

# 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 **
<b>General EOC</b>				
<b>ICS-213 Message Form</b>	<b>If “Severity” is:</b>	<b>Then “Handling” is:</b>	Author defined	Author defined
	Emergency	Immediate (ASAP)		
	Urgent	Priority (<1 hr)		
	Other	Routine (<2 hrs)		
<b>EOC-213RR Resource Request</b>	<b>If “Priority” is:</b>	<b>Then “Handling” is:</b>	County EOC	Planning Section
	Now	Immediate (ASAP)		
	High (0-4 hrs)	Immediate (ASAP)		
	Medium (5-12 hrs)	Priority (<1 hr)		
	Low (12+ hrs)	Routine (<2 hrs)		
<b>OA Municipal Status</b>	Immediate (ASAP)		County EOC	Situation Analysis Unit Else: Planning Section
<b>OA Shelter Status</b>	Priority (<1 hr)		For city-managed: City EOC For county-managed: County EOC	Mass Care and Shelter Unit Else: Care and Shelter Branch Else: Operations Section

\*\* 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.

# SCCo ARES/RACES Recommended Form Routing

Form Type	Handling	To Location **	To ICS Position **
<b>Medical</b>			
<b>HAvBed Report</b>	Immediate (ASAP)	If open: MHJOC Else: County EOC	EMS Unit Else: Medical Health Branch Else: Operations Section
<b>Medical Facility Report</b>	Immediate (ASAP)	If open: MHJOC Else: County EOC	EMS Unit Else: Medical Health Branch Else: Operations Section
<b>Medical Resource Request</b>	<b>If "Priority" is:</b>	<b>Then "Handling" is:</b>	If open: MHJOC Else: County EOC
	Now	Immediate (ASAP)	
	High (0-4 hrs)	Immediate (ASAP)	
	Medium (5-12 hrs)	Priority (<1 hr)	
	Low (12+ hrs)	Routine (<2 hrs)	EMS Unit Else: Medical Health Branch Else: Operations Section
<b>Allied Health Facility Status</b>	Routine (<2 hrs)	If open: MHJOC Else: County EOC	EMS Unit -or- Public Health Unit Else: Medical Health Branch Else: Operations Section
<b>RACES</b>			
<b>RACES Mutual Aid Request</b>	Routine (<2 hrs)	County EOC	RACES Chief Radio Officer Else: RACES Unit Else: Operations Section