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## APPENDIX C - FORMS AND REPORTS

This unit of the Operations System Description Manual provides commonly used forms and standard reports used by HHS management while coordinating disaster or emergency health and medical operations. The forms and reports described in this unit are intended for use by HHS personnel who are filling managerial or supervisory positions where decisions on activation/coordination of HHS health and medical response resources are made. Some forms and reports are specific to Stafford act responses, while others are generic and can be used on all health and medical responses. Explanations on the use of and directions for completion of forms are provided where necessary. Other HHS forms and reports specific to on-the-ground health and medical response organizations or EOCs is described in their respective operations manual.

### A. FORMS SPECIFIC TO STAFFORD ACT RESPONSES

#### 1. Functional Plan

The Functional Plan addresses the tasks HHS has been given that contribute toward accomplishing the FCO's operational objectives for the next planned operational period and accomplishments for the last period. A copy of the plan is turned into the FEMA Information and Planning Section. Information derived from this Functional Plan is made part of the disaster Action Plan developed by FEMA for the next operational period. ESF#8 leaders in the EST, ROC and ERT are required to develop Functional Plans.

Incident Block - Insert name of disaster

FEMA Disaster Response Number Block - Use the FEMA number identified on the Presidential disaster declaration.

Operational Period Block: - Use the upcoming operational period ( the one for which this plan is written) not the ending operational period.

Date/Time Prepared - Self-explanatory.

Prepared By Block - Use first and last name of person preparing the Functional Plan.

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### A. FORMS SPECIFIC TO STAFFORD ACT RESPONSES

#### 1. Functional Plan (Continued)

Operational Objectives Accomplishments For Last Operational Period Block -

This block is used to compile the SITREP and to provide information for status briefings. List the accomplishments for the ending operational period that are directly tied to the FCO's operational objectives for that period.

Operational Objectives For This Operational Period Block - This block details what actions your agency is tasked to take that contribute towards meeting the FCO's operational objectives in the next operational period. Be specific and detailed. Provide attachments if additional space is necessary. If HHS has not been tasked to take actions that are directly tied to specific FCO operational objectives for this operational period, leave this block blank.

Critical Issues Block - This block can be used for recommending operational objectives or for noting specific problems requiring policy decisions to enable the agency to meet the tasks for which they are assigned.

Attachments Block - In this block list any attachments such as maps, lists, reports etc. that you recommend should be distributed with the Action Plan. Check the box in the upper right hand corner. If there is more than one attachment, specify which ones should or should not be distributed.

Personnel Involved in Disaster Operations - This block is used by the Planning Support Branch of the Information and Planning Section to provide a rough estimate of personnel involved in disaster operations. List the number of personnel assigned in the DFO and in field operations. Be sure to include support agencies that are not reported elsewhere.

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#### 2. Request for Federal Assistance

RFAs are used to document MAs to Federal departments and agencies to perform work to assist the affected State and local jurisdictions, or to support overall Federal operations.

Once an RFA is approved, it becomes a MA and is assigned a unique tracking number. The appropriate funds are then obligated in the FEMA financial tracking system and copies are distributed to the affected agency.

A MA is defined as a “work order issued to a Federal agency by FEMA directing completion by that agency of a specified task and citing funding, other managerial controls, and guidance”. Completion of the MA may be completely within the capabilities of the mission assigned agency.

Specific tasks identified in a mission assignment are often associated with FCO’s operational objectives for a specified operational period. It is these specific tasks that are addressed in the Functional Plan provided to the Information and Planning Section.

ESF#8 leaders in the EST, ROC and ERT receive MAs through the RFA process. They are involved in the completion of the RFA form by contributing information entered in the description block (block II). They may also be required to provide information in the assistance requested block (block I).

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#### 3. MA Tracking

A mission Assignment Tracking Report is used to track mission assignments issued to HHS by FEMA.

Mission Number Block - Enter the FEMA MA number and the HHS control number (e.g., MA-10 HHS-01).

Funding Block - Enter the estimated dollar amount provided to FEMA for conducting the requirements in the MA.

Date Block - Enter month, day and year.

Description Block - Describe the MA (e.g., activate ESF#8, or increase funds, or conduct biohazard assessment etc.).

Status Block - Enter status of MA (e.g., ongoing, or completed, etc.).

Remarks Block - Enter any pertinent information relating to the MA (e.g., Point of Contact Tyler, or estimate 3 weeks/DoD tasking or report provided to State/Federal/local governments).

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#### 4. Task Order

In those instances where HHS requires the assistance of other agencies' resources to assist in completing the MA, the method for securing that assistance is a Task Order. A Task Order is defined as a request for personnel, supplies and/or equipment issued by HHS to another agency to secure assistance in carrying out the MA.

Taskings to OEP components, other HHS regions and support agency headquarters to meet needs identified by the impacted HHS region, will be done by OEP at the request of the impacted RHA. Tasking to regional HHS components, regional support agencies and other ESFs will be done by the RHA.

Tasking will usually be verbal with follow-up documentation. Documentation is provided through issuance of a Task Order, issued by the RHA or OEP. Task Orders include a cost estimate for the services being requested. Normally a HHS representative will develop or participate in the development of the estimate. The total cost of the Task Orders issued to conduct a mission can be no more than the fund limitation for that specific MA that appears on the MA Tracking Form HHS-005. If it appears that the dollar limit is insufficient to carry out the mission, the ERT ESF#8 Team Leader must seek an increase through the FCO. The MA and Task Order Forms provide space for keeping track of the running dollar balance within the MA ceiling.

#### TASK ORDER FORM INSTRUCTION

At the top of the form immediately under the title, enter the number of the region in which the disaster is occurring, the FEMA assigned disaster number and the 2-letter State designation. Provide copies of the form to the State point of contact so the State requester can complete items 5-11. Items 1-4 and 12-19 are to be completed by RHA after the State completes 5-11.

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#### 4. Task Order (Continued)

MA/Login # Block - FEMA MA number, usually designated as HHS-001, 002, etc.

Functional Description Block - One of the 15 ESF#8 functions.

Task Order # Block - Task Order number, which is the MA number followed by an alpha designation, e.g., HHS-001-A.

Description Block - One to three word description of the resource requested and the geographic destination, e.g., DMORT/Harding Cemetery.

State Requestor Block - Name and phone number of the person within the State who is requesting the resource.

State Approving Officer Block - State approving official name and phone number.

Request From State Block - A detailed description of the resource request including the reporting locations, point of contact, to whom the resource should be delivered, and the duration of the need for the resource.

Task Orders To Block - Name of the agency being tasked by HHS to carry out the request and a complete statement of the task to be completed. If more than one agency must be tasked, use the same form if there is sufficient space, or complete another one under the same Task Order number if more space is required. Staple the two forms together as a single document.

ERT ESF#8 Team Leader or RHA Approval block - ERT ESF#8 Team Leader or RHA signature indicating approval of the Task Order. Include date, time, and phone number.

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#### 4. Task Order (Continued)

Concurrence/Notes Block - Evidence of any coordination or other notes for the record.

HHS Fund Citation Block - HHS appropriation (if applicable).

Cost Evaluation Block - Dollars remaining available under this MA prior to this Task Order; enter the dollar amount estimated to be required for this Task Order; subtract the second from the first and enter the new dollar amount remaining against this MA.

Distribution Block - Distribute copies of the completed form to all parties. Complete the blank lines by entering the name(s) of agency(ies) tasked by the form.

As a support agency to other ESFs, HHS may be tasked by another ESF to provide personnel or services to assist them in completing their MA. Maintaining logs of Task Orders received or issued is the responsibility of the ESF#8 leaders in the EST, ROC and ERT.

#### 5. Task Order Issued Log

The Task Order Issued Log provides a record of the tasks HHS issued to supporting agencies for the accomplishment of MAs issued to HHS by FEMA. The form provides a brief description and location of the task, name of agency tasked, contact point, completion date and estimated cost.

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### **A. FORMS SPECIFIC TO STAFFORD ACT RESPONSES**

#### **6. Task Order Received Log**

The Task Order Received Log provides a record of the tasks HHS received from other ESF's to provide assistance to them in meeting the MA for which they were tasked by FEMA.

The Task Order Received Log and the Task Order Issued Log are used for tracking financial obligations to assure that all costs associated with an emergency or disaster can be identified and tracked from the point in time at which they are incurred. The HHS regional office is responsible for maintaining a file of these obligating documents which back up the reimbursement request and for assuring that copies are provided to the Assistant Secretary for Health Financial Management Branch in Headquarters and OEP. The Financial Management Branch then secures financial reimbursement from FEMA headquarters.

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## APPENDIX C - FORMS AND REPORTS

### B. GENERIC FORMS

#### 1. Personnel Arrival/Departure Information

The Personnel Arrival/Departure Information form, designed for use by the MST, can be used by any organizational entity when activated for an emergency response under any of the HHS response authorities. It is a useful tool for tracking the arrival and departure of individuals or response teams providing health and medical services to a disaster or emergency.

#### 2. Activity Log

An Activities Log is maintained at each HHS operating site. If established, the Planning Section would have the responsibility for data entry. If a Planning Section is not established, the HHS person in charge at each site selects the person responsible for data entry.

The Activities Log is maintained to provide answers to most reference questions during a response and to provide a reliable record after the response. Every effort should be made to maintain the Log on a computer. It should be a diary of significant actions, decisions and discussions that take place at the site. Entries should include the following information:

##### Activities Log Instructions

Date (Begin a new file/page each day).

Time of day (from 0000 to 2359).

What event is being documented, such as:

- Conversation with ...(identify parties).
- Conference call with...(identify parties)
- Report from meeting of...
- Decision by...
- Weather report indicates...
- Confirmation received from...
- Etc.

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### B. GENERIC FORMS

#### 2. Activity Log (Continued)

Describe answers to the relevant Who, Where, When, Why, and How questions.

Indicate any action taken as a result of the entry, follow-up required and to whom assigned.

Enter the name of the source of the entry in parentheses.

#### SAMPLE

**ACTIVITIES LOG FOR**  
FRIDAY, January 8, 1997

**Disaster name/location**  
El Nino Flooding, Southern CA

Phone call from Earl Belue to confirm composition of the three DMATs on alert to deploy to Southern California. Each team will have 35-37 members, including 3-5 physicians, 16 trained in BLS, 8 in ALS, and 9 operations personnel for sanitation, security, communications and general support. Copy of manifest with names, skills and team position assignments will be sent to OEP/EOC by 0900. Estimate transportation arrangements to be confirmed by OEP by 1030. Dinwiddie to notify Bice ASAP who will notify Lewin. (Fitton)

#### 3. Individual Time Sheet

The Individual Time Sheet designed for use by the MST should be used by all HHS response entities to record their daily time and attendance.

## APPENDIX C - FORMS AND REPORTS

### C. REPORTS

#### 1. SITREP

When a disaster or emergency has been declared, it is necessary to document the daily events, how they are being addressed, and their ongoing status. That vehicle for documentation is situation reports (SITREPs). These reports will briefly and accurately describe the daily activities of HHS during an emergency response and/or recovery operation. The report serves as a short history of the health and medical requirements in response to an event.

SITREPs will be prepared on a daily basis at each site at which HHS is operational. During the initial stages of a response, SITREPs may be required more frequently. The main source of information for inclusion in a SITREP is the Activity Log.

SITREPs originating at field sites will be submitted to the affected HHS region and subsequently to OEP/EOC. In multiple emergency HHS responses, the HHS/EOC will develop a single SITREP from the SITREPs received from the various HHS operational sites. This consolidated SITREP will be distributed to HHS senior managers, all HHS regions and coalition members to keep them informed of field level activities and changes in disaster requirements and response.

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### C. REPORTS

#### 1. SITREP (Continued)

The format for HHS SITREPs will be the same, regardless of the site from which they are being generated. The format is based on the 15 functions in HHS health and medical response. Use the applicable headings from the following list:

- Assessment of health/medical needs;
- Health surveillance;
- Medical care personnel;
- Health/medical equipment and supplies;
- Patient evacuation;
- In-hospital care;
- Food/ drug/ medical device safety;
- Worker health/safety;
- Radiological, chemical and biological hazards;
- Mental health;
- Public health information;
- Vector control;
- Potable water/wastewater and solid waste disposal;
- Victim identification/mortuary services; and
- Veterinary services.

In reporting on any one of these functions, there may be several items to report. For each item, provide a precise one to six word subject heading to let the reader know the major subject or issue.