



# Incident Report

Fill in the blanks. Circle the options. Try to gather all relevant information.

The purpose of the CERT Incident Report form is to help you gather all the important information about an incident, in a way that can be easily understood and processed by the people who will act upon the information.

- Please try to fill out the form as completely as possible Write legibly.
- Where choices are provided, circle the most appropriate choice.

Meanings and clarification for different fields

- Report Date and Time means the time the report is describing. MM/DD/YY 1400 (military time) format. If the information is already an hour old, use that time.
- Written by means the person who wrote up the report, not the person giving the report.
- Where/How was report taken means how did the information arrive? Was it radioed in, or did someone walk in and report the problem.
- An Update: Circle if this report is known to be an update to, or a repeat of, a previous report.
- Priority or Severity: Categorize the Incident as either
  - a. An Emergency where immediate action is needed to save life or prevent additional injuries
  - b. An Urgent problem consisting of serious injuries or major damage that affects emergency response, such as bridge failures or water main breaks, or has widespread impact
  - c. Routine/Status is any report that does not have widespread impact, or is reporting "all okay".
- Incident Address/Zone: it is very important that you record exactly where the incident is located. A residential address is best, but cross streets and directions are acceptable.
- Reporting Person: this is the name of the person who reported the incident to the person writing the report. This is critical so we know who to contact for additional information or to follow up.
- Call back number/call sign: Get details to make contact with the reporting person. A phone number is preferred if phones are working, but a radio call sign or location may be the best available.
- Reliability: Good/Questionable: First hand accounts by careful observers are Good. Second hand information or rumors are questionable.
- Give Incident a Name: This becomes the title of the incident, e.g. "Broken Water Main"
- The Table of incident types gives a quick way to cover all the bases.
  - a. If you know "none" or "not a problem" mark a zero or N
  - b. If you know, enter a number or Y
  - c. If you don't know, leave it blank
  - d. Don't use checks or X's. People use them differently.
- Description: a short but thorough description of the problem.
- Actions Taken/Help Requested: what has already been done? Has 911 been called? Are CERT members active on scene? What additional help is needed?
- Notify: Who should see this information? This may be decided by the Communication Officer. If so, writers should leave these fields blank.