

ARK Status & Mapping Just-in-Time Training

- Supplies:
 - File box with extra Blank COES 103 (Event Log) forms
 - Blank COES 213-ARK message Forms
 - Blank COES 213R-ARK-Roll-up message forms
 - Log Book with COES 103 and other forms, Status and Mapping Just-in-Time Training
 - City Map with Grids
 - Large laminated ARK Zone Map with Grids
 - Pens, green marker
 - Red, Yellow, Green stickers (1/2" and 1/4")
 - Description of Priority events (Red, Yellow, Green)
 - 2 Three-tiered In-boxes to receive COES 101 from Incident Reporting Desk and Completed COES 101s from Operations
- **Review Status and Mapping Just-in-Time Training** (You may want to tape this to your desk)
- Set up Status & Mapping Desk between Incident Reporting Desk and Operations Desk
- Arrange ARK Zone Map and log book for easy access and clear work space
- Place one In-box on either side of desk to receive prioritized COES 101s from Incident Report Desk and Operations. In-boxes are marked Red, Yellow, Green
- Complete the top of the COES103 per instructions on the back of form and the Example on back of Just-in-Time Training. Use Military time.
- Check the In-box from Incident Reporting for COES 101s. Work on highest priority incidents first.
- Enter "Control Number" in Section 5 on ICS 101
- Log Incident reports (COES 101) onto the Event Log (COES103). Instructions on back of COES 103
- Using the Grid location in section #7 on COES 101, place the appropriate color sticker on the incident location on the laminated ARK Map. Write the Incident number on the sticker. Use smaller dot for Hi-density areas.
- **For neighborhoods that are OK per Block Leader Form ICS 105**, Circle entire neighborhood with Green dry-erase maker on the ARK map. File these forms immediately
 - **Neighborhoods with incidents need individual 101s completed and logged**
- Initial and time the Status&Mapping space in Section #13 of COES 101
- Place the logged COES 101 in the appropriate priority color section of the **In-box on Operations desk**. NOT your second In-box, this is to receive completed forms from Operations
 - **Roll-up for DOC/EOC**, every 2 hours. Use COES 213R-ARK.
 - **Complete Sections #12,13,14, 15** on COES 103. **Count the total of the incidents in each column on your COES103 Event Log**. Enter these numbers, including zeroes onto COES213R in the space provided. There will be 10 numbers. Enter a zero if there are no incidents in that column.
 - Start a new COES 103 Event Log with the next number in sequence. (Last page reported 5, you start new Event Log with page 6, and so on.)
 - The Event Log (COES 103) remains in your binder
- **Closed Incident reports**
 - Check your color prioritized In-box from Operations for forms to be filed
 - When an Incident Report is closed by Operations it will be returned to S&M with section # 10 (Closed date/time) and #13 (Closed Yes or No) completed
 - Enter the Date & Time Closed in Column#11 on the Event Log (COES 103)
 - Remove the priority sticker from the laminated ARK Map
 - File the completed COES101s in consecutive order in the File box
- **Demobilization**
 - Enter the total number of pages for this Event Log section #4. It will now say page 1 of 6, 2 of 6 (or however many pages you have used for this event). **Be sure to label every paged used**.
 - Receive and File ALL forms and Logs from Volunteer Check-in, Operations, Logistics and Incident Commander
 - Return all Equipment/supplies, except file box to Logistic. Notify Logistics of supplies that need restocking
 - Assist with de-construction/cleaning of ARK site, when you have completed filing the Documents
 - **Give file box, with all documents to the Incident Commander**
 - Check out with Volunteer Check-in desk

COES 103 Status and Mapping Event Log

ARK Status & Mapping Just-in-Time Training
B.Tallinger, 10/06/12 , 02/07/13, 05/19/14, BTallinger 05/18/16 B.tallinger 03/03/17
Web location: www.cupertino.org/cert/forms/S&M_JustInTime
Reference: Cupertino CERT ,FEMA