

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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Form Type	Handling	To Location **	To ICS Position **
General EOC (Continued)			
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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Form Type	Handling	To Location **	To ICS Position **
Medical			
HAvBed Report	Immediate (ASAP)	If open: PHDOC Else: County EOC	EMS Unit Else: Medical Health Branch Else: Operations
Hospital Status	Immediate (ASAP)	If open: PHDOC Else: County EOC	EMS Unit Else: Medical Health Branch Else: Operations
Allied Health Status (SNF)	Routine (<2 hrs)	If open: PHDOC Else: County EOC	PHDOC: Health Care Liaison County EOC: EMS Unit -or- Public Health Unit Else: Medical Health Branch Else: Operations

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