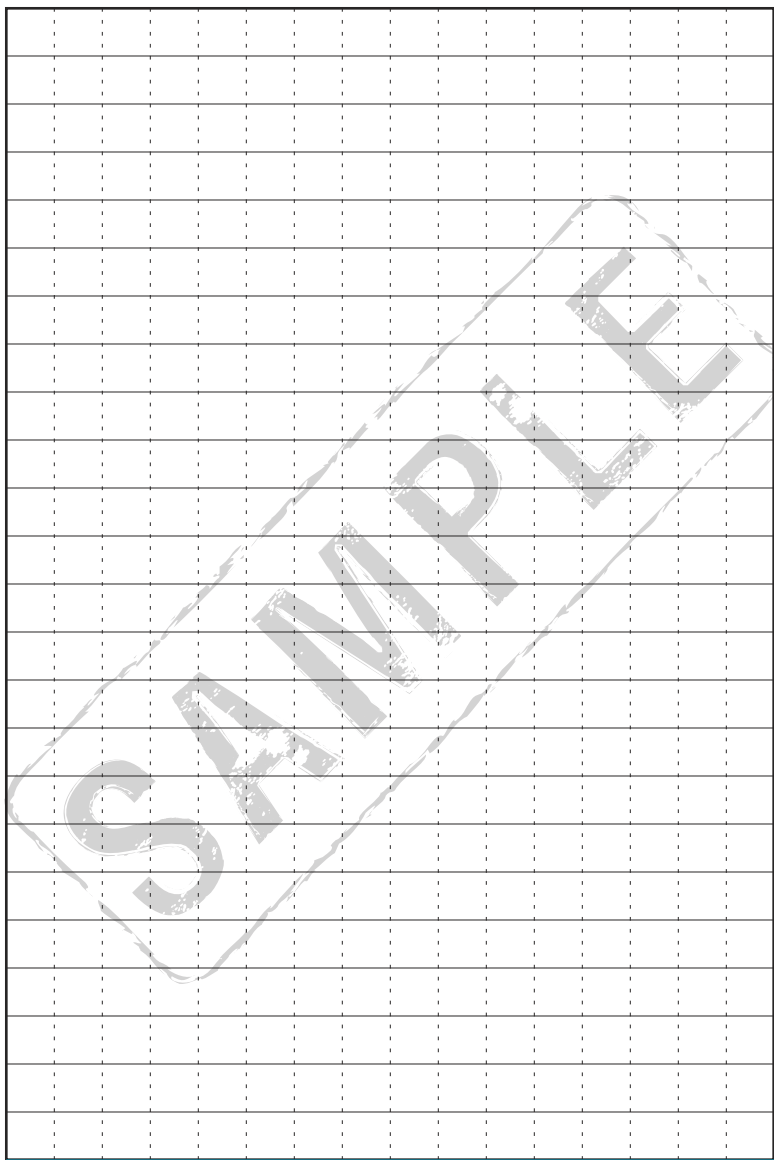
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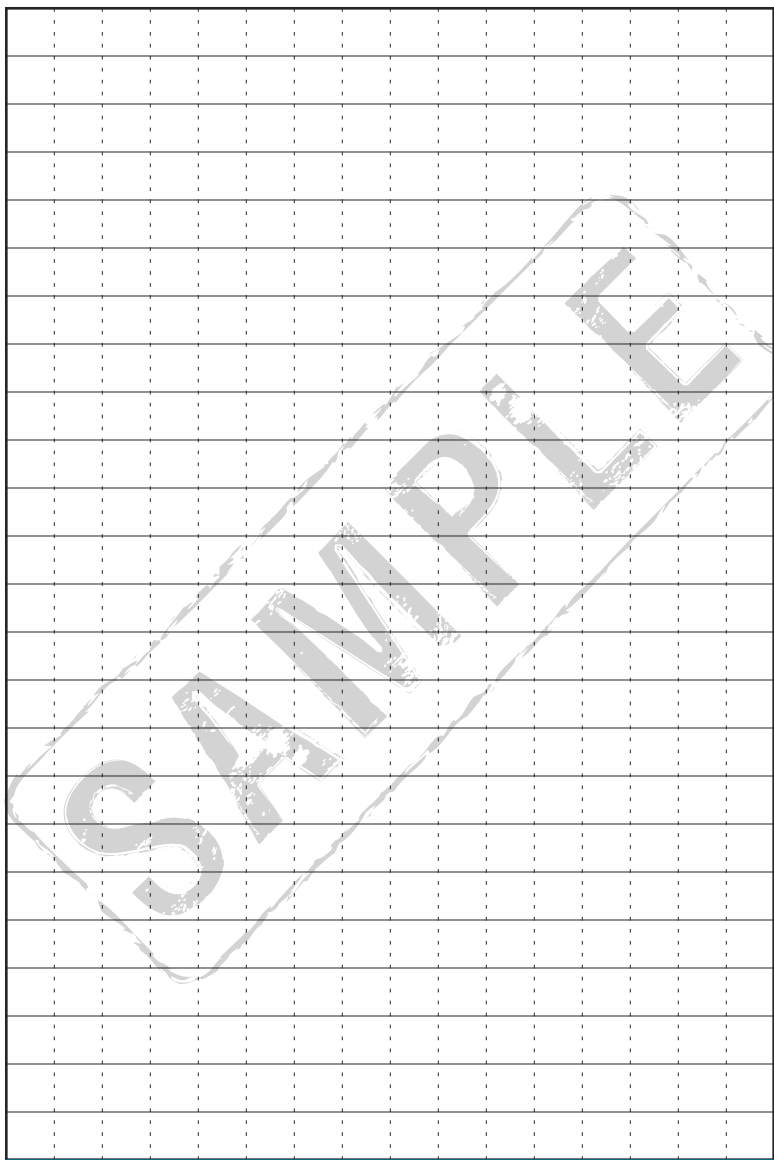
<b>TO:</b>	<b>Message Center Use Only</b>  <b>Incident:</b> _____  <b>Time:</b> _____  <b>Date:</b> _____  <input type="checkbox"/> Incoming <input type="checkbox"/> Outgoing
<b>FROM:</b>	
<b>TIME:</b>	

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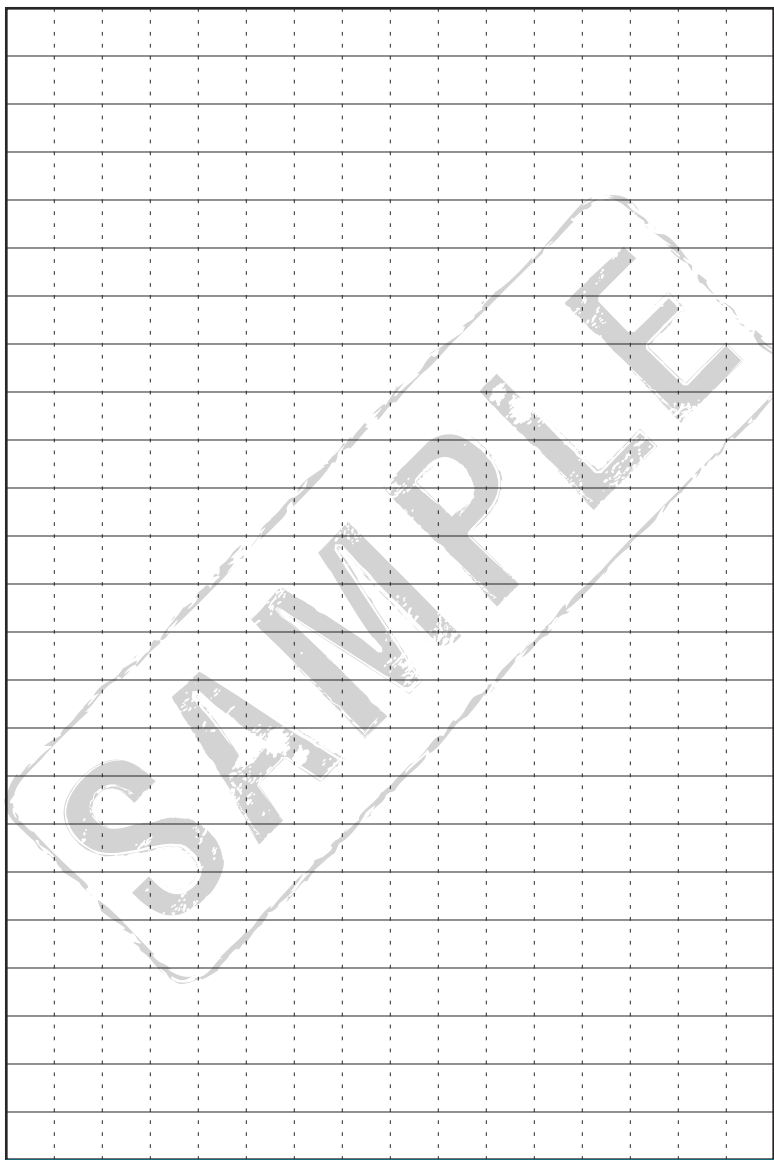
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<b>FROM:</b>	
<b>TIME:</b>	

**MESSAGE TEXT:**

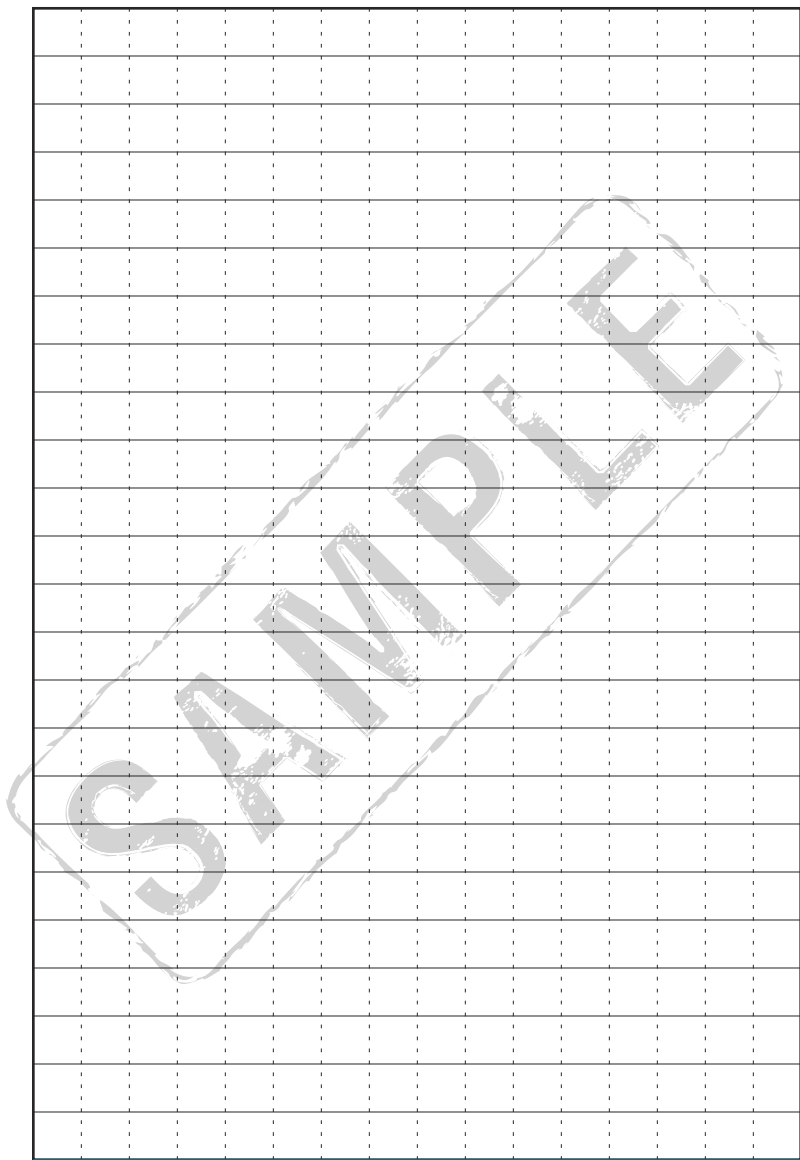

**ACTION TAKEN:**


**USE CLEAR CONCISE TEXT**

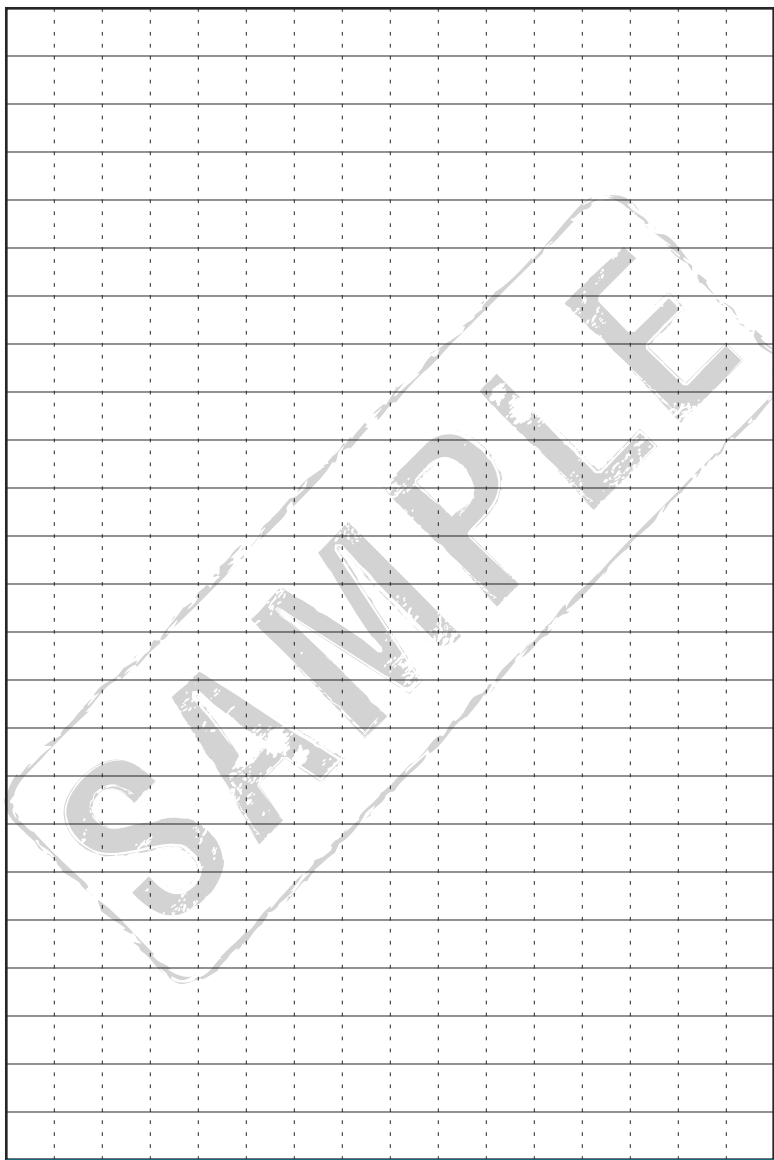
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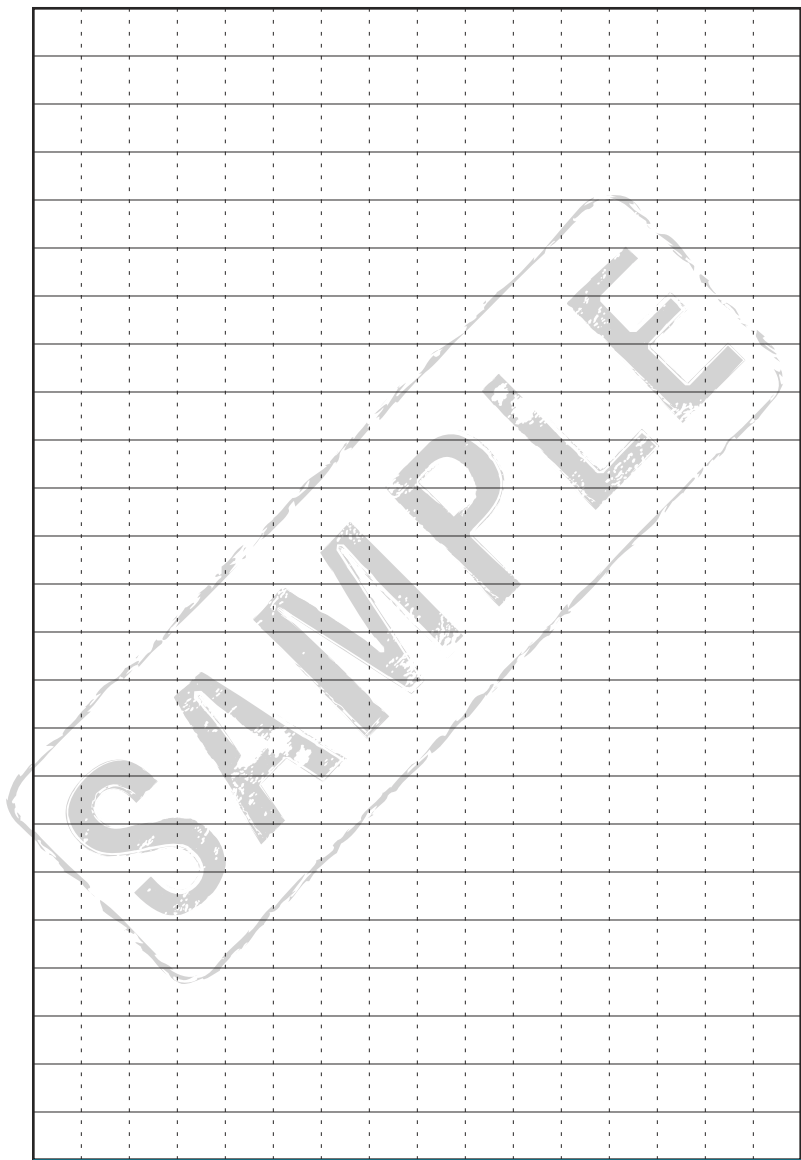
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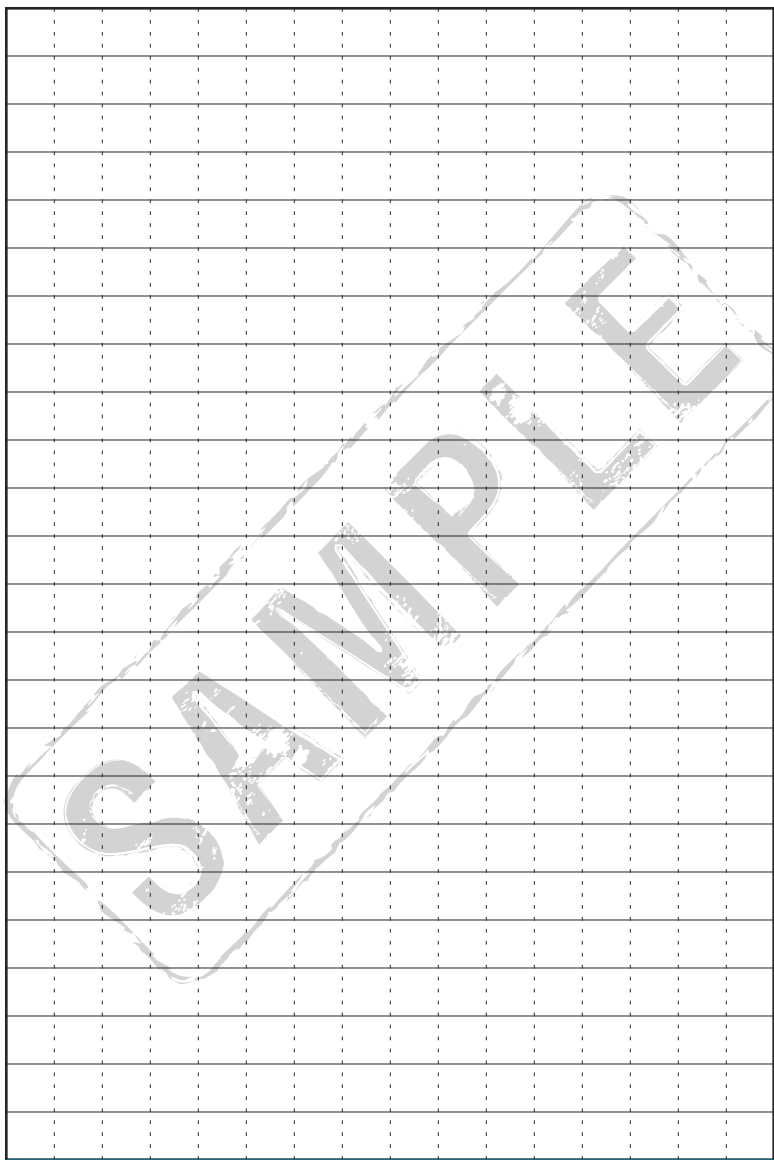
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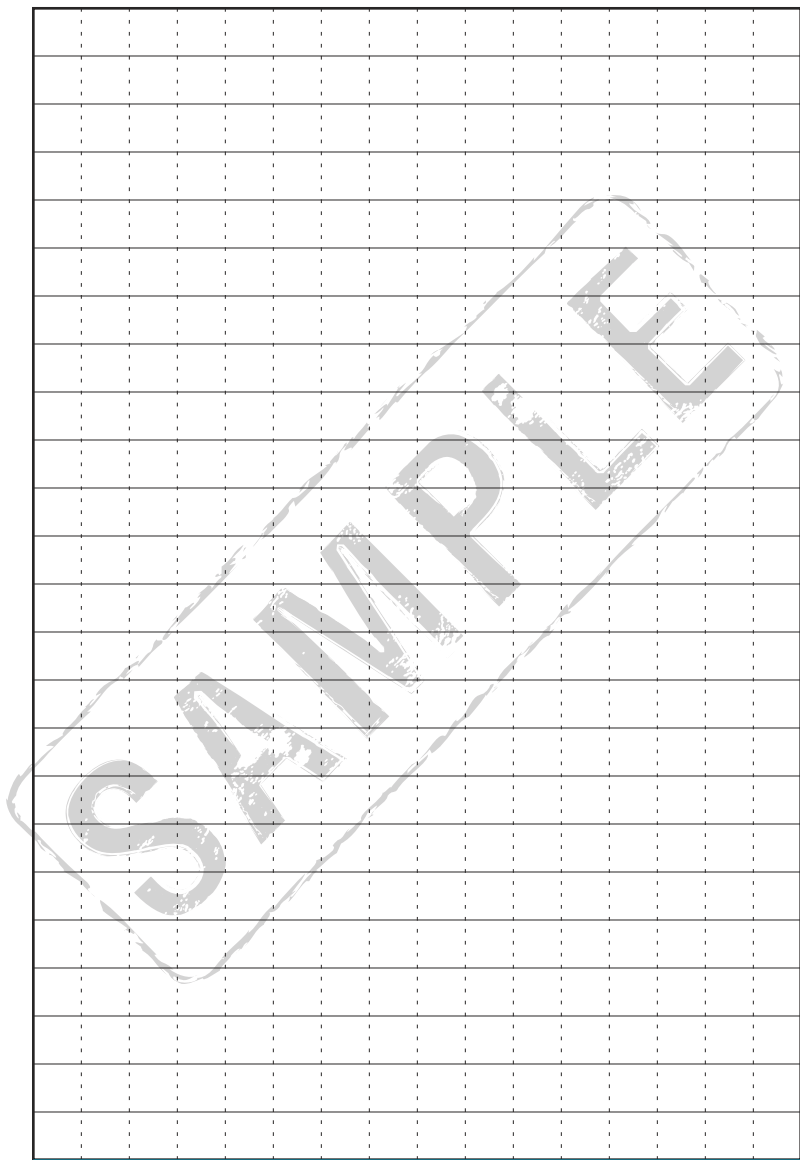
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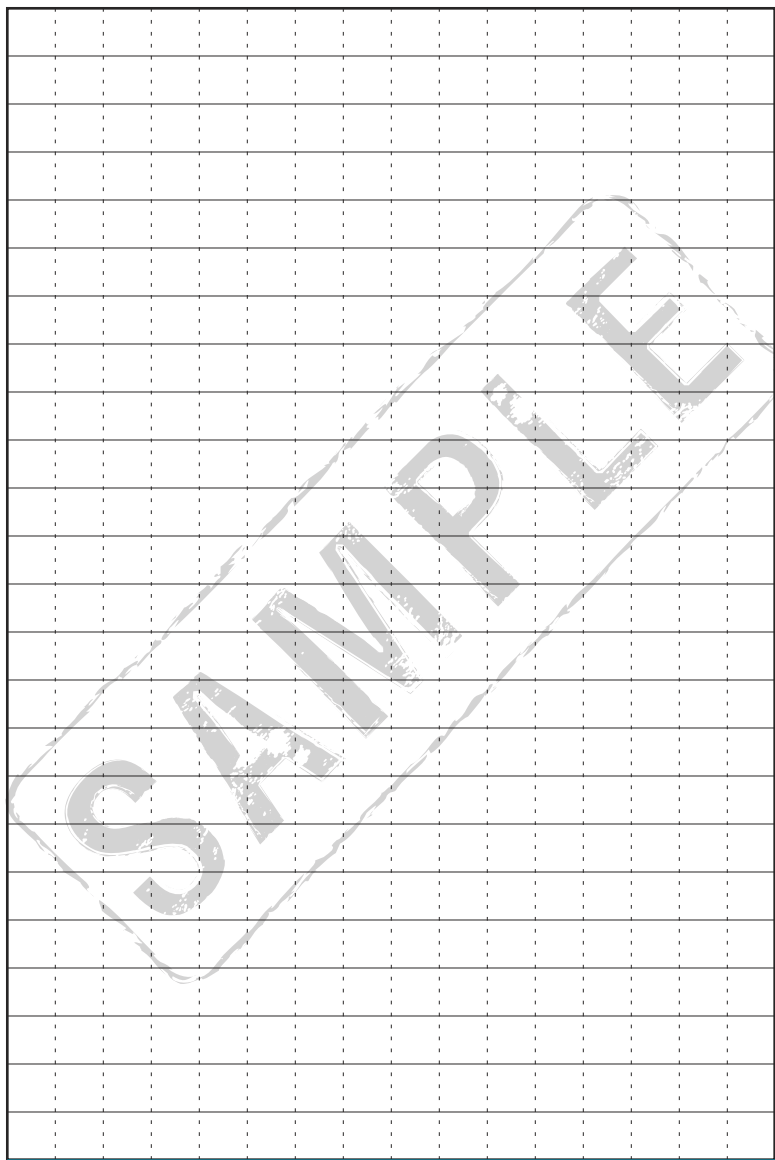
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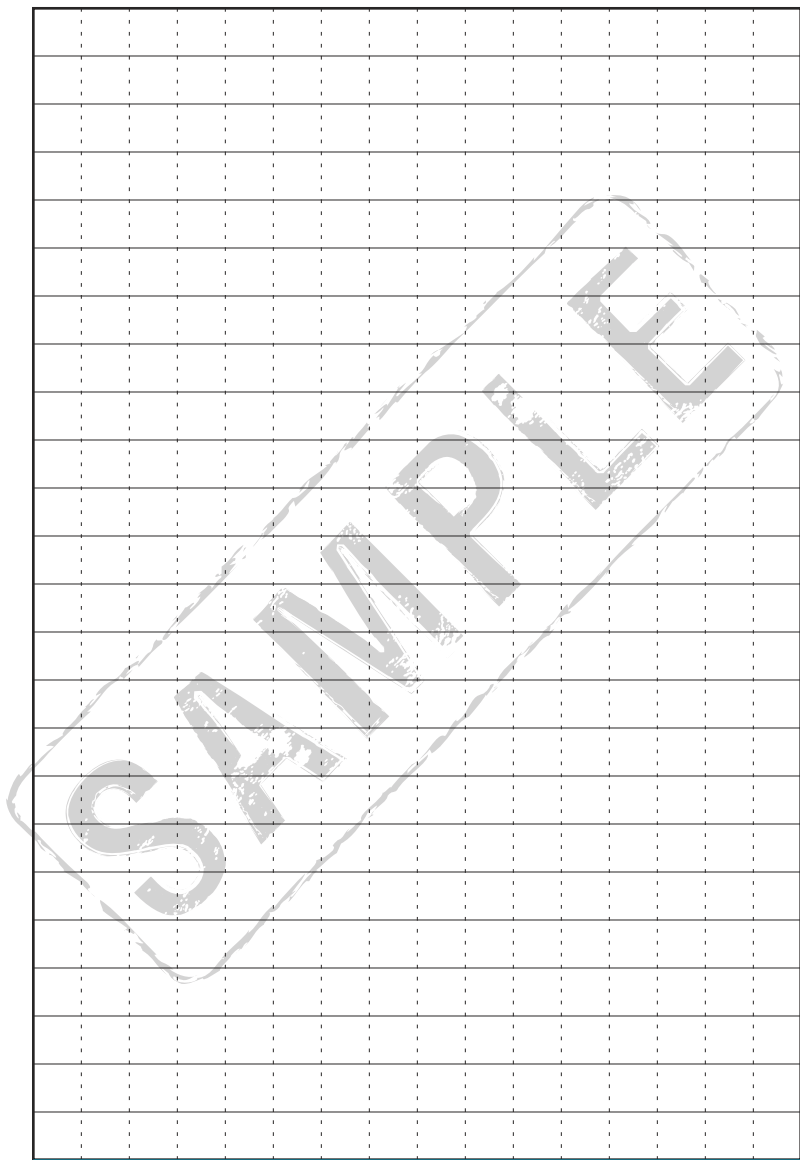
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# "Rite in the Rain"®

## ALL-WEATHER WRITING PAPER

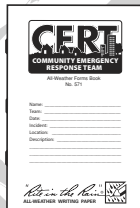


### CERT-KIT

The "Rite in the Rain" CERT-KIT includes the #573 Field Operating Guide, #571 Forms Book, #97 All-Weather Pen, and all fits in the #C980 Cordura Book Cover. Everything you need to be prepared for any response situation.



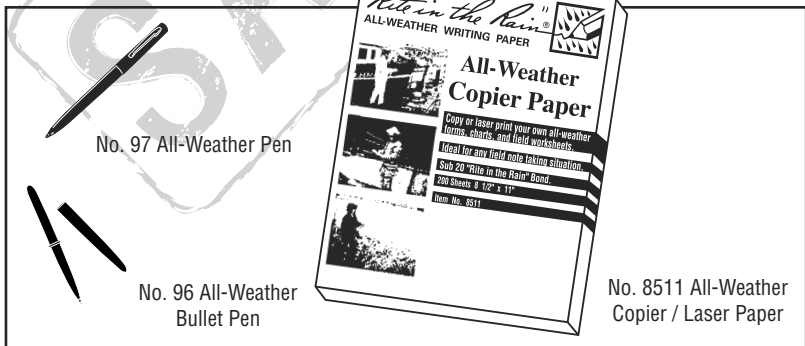
No. 573 All-Weather  
Field Operating Guide



No. 571 All-Weather  
Forms Book



No. 575 All-Weather  
Pocket Notebook



No. 97 All-Weather Pen

No. 96 All-Weather  
Bullet Pen



No. 8511 All-Weather  
Copier / Laser Paper

[www.RiteintheRain.com](http://www.RiteintheRain.com)