

  LOS GATOS/Monte Sereno CERT Form 420			
For ICP Operations Only.			
GMRS	Operation	Action	Tracking
A - Incident Ref ID	Notify EOC Yes or No Required	White Board Listed?	Resolved
B - Priority	C - EOC Response Requested?	E. Ham Records EOC ID	Transferred?
D - ICP Notes on Actions Plan or EOC Request:			

420 Field CERT Reporting Section				
F - Your Name	G - Team ID	H - Incident Type	I- Phone Number	J - Site Access
K - Incident Address				
L-Incident Description				
M-CERT Action Plan				
N- Notes:				

For ICP/EOC Use	
Receiving Radio Operator	Sending Radio Operator
Name:	Name:
Call Sign:	CallSign:
Time:	Time:
Date:	Date:

Form Fields	Description
ICP Operations Area	For use by ICP radio and operations only
A - Incident Ref ID	ICP Abbreviation + month/day + Current Time - Example: KN-04/08-1:26p,
B - Priority	Immediate - Action must be taken by ICP and/or EOC; plus EOC informed immediately. Urgent — Action should be taken as soon as possible by ICP and/or EOC. Routine — Action taken locally, or delayed or potentially not done. EOC not notified.
Notify EOC?	Yes if Indicated by Operations; Ham radio operator should transmit to EOC. When the operator is done, they file it in tracking folders. No indicates Operations review incident. Report and the EOC does not need to be informed. Blank is not allowed; required field of ether Yes or No.
C - EOC Response Requested	Yes indicates that a description of the request is added to the ICP Note (E) . Naturally, item(C) should be Yes as well. If there is no response request, then blank.
D- ICP Notes	Use ICP Notes on what ICP plans to do; if ICP is asking for a EOC response, enter what's requested as well. Brief description. Can be blank.
White Board Listed?	Yes if a critical incident report will be tracked in detail on white board. If possible, it will also be mapped by a logistics person.
E - EOC Notified	Time when Ham radio operator delivered 420 incident report to EOC; Format is: EOC-04/08-1:30p
Resolved	Time when incident is no longer tracked, indicating it was resolved and archived.
Transferred?	Enter Yes, if the incident responsibility has been handed off to another agency to resolve. In ICP Notes add the time, by whom and time and agency.. For example, if an abalone picks up an injured person, enter Transferred . E.g.: Transferred to Ambulance, provided by EOC, at 2:50pm. If the Fire Dept. takes over, enter Yes, and in Note enter Transferred, Fire Dept., 2:55pm
420 Field CERT Reporting Section	
F - Your Name	Eg Jone Doe, Mary Smith ..
G - TeamID	Alpha, Beta, Charlie or Alpha1, Beta2, ... (assigned by Operations)
H - Incident Type	Enter one or more: Fire, Gas Leak, Downed Power Line, Tree blocking, Water Hazard, Yellow Injured, Red Injured, Medical transport, Ambulance, SAR , Animals Loose or Injured. If a victim is being transported to the ICP Medical Triage Area, Add “Medical Transport ICP”; if the victim is being transported to a Hospital by neighbors, put “Hospital.”
I - Phone Number	Phone number of injured or neighbor monitoring - if available.
J - Site Access	Clear, Blocked, Closed, Caution Required, Bike or on-foot only
K -Incident Address	Closest specific reference. e.g. 123 Bean, Intersection N&M Its. Include LG or MS
L - Description	Brief key points, site area impact, number of injured or trapped, resources needed in your view - PG&E, Fire Dept, Police (why), SAR. Extend of fire, blockage, incident.
M - CERT Action Plan	What your team is doing - warning neighbors, caution tape, first aid or leaving incident.
N - Notes	Anything. It can also reflect what the ICP told you to do if different than your plan.

BIKER A biker need only REPORT to the ICP by GMRS the following fields: Incident Type, Incident Address, Description.
Radio operator will fill-out the 420 for the biker.

Phonetic Alphabet For Radio				Formal ICP Abbreviations/ IDs		
A - ALPHA	G - GOLF	M - MIKE	S - SIERRA	AG - ALMOND GROVE	LGA - LOS GATOS ALMADEN	TR - TERRACES
B - BRAVO	H - HOTEL	N - NOVEMBER	T - TANGO	BEL - BELWOOD	KN - KENNDY NORTH	VAS - VASONA
C - CHARLIE	I - INDIA	O - OSCAR	U - UNIFORM	CC - CIVIC CENTER	KS - KENNEDY SOUTH	VDM - VISTA DEL MONTE
D - DELTA	J - JULIET	P - PAPA	V - VICTOR	CT - CERT TRAILER	NSC - NORTH SNATA CRUZ	
E - ECHO	K - KILO	Q - QUEBEC	W - WHISKEY	KE - KENNEDY EAST	MS - MONTE SERENO	
F - FOXTROUT	L - LIMA	R - ROMEO	X - XRAY	KN - KENNDY NORTH	RS - RINCONADA SOUTH	
			Z - ZEBRA	KS - KENNEDY SOUTH	RN - RNCONADA NORTH	