

Field Communications Operations Handbook

Cupertino ARES/RACES

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Cupertino ARES/RACES
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Notes

10 About CARES

The CARES Mission

The mission of Cupertino ARES is to recruit, maintain, and train Amateur Radio volunteers capable of providing professional emergency communications, increasing the City's emergency response effectiveness, and speeding the recovery effort.

Our objectives

- Preparedness – CARES members train to respond to a local emergency with our equipment, training, and experience.
- Response – CARES members deliver backup and emergency communications to our city, various served agencies, and our neighbors in times of need.

What we do

- Provide backup communications when regular resources fail or are overwhelmed.
- Provide the city with an early assessment of damage and casualties from Cupertino neighborhoods to help the City focus their response during a disaster.
- Handle message, information, and command radio traffic for our served agencies.
- Provide communications for community service events and activities.
- Conduct training and drills as necessary to accomplish our objectives.

Criteria to become a Cupertino Citizens Corps Volunteer

- Must be 16 years of age.
- Must be sworn in as a City volunteer or Disaster Service Worker.
- Must be able to follow instructions.
- Must be able to work in teams toward a common objective.

Criteria to become a CARES Associate Member (under 18 years old)

- Registered Cupertino Citizen Corps Volunteer.
- Under 16 years: Participates in classroom meetings and training only.
- 16-17 years: Participates in meetings and training; exercises with parent or guardian.

Criteria to become a CARES Member

- Registered Cupertino Citizen Corps Volunteer, at least 18 years old.
- Have a valid FCC-issued amateur radio operator license.
- Have your own radio equipment necessary to support the CARES mission.
- Complete the CARES Field Responder qualification.

A successful CARES Field Responder can do the following:

- Program your radio
- Operate in a radio net
- Operate packet radio
- Pass a radio message
- Follow instructions

Types of CARES Field Operator assignments:

- Radio Operator, Field. Assigned to various field positions for the purpose of collecting and passing information to the City EOC.
- Radio Operator, Shadow. Assigned to a Served Agency official to ensure they are in radio contact with the EOC at all times.
- Radio Operator, ARK. Supports the Cupertino OES ARKs with communications between the ARK ICP and the City Emergency Operations Center (EOC).
- EOC Support. Assigned at the Communications Van as Shift Supervisor/Comm Team Lead, Radio Operator, EOC runner, or other support staff.

1 Phone Numbers

Fire, Ambulance, other Emergency (9-1-1 alternate)	408-299-3233
Cupertino City Office	408-777-3200
Citizens Corp Coordinator	408-215-8459
CARES Emergency Coordinator	408-839-8798
CARES AEC, Training	408-533-2517
CARES AEC, Membership	408-813-4168
Santa Clara County Radio Room	408-808-7887

2 Operating Frequencies

CARES Frequencies

CH 1, TAC 1 (Resource Net)	147.570	Simplex, PL=151.4
CH 2, TAC 2 (Message Net)	146.460	Simplex, PL=151.4
CH 3, TAC 3 (Command)	440.150 +	Tone=100.0 W6TDM
CH 4, TAC 4 (Tactical)	441.000	Simplex, CT/TSQL=151.4
CH 5, TAC 5 (Tactical)	147.585	Simplex, PL=151.4
CH 6, TAC 1 (Resource Net)	147.570	Simplex, CT/TSQL=151.4
CH 7, TAC 2 (Message Net)	146.460	Simplex, CT/TSQL=151.4
CH 8, TAC 3 (Command)	440.150	Simplex PL=100.0 W6TDM
CH 9, TAC 4 (Tactical)	441.000	Simplex, CT/TSQL=151.4
CH 10, TAC 5 (Tactical)	147.585	Simplex, CT/TSQL=151.4

County Frequencies

CH 11, SCC Message Net	147.360 +	PL=110.9 W6TI
CH 12, SCC Message Alt 1	145.450 -	PL=100.0 K6FB
CH 13, SCC Command	442.500 +	PL=100.0 WB6ZVW
CH 14, SCC Command Alt	443.275 +	PL=107.2 K6SNY
CH 15, SCC Resource Net	146.115 +	PL=100.0 AA6BT
CH 16, SCC Resource North	145.270 -	PL=100.0 W6ASH
CH 17, SCC Resource South	444.625 +	PL=110.9 N6NAC
CH 18, SCC Hospital Net	145.230 -	PL=100.0 N6NFI
CH 19, NTS Net	146.640 -	PL=162.2 WR6ABD

CERT ARK GMRS/FRS Frequencies

CH 1, Monta Vista ARK	462.5625	Tone 1, CT=67.0
CH 2, Regnart School ARK	462.5875	Tone 2, CT=71.9
CH 3, Garden Gate ARK	462.6125	Tone 3, CT=74.4
CH 4, Lawson School ARK	462.6375	Tone 4, CT=77.0
CH 5, De Anza ARK	462.6625	Tone 5, CT=79.7
CH 6, Creekside ARK	462.6875	Tone 6, CT=82.5
CH 7, CERT Tactical	462.7125	Tone 7, CT=85.4
CH 15, Comm 469	462.5500	Tone 15, CT=110.9

Bay Area Emergency Alert System, stations of interest

KCBS	740 KHz	LP1, National Primary EAS Station
KSOL	98.9 MHz	LP1S, National Primary EAS Station
KQED	88.5 MHz	LP2, National Primary EAS Station
KSJO	92.3 MHz	LP2, National Primary EAS Station
WQGH344	1670 KHz	Cupertino Community Radio

3 Safety Briefing

The City of Cupertino and ICS requires that we conduct a safety briefing before being assigned with a task, or being sent to on a field assignment.

As part of your assignment, you will be assigned to an individual who will provide your direction. Do not take assignments from anyone else without talking to your assigned manager.

1. DSW requirements

To work this event, you must be registered as a City Volunteer or Disaster Service Worker (DSW) with the City of Cupertino. A registration with any other city or county is insufficient.

A Cupertino registration will provide you with workers compensation coverage while you participate in this event, as long as you operate within the scope of your training and your assigned duties.

2. Liability when driving

All responders who operate a personal vehicle must have adequate personal vehicle insurance to cover personal injury and other liabilities.

3. Responsibility for personal safety

The City requires that you pay attention to all safety briefings, and maintain a safe operating environment at all times.

If at any time you see unsafe behavior or a safety hazard that affects any responder or the public, you must stay away from the hazard and report it at once to the ICP, safety officer, or an event official.

Keep yourself protected from the elements (seek shade in the summer), and drink and eat as needed.

4. Required event information

Ensure you have the following information before starting your assignment:

- a. Activation Number
- b. Operational Period
- c. Your supervisor's name or position

5. Radio Operations

Check into the appropriate net before leaving for your assignment and stay on the net while traveling to the assignment. Do not leave before confirming you are in contact with Net Control.

6. Tactical calls

Tactical calls will be used in this event. During your assignment, identify yourself with your tactical call sign, also remembering to give your FCC call sign at the end of each exchange of traffic or every ten minutes.

7. Health and Welfare checks

During the event, Net Control will perform periodic Health and Welfare checks. When called by Net Control, answer with your location, tactical call, and FCC call sign.

8. Checking in and out

When moving to a new site, or arriving and leaving a site, make sure you check in and out of the area with the local ICP staff if present, and Net

9 Minimum Field Deployment Equipment (Go-Kit)

Purpose: Fully independent operation, Cupertino ARK or field location, unknown environment (heat, cold, wind, rain), unknown time of day, 12-hour operation. You must have the following to participate in a CARES field response.

Equipment – REQUIRED

1. 2m/440 HT	
2. Mobile antenna (mag mount or existing mobile antenna)	
3. Ear bud or headphones	
4. Radio user manual or cheat-sheet	
5. Coax adaptors	
6. Charged batteries or extra batteries for 12 hours operation	
7. Power cord adaptors	
8. Notepad, pens	
9. Clipboard (covered recommended)	
10. Cell phone and charger, cigarette lighter adaptor	

Documentation, Identification – REQUIRED

11. CA driver’s license or CA-issued ID card	
12. Amateur radio license	
13. City of Cupertino Identification Badge	
14. Cupertino City Map, County Grid; off-line maps OK	
15. SCCo RACES Message Handling Procedures	

Forms – REQUIRED (<http://www.cupertinoares.org/ccf/forms/>)

16. ICS 211 Check-in Log	
17. ICS 214 Unit Log	
18. ICS 213 Message Forms, Short Form	
19. ICS 309 Communications Log	
20. COES 105 Preliminary Safety Assessment Form, Field	

Personal Gear – REQUIRED

21. Watch or clock	
22. Flashlight, headlamp, spare batteries for 12 hours	
23. Safety vest, ANSI standard, City-issued	
24. Long pants	
25. Sturdy closed-toe shoes	

Personal Gear – Recommended

(Some of the following items may be **REQUIRED** depending on the assignment)

26. Fueled vehicle (always keep your fuel tank at least ½ full)	
27. Hat (broad-brim recommended)	
28. Seasonal jacket / rain gear	
29. Food for 12 hours, Water for 12 hours	
30. Leather Gloves, Eye Protection	
31. First Aid Kit	
32. N95 breathing mask	
33. Compass (Ember Watch)	
34. Whistle	
35. FRS/GMRS radio	

Control. Your immediate supervisor and buddy need to know where you are at all times.

- _____ **9. Emergency access**
Before starting an assignment, identify your location and/or address. In the event of an emergency or if an injury is occurring, unless you have been given other instructions, call 408-299-3233 immediately and then Net Control.
- _____ **10. Medical or other emergency**
In the event of an emergency or if an injury is occurring, take the time to get a description of your location, call 408-299-3233 immediately and then Net Control (unless you have been given other instructions for this event), who will notify any available medical personnel. Do not move the injured person unless they are not in a safe place (such as where traffic could hit them).
- _____ **11. Event documentation**
Start all appropriate logs. At the end of your shift, turn in all reports, logs, and forms your supervisor. Make sure you have: ICS 214 Unit Log, ICS 213 Message forms, and ICS 309 Comm Log.
- _____ **12. Compliance with all applicable laws**
Event responders are expected to comply with all applicable laws during the course of this event. This includes wearing seatbelts and following all traffic laws, including speed limits, full stops at stop signs, no jay walking etc.
- _____ **13. Performing a search from vehicle**
If a search by vehicle is needed, the driver must focus on driving.
 - Drive slowly (20 mph or slower) while performing the search.
 - Pull over and allow faster traffic to pass whenever possible.
 - Be especially careful in residential zones, as children and pets can dart out into the street.
 - The driver should make every effort to minimize any distraction from his/her driving.
 - Headlights should be turned on while driving to increase the visibility of your vehicle.
- _____ **14. Radio operations when driving**
 - Don’t operate the radio or cell phone while driving; wait until you are parked or let your buddy talk.
 - The passenger will handle radio communications and documentation.

4 Procedures

4.1 Preliminary Safety Assessment

Description: This procedure describes how CARES members will collect and report information about the state of the city immediately after a city-wide emergency or disaster occurred.

Participants: All CARES Field Responders should perform this procedure

Op Phase: Initial Response, Information Gathering

Background: Preliminary Safety Assessment occurs early during an emergency for an infrastructure damaging event. While the information will undoubtedly be fragmented and incomplete, it is required to help the City determine the type of response that the City must make to save lives and protect property.

Early Preliminary Safety Assessment (PSA) reports are essential to assess life threatening situations and initiate timely remedial action. PSA reports should not be delayed by getting mired in detail in an effort to obtain more extensive Damage Assessment information.

Description: This procedure describes how CARES members will collect and report information about the state of the city immediately after a city-wide emergency or disaster occurred.

Checklist – PSA

The first few moments after an earthquake can be disorientating. Once the shaking stops, do the following:

- _____ 1. Take care of yourself:
 - Determine your condition and assess your immediate safety.
- _____ 2. Take care of your family:
 - Determine the condition of your family; apply first aid if necessary.
 - Determine the structural integrity of your home; evacuate if necessary.
- _____ 3. Check into the CARES Emergency Net:
 - Turn on your radio and listen. If you are the first person on the frequency and have the capability and qualifications to perform as a Net Control Operator, establish the CARES Emergency Net.
 - Check in to the net when check-ins are requested.
 - For an earthquake event, include a Mike-Mike (MMI) report. See *Section 8 Modified Mercalli Intensity Scale (MMI)* for details on this report.

8 Modified Mercalli Intensity Scale (MMI)

I	Not felt	Not felt except by a very few under especially favorable conditions.
II	Weak	Felt only by a few persons at rest, especially on upper floors of buildings.
III	Weak	Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
IV	Light	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
V	Moderate	Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
VI	Strong	Felt by all, many frightened. Some heavy furniture moved or overturned. Dishes, glassware, knickknacks, and books fall off shelves. Weak plaster, adobe buildings, and some poorly built masonry buildings cracked. Damage slight.
VII	Very Strong	Negligible damage in buildings of good design and construction. Slight to moderate damage in well-built ordinary structures. Considerable damage in poorly built or badly designed structures. Some chimneys broken. Fall of plaster, loose bricks, stones, tiles, cornices, unbraced parapets and porches. Some cracks in better masonry buildings.
VIII	Severe	Considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned. Wood-frame houses moved on foundations if not bolted; loose partition walls thrown out. Tree branches broken.
IX	Violent	General panic. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations. Wood-frame structures rack, and, if not bolted, shifted off foundations. Underground pipes broken.
X	Extreme	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rail bent. Water thrown on banks of canals, rivers, lakes, etc.
XI	Extreme	Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipe lines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.
XII	Extreme	Damage total. Lines of sight and level are distorted. Objects thrown into the air.

Ref: <https://pubs.usgs.gov/gip/earthq4/severitygip.html>

7 Phonetic Alphabet & Numbers

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu
0	zero (ZEE-row)	5	five (Fife)
1	one (Wun)	6	six (Sicks)
2	two (Too)	7	seven (SEV-vin)
3	three (Tree)	8	eight (Ate)
4	Four (FOH-wer)	9	nine (NINE-er)

- 4. **Only if your family is secure AND when directed,** perform the Preliminary Safety Assessment.
- The extent of the assessment that you perform will depend on your situation. The assessment should be performed in a manner that does not jeopardize your personal safety or exceed your physical ability to perform the assessment.
 - The assessment could range from surveying houses in your field of view from the front window of your house, to walking up and down your street.
 - However, you perform the assessment, use the ***Preliminary Safety Assessment Field*** form to collect the following information:
 - Number or estimate of obvious injuries
 - Number of types of structural damage
 - Number or estimate of fire hazards
 - Number or estimate and type of utility hazards (downed power lines, broken water mains, obvious gas leaks)
 - Number or estimate of access hazards (roads blocked or impassable)
 - Number or estimate of houses that are included in this survey
 - Street covered, address range
- 5. Report your PSA results:
NOTE: review *Section 5.7 Message Passing – PSA message example* for an example on how to pass this message.
NOTE: review *Section 6.6 COES 105 Preliminary Safety Assessment, Field* for the form.
- 6. In the event of aftershocks, listen for directions from the EOC or EC/RO to re-assess your area.
- 7. Retain all assessment paperwork. You may be called back for more detailed information requested by the EOC or an ARK site.

4.2 Field Responder

- Description:** This procedure describes how CARES members respond and operate in a field assignment during a declared emergency.
- Op Phase:** Initial Response, Local Resource Support
Extended Response, External Services Support
- Participants:** CARES members holding a Field Responder Qualification will be assigned to lead field positions.
CARES Field Responders assigned a Field Position must perform this procedure.
- Pre-Deployment Check:** Before volunteering to accept a local field assignment, be sure you can answer the following in the affirmative:
1. Is your family or home situation secured?
Your family or any dependents must be able to get along without you for the duration of the assignment.
 2. Are you physically able to do the job?
Do not accept an assignment that will cause you hardship or danger. These include responding to remote locations that require long off-road travel, missing meals, or extended operation without rest.
 3. Do you have the right personal protective equipment?
Depending on the assignment, boots, long pants, hardhat, heavy gloves, and other supplies for whatever else the weather warrants (sun, rain) may be essential.
 4. Do you have the right radio equipment?
Make sure you understand the communication requirements and can operate in this environment at the field site.
 5. Do you have a minimum supply of food and water?
The agency with which you may be working usually feeds you, but the schedule and quality may be erratic. Consider bringing enough to eat and drink during your shift at a local incident.

If you are responding to a mutual aid (distant) assignment, expect to serve anywhere from 12 hours to several days. It is impractical to have short shifts, such as 6 hours, when the work site is many hours of driving time away. If you assume you will be staying long enough to sleep there, assume you will be “camping” and bring a sleeping bag.

COES 105 Preliminary Safety Assessment Field (continued)

Purpose. The PSA Field Form is used to collect and report information about the state of the city immediately after a city-wide emergency or disaster occurred. It is not a message form, but a summary of your PSA survey.

Preparation. All CARES members should have several PSA forms as part of their Go-Kit. Additionally, all CARES members should participate in the annual PSA Drill.

NOTE: If you do not have a COES 105 Form, refer to the entries listed on the opposite page and create a manual listing.

Distribution. PSA results are transmitted to the EOC per the PSA message protocol. The originals of all message forms, logs, and other generated paperwork must will be turned in at the end of each shift to the IC or Shift Supervisor.

1. Assessment Date/time: Date and time when the assessment was made.
2. Performed by: Your name.
3. Command Post Location: Used by the ARKs for walk-in PSA reports.
4. Street, Between: Used by the ARKs for walk-in PSA reports.
5. Map Grid (County Grid): This is the map grid for the area covered by the PSA. List all if your area crosses a grid line.
6. Number of Units Surveyed: Enter the number of homes or structures that were part of this survey.
7. Counts: Enter the number of observed occurrences for each category.
8. Addresses: Enter the address for critical injuries or hazards.

4.3 Message Handling

Types of messages

1. **Third Party, Formal, Official Messages.** 3rd Party to 3rd Party. These are messages passed on behalf of another person or served agency, and need to be passed exactly as given to you. All official messages are written down (ICS-213), assigned a message number, logged, and tracked. They become part of the official event record. Requires ICS 309 Log Entries.
2. **Informational Messages.** Operator to 3rd Party. These are short messages initiated by you or on behalf of someone else that do not warrant the formality of an official message, and are handed off to someone who will act on this information. Sample messages include: Observations of smoke, changing event conditions, material movements, etc. Requires ICS 309 Log entries.
3. **Operational Messages.** Operator to Operator. These are short messages initiated by you and are usually not directly related to the event, such as: “Where is my shift replacement?”, Health and Welfare, etc. ICS 309 Log entries not required.

Preparing the Message

1. Do not pass victim or patient names over the radio. The only personal names that generally belong in a message are the names necessary for the identification of agency officials, if they choose to put them into messages.
NOTE: There may be exceptions to this policy, such as matching up lost children. Make sure the Shift Supervisor approves any exceptions.
2. For Third Party/Formal messages, try to get fully worded and signed messages, not paraphrases.
3. When asked to send a message of any substantial length, agree with the message author on the exact wording of the message.
4. Consider sending long messages by packet if available and the message priority permits.
5. Work with the message’s author to create a message that is short, to the point, and uses the minimum number of words.
6. If the message author gives you a verbal message such as “tell them that...,” write down what you think is the entire intended message, and then read it back verbatim to the author for approval.
7. Official messages should be signed with the title (and possibly name) of the author. When sending the message on the radio, you can say, for example, “Signed, Quinlan Shelter Manager.”
8. For messages to the EOC, if the intended recipient is in doubt, address the message to the Planning & Intel Section Chief.
9. Use your judgment whether this much rigor is needed for informational messages. If the person you are shadowing says, “Tell Dr. Smith the supplies are arriving,” you might reasonably not worry about transmitting his exact words.
10. Use the ICS 213 Message Short Form, phone message pad, or something similar when creating your message.

ICS 309 Communications Log (continued)

Purpose. The Communications Log is a summary of all messages handled by this operator.

Preparation. A Communications Log is initiated and maintained by each member of a communications team with responsibility for passing radio message traffic.

NOTE: If you do not have an ICS 309 Communications Log, you must create one and make all appropriate entries.

Distribution. The originals of all message forms, logs, and other generated paperwork must be turned in at the end of each shift to the IC or Shift Supervisor.

1. Incident Name/Number: The Name and City Activation Number assigned to this event as provided by the IC or EOC.
3. Operational Period: The time interval for which the form applies. Record the start and end date and time.
4. Net Position Name: **For NCOs:** Enter the name of the radio net.
For Others: Enter the name of the position or tactical call
5. Comm Log
 - **Time:** Enter the local time in 24-hour format.
 - **From:** Enter the From call sign or ID and the message number.
 - **To:** Enter the To call sign or ID and the message number.
 - **Message:** enter the message.
6. Prepared by: Enter the name and call sign of the person completing the log.
9. Date & Time Prepared: Enter the date and time the form was prepared (24-hour clock).
10. Page Numbers: Enter the page number and number of pages,

5 On-Air Exchanges

5.1 Checking in to the Emergency Net – Earthquakes

WHO SAYS WHAT		NOTES
CHECKING IN		
1	NCS: ... all stations, Check in with a grid location, Mike-Mike Report, and availability for a field assignment. Stations with suffix Alpha through Juliet, go now.	Net Control polls for check-ins and states what additional information is needed.
2	KV6BC: KV6BC, <i>Oscar 19, Mike-Mike 6, available for a field assignment.</i> KV6BC.	Pass 4 pieces of information and log your check-in on your ICS214: 1. your call sign 2. Grid location 3. Mike-Mike report 4. Availability for a field assignment
3	KD6EF KD6EF, Mike-Mike 6, not available. KD6EF	
4	KD6GJ KD6GJ, Mike-Mike 5, available. KD6GJ	
2	NCS: I acknowledge KV6BC, KD6EF, LD6GJ. Any other check-ins?	Log all check-in, Mike-Mike Reports, and availability on the Net Control ICS309.

5.2 Checking in to the Emergency Net – all others

WHO SAYS WHAT		NOTES
CHECKING IN		
1	NCS: ... all stations, check in with your availability for a field assignment, stations with a suffix Alpha through Juliet, go now.	Net Control polls for check-ins and state what additional information is needed.
2	KV6BC: KV6BC, available for a field assignment.	Pass 2 pieces of information and log your check-in on your ICS214: 1. your call sign 2. Availability for a field assignment
3	KD6EF KD6EF, available.	
4	KD6GJ KD6GJ, not available now, but at 5:00pm.	
2	NCS: I acknowledge KV6BC, KD6EF, KD6GJ. Other check-ins, please go now.	Log all check-ins and availability on the Net Control ICS309.

ICS 213-911 Alternate 9-1-1 Field Data Collection (continued)

Purpose. The 9-1-1 Field Data Collection Form is used if regular 9-1-1 phone service is unavailable and field teams are tasked with taking and transmitting 9-1-1 requests.

Preparation. Fill in the Common Area of the form, and **CIRCLE** at least one of the 4 respond types: MED, FIRE, LAW, LGOV (Local Government). More than one response type can be circled. Fill in all associated fields for each circled response type. Note what fields are required.

Distribution. The originals of all message forms, logs, and other generated paperwork must be turned in at the end of each shift to the IC or Shift Supervisor.

1. What are you reporting? Brief description of problem: house fire, auto accident, tree down.
2. Location/address: Provide an address if possible.
3. City: City where this problem occurred.
4. Other location details: Optional; cross-street, direction of travel, lane, etc.
5. Time last seen: Time that this problem was observed in HH:MM.
6. Event Incident Details: More description. Be succinct, focus on the key elements; you may have to read this over the air.
7. RP Name: Reporting Person.
8. RP Address: Optional.
9. RP Phone: Optional, required if RP requests a contact.

10. Age: MED. Required. Age of the individual needing help
11. Gender: MED. Required.
12. Conscious? MED. Required. Yes or No. Do not leave blank.
13. Breathing? MED. Required. Yes or No. Do not leave blank.

14. People inside? FIRE. Required. Yes, No, Unknown. # if known.

15. Person Description: LAW. Required if the problem warrants it.
16. Direction of Travel: LAW. If a perpetrator is fleeing, if known.
17. Weapon Involved: LAW. If a perp is involved, Yes/No/Unknown.
18. Vehicle Description: LAW. If a perp is fleeing or a vehicle is involved.
19. Lic: LAW. If a vehicle is referenced, Plate number or unknown.
20. State: LAW. If a vehicle is referenced, state of reg.
21. RP Requests Contact: LAW. Yes, No. If Yes, ensure the RP name and address or phone number is provided.

22. LGOV. This is local government. This request usually goes to a jurisdiction's Public Works Dept.

6.4 ICS-213-911 Alternate 9-1-1 Report

9-1-1 Field Data Collection Form

COMMON	1. What are you reporting? House Fire		7. RP Name: John Smith	
	2. Location, Address 1245 Evergreen Road		8. RP Address: 1740 Evergreen Road, Cupertino	
	3. City: Cupertino		9. RP Phone: 408-555-1212	
	4. Other Location Details:			
	5. Time last seen? (HH:MM) 2:30pm			
	6. Event / Incident Details Heavy smoke venting from the 2nd floor			
MED	10. Age:	11. Gender:	12. Conscious? (Yes/No)	13. Breathing? (Yes/No)
FIRE	14. If a FIRE, people inside? No			
LAW	15. Person Description:			
	16. Direction of Travel:			17. Weapon Involved?
	18. Vehicle Description:		19. Lic:	20. State:
	21. RP Requests Contact? (Yes/No)			
LGOV	22. <no specific details required>			
Operator Use Only (do not transmit this section with the message):				
Action: <input checked="" type="radio"/> Sent <input type="radio"/> Received (circle one)		Operator Call Sign: <u>KJ6ABC</u>		
Method: Telephone / EOC Radio / Courier / Amateur Radio / <input checked="" type="radio"/> Packet / Other		Operator Name: <u>Mike Jensen</u>		
		Date/Time: <u>10/27/19 14:40</u>		
CUP ICS 213-911 Field Data Collection Form v191112				

The above example is for a FIRE request.

5.3 Operating on the Resource Net

WHO SAYS WHAT		NOTES
CHECKING IN		
1	KV6BC: Net Control, KV6BC checking in, ready to depart.	You are checking into a travel net. Check-in gets logged on your ICS214.
2	NCS: KV6BC, acknowledged. K6KP, Net Control.	Check-in gets logged on the Net Control ICS309.
3	KV6BC: Net Control, KV6BC. Departing from Prospect Road and Stelling. Odometer: 125.	Net control monitors your progress to your destination. Odometer reading is the last 3 digits. Log on your ICS214.
HEALTH and WELFARE CHECKS		
3	NCS: KV6BC, Health and Welfare Check.	Net Control will call each station on the net every 15 or 20 minutes for a Health and Welfare check. Log on the Net Control ICS309.
4	KV6BC: Net Control, location is I-280 and 10 th Street, San Jose. Odometer: 136. KV6BC.	Answer with your current location and odometer
CHECKING OUT		
5	KV6BC: Net Control, KV6BC. Arrived at <state destination>. Odometer: 142. Checking out. KV6BC.	On arriving, check out of the resource net and check into the message net or whatever net to which you are instructed to move. Log your arrival.
6	NCS: OK, I have you checked out. K6KP, Net Control.	Log all check-outs on the Net Control ICS309.

5.4 Operating on the Message Net

WHO SAYS WHAT		NOTES
CHECKING IN		
1	KV6BC: Net Control, KV6BC checking in at De Anza ARK.	You are checking into the message net. Check-in gets logged on your ICS214.
2	NCS: KV6BC, acknowledged. Your Tactical Call is De Anza ARK . K6KP, Net Control.	Check-in gets logged on the Net Control ICS309.
CHECKING OUT		
3	KV6BC: Net Control, KV6BC. I have been relieved by <call sign> or <shutting down>. Checking out of the net. KV6BC.	Check out of the message net and check into the resource net. Check-out gets logged on your ICS214.
4	NCS: KV6BC, acknowledged. K6KP, Net Control.	Check-out gets logged on the Net Control ICS309.

5.5 Message Passing – Third Party message example

WHO SAYS WHAT		NOTES
2	KV6BC: Net Control, this is De Anza ARK with Urgent Traffic for the EOC .	Station identifies the message priority and destination in one transmission.
3	NCS: De Anza ARK acknowledged. EOC, are you ready to copy traffic?	
4	EOC: EOC is ready.	
5	NCS: De Anza ARK, your <u>message number is 2 8</u> . Send your traffic to the EOC.	Net Controls assigns the message numbers.
6	KV6BC: EOC , this is De Anza ARK . Message type is ICS-213SF . Break .	Field Station has a filled-out ICS-213SF (See page 20). NCS grabs the appropriate Form: could be ICS-213SF, Smoke Report, PSA, etc.
7	EOC: Continue.	
8	KV6BC: Priority: Urgent, Message Number: 2 8. Break.	Passes Header information.
9	EOC: Continue.	
10	KV6BC: TO: Initials Echo Oscar Charlie Logistics. FROM: De Anza ARK Logistics. Break .	Use Proword " <i>Initials</i> " to spell out "EOC".
11	EOC: Continue.	
12	KV6BC: Subject: Transport Request. Break .	Use BREAK to separate transmissions.
13	EOC: Continue.	
14	KV6BC: Message: Need Light Duty Truck to... Break	Send the message in 5-word blocks. Use Break to split a long sentence.
15	EOC: Continue.	
16	KV6BC: ...transport supplies to Monta Vista ... Break	Continue the sentence where you left off.
17	EOC: Continue.	
18	KV6BC: ...ARK Period . End of Message . KV6BC.	Continue the sentence where you left off. Say " Period " at the end of the sentence. Use End of Message and then identify yourself.
19	EOC: Acknowledged. K6XYZ, EOC, back to net control.	Message is logged on the EOC Operator's ICS309.
20	NCS: This is K6KP, Net Control for the Cupertino Emergency Net. Stations with any traffic, identify now.	Message is logged on the Field Operator's and Net Control's ICS309.

ICS 213SR Smoke Report (continued)

Purpose. The ICS-213SR Smoke Report form is used to record observations of a fire threat to the city.

Preparation. For Fire Watch assignments, CARES members will be issued ICS-213SR message forms to record their observations.

Distribution. The originals of all message forms, logs, and other generated paperwork must will be turned in at the end of each shift to the IC or Shift Supervisor.

1. Message Number: Assigned by Net control
2. Location: Usually the Tactical Call for your location
3. Bearing to the smoke: In degrees, take 2-3 bearings to average the reading.
4. Is it a column? Indicate if the smoke is raising straight up
5. Size of the smoke: Use your judgement: Small, Medium, Large
6. Color of the smoke: White, gray, black, yellow, other
7. Other: optional information to pass such as:
 - Direction the smoke is blowing
 - Vertical Rise: in columns, drifting, blowing, leaning
 - If you see flames
 - If it is a structure or vegetation fire
 - If you can approximate the distance from your location

6.3 ICS-213SR Smoke Report

SMOKE REPORT

Message Number: 31	Location (Tactical Call Sign, usually): Main Street	
Bearing: 228.5 degrees	Is it a column?: (circle one) yes <input type="radio"/> no <input checked="" type="radio"/>	Size: (circle one) small <input type="radio"/> medium <input checked="" type="radio"/> large
Color: (circle one) white <input type="radio"/> gray <input checked="" type="radio"/> black yellow _____		Is it building?: (circle one) yes <input checked="" type="radio"/> no <input type="radio"/>
Other: (optional) Drifting west		
(Circle one) Sent <input checked="" type="radio"/> Received <input type="radio"/>	Date and Time: 5/12/18, 10:45	Name and FCC Call Sign: Mike KJ6ABC

Ember watch

A field assignment where lookouts are stationed at elevated locations to view an area of interest; the task is to watch for and report possible fires that may arise from air-borne ember drops. This can also be implemented as an Ember Patrol, where the observations are made from a vehicle. Responders are looking for...

- first signs of smoke as an early indicator of a fire, and
- signs of air-borne embers.

Reports are passed to the City EOC.

Smoke, described in terms of color, thickness, and vertical rise.

- Color: can indicate the temperature.
 - Light Smoke**
 - Indicates the fire is just starting, or is burning light or damp fuels.
 - This smoke tends to reflect light, making the smoke look white.
 - As long as the fire gets lots of oxygen, the smoke stays light in color.
 - Dark or Black Smoke**
 - Indicates a hotter fire.
 - The fire does not get enough oxygen, thereby produces smoke that contains a lot of unburned particles that absorb light.
 - A column of smoke, especially dark smoke, indicates a high potential for the fire to grow.
- Thickness: Light, Medium, Heavy
- Vertical Rise: in columns, drifting, blowing, leaning

Ember

- A glowing, hot coal made of greatly heated wood, coal, or other carbon-based material that remains after, or sometimes precedes, a fire.
- Blowing embers are tough to detect during the day, and may be more visible against a dark sky.

5.6 Message Passing – Informational message example

WHO SAYS WHAT		NOTES
1	NCS: Is there any EMERGENCY Traffic for the net?	Net Control calls for traffic.
2	KV6BC: Net Control, De Anza ARK with EMERGENCY Traffic for the EOC .	Operator previously received this information and used an ICS-213SF (Short Form); identifies the message priority and destination in one transmission.
3	NCS: De Anza ARK acknowledged. EOC, are you ready to copy traffic?	
4	EOC: EOC is ready.	
5	NCS: De Anza ARK, your <u>message number is 29</u> . Send your traffic to the EOC.	Net Controls assigns the message numbers.
6	KV6BC: EOC, De Anza ARK , Message type is 213 Short Form. Break.	NCS grabs an ICS-213 Short form.
7	EOC: Continue.	
6	KV6BC: Priority: EMERGENCY, Message Number: 29. Break.	Station first passes the essential elements of a message.
7	EOC: Continue.	
8	KV6BC: Message: House fire at FIGURES 5 4 1 Windmill... Break.	Sends the message in 5 words blocks, natural phrases.
9	EOC: Continue.	
10	KV6BC: ... Court Period . One person trapped inside Period Break.	Say " Period " at the end of the sentence. Use BREAK to separate transmissions.
11	EOC: Continue.	
12	KV6BC: Area water pressure is low Period End of Message . This is De Anza ARK, KV6BC.	Say " Period " at the end of the sentence. Use End of Message and then identify yourself.
13	EOC: Acknowledged. K6XYZ, EOC back to net.	Message is logged on the EOC Operator's ICS309.
14	NCS: This is Net Control for the Cupertino Emergency Net. Other stations with traffic, identify now.	Message is logged on the Field Operator's and Net Control's ICS309.

5.7 Message Passing – PSA message example

WHO SAYS WHAT		NOTES
1	KV6BC: Net Control, this is KV6BC with PSA Traffic for the EOC .	Station identifies the message priority and destination in one transmission.
2	NCS: KV6BC acknowledged. EOC, are you ready to copy PSA traffic?	
3	EOC: EOC is ready.	
4	NCS: KV6BC, your <u>message number is 30</u> . Send your traffic to the EOC.	Net Controls assigns the message numbers.
5	KV6BC: EOC , this is KV6BC with PSA Traffic , message: 3 0. Break.	Station first passes the essential elements of a message.
6	EOC: Continue.	The EOC Radio Room Operator is using the COES 106 form to record this data.
7	KV6BC: Number of houses surveyed: Figures 2 4 . Map grid: Mixed Group : Golf 5. Break	PSA traffic is passed in pre-defined blocks. First pass the survey quantity and map grid.
8	EOC: Continue.	
9	KV6BC: Section 1: 8, 0, 3, 0. Break.	Say "Section 1", only the <u>4 numbers</u> , then say BREAK .
10	EOC: Continue.	
11	KV6BC: Section 2: 11, 5, 1. Break.	Say "Section 2", only the <u>3 numbers</u> , then say BREAK .
12	EOC: Continue.	
13	KV6BC: Section 3: 1. Break.	Say "Section 3", the <u>1 number</u> , then say BREAK .
14	EOC: OK, Continue.	
15	KV6BC: Section 4: 2, 3, 0, 1. Break.	Say "Section 4", only the <u>4 numbers</u> , then say BREAK .
16	EOC: Continue.	
17	KV6BC: Section 5: 0. End of Message . KV6BC.	Use End of Message and then identify yourself.
18	EOC: Acknowledged. K6XYZ, EOC, back to net.	Message is logged on the EOC Operator's ICS309.
19	NCS: This is Net Control for the Cupertino Emergency Net. Other stations with PSA traffic, identify now.	Message is logged on the Field Operator's and Net Control's ICS309.

ICS 213SF Message Form (continued)

Special Note. It is anticipated that an operator may run out of message forms due to the volume of messages that could be generated. Therefore, it is critical that all field operators be able to **improvise** a message form. The two examples on the bottom of the previous page are ways of using a spiral note-book or index cards.

Purpose. The Message Form is used to record originated and received messages by this station. The form is used to record all formal traffic between two parties where records of the message are required. Message forms are not required for passing short, simple traffic or inquiries.

Preparation. The Message Form is used by each member of a communications team with responsibility for passing formal radio message traffic. All messages are recorded on ICS 309 Communications Log.

NOTE: If you do not have an ICS 213 Message Form, you must create one. See the **Special Note** above.

Distribution. All messages still in the possession of the operator are turned in along with all other paperwork at the end of the shift.

The following is the minimum information to be captured on a message form:

Incident Name:	The name or activation number for this event.
Priority:	The priority of this message. See Message Priorities below.
Message Number:	This is a sequential message number to be assigned by the Message Net Control Operator.
To:	The person to whom this message is to be delivered.
From:	The originator of the message. This is an individual with formal traffic for the EOC or some other station.
Date/Time:	The date and time that this message was created.
Message:	The message to be sent or received.
Approved By:	The person requesting and authorizing this official message to be passed.

Message Priorities:

Emergency:	LIFE-THREATENING ; situations, reports, and updates that might directly result in deploying or prioritizing resources for an incident involving life-saving efforts.
Urgent:	PROPERTY-THREATENING ; situations, reports, and updates that describe threats to property; such as, revised flood projections, wind direction changes in a major fire, and reports of additional damage from an earthquake aftershock.
Routine:	Includes normal PSA and ISA reports; correspondence between agency representatives, material and logistics messages, routine resource requests, shift planning, relief requests, etc.

6.2 ICS 213SF Message, Short Form

Half-page Message Form (pads)

1. Incident Name (Optional): CUP-19-14T		Priority (E, U, R): U	Message No: 28
2. To (Name and Position): EOC Logistics			
3. From (Name and Position): De Anza ARK Logistics			
4. Subject: Transport Request		5. Date: 8/20/19	6. Time: 0913
7. Message: Need light duty truck to transport supplies to Monta Vista ARK.			
USE SEPARATE MESSAGE FORM FOR SENDING A REPLY. REFERENCE THIS MESSAGE NUMBER			
8. Approved by: Name: Bob Smith Signature: <i>Bob Smith</i> Position/Title: Log Section Chief			
9. Operator Use Only (do not transmit this section with the message):			
Action: <input checked="" type="radio"/> Sent / <input type="radio"/> Received (circle one)		Operator Call Sign: KV6BC	
Method: Telephone / EOC Radio / Courier /		Operator Name: D. Jensen	
<input checked="" type="radio"/> Amateur Radio / <input type="radio"/> Packet / Other _____		Date/Time: 8/20/19 0914	
CUP ICS 213SF Short Message Form v180909			

Ad Hoc (Form "1") Message Forms, examples

Replies are a new message and reference the original message.

<p><i>From</i> _____ <i>Msg #</i> _____</p> <p><i>To</i> _____ <i>Pri</i> _____</p> <p>_____ <i>Date/Time</i> _____</p> <p><u>Message:</u></p> <p><i>This is the message that needs to be written down. Watch the details.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<table border="1"> <tr> <td style="width: 50%;"><i>From</i></td> <td style="width: 50%;"><i>Msg #</i></td> </tr> <tr> <td><i>To</i></td> <td><i>Pri</i></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Date/Time</i></td> </tr> <tr> <td colspan="2"><u>Message:</u></td> </tr> <tr> <td colspan="2"><i>This is the message that needs to be written down. Watch the details.</i></td> </tr> </table>	<i>From</i>	<i>Msg #</i>	<i>To</i>	<i>Pri</i>	<i>Date/Time</i>		<u>Message:</u>		<i>This is the message that needs to be written down. Watch the details.</i>	
<i>From</i>	<i>Msg #</i>										
<i>To</i>	<i>Pri</i>										
<i>Date/Time</i>											
<u>Message:</u>											
<i>This is the message that needs to be written down. Watch the details.</i>											

