

Sarnia – Lambton Amateur Radio / ARES Message Form

TYPED OR PRINTED BLOCK LETTERS ONLY – NO SCRIPT

ORIGINATOR: Complete Shaded Areas Only

Number	Priority	HX	Station of Origin	Count	Place of Origin	Date			Time (24hr)	
						YYYY	MM	DD	HH	MM
	Emergency Urgent Welfare Routine									

Break for Address

TO	Salutation (Mr., Ms., Dr. etc.)	Name	Position / Title	Agency
	Address		Location	Phone, Fax, Cell #

Break for Text

TEXT (25 words or less preferred)				
1				
6				
11				
16				
21				
26				
31				
36				
41				

Break for Signature

FROM	Salutation (Mr., Ms., Dr. etc.)	Signature (Print Name)	Position / Title	Agency
	Location			Phone, Fax, Cell #

For Amateur Radio Operator Use Only

Received Message								
From		By		Date			Time	
Callsign	Operator Name	Callsign	Operator Name	YYYY	MM	DD	HH	MM

Transmitted Message								
To		By		Date			Time	
Callsign	Operator Name	Callsign	Operator Name	YYYY	MM	DD	HH	MM

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COMPLETION GUIDELINES

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PREAMBLE

- Number** - Use next available number from “Log of Operations”
- Priority** - Use single letter abbreviation.
Emergency (handle as quickly as possible)
Urgent (handle after Emergency traffic)
Welfare (inquiry or report as to health and welfare of individual(s) in disaster area)
Routine (all other messages – handle last)
- HX (Handling Instructions)** - HXA - followed by a number - Collect telephone delivery authorized by addressee within __ miles. e.g. HXA100
HXB - followed by a number - Cancel if not delivered within __ hours of filing, and advise the originating station. e.g. HXB36
HXC - Report time and date of delivery to originating station.
HXD - Report to originating station identity of station from which received, plus date and time.
HXE - Delivering station to get reply from addressee, and originate message back to station of origin.
HXF - followed by a number - Hold delivery until ___ (insert date). e.g. HXF21
HXG - Delivery by mail or toll call not required.
- Station of Origin** - Callsign of the station that first transmitted the message
- Count** - Word count of TEXT area only.
- Place of Origin** - Location (city, town, etc.) of the message originator, and where the reply is to go. (Not necessarily the same location as “Station of Origin”). Include Province or State if traffic is being sent out-of-province.
- Date / Time** - Use 24 hour format. Use local time (Eastern Standard Time, Eastern Daylight Time, etc.) for messages transmitted and received within the same time zone. Otherwise, use UTC. If UTC is used, check that date is correct.
- TO** - Get complete information from the person for whom you are sending the message, prior to transmission. Use full name including salutation and position or title.
- TEXT** - Be clear and concise. Phone numbers are three words (area – exchange – number).
Punctuation marks each count as one word. When sending, a “Break” precedes and follows the text.
- FROM** - Signature identifies the person sending the message. Additional information may be added. Not counted in word count.

Amateur Radio Operator Information - Complete after message is received or transmitted.

OPERATING NOTES

Transmitted Messages

AGENCY ORIGINATOR

- Complete all shaded areas.
- Forward to Operator via mutually agreed method.

OPERATOR

- Check that shaded areas are complete. If not, return for completion
- Check and enter TEXT word count.
- Enter Message Number, HX, Station of Origin and Place of Origin.
- Transmit entire message. (PREAMBLE, TO, TEXT and FROM sections)
- Complete Amateur Radio Operator “Transmitted Message” area.
- Transmitting operator keeps the original message form.

Received Messages

OPERATOR

- Complete entire message as received. (PREAMBLE, TO, TEXT and FROM sections). If not complete, verify or request fill.
- Check and verify TEXT word count.
- Complete “Received Message” area.
- Forward to Agency via mutually agreed method.
- Retain a copy of the message if possible.