

**CHAPTER 7**  
**EMERGENCY INCIDENT REPORTING AND DOCUMENTATION**  
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## CHAPTER 7

### EMERGENCY INCIDENT REPORTING AND DOCUMENTATION

#### 1. GENERAL.

a. Effective planning, decision making, and operations during an emergency depend upon prompt and accurate collection and exchange of information. Rapidly developing emergency situations may hinder the flow of information within the organization. It is critical that lines of communication are established as emergency situations develop and continue. It is also critical to properly document information that may be needed for post-incident evaluation, departmental cost analyses, or application for reimbursement of emergency mitigation expenses.

##### (1) Emergency Incident Documentation.

(a) Emergency incident documentation is the recording of information, data, plans, personnel and equipment, time keeping, and other written information pertaining to the planning, operational, and recovery phases of an emergency incident. This documentation includes but is not limited to:

1 California Highway Patrol (CHP) 200 and 700 series Incident Command System forms, located within the I drive.

2 CHP 415C, Emergency Incident Activity Record.

3 Incident-specific operational plans for scheduled events.

4 Incident action plans and consolidated action plans.

5 Travel claims, purchase orders, and invoices related to incident operations, and facility or equipment damage.

6 Command-specific forms or other documents used in support of incident operations.

(b) Detailed directions for use of the CHP 415C, and the CHP 701B, Personnel Roster and Resource Record, are contained in Annex A, (Emergency Incident Activity Record), and B (Personnel Roster and Resource Record), respectively.

(c) Annex C contains general instructions and completed samples of (Incident Command System) ICS forms.

## 2. DISASTER INFORMATION FOR THE GOVERNOR'S OFFICE.

a. The CHP must assist the California Emergency Management Agency (Cal EMA) with their reporting needs, especially as it relates to disaster declarations. A severe emergency incident may overwhelm a local government jurisdiction and prompt them to declare a local emergency and request mutual aid from state and adjacent jurisdictions through Cal EMA. During these situations, Cal EMA will normally activate the State Operations Center (SOC) which is staffed by Cal EMA personnel and representatives from various state agencies, including the CHP. The SOC has the responsibility to:

(1) Gather information to aid the Governor in determining whether to declare a State of Emergency or request the President of the United States to declare the affected area(s) a federal disaster. A federal declaration makes the area(s) eligible for federal aid and involved agencies eligible for reimbursement of certain costs associated with disaster mitigation efforts.

(2) Obtain and allocate mutual aid resources to support local jurisdictions in disaster mitigation efforts.

b. In order for Cal EMA to effectively perform these functions, it is vital that they receive accurate information regarding damage assessment, personnel deployment, and major route closures. It is understood that during emergency situations it is often a burden on CHP commands to provide the above information. However, it should be emphasized that this information is necessary to allow for proper and timely implementation of state and federal mutual aid resources and financial assistance.

(1) Any request for this type of information from the SOC should be acted upon as soon as possible and coordinated with the Office of Assistant Commissioner, Field, the headquarters Department Operations Center (if activated), and the Emergency Operations Section (EOS).

## 3. FEDERAL DISASTER ASSISTANCE.

a. General. The Federal Disaster Relief Act of 1974 (Public Law 93 288) provides for the reimbursement of certain disaster related expenditures by public agencies when the President has declared a federal disaster. The Act, upon proper application, makes financial assistance available to the affected states. Since the CHP workforce and resources are involved in most of the state's disasters, the Department may be eligible to receive reimbursement for certain costs incurred while performing tasks associated with emergency response and mitigation efforts.

b. Presidential Declaration. If the disaster is of sufficient severity and magnitude that effective response is beyond the capacity of state and local government, the Governor may request the President of the United States to declare a major disaster in the affected portions of the state. Upon a declaration of a major disaster by the President, the Federal Emergency Management Agency (FEMA) will begin administering the federal financial assistance programs within the designated disaster area(s).

c. Federal Disaster Notification.

(1) The time period between an actual disaster and the official Presidential declaration can vary from several hours to several weeks. The established system requires official recognition of the disaster at all levels from the local official to the President. This process can be time consuming, but is a factor that must be considered when planning for departmental reimbursement under the Federal Disaster Relief Act.

(2) Disasters are monitored at CHP Headquarters, in regard to their progress towards being declared a federal disaster. As soon as the existence of a Presidential declaration is known, whether during or following the disaster, EOS will ensure notification is made to the appropriate Division(s) who, in turn, will request the affected Areas submit all necessary information. EOS staff, with the assistance of Administrative Services Division will then initiate application procedures for federal disaster assistance.

(3) Neither a disaster nor a Presidential declaration can be predicted. Field commanders should monitor the progress of emergency situations. In this way, they may be able to anticipate a Presidential declaration and institute early recording of required claim information. Early record keeping will facilitate subsequent preparation of data needed to support the Department's reimbursement claim. Special departmental reporting/documentation procedures should be followed when a Presidential declaration is known, or is likely, regardless of the CHP emergency response level.

d. Federal Reimbursement Application Time Limitations.

(1) Time limitations begin on the date of the official Presidential declaration.

(2) Normally, the departmental application must be submitted to Cal EMA within 30 calendar days of the declaration.

(3) Divisions/Areas will be notified when time frames for submission of preliminary and final data to headquarters must be altered to comply with federal requirements.

e. Questions regarding eligibility of expenditures, supporting documentation, and reporting time frames can be directed to EOS.

#### 4. CALIFORNIA HIGHWAY PATROL EMERGENCY INCIDENT DOCUMENTATION.

a. In order to prepare an acceptable reimbursement claim, or complete a detailed departmental cost analysis, specific information will be needed by CHP Headquarters, Accounting Section. Documentation procedures must be followed as a result of any CHP involvement in an emergency incident which results in or is likely to result in a Presidential declaration of a federal disaster.

b. In most cases, procedures contained in this chapter will adequately support the Department's application for cost reimbursement. In some cases, the nature of the emergency or the parameters of a Presidential declaration may cause specific cost eligibility and FEMA reporting requirements to vary.

c. The following minimum documentation will be required to support a departmental reimbursement claim (specific instructions for completing these forms/documents and compiling the information are contained in Annexes A, B, and C):

(1) An **Emergency Incident Activity Record**, CHP 415C, for each employee, regardless of rank, classification, or current assignment, for each shift or portion thereof assigned to emergency mitigation duties.

(2) A **Personnel Roster and Resource Record**, CHP 701B, used as a **Daily Report**, which reflects all departmental personnel assigned to emergency mitigation duties for each day of emergency operations (refer Annex B).

(3) A **Personnel Roster and Resource Record**, CHP 701B, used as a **Daily Cumulative Summary**, which reflects a summary total of all 701Bs for each day (refer Annex B).

(4) A **Personnel Roster and Resource Record**, CHP 701B, used as a **Cumulative Emergency Incident Summary**, which reflects a grand-total summary of all 701Bs for the entire operation (refer Annex B).

(5) Summary of CHP vehicle regular time mileage and overtime mileage (supported by the 701B).

(6) Summary of CHP aircraft flight hours by regular time and overtime in support of emergency mitigation (supported by the 701B).

(7) Summary of equipment/supplies expended, lost/stolen, or destroyed (supported by the 701B).

(8) Summary of damaged CHP facilities, vehicles, and/or aircraft (supported by the 701B).

d. All affected Area, Division, and headquarters commands shall use the CHP 415C and the CHP 701B to record daily data on departmental personnel time and activity, and resource use, at the beginning of a developing or spontaneous emergency incident that could result in a level 4 response, or when directed by the appropriate Area/Division commander or the Commissioner.

e. Employees shall complete and submit a 415C at the end of their assigned shift prior to departing their assigned work location (e.g., command post, staging area, Emergency Operations Center [EOC]).

f. The incident commander/designee is responsible to ensure that CHP 701B, (Daily Reports) are being completed for each shift and a 701B (Daily Cumulative Summary) is completed at the end of each 24-hour period.

g. Following conclusion of the emergency incident and operations, the incident commander is responsible to ensure a 701B (Cumulative Emergency Incident Summary) reflecting the grand-total of all 701Bs for the entire operation is submitted to the Assistant Commissioner, Field within ten business days.

(1) If the incident is wide-spread and has impacted several commands, the Division chief of each affected Division shall ensure that all affected commands submit appropriate documentation to their respective Division, and that all documentation is compiled and submitted in accordance with this chapter. If the incident involved hazardous materials, a copy of the after-action report should also be sent to Hazardous Materials Section within 30 days of the completion date.

## 5. ELIGIBLE REIMBURSEMENTS.

a. The following expenditures, incurred as a direct result of departmental operations in a declared disaster area, may be claimed under provisions of the Federal Disaster Relief Act or state of emergency.

(1) Paid Overtime. All paid overtime incurred by uniformed personnel performing functions directly related to the major disaster is eligible for reimbursement. Nonuniformed employees paid overtime may be eligible when performing disaster-related duties which are not administrative in nature, such as communications operators.

(2) Regular Hours. Regular work hours directly related to disaster mitigation efforts may be reimbursable and shall be thoroughly documented.

(3) Backfill Time. Backfill time, may or may not be eligible for reimbursement. This information should be tracked in order to facilitate compilation of data, should FEMA authorize backfill reimbursement.

(4) Vehicle Use. Departmental vehicle operation expenses incurred while on **paid overtime status** and as a result of performing disaster-related duties are eligible. Mileage for regular duty performed in direct support of disaster mitigation efforts shall be recorded and separated from overtime mileage.

(5) Other Equipment and Supplies. Equipment used and supplies expended during disaster operations may be claimed for reimbursement. This includes flares used during related traffic control assignments, equipment leased or rented, and other supplies expended because of disaster related operations. Documentation must support the reported expenditure of departmental equipment and supplies, and the lease, rental, or purchase of other equipment or supplies.

(6) Facility or Equipment Damage.

(a) The Department may submit an application under the Federal Disaster Relief Act for reimbursement of costs for repair, restoration, or replacement of equipment or facilities damaged or destroyed as a result of the declared disaster. Such repair, restoration, reconstruction, or replacement of facilities or equipment will be to its pre disaster condition in accordance with current code specifications and standards.

1 Emergency Operations Section is the coordinating office of primary interest for federal disaster relief.

2 Commanders shall immediately notify EOS, Emergency Notification and Tactical Alert Center, and Facilities Section, by Comm-Net message, of any facility damage resulting from the disaster.

3 A Comm-Net message reporting facility damage shall include the following information:

a Departmental name and address of the facility damaged (if a facility has no address, such as a radio repeater station, provide a geographical description of its location).

b Name and telephone number of contact person at the damaged facility.

c Description of damage.

d Estimated repair or replacement cost.

4 Normally, all damaged sites must be identified within 30 days from the date of a Presidential declaration of a major disaster. EOS will coordinate with the FEMA Joint Field Office to schedule a FEMA inspection of the damaged facility and/or equipment.

5 Claims must be submitted within 15 calendar days following completion of the work approved.

a Commanders shall notify EOS and Facilities Section by Comm-Net message upon completion of any facility or equipment repairs that have been approved for FEMA reimbursement.

6 All repairs to damaged facilities, regardless of cost, shall be reported to and approved by Facilities Section. Commanders shall follow normal departmental procedures and coordinate facility repairs, reconstruction, or replacement with Facilities Section. Necessary repairs will not be delayed in the absence of FEMA information, inspection reports, or approvals. (Please take pictures of all damage.)

(7) Travel expenses paid to personnel temporarily assigned to emergency incident duties away from their normal work location may be reimbursable to the Department.

## 6. AFTER ACTION REPORTING.

a. After action reporting shall be done at the conclusion of a localized emergency response or state wide tactical alert/deployment. The following criteria shall be used to determine when an after-action memorandum versus a report is required.

(1) An **after-action report shall be generated** when:

(a) an emergency incident is or has occurred; **and**,

(b) the resources of a *Division* are *significantly impacted* and may be *overwhelmed*; **or**,

(c) an emergency incident is so widespread it *affects two or more Divisions and several Area commands*; **or**,

(d) a tactical alert for non-participating Divisions is being considered or has been initiated and resources from several Divisions may be required to mitigate the emergency; **or**,

(e) all participating Division Emergency Operation Centers (EOCs) will be, or have been activated; **or**,

(f) a local emergency declaration and/or a state of emergency declaration are imminent or in place; **or**,

(g) a presidential declaration of a federal disaster is being considered or has been granted.

(2) All other instances where CHP personnel respond to an emergency incident within their Division, or a Division/Area command participates in an emergency exercise, an **after action memorandum** may be used to document activities associated with the response/participation.

b. After Action Memorandum.

(1) Within 30 calendar days of the conclusion of a localized emergency operation an after action memorandum shall be submitted to the appropriate field Division commander with copies forwarded to the Office of Assistant Commissioner, Field and EOS.

(2) Completion of the memorandum shall be the responsibility of the incident commander or other person designated by the Division commander.

(3) The after action memorandum shall be divided into three sections:

(a) Incident Summary. Summary of the incident and subsequent operations.

(b) Financial Summary. Statistical information and copies of supporting documents as needed.

(c) Operational Critique. Significant accomplishments and lessons learned.

(4) The after action memorandum incident summary should be suitable for release to agencies or parties of interest and include the following:

(a) A thorough and concise chronological overview of the planning (if a known or anticipated incident), response, operation, and recovery phases of emergency mitigation efforts.

(b) The geographical areas impacted and agencies/jurisdictions involved.

(5) Using the CHP 701B as a "Cumulative Emergency Incident Summary," the after action memorandum financial summary should be attached and include the following:

(a) A final tally of the number of CHP personnel involved by rank/classification (e.g., 1-captain, 1-lieutenant, 3-sergeants, 14-officers, 1-communications operator).

(b) A final tally of the number of regular and overtime hours expended by rank/classification (e.g., captains-4 regular, 2 overtime [OT]; lieutenants-8 regular, 8 OT).

(c) A final tally of CHP equipment expended, lost/stolen, or destroyed (e.g., Expended: 12 boxes 30-minute flares, 24 flex-cuffs; Stolen: 1 radio extender; Equipment Destroyed: 1 cellular telephone). Additionally, lost, stolen, or destroyed equipment should be documented and reported following normal departmental procedures.

(d) Brief overview of damaged departmental facilities or vehicles.

(6) The after action memorandum should be an operational critique which includes a discussion of significant accomplishments, and lessons learned.

c. After Action Report.

(1) Within 60 calendar days of the conclusion of a tactical alert an after action report is to be completed and submitted to the Office of Assistant Commissioner, Field and a copy forwarded to EOS.

(2) As soon as possible following an emergency alert or deployment, the incident commander should personally conduct an operational debriefing for key personnel (i.e., company commanders, ICS, Emergency Operations Center manager, and other appropriate command personnel).

(a) The purpose of a timely post-incident debriefing is to obtain as much input as possible to facilitate the after-action reporting process and identify the strengths and weaknesses of emergency operations.

(3) The after action report shall be divided into the following sections:

- (a) Cover transmittal memorandum.
  - (b) Narrative summary.
  - (c) Emergency preparedness.
  - (d) Operations.
  - (e) Cost analysis.
  - (f) Conclusions.
  - (g) Lessons learned, shortfalls, and/or recommendations.
- (4) The narrative summary should be suitable for release to agencies or parties of interest and include at a minimum:
- (a) A thorough, chronological narrative of events and departmental actions from initial CHP involvement to conclusion of operations.
    - 1 This narrative should be based only on verifiable documentation, or reliable sources of information within or from outside the Department.
  - (b) The geographical areas impacted and agencies/jurisdictions involved in emergency operations.
- (5) An evaluation of the Division's emergency preparedness should be included to the after action report and address the following:
- (a) Personnel readiness (e.g., adequate notification, tactical alert, equipment, supplies).
  - (b) Training (e.g., special assignments, strengths, weaknesses, incident-specific training).
  - (c) Emergency operations plans. (e.g., Did Area and Division Emergency Operations Plans support the operation? Were they up to date and accurate? Were resource lists up to date and accurate?)
  - (d) Availability and condition of equipment.
- (6) A detailed review and critique of operations should be included as an attachment to the after-action report and include the following:

- (a) An evaluation of the effectiveness of the mobilization and response of personnel.
  - (b) An evaluation of incident planning, strategies, and tactics used to mitigate the emergency.
  - (c) An evaluation of intelligence gathering and dissemination.
  - (d) An evaluation of inter- and intra-departmental communication and coordination.
  - (e) An overview of injuries sustained by CHP employees or civilians as a result of CHP operations.
  - (f) A summary of firearms discharges, use of non-lethal weapons, and/or chemical agents.
  - (g) An evaluation of the demobilization process.
- (7) A complete cost analysis section should be included to the after action report and based on statistical information recorded on the CHP 701B(s):
- (a) Personnel regular and overtime hours categorized by rank/classification for each day of the incident.
  - (b) Summary of vehicle mileage driven on regular time and mileage driven on overtime; and separated into two categories: motorcycles and other vehicles (sedans, Mobile Road Enforcement (MRE) trucks, etc.).
  - (c) Summary of aircraft flight hours on regular time and on overtime, in support of incident-specific missions (included on CHP 701B).
  - (d) Location and description of departmental facility damage, including repair/replacement cost estimates.
  - (e) Summary of expended, trackable supplies and/or equipment purchased/rented.
- (8) The conclusion should be included as a section to the after action report. It will include a brief overview of departmental performance in emergency mitigation efforts, and an objective critique of significant accomplishments and deficiencies.
- (9) A discussion of lessons learned and/or recommendations shall be included as an attachment to the after-action report:

(a) Each lesson learned should be based upon the significant accomplishments and obvious deficiencies previously stated.

(10) All original documentation and applicable ICS forms shall be retained at the originating command for a period of five years plus the current year. Within 90 days of the end of the retention period, the forms shall be forwarded to Business Services Section for permanent retention.

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD

1. INTRODUCTION. The Emergency Incident Activity Record, California Highway Patrol (CHP) 415C, is the personnel time and activity report required to be completed by departmental employees involved in emergency incident related duties. It shall be used when required by this manual or otherwise directed by the appropriate command level. The CHP 415C is a double copy, carbonless form.
  
2. GENERAL. The following are general guidelines for completion, submission, and retention of the CHP 415C.
  - a. The CHP 415C shall be completed at the end of the employee's assigned shift, signed, approved by the employee's supervisor, and turned in to the appropriate Incident Command System section or designated support personnel.
  
  - b. The approved and signed CHP 415C submitted by employees should normally be entered into the Management Information System (MIS) system prior to the employee's departure from the incident demobilization site or other document collection location regardless of the employee's home location. (System entry only applies to employees whose time is normally entered into the MIS system.)
    - (1) Staff responsible for MIS entries shall indicate on the CHP 415C that the information was entered, by placing their ID number in the "CHECK BY" box of the 415C.
  
  - c. The original (white copy) of the CHP 415C shall remain with the incident command staff and become part of the incident documentation.
  
  - d. The duplicate (yellow copy) of the CHP 415C shall be forwarded to the employee's "home Area" if it is other than the location assigned during incident operations.
  
  - e. All original CHP 415Cs shall be batched with the corresponding CHP 701B, Personnel Roster and Resource Record (see Annex B), and retained with the incident documentation for 5 years plus the current year. The lengthy retention period is required due to the Federal Emergency Management Agency audit process.

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (*continued*)

#### 3. SPECIFIC INSTRUCTIONS FOR COMPLETION OF THE CHP 415C.

a. Because of the similarity between the CHP 415, Daily Field Record, and the CHP 415C, only those sections which differ or require additional information from that contained in Highway Patrol Manual (HPM) 40.71, CHP 415 User's Manual, will be addressed in this manual.

(1) Section A.

(a) Incident Area. The "Incident Area" box should reflect the three-digit Area location code where the employee was assigned to perform emergency incident duties (e.g., an officer whose "home Area" is Fresno [435] was sent to the West Valley Area [580] during civil unrest in Los Angeles shall record 580 in the Incident Area box of the 415C).

(b) Classification. Employees shall include their rank or classification (e.g., sergeant, Associate Governmental Program Analyst).

(c) Special. The Special box shall include the three-digit special project code as designated by the incident commander. Refer to page 5 of this Annex for specific guidelines on use of emergency incident special project codes.

(d) Activity Time Summary. Time entered in these columns will normally be entered in category "U" - emergency services.

(e) Regular Work Shift. If a special project code is entered in the Special box, all regular time on shall be recorded on line B "Special Time On."

(2) Section B.

(a) Federal Disaster Name. Enter the official name given the emergency incident as described by the Presidential declaration or as indicated by FEMA (e.g., "Landers Earthquake," "Winter Storms of January 2007,"). If the official name is not known, use the emergency incident name assigned by the incident commander.

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (*continued*)

- (b) County Of Operation. Enter the name of the county where the employee was assigned to perform emergency incident duties.
- (c) Home Location, Name, and Code. Enter the location name and code of employee's "home" assignment (e.g., Ontario 855, Nimitz I.F. 347, Enforcement Services Division 060).
- (d) License No. Enter the license number of the vehicle the employee is assigned to drive during emergency operations (do not enter the CHP number or stall number).
- (e) Mileage Regular Time. Enter the total number of vehicle miles driven on regular time.
- (f) Mileage Overtime. Enter the total number of miles driven on overtime.
- (g) Vehicle Idle Time (Hrs.). Some emergency incident-related duties may require that departmental vehicles remain at a fixed location with the engine running (e.g., traffic control posts, route detour). Enter the total amount of vehicle idle time rounded down to the nearest one-half hour.
- (h) Emergency Operations Activity. The "Emergency Operations Activity" column on the 415C should provide clarifying information related to the employees' duties in support of emergency incident operations. The start time, elapsed time, and beat should be entered for every activity associated with the incident. The following are examples of the type of information that should be entered in the activity column:
- 1 "Traffic control post at Interstate 80 (I-80) and Madison."
  - 2 "Public Information Officer at CHP command post I-5 north of I-405."
  - 3 "Central Division Emergency Operations Center Logistics Section."

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (*continued*)

4 "Battalion 1, Company A, Squad 1 - escort duties, Fire Station #53, L.A. City."

#### 4. SPECIAL PROJECT CODES.

a. Each field Division is assigned specific emergency incident **special project codes** to be used in conjunction with emergency incident reporting. These **special project codes** will be used when there is a need to track departmental costs associated with emergency response efforts. Normally, this type of reporting will be necessary when there has been Presidential declaration of a disaster and the Department is eligible for cost reimbursement.

(1) Emergency incident **special project codes** are assigned through the overtime coordinator of the reporting Division, by the Office of Assistant Commissioner, Field.

(a) Assignment of emergency incident special project codes for tactical alert responses is at the discretion of the incident commander or according to Division-specific policy.

(b) Assignment of emergency incident **special project codes** for tactical deployment responses is mandatory.

b. There are ten emergency incident **special project codes**, including a Division-specific **backfill code**, for each Division.

c. All **special project codes** for reporting emergency incidents consist of a three (3) digit number beginning with the number "9."

d. The second digit of the **special project code** denotes the reporting Division (e.g., "1" denotes Northern Division, "2" denotes Valley Division, and so on).

e. The third digit of the **special project code** denotes the chronological number of the emergency incident for the reporting Division during the respective calendar year (e.g., "973" denotes the third emergency incident in Coastal Division during the current calendar year).

f. A zero (0) in the third digit always indicates **backfill**.

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (*continued*)

(1) **Backfill** is any time/activity reporting as a result of the loss of personnel who were assigned to duties directly associated with the emergency incident. The following are two examples of backfill:

(a) Fresno Area sends two squads of uniformed personnel to an adjacent Division to assist with a major disaster. Due to the reduction of personnel in the Fresno Area, the commander augments road patrol coverage by extending shifts to 12 hours in the Fresno Area and cancels some regular days off. All personnel working four hours of overtime on extended shift will report regular time on a CHP 415, Activity Report, and overtime on a 415C with the special project code 940 (Central Division - backfill). Personnel working a 12-hour shift on a regular day off will report the entire shift activity on a 415C and use the same backfill special project code (940).

(b) Sacramento Communications Center (SCC) sends several Public Safety Dispatchers to Southern Division to assist with a major emergency incident. Due to the reduction of personnel at SCC, the commander extends all remaining personnel to 12-hour shifts. All extended shift overtime should be reported on a 415C (in addition to routine time reporting for regular time) using the special project code 920 (Valley Division-backfill).

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (*continued*)

g. The following table depicts the **special project coding system**:

EMERGENCY INCIDENT DOCUMENTATION SPECIAL PROJECT CODES		
DIVISION	DIVISION BACKFILL CODE	CURRENT CALENDAR YEAR SEQUENTIAL EMERGENCY INCIDENT SPECIAL PROJECT CODE
NORTHERN	910	911 THROUGH 919
VALLEY	920	921 THROUGH 929
GOLDEN GATE	930	931 THROUGH 939
CENTRAL	940	941 THROUGH 949
SOUTHERN	950	951 THROUGH 959
BORDER	960	961 THROUGH 969
COASTAL	970	971 THROUGH 979
INLAND	980	981 THROUGH 989
HEADQUARTERS	990	NOT APPLICABLE

#### 5. COMPLETED SAMPLES OF THE 415C, EMERGENCY INCIDENT ACTIVITY RECORD.

a. The following list provides a brief explanation of the sample 415Cs depicted on pages 7-23 through 7-28:

(1) Sample #1 (page 7-23) describes an officer whose home Area is West Los Angeles and January 17 was a scheduled work day. The officer's shift start time was adjusted to 1200 hours and he/she was scheduled to work a 12.5 hour shift (including lunch). He/she was assigned to freeway-damage patrol and traffic-control-post duties within his/her home Area. The special

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (*continued*)

project code of 951 has been assigned by the Division. He/she accumulated a total of 4.0 hours of vehicle idle time during traffic-control-post duties. His/her original and attached copy of the 415C should be submitted to his/her home Area, MIS entry made, and the original attached to the applicable CHP 701B. Forwarding of documents to the Division, if necessary, should be per Division instructions.

(2) Sample #2 (page 7-24) describes a sergeant from the Ventura Area in Coastal Division who was on a scheduled work day and assigned to traffic control post supervision duties in the West Valley Area of Southern Division. He/she uses the special project code as assigned by the host Division and indicates the incident Area with the location code of the Area he/she is assigned to work. His/her 12.5 hour shift (including lunch) includes 4.0 hours of overtime. His/her 415C should be turned into the host Area for MIS. entry. The host Area will enter the 415C information (only if the employee normally reports time on a 415C), indicate MIS entry completed, attach the original 415C to the host Area's 701B, Personnel Roster and Resource Record (Daily Report), and forward the 415C copy (yellow) to the sergeant's home Area.

(3) Sample #3 (page 7-25) describes an officer from the Central Los Angeles Area who was called in to work in his/her home Area on a scheduled day off. He/she is a motorcycle officer and has been assigned a 12.5 hour shift (including lunch) to regular-beat patrol as a "backfill" position due to the reduction of available personnel. He/she uses the special code 950 which indicates backfill for Southern Division. Other than those entries depicted on the sample, all other entries for activity time, services count, and beat hours summary should be completed in the same manner as a CHP 415.

(4) Sample #4 (page 7-26) describes an officer from the West Los Angeles Area who had worked a 2145-0615 shift beginning on January 16. He/she was held over on extended shift the morning of the earthquake. His/her time and activity on his/her regular shift were recorded on a 415 which was closed at 0615 hours. His/her 4 hours of extended shift overtime on emergency duties in the West Los Angeles Area are reported as a supplemental on a 415C.

## ANNEX A

### CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (*continued*)

(5) Sample #5 (page 7-27) describes a lieutenant from the South Los Angeles Area who was assigned as a CHP Agency Representative in the Los Angeles City Emergency Operations Center. He/she is working a 12.5 hour shift (including lunch). Since his/her assignment is at the request of the Division, he/she records 501 in the incident area box and uses the appropriate special code. Since his/her time is normally recorded on a CHP 71, Attendance Report, the appropriate box is checked on the 415C. Although not normally eligible for overtime compensation (pay or non-pay), he/she indicates 8.0 hours of regular shift time since this a regular work day, and 4.0 hours of non-pay overtime. The overtime entry allows for later tracking if FEMA authorizes reimbursement of these hours.

(6) Sample #6 (page 7-28) describes a staff services analyst who normally works in Southern Division and is assigned a 12.5 hour shift (including lunch) to the Southern Division Emergency Resource Center. Since his/her time is normally recorded on a CHP 71, the appropriate box is checked on the 415C. He/she indicates 8.0 hours of regular shift time since this a regular work day, and 4.0 hours of pay overtime.





# ANNEX A

## CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD

### EXAMPLE #3

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL									
CHP 415C (12/20/07) EMERGENCY INCIDENT ACTIVITY RECORD									
<input type="checkbox"/> 1. ORIGINAL <input type="checkbox"/> 2. SUPPLEMENTAL <input type="checkbox"/> 3. DELETION                    INCIDENT AREA <b>590</b>									
IC NUMBER		CLASSIFICATION		OFFICER		LAST NAME, FIRST, INITIAL		INCIDENT AREA	
010102		Officer		Rogers, Johnny M				590	
DAY YEAR		SHIFT		REGULAR		SPECIAL		INCIDENT AREA	
08/17/2007		0600		01		950		590	
1. ACTIVITY TIME SUMMARY		REGULAR HRS MIN		OVERTIME HRS MIN		ENFORCEMENT SERVICES COUNT		3. REGULAR WORK SHIFT HRS MIN	
A. ADMIN						A. CHP 215 REGULAR		A. REGULAR TIME ON	
B. MISC.						B. CHP 215 ADMIN ONLY		B. SPECIAL TIME ON	
C. COURT						C. CHP 215 COMBO		C. OIC TIME ON	
D. ENFORCE SOC.						D. CHP 267		D. BUSINESS CALL	
E. ACCIDENT INVEST. COMP.						E. ACCIDENT REPORT COMP.		E. VACATION	
F. ACCIDENT REPORT COMP.						F. DUI ARRESTS		F. SICK (BEL)	
G. DUI ARRESTS						G. TOLLY ARR (MOM DUG)		G. SICK (FAMILY)	
H. TOLLY ARR (MOM DUG)						H. OTHER M. CUSTODY		H. BEREAVEMENT	
I. OTHER M. CUSTODY						I. CHP 422 WARRANTS		I. INJURY LEAVE/REG.	
J. CHP 422 WARRANTS						J. VERBAL WARRANTS		J. INJURY ASSESS/IDL	
K. VERBAL WARRANTS						K. PARTNER ASSIST		K. TIME OFF	
L. PARTNER ASSIST						M. P.D. ASSIST		L. PERSONAL LEAVE	
M. P.D. ASSIST						N. S.O. ASSIST		M. DOCK	
N. S.O. ASSIST						O. OTHER ASSETS		N. ANOL	
O. OTHER ASSETS						P. MOTORIST SERVICE		O. JURY DUTY	
P. MOTORIST SERVICE						Q. DISABLED MOTORIST		P. MILITARY LEAVE	
Q. DISABLED MOTORIST						R. VEHICLE STORAGE		Q. SUBPOENAED WITNESSES	
R. VEHICLE STORAGE						S. ABANDONED VEH. RECOV.		R. OTHER S. CODE	
S. ABANDONED VEH. RECOV.						T. TRAFFIC CONTROL		S. TOTAL WORK SHIFT	
T. TRAFFIC CONTROL						U. EMERGENCY SERVICES			
U. EMERGENCY SERVICES						V. HAZ. MAT. INCIDENTS			
V. HAZ. MAT. INCIDENTS						W. HAZ. MAT. INCIDENTS			
W. HAZ. MAT. INCIDENTS						X. D.V. CODE			
X. D.V. CODE						Y. AREA CODE			
Y. AREA CODE						Z. MISC.			
Z. MISC.						Z. COURT CANCEL			
BEAT HOURS SUMMARY		REGULAR HRS MIN		OVERTIME HRS MIN		DUTY CODE		PAY HRS MIN	
10		11		30		01		12 00	
909				30					
TOTAL ACTIVITY		12		00					
IDENTIFY THE INFORMATION IS CORRECT		SIGNATURE		DATE		CHECKED BY:			

  

ORIGINAL RETAINED AT INCIDENT COMMAND			COPY FORWARDED TO HOME LOCATION CODE		
FEDERAL REGISTER NAME			Los Angeles		
COUNTY OF OPERATIONS			Los Angeles		
HOME LOCATION NAME AND CODE			Central Los Angeles 590		
VEHICLE INFORMATION (DRIVER ONLY)					
LICENSE NUMBER			E315315		
TOTAL VEHICLE IDLE TIME (HRS)			0		
MILEAGE REGULAR TIME			0		
MILEAGE OVERTIME			120		
TOTAL MILEAGE			120		
START TIME	ELAPSED TIME	BEAT	EMERGENCY OPERATIONS ACTIVITY		
0630	11:30	10	Backfill patrol due to Horthridge Earthquake		
0600	00:30	909	Brief/Debrief		
All other entries for activity time, services count and beat hours summary should be completed the same as a 415					



# ANNEX A

## CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD

### EXAMPLE #5

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL										
CHP 415C (12/20/01) (1/14)										
EMERGENCY INCIDENT ACTIVITY RECORD										
<input type="checkbox"/> 1. ORIGINAL <input type="checkbox"/> 2. SUPPLEMENTAL <input type="checkbox"/> 3. DELETION    INCIDENT AREA <b>501</b>										
IC NUMBER	CLASSIFICATION	SHIFT	LAST NAME, FIRST, INITIAL	REGULAR	OVERTIME	ENFORCEMENT SERVICES COUNT	REGULAR WORK SHIFT	HRS	MIN	INCIDENT AREA
012455	Lieutenant	0700	Anniston, Kim							501
DAY	YEAR	REGULAR	OVERTIME	REGULAR	OVERTIME	ENFORCEMENT SERVICES COUNT	REGULAR WORK SHIFT	HRS	MIN	INCIDENT AREA
08/17/2007										501
A. ADMIN	B. MISC.	C. COURT	D. ENFORCE SOC.	E. ACCIDENT INVEST. COMP.	F. ACCIDENT REPORT COMP.	G. DUI ARRESTS	H. TRAFFIC ARR (WOM DU)	I. OTHER	J. CHP 422 WARRANTS	K. VERBAL WARNING
L. PARTNER ASSIST	M. P.D. ASSIST	N. S.O. ASSIST	O. OTHER ASSETS	P. RESPONSE TIME	Q. DISABLED VEHICLE	R. VEHICLE STORAGE	S. VEHICLE THEFT	T. TRAFFIC CONTROL	U. EMERGENCY SERVICES	V. HAZ. MAT. INCIDENTS
W. NO. CODE	X. DIV. CODE	Y. AREA CODE	Z. MISC.	2. COURT	Z. CANCEL	DAY OF	PRIOR	HRS	MIN	TOTAL MILEAGE
BEAT HOURS SUMMARY	REGULAR	OVERTIME	FROM O.T. WORKED TO	FROM LUNCH PERIOD TO	SUPERVISOR'S APPROVAL (REQUIRED FOR O.T.)	SUPERVISOR'S APPROVAL (BARGAINING UNIT ITEMS)	ABS. CODE	5. PROJECTED ABSENCES	TOTAL ACTIVITY	SIGNATURE
	8   00	4   00	1630	1930					8   00 4   00	
TOTAL ACTIVITY	8   00	4   00								CHECKED BY:
IDENTIFY THE INFORMATION IS CORRECT										

  

ORIGINAL RETAINED AT INCIDENT COMMAND		COPY FORWARDED TO HOME LOCATION CODE	
FEDERAL DISASTER NAME		Los Angeles	
COUNTY OF OPERATIONS		South Los Angeles	
HOME LOCATION NAME AND CODE		530	
VEHICLE INFORMATION (DRIVER ONLY)			
LICENSE NUMBER		N/A	
TOTAL VEHICLE IDLE TIME (HRS)		0	
MILEAGE REGULAR TIME		0	
MILEAGE OVERTIME		0	
TOTAL MILEAGE		0	
START TIME	ELAPSED TIME	BEAT	EMERGENCY OPERATIONS ACTIVITY
0700	08:00		ER Svcs.--CHP agency representative at L.A. City
			Emergency Operations Center
1630	04:00		ER Svcs.--CHP agency representative at L.A. City
			Emergency Operations Center



## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD

1. BACKGROUND. The CHP 701B, Personnel Roster and Resource Record, is a multi-purpose form designed to provide the reporting command with a versatile document to track and record personnel time, squad personnel assignments, equipment issue and use, supply expenditures, and other information necessary to support required after-action documentation. Additionally, the CHP 701B provides Fiscal Management Section and the Emergency Operations Section (EOS) the required information to support a federal reimbursement claim for Presidentially declared disasters.
  
2. POLICY.
  - a. The CHP 701B shall be used by Division and Area commands to compile and report daily data on personnel time and resources provided during tactical alert or deployment response, or any other CHP response in support of a Presidentially declared disaster or Governor's proclamation of a state of emergency.
    - (1) The original CHP 701B(s) shall be held by the incident commander and retained at the reporting command for 5 years (plus the current year) as part of the original incident documentation. Photo copies of completed forms may be produced and used as needed.
    - (2) A CHP 701B used as a daily report shall be completed for each day of emergency operations. Additional CHP 701B forms shall be used as necessary to record all personnel assigned to emergency incident activities.
    - (3) A CHP 701B used as a daily cumulative summary shall be completed for each day of emergency operations and will reflect totals of the attached CHP 701B, daily report.
    - (4) A CHP 701B used as a cumulative emergency incident summary shall be completed and reflect totals of all CHP 701B, daily cumulative summary covering the entire emergency incident period.
    - (5) All original CHP 415C(s) (white), Emergency Incident Activity Record, shall be attached to the corresponding original CHP 701B. Information related to duty time, regular hours, and overtime hours should be reconciled with the corresponding CHP 701B.

## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (*continued*)

#### 3. INSTRUCTIONS FOR COMPLETION OF THE CHP 701B USED AS A DAILY REPORT.

##### a. Side 1.

##### (1) Heading.

(a) CHP 701B Type. Check appropriate box indicating the CHP 701B is being used as a daily report.

(b) Date. Enter the date of operations reflected on the CHP 701B.

(c) Battalion/Company/Squad No. These boxes are primarily for civil disturbance operations or any incident where specified units have been designated. Use as needed by entering the appropriate designation.

(d) Shift. This may be used when all personnel listed on the CHP 701B are working the same shift. Enter the 24-hour clock shift start time.

(e) Emergency Incident Name. Enter the "official declaration/proclamation name" of the disaster, if known, or the emergency incident name as designated by the incident commander. (e.g., "Upper Jones Levee Break," "Loma Prieta Earthquake," SR 99/198 Haz-Mat Spill).

(f) Radio Frequency/Color. Use when the personnel listed on the CHP 701B are working as a unit and operating on the same radio frequency. Enter the transmit and receive frequency and the Division/color designator (e.g., 42.20, 42.12/Gold Val).

(g) Area/Division Name. Enter the Area and/or Division responsible for managing the incident.

(h) Emergency Incident Location. Enter a geographical description of the incident location (e.g., "Los Angeles County," "El Dorado National Forest south of US 50 between Placerville and Whitehall," "I-5 at Tejon Pass").

## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (*continued*)

- (i) Cellular Telephone Number. If a cellular telephone is issued to the designated unit, enter the number.
  - (j) Assigned Staging Area or Work Location. If all personnel listed on the CHP 701B are assigned as a unit or are all working in the same location, enter the appropriate information (e.g., West Valley Area office, Dodger Stadium west parking lot, Northern Division Headquarters Emergency Operations Center, Los Angeles City Fire Station #22).
- (2) Personnel Roster/Time-keeping.
- (a) Name (Last, First, MI). Enter appropriate information.
  - (b) Sex (M or F). Enter M for male employee or F for female employee.
  - (c) Class/Rank. Enter the appropriate employee classification or rank (e.g., Capt., Sgt., Office Assistant (OA)-II, Staff Services Analyst (SSA), Public Safety Dispatcher (PSD)-I).
  - (d) I.D. Number. Enter the employee's departmental identification number.
  - (e) Home Location Code. Enter the three digit departmental location code of the employee's home Area assignment.
  - (f) Duty Time. Enter the 24-clock start and end time the employee worked. This time must coincide with the attached CHP 415Cs.
  - (g) Reg. Hours. Enter the total number of regular work hours reflected on the employee's CHP 415C.
  - (h) Overtime Hours. Enter the total number of overtime hours reflected on the employee's CHP 415C.
  - (i) Total Time. Enter the total regular and overtime hours.
  - (j) 415 A/N. Upon completion of processing the CHP 415C, enter A (automated) when the CHP 415C is attached and the employee's time is

## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (*continued*)

normally reported on a CHP 415. Enter N (non-automated) when the CHP 415C is attached and the employee's time is normally reported on a CHP 71, Attendance Report.

(k) Assigned Vehicle or M/C License #. Enter the assigned vehicle or motorcycle license plate number.

(l) Total Miles. Enter the total number of regular miles driven during shift. If overtime (OT) was utilized enter the total miles driven on OT.

(m) Vehicle Idle Hours. Enter the number of hours vehicle remained on idle time.

(3) California Highway Patrol Aircraft. This section provides a location for the issuance and return of specific tactical equipment to individuals; and a location to indicate specific position assignments for support personnel who are not normally issued tactical equipment (e.g., ERC personnel, communications center personnel, headquarters support personnel).

(a) CHP Aircraft (call number). Enter the aircraft call number and check appropriate box for aircraft being used.

(b) Aircraft Number. Enter the federal aviation administration number assigned to the aircraft.

(c) Total Flight Hours. Enter the total number of flight hours used on regular time or if aircraft was on overtime status enter the number of overtime flight hours.

(4) Signatures.

(a) Signature of Squad Leader/I.D. The squad leader, unit leader, or individual assigned the responsibility to complete the CHP 701B, shall sign the form and enter their departmental I.D. number.

(b) Signature of Logistic Section Officer-in-Charge, or Designee/I.D. The individual assigned the responsibility to review and process the CHP 701B shall sign and enter their departmental I.D.

## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (*continued*)

- (c) Date/Time. Enter the date and time the CHP 701B was processed.
- b. Side 2. Items on Side 2 are for tracking supplies and equipment during an event. This section is also utilized for recording any damage to facilities and/or equipment.
  - (a) Heading. Enter the emergency incident name and date.
  - (b) Itemize Equipment/Supplies Used. Self-explanatory.
  - (c) Other Equipment Issued to Squad. Self-explanatory.
  - (d) Damage Facilities/Equipment. Enter information on any facility or equipment damage to include vehicles.
  - (e) Personnel Injured. Enter information on any personnel injured during event. Information must include name, rank, ID, Area, and brief description of injury. Check box if CHP 121, Employer's Report of Occupational Injury or Illness, was filed or if personnel lost any time from work as a result of the injury.
  - (f) Name & Rank. Enter the name and rank of a personnel who is checking out equipment, include Area number.
  - (g) Shotgun/Tactical Rifle. Enter the serial number of the weapon issued. Enter date and initial when the weapon is returned.

#### 4. INSTRUCTIONS FOR COMPLETION OF THE CHP 701B USED AS A DAILY CUMULATIVE SUMMARY.

- a. The CHP 701B should be used as a daily cumulative summary to provide a final tally of the numbers of personnel assigned to an incident, the number of hours expended, equipment/supplies used, miles driven, hours flown, etc. Any sections not referred to below may be left blank. Refer to examples on pages 7-36 and 7-37.
- b. Side 1.

## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (*continued*)

(1) Heading.

(a) CHP 701B Type. Check appropriate box indicating the CHP 701B is being used as a daily cumulative summary.

(b) Date. Enter the date of operations reflected on the attached CHP 701Bs (daily reports).

(c) Emergency Incident Name. Enter the appropriate name as indicated on the attached CHP 701Bs (daily reports).

(d) Area/Division Name. Enter the name of the Area or Division responsible for managing the incident.

(e) Emergency Incident Location. Enter the appropriate location as indicated on the attached CHP 701Bs (daily reports).

(2) Personnel Roster/Time-keeping.

(a) Name (Last, First, MI). Enter appropriate information.

(b) Sex (M or F). Enter M for male employee or F for female employee.

(c) Class/Rank. Enter the appropriate employee classification or rank (e.g., Capt., Sgt., OA-II, SSA, PSD-II, etc.).

(d) I.D. Number. Enter the employee's departmental identification number.

(e) Home Location Code. Enter the three digit departmental location code of the employee's home Area assignment.

(f) Duty Time. Enter the 24-clock start and end time the employee worked. This time must coincide with the attached CHP 415Cs.

(g) Reg. Hours. Enter the total number of regular work hours reflected on the employee's CHP 415C.

## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (*continued*)

(h) Overtime Hours. Enter the total number of overtime hours reflected on the employee's CHP 415C.

(i) Total Time. Enter the total regular and overtime hours.

(j) 415 A/N. Upon completion of processing the CHP 415C, enter "A" (automated) when the CHP 415C is attached and the employee's time is normally reported on a CHP 415. Enter "N" (non-automated) when the CHP 415C is attached and the employee's time is normally reported on a CHP 71.

(k) Assigned Vehicle or M/C License #. Enter the assigned vehicle or motorcycle license plate number.

(l) Total Miles. Enter the total number of regular miles driven during shift. If OT was utilized enter the total miles driven on OT.

(m) Vehicle Idle Hours. Enter the number of hours vehicle remained on idle time.

c. Side 2.

(a) Heading. Enter the emergency incident name and date

(b) Itemize Equipment/Supplies Used. Self-explanatory.

(c) Other Equipment Issued to Squad. Self-explanatory.

(d) Damage Facilities/Equipment. Enter information on any facility or equipment damage to include vehicles.

(e) Personnel Injured. Enter information on any personnel injured during event. Information must include name, rank, ID, Area, and brief description of injury. Check box if CHP 121, Employer's Report of Occupational Injury or Illness, was filed or if personnel lost any time from work as a result of the injury.

## ANNEX B

### CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (*continued*)

(f) Name & Rank. Enter the name and rank of a personnel who is checking out equipment, include Area number.

(g) Shotgun/Tactical Rifle. Enter the serial number of the weapon issued. Enter date and initial when the weapon is returned.

5. INSTRUCTION FOR COMPLETION OF THE CHP 701B USED AS A CUMULATIVE EMERGENCY INCIDENT SUMMARY. Complete the same items as indicated in section 4 above. The totals should reflect the grand total of all CHP 701Bs (daily cumulative summaries) for the entire incident.

## ANNEX B

# CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD (continued)

### EXAMPLE, PAGE 1

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL												PAGE <u>1</u> OF <u>2</u>			
<b>PERSONNEL ROSTER AND RESOURCE RECORD</b>															
CHP 701B (Rev. 1-02) OPI 054 Side 1 of 2 (Refer HPM 50.1, Ch.6)												DATE <u>08/17/2007</u>			
<input checked="" type="checkbox"/> Shift Summary/Roster <input type="checkbox"/> Daily Cumulative Summary (Total of Shift Summaries) <input type="checkbox"/> Event Cumulative Summary (Total of Daily Summaries)															
BATTALION	COMPANY	SQUAD NO.	SHIFT	EMERGENCY INCIDENT NAME								RADIO FREQUENCY/COLOR			
1	S/T	1	0600	Northridge Earthquake								Primary: <u>42.460 BLK</u> Secondary:			
AREA/DIVISION NAME			EMERGENCY INCIDENT LOCATION								EMERGENCY INCIDENT SPECIAL CODE				
Central Los Angeles			Los Angeles County								789				
ASSIGNED STAGING AREA OR WORK LOCATION			CELLULAR TELEPHONE NUMBER				PAGER NUMBER				MISC. CONTACT INFO.				
Central Los Angeles Area Office			Company Commander: (805) 789-1458 Executive Officer: (805) 789-3589				Company Commander: Executive Officer: (805) 749-5891								
NAME (LAST, FIRST, M.I.)	SEX M/F	CLASS/ RANK	I.D. #	HOME LOCATION CODE	INCIDENT DUTY TIME		REG. TIME	OVER TIME	TOTAL TIME	CHP 415C ATTACHED *A/*N	ASSIGNED VEHICLE OR M/C LICENSE #	** TOTAL MILES		** VEHICLE IDLE HOURS	
					ON	OFF						REG.	O/T		
1 Seals, Leslie	F	Sgt	12356	765	0600	1800	8.00	4.00	12.00	A	E25891	250.00	150.00	5.00	
2 Fandrich, Dale	M	Ofcr	11589	765	0600	1800	8.00	4.00	12.00	A	E12589	128.00	200.00	10.00	
3 Kling, David	M	Ofcr	12489	765	0600	1800	8.00	4.00	12.00	A	E25891	320.00	150.00	9.00	
4 Sackett, Rich	M	Ofcr	13568	765	0600	1800	8.00	4.00	12.00	A	E98523	100.00	75.00	5.00	
5 Saiz, Randy	M	Ofcr	16891	765	0600	1800	8.00	4.00	12.00	A	E78912	200.00	100.00	5.00	
6 Jones, Jessie	F	Ofcr	15258	765	0600	1800	8.00	4.00	12.00	A	E78941	120.00	90.00	4.00	
7 Stacy, Harold	M	Ofcr	13789	765	0600	1800	8.00	4.00	12.00	A	E89175	300.00	250.00		
8 Goodyear, Miles	M	Ofcr	17561	765	0600	1800	8.00	4.00	12.00	A	E89512	250.00	160.00	4.00	
9 Crandell, Deb	F	Ofcr	11689	765	0600	1800	8.00	4.00	12.00	A	E65471	140.00	200.00	5.00	
10															
11															
12															
							<b>TOTALS</b>	<b>72.00</b>	<b>36.00</b>	<b>108.00</b>			<b>1,808.00</b>	<b>1,375.00</b>	<b>47.00</b>
*A = Automated Personnel (Time Normally Reported on CHP 415) *N = Non-Automated Personnel (Time Normally Reported on CHP 71) **Same as Information from Section B of CHP 415C															
CHP AIRCRAFT (CALL NUMBER)		HELICOPTER			AIRPLANE			AIRCRAFT NUMBER (FAA)			TOTAL FLIGHT HOURS				
					TYPE/MODEL						REGULAR OVERTIME				
H-80		✓			BELL 206 L-4			371426			4.00				
SIGNATURE OF SQUAD LEADER/I.D. #					SIGNATURE OF LOGISTICS SECTION OIC OR DESIGNEE/I.D. #					DATE		TIME			
Use reverse for additional emergency incident reporting requirements.												Destroy Previous Editions		c701bb05.frp	

## ANNEX B

# CALIFORNIA HIGHWAY PATROL (CHP) 701B, PERSONNEL ROSTER AND RESOURCE RECORD *(continued)*

### EXAMPLE, PAGE 2

PERSONNEL ROSTER AND RESOURCE RECORD				EMERGENCY INCIDENT NAME			PAGE <u>2</u> OF <u>2</u>		
CHP 701B (Rev. 1-02) OPI 054 Side 2 of 2				Northridge Earthquake			DATE 08/17/2007		
ITEMIZE EQUIPMENT/SUPPLIES USED		TOTAL NUMBER USED, LOST, OR DESTROYED		OTHER EQUIPMENT ISSUED TO SQUAD					
				ITEM(S)	SERIAL NO.	RETURNED			
15-minute flares (boxes)		15							
30-minute flares (boxes)		20							
Flex cuffs (each)									
Other (specify item & quantity)									
DAMAGED FACILITIES/EQUIPMENT <small>(ITEM: FACILITY ADDRESS, VEHICLE MAKE AND LICENSE NUMBER, ETC.)</small>			REPAIR COST		BRIEF DESCRIPTION	PERSONNEL INJURED <small>(NAME, RANK, ID, AREA)</small>	BRIEF DESCRIPTION	121 FILED	LOST TIME
			ESTIMATED	ACTUAL					
None						Goodyear, Miles 17561/765	Minor burn on index finger, received while lighting a flare	X	
NAME & RANK	AREA #	SHOTGUN/TACTICAL RIFLE/ 37mm NLW OR SIMILAR <small>(ENTER SERIAL NUMBER)</small>	RETURN DATE & INITIAL	GAS MASK & CANISTER <small>(ENTER SERIAL NUMBER)</small>	RETURN DATE & INITIAL	OTHER CONTROLLED ITEM <small>(ENTER SERIAL NUMBER)</small>	RETURN DATE & INITIAL		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
<b>TOTAL ITEMS ISSUED:</b>									

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS

#### 1. INTRODUCTION.

a. Purpose. The purpose of this Annex is to introduce the Incident Command System (ICS) forms available for use to support California Highway Patrol (CHP) ICS operations. The forms, with the exception of the CHP 415C, Emergency Incident Activity Record; CHP 701, Mobile Field Force Organization; CHP 701A, Squad/Support Personnel Tactical Alert Report; CHP 701B, Personnel Roster and Resource Record; and CHP 702, Emergency Incident Lodging/Meals Authorization, have been adapted from National Incident Management System/Standardized Emergency Management System certified forms. The CHP 415C and CHP 701B have been described in detail in Annex A and B.

b. Policy. Incident Command System forms are based on generic ICS forms and may be utilized by any law enforcement or public service agency while planning for an event or emergency incident. The designated ICS 200 Series forms should be used when developing and implementing a written incident action plan. Each supervisor/manager has the responsibility for collecting and recording information about the incident on the appropriate ICS form.

(1) Copies of the forms used during an incident should be filed and retained until final demobilization. It is the responsibility of the person preparing the reports or records to ensure that a copy is provided to the section Chief. The incident commander may also request copies of records and/or reports needed to maintain a complete file.

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

c. Incident Command System Forms. Forms and records which are used by the CHP during planning activities and actual operations are listed below:

	FORM NAME	CHP NUMBER
1.	Emergency Incident Activity Record	CHP 415C
2.	Mobile Field Force (MFF) Organization	CHP 701
3.	Squad/Support Personnel Tactical Alert Report	CHP 701A
4.	Personnel Roster and Resource Record	CHP 701B
5.	Emergency Incident Lodging/Meals Authorization	CHP 702
6.	Incident Briefing	ICS 201
7.	Incident Objectives (IAP)	ICS 202
7.	Organization Assignment List (IAP)	ICS 203
9.	Assignment List (IAP)	ICS 204
10.	Incident Radio Communications Plan (IAP)	ICS 205
11.	Medical Plan (IAP)	ICS 206
12.	ICS Organization Chart	ICS 207
13.	Public Information Summary – Incident Status	ICS 209
14.	Check-in List (Personnel and Equipment)	ICS 211
15.	Message	ICS 213
16.	Unit Activity Log	ICS 214
17.	Operational Planning Worksheet	ICS 215
18.	Incident Action Plan Safety Analysis	ICS 215A
19.	Air Operations Worksheet/Summary	ICS 220
20.	Emergency Response Personnel/Equipment Information	CHP 33C

d. Participating Agency Forms. Applicable documents and forms unique to participating agencies may be used (e.g., resource and supply order forms, requisition/purchase orders and other financial records, accident and injury reports, aircraft reports, press release forms).

## 2. GENERAL INSTRUCTION ON FORMS COMPLETION.

a. If computer-generated forms are not available, forms shall be printed legibly or typed. If entries are not legible, important instructions may be misinterpreted and/or valuable data lost.

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

- b. When entering dates on any form, include the month, day, and year.
  - c. When entering the time on any form, use 24-hour clock time.
3. FORMS MANAGEMENT.
- a. Incident Command System Forms Summary. The following summary information is provided for all ICS forms. The information includes the originator, required approval(s), and distribution of each form.

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

ICS FORM #	FORM TITLE	ORIGINATOR	APPROVAL	DISTRIBUTION
CHP 701	Mobile Field Force (MFF) Organization	Command	Incident Commander (IC)	All Sections/All MFF
CHP 701A	Squad/Support Personnel Tactical Alert Report	Requested Command	Commander	Per Request
CHP 701B	Personnel Roster & Resource Record	Squad Leader/ As Assigned	MFF Commander/  Operations Section Officer-in-Charge (OIC)	As Directed/Finance Section
CHP 702	Emergency Incident Lodging/Meals Authorization	Logistics Food/Lodging Unit OIC	IC, Logistics OIC	IC, Logistics OIC
ICS 201	Incident Briefing	Command/ General Staff	IC	All Section and Unit OICs
ICS 202	Incident Objectives (IAP)	Command/ General Staff	IC	All OICs and Unit Leaders
ICS 203	Organization Assignment List (IAP)	RESTAT	IC	IC/Command Post
ICS 204	Assignment List (IAP)	Personnel Logistics OIC	None	All OICs and Unit Leaders
ICS 205	Incident Radio Communications Plan (IAP)	Command and General Staff	IC	All Section and Unit OICs
ICS 206	Medical Plan (IAP)	Logistics Medical Unit Leader or OIC	IC	IC/ Logistics OIC
ICS 207	ICS Organization Chart	Planning OIC	IC	IC
ICS 209	Public Information Summary – Incident Status	Public Information Officer, SITSTAT	IC	IC, Section OICs
ICS 211	Check-in List (Personnel and Equipment)	Staging Manager	None	IC, Logistics OIC
ICS 213	Message	Anyone	None	Original to Addressee
ICS 214	Unit Activity Log	Command Staff Scribe, All OICs	OICs	Submit to Section OIC for transport to IC
ICS 215	Operational Planning Worksheet	Operations Section Chief	IC	Command/General Staff OICs
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer	IC	Command/General Staff, All OICs
ICS 220	Air Operations Worksheet/  Summary	Air Operations	IC	IC, All Section OICs
CHP 33C	Emergency Response Personnel/Equipment Information	Anyone	Direct Supervisor	Staging Manager, Liaison Officer

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

#### 4. Incident Command System FORMS INSTRUCTIONS.

a. The following are general instructions for completion, distribution, and retention of CHP ICS forms. Sample completed forms are depicted with each blank form in this annex.

(1) CHP 415C, Emergency Incident Activity Record. (Refer to Annex A.)

(2) CHP 701, Mobile Field Force Organization. The CHP 701 was designed for use primarily during civil disturbance operations or similar operations when the creation of organizational units such as battalions, MFF, and squads may be necessary. Personnel assigned to specific organizational units can be rostered on this form. It can also be used as a worksheet for Divisions/Areas that have been requested to develop a "paper" MFF in anticipation of a response (refer to Annex B).

(a) Complete all sections in the heading with available information.

(b) In the squad number sections, insert the last name, first initial, and middle initial of each employee.

(c) In the Area column, insert the home location code of the employee.

(d) When the CHP 701 is used at the incident site to create mobile field force organizations, the applicable CHP 701B(s) should be attached to the CHP 701.

(3) CHP 701A, Squad/Support Personnel Tactical Alert Report. The CHP 701A is designed as a personnel availability report that should be used when a Division has initiated a tactical alert. It allows an alerted Area command to report to the Division, communications center, Emergency Operations Center (EOC), or other designated location, providing personnel and vehicle availability during the indicated date (refer to Annex B).

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

- (a) All sections in the heading should be completed. The alert personnel reporting date is the date personnel and vehicles are available to respond. The Area and Division should reflect the Area and Division reporting.
  - (b) Shift Time. This entry should reflect the shift of indicated on-duty personnel who are immediately available to respond.
  - (c) In the main body of the form, indicate, in the appropriate location, the number of personnel and/or vehicles available.
  - (d) The time notified to respond, time departed, estimated time of arrival, and time arrived sections should be completed by the requesting Division, communications center, Division Emergency Operations Center, or command personnel assigned to track responding support personnel and vehicles.
- (4) CHP 701B, Personnel Roster and Resource Record. (Refer to Annex B.)
- (5) CHP 702, Emergency Incident Lodging/Meals Authorization. The CHP 702 (two pages) is a Department specific form used to track lodging and meals costs incurred by CHP personnel as a result of an actual emergency event. (Criteria and Instructions are printed on the CHP 702 Form. Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, also contains guidelines for emergency procurement of meals/lodging.)
- (6) ICS 201, Incident Briefing. The ICS 201 (four pages) is a free-form incident briefing document. It can be used to depict the incident area and pertinent locations of interest, highlight safety considerations, and special reporting or documentation requirements for incident personnel. (Refer to Chapter 3, Annex C for an example of the ICS 201 form).
- (7) ICS 202, Incident Objectives (IAP). The ICS 202 should be used when preparing a written IAP. The form should contain a list of the primary and secondary incident objectives submitted by the general staff and approved by the incident commander. ICS 202 may also contain weather information or other similar information that could affect incident operations. Applicable

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

officer/personnel safety information should also be included. (Refer to Chapter 3, Annex C for an example of the ICS 202 form.)

(8) ICS 203, Organization Assignment List (IAP). The ICS 203 can be used to document personnel assigned to command, general, and support staff. It can also be used as a worksheet to prepare assignments for the next operational period. (Refer to Chapter 3, Annex C for an example of the ICS 203 form.)

(9) ICS 204, Assignment List (IAP). The ICS 204 is a supplement to the ICS 203, and is based on the organizational structure of the Operations Section for the operational period. It is used to list specific Divisions or groups personnel that have been assigned to a mission or detail in support of identified incident objectives. The form provides locations to document specific details of the unit's assignment, special instructions, and pertinent communications information. NOTE: The type and number of resources available comes from the information contained on the ICS 215. (Refer to Chapter 3, Annex C for an example of the ICS 204 form.)

(10) ICS 205, Incident Radio Communications Plan (IAP). The ICS 205 summarizes the communications plan for the entire incident. (Refer to Chapter 3, Annex C for an example of the ICS 205 form.)

(11) ICS 206, Medical Plan (IAP). The ICS 206 presents the plan for providing responder medical care and rehabilitation. (Refer to Chapter 3, Annex C for an example of the ICS 206 form.)

(12) ICS 207, ICS Organizational Chart. The ICS 207 is an expanded organizational chart for use when it has been necessary to activate a large ICS structure. The CHP 706W is the same form in wall-chart size. (Refer to Chapter 7, Annex C for an example of the ICS 207 form.)

(13) ICS 209, Public Information Summary-Incident Status. The ICS 209 may be used by the Public Information Officer (PIO) to prepare a summary of the incident status suitable for release to the public and/or media. All public information releases should be approved by the incident commander and coordinated with other agencies and organizations involved in the emergency response. (Refer to Chapter 7, Annex C for an example of the ICS 209 form.)

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

(14) ICS 211, Personnel/Equipment Check-in List. The ICS 211 may be used to document and track incoming resources that have been previously requested. Information recorded on the ICS 211 will be used to prepare resource status reports. (Staging Area Managers and Liaison Officers would benefit from the use of this form when resources check in.) (Refer to Chapter 3, Annex C for an example of the ICS 211 form.)

(15) ICS 213, Message. The ICS 213 is designed for use at an incident facility or operational site such as an EOC, Department Operations Center, command post, or staging area. It is a carbonless, multi-copy message form intended to facilitate the exchange of information regarding requests for services or support to the incident operations. The form is self-explanatory and can be used to the extent necessary. (Refer to Chapter 7, Annex C for an example of the ICS 213 form.)

(16) ICS 214, Unit Activity Log. The ICS 214 is designed as a form to log significant activity, information, or actions taken by each command and general staff section (e.g., operations section, PIO, liaison officer, planning/intelligence section). (Refer to Chapter 7, Annex C for an example of the ICS 214 form.)

(17) ICS 215, Operational Planning Worksheet. The ICS 215 is designed to document the results of the tactics meeting. The ICS 215 can be used to identify the type and quantity of resources that need to be requested for an operational period. The resource information contained on the ICS 215A is used by the Resources Unit to make work assignments using the ICS 204 Assignment Lists. The Logistics Section Chief can use the information from an ICS 215A to plan resource requirements for the next operational period. (Refer Chapter 3, Annex C for an example of the ICS 215 form.)

(18) ICS 215A, Incident Action Plan Safety Analysis. The ICS 215A may be used to complete an analysis of the safety concerns related to the tactics and resources being deployed during an event/incident. The ICS 215A is a tool that provides a concise method for identifying hazards and risks present in different areas of the event/incident and specific ways of mitigating those issues during an operational period. (Refer to Chapter 3, Annex C for an example of the ICS 215A form.)

## ANNEX C

### INCIDENT COMMAND SYSTEM FORMS (*continued*)

(19) ICS 220, Air Operations Worksheet/Summary. The ICS 220 may be used to document and track CHP, allied agency, and private aircraft that have been assigned to support incident operations. (Refer to Chapter 7, Annex C.)

(20) CHP 33C, Emergency Response Personnel/Equipment Information. The CHP 33C form is utilized to aid in the accounting of personnel and resources that enter a staging area. In addition, the CHP 33C provides a reference for the proper distribution of resources and personnel qualifications and experience when forming a mobile field force. (Refer to Chapter 5, Annex A for CHP 33C example.)





# ANNEX C

## INCIDENT COMMAND SYSTEM FORMS (continued)

### EXAMPLE ICS 207

<p>STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL</p> <p><b>ICS ORGANIZATION CHART</b> <b>(COMMAND STAFF AND OPERATIONS SECTIONS)</b> ICS 207 (New 5-07) OPI 054</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">EMERGENCY INCIDENT <b>NOTHRIDGE EARTHQUAKE</b></td> </tr> <tr> <td>OPERATIONAL PERIOD</td> <td>CP LOCATION</td> </tr> <tr> <td>DATE/TIME: <b>8/7/07 0900</b></td> <td>TO DATE/TIME: <b>8/7/07 2300</b> <b>CENTRAL LOS ANGELES</b></td> </tr> </table>	EMERGENCY INCIDENT <b>NOTHRIDGE EARTHQUAKE</b>		OPERATIONAL PERIOD	CP LOCATION	DATE/TIME: <b>8/7/07 0900</b>	TO DATE/TIME: <b>8/7/07 2300</b> <b>CENTRAL LOS ANGELES</b>
EMERGENCY INCIDENT <b>NOTHRIDGE EARTHQUAKE</b>							
OPERATIONAL PERIOD	CP LOCATION						
DATE/TIME: <b>8/7/07 0900</b>	TO DATE/TIME: <b>8/7/07 2300</b> <b>CENTRAL LOS ANGELES</b>						

  

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graph TD
    IC[INCIDENT COMMANDER  
CALVIN] --- SO[SAFETY OFFICER  
JOHNSON]
    IC --- LO[LIAISON OFFICER  
KING]
    IC --- DIC[DEPUTY INCIDENT COMMANDER  
ROSS]
    IC --- PIO[PIO  
GONG]
    DIC --- PIC[PLANNING/INTELLIGENCE  
SECTION CHIEF:  
MAURER]
    DIC --- OPS[OPERATIONS  
SECTION CHIEF:  
NARVAEZ]
    DIC --- LOG[LOGISTICS  
SECTION CHIEF:  
HARRISON]
    DIC --- FIN[FINANCE  
SECTION CHIEF:  
GLASER]
    OPS --- BR[BRANCH  
BRANCH DIRECTOR:  
LAW ENFORCEMENT/JONES]
    OPS --- AOB[AIR OPERATIONS BRANCH  
BRANCH DIRECTOR:  
PETERS]
    BR --- DG1[DIVISION/GROUP  
SUPERVISOR:  
FIRE/ CHARLES]
    BR --- DG2[DIVISION/GROUP  
SUPERVISOR:]
    AOB --- AMB[AIR MISSION BRANCH  
NALLEY]
    AOB --- ASG[AVIATION SUPPORT GROUP  
S. PORTER]
    AMB --- HCC[HELICOPTER COORD.  
WHITE]
    ASG --- FWC[FIXED WING COORD.  
MCCAIN]
    
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PREPARED BY	DATE PREPARED	TIME PREPARED
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# ANNEX C

## INCIDENT COMMAND SYSTEM FORMS (continued)

### EXAMPLE ICS 209

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		EMERGENCY INCIDENT NAME	
<b>PUBLIC INFORMATION SUMMARY -- INCIDENT STATUS</b>		Northridge Earthquake	
ICS 209 (New 5-07) OPI 054			
EMERGENCY TYPE	CAUSE		
Earthquake	6.8 Earthquake - Epicenter In Faulty Valley		
LOCATION/JURISDICTION	INCIDENT COMMANDER	OPERATIONAL PERIOD (DATE AND TIME)	
L.A. County	Chief T. Clark	08/17/2007 12:00 TO 08/17/2007 18:00	
AREAS INVOLVED		AREAS EVACUATED	
Southeastern portion of L.A. county and western half San Bernardino Co.		Community of Lockwest Village, industrial area east of I-210/I-10 interchange	
AGENCIES/RESOURCES COMMITTED		SHELTER CENTERS	
CHP - Southern, Border, Inland, Coastal, and Central Division personnel.		L.A. County - So. Union H.S. Franklin H.S. S. Bernardino County - Roosevelt H.S. Jackson H.S.	
CASUALTIES		HOSPITAL/CONTACT PERSON	
Per L.A. County EOC:		LA County Health Department 521-5555 San Bernardino County Health Department (212) 689-6358	
INCIDENT PERSONNEL INJURIES	PUBLIC		
CHP	LA & SB Counties as of 1800 hrs		
INJURIES	INJURIES		
2-Minor	300+		
FATALITIES	FATALITIES		
0	21		
DAMAGE ESTIMATES/DESCRIBE		ROAD STATUS	
No damage estimates as of yet		SR 32: I-5 to SR 118 - Closed SR 134: Interchange at I-210 - Closed I-5: At SR 134 - N/B to E/B - Closed At SR 118 - N/B to W/B - Closed At I-210 - 1 lane open At SR 14 - Closed traffic being turned at Rockford	
PUBLIC	PRIVATE	SR 71: Collapsed between Valley Blvd. & I-210 - Closed	
\$	\$		
<b>WARNINGS - EXPECTED HAZARDS</b>			
LOCATION	TYPE	PERIOD	
All freeways, bridges, overpasses, tunnels in LA basin & western San Bernardino County	Possible structural damage	Until inspected	
MISCELLANEOUS			
The next news release is scheduled for 1900 hours on 8/17/07			
CURRENT WEATHER		PIO	TELEPHONE NUMBER
Clear, warm, dry		Sgt. Gong	
FORECAST WEATHER		LOCATION	
No change		Southern Division EOC	
		PREPARED BY	DATE
			TIME
		APPROVED BY	

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# ANNEX C

## INCIDENT COMMAND SYSTEM FORMS *(continued)*

### EXAMPLE ICS 220

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		AIR OPERATIONS WORKSHEET/SUMMARY		EMERGENCY INCIDENT		DATE PREPARED		
ICS 220 (New 5-07) OPI 054				NORTHRIDGE EARTHQUAKE		08/17/2007		
TIME PREPARED	OPERATIONAL PERIOD (DATE AND TIME)			AIR/AIR FREQUENCY		AIR/GROUND FREQUENCY		
09:45	08/17/2007	12:00	TO	08/17/2007	23:59	Tx	45.36 Rx 42.46	
AIR OPERATIONS BRANCH DIRECTOR	NAME/ID NUMBER	REMARKS (SPECIAL INSTRUCTIONS, SAFETY NOTES, HAZARDS, PRIORITIES)						
AIR MISSION GROUP LEADER	NAME/ID NUMBER	H-80 /Patrol CLA, ELA, & Verdugo Hills Area H-40 /Patrol WLA & W. Valley Area * Obtain weather& flight briefing prior to each flight * Caution: Large number of media aircraft in area * Review IAP for curren operational period						
AVIATION SUPPORT GROUP LEADER	NAME/ID NUMBER							
HELICOPTER LEADER	NAME/ID NUMBER							
FIXED-WING LEADER	NAME/ID NUMBER							
Linder #11258	Smith #10292							
Jones #13456	Johnson #14589							
Henry #12345								
AGENCY/OWNER	OPERATING BASE/ LOCATION	ASSIGNMENT	F.A.A. AIRCRAFT I.D. NUMBER	TIME COMMENCE	TIME COMPLETE	TOTAL FLIGHT TIME	TOTAL EXPENDED FUEL	
CHP BORDER DIVISION	Burbank Airport	Freeway damage survey	N123456 H-80	11:58	13:58	2.00	25.00	
CHP CENTRAL DIVISION	Burbank Airport	Freeway damage survey	N67890 H-40	14:00	16:00	2.00	45.00	
PREPARED BY						<b>TOTALS</b>	<b>4.00</b>	<b>70.00</b>
SIGNATURE								

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