

HAMPTON DISASTER REPORTING FORM

GENERAL INFORMATION			
A Alpha	<i>Name:</i>	<i>Street Address:</i>	<i>Neighborhood/Development:</i>
	<i>Date/Time:</i>	<i>Organization: (Ham - CERT - SkyWarn - Red Cross - Neighborhood Watch - None - etc.)</i>	<i>Phone Number (xxx-xxxx)</i>
REPORT THE FOLLOWING ENVIRONMENTAL CONDITIONS EVERY HOUR OR IF CHANGE OCCURS			
B Bravo	Wind Speed Estimate	<i>Report estimated speed in MPH</i>	1. Calm 2. 0-25 3. 25-50 4. 50-75 5. 75-100 6. >100
C Charlie	Precipitation		1. None 2. Rain 3. Freezing Rain 4. Hail 5. Sleet 6. Snow
D Delta	Precipitation Intensity	<i>Report only if precip is reported in item C</i>	1. Light 2. Moderate 3. Heavy
E Echo	Extreme Weather		1. Sighted Tornado 2. Destructive Winds 3. Large Hail (give size)
F Foxtrot	Flooding	<i>Estimate or measure depth at street</i>	1. <6" 2. 6"-12" 3. 12"-24" 4. 24"-36" 5: Actual _____
G Golf	Flooding Trend	<i>Report only if flooding is reported in item F</i>	1. Rising 2. Steady 3. Receding
H Hotel	Streets	<i>Can emergency equipment pass?</i>	1. Open and Passable 2. Blocked By Debris/Trees/Power Lines
REPORT THE FOLLOWING ABNORMAL/EMERGENCY CONDITIONS AS THEY OCCUR			
I India	1. Lost Electrical Power	2. Regained Electrical Power	<i>Time</i>
J Juliet	1. Lost Telephone Service	2. Regained Telephone Service	<i>Time</i>
K Kilo	Fire	<i>Address</i>	<i>Amplifying Info:</i>
L Lima	Serious Injury		
M Mike	Trapped Personnel		
N November	Hazardous Materials Spill		
O Oscar	Natural Gas Leaks (<i>stay clear and upwind</i>)		
P Papa	Other Life-Threatening Condition (Amplify)		
POST-EVENT DAMAGE ASSESSMENT <i>Provide amplifying information for each applicable category on the back of this form</i>			
Q Quebec	In my neighborhood, there is /are	1. Structure Fires 3. Major Structural Damage 5. Hazardous Materials Spills	2. Flooding Inside Buildings 4. Downed Power/Phone Lines 6. Natural Gas Leaks
R Romeo	In my neighborhood, streets are:	1. Open and Passable	2. Blocked By Debris/Power Lines
S Sierra	In my neighborhood, there is/are:	1. Deaths	2. Serious Injuries
T Tango	In my neighborhood, people require:	1. Rescue (Trapped)	2. Emergency Medical Assistance
U Uniform	In my neighborhood, electric power is	1. On	2. Out of Service
V Victor	In my neighborhood, telephone service is	1. Available	2. Out of Service
W Whiskey	In my neighborhood, structural damage is:	1. None 2. Light 3. Moderate 4. Heavy	
X X-ray	Structural damage includes	1. Collapsed Buildings 3. Significant Roof Damage 5. Significant Water Damage	2. Partially Destroyed Buildings 4. Broken Windows 6. Trees Fallen On Structures
Y Yankee	Estimate Percentages of	1. Buildings Uninhabitable	2. Buildings Totally Destroyed

Message Received in EOC By: _____

Date/Time: _____

Instructions:

- Your own safety is paramount. Do not go outside during a storm or other event to gather reporting information. Stay inside and away from windows and clear of other sources of debris. Venture outside only when it is safe to do so.
- Reports are welcome and encouraged from everyone. The person taking your report will help you with your report. You do not have to be a member of an organization to provide helpful information. The organization data is for statistical purposes.
- The report format is designed such that all information can be provided in the minimum amount of time. Report the item letter and qualifying data by number, for example, your report may sound like "Alpha - Ralph Jones, 3605 Big Bethel Road, Northampton, 11 May 1300, None, 555-1212; Bravo - 3; Charlie - 2; Delta - 1; Foxtrot - 1; Golf - 3; Hotel - 2; India - 2 - 0825."
- Report flooding depth as a depth above street pavement level as measured at the curb. Prior to a storm you may be able to secure a standard yardstick alongside of a street light pole or tree adjacent to the street. Add the height of the yardstick base above the pavement to the measured flooding on the yardstick to get actual depth. A typical curb is approximately six inches high.
- Report items B-H on an hourly basis, if possible.
- Report items I-P as they occur. Be aware that Emergency Services personnel will not respond to items K-P unless they can do so without jeopardizing their own safety. Your reports will help prioritize their response when conditions permit.
- After the storm or event has subsided, perform an initial damage assessment using items Q-Y. Provide as much amplifying information as possible where assistance is required because of injury or other emergency. Include amplifying information below sorted by line item letter designator. Your initial damage assessment report may sound like "Quebec - 2 3 6; Romeo - 2; Tango - 1; Uniform - 2; Victor - 2; Whiskey - 3; X-ray - 1, 2' 3, 6; Yankee - 1-50%, 2-10%. Amplifying information: Tango 1 - persons trapped inside collapsed building at <street address>".
- Remember that the Emergency Management organization will be receiving similar reports covering the entire city from several sources, and digesting the information to set response priorities. Please keep your assessment at an upper level, do not provide extensive detail. If a greater level of detail is required, the operator taking the information will request it from you.

REPORT ITEM	AMPLIFYING INFORMATION