

Fremont ARES Radio Message Form

Instructions

Does your message include:

Who gets this message for action? Who requested the action/needs reply? What is needed? How much is needed? When is it needed? Who takes delivery of requested items? Any special circumstances such as fire, hazmat, victims?

(HX) Handling Abbreviations

HXA -- (Followed by number.) "Collect" telephone delivery authorized by addressee within (X) miles. If no number is sent, authorization is unlimited.

HXB -- (Followed by number.) Cancel message if not delivered within (X) hours of filing time; service (notify) originating station.

HXC -- Report date and "time of delivery" (TOD) to originating station.

HXD -- Report to originating station the identity of the station/s who delivered & relayed the message, plus date, time and method of delivery.

HXE -- Delivering station to get and send reply from addressee.

HXF -- (Followed by date in numbers.) Hold delivery until (specify date).

HXG -- Delivery by mail or telephone. If toll call or other expense involved, cancel message, and send service message to originating station.

Precedence Guidelines

Emergency: Any message having life and death urgency to any person or group of persons or life threatening fire or structure collapse.

Priority: For important messages having a specific time limit, emergency-related traffic NOT of the utmost urgency.

Welfare: An inquiry as to the health & welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well.

Routine: Most traffic in normal times will bear this designation and should be handled last.