

Message Handling Reference Sheet

ITU Phonetic Alphabet

A	Alfa	AL-fa
B	Bravo	BRAH-voh
C	Charlie	CHAR-lee
D	Delta	DELL-tah
E	Echo	ECK-oh
F	Foxtrot	FOKS-trot
G	Golf	GOLF
H	Hotel	HOH-tell
I	India	IN-dee-ah
J	Juliet	JU-lee-ett
K	Kilo	KEY-loh
L	Lima	LEE-mah
M	Mike	MIKE
N	November	No-VEM-ber
O	Oscar	OSS-car
P	Papa	PAH-PAH
Q	Quebec	Kay-BECK
R	Romeo	ROW-me-oh
S	Sierra	SEE-air-rah
T	Tango	TANG-go
U	Uniform	YOU-ni-form
V	Victor	VIK-tor
W	whiskey	WISS-key
X	X-ray	ECKS-ray
Y	Yankee	YANG-key
Z	Zulu	ZOO-loo
1	One	"Wun"
2	Two	"TOOO"
3	Three	"THUH-ree"
4	Four	"FOH-wer"
5	Five	"FY-ive"
6	Six	"Sicks"
7	Seven	"SEV-vin"
8	Eight	"Ate"
9	Nine	"NINE-er"
0	Zero	"ZEE-row"

Message Handling Prowords

BREAK	Separates address from text and text from signature
CORRECTION	"I am going to correct an error"
END	End of message
MORE	Additional messages to follow
NO MORE	No additional messages
FIGURES	Used before a word group consisting of all numerals
INITIAL	Used to indicate a single letter will follow
I SAY AGAIN	Used to indicate a repeat of a word or phrase will follow
I SPELL	"I am going to spell a word phonetically."
LETTER GROUP	Several letters in a group will follow. Examples: CCAR, RACES, etc.
MIXED GROUP	Letters and numbers combined in a group will follow. Example: 12BA6
X-RAY	Used to indicate end of sentence in ARRL Radiograms. For ICS messages, just speak the punctuation, e.g., say "PERIOD."
BREAK	Break; break-in
CORRECT	Correct, yes
CONFIRM	Confirm (please check me on this)
THIS IS	Used preceding identification of your station
GO AHEAD	Invitation for a specific station to transmit
ROGER	Message received correctly
WORD AFTER	"Say again word after..."
WORD BEFORE	"Say again word before..."
BETWEEN	"Say again between ... and ..."
ALL AFTER	"Say again all after..."
ALL BEFORE	"Say again all before..."
CLEAR	End of contact
OVER	Used to let a specific station know to respond
OUT	Leaving the air; will not be listening
STAND BY	A temporary interruption of the contact

General Principals

- Use plain English – no codes, slang or jargon. No Q signals on voice nets.
- Be brief – Make your transmissions short and crisp
- Be clear – Say exactly what you mean; be specific
- Use standard phonetics anytime a word has an unusual or difficult spelling or may be easily misunderstood.





Anatomy of an ICS-213 Message

Full name of the recipient

Full name of the sender

The subject should be a concise summary of what the message is about

Signature of the official who is authorizing the release of this message.

Local time in 24-hour format.
(Ex.: 1932)

The date format is MONTH DAY
(Ex.: December 23)

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
<p>The message text goes here. Use plain language. Be concise and to-the-point.</p>		
SIGNATURE:	POSITION:	
REPLY:		
<p>The text of the reply message goes here.</p>		
DATE:	TIME:	SIGNATURE/POSITION:

Functional position or title of the recipient and sender. In an emergency setting, this will typically indicate an ICS functional position.

Local time in 24-hour format.
(Ex.: 1932)

The date format is: MONTH DAY
(Ex.: December 23)

Functional position or title of the person authorizing the message. In an emergency setting, this will typically indicate an ICS functional position.

Signature and functional position of the person initiating the reply.



ICS-213 Message Example

GENERAL MESSAGE		
TO: Hal Fealey	POSITION: County Transportation Officer	
FROM: Steven Jones	POSITION: Smithville EMC	
SUBJECT: Transportation Requirements	DATE: January 14	TIME: 1917
MESSAGE:		
Transportation for 74 senior citizens required at the Pleasant Acres Retirement Home, 1456 Avenue Q, Smithville. On arrival, contact Ruth Baker, Facility Director, 610-447-9812. Please advise ETA.		
SIGNATURE: <i>Steven Jones</i>	POSITION: Smithville EMC	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

Here's how the message to the left would be sent over a voice circuit...

W3XYZ , N3ABC ... ICS213 MESSAGE FOLLOWS...

To ... Hal I SPELL HOTEL ALPHA LIMA Fegley I SPELL FOXTROT ECHO GOLF LIMA ECHO YANKEE

Position ... County Transportation Officer

From ... Steven I SPELL SIERRA TANGO ECHO VICTOR ECHO NOVEMBER Jones

Position ... Smithville LETTER GROUP ECHO MIKE CHARLIE

Subject ... Transportation Requirements

Date ... January ONE FOUR TIME ... ONE NINE ONE SEVEN

TEXT FOLLOWS... Transportation for FIGURES SEVEN FOUR senior citizens required at the Pleasant Acres Retirement Home COMMA ... FIGURES ONE FOUR FIVE SIX Avenue INITIAL QUEBEC ... COMMA Smithville PERIOD

On arrival COMMA contact Ruth Baker COMMA Facility Directory COMMA ... FIGURES SIX ONE ZERO DASH FOUR FOUR SEVEN DASH NINE EIGHT ONE TWO ... PERIOD

Please advise LETTER GROUP ECHO TANGO ALPHA ... PERIOD

Signature Steven Jones ... Position Smithville LETTER GROUP ECHO MIKE CHARLIE

END ... NO MORE

W3XYX THIS IS N3ABC ... OVER



Backup 911 Traffic

EMERGENCY REPORTING FORM

LOCATION OF INCIDENT:

Street Address:
Township or Borough:
Special Directions/Cross Streets:

TYPE OF INCIDENT:

Injuries/Ambulance needed?
Danger to Responders?
Time incident occurred?

Transmit Emergency Information To WBOC

REPORTING PARTY INFO:

Name:
Home address:
Callback Phone Number:
Where can Reporting Party be reached?

Date Received: Time Received:

Received By: Time:
Transmitted To:

- Include message number and tactical callsign at the top of the form
- Transmit information in the order it appears on the form
- Initially, transmit only the first two blocks
- Complete the bottom section when NCS acknowledges receipt
- After the emergency traffic is cleared, NCS will call back for the Reporting Party info



ICS-309 Communications Log

Leave blank if not provided to you

Month Day Year

Time period that this log covers

COMMUNICATIONS LOG	INCIDENT #	DATE:
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Name of the incident (or drill)

FOR OPERATIONAL PERIOD #	INCIDENT NAME:
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Name(s) and callsign(s) of the operator(s)

RADIO OPERATOR NAME:	STATION I.D.
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Tactical callsign of your station

LOG			
TIME	STATION I.D.		SUBJECT
	TO	FROM	

Time of message receipt (for incoming) or time of transmission (for outgoing) (Local time)

The "Subject" field should include (as best you can):

- 1) Subject (brief)
- 2) Date & time message was originated (i.e., Date/Time from the ICS-213 form or from the radio email msg.)
- 3) Originator

Use tactical callsigns of the sending and receiving stations

Don't forget the page number!

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