

Salt Lake Crossroads ARC General Message Form 213 for Exercises (See Side 2 for special instructions.)

Exercise Title: _____ **Message #** _____

Originating Radio Station Call Sign/Tactical Call Sign: _____

Precedence (see Side 2): ___ **Emergency** ___ **Priority** ___ **Welfare** ___ **Routine** **Word Count** _____

TO:

POSITION:

FROM:

POSITION:

SUBJECT

DATE:

TIME:

Message:

This is an exercise.

_____ 1 _____ 2 _____ 3 _____ 4 _____ 5

_____ 6 _____ 7 _____ 8 _____ 9 _____ 10

_____ 11 _____ 12 _____ 13 _____ 14 _____ 15

_____ 16 _____ 17 _____ 18 _____ 19 _____ 20

_____ 21 _____ 22 _____ 23 _____ 24 _____ 25

This is an exercise.

SIGNATURE:

POSITION:

(This is Side 1. Use Side 2 for Reply.)

Salt Lake Crossroads ARC General Message Form 213 (for Exercises)—Side 2

REPLY to Side 1: :

Word Count: _____

This is an exercise.

_____1 _____2 _____3 _____4 _____5

_____6 _____7 _____8 _____9 _____10

_____11 _____12 _____13 _____14 _____15

_____16 _____17 _____18 _____19 _____20

_____21 _____22 _____23 _____24 _____25

This is an exercise.

REPLY DATE:	REPLY TIME:	REPLY SIGNATURE/POSITION:
-------------	-------------	---------------------------

Special Instructions:

Messages are written in this form as single words for each word line to facilitate legibility and accuracy. Printing is encouraged over cursive. If there is a discrepancy of word count between the originating station and the receiving station, the message will need to be reviewed for accuracy. For example, clarification could include "all after word #"

Punctuation marks count as a word. A question mark (?) is spoken as "query" or "question mark." A period is indicated by "x" and spoken as "x-ray." Commas and other punctuation generally are not used in formal messages.

Plain language is encouraged. Avoid word contractions; for instance, use "cannot" in place of "can't" and "I will" in place of "I'll." Especially important numbers may need to be spelled out for clarification.

Options for Precedence (importance) on Side 1: Routine (R) – seldom used in disaster situations; Welfare (W) – health and welfare of an individual; Priority (P) – important messages with a time limit but not Emergency; Emergency (always spelled out)—life or death urgency, including critical supplies, assistance, aid or relief

ARRL Emergency Communication Handbook, 2009, p. 7-2. **We need to coordinate with SLC Em Mgt about precedences.**