

'If it's not written down, it didn't happen.'

Use a scribe

DOCUMENTATION: WHY?

Efficiency, passing on info between teams, Sections, new shifts, & to professionals for effective resources deployment

INFORMATION FLOW

1. Damage Assessment form: TL receives results enabling prioritization of responses
2. Assignment Tracking Log: TL follows all progress and situational status
3. Briefing Assignment forms: Teams get their task description
4. Team Action Log: Describe locations, hazards, time, access, maps.
(CAN = Conditions, Actions, Needs, and Sit stat (situational status))