

Gwinnett County Amateur Radio Emergency Service

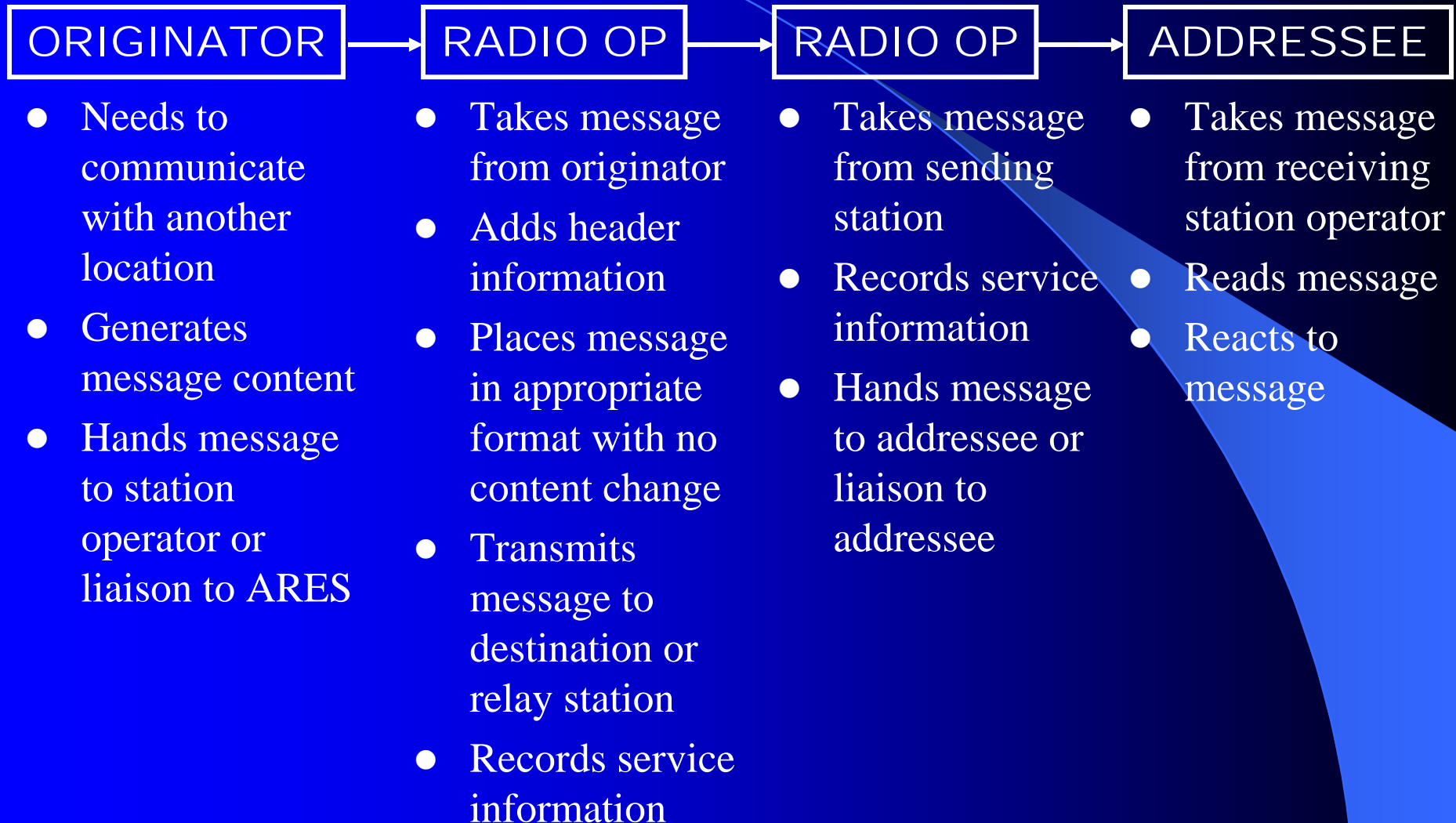


Message Handling

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ARES Logo used by permission

Life of a Message



Tactical vs. Formal

- Tactical Messages
 - Immediate threat to life and property
 - Rapid reaction required by recipient
- Formal Messages
 - Communicate technical information
 - Highly level of accuracy
 - Detailed record keeping

Radiogram

NUMBER	PRECEENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Number

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

Telephone number:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

NUMBER

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Precedence

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:

PRECEDENCE

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Precedence

- Emergency:
 - Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities.
 - This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief to stricken populace in emergency areas.
 - When in doubt, do not use this designation.

Precedence

- Priority

- This classification is for important messages having a specific time limit to include:
 - official messages not covered in the emergency category
 - press dispatches
 - emergency-related traffic not of the utmost urgency

Precedence

- Welfare

- This classification refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well
- Welfare traffic is handled only after all emergency and priority traffic is cleared
- The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry)

Precedence

- Routine
 - Most traffic in normal times will bear this designation
 - In disaster situation, traffic labeled Routine should be handled last, or not at all when circuits are busy with higher-precedence traffic

Handling Instructions

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:

HANDLING
INSTRUCTIONS

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Handling Instructions

- HXA – (followed by number) Collect landline delivery authorized by addressee within ... miles (if no number, authorization is unlimited)
- HXB – (followed by number) Cancel message if not delivered within ... hours of filing time; service originating station
- HXC – Report date and time of delivery (TOD) to originating station

Handling Instructions

- HXD – Report to originating station the identify of station from which received plus date and time. Report identify of station to which relayed, plus date and time, or if delivered report date, time and method of delivery
- HXE – Delivering station get reply from addressee, originate message back

Handling Instructions

- HXF – (followed by number) Hold delivery until ... (date)
- HXG – Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station

Station of Origin

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:

STATION OF
ORIGIN

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Check

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:

CHECK

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Place, Time and Date

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____
 NAME _____
 ADDRESS _____

Telephone number:

PLACE OF ORIGIN,
 TIME FILED &
 DATE

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Addressee

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:

ADDRESSEE

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Message Text

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:

MESSATE TEXT

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Service Information

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO:

RECEIVED AT:

STATION _____ PHONE _____

NAME _____

ADDRESS _____

Telephone number:



REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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Numbered Radiograms

- Speeds processing of messages with standard text
- 26 numbered messages designed for emergency operations
- “ARL” is inserted in front of check, e.g. ARL 7
- “ARL” is inserted in front of spelled out numbered message, e.g. ARL ONE

Numbered Radiograms

ONE – Everyone safe here. Please don't worry.

TWO – Coming home as soon as possible.

THREE – Am in _____ hospital. Receiving excellent care and recovering fine.

FOUR – Only slight property damage here. Do not be concerned about disaster reports.

FIVE – Am moving to new location. Send no further mail. Will inform you of new address when relocated.

Numbered Radiograms

SIX – Will contact you ASAP.

SEVEN – Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.

EIGHT – Need additional ___ mobile or portable equipment for immediate emergency use.

NINE – Additional ___ radio operators needed to assist with emergency at this location.

Numbered Radiograms

TEN – Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.

ELEVEN – Establish Amateur Radio emergency communications with _____ on _____ MHz.

TWELVE – Anxious to hear from you. No word in some time. Please contact me as soon as possible.

THIRTEEN – Medical emergency situation exists here.

Numbered Radiograms

FOURTEEN – Situation here becoming critical.
Losses and damage from ___ increasing.

FIFTEEN – Please advise your condition and what help is needed.

SIXTEEN – Property damage very severe in this area.

SEVENTEEN – REACT communications services also available. Establish REACT communications with _____ on channel ____.

Numbered Radiograms

EIGHTEEN – Please contact me as soon as possible at _____.

NINETEEN – Request health and welfare report on _____ (name, address, phone).

TWENTY – Temporarily stranded. Will need some assistance. Please contact me at _____.

TWENTY ONE – Search and Rescue assistance is needed by local authorities here. Advise availability.

Numbered Radiograms

TWENTY TWO – Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.

TWENTY THREE – Report at once the accessibility and best way to reach your location.

TWENTY FOUR – Evacuation of residents from this area urgently needed. Advise plans for help.

TWENTY FIVE – Furnish as soon as possible the weather conditions at your location.

Numbered Radiograms

TWENTY SIX – Help and care for evacuation of sick and injured from this location needed at once.

Passing a Message

- Call NCS and announce your traffic:
 - One priority for Gwinnett EMA
 - One emergency for Newton Medical
 - One priority for all hospitals
- Wait for acknowledgment and instructions from NCS
- For tactical emergency, call “EMERGENCY” when there is a pause between transmissions (NET 1-2, paragraph 5.4.6).

Log

- Keep record of all traffic, both formal and tactical
- Keep record of important events:
 - Operator arrival/departure
 - Incidents at operating location
 - Include date, time and call/initials of person making entry

TTx

What means: formal vs. tactical & precedence -

1. Routine report on the hour
2. Need for critical supplies
3. Unruly individual(s) causing problems
4. Request for status on individual
5. Need for relief operator
6. Report of ARES station status, i.e. station ready for operation to NCS

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Summary

- Use proper method of conveying information: formal messages vs. tactical communications
- Use proper precedence for all messages
- Use Numbered Radiogram to reduce handling time
- Use proper net procedure

References

- ARES Field Resources Manual (ARRL)
- Gwinnett ARES SOG NET 1-2: Net Operations

