

PHILIPPINE AMATEUR RADIO ASSOCIATION, INC. (PARA)

EMERGENCY & INCIDENT REPORT FORM



NOTE: Fill out all applicable fields immediately and submit via VHF/HF Radio, Satellite Phone, Email, or Messenger to the local Emergency Operations Center (EOC).

SECTION 1: REPORT INFORMATION

Report Status

☐ Initial Report

☐ Progress Report

☐ Final Report

Date & Time of Report

Reporter's Name, Call Sign & Designation

Reporting Unit / Organization

Contact Number / Email / Frequency

SECTION 2: INCIDENT OVERVIEW

Select All Needed Options

☐ Armed Conflict / Civil Disturbance

☐ Earthquake / Tsunami

☐ Fire

☐ Forest / Structural / Vehicular

☐ Landslide

☐ Typhoon / Flood

☐ Others (Specify)

Other Hazard (Specify)

Date & Time of Occurrence

Region / Province

City / Municipality

Barangay / Sitio / Landmarks

GPS Latitude

GPS Longitude

SECTION 3: INITIAL CASUALTIES & AFFECTED POPULATION (ESTIMATES)

Affected Families

Affected Individuals

Dead

Injured

Missing

Families Inside Evacuation Centers

Families Outside Evacuation Centers

SECTION 4: COMMUNICATIONS & INFRASTRUCTURE STATUS

Cellular Network Status (e.g., Functional, Intermittent, Down)

Power / Grid Status (e.g., Normal, Power Outage, Generator Only)

Road Passability (e.g., Passable, Light Vehicles Only, Impassable)

Water & Lifeline Status (e.g., Functional, Disrupted)

SECTION 5: IMMEDIATE NEEDS / REQUESTED AUGMENTATION

Select All Needed Options

☐ Clearing Operations / Heavy Equipment

☐ Emergency Communications Augmentation (Satellite, VHF/HF Radios)

☐ Emergency Shelter Kits / Tarpaulins

☐ Food Packs & Potable Water

☐ Law Enforcer / Fire Fighter

☐ Medical Assistance / Emergency Medicines

☐ Search, Rescue, and Retrieval (SRR) Teams

SECTION 6: BRIEF INCIDENT DESCRIPTION & REMARKS

Summary of Situation

SECTION 7: ACTION TAKEN

Summary of Situation

Report sent to agency

SECTION 8: REPORT PREPARED BY

Report Prepared By (Name/Call Sign)

Transmitted Via

Timestamp