



Response Briefing Sheet

Use the FormStack Reporting System

- Use the links below or the QR codes  to access the forms. Download QR Reader from your app store.
- Every report is emailed to the affected  convention director, responding convention director, reporting individual, unit leader (if email address is provided) and the Incident Management Team (IMT).

Responding Team Roster (Already have this in a document? Just attach the file to the online report form.)

Find the form here: https://SBDR.formstack.com/forms/team_roster_form or use this QR code.

1. Enter the unit/team and response information
2. Enter the information for individual team members or upload a file with information.
3. Click the Submit button.
4. Report form and attachment (if file was uploaded) will be emailed to the appropriate recipients



Need to make changes? Replacement Team? Use the form, send a new roster. Check the **Substitute Roster** or **Replacement Team** box.

Reporting Team Deployment (use this form when the team leaves for the field and upon departure for home)

Use the link in the email sent to the reporting individual when the Roster was submitted to save you some time.

Or use the link below or QR code at right to get to the Deployment report form.

https://SBDR.formstack.com/forms/deployment_notification

If your ETA is delayed by more than an hour please use this form again to send an updated ETA.



Reporting Team Arrival at Deployment Location

Use the link in the email sent to the reporting individual when the Deployment Form was submitted to access the arrival form. This will copy the unit/team information from the Deployment report form to this form.

If you do not have the link in the Deployment report email, use the link below or QR code at right to get to the Arrival report form. https://SBDR.formstack.com/forms/arrival_notification



Daily Activity Report Form

The email sent to the reporting individual will include a link for the next activity report. Use it, it will save time.

Find the form here: https://SBDR.formstack.com/forms/daily_report

Be sure to verify that the unit/team leader and reporting individual information is correct or the emails will not be sent to the correct individuals when you submit your report.

