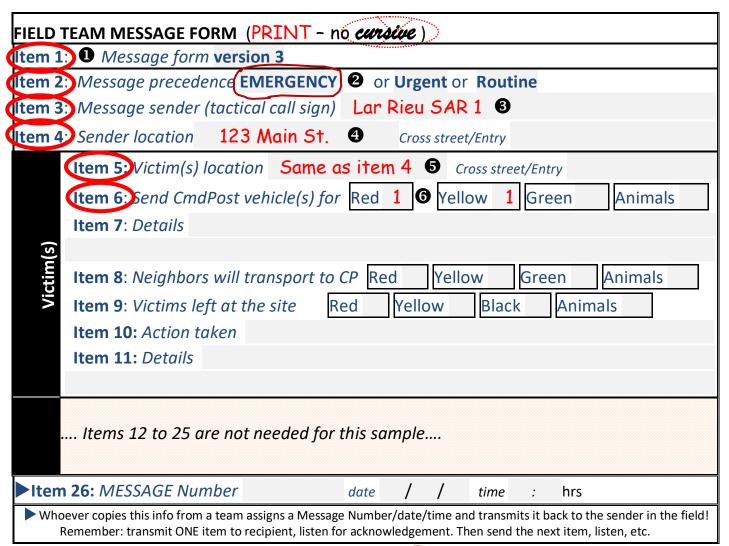# Field Team Message Form Usage

Search and Rescue teams are composed of a radio operator/scribe who waits outside and 2 or more members who do the searching. Radio Supplies: a clip board, a map, Field Team Message Forms, a radio and an assigned Channel.

Assume that you are on a search and rescue team that needs to report to the command post.

- You are tactical call-sign *Lar Rieu SAR 1*. ❸
- You are at address *123 Main St.* ❹
- You found 2 victims at the *same address*. ❺
- You fill out separate Triage Tags for the victims and determine you have *ONE Red* victim and *ONE Yellow* victim. ❻
- Since RED is a life or death situation, you request *emergency* extraction. ❷

To request extraction, you must fill out a message form as shown below.

- Always fill-in and circle Items 2, 3, and 4!
- Only fill in other items as needed, and then circle their item *Numbers.*
- Always circle **Item 1** ❶ so you remember to send it**!**

FIELD TEAM MESSAGE FORM (PRINT – no *cursive*)

Item 1: ❶ *Message form* **version 3**

Item 2: *Message precedence* EMERGENCY ❷ or **Urgent** or **Routine**

Item 3: *Message sender (tactical call sign)*   Lar Rieu SAR 1 ❸

Item 4: *Sender location*   123 Main St. ❹   *Cross street/Entry*

Victim(s)

Item 5: *Victim(s) location*   Same as item 4 ❺   *Cross street/Entry*

Item 6: *Send CmdPost vehicle(s) for* Red 1 ❻ Yellow 1 Green   Animals

Item 7: *Details*

Item 8: *Neighbors will transport to CP* Red   Yellow   Green   Animals

Item 9: *Victims left at the site*   Red   Yellow   Black   Animals

Item 10: *Action taken*

Item 11: *Details*

…. Items 12 to 25 are not needed for this sample….

▶**Item 26:** *MESSAGE Number*   *date* / /   *time* :   hrs

▶ Whoever copies this info from a team assigns a Message Number/date/time and transmits it back to the sender in the field!
Remember: transmit ONE item to recipient, listen for acknowledgement. Then send the next item, listen, etc.

Then use the radio to transmit the message by sending the circled items one at a time…

Field Team Message Form Usage

To radio the report to the command post -
- Get a turn from Net Control by saying "*<your tactical call-sign>.*"
- Wait until you hear "*<your tactical call-sign>, go ahead, **OVER**.*"
- Slowly send one item at a time (the other "side" of the communication needs time to WRITE IT DOWN!)
- Net Control repeats back what his/her scribe wrote down.
- If it is correct, you go to the next item.
- If it is wrong, say something like "***CORRECTION, address is …., OVER***".
- Continue for all items that you wrote and circled on the form.

Your communication is shown below…

Lar Rieu SAR 1 (N6xxx) says…	*Lar Rieu Net Control (W6xxx) says…*
"Lar Rieu SAR 1"	
	"Lar Rieu SAR 1, go ahead, OVER"
"BEGIN WRITTEN Message. Item 1 version 3, OVER."	
	"Item 1 version 3, OVER"
"Item 2 emergency, this is a drill, OVER"	
	"Item 2 emergency, this is a drill, OVER"
"Item 3 Lar Rieu SAR 1, OVER"	
	"Item 3 Lar Rieu SAR 1, OVER"
"Item 4 one-two-three Main St., OVER"	
	"Item 4 one-two-three Main St., OVER"
"Item 5 same as item 4, OVER"	
	"Item 5 same as item 4, OVER"
"Item 6 RED one, YELLOW 1, OVER"	
	"Item 6 RED one, YELLOW 1, OVER"
"END OF MESSAGE, OVER"	

At the end of the message, Net Control sends you a message number, date, and time…

Lar Rieu SAR 1 (N6xxx) says…	*Lar Rieu Net Control (W6xxx) says…*
	*"**Item 26** Lima*, five, one, Hotel 4 **date** one, one, zero, niner, one, six, **time** zero, niner, three, zero, OVER"*
*"**Item 26** Lima*, 51, Hotel 4 **date** one, one, zero, niner, one, six, **time** zero, niner, three, zero. **Lar Rieu SAR 1, N6xxx, this is a drill, CLEAR**"*	
	*"Ready for next message. **Lar Rieu Net Control, W6xxx, this is a drill, CLEAR**"*

You write this at the bottom of your message form like so…

▶**Item 26:** *MESSAGE Number* L51h4   *date* 11 / 09 / 16   *time* 0930 hrs

[4] Continue searching your neighborhood for more victims. Meanwhile the command post will send an extraction team to move the victim(s) to a hospital or the command post. ***Congratulations! You may have just saved someone's life!!!***

* Standard Phonetic Alphabet for CERT					
A - Alpha	*F - Foxtrot*	*K - Kilo*	*P - Papa*	*U - Uniform*	*Z - Zulu*
B - Bravo	*G - Golf*	*L - Lima*	*Q - Quebec*	*V - Victor*	
C - Charlie	*H - Hotel*	*M - Mike*	*R - Romeo*	*W - Whiskey*	
D - Delta	*I - India*	*N - November*	*S - Sierra*	*X - Xray*	
E - Echo	*J - Juliet*	*O - Oscar*	*T - Tango*	*Y - Yankee*	