Santa Clara OA Jurisdiction Status

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

This Section to be Completed by Jurisdiction 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!_	**Jurisdiction Name:**

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

EOC Phone:	**EOC Fax:**
Pri EM Contact Name:	**Pri EM Contact Phone:**
Sec EM Contact Name:	**Sec EM Contact Phone:**

Government Office Status   (If Report Type=Complete, then Underline=Required)

Office Status: (Pick One)	○**Unknown** (Grey)	○**Open** (Green)	○**Closed** (Red)

Expected to Open Date:	**Expected to Open Time:**
Expected to Close Date:	**Expected to Close Time:**

EOC Status   (If Report Type=Complete, then Underline=Required)

EOC Open: (Pick One)	○**Unknown** (Grey)	○**Yes** (Red)	○**No** (Green)
Activation: (Pick One)	○**Normal** (Green)	○**Duty Officer** (Yellow)	○**Monitor** (Orange)
	○**Partial** (Red)	○**Full** (Red)	

Expected to Open Date:	**Expected to Open Time:**
Expected to Close Date:	**Expected to Close Time:**

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

State of Emergency: (Pick One)	○**Unknown** (Grey)	○**Yes** (Red)	○**No** (Green)

Attachment (indicate where/how sent):

Current Situation			(If Report Type=Complete, then Underline=Required)		

Communications	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Debris	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Flooding	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Hazmat	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Emergency Services	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Casualties	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Utilities (Gas)	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Utilities (Electric)	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Infrastructure (Power)	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				
Infrastructure (Water Systems)	(Pick One)	○**Normal** (Green) ○**Delayed** (White)	○**Unknown** (Grey) ○**Closed** (White)	○**Problem** (Yellow) ○**Early Out** (White)	○**Failure** (Red)
	Comment:				

Current Situation (continued)				(If Report Type=Complete, then <u>Underline=Required</u>)
Infrastructure (Sewer Systems)	(<u>Pick One</u>) O**Normal** (Green) O**Delayed** (White)	O**Unknown** (Grey) O**Closed** (White)	O**Problem** (Yellow) O**Early Out** (White)	O**Failure** (Red)
	Comment:			
Search and Rescue	(<u>Pick One</u>) O**Normal** (Green) O**Delayed** (White)	O**Unknown** (Grey) O**Closed** (White)	O**Problem** (Yellow) O**Early Out** (White)	O**Failure** (Red)
	Comment:			
Transportation (Roads)	(<u>Pick One</u>) O**Normal** (Green) O**Delayed** (White)	O**Unknown** (Grey) O**Closed** (White)	O**Problem** (Yellow) O**Early Out** (White)	O**Failure** (Red)
	Comment:			
Transportation (Bridges)	(<u>Pick One</u>) O**Normal** (Green) O**Delayed** (White)	O**Unknown** (Grey) O**Closed** (White)	O**Problem** (Yellow) O**Early Out** (White)	O**Failure** (Red)
	Comment:			
Civil Unrest	(<u>Pick One</u>) O**Normal** (Green) O**Delayed** (White)	O**Unknown** (Grey) O**Closed** (White)	O**Problem** (Yellow) O**Early Out** (White)	O**Failure** (Red)
	Comment:			
Animal Issues	(<u>Pick One</u>) O**Normal** (Green) O**Delayed** (White)	O**Unknown** (Grey) O**Closed** (White)	O**Problem** (Yellow) O**Early Out** (White)	O**Failure** (Red)
	Comment:			

Radio Operator Only:			
Relay From:		**Relay To:**	
Name:	**Call Sign:**	**Date:**	**Time** (24hr)**:**

Santa Clara OA Jurisdiction Status

Purpose: This Santa Clara OA Jurisdiction Status form is used to send WebEOC Municipal Status board information via alternative means (radio, fax, e-mail, …) when direct access to WebEOC is not available.

Instructions for Jurisdictions:

Field	Instructions
Date	Required. Enter the date created.
Time	Required. Enter the time created. Use 24-hour time.
Handling	Required. Select one. For this form, typically: Immediate. 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. • **Update:** Normal mode. Recipient should only replace fields in WebEOC that are entered here. Other fields should retain their current values. To tell the recipient to clear a text field in WebEOC, write "{CLEAR}" in the field. To append to existing data in a WebEOC text field, write "{APPEND}", followed by the text to be appended. • **Complete:** _Use with caution._ An empty field here tells the recipient to clear the field in WebEOC. Use this to replace all fields in WebEOC with the data provided here, or to report on current status of all WebEOC fields.
Jurisdiction Name	Required.
Contact Info	If Report Type = Complete, then Underlined fields are Required. Otherwise, optional.
Gov Office Status	If Report Type = Complete, then Underlined fields are Required. Otherwise, optional.
EOC Status	If Report Type = Complete, then Underlined fields are Required. Otherwise, optional.
Declarations	If Report Type = Complete, then Underlined fields are Required. Otherwise, optional.
Current Situation	If Report Type = Complete, then Underlined fields are Required. Otherwise, optional.

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.