

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

**Incident::** \_\_\_\_\_ **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:**

\_\_\_\_\_ 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

SIGNATURE:

POSITION:

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

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

REPLY to Side 1: :

**Word Count:** \_\_\_\_\_

\_\_\_\_\_ 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

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.

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