

EOC Message Form Instructions

A. MESSAGE HEADER (1st 3 Lines)

- "Taken By" - If receiving the message, fill in with Name/Call Sign. If sending the message, leave blank.
- "Date" - Fill in current date.
- "Time" and "CERO Message #" will be provided by the CERO operator at the end of the message transmission.
- "Dispatch Incident #" - For use by Police Department dispatch/EOC only. Leave blank.
- "CERT CP" - If receiving the message, circle the sender. If sending the message, leave blank

B. INCIDENT LOCATION

- *This is for use by the Police Department dispatch personnel only . Leave Blank.*

C. ITEM 1 "Life Threatening Incidents" & ITEM 2 "Major Infrastructure Incidents"

- Circle the sub-item under the appropriate section based on the incident being reported.
- Use blank lines under the appropriate section to provide address/location of incident and any specifics related to the incident.
- Report Major Incidents to the EOC. A single house off its foundation is NOT a major incident. An apartment complex collapsed or off its foundation with the possibility of collapse is major.
- 1 Red Victim injured in their home is NOT a major incident. Multiple Red Victims at a building collapse or large traffic accident is major.
- Be brief and concise with the information provided. Facts only, avoid unnecessary verblage or commentary.

D. Item 3 "Summary"

- If a message is received from the CERO operator, use this section to write the message down. When responding to a CERO message and other areas of the form are not applicable to the request, use this section to respond.
- For messages sent to CERO, use Item 3 "Summary" to provide pertinent information necessary to convey details or related information related to the incident being reported if needed. Again be brief and concise.

E. ITEMS 4 through 8 - STATUS REPORTING

Item 4 "Status Update from Last Report (Victims)" - Report the number of victims for each category.

- If this is the first Status Report, include the total number for each category from the start of operations for the command post. This includes victims at the CP or awaiting transport at incident locations.
- For subsequent Status Reports, report additional or reduced number of victims in each category since the previous Status Report. If your 1st Status Report had 4 Red Victims and you now have 6, your status update would show 2 Red Victims. The same applies to Yellow and Black victims.

Item 5 "Additional Structure Damage Count" - Report in the same manner as Item 4.

- If this is the first report, include the total number of damaged structures from the start of CP operations.
- For subsequent Status Reports, report additional damaged structures found since the previous report.
- Use the blank lines to provide details and specifics related to the reported structural damage.

Item 6 "CERT Personnel Mobilized"

Report the number of personnel currently "@ CP" or "in FIELD" at the time of the report.

Item 7 "Animals" - Report the number of animals currently at the CP.

Item 8 "Resources Needed" - Request resources needed for the CP or related to a reported incident.

(Additional SAR teams, Medical Personnel or request Police Department for traffic or crowd control, etc.)

F. Items 9 through 11- "EOC Distribution"

Items 9 to 11 are for use by the City of Walnut Creek EOC personnel only. Leave Blank.