



**Department of Homeland Security
U.S. Coast Guard
Incident Command System (ICS)**



**Critical Incident Stress
Management (CISM)
Specialist Job Aid**



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Overview

| | |
|----------------------|---|
| User | This job aid is designed for CISM Specialists assigned within the Incident Command System (ICS). |
| When to Use | This job aid can be used for any incident type and magnitude. |
| Scope | <p>This Job Aid focuses on the role of the CISM Specialist in executing their role in the Incident Command System. It outlines how the CISM Specialist can most effectively integrate their expertise with medium to large-scale incident management.</p> <p>CISM Specialists are trained in Incident Command System (ICS) procedures and Critical Incident Stress Management (CISM).</p> <p>The CISM Specialist is responsible for identifying and securing the immediate response and services of sufficient CISM team members necessary to carry out CISM duties to provide for the psychological and emotional needs of Coast Guard personnel involved in a major incident. The CISM Specialist is the POC for all requests from operational units for CISM services and is responsible for the appropriate assignments and duties of all CISM team members involved in the evolution.</p> <p>Due to the importance of the mental well-being of response personnel and the highly specialized nature of the program, the CISM Specialist is normally assigned in Logistics under the Medical Unit Leader; however, an additional CISM Specialist may be assigned to the Command Staff working directly for the Incident Commander (IC).</p> |
| Primary Goals | <p>The primary goals of the CISM Specialist are:</p> <ul style="list-style-type: none">• On-scene psychological and emotional triage.• Provide timely access to CISM team interventions for Coast Guard members and their families.• Advise the Incident Commander on CISM activities.• Ensure impacted personnel are referred to a higher level of care as necessary.• Refer appropriate non-Coast Guard personnel for health assistance. |

Overview

Incident Management Handbook (IMH)

The Incident Management Handbook (IMH) is the key reference for the CISM Specialist for executing Incident Command System processes. The IMH is available as a pocket sized job aid and can also be downloaded and/or printed from the ICS library on the Homeport website located at <http://homeport.uscg.mil/ics>. The ICS library contains general information, forms, job aids, and policies related to ICS. The IMH also is located in the Job Aids section of the library.

ICS Documents and Forms

The ICS documents and forms the CISM Specialist uses or references most often are:

- **Incident Briefing (ICS 201-CG).** Provides basic information regarding the incident situation and the resources allotted to the incident. Additionally, it functions as the Incident Action Plan (IAP) for the initial response and remains in force until the response ends or the Planning Section generates the IAP. It also serves as a permanent record of the initial response.
- **Incident Action Plan (IAP).** The IAP is comprised of many forms and contains general objectives that reflect the overall strategy for managing an incident. It may include the identification of operational resources and assignments, and attachments that provide direction and important information for management of the incident during one or more operational periods. The IAP Cover Sheet contains a list of items that may be included and allows for the identification of the specific items that are included.
- **Incident Status Summary (ICS 209-CG).** The Incident Status Summary provides information on the type of incident and the status of personnel, property, and resources (personnel and equipment).
- **Resource Request Message (ICS 213 RR-CG).** The Resource Request Message form is used by all incident personnel to request tactical and non-tactical resources.
- **Unit Log (ICS 214-CG).** The Unit Log is used daily to document key activities and services provided.

ICS Forms can be found in the Forms section of the ICS library on the Homeport website.

CISM Specialist and the Operational Planning Cycle

Operational Planning Cycle

The Operational Planning Cycle is a systematic process for planning both smaller, short-term incidents and events, and longer, more complex incidents. The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and staffing required to develop a written Incident Action Plan (IAP).

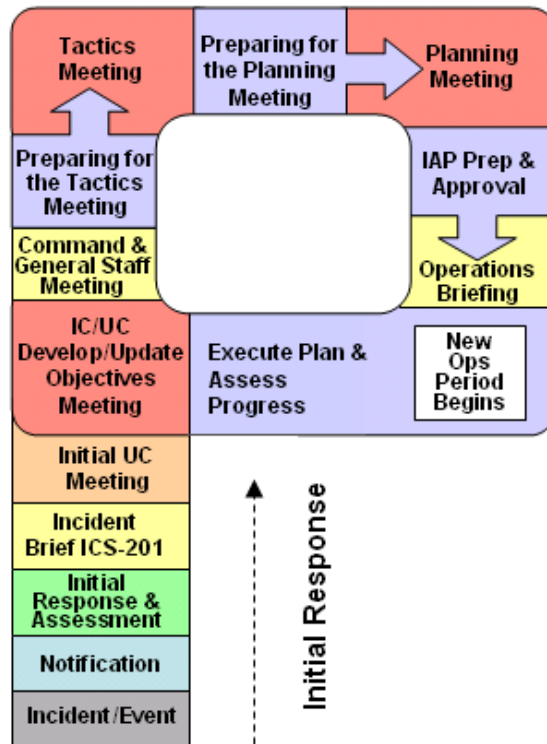


Figure 1. Operational Planning Cycle.

The primary phases of the planning process are essentially the same for the Incident Commander (IC) who develops the initial plan, for the IC and Operations Section Chief revising the initial plan for extended operations, and for the Incident Management Team (IMT) developing a formal IAP. During the initial stages of incident management, planners must develop a simple plan for communication through verbal briefings. This plan is often developed quickly using incomplete situation information.

CISM Specialist and the Operational Planning Cycle

Operational Planning Cycle (Continued)

As the incident management effort evolves, additional lead time, staff, information systems, and technologies enable more detailed planning and cataloging of events and “lessons learned.”

Planning involves:

- Initial response and assessment.
- Developing incident objectives.
- Selecting a strategy.
- Deciding which resources to use to achieve the objectives in the safest, most efficient and cost-effective manner.

The CISM specialist is actively engaged in the following phases:

- Notification.
- Initial Response and Assessment.
- Planning Meetings.
- Operations Briefing.
- Plan Execution and Assessment.

Notification

When the CISM Specialist receives notification of an incident, travel preparations are made and information is collected prior to reporting on scene. The following table outlines actions to take upon notification of an incident.

| Step | Action | <input checked="" type="checkbox"/> |
|-------------|--|-------------------------------------|
| 1 | Receive assignment and a brief overview of the type and magnitude of the incident. | <input type="checkbox"/> |
| 2 | Obtain travel orders and make travel arrangements, taking into account the environment (For example, renting an SUV rather than a sedan for hurricane-ravaged areas) and any specific travel instructions including reporting location and time. | <input type="checkbox"/> |

CISM Specialist and the Operational Planning Cycle

| Notification (Continued) | Step | Action | ✓ |
|-----------------------------|------|---|--------------------------|
| | 3 | Assess personal readiness: <ul style="list-style-type: none"> • Coverage of home responsibilities (children, pets, mail, etc.) • Coverage of work responsibilities • Specific incident and climate preparedness to include appropriate clothing, personal hygiene items, medications, money, computer, cell phone/Treo, etc. (see Appendix B) | <input type="checkbox"/> |
| | 4 | Assemble Go-Kit (see Appendix B): <ul style="list-style-type: none"> • CISM rosters • Handouts (e.g., Signs of Stress after a Critical Incident, Stress Management, Grief, etc.) • Forms (e.g., Resource Request Message (ICS 213 RR-CG), Unit Log (ICS 214-CG), etc.) • CISM Intervention cards (Quick Cards) • Referral Information (i.e., EAP, local resources) | <input type="checkbox"/> |
| | 5 | Inform others where you are going and how they may contact you. | <input type="checkbox"/> |
| | 6 | If available, monitor incident related information from media, internet, etc. | <input type="checkbox"/> |
| | 7 | Obtain a copy of the Incident Briefing (ICS 201-CG) and/or Incident Action Plan (IAP) from the incident Documentation Unit to assess overall scope of the incident, identify need for CISM support, and begin the initial assessment. | <input type="checkbox"/> |
| | 8 | Review Critical Incident Stress Management (CISM), COMDTINST 1754.3 (Series) and the Incident Management Handbook. | <input type="checkbox"/> |
| | 9 | Deploy to incident location. | <input type="checkbox"/> |

CISM Specialist and the Operational Planning Cycle

Initial Response and Assessment

Once on scene, check-in and assess CISM needs, and request resources. The following table outlines actions to take upon arriving on scene.

| Check-In | | |
|----------------------------|--|--------------------------|
| Step | Action | ✓ |
| 1 | Check-in at the Incident Command Post (ICP), base, or staging area as applicable on Check-in List (ICS 211-CG). | <input type="checkbox"/> |
| 2 | Determine assignment and reporting relationship (Assigned to Incident Commander or Logistics?). | <input type="checkbox"/> |
| 3 | Advocate for co-assignment with the Chaplain as appropriate. | <input type="checkbox"/> |
| 4 | Obtain meeting schedule and determine meeting attendance requirements. | <input type="checkbox"/> |
| Conduct Initial Assessment | | |
| Step | Action | ✓ |
| 1 | Conduct needs assessment by reviewing priorities and identifying resource shortfalls. | <input type="checkbox"/> |
| 2 | Determine the psychological and emotional state of the personnel involved in recovery operations. | <input type="checkbox"/> |
| 3 | Assess the need and level of CISM support required. | <input type="checkbox"/> |
| 4 | Determine CISM team requirements, taking into account proper rest, exercise, turnover, and rotation (14 days) of team members. | <input type="checkbox"/> |

CISM Specialist and the Operational Planning Cycle

Initial Response and Assessment (Continued)

| Step | Action | ✓ |
|--|--|--------------------------|
| 5 | Determine if need exists to expand CISM staffing to include other elements (e.g., Team Leader, Operations Section, Logistics Section, Planning Section, Family Support Services Section, Yeoman, etc.) | <input type="checkbox"/> |
| Request and Coordinate On-scene Resources | | |
| Step | Action | ✓ |
| 1 | Request resources using Resource Request Message (ICS 213 RR-CG) (see Appendix C for instructions). Submit to Resources Unit Leader (RESL). | <input type="checkbox"/> |
| 2 | Ensure CISM support personnel are prescreened for appropriateness to respond to the incident and coordinate with other CISM Specialist(s) as necessary. | <input type="checkbox"/> |
| 3 | Meet with the Safety Officer and determine appropriate Personal Protective Equipment (PPE). | <input type="checkbox"/> |
| 4 | When additional CISM personnel arrive, ensure they check-in on Check-In List (ICS 211-CG) and receive appropriate PPE. | <input type="checkbox"/> |
| 5 | Deploy CISM team members as necessary to initiate “psychological first aid” and ensure that the basic needs of survivors are met (i.e., shelter, food, safety, and security). | <input type="checkbox"/> |
| 6 | Initiate documentation on Unit Log (ICS-214-CG) and CISM Intervention Report. | <input type="checkbox"/> |
| 7 | Ensure proper listing with the Command Center of all CISM team members and their contact numbers while assigned to the area. | <input type="checkbox"/> |

CISM Specialist and the Operational Planning Cycle

Initial Response and Assessment (Continued)

| Step | Action | ✓ |
|------|---|--------------------------|
| 8 | Ensure there is at least one dedicated phone for CISM within the ICP and a CG workstation with network and internet connectivity. | <input type="checkbox"/> |
| 9 | Acquire go-kit admin materials, if not brought (See Appendix B). | <input type="checkbox"/> |
| 10 | Establish and maintain working relationship with the Chaplain response team to cross-reference needs of responders and their families. | <input type="checkbox"/> |
| 11 | Establish communication and working relationships with responding agencies providing mental health assistance, especially the Red Cross, Salvation Army, National Transportation Safety Board (NTSB), and Federal Bureau of Investigations (FBI) support personnel. | <input type="checkbox"/> |
| 12 | Maintain liaison with the other local response agencies to effectively refer appropriate non-Coast Guard personnel for health assistance. | <input type="checkbox"/> |

Tactical and Planning Phases

During the tactical and planning phases of the Operational Planning Cycle, the CISM specialist is preparing for the execution phase. The following table outlines actions to take during the tactical and planning phases.

| Step | Action | ✓ |
|------|--|--------------------------|
| 1 | Ensure operational and support units involved in the response have timely access to CISM team interventions. | <input type="checkbox"/> |
| 2 | Coordinate CISM team access aboard all ships at sea, if necessary, and for visitation of all ships while in port in a timely manner. | <input type="checkbox"/> |

CISM Specialist and the Operational Planning Cycle

| Tactical and Planning Phases (Continued) | Step | Action | ✓ |
|--|------|--|--------------------------|
| | 3 | Ensure CISM team access to Coast Guard family members (spouses, children, and significant others) to assess the need and provide CISM interventions. | <input type="checkbox"/> |
| | 4 | Participate in Incident Management Team (IMT) meeting/briefings as required. | <input type="checkbox"/> |
| | 5 | Hold meeting with the CISM team to coordinate resources and plan the CISM response. | <input type="checkbox"/> |
| | 6 | Ensure all equipment (phones, computers, printers, fax machines, etc.) is operational. | <input type="checkbox"/> |
| | 7 | Ensure the CISM team is aware of the assigned communications methods and appropriate ICS terminology. | <input type="checkbox"/> |

Planning Meeting

This meeting provides an overview of the tactical plan to achieve the Unified Command's direction, priorities, and objectives. The CISM Specialist might attend this meeting. This meeting provides valuable insight as to how the incident is going, what is planned for the next operational period, and what resources are needed.

Operations Briefing

This 30-minute or less briefing presents the Incident Action Plan to the Operations Section Division and/or Group Supervisors. The CISM Specialist attends this meeting to find out which units are involved, impacted, incoming, etc.

CISM Specialist and the Operational Planning Cycle

Execute Plan and Assess Progress

The following table outlines actions to take during the execution phase of the Operational Planning Cycle.

| Step | Action | ✓ |
|------|--|--------------------------|
| 1 | Conduct or arrange CISM interventions. | <input type="checkbox"/> |
| 2 | Participate in Incident Management Team (IMT) meetings/briefings as required. | <input type="checkbox"/> |
| 3 | Hold regular meetings with the CISM team to obtain status updates and to assess the well-being of the team. | <input type="checkbox"/> |
| 4 | Ensure CISM members receive sufficient breaks to maintain effectiveness. | <input type="checkbox"/> |
| 5 | Model good self-care practices and take needed breaks, preferably off your feet. | <input type="checkbox"/> |
| 6 | Report any signs or symptoms of extended incident stress, injury, fatigue or illness for yourself or coworkers to your supervisor. | <input type="checkbox"/> |
| 7 | Maintain an accurate Unit Log (ICS 214-CG) of all activities, including dates, times, and places where CISM activities occurred. | <input type="checkbox"/> |
| 8 | Submit Unit Log (ICS 214-CG) to Documentation Unit at the end of each operational period. | <input type="checkbox"/> |
| 9 | Complete CISM Intervention Report and submit to MLC every 24 hours. | <input type="checkbox"/> |
| 10 | Adjust CISM support levels according to status of operations and support activities. | <input type="checkbox"/> |
| 11 | Ensure CISM team members are adequately debriefed following their involvement with CISM response and conduct or arrange follow on services as necessary. | <input type="checkbox"/> |

Demobilization

Demobilization Response

Once the incident has been resolved or a new team is in place, the CISM specialist must demobilize. The following table outlines actions to take during demobilization.

| Step | Action | ✓ |
|------|--|--------------------------|
| 1 | Respond to demobilization orders. | <input type="checkbox"/> |
| 2 | Brief the team regarding demobilization. | <input type="checkbox"/> |
| 3 | Prepare personal belongings. | <input type="checkbox"/> |
| 4 | Return all assigned equipment to the appropriate location. | <input type="checkbox"/> |
| 5 | Complete Demobilization Checkout process. | <input type="checkbox"/> |
| 6 | Participate in After-Action activities as directed. | <input type="checkbox"/> |
| 7 | Ensure CISM team members are adequately debriefed by CISM Specialist and Mental Health Professional, if available. | <input type="checkbox"/> |
| 8 | Collect and document “lessons learned” from CISM team members. | <input type="checkbox"/> |
| 9 | Depart for home and upon your arrival notify RESL at incident site and home unit of your return. | <input type="checkbox"/> |

Appendix A: Incident or Event Type and Characteristics

| Incident/Event Type | Characteristics |
|--|---|
| <p>Type 5</p> <p>Initial Response</p> | <ul style="list-style-type: none"> • Handled with one or two single resources with up to six personnel. • Command and General Staff positions (other than the Incident Commander (IC)) are not activated. • No written Incident Action Plan (IAP) is required. • Contained within the first operational period and often within an hour to a few hours after resources arrive on-scene. • Incident is not expected to escalate. <p>Examples: a vehicle fire, an injured person, small scale search and rescue (SAR), routine Law Enforcement (LE) case, or a police traffic stop.</p> |
| <p>Type 4</p> <p>Routine Response</p> | <ul style="list-style-type: none"> • Command staff and general staff positions (other than the IC) are not normally activated. • Several resources are required to mitigate the incident (<50 personnel/equipment resources to manage incident). • Usually limited to one operational period in the control phase. • The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated. • No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources. • The role of the agency administrator includes operational plans including objectives and priorities. <p>Examples: Typical vehicle fire, an injured person, small scale search and rescue (SAR), routine Law Enforcement (LE) case or event, or first few hours of larger incident.</p> |
| <p>Type 3</p> <p>Non- Routine Local Interest Extended Response</p> | <ul style="list-style-type: none"> • Larger than typical daily operations incident/event. • May require multiple operational periods. • A written IAP typically required for each operational period. • May cross agency and/or unit boundaries. • Requires several single resources to numerous multi-agency resources (up to 200 personnel/equipment resources to manage). |

| Incident/Event Type | Characteristics |
|---|--|
| <p>Type 3 (Continued)</p> | <ul style="list-style-type: none"> • Some or all of the Command and General Staff positions may be activated, and/or Unit Leader level positions. • Division/Group Supervisor assigned (as required by span of control considerations). May use staging area. • When capabilities exceed initial response, the appropriate ICS positions should be added to match the complexity of the incident. • Local Incident Command Organization or Type 3 Incident Management Team (IMT) manages initial action incidents with a significant number of resources, an extended response incident until containment/control is achieved, or manages an expanding incident, which may transition to a Type 1 or 2 team. <p>Examples: Large fire, plane/vessel incident with subsequent SAR and pollution, multi-agency local disaster response (limited coastal/river flooding, limited city/port infrastructure damage, etc.), local security response/event, and non-routine oil/hazmat spill/release.</p> |
| <p>Type 2 Very Complex Regional to National Interest</p> | <ul style="list-style-type: none"> • Extends beyond the capabilities for local control and is expected to go into multiple operational periods. • May require resources from out of area, including regional and/or national resources, to effectively manage the incident/event. • A written IAP is required for each operational period. • Most or all of the Command and General Staff positions are activated and many of the functional units activated/staffed. • Operations personnel/equipment normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). Several divisions and/or groups used. Branches used as needed for management of span of control. • Regional to national media interest. • The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority. <p>Examples: Regionally significant, large scale plane/vessel incident, large oil/hazmat spill/release, moderate security event (regional festivals, Olympics, Superbowl, etc.), regional natural or man-made moderate disaster response (small hurricane, earthquake, etc.)</p> |

| Incident/Event Type | Characteristics |
|---|---|
| <p>Type 1</p> <p>Highly Complex National Interest</p> | <ul style="list-style-type: none"> • Most complex, requiring national resources to safely and effectively manage and operate. • All Command and General Staff and unit positions activated. • Operations personnel/equipment often exceeds 500 per operational period and total personnel will usually exceed 1,000. • Branches need to be established. • Large scale logistical considerations needed. • Use of resource advisors at the incident base is recommended. • The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated. • National Media interest. • There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. <p>Examples: Major response or event, National Response Framework (NRF) activation, major security response/event (National Special Security Event (NSSE)), national conventions, natural or man-made major disaster response (formal declaration).</p> |



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Appendix B: Deployment Checklist/Go-Kit Supply List

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Personal Items |
| <input type="checkbox"/> | Toiletries |
| <input type="checkbox"/> | Appropriate clothes for the environment (7 day supply) and workout apparel (recommended) |
| <input type="checkbox"/> | Steel-toed and comfortable shoes |
| <input type="checkbox"/> | Rain gear |
| <input type="checkbox"/> | Backpack |
| <input type="checkbox"/> | Sun screen, insect repellent, etc. |
| <input type="checkbox"/> | First aid kit |
| <input type="checkbox"/> | Sunglasses |
| <input type="checkbox"/> | Medications (prescription and over-the-counter) |
| <input type="checkbox"/> | Bottled water and snacks |
| <input type="checkbox"/> | Travel alarm clock and batteries or watch with alarm |
| <input type="checkbox"/> | Flashlight and batteries |
| <input type="checkbox"/> | Cash |
| <input type="checkbox"/> | Driver's license, Government ID card, photo ID, etc. |

Appendix B: Deployment Checklist/Go-Kit Supply List (cont)

| <input checked="" type="checkbox"/> | Work Items |
|-------------------------------------|--|
| <input type="checkbox"/> | Cell phone/TREO with charger |
| <input type="checkbox"/> | Laptop computer |
| <input type="checkbox"/> | Maps of the area |
| <input type="checkbox"/> | CISM rosters, Work-Life Staff Roster, and International Critical Incident Stress Foundation (ICISF) and other relevant contact information |
| <input type="checkbox"/> | Handouts (e.g., Signs of Stress After a Critical Incident, Stress Management, Grief, etc.), hardcopy and electronic |
| <input type="checkbox"/> | Forms (e.g., Resource Request Message (ICS 213 RR-CG) Unit Log (ICS 214-CG); etc.), hardcopy and electronic |
| <input type="checkbox"/> | ICISF CISM resource material (e.g., books, cards, etc.) |
| <input type="checkbox"/> | CISM Intervention cards (Quick Cards) |
| <input type="checkbox"/> | Business cards |
| <input type="checkbox"/> | Name tag |
| <input type="checkbox"/> | Referral Information (e.g., EAP, local resources) |
| <input type="checkbox"/> | Incident Management Handbook (IMH) |
| <input type="checkbox"/> | Incident Command System Forms Booklet |
| <input type="checkbox"/> | Critical Incident Stress Management (CISM), COMDTINST 1754.3 (Series) |
| <input type="checkbox"/> | Vehicle Passes or Signs (for access to areas) |

Appendix B: Deployment Checklist/Go-Kit Supply List (cont)

| | |
|--------------------------|-----------------------------|
| ✓ | Office supplies |
| <input type="checkbox"/> | Pens |
| <input type="checkbox"/> | Paper |
| <input type="checkbox"/> | Post-It Notes |
| <input type="checkbox"/> | Scissors |
| <input type="checkbox"/> | Stapler |
| <input type="checkbox"/> | Duct Tape/Masking Tape |
| <input type="checkbox"/> | Markers |
| <input type="checkbox"/> | Easel Paper and Easel Stand |
| <input type="checkbox"/> | File Boxes |
| <input type="checkbox"/> | File Folders |
| <input type="checkbox"/> | Extension Cords |
| <input type="checkbox"/> | Surge Protectors |



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Appendix C: ICS 213RR-CG and Instructions

| Resource Request Message | | ICS-213 RR CG (2007) |
|--|--|---|
| 1. Incident Name: Purpose: The 213RR CG is used by all incident personnel to request tactical and non-tactical resources. | | 3. Resource Request Number: |
| 2. Date/Time: Use additional forms when requesting different resource sources or supply | | |
| 4. ORDER | Note: Use additional forms when requesting different resource sources or supply e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info. | f. Requested Reporting Location: g. Order # (LSC) h. ETA (LSC) i. Cost |
| a. Qty | d. Priority U or R | f. Requested Reporting Location: |
| b. Kind | c. Type | g. Order # (LSC) |
| c. Type | | h. ETA (LSC) |
| d. Priority U or R | | i. Cost |
| 5. Suggested source(s) of supply - POC phone number if known and suitable substitute: | | |
| 8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c. a. <input type="checkbox"/> Resources available as noted in block 12 b. <input type="checkbox"/> Resources available c. <input type="checkbox"/> Resources not available | | |
| 6. Requestor Position and Signature: | | |
| 7. Section Chief/Command Staff Approval: | | |
| 9. RESL Reviewer Signature: | | |
| 13. Logistics Section Signature: | | |
| 14. Order placed by (check box): | | |
| <input type="checkbox"/> PUL <input type="checkbox"/> PROC <input type="checkbox"/> OTHER | | |
| 15. Reply/Comments from Finance: | | |
| 16. Finance Section Signature: | | |
| Requestor | | |
| Plans | | |
| Logistics | | |
| Finance | | |

Full instructions on back page. Requestor fills in blocks 1-5, except # 3 & 4 g-h (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4 g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i, Finance fills in block 4.i, Finance fills in block 15-16 and keeps green copy. Pink copy is returned to RESL for tactical personnel or requestor for non-tactical. White copy goes to DCCU.

Instructions for completing the ICS 213RR-CG

Requestor: The requestor must fill in Blocks 1 through 6 and submit to the RESL.

| Block # | Item Title | Instructions |
|---------|--|--|
| 1 | Incident Name | Enter the name stated on the ICS-201 Form and Incident Action Plan (IAP). |
| 2 | Date/Time | Enter the current date and time. |
| 3 | Resource Request Number | Enter the number assigned by the section submitting the request (i.e. Planning, Logistics, etc.). |
| 4 | Order | Specify the following information as applicable for the resource being requested. <ol style="list-style-type: none"> a. Quantity – specify the number of personnel you are requesting. b. Kind – N/A c. Type – N/A d. Priority – Routine/Urgent e. Detailed description of requirements. The request should include a detailed description of the type of personnel required. For example, CISM Peer, BM, E-5 and above, with a minimum experience of 2 previous CISM responses. If making a by name request, ensure you have coordinated with the individual, the EAPC, and the individual’s chain of command. f. Reporting location, date, and time. |
| 5 | Suggested Source(s) and Suitable Substitutes | Enter applicable information if known. For example, list the units that have personnel matching the type you are requesting or for by name requests, identify the individual’s unit and contact numbers for the individual and their supervisor. |
| 6 | Requestor Position and Signature | Print your position within the ICS, “CISM Specialist”, sign your name, and enter the date and time. |



Instructions for completing the ICS 214-CG

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

| Item # | Item Title | Instructions |
|--------|-----------------------|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Check-In Location | Enter the time interval for which the form applies. Record the start and end date and time. |
| 3 | Unit Name/Designators | Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team). |
| 4 | Unit Leader | Enter the name and ICS Position of the individual in charge of the Unit. |
| 5 | Personnel Assigned | List the name, position, and home base of each member assigned to the unit during the operational period. |
| 6 | Activity Log | Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.) |
| 7 | Prepared By | Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period. Date/Time Enter date (month, day, year) and time prepared (24-hour clock). |



Appendix E: CISM Intervention Report

| U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1750 Rev. (05-09) | | <h3>CISM INTERVENTION REPORT</h3> | |
|--|--|--|--|
| Instructions: Complete and submit via email to the applicable MLC and CG-1112 within 24 hours of initial intervention and every 24 hours until CISM response is completed. | | | |
| 1. Work-Life Office Reporting | | 2. Date of Incident (MM/DD/YYYY) | |
| 3. Date of Report (MM/DD/YYYY) | | 4. Type of Report? <input type="checkbox"/> Initial <input type="checkbox"/> Update | |
| 5. Unit impacted by incident (Enter 6-digit Dept ID): | | If unknown enter name of unit: | |
| 6. Type of Incident (check one only): | | | |
| <input type="checkbox"/> a. Major Disaster (Incident involved multiple casualties with major disruption in command or displacement of personnel. Includes natural disasters, terrorist attacks, major fires, etc.) | | | |
| <input type="checkbox"/> b. Operational Incident with death or serious injury of Coast Guard personnel. (If incident involved death or serious injury to both Coast Guard and non-Coast Guard personnel check this box only.) | | | |
| <input type="checkbox"/> c. Operational Incident with death or serious injury of non-Coast Guard personnel. | | | |
| <input type="checkbox"/> d. Non-Operational Incident involving death or serious injury of Coast Guard personnel. If incident involved death or serious injury to both Coast Guard and to Coast Guard family member(s) check this box only. | | | |
| <input type="checkbox"/> e. Non-Operational Incident involving death or serious injury of Coast Guard family member(s). | | | |
| <input type="checkbox"/> f. Other (brief description): | | | |
| 7. Interventions Provided | | | |
| CISM TEAM MEMBER | POSITION | TYPE AND DESCRIPTION OF INTERVENTION(S) PROVIDED | |
| Name, Rank/Pay Grade | EAPC, Chaplain, Peer, or MHP, if other - specify | Identify type of intervention: Consultation, One-on-one, Defusing, CISDs, CMBs, Demobilization, or other (specify) and provide a brief description | |
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| 8. Total Number of Personnel Served (fill in number to date or since last report if this is an update): | | | |
| <input type="checkbox"/> a. Coast Guard Uniformed personnel: | | | |
| <input type="checkbox"/> b. Coast Guard Civilian personnel: | | | |
| <input type="checkbox"/> c. Coast Guard Uniformed personnel family members: | | | |
| <input type="checkbox"/> d. Coast Guard Civilian personnel family members: | | | |
| <input type="checkbox"/> e. Other (number and brief description): | | | |
| 9. If not already identified in Item #7 above, provide names and rank/pay grade of CISM personnel used to date or used since last report." | | | |
| 10. Comments | | | |

U.S. Dept. of Homeland Security, USCG, CG-1750, Rev. (05-09)

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