

Calvert County ARES



Message Handling

Message handling is what ARES is here for. We're first, and foremost, communicators.

Why


- The basis for the ARRL.
- Handling formal traffic is still bread-and-butter operations for ARES.
- Excellent way of communicating information over distances using amateur radio.

Back in 1913/1914 Hiram Percy Maxim wanted a way to communicate messages across distances using non-commercial (amateur) means. The American Radio Relay League was the outcome and NTS is that specific implementation.


ARES operations are communications in nature. We might be asked to assist with other activities but handling formal, written traffic what we train to do.

ARRL Radiogram

The basis NTS traffic is the Radiogram.


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 | | | | |
| PHONE NUMBER _____ E-MAIL _____ _____ _____ _____ _____ | | | AMATEUR STATION _____ PHONE _____ NAME _____ E-MAIL _____ STREET _____ CITY, STATE, ZIP _____ | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| FROM | | | TO | | | | |
| DATE | | | DATE | | | | |
| TIME | | | TIME | | | | |

REC'D

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.

SENT

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.

1320 2/11

Message number: Accountability for each message.

Precedence: Priority for handling: Routine, Welfare, Priority, EMERGENCY.

Handling Instructions: HXA Collect call authorized

HXB Cancel message if not delivered within X hours

HXC Report date and time of delivery

HXE Get reply from addressee

HXG Delivery by mail or landline toll call not required

Check: Work count (shouldn't exceed 25)

Place of Origin: Prince Frederick MD



Time Filed: Time in UTC (optional)

Date Filed: Date in UTC

To: Name, address, phone number, other

Message: Up to 25 words. ARL short msgs. FSD-3

Signature: Who it is from. Eric W4OTN

|  THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO  | | | | | | | |
|---|------------|-----|-------------------|---|-----------------|------------|--------|
| NUMBER | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN | TIME FILED | DATE |
| 13 | R | | K16BHB | 5 | Chino Hills CA | | JAN 11 |
| TO ERIC H CHRISTENSEN W4DTN 1675A DALRYMPLE ROAD SUNDERLAND MD 20689 TELEPHONE NUMBER | | | | THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET _____ CITY, STATE, ZIP _____ | | | |
| RECEIVED | | BH4 | | REPLY | | G5 73 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| FROM REC'D DAVE K16BHB | | | | TO SENT | | | |
| <small>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 06111</small> | | | | <small>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.</small> | | | |
| DATE | | | | DATE | | | |
| TIME | | | | TIME | | | |
| | | | | | | | |

PRINTED IN USA

An example message sent from California with a chess move.

13 R KI6BHB 5 CHINO HILLS CA JAN 11
ERIC H CHRISTENSEN W40TN
1675 A DALRYMPLE ROAD
SUNDERLAND MD 20689
NTSD W40TN AT SIGN KW1U
BT
RECEIVED BH4 REPLY G5 73
BT
DAVE KI6BHB
AR

What that message looks like coming across a digital circuit.

Additional Resources for Radiograms

ARRL NTS Website: <http://www.arrl.org/nts>

NTS Manual: <http://www.arrl.org/chapter-one-national-traffic-system>

Maryland-DC Section NTS: http://www.arrl-mdc.net/MDC_NTS_NETS/MDCNTS71.htm

Other resources are available on the ARRL and Section websites.

ARRL Disaster Radiogram

| AMATEUR RADIO DISASTER WELFARE MESSAGE | | | | | | | |
|--|------------|------|-------------------|---|---|--------------|------|
| Number | Precedence | HX | Station of Origin | Check | Place of Origin | Time filed | Date |
| | W | | | ARI | | | |
| TO | | | | | Message Receipt Or Delivery Information | | |
| | | | | | Operator and Station _____ | | |
| | | | | | Sent To _____ | | |
| | | | | | Delivered To _____ | | |
| | | | | | Date _____ Time _____ | | |
| Telephone Number _____ | | | | | | | |
| (CIRCLE NOT MORE THAN TWO STANDARD TEXTS FROM LIST BELOW) | | | | | | | |
| ARL ONE Everyone safe here. Please don't worry. | | | | | | | |
| ARL TWO Coming home as soon as possible. | | | | | | | |
| ARL THREE Am in _____ hospital. Receiving excellent care and recovering fine. | | | | | | | |
| ARL FOUR Only slight property damage here. Do not be concerned about disaster reports. | | | | | | | |
| ARL FIVE Am moving to new location. Send no further mail or communications. Will inform you of new address when relocated. | | | | | | | |
| ARL SIX Will contact you as soon as possible. | | | | | | | |
| ARL SIXTY FOUR Arrived safety at _____ | | | | | | | |
| Time | | Date | | Telephone | | Signature | |
| VIA AMATEUR RADIO | | | | | | | |
| Number | Precedence | HX | Station of Origin | Check | Place of Origin | Time Filed | Date |
| TO | | | | | This Radio Message Was Received At | | |
| | | | | | Amateur Station _____ Phone _____ | | |
| | | | | | Name _____ | | |
| | | | | | Street Address _____ | | |
| | | | | | City and State _____ | | |
| 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 | | | | The American Radio Relay League, Inc., is the national membership society of licensed radio amateurs and the publishers of CQST | | | |

This is a special Radiogram form that allows people to quickly complete a message which also keeps messages short for the relay stations.

This is a good form to use in shelters and communities to get welfare traffic out.

ICS Forms

ICS 213
General Message

| GENERAL MESSAGE (ics-213) | | |
|------------------------------|-------|---------------------|
| TO: | | POSITION: |
| FROM: | | POSITION: |
| SUBJ: | DATE: | TIME: |
| MESSAGE: | | |
| | | |
| SIGNATURE: | | POSITION: |
| REPLY: | | |
| | | |
| DATE: | TIME: | SIGNATURE/POSITION: |

This is a general message form used in ICS situations. Can add a Radiogram header to the top to provide the benefits of the Radiogram to this form.

ICS 205
Communications Plan

| INCIDENT RADIO COMMUNICATIONS PLAN | | 1. Incident Name | | 2. Date/Time Prepared | | 3. Operational Period from: to: | | |
|------------------------------------|----------|------------------|------------|-----------------------|---------|---------------------------------|---------|------------|
| 4. Basic Radio Channel Utilization | | | | | | | | |
| LN # | Function | Channel | Assignment | Rx Freq | Rx Tone | Tx Freq | Tx Tone | Mode A/D/M |
| 1 | | | | | | | | |
| 2 | Remark: | | | | | | | |
| 3 | | | | | | | | |
| 4 | Remark: | | | | | | | |
| 5 | | | | | | | | |
| 6 | Remark: | | | | | | | |
| 7 | | | | | | | | |
| 8 | Remark: | | | | | | | |
| 9 | | | | | | | | |
| 10 | Remark: | | | | | | | |
| 11 | | | | | | | | |
| 12 | Remark: | | | | | | | |
| 13 | | | | | | | | |
| 14 | Remark: | | | | | | | |
| 15 | | | | | | | | |
| 16 | Remark: | | | | | | | |
| 17 | | | | | | | | |
| 18 | Remark: | | | | | | | |

Within the ICS this form conveys frequencies/talkgroups of operation and the purpose of each.

This should be completed for each event and disseminated to all participants. The COML will likely want to include amateur radio circuits in the master 205.

Can be used for incoming ARES members to immediately know what frequencies to use for what purpose.

ICS 309
Communications Log

ICS 203
Chain of Command

| ORGANIZATION ASSIGNMENT LIST | | 1. Incident name | 2.Date Prepared | 3.Time Prepared |
|--------------------------------------|------|---|-----------------|-----------------|
| | | 4. Operational Period (Date/Time) | | |
| 5. Incident Command and Staff | | 9. Operations section | | |
| Incident Commander | | Chief | | |
| Deputy | | Deputy | | |
| Safety Officer | | a. Branch I - Division / Groups | | |
| Information Officer | | Branch Director | | |
| Liaison Officer | | Deputy | | |
| 6. Agency Representative | | Division / Group | | |
| Agency | Name | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | b. Branch II - Division / Groups | | |
| | | Chief | | |
| | | Deputy | | |
| | | Division / Group | | |
| 7. Planning Section | | | | |
| Chief | | | | |
| Deputy | | | | |
| Resources Unit | | | | |
| Situation Unit | | c. Branch III - Division / Groups | | |
| Documentation Unit | | Chief | | |
| Demobilization Unit | | Deputy | | |
| Technical Specialists | | Division / Group | | |
| Specialist | | | | |
| Specialist | | | | |
| Specialist | | | | |
| 8. Logistics Section | | | | |
| Chief | | d. Air Operations Branch | | |
| Deputy | | Air Operations Br. Dir. | | |
| a. Support Branch | | Air Tactical Group Sup. | | |
| Director | | Air Support Group Sup. | | |
| Supply Unit | | Helicopter Coordinator | | |
| Facilities Unit | | Air Tanker / Fixed Wing Crd. | | |
| Ground Support Unit | | | | |
| b. Service Branch | | 10. Finance / Administration Section | | |
| Director | | Chief | | |

Likely a form that will only be received.
Important to know who the Logistics Chief is as we report to them (usually via a COML).

ICS 214
Activity Log

What else?



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