



The Peterborough Amateur Radio Emergency Service

EMERGENCY COMMUNICATIONS PLAN

For Peterborough and Surrounding Area

Produced by the Peterborough ARES Group
Peterborough, Ontario
REVISED April. 2015 David Moes VE3DVY

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1. INTRODUCTION

Amateur radio operators are trained communicators. Their purpose is to transmit written messages given to them by responsible Officials. They are neither evaluators nor interpreters of field situations. The Peterborough Group of Amateur Radio Emergency Service (ARES) is composed of amateur radio operators licensed by Industry Canada who have voluntarily registered their capabilities and equipment for public service duty. Members of ARES are equipped with base, mobile or hand-held radio transceivers capable of handling local as well as long distance communications. They are trained through periodic exercises and training sessions to handle emergency communications. Part of being an amateur radio operator working in emergency communications is their knowledge and understanding of their equipment and the workings of the infrastructure needed in radio communications including ability to maintain equipment as well as troubleshoot and make repairs and needed improvements to fill the communications needs under potential adverse conditions that may exist in an emergency situations.

Under Federal regulations, Amateur Radio communications are provided without compensation of any kind. They are not permitted to divulge information received from other services except for assistance in distress communications or if life or property is in danger and other services are not available or overloaded.

The Peterborough ARES Group uses this Emergency Communications Plan as a guide for operating in an Emergency or simulated Exercises. A critique should follow any such operation to update the plan and improve our service.

The Emergency coordinator (EC) may structure the Group and set up special administrative functions and teams to get help from Assistant ECs (AEC), Team Leaders(TL), and Assistant TL (ATL) to operate effectively.

All Amateur Radio Operators are eligible to volunteer for ARES regardless of affiliations to clubs or organizations

The following Agencies could be served during a communications emergency:

- EMERGENCY CONTROL GROUP for the city of Peterborough.
- Canadian Red Cross Society, Peterborough Branch.
- Peterborough Community Police Services.
- Peterborough Fire Services.
- Kawartha Provincial Police, Peterborough Detachment.
- Peterborough Utilities Group.
- Otonabee Region Conservation Authority.
- any other OFFICIAL Response Agencies.

2. PURPOSE OF THIS PLAN

The purpose of this Plan is to provide ARES members and Agencies with written information helpful for emergency communication and what to expect from ARES. The plan includes information on general procedures and strict guidelines used in emergency communications. The Plan also includes general information including a telephone tree and listing of active participants in ARES. Information about each ARES installation including contacts at each location and how to access equipment including power, antennas, and radio equipment if stored at these locations.

This Plan is not a training manual but should be used in conjunction in training and exercises. It is required as part of each ARES members kit and as well on hand at all ARES operating locations

The appendix included Net Call up lists and schedules, Network and communications guidelines , including tables various lists of prowords, abbreviations and codes used in messaging. Master Forms to be photocopied for use in exercises and emergency deployment, and lists of materials that each member should keep on hand available in the event of an emergency (Go Kit)

Amateur Radio Operators are trained communicators. Their purpose is to transmit written messages. This manual is intended to give each trained volunteer the basic information needed to carry out their assigned task .

Amateurs are discouraged from transmitting personal opinions or observations, unless specifically requested by a responsible Official.

The prime objective for the Peterborough Area ARES Group is to furnish communications in the event of a natural or human-created disaster, when regular communications fail or are inadequate. ARES will co-operate with all other community communications systems and supplement or cross-link the services if requested.

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3. ACTIVATING THE PLAN

If an emergency exists or one may develop in our local area, all ARES members should start monitoring the Peterborough repeater VE3PBO 146.625 MHz (input 146.025 MHz) for information or instructions.

If the EC or AEC or any TL receive a request for help in emergency communications, the VE3PBO repeater will be put on standby-alert for an ARES Net. This shall be a controlled net under the direction of a Net Control Station (NTS).

If the Telephone System is working, the EC or the person receiving a request will activate the TELEPHONE TREE after consulting with the EC or AECs. The telephone message for the members is: "Please check into the VE3PBO ARES NET when on route to the Assembly Points". A SET-UP time of about 2 hours should be expected by the Agencies before ARES can provide emergency communications.

The TELEPHONE TREE activation is as follows: The EC or a delegated person calls one person in each TEAM, starting with the TL or ATL first. The informed person in each team shall spread the information to all members of that team.

In the event that the telephone service fails it is advisable that ARES members monitor with a battery powered radio, local AM stations for spot announcements to alert ARES members.

If emergency traffic is directed to areas outside the coverage of VE3PBO repeater, the EC or AEC will inform the SEC-ONTARIO of such requirement and activate an appropriate HF station to handle traffic to the National Traffic System (NTS), using such nets as follows: (Local time)

- Ontario Phone Net 3742 kHz 19:00 daily
- Ontars Net 3755 KHz 07:00 to 18:00 daily
- Trans Provincial Net 7055 KHz 7:00 to 17:00 daily
- Comsont Net 7152 KHz 9:00 Roll call at 09:30 daily
- Other Nets: RAC Canada 14115Khz 15:00 Sundays
- Red Cross Net 14125Khz 19:00 Sundays (VE3CRC)
- Intercontinental 14300Khz 8:00 am to 12:00 Disaster Net, when required.

If for an unexpected reason VE3PBO is down, the following stations should be monitored for information to obtain alternate instructions to establish an ARES Net:

- Peterborough VE3TJR 146.970MHz Repeater -600Khz offset pl 162.2
- Baltimore VE3RTR 145.150MHz Repeater -600Khz offset PL 162.2
- Lindsay VE3LNZ 147.195MHz Repeater +600Khz offset
- SIMPLEX "A" 146.520 MHz
- SIMPLEX "B" 146.580 MHz

For secondary Networks and members with equipment, please be prepared to monitor and when necessary, use these frequencies:

- Peterborough VA3PBO 444.575Mhz Repeater +5Mhz PL: 162.2Hz
- SIMPLEX "C" 446.000 MHz
- SIMPLEX "D" 446.100 MHz

Whenever an Emergency has been declared by City Officials, all responding ARES members are covered by insurance.

4. OPERATING PROCEDURES:

The following are BASIC RULES to be adhered to and applied by all emergency communicators in controlled ARES EMERGENCY NETS.

- 4-1. Stations checking into the ARES net shall use their **full call sign**. NCS will acknowledge the check in.
- 4-2. **Notify the NCS when leaving the net.** If you are checked into the net, you must check out with NCS when leaving.
- 4-3. **No Stations shall transmit on the net frequency** unless directed to do so by NCS. Exceptions are: when leaving (as in 4.2) or traffic is to be presented.
- 4-4. **All traffic shall be written messages using the formal standard NTS format**, except for brief informal exchanges of verbal information at the discretion of the NCS and between response agency officials, The messages are to be signed by the originating Official including his title, who is responsible for the content.
- 4-5. **The operator of the originating station shall generate the preamble of the message** and together with the official signatory determine the **precedence** of the message. All times shall be in UTC for NTS traffic. Local times can be used for local nets at the discretion of the NCS with the approval of the EC. The UTC clock goes from 0000 hrs till 2359 hrs. UTC - EST + 5 hours, when we are on Eastern Standard Time. UTC - EDST + 4 hours, when we are on Daylight Saving Time.
- 4-6. **All formal messages are made in duplicate.** The original stays with the operator. The copy is returned to the originating official after the message is marked as to what station and the time it was transmitted.
- 4-7. **At the receiving station, the messages are also made in duplicate.** The original goes to the addressee and the copy stays with the communications operator.
- 4-8. **The precedence in the preamble of the Radiogram regulates the priority of traffic flow.** No lower priority messages shall be passed if higher priority traffic is pending. The highest order of priority is emergency followed by priority, welfare and the lowest is routine.
- 4-9. **Each operator shall keep a log of all communications** carried out by him during the emergency. The log should have his name, the start and finish time and station, with whom in contact. Particulars of the communication should also be on the log. A VOX-operated tape recorder would be a great asset.
- 4-10. **Amateurs are not to transmit personal opinions or observations**, unless specifically requested by a responsible Official.

NO FATALITIES ARE TO BE REPORTED BY AMATEUR RADIO. This is the responsibility of Municipal or Provincial authorities.

5. ARES INSTALLATIONS

Some radio stations are permanently located at various agencies and strategic locations. The following pages provide details for each location.

5.1 PETERBOROUGH LAKEFIELD COMMUNITY POLICE

Tactical Call sign: P P S (City Control)
Location: Peterborough Police Service
500 Water Street North
Contact person: Officer in Charge
Tel: 705-876-1122
Allison Kirkland 911 Coordinator
Tel: 705-876-1122 X343

(Please Note) ARES will be contacted if needed at Police HQ.

Setup Information:

The ARES team reporting to the Peterborough Police Headquarters enters through the Main door from McDonnell Street and reports to the Reception Desk. Otherwise go to the "Media Room" to the right of the stairs and wait, you will be directed to the 'Amateur Radio Emergency Service Room'

The ARES communications equipment shall be set-up in an Interview Room and should be stored in a lockable cabinet.

Equipment (to be procured and installed)

5.2 RED CROSS ONTARIO, PETERBOROUGH BRANCH

Tactical Call sign: P R C O (Red Cross)

Location: Peterborough Branch
Canadian Red Cross
565 Water Street North

Contact person: 1) Tarra Mitchell Cell: 289-385-0117
2) Rob Hatston, Tel: 705-748-6139
3) Brenda McCarrell cell: 705-772-2906

Setup Information:

The ARES team reporting to the Red Cross building should enter the building from the yard of London Street. The Emergency Communication shall be set up in the Board-room on ground floor to the right or the South-West corner of the Harstone house. The ANTENNA is a 5/8 Ground-plane located in the attic with a feedline to the basement routed on the outside wall. The coaxial cable comes through the floor at the west wall bay window to the right side of the heating radiator in the Board-room. The cable is terminated with a PL 259 UHF male connector. POWER is available from a Dual-Outlet 117 Volt 60Hz on the west wall to the right from the bay window. This is Utility power only, no emergency generator is in the house. The circuit breakers are in the stairways to the basement and labeled as follows:

Homemaker # 4 (right panel)

Homemaker # 5 (left panel).

NOTE: Bring a Powerbar (6 or 8 outlets) since more service will be in demand. TELEPHONE is at the same location on the right of the bay window.

TL 1	ATL 2	3	4	5
VE3IEL Bob ---	VA3RZS Rick 705-536-1136	VE3MEW Bill 705-748-0442	VE3VLO Tony 705-740-2937	VA3CMR Charlotte 705-536-1136

See Telephone Tree for additional team info.

5.3 PETERBOROUGH FIRE SERVICES

Tactical call sign: P E O C (Fire Hall)

Location: Peterborough Fire Services Hq.
210 Sherbrooke Street

Contact person: Fire Chief Chris Snetsinger
Tel: 745-3284 ext. 224

Emergency Planning Coordinator: Jodi Chittick-DeNoble
(705) 742-7777 ext. 2722

Setup Information:

The ARES team reporting to the Fire Services Headquarters enters the building through the Main door from Sherbrooke Street. The Radio Emergency Communications desk shall be set-up on the west wall of the class room one floor up. The stairs are to the right of the Main Entrance.

The ANTENNA is a Ringo Ranger II and is mounted on the North wall at the East corner with a standoff pipe fastened to the wall. The feedline is a 3/8" Heliax in one length from the antenna to a point above the ceiling tile (A) in the Exercise Room. There it is connected to a 16 foot length of RG58U which crosses over the wall and is coiled above ceiling tile (4) in the Classroom. For access, push tile (3) up carefully. The RG58U terminates in a PL259 plug and a PL259-to-BNC adapter. POWER is available from one Dual-Outlet (117 Volt 60 Hz) on the west wall. This outlet also supplies emergency power.

TL 1	ATL 2	3	4	5
VE3IQZ Rick 705-745-7119	VE3EMA Harmen 705-939-2340	VE3DVY Dave 705-876-1710	VE3YTY Sam 705-277-3219	

See Telephone Tree for additional team info.

5.4 PETERBOROUGH MOBILE COMMAND POST

Tactical Call sign: M C P (Mobil Command)
Location: Contact Peterborough Fire Services for INFO.
Contact person: Platoon Chief on-duty.
Tel: 745-3281

Setup Information:

The ARES team requested to operate in the MCP will need the key for the "centre-left" cupboard to get the 2 m ICOM Radio and Accessories. The Team Leader has a key and there is one spare in the Van. All other information for operating MCP-Equipment and Supplies should be obtained from the MCP-MANUAL on board. The Electrical Diagram for the DC-Supplies shows breakers BK1 through BK7. The breakers BK1 to BK6 can be found on a panel in the cupboard below the fridge. The breaker BK7 is located in the battery compartment next to the generator.

BREAKER TABLE for a QUICK-CHECK:

Equipment	ICOM 2m RADIO with Microphone and a GP-Antenna on top of the roof.
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ARES Personnel

TL: Rick Page, VE3IQZ,
Tel: 705 745-7119
ATL: Hamen Minnema VE3EMA
Tel: 705 939-2340

See Telephone Tree for team info.

5.5 PETERBOROUGH COUNTY – CITY PARAMEDICS

Tactical Call sign: P A S (Ambulance)

Location: Peterborough County Base, Paramedics Headquarters
310 Armour Rd K9H 1Y6

Contact person: Randy Mellow, Director.
Tel: 743-5263 ext. 231

Duty Officer
Tel: 743-5262

Setup Information: to follow.

Equipment :

ARES team. ARES Personnel Team to be directed by NCS as required.

TL	1	ATL	2	3	4	5
---		---		VE3WWI	VE3TCG	VE3YV
---		---		Bob	Scott	Rick
---		---		---	705-768-4747	705-292-5449

5.6 OTONABEE REGION CONSERVATION AUTHORITY

Tactical Call sign: O R C (Orca)

Location: Otonabee Region Conservation Authority
250 Milroy dr. K9H 7M9

Contact person: Dan Marinigh CAO
705-745-5791 ext. 222

John Williams Conservation Lands and Resources
Tel: 745-5791 ext. 216

Setup Information: More discussions are needed for an installation at the EOC in the ORCA office. There is an FM system with tower and antenna installed, perhaps ARES can add a 2 m dipole and coaxial cable. This could also help to communicate with other Authorities, should conventional systems go down. Incompatible alternate emergency systems need a cross link and ARES can provide this communication.

Equipment : ARES team.

ARES Personnel Team to be directed by NCS as required.

TL	1	ATL	2	3	4	5

5.7 PETERBOROUGH UTILITIES GROUP

Tactical Call sign: P U G

Location: Peterborough Utilities Group
1867 Ashburnham Drive

Contact person: General Manager
Tel: 705-748-9300

Tel: Wayne Stiver
705-748-9300

Setup Information: In most cases, the Peterborough EOC will activate an ARES communications request for the PUG, when the operation is directed from EOC. However, if an operation is required from 1867 Ashburnham Drive for an emergency for the PUG only, an antenna and feed line for 2 m should be installed there.

Equipment : ARES team.

ARES Personnel Team to be directed by NCS as required.

TL	1	ATL	2	3	4	5

5.8 APSLEY COMMUNITY CENTRE.

Tactical call sign: A P Y (Apsley)

Location: Community Centre Road, which runs south from 504 at abt. 200 meter east of the Liqueur Store in Apsley.

Tel: (705) 656-4922

Contact person: Gary Gerald, Res:
Tel: (705)657-8187(key)

Tel: Apsley Fire Dep.
705-656-3472

Setup in or near radio

Not in current service

The antenna is a Ringo Ranger II mounted near the peak on the west gable wall of the Centre with a coaxial cable fed into the main hall of the Cafeteria on the north-west side of the Centre. The cable is terminated with a PL259 UHF male connector with an Adapter converting it to a BNC connector.

The location of the cable is coiled up and stored above the suspended ceiling. The description to find that cable starts with the reference point in the north-east corner of the main cafeteria hall. Go south along the east wall past a door to a corner, where the wall turns to the east under low ceiling. This CORNER is the POINT, where to climb up to the higher ceiling (table and chair will do) and lift a panel and fish to the south towards the Ventilation ducts. The **fire station # 1** of North Kawartha is immediately to the north of the Centre and has a communications tower for the Fire Department of the township. (Information about the Fire Department in North Kawartha is to follow.)

NOTE: This antenna has been tested successfully during special activity communications from PARC and ARES members between Apsley and Peterborough for the Kawartha Ski tour operation.

ARES Personnel:

Other Radio Operators: John Chapman, VE3KBT, Tel: 705 656-3791

TL	1	ATL	2	3	4	5

APPENDICES

APPENDIX A: PROWORDS FOR VOICE COMMUNICATIONS

AFFIRMATIVE	- "Yes" or "Permission granted" (NO Q-code please)
ALL AFTER	- "Say again all your transmission after ----"
ALL BEFORE	- "Say again all your transmission before ----"
BREAK	- "I stop my transmission for your acknowledgement or request for retransmission of my text sofar"
CLEAR	- "QSO finished - open to further contact"
CORRECT	- "You are correct" or "That is correct"
DISREGARD	- "This transmission is in error - disregard it"
FIGURE(S)	- "The following text is a NUMERAL" or (are numerals)
FROM	- "This is station ----(call sign)"
GO AHEAD	- "Begin sending" or "Request granted"
INCORRECT	- "You are incorrect. Correct version is ----"
INITIAL	- "A single letter character follows"
I SPELL	- "I will spell the next word"
NEGATIVE	- "Not received" or "No"
OUT	- "End of transmission. No response expected"
OVER	- "End of transmission. You go ahead"
READ BACK	- "Repeat entire message"
ROGER	- "Received message and understood" (does not mean yes)
SAY AGAIN	- "Repeat last transmission"
THIS IS	- "This is --- (call sign)"
VERIFY	- "Verify message or part of it" when read back to sender
WAIT 3	- "I must pause 3 minutes" WAIT - "Pause for a moment"
WORD AFTER	- "Repeat the word after ----"
WORD BEFORE	- "Repeat the word before ----"
WORD TWICE	- "I will (or: Please) transmit each word twice"

APPENDIX B: ITU PHONETIC ALPHABET

A. ALPHA	J. JULIETT	S. SIERRA
B. BRAVO	K. KILO	T. TANGO
C. CHARLIE	L. LIMA	U. UNIFORM
D. DELTA	M. MIKE N...NOVEMBER	V. VICTOR
E. ECHO	O. OSCAR	W. WHISKY
F. FOXTROT	P. PAPA	X. X-RAY
G. GOLF	Q. QUEBEC	Y. YANKEE
H. HOTEL	R. ROMEO	Z. ZULU
I. INDIA		

APPENDIX C: PERSONAL CHECKLIST FOR ARES. OPERATION

1. ARES personnel.
 - a. ARES identification card.(Armband, Hat, Vest with patch?)
 - b. Photocopy of station license.
 - c. Driver's license.
 - d. ARES Emergency communications plan.
 - e. Road maps of Peterborough County and Ontario.
2. Radio Gear
 - a. 2 meter transceiver. Mobile or hand-held.
 - b. Power supply for above or spare batteries for hand-held.
 - c. Microphone and headphones plus spares.
 - d. Antenna and mounting. 300 Ohm J-pole is a good choice.
 - e. AM receiver (battery powered).
 - f. Adapter for BNC to UHF and extra coaxial cable.
3. Tools
 - a. Pen, pencils, eraser, note paper.
 - b. carbon paper. (For duplicating messages)
 - c. Log book and clipboard.
 - d. NTS standard RADIOGRAM forms. (Available from EC)
 - e. AMATEUR MESSAGE FORM, the red card (FSD-218) or the new PUBLIC SERVICE COMMUNICATIONS MANUAL by KY1T.
 - f. ARRL NUMBERED RADIOGRAMS, the green sheet. (FSD-3)
 - g. Flashlight, spare batteries, can opener, matches, candles.
 - h. Small tool set. (Screwdrivers and pliers etc.)
4. Personal Welfare
 - a. Snacks, chocolate, softdrinks or WATER BOTTLE.
 - b. Aspirin and personal medicine.
 - c. Foul weather clothing, for both wet and cold.
 - d. Wristwatch or Alarm Clock.
 - e. Money, including quarters for telephone.
 - f. Coffee mug, cleaning kit. Toilette paper.
5. Extended duration tour
 - a. Sleeping bag
 - b. Large container of drinking water.
 - c. Fresh food and canned supply in a cooler.
 - d. Mess kit, First aid kit, Toiletry kit.
 - e. Extra sets of underwear and socks.
 - f. Extended set of tools, V.O.M. etc. for repairs.

Note: It is recommended that all ARES members develop the habit of keeping their vehicle's fuel tank more than half full. If municipal powers fail, most service station will not be able to pump gasoline.

APPENDIX D: ARES. TELEPHONE TREE

EC: Peterborough	Terry Mackey	VA3MTT	Peterborough	705-745-8840
AEC- Liaison	Robert Kearns	VE3KEA	Peterborough	705-745-9982
AEC-Liaison	Barry Monaghan	VE3BLM	Peterborough	705-742-4528
AEC- Red Cross	Robert Churchill	VE3IEL	Peterborough	705-
AEC- Technical	Rick Page	VE3IQZ	Peterborough	705-745-7119
AEC- Communication	Harmen Minnema	VE3EMA	Peterborough	705-393-2340
AEC- Public relation	David Moes	VE3DVY	Peterborough	705-876-1710

ARES TEAMS:

Location		PEOC	PRCO	EMS&CH	SSFC	PLCP	LAKEFIELD
1	TL	VE3IQZ Rick 705-745-7119	VE3IEL Bob ---	---	VE3BLM Barry 705-742-4528		VE3BLL Jack 705-652-7155
2	ATL	VE3EMA Harmen 705-939-2340	VA3RZS Rick 705-536-1136	---	VE3TZM Teresa 705-742-4528		VE3RRN Dave 705-652-8142
3		VE3DVY Dave 705-876-1710	VE3MEW Bill 705-748-0442	VE3WWI Bob ---	VE3ELE Tom 705-742-2952		
4		VE3YTY Sam 705-277-3219	VE3VLO Tony 705-740-2937	VE3TCG Scott 705-768-4747	VE3BRZ Bruce 705-743-1094		VE3PBN Pat 705-778-3004
5			VA3CMR Charlotte 705-536-1136	VE3YV Rick 705-292-5449	VE3IEL Bob		VE3CHL Peter 705-6569-468
6		-----			VE3LVF Ted		

Floaters:

VE3JTM	Mary	VE3DHP	Don	705-750-1145	VE3WAH	Bill	705-324-5894	
VE3ROW	John	VE3DSH	Dave	705-743-5834	VE3STF	Ron	705-292-7731	
VE3YTY	Sam	VE3ESU	Bob O	705-749-0916	VA3CC	Jim		
VE3DEG	Doug	705-742-2144	VE3PLP	Jim	705-745-8537	VE3KXB	Harold	705-742-7625
VE3HIG	Hilda	705-742-2144	VE3FGC	Kitch	705-742-1890	VE3AFP	Karl	705-742-2909

INFO and DEFINITIONS:

E.C.:	Emergency Coordinator	T.L.:	Team Leader
AEC:	Assistant E.C.	ATL:	Assistant T.L.

LOCATION of ASSEMBLY POINTS:

PEOC	Peterborough Emergency Operation Centre, 210 Sherbrooke St. Main Fire Hall
PRCO	Peterborough Red Cross Ontario branch, 565 Water Street North
EMS/CH	Peterborough County/City Paramedics Armour Road
SSFC	Special Assignment S. Sir Sandford Fleming College
PLCP	Special Assignment P. Police HQ. 500 Water St.

Rev: Terry 06/18/2012 VA3MTT

APPENDIX E: FORMS

The following pages are forms and their respective information on how to use them.

Use these pages as masters to photocopy for event use. Be sure to have many copies of this on hand at all times as its unlikely that there will be a photocopier available at the area you are deployed. Note that some are intended to be printed as a 2 sided form. Second side is usually a key for use in filling out or reading the form. Such as code definitions.

Form 1. Peterborough Amateur Radio Emergency service radiogram
This is a 2 sided form.



Peterborough Amateur Radio Emergency Service RadioGram

Via Amateur Radio



Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed UTC	Date M/D/Y
<p>To Name: _____ Phone(_____) _____ - _____</p> <p>Street: _____ City: _____</p> <p>Province: _____ Postal Code: _____</p>							
Message Text							
_____							5
_____							10
_____							15
_____							20
_____							25
This radio message was received By						Notes:	
Station Call: _____ Name: _____							
Address: _____							
City: _____ Prov: _____ Postal Code: _____							
Phone(_____) _____ - _____ Signature : _____							
Received From	Name	Call	Time	Date			
Sent To	Name	Call	Time	Date			
<small>A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can not accept compensation. A return message may be filed with the Ham delivering this message to you.</small>					<small>Further information on Amateur Radio may be obtained from the Radio amateurs of Canada head office RAC, 720 Belfast Rd, Suite 217, Ottawa, ON, K1G 0Z5 www.rac.ca or phone 1-877-273-8304</small>		

RADIOGRAM COMPONENTS:

Number: Your message number

Precedence: "R" for ROUTINE unless it is an emergency!

Routine, Health & Welfare, Priority or Emergency

Handling Instruction(s) H X _ : (* = Most commonly used)

A = Collect landline delivery authorized by addressee within X miles (no number, authorization is unlimited).

B = Cancel message if not delivered within X hours of filing time; service originating station

C * = Report date and time of delivery (TOD) to originating station.

D = Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

E = Delivering station get reply from addresses, originate message back.

F = Hold delivery until....(date). (i.e. F5 holds until the "5th")

G * =Delivery by mail or landline toll call not required. If expense involved, cancel message and service originating station.

Check: Word count for message body. If ARL text is used, precede count with ARL (i.e., ARL22).

Station of origin: Ham who formats & submits it to NTS.

Place of Origin: Where message originates.

Time Filed: In 24 hr local time

Date: Date message was written (M/D/Y) ex. Dec. 21 2012.

To: Put name and amateur call sign (if applicable); Street address; City; State/province & Postal code / ZIP; Telephone including area code. Postal code or ZIP is required for NTS messages sent digitally via Packet, etc.

Body: Text goes here, maximum 5 words per line and 25 words total. A telephone number with area code counts as 3 words (705 555 1212). Always include area code. ARL numbered texts are spelled out (i.e., ARL FORTY SIX). "73" is written as 73, counts as one word.

Signature: This is the signature of the person who wrote the message, may differ from the Originator. If a ham operator, include name and call sign. If not a ham, include name and phone number (including area code).

REC'D: Operator call sign message was rec'd from, time and date.

SENT: Operator call sign sent to, time and date.

If receiver is last stop and delivers the message, note to whom delivered, how, and time and date.

ARL NUMBERED RADIOGRAMS

Standardized ARL numbered messages have been established for some of the more common texts sent during emergencies and holiday seasons. When this common text can be used, an ARL number is substituted for the text. Then the delivering station reads the actual text to the address, not the ARL number. The letters ARL are inserted in the preamble in the Check and in the text before spelled out numbers, from list on the reverse side. Note that some ARL texts require the insertion of numerals or words.

Example: YOUR FAMILY IN BEAVERTON ARL SIXTY ANIVERSARY ARL FIFTY SEVEN

Group One -- For Possible "Relief and Emergency " Use

ONE	Everyone safe here. Please don't worry.	FOURTEEN	Situation here becoming critical. Losses and damage from _____ increasing.
TWO	Coming home as soon as possible.	FIFTEEN	Please advise your condition and what help is needed.
THREE	Am in _____ hospital. Receiving excellent care and recovering fine.	SIXTEEN	Property damage very severe in this area.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.	SEVENTEEN	REACT communications services also available. Establish REACT communication with _____ on channel _____.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.	EIGHTEEN	Please contact me as soon as possible at _____.
SIX	Will contact you as soon as possible.	NINETEEN	Request health and welfare report on _____. (State name, address and telephone number.)
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service	TWENTY	Temporarily stranded. Will need some assistance. Please contact me at _____.
EIGHT	Need additional _____ mobile or portable equipment for immediate emergency use.	TWENTY ONE	Search and Rescue assistance is needed by local authorities here. Advise availability.
NINE	Additional _____ radio operators needed to assist with emergency at this location.	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
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance	TWENTY THREE	Report at once the accessibility and best way to reach your location.
ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.	TWENTY FOUR	Evacuation of residents from this area urgently needed. Advise plans for help.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.	TWENTY FIVE	Furnish as soon as possible the weather conditions at your location.
THIRTEEN	Medical emergency situation exits here.	TWENTY SIX	Help and care for evacuation of sick and injured from this location needed at once.

Group Two -- Routine messages

FORTY SIX	Greetings on your birthday and best wishes for many more to come.	FIFTY NINE	Congratulations on the new arrival. Hope mother and child are well.
FIFTY	Greetings by Amateur Radio.	*SIXTY	Wishing you the best of everything on _____.
FIFTY ONE	Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.	SIXTY ONE	Wishing you a very Merry Christmas and a Happy New Year.
FIFTY TWO	Really enjoyed being with you. Looking forward to getting together again.	*SIXTY TWO	Greetings and best wishes to you for a pleasant _____ holiday season.
FIFTY THREE	Received your _____. It's appreciated; many thanks.	SIXTY THREE	Victory or defeat, our best wishes are with you. Hope you win.
FIFTY FOUR	Many thanks for your good wishes.	SIXTY FOUR	Arrived safely at _____.
FIFTY FIVE	Good news is always welcome. Very delighted to hear about yours.	SIXTY FIVE	Arriving _____ on _____. Please arrange to meet me there.
FIFTY SIX	Congratulations on your _____, a most worthy and deserved achievement.	SIXTY SIX	DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
FIFTY SEVEN	Wish we could be together	SIXTY SEVEN	Your message number _____ undeliverable because of _____. Please advise.
FIFTY EIGHT	Have a wonderful time. Let us know when you return.	SIXTY EIGHT	Sorry to hear you are ill. Best wishes for a speedy recovery.
		SIXTY NINE	Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

ARL NUMBERS SHOULD BE SPELLED OUT AT ALL TIMES