

FORMS

PM: pg. 2-13, 22, 24 IG: pg. 2-20 - 22

“If it’s not written down, it didn’t happen.” Use a scribe

DOCUMENTATION: WHY?

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

INFORMATION FLOW

Examples:

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 CAN (Conditions, Actions, Needs). Logs team ‘sit stat’ (situational status), e.g., locations, hazards, time, access, maps, changes to plans.