

**SUNNYVALE AMATEUR RADIO EMERGENCY SERVICE**

**SARES  
EMERGENCY PLAN**



**SUNNYVALE DEPARTMENT  
OF  
PUBLIC SAFETY**

**OFFICE OF EMERGENCY SERVICES**

See document footer for revision date

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### ***Supplemental Information (not contained in this Plan):***

*(these items can be obtained from the SARES EC or any AEC).*

*See Attachment 1 (Staff Contacts) for details.*

*Activation Form*

*SARES Roster*

*SARES Suffix Roster*

*SCCo MC Levels Certification Program*

## **Sunnyvale Amateur Radio Emergency Plan**

The Sunnyvale Amateur Radio Emergency Service (SARES) is made up of FCC- licensed amateur radio operators who have registered their capabilities and equipment for public service. They serve without compensation for service. SARES is directed by the Emergency Coordinator (EC), who is appointed by the City of Sunnyvale Office of Emergency Services. The EC has appointed Assistant Emergency Coordinators (AEC) to assist him and to serve various special areas. They are listed in Attachment 2, Amateur Radio Emergency Organization, Sunnyvale area.

### **COVERAGE**

The SARES network will furnish radio communications in the event of an emergency or disaster when regular communication is disrupted or overloaded. Its primary responsibilities are the City of Sunnyvale and School Districts within the city boundary. Close cooperation will be maintained with other ARES groups within the area. These include Palo Alto, Los Altos, Los Altos Hills, Mountain View, Cupertino, Santa Clara and Stanford. Because this is part of a larger metropolitan area, we will also cooperate with surrounding communities via Santa Clara County ARES/RACES.

Locations assigned include the Sunnyvale Emergency Operations Center (EOC), Fire Stations, schools within the City of Sunnyvale, and other locations as determined by City of Sunnyvale officials. A current list of assigned locations is given in Attachment #3 and #4.

## SARES Emergency Plan

### **EMERGENCY ACTIVATION**

Any event which disables or severely overloads the telephone system is an emergency calling for activation of the SARES network. Such an emergency will usually be self-evident. When such occurs, all members of the network should check in on the SARES Channel 1 repeater (145.170 MHz minus offset, PL 94.8 HZ) for information and, if able, stand by for transfer to, and assignment by the Resource Net Control Operator (RNCO).

The EC or any AEC may, by assignment from the RNCO, report to the radio room as SARES Liaison if there is a reasonable presumption of need (See Attachment #5).

Notice of a local EMERGENCY (declared by a responsible Public Official), an ALERT (notification of a possible emergency), or a request for aid from some other area, should activate the network. Any member of the network receiving such notice, if not the EC or an AEC, should contact the EC or an AEC (See Attachment 2) and pass the information. If unable to reach the EC or any AEC, the member should assume the duties of Resource Net Control Operator (see attachment #1).

### **NON-EMERGENCY ACTIVATIONS**

Non-emergency activations are defined as training exercises, or limited activation activities called for by Public Safety, City Officials or our EC to staff parades, search for missing persons or animals or other official activities not subject to the conditions of a wide spread emergency.

### **AFTER ACTION REPORT**

The EC shall submit a report for all emergency and simulated emergency operations as soon as possible after the event, based on the logs and recollections of the participants.

### **EQUIPMENT**

SARES members responding to an event should bring a 'Go-kit' as described on the county ARES/RACES web site

## SARES Emergency Plan

([http://www.scc-ares-races.org/operations.html#Go Kit](http://www.scc-ares-races.org/operations.html#Go_Kit)),

amateur radio license, City of Sunnyvale ID cards, copy of the S.A.R.E.S. Emergency Plan, maps, etc.

### **ASSIGNMENT**

Upon arrival at the assigned location, the amateur should advise net control that they are on station, make his/her presence known to the person in charge of the facility, and make known the location of the amateur's operating position. Upon release from their assignment, operators must advise net control.

Members of SNAP (Sunnyvale Neighborhoods Actively Prepare) are aware of SARES and the presence of amateurs at fire stations and schools during a large-scale emergency, and may need to depend upon SARES for passing of emergency message traffic. Every effort should therefore be made to staff all fire stations and where staffing allows, also ARC equipped schools.

See Attachment #3 and #4 for staffing locations.

If dispatched to a school; (1) notify the person in charge of the school of your presence, (2) set up your equipment in a conspicuous location in the school's parking lot, (3) notify net control when you are ready to commence operations.

## Attachment 1 - Alerting and Calling Up SARES

### Activation

Activation procedure for alerting and calling up SARES members in a time of need.

When a SARES member is contacted by Sunnyvale OES, Sunnyvale Dispatch or the Santa Clara County District Emergency Coordinator (if County contact, notify city OES Staff of mutual aid dispatch).

- Record information about the incident, including contact(s) and/or reporting location.
- Call the EC or an AEC (See Attachment 2) who can either set up a net or continue calling members.
- Activate the Resource Net on the SARES Channel-1 Main Repeater (145.170 MHz - 94.8 PL).
- Provide net information. Provide minimal, if any, information of the incident.

### Self Alerting Activation

Upon the detection of an incident where SARES could be activated (Refer to the following figure):

1. The first SARES member to come up on the SARES Channel-1 Main Repeater (145.170 MHz - 94.8 PL) will assume the role of *RESOURCE Net Control Operator (RNCO)* with a **DIRECTED** net.
2. The RNCO will establish two Radio Room liaison EC/AEC assignments using the priority list in attachment 5. The two EC/AECs will go to the Radio Room to act as liaison with the SARES Resource Net Control Operator and Public Safety Interface, and prepare the Radio Room for possible activation.
3. In the event of an earthquake or other mass damage occurrence, the RNCO will ask SARES members for their quadrant and Mike-Mike damage assessment reports 5 callsigns at a time -- only Mike-Mike 6, 7 and 8 will be collected. The RNCO will advise the members to prepare for possible activation and to monitor the resource net for further instructions. When the RNCO has collected enough Mike-Mike reports to provide an early assessment of quadrant-by-quadrant damage, this information is passed to the EC/AEC liaison in the Radio Room to be passed to Public Safety (Watch Commander, Battalion Chief, Incident Commander, or Communications) for activation authorization.

## SARES Emergency Plan

4. When Activation has been declared, the Radio Room Liaison will generate a SARES Activation Number (using the guide in the Radio Room binder) and instruct the RNCO to coordinate five experienced Net Control Operators (NCO) to come to the Radio Room using the experienced operator list in attachment 5 (in the event that sufficient listed operators are not available, the RNCO will augment with AECs from attachment 5).
5. The two assigned EC/AECs will temporarily act as Scribe and Radio Room RNCO at *Operator-1* and *Operator-1-scribe* desks transitioning duty and information from the early RNCO. The first two arriving NCOs will, by assignment from the RR Supervisor, assume Radio Room Scribe and RNCO duties and the AECs will transition to Radio Room Supervisor and EOC interface/County Interface duty. The RNC Scribe will fill out a T-card for each person checking in to include: Call-sign, Name and City Quadrant.
6. The next two arriving NCOs will be assigned Operator-1 NCO/Scribe. They will determine the need for tactical operators using Attachments 6 & 7, mark the assignment on the previously started, checked in member, T-cards and give to the RNCO/Scribe for issuing tactical field assignments to the checked in members. The RNCO/Scribe will gather the assignee's time and odometer reading and track the member until arrival at tactical station, at which time direction will be given to check in on that appropriate Tactical Net.
7. The 5<sup>th</sup> arriving NCO will take over the RNC/Scribe duties utilizing the RNCO position at the packet table and continue making member tactical assignments using the filled in T-cards. The former RNCO/Scribe will activate the Operator-2 position as TNCO/Scribe.
8. The Tac-1 and Tac-2 TNCO/Scribes will work with members checking in at their assigned field station. They will note arrival time on the T-card and move it to the at-assignment column of the T-card rack and provide ongoing interface.
9. The procedure above is intended to allow the TCO/Scribes to manage their tactical nets, with members tracked by the RNCO until arrival at their assigned locations. Depending on specific circumstances, the Radio Room Supervisor may choose to ask one or both TCO/Scribes to aid in tracking volunteers until the Tactical Nets become active.
10. When available an NCO, or EOC Liaison AEC will be assigned to man the Packet Station.
11. As time permits, the Radio Room Supervisor will plan for rotating breaks for the Radio Room staff and plan the next shift.

SARES EOC RADIO ROOM ACTIVATION FLOW

Event	(1) Home RNCO	(2) AEC 1	(3) AEC 2	(4) Op 1	(5) Op 2	(6) Op 3	(7) Op 4	(8) Op 5
Emergency happens	Initiate DIRECTED net on SARES repeater							
AEC 1&2 arrive in Radio Room	Collect Mike-Mike & Quadrant	Scribe - Import Mike-Mike records from Home RNCO	City Liaison - fill out activation form / get permission from City for activation / create activation number / direct RNCO to dispatch 5 operators to Radio Room					
Activation granted	Dispatch 5 Operators to Radio Room	Continue SCRIBE / at OP1-scribe desk	Become RNCO / at OP1 desk					
Op 1&2 arrive in Radio Room	stand down	transfer SCRIBE to Op 2	transfer RNCO to Op 1	Arrive in Radio Room	Arrive in Radio Room			
		Become RR SUPERVISOR	Continue CITY LIAISON	Become RNCO / use OP-1 desk	Become SCRIBE / use OP-6-scribe desk			
				Maintain each volunteer on T-card / Call Name Quadrant				
Op 3&4 arrive in Radio Room						Arrive in Radio Room	Arrive in Radio Room	
						Become TAC 1 Operator / use OP-2 desk	Become TAC 1 Scribe / use OP-2-scribe desk	
						Determine need for volunteer operators		
						Mark assignment on T-card		
						/hand card to RNCO		
						Dispatch ham / record in log		
						Track ham to destination		
						At arrival, move T-card from Resource to Tactical	Track ham at assignment	
Op 5 arrives in Radio Room				transfer RNCO to Op 5	transfer SCRIBE to Op 5			Arrive in Radio Room
				Become Tac 2 Operator	Become Tac 2 Scribe			Set up near Packet desk
								Become RNCO/RNCO scribe / RNCO activity should be slowing down
Tactical nets deployed		Work on next shift and re-plan for existing staff	Cover County Net and Packet operation					



## SARES Emergency Plan

(Note: This page for internal use only. Telephone numbers and addresses are not for general distribution)

# Attachment 2 - Primary Staff Contacts

## City Staff

Vinny Mata  
Emergency Planner  
Sunnyvale Department of Public Safety  
OES Office (Business Hours) 408-730-7190  
vmata@sunnyvale.ca.gov

## Civilian Staff in Contact Order

### Emergency Coordinator (EC)

Jerry Thalls                      KG6HI                      kg6hi@arrl.net

### Assistant Emergency Coordinators (AEC)

Andreas Ott	K6OTT	andreas@naund.org
Rich Bennett	W7UYJ	rbenn41@sbcglobal.net
Robert (Bob) Gundrum	K6RWG	RGundrum@ci.sunnyvale.ca.us
Phil Stewart	K6PHL	pstewart99@yahoo.com
Skip La Fetra	AA6WK	AA6WK@slafetra.org
Marty Wayne	W6NEV	mcwayne2@comcast.net
Tom Spyrou	WA6TS	tom@e-spyrou.com



## Attachment 4 - School and ARK Locations

### Staffed Schools and ARKs

<b>[BSP] Bishop School</b>	<b>(ARK)</b>	Phone: 408-522-8229	GPS N 37 23.2060
450 N. Sunnyvale Ave., 94085		Fax: 408-522-8238	GPS W 122 1.5148
near Maude		Thomas Guide Map 812-E-6	
<b>[LWD] Lakewood School</b>	<b>(ARK)</b>	Phone: 408-522-8272	GPS N 37 31.1746
750 Lakechime Drive, 94089		Fax: 408-522-8276	GPS W 122 0.2252
near Medowlake Dr.		Thomas Guide Map 812-H-4	
<b>[COL] Columbia Middle School</b>	<b>(ARK)</b>	Phone: 408-522-8247	GPS N 37 23.6301
739 Morse Ave., 94085		Fax: 408-522-8254	GPS W 122 1.1256
near E. Ferndale Ave.		Thomas Guide Map 812-F-5	
<b>[SVL] Sunnyvale Middle School</b>	<b>(ARK)</b>	Phone: 408-522-8288	GPS N 37 21.6095
1080 Mango Ave., 94087		Fax: 408-522-8296	GPS W 122 3.2533
near Remington		Thomas Guide Map 832-B-2	
<b>[PND] Ponderosa School</b>	<b>(ARK)</b>	Phone: 408-423-4000	GPS N 37.21.7763
804 Ponderosa Ave., 94086		Fax: 408-423-4080	GPS W 122 0.5754
near Iris		Thomas Guide Map 832-G-2	
<b>[FMT] Fremont High School</b>	<b>(ARK)</b>	Phone: 408-522-2400	GPS N 37 21.1746
1279 Sunnyvale- Saratoga Road 94087		Fax: 408-522-2468	GPS W 122 1.9458
near Fremont Ave.		Thomas Guide Map 832-D-3	
<b>[PET] Peterson Middle School</b>	<b>(ARK)</b>	Phone: 408-423-2800	GPS N 37.21.0139
1380 Rosalia Ave. 94087		Fax: 408-423-2880	GPS W 122 05402
near Poplar		Thomas Guide Map 832-G-4	
<b>[CPT] Cupertino Middle School</b>	<b>(ARK)</b>	Phone: 408-245-0303	GPS N 37 20.3505
1650 S Bernardo Ave., 94087		Fax: 408-732-4152	GPS W 122 3.5517
near Homestead		Thomas Guide Map 832-B-5	
<b>[BLY] Braley School</b>		Phone: 408-423-1000	GPS N 37 21.8090
675 Gail		FAX: 408-423-1080	GPS W 122 1.0740
near Daffodil		Thomas Guide Map 832-F-3	
<b>[CCS] Cherry Chase School</b>		Phone: 408-522-8241	GPS N 37 22.0235
1138 Heatherstone Way, 94087		Fax: 408-522-4679	GPS W 122 3.4160
near Bernardo		Thomas Guide Map 832-B-1	

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<b>[CBS] Cumberland School</b> 824 Cumberland Ave., 94087 near Quetta	Phone: 408-522-8255 Fax: 408-522-8314 Thomas Guide Map 832-C-1	GPS N 37 22.0453 GPS W 122 2.5860
<b>[ELS] Ellis School</b> 550 E. Olive Ave., 94086 near Fair Oaks	Phone: 408-522-8260 Fax: 408-522-8232 Thomas Guide Map 832-F-1	GPS N 37 22.1930 GPS W 122 1.4228
<b>[FWD] Fairwood School</b> 1110 Fairwood Ave., 94089 near Sandia	Phone: 408-523-4870 Fax: 408-523-4873 Thomas Guide Map 812-J-5	GPS N 37 23.7677 GPS W 121 59.4773
<b>[SMI] San Miguel School</b> 777 San Miguel Ave., 94085 near Amador	Phone: 408-522-8278 Fax: 408-522-8328 Thomas Guide Map 812-G-5	GPS N 37 23.5170 GPS W 122 0.4780
<b>[LUR] Laurelwood School</b> 855 Teal Dr. (Santa Clara) near Inverness Way	Phone: 408-423-1600 Fax: 408-261-9167 Thomas Guide Map 832-H-5	GPS N 37 20.5688 GPS W 122 0.1485
<b>[MVS] Manuel Vargas School</b> 1054 N. Carson Drive, 94086 near Leota	Phone: 408-522-8267 Fax: 408-522-8308 Thomas Guide Map 812-C-7	GPS N 37 22.8928 GPS W 122 2.8718
<b>[STK] Stockmeir School</b> 542 Dunholme Way. near Blackhawk Dr.	Phone: 408-732-3363 Fax: 408-738-5904 Thomas Guide Map 832-E-5	GPS N 37 20.6895 GPS W 122 1.6088
<b>[WVY] West Valley School</b> 1635 Belleville Way. near Homestead Rd.	Phone: 408-245-0148 Fax: 408-736-7543 Thomas Guide Map 832-A-5	GPS N 37 20.4093 GPS W 122 3.6412

## SARES Emergency Plan

### Other Schools to be staffed as directed by City of Sunnyvale staff

<b>[CLG] Challenger School</b> 1185 Hollenbeck Ave. near Torrington Dr.	Phone: 408-522-8229 Fax: Thomas Guide Map 832-D-3	GPS N 37 21.3300 GPS W 12 2.5343
<b>[HBW] Hebrew Day School</b> 1030 Astoria Dr. near S. Bernardo Ave.	Phone: 408-738-3060 Fax: 408 378-0237 Thomas Guide Map 832-B-4	GPS N 37 21.0117 GPS W 122 3.4457
<b>[KNG] Kings Academy</b> 560 N. Britton Ave. near E. Duane Ave.	Phone: 408-481-9900 Fax: 408-481-9932 Thomas Guide Map 812-G-6	GPS N 37 23.2433 GPS W 122 0.7763
<b>[RCN] Resurrection School</b> 1395 Hollenbeck Ave. near Fremont Ave.	Phone: 408-245-4571 Fax: 408-733-7301 Thomas Guide Map 832-D-4	GPS N 37 20.9590 GPS W 122 2.4915
<b>[SCN] Silicon Valley Academy</b> 1095 Dunford Way., Building C near Oriole Ave.	Phone: 408-243-9333 Fax: 408-243-4141 Thomas Guide Map 832-G-5	GPS N 37 20.7228 GPS W 122 0.2045
<b>[SCP] St. Cyprian School</b> 195 Leota Ave. near Washington Ave.	Phone: 408-738-3444 Fax: 408-733-3730 Thomas Guide Map 812-C-7	GPS N 37 22.8040 GPS W 122 2.9840
<b>[SMT] St. Martin School</b> 597 Central Ave. near Old San Francisco Rd.	Phone: 408-736-5534 FAX: 408-736-1034 Thomas Guide Map 832-E-1	GPS N 37 22.0635 GPS W 122 1.5995

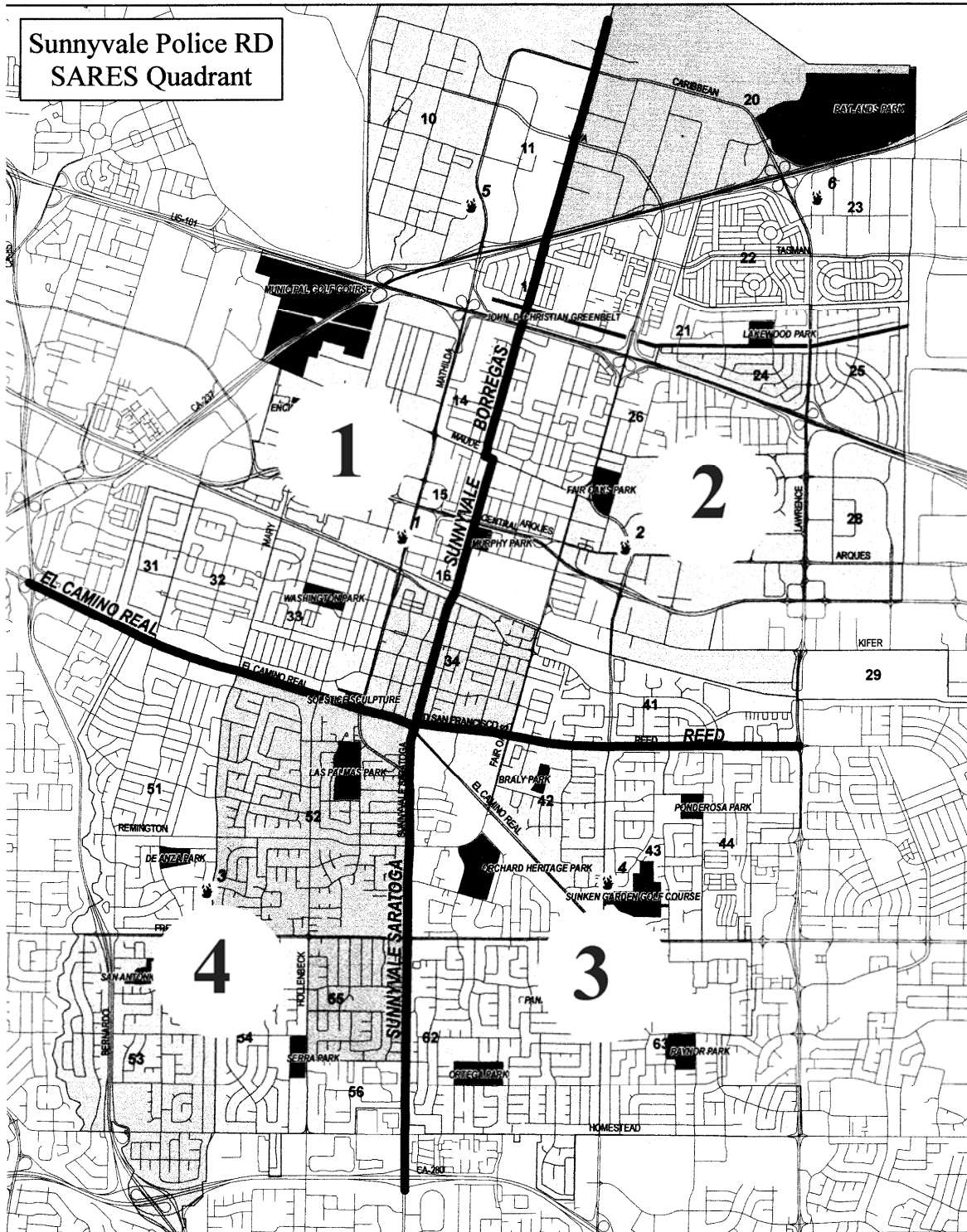
## **Attachment 5 - EC/AEC AND NET CONTROL LIST**

The EC/AEC and Net Control Lists are internal tables that are not part of the public version of this document.

## Attachment 6 - Frequency List

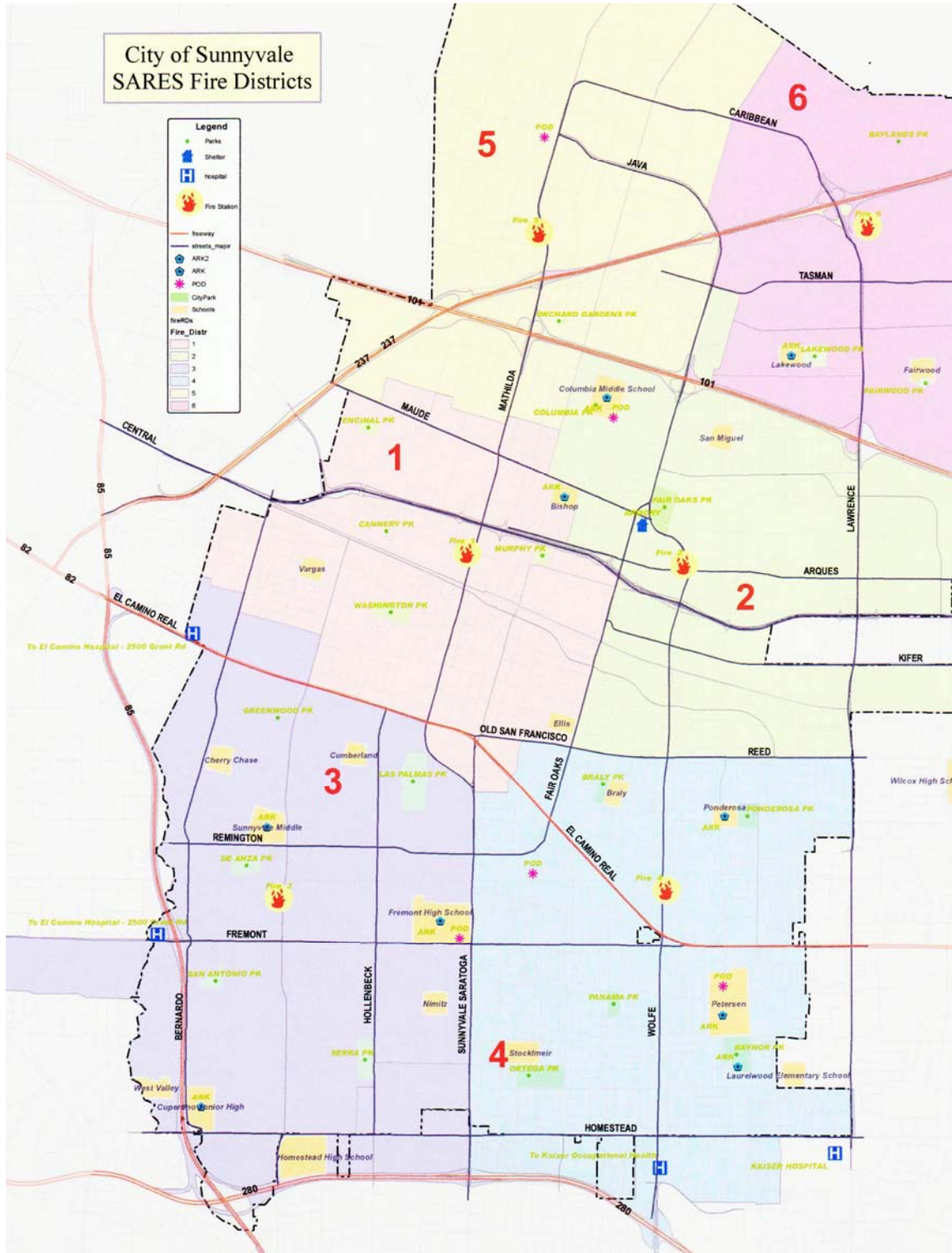
7-3b	Freq	CTCSS	Name	Note
<b>Baseline List For SARES Members</b>				
1	145.170-	94.8 Hz	K6GLr	SARES Main Repeater
2	145.170s	94.8 Hz	K6GLs	SARES Repeater Backup
3	147.405s		TAC 3	third Tactical (quad 1&2)
4	146.415s		TAC 4	fourth Tactical (quad 3&4)
5	147.585s		TAC 5	fifth Tactical
6	446.000s		TAC 6	sixth Tactical (quad 1&2)
7	446.5s		TAC 7	seventh Tactical (quad 3&4)
		107.2		
8	443.275+	Hz	K6SNYr	K6SNY Repeater ( <b>Cnty Alt</b> )
		107.2		
9	443.275s	Hz	K6SNYs	SARES 440 Rptr Backup
<b>Optional Additional Listings</b>				
20	145.270-	100 Hz	SPECSr	W6ASH ( <b>Cnty N-Rsrc</b> )
21	145.270s	100 Hz	SPECSs	SPECS Smplx
22	146.115+	100 Hz	SVECSr	AA6BT ( <b>Cnty Pri Rsrc</b> )
23	146.115s		SVECSs	SVECS Smplx
		110.9		
24	147.360+	Hz	XSCMNr	W6TI ( <b>Cnty Msg Net</b> )
25	147.360s		XSCMNs	W6TI Smplx
26	145.450-	100Hz	XSCMNr	K6FB ( <b>Cnty Msg Alt</b> )
27	442.500+	100 Hz	XSCCNr	WB6ZVW ( <b>Cnty Cmnd Net</b> )
28	442.500s		XSCCNs	WB6ZVW Smplx
29	147.510s	100 Hz	SNCs	Santa Clara Smplx
30	147.465s		SNCa	Santa Clara Smplx Alt
		151.4		
31	147.570s	Hz	CUPs	Cupertino Simplex
		151.4		
32	146.460s	Hz	CUPa	Cupertino Alt
33	146.535s		MTVs	Mt. View Simplex
34	147.495s		MTVa	Mt. View Simplex Alt
35	145.270-	100Hz	LOSr	W6ASH (also Cnty N-Rsrc)
36	440.800+	100Hz	LOSa	W6ASH Los Altos Alt
37	146.595s		LOSs	Los Altos Smplx
38	145.230-	100 Hz	HOSPr	N6NFI, PAF Cmnd & Hos
<b>Packet</b>				
40	144.990s		Cnty W6XSC-1	Pri Pkt
41	144.310s		Cnty W6XSC-3	Pkt Backup
42	145.730s		Cnty W6XSC-2	S County
43	145.690s		Cnty W6XSC-4	Milpitas
44	144.910s		K6SNY-1	Sunnyvale

# Attachment 7 - Sunnyvale City Quadrants

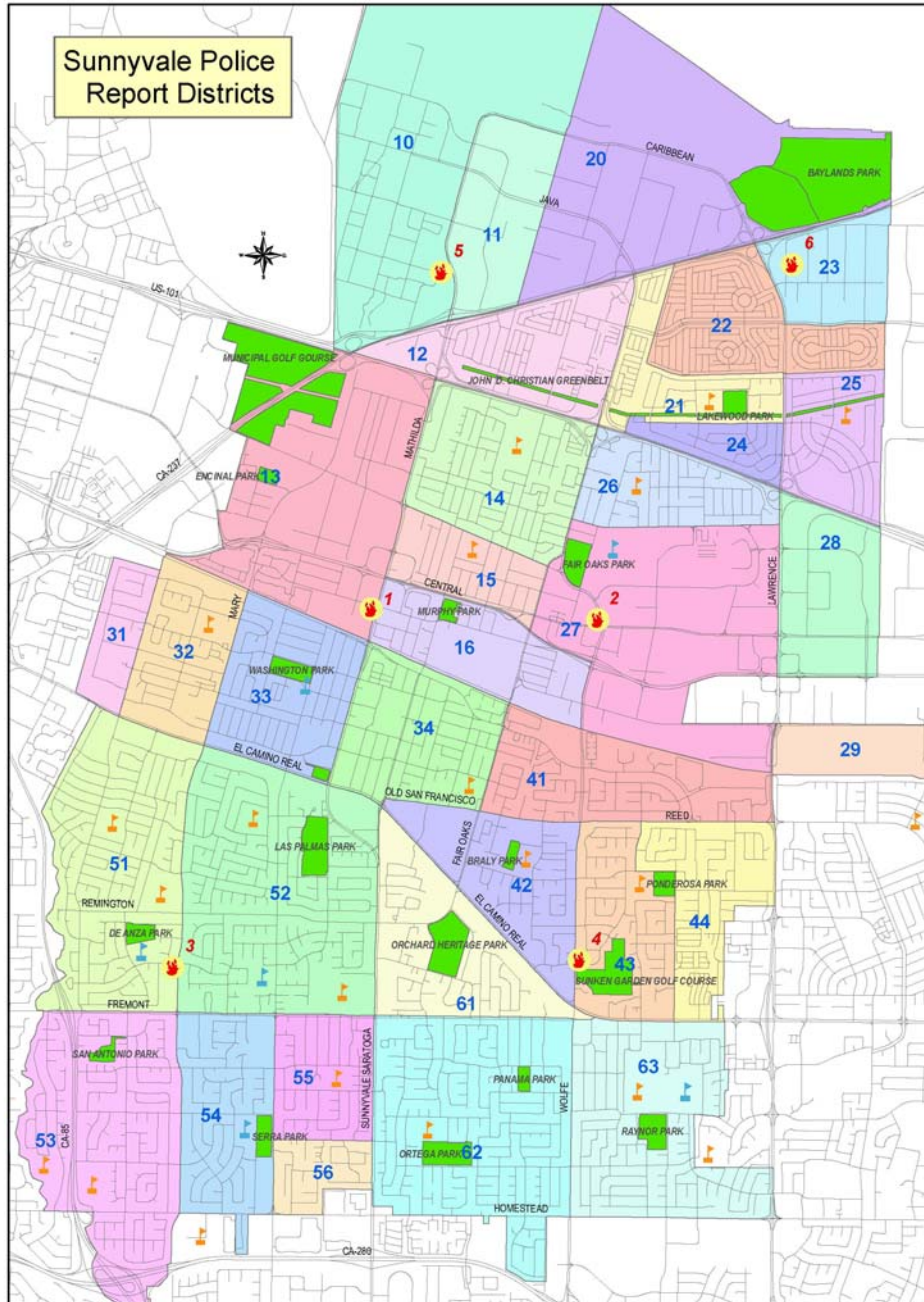




## Attachment 8 - Fire and Police Districts



# SARES Emergency Plan



## Attachment 9 - Phonetic Alphabet

Letter to be transmitted	Code word to be used	Spoken as
<b>A</b>	Alfa	<u>AL</u> FAH
<b>B</b>	Bravo	<u>BRAH</u> VOH
<b>C</b>	Charli	<u>CHAR</u> LEE or <u>SHAR</u> LEE
<b>D</b>	Delta	<u>DELL</u> TAH
<b>E</b>	Echo	<u>ECK</u> OH
<b>F</b>	Foxtrot	<u>FOKS</u> TROT
<b>G</b>	Golf	GOLF
<b>H</b>	Hotel	HOH <u>TELL</u>
<b>I</b>	India	<u>IN</u> DEE AH
<b>J</b>	Juliet	<u>JEW</u> LEE <u>ETT</u>
<b>K</b>	Kilo	<u>KEY</u> LOH
<b>L</b>	Lima	<u>LEE</u> MAH
<b>M</b>	Mike	MIKE
<b>N</b>	November	NO <u>VEM</u> BER
<b>O</b>	Oscar	<u>OSS</u> CAH
<b>P</b>	Papa	PAH <u>PAH</u>
<b>Q</b>	Quebec	KEH <u>BECK</u>
<b>R</b>	Romeo	<u>ROW</u> ME OH
<b>S</b>	Sierra	SEE <u>AIR</u> RAH
<b>T</b>	Tango	<u>TANG</u> GO
<b>U</b>	Uniform	<u>YOU</u> NEE FORM or <u>OO</u> NEE FORM
<b>V</b>	Victor	<u>VIK</u> TAH
<b>W</b>	Whiskey	<u>WISS</u> KEY
<b>X</b>	X-ray	<u>ECKS</u> <u>RAY</u>
<b>Y</b>	Yankee	<u>YANG</u> KEY
<b>Z</b>	Zulu	<u>ZOO</u> LOO

## **Attachment 10 - Identifying Messages**

When an originating message is brought to a SARES communicator, before sending it put the following identifiers on it:

- The tactical location originating the message such as: FS5 for Fire Station 5, BSP for Bishop School, Etc.
- The date and time the message was sent.
- A message number prefixed with the tactical position and starting with the number 1, example FS5-1, BSP-1.

The receiving station should:

- After receiving the message, put a date and time of receiving the message and a receiving message number (example SNY-1) before passing the message on to the addressee.

## Attachment 11 - SARES Message Form

<b>SARES MESSAGE FORM</b> ▶ Use Ballpoint Pen—Press Hard; Print Clearly (See back for instructions)		When Receiving <sup>2</sup> Msg.: Sender's msg. #	Msg. #	When Sending Msg. <sup>3</sup> Receiver's msg. #
<b>Date:</b> (MM/DD/YY) <sup>1</sup> _____ / _____ / _____  <b>Time:</b> (24 hour clock) _____ : _____ <small>0001 to 2400 2:00 PM = (12+2) = 1400 Hrs</small>	<b>Situation Severity</b> (✓one) <sup>4</sup> <input type="checkbox"/> <b>EMERGENCY</b> (e.g., Life Threat)  <input type="checkbox"/> <b>URGENT</b> (e.g., Property Threat)  <input type="checkbox"/> <b>OTHER</b> (All others)	<b>Msg. Handling Order</b> (✓one) <sup>5</sup> <input type="checkbox"/> <b>IMMEDIATE</b> (As Soon as Possible)  <input type="checkbox"/> <b>PRIORITY</b> (Less Than One Hour)  <input type="checkbox"/> <b>ROUTINE</b> (More Than One Hour)		<b>Message Requests You To:</b> <sup>6</sup> <b>TAKE ACTION</b> (✓one) <input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>  <b>REPLY</b> (✓one) <input type="checkbox"/> Yes, by _____ <span style="float: right;"><input type="checkbox"/> No</span> <input type="checkbox"/> <b>FOR YOUR INFO.</b> (no action required)
<b>To:</b>	<b>ICS Position: (required)</b> <sup>7</sup> _____ <b>Location: (required)</b> <sup>9</sup> _____ <b>Name: (optional)</b> _____ <b>Telephone #: (optional)</b> _____	<b>From:</b>	<b>ICS Position: (required)</b> <sup>8</sup> _____ <b>Location: (required)</b> <sup>9</sup> _____ <b>Name: (optional)</b> _____ <b>Telephone #: (optional)</b> _____	
<b>SUBJECT:</b> <sup>10</sup> _____ <b>REFERENCE</b> (e.g., Number of earlier msg.): <sup>11</sup> _____ <b>Message:</b> <sup>12</sup> (what, when, where needed; how long; contact name and phone number) <b>KEEP MSG BRIEF</b> _____ _____ _____ _____ _____				
<b>ACTION TAKEN:</b> <sup>13</sup> (For use by Originator / Recipient) ▶ USE SEPARATE MESSAGE FORM IF SENDING REPLY! _____ _____				
CC: <input type="checkbox"/> Management <input type="checkbox"/> Operations <input type="checkbox"/> Planning <input type="checkbox"/> Logistics <input type="checkbox"/> Finance				
<b>Operator Use Only:</b> <sup>14</sup>				
<b>How Received</b> <input type="checkbox"/> or <b>Sent</b> <input type="checkbox"/> (✓one)		<b>Operator Call Sign:</b>		
<input type="checkbox"/> Telephone <input type="checkbox"/> Dispatch Center		<b>Operator Name:</b>		
<input type="checkbox"/> EOC Radio <input type="checkbox"/> FAX <input type="checkbox"/> Courier				
<input type="checkbox"/> Amateur Radio <input type="checkbox"/> Other _____		<b>Date:</b>		<b>Time:</b>

**Outgoing (Sent):** <sup>15</sup>

**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):** <sup>15</sup>

**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.

## INSTRUCTIONS FOR USING THE MESSAGE FORM

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 by radio operator*)
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:** indicate the Severity of the message - For example, is it a life threat, a property threat, or just information?
5. **Message Handling Order:** indicate the handling order of the message, (Immediate: As Soon As Possible; Priority: Less than an Hour; Routine: More Than an Hour).
6. **Message Requests You To:** state what the message type is - for example: is the sender expecting the county OES to "Take Action", to "Reply", or "For Your Information".
7. **TO: ICS Position:** state the ICS position to which the message is to be delivered. This will generally be *Command*, or one of the Section Chiefs (e.g., *Operations, Planning, Logistics, Finance/Admin.*). If unsure, address the message to *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.
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: Mountain View EOC, From: Santa Clara County EOC).
10. **Subject:** Note the subject of the message (e.g., Request for Type 5 Engine Strike Team).
11. **Reference:** If the message is a response to an earlier message, indicate the original message number if available.
12. **Message:** If the message is a request for support, supply detailed instructions about what, when, how long needed and where the support is to be delivered, contact person and phone number. Be as brief as possible.
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.
15. **Forms Disposition:** Once the message is complete, copies of the message are distributed according to the script shown. If the message is an **EMERGENCY** message, it should be placed in the hands of the shift supervisor. For other messages, it is permissible to place the message in the appropriate message box slot.

(Note: This page for internal use only. Telephone numbers and addresses are not for general distribution)

## Attachment 12 - Earthquake Intensity Scale

### The Modified Mercalli Index (MMI) for reporting earthquake severity

SARES Category	MMI	Severity	Damage	Description
	I.			Not felt. Marginal and long period effects of large earthquakes.
	II.			Felt by persons at rest, on upper floors, or favorably placed.
	III.			Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
	IV.			Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frames creak.
Mike-Mike <b>5</b>	V.	<b>Light</b>	<b>Pictures Move</b>	Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
Mike-Mike <b>6</b>	VI.	<b>Moderate</b>	<b>Objects Fall</b>	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
Mike-Mike <b>7</b>	VII.	<b>Strong</b>	<b>Nonstructural Damage</b>	Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also unbraced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds; water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
Mike-Mike <b>8</b>	VIII.	<b>Very Strong</b>	<b>Moderate Damage</b>	Steering of motor cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.

## SARES Emergency Plan

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### **SARES Procedure for Reporting Earthquake Intensity**

The net control will announce the numbers and descriptors at the start of the earthquake report net, saying:

"We will be using the Modified Mercalli Scale in our reports about this earthquake. I want Mike Mike reports of 7 or 8, use Mike Mike 7 for furniture broken, chimney collapse, and Mike Mike 8 for building collapse"

After taking these reports, if any, we can then move to:

"I now want Mike Mike reports of 5 or 6, with 5 for small items on floor, and 6 for dishes broken, books on floor"

**Note:** We will not have time to report categories below Mike Mike 5.