

Field Team Message Form Radio Log

Incident name:	Date	Channel ____ subcode ____	Tactical call-sign:
Log prepared by:	Radio operator:	Msg Prefix Identifier:	

Someone is asking for a turn to talk...	You say...
"EMERGENCY [call-sign]" "URGENT [call-sign]" "[call-sign]" <- ROUTINE	"This is a drill. All stations stand by, [call-sign] GO AHEAD" "[call-sign] GO AHEAD" <pause> "[call-sign] stand by." When appropriate, you say: "[call-sign], this is [your tac-sign]. Go ahead. OVER" Start a new log entry for any of the above.
"Begin written message OVER"	Start a new message form
	"Go ahead, OVER" when you are ready to copy message
"Item 1 <...info...> OVER"	
	<pause> "item 1 <...info...> OVER" Echo back what you wrote
Repeat for each item.... Record and echo each item
"End of message. OVER"	Assign a MESSAGE NUMBER to this log entry "Ixxx"
	<pause> "Item 26 is Ixxx date zero, four, one, nine, one, two time one, three, two, five OVER" sample to say for 04-19-12 1325hrs
"Item 26 as Ixxx date 041912 1325, OVER"	<pause> "Affirmative, Control CLEAR"

Message PRECEDENCE (in order from highest to lowest)	
EMERGENCY (HIGH)	Life and death urgency which takes precedence over other messages.
URGENT	Property or operations - important message having a specific time limit.
ROUTINE (LOW)	All drill messages and most of the rest.

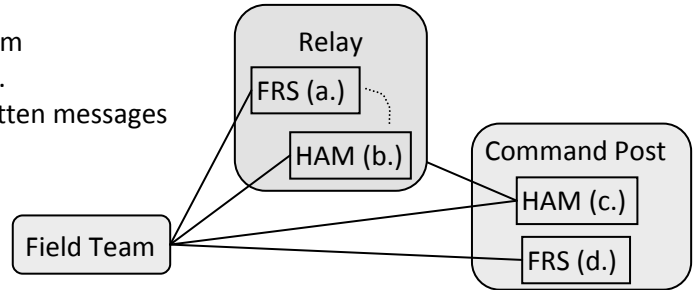
Message Nr.	Date/Time hrs	Originator	Optional Notes

Field Team Message Form Radio Log Usage

A. Procedure

If you are a communicator in the written message stream from teams in the field to the command post, you must keep a log. (note: a "Field Team" doesn't maintain a log – its original written messages serve this purpose).

Field Teams may be able to contact the command post directly, or may need a relay (see picture to the right).



a. If you are the FRS part of a FRS/HAM relay

- i. you will talk to field teams (Search and Rescue or Extraction), field supervisors, etc. Sometimes field teams will want to send written messages to the command post.
- ii. you are Net Control for this FRS channel and controls who talks next on your channel.
- iii. you keep a log of the time you opened your station, people you talk to, people who send you written messages, etc.
- iv. when a field team wants you to capture a message on a written form, the dialog goes like this:

What Field Team says:	What you say:
<p>"EMERGENCY [call-sign]" or "URGENT [call-sign]" or "[call-sign]" (routine message)</p>	<p>"This is a drill. All stations stand by, [call-sign] GO AHEAD" or "[call-sign], GO AHEAD" or <pause> "[call-sign] stand by." When appropriate, you say: "[call-sign], this is [your tactical-sign]. Go ahead. OVER" Start a new log entry for any of these.</p>
"Begin written message, OVER"	Start a new message form
	"Go ahead, OVER" When you are ready to copy the message
"Item # <...info...> OVER"	
	<pause> "Item # <...info...> OVER" Echo back what you wrote
Repeat for each item...	
	Record and echo each item...
"End of message. OVER"	Assign a MESSAGE NUMBER to this log entry "Ixxx"
	<pause> "Item 26 is Ixxx date one,zero,zero,eight,one,two time one,three,one,five, OVER" sample to announce 10/08/12 13:15h
"Item 26 is Ixxx date 100812 1315, OVER"	<pause> "Affirmative, Control, CLEAR"
"[call-sign], CLEAR"	

The following explains this give-and-take in more detail:

1. Ideally the Field Team fills out a message form first.
2. They ask for a turn to talk, wait, then announce "Begin written message, OVER".
3. This is your cue to start filling out a new message form. When you are ready, you say "Go ahead" or "Go ahead, OVER".
4. The field team transmits "Item 1 version <xx>, OVER".
5. Verify that you are using the same version of the message form and acknowledge "Item 1 version <xx>, OVER".
6. They in turn transmit the other items one at a time by saying "Item ##, <...the words they wrote down...>, OVER".
7. After you have copied their words for an item, you repeat back exactly what you wrote down (e.g., "Item ##, <...written words...>, OVER".
8. If you repeated back the correct information, the field team continues with the next item. Otherwise, they say "CORRECTION ...<correct words>..., OVER". You fix it and echo back the new information.

Field Team Message Form Radio Log Usage

9. If you didn't get all the information or have a question, instead of repeating back an item, you might say "REPEAT address, OVER", or "SPELL street name, OVER", etc. You write down their response, then respond as per step 7 above.
10. The field team and you repeat steps 6 – 9 for all items for which they have written information on their form.
11. The field team says "End of message, OVER".
12. Do not "filter" information - record what they say. **However**, if something doesn't make sense or if you think they forgot something, ask them questions. *It is important that the message is complete based on your experience.* To be sure they make the changes on their copy of the message, have them repeat the corrected item to you. Your written message must MATCH their written copy. **PRINT LEGIBLY (no cursive)** when you fill out a message form. We don't want the command post to have to ask you for missing items, clarification of ambiguous information, can't read your hand writing, etc.
13. ONLY AFTER YOU ARE DONE WITH THIS MESSAGE, you assign this message the next sequential number from the list you keep in your log. You transmit "Item 26, ###, <date>, <time>, OVER" back to the team in the field.
14. They record it on their message form, and reply "Item 26 <...written words...>, OVER".
15. You end the contact by saying "Affirmative. Control, CLEAR".
You hand the numbered, written message to your HAM partner and get ready for the next contact on your channel.

Note: You create a **unique** set of message numbers – some unique letter(s) identifier followed by the next sequential number in your log. For example, if you are Buena West Relay, you might use **Buena WR1** for the first written message you receive from a team in the field. You would use **Buena WR2** for the second written message you receive from a team in the field (be it the same field team that sent the first message, or a different field team). **Buena WR3** and so on.

You only assign message numbers to written messages. You never skip message numbers – if someone asks you what was the last message number you assigned, and you say, e.g., **Buena WR5**, this means that you have received and your HAM partner has relayed written messages **Buena WR1, Buena WR2, Buena WR3, Buena WR4, and Buena WR5**. If the inquiring person doesn't have all these messages, then they have lost a message!!!

- b. **If you are the HAM part of a FRS/HAM relay**, you keep a log of all communications. Your main job is to transmit the numbered, written messages handed to you by your FRS partner item by item to the Command Post HAM, including item 26. You just transmit the form. Note: you do NOT create message numbers!

If a field team has a ham radio and contacts you directly so that you are the first person in the chain receiving a written message, use section "**a. If you are the FRS part of a FRS/HAM relay**" above as a guide. Then you ask your FRS partner to issue their next number to you. Be sure they note on their log they gave it to you so they don't re-use it!!! Be sure to record this message in your log, that you received the message (not your FRS partner), and send the message number back to the field time, as explained in the guide. Then transmit the message to the command post.

- c. **If you are a HAM at the command post in the message chain**, you keep a log of all communications. Your main job is to receive the numbered, written messages item by item from FRS/HAM Relays. If a field team contacts you directly so that you are the first person in the chain receiving a written message, use the directions in section "**a. If you are the FRS part of a FRS/HAM relay**" above as a guide (you assign a unique number from your log, and send it back to the field team. E.g., if you are Buena Comms West, you might use **Buena CW###**). Then route the numbered, written message as per the process at the Command Post.

Field Team Message Form Radio Log Usage

- d. **If you are an FRS station at the Command Post**, use “**a. If you are the FRS part of a FRS/HAM relay**” above as a guide (you assign a unique number from your log, and send it back to the field team. E.g., if you are Buena Comms East, you might use **Buena CE###**). Then route the numbered, written message as per the process at the Command Post.

B. SUGGESTIONS For Control Operators and Message writer-downers

- a. The first message from a team in the field should be the names of the team members.
- b. Remember to keep breathing and ask the Comm Manager for supplies, help, or to spell you so you can drink/eat/pee/etc.
- c. You control who is talking and how fast they talk.
- d. Leave pauses **before** you press the P-T-T button to answer - allows emergency traffic time to interrupt and ensures there is a pause - the inexperienced caller may not pause.
- e. Stay calm. If you get excited or start to talk faster or raise the pitch of your voice, that will adversely affect others on the other end of the conversation. Calm is most efficient and is as fast as you can go.
- f. Since the radio operator controls the pace of messages, (s)he may not need a scribe. This assumes that a runner is quickly available by a simple hand motion or signal from the radio operator, and that no one interrupts the radio operator. And that radio operator does not have other duties.
- g. You only need minimal information in your log. You don't need to remember the contents of a message... only that you received a written message! The log is a record that may be reviewed or brought to bear in a court case as evidence when/if something happened.

C. Sample log for Buena Comms East*

A sample log follows. Any messages received directly from a field team were assigned sequential numbers **BCE###** *. The log shows written messages received from Buena North Relay which assigned message numbers **BNR###**. Lastly, there are non-message entries in the log. Your tactical call-sign is assigned by your Comms Chief.

Incident name: <u>Drill Demo</u>	Date <u>4/1/2013</u>	Channel <u>9</u> subcode <u>0</u> Frequency: 123.456MHz	Tactical call-sign
Log prepared by: <u>Gary Montante</u>	Radio operator: <u>W6GSM</u>	Msg Prefix Identifier: <u>BCE</u>	<u>Buena Comms East*</u>

Message Nr.	Date/Time hrs	Originator	Optional Notes
	<u>10/08 0900</u>		<u>This station came up on the air</u>
	<u>10/08 0902</u>	<u>Super West</u>	<u>Radio check</u>
<u>BNR1</u>	<u>10/08 1005</u>	<u>North Relay</u>	
<u>BCE1</u>	<u>10/08 1007</u>	<u>SAR 4</u>	<u>Unexpected. This SAR team has a ham radio!?</u>
	<u>10/08 1010</u>	<u>Comms Chief</u>	<u>Verified we were on the air</u>
<u>BNR2</u>	<u>10/08 1011</u>	<u>North Relay</u>	
<u>BNR3</u>	<u>10/08 1204</u>	<u>North Relay</u>	
<u>BCE2</u>	<u>10/08 1315</u>	<u>SAR 2</u>	<u>Unexpected. Another SAR team with a ham radio!</u>
<u>Etc...</u>			

* Note: **Buena SAR 1** is a useful tactical call-sign. However, **Buena Comms 1** is a poor tactical name because the comms person is probably in a fixed location and because of the message number identifier requirement. **Buena Comms East** would be much better, with identifier **BCE** depending on the other stations that might generate message numbers. If you insist on using a number, then you have to be careful. Use “**O**” for one, not “**1**”! **BC1###** defeats all the effort we put into creating sequential numbers with no voids! It would be confusing... e.g., **BC11**, **BC12**,..., **BC19**, **BC110**. What happened to numbers **BC20**, **BC21**, **BC22**, ..., **BC109**? Using “three” digits for the message number is no better (e.g. BC1001, BC1002, BC 1003, ..., BC 1009, BC1010, etc. – could have > 999 messages).