

[illegible]

10/08/01

(\* 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 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.



# INCIDENT BRIEFING

LOS ANGELES FIRE DEPARTMENT  
DISASTER PREPAREDNESS UNIT



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

FOR INCIDENT COMMANDER

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Incident Command: Transfer an incident from Damage Assessment sheet. Sketch a map of the incident area, if known, with any hazards. Enter Incident Commander's name and Battalion number under current organization. Give to 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.



# ASSIGNMENT STATUS

## LOS ANGELES FIRE DEPARTMENT DISASTER PREPAREDNESS UNIT



DATE:		PERSON REPORTING:						PAGE #:	
TEAM LEADER		ASST. TEAM LEADER		ASSIGNMENT					
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
1		1		1		1		1	
2		2		2		2		2	
3		3		3		3		3	
4		4		4		4		4	
5		5		5		5		5	
ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT		ASSIGNMENT	
COMMENTS		COMMENTS		COMMENTS		COMMENTS		COMMENTS	

TO TRACK PERSONNEL ON AN ASSIGNMENT.

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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





# MESSAGE FORM

LOS ANGELES FIRE DEPARTMENT  
DISASTER PREPAREDNESS UNIT



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

USE CLEAR CONCISE TEXT

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



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LOS ANGELES FIRE DEPARTMENT  
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USE CLEAR CONCISE TEXT

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# VICTIM TREATMENT AREA RECORD

LOS ANGELES FIRE DEPARTMENT  
DISASTER PREPAREDNESS UNIT



DATE:		PERSON REPORTING:			PAGE #:	
TIME IN	NAME OR DESCRIPTION	TRIAGE TAG	CONDITION	MOVED TO:	TIME OUT	