

March 12, 2007

Notes to those who read this draft version:

At this time the manual is intended for the WARA / ECT members to have a look, others are welcome to view and comment. Please remember it is a draft copy and I know there may be some formatting problems.

My attempt with this revision was to refresh the content and reduce the number of pages by removing duplications on information. There may still be some effort to achieve this.

I am interested in additional topics to include. There is a need for a section on Packet (airmail) and Pactor and other technical stuff but I don't want to re-write the book on technical things. The ECT manual should be a guide and individuals need to expand their knowledge beyond what is contained in the manual.

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WARA/ECT Director**

**Westcoast
Amateur
Radio
Association
Emergency
Communications
Guide**

**In Partnership with the
Canadian Red Cross Society -
BC Coastal Region**

DRAFT

Westcoast Amateur Radio Association Emergency Communication Guide

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Section 1 Introduction

1.1 Purpose of the Emergency Communications Guide

This document is to provide information that is needed by the Westcoast Amateur Radio Association's Emergency Communications Team. No two emergencies are alike, therefore it is important to remember that this is just a guide and the users of this document must remain flexible.

1.2 Background

When disaster strikes, regular telephone and cellular communication systems may be disrupted or overloaded. Amateur Radio provides an alternate means of communication amongst the various emergency response agencies.

Most of the Municipalities have commercial VHF/ UHF radio links established and will involve communication between Fire, Police, Ambulance, City Engineering, Local Search & Rescue, Health Services, Finance, the Utility Companies.

The Amateur Radio Service will provide communication for Municipal Emergency Programs and the Provincial Emergency Program (PEP) including Emergency Social Services (ESS) which includes St. John Ambulance, Salvation Army and the Canadian Red Cross. These services are for food, shelter, clothing and Registration and Inquiry.

1.3 WARA's Emergency Communications Team

The Westcoast Amateur Radio Association (WARA) is located in Victoria, British Columbia. The Emergency Communications Team (ECT) is a sub-committee comprised Radio Amateurs who have volunteered their time and/or equipment for public service emergency communications. The Emergency Communications Team will provide radio communications from an amateur radio station, VE7VCC, located at the Canadian Red Cross, BC Coastal Region headquarters in Victoria, B.C.

Note: A revision to the Memorandum of Understanding (MOU) is underway as of late 2006

1.4 WARA/Red Cross Memorandum of Understanding

Memorandum of Understanding between Westcoast Amateur Radio Association and The Canadian Red Cross Society - Victoria Branch

The purpose of this Memorandum is to outline an understanding between the Westcoast Amateur Radio Association (WARA) and the Canadian Red Cross Society - Victoria Branch wherein WARA would provide radio communications for the Canadian Red Cross-Victoria Branch during an emergency.

The Red Cross recognizes that the Amateur Radio service, because of its excellent geographical coverage, can render valuable aid in maintaining continuity of communications during disasters and emergencies when alternate communications facilities are disrupted or overloaded.

The Canadian Red Cross Society Mission Statement states:

WE HELP PEOPLE DEAL WITH SITUATIONS THAT THREATEN:

- THEIR SURVIVAL AND SAFETY •THEIR SECURITY AND WELL-BEING
- THEIR HUMAN DIGNITY

IN CANADA AND AROUND THE WORLD.

The proposed radio communications would be primarily regarding Red Cross Registration and Inquiry (R&I). Information concerning the status of people affected by the emergency would be sent between various locations. Where an emergency is deemed to be of sufficient magnitude, the need for a Red Cross Central Registry would be established by a Red Cross representative.

In the case of an emergency in our immediate area, the need for radio communications of a more general nature may be requested.

Whenever there is a disaster or an emergency requiring the use of Amateur Radio communications, the Canadian Red Cross-Victoria Branch may request the assistance of WARA. The assistance may include:

- 1.Alerting and mobilizing WARA volunteers to serve as emergency communications personnel in accordance with the WARA's operating procedures and Canadian Red Cross's policies.
- 2.Provisions for maintaining continuity of communications for the duration of the emergency period or until adequate communication facilities are restored.

Dated July 10, 1996

1.5 Registration and Inquiry- Family Reunification

Registration and Inquiry (R&I) is the process where people affected by a disaster go to a Reception Centre and are registered to indicate that they are safe and where they are currently staying. This information is then sent to a Central Registry and Inquiry Bureau (CRIB) and is matched to Inquiry calls coming in from friends and family. Where the CRIB is located is dependent on the type, size and location of the disaster. If the disaster is small, a CRIB may be set up at the Victoria Red Cross. If a disaster strikes Victoria on a large scale, the CRIB will likely be in Vancouver or Calgary.

Municipalities in the Greater Victoria area will be establishing reception centres in the event of a disaster. The Red Cross may be asked by the municipalities to send in an R&I team to work with the municipal Emergency Social Services (ESS) Staff at the reception centres and do Registration and Inquiry. If the municipality does not have an established Amateur Radio group in their area, they may call upon WARA to assist and set up a station at their Reception Centre (using the ECT portable radio boxes).

1.6 What is contained in this manual

This manual attempts to present the information only once to eliminate duplication.

The sections are arranged to provide the information in a sequence.

Being Prepared

Roles and Responsibilities

ECT Emergency Plan and Procedures

Procedures and Techniques

Action Plan (Check Lists)

ECT communication Requirements

Radio Message Form

Lists and Miscellaneous Information (Forms etc)

----- End of Section -----

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Section 2 Being Prepared

A Guide for the Emergency Communications Team

Note: This section taken from the ECT manual of several years ago. It is compiled from contributions submitted by Morris Wadds (VE7WEM) and Len Howland (VE7BSA). A small amount of updating done Oct. 2006.

Please use this as a guide. Contact your local municipal emergency organization for additional information or contact the Provincial Emergency Program (PEP).

http://www.pep.bc.ca/hazard_preparedness/Personal_Safety.html

Editors comment: Current advise on being prepared states the need to have supplies to last 72 Hours (3 Days). In recent major disasters it is obvious that help may not be available until well beyond the first 72 hours. Think about being prepared for 7 to 10 days.

Disposal of human waste is seldom included in preparedness information. It is very important that plans are made to deal with waste. Check out the guide from PEP.

http://www.pep.bc.ca/hazard_preparedness/AllHazards_WEB.pdf. See section on sanitation

Seismic experts say we can expect a major destructive earthquake in British Columbia. We don't know when this will happen. But we do live in a region where some of the largest earthquakes in the world occur.

2.1 Before the Earthquake

To be an effective, fully functioning Emergency Communication Ham Operator you must have prepared your home & loved ones for a seismic event so that you can respond to a callout knowing your family members can look after themselves & keep themselves safe.

When an earthquake occurs, your first warning may be a swaying sensation if you're in a building, a sudden noise or roar. Next, vibration quickly followed by rolling up, down, sideways, rotating. It will be scary! It may last a few seconds or go on for a few minutes. The earth won't open up and swallow you, but you could be hurt by breaking glass, falling objects, and heavy things bouncing around. Be prepared for aftershocks.

You can't prevent an earthquake. But you can:

- be prepared to avoid injury
- be prepared to minimize damage to your home
- be prepared to survive afterwards for at least 72 hours without help.

Preparing now could save your life! An earthquake could hit B.C. at any time, so start preparing by developing your family emergency plan.

Your family should prepare and practice what to do during and after an earthquake.

Plan your needs. Delegate tasks. Write down and exercise your plan. If you have no family, make your individual plan with neighbors and friends.

- ❑ Know the safe and dangerous places in your home.

Safe: under heavy tables or desks; inside hallways; corners of rooms or archways.

Dangerous: near windows or mirrors; under any objects that can fall; the kitchen where the stove, refrigerator or contents of cupboards may move violently; doorways, because the shaking may slam the door on you. Practice taking cover.

- ❑ Train members of your family to use fire extinguishers.
- ❑ Sign up now for a first-aid course, including cardio-pulmonary resuscitation (CPR)
- ❑ Make an appointment now with your insurance broker to talk about your earthquake insurance. Check your coverage... it will affect your loss and financial ability to recover after an earthquake.
- ❑ Plan and practice evacuation.
- ❑ Talk to your children about what to do if they're at home, at school, if the quake separates your family. Become familiar with the school's earthquake plan.
- ❑ Arrange an out-of-the-area contact. Each family member should carry the contact phone number and address. Have an alternative family rendezvous if you can't get home.
- ❑ Remind your family to rely on emergency authorities for guidance. Broadcast reports on radio and television will have instructions.
- ❑ Also remind your family members that emergency phone numbers are in the inside cover of the telephone book. But use them only in an extreme emergency. Your telephone may not work after an earthquake, or it may take a while to get a dial tone.
- ❑ Make sure each family member knows how to shut off the utilities gas, electricity and water. (Don't shut off the gas unless there is a leak or a fire. If the gas is turned off, don't turn it on again... that must be done by a qualified technician).
- ❑ Your plan should include a list of where emergency supplies and equipment are stored.
- ❑ Share your emergency plans with neighbors.

2.2 Your emergency supplies

Be prepared to be on your own without help for 72 hours or more--- at home, in your car, at work. Assemble these emergency supplies and keep them in your emergency kit, stored in a secure place, ideally accessible from outside.

- ❑ First aid kit and instruction booklet.
- ❑ Shelter- a plastic tarp, a small tent, emergency ("space") blankets, or even some large garbage bags.
- ❑ Water- at least four liters of water per person, per day, in tight-lidded non-breakable containers. That's at least 12 liters per person for a three-day supply.
- ❑ Keep a supply of water purification tablets in your emergency kit. Water also can be made safe to drink by using four drops of liquid household bleach in 4 1/2 liters of

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clear water or 10 drops in 4 1/2 liters of cloudy water. Replace stored tap water at least every six months.

- ❑ If the water is still running, fill a bathtub and other containers. Remember, there's water available too in a hot water tank and toilet reservoir
- ❑ Food- keep a supply of non-perishable food handy, such as canned and dehydrated food, dried fruit and canned juices. Rotate periodically to keep them fresh. Remember a manual can opener.
- ❑ Flashlight and spare batteries. Keep the flashlight near your bed. Batteries should be separate in your kit.
- ❑ Battery AM/FM radio and spare batteries, stored separately in waterproof bags.
- ❑ Essential medication and supplies for infants, elderly persons and those with special needs. Keep at least a one-week supply in your emergency kit. Include copies of prescriptions for your medicine and glasses.
- ❑ Personal toiletry items- toilet tissue, soap, toothpaste, toothbrush, etc.
- ❑ Class ABC fire extinguisher. Keep it in a handy location in your home, after testing according to directions.
- ❑ Wrench (crescent or pipe) to turn off natural gas. Keep it in a handy place or in your emergency kit.
- ❑ Shoes- heavy enough to protect from broken glass and other debris. Keep them handy, wherever you are.

2.3 Other items you may wish

- ❑ gloves, outdoor/winter clothing
- ❑ waterproof matches and candles- but don't use them if there are gas leaks or spilled flammable liquids
- ❑ money, including coins (25 cents) for telephones, because banks and credit cards may not be usable
- ❑ a sleeping bag for each member of your family
- ❑ garbage bags
 - ❑ a portable toilet
 - ❑ rope, heavy tape
 - ❑ a crowbar or prybar
 - ❑ a gasoline generator and a rated extension cord
 - ❑ earthquake buddies for children (eg: stuffed animal, doll game)
 - ❑ evacuation pack for each person (see below)
 - ❑ vehicle pack for each vehicle (see below)
 - ❑ office pack (see below)

2.4 Evacuation pack

The items in this list are in addition to the supplies in your home emergency kit. They should be kept in a separate pack (eg., in a tote bag) which each person would take individually if you have to evacuate.

Remember packs for small children, the elderly, and the handicapped in your home. The evacuation pack should be stored in a secure place with your other emergency supplies.

- food- dehydrated, dried fruit, high-energy bars, etc.- enough for 72 hours
- first aid kit and booklets
- survival manual
- flashlight and batteries
- money, including coins
- photographs of your family, friends
- gloves and other warm clothing

Supplement those with items from your emergency supplies stored at home, including:

- bottled water- (ideally) 12 liters for 72 hours
- cooking utensils
- portable radio and batteries
- medications and toiletry items

2.5 Vehicle pack

The items in this list are in addition to the supplies in your home emergency kit. Keep them in a separate pack (eg: a tote bag) in your vehicle. There should be a pack for each vehicle in your household.

- booster cables, tools
- bottled water- at least four liters
- canned food, dried fruit, nuts and a manual can opener
- outdoor clothing and a backpack
- sleeping bag(s), "space" blankets
- first aid kit, medication
- flashlight and spare batteries
- waterproof matches, candles
- toilet tissue, towelettes, "baggies"
- money, especially coins
- map of the region in which you live
- pen/pencil and paper
- Also, keep your vehicle's gas tank at least 1/4 full.

2.6 Office pack

The items in this list are in addition to the supplies in your home emergency kit. Keep them in a separate pack (eg: in a tote bag) stored in a convenient place in your office, handy to walk home or to safety.

- gloves, heavy shoes, outdoor clothing
- emergency ("space") blankets
- flashlight, radio and batteries (stored separately in waterproof bags)
- a whistle
- dried fruit, nuts, high-energy food bars
- small photos of your family, friends
- piece of paper with your name, address and medical information

2.7 Preparing your Home

Go through your home, imagining what could happen to each part of it if it were shaken violently.

If you live in a condo or apartment building, you may experience more sway and less vibration than in a single-story building.

Work with your building or strata corporation manager to help quakeproof your home. Seek advice from professionals (insurance, engineers, architects) if you are unsure what to do.

Previous earthquakes have proven that these items need attention:

- ❑ Check for home hazards: Is the house bolted to its foundations? Are the walls braced? Chimneys weak? Are roof tiles loose? Make necessary repairs now!
- ❑ Tie down your water heater and other appliances that could break gas or water lines if they topple.
- ❑ Secure top-heavy furniture (eg: shelving units) to prevent tipping. Keep heavy items on lower shelves.
- ❑ Fix mirrors and other hanging objects so they won't fall off hooks.
- ❑ Locate beds away from chimneys, windows, heavy pictures, etc. Closed curtains will help keep broken window glass off nearby occupied beds.
- ❑ Put anti-skid pads (eg: Velcro) under TVs, VCRs, computers and small appliances.
- ❑ Store valuable documents and special small keepsakes in a fire-resistant place.
- ❑ Keep sturdy shoes and outdoor clothing handy.
- ❑ Use childproof or safety latches on cupboards to stop contents from spilling out.
- ❑ Keep flammable items and household chemicals away from heat and where they can't spill. Keep them in a safe cupboard if they can't be stored in an outside shed.
- ❑ Put plywood up in the attic on joists around each chimney to help prevent bricks and mortar from coming through a ceiling.

2.8 During the earthquake

Preparations for an earthquake include knowing what to do while it is happening. By learning and practicing what you should try to do, you will be more able to remain calm enough to protect yourself and help others. Even if you have a plan for your home, you may be away. Know what to do, wherever you are. In summary, you should take cover and stay there.

- ❑ If you're inside your home, stay there. Get out of the kitchen. Safer places are inside halls, in corners, in archways. Take cover under a heavy table, desk or any solid furniture that you can get under and hold onto. Protect your head and face. Doors may slam on your fingers if you're in a doorway. Avoid areas near windows.
- ❑ If you're in a yard outside your home, stay there and get clear of buildings and wires that could fall on you.
- ❑ Don't go outside where you may be hit by falling debris. Sidewalks next to tall buildings are particularly dangerous.

- ❑ Avoid elevators... if you're in an elevator when an earthquake happens, hit all floor buttons and get out when you can. High rise residents will hear fire alarms go off and electricity may fail.
- ❑ If you're in a vehicle, pull over to the side (leave the road clear), away from bridges, overpasses and buildings. Stay in your vehicle.
- ❑ If you're in a crowded public place, take cover and watch that you don't get trampled. In shopping centres, take cover in the nearest store and keep away from windows, skylights and display shelves of heavy objects.
- ❑ Remain in a protected place until the shaking stops. Anticipate aftershocks... they may occur soon after the first quake.
- ❑ Try to remain calm and help others.

2.9 After the earthquake

Preparations for an earthquake also include knowing what to do, and not to do, after the shaking stops... when there is danger from after shocks, fires, falling building materials, debris, etc. Remain calm. You may have to take charge of others. Take care of life-threatening situations first. Remember, you may be on your own for 72 hours or more.

- ❑ Check your home for structural damage and other hazards.
- ❑ Check yourself and others nearby for injuries. Administer first aid quickly & carefully.
- ❑ If you are evacuating, locate and take your pack of emergency supplies with you.
- ❑ Use a flashlight to check utilities and do not shut them off unless damaged. Leaking gas will smell. Don't light matches or turn on light switches until you are sure there are no gas leaks or flammable liquids.
- ❑ Wear sturdy shoes, gloves and protective clothing if it's winter and/or if there's debris, particularly broken glass.
- ❑ Check your neighbors after looking after your own family. Your first help after an earthquake usually will come from family and friends.
- ❑ Place a HELP sign in windows if you need extra assistance.
- ❑ Confine frightened pets.
- ❑ Don't flush toilets if you suspect nearby sewer lines are broken.
- ❑ Secure your home against intruders.
- ❑ Turn on your battery-powered radio (or car radio) and listen for broadcast emergency instructions.
- ❑ Don't use your telephone, except in an extreme (life-threatening) emergency.
- ❑ Stay at least ten metres from downed power lines.
- ❑ Avoid waterfront areas because of the threat of large waves (tsunamis).

2.10 Radio Equipment:

- ❑ 2 meter HT Radio
- ❑ desktop charger / 12V. automobile charger / power cords / power cords with spring clips to attach to car battery {Note 9}
- ❑ **Batteries:** extra rechargeable batteries
dry cells and battery case
gel cell batteries / cables /charger

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- ❑ Car battery lifting strap
- ❑ Spare fuses as required
- ❑ Weather cover for HT
- ❑ Wrist strap lanyard for HT
- ❑ belt clip lanyard
- ❑ **Antennas:** portable antenna { note 1 }
 - spare rubber duck antenna
 - suction cup antenna mount for portable antenna {note 1}
 - spring clip antenna mount {note 1}
- ❑ Co-ax cable c/w BNC connectors
- ❑ **Adapters:** BNC to BNC {note 2}
 - BNC (male) to UHF (female) and visa versa
- ❑ Speaker - microphone. / VOX headset
- ❑ Earphone plus a spare
- ❑ External speaker with long cord and connection for earphone to work simultaneously.
- ❑ Your radio instruction manual
- ❑ 50 watt or larger capacity power inverter, 12Vdc to 120Vac (note 15)

2.11 Tools {Note 7, 10, 11, 12, 14}

- ❑ small hand tools: crescent wrench, side cutters, needle nose, multi-bit screwdriver, solder, wire, tie-wraps, claw hammer, small vice-grips, Alan keys, large flat blade screwdriver, elastic (rubber) bands, soldering iron, 1/4" drive socket set (SAE/Metric) (Deep sockets??)

2.12 Miscellaneous accessories

- ❑ PEP ID card / Red Cross ID / badge chain
- ❑ 3x5 spiral memo pad /clipboard and writing pad / pocket size note book
- ❑ several standard pencils e/w erasers
- ❑ two ball point pens
- ❑ black, point tip marker pen (waterproof, for making signs, marking equipment)
- ❑ large powerful flashlight
- ❑ small "Mag-Lite" flash light / LED flashlight {note 3}
- ❑ small 120V/12V reading, desk light (120V compact fluorescent)
- ❑ Hip (Fanny) pack (to keep money, small tools, pens, co-ax adapters on your person)
- ❑ pocket knife (Swiss Army , Leatherman Tool)
- ❑ small roll duct tape
- ❑ electrical tape
- ❑ 50' braided nylon cord {note 4}
- ❑ 1/4in poly rope
- ❑ Dental floss (couple of rolls) {note 16}
- ❑ 10' x 10' plastic sheeting, tie down helpers
- ❑ aluminized poly-tarp {note 5}
- ❑ am / fm broadcast radio + spare batteries (solar / dynamo / battery type)
- ❑ money (small denominations quarters, \$1 and \$2 coins and bills)

- ❑ waterproof matches or butane cigarette lighter
- ❑ emergency vest (reflective type)
- ❑ pad lock {Note 8}
- ❑ whistle
- ❑ leather palm work gloves
- ❑ can / bottle opener
- ❑ folding stove and fuel
- ❑ multi-outlet power cord
- ❑ extension power cord

2.13 Information Books

- ❑ Red Cross ECT manual which contains
 - ECT members roster
 - emergency phone list (Red Cross, EOC, PEP, PESSOC)
 - 2 meter frequency list EOC frequencies
 - message forms
 - traffic handling instructions
 - ❑ Plastic laminated critical information sheet. (doesn't mater if it gets wet)
 - ❑ **Maps:** street map of greater Victoria
other regional maps (as necessary)

2.14 Notes

- 1: Some form of collapsible 1/4 or 5/8 wave vertical, avoid magnetic mounts in and around operational work areas. The strong magnets could destroy someone's computer disks.
- 2: Itemize all adapters you have, practice connecting various combinations of antennas, co-ax and radios to verify you have all need adapters.
- 3: With the real 'Mag-Lite', the lens can be removed and the flashlight used as an electric candle, with the lens housing becoming the supporting base. (so I am told)
Since this was written, LED flash lights are available in many styles, use this type over any incandescent type.
- 4: Use to tie up antennas etc., also use it to tie up the tarp to cover you and the equipment.
- 5: The tarp can be used as a shelter, equipment cover, tent, ground sheet, or an emergency blanket.
- 6: Get additional information regarding purifying water. Obtain a book on basic survival techniques.
- 7: The concept here is to be able to repair simple things like co-ax and power connectors, to install simple antennas, to remove a battery from a vehicle, to lash together an radio operation center. Try to make tools do double duty for example a rubber band around the needle nose pliers handles give you a good third hand.
- 8: Lock (key or combination) used to secure items in a locker such as will be found at a recreation center or a school. Combination may be better as others can be given the combination, no worry about keys.

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- 9: Construct all DC power cords, especially those attached to an automobile battery, with an in-line fuse. Mark the fuse value on the holder as well mark the positive and negative leads at each end of the cable. Use the WARA standard connector configuration.
- 10 Soldering iron can be heated by a camp stove when electrical power not available or use a Butane type. Gas type soldering iron may allow greater flexibility when electrical power is limited. Remember that you may need to repair connections beyond the reach of an extension cord.
- 11 Vice-grip pliers can be used as a third hand. Also an elastic band around the handles of needle nose pliers allows components to be held.
- 12 Crimp type co-ax and power connectors are more convenient but do require the correct installation tool.
- 13 Need to develop ways to secure items when left unattended. This could be a lockable metal tool box with secure tie down attachment.
- 14 Try to have tools do double duty. "Vice- Grip" doubles as a third hand, clamp, pliers ; a multi-bit screw driver replaces several individual screw drivers etc.
- 15 A small power inverter can be used to power 120V items such as cell phone charger, compact fluorescent lamps, electric razors, etc. from a 12Vdc supply.
- 16 Dental floss is conveniently stored in it own container c/w a cutter. Use floss to tie up things, stitch up clothes, replace shoe laces, tie up cables, etc.

-----End of Section-----

DRAFT

Section 3 Roles and Responsibilities

This section describes the tasks performed by people assigned to various positions of management.

3.1 WARA's Emergency Communications Team

In an emergency, the role of the Emergency Communications Team will be to provide a communication link when regular communication links become disrupted or overloaded. This would involve handling traffic between the Victoria Red Cross and the following agencies or locations;

- 1) Provincial Emergency Social Services Operations Centre (PESSOC)
- 2) Other Canadian Red Cross Agencies
- 3) Provincial Emergency Program (PEP) and/or Provincial Regional Emergency Operation Centres (PREOCs)
- 4) Municipal Emergency Operation Centres (EOCs)
- 5) Reception centres

Communications will mainly be done from VE7VCC which is located at the Victoria Red Cross Disaster Services Operation Centre (DSOC) using a combination of VHF radios (voice & packet) and HF radios (voice and PACTOR).

If municipalities do not have an established Amateur Radio group, they may requested resources from the ECT. If are available, ECT will set up a station (using one of the twelve ECT portable radio boxes) at the municipal reception centre or EOC.

ECT also has a dual band radio available to install in a Red Cross van that can act as a Communications Vehicle at the scene of a disaster. In order to drive the van you must have a First Aid Certificate and must have submitted a copy of your driver's license and a Driver's Extract to the Red Cross.

3.2 Emergency Communications Coordinator

The Emergency Communication Coordinator is elected to WARA's Board of Directors for a two year period. The Emergency Communications Coordinator is in charge of the Emergency Communications Team and is the liaison between the Red Cross and the ECT. The position is the equivalent of a Municipal Amateur Coordinator in the municipalities.

The following is the Emergency Communications Coordinator's job description as set out by the WARA Executive;

- Organizes the WARA members' commitment to communications for the Victoria Red Cross.
- Ensures there is adequate equipment and trained personnel to meet the commitment.
- Ensures training and practicing is on going. The WARA Education Director will assist in this endeavour.
- Liaison with Red Cross personnel to ensure that WARA's resources meets their requirements.

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- Liaison with municipal groups in the Greater Victoria area involved with communications. Cooperation with these groups is essential to ensure that there is a clear understanding of what each group requires and is prepared to give.
- Liaison with Provincial and federal agencies as required. Educate the government officials if required.
- Organize participation in emergency exercises as required.

3.3 Deputy Emergency Communications Coordinator

The Emergency Communications Coordinator will select a second in command from the ECT roster who will act as a backup for the Emergency Communications Coordinator. This position is known as the Deputy Emergency Communications Coordinator and is equivalent to a Deputy Municipal Amateur Coordinator in the municipalities. The Deputy Emergency Communications Coordinator will take over the duties of the Emergency Communications Coordinator when that person is unavailable.

3.4 Station Manager

The WARA Executive selects the Station Manager for a two-year period. The Station Manager works with the Emergency Communications Coordinator and is responsible for making sure the Radio Room at Red Cross is ready to be used in an emergency and to deal with any equipment issues during an emergency. The Station Manager has a budget out of which the equipment for Emergency Communications is purchased.

The following is the Station Manager's job description as set out by the WARA Executive;

- Responsible for the operational readiness of the equipment at WARA's station VE7VCC. Must have the highest qualification currently available from the Canadian Government.
- Should be the licensed sponsor of the station.
- Responsible for the club trailer. Must ensure that the trailer and its equipment are ready for use.
- Assists the WARA Education Director by demonstrating the correct procedures for operating the station's equipment properly.
- Assists the Emergency Communications Coordinator by ensuring that the station and portable equipment is ready for use.

3.5 Communications Incident Manager

The Communications Incident Manager is in charge of the Radio Room at VE7VCC and ECT staff during an emergency or an exercise. This is not an assigned position and will change from one incident to the next. This person makes command decisions and works closely with the Deputy Communications Incident Manager

The duties of the Communications Incident Manager are;

- Liaison with Red Cross Disaster Management Team Coordinator.
- Assumes responsibility of when to transfer Net Control to VE7VCC.
- Assigns duty rosters and tasks to ECT personnel once control has been transferred.

- Supervises the radio room during an event and is the direct supervisor for all Radio Operators, Message Clerks, Filing Clerks, Runners and the Deputy Communications Incident Manager.
- Keeps the Emergency Communications Coordinator apprised of status.
- Ensures staff receive proper breaks.
- Liaison between Message Clerk and the Radio Operators.
- Has complete knowledge of what stations are on which radio circuits and who they are in contact with.
- Ensures messages are given to the appropriate radio operator.
- Trouble-shoots any issues that arise in the Radio Room.
- Primary decision maker during an event.

3.6 Deputy Communications Incident Manager

The Deputy Communications Incident Manager assists the Communications Incident Manager in any way possible. Primary tasks would be to keep the incident board up to date regarding which outside agency is on what radio circuit, location of ECT members, when people have had breaks and need breaks, assisting on scheduling of tasks etc.

3.7 Message Clerk

A table will be setup outside the Radio Room and will be where the Message Clerk and the Filing Clerk will be located. The Message Clerk has to ensure the information on the Radio Message Forms are accurate & complete and will have to diplomatically suggest to the originator how to better complete the form when the form is not correct. In addition, it is this person's responsibility to log all incoming and outgoing messages.

3.8 Filing Clerk

It will be the Filing Clerk's job to file the Message Forms in their proper binders. If there is a shortage of resources, the Filing Clerk can also double as a Runner. This position is ideal for non-Amateur Radio volunteers.

3.9 Radio Operators

Radio Operators will be required to operate VHF, HF and packet radios at the Red Cross EOC. Other operators may be needed to set up portable Radio Stations at Reception Centres.

3.10 Runners

This position delivers incoming messages to the addressee and does other running around and assisting where needed. This is an ideal position for non-Amateur Radio volunteers.

3.11 ECT Volunteer Coordinator

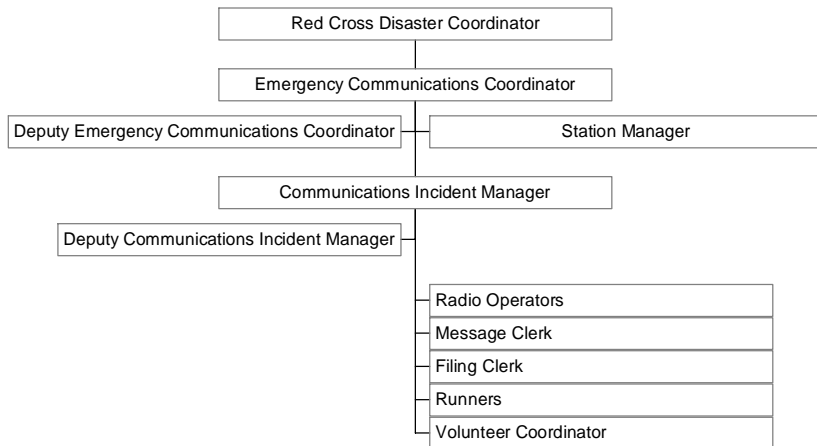
The ECT Volunteer Coordinator is responsible for attempting to contact ECT members that were unreachable during the initial callout, coordinating convergent volunteers and training volunteers not familiar with ECT procedures.

All convergent volunteers are required to be processed by the Red Cross and the fact that there is limited space to accommodate volunteers requires that the ECT Volunteer Coordinator must work with the Red Cross to ascertain the number of ECT people that are needed at any particular time. If convergent ECT Volunteers are not needed their name, contact information, training level and availability should be recorded for future call out.

The Volunteer Coordinator will also have to assess the skill set of convergent volunteers to determine if they need training on any of the ECT procedures and which position they are best suited for. They may also have to provide training if no one else is available.

The Volunteer Coordinator will work closely with the Communications Incident Manager and keep him/her informed of the volunteer resource pool.

3.12 Organization Chart



-----End of Section-----

Section 4 ECT Emergency Plan and Procedures

The ECT Emergency Plan describes what procedures should be followed in the event of an emergency. Step-by-step instructions of what to do in an emergency, checklists and Emergency Net Scripts are provided in Section 40.

Note: It is imperative that you first assess your personal safety and make sure you and your loved ones are safe and not in any danger before doing anything.

The ECT Emergency Plan is only activated by the Emergency Communications Coordinator, the Deputy Emergency Communications Coordinator or someone acting in the role of the Emergency Communications Coordinator if neither the Emergency Communications Coordinator nor the Deputy is available.

Red Cross Initiated Activation

If the Red Cross requires the ECT to be activated, the head of the Red Cross Disaster Services will contact the ECT Coordinator or the Deputy Coordinator.

If the Red Cross are unable to reach either one, they will attempt to contact any ECT member who will have to assume the acting role of ECT Coordinator, and activate the Emergency Plan.

ECT Initiated Activation

If a member of ECT becomes aware of a situation, they are to contact the ECT Coordinator or the Deputy Coordinator and inform them of the situation. If the ECT member is unable to reach either one, the ECT member is to assume the acting role of ECT Coordinator until relieved.

In any case Red Cross must first contact (using the contact numbers in Section 42). The (Deputy/Acting) ECT Coordinator and the Red Cross must jointly decide if the ECT is to be activated. If the Red Cross are unreachable, the (Deputy/Acting) Emergency Communications Coordinator will make the decision on their own .

4.2 How to Contact the Emergency Communications Coordinator/Deputy

There are several ways to contact the Emergency Communications Coordinator and the Deputy Emergency Communications Coordinator;

- 1) Telephone
- 2) Pager (by telephone or radio page)
- 3) Reverse Autopatch
- 4) Radio (for ECT members)

Contacting by Telephone

If the telephone system is functioning, try phoning the Emergency Communications Coordinator or the Deputy using the contact numbers provided in Section 8

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Contacting by Pager

Both the Emergency Communications Coordinator and the Deputy and at least one other ECT member wear pagers that can be activated by telephone or by Amateur Radio. The Club repeater is attached to a telephone line that has been enabled with Line Load Control which is supposed to provide us with a higher priority over the average telephone line. With this feature, the telephone line may work when other phones do not but it depends on many factors (including the repeater still being operational) so there is no guarantee that this will work in a disaster.

Paging by Telephone

1. Dial **478-3081**
2. The Radio Controller will respond with "This is a two-way radio terminal, Amateur Radio Repeater System VE7VIC" (Wait for this message to complete before proceeding to the next step).
3. Press the appropriate code for the person you want to page
 - a) **2*03** for the Emergency Communications Coordinator
 - b) **2*04** for the Deputy Emergency Communications Coordinator
 - c) **2*05** for the other ECT member
 - d) **2*09** for all of the above
4. Press ***9#** for an emergency callout or ***4#** for non-emergency
5. The Radio Controller will set off the pager(s) and respond with "P-A-G-E, Ready, Set, Go. Emergency ECT Callout. Call Complete, this is VE7VIC" if ***9#** is pressed OR "P-A-G-E, Ready, Set, Go. ECT Callout. Call Complete, this is VE7VIC" if ***4#** is pressed (wait for this message to complete before proceeding to the next step).
6. Hang up and proceed to the Reverse Autopatch Section (see below).

Paging by Radio (ECT Members)

1. On 146.840 MHz, key up your mic and press
 - a) **2*03** for the Emergency Communications Coordinator
 - b) **2*04** for the Deputy Emergency Communications Coordinator
 - c) **2*05** for the ECT member
 - d) **2*09** for all of the above
2. Release the transmit button and immediately after you hear the tones, transmit your message.
3. The person(s) pager will go off and the person paged will come on the air. If the person with the pager is not near a radio, they can use the Reverse Autopatch to contact the person on the air.

Contacting by Reverse Autopatch

A Reverse Autopatch allows callers (including non-Amateur Radio Operators) to phone into the repeater system and speak through their telephone over the radio to an Amateur Radio Operator.

Autopatch Instructions

1. Dial **478-3081**
2. The Radio Controller will respond with “This is a two-way radio terminal, Amateur Radio Repeater System VE7VIC” (Wait for this message to complete before proceeding to the next step).
3. See Section 11 for the appropriate number to enter OR press **47899#** which will be a generic call for any ECT member to answer the Autopatch. If there is no response and you wish to try again, press **##** to disconnect and restart at step 1.
4. The Amateur Radio operator will hear on the radio “VE7???, Call for VE7???” (where VE7??? is their callsign) followed by a warbling tones for about 45 seconds. If the 47899# code is used, the operator will hear “VE7VCC, Call for VE7VCC”. Any ECT member should answer this call.
5. If the repeater is in use, only warbling tones are heard weakly under the people talking on the repeater. Stations on the repeater should standby and wait for the call to go through and for the Amateur Radio Operator to answer.
6. The Amateur Radio Operator answers the call by transmitting "This is VE7??? For the Autopatch", then enters the Autopatch access code.
7. Once connected, carry on a conversation as you would on the telephone but remember that only one person can talk at one time. Adding “over” at the end of your transmission will help the other person know that you are waiting for them to respond to you. Remember that this is NOT a private conversation and any amateur radio operator or anyone with a scanner can hear you.
8. At the end of the call, the Amateur Radio Operator disconnects using the pound key (#) or the caller can press **##** to disconnect.
9. If the caller doesn't answer, the Radio Controller will leave a message that someone called in the recipient's mailbox but the recipient will not know who it is from just that there was a call.

4.3 Emergency Plan Procedures

Once the (Deputy/Acting) Emergency Communications Coordinator have activated the Emergency Plan, the (Deputy/Acting) will perform the following steps;

- Ensure that you and your loved ones are safe
- Initiate an Emergency Net with Net Control
- Use the Repeater Alert System
- Initiate the Callout Tree
- Assign Communications Incident Manager and Net Controller

Ensure You and Your Loved Ones are Safe

This cannot be emphasized enough. Your first priority is to make sure that you are in a safe environment and out of danger and that you know that your loved ones are also safe and out of danger. You need to be able to concentrate on the tasks at hand and will not be able to focus on the job if you are unsure of the status or whereabouts of your loved ones.

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Initiate an Emergency Net with Net Control

The (Deputy/Acting) Emergency Communications Coordinator will initiate an Emergency Net on the 146.840 MHz repeater. If the repeater is not operational, switch to simplex and run the Net on 146.840 simplex.

Establishing Net Control

1. Listen to 146.840 MHz (-600 kHz) with a 100 Hz sub-audible tone and determine if the repeater is operational. If it is not, switch to 146.840 MHz simplex.
2. If there is a Net Control who is not an ECT member, use your discretion as to whether or not the Net Control Station is experienced and trained to deal with the situation. If you feel the Net Control Station is not adequate, extreme diplomacy will be required to take over the role of Net Control and initiate an Emergency Net using the scripts in Section 10.
3. If the frequency is in use and there is no Net Control, at the Courtesy Tone transmit the word "Break" followed by your callsign. Inform the people on frequency of the situation and ask them to standby. Initiate an Emergency Net.

Using the Repeater Alert System

To ensure that all ECT members are aware of the disaster, the (Deputy/Acting) Emergency Communications Coordinator will use the Repeater Alert System which will set off all the ECT pagers and make an announcement on the air. Even if this was done earlier by Red Cross, it should be done again.

1. Dial **478-3081**
2. The Radio Controller will respond with "This is a two-way radio terminal, Amateur Radio Repeater System VE7VIC" (Wait for this message to complete before proceeding to the next step).
3. Press **2*09*9#**
4. The Radio Controller will set off the pager(s) and respond with "P-A-G-E, Ready, Set, Go. Emergency ECT Callout. Call Complete, this is VE7VIC"
5. Press **##** to disconnect.

Initiate the Callout Tree

The (Deputy/Acting) Emergency Communications Coordinator will use the ECT Callout Tree located on page 11-4 and starting at the top, will notify the people directly below. If the person is unreachable, keep working down the branch until someone is contacted. Inform those you contact the status of the situation and the fact that the Emergency Plan has been activated and determine if they are available. If they are, ask them to continue with the Callout Tree on page 11-4 and have them notify the people below them in the Callout Tree and have them keep track of who they could not reach. Then have them check-in on 146.840 MHz to report their status and who was unavailable.

4.4 Assign Communications Incident Manager and Net Control

The (Deputy/Acting) Emergency Communications Coordinator will need to assign an ECT member to the position of Communications Incident Manager and someone as Net Control to take over those responsibilities as soon as possible. This will allow the (Deputy/Acting) Emergency Communications Coordinator to head down to Red Cross House and continue with their duties there.

After selecting an ECT member to be the Communications Incident Manager, task them to head down to the Red Cross House and have them follow the instructions outlined in Section 10.

After selecting an ECT member to be the next Net Control, ensure to pass along to them all information you have gathered. Once ECT members have been Called Out, they will check into the Net and the Net Control will inform them of the current situation and ask them to either attend the Red Cross House and check in with the Communication Incident Manager or to stay at their current location.

Once the Communications Incident Manager has established the Radio Room at Red Cross, Net Control will then be passed to Red Cross House at the discretion of the Communications Incident Manager.

4.5 ECT Member Callout

~~If the Emergency Plan is activated, ECT members will be Called Out by another ECT~~

Note: It is imperative that you first assess your personal safety and make sure you and your loved ones are safe and not in any danger before committing to be available.

Callout. Keep track of anyone who is not reachable.

Check into the Net

Listen to 146.840 MHz (-600 kHz) with a 100 Hz sub-audible tone and determine if the repeater is operational. If it is not, switch to 146.840 MHz simplex.

If the frequency is not in use, transmit your callsign only. If the frequency is in use, at a logical break transmit your callsign. The Net Control will tell you when to proceed.

Advise Net Control you were Called Out, what your current situation is and your ability to assist. If you were unable to reach people below you in the Callout Tree, pass along their names to Net Control so someone else can try later on.

-----End of Section-----

Section 5 Procedures and Techniques

5.1 Red Cross EOC Station VE7VCC

The Victoria Red Cross EOC is located at 909 Fairfield Road. The building is in an earthquake resistant building and has its own generator for emergency power. The ECT

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Radio Room is located on the lower floor NE corner of Medical Equipment Loan Service (MELS) (see floor plan below). The Radio Room has several VHF and UHF radios for voice and packet, and a voice HF radio.

5.2 Gaining Access to the EOC

After hours, the Red Cross building is locked and alarmed. Someone from Red Cross or one of the WARA key holders will have to let you into the building and disarm the alarm system. The WARA key holders are the President and the Education Director.

Radio Room is locked, key box mounted on the door combination 684. Please open door and **immediately replace the key into the lock box. DO NOT TAKE KEY INTO THE ROOM** as there is the potential of being locked out. You can unlock the door from the inside handle button to avoid getting locked out.

During business hours enter at the main entrance directly off the parking lot. Sign in and get visitors badge. Remember to return badge and sign out when you leave.

5.3 Arriving at Red Cross

If the Emergency Plan has been activated and you have been told to muster at the Red Cross House, you may be the first ECT member on scene. If so, you will need to wait until a Red Cross person arrives to open up the building. Red Cross has a protocol for volunteers. Please follow their directions. You will need to sign-in. If there is a need to get the station operational as soon as possible you might need to explain the urgent need. Anyway, you will need to respect the wishes of Red Cross and their procedures.

5.4 Set up the Station

Every ECT member must sign in with Red Cross. You will be issued a Red Cross vest and a nametag. You will be required to do an orientation at some point in time. You must adhere to Red Cross principles and procedures that govern their volunteers. When helping with WARA / ECT you are in fact a Red Cross convergent volunteer.

All ECT members not tasked are to wait in an area designated by Red Cross along with any other convergent Red Cross volunteers. Do not hang around the radio room, it is a very small space and a distraction for those working there. Red Cross will provide worked care support for the ECT group.

Anyone who leaves the Muster Station must ensure they sign out on the ECT white board to indicate who is still on scene and who has left. If you remain within the Red Cross facility, use a handheld radio on low power and set to a frequency defined by the Communication Incident Manager so you can be contacted. Anyone leaving the Red Cross building / grounds must also sign out with Red Cross.

5.5 Ensure the Building is Safe

Depending on the nature of the disaster, you may have to check on the condition of the building before entering. Also in an earthquake, you should examine the antennas for

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damage and the condition of the roof from the outside. Ensure there are no power lines in contact with any of the antennas. Do not enter any building that does not look safe.

If there is no damage to the building, and you have complied with the Red Cross protocols proceed to the radio room. On the white board outside the radio room, sign your name and the current time so anybody who arrives after you knows you are there. If you leave the radio room for any reason, indicate on the board where you are going (i.e. the roof, washroom, etc) and the time.

If there is any damage, make a note of it on the white board and indicate any potential hazards. It is imperative that you ensure your environment and surroundings are safe. If there are no hazards, tidy up the radio room and prepare it to be used as a functioning command centre. Setup a message table outside the radio room in the MELS area between the radio room and the double door to the common area. Move the printer to the area as well. As of Oct. 2006 Red Cross has roped off this area of MELS so items are not stored in this are. If need we can create more space in the MELS area as needed.

If the Communications Incident Manager has still not arrived on scene, there are some preliminary steps that can be taken prior to his/her arrival to prepare the radio room for operation.

5.6 Ensure the Radios are Functioning Under revision

~~Each radio will have an ECT binder in the shelving unit. In the front of the binder will be a checklist for each radio and a quick start up guide. Starting with Radio 3 (146.840 MHz), enter your callsign and the date on the checklist and proceed through each of the items, ticking them off as you go. Then proceed to the start up sheet for that radio. If you encounter any difficulty, make note of it on the white board for someone to deal with later and proceed to the next radio. Except for the purpose of testing the radio, do NOT go on the air until you receive approval from the Communications Incident Manager.~~

5.7 Ensure the Antennas are not damaged.

Once the radios are checked out, you need to further examine the antennas. Do NOT go on the roof unless another person is with you and get permission from Red Cross. Red Cross may need to unlock the closet door. Indicate on the whiteboard who is going to the roof and examine the antennas to ensure they are undamaged. Always wear the safety harness and use the “fall arrester” if you are going to be climbing a tower.

5.8 Antennas at VE7VCC

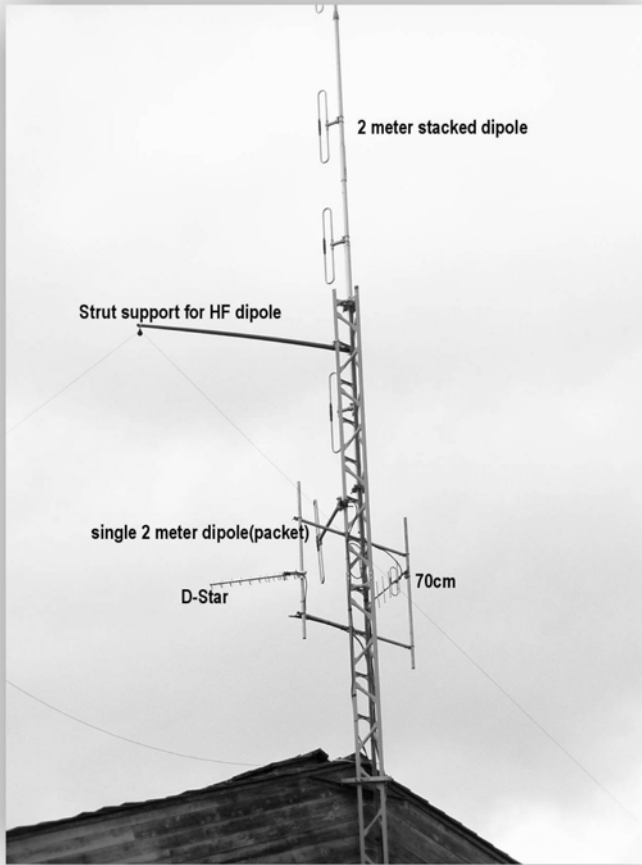
There are two towers and two masts on the roof of the Red Cross House. The East Tower and Mast are located on the East side of the building and the West Tower and Mast are located on the West side of the building. Access to the towers and antennas can be gained via a roof hatch located on the upper floor in Room 116.

The following antennas are connected to these radios at the Red Cross EOC;

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Antenna 1 – 2 meter phased dipoles on top of East Tower (Voice)

Antenna 2 – 2 meter single loop on tower below the phrased dipoles (packet)

Antenna 3 – 70cm. Yagi on upper north cross arm

Antenna 4 – D-Star Yagi on the south side cross arm

Antenna 5 – HF “Windom” dipole antenna

5.9 Coax Runs at VE7VCC

Coax from the roof to the Radio Room. From the tower on the East Side of the building the coax runs down the large conduit to the lower floor over the south east corner of the Disaster Services Room and over the ceiling to the

Radio Room.

5.10 Setup the Message Clerk Station

Obtain the Message Clerk supplies from the cupboard in radio room or from the ECT storage area.(South end of MELS storage area - see floor plan). Place a table for the Message Clerk near the radio room.

5.11 When to Hand-over Net Control to the Red Cross EOC

In an emergency, Net Control will probably start out at someone's home. It is important to pass the Net Control to the Red Cross EOC as soon as possible but not before they are setup and ready to receive traffic.

As the ECT members arrive at Red Cross, they should inform Net Control of their arrival. The actual hand over will be at the discretion of the Communications Incident Manager.

When ready, the Communications Incident Manager will inform the operator that he/she is in charge of the Red Cross Radio Room and the station is ready to receive traffic. The operator should then contact the current Net Control and inform them they are ready for the hand-over. Information needs to be passed along from the current Net Control who is on the Net and any Situation/Damage Reports.

5.12 Generator at Red Cross

The Red Cross generator is tested every Friday at 3 p.m. The gate key to the generator is available from Red Cross personnel. ECT members should not attempt to start the generator unless instructed to do so by the Red Cross.

The generator has a 3-position rocker switch. Normally it sits on AUTO and should start up when the power fails (a few seconds delay). Alternately, putting the switch to MANUAL will manually start the generator. The TEL/ELEC room just off the hall way on route to the main front door, where you switch over to generator power.

When the generator is on, there is a small amount of higher frequency on top of the 60 Hz but it is very weak. This seems to indicate that the emergency power source will work well for us in an emergency. There is a possibility of an odor in the MELS area (coming from the ventilator grill). It is from the fresh paint on the new exhaust pipes. This will occur always for a time after repainting but it does not appear to represent a serious problem.

5.13 Radios at VE7VCC

All VHF and UHF radios have been pre-programmed with a common set of frequencies for ease of use. Reference ECT Communication Frequencies

Radio 1 – Icom IC-735

This HF radio is used to contact one of the PREOCs. There are PREOCS in Victoria, Vancouver, Kamloops, Nelson, Prince George and Terrace. This radio is connected to the Windom dipole. This radio also used for Pactor

Radio 2 - Icom IC-2100H

This VHF radio will be the Net Control Radio for VE7VIC repeater. The main frequency will be on Channel 1 - 146.840 MHz (-600 kHz with a 100 Hz tone) and should not be switched from this frequency unless you need to go to 146.840 simplex. The radio should be on low power since it is going through a repeater or high power on simplex. This radio is connected to the 2 meter phased dipoles located on the West Tower. There

is a filter available to be connected to this radio if you need to reduce the amount of interference from the other stations in the Radio Room. Since the filter blocks out all frequencies except 146.840, this radio should not be moved off of this frequency

5.14 Red Cross Communication Vehicle

WARA has a VHF/UHF radio available for installation in the Red Cross vehicle. This vehicle will act as a Communications Vehicle at the scene of a disaster. The frequencies used will be VHF Channel 19, 146.580 MHz simplex and UHF Channel 19, 446.580 MHz simplex. **The radio is not installed at this time.**

5.15 Radio Filters

To reduce the amount of interference from other radios in the radio room, cavity filters are available. These band pass filters are marked with the usable frequency. The filter is a very sensitive unit – **DO NOT TURN THE KNOB ON TOP OF THE FILTER.**

5.16 Common VHF Voice Frequencies

To make it easier to swap-out a non-working radio, all radios at VE7VCC have the same common frequencies programmed into them. The portable radios do not follow the same common frequencies.

146.840 MHz (-600 kHz) with a 100 Hz tone

VE7VIC is located on Mt. McDonald, which is West of Victoria, and provides good coverage to the Victoria area. This repeater requires a -600 kHz offset and a 100 Hz sub-audible tone. There is also an autopatch on the VE7VIC repeater with Priority Access for Dialing (PAD – formerly known as Line Load Control). To use the autopatch, enter the autopatch access code followed immediately by the phone number, release the transmit button and key the mic when you hear the repeater controller reply with the number. The repeater is linked to the following repeaters;

224.140 MHz with a -1.6 MHz offset, located at Mt. McDonald

444.875 MHz with a +5 MHz offset and a 107.2 Hz sub-audible tone, located at Mt. McDonald

146.660 MHz with a -600 kHz offset and a 100 Hz sub-audible tone, located on Salt Spring Island and provides good coverage to “up-island” stations and stations on the Lower Mainland.

146.660 MHz with a -600 kHz offset and a 107.2 Hz sub-audible tone, located at North Point Washington and provides good coverage to the West Coast of Vancouver Island and Washington State.

147.570 MHz simplex

This simplex frequency is used to communicate with the Greater Victoria Municipal EOCs. There may not always be an operator listening on this frequency at all times since they may have changed frequencies to communicate with other stations.

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146.580 MHz simplex

This simplex frequency is the primary tactical voice frequency used by WARA ECT and the Red Cross and will have an ECT Net Control Station. Stations wishing to send traffic to the Red Cross (i.e. R&I) will use this frequency.

146.840 MHz simplex

This channel should be used if the VE7VIC repeater is not functioning.

145.290 MHz (-600 kHz) with a 100 Hz tone

Shared non-protected frequency. The Saanich Emergency Repeater on Mt. Doug.

145.410 MHz (-600 kHz)

VE7RSR is located at Mt. McDonald.

147.120 MHz (-600 kHz)

VE7RBA is owned by Brad Abbott (VE7IA). This repeater has an open autopatch (* up and # down) and has PAD.

147.320 MHz (+600 kHz)

VE7RSI is located on Salt Spring Island. Great coverage.

146.660 MHz (-600 kHz) with a 100 Hz tone

VE7RMT is located on Salt Spring Island and is linked to VE7VIC. The Victoria Autopatch is available through this repeater.

146.680 MHz (-600 kHz)

VE7RNA is the Cowichan Valley Amateur Radio Club repeater. This repeater has great up island coverage.

146.415 MHz simplex

VE7LEP is the EOC callsign for the Langford Emergency Program. VE7LEV is the mobile unit.

146.445 MHz simplex

VE7OEP is the EOC callsign for the Oak Bay Emergency Program. This is also the Duncan ARES secondary frequency. VE7CVA is the callsign of the Duncan EOC.

146.595 MHz simplex

VE7SET is the EOC callsign for the Sooke Emergency Program.

146.475 MHz simplex

VE7EEP is the EOC callsign for the Esquimalt Emergency Program. VE7EEM is the secondary callsign.

146.475 MHz simplex

VE7VEP is the EOC callsign for the Victoria Emergency Program. VE7VRV is the mobile unit and VE7VOP is the secondary callsign.

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146.520 MHz simplex

Simplex calling frequency. Use this frequency for low power, handheld, internal building communications and keep conversations short.

146.490 MHz simplex

VE7SDP is the EOC callsign for the Sidney Emergency Program. Also on this frequency is VE7CSP, the Central Saanich EOC and VE7NSP, the North Saanich EOC. VE7SNS is the mobile unit.

146.565 MHz simplex

VE7SEP is the EOC callsign for the Saanich Emergency Program. VE7SEV is the mobile unit and VE7SEU is the secondary callsign.

147.450 MHz simplex

VE7XMR is the EOC callsign for the Malahat Region. VE7XMZ is the mobile unit.

147.550 MHz simplex

VE7MEP is the EOC callsign for the Metchosin Emergency Program.

147.535 MHz simplex

VE7VRO is the EOC callsign for the View Royal Emergency Program.

147.510 MHz simplex

VE7HEP is the EOC callsign for the Highlands.

147.520 MHz simplex

Port Angeles Emergency Program.

147.540 MHz simplex

VE7EMG is the EOC callsign for Saltspring Island. It is also the frequency for Sequim Emergency Program.

147.560 MHz simplex

Neah and Clallam Bay Emergency Program.

147.580 MHz simplex

Neah and Clallam Bay Emergency Program Secondary Frequency

146.660 MHz (-600 kHz) with a 107.2 Hz tone

N7QDY is the repeater at North Point Washington repeater linked to VE7VIC

146.760 MHz (-600 kHz)

Clallam County Repeater on Striped Peak in Port Angeles, Washington.

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145.150 MHz (-600 kHz) with a 114.8 Hz tone

Jefferson County Repeater is located in Port Townsend, Washington.

Channel 32 – 146.900 MHz (-600 kHz) with a 131.8 Hz tone

K7KFM repeater is located in Friday Harbour, Washington and serves San Juan County.

145.190 MHz (-600 kHz)

KG7HQ is located near Sedro Wooley, Washington.

147.200 (+600 kHz) with a 123 Hz tone.

K7PP is located in Bremerton, Washington. This repeater is linked throughout Washington state down to Oregon and a satellite link to Honolulu, HI.

145.170 MHz (-600 kHz)

VE7TEL repeater is the TPARC Voice Repeater located in Vancouver.

146.940 MHz (-600 kHz)

VE7RPT repeater is located in North Vancouver. Their radio club has a reciprocal agreement with WARA so their autopatch access codes are the same as ours.

145.350 MHz (-600 kHz)

VE7RBY repeater is located in Burnaby.

145.290 MHz (-600 kHz) with a 167.9 Hz tone

VE7SER is the Saanich Emergency Repeater located on Mt. Doug.

145.430 MHz (-600 kHz) with 100 Hz tone

VE7RAH is the CFB Esquimalt Base Amateur Radio Service.

147.240 MHz (+600 kHz) with 100 Hz tone

VE7GHC is the Victoria node for the Island Trunk System (See ITS info for on/off codes and repeater locations) . **The IPARN (Inter-provincial Amateur Radio Network) portion of this repeater is not operational at this time (fall 2006).** IPARN links BC, Alberta, Ontario, Nova Scotia, Newfoundland and the North West Territories.

5.17 Common UHF Voice Frequencies

To make it easier to swap-out a non-working radio, all radios at VE7VCC have the same common frequencies programmed into them. The portable radios do not follow the same common frequencies. See Section 16 for a list of common frequencies used in the radios at VE7VCC. There is an ECT manual with every radio and in the beginning of the manual is a list of frequencies in that radio.

444.875 MHz (+5 MHz) with 107.2 Hz tone

VE7VIC is WARA's UHF repeater linked to 146.840 MHz.

442.700 MHz (+5 MHz) with 100 Hz tone

VE7VAT is located on Munns Road.

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443.525 MHz (+5 MHz)

VE7RPT is located in Vancouver

443.575 MHz (+5 MHz) with 100 Hz tone

The Camosun College repeater is located on Mt. McDonald. It is linked to Vancouver on Grouse Mountain 443.800 MHz (+5 MHz). To enable the repeater, a DTMF access code must be keyed in. ~~The code is kept in the Filing Cabinet at Red Cross House and is to be used in emergencies only.~~

443.950 MHz (+5 MHz) with 100 Hz tone

VE7RTC is WARA's UHF repeater at Mount McDonald. It is linked to a 6 metre repeater on 52.83 MHz (-1.7 MHz) with 100 Hz tone.

444.150 MHz (+5 MHz)

VE7RBA repeater in Saanich.

444.250 MHz (+5 MHz)

VE7IA repeater in Saanich.

444.450 MHz (+5 MHz) with a 100 Hz tone

The Saanich Emergency Program Repeater has a UHF repeater located on Christmas Hill.

444.625 MHz (+5 MHz)

VA7HK repeater is located in Sidney

449.550 MHz (-5 MHz)

Rogers Cable Group in Victoria.

446.025 MHz simplex

VE7LEP is the EOC callsign for the Langford Emergency Program. VE7LEV is the mobile unit.

446.275 MHz simplex

VE7OEP is the EOC callsign for the Oak Bay Emergency Program. ~~This is also the Duncan ARES secondary frequency. VE7CVA is the callsign of the Duncan EOC.~~

446.100 MHz simplex

VE7SET is the EOC callsign for the Sooke Emergency Program.

446.125 MHz simplex

VE7EEP is the EOC callsign for the Esquimalt Emergency Program. VE7EEM is the secondary callsign.

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446.125 MHz simplex

VE7VEP is the EOC callsign for the Victoria Emergency Program. VE7VRV is the mobile unit and VE7VOP is the secondary callsign.

446.520 MHz simplex

446.150 MHz simplex

VE7SDP is the EOC callsign for the Sidney Emergency Program. Also on this frequency is VE7CSP, the Central Saanich EOC and VE7NSP, the North Saanich EOC. VE7SNS is the mobile unit.

446.250 MHz simplex

VE7SEP is the EOC callsign for the Saanich Emergency Program. VE7SEV is the mobile unit and VE7SEU is the secondary callsign.

446.275 MHz simplex

Red Cross UHF tactical frequency.

446.375 MHz simplex

Intermunicipal frequency ~~and National simplex frequency.~~

446.400 MHz simplex

VE7XMR is the EOC callsign for the Malahat Region. VE7XMZ is the mobile unit.

446.225 MHz simplex

VE7MEP is the EOC callsign for the Metchosin Emergency Program.

446.200 MHz simplex

VE7VRO is the EOC callsign for the View Royal Emergency Program.

446.325 MHz simplex

VE7HEP is the EOC callsign for the Highlands. It is also the frequency for Forks Emergency Program.

445.520 MHz simplex

446.350 MHz simplex

VE7EMG is the EOC callsign for Saltspring Island. It is also the frequency for Sequim Emergency Program.

445.560 MHz simplex

445.580 MHz simplex

5.18 Common VHF Packet Frequencies

Channel	Frequency	Notes
	144.490	Simplex – TPARC Mt. Sicker Duncan
	145.690	Simplex – VE7VBB Victoria
	144.970	Simplex – VE7SPR Salt Spring
	145.050	+600 kHz – TPARC Smith Hill Victoria
	144.490	Simplex – TPARC Mt. Sicker Duncan
	145.690	Simplex – VE7VBB Victoria
	144.970	Simplex – VE7SPR Salt Spring
	145.050	+600 kHz – TPARC Smith Hill Victoria

5.19 Common UHF Packet Frequencies

Channel	Frequency	Notes
	443.900	+5 MHz – TPARC Smith Hill Victoria
	442.975	+5 MHz – TPARC Mt. Sicker Duncan
	443.425	+5 MHz – TPARC Vancouver
	443.075	+5 MHz – TPARC Haney
	443.375	+5 MHz – TPARC Ryder Lake Chilliwack

5.20 Common Portable Radio Frequencies

With the exception of the WR-155s in Radio boxes 11-17, the radios are all different and there are no common frequencies. At the front of each ECT guide with the radio will be a list of frequencies in that radio. For radios 11-17, however, the following common frequencies are used;

Channel	Frequency	Notes
1	146.840	VE7VIC repeater (-600 kHz)
2	147.420	Intermunicipal frequency – simplex
3	146.580	Red Cross frequency – simplex
4	145.050	TPARC packet frequency (+600 kHz)
5	146.840	VE7VIC repeater (-600 kHz)
6	147.420	Intermunicipal frequency – simplex
7	146.580	Red Cross frequency – simplex
8	145.050	TPARC packet frequency (+600 kHz)

5.21 Radio Operating Techniques and Procedures

- Always LISTEN to the frequency before transmitting to make sure you are not interfering with another station.
- If there is a Net Control Station on the frequency, always obey their instructions.

- Know what you are going to say before transmitting.
- Hold the transmit button down for at least one second prior to speaking to ensure you do not cutoff the first word of your transmission. At the end of your transmission, you should not release the transmit button too quickly or you will cutoff the last word of your transmission.
- Speak clearly, distinctly and at a speed consistent with the receiving operator's ability to write.
- If using a handheld microphone or a handheld radio with a built-in mic, place your lips right at the edge of the mic and talk across the face of the microphone. This reduces breathing and "popping" sounds.
- If using a headset with a boom microphone, position the microphone so it is approximately one finger width from your lower lip. If stations say they cannot hear you, then adjust the position of the mic. Each headset is different so you must do some experimenting.
- When replying to a station, pause for at least a second before transmitting your reply. That will provide enough space for another station to interrupt if they have traffic of a higher precedence.
- If you are using a repeater, wait for the "courtesy tones" before replying.
- Always acknowledge calls and instructions. A "standby" is better than dead air.
- Sound alert and confident on the air.
- Use terminology that is standard and avoid acronyms wherever possible.
- Do not use CW abbreviations, Q-signals or 10-codes in phone traffic handling.
- ECT members are to use official callsigns at all times rather than tactical callsigns.
- Avoid angry comments on the air. You are a representative of not only the Emergency Communications Team but also of the WARA club and the Canadian Red Cross.

5.22 Procedures for working in a Directed Net

The Emergency Communications Net is a Directed Net. In a Directed Net, the Net Control Station has absolute authority and his/her instructions must be obeyed. It is important that circuit discipline be maintained since someone's life may depend on it. See Section 5 for more details on being a Net Control Station.

- All traffic must go through the Net Control Station.
- Before calling the Net Control, the caller should listen long enough to ensure that he/she will not cause harmful interference with a transmission already in progress.
- Transmit your callsign only using phonetics. The Net Control will tell you when to proceed.
- If you receive no response from the Net Control, be patient. The Net Control could be copying a station that you cannot hear. Wait a few moments and then call again.
- If you have EMERGENCY traffic, transmit the word BREAK followed by your callsign (i.e. Break Victor Echo Seven November India Lima). Alternately you could say "This is Victor Echo Seven November India Lima with Emergency Traffic".

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- All stations who check into a directed net and have been acknowledged by the Net Control Station shall not leave the net without asking permission to be excused from the NCS first.

If a station has a message for another station on the frequency, they are to call the NCS and request permission to pass the message. If the Net is heavily loaded, the Net Control may tell you to shift to another frequency so be prepared to change frequency.

5.23 Procedures For Sending/Receiving Formal Messages

- Transmit messages in the following order; Emergency, Priority, Welfare, Routine.
- Remember to speak at a speed consistent with the receiving operator's ability to write. Use the "shadow writing" technique to try to control your speed. Under stress, radio operators have a tendency to talk quickly. Try to slow yourself down and remember, **Accuracy First, Speed Second**.
- When sending a message, pause frequently. During the transmission of the body of the message, it is recommended you pause at the end of each line. That will assist the receiving station in copying the message correctly.
- Spell phonetically all difficult or unusual words as well as all proper names. Do not spell common words. See Section 20 for the proper Phonetic Alphabet.
- Preface numbers with the pro-word **Figures** (i.e. Figures one nine).
- Preface a group of initials with the pro-word **Letter Group** (i.e. Letter Group Echo Charlie Tango).
- Write legibly when copying messages or when entering logs.
- If you find yourself making many corrections when receiving a message, you are trying to copy too fast. Ask the sender to slow down.
- If you are unable to copy, inform the sender by using the pro-words in Section 20. (i.e."Victor Echo Seven Victor Charlie Charlie, this is Victor Echo Seven November India Lima, unable to copy. Say again all after "radio" and transmit slower over".

A useful list of procedural Pro-words can be found in Section 9.

-----End of Section-----

Section 6 Action Plan

Action Plan Checklists

This section of the ECT manual ties together all the other sections into a comprehensive checklist of what to do in a disaster (or an exercise).

6.1 Checklist For All ECT Members.

- ▶ **Ensure you and your family are safe and in a safe environment**
- ▶ An ECT member is to assume the role of a Net Control Station (NCS) and is to establish an informal Net on 146.840 MHz. (NOTE: If there is no Net Control and you are in a position to assume Net Control you will have to be the Net Control Station until relieved – Proceed to Net Control Checklist if applicable)
- ▶ Check into the Net by transmitting your callsign only, phonetically
- ▶ Follow the instructions of the Net Control Station
- ▶ If you are instructed to muster at a location, ensure to take your Grab and Go bag with you
- ▶ Call in any damage reports as applicable if enroute to a destination
- ▶ If a Callout Tree was initiated, inform Net Control who you were NOT able to reach
- ▶ Proceed to the next appropriate checklist

6.2 Checklist for ECT Members Arriving at Red Cross House

- ▶ Inform Net Control you have arrived at Red Cross House. If Net Control informs you that you are the First on Scene, proceed immediately to the First on Scene Checklist below
- ▶ Sign in with the Red Cross and follow their direction. Inform them you are with WARA. But you will have to go through the volunteer processing.
- ▶ Inform the Volunteer Coordinator or the Communications Incident Manager (if they are present) that you are there.
- ▶ Wait in the Red Cross defined Volunteer Area for deployment. Unless you are the First on Scene, do NOT enter the radio room until the Communications Incident Manager has authorized it

6.3 Checklist for Net Control Station

- ▶ If there is no Net Control and you are in a position to assume Net Control you will have to be the Net Control Station until relieved
- ▶ Assume an Informal Net on 146.840 MHz using the proper script
- ▶ Contact or delegate someone to contact the Emergency Communications Coordinator or the Deputy for authorization to activate the Emergency Plan. If you are unable to contact the Emergency Communications Coordinator or the Deputy, an ECT member MUST assume Acting Responsibility for that role until relieved. An Emergency Net can only be activated by the Emergency Communications Coordinator, the Deputy or an ECT member acting in that capacity
- ▶ Start taking check-ins and any damage or situation reports. Write down ALL information since it will need to be passed to the next Net Control Station
- ▶ Inform the first person who arrives at Red Cross House that they are the first person on scene and have them go through the appropriate checklist
- ▶ If road closures are involved, read those out every 10 minutes at the beginning of the disaster to ensure others are aware of areas to avoid and what the clear routes are

6.4 Checklist for First ECT Person to Arrive At Red Cross

- ▶ Check the condition of the building for damage before entering, wait for Red Cross personal to open building. Generally speaking, ECT probably won't arrive at the building before Red Cross personal.
- ▶ From ground level examine antennas for damage. Ensure no power lines are in contact with the antennas
- ▶ Do NOT enter the building if it does not look safe.
- ▶ Follow the direction of Red Cross to sign-in, take orientation session.
- ▶ Obtain the key the lock box on Radio Room door. Open door and immediately return key to box.
- ▶ Check for damage to the radio room and ensure room is safe before entering
- ▶ Put on vest upon entering radio room. Red Cross will require they you ware their vest.
- ▶ Write your name and time on the white board outside the radio room. Keep board updated if you are leaving the area
- ▶ Make a note on the whiteboard of any damage or hazards in the radio room
- ▶ Tidy up the radio room.
- ▶ Set up the message clerk area.

6.5 Checklist for the Volunteer Coordinator

- ▶ Assist the Red Cross with organizing the volunteer waiting area.
- ▶ You should have a handheld radio on 146.520 MHz simplex. Any volunteer who leaves the area should have a handheld radio on the same frequency so you can call them if they are required
- ▶ Ensure volunteers arriving have signed-in and have met the Red Cross Orientation Person.
- ▶ Engage new arrivals in conversation and determine their experience, skills and qualifications – this information will be vital for the Communications Incident Manager
- ▶ Once a list of unreachable ECT members is provided to you from the Net Control, attempt to call those that were unreachable
- ▶ Provide any training that is required to the convergent volunteers

6.6 Checklist for Emergency Communications Coordinator

- ▶ Contact the Red Cross Disaster Coordinator and jointly decide if the Emergency Plan is to be activated. If a large disaster has occurred and you are unable to reach the Red Cross Disaster Coordinator initiate the plan and get the ECT on standby, ready to muster at Red Cross House as needed.
- ▶ Initiate an Emergency Net on 146.840 MHz
- ▶ Use the Repeater Alert system (if the repeater is still functioning)
- ▶ Initiate the ECT Callout Tree
- ▶ Deploy ECT members as required. There is not a lot of room at Red Cross to accommodate a large number of ECT members more than 6 – 8 people. Place others on standby. Draw up a rough schedule and advise those on standby.
- ▶ Assign a Communications Incident Manager and Net Control (if NCS not already in place)
- ▶ Proceed, under direction of Red Cross, to Red Cross House ASAP with Grab and Go bag
- ▶ Inform Net Control you have arrived at Red Cross House

Emergency Communications Coordinator Notes

On a regular basis, a Red Cross Disaster Management (DMT) meeting is called and supervisors from each of the areas of Red Cross get together to discuss status, issues and resolutions to those issues. The Emergency Communications Coordinator will attend these meetings and report the status of communications, who we are able to reach, who we are not, estimated time to reaching critical stations and any issues that have arisen.

It is critical the Communications Incident Manager keep the Emergency Communications Coordinator updated so he/she can report at these meetings. After a DMT meeting is held, the Emergency Communications Coordinator may provide a briefing to the ECT staff or just to the Communications Incident Manager.

6.7 Checklist for the Communications Incident Manager

- ▶ Proceed to Red Cross House ASAP with Grab and Go bag if not already there
- ▶ Inform Net Control you have arrived at Red Cross House
- ▶ Upon arrival, and have signed-in, inform the Red Cross person in charge that you are the Communications Incident Manager and you are getting setup
- ▶ Check for damage written on the white board and work with Red Cross Staff to have any damages repaired. No one (except the first person on the scene) is authorized to enter the Radio Room without your permission. You must ensure the Radio Room is safe
- ▶ Record names from those who have signed in and assign tasks based on their experience, skills and certification. See section below for more details
- ▶ _____ to be the Volunteer Coordinator
- ▶ _____ to ensure radios and antennas are functioning. Have them go through radio checklists
- ▶ _____ to setup Message Clerk Station
- ▶ Assign ECT members to the various radio positions once the radios and antennas have been checked out and the positions of Filing Clerk and Runners
- ▶ Once all staff are in place and the person in charge of Red Cross House agree, have the appropriate radio operator inform Net Control and have Control passed to Red Cross House making sure all information from the existing Net is passed along as well.
- ▶ Pass along any ECT member names that was unreachable to the Volunteer Coordinator for follow-up

6.7.1 Communications Incident Manager Notes

Assigning tasks by the Communications Incident Manager will have to be done based on an individual's knowledge, skill set, certification and many other factors. The Communications Incident Manager should use the Task Assignment Forms in Section 26 to task individuals to the appropriate shifts.

The length for each shift is going to vary with every situation. Rest breaks need to be enforced by the Communications Incident Manager as fatigue tends to be denied but leads to dramatic increase in error rates. Time between changes will be dependent on traffic load, skill of the operator, total time on task, time elapsed since last sleep, and other factors which have to be taken into account by the Communications Incident Manager. Operators should not be hesitant about indicating they need a break

If possible, task Non-ECT volunteers to later shifts which will give them time to become familiar with the positions they will be filling. In addition, non-ECT members should not be assigned to a critical position like Net Control, Communications Incident Manager or Message Clerk.

If a volunteer is not a holder of a valid Amateur Radio License, you can task them to the position of Filing Clerk or Runner. In extraordinary circumstances, you may assign them to operate an Amateur Radio if a licensed Amateur is properly supervising them.

6.8 ECT Emergency Communications Net Script for Real Disasters and Exercises

Net Control Has Initiated an Informal Net

The following script is to be read by the Net Control Station at the beginning of a disaster or exercise where the Emergency Communications Coordinator has not yet activated the Emergency Plan or the situation is not clearly defined and every 10 minutes thereafter.

All Stations, All Stations, All Stations:

or

Exercise, Exercise, Exercise:

This is _____ (callsign), Net Control Station for the Westcoast Amateur Radio Association. There is an Informal Net in progress due to _____ (state nature of disaster like an earthquake, a fire etc.). All stations are requested to go through the Net Control until we have a better understanding of the extent of the incident.

- **The Internet Link and the Autopatch are restricted at this time and will be controlled by Net Control.**
- **Net Control will now accept check-ins in groups of five from any station. When checking in, please indicate if you are a member of WARA's Emergency Communications Team and your availability for deployment along with any damage reports**
- **To check-in, transmit your complete callsign only, using standard phonetics. If you have Emergency traffic transmit "Break" followed by your complete callsign phonetically. (Write down callsigns in groups of five and then go back to each one, taking emergency calls first and obtain location, availability status, road conditions & damage reports)**

Net Control's Option

- **Requests to make routine calls not related to the incident will not be accepted at this time.**
- or*
- **Requests to make brief, routine calls not related to the incident will be accepted until further notice, with the following restrictions;**
 - **Stations will call Net Control and request permission to make a call by transmitting your callsign only, using phonetics**
 - **Stations will yield to Net Control when requested to do so or to any station calling Net Control**
 - **Stations will keep each transmission to 30 seconds or less**
 - **Communications will be limited to 2 minutes (and you must observe the courtesy tones)**
 - **This is _____ (callsign) Net Control.**

6.9 Net Control Accepts only Emergency Traffic and Check-ins

The following script is to be read by the Net Control Station at the beginning of a disaster or exercise once the Emergency Communications Coordinator has activated the Emergency Plan and every 5 minutes thereafter. Frequent reading of the script will help others understand what is going on and will make the Net Control's job easier. The Net Control Station must maintain good Net discipline. The Net Control can revert to any of the other scripts as they see fit throughout the incident.

All Stations, All Stations, All Stations:

or

Exercise, Exercise, Exercise:

This is _____ (callsign), Net Control Station for the Westcoast Amateur Radio Association. There is an Emergency Net in progress due to _____ (state nature of disaster like an earthquake, a fire etc.).

This is a directed Net and all traffic and communication requests must go through the Net Control. Net Control will keep this frequency clear for emergency traffic or information relating to the incident and to accept check-ins from WARA's Emergency Communications Team.

- **The Internet Link is restricted at this time and the Autopatch is for Emergency Use and Callout only and will be controlled by the Net Control.**
- **To contact Net Control, transmit your complete callsign only, using standard phonetics. If you have Emergency traffic transmit "Break" followed by your complete callsign phonetically.**

Read this section ONCE to get initial check-ins

- **Net Control will now accept check-ins from WARA's Emergency Communications Team. (*Obtain location of member and availability status when they check-in*)**

(After ECT check-ins)

- **Net Control will now accept check-ins from stations other than WARA ECT members in groups of five and phonetically (*Write down callsigns in groups of five and then go back to each one, taking emergency calls first and obtain location, availability status, road conditions & damage reports*)**

- **This is _____ (callsign) Net Control.**

(Re-read appropriate part of the script (outside of box) every 5 minutes and transmit road closures and damage assessments every 10 minutes during the early stages of the incident)

6.10 Net Control Accepts Routine Calls

The following script is to be read when there is no traffic for the Net and there may not be for some time and the Net Control believes permitting routine calls is warranted. The Net Control can revert to any of the other scripts as they see fit throughout the incident. Net Control has the discretion to transmit this message every 10, 15 or 20 minutes.

All Stations, All Stations, All Stations: or Exercise, Exercise, Exercise:

This is _____ (callsign), Net Control Station for the Westcoast Amateur Radio Association. There is an Emergency Net in progress due to _____ (state nature of disaster like an earthquake, a fire etc.).

At this time there is no traffic for the Net and Net Control will now accept Routine Calls until further notice, with the following restrictions;

- **Stations will call Net Control and request permission to make a call by transmitting your callsign only, using phonetics**
- **Stations will yield to Net Control when requested to do so or to any station calling Net Control**
- **Stations will keep each transmission to 30 seconds or less**
- **Communications will be limited to 5 minutes (and you must observe the courtesy tones)**
- **The autopatch is restricted to those who have no other landline option**

This is _____ (callsign) Net Control.

6.11 Net Control Opens the Frequency to Normal Traffic

The following script is to be read when there is no traffic for the net and there may not be for some time and the Net Control believes that opening the frequency to normal traffic is warranted. The Net Control can revert to any of the other scripts as they see fit throughout the incident. Net Control has the discretion to transmit this message every 10, 15 or 20 minutes.

All Stations, All Stations, All Stations: or Exercise, Exercise, Exercise:

This is _____ (callsign), Net Control Station for the Westcoast Amateur Radio Association. There is an Emergency Net in progress due to _____ (state nature of disaster like an earthquake, a fire etc.).

At this time there is no traffic for the Net and it is expected that traffic will be light for some time. Net Control will opens this frequency to normal traffic until further notice, with the following restrictions;

- **Stations will call Net Control and request permission to make a call by transmitting your callsign only, using phonetics.**
- **Stations will yield to Net Control when requested to do so or to any station calling Net Control.**
- **Stations will keep each transmission to 30 seconds or less.**
- **Communications are to be kept short to allow others the opportunity of using this frequency (and the courtesy tones are to be observed).**
- **The autopatch should be used by those who have no other landline option**

This is _____ (callsign) Net Control. ECT Communication Requirements

-----End of Section-----

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Section 7 Red Cross Communications Requirement

The ECT Communication Plan is based on Communications Requirements gathered from the Canadian Red Cross BC Coastal Region (Victoria Red Cross). The Red Cross requires radio communication with;

- Calgary Red Cross
- Vancouver Red Cross
- Provincial Regional Emergency Operations Centres (PREOC)
- PESSOC (Provincial Emergency Social Services Operations Centre)
- Greater Victoria Municipal EOCs
- BC Coastal Region

7.1 Contacting Calgary Red Cross

The Calgary Red Cross is reachable via HF on frequency 14.125 MHz, 14.140 MHz or 3.750. Their callsign is VE6RCC. AERS Calgary group provide communication to Red Cross. *The name and contact information of the person in Calgary is available from the ECT Director. See notes.*

7.2 Contacting Vancouver Red Cross

The Vancouver Red Cross is reachable on VHF frequency of 146.840 MHz (-600 kHz) with a 100 Hz sub-audible tone. The Vancouver Red Cross will use the 146.660 MHz (-600 kHz) with a 100 Hz sub-audible tone link and their callsign is VE7RCE. They are also reachable on the Vancouver repeater frequency of 145.170 MHz (-600 kHz).

Contact: *The name and contact information of the person in Vancouver is available from the ECT Director. See notes.*

7.3 Contacting the PREOC Provincial Regional Emergency Operations Centres

There are six PREOCs in the province and they are located in Victoria, Vancouver, Kamloops, Nelson, Prince George and Terrace. The PREOCs are reachable on HF frequency of 3.735 MHz (their backup frequency is 7.060 MHz). The PREOC/PECC in Victoria will be reachable on VHF frequency of 147.570 MHz or UHF frequency of 446.375 MHz. (+5 MHz) simplex.

7.4 Contacting PESSOC Provincial Emergency Social Services Operations Centre

The PESSOC is located at 8th & McBride in New Westminster and is reachable using VHF on a frequency of 146.840 MHz (-600 kHz) with a 100 Hz tone. They are also reachable via a Vancouver repeater on VHF frequency 145.170 (-600) or by packet, through TPARC system on frequency 443.900 MHz (+5 MHz) using the command **C VE7PSS-1 V VE7TPV-6, 604433**, or the frequency 145.050 (+600) **C VE7PSS-1 V VE7TPV-3, 604433**

7.5 Contacting Greater Victoria Municipal Emergency Operation Centres

Each municipality has their own Emergency program that should include an Amateur Radio group. A Municipal Amateur Coordinator (MAC) is the Amateur Radio operator in charge of that group. There is also a Deputy MAC (DMAC) who assists the MAC and serves as an alternate if the MAC is unavailable.

The Greater Victoria Municipal EOCs are reachable using VHF frequency 147.570 MHz simplex or on their municipal simplex frequency. To connect via packet, use VHF frequency of 145.690 MHz simplex. *See notes to obtain a list of EOC frequencies.*

7.6 How Stations Can Contact the Victoria Red Cross

If other stations wish to contact the Victoria Red Cross, the following frequencies will be monitored during an emergency;

146.840 (Victoria Repeater)

This is the primary voice contact frequency for WARA ECT and the Red Cross. Due to the wide coverage of the club repeater (VE7VIC), it is anticipated that the repeater will receive heavy usage from people trying to find out information on the disaster and convergent volunteers.

This repeater is located on Mt. McDonald, which is West of Victoria, and provides good coverage to the Victoria area. This repeater requires a -600 kHz offset and a 100 Hz sub-audible tone. The repeater is linked to the following repeaters;

- **224.140** MHz -1.6 MHz offset, 100Hz. sub-audible tone, located at Mt. McDonald
- **444.875** MHz +5 MHz offset, 107.2 Hz sub-audible tone, located at Mt. McDonald
- **146.660** MHz -600 kHz offset, 100 Hz sub-audible tone, located on Salt Spring Island and provides good coverage to “up-island” stations and stations on the Lower Mainland.
- **146.660** MHz -600 kHz offset, 107.2 Hz sub-audible tone, located at North Point Washington and provides good coverage to the West Coast of Vancouver Island and Washington State.
- **146.840** MHz -600 kHz offset, 107.2 Hz sub-audible tone, located at Camosun College Lansdowne Campus and provides good coverage to the Oak Bay area.
- **146.840** MHz -600 kHz offset, 123 Hz sub-audible tone, located near East Sooke Park, provides good coverage to the Sooke area.
- **146.660** MHz. -600KHz offset, 123 Hz. sub-audible tone, located in Sidney provides coverage in the Sidney area.

If the repeater is not operational, then switch to 146.840 MHz simplex.

147.570 Intermunicipal Frequency

This simplex frequency is used to communicate with the Greater Victoria Municipal EOCs. When an EOC station is active this frequency is generally monitored but there may be times when a station has changed frequencies to communicate with another station. *See notes to obtain a list of EOC frequencies.*

146.580 Red Cross / WARA-ECT

This simplex frequency is the primary tactical voice frequency used by WARA ECT and the Red Cross and will have an ECT Net Control Station. Stations wishing to send traffic to the Red Cross (i.e. R&I) will use this frequency.

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145.690

This simplex packet frequency is always on. The mailbox for Red Cross is VE7VCC-1 (TNC) or VE7VCC (Airmail)

443.900 (ECT is not operational on this frequency at this time, (Fall 2006))

This packet repeater is located at Smith Hill in Victoria and provides good coverage to the Victoria area. This repeater requires a +5 MHz offset and is linked to the TPARC Network. The mailbox for Red Cross is VE7VCC-1. If you are connecting on a frequency different than 443.900, you will need to use the proper TPARC syntax (i.e. C VE7VCC-1 V VE7TPV-3, 250381).

3.770

This HF frequency is used by Red Cross stations Nationwide.

14.125

This frequency is used by Red Cross stations nation wide

7.6.1 HF Frequencies Chart: Main freq. / backup freq. Shown in MHz.

	160 Meter s	80 Meter s	40 Meter s	30 Meter s	20 Meter s	17 Meter s	15 Meter s	12 Meter s	10 Meter s
CRC National **		3.770 / 3.825	7.050 / 7.155	10.?? /	14.125 / 14.155	18.150 / /	21.125 / 21.155	24.?? /	28.150 / 28.250
BC Public Service Net (BCPSN) 1830 *		3.729	7.075						
BC Emerg. Management Net (BCEMN) 1900 *	1.900	3.735	7.060						
CRC Calgary and CRC Vancouver		3.750			14.125 / 14.140				
BC Emerg. Net (BCEN)		3.652							
BC Northern Net		3.775	7.050				21.130		

*PST or PDT ** taken from 2001 ARES – CRC Emergency Telecommunications Operations Manual

7.7 HF Nets

7.7.1 Canadian Red Cross Net

The Amateur Radio Station at the Canadian Red Cross Headquarters in Ottawa conducts a weekly net on Sundays at 1900z on 14.125. The various Red Cross associated stations

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across Canada usually check-in, but all check-ins are welcome. There are usually a one or two check-ins from Europe.

The following information about the BCEMN, BCPSN, BCEN and BCNN was obtained from the Provincial Emergency Radio Communications Service (PERCS) website <http://www.percs.bc.ca>

7.7.2 BC Provincial Emergency Net – (BCEMN) “The PEP net”

During an emergency, the primary intent of the PEP Net is to establish and maintain communications between the Provincial Emergency Coordination Centre (PECC) and the Provincial Regional Emergency Operations Centres.

This net may also be used by federal departments, provincial ministries and agencies, local governments, and key external agencies to communicate with the PECC or PREOC when other means of communication are not available.

The PEP HF Emergency Net will establish liaison with the BC Public Service Net (BCPSN) on a regular basis. It will draw upon Amateurs standing-by on the BCPSN frequency when needed, and will update BCPSN stations with situation reports on a regular basis.

7.7.3 BC Public Service Net (BCPSN)

The BC Public Service Net (BCPSN) co-ordinates Health and Welfare traffic handling throughout British Columbia. During an emergency or disaster the BCPSN will also assist by providing a 'holding frequency' for check-in stations available to support the Provincial Emergency Program and other government or response agencies. Should additional amateur radio resources be required to support response activities a request will be made to the BCPSN Net Control station through the BC Emergency Management Net (BCEMN). The BCPSN will establish liaison with the BCEMN and the BCEN

7.7.4 BC Emergency Net (BCEN)

BC Emergency Net (BCEN) provides a link to the National Traffic System (NTS) for the relay of Health and Welfare traffic outside the province. It is to establish liaison with both the BC Public Service Net (BCPSN) and the BC Emergency Management Net (BCEMN) on a regular basis. BCEN will assist with the handling of traffic within BC when required, and provide assistance to the BCPSN and BCEMN if requested.

7.7.5 BC Northern Net (BCNN)

The BC Northern Net (BCNN) will be the 'holding frequency' for check-in stations available in northern communities of British Columbia to assist the Provincial Emergency Program and other public agencies in handling traffic. It will establish liaison with the BC Public Service Net (BCPSN), the BC Emergency Net (BCEN) and the BC Emergency Management Net (BCEMN).

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7.8 Notes:

- Get a list of frequencies municipal frequencies at www.qsl.net/gvmacc/ or contact the ECT director.
- ECT Director: Len Howland, VE7BSA, 250-656-6555 (h),
ve7bsa@rac.ca&nospam&

-----End of Section-----

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Section 8 Radio Message Forms

8.1 Amateur Radio Message Centre

The Emergency Communications Team receives messages on behalf of the Victoria Red Cross and sends messages as requested by the Red Cross. The primary Amateur Radio Message Centre is located at the Red Cross DROC on Fairfield Road in Victoria.

In order for a Message Centre to run efficiently, it ideally requires the following staff;

- Communications Incident Manager
- Deputy Communications Incident Manager
- Filing Clerk
- Message Clerk
- Radio Operator
- Runner

It is not necessary to staff each of these positions with amateur radio operators. Non-amateurs can fill every roll, even that of Radio Operator under certain conditions. However, it is recommended that the Communications Incident Manager be someone from ECT.

In Reception Centres or other remote sites, it may not be possible to have a different staff person in each of these positions. In these situations, the Radio Operator may have to perform multiple roles or all the roles.

8.1.1 Communications Incident Manager

See section 3 for the duties of the Communications Incident Manager. In summary, the Communications Incident Manager is the person responsible for the Victoria Red Cross radio room and the staff working in the radio room.

It is important that the Communications Incident Manager read where the message is to be sent to and decide which Radio Operator is best suited to handle that traffic. Therefore a complete knowledge of who can be reached on which circuit must be known and tracked on the Incident Board (white board) in the radio room. The Incident Manager will continuously check the Message Clerk's desk for messages and the Radio Operators' trays and must keep the forms moving between the two areas. To assist the Incident Manager, there is a Deputy Communications Incident Manager.

8.1.2 Filing Clerk

It will be the Filing Clerk's job to file the Message Forms in their proper binders. If there is a shortage of resources, the Filing Clerk can also double as a Runner. This position is ideal for non-Amateur Radio volunteers.

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8.1.3 Message Clerk

A table will be setup outside the radio room and will be where the Message Clerk, Filing Clerk and Runner will be located. The Message Clerk has to ensure the information on the Radio Message Forms are accurate and complete and diplomatically suggest to the originator how to better complete the form if the form is not correct. In addition, it is this person's responsibility to log all incoming and outgoing messages.

On the Message Clerk's table, there will be file trays for both incoming and outgoing messages subdivided into EMERGENCY, PRIORITY, WELFARE, and ROUTINE.

To enable the Message Clerk to keep track of the Stations the messages are to be sent to, a copy of the Incident Board will be kept at the Message Clerk's station. It is up to the Message Clerk and/or Filing Clerk to keep the information up-to-date based on the Incident Board.

8.1.4 Radio Operators

Radio Operators will be required to operate VHF, HF and packet radios at the Red Cross EOC. Other operators may be needed to set up portable Radio Stations at Reception Centres.

8.1.5 Runners

This position is an assistant to the Message Clerk and delivers incoming messages to the addressee as well as any other tasks as required. This is an ideal position for non-Amateur Radio volunteers.

8.2 Radio Message Forms-Overview

The Radio Message Form is an important tool of the Emergency Communications Team. It allows for message handlers to communicate effectively and quickly using a common format. A committee of Amateur Radio representatives from the Victoria Emergency Program, Langford Emergency Program, View Royal Emergency Program and Red Cross designed the message form, based on ARRL message protocol. If someone has used an ARRL Message form, they will be able to use this message form with little or no training.

The form is a 3-part NCR (no-carbon required) form and essentially consists of three sections. The shaded Top Section of the form along with the Precedence is known as the preamble. The Middle Section inside the bold lines contains the text of the message and the precedence of the message. The shaded Bottom Section of the form indicates either when the message was sent or received and is completed by the Radio Operator.

All messages (including packet) sent from or received at the Red Cross EOC will use a Radio Message Form. A blank message form can be found at the back of this manual.

8.3 Outgoing Messages

8.3.1 Instructions for the Originator

1) Circle the precedence of the message in the **Precedence** box based on the following criteria;

-Emergency - Any message having life and death urgency to any person or group of persons which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes Welfare Agencies' official messages (during emergencies) requesting supplies, materials or instructions vital to relief of people in emergency areas. This is rarely used, so if you are in doubt, use another precedence other than **Emergency**

Priority - This classification is for:

- a) official messages not covered by the **Emergency** category
- b) emergency-related traffic not of the utmost urgency
- c) notice of death or injury in disaster area
- d) important messages that are time sensitive
- e) press dispatches

Welfare - Registration or Inquiry information. Welfare traffic is handled only after all emergency and priority traffic is cleared

Routine - Most traffic in normal times will bear this designation. In disaster situations, traffic labeled **Routine** will be handled last or not at all when circuits are busy with higher precedence traffic

Number	Precedence (Circle one)	HX	Station of Origin	Check	Place of Origin	Time Filed hhmm	Date Filed mmdd
	Emergency Priority Welfare Routine						

2) Complete the **To: (Addressee Name)** box (as complete as possible, including postal/zip code if known), and **Phone (Optional)** box (include area code if known).

To (Addressee Name): R.U. Reddy	Originator is responsible for area inside bold lines (Please Print-Capital Letters Only)
Saanich EOC	
Phone (optional): 250-555-7379	

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- 3) Enter the text of the message using the following guidelines;
- Print in capital letters using only the area inside of the bold lines
 - Place individual words on the appropriate spaces
 - Enter five words per line
 - Punctuation marks should be excluded with the exception of “stops” and questions marks. Any required “stops” (a period when sentence ends aren’t obvious) should be entered as a circled “X” **X** . These are to be entered on a space of their own. There is no need for a “stop” at the end of a message.
 - If you have a telephone number in the text of the message, put the area code, the first 3 digits and the last 4 digits on separate spaces (e.g. 250 555 7379)
 - If you have a postal code in the text of the message, put the first prefix on one space and the suffix on another (e.g. V9A 6H9)
- 4) Complete the **From (Sender Name)**, **Title (If any)** and **Phone (Optional)** boxes (include area code if known).

THIS	IS	A	TEST	MESSAGE
(X)	IS	YOUR	MOBILE	STATION
WORKING	?			
From (Sender Name): Red Crosshows				
Title (If any)				
Phone (optional):				

- 5) Hand all three copies of the Message Form to the Message Clerk and indicate where the addressee is located (e.g. **Saanich EOC**). If you do not know where the addressee is located, the Message Clerk may not accept the form. The Message Clerk will check the form for completeness and accuracy and may return it to you if not completed correctly.
- 6) If the form is filled in completely, the Message Clerk will fill in the top part of the form, log the form into the Outgoing Message Register and hand you the pink copy of the form for your records.
- 7) When the message has been received at the addressee’s location, you will receive confirmation of the date and time on the white copy of the form

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8.3.2 Instructions for the Message Clerk

- 1) When an Originator hands you a Radio Message Form, check the message for completeness and accuracy. If it is not complete or is unreadable, tactfully return the form to the Originator and provide assistance on how to correctly complete the form.
- 2) If the form is accurate, you will need to complete the top shaded section of the form.
Determine the next available message **Number** from the “Outgoing Message Register” and enter that number in the **Number** box on the Message Form.

Outgoing Message Register

Station: VE7VCC Year: 2000 Page No.: 1

Number	Station Callsign	Time hhmm	Date MMMdd	Voice/ Packet	
T-001	VE7VRV	1754	NOV01	V	
T-002	VE7LEV	1838	NOV01	P	
T-003					
T-004					

Number	Precedence (Circle one)	HX	Station of Origin	Check	Place of Origin	Time Filed Hhmm	Date Filed mmmdd
T-003	Emergency Priority Welfare Routine						

- 3) Enter the Station Callsign that will be transmitting the message in the **Station of Origin** box (e.g. **VE7VCC**)
- 4) Complete a word count and enter this figure in the **Check** box. Only count words in the text portion of the message. Count X-ray X and Query “?” as individual words (See Section 7.3.6 for more information on Word Counts)
- 5) Enter the City and Province where the message started in the **Place of Origin** box (e.g. **Victoria, BC**)
- 6) Enter the **current** time in the **Time Filed** box using the 24-hour format (e.g. **1900**).
- 7) Enter the **current** date in the **Date Filed** box using the format MMMdd (e.g. **DEC17**).
- 8) Based on the information supplied by the Originator as to the location of the addressee, check the Incident Board for which callsign is at the location specified by the originator. It is important to closely monitor the Incident Board since callsigns could change. If you are unsure, check with the Communications Incident Manager.

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Incident Board Example

146.840 Voice	147.420 Voice	145.690 Packet
Saan Pen – VE7PGT	Saanich EOC-VE7SEP	BARS – VE7RCN
	Langford EOC-VE7LEP	Vic EOC – VE7VEP

- 9) Using the Incident Board, select the most appropriate station to send this message to. Write that callsign on the top right corner of the Message Form (e.g. **VE7SEP**).

Number	Precedence (Circle one)	HX	Station of Origin	Check	Place of Origin	Time Filed Hhmm	Date Filed mmmdd
	Emergency						
T-003	Priority Welfare <u>Routine</u>		VE7VCC	12	Victoria BC	1900	DEC17

- 10) Enter the following fields from the Message Form into the Outgoing Message Register:
- Write the Station Callsign you are sending the message to (top right corner) into the **Station Callsign** column. (e.g. **VE7SEP**)
 - Write the **Time Filed** information into the **Time** column using the 24-hour format (e.g. **1900**).
 - Write the **Date Filed** information into the **Date** column using the format MMMdd (e.g. **DEC17**)
 - Using the Incident Board, determine the method of transmission to be used and write either **P** for Packet or **V** for Voice in the Method column.

Outgoing Message Register

Station: VE7VCC Year: 2000 Page No.: 1

Number	Station Callsign	Time Hhmm	Date MMMdd	Voice/ Packet
T-001	VE7VRV	1754	NOV01	V
T-002	VE7LEV	1838	NOV01	P
T-003	VE7SEP	1900	DEC17	V
T-004				

- 1) Remove the Pink copy of the form and give to the Originator. The White and Yellow copies are then placed in the appropriate precedence slot of the Outgoing Message Tray
- 2) The Communications Incident Manager will pick up the forms from the Outgoing Tray and hand to the appropriate Radio Operator.

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8.3.3 Instructions for the Communications Incident Manager

- 1) On a regular basis check the Message Clerk's Outgoing Message Tray. Deal with Emergency, Priority, Welfare and Routine messages in that order.
- 2) Check the destination of the message in the top right corner and by using the Incident Board, select the appropriate circuit to send the message based on the radio operators' skill set, amount of traffic on the circuits and the amount of traffic in the operators' queue.
- 3) After selecting the appropriate circuit, you have the option of putting additional handling instructions on the top portion of the message form in the **HX** box. This is an optional field.
 - HXA**--(Followed by number) Collect landline delivery authorized by addressee within X miles (where X is the number of miles). If no number, authorization is unlimited.
 - HXB**--(Followed by number) Cancel message if not delivered within X hours of filing time; service originating station.
 - HXC**--Report date and time of delivery (TOD) to originating station.
 - HXD**--Report to originating station the identity of station from which received, plus date and time. Report identity of station to which message was relayed, plus date and time, or if delivered report date, time and method of delivery.
 - HXE**--Delivering station get reply from addresses, originate message back.
 - HXF**--(Followed by number) Hold delivery until....(date).
 - HXG**--Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.
- 4) Place the form in the appropriate Radio Operator's Outgoing Precedence Slot (Emergency, Priority, Welfare and Routine) on the left side of the Radio Station in date/time sequence

8.3.4 Instructions for the Radio Operator

- 1) The Communications Incident Manager will place Outgoing messages on the left side of the radio in the appropriate precedence slot in date/time sequence. Deal with Emergency, Priority, Welfare and Routine messages in that order
- 2) You must be aware at all times who is on your circuit and keep track of who moves off the circuit and when they are back. If you have a message destined for a station you know is not on your circuit, immediately notify the Communications Incident Manager.
- 3) If there is a Net Control on frequency, you will have to ask permission from Net Control to send the traffic (See section 5 for more details on Net Control). Always obey the commands of the Net Control. Example:
(Operator): Victor Echo Seven Victor Charlie Charlie
(Net Control): Victor Echo Seven Victor Charlie Charlie this is Victor Echo Seven X-ray Mike Romeo Net Control Go Ahead
(Operator): I have one Routine for Victor Echo Seven Sierra Echo Papa
Over
(Net Control): Roger Victor Echo Seven Victor Charlie Charlie, you have permission to send your traffic. Out.
- 4) If you have received permission from Net Control, contact the station where the message is to be sent and inform them of how many messages your station has for them and their priority. Example:
(Operator): Victor Echo Seven Sierra Echo Papa this is Victor Echo Seven Victor Charlie Charlie with one Routine message over
(VE7SEP): Victor Echo Seven Victor Charlie Charlie this is Victor Echo Seven Sierra Echo Papa go ahead with your Routine over
- 5) Read the message slowly using a speed consistent with the operator's ability to write. Use shadow writing to ensure you are sending slow enough. Use prowords where needed. (See section 1 for more details on Radio Operating Techniques and Procedures). The top shaded area of the form along with the precedence is called the preamble. Read the message preamble as in the example below. The word BREAK is used to signify the beginning and end of the text message
Example:
(Operator): This is Victor Echo Seven Victor Charlie Charlie, Message Follows, Tango figures zero, zero, three, Routine, Victor Echo Seven Victor Charlie Charlie, figures one two, Victoria BC, figures one nine zero zero, December one seven
[You can also include the field names as well if you like. Example:
Number Tango, figures zero, zero three, Routine, Station of Origin, Victor Echo Seven Victor Charlie Charlie, Check figures one two, Place of Origin, Victoria, BC, Time figures one nine zero zero, Date December one seven]
[Release the transmit button while you pause for a few seconds to allow anyone else with a higher precedence message to break in then continue to transmit. You do NOT have to wait for the other station to say go ahead, just provide a reasonable pause]

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(Operator): To Initials Romeo Uniform Surname Reddy, I spell Romeo Echo Delta, Delta, Yankee, Saanich I spell Sierra, Alpha, Alpha, November India, Charlie, Hotel Initials Echo Oscar Charlie, Telephone, figures two five zero five, five, five, seven, three, seven, nine, Break

[Release the transmit button while you pause for a few seconds to allow anyone else with a higher precedence message to break in then continue to transmit]

(Operator): This is a test message x-ray, Is your mobile station working query Break

[Release the transmit button while you pause for a few seconds to allow anyone else with a higher precedence message to break in then continue to transmit]

(Operator): Signed Neil Townsend I spell November Echo, India, Lima Tango, Oscar Whiskey, November, Sierra, Echo, November Delta End of Message, No more, Over

[If there was another message to send to the same station, you would use **More to Follow over** instead of **No more over**]

- 6) The receiving station will either acknowledge receipt of message. Example:
(VE7SEP): Victor Echo Seven Victor Charlie Charlie this is Victor Echo Seven Sierra Echo Papa, Roger your number Tango zero zero three. Out
OR will ask for fills
(VE7SEP): Victor Echo Seven Victor Charlie Charlie this is Victor Echo Seven Sierra Echo Papa, say again all after mobile over
[see section 20 for more information on prowords]
- 7) When there is a message going out to multiple stations, each station must acknowledge the message in a logical order to avoid double keying. One method is for the sender to check with each station. Example:
(Operator): Victor Echo Seven Sierra Echo Papa did you copy over
(VE7SEP): This is Victor Echo Seven Sierra Echo Papa, Roger your number Tango zero, zero, three. Out
(Operator): Victor Echo Seven, Victor Echo Papa, did you copy over
(VE7VEP): This is Victor Echo Seven Victor Echo Papa, Roger your number Tango zero, zero, three. Out
Etc.
- 8) Once the message is received by the other station, complete the following at the bottom of the message form in the **Sent To** area;
- Enter the callsign of the receiving station in the **Callsign** box.
(e.g. **VE7SEP**)
 - Enter the **current** time in the **Time** box using the 24 hour format hhmm (e.g. **1915**)
 - Enter the **current** date in the **Date** box using the format MMMdd (e.g. **DEC17**)
 - Enter your home callsign or initials in the **Operator** box (e.g. **VE7WEM** or **MW**)
 - Enter the frequency in the **Frequency** box (e.g. **147.420**)
 - Enter the method of transmission in the Method box (e.g. **Voice**)

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Received From:

Callsign	Time hhmm	Date mmmdd
Operator	Frequency	Method

Sent To:

Callsign	Time hhmm	Date mmmdd
VE7SEP	1915	DEC17
Operator	Frequency	Method
VE7WEM	147.420	VOICE

- 9) Place the form in the “Messages Sent” slot on the right hand side of the Radio. The Communications Incident Manager will pick up the form and place in the Message Clerk’s Messages Sent slot.

8.3.5 Instructions for the Filing Clerk and Runner

- 1) Once the Communications Incident Manager has placed the message form in the Message Clerk’s Messages Sent slot, the Filing Clerk takes the Yellow copy and files it in the Outgoing Binder and gives the White copy to a Runner to deliver to the Originator to indicate the message has been sent

8.3.6 Word Check Basic Rules

Excerpt from the ARRL Operating Manual

- Punctuation (X-ray, Query) count separately as a word.
- Mixed letter-number groups (1700Z, VE7VCC) count as one word.
- Initial or number groups count as one word if sent together, two if sent separately.
- The **To** and **From** information does not count as part of the text, but any closing lines such as **Love** or **Best Wishes** do.

Examples

Charles J McClain - 3 words

W B Stewart - 3 words

St Louis - 2 words

3 PM - 2 words

ASAP - 1 word

ARL Forty Six - 3 words

2N1601 - 1 word

Seventy three - 2 words

73 - 1 word

250-555-7379 – 3 words

V9A 6H9 – 2 words

Although it is improper to change the text of the message, you may change the word check. Do this by putting a slash through the original number followed by the corrected number. On phone, use the words "**Corrected to**":

8.4 Incoming Messages

8.4.1 Instructions for the Radio Operator

- 1) Once the sending station has permission from the Net Control to send a message, the sending station will contact you and indicate how many messages they have for your station and their priority. Example:
(VE7SEP): Victor Echo Seven Victor Charlie Charlie this is Victor Echo Seven Sierra Echo Papa with one routine message Over
- 2) Respond to the sending station by telling them you are prepared to copy OR to stand by
(Operator): Victor Echo Seven Sierra Echo Papa, Go ahead your Routine Over
 OR
(Operator): Victor Echo Seven Sierra Echo Papa, Wait One, Over
- 3) Once you tell the sender to proceed, they will start reading the preamble. Copy the preamble into the top section of the form. Note: In most cases the HX field is left blank and is not mentioned

Number	Precedence (Circle one)	HX	Station of Origin	Check	Place of Origin	Time Filed hhmm	Date Filed mmdd
SP-31	Emergency Priority Welfare Routine		VE7SEP	14	Saanich BC	1935	DEC17

- 4) Enter the addressee information in the **To:** box

To (Addressee Name): Red Crosshows	Originator is responsible for area inside bold lines (Please Print-Capital Letters Only)

- 5) When the sending station transmits **Break**, it indicates the start of the text part of the message

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- 6) Enter the text of the message, entering individual words on the appropriate spaces. When the sending station transmits **Break** again, it indicates the end of the text part of the message

<u>MOBILE</u>	<u>RADIO</u>	<u>IS</u>	<u>WORKING</u>	<u>NOW</u>
<u>(X)</u>	<u>WHERE</u>	<u>WOULD</u>	<u>YOU</u>	<u>LIKE</u>
<u>ME</u>	<u>TO</u>	<u>BE</u>	<u>DEPLOYED</u>	

- 7) Enter the **From:** box

From (Sender Name): R. U. Reddy
Title (If any)
Phone (optional):

- 8) When the sender transmits **End of Message, No More, Over**, perform a word count (See Section 7.3.6 for more information about word counts) and ensure your form agrees with the number of words that were supposed to be transmitted.
- 9) If you missed some of the message, ask the sender for fills. Example:
(Operator): This is Victor Echo Seven Victor Charlie Charlie, Say Again All After WORKING Over
OR
(Operator): This is Victor Echo Seven Victor Charlie Charlie, Say Again Word Before DEPLOYED Over
[If the sending station transmits End of Message, More to Follow, Over, it indicates there are more messages to follow. Make sure you have the first message complete before receiving more messages. Inform the sending station when you are ready for the next message]
- 10) When you receive the message completely and your word count matches what the sender said it should be, inform the sending station. Example:
(Operator): This is Victor Echo Seven Victor Charlie Charlie, Roger your number Sierra Papa three one, Out
[When there is a message going out to multiple stations, each station must acknowledge the message in a logical order to avoid double keying.]

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- 11) Complete the following at the bottom of the message form in the **Received From:** area.
- Enter the callsign of the sending station in the **Callsign** box (e.g. **VE7SEP**).
 - Enter the **current** time in the **Time** box using the 24 hour format hhmm (e.g. **1945**).
 - Enter the **current** date in the **Date** box using the format MMMdd (e.g. **DEC17**).
 - Enter your home callsign or initials in the **Operator** box (e.g. **VE7WEM** or **MW**)
 - Enter the frequency in the **Frequency** box (e.g. **147.420**)
 - Enter the method of transmission in the Method box (e.g. **Voice**).

Received From:

Callsign	Time hhmm	Date mmmdd
VE7SEP	1945	DEC17
Operator	Frequency	Method
VE7WEM	147.420	VOICE

Sent To:

Callsign	Time hhmm	Date mmmdd
Operator	Frequency	Method

- 12) Place the message form into the Incoming Message Slot on the right side of the Radio Station
- 13) The Communications Incident Manager will pick up the forms from the Incoming Message Slot and hand to the Message Clerk.

8.4.2 Instructions for the Communications Incident Manager

- 1) On a regular basis check the Radio Operators' Incoming Message slot and place in the Message Clerk's Incoming Precedence Slot (Emergency, Priority, Welfare and Routine) in date/time sequence

8.4.3 Instructions for the Message Clerk

- 1) The Communications Incident Manager will place Incoming Messages in the Incoming Slot. Deal with Emergency, Priority, Welfare and Routine messages in date/time order.
- 2) From the preamble information, write the Message Number into the Number column (e.g. **SP-31**)
- 3) From the preamble information, write the **Station of Origin** information into the **Station Callsign** column. (e.g. **VE7SEP**)
- 4) Write the **current** time into the **Time** column using the 24-hour format (e.g. **2000**)
- 5) Write the **current** date into the **Date** column using the format MMMdd (e.g. **DEC17**)
- 6) From the bottom of the message form, determine the method used to transmit this message and write that in the **Voice//Packet** column (e.g. **V**)
- 7) Take the next number in the **Our Number** column and write that on the top left hand corner of the form. This is for our tracking purposes only

Incoming Message Register

Station: VE7VCC

Year: 2000 Page No.: 1

Number	Station Callsign	Time Hhmm	Date MMMdd	Our Number	Voice/ Packet	
3	VE7DFP	1905	DEC01	R-001	P	
1	VE7GIC	1924	DEC05	R-002	V	
SP-31	VE7SEP	2000	DEC17	R-003	V	

R-003

Number	Precedence (Circle one)	HX	Station of Origin	Check	Place of Origin	Time Filed Hhmm	Date Filed mmmdd
SP-31	Emergency Priority Welfare <u>Routine</u>		VE7SEP	14	Saanich BC	1935	DEC17

8.4.4 Instructions for the Filing Clerk and Runner

- 1) The Filing Clerk takes the Yellow and Pink copies and files it in the Incoming Binder and gives the White copy to a Runner to deliver to the Addressee.

8.5 Relaying a Message

8.5.1 Instructions for the Radio Operator

- 1) If a message is intended for a station on your frequency but that station is not able to hear the other station and you have a clear signal on both stations, you may offer to relay the message.
- 2) Indicate you are able to relay a message by transmitting your callsign followed by RELAY. (e.g. Victor Echo Seven Victor Charlie Charlie Relay)
- 3) Obey the instructions of the Net Control or of the sending station if there is no Net Control.
- 4) Receive the message from the sending party following the steps for Incoming Messages (See section 7.4.1 for more information)
- 5) Once you have copied the message and completed a message form, write RELAY on the top right corner of the message form.
- 6) Contact the station the message was intended for. Re-transmit the message on the same frequency following the steps for Outgoing Messages (See section 7.3.4 for more information)
- 7) When the message has been received by the intended station (or another relay station), complete the *Sent To:* portion on the same form you received the message on
- 8) Place the form in the Messages Received slot on the right-hand side of the Radio Operator station.

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- 9) If the relay is for another station not on the same frequency, complete steps 1-5 above and then notify the Communications Incident Manager who will pick up the message and give it to the appropriate Radio Operator to transmit.
- 10) Relay messages will have both the *Sent To* and *Received From* portions of the message form filled in.

8.5.2 Instructions for the Message Clerk and Filing Clerk

- 1) Take any message forms with the word RELAY written on the top right corner and record the message form in the Incoming Message Log only.
- 2) On the far right column of the Incoming Message log, record the information from the bottom of the form as to who the message was sent to (e.g. **Relayed to VE7SEP**)
- 3) All three copies of the form are filed in the Incoming Binder.

Incoming Message Register

Station: VE7VCC Year: 2000 Page No.: 1

Number	Station Callsign	Time Hhmm	Date MMMdd	Our Number	Voice/ Packet	
3	VE7DFP	1905	DEC01	R-001	P	
1	VE7GIC	1924	DEC05	R-002	V	
SP-31	VE7SEP	2000	DEC17	R-003	V	
HL-001	VE7HEP	2005	DEC 17	R-004	V	Relayed to VE7SEP

Number	Precedence (Circle one)	HX	Station of Origin	Check	Place of Origin	Time Filed Hhmm	Date Filed mmmdd
HL-001	Emergency Priority Welfare Routine		VE7HEP	14	Highlands	1935	DEC17

RELAY

Received From:

Callsign	Time hhmm	Date mmmdd	
VE7HEP	1955	DEC17	
Operator	Frequency	Method	
VE7WEM	147.420	VOICE	

Sent To:

Callsign	Time hhmm	Date mmmdd	
VE7SEP	2000	DEC 17	
Operator	Frequency	Method	
VE7WEM	147.420	VOICE	

8.6 Simplified Message Form flow and control

Incoming Message:

1. Message is printed on a message form by the radio operator. Required information is filled in by radio operator. (separate instruction)
2. Form is passed to the Message Clerk or other acting as the clerk.
3. Message Form is logged on the Incoming Message Register. (separate instruction)
4. Pink and Yellow copies are retained (Incoming Message File) by Message Clerk.
5. White copy is delivered to Addressee.

Outgoing Message:

1. Message form is prepared by the originator. (separate instruction)
2. **Message clerk:**
 - a. Receives message form from the originator
 - b. Checks the form for completeness and accuracy (this means the way the form is filed out not the content of the message. Obvious errors should be queried, but we must send the message as the originator wishes.)
 - c. Complete the form header.
 - i. Message number from the outgoing message register.
 - d. Complete the outgoing message register.
 - e. Retain the pink copy and file
 - f. Give the white and yellow copy to the radio operator
3. **Radio Operator:**
 - a. Sends the message and completes the appropriate parts of the form. (separate instructions)
 - b. Returns the form to the message clerk.
4. **Message Clerk:**
 - a. Yellow copy is filed with the pink copy.
 - b. White copy is returned to the originator

/end

-----End of Section-----

Section 9 List and Miscellaneous Information

9.1 Glossary of Acronyms

24/7	24 hours a day, 7 days a week
ARES	Amateur Radio Emergency Service
ARRL	Amateur Radio Relay League
CHR	Capital Health Region
CRC	Canadian Red Cross
CRIB	Central Registry and Inquiry Bureau – Registration and Inquiries are matched by Red Cross
DMAC	Deputy Municipal Amateur Coordinator
ECC	Emergency Communications Coordinator
ECT	WARA's Emergency Communications Team
EOC	Emergency Operations Centre
ESS	Emergency Social Services – Department of the Ministry of Social Development & Economic Security
GVMACC	Greater Victoria Municipal Amateur Coordinator Committee – Committee formed of MACs from each municipality
LEP	Langford Emergency Program
MAC	Municipal Amateur Coordinator
NCS	Net Control Station
PAD	Priority Access for Dialing (formerly known as Line Load Control)
PECC	Provincial Emergency Coordination Centre – part of PEP operation centre which coordinates a response to major disasters within BC
PEP	Provincial Emergency Program – Provincial agency responsible for planning and responding to major disasters beyond the capability of municipal resources
PESSOC	Provincial Emergency Social Services Operations Centre
PREOC	Provincial Regional Emergency Operations Centre – Located in Victoria, Vancouver, Kamloops, Nelson, Prince George and Terrace
R&I	Registration and Inquiry
RJH	Royal Jubilee Hospital
SDES	Ministry of Social Development and Economic Security
SEP	Saanich Emergency Program
VEP	Victoria Emergency Program
VGH	Victoria General Hospital
WARA	Westcoast Amateur Radio Association

9.2 Pro-words for Voice Communication and Phonetic Alphabet

Affirmative - "Yes" or "Permission Granted"

All After - "Say again all of your transmission after....."

All Before - "Say again all of your transmission before....."

Break - "I wish to stop your transmission", Also used to indicate the beginning and end of message text sent in a radio message

Clear - "Transmission finished-open to further contacts"

Correct - "You are correct" or "That is correct"

Disregard - "This transmission is in error-ignore it"

Figures - "The following text is to be copied as numerals"

From - "This is station...."

Go Ahead- "Begin sending"

Incorrect - "That is incorrect. Correct version is....."

Initial - "A single letter or initial follows"

I Say Again - "Here is a repeat of my last transmission"

I Spell - "I will spell the next word (using phonetics)"

Letter Group - "A group of letters follows"

Message Follows - "All transmission from this point onward until **End of Message** is part of a message"

Mixed Group - "A group of mixed letters and figures follows"

More to Follow - "I have more messages addressed to your station"

Negative - "Not received" or "No"

No More - "No more messages addressed to your station"

Out - "End of transmission, no response expected"

Over - "End of transmission. Go ahead"

Read Back - "Repeat entire message"

Roger - "Have received last transmission. Go ahead"

Say Again - "Repeat last transmission"

This is - "This is station"..(identification)

Verify - "Verify entire message with addresses"

Wait - "I will pause for a few seconds" or "Stand by"

Wait 3 (Etc) - "I must pause for three minutes"

Word After - "Repeat the word after....."

Word Before - "Repeat the word before....."

Word Twice - "I will(or please) transmit each word twice"

Wilco - "I will comply" or "will do"

9.3 Phonetic Alphabet

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

Numbers

Under poor conditions, a Radio Operator can use phonetics for letters but for numbers, an over-exaggeration of the pronunciation of the number assists the receiving station. If conditions are good, you do not need to over-exaggerate the pronunciation.

1	Wun	5	Fiyuv	9	Niner
2	Too	6	Siks	0	Zearow
3	Tharee	7	Sevven		
4	Fower	8	Ate		

9.4 ARRL Numbered Radiograms

To speed up communications, there are some predefined ARRL messages that can be used in place of writing a message. As an example, ARRL FIFTEEN means "Please advise your condition and what help is needed".

Transmitting an ARRL Numbered Radiogram is similar to transmitting regular messages with a few exceptions. In the word check you write ARL preceding the actual word count number. As an example if the word count is 4, and it is an ARRL Numbered Radiogram, you would write ARL 4 as the word check. Note that you write ARL not ARRL in the word check. In the text of the message you write ARRL.

Some Numbered Radiograms include insertions of numerals or words in the message. As an example, Radiogram ELEVEN is "Establish Amateur Radio emergency communications with _____ on _____ MHz.". So if you wanted another ham to contact you on 146.840 MHz, you could use ARRL Radiogram number ELEVEN and it would be written in the text of the message as "ARRL ELEVEN VE7VIC 146.840". The word check would be "4" which you would write as "ARL 4" in the **Check** box.

Another example of what could go in the text of the message is "ARRL SIXTY TWO CHRISTMAS". The word check is "ARL 4" and it means "Greetings and best wishes to you for a pleasant CHRISTMAS holiday season."

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When receiving an ARRL Numbered Radiogram you always spell out the number. The radiograms are written as TWENTY THREE which is two words not 23 which is one word. Also note that they use ELEVEN not ONE ONE.

The following are ARRL numbered Radiograms that we may encounter:

Emergency Messages

ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in _____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
EIGHT	Need additional _____ mobile or portable equipment for immediate emergency use.
NINE	Additional _____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____ Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exists here.
FOURTEEN	Situation here becoming critical. Losses and damage from _____ increasing.
FIFTEEN	Please advise your condition and what help is needed.
SIXTEEN	Property damage very severe in this area.
SEVENTEEN	REACT communications services also available. Establish REACT communications with _____ on channel _____.
EIGHTEEN	Please contact me as soon as possible at _____.
NINETEEN	Request health and welfare report on _____.
TWENTY	Temporarily stranded. Will need some assistance. Please contact me at _____.
TWENTY ONE	Search and Rescue assistance is needed by local authorities here. Advise availability.
TWENTY TWO	Need accurate information on the extent and type of conditions now existing at your location.
TWENTY THREE	Report at once the accessibility and best way to reach your location.
TWENTY FOUR	Evacuation of residents from this area urgently needed. Advise plans for help.

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TWENTY FIVE Furnish as soon as possible the weather conditions at your location.
TWENTY SIX Help and care for evacuation of sick and injured from this location
needed at once.

Routine Messages

FORTY SIX Greetings on your birthday and best wishes for many more to
come.

FIFTY Greetings by Amateur Radio.

FIFTY ONE Greetings by Amateur Radio. This message is sent as a free public
service by ham radio operators here at _____. Am having a
wonderful time.

FIFTY TWO Really enjoyed being with you. Looking forward to getting
together again.

FIFTY THREE Received your _____. It's appreciated; many thanks.

FIFTY FOUR Many thanks for your good wishes.

FIFTY FIVE Good news is always welcome. Very delighted to hear about
yours.

FIFTY SIX Congratulations on your _____, a most worthy and deserved
and deserved achievement.

FIFTY SEVEN Wish we could be together.

FIFTY EIGHT Have a wonderful time. Let us know when you return.

FIFTY NINE Congratulations on the new arrival. Hope mother and child are
well.

SIXTY Wishing you the best of everything on _____.

SIXTY ONE Wishing you a very Merry Christmas and a happy New Year.

SIXTY TWO Greetings and best wishes to you for a pleasant _____ holiday
season.

SIXTY THREE Victory or defeat, our best wishes are with you. Hope you win.

SIXTY FOUR Arrived safely at _____.

SIXTY FIVE Arriving _____ on _____. Please arrange to meet me there.

SIXTY SIX DX QSLs are on hand for you at the _____ QSL.

SIXTY SEVEN Your message number _____ undeliverable because of _____.
Please advise.

SIXTY EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery.

9.5 ECT Wednesday Night Emergency Communication Net Script

The following is the script read each Wednesday evening. You are Net Control, which means you are the boss. If you are running out of time for the 7:30 Net, you have to either end the Net early or assign someone else to continue on.

All Stations, All Stations, All Stations:

This is _____ (callsign) calling the Westcoast Amateur Radio Association's weekly Emergency Communication Net. This Directed Net meets each Wednesday at 1900 local time on the VE7VIC repeater system on a frequency of 146.840 MHz, 146.660 MHz (with a 100 Hz tone required for both repeaters), 224.140 MHz and 444.875 MHz (with a 107.2 Hz tone required).

The purpose of the Emergency Communication Net is to establish contact with the members of WARA's Emergency Communications Team, to establish contact with other groups and stations outside the Greater Victoria area and to provide Amateurs the experience of working in a Directed Net.

WARA and the Canadian Red Cross Society - BC Coastal Region have signed a Memorandum of Understanding wherein WARA will provide radio communication for the Victoria Red Cross during an emergency.

In an emergency, WARA's Emergency Communications Team will have a Net Control Station on this frequency that is responsible for;

- controlling traffic on the repeater
- accepting messages for the Victoria Red Cross
- coordinating task assignments for the Emergency Communications Team
- and establishing contact with stations in outlying areas not affected by the emergency

This Net is a Directed Net and all traffic will be controlled by the Net Control Station.

Any station with emergency or priority traffic may interrupt at any time.

The Net Control Station this evening is _____ (callsign) and I am located in _____.

Are there any Net Bulletins from any station?

- 1) Now calling the Westcoast Amateur Radio Association's Emergency Communications
- 2) Calling any up-island stations wishing to check into the Emergency Communication Net call the Net Control Station now. (Ask them to provide their callsign, name, location and signal report)
- 3) Calling any stations from the mainland or the Gulf Islands
- 4) Calling any stations from Washington State

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- 5) Calling any stations from the Greater Victoria Area
- 6) Calling any late or missed stations from any area

Anyone wanting information on becoming a member of WARA's Emergency Communications Team or becoming a member of any of the Greater Victoria area municipal Emergency Organizations can contact me for the name of a local representative. (Section 18 has a contact list if needed) (pause)
(A simplex check-in should be done on 146.580 MHz if time permits)

The next Net will be next Wednesday at 1900 on this frequency, I declare the Net on this frequency closed at (time). This is _____ (callsign) out.

(Note to Net Controllers: please check into the Inter-municipal Net at 7:30 PM on 147.570 MHz. When they call for VE7VCC, inform them of how many check-ins there were on 146.840 MHz.)

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9.9 WARA ECT Task Assignments Form

Pty	Position	Radio Type	Usage	Assigned To Name	Shift Start/End	Assigned To Name	Shift Start/End	Assigned To Name	Shift Start/End
1	Communications. Incident Manager	N/A	Radio Room Manager						
2	Deputy Comm. Incident Manager	N/A	Assist Incident Manager						
3	Volunteer Coordinator		Coordinate Volunteers						
4	Message Clerk	N/A	Coordinate Messages						
5	Radio 3-146.840 MHz Net Control	2 meter voice	Net Control						
6	Radio 1	HF voice	Contact PREOC/PECC and Red Cross Stations						
7	Radio 2-147.420 MHz PREOC/PECC.	2 meter voice	Contact PREOC/PECC and EOCs						
8	Radio 5-146.580 MHz Red Cross Tactical	2 meter voice							
9	Radio 4 (WR-155) Packet	2 meter packet							
10	Radio 7	UHF Packet	Second link to PESSOC						
11	Radio 8 (Future)	HF	Establish Link to Red Cross in Other Areas						
12	File Clerk	N/A	File Messages						
13	Runner	N/A	Message Runner						
14	Red Cross Van	Dual Band	Mobile Command						

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9.11 NCS Tracker Form

Frequency: _____

NCS Callsign: _____

NCS Start Date: _____

NCS Start Time: _____

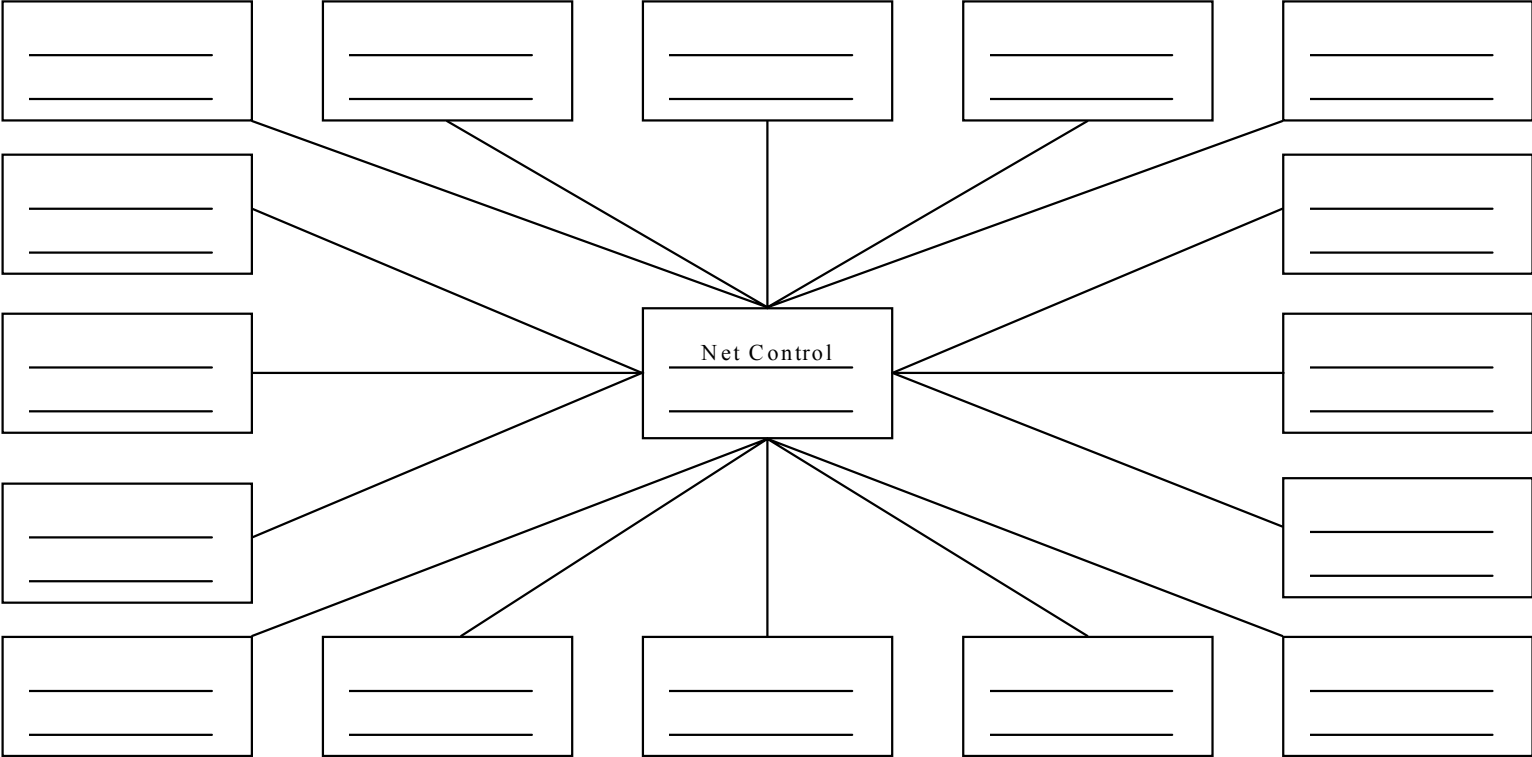
Page: _____

Location →								
Time In								
Callsign								
Comments								
Time Out								
Time In								
Callsign								
Comments								
Time Out								
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Callsign								
Comments								
Time Out								
Time In								
Callsign								
Comments								
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9.12 Net Control Diagram Form



****TNC Radio checklist on back page**

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WARA ECT Portable Radio Box Checklist Form Page 2 of 2

TNC Radios will also have											
TNC											
Laptop Computer											
Inverter											
TNC Manual											
Printer											
Printer Paper											
Power cables											
Diskettes											

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