

## DISASTER REPORTING FORM

Developed by the Hampton Public Service Team (W4HPT).  
Version 2023-1-html.

TO: \_\_\_\_\_

CC: \_\_\_\_\_

GENERAL INFORMATION			
<b>A</b> Alpha	Name:	Street Address:	Neighborhood/Development:
	Date/Time:	Organization:	Phone Number: <i>(in the form xxx-xxx-xxxx)</i>
	Amateur Radio Call Sign:	Are you a trained SKYWARN spotter?	Do you have a wind measuring instrument? <i>(Provide measured speeds if so)</i>

REPORT THE FOLLOWING ENVIRONMENTAL CONDITIONS EVERY HOUR OR AS CHANGES OCCURS			
<b>B</b> Bravo	Wind Speed Estimate	Report estimated speed in MPH	1. Calm 2. 0-25 3. 26-50 4. 51-75 5. 76-100 6. 100+ 7. _____ (Measured) <sup>1</sup>
<b>C</b> Charlie	Precipitation Type		1. None 2. Rain 3. Freezing Rain 4. Hail 5. Sleet 6. Snow
<b>D</b> Delta	Precipitation Intensity	Report only if precip is reported in item C	1. Light 2. Moderate 3. Heavy
<b>E</b> Echo	Extreme Weather	See notes on back	1. Funnel Cloud <sup>2</sup> 2. Tornado <sup>2</sup> 3. Destructive Winds 4. Hail (size) <sup>3</sup> _____
<b>F</b> Foxtrot	Flooding	Estimate or measure depth at street	1. <6" 2. 6"-12" 3. 12"-24" 4. 24"-36" 5. _____ (Measured) <sup>1</sup>
<b>G</b> Golf	Flooding Trend	Report only if flooding is reported in item F	1. Rising 2. Steady 3. Receding
<b>H</b> Hotel	Streets	Can emergency equipment pass?	1. Open and Passable 2. Blocked By Debris/Trees/Power Lines

REPORT THE FOLLOWING ENVIRONMENTAL CONDITIONS EVERY HOUR OR AS CHANGES OCCURS			
<b>I</b> India	1. Lost Electrical Power	2. Regained Electrical Power	Time:
<b>J</b> Juliet	1. Lost Telephone Service	2. Regained Telephone Service	Time:
<b>K</b> Kilo	Fire	Address:	Amplifying Info:
<b>L</b> Lima	Serious Injury		
<b>M</b> Mike	Trapped Personnel		
<b>N</b> November	Hazardous Material Spill		
<b>O</b> Oscar	Natural Gas Leaks <i>(stay clear and upwind)</i>		
<b>P</b> Papa	Other Life-Threatening Condition (Amplify)		

REPORT ITEM	AMPLIFYING INFORMATION

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. You do not have to be a member of an organization to provide helpful information.
- 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, "Alpha - Ralph Jones, 3605 Big Bethel Road, Northampton, 11 May 1300, None, 555- 1212; Bravo 3; India 2 0825."
- *Estimate/measure flooding depth as the depth of the scum line above street pavement level. Remember that a typical curb is approximately six inches high.*
- *Report items B-H when requested by net control or when a significant change in conditions occur.*
- 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 responses when conditions permit.
- *If requested, perform a post-incident 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; Romeo - 2; Tango - 1; 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 assessing the information to set response priorities. Try to keep your assessment at an upper level; do not provide extensive detail except where serious injury or loss of life may occur. If a greater level of detail is required, the operator taking the information will request it from you.

<b>POST-EVENT DAMAGE ASSESSMENT</b>		
<b>For your neighborhood evaluate the following conditions:</b>		
<b>Q</b> Quebec	Hazardous Situations	1. Structure Fires 2. Natural Gas Leaks 3. Downed Power/Phone Lines 4. Hazardous Materials Spills
<b>R</b> Romeo	Streets	1. Open and Passable      2. Blocked By Trees/Debris/Power Lines
<b>S</b> Sierra	People	1. Loss of Life      2. Serious Injuries
<b>T</b> Tango	Emergency Services Required	1. Personnel Rescue      2. Emergency Medical Assistance
<b>U</b> Uniform	Infrastructure	1. Electric Power (Off/On)      2. Telephone (In/Out of) Service
<b>V</b> Victor	Structural Damage	1. Structure Fires 2. Natural Gas Leaks 3. Downed Power/Phone Lines 4. Hazardous Materials Spills
<b>W</b> Whiskey	Structural Damage Includes	1. Collapsed Buildings 2. Partially Destroyed Buildings 3. Significant Roof Damage 4. Broken Windows 5. Significant Water Damage 6. Trees Fallen On Structures
<b>X</b> X-ray	Estimate Percentages of	1. Buildings Uninhabitable _____ %      2. Buildings Fully Destroyed _____ %

REPORT ITEM	AMPLIFYING INFORMATION

Hail Size Estimate	
Pea	0.25"
Penny	0.75"
Quarter	1.00"
Half Dollar	1.25"
Golf Ball	1.75"
Tennis Ball	2.50"
Baseball	2.75"
Grapefruit	4.00"

**Notes:**

- Indicate measured amount in provided block.
- A funnel cloud is defined as a violently rotating column of air which is not in contact with the ground. It is usually marked by a funnel shaped cloud extending downward from the cloud base (hence its name). If the violently rotating air column reaches the ground, it is called a tornado. An important point to note is that the visible funnel DOES NOT have to extend to the ground for a tornado to be present. Instead, look for a rotating cloud of dust and debris underneath a funnel cloud as evidence that the tornado's circulation has reached the ground.
- Use the table to the left to estimate hail size.