



# 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
<b>To Name:</b> _____ <b>Phone(_____)</b> _____ - _____							
<b>Street:</b> _____ <b>City:</b> _____							
<b>Province:</b> _____ <b>Postal Code:</b> _____							
<b>Message Text</b>							
_____							5
_____							10
_____							15
_____							20
_____							25
<b>This radio message was received By</b>						<b>Notes:</b>	
Station Call: _____ Name: _____							
Address: _____							
City: _____ Prov: _____ Postal Code: _____							
Phone(_____) _____ - _____ Signature : _____							
<b>Received From</b>	<b>Name</b>	<b>Call</b>	<b>Time</b>	<b>Date</b>			
<b>Sent To</b>	<b>Name</b>	<b>Call</b>	<b>Time</b>	<b>Date</b>			
<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 addressee, 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 exists 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