



HAM RADIO MESSAGE

Emergency Operations Center ↔ Incident Command Post

Ham Radio Operator Assigns Message Identification Number: _____

Date: _____

Originator's Location: EOC ICP-NW ICP-NE ICP-SW ICP-SE Originator's Log ID: _____

Destination: EOC ICP-NW ICP-NE ICP-SW ICP-SE

Message Priority: Urgent, Awaiting Immediate Response Awaiting Response Information Only

Time _____ -Sent or -Received Originator's Message Ham Radio Operator's Call Sign: _____

Request Assistance

- CERT Resources
- Fire Department
- PG&E: Gas|Electrical
- Animal Services
- Water
- EMS Ambulance
- Police

Time: _____ Sent or Received Response Message Ham Radio Operator's Call Sign: _____

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HAM RADIO MESSAGE & LOGBOOK INSTRUCTIONS

There are two forms used to execute and manage the communication process between the Emergency Operations Center (EOC) and the CERT Area Incident Command Posts (ICPs).

1. **Ham Radio Message** – contains all information content to be transmitted and any subsequent responses received.
 - This form can be used to initiate a message by the Ham Radio Operator at either the EOC or an ICP.
 - The person initiating a message, usually the CERT Area Incident Commander, but also the EOC, should fill in only the gray areas of the form. The white areas are to be filled in exclusively by the Ham Radio Operator.
 - The “Originator’s Log ID” is assigned, in most cases, by the CERT Area Incident Commander’s scribe before giving the message to the Ham Radio Operator. This ID should be posted to the message initiator’s own local log of messages. The form of this ID is determined by the CERT Area Incident Commander. *Suggestion:* ICP-NW-1, ICP-SW-2, etc....
 - When the Ham Radio Operator receives a message form, they will assign a “Message Identification Number” that will be used to identify the message during all radio communications regarding that message, especially for identifying messages at a later time to record responses.
 - Messages originating at the EOC will have the same identification (EOC-1, EOC-2, etc.) in the “Originator’s Log ID” and “Message Identification Number” since all IDs will be assigned by the Ham Radio Operator at the EOC.
2. **Ham Radio Messages & Response Logbook** – a summary log of all messages sent and received.
 - This form is intended to document and track the status of every Ham Radio Message.
 - It provides an easy visual to determine which messages are still awaiting actions or responses.
 - This form is also used to keep track of where completed physical messages reside. If the message form is taken from the Ham Radio Operator by a runner for the CERT Area Incident Commander, the EOC office, or any other person, it will be noted in the logbook so that the physical document can be located if needed.

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