SITE

DOCUMENTATION

TEAM
SITE DOCUMENTATION TEAM

All remains and personal effects will be handled with dignity and accordance to local plans, policies, and procedures.

INTRODUCTION TO THE SITE DOCUMENTATION TEAM:

The Site Documentation Team is responsible for ensuring that the incident site is documented accordingly using photographs, videos, maps, and other relevant and available tools. Effective site documentation ensures that cause of death can be directly correlated to one or a number of causes, whether they are immediately related to the incident or otherwise.

CONTENTS OF THE TOOLKIT:

1. *(TOOL)* Position Descriptions and Responsibilities
2. *(TOOL)* Potential Logistical Needs for the Site Documentation Team
3. *(FORM)* ICS-214: Unit Activity Log
4. *(TOOL)* Information Sheet for Disaster Response Workers
SITE DOCUMENTATION TEAM

Position Descriptions/Responsibilities

Site Documentation Team Leader:

- Assigns and coordinates collection team personnel as needed
- Conducts briefings of procedures and guidelines
- Identifies which sectors/grid locations require ongoing photographic support and assigns resources as needed
- Maintains accountability and control of exposed film
- Maintains a **UNIT LOG** of activities, including documentation of the locations, dates, and times of photos taken and assigns a numbering system to photos and videos relevant to incident documentation standards

Photographer(s):

- Performs duties as assigned by the team leader in relation to capturing photographic documentation

Videographer(s):

- Performs duties as assigned by the team leader in relation to capturing videographic documentation
SITE DOCUMENTATION TEAM

Potential Logistical Needs

- Two-way radio
- Clipboards
- Black Ink Pens
- Black permanent markers
- White or Silver paint markers
- Writing paper
- Duct tape or medical tape
- Digital Camera/Video Recorder
- 12 inch ruler
- Yard stick
Position Checklist

☐ Check-in at incident location (using the ICS-211 form)

☐ Receive a briefing from the Site Operations Group Supervisor

☐ Identify team personnel and delegate roles/responsibilities:
  ☐ Photographer (responsible for photographing fatalities and site area)
  ☐ Scribe (responsible for documenting site information, remains and personal effects locations, and assigning numbers to personal effects and remains)

☐ Obtain necessary equipment:
  ☐ Stakes or marker flags
  ☐ ID bands (for body, body bag, and stakes)
  ☐ Clipboard and office supplies (paper, pens, markers, industrial tape, etc.)
  ☐ Camera and video recorder
  ☐ Spray paint (for hard surfaces; use clearly visible colors)
  ☐ Measuring tape
  ☐ GPS unit
  ☐ Two-way radio or other means of communications

☐ Ensure appropriate documentation of the assigned area of concern using predetermined numbering system (see SAMPLE INCIDENT SITE MAP and SAMPLE NUMBERING SYSTEM):
  ☐ Area map (identify location of wreckage if a transportation incident has occurred)
  ☐ Location of remains
  ☐ Location of fragmented remains (body parts)
  ☐ Location of Personal Remains

☐ Ensure appropriate photographic documentation is obtained within the assigned area of concern:
  ☐ Videotape and photograph the assigned area as a whole
Photograph each body/body part/personal effect prior to tagging

Photograph relationship of bodies and body parts to wreckage, and personal effects to bodies

Photograph body/body part/personal effect after tagging

Photograph the area after the body/body part/personal effect has been removed
# ACTIVITY LOG (ICS 214)

1. Incident Name: 

2. Operational Period: 
   - Date From: __________ Date To: __________
   - Time From: __________ Time To: __________

3. Name: 

4. ICS Position: 

5. Home Agency (and Unit): 

6. Resources Assigned: 
   - Name | ICS Position | Home Agency (and Unit) 

7. Activity Log: 
   - Date/Time | Notable Activities 

8. Prepared by: 
   - Name: ____________________ Position/Title: ____________________ Signature: ____________________

Date/Time: __________
## ACTIVITY LOG (ICS 214)

1. Incident Name: 

2. Operational Period:  
   - Date From:  Date  
   - Date To:  Date  
   - Time From:  HHMM  
   - Time To:  HHMM  

7. Activity Log (continuation):  

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Notable Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Prepared by:  
   - Name:  
   - Position/Title:  
   - Signature:  

ICS 214, Page 2  
Date/Time:  Date
ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
• The ICS 214 can be printed as a two-sided form.
• Use additional copies as continuation sheets as needed, and indicate pagination as used.

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Block Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incident Name</td>
<td>Enter the name assigned to the incident.</td>
</tr>
<tr>
<td>2</td>
<td>Operational Period</td>
<td>Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.</td>
</tr>
<tr>
<td>3</td>
<td>Name</td>
<td>Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).</td>
</tr>
<tr>
<td>4</td>
<td>ICS Position</td>
<td>Enter the name and ICS position of the individual in charge of the Unit.</td>
</tr>
<tr>
<td>5</td>
<td>Home Agency (and Unit)</td>
<td>Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.</td>
</tr>
<tr>
<td>6</td>
<td>Resources Assigned</td>
<td>Enter the following information for resources assigned:</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Use this section to enter the resource’s name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.</td>
</tr>
<tr>
<td></td>
<td>ICS Position</td>
<td>Use this section to enter the resource’s ICS position (e.g., Finance Section Chief).</td>
</tr>
<tr>
<td></td>
<td>Home Agency (and Unit)</td>
<td>Use this section to enter the resource’s home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).</td>
</tr>
<tr>
<td>7</td>
<td>Activity Log</td>
<td>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</td>
</tr>
<tr>
<td></td>
<td>Date/Time</td>
<td>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</td>
</tr>
<tr>
<td></td>
<td>Notable Activities</td>
<td>• This block can also be used to track personal work habits by adding columns such as “Action Required,” “Delegated To,” “Status,” etc.</td>
</tr>
<tr>
<td>8</td>
<td>Prepared by</td>
<td>Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</td>
</tr>
</tbody>
</table>
INFORMATION SHEET FOR DISASTER RESPONSE WORKERS

EMERGENCY AND DISASTER RESPONSE WORKERS: MANAGING AND PREVENTING STRESS

☐ COMMON REACTIONS TO A DISASTER INCIDENT
  • No one who responds to a mass fatality incident is untouched by it
  • Profound sadness, grief, and anger are normal reactions to an abnormal event.
  • You may not want to leave the scene until the work is finished
  • You will likely try to override stress and fatigue with dedication and commitment
  • You may deny the need for rest and recovery time
  • We each have different needs and different ways of coping
  • Acknowledging our feelings helps us recover

☐ SIGNS THAT YOU MAY NEED STRESS MANAGEMENT ASSISTANCE
  • Difficulty communicating thoughts
  • Difficulty remembering instructions
  • Difficulty maintaining balance
  • Uncharacteristically argumentative
  • Difficulty making decisions
  • Limited attention span
  • Unnecessary risk-taking
  • Tremors/headaches/nausea
  • Tunnel vision/muffled hearing
  • Colds or flu-like symptoms
  • Disorientation or confusion
  • Difficulty concentrating
  • Loss of objectivity
  • Easily frustrated
  • Unable to engage in problem-solving
  • Unable to let down when off duty
  • Refusal to follow orders
  • Refusal to leave the scene
  • Increased use of drugs/alcohol
  • Unusual clumsiness

☐ WAYS TO HELP MANAGE THE STRESS
  • Limit on-duty work hours to no more than 12 hours per day
  • Make work rotations from high stress to lower stress functions
  • Make work rotations from the scene to routine assignments, as practicable
  • Use counseling assistance programs available through your agency
  • Drink plenty of water and eat healthy snacks like fresh fruit and whole grain breads and other energy foods at the scene
  • Take frequent, brief breaks from the scene as practicable.
  • Talk about your emotions to process what was has been seen and done
  • Stay in touch with your family and friends, if possible spend time with them
  • Participate in memorials, rituals, and use of symbols as a way to express feelings
  • Pair up with a responder so that you may monitor one another’s stress

* When to seek help: If self-help strategies are not helping or you find that you are using drugs/alcohol in order to cope, you may wish to seek outside or professional assistance with your stress symptoms.