

## Disaster Field Unit - Incident Work Report (LEM-1)

Use one form per crew, per location, each day

Incident Address												Incident #			
Description of Problem												FEMA Work Category: A B C D E F G			
Description of Work Done															
Date			Start Time			<b>Mutual Aid</b>	Is this a Mutual Aid Crew ?   Y <input type="checkbox"/> N <input type="checkbox"/> Mixed <input type="checkbox"/>								
My Supervisor			Stop Time				Mutual Aid Agency				Department				
Are Damage Photos Attached ?   Y <input type="checkbox"/> N <input type="checkbox"/>							Mission #				Radio / Phone #				
<b>Personnel</b>	Unit Opr.	Employee's Name			Employee's I.D. #			Job Title & Department or Agency				<b>Hours</b>	Reg.	O.T.	C.O.
<b>Equipment</b>	Unit #	Eq. License#	Equipment Description 1				City Eq.	Rented	Donated	Vendor Name		P.O. #	Hours	Miles	
<b>Materials</b>	Materials Description 1			Units	Stock	Unit Cost	Total Cost		Vendor Name		P.O. #	<b>Fees</b>	Purpose		
													Receipt #		
													Cost		
Name of employee completing form, please print									Phone #						
3DC Use Only Dept					3DC Use Only Log Number					Preparers Signature					
3DC Name					3DC Phone#					3DC Signature					
Originator : All Field Personnel or Supervisors					Routing : Send forms to the Finance Section of the EOC daily, attach any receipts or invoices.										
A separate form should be filled out for each different work location. All personnel, equipment, supplies, materials, and fees should be accounted for.															

## Additional Personnel

Unit Opr.	Added Employee's Names	Employee I.D. #	Job Title & Department or Agency	Hours	Reg.	O.T.	C.O.

## Additional Equipment

Unit #	License#	Extra Equipment Description	City Eq.	Rented	Donated	Vendor Name	P.O. #	Hours	Miles

## Rental Equipment Used

Unit #	License#	Added Rental Equipment Description	City Eq.	Rented	Donated	Vendor Name	P.O. #	Hours	Miles

## Additional Materials

Added Materials Description	Units	Stock	Unit Cost	Total Cost	Vendor	P.O. #	Fees	Purpose
								Receipt #
								Cost

Notes:

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