

MOUND AMATEUR RADIO ASSOCIATION
MIAMISBURG, OHIO
EMERGENCY OPERATIONS PLAN

AMATEUR RADIO STATION
W8DYY

REC	TR
147.195 /147.795	
145.330 /144.730	

REVISED MARCH 2014

MOUND AMATEUR RADIO ASSOCIATION

EMERGENCY OPERATIONS PLAN

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Definitions / Acronyms

MARA is: Mound Amateur Radio Association

ARES is: Amateur Radio Emergency Services

MOCOARES is: Montgomery County Amateur Radio Emergency
Services

ECO is: Emergency Communication Officer

NCO is: Net Control Operator

ARRL is: American Radio Relay League

EOC is: Emergency Operations Center

FCC is: Federal Communication Commission

MOUND AMATEUR RADIO ASSOCIATION

EMERGENCY OPERATIONS PLAN

1.0 GENERAL INFORMATION

- A. This plan provides guidance for utilizing members of MARA and the necessary resources to support local served agencies during a communications emergency and / or a local disaster.
- B. The Mound Amateur Radio Association is comprised of trained communicators licensed by the FCC who standby ready to support local state and federal agencies should normal communications fail or be overwhelmed.
- C. When requested MARA provides support to the City of Miamisburg, City of West Carrollton, Montgomery County ARES and Sycamore Hospital in Southwest Montgomery County.
- D. MARA members please read and understand section 10.0

2.0 UTILIZATION OF MARA PERSONNEL

- A. While served agency officials are responsible for overall coordination of emergency operations, the MARA Emergency Communications Officer (ECO) is responsible for organizing managing and deploying, the members of MARA and the amateur radio personnel while the emergency exists.
- B. At the discretion of the ECO, an alternate ECO and or assistants may be appointed as necessary to ensure effective communications.

3.0 PROCEDURES FOR SERVED AGENCIES

- A. When an emergency requiring participation by the members of MARA occurs this procedure should be followed as closely as possible.

- B. The agency in which the emergency exists should contact the Emergency Communication Officer or alternate from one of the list in appendix “A” - List of Sycamore Volunteers or appendix “B” - MARA Volunteer List
- C. Once one MARA Member is contacted it is their responsibility to contact as many member people on the list as possible. If not all people on the list are contacted the ECO or his alternate may appoint a person to continue trying to contact as many personnel on the list as possible. If local telephone is non-functional, then a resource net shall be started on the primary repeater.

4.0 DEPLOYMENT OF MARA PERSONNEL

- A. If the MARA ECO or his alternate is contacted by one of the served agencies the ECO or alternate shall open an emergency net as the NCO or appoint a net control operator to act as NCO. At this time the NCO will announce that an emergency exists and will take check-ins from members only at this time.
- B. The net shall operate on frequency 147.195 MHz as primary repeater and 145.330 MHz for secondary frequency.
- C. The NCO will activate the repeaters emergency net function and will log in MARA members as they check-in.
- D. In the event both repeaters are non-functional the NCO shall utilize simplex frequencies until the repeaters are functional or utilize FAR OUT Radio Club frequency of 147.135 MHz
- E. If traffic becomes excessive on the primary repeater, the ECO may establish additional nets by assigning assistants to operate additional net controlled stations on other frequencies.
- F. Unless requested by the served agency, the Mound clubhouse located at the Mound Park will be the initial MARA Emergency Operations Center.
- G. Should the emergency demand more licensed amateurs the ECO may request assistance from nearby clubs or from MOCOARES.

5.0 ASSIGNMENTS FOR AMATEUR RADIO PERSONNEL

- A. When requested, the ECO may assign MARA members to any of the following locations: West Carrollton Police Department or Sycamore Hospital. Note: MARA has a radio and antenna equipment at each of the locations.

- B. Should authorities establish an Emergency Operations Center not located at one of the sites listed above, it will be the responsibility of the ECO to ensure these are staffed with trained amateur radio operator(s) with equipment to support adequate communications to the EOC and to the Operations Center of MARA if applicable.
- C. Upon arrival at the assigned duty station all members shall locate the site manager, introduce themselves and inquire as to the location where the station will be set up. Ideally the station(s) are to be set up in a convenient and easily accessible area to the served agencies personnel.
- D. Sycamore Hospital is MARA's primary responsibility. MARA is to man the Sycamore Hospital EOC if it is activated. The EOC is located on the basement floor in the cafeteria conference room 1. The radio equipment is in a locked cabinet on the west wall of that room. MARA members supporting this location must be a Kettering Sycamore Volunteer and have their identification badges with them for entry and displayed on their person while in the building.

6.0 CHECK-IN PROCEDURES FOR MARA MEMBERS

- A. Upon notification that an emergency exists, MARA members are to check into the Emergency Net with the NCO. They will be entered into the NCO log. Listening is the best thing in an emergency.

DO NOT BE PART OF THE PROBLEM, BE PART OF THE SOLUTION.

- B. To minimize possible interference on the repeater frequency, after checking into the net, MARA members are to transmit only for emergency traffic or when authorized by the NCO. If the member has emergency traffic this procedure shall be followed: Say, "break, break, break", and then your call sign. Then wait for the NCO to come back to you, and report your emergency.
- C. If applicable, and unless instructed otherwise by the NCO / ECO, the MARA clubhouse located at Mound Park will be the staging area for all MARA members. After checking in on the net, if a MARA member is requested to report for an assignment they should review section 10.0 before leaving your home or current location. Then report to the clubhouse as soon as possible. While in transit all members need to monitor the net for any assignment that may arise. If you need to leave the net for any reason the member is to notify the NCO or ECO.
- D. ONLY THE EMERGENCY COMMUNICATIONS OFFICER OR HIS ALTERNATE HAS THE AUTHORITY TO RECALL MARA CONTROL OPERATORS FROM THEIR ASSIGNED STATION LOCATIONS. NOTE IN A SITUATION INVOLVING PERSONAL SAFETY, OPERATORS SHOULD SECURE THEIR

STATION AND MOVE TO A SAFER LOCATION. IF POSSIBLE, CONTACT THE MARA ECO OR HIS ALTERNATE BEFORE RELOCATING. IF THAT IS NOT POSSIBLE MAKE THE CONTACT AS SOON AS POSSIBLE.

7.0 AMATEUR RADIO IDENTIFICATION/DOCUMENTATION

A. In addition to having on their person a copy of their FCC license, and driver's license, all operators must have at least one of the following documents for identification purposes.

1. Current MARA Membership ID
2. Amateur Radio Emergency Service Picture ID
3. Picture ID badge from served agency.

8.0 DEPLOYMENT OF MUTUAL AID RADIO OPERATORS

- A. After receiving a call for additional operators the ECO or his alternate will ask the NCO to check his assignment list for free operators and or make call on the emergency net for additional operators. The ECO may have these additional operators to report to a designated staging area or report directly to the agency requesting the additional operators.
- B. When, and if possible, the ECO or his alternate will assign a MARA member to manage the non-member operators at their specific staging area and our three served agencies.
- C. After arriving at the correct staging area, the new operators will be given their own assignment by the ECO or his alternate through the NCO
- D. Before being assigned any assignment all non-members will be required to furnish the same documentation as required for members of MARA, See 7.0, where applicable, except for MARA membership card.
- E. Any variance of this procedure will be at the discretion of the ECO
- F. Unless instructed otherwise by the ECO/ NCO, the Mound Amateur Radio Association Clubhouse located at Mound Park will be the staging area for all MARA members.
- G. Operators from outside the immediate MARA area may be requested by the ECO / NCO to assemble at the locations listed below:

NORTH – TASTE OF ELEGANCE PARKING LOT CENTRAL AVE. / ALEX BELL RD. WEST CARROLLTON

SOUTH - WRIGHT BROTHERS AIRPORT SR 741 (SPRINGBORO) IN PARKING LOT TO THE NORTH OF THE MAIN ENTRANCE

EAST - DAYTON MALL PARKING LOT immediately to the north of the intersection of Mall Ring Rd. and Lyons Ridge Rd.

WEST - RICE FIELDS OLD 25 / DAYTON-CINCINNATI PIKE South Parking Lot

See Appendix H - Maps

9.0 MESSAGE HANDLING / TYPES OF COMMUNICATIONS

- A. Mound Amateur Radio Association may become involved in local disasters such as tornado, thunderstorm, flood, blizzard, transportation incidents, telephone and communications failures. MARA will generally be called upon to provide supplemental communications to served agencies with VHF/UHF base, mobile or portable amateur radios utilizing the amateur radio frequency spectrum.
- B. In an emergency situation licensed radio operators are called upon to furnish an alternate communication that would include tactical messaging, equipment and supply requests and health and welfare messages in the time of disasters. Message handling will be handled in the following criteria emergency, priority, health and welfare and routine as defined in ARRL - FSD-3 Appendix C, using ARRL FSD 244 - Appendix D, or by using the ARRL FSD 218 - Appendix E, to fill out the ARRL RADIOGRAM form - Appendix F.
- C. Message passed for the Sycamore Hospital EOC shall use the Incident Command System Form 213 - Appendix G and ICS -309 – Appendix H Communication Log for tracking messages.

10.0 HEALTH AND SAFETY

- A. The most important aspect for a MARA member volunteer is his or her health and safety and that of their family. Again the most important thing is you and your family are taken care of first before you volunteer to help during a disaster.
- B. Each member of MARA shall have readily available a GO kit that includes basic radio equipment, water for three days, food, medicines, snacks and clothing for the type of weather you will be encountering.

11.0 MEMBERS PREPARATION FOR DEPLOYMENTS

- A. When the members of MARA check into the Emergency Net the Emergency Communications Officer and/or Net Control Operator will ask your availability and capabilities.
- B. BE PREPARED for almost anything: changes that can't be predicted, water shortages, cold or hot humid weather, medical conditions that may hamper you. These are only some of the preparations you need to perform before you volunteer for emergency work.

12.0 SEVERE WEATHER WARNINGS AND WATCHES

- A. In the past MARA has assisted our served agencies and have had weather nets for the protection of the citizens of Miamisburg, West Carrollton, Miami Township, and Sycamore Hospital. It is the intent of MARA to assist when requested per this plan to the best of our ability our served agencies. At the request of local served agencies the E.C.O will put an informal weather net up and take member only check-ins. The ECO will assign operators to serve as weather observers at the requesting agency or agencies. The ECO may assign a NCO to start a local weather net.
- B. All members of MARA are reminded that if the need arises, Dayton SKYWARN will be operating a weather net on 146.640 MHz and any severe weather of reportable criteria should be reported to that net as soon as possible.
- C. Only the ECO or assistants may secure weather net following a recommendation from the National Weather Service or the served agency.

13.0 OPERATING FREQUENCIES

The State of Ohio EOC operates on 3.850 MHz and 7.240 MHz plus or minus QRM as W8SGT, and a digital net OHDEN on 3.585 MHz using OLIVIA 8, 500.

In the event of weather emergency Dayton SKYWARN will operate on 146.640 MHz with a PL of 123 as W8OK, and MOCOARES will operate on 444.250 MHz with a PL of 123 as K8MCA

If the emergency is not weather related MOCOARES will operate on 146.640 with a PL of 123, as K8MCA, for a complete listing frequencies use by MOCOARES and ARES Region 3 refer to the attached band plan, Appendix D.

The Greater Dayton Area Hospital Association will have priority to be using the 444.250, MOCOARES will move to a repeater to be announced before the move.

MARA will use our 147.195 MHz repeater as our primary call up and logistics net.

MARA will use our 145.330 MHz repeater as backup to our primary and to support operations at Sycamore Hospital.

MARA will use 147.555 MHz simplex for local communication when possible.

The MOCOARES band plan appendix I is included for reference.

MOUND AMATEUR RADIO ASSOCIATION

EMERGENCY OPERATIONS PLAN

While significant effort has gone into developing and updating this Emergency Operations Plan for the Mound Amateur Radio Association, it must be understood by all organizations that each emergency is unique, with its own unique set of challenges that must be met. For this reason, the need to deviate from this plan may be necessary to allow timely responses to individual situations.

This plan has been submitted to and approved by the general membership of MARA.

Additionally this plan has been reviewed and accepted by the following individuals responsible for emergency operations and communications in their specific jurisdictions.

Dale Huber KD8HFM MARA President April 2, 2014

Sycamore Hosptial Emergency Communication Call In List APPENDIX A

Call	First	MI	Last	Address	City	St	Zip	Home Phone	Cell Phone	E-Mail	ARES ID	New EC	EC 1-2-3	FEMA 1/2/3/4/7/8	CPR Expires
1	WA8VIW	Sam	Capper	1204 Mound Rd.	Maimisburg	Oh	45342	937-866-3905		sgcapper@aol.com					
2	KD8CXB	Gail	Capper	1204 Mound Rd.	Maimisburg	Oh	45342	937-866-3905		sgcapper@aol.com					
3	W8BSI	Mike	Carter	723 12th Street	Miamisburg	Oh	45342	937-866-1056		mike_carter@sbcglobal.net		YES	1,2,3	1/2/7/8	
4	W8CWG	Chris	Geib	5807 Troy Villa Blvd.	Dayton	Oh	45424	937-344-4374		cweib@att.net					
5	WD8NHK	Carl	Hibbard	625 Yoeman Court	West Carrollton	Oh	45449	937-859-7604	937-371-2171	chgypsy@aol.com					
6	K8MJH	Mike	Holt	10494 South Union Rd.	Miamisburg	Oh	45342	937-859-1354	937-260-0533	onehamguy@aol.com					
7	KD8HFM	Dale	Huber	229 Lawrence Ave.	Miamisburg	Oh	45342	937-866-7630		dale.huber2@sbcglobal.net				1/2/7/8	8/1/2014
8	AC8AV	Ken	Jennings	1023 East Linden Ave	Miamisburg	Oh	45342	937-866-8466	937-239-8816	Kenajen@prodigy.net	FSD224		1		
9	N8UCN	Alex	Kaminski	205 Redbud Drive	Springboro	OH	45066	937-748-8556	937-823-5103	rifleman336@yahoo.com	13-459	YES		1,7	
10	W8WGT	Tom	Kissner	751 Yellow Creek Dr.	Centerville	Oh	45459	937-435-8219	937-974-8849	kissti@aol.com					
11	N8ICW	Mark	Meece	480 North 12th Street	Miamisburg	Oh	45342	513-849-6103		monixtech@gmail.com					
12	KM8N	Jack	Melke	9954 Chautauqua Rd.	Miamisburg	Oh	45342	937-746-0345	937-212-9838	triton@erinet.com		YES	1	1/2/7/8	
13	KD8ULO	Bill	Pell	1143 Charter Pl	Centerville	Oh	45458	937-885-4090	847-644-3550	wfp.kd8ulo@earthlink.net					
14	KB8MMW	Dick	Taylor	1335 Soaring Heights Dr.	Dayton	Oh	45440	937-848-7801		jvart@aol.com			1&2	1/2/7/8	

Green eligible for call in.



FSD-3

Relief Emergency · Routine Messages Recommended Precedences

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 and text. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN. DEC 25 DONALD R. SMITH A.A.A 164 EAST SIXTH AVE A.A.A NORTH RIVER CITY MO A.A.A PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA A.R. For additional information about traffic handling, consult *The ARRL Operating Manual*, published by ARRL, or the *NTS Methods and Practices Guidelines*.

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.
- FORTY SEVEN Reference your message number _____ to _____ delivered on _____ at _____ UTC.
- 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.

* Can be used for all holidays.

ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in emergency.

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 of stricken populace in emergency areas. During normal times, it will be *very* rare. On CW/RTTY, this designation will *always* be spelled out. When in doubt, do not use it.

PRIORITY--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the *utmost* urgency d) notice of death or injury in a disaster area, personal or official.

WELFARE--This classification, abbreviated as W on CW/RTTY, 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).

ROUTINE--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and "Two Zero Seven Routine" on phone.



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



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

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

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

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



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

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

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

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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FSD-218

Relief Emergency · Routine Messages Recommended Precedences

Every formal radiogram message originated and handled should contain the following component parts in the order given

I. Preamble

- a. Number (begin with 1 each month or year)
- b. Precedence (R, W, P or EMERGENCY)
- c. Handling Instructions (optional, see text)
- d. Station of Origin (first amateur handler)
- e. Check (number of words/groups in text only)
- f. Place of Origin (not necessarily location of station of origin.)
- g. Time Filed (optional with originating station)
- h. Date (must agree with date of time filed)

II. Address

(as complete as possible, include zip code and telephone number)

III. Text

(limit to 25 words or less, if possible)

IV. Signature

CW: The prosign \overline{AA} separates the parts of the address. \overline{BT} separates the address from the text and the text from the signature. \overline{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 \overline{AA} ; (2) omit cw procedure sign \overline{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 works in the message in the order transmitted.

PACKET/AMTOR BBS: Same format as shown in the cw message example above, except that the \overline{AA} and \overline{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.

Precedences

The precedence will follow the message number. For example, on cw 207R or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)."

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 of stricken populace in emergency areas. During normal times, it will be *very rare*. On cw, RTTY and other digital modes this designation will always be spelled out. When in doubt, *do not* use it.

PRIORITY--Important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notifications of death or injury in a disaster area, personal or official. Use the abbreviation P on cw.

WELFARE--A message that is either a) an inquiry as to the health and welfare of an individual in the disaster area b) an advisory or reply from the disaster area that indicates all is well should carry this precedence, which is abbreviated W on cw. These messages are handled *after* Emergency and Priority traffic but before Routine.

ROUTINE--Most traffic normal times will bear this designation. In disaster situations, traffic labeled Routine (R on cw) should be handled *last*, or not at all when circuits are busy with Emergency, Priority or Welfare traffic.

Handling Instructions (Optional)

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.

HXD--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.

HXE--Delivering station get reply from addresses, originate 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.

For further information on traffic handling, consult the Public Service Communications Manual or the ARRL Operating Manual, both published by ARRL.

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* You are QRMIing 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 _____
- QNO*** 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 follows.)
PBL	Preamble (first part of message)
N/A	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.)
N/A	Speak slower.
N/A	Speak faster.



ARRL — the national association for Amateur Radio™



RADIOGRAM

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO	THIS RADIO MESSAGE WAS RECEIVED AT						
	AMATEUR STATION _____				PHONE _____		
	NAME _____				E-MAIL _____		
	STREET _____						
	CITY, STATE, ZIP _____						
PHONE NUMBER							
E-MAIL							

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

FROM	TO	DATE	DATE	TIME	TIME
REC'D	SENT				

This message was handled at no charge by a licensed Amateur Radio operator, whose address is shown in the box at right above. No compensation can be accepted by a "ham" operator. A return message may be filed with the "ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225 Main Street, Newington, CT 06111 or www.arrl.org.

The ARRL is the national association for Amateur Radio and the publisher of *QST* magazine. One of its functions is promotion of public service communication among Amateur Radio operators. To that end, the ARRL has organized the National Traffic System for daily nationwide message handling.

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.1; font-size: 100px; pointer-events: none;"> Appendix G </div>		
SIGNATURE:	POSITION:	
REPLY:		
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.1; font-size: 100px; pointer-events: none;"> Appendix G </div>		
DATE:	TIME:	SIGNATURE/POSITION:

Appendix G

Communications Log (ICS Form 309)

Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator (NCO). These logs provide the basic reference from which to extract communications traffic history.

Preparation: The Comm Log is initiated and maintained by the Net Control Operator (NCO) or the individual operator (e.g. a field communicator). Completed logs are submitted to the supervisor who forwards them to the Documentation Unit.

Distribution: The Documentation Unit maintains a file of all Comm Logs. All completed original forms MUST be forwarded to the Documentation Unit.

Instructions for completing the form:

Field #	Field Title	Instructions
1	Incident Name / Number	Enter the name and activation number assigned to the incident
2	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time
3	Net / Position Name	For NCOs: Enter the name of the radio net For Others: Enter the name of the position or tactical call
4	Radio Operator	Enter the name and call sign of the radio operator
5	Communications Log	Time: Enter the local time in 24-hour format From: Enter the <i>From</i> call sign or ID and the message number To: Enter the <i>To</i> call sign or ID and the message number Message: Enter the message
6	Prepared By	Enter the name and call sign of the person completing the log
7	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)
8	Page numbers	Enter the page number and number of pages

Submit this form to your supervisor at the end of your shift.