

## Fremont CERT/ARES Radio Message Form

Radio Operator		Message Originator	
ARD CEN DOC IRV MSJ NIL WSP		<b>Precedence: Emergency Priority Welfare Routine</b>	
<b>MESSAGE Number:</b> _____		<b>Message Origin:</b>  Place:  Time: _____ Date: _____	
<b>CHECK W:</b> _____ (Msg Text Word Count)			
<b>HX</b> _____ (Handling Instructions...See reverse)			
<b>Message Sent</b> Time: _____		<b>TO:</b> (Title, or Person)	
Operator Call Date: _____			
<b>Message Received</b> Time: _____		<b>FROM:</b> (Title, or Person)	
Operator Call Date: _____			
<b>Message Text:</b> USE CLEAR CONCISE TEXT Examples: assignment completed, additional resources needed, unable to complet, special information/status update. <b>“Place One Word In Each Box Below” “Break After Sending Each 5 Word Group</b>			

# Fremont CERT/ARES Radio Message Form

## Instructions

### Does your message include:

Who gets this message for action? Who requested the action/needs reply? What is needed? How much is needed? When is it needed? Who takes delivery of requested items? Any special circumstances such as fire, hazmat, victims?

### [HX] Handling Abbreviations

HXA – (Followed by number) “Collect” telephone delivery authorized by addresses within (X) miles. If no number is sent, authorization is unlimited.

HXB - (Followed by number) Cancel message if not delivered within (X) hours of filing time; service (notify originating station).

HXC – Report date and “time of delivery” (TOD) to originating station.

HXD – Report to originating station the identity of the station/s who delivered & relayed the message plus date, time, and method of delivery.

HXE – Delivering station to get and send reply from addressee.

HXF – (Followed by date in numbers) Hold delivery until (specified date).

HXG – Delivery by mail or telephone. If toll call or other expense involved, cancel message and send service message to originating station.

### Precedence Guidelines

**Emergency:** Any message having life and death urgency to any person or group of persons or life threatening fire or structure collapse.

**Priority:** For important messages having a specific time limit, emergency-related traffic NOT of the utmost urgency.

**Welfare:** An inquiry as to the health & welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well.

**Routine:** Most traffic in normal times will bear this designation and should be handled last.