

Preparing the Messages

Before the exercise begins, each of the participants will be provided with the messages he or she has to send during the exercise. The information provided for each message will be restricted to:

- The time the message should be sent
- The precedence of the message as assigned by the originator
- The text of the message as submitted by the originator

Please note that the time provided **is not the Date-Time Group of the message**. It is the **local time** when you should send the message according to the timeline of the exercise. See comments below about the **Date-Time Group**.

It will be up to the participants to format their messages and to get them ready for transmission.

For practice purposes, each participant should enter his or her messages on the EMO Message Form, and fill in the missing parts before getting the messages ready for transmission.

In normal circumstances, the **Date-Time Group** is provided by the originator of the message when he hands over his message to a communicator for transmission. If the originator of the message does not provide a **Date-Time Group**, the communicator creates the **Date-Time Group** by using the time when the message was received from the originator for transmission.

In this exercise, the **Date-Time Group** is **not** provided by the originator. It is up to each communicator to **create it** by using the proper format. Obviously, the time to be used when creating the **Date-Time Group** should be a time prior to that provided in the timeline for transmitting the message.

Date-Time Group is as follows. Day of month followed by time of day in 24 hour local, followed by month and year.

Example: December 25th 2006 at 7:35pm = **251935 DEC 06**

Procedure for passing messages using link codes in a Directed Net.

The procedure for passing messages is as follows:

Establishing Contact

Charlottetown Fire to use the correct linking code to connect to Net Control

The call-sign(s) of the station(s) called (e.g.)	Net Control
The proword	THIS IS
The call-sign of the station calling (e.g.)	Charlottetown Fire
The proword	OVER

The Answer

Charlottetown Fire
THIS IS
Net Control
OVER

Reporting Traffic

Message for Moncton Fire
OVER

NC Reply

Charlottetown Fire
STAND BY

Net Control will bring up the Moncton Repeater using the correct linking code.

Establishing Contact

Moncton Fire
THIS IS
Net Control
OVER

Reply

Net Control
THIS IS
Moncton Fire
OVER

Reporting Traffic

Message from Charlottetown Fire
OVER

Net Control will monitor transmission.

Establishing Contact

**Charlottetown Fire
THIS IS
Moncton Fire
Send your message
OVER**

Reply

**Moncton Fire
THIS IS
Charlottetown Fire**

Transmitting the Message

the prowords

MESSAGE FOLLOWS

action precedence
ROUTINE

IMMEDIATE or PRIORITY or

information precedence if needed

the proword

TIME

followed by the Date-Time Group (e.g.)

251905 JAN 07

the proword
and the originator's information (e.g.)

**FROM
Chief Smith**

the proword
and the recipients information (e.g.)

**TO
Chief Jones**

the proword
addressees)

INFO (only if there are information

the proword
(to indicate the end of the HEADING and
that text follows)

BREAK

the words

EXERCISE EXERCISE EXERCISE

the proword

NUMBER

followed by the Originator's Number (e.g.)

CFD24

the text of the message (e.g.)

I need more firefighters
on the scene. Please respond
immediately. **FULL STOP**

the words

EXERCISE EXERCISE EXERCISE

the proword
(to notify the receiving station that
TEXT is complete)

BREAK

the proword

OVER

**The Acknowledgement Of Receipt
of message by Recipient**

**Charlottetown Fire
THIS IS
Moncton Fire
ROGER
OUT**

Closing with Net Control

**Net Control
THIS IS
Charlottetown Fire
Message passed
OUT**

Closing of contact

**Charlottetown Fire
ROGER
OUT**

Net control will downlink the Moncton repeater using the correct linking code

Charlottetown Fire will close there link to Net Control.

ADDITIONAL NOTES

When you begin your message, do **not** say "precedence". After you say "**Message follows**" the receiver will know that the next word will be the precedence.

If you have a **action precedence** and a **information precedence**, remember action is always higher than information.

When giving **Date-Time Group** just say the word **TIME**.

If you do have a **information precedence**, remember to put in the **INFO** box who the message is for.

i.e. **SACKVILLE HOSPITAL
THIS IS
SACKVILLE RCMP
MESSAGE FOLLOWS
PRIORITY
ROUTINE
TIME 092014 MAR 2006
FROM JOE SMITH
TO MARY JONES
INFO SACKVILLE AMBULANCE
BREAK
EXERCISE EXERCISE EXERCISE
NUMBER SH4
Text.....
EXERCISE EXERCISE EXERCISE
BREAK
OVER**

- 4 Always use the **International Phonetic Alphabet**, not your own version!
- 5 Speak slowly when transmitting your message ... remember, the recipient of your message is writing it down.
- 6 Received messages are to be recorded on separate Message Forms.
- 7 Transmitted message forms, Received message forms and Log Sheets are to be turned in to _____ within 7 days after the end of the exercise.