



HAM RADIO MESSAGE

Emergency Operations Center ↔ Incident Command Post

EOC Ham Radio Operator Assigned Message Identification Number: _____

Date: _____

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

PH HAMMSG rev2025



HAM RADIO MESSAGE

Emergency Operations Center ↔ Incident Command Post

EOC Ham Radio Operator Assigned Message Identification Number: _____

Date: _____

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

PH HAMMSG rev2025



HAM RADIO MESSAGE & LOG 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 gray area of the form contains the initiator’s (originator’s) message. The person initiating a message is usually the CERT Area Incident Commander, but also the EOC. The white area contains the response message.
 - The “Originator’s Msg ID” is assigned, in most cases, by the CERT Area FRS/GMRS Operator/Scribe before giving the message to the CERT Area 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: NW-1, SW-2, etc....*
 - When the EOC Ham Radio Operator receives a message form, they will assign an “EOC 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 Msg ID” and “EOC Message Identification Number” since all IDs will be assigned by the Ham Radio Operator at the EOC.
2. **Communications Messages Log** – a summary log of all messages sent and received.
 - This form is intended to document and track the status of every EOC 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 EOC Ham Radio Operator by a runner for the EOC office or any other person, it will be noted in the log so that the physical document can be located if needed.

PH HAMINSTR rev2025



HAM RADIO MESSAGE & LOG 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 gray area of the form contains the initiator’s (originator’s) message. The person initiating a message is usually the CERT Area Incident Commander, but also the EOC. The white area contains the response message.
 - The “Originator’s Msg ID” is assigned, in most cases, by the CERT Area FRS/GMRS Operator/Scribe before giving the message to the CERT Area 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: NW-1, SW-2, etc....*
 - When the EOC Ham Radio Operator receives a message form, they will assign an “EOC 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 Msg ID” and “EOC Message Identification Number” since all IDs will be assigned by the Ham Radio Operator at the EOC.
2. **Radio Messages & Response Log** – a summary log of all messages sent and received.
 - This form is intended to document and track the status of every EOC 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 EOC Ham Radio Operator by a runner for the EOC office or any other person, it will be noted in the log so that the physical document can be located if needed.

PH HAMINSTR rev2025