



**CUMBERLAND COUNTY  
AMATEUR RADIO EMERGENCY SERVICE  
TRAFFIC HANDLING GUIDE**

[illegible]

## GENERAL

Follows a description of the different parts of the Amateur Radio Message format. Some sections are OPTIONAL, and I recommend they not be used, unless needed. The use of this pre-printed message form from ARRL is NOT necessary for handling traffic. Use any paper you seem appropriate.

MESSAGE NUMBER (Mandatory)

This can be any number the originating stations chooses. Most start with 1 the first of each year. Once a message is numbered, that same number remains with the message until delivered. Example: NR 1

**PRECEDENCE (Mandatory)**

The Precedence of the Message determines what order the messages will be handled. Most of the time all messages are handled on every net session. The following four precedences are used in ascending order of priority:

## ROUTINE (R on CW)

99.99% of all messages have this precedence. These messages will be handled last.

**WELFARE** (W on CW)

This message is either an inquiry to the health and welfare of an individual in a disaster area or a report of the health and welfare of an individual. These messages will be handled before ROUTINE traffic.

**PRIORITY** (P on CW)

These are messages have specific time limits. They are also for Official messages, not covered in the EMERGENCY category. This traffic will be handled before WELFARE or ROUTINE.

**EMERGENCY** (EMERGENCY on CW)

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 communication facilities. When in doubt, do NOT use this precedence. This traffic will be handle first and immediately.

Example: NR 1 R (for Routine)

## **HANDLING INSTRUCTIONS (Optional)**

Handling Instructions are sometimes used to tell the various stations along the way, what the desires of the originating station are. If not needed, it is best not to use. On phone: the sending station would say, "HANDLING INSTRUCTIONS n", n explained below. On CW: Send HXn.

**HXA** (Followed by a number)

Collect landline delivery authorized by the by addressee within ... miles. (If no number, authorization is unlimited).

**HXB** (Followed by a number)

Cancel message if not delivered within ... hours of filing time ; service originating station.

**HXC**

Report the time and date of delivery to originating station.

**HXD**

Report to the originating station the identity of the station from which you received, plus time and date. Report the identity of the station to which it was relayed, plus time and date, or if delivered report time and date of delivery.

**HXE**

Delivering station get a reply from the addressee, and originate a message back.

**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.

Example: NR 1 R HXG

## **STATION OF ORIGIN (Mandatory)**

This is the call sign of the Amateur Radio Station generating (originating) this message. This call sign, along with the message number, serve as the "serial number" of this message. Any future reference to this message would be: "Number nn of CALL nn4nnn".

Example: NR 1 R K4IWW

## **CHECK (Mandatory)**

This is a count of the number of words used in the TEXT (only) of the message. Words in the address or signature are NOT counted. Groups of figures, letters, combinations of figures and letters, and "X" are counted as words. This is the method that Amateurs use to make sure that the TEXT was received without error. Both the sender and receiver should end up with the same word count (CHECK).

Example: NR 1 R K4IWW 12

## **PLACE OF ORIGIN (Mandatory)**

This field is the City and State of either the Station of Origin or the person in the Signature. In most cases, this will be the same place.

Example: NR 1 R K4IWW 12 CARY NC

## **TIME FILED (Optional)**

The time the message was originated. You may either use UTC or Local time. Examples: 1615Z or 1115 EST. Most messages do NOT use this field. It is only useful if the message has a short time value.

Example: NR 1 R K4IWW 12 CARY NC 1615Z

**DATE (Mandatory)**

This is the date the message was originated. In Amateur Radio, we use month and day. The year is NOT used. If the message is over a year old, it should be sent to the circular file.

Example: NR 1 R K4IWW 12 CARY NC 1615Z DEC 20

**ADDRESSEE (Mandatory)**

The name(s) and address of the person to which this message is going. It looks like the address on an envelope used in snail mail. Include a phone number, if you have it. The more information here, the easier the delivery will be.

Example:

JOHN Q PUBLIC  
1234 MAPLE AVE  
ANYTOWN NC 27000

919 555 1234

**DELIVERING STATION INFO (Optional)**

This section is rarely used. If the message is to be mailed or hand delivered, it is nice to put your (the delivering station) info here so the addressee can reach you if there is any question, or they want to send a return message. Most messages are delivered by phone.

**TEXT (Mandatory)**

Finally! This is the message you are sending for the signature person to the addressee. It should be short (usually less than 25 words) and in telegram style. No punctuation is used. The letter "X" is used (similar to STOP in telegrams) to end one idea and start another. Many messages do not even have an "X" in them. Example TEXT:

ARRIVE 7PM DEC 24 X  
LOOKING FORWARD TO SEEING YOU  
X LOVE

The above TEXT has a count of 12. So the CHECK is 12. As Amateur Radio is non-commercial, the TEXT should have no commercial value. Each Radio Amateur is the judge of what is commercial and what is not.

**SIGNATURE (Mandatory)**

This is the name of the person sending the message. It may be the name or call of the originating station. However, it is usually the name of a "third party", for whom the originating station is generating the message.

**RECEIVED (Optional)**

This is for the handling station to write down whom they received the message from. This field is only for the book keeping of the handling station.

**SENT (Optional)**

This is for the handling station to write down whom they sent the message to. This field is only for the book keeping of the handling station.

CW: The prosign AA separates the parts of the address. BT separates the address from the text and the text from the signature. AR marks end of message; this is followed by B if there is another message to follow, by N if this is the only or last message. It is customary to copy the preamble, parts of the address, text and signature on separate lines.

RTTY: Same as cw procedure above, except (1) use extra space between parts of address, instead of AA; (2) omit cw procedure sign BT to separate text from address and signature, using line spaces instead; (3) add a CFM line under the signature, consisting of all names, numerals and unusual words in the message in the order transmitted.

PACKET/AMTOR BBS: Same format as shown in the cw message example above, except that the AA and AR prosigns may be omitted. Most amtor and packet BBS software in use today allows formal message traffic to be sent with the "ST" command. Always avoid the use of spectrum-wasting multiple line feeds and indentations.

PHONE: Use prowords instead of prosigns, but it is not necessary to name each part of the message as you send it. For example, the above message would be sent on phone as follows: "Number one routine HX Golf W1AW eight Newington Connecticut one eight three zero zulu July one Donald Smith Figures one six four East Sixth Avenue North River City Missouri zero zero seven eight nine Telephone seven three three four nine six eight Break Happy birthday X-ray see you soon X-ray love Break Diana End of Message Over. "End of Message" is followed by "More" if there is another message to follow, "No More" if it is the only or last message. Speak clearly using VOX (or pause frequently on push-to-talk) so that the receiving station can get fills. Spell phonetically all difficult or unusual words -- do not spell out common words. Do not use cw abbreviations or Q-signals in phone traffic handling.

#### ARRL QN SIGNALS FOR CW NET USE

QNA\* Answer in prearranged order.  
QNB\* Act as relay Between ..... and.....  
QNC All net stations Copy.  
I have a message for all net stations.  
QND\* Net is Directed (controlled by net control station).  
QNE\* Entire net stand by.  
QNF Net is Free (not controlled).  
QNG Take over as net control station.  
QNH Your net frequency is High.  
QNI Net stations report In.\*.  
I am reporting into the net. (Follow with a list or traffic or QRU).  
QNJ Can you copy me?  
Can you copy .....?  
QNK\* Transmit message for..... to.....  
QNL Your net frequency is Low.  
QNM\* Your are QRMing the net. Stand by.  
QNN Net control station is.....  
What station has net control?  
QNO Station is leaving the net.  
QNP Unable to copy you.  
Unable to copy .....  
QNQ\* Move frequency to..... and wait for..... to finish handling  
traffic. Then send him traffic for  
QNR Answer..... and Receive traffic.  
QNS\* Following Stations are in the net. \*(Follow with list.)  
Request list of stations in the net.  
QNT I request permission to leave the net for..... minutes.

QNU\* The net has traffic for you. Stand by.  
 QNV\* Establish contact with..... on this frequency. If successful, move  
 to..... and send him traffic for.....  
 QNW How do I route messages for.....?  
 QNX You are excused from the net.\*  
 Request to be excused from the net.  
 QNY\* Shift to another frequency (or to..... kHz) to clear traffic  
 with.....  
 QNZ Zero beat your signal with mine.

\*For use only by the Net Control Station.

#### Notes on Use of QN Signals

The QN signals listed above are special ARRL signals for use in amateur cw nets only. They are not for use in casual amateur conversation. Other meanings that may be used in other services do not apply. Do not use QN signals on phone nets. Say it with words. QN signals need not be followed by a question mark, even though the meaning may be interrogatory.

#### INTERNATIONAL Q SIGNALS

A Q signal followed by a ? asks a question. A Q signal without the ? answers the question affirmatively, unless otherwise indicated.

QRA What is the name of your station?  
 QRG What's my exact frequency?  
 QRH Does my frequency vary?  
 QRI How is my tone? (1-3)  
 QRK What is my signal intelligibility? (1-5)  
 QRL Are you busy?  
 QRM Is my transmission being interfered with?  
 QRN Are you troubled by static?  
 QRO Shall I increase transmitter power?  
 QRP Shall I decrease transmitter power?  
 QRQ Shall I send faster?  
 QRS Shall I send slower?  
 QRT Shall I stop sending?  
 QRU Have you anything for me?  
 (Answer in negative)  
 QRV Are you ready?  
 QRW Shall I tell..... you're calling him?  
 QRX When will you call again?  
 QRZ Who is calling me?  
 QSA What is my signal strength? (1-5)  
 QSB Are my signals fading?  
 QSD Is my keying defective?  
 QSG Shall I send..... messages at a time?  
 QSK Can you work breakin?  
 QSL Can you acknowledge receipt?  
 QSM Shall I repeat the last message sent?  
 QSO Can you communicate with..... direct?  
 QSP Will you relay to.....?  
 QSV Shall I send a series of V's?  
 QSW Will you transmit on.....?  
 QSX Will you listen for..... on.....?  
 QSY Shall I change frequency?  
 QSZ Shall I send each word/group more than once?  
 (Answer, send twice or .....)  
 QTA Shall I cancel number.....?  
 QTB Do you agree with my word count?  
 (Answer negative)

QTC How many messages have you to send?  
 QTH What is your location?  
 QTR What is your time?  
 QTV Shall I stand guard for you.....?  
 QTX Will you keep your station open for further communication with me?  
 QUA Have you news of.....?

#### ABBREVIATIONS, PROSIGNS, PROWORDS

CW PHONE (meaning or purpose)

AA (Separation between parts of address or signature.)  
 AA All after (use to get fills).  
 AB All before (used to get fills).  
 ADEE Addressee (name of person to whom message addressed).  
 ADR Address (second part of message).  
 AR End of message (end of record copy).  
 ARL (Used with "check," indicates use of ARRL numbered message in text).  
 AS Stand by; wait.  
 B More (another message to follow).  
 BK Break; break me; break-in (interrupt transmission on cw. Quick check on phone).  
 BT Separation (break) between address and text; between text and signature.  
 C Correct; yes.  
 CFM Confirm. (Check me on this).  
 CK Check.  
 DE From; this is (preceding identification).  
 HH (Error in sending. Transmission continues with last word correctly sent).  
 HX (Handling instructions. Optional part of preamble.) Initial(s).  
 Single letter(s) to follow.  
 IMI Repeat; I say again. (Difficult or unusual words or groups.)  
 K Go ahead; over; reply expected. (Invitation to transmit.)  
 N Negative, incorrect; no more. (No more messages to follow.)  
 NR Number. (Message follow.)  
 PBL Preamble (first part of message).  
 ..... Read back. (Repeat as received.)  
 R Roger; point. (Received; decimal point.)  
 SIG Signed; signature (last part of message.)  
 SK Out; clear (end of communications, no reply expected.)  
 TU Thank you.  
 WA Word after (used to get fills.)  
 WB Word before (used to get fills.)  
 ..... Speak slower.  
 ..... Speak faster.

## ARRL NUMBERED RADIOGRAMS

The letters ARL are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals.

Example: NR 1 R W1AW ARL 5 NEWINGTON CONN DEC 25 DONALD R. SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR.

For additional information about traffic handling, consult The ARRL Operating Manual, published by ARRL.

Group One -- For Possible "Relief Emergency " Use

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 or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
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.
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.
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 Communication with _____ on channel _____.
EIGHTEEN	Please contact me as soon as possible at _____.
NINETEEN	Request health and welfare report on _____. (State name, address and telephone number.)
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.
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.
TWENTY SIX	Help and care for evacuation of sick and injured from this location needed at once.



Emergency/priority messages originating from official sources must carry the signature of the originating official.

#### Group Two -- Routine messages

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

\*Can be used for all holidays.

FORM FSD-3 (Revised 2/94)

#### ARRL RADIOGRAMS

The handling of radiogram traffic was the basis for the formation of ARRL, and a sizable segment of amateurs still makes this its principal Amateur Radio operating activity. Amateur radiogram service does not compete with other services, since there are no charges and can be no guarantee. Provided FCC and international regulations are complied with, messages may be accepted from anyone for sending by Amateur Radio.

What constitutes "legal" messages, or any other kind of third party communication, has been a matter of considerable discussion and various interpretations throughout the years. The pertinent regulations sections are 97.3b, which defines an amateur operator as being a person "without pecuniary interest"; 97.112, which forbids any remuneration or other kind of compensation for use of an amateur station; and 97.114, which details certain prohibitions on third-party traffic.

Generally speaking, unimportant, personal, non-business messages may be exchanged between different countries only after a special agreement has been

reached between the countries. A list of countries which have signed such agreements with Canada and with the U.S. appears frequently in QST. In addition, most countries do not object to actual emergency radiograms being handled in the amateur bands if government or commercial facilities are not available at the time.

Individual amateurs handle radiograms in a number of different ways. Some are "free lancers" who handle their traffic on individual schedules without recourse to regular nets. Most traffic operators, however, participate in nets of various kinds. The largest organized system of nets is the ARRL National Traffic System. Others include networks organized by individuals for traffic-handling purposes in which individual amateurs participate out of preference.

#### ORIGINATING RADIOGRAMS

Any amateur can originate a radiogram on behalf of another individual, whether such individual be a licensed amateur or not. It is the responsibility of the originating amateur, however, to see that the message is in proper form before its first transmission, because under most circumstances it is improper for a relaying or delivering station to make changes.

Each radiogram originated and handled should contain the following component parts in the order given:

- |                       |                     |                  |
|-----------------------|---------------------|------------------|
| (a) Number            | (d) Station of      | (g ) Time Filed* |
| (b) Precedence        | Origin              | (h) Date         |
| (c) Handling Instruc- | (e) Check           | ( i) Address     |
| tions*                | (f) Place of Origin | (j) Text         |
|                       |                     | (k ) Signature   |

\*Optional with originator

(a) Every radiogram transmitted should bear a number. Keep a sheet with a consecutive list of numbers (beginning at 1) at your operating position. When a radiogram is filed at your station for transmission, complete all parts of the preamble except the number, leaving this blank. When you send the radiogram, assign a number to it from the number sheet, crossing out numbers on the sheet as they are used and making a notation, after the number, of the station to whom the radiogram was sent and the date. Such a system is convenient for quick reference purposes. Most traffic handlers start with number 1 at the beginning of each year.

(b) Every radiogram has a precedence in amateur procedure. This will normally be "Routine" (R). It is a separate part of the preamble and is transmitted as such, not as part of the number. Other precedences are "Emergency" (never abbreviated), "Priority" (P), and "Welfare" (W).

(c) Handling Instructions (HX) are available prosigns for use when or if desired by the originator or the originating station, whenever special instructions are required in the handling of the radiogram.

(d) The "station of origin" is the call of the station from which the radiogram was first sent by Amateur Radio and is included so that handling stations will be able to communicate with the originator if something interferes with the prompt handling or delivery of the message.

(e) The "check" is the number of words and numerals in the text of the radiogram. Handling stations should agree on the check before the message is considered handled. Full information on checking radiograms is given later.

(f) The "place of origin" is the name of the place (city or town) from which the radiogram was started, not necessarily the location of the station of origin. The preamble of a radiogram filed at League headquarters in Newington Conn., might read as follows: NR 457 R W1INF 21 NEWINGTON CONN 2057Z JUNE 11.

If a message is sent to your station by mail or otherwise not filed in person, the preamble should show the place the radiogram originally came from. If the radiogram came to League Headquarters by mail from Wiscasset, Maine, the preamble would read: NR 457 R W1INF 21 WISCASSET MAINE 2057Z JUNE 11. Any radiogram received at an amateur station by any means other than Amateur Radio is an origination when put on an amateur circuit by that station.

(g) The time filed is the time at which the radiogram is received at the station from which it is to be sent. Standard practice is to use UTC. This part of the preamble is optional with the originating station.

(h) The month and the day of the month that the radiogram was filed at the originating station. The year is not included. If the filing time is UTC, be sure the date agrees.

(i) The address is the name, street and number, city and state of the party to whom the radiogram is being sent. The telephone number should be part of the address. A complete address should always be given to ensure delivery. When accepting a radiogram for origination this point should be stressed. In transmitting the message by CW, the signal AA is used to separate parts of the address and the address is followed by BT or "break" before the text is started.

In street addresses where the words east, west, north, south are part of the address, spell out the words in full. Suffixes "th," "nd," "st," etc., are not recommended. Example: "19 W 19th St" should be "19 West 19 St." It is not good practice for the relaying station to change address format, but the originating station should observe the above practices to insure clarity in retransmission.

(j) The text consists of words in the body of the radiogram. No abbreviations should be substituted for the words in the text of the radiogram. The text follows the address and is set off from the signature by another BT.

(k) The signature is usually the name of the person originating the message. The signature follows the BT or "break" at the end of the text. The abbreviation "sig" is not transmitted.

After the signature, say "end" or transmit AR. If more to follow, say "more." On CW, use the prosign B. If no more, say "no more." On CW use the prosign "N."

#### COUNTING WORDS IN RADIOGRAMS

The amateur radiogram "check" is the count of the number of words in the text only. It is essentially an "as sent" count. While it is assumed that the rules of grammar and spelling will be followed, the check count is determined principally by the spacing used by the transmitting operator in sending the text. Since the first operator to transmit the radiogram is the operator of the originating station who enters the check in the preamble, this check should carry through to destination. The relaying operator has no authority to change the check unless it is definitely determined that the check as he received it is incorrect, then he should confirm with the transmitting operator before making

the change. When such a change is made, the original check should remain in the preamble. Example: an original check of 10 corrected to 9 would be sent "10/9" on CW.

The check is a means for ensuring the accuracy and completeness of your copy. It also indicates to the receiving operator how many words the radiogram he is about to copy will contain. Inclusion of "check" in a message preamble is not optional.

Numbers, ciphers, mixed groups and punctuation each count as one in the check, regardless of length. It is recommended amateur practice not to use punctuation, fractions or other unorthodox or seldom-used code symbols in messages as such, but rather to spell these out when used in the text of a message to avoid complications in checking. The letter X or "X-ray" is used in place of a period or semicolon and is counted in the check.

Special note : The ARRL-recommended procedure for counting the telephone number in the text of a radiogram is to separate the telephone number into groups, with the area code (if any) counting as one word, the three-digit exchange one word, and the last four digits one word. For example, 203 666 1541 counts as three words in the text of a message ; 666 1541 counts as two words. Separating the phone number into separate groups also minimizes garbling.

A few rules have to be observed in sending words so this principle of "counting as sent" will not be abused:

- 1) Make your spacing methodical and accurate on both phone and CW.
- 2) Follow the dictionary wherever possible.
- 3) Do not waste time in traffic nets arguing about "how to count." The purpose of the "check" in amateur work is to confirm the number of words or groups in the text. QTB is a useful signal in confirming check. Once you are sure that you have copied it correctly, QSL (on CW) or "roger" (on phone) the radiogram and get on with the next one, correcting the check when you relay the radiogram.

In copying traffic, whether by pencil or typewriter it is quite easy, with a little practice, to count the words in the text as you copy. When using pencil, copy five words to a line. At the end of the radiogram, you can readily figure the number of words by the number of lines (plus how many words over ) you copied. By typewriter, it is more convenient to copy ten words to a line, and this can easily be done by copying five words, hitting the space bar twice (instead of once), copying five more words, then linespacing to begin a new ten-word line. At the end of the Radiogram a glance at the number of lines will show you how many words you copied. You can then query the sending operator if your figure does not agree with his.

When traffic is heavy and time is precious, it is not considered advisable practice to query a check unless you have reason to believe that a mistake was made, either in sending or copying.

#### ARL Check

Messages containing ARRL numbered radiogram texts (see form FSD- 3) have the same form as any other radiogram, except that the symbol ARL (NOT ARRL) is used before the check. This symbol indicates that a spelled out number in the text of the radiogram refers to a complete text bearing that number on the ARL list.

In delivering a message with an ARL text, one of course delivers the complete text. It is therefore very necessary that the symbol ARL be included with the check to avoid the possibility of delivery of a meaningless number to the addressee.

Use of ARL text is a special tool for special occasions. When used, it should be used properly to avoid delays and confusion.

## Traffic Tips

### **Checking the message:**

It is proper procedure to change the check of a message if the originating station entered the wrong count, but it is improper to change in any way the meaning or content of the message. If you do change the check, do so by retaining the original count and indicating the corrected count by a slant bar on CW or RTTY (/) or the prowords "corrected to" on phone. Do not waste time arguing about how a word or group should be counted. If you are sure you have it correct as sent, "roger" it and get on with the next one.

### **Sending a message on phone**

In sending a message on phone, you don't **read** it, you **send** it. In reading, one tries to get expression into his or her voice. In sending, expression is far less important than articulation. The message should almost be sent in a monotone, without rising and falling inflections but with very careful articulation. The aim, don't forget, is *copy* not comprehension. Therefore, read one word or group at a time, each one carefully articulated, at a speed slow enough to be written comfortably. Difficult or unusual words should be spelled out (phonetically, if necessary). In spelling out a word phonetically, use the ITU Phonetic Alphabet rather than made up words for phonetics. A wise tip in spelling out a word is to first pronounce the word, follow it with the words "I spell" and spell out the word phonetically (for example: " ITU, I spell, INDIA, TANGO, UNIFORM"). For a number (or groups of numbers) proceed the number or group of numbers with the word "figures" (for example: "figures WUN, TWO, THA-REE"). Remember, avoid using the term "common spelling" as many words in the English language have several "common spellings". If there is any doubt, spell it out.

CW and Q-signals are not to be used in phone traffic handling. Separate the parts of the message by the proword "break" - that is, after the address and before the signature. When the signature is completed, say "end of message" and follow this with "no more" if this is the only or last message you have for this station, or "more" if you have additional.

**CUMBERLAND COUNTY EMERGENCY MANAGEMENT AGENCY  
MESSAGE FORM**

**□ OUTGOING**

**PRECEDENCE:**

**□ EXERCISE**

**DATE/TIME GROUP (DTG\*) (OUTGOING ONLY):** \_\_\_\_\_

**TO** \_\_\_\_\_ **FROM** \_\_\_\_\_

**MESSAGE:** \_\_\_\_\_

---

---

**TIME:**

\* DTG is made up of the month, day and time of transmission (example: DTG for 02-13-99 1014 local time is 02131014)

INTERNAL USE ONLY

**ACTION:** \_\_\_\_\_

---

## **Cumberland County EMA Message Form**

**General** - The Cumberland County EMA Message Form is used to send and receive messages in and out of the Cumberland County Emergency Management Agency. It is a standardized form prescribed in the **Cumberland County Plan**. In taking traffic destined to Cumberland County EMA, one should transcribe the message from ARRL format (if received as such) onto a standard CCEMA message form. Written messages from CCEMA will come to us on a CCEMA message form. If the message is going to another EMA, it should stay in that format. If it is going to another agency, it may be transcribed to ARRL or other format as required.

### **INCOMING/OUTGOING**

This indicates if the message is incoming to or outgoing from Cumberland County EMA. Each message must have one or the other blocks checked.

### **PRECEDENCE**

This indicates the order in which a message is sent. Obviously, a message with an emergency precedence should be sent before one that has a routine precedence. In sending a message, be sure to sort messages as to their precedence before initiating traffic. On incoming messages, a precedence will be given for all messages. Be sure to take incoming traffic by message precedence. One of these blocks should be checked for each incoming and outgoing message. The precedence is roughly equivalent to the ARRL precedence.

### **DATE/TIME GROUP (DTG) (OUTGOING ONLY)**

The purpose of the DTG is for filing purposes. It is similar to the message number in the ARRL Radiogram. It gives an order to each message. The DTG is made up of the month, day and time of transmission of the message. An example of this is the DTG for a message for 02-13-99 1014 local time is 02131014(L).

### **TO**

This is the person or agency the message is intended for.

### **FROM**

This is the person or agency originating the message.

### **MESSAGE**

This is the text and signature of the message.

### **DATE**

This is the date the message is received at CCEMA.

### **TIME**

This is the time the message is received at CCEMA.



## **INTERNAL USE ONLY**

This is to be used by CCEMA personnel to indicate what action was taken on the received message. This is not to be used by the receiving operator (unless the message is addressed to them).

## **MESSAGE TRANSMITTING AND RECEIVING PROCEDURES**

Procedures for transmitting and receiving a message using the CCEMA message form is similar to that for an ARRL formatted message. It is important to get the content of the message through, not to see how fast one can transmit a message. Transmit a message as if you were having to copy it and in receiving a message, if in doubt, ask for a fill.

1. Incident Name	2. Date and Time of Message	<b>GENERAL MESSAGE</b> <b>ICS 213-OS</b>
3. TO: ICS Position		
4. FROM: ICS Position		
5. Subject:		
6. Message		
7. Reply		
8. Signature / Position (person replying) Date / Time of reply		

## General Message (ICS FORM 213-OS)

**Purpose.** The General Message is used by:

- Incident personnel to record incoming messages which cannot be orally transmitted to the intended recipients;
- Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee;
- Incident personnel to send any message or notification to incident personnel which requires a hard-copy delivery;
- Incident personnel to place resource orders.

**Preparation.** This form is prepared by any incident personnel needing to transmit a hard-copy message. The recipient should send a timely reply to the originator, as necessary.

**Distribution.** Upon completion, the General Message may be hand-carried to the addressee or to the incident Communications Center for transmission. Originator retains a copy of the form. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date and Time of Message	Enter the date and time of message origination.
3.	To	Enter name and ICS position of message recipient.
4.	From	Enter name and ICS position of message sender.
5.	Subject	Indicate the message subject.
6.	Message	Enter message.
7.	Reply	This section to be used by the unit/person who receives the message to reply to your message.
8.	Signature/Position Date/Time of reply	Enter name and position of person replying to this message. Enter date (month, day, year) and time of reply (24-hour clock).

# Cumberland County ARES/RACES

## TACTICAL MESSAGE FORM

Message Number	Traffic Type: EMERGENCY PRIORITY ROUTINE	Call sign And location	Date	Time Filed 24 HR Format

PLEASE PRINT

To: (Person/Location)
Telephone Number
From (Person/Location)
Wait for a reply? Yes / No

MESSAGE


Message Delivered? YES /No	Time Delivered
If message is not delivered explain why on back of form.	

**<< DO NOT SEND INCOMPLETE MESSAGES >>**

Space for a reply


Please send all forms to EC or AEC

## American Red Cross

## OFFICIAL MESSAGE

☐ PRIORITY

☐ ROUTINE

ORIGINATOR	EXT.	DATE	TIME	CODE
------------	------	------	------	------

FROM:

TO:

## RADIO OPERATOR INFORMATION:

DISASTER LOCATION: \_\_\_\_\_

Affiliation: ☐ ARES ☐ RACES ☐ Red Cross Call Sign: \_\_\_\_\_

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Area/Country Code Telephone Number

## INQUIRY FROM:

First Name Middle Name Last Name

Address Street City/State ZIP Code

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area/Country Code Home Area/Country Code Work

Inquirer's relationship to person sought: \_\_\_\_\_ Last date of contact: \_\_\_\_\_

## INQUIRY ABOUT:

Full name of person sought: \_\_\_\_\_  
First Name Middle Name Last Name (Nickname/Alias)

Complete Mailing Address: \_\_\_\_\_  
Number Street City/State ZIP Code

Area code & telephone number : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area/Country Code Telephone Number

Other members of household: (Full Names) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name (s) Relationship Approximate Age(s)

## ALTERNATE CONTACT INFORMATION:

Place of employment/university student: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Employer/University Area/Country Code Telephone Number

Alternate contact: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Area/Country Code Telephone Number

## NOTES:

Name of person sought:

(Last)

(First)

(Middle)

Received:

Date:

Time:



# Assessment Form

Hospital: \_\_\_\_\_

Location: \_\_\_\_\_

Document Tracking #: \_\_\_\_\_

## Ham Operator Precedents:

1. Routine
2. Welfare
3. Priority
4. Emergency

## Section I - Identification

1. Date/time of update: \_\_\_\_\_
2. Primary Contact Name: \_\_\_\_\_
3. Contact Phone #: \_\_\_\_\_
4. Contact Fax #: \_\_\_\_\_
5. Local HAM Radio Operator: \_\_\_\_\_

## Section II - Status

6. Failures experienced? ☐ YES ☐ NO
7. Explanation: \_\_\_\_\_
8. Severity of failures experiences: ☐ CRITICAL ☐ MODERATE ☐ LOW
9. Services NOT being offered currently (if any):
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
10. Able to accept emergency transfers? ☐ YES ☐ NO
11. Able to accept non-emergent transfers? ☐ YES ☐ NO
12. Inpatient beds available: (# or N/A) \_\_\_\_\_
13. Able to deliver external resources/supplies? ☐ YES ☐ NO

## Section III - Resource Requests

14. Require external resources? ☐ YES ☐ NO
15. Description of resources needed (use additional sheet if necessary): \_\_\_\_\_

Resource/Supply Item	Quantity	Need by (date/time):
a. _____		
b. _____		
c. _____		
d. _____		

## Section IV - Other Resources (administrative and non-clinical)

16. \_\_\_\_\_
17. \_\_\_\_\_

If you're telecommunications are available, this information may be faxed to MEMA at 626-4499