**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 |
|  **EOC-213RR Resource Request** | **If “Priority” (Field 11) 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 Jurisdiction Status** | Immediate (ASAP) | County EOC | Situation Analysis UnitElse: Planning Section |
|  **OA Shelter Status** | Priority (<1 hr) | For city-managed:City EOCFor county-managed:County EOC | Mass Care and Shelter UnitElse: Care and Shelter BranchElse: 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.

| **Form Type** | **Handling** | **To Location \*\*** | **To ICS Position \*\*** |
| --- | --- | --- | --- |
| **Medical** |
|  **HAvBed Report** | Immediate (ASAP) | If open: PHDOCElse: County EOC | EMS UnitElse: Medical Health BranchElse: Operations Section |
|  **Medical Facility Report** | Immediate (ASAP) | If open: PHDOCElse: County EOC | EMS UnitElse: Medical Health BranchElse: Operations Section |
|  **Medical Resource Request** **Obsolete** **Replaced by EOC-213RR** |  |  |  |
|  **Allied Health Facility Status** | Routine (<2 hrs) | If open: PHDOCElse: County EOC | PHDOC:Health Care LiaisonCounty EOC:EMS Unit -or- Public Health UnitElse: Medical Health BranchElse: Operations Section |
| **RACES** |
|  **RACES Mutual Aid Request** | Routine (<2 hrs) | County EOC | RACES Chief Radio OfficerElse: RACES UnitElse: Operations Section |

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 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.