Santa Clara OA Shelter Status (Radio/Fax)

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: ○**Complete**　○**Update**
Important: See Instructions! | **Shelter Name:**

Shelter

Shelter Type: (Pick One)　○**Type 1**　○**Type 2**　○**Type 3**　○**Type 4**

Status: (Pick One)　○**Closed**　○**Full**　○**Open**

Address:

City:

State: | **Zip:**

Latitude (d.ddd): | **Longitude** (d.ddd):

Shelter Information

Capacity: | **Occupancy:**

Meals Served (Last 24 hours): | **NSS Number:**

Check all that apply:　☐ **Pet Friendly**　☐ **Basic Safety Inspection**　☐ **ATC-20 Inspection**

Contact Information

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	Required. Enter the date created.
Time	Required. Enter the time created. Use 24-hour time.
Handling	Required. 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	Required. Enter the ICS position name.
Location	Required. 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	Required. • Complete: Replace all fields in WebEOC with the data provided here. An empty field here will clear the field in WebEOC. • Update: 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.
Shelter Name	Required.
Shelter	If Report Type = Complete: Underlined fields are Required.
Shelter Info	If Report Type = Complete: Underlined fields are Required.
Contact Info	If Report Type = Complete: Underlined fields are Required.
Comments	If Report Type = Complete: Underlined fields are Required.

Instructions for Radio Operators:

Field	Instructions
Origin Msg #	Required. Enter the message number of the original sending station.
Destination Msg #	Required. 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	Required. Enter the first initial and last name of the radio operator that handled the message.
Call Sign	Required. Enter the call sign of the radio operator that handled the message.
Date	Required. Enter the date the message was sent/received.
Time	Required. Enter the time the message was sent/received. Use 24-hour time.