

Month	Day	Year
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Time
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Field Generated  
Number for Local use:  
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Message Number
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*issued by NC*

Priority 1. High
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Priority 2. Medium
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Priority 3. low
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Lives and/or peoples safety at risk, building on fire or in danger of collapsing – emergency services required

Safety not immediately at risk, conditions are unstable and may deteriorate, people are uncomfortable, shelter and food minimal

Report damage to public and private property. This is assessment with no request for services.

**Most Import Requests**

**Most Service Requests**

**Advisory or Status**

**Problem Reported \*or Message form**

Block #	Description
<b>What?</b> (describe what happened)	<b>#1</b>
<b>How Serious?</b> Conditions supporting priority level	<b>#2</b>
<b>Help Requested?</b> * (services) or Message	<b>#3</b> <b>To:</b> <b>Message Text:</b>
<b>Where?</b> (address, intersection or place name)	<b>#4</b>
<b>When?</b> (date, time, duration, is it still occurring?)	<b>#5</b>
<b>Who?</b> (identify the reporting party)	<b>#6</b> <b>From:</b>

**Senders**

**Message Authentication**

Operator's call sign
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ID Badge No.
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<b>Notes &amp; Additional Information</b>	

## **Instructions and Guide mainly for damage reporting can be used for general messages Seattle ACS Message Origination Form - for entry into WEBEOC rev10-2-08**

**Date** – Enter for local use but don't send - this field is entered by the EOC Operator into WEBEOC

**Time** – Enter for local use but don't send - this field is entered by the EOC Operator into WEBEOC

**Message Number** – Made up of a four letter "alfa" prefix corresponding to the functional radio net name followed by a four digit message sequence number generated by the net control.

Each net control position will maintain a sequential list of messages numbers to assign to received messages. e.g. West-0001, HOSP-0231, DCCS-0022 etc. Local Message Number - local sequence number for admn. not sent.

**Priority Code** – Select the appropriate priority code from the following:

1. Lives and/or people's safety urgently at risk; building is on fire or in danger of collapse. Requires emergency services such as medical, fire or police. Most import message or request for service.
2. Lives and/or people's safety not immediately at risk, but conditions are unstable and may deteriorate; shelter and food is minimal. Requires services such as repairing downed power lines, fixing leaky pipes, clearing roadways. If fatalities are discovered that are clearly not linked to anyone at immediate risk, use this priority and request mortuary services. Common requests or messages during an emergency
3. Used for reporting damage to public and private property. This is an assessment only and requires no services. Ideally, these messages would be communicated via packet (text messaging) when priority traffic flow is low. Non critical advisory or status report.

**Problem reported** – This is a straightforward, plain English explanation of the problem as framed by simple one line responses to six critical questions: for short hand you can refer to block numbers

- **What? Block #1** – Describe what happened, e.g. 1) a live power line is down across a street, touching a car, trapping two people. 2) A two-story house is on fire, caused by ignited natural gas from a ruptured service connection.
- **How Serious? Block #2** – Give an explanation of the conditions that support the designated Priority Level selected, e.g. 1) Two adults trapped in a car by an arcing power line, at risk of electrocution. 2) Fire has fully engulfed a house; residents evacuated; extreme danger of spreading to adjacent dwellings.
- **Help Requested Block #3** – State what services are needed, e.g. 1) City Light and Fire/Rescue. 2) Fire Department and Puget Sound Energy. Following is a list of typical service providers: 1) Fire; 2) Medical; 3) Rescue; 4) Police; 5) Shelter; 6) Food; 7) Supplies; 8) Utility (specify); 9) Structural Inspection (DCLU); 10) Streets, Bridges and Signals (SDOT); 11) Health Department; 12) Mortuary; 13) Animal Control. This block can be used for General Message are e.g. To: and Message Text:
- **Where? Block #4** – Provide the best information about the exact location of the problem: street address, intersection or commonly known place. If possible, always provide a street address.
- **When? Block #5** – Give the date and time when the problem occurred, observed or reported. May include an indication of duration and whether the problem is still occurring.
- **Who? Block #6** – Identify the reporting party, e.g. 1) Runner from a SNAP (team location number, if available corresponds to EOC map – e.g. Team #I-14 South Magnolia near community center). 2) Citizen from apartment complex at problem location. 3) City worker. This is the "From:" section for a general message

**Message Authentication** – Operator ID badge number and/or Ham call sign of sender. For authentication of the message and follow-up, if required. This is entered by the sender.