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# APPENDIX 6-A: CERT FORMS

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**COMMUNITY EMERGENCY RESPONSE TEAM  
CERT FORMS**

**Incident Briefing**

<b>Prepared By:</b>	<b>Date:</b>	<b>Time:</b>
<b>Incident Name:</b>		
<b>Map Sketch:</b>		
<b>Current Organization:</b>	<b>Incident Commander:</b>	<b>Battalion:</b>
<b>Summary of Current Actions</b> <i>Be aware of hazards! Work as a team!</i>		

FOR INCIDENT COMMANDER

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10/08/01

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.

**COMMUNITY EMERGENCY RESPONSE TEAM  
CERT FORMS**



**Message Form**

<b>To:</b>	<b>Message Center Use Only</b> Incident : _____ Time: _____ Date: _____ <input type="checkbox"/> Incoming <input type="checkbox"/> Outgoing
<b>From:</b>	
<b>Time:</b>	
<b>Message Text:</b>	
<b>Action Taken:</b>	

USE CLEAR CONCISE TEXT www.cert-la.com 10/08/01  
Examples: assignment completed, additional resources needed, unable to complete, special information/status update.





