Santa Clara OA Shelter Status (Radio/Fax)	WebEOC: 20130814 PDF: 190329

Radio Operator Only:	Origin Msg #:	Destination Msg #:

This Section to be Completed by Shelter Management Personnel: (Underlined=Required)

Date:	Time (24hr):	Handling:	○ Immediate (ASAP)	○ Priority (<1 hr)	○ Routine (<2 hr)

T O	ICS Position:		**F R O M**	ICS Position:
	Location:			Location:
	Name			Name
	Contact Info:			Contact Info:

Report Type: ○ Update ○ Complete *Important: See Instructions!*	Shelter Name:

Shelter
(If Report Type=Complete, then Underline=Required)

Shelter Type:	(Pick One)	○ Type 1	○ Type 2	○ Type 3	○ Type 4
Status:	(Pick One)	○ Open (Green)	○ Closed (Red)	○ Full (Yellow)	

Address:
City:

State:	Zip:
Latitude (d.ddd):	Longitude (d.ddd):

Shelter Information
(If Report Type=Complete, then Underline=Required)

Capacity:	Occupancy:
Meals Served (Last 24 hours):	NSS Number:

Pet Friendly: ○ Yes ○ No	Basic Safety Inspection: ○ Yes ○ No	ATC-20 Inspection: ○ Yes ○ No

Contact Information
(If Report Type=Complete, then Underline=Required)

Managed By:	(Pick One)	○ American Red Cross	○ Private	○ Community
		○ Government	○ Other	

Managed By Detail:

Primary Contact:	Phone:
Secondary Contact:	Phone:

Amateur Radio	Tactical Call Sign:		Repeater Call Sign:	
	Repeater Input:	Frequency:	Offset:	Tone:
	Repeater Output:	Frequency:	Offset:	Tone:

Comments

Comments:
☐ Remove from List

Radio Operator Only:

Relay From:			Relay To:	
Name:		Call Sign:	Date:	Time (24hr):

Santa Clara OA Shelter Status (Radio/Fax)

Purpose: The Santa Clara OA Shelter Status (Radio/Fax) form is used to send an update to the WebEOC Shelter Status board via radio or fax when direct access to WebEOC is not available.

Instructions for Shelters:

Field	Instructions
Date	<u>Required</u>. Enter the date created.
Time	<u>Required</u>. Enter the time created. Use 24-hour time.
Handling	<u>Required</u>. Select one. Messages are sent in priority order and as soon as possible. Indicated times are approximate maximum wait times if radio net is busy.
TO / FROM	
ICS Position	<u>Required</u>. Enter the ICS position name.
Location	<u>Required</u>. Enter the location.
Name	Optional. Enter only if the message is to a specific individual.
Contact Info	Optional. Enter a phone number, frequency or other info that may help reach the sender/recipient.
Report Type	<u>Required</u>. • **Update:** Normal mode. Only replace fields in WebEOC that are entered here. Other fields will retain their current values. To clear a text field in WebEOC, write "{CLEAR}" in the field. To append to a field in WebEOC, write "{APPEND}" in the field, followed by the text to be appended. • **Complete:** *Use with caution.* An empty field here will clear the field in WebEOC. Use this to ADD a new shelter, or to submit an update that replaces all fields in WebEOC with the data provided here, or to report on the current status of all WebEOC fields.
Shelter Name	<u>Required</u>.
Shelter	<u>If</u> Report Type = Complete: <u>Underlined fields are Required</u>. Otherwise, optional.
Shelter Info	<u>If</u> Report Type = Complete: <u>Underlined fields are Required</u>. Otherwise, optional.
Contact Info	<u>If</u> Report Type = Complete: <u>Underlined fields are Required</u>. Otherwise, optional.
Comments	<u>If</u> Report Type = Complete: <u>Underlined fields are Required</u>. Otherwise, optional.

Instructions for Radio Operators:

Field	Instructions
Origin Msg #	<u>Required</u>. Enter the message number of the original sending station.
Destination Msg #	<u>Required</u>. Enter the message number of the ultimate destination station.
Relay From	When relaying: Enter the call sign of the station that relayed the message to you
Relay To	When relaying: Enter the call sign of the station that you relayed the message to
Name	<u>Required</u>. Enter the first initial and last name of the radio operator that handled the message.
Call Sign	<u>Required</u>. Enter the call sign of the radio operator that handled the message.
Date	<u>Required</u>. Enter the date the message was sent/received.
Time	<u>Required</u>. Enter the time the message was sent/received. Use 24-hour time.