

Walnut Creek CERT Basic Training

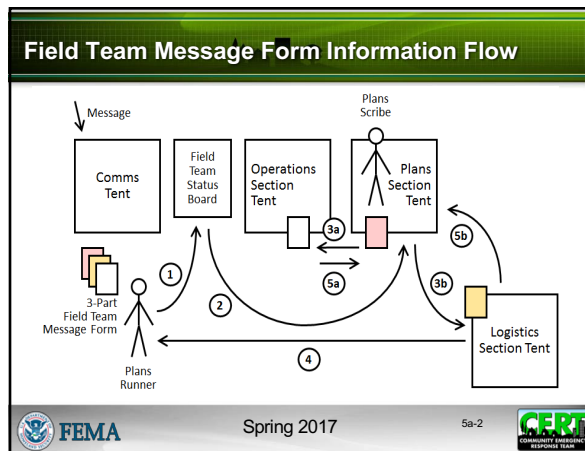
CERT Field Team Message Form (FTMF) -
Why is this form so important?

FEMA Spring 2017 citizen corps

Field Team Message Form – version 3

- The form is used by Walnut Creek CERT to send messages from CERT teams in the field back to the CERT Command Post
- The form provides:
 - a standardized format for categorizing information from the field, including the urgency of a message
 - a fill-in-the-blank reminder of the information needed to describe victims, pets, incidents and hazards

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Field Team Message Form Information Flow

- Information on Field Team Message Form is radioed from CERTs in the field to the Communications (Comms) team at the area Command Post (CP) using the Field Team Message Form (FTMF)
- Comms scribe transcribes information radio'd in onto an identically formatted Field Team Message Form that is also triplicate copied on white, pink, & yellow paper
- Triplicate Field Team Message Form is carried from Comms to Plans
- Plans hands copies of the Field Team Message Form to Operations (white) and/or Logistics (yellow) for action and keeps the pink copy at Plans for tracking
- After reported incident/hazard response is completed, Plans collects all pages of triplicate FTMF and stores them together for future reference, such as reporting to FEMA to request disaster relief funds

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HOMEWORK ASSIGNMENT

- Use online training tool to learn about each section of the Field Team Message Form (FTMF) - <http://tinyurl.com/gtegujy>
- Read the disaster scenarios in the homework and fill in all necessary fields of a Field Team Message Form.
 - For practice, use one form for each scenario.
 - Never combine separate incidents/hazards on the same FTMF to allow easier tracking of each incident by Command Post staff.

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