

Sunnyvale CERT Damage Assessment Message Form (See back for instructions)	When Receiving Msg. Sender's msg. #	Msg. #	When Sending Msg. Receiver's msg. #
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Date: (MM/DD/YY) ¹ ____/____/____ Time: (24 hour clock) <small>0001 to 2400 2:00 PM = (12+2) = 1400 Hrs</small>	Situation Severity ² EMERGENCY (e.g., Life Threat) Use ICS Form 213 URGENT (e.g., Property Threat) Use ICS Form 213 <input type="checkbox"/> OTHER (Damage Assessment Summary)	Msg. Handling Order ³ <input type="checkbox"/> ROUTINE (More Than One Hour)	Message Requests You To: ⁴ <input type="checkbox"/> FOR YOUR INFO. (no action required)
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To:	EOC ICS Position: Planning-Situation Status	From:	ICS Position: (required) ⁶
	Sunnyvale: EOC		Location: (required) ⁸
	Name: (optional)		Name: (optional)
	Telephone #: (optional)		Telephone #: (optional)

SUBJECT: ⁹ Damage Summary For: _____

REFERENCE (e.g., Number of earlier msg.): ¹⁰ _____

Fill in the blanks with your current Damage Assessment column totals ¹¹:

Fire		Hazards				Buildings			People				Roads			
12a	12b	12c	12d	12e	12f	12g	12h	12j	12k	12m	12n	12p	12q	12r	12s	12t
Burning	Out	Gas Leak	H2O Leak	Electrical	Chemical	Light	Moderate	Heavy	Immediate	Delayed	Trapped	Morgue	Access	No Access	Other	Assigned Completed

12u: Message (what, when, where needed, how long: contact name and phone number) Keep Msg Brief

13.) Action taken: (for use by Originator/Recipient) -> use separate Message form if sending a reply

CC: Management Operations Planning Logistics Finance

Operator Use Only: ¹²

How Received <input type="checkbox"/> or Sent X (✓one)	Operator Call Sign:
<input type="checkbox"/> Telephone <input type="checkbox"/> Dispatch Center	Operator Name:
<input type="checkbox"/> EOC Radio <input type="checkbox"/> FAX <input type="checkbox"/> Courier	
<input type="checkbox"/> Amateur Radio <input type="checkbox"/> Other _____	Date: _____ Time: _____

Instructions for this Sunnyvale CERT Damage Assessment Message Form.

The Message number boxes are completed by the SARES operator sending the message.

MSG (message) number information is assigned by the radio operator. No CERT action is required for these boxes.

MSG. # is the fire station tactical call plus sequential message number. (e.g. FS-1-001, FS-1-002)

These boxes must be completed by the message originator:

1. Date and Time as described in each box. This is the time the form is filled in and given to the radio operator.
2. Situation Severity – use this form for reporting a summary damage assessment. Use a Standard 213 message form for communicating all life and property threatening situations.
3. Msg. Handling Order – the contents of this form will be communicated after all higher priority messages are sent. Use a Standard 213 message form for communicating all life and property threatening situations.
4. “Message Requests You To” this is information only. A reply is not expected.
5. All Damage Assessment report summaries are sent to ICS Position Situation Status.
6. ICS Position originating the message.
7. All Damage Assessment report summaries are sent to the Sunnyvale EOC.
8. This is the message originating location (e.g. FS-1 for fire station 1)
9. Subject line identifies the neighborhood or unique CERT reporting group originating the message.
10. Reference is the message number from an earlier report.
11. Boxes 12a through 12u and Box 13 are used to summarize the detail neighborhood damage assessment report.
Keep a copy of this form along with a copy of the supporting detail form. The detail form may be required to answer questions about the summary information provided by this form.
12. Operator Use Only is completed by the SARES operator who sent the message.

For Reference Only

Addresses of Fire Stations are:

Description	Location
1. [FS-1]Fire Station #1	171 N. Mathilda Ave./Calif. Ave.
2. [FS-2]Fire Station #2	795 Arques Ave./Wolfe Rd.
3. [FS-3]Fire Station #3	910 Ticonderoga Dr./Mary Ave
4. [FS-4]Fire Station #4	996 Wolfe Rd./Maria Lane
5. [FS-5]Fire Station #5	1210 Bordeaux Dr.
6. [FS-6]Fire Station #6	1282 N. Lawrence St. Rd./Elko Dr.

Note: [FS-x] is the tactical designator for the fire station.