

# SLOECC ARES<sup>®</sup>/RACES Training Plan

Training Module: Section 5.4.6.  
Use appropriate communication protocol when  
responding to routine requests/information.

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- Demonstrate radio voice net procedures used for routine traffic
- Discuss the difference between tactical traffic, emergency, and health & welfare traffic
- List the preferred means and modes for processing the above

# Formal and Informal Messages

- Both formal (written in a specific standardized format, i.e. ICS-213, ARRL) and informal (verbal or written but not in a specific format) messages have their place in emergency communication.
- In general, **informal** (tactical) messages are best used for messages that require immediate action, or non-critical and simple messages, especially those are delivered directly from the author to the recipient.
  - Preferred Modes – voice, digital packet,
- **Formal** messages are more appropriate when two or more people will handle them before reaching the recipient, or where the contents are critical or contain important details or long lists.
  - Preferred Modes – digital packet, voice, (CW, NTS)

# Tactical traffic, emergency, and health & welfare traffic

- **MESSAGE PRECEDENCES**

- **EMERGENCY**—Any message having life and death urgency to any person or group of persons. This includes special messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief efforts for the stricken populace in emergency areas.
- Due to the lack of privacy on radio, EMERGENCY messages should only be sent via Amateur Radio when regular communication facilities are unavailable.
- Tactical traffic
  - Usually the first response communication in an emergency situation.
  - Instructions or inquiries: ‘Send ambulance.’ ‘Where are water supplies?’
  - Tactical traffic is generally voice, unformatted, and seldom written, but all traffic should be logged to protect both the radio amateur and the cooperating agency.

## Tactical traffic, emergency, and health & welfare traffic

- **PRIORITY**—This classification is for important messages having a special time limit or of special messages not covered in the emergency category, press dispatches and emergency-related traffic not of the utmost urgency. May be Tactical or Formal message.
- **HEALTH&WELFARE**—This classification refers to an inquiry about the health and welfare of an individual in the disaster area, or to an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all Emergency and Priority traffic is cleared.
- **Health and Welfare Messages:** The Red Cross processes general welfare messages through the Red Cross Safe & Well web site. ARRL volunteers are encouraged to assist in registering people on the Safe & Well website by passing the required information from a point in the disaster area to someone outside the disaster area who can enter the information on the Safe & Well website. No special training or pre-defined agreements are necessary for ARRL volunteers to do this. The Safe and Well website is located on [www.redcross.org](http://www.redcross.org). (ARRL/Red Cross MOU)

# Formal traffic

- Written messages that are sent in a standardized format (ICS-213). Generally not time critical communications, may be cast in ARRL message format and handled on NTS nets.
- **Health and welfare traffic is usually formal**
- Hams will pass *Health and Welfare* traffic from the shelter to cooperating agencies and to HF traffic nets through a liaison.
- Incoming Health and Welfare will be handled after all outgoing traffic is passed.

## Radio voice net procedures used for routine traffic

- **ROUTINE**—Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with higher-precedence traffic.
- Routine
  - The expected traffic and operational communications. On a *Formal Directed Net*, the flow is controlled by the NCO who may allow 'third-party' traffic and 'direct traffic' to facilitate information exchange.

## Radio voice net procedures used for routine traffic

- All messages and communications during an emergency should be in plain language. “Q” signals (except in CW communication), 10 codes and similar jargon should be avoided.
- Avoid words or phrases that carry strong emotions.
- Do not spell common words unless the receiving station asks you to.
- Numbers are always pronounced individually. The number “60” is spoken as “six zero”, not “sixty”.
- The easiest way to be sure you fulfill FCC station identification requirements during a net is to give your FCC call sign as you complete each *exchange*. After you send a message, you (“Aid 3”) would complete the call by saying “Aid 3, <*your call sign*>”.



## Radio voice net procedures used for routine traffic

Voice	Morse / Digital *	Meaning and function
Clear	SK	End of contact. In CW, SK is sent before final identification
Over	KN	Used to let a specific station know to respond
Go ahead	K	Used to indicate that any station may respond
Out	CL	Leaving the air, will not be listening
Stand by	AS	A temporary interruption of the contact
Roger	R	Indicates that a transmission has been received correctly and in full

# References and acknowledgements

- The ARRL Amateur Radio Emergency Communications Course Level I, Edited by Dave Colter, WA1ZCN
- <http://www.arrl.org/files/file/ARESFieldResourcesManual.pdf>
- <http://www.yoloares.org/operatortraining>
- <http://tahoeamateurradio.com/emebegn.htm>
- <https://safeandwell.communityos.org/cms/>
- [www.bloomingtonradio.org/files/EmCommBARC08.ppt](http://www.bloomingtonradio.org/files/EmCommBARC08.ppt)