





# INCIDENT BRIEFING

SHELBYCOUNTYCERT  
DISASTER PREPAREDNESS UNIT



SHELBY COUNTY  
ALABAMA

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

[www.shelbycountyalabama.net](http://www.shelbycountyalabama.net)

8/26/05

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

## SHELBY COUNTY CERT DISASTER PREPAREDNESS UNIT



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ALABAMA

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

SHELBY COUNTY CERT  
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# MESSAGE FORM

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SHELBY COUNTY  
ALABAMA

<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>	

**MESSAGE TEXT:**


**ACTION TAKEN:**


USE CLEAR CONCISE TEXT

8/26/05

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

<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>	

**MESSAGE TEXT:**


**ACTION TAKEN:**


USE CLEAR CONCISE TEXT

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





# EQUIPMENT RESOURCES

## SHELBY COUNTY CERT DISASTER PREPAREDNESS UNIT



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DATE:	PERSON REPORTING:	PAGE #:
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