

SCCo ARES/RACES Recommended Form Routing

Usage:

- This cheat sheet summarizes the recommended Handling, To Location, and To ICS Position when sending official forms via amateur radio.
- The message author can select whatever Handling Order, To Location and ICS Position (s)he chooses for each message.
- **Sending:** As a general rule, address a message to the most specific ICS position that is staffed at the destination location. If the specified unit is not staffed, send it to the branch. If the branch is not staffed, send it to the section.
- **Delivering:** As a general rule, deliver the message to the leader of the "To ICS Position" identified in the message: Unit Leader, Branch Director, Section Chief, or their Deputy. If that position is not staffed or available, deliver to the next higher position in the ICS hierarchy shown below.

| Form Type | Handling | To Location ** | To ICS Position ** |
|-----------------------------------|--|--|---|
| General EOC | | | |
| ICS-213 Message Form | Author defined | Author defined | Author defined |
| CPOD Site Ino CPOD Commodities | Routine (<2 hrs) | County EOC | CPOD Unit Else: Mass Care & Emerg. Asst. Branch Else: Operations |
| Damage Assessment | Author defined Else: Routine (<2 hrs) | For city-managed: City EOC For county-managed: County EOC | Damage/Safety Assessment Group Else: Construction & Eng. Branch Else: Operations |
| Notable Report | If Severity on form is: | The Handling is: | County EOC Situational Analysis Unit Else: Common Operating Picture Spec. Else: Planning |
| | High | Immediate (ASAP) | |
| | Medium | Priority (<1 hr) | |
| | Low | Routine (<2 hrs) | |
| Resource Request | If Priority on form is "Urgent": Immediate (ASAP) Else: Routine (<2 hrs) | County EOC | Resource Status & Tracking Unit Else: Supply Branch Else: Logistics |
| Road Closure | Author defined Else: Routine (<2 hrs) | County EOC | Public Works Group Else: Construction & Eng. Branch Else: Operations |
| Shelter | Priority (<1 hr) | For city-managed: City EOC For county-managed: County EOC | Care & Shelter Unit Else: Mass Care & Emerg. Asst. Branch Else: Operations |

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|---------------------------------|------------------|--|--|
| Situation report | Immediate (ASAP) | County EOC | Situational Analysis Unit Else: Common Operating Picture Spec. Else: Planning |
| Windshield Survey | Routine (<2 hrs) | For city-managed: City EOC For county-managed: County EOC | Damage/Safety Assessment Group Else: Construction & Eng. Branch Else: Operations |
| RACES | | | |
| RACES Mutual Aid Request | Routine (<2 hrs) | County EOC | RACES Chief Radio Officer Else: RACES Unit Else: Planning |

** For actual EOC activations, use the default To Location and To ICS Position(s) as indicated, unless told otherwise by the message originator.

For an ARES/RACES exercise or training event, use the information given for that event, e.g. "Xanadu EOC" may be specified instead of "County EOC", etc.

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|--------------------------------------|------------------|------------------------------------|---|
| Medical | | | |
| HAvBed Report | Immediate (ASAP) | If open: PHDOC Else: County EOC | EMS Unit Else: Medical Health Branch Else: Operations |
| Medical Facility Report | Immediate (ASAP) | If open: PHDOC Else: County EOC | EMS Unit Else: Medical Health Branch Else: Operations |
| Allied Health Facility Status | Routine (<2 hrs) | If open: PHDOC Else: County EOC | PHDOC: Health Care Liaison <hr/> County EOC: EMS Unit -or- Public Health Unit Else: Medical Health Branch Else: Operations |

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