



MedCom Net

Accurate, Reliable communications for our Served Agency

Formal (NTS) Traffic Part VII - Delivering the Message

Now that we have successfully copied the message the most important step remains – delivering the information.

Before you grab the phone or trot down the hall, you have a little more work to do.

You need to read the message and make sure the information you are going to deliver is in plain English. The easiest way to do this is pretend you are delivering the message to someone who has absolutely NO knowledge of amateur radio.

Let's assume you have just rogered the following message:

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HR	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
0146	WELFARE		KDOSFE	ARL4	TWISTER, MN.	1632 CDT	22JUL09
TO Grandma Reisen 638 Shady Ave Henfruit MN 52846				THIS RADIO MESSAGE WAS RECEIVED AT			
TELEPHONE NUMBER 312-729-3874				AMATEUR STATION _____ PHONE _____			
ARL ONE				ARL TWO			
Mary and Chet							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS RADIOGRAM WAS RECEIVED BY THE STATION OF ORIGIN AND IS THE PROPERTY OF THE AMERICAN RADIO RELAY LEAGUE. IT IS TO BE USED ONLY FOR THE PURPOSES OF THE LEAGUE AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE LEAGUE. THE LEAGUE IS NOT RESPONSIBLE FOR THE CONTENTS OF THIS RADIOGRAM.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE OFFICIAL INTERNATIONAL SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. THE LEAGUE IS A 501(C)(3) NON-PROFIT ORGANIZATION. THE LEAGUE IS NOT RESPONSIBLE FOR THE CONTENTS OF THIS RADIOGRAM.</small>			

Grandma is worried about her grandkids, Mary and Chet, who are camping in a part of the state hit by a recent storm. She could care less if you called on the phone and told her that there is a message from Mary and Chet. The message is “ARL ONE and ARL TWO”! If you are lucky all Grandma would do is slam the phone in your ear!

Now, let's deliver the message professionally and quickly. Pick up the phone and call Grandma Reisen. When someone answers, tell them who you are and ask for the adee, “My name is Bob. I am an amateur radio operator. I have a message for Grandma Reisen. Is she available?”

Once you are sure you have the adee on the phone, deliver the text of the message: Mary and Chet say, “Everyone is safe here, please don't worry. Coming home soon.”

If the message includes handling instructions, such as reply requested, make sure you follow up with Grandma while you have her on the phone.

Grandma may have some questions, such as Where were the kids? When did they send the message? How did you get the message? When are they coming home?

You have the answers to most of the questions in the message preamble: Origin, Date, and Time. You don't have answers to some of Grandma's questions but supply the information you have.

You are not quite finished with delivering this message when you hang up the phone with Grandma. You should note on the message the date and time the message was delivered and the name (or callsign) of the delivering operator. Then place the message in the station's message file.

The procedure is similar within an EOC or served agency site. First, and most important, make sure you have an accurate message before you roger the traffic.

Next, if you didn't print, or type, a hardcopy of the message as you copied the traffic, write the information now on the forms used by the served agency. Make sure your printing is legible. There is zero room for error in transcription. Proofread your hardcopy of the message. Better yet, have your logger proof the message.

Once you have an accurate hardcopy of the message, use the delivery system specified by the served agency. If the message carries an EMERGENCY priority you will want to make delivery as rapidly as possible. You might hand-carry EMERGENCY traffic to the addee.

That covers the high points of message delivery. Remember our goal as emergency communicators is accurate, rapid information handling for our served agency.