

Chapter IV

Forms and Instructions

Forms and Instructions

This chapter contains sample forms and instructions for use during disaster assessments and response. The forms can be used to document assessments, communications, individual activities and team progress; request, manifest, and track resources and commodities; and account for commodities issued. These forms are offered as optional methods to perform required documentation, tracking, and accounting. Their use is not required in that DART members may already have in place, other forms and methods to perform the same functions. The forms can be obtained through OFDA's Operations Support Division.

Transportation Tracking Form

Instructions

The **Transportation Tracking Form** is a method to track the movement by aircraft, vehicle, or boat of resources to, from, and within a disaster. This form will help the DART or responsible individuals know the status of inroute resources assigned and act as a safety check for personnel who are traveling, by tracking departures and arrivals against schedules.

- Block 1 **Disaster Name**—Enter the name given to the disaster by OFDA (Ex. Hurricane Hugo, Armenia Earthquake).
- Block 2 **Vehicle/Aircraft Type**—Enter the type of transport (Ex. 2-1/2 ton truck, C-130, boat).
- Block 3 **Vehicle/Aircraft ID**—Enter the identification number or letters for the vehicle or aircraft. (Ex. United Airlines Flight #123, DOD N3456 with **Mission Number** if known).
- Block 4 **Passengers/Cargo**—Enter the total number of passengers (pax) and the weight of the cargo for each portion of movement. (Ex. 5 pax/1,000#). For the names of the passengers and description of the cargo see the Transportation Manifest Form.
- Block 5 **Date**—Enter the date of travel (Ex. 1/2/90).
- Block 6 **From**—Enter the place of departure.
- Block 7 **To**—Enter the destination point.

Block 8 **Transit Time**—Enter the estimated time of departure (ETD), the actual time of departure (ATD); the estimated time of arrival (ETA), and the actual time of arrival (ATA). Put all times in local times.

Block 9 **Remarks:**—Enter any remarks that you feel are pertinent.

Note: For specific listing of cargo/passengers, see request numbers on the Transportation Manifest and Resource Request Forms

Transportation Manifest Form

Instructions

The **Transportation Manifest Form** is a method to document what resources (personnel, equipment, commodities, and supplies) are transported to, from, or within a disaster. This form should be filled out by the sending unit or the chief of party at the point of departure. It is a three-part form. Part 1 is to be left at the point of departure. Part 2 is for the receiving organization or responsible individual at the destination point. Part 3 is for the chief of party's records. If possible, once the form has been filled out, make copies of it as they are useful lists which for those who need to know the names of travelling individuals at intermediate stops and various check-in locations at the destination point.

- Block 1 **Disaster Name**—Enter the name given to the disaster by OFDA. (Ex. Hurricane Hugo, Armenia Earthquake)
- Block 2 **Page ___ of ___**—Enter the page number and the total number of pages used manifesting the resources.
- Block 3 **Vehicle/Aircraft ID**—Enter the identification number or letters for the vehicle or aircraft. (Ex. United Airlines Flight #123, DOD C-130 N3456 with Mission Number if known)
- Block 4 **Chief of Party**—Enter the name (if personnel are traveling) of the individual who is the point of contact for those travelling as a group.
- Block 5 **Report To**—Enter the name of the person who is the point of contact or consignee at the destination. Be sure to include the phone number or radio frequency. (Ex. Paul Bell 234-4567 or 127 45 VHF).
- Block 6 **If Delayed, Contact:**—Enter the name of the person who is the point of contact if transportation is delayed or rerouted. Be sure to include the phone number or radio frequency.
- Block 7 **Place of Departure**—Enter the name of the location from which the transportation is originating. Include the estimated time of departure (ETD) and the actual time of departure (ATD). All times should be listed in local times.

- Block 8 **Intermediate Stops**—List any intermediate stops with points of contact and estimated times of arrival and departure at those stops. Use the **Remarks** area if you need more room (Ex. ETA 1/3/90 0345 Honolulu, HI, ETD 1/3/90 0600, Jim Smith 818-234-6789).
- Block 9 **Destination**—Enter the final destination, the estimated time of arrival, and upon arrival the actual time of arrival. Again all times should be local (Ex. ETA 1/4/90 1200 Tonga Int'l ATA 1/4/90 1345).
- Block 10 **Request Number**—Enter, if known, the **Request Number**, from the **Resource Request Form**, for the item or person that is being transported. This will help reference back to the Resource Request Number that originated the request for the resources (Ex. 6/29-1).
- Block 11 **Resource Description and/or Pax Name**—Enter the resource description or name of the passenger (pax). Put the dressed weight of the passenger after his/her name (Ex. Blankets, water purification unit; Pete Bradford -195). You may also want to put in an abbreviation of the pax's home organization.
- Block 12 **Cargo/Bag. Wt.**—Enter the weight of the cargo or passenger's bag(s). This is very important when manifesting for small aircraft.
- Block 13 **Cube/Dim.**—Enter the total cubic feet of each item and the dimensions of the largest piece of cargo being transported. This includes the bags and equipment of each person manifested. This will help when setting up transportation to meet specific requirements such as large cargo doors or appropriate sized truck to pick up resources.
- Block 14 **Remarks**—Enter any remarks as needed, such as intermediate stops not listed in number 8 or possible changes in carriers.
- Block 15 **Print Name, Sign, and Date**—The person preparing the manifest should print their name, sign, and date this form.

Resource Request Form

Instructions

The **Resource Request Form** is used by the logistics function of a DART to track and document resources requested by the DART to support a disaster. It may also be used to keep an inventory of resources on hand as the resources are issued. These resources can include supplies, commodities, personnel, aircraft, and services.

- Block 1 **Disaster Name**—Enter the name given to the disaster by OFDA (Ex. Hurricane Hugo, Armenia Earthquake).
- Block 2 **Page**—Sequentially number the pages used.
- Block 3 **Date/Request Number**—Enter a Date/Request Number for each item requested. Start **each day** with the number 01 and continue consecutively (Ex. 6/29-1, 6/29-2, 6/30-1, 6/30-2). This number will be a specific number that identifies the resources that are requested/received.
- Block 4 **From/To**—Enter the initials and an abbreviation for the location of the person who is requesting and of the person receiving the request for the resources.
- Block 5 **M**—Enter the method the request for the resources were transmitted (Ex. P = phone, C = Cable, F = fax machine, R = radio).
- Block 6 **Resource Description**—Enter a description of the items that are requested. Use standard OFDA descriptions of items whenever possible (Ex. blankets, wool; water containers, 5-gallon). Be as descriptive as is required to make sure the request is clear (Ex. Radio Tech., with expertise in HF Radios).
- Block 7 **Quantity Requested**—Enter the quantity requested.
- Block 8 **Unit of Issue**—Enter the unit of issue (Ex. ea = each, bx = box, bbl = barrel, cs = case).

- Block 9 **Quantity Received**—Use this block to identify how much of the requested resources have been received, as they arrive. Use a pencil as this quantity will change if the requested amounts come on several deliveries.
Be sure to cable OFDA-Washington upon the receipt of requested items.
- Block 10 **Quantity Issued**—Use this block to identify how much of the requested resources have been issued. Again use a pencil as this quantity will change as resources are issued out. Maintaining an accurate number of quantities received and issued will provide an inventory of quantities on hand.
- Block 11 **Remarks**—Use as needed to clarify information.

Commodity Issue Form

Instructions

The **Commodity Issue Form** is to be used when commodities are issued by the DART or by the USAID/Embassy to the affected country, or PVO's/NGO's/IO's for distribution. For complete tracking of commodities the host country should also fill out this form or similar documentation when it reissues these commodities to the next level in the commodities distribution system. It is the responsibility of the USAID/Embassy or the DART to retrieve a signed copy of this form from the host country, or PVO's/NGO's/IO's upon completion of the distribution of the commodities. This form is required to document the movement of commodities and to balance the inventory of those commodities. This form should be filed with the final disaster documentation package. This form can also be used to hand receipt returnable items to individuals, such as radios.

The Commodity Issue Form has three parts. The first part remains with the issuing point. The second and third parts are taken by the transporter, with the commodities. Upon receiving the commodities, the recipient or consignee signs the form and retains part two. The recipient or consignee of the commodities sends the third part back to the issuer to complete the accounting cycle. The bottom of the form will indicate who should retain which part.

Block 1 **Disaster Name**—Enter the name given to the disaster by OFDA (Ex. Hurricane Hugo, Armenia Earthquake).

Block 2 **Page ___ of ___**—Enter the page number and the total pages used of this form each time commodities are issued.

Block 3 **Date**—Enter the day and month of the transaction, excluding year (Ex. 4/21).

Block 4 **Method of Transportation**—Enter how the items were transferred from issue point to delivery point (Ex. Truck #123, DOD C-130, Aircraft N3456).

Block 5 **From**—Enter the agency and location from which the commodities are being sent (Ex. OFDA, USA).

- Block 6 **To**—Enter the agency and location to which the items are being issued (Ex. UNDHA, Yerevan, Armenia).
- Block 7 **No.**—Sequentially number the commodities you are issuing.
- Block 8 **Commodity Description**—Enter a description of the commodity that is being issued (Ex. Blankets, wool; water containers, 5-gallon; water, wheat, rice). If the form is being used as a hand receipt, be sure to include serial numbers or other identifiers (Ex. Chainsaw S/N 23456, Radio MX-360 P/N 35678).
- Block 9 **Quantity Issued**—Enter the amount of each commodity being issued.
- Block 10 **Unit of Issue**—Enter the unit of issue (Ex. box, bundle, carton, case), or unit of measure (Ex. liters, gallons, pounds, kilos, metric tons).
- Block 11 **Issued By**—Enter the printed name, signature, and title of issuing party and date.
- Block 12 **Transported By**—Enter the printed name and signature of transporting party and date. By signing, the transporter acknowledges that the items listed above have been received for transportation.
- Block 13 **Received By:**—Enter the printed name, signature, and title of receiving party and date. By signing, the recipient acknowledges that the items listed above, unless otherwise noted, have been received.
- Block 14 **Remarks**—Identify items listed above that have not been received or have been received in a damaged condition. Also, identify in this box if the recipient in Block 13 is a country, a PVO/NGO/IO, an individual, or an institution such as a hospital or a school and if the recipient is delivering relief supplies directly to victims. If the recipient is delivering directly to victims, estimate the number of victims who will receive assistance.

Commodity Issue

Disaster Name		1	Pg _____ of _____		2
Date	3	Method of Transportation			4
From Agency Location	5	To Agency Location			6
7	No.	8	9	10	
		Commodity Description	Qty	Unit Issue	
Issued By (Print Name)					11
Signature					
Title					
Date					
Transported by (Print Name)					12
Signature					
Title					
Date					
Received by (Print Name)					13
Signature					
Title					
Date					
Remarks					14

T-CARD

Instructions

T-Cards have a variety of uses. They can be used to track or to maintain status on people, equipment, and/or commodities. With the different colored T-Cards and the T-Card holder, they can provide a visual display that can organize information in a variety of ways and be quickly referenced. The T-Cards are easily transportable with the T-Card holder. How and if you use T-Cards will be dependent on the need and other possible tracking and status equipment you have, but T-Cards provide a simple system for organizing information at a disaster.

Sample:

Header: Smith, Peter - Metro Dade
Assignment(s): Operations Coordinator
Date of Arrival: 6/18
Date of Departure: 6/30

Sample:

Header: Plastic Sheeting
Date(s) and Amounts Ordered: 3/24 500 rolls
3/30 250 rolls
Date(s) Arrived: 3/26 225 via C-141 from Italy
3/27 225 via C-141 from Italy
3/29 50 via C-130 from Italy
4/2 250 via C-5 from Italy
Date(s) Distributed and Consignee:
3/26 175 rolls to Red Cross, Smith
3/26 50 rolls to School Superintendent, Brady
3/28 125 rolls to St. Johns Mayor, Byrd

Sample:

Header: King Radio - S/N 384258
Date Arrived: 6/21
Assigned To:
John Carroll-DART, 6/21
Samual Smith-Jamaica RC, 6/23
John Carroll-DART, 6/29
Released To:
OFDA by John Carroll, 7/12

T- CARDS

Smith, Peter - Metro-Dade Fire

Position - Operations Coordinator

Deployed - 6/29 to Kingston

Deployed - 6/30 to Paradise

Departed - 7/15

KING RADIO - S/N 384258

Arrived - 6/21

Assigned to: John Carroll 6/21

Sam Smith - Jamaica RC 6/23

Chief Warden - Kingston FD 6/27

John Carroll (DART) 6/29

Released to OFDA by
John Carroll - 7/1

Field Situation Reporting Format (SITREP)

This sample format is designed to identify basic information needed by the DART plans function for planning and documentation purposes and by OFDA Washington for use in assisting and supporting the DART and for assembling the OFDA Situation Report. Each disaster will dictate other information to be included in the field sitrep. Items to include are:

1. DART field location, including city and country
Sitrep #:
Date:
2. Disaster Data:
 - # Affected
 - # Dead
 - # Injured
 - Death Rate
 - # Moderately and severely malnourished
 - Availability of food and water
 - Epidemics
 - # Vaccinated
 - # Homeless/displaced
 - Location of displaced camps
 - Extent of damage (buildings damaged and destroyed, area of flooding, amount of damage to roads and bridges, area of drought, areas of civil strife, etc.)
 - Status of transportation systems for emergency response
 - Short narrative on overall situation
3. Issues (political and others) arising or needing resolution and DART recommendations.
4. DART activities since last report (sample information to report):
 - # of DART members and their locations
 - Assessment activities by function
 - Accomplishments by function (persons assisted, meetings attended, commodities received from OFDA stockpile, or other shipments of USG donations, commodities distributed)
 - Estimated cost to date expended directly by DART
 - Coordination with other USG responders (USAID Mission, Embassy, DOD)

5. Activities of others:
 - Affected country
 - Other donor countries
 - UN
 - PVO/NGO/IO

6. Actions requested of Washington:
 - Requests for personnel, equipment, supplies for DART
 - Requests for relief commodities
 - Status of previous requests (reference sitrep#)
 - Requests for information
 - Answers to or status of issues raised previously (reference sitrep#)

Unit Log

Instructions

A Unit Log should be used by all DART members to document important activities that occur during their assignment, such as work progress, meetings attended, people and organizations contacted, and personal movements. This Unit Log Form is offered as an example of a form to document activities. The important point is to make sure that you do have written documentation of your activities. Check with your DART supervisor to see how often you should turn in written documentation to the planning function. You may want to make a copy of your documentation for trip reports and also for travel voucher documentation purposes.

The Unit Log is self-explanatory.

Communications Log

Instructions

The Communications Log can be used to document information transmitted over phones, radios, or person to person, or as a DART Unit Log.

Disaster Name: Put in the name for the disaster (Example: Hurricane Hugo, Armenian Earthquake).

Pg ___ of ___: Numbering the pages of the log keeps information in sequential order.

Date/Time: Chronologically enter information for better referencing at a later time.

Station From/To: Identifies who is calling whom. Clarifies context of the information sent or received.

Remarks: Refers to main information sent or received during information exchange.

Initials: Identifies who received or sent the information in the remarks column. It provides a method to contact the person writing in the remarks column if more information or clarification is needed.

