MV DA-MESSAGE FORM

▸ Use Ballpoint Pen–Press Hard; Print Clearly
(See back for instructions)

When Receiving [2] Msg.: Sender's msg. #	Msg. #	When Sending Msg. [3] Receiver's msg. #
	-	

Date: (MM/DD/YY) [1]

____/____/____

Time: (24 hour clock)

_____
0001 to 2400
2:00 PM = (12+2) = 1400 Hrs

Situation Severity (✓one) [4]
- ☐ **EMERGENCY** (e.g., Life Threat)
- ☐ **URGENT** (e.g., Property Threat)
- ☒ **OTHER** (All others)

Msg. Handling Order (✓one) [5]
- ☐ **IMMEDIATE** (As Soon as Possible)
- ☒ **PRIORITY** (Less Than One Hour)
- ☐ **ROUTINE** (More Than One Hour)

Message Requests You To: [6]
TAKE ACTION (✓one)
- ☐ Yes ☐ No

REPLY (✓one)
- ☐ Yes, by_____ ☐ No

☒ **FOR YOUR INFO.** (no action required)

To:
ICS Position: (required) [7]
Planning

Location: (required) [9]
Mountain View EOC

Name: (optional)

Telephone #:(optional)

From:
ICS Position: (required) [8]
Planning

Location: (required) [9]
_____ CERT

Name: (optional)

Telephone #: (optional)

SUBJECT: [10] Damage Summary for _____CERT _____

REFERENCE (e.g., Number of earlier msg.): [11] _____

Message: [12] Fill in the blanks with your current Damage Assessment column **TOTALS** & % of Neighborhoods surveyed at this time. For "Fires" only report actively burning fires.

Fire & Hazard					Building			People				Roads			Neighbor-hood
Fires	Gas Leak	Water Leak	Electrical	Chemical	Light	Mod	Heavy	Immediate	Delayed	Trapped	Morgue	Access	No Access	Other	% Surveyed

Other Info: Enter top 1-3 incidents with locations and situation details.

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

ACTION TAKEN: [13] (For use by Originator / Recipient) ▸ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: ☐ Management ☐ Operations ☐ Planning ☐ Logistics ☐ Finance

Operator Use Only: [14]

How Received ☐ or Sent ☐ (✓one)	**Operator Call Sign:**
☐ Telephone ☐ Dispatch Center	**Operator Name:**
☐ EOC Radio ☐ FAX ☐ Courier	**Disposition of Msg.:**
☐ Amateur Radio ☐ Other _____	**Date:** **Time:**

Outgoing (Sent): [15]

> **Message Originator:** Send the top copy (white) to radio, yellow to PLANNING, retain the pink copy for your reference.
> **Radio:** After sending, complete Disposition info., retain white copy for file in radio.

Incoming (Received): [15]

> **Radio:** After receiving, complete Disposition info., route the top copy (white) to the Addressee, yellow to PLANNING, retain pink for file in Radio.
> **Addressee:** Take appropriate action.

ICS 213 MTV Summary Paper, 3/26/2014

<p style="text-align: center;">**INSTRUCTIONS FOR USING THE DA Summary MESSAGE FORM**
RED Areas Required</p>

This format version of the standard Santa Clara County ICS (Incident Command System) Message Form 213 is designed for use by a neighborhood CERT group, School District, or Windshield Survey to report the Damage Summary for their assigned areas. In a major earthquake it is likely that a large number of structures will be damaged and many people impacted. It will not be practical to send an individual message for each house damaged or person injured.

A neighborhood Command Post or School District would accumulate incident information on a Damage Assessment form, then summarize the columns and put their totals on this form. Over time the totals in the columns will change, and each subsequent message should report the cumulative totals at the current time.

1. **Date and Time:** When receiving or sending any message, complete the date and time (in the format shown) in the top upper left of the form.

2. **When Receiving Message:** note the sending organization's message number in the box labeled "When Receiving Msg.", located to the left of the Msg. # at the top right of the message form. *(Normally entered automatically by Outpost or by radio operator)*
   Msg #: This is your sequential message number formatted as, for example, "**CPK-006**" where "CPK" is Cuesta Park and "006" indicates the 6th message sent or received. Each neighborhood should substitute its own indicator. *Examples: Rex Manor = REX, Old Mountain View = OMV, etc. .*

3. **When Sending Message:** obtain the receiving organization's message number, and record this in the "When Sending Msg." box located to the right of the Msg. # at the top right of the message form. *(Normally entered by radio operator)*

4. **Situation Severity:** - For a Summary, use "Other".

5. **Message Handling Order:**- For a Summary use "Priority".

6. **Message Requests You To:** For a Summary, use "For Your Information"

7. **TO: ICS Position:** For a Summary, use "Planning"

8. **From: ICS Position:** indicate what ICS position is sending the message - you also can note a name, but an ICS position is needed since the person staffing the position may change. *For this DA Summary use "Planning" or "IC".*

9. **Locations:** enter the location of the addressee in the **"To"** box and the location of the sender in the **"From"** box (for example, To: MTVEOC or Mountain View EOC, From: *your CERT*). *Example:* Rex Manor, etc. (If already pre-printed, do not change it.)

10. **Subject:** Note the subject of the message is in two parts. If the "Damage Summary for" CERT team name is missing, enter it in the field to the Left of "CERT". Enter any other information to the right of "CERT".

11. **Reference:** *For this DA Summary leave blank.*

12. **MESSAGE:** Fill in boxes with your current Damage Assessment column totals. If transmitting by voice, send as follows:
    1st line: "Foxtrot xx,   Golf xx,   Whiskey xx,   Echo xx,   Charlie xx" (break)
    2nd line: "Buildings,   Lima xx,   Mike xx,   Hotel xx" (break)
    3rd line: "People,   India xx,   Delta xx,   Tango xx,   Mike = xx" *Do not say the words "immediate, delayed, trapped or morgue".*
    4th line: "Roads,   Alpha xx,   November xx, Oscar xx   % Surveyed xx"
     A note on the Fires (Foxtrot) box: report only Actively burning fires.
    Other Info: Enter top 1-3 incidents From the Damage Assessment with locations and situation details.

13. **Action Taken:** This section is for use of the message originator or recipient to record pertinent information regarding action taken in response to the message. (e.g., "Request for Type 5 Engine Strike Team passed to Region on OASIS Net."). Space is also provided to indicate copy to other ICS positions that may need the information.

14. **Operator Use:** The person who handled the message is to record the net used in the area at the bottom of the message form and records the name and call sign in the appropriate box. If the message is being sent, the date and time that the message actually was sent is to be noted in the relevant box. Pre-fill Call Sign, Name, Date & Amateur Radio fields.