



MedCom Net

Accurate, Reliable communications for our Served Agency

Formal (NTS) Traffic

Part III – Message Elements

Message Address, Text, and Signature

The Address

The Address section of the formal written traffic format that contains the information needed to deliver the message. Formal traffic to be delivered within the emergency net should contain the name of the individual receiving the message along with some identification of their location. For example, a shelter manager needs to send information to a manager at the EOC. The address of the message would include the following;

To: Joe Bagodonuts

Supply Coordinator

Red Cross Minneapolis Operations Center

This address contains all the information a station would need to call the net control station (NECOS) and list "1 Priority for Red Cross Minneapolis Operation Center." The NECOS would then route the traffic to the station in the net located at the Red Cross Minneapolis Operation Center. The majority of formal emergency traffic is delivered verbally directly to the addressee of their designated representative.

Formal message traffic, usually health and welfare messages, addressed to individuals outside the emergency net would be routed to the NTS (National Traffic System) through a liaison station and be delivered to the addressee. Because Health and Welfare messages are generally delivered by telephone the address information must include an accurate telephone number. Remember in an emergency situation, health and welfare traffic is handles only when there is no higher priority traffic (EMERGENCY or priority precedence.)

Message Text

The Text is the next portion of the formal written traffic format we'll examine. The text follows the Address and is preceded by the proword BREAK. The message text must be brief and accurately convey the intent of the individual originating the message. The message text is limited to a maximum of 25 words, including punctuation. The message text is ended with the proword BREAK. All the words, numbers, and punctuation between the two prowords BREAK are considered the message text. The Check is a count of words, numbers, and punctuation between the "BREAKS".

The information for the message text generally comes in the form of a request from a Served Agency official. For example, the shelter manager might stick his head in the door while going past and say, "We are getting low on generator fuel. Better get another tank set up for delivery. Oh, are they sending you some help?"

That is sure important information but not in a form you could transmit to another station. Your next step is to compose a message that is short and to the point. "Send gas" would be short but you might want to include a little more information! Once you have written the message text on a radiogram form you would run it by the manager for his okay.

The following is an example of a message text;

BREAK
NEED TWO OPERATORS AND TEN
GALLONS GENERATOR FUEL XRAY ADVISE
DELIVERY TIME
BREAK

This sample message would have a check of 12. Notice the proword XRAY is used to represent the punctuation in the text and is counted in the check. Next month we'll take a more detailed look at the message text.

Signature

The signature is an optional part of the message. However, during emergencies, requests for material or personnel generally require the signature of the official in charge. An example would be a shelter manager's request for additional supplies due to an increase in the number of shelter clients. The signature would most likely contain the individual's title as well. For example; Fernando Lamas, Dry Gulch Shelter Manager. This example signature would be transmitted after the prowords BREAK at the end of the text. You would transmit; "BREAK signed Fernando Lamas, Dry Gulch Shelter Manager, BREAK , No More, OVER. The prowords BREAK after the signer's title marks the end of the message. The phrase "No More OVER" tells the receiving station that the entire message has been transmitted and the sending station is waiting for the receiver to ROGER the message or ask for fills.