

# Scott County ARES



## **Operating Aids**

January 2012

# Operating Aids Table of Contents

Scott County ARES Emergency Contacts	
Local Government .....	1
Local Hospitals .....	2
Operating Frequencies	
Area 2 Meter Repeaters .....	3
Area 222 MHz. Repeaters.....	3
Area 444 MHz. Repeaters.....	4
Statewide Amateur Frequencies .....	5
Local Operating Frequencies .....	6
Contact Information	
AREA Contact Information .....	7
Minnesota State EOC/DEM.....	8
Scott County Contacts.....	8
MARS .....	8
Skywarn .....	9
Internet Resources.....	9
Miscellaneous .....	9
Equipment (basic response) .....	10
Operating Guidelines .....	10
Radiogram Message Formatting.....	11
Radiogram Written Example .....	12
FSD-218 – Relief Emergency, Routine Messages Recommended Precedences	
Component Parts.....	13
Precedences .....	14
Handling Instructions.....	14
International Q Signals .....	15
Abbreviations, Prosigns, Prowords.....	16
FSD-3 – Relief Emergency, Routine Messages Recommended Precedences	
Group One – For Possible “Relief Emergency” Use .....	17
Group Two – Routing messages.....	18
ARRL Recommended Precedences .....	19

FSD-220 – Communications Procedures, Phonetic Alphabet, RST, Time Conversion	
ITU Phonetic Alphabet .....	21
The R-S-T System.....	21
Time Conversion Chart.....	23
Scott County ARES RADIOGRAM Form.....	24
Notes .....	25

# SCOTT COUNTY ARES EMERGENCY CONTACTS

## Local Government:

### Scott County

General Information:	952-445-7750
Public Works:	952-496-8346
Sheriff Alternate Emergency:	952-445-1411
Sheriff Administration:	952-496-8300
Emergency Management:	952-496-8181
Chris Weldon:	952-496-8381

### City of Belle Plaine

General Information:	952-873-5553
Police Alternate Emergency:	952-445-1411
Police Non-Emergency:	952-873-4307
Fire Department:	952-873-6820
Public Works:	(see general information)

### City of Prior Lake

General Information:	952-447-4230
General Administration:	952-447-9800
Police Non-Emergency:	952-440-3555
Fire Department:	952-440-3473
Public Works:	952-440-9675

### City of Jordan

General Information:	952-492-2535
Police Non-Emergency:	952-492-2009
Public Works:	952-492-2535

### City of Savage

General Information:	952-882-2660
Police Alternate Emergency:	952-445-1411
Police Non-Emergency:	952-882-2600
Public Works:	952-224-3400

### City of Shakopee

General Information:	952-233-9300
Police Non-Emergency:	952-233-9400
Fire Department:	952-233-9336
Public Works:	952-233-9550
Bruce Loney:	952-233-9361

## **Local Hospitals:**

### **St Francis Regional Medical Center**

1455 St. Francis Ave

Shakopee MN 55379-3380

General Information: 952-403-3000

Safety Officer:

Telephone: 952-403-3000

Pager:

FAX:

E-mail:

### **Fairview Ridges Hospital**

201 Nicollet Blvd.

Burnsville, MN 55337

General Information: 952-892-2000

Safety Officer: Mike Logas

Telephone: 952-892-2096

E-mail: [mlogas1@fairview.org](mailto:mlogas1@fairview.org)

### **Queen of Peace Hospital**

301 Second Street N.E.

New Prague, MN. 56071

General Information: 952-758-4431

Safety Officer: Clay Brister

Telephone: 952-758-4431

E-mail: [cbrister@qofp.org](mailto:cbrister@qofp.org)

## OPERATING FREQUENCIES

### Area 2Meter Repeaters:

#### Metro Area:

Location	Output	Input	Call	Tone
Apple Valley	145.410	Minus	NJ0M	77.0
Burnsville	147.210	Plus	W0BU	100.0
Carver	147.165	Plus	WB0RMK	107.2
Eden Prairie	146.880	Minus	WA0VLL	
Edina	147.390	Plus	K0JE	
Golden Valley	146.820	Minus	W0PZT	127.3
Maple Plain	147.000	Plus	K0LTC	
Minneapolis	147.270	Plus	WB0ZBK	
Minneapolis	146.700	Minus	WC0HC	127.3
Minneapolis	117.150	Plus	W0YC	
Oakdale	146.850	Minus	WD0HWT	
Richfield	145.390	Minus	WB0PWQ	
St. Louis Park	146.760	Minus	W0EF	114.8

#### South Central:

Location	Output	Input	Call	Tone
Faribault	146.790	Minus	WB0NKX	
Le Sueur	146.610	Minus	WB0ERN	136.5
Mankato	147.045	Plus	K0FTB	
Mankato	147.240	Plus	K0KLY	
Northfield	146.655	Minus	W0IHI	
Owatonna	147.105	Plus	WB0VAJ	
Owatonna	145.190	Minus	N0FDY	
Owatonna	145.490	Minus	KA0KEL	
St. Peter	147.135	Plus	WQ0A	100.0
Waseca	146.715	Minus	WA0CJU	
Waseca	146.940	Minus	WA0CJU	

## Area 222 MHz. Repeaters:

### Metro Area:

Location	Output	Input	Call	Tone
Burnsville	224.5400	Minus	W0BU	100
Columbia Hts	224.5000	Minus	N0FKM	114.8
Mounds View	224.9400	Minus	KB0VYD	
Minneapolis	223.9000	Minus	W0YC	

## Area 444 MHz. Repeaters:

### Metro Area:

Location	Output	Input	Call	Tone
Burnsville	442.4000	Plus	WJ7X	91.5
Burnsville	444.3000	Plus	W0BU	114.8
Credit River	444.7250	Plus	KA0BFP	100
Minneapolis	444.4250	Plus	W0YC	147.15
Minneapolis	444.1250	Plus	K0EF	114.8
Richfield	444.750	Plus	WD0HSD	118.8
Shoreview	442.6000	Plus	N0NAS	167.9
St. Paul	444.8000	Plus	WD0HWT	114.8

## Statewide Amateur Frequencies:

It is recommended to program the following frequencies into your radio for quick access.

### VHF PHONE

VA	147.585	Victor Alpha (Pri)
VB	147.525	Victor Bravo
VC	147.495	Victor Charlie
VD	146.535	Victor Delta
VE	146.475	Victor Echo
VF	146.565	Victor Foxtrot
VG	146.595	Victor Golf

### UHF PHONE

UA	440.975	Uniform Alpha
UB	440.925	Uniform Bravo
UC	440.875	Uniform Charlie
UD	440.825	Uniform Delta
UE	440.775	Uniform Echo
UF	440.725	Uniform Foxtrot
UG	440.675	Uniform Golf

### PACKET

P1	145.67	State Network (Pri)
P2	145.01	State Network (Sec)
P3	145.07	9600-baud (Metro)
P4	145.05	TLAN (Minneapolis)
P5	145.69	MNSTP (St. Paul)
P6	145.03	TBD
P7	144.39	APRS (Nationwide)

### HF PHONE

H1	3.860	Hotel One (Pri)
H2	7.260	Hotel Two (Sec)

### HF CW

C1	3.710	Charlie One (Pri)
C2	7.060	Charlie Two (Sec)

### HF DIGITAL

D1	3.625	Delta One (Pri)
D2	7.095	Delta Two (Sec)

### FRS PHONE

FR1	462.5625	Fox Romeo One (Pri)
FR9	467.5875	Fox Romeo Niner (Sec)
FR14	467.7125	Fox Romeo Fourteen



## **Local Operating Frequencies:**

### **VHF Nets:**

#### **Scott County ARES Net:**

Weekly Net: 146.535 simplex, Monday 7:00 PM local time

#### **Dakota County ARES Net:**

Weekly Net: 147.39 (tone=77.0), Monday 8:00 PM local time

#### **Carver County ARES Net:**

Weekly Net: 147.165, Sunday 8:30 PM local time

#### **Chisago County ARES Net:**

Weekly Net: 146.550 simplex, Monday 8:30 PM local time

### **HF NETS:**

#### **MN SECTION PHONE NET**

12-Noon, 5:30p Daily 7x365

3.860 MHz LSB

#### **MN SECTION CW NET**

6:30p, 9:50p Daily 7x365

3.605 MHz CW

#### **10<sup>th</sup> Region Phone Net**

1:45p, 3:45p Daily 7x365

7.277.5 MHz LSB

# CONTACT INFORMATION

## ARES Contact Information:

Submit required changes or suggestion to Bob Reid: [n0bhc@arrl.net](mailto:n0bhc@arrl.net)

### MN SECTION MANAGER

Skip Jackson (KSØJ)  
[ksØj@arrl.net](mailto:ksØj@arrl.net)  
Home: 651-260-4330

### MN SECTION EMERGENCY COORDINATOR

Dan Anderson (KD0ASX)  
[kd0asx@minnesotaares.org](mailto:kd0asx@minnesotaares.org)  
Home: 612-644-9174

### DISTRICT 1 -- SOUTHEAST DISTRICT EC

Bill Osler (KØRGR)  
Home:

### DISTRICT 2 -- NORTHEAST DISTRICT EC

Jerry VanDervort (WDØGUF)  
[wdØguf@arrl.net](mailto:wdØguf@arrl.net)  
Home: 218-741-9489  
Cell: 218-742-1728

### DISTRICT 3 – NORTHWEST DISTRICT EC

Mike Heiler (KA0ZLG)

### DISTRICT 4 – WEST-CENTRAL DISTRICT EC

Open

### DISTRICT 5 – SOUTHWEST DISTRICT EC

Arl Weinrebe (KD0BJW)

### DISTRICT 6 – METRO DISTRICT EC

Ann Foster (K0ANN)  
Home: 612-788-4888  
Cell: 612-267-0612  
[k0ann@arrl.net](mailto:k0ann@arrl.net)

## **Minnesota State EOC / DEM:**

### **MN STATE DUTY OFFICER, STATE EOC**

(staffed 24x7x365)

800-422-0798

651-649-5451

State EOC call sign: KØDEM

### **MN COMM & WARNING POINT OFFICER**

John Dooley

(contact via MN State Duty Officer)

## **Scott County Contacts:**

### **Scott County Emergency Coordinator**

Bob Reid, NØBHC

[n0bhc@aol.com](mailto:n0bhc@aol.com)

Home: 952-894-5178

Cell: 612-280-9328

### **Assistant Emergency Coordinators**

Daniel Vande Vusse, NØPI

[n0pi@arrl.net](mailto:n0pi@arrl.net)

Home: 952-440-1878

Cell: 952-857-9202

Bob Minor, WØNFE

[w0nfe@arrl.net](mailto:w0nfe@arrl.net)

Home: 952-894-2657

Cell: 612-910-0775

### **Scott County Sheriff:**

Emergency Management: 952-496-8181

Sheriff Administration: 952-496-8300

### **St. Francis Medical Center, Shakopee, MN**

General Information: 952-403-3000

### **Queen of Peace Hospital, New Prague, MN**

General Information: 952-758-4431

## **MARS:**

### **ARMY MARS:**

Neil Longenry 763-498-7197

### **AIR FORCE:**

Rob Larson 612-929-8454

### **NAVY-MARINE CORPS:**

Tim Isom 507-663-0416

# SKYWARN

## Reportable Conditions:

1. Hail (any size)
2. Flooding (non-ponding water)
3. Wall Cloud non-rotating (watch 5-10 min, and report)
4. Wall Cloud rotating (watch 1-3 min and report)
5. Funnel Cloud (report immediately)
6. Tornado (BREAK IN, report immediately)

Primary Repeaters:146.850-, 147.210+

# INTERNET RESOURCES

The following links are all available on Minnesota ARRL Web Page at:

<http://www.arrl.org/sections.MN.html>

## MN Homeland Security Emergency Management:

<http://www.hsem.state.mn.us>

## NOAA WEATHER (all regions):

<http://www.crh.noaa.gov/>

## MN Repeater frequency list:

<http://www.artscipub.com/repeaters/states/Minnesota.asp>

## MN Emergency Packet Network info:

<http://www.14567.org>

## Scott County ARES

<http://scottares.org>

# MISCELLANEOUS

## PACKET COMMANDS:

TNC software often utilizes host-mode commands. Various commands will vary.

## Commands: (Node and BBS, Mail drop, etc)

N = List nodes heard/available

J = List stations heard on node.

MH = List stations heard on your TNC.

C = Connect X (X=call sign of node/station)

B= Bye (disconnect from node/station)

S = Send X (X=call sign of station). Used if connected to mailbox or BBS.

< Ctrl-C > puts your TNC in command mode.

KØDEM available via MAPLE node

## **EQUIPMENT (BASIC RESPONSE)**

- Credentials: FCC License, I.D. Cards, Driver License, vests, permit, sign, etc.
- Notepad and pencil
- Radio, antennas. Dual-band HT, mobile, HF, GPS, laptop, PDA, etc.
- Sufficient power resources: battery(s), power supply, power strip, generator, power connections (Anderson Power Pole), etc.
- Basic tools and parts.
- Field Resource manual and related info.
- Maps (city, county, state, etc).
- Appropriate clothing for conditions.
- Personal meds, aspirin, hygiene items.
- Water, snacks/energy foods, etc.

## **OPERATING GUIDELINES**

- Safety is first for you and your family.
- Always follow your local written plan.
- Be knowledgeable in MN Incident Mgmt System (MIMS) as it relates to response, especially in mutual aid events.
- Respond to designated staging location(s). Do not respond to specific on-scene locations unless direct to do so.
- Keep vital information confidential. Refer news media to PIO or served agency (MIMS) representative.
- Know your equipment, bring the manual
- Speak clearly, plain language, no Q-codes.
- Follow activation and calling-tree protocol. (see your local plan).
- Assure you are signed/logged in for event.
- Be professional. You represent the entire amateur radio community to public, served officials and agencies.
- Follow instructions of NET control and public officials. Use proper NET procedure at all times. If conflicts arise, discuss off-air or after the event (debriefing).

# RADIOGRAM MESSAGE FORMATTING

Number	Precedence	HX	Stn of Origin	Check	Place of Origin	Time Filed	Date

## PREAMBLE (I):

Nr#: (assign a message number for tracking)  
 Precedence: (R, W, P or Emergency)  
 HX: (handling instructions)  
 Station of Origin: (operator writing message)  
 Check: (number of words/groups in text)  
 Place of Origin: (where message is coming from)  
 Time Filed: (time message written)  
 Date: (date message written, should match time)

## ADDRESS/ADDRESSEE (II):

Name: (person or location name, title, etc)  
 Address: (street)  
 City/Zip: (location of addressee)  
 Phone: (include are code)

## TEXT (III):

Message text here:

## SIGNATURE (IV):

Signature: (who is the message from? 3rd party name?)

## Message Precedences:

**R** = Routine      **W** = Welfare  
**P** = Priority      **E** = EMERGENCY (Emergency spelled out)

## Message Handling Instructions:

- **HXA** (followed by number) = Collect call delivery authorized by addressee within (x)-miles.
- **HXB** (followed by number) = Cancel delivery if undeliverable within (x)-hours of filing time. Service message back to station of origin.
- **HXC** = report delivery time/date to station of origin.

- **HXD** = report to station of origin the time/date and identity message was received from, and same for whom message was sent/relayed to, and mode.
- **HXE** = delivering station get reply from addressee, originate message back.
- **HXF** (followed by number) = hold message until (date and/or time).
- **HXG** = (if unable to deliver message without incurring expenses, cancel and service station of origin.

**Message Check: (word count):**

**Check** is count of all words and letter/number groups in message text. “X-Ray” is a sentence separator and is counted as a word.

**ARL** precedes check/word count if ARL abbreviated message are used in text. The letter group “ARL” also precedes the ARL-number in text msg. (see written example).

**ARL-NUMBERED RADIOGRAMS**

A few examples:

- **ARL ONE** = Everyone safe here. Do not worry.
- **ARL SIX** = Will contact you ASAP.
- **ARL FIFTEEN** = Please advise conditions and what help is needed.
- **ARL NINETEEN** = Request health/welfare report on \_\_\_\_\_ (name/info, etc).
- **ARL TWENTY TWO** = Need accurate info on extent/type of conditions at your location. Please reply ASAP.

**RADIOGRAM Written Example:**

(Note: The following message would be announced on net as “One Priority, Buffalo Lake”).

*(Message follows )*

Nr 6 P ARL 12 HXE KØDEM ST.PAUL,MN 0800Z JUN1

Red Cross ERV  
Buffalo Lake MN

*( BREAK )*

ARL fifteen X have one ERV available X ARL nineteen Mayor Smith

*( BREAK )*

John Doe  
Disaster Svcs

*( BREAK no more OVER )*

**Every formal radiogram message originated and handled should contain the following component parts in the order given**

## I. Preamble

- a. Number (begin with 1 each month or year)
- b. Precedence (R, W, P or EMERGENCY)
- c. Handling Instructions (optional, see text)
- d. Station of Origin (first amateur handler)
- e. Check (number of words/groups in text only)
- f. Place of Origin (not necessarily location of station of origin.)
- g. Time Filed (optional with originating station)
- h. Date (must agree with date of time filed)

## II. Address

(as complete as possible, include zip code and telephone number)

## III. Text

(limit to 25 words or less, if possible)

## IV. Signature

**CW:** The prosign  $\overline{AA}$  separates the parts of the address.  $\overline{BT}$  separates the address from the text and the text from the signature.  $\overline{AR}$  marks end of message; this is followed by B if there is another message to follow, by N if this is the only or last message. It is customary to copy the preamble, parts of the address, text and signature on separate lines.

**RTTY:** Same as CW procedure above, except (1) use extra space between parts of address, instead of  $\overline{AA}$ ; (2) omit cw procedure sign  $\overline{BT}$  to separate text from address and signature, using line spaces instead; (3) add a CFM line under the signature, consisting of all names, numerals and unusual works in the message in the order transmitted.

**PACKET/AMTOR BBS:** Same format as shown in the cw message example above, except that the  $\overline{AA}$  and  $\overline{AR}$  prosigns may be omitted. Most amtor and packet BBS software in use today allows formal message traffic to be sent with the “ST” command. Always avoid the use of spectrum-wasting multiple line feeds and indentations.

**PHONE:** Use *prowords* instead of prosigns, but it is not necessary to name each part of the message as you send it. For example, the above message would be sent on phone as follows: “Number one routine HX Golf W1AW eight Newington Connecticut one eight three zero zulu



july one Donald Smith Figures one six four East Sixth Avenue North River City Missouri zero zero seven eight nine Telephone seven three three four nine six eight Break Happy birthday X-ray see you soon X-ray love Break Diana End of Message Over. "End of Message" is followed by "More" if there is another message to follow, "No More" if it is the only or last message. Speak clearly using VOX (or pause frequently on push-to-talk) so that the receiving station can get fills. Spell phonetically all difficult or unusual words--do not spell out common words. Do not use cw abbreviations or Q-signals in phone traffic handling.

## Precedences

The precedence will follow the message number. For example, on cw 207R or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)."

**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 official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very rare*. On cw, RTTY and other digital modes this designation will always be spelled out. When in doubt, *do not* use it.

**PRIORITY**--Important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notifications of death or injury in a disaster area, personal or official. Use the abbreviation P on cw.

**WELFARE**--A message that is either a) an inquiry as to the health and welfare of an individual in the disaster area b) an advisory or reply from the disaster area that indicates all is well should carry this precedence, which is abbreviated W on cw. These messages are handled *after* Emergency and Priority traffic but before Routine.

**ROUTINE**--Most traffic normal times will bear this designation. In disaster situations, traffic labeled Routine (R on cw) should be handled *last*, or not at all when circuits are busy with Emergency, Priority or Welfare traffic.

## Handling Instructions (Optional)

**HXA**--(Followed by number) Collect landline delivery authorized by addressee within....miles. (If no number, authorization is unlimited.)

**HXB**--(Followed by number) Cancel message if not delivered within....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 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.

For further information on traffic handling, consult the Public Service Communications Manual or the ARRL Operating Manual, both published by ARRL.

## International Q Signals

A Q signal followed by a ? asks a question. A Q signal without the ? answers the question affirmatively, unless otherwise indicated.

- |  |  |
|--|--|
| <b>QRA</b> What is the name of your station?   | <b>QTB</b> Do you agree with my word count?<br>(Answer negative)                 |
| <b>QRG</b> What's my exact frequency?  | <b>QTC</b> How many messages have you to<br>send?                                |
| <b>QRH</b> Does my frequency vary?   | <b>QTH</b> What is your location?  |
| <b>QRI</b> How is my tone? (1-3)   | <b>QTR</b> What is your time?  |
| <b>QRK</b> What is my signal intelligibility? (1-<br>5)                                  | <b>QTV</b> Shall I stand guard for you _____?                                    |
| <b>QRL</b> Are you busy?   | <b>QTX</b> Will you keep your station open for<br>further communication with me? |
| <b>QRM</b> Is my transmission being interfered<br>with?                                  | <b>QUA</b> Have you news of _____?   |
| <b>QRN</b> Are you troubled by static?   |  |
| <b>QRO</b> Shall I increase transmitter power?   |  |
| <b>QRP</b> Shall I decrease transmitter power?   |  |
| <b>QRQ</b> Shall I send faster?  |  |
| <b>QRS</b> Shall I send slower?  |  |
| <b>QRT</b> Shall I stop sending?   |  |
| <b>QRU</b> Have you anything for me? (Answer<br>in negative)                             |  |
| <b>QRV</b> Are you ready?  |  |
| <b>QRW</b> Shall I tell _____ you're calling him?  |  |
| <b>QRX</b> When will you call again?   |  |
| <b>QRZ</b> Who is calling me?  |  |
| <b>QSA</b> What is my signal strength? (1-5)   |  |
| <b>QSB</b> Are my signals fading?  |  |
| <b>QSD</b> Is my keying defective?   |  |
| <b>QSG</b> Shall I send _____ messages at a<br>time?                                     |  |
| <b>QSK</b> Can you work breakin?   |  |
| <b>QSL</b> Can you acknowledge receipt?  |  |
| <b>QSM</b> Shall I repeat the last message sent?   |  |
| <b>QSO</b> Can you communicate with _____<br>direct?                                     |  |
| <b>QSP</b> Will you relay to _____?  |  |
| <b>QSV</b> Shall I send a series of V's?   |  |
| <b>QSW</b> Will you transmit on _____?   |  |
| <b>QSX</b> Will you listen for _____ on _____?   |  |
| <b>QSY</b> Shall I change frequency?   |  |
| <b>QSZ</b> Shall I send each word/group more<br>than once? (Answer, send twice or _____) |  |
| <b>QTA</b> Shall I cancel number _____?  |  |

## Abbreviations, Prosigns, Prowords

<b>CW</b>	<b>PHONE (meaning or purpose)</b>
<b><u>AA</u></b>	(Separation between parts of address or signature.)
<b>AA</b>	All after (used to get fills).
<b>AB</b>	An before (used to get fills).
<b>ADEE</b>	Addressee (name of person to whom message addressed).
<b>ADR</b>	Address (second part of message).
<b>AR</b>	End of message (end of record copy).
<b>ARL</b>	(Used with "check," indicates use of ARRL numbered message in text).
<b><u>AS</u></b>	Stand by; wait.
<b>B</b>	More (another message to follow).
<b>BK</b>	Break; break me; break-in (interrupt transmission on cw. Quick check on phone).
<b><u>BT</u></b>	Separation (break) between address and text; between text and signature.
<b>C</b>	Correct; yes.
<b>CFM</b>	Confirm. (Check me on this).
<b>CK</b>	Check.
<b>DE</b>	From; this is (preceding identification).
<b><u>HH</u></b>	(Error in sending. Transmission continues with last word correctly sent.)
<b><u>HX</u></b>	(Handling instructions. Optional part of preamble.) Initial(s). Single letter(s) to follow.
<b><u>IMI</u></b>	Repeat; I say again. (Difficult or unusual words or groups.)
<b>K</b>	Go ahead; over; reply expected. (Invitation to transmit .)
<b>N</b>	Negative, incorrect; no more. (No more messages to follow.)
<b>NR</b>	Number. (Message follows.)
<b>PBL</b>	Preamble (first part of message)
<b>N/A</b>	Read back. (Repeat as received.)
<b>R</b>	Roger; point. (Received; decimal point.)
<b>SIG</b>	Signed; signature (last part of message.)
<b><u>SK</u></b>	Out; clear (end of communications, no reply expected.)
<b>TU</b>	Thank you.
<b>WA</b>	Word after (used to get fills.)
<b>WB</b>	Word before (used to get fills.)
<b>N/A</b>	Speak slower.
<b>N/A</b>	Speak faster.

The letters ARL are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals and text. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN. DEC 25 \_\_\_\_\_ DONALD R. SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR. For additional information about traffic handling, consult *The ARRL Operating Manual*, published by ARRL, or the *NTS Methods and Practices Guidelines*, [www.arrl.org/FandES/field/nts-mpg/](http://www.arrl.org/FandES/field/nts-mpg/).

### **Group One—For Possible “Relief Emergency” Use**

- 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 communication with \_\_\_\_ on channel \_\_\_\_.
- EIGHTEEN Please contact me as soon as possible at \_\_\_\_.
- NINETEEN Request health and welfare report on \_\_\_\_ . (State name, address and telephone number.)
- 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. Please furnish this information and reply without delay.
- 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.
- 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.
- Emergency/priority messages originating from official sources must carry the signature of the originating official.

## **Group Two—Routine Messages**

- FORTY SIX Greetings on your birthday and best wishes for many more to come.
- FORTY SEVEN Reference your message number \_\_\_\_ to \_\_\_\_ delivered on \_\_\_\_ at \_\_\_\_ UTC.
- FIFTY Greetings by Amateur Radio.

- FIFTY ONE Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators 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 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 Bureau. Send \_\_\_\_\_ self addressed envelopes.
- SIXTY SEVEN Your message number \_\_\_\_\_ undeliverable because of \_\_\_\_\_. Please advise.
- SIXTY EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery.
- SIXTY NINE Welcome to the \_\_\_\_\_. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

\* Can be used for all holidays.

## ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in emergency.

**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 official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very* rare. On CW/RTTY, this designation will *always* be spelled out. When in doubt, do not use it.

**PRIORITY**--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the *utmost* urgency d) notice of death or injury in a disaster area, personal or official.

**WELFARE**--This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

**ROUTINE**--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and "Two Zero Seven Routine" on phone.

## ARRL Communications Procedures

Voice	Code	Situation
Go ahead	K	Used after calling CQ, or at the end of a transmission, to indicate any station is invited to transmit.
Over	AR	Used after a call to a specific station, before the contact has been established
	KN	Used at the end of any transmission when only the specific station contacted is invited to answer.
Stand by or wait	AS	A temporary interruption of the contact.
Roger	R	Indicates a transmission has been received correctly and in full.
Clear	SK	End of contact. SK is sent before the final identification.
Leaving the air or closing the station	CL	Indicates that a station is going off the air, and will not listen or answer any further calls. CL is sent after the final identification.

## ITU Phonetic Alphabet

Word list adopted by the International Telecommunications Union

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

## The R-S-T System

### Readability

- 1 Unreadable
- 2 Barely readable, occasional words distinguishable.
- 3 Readable with considerable difficulty.
- 4 Readable with practically no difficulty.
- 5 Perfectly readable.



## Signal Strength

- 1 Faint signals, barely perceptible.
- 2 Very weak signals.
- 3 Weak signals.
- 4 Fair signals.
- 5 Fairly good signals.
- 6 Good signals.
- 7 Moderately strong signals.
- 8 Strong signals.
- 9 Extremely strong signals.

## Tone

- 1 Sixty cycle a.c or less, very rough and broad.
- 2 Very rough a.c., very harsh and broad.
- 3 Rough a.c. tone, rectified but not filtered.
- 4 Rough note, some trace of filtering.
- 5 Filtered rectified a.c. but strongly ripple-modulated.
- 6 Filtered tone, definite trace of ripple modulation.
- 7 Near pure tone, trace of ripple modulation.
- 8 Near perfect tone, slight trace of modulation.
- 9 Perfect tone, no trace of ripple or modulation of any kind.

If the signal has the characteristic steadiness of crystal control, add the letter X to the RST report. If there is a chirp, the letter C may be added to so indicate. Similarly for a click, add K. The above reporting system is used on both cw and voice, leaving out the “tone” report on voice. Turn card over for examples.

## Time Conversion Chart

UTC	EDT/AST	CDT/EST	MDT/CS T	PDT/MS T	PST
0000*	2000	1900	1800	1700	1600
0100	2100	2000	1900	1800	1700
0200	2200	2100	2000	1900	1800
0300	2300	2200	2100	2000	1900
0400	0000*	2300	2200	2100	2000
0500	0100	0000*	2300	2200	2100
0600	0200	0100	0000*	2300	2200
0700	0300	0200	0100	0000*	2300
0800	0400	0300	0200	0100	0000*
0900	0500	0400	0300	0200	0100
1000	0600	0500	0400	0300	0200
1100	0700	0600	0500	0400	0300
1200	0800	0700	0600	0500	0400
1300	0900	0800	0700	0600	0500
1400	1000	0900	0800	0700	0600
1500	1100	1000	0900	0800	0700
1600	1200	1100	1000	0900	0800
1700	1300	1200	1100	1000	0900
1800	1400	1300	1200	1100	1000
1900	1500	1400	1300	1200	1100
2000	1600	1500	1400	1300	1200
2100	1700	1600	1500	1400	1300
2200	1800	1700	1600	1500	1400
2300	1900	1800	1700	1600	1500
2400*	2000	1900	1800	1700	1600

Universal Coordinated Time (UTC) is the time at the zero or reference meridian. Time changes one hour with each change of 15 degrees in longitude. The five time zones in the US proper and Canada roughly follow these lines.

\* 0000 and 2400 are interchangeable. (2400 is associated with the date of the day ending, 0000 with the day just starting.)

## Scott County ARES RADIOGRAM

Number	Precedence	HX	Stn of Origin	Check	Place of Origin	Time Filed	Date
--------	------------	----	---------------	-------	-----------------	------------	------



TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_

Recvd by: _____	Phone _____
Name: _____	
Street Addr: _____	
City, St., Zip _____	


From REC'D	Time	Date	To SENT	Date	Time
---------------	------	------	------------	------	------

## Scott County ARES RADIOGRAM

Number	Precedence	HX	Stn of Origin	Check	Place of Origin	Time Filed	Date
--------	------------	----	---------------	-------	-----------------	------------	------



TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_

Recvd by: _____	Phone _____
Name: _____	
Street Addr: _____	
City, St., Zip _____	


From REC'D	Time	Date	To SENT	Date	Time
---------------	------	------	------------	------	------

## Notes