

**Sudbury
Amateur Radio
Emergency Services**

**Operations
Manual**

February 24, 2010

Sudbury ARES Group

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Sudbury ARES Group

INTRODUCTION

This manual is an expanded edition of a document previously prepared for the Sudbury ARES Group.

The intent of this manual is to provide operational instructions to Amateur radio operators participating in any Sudbury ARES activity. It must be stressed that this is not intended to serve as a training manual, rather it is a source of information to be used in support of procedures established and training provided by the Sudbury ARES group.

This is also to acknowledge with thanks the contribution by the Peel, York and North Bay ARCs by making available their respective procedures and manuals. All were an excellent guide and source of information.

Sudbury ARES Group

AMATEUR RADIO EMERGENCY SERVICE (ARES)

ARES is composed of licensed radio amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service, when disaster strikes. Every licensed radio amateur, whether or not a member of RAC or any other local or regional organization, is eligible for membership in the Amateur Radio Emergency Service. The only qualification is a sincere desire to serve. The possession of emergency-powered equipment is desirable, but not a requirement.

Emergency service activities in each RAC Section are under the direction of the Section Emergency Coordinator (SEC), who is appointed by the Section Manager (SM). The radio amateurs in each community within the Section register their facilities with the local Emergency Coordinator (EC), who is also appointed by the SM or SEC. In order to provide better support, in areas where there are a large number of EC appointments, the position of District Emergency Coordinator (DEC) is appointed by the SM. Being RAC officers, these appointments must be RAC members. However, as noted above, other members of a local ARES organization need not be RAC members.

Sudbury ARES Group

PROVINCIAL AREA ORGANIZATION

Section Manager (SM)

Allen Boyd VE3AJB

Section Emergency Coordinator (SEC)

Robert Gammon VA3RX

District Emergency Coordinators (DEC)

Albany District Dave Hayes VE3JX

Killarney District Stiig Larsen VE3LBX

Magnetawan Paul Caccamo VA3PC

Emergency Coordinators (EC)

Albany

Elliot Lake Dave Sutherland VE3SUT

Sault Ste. Marie Robert Rayner VE3RQR

Killarney

Manitoulin Isl. Jim McLean VE3LJM

Sudbury Pat Dopson VE3HZQ

Magnetawan

North Bay Bill Silvers VA3SPT

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**SUDBURY ARES GROUP
EC/AEC's**

Emergency Coordinator

Pat Dopson VE3HZQ (705) 969-6602

Assistant Emergency Coordinators

Art Dowdall VE3COG (705) 855-2802 Chelmsford

Luc Boulard VE3MND (705) 550-0235 Garson

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Sudbury ARES Membership

Boulard, Luc	VE3MND	Advanced & HF
Brown, Cam	VE3JDK	Advanced
Cartman, Saul	VE3YSC	Basic & HF
Delongchamp, Eric	VE3EDL	Basic & HF
Dopson, Pat	VE3HZQ	Advanced & HF
Dowdall, Art	VE3COG	Advanced & HF
Fechner, Ed	VA3EDF	Advanced & HF
Fraser, Al	VE3AOF	Basic & HF
Gorecki, Steve	VE3CWJ	Advanced & HF
Jacques, Gordon	VA3GJJ	Basic
Larsen, Stiig	VE3LBX	Basic
Liimatainen, Vic	VE3KBU	Advanced & HF
Prudhomme, Laurie	VE3LRH	Basic
Martin, Allan	VE3AC	Basic & HF
McIlveen, Ed	VE3VDP	Basic
McIlveen, Ken	VE3PHC	Advanced & HF
Mitton, Catharine	VE3CYM	Basic
Mitton, Glen	VE3GMI	Advanced
Parsons, Roger	VE3ZI	Advanced & HF
Poitras, Andre	VE3LTY	Basic & HF
Reed, Lloyd	VE3AYE	Advanced & HF
Savignac, Marc	VE3SNA	Basic & HF
Stickles, Doug	VE3DNS	Advanced & HF
Tunnah, Bob	VE3CTC	Basic
Viitala, Al	VE3AJV	Basic
Van Dyke, Dave	VA3NCS	Basic & HF
Wickenden, Bill	VE3BEK	Basic & HF
Young, Garry	VE3YGY	Advanced

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MUTUAL AGREEMENTS

The Sudbury ARES group is part of the Emergency Plan for the City of Greater Sudbury.

Under a 2009 Agreement with Canadian Red Cross, Sudbury ARES will be fully responsible for radio communications facilities for Sudbury Red Cross.

Sudbury ARES is a participant in the Halloween Goblin Patrol run by the City of Greater Sudbury Police Service.

In the event of a major emergency in an area adjacent to the City of Greater Sudbury, Sudbury ARES will supply communications assistance when requested by ARES groups in the areas affected.

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ADJOINING ARES GROUPS

Manitoulin Island

EC	Jim McLean	VE3LJM	Hm.	705-282-0789
AECs	Rusty Auxier	VE3WVA	Hm.	705-377-7363
	Lorraine Ferguson	VE3LBF	Hm.	705-692-4062/377-4726
Repeaters	2m	VE3RMI	147.270+ *	
		VE3LTR	146.670-	
		VE3RXR	145.310(-) 156.7 tone	
	70cm	VE3RQR	444.300+ (IRLP Node #2860)	

North Bay

EC	Bill Silver	VA3SPT	Hm.:	705-476-4752
			Wk.:	705-476-1331
			Cell:	705-471-2288
AECs	Paul Caccamo	VA3PC	Hm.:	705-752-1683
			Wk.:	705-495-7090(OPP)
			Cell:	705-840-6577
	Drew Riddell	VE3MAF	Hm.	705-476-2638
			Wk.	705-476-6300
			Cell	705-471-0473
	Keeling Little	VE3XKB	Hm.	705 476-1126
Repeaters	2m	VE3NFM	147.300+	

* Simplex frequency used in emergency when power to the repeater goes out.

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MEMORANDUM OF UNDERSTANDING

Between
The Radio Amateurs of Canada Inc.
And
The Canadian Red Cross Society

Included in the subject MOU is the following.

Whenever there is a disaster or an emergency requiring the use of radio communications facilities, the Radio Amateurs of Canada Inc. agrees to provide, whenever and wherever possible:

1. The alerting and mobilization of volunteer emergency communications personnel and equipment in accordance with a pre-determined plan;
2. The establishment and maintenance of fixed, mobile and portable emergency communications facilities for local radio coverage and point-to-point contact between Red Cross and various locations, as required; and
3. Adequate provision of service for the duration of the emergency or until substantial regular communications are restored and stand down is ordered by Red Cross Disaster Management.

Note:

Red Cross Disaster Management Staff with their home address and telephone numbers are listed on page 32. This is for **emergency use only** and the Branch Manager is the first contact. Branch phone number, address and radio frequency are included.

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EXISTING STATION LOCATIONS

Greater Sudbury Police Service Communications Centre

Address: 190 Brady Street, Sudbury, Ontario P3E 1C7

Telephone: (705)675-9171 Ext. 2340 for Jan Moore, Supervisor

Equipment: Two antennas (SLR 201 and 2-10C2), cable with PL259 connector and 2 Motorola commercial transceivers. Emergency power available. Radios are labelled HIGH and LOW SPLIT RADIO. The LOW SPLIT unit is the preferred for our use. Both units have been programmed with the following Amateur frequencies:

Channel 6 – 147.060 (-)	VE3SRG
7 – 147.060	Simplex
8 – 147.090 (+)	VA3SRG
9 – 146.520	Simplex

A binder stored with the radios contains a "Configuration Summary" (list of channels with corresponding frequencies) for each radio as well as a copy of our Call-Out List.

Ambulance Dispatch Centre

Address: 3767 Highway 69 South, Suite 3, Sudbury, Ontario

Telephone: (705) 564-6919 for Monique Foucault, Operations Manager

Equipment: SLR 201 antenna and cable with PL259 connector. Cable outlet is located in a floor outlet box in the boardroom. Emergency power is available. In addition to a radio, operator is required to bring a female to female PL 259 adapter as well as a length of coax in order to connect to the existing cable and to locate radio off the floor and away from the center of the room.

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SARC RADIO EQUIPMENT

The ARES group has at its disposal the following equipment located currently at the residence of Bill Wickenden VE3BEK.

Generators

- 2.5 Kw. gasoline, run time approximately 3 hours at full load
- 3.5 Kw. gasoline, run time approximately 3 hours at full load
- 1.7 Kw. gasoline, run time approximately 3 hours at full load

Tower Equipment

- 5 straight TV tower sections - 8 foot lengths
- 3 top TV tower sections - 5 foot lengths
- 3 screw type ground anchors
- 3 bar type ground anchors
- 3 100 foot lengths 3/4" guy ropes
- Various lengths guy wire
- 1 gin pole
- Various lengths 1/4" poly rope
- 8 straight sections guyed tower
- 1 top section guyed tower
- 1 bottom section guyed tower

Antenna Equipment

- 1 3-10-C4 antenna *
- 1 AEA 2m Isopole
- Wire dipoles for 160, 80, 40 and 20m phone and CW

Radio/Repeater

- 1 25 watt repeater *

Misc. Equipment

- Safety belts
- Lanyards
- Coax cable
- Electrical extension cords

* now installed at Murray Mine tower and operating as repeater VA3SRG.

List is dated March 1996

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READY KIT CHECK LIST

The following is a list of equipment that each individual should have on hand and ready to go on short notice. This includes radio equipment and associated items as well as personal items in case the event continues for an extended time. These items should be assembled in a convenient and sturdy container and located in a readily accessible position.

1. ARES Identification card and Operations Manual.

2. A copy of your radio licence.

3. Radio Equipment:

- a VHF/UHF/HF radio
- b microphone/headphone
- c power supplies/extra batteries
- d antennas and extension coax;
- e fuses if applicable
- f SWR meter
- g area map
- h extension cord
- i tool kit/soldering iron/solder/electrical tape/other tools
- j plastic bag to cover radio in case of rain

4. Writing Materials:

- a clipboard and note paper
- b pen, pencil, eraser
- c message forms and log sheets

5. Personal Emergency Pack:

- a Snacks and liquid refreshments
- b personal medications/aspirin etc.
- c mess kit, packaged soup, can opener
- d toiletries
- e first aid kit
- f sleeping bag
- g flashlight and batteries
- h candles and waterproof matches
- I change of clothing particular to the season
- j mechanical alarm clock

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CALL-OUT

The **Call-Out Fan (Fan)**, appended, identifies “who calls whom” and will be used in the event that an emergency situation arises for which the Sudbury ARES is required. It is set up to reach a maximum number of members with a minimum number of telephone calls. The **Fan** will be used, also, to activate the members for training purposes.

The **Call-Out List (List)**, appended, supplies phone numbers and addresses and *will be used in conjunction with the Fan*. It alone will be used by the City, Red Cross etc. to activate our group.

HOW IT WORKS

If a situation arises that requires our assistance the calling agency will attempt to reach someone on the **List** starting with VE3LBX. The agency will continue down the **List** until it makes its first contact at which level the call-out will be initiated. The contact will then proceed down the **Fan** obtaining phone numbers from the **List**.

Unless instructed otherwise all participating Amateurs will check in on the VE3SRG 147.060(-) repeater after receiving and making the initial calls. If VE3SRG is unserviceable proceed to next repeater/frequency as specified at **RADIO FREQUENCIES**, appended. Further information will be passed along upon check-in.

IMPORTANT: when calling someone on the **Fan**, you must actually talk to the person before you cease calling and respond to the call-out. If someone else or a machine answers leave the message and continue calling.

DO NOT ALLOW THE CHAIN TO BE BROKEN.

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RADIO ASSIGNMENT GUIDELINES

In the making of individual radio assignments during an emergency, every attempt will be made to adhere to the following guidelines.

1. The EC or AEC responsible for making radio assignments will show all consideration possible for the membership within the limits permitted by the circumstances of the emergency, and the options available to him/her.
2. Radio assignments will generally be of a routine communications nature. In the unlikely event there is any element of hazard or unusual conditions, the member will be advised and offered the opportunity to refuse the assignment.
3. Members are expected to be able to provide their own equipment (radio, antenna, power supply, emergency power supply, etc) and forms at all times. This equipment is to be taken to the assignment location and removed at the end of the individuals shift, unless prior arrangements have been agreed to.
4. Members must assure that they are capable of operating their equipment exclusive of commercial power for an extended period.
5. Members are expected to be able to operate their station in a fixed or mobile configuration (to the best of their abilities).
6. Members are expected to be available for emergency communication duties at all times, or on short notice. If requested, the Red Cross will write employers requesting their cooperation in the release of ARES members from work during times of emergency.
7. Assignments will be given in such a way as to minimize the amount of travel involved for the member.

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REPORTING TO AN EMERGENCY LOCATION

Upon reporting to an emergency location radio operators should adhere to the following.

First At The location

1. Introduce yourself to whomever is in charge stating your name and group your are with. Show ID card if available.
2. Set up the radio room and your equipment. If a pre-arranged area has not been designated, try to set up close to the action but remember you will need a relatively quiet area to operate in order to be effective. Make contact with the Net Control Station letting it know where you are and you are ready to pass traffic.
3. Maintain a **Log of Operations**, appended, of all the messages received and passed for future reference as well as a **Radio Station Log**, appended, for informal traffic and station activity. Do not leave anything to memory.
4. Establish the routing for messages within the location.

Taking Over From Another Operator

1. Introduce yourself and let them know who you are.
2. Receive a complete briefing from the departing operator paying particular attention to routing of the messages etc.
3. After you are comfortable with the briefing have the departing operator sign out while you sign in with time, call sign and full name and initials.
4. Make contact with the Net Control Station letting them know that you have taken over from VE3XYZ at your location.
5. Do not divulge any information or express opinions to any individual, especially the media. Refer requests for information to the senior person or the Public Relations person.

Other Considerations

1. Do not leave the station unattended at any time.
2. When tactical signs are used (eg. Crash Site One) identify periodically with an Amateur call-sign. While the Amateur callsign may change, the tactical callsign must remain the same for the duration of the event, unless instructed otherwise.
3. Conduct all transmission via the Net Controller.

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MESSAGE HANDLING

FORMAL TRAFFIC

Whenever possible, formal traffic will be handled using the standard **RADIOGRAM** form, appended. This form can be used for sending messages through the National Traffic System (NTS). Radio operators should be familiar with the form and the sections to be completed by them and those to be completed by the message sender.

MESSAGE PARTS OF THE RADIOGRAM FORM.

- 1. PREAMBLE.** Contains all servicing information and consists of the sections listed below. See **RADIOGRAM CONTENTS**, appended, for more information. IT IS TO BE COMPLETED BY THE RADIO OPERATOR OR DESIGNATE.

MESSAGE NUMBER: A sequential number assigned to each message at the station of origin and never changed.

PRECEDENCE: Assigned at the station of origin (**E**mergency, **P**riority, **W**elfare or **R**outine) and never changed.

HANDLING INSTRUCTIONS: Assigned at the station of origin to indicate the manner in which the message should be delivered and/or a reply obtained. Generally not used.

STATION OF ORIGIN: An Amateur call sign. Tactical call sign may be used provided the message is not sent through the NTS.

CHECK: How many words, letter/number groups and punctuation signs, including closing remarks such as best wishes, 73 and 88, there are in the text of the message. If possible, keep the count to 25 words or less.

PLACE OF ORIGIN: Geographical location of the originator that is town, city or area. Tactical call sign may be used provided the message is not sent through the NTS.

FILING TIME: Local time (EDT/EST), unless message is destined for a different time zone, when UTC/GMT may be used. (Always specify system used.) Twenty-four hour clock should be used.

DATE FILED: This will be the month followed by the day.

- 2. ADDRESS.** Full address, including telephone number. IT IS TO BE COMPLETED BY THE PERSON ORIGINATING THE MESSAGE.
- 3. TEXT.** Body of the actual message being sent. It is usually kept to 25 words or units and includes closing remarks eg. 73. IT IS TO BE COMPLETED BY THE PERSON ORIGINATING THE MESSAGE.

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- 4. SIGNATURE.** Name and title of the person originating the message. IT IS TO BE COMPLETED BY THE PERSON ORIGINATING THE MESSAGE.
- 5. SENT.** Circle the word SENT and enter the station sent to and the time and date of transmission.
- 6. RECEIVED.** Circle the word RECEIVED and enter the station received from and the time and date received.

Transmission of Message

The radio operator should ensure the address, text and signature sections are complete and legible before accepting the message for transmission. At this time the preamble is completed by the radio operator and the message scheduled based on its precedence. Once the message is sent the operator will circle the word SENT and enter the station sent to and the time and date of transmission. The completed message is then recorded on the Log of Operations, appended, and returned to the originator or is filed by the logger on duty.

Reception of Message

Record an incoming message using the Radiogram form. Complete the bottom of the form by circling the word RECEIVED and enter the station received from and the time and date received. The completed message is then recorded in the Log of Operations and delivered to the designated person.

INFORMAL TRAFFIC

Informal traffic should be restricted to the provision of direct personal communications between officials of the agency being served. It should be carried out on an alternative frequency from the formal traffic when possible.

Contact should be established between the Amateur operators before handing over the microphone to the official. Be sure the official is familiar with the operation of the equipment before the conversation begins. Once the traffic is completed the Amateurs should sign off in the usual manner. The radio Amateur is in charge of the station and responsible for all transmissions from that station.

The occurrence of informal traffic should be noted in the Radio Station Log, appended, noting time of occurrence, participants, and general topic.

Informal traffic concerning Radio Operations should be carried out by the Radio Shift Supervisor, or designate, according to the procedures outlined above.

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KEY WORDS IN VOICE OPERATION

Good communications technique is a basic skill necessary for the smooth flow of information. The correct terminology and proper radio etiquette including proper phonetics are a must for clear and concise communications. This means accuracy is most important. The use of key words and phrases as well as phonetics are aspects of good communications.

KEY WORDS

Acknowledge (number 3) I have received your message number three

Affirmative Yes (or) That is correct

Break used at END of address and at END of text of formal message

Correction self explanatory

Each Word Twice use when conditions require it - use only when it is requested

Each Letter Twice see above

End of Message Message has ended

Figures used in conjunction with "figures follow" to denote numbers will now be used

I spell I will spell the next word

Initial a single letter follows or an initial follows

Negative No (or) That is not correct

Over this transmission is ended - go ahead with your reply

Out Transmission has ended - no response is expected

Read Back repeat entire message

Roger Transmission has been received and understood (instead of QSL)

Say Again repeat all of your last transmission

Standby A response is forth coming, please wait

Stop/X-ray used at the end of the sentence to denote the sentence/message has been completed

Speak Slowly self explanatory

**Verify/
Verification Requested** self explanatory

Wilco Transmission has been received and will comply with request

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UNUSUAL WORDS, LETTERS, FIGURES

An unusual word is transmitted as follows:

1. say the word
2. say the words "I SPELL"
3. spell the word (use the phonetics if in poor conditions)

Letter groups are transmitted as follows:

1. say the words "INITIAL GROUP"
2. spell the letters using phonetics

Figures are transmitted as follows:

1. say the word "FIGURES" before each number group
2. say the numbers

A letter is transmitted as follows:

1. say the word "INITIAL"
2. say the letter using a phonetic

A cipher is transmitted as follows:

1. say the words "MIXED GROUP"
2. spell the letters using phonetics
3. say the numbers

NOTE: a cipher refers to a group of characters containing both letters and numbers that must be transmitted together.

For example, the message "serial number 59PX73JUN" would be transmitted as "serial" "number", "MIXED GROUP", "five", "niner", "papa", "x-ray", "seven", "three", "juliette", "uniform", "november".

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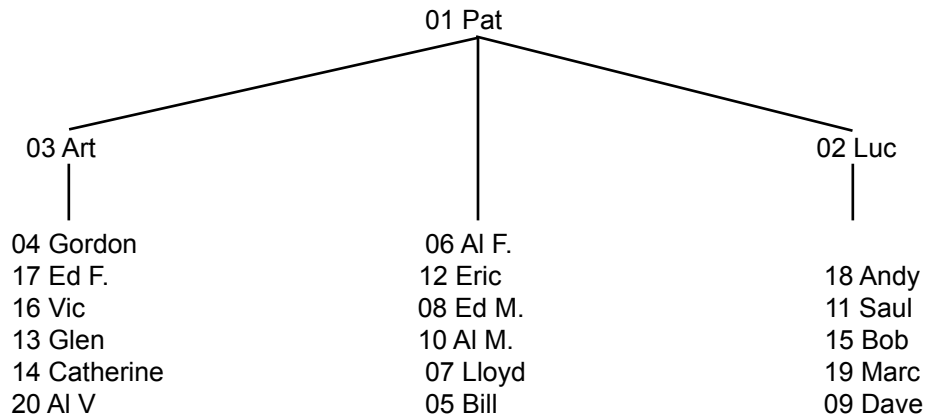
ITU PHONETICS

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

1	Wun	6	Six
2	Too	7	Seven
3	Tree	8	Ate
4	Four	9	Niner
5	Fife	10	Ten

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CALL-OUT FAN



This configuration illustrates “who calls whom”, as used by ARES members only and enables one person to drive (for the most part) to the next if the latter cannot be reached by phone. It is used in conjunction with the **Call-Out List** on Page 24. Page 24 remains as is and it alone is used by the municipality, Red Cross etc. to initiate our activation.

To initiate the call-out Pat calls Art and Luc, Art calls Gordon, Pat calls Al Fraser and Luc calls Andy. Subsequently, Gordon calls Ed Fechner, Al Fraser calls Eric, Andy calls Saul and so on.

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Call Out List

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RADIO FREQUENCIES

Priority of Use Sequence:

1. VE3SRG 147.060-
2. VA3SRG 147.090+
3. VE3RKN 147.390+ Requires permission to use.
4. Simplex 147.060

The intent here is to initially listen/communicate on the number one (1) repeater VE3SRG and only proceed down the list should it fail until you are monitoring/using 147.060 simplex. If you can not communicate on any of the above frequencies listen to 148.655 where instructions may be available.

ARES members should immediately go to the number one (1) repeater and stand by if they sense an emergency.

2m FM Simplex

On occasions where it is necessary to establish a Net Control Station (NCS) it also may be necessary to use an alternate frequency from the formal traffic (NCS) in order pass informal traffic, for example. The RAC 2m Band Plan provides two segments of FM Simplex frequencies from which a frequency can be chosen having regard for interference with area repeaters. These FM Simplex frequencies are as follows.

Thirteen (13) Channels on a 15 kHz channel raster 146.415, 146.430, 146.445, 146.460, 146.475, 146.490, 146.505, 146.520, 146.535, 146.550, 146.565, 146.580, 146.595 MHz. **NB: 146.460 is the input freq. for VE3SRG**

Six (6) Channels on a 30 kHz channel raster, 147.420, 147.450, 147.480, 147.510, 147.540, 147.570 MHz.

Please note and respect that 146.520 is the NATIONAL FM CALLING FREQUENCY.

Related HF frequencies are as follows:

3742 on 80m - Ontario Phone Net (OPN)	1900 - 2000 hrs. local
7153 on 40m - Ontario Phone Net (OPN)	1900 - 2000 hrs. local
3755 on 80m - ONTARS	0700 - 1800 hrs. local
7055 on 40m - Trans-Provincial Net	0700 - 1800 hrs. local

During a wide area emergency ARES Ontario and the NTS will use 3.742 MHz and 7.153MHz, adjusted for QRM, for province wide voice communications.

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RADIOGRAM							
Number <i>1</i>	Precedence <i>2</i>	HX <i>3</i>	Station of Origin <i>4</i>	Check <i>5</i>	Place of Origin <i>6</i>	Time Filed <i>7</i>	Date <i>8</i>
To:			This Radio Message Was Received At				
Phone: <i>9</i>			Amateur Station _____ Phone _____				
			Name _____				
			Street Address _____				
			City _____ <i>11</i>				
_____			_____				
_____			_____				
_____			<i>10</i>				
_____			_____				
_____			_____				
REC'D			From <i>12</i>	Date	Time	SENT <i>13</i>	
			To	Date	Time		

- 1 - Number assigned at originating station
- 2 - Emergency, priority, welfare or routine
- 3 - Optional handling instructions
- 4 - Amateur call of originating station
- 5 - Words/groups/"x-rays" in body of text only
- 6 - City, town etc.
- 7 - Time at originating location (24 hr clock)
- 8 - Date filed at originating location
- 9 - Complete address and phone number
- 10 - Text with "X-ray" as a period except at end
- 11 - Optional
- 12 - Station received from
- 13 - Station sent to

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RADIOGRAM CONTENTS

THE PREAMBLE

Number	The message number assigned by the originator may begin each month, year or in the case of ARES operation – at the beginning of the operation. The number is logged and is never changed.
Precedence	Choice is between R, Q, P or EMERGENCY. R = ROUTINE Q = INQUIRY. "INQUIRY" is used in matters of Health and Welfare of persons in the affected area. P = PRIORITY. Messages which should bear this designation should be so designated by a civil authority. If normal communications are available emergency messages would not be transmitted by Amateur radio. Amateur radio should never or rarely be used in an emergency related situation to forward information on death or injury, particularly with names quoted. Note: on CW letters R, Q and P are used. A message to be retransmitted which was received on CW may have the "Q" changed to "INQUIRY", for example. TEST is also used for exercise purposes. We never use the Q, P or EMERGENCY for test purposes.
HX	This method of providing handling instructions is generally only used if message is to be delivered to the NTS
Station of Origin	Station which puts the message to paper in message format.
Check	The word count of the text of the message, excluding signature, but including ending salutations/closing remarks such as "73".
Place of Origin	The location of the originating station ie Sudbury, Ontario
Time Filed	Filed for sending ie. I wrote it down and logged it to be sent at 1859 hrs local or 1859 hrs EDST or 2359 UTC.
Date	The date of the filing above as 28 September, 1999 - not 28/09/99

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THE ADDRESS SECTION

Address	Name of addressee Number and street name as may apply Municipality or Post Office and Province/State Country and Postal or Zip Code Telephone number including area code
---------	--

THE TEXT or BODY of MESSAGE

Text and Word Count	Print or type in the text at 5 units per line including punctuation etc. Count the number of words/units and enter the count in the CHECK box above and double check the count.
Example of Text and Count including an ARL message number of which more later.	<pre> ARL TWENTY ONE XRAY ARL 1 2 3 4 5 NINE XRAY FREEZING RAIN EXPECTED 6 7 8 9 10 TONIGHT XRAY PHONE NUMBER HERE 11 12 13 14 15 IS 7056921820 XRAY 73 16 17 18 19 </pre>
Signature	Murray VA3KP

NOTES:

In the above example the count or CHECK is 19. Since the message includes the use of ARLs the count or CHECK is ARL 19.

ARL TWENTY ONE - search and rescue assistance is needed by local authorities. Advise availability.

ARL NINE - additional amateur radio operators needed to assist with emergency at this location.

Punctuation:

XRAY - is sent or spoken as "initial xray" and refers to a period

QUERY - is sent or spoken as "query" and refers to a question mark

Other punctuation marks, though rarely used, are sent as such and each use counts as a word, for example "quote" and "unquote".

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**RADIO AMATEURS OF CANADA
RADIOGRAM**

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

TO:

TELEPHONE:

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5
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SIGNATURE:

Rec'd From	Date	Time	Set To	Date	Time

Sudbury ARES Group

**CANADIAN RED CROSS – SUDBURY BRANCH
DISASTER MANAGEMENT PERSONNEL**

January, 2009

Louise Trudel District Branch Manager 855-7050 (home) 674-0737 (work) 698-4891 (cell)	Pamela Fortune Disaster Management Coordinator 585-0640 (home) 674-0737 (work) 665-0024 (cell)
Ted Giannini Disaster Management Volunteer Chair 566-5765 (home) 690-0775 (cell)	David Stone Disaster Management Volunteer Co- Chair 897-6641 (home) 564-6699 ext. 516 (work) 677-8358 (cell)

1460 Fairburn Street, Sudbury, Ontario.

Sudbury Red Cross operates on 155.760MHz on a shared basis.