ARRO Traffic Handling

Tactical messages are messages that get the job done: Report information, do this, move that. These may be presented on an ICS 213, but may be incomplete, or may be on any bit of paper or simply a verbal request to send the message. They are usually sent by voice.

Formal written traffic is formatted on an official form, an ICS 213, an NTS Radiogram, or the OADN Message templates, and it is <u>relayed</u> by an ARO. It may or may not contain tactical type messages or information. Can be transmitted by voice but digital is preferred if available.

Emergency Traffic, also referred to as **life safety traffic,** involves serious and <u>immediate danger</u> to life or property. It is the highest priority and the only time a non-licensed person can use ham frequencies without a control operator present. Voice is the quickest way to send these.

Health and Welfare traffic is inquiries as to someone's safety and reports of someone's safety. If these should come to ARES, they should be formatted into ARRL Radiograms and diverted to the NTS. They are generally presented to the NTS on a local 2 meter voice net. They go by packet or CW if they go out of the local area. In a large disaster, they could go directly into the system via packet. Or they could be sent by Winlink if an email address is available.

To present traffic on a net, come with your call sign and say, "**With traffic**." If the priority is anything but routine, add the priority: "(Call sign) with priority traffic." When net control asks you to list, state number of items and their destination: city and state, or call sign if the recipient is on the net. Net control should then ask for or assign someone to take the traffic. Net control then asks the <u>receiver to call the sender</u>. Receiver should state he is ready to copy. Sometimes net control asks the sender to call the receiver. If this happens, call the receiver and ask if he is ready to copy.

When **receiving** traffic, advise sending station if his signal is poor. Write clearly. Do not abbreviate. If sender is going too fast, leave blanks, or just write first letter(s) of each word to save the spaces. Write out all numbers unless the sender says "**Figures**" first. When sender finishes, ask for fills if needed. Do not "**Roger**" the message until you are SURE you have it all right. Then sign off with your call sign.

When **sending** traffic, speak clearly and <u>painfully</u> slowly. If receiver says your signal is poor, go even slower and spell more. Start with, "**Please copy**." For ICS 213s, name each field. For NTS radiograms the only field you name is the handling instructions: "Hotel X-ray (appropriate phonetic letter)." Say, "**Break**" before and after the text. For compound words, say quickly. If two words could be one word, pause between them: call sign vs callsign. When finished, say, "**End of message**."

Spell phonetically all unusual names, names with multiple ways of spelling, (Sean or Shawn), or names that sound alike, (Greg and Craig). To spell something, say the word then "**I spell**" then spell phonetically. If spelling two words in a row, do this for each word separately.

Say "**Figures**" before transmitting numbers, unless the numbers should be spelled out. Give ALL figures as single digits.

Say "**Initials**" before giving acronyms or abbreviations, then give the letters phonetically.

Say "**Mixed group**" before giving a group of letters and numbers. "Mixed group Alpha Bravo Charlie one two three." Say, "**Mixed group figures**" if the mixed group starts with numbers. "Mixed group figures one two three Alpha Bravo Charlie."

Ask for **fills** at the end. Be as succinct as possible. If you are the sender, give fills slowly and spell. If large sections were missed, give no more than three words at a time. If verifying word count, read back in groups of five words at a time.

Remember to sign off with your callsign when finished.