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	**If "Severity" is:**	**Then "Handling" is:**	Author defined	Author defined
	Emergency	Immediate (ASAP)		
	Urgent	Priority (<1 hr)		
	Other	Routine (<2 hrs)		
EOC-213RR Resource Request	**If "Priority" is:**	**Then "Handling" is:**	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)		
OA Municipal Status	Immediate (ASAP)		County EOC	Situation Analysis Unit Else: Planning Section
OA Shelter Status	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

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