

YORK ARES RACES SKYWARN  
EMCOMM COMMUNICATIONS  
DIGITAL OPERATION PROCEDURES  
12/31/2011

BEFORE LEAVING FOR EVENT.

1. CHECK THAT YOU HAVE ALL EQUIPMENT REQUIRED.
  - a. RADIO
  - b. POWER SUPPLY
  - c. LAPTOP
  - d. SOUND CARD INTERFACE
  - e. ALL CABLES FOR CONNECTING RADIO, INTERFACE & LAPTOP
  - f. PRINTER AND CONNECTING CABLES
  - g. ELECTRIC CONNECTION CABLE
  - h. COAX CABLE, AT LEAST 50FT.
  - i. 2M/440 ANTENNA AND TRI-POD (OR OTHER)
  - j. PRINTER FORMS AND/OR PAPER
  - k. SETUP PROCEDURES DOCUMENTS
2. PERFORM FLDIGI CONFIGURATION CHECK LIST (see FLDIGI Settings procedures)

REPORT TO ASSIGNMENT.

1. REPORT TO NCS THAT YOU ARE ON THE WAY TO YOUR ASSIGNED SITE.
2. REPORT TO NCS UPON ARRIVAL AT ASSIGNED SITE.
3. REPORT TO OFFICIAL IN-CHARGE AT SITE.
4. DETERMINE EQUIPMENT SETUP AREA,
  - a. CHECK FOR ELECTRICAL POWER ACCESS
  - b. CHECK FOR LOCATION OF INSTALLED COAX/ANTENNA.
5. SETUP EQUIPMENT
6. SETUP AND CONNECT RADIO, ANT, POWER, INTERFACE & LAPTOP/PRINTER
7. POWER ON EQUIPMENT AND CHECK THAT ALL HAVE POWERED UP.
  - a. Include power supply, radio, digital interface & printer.
8. SET RADIO ON ASSIGNED DIGITAL NET FREQUENCY
9. START FLDIGI AND FLMSG
10. REVIEW CONFIGURATION SETTINGS (see FLDIGI Settings procedures)
11. DISPLAY A COPY OF "DIGITAL OPERATION NOTES" AT OPERATING POSITION.

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SEND AND RECEIVE DIGITAL COMMUNICATIONS.

1. WE WILL USE THE 440 BAND FOR DIGITAL COMMUNICATIONS.
  - a. See event ICS-205 for band plan.
  - b. If 440 is unavailable, NCS, using the ICS-205, will determine freq/repeaters to use.
2. DIGITAL SOFTWARE FLDIGI, FLWRAP AND FLMSG WILL BE USED FOR FORMAL TRAFFIC.
3. ALL STATIONS WILL USE THE SAME VERSIONS OF THE SOFTWARE.
  - a. FLDIGI 3.21.5, FLMSG 1.1.3 and FLWRAP 1.3.1
4. VOICE ANNOUNCEMENTS FOR REPORTING, HAVING AND RECEIVING TRAFFIC, WILL BE DONE ON THE ASSIGNED DIGITAL FREQ/REPEATER.
  - a. I.E. If we are using the 447.275 repeater for sending/receiving digital traffic, that is where voice control of traffic will be done.

TEST SEND AND RECEIVE OF A TEST MESSAGE

1. NOTIFY NCS THAT YOU ARE PREPARED TO TEST
2. UPON APPROVAL SEND A SHORT TEST MESSAGE.
3. NCS SHOULD THEN SEND YOU A SHORT TEST MESSAGE
4. IF NCS CONFIRMS RECEIPT OF TEST MESSAGE AND YOU RECEIVED NCS TEST MESSAGE, YOU ARE READY FOR COMMUNICATIONS.
5. ANNOUNCE TO VOICE NCS "(TACTICAL CALL) NOW STANDING BY FOR DIGITAL TRAFFIC (LOCAL 24 HOUR TIME) YOUR CALLSIGN."

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PROCEDURES FOR SENDING AND RECEIVING DIGITAL TRAFFIC FOLLOWS:

1. The following are general format procedures. Exact wording is not required.
2. The important rules to follow are:
  - a. Always include 'THIS IS A DRILL' when in a drill.
  - b. You need to ask NCS for permission to send traffic.
  - c. NCS must make sure that all required stations have received each message.
  - d. Scan original message for required information before accepting for transmission.
  - e. Send what you see, DO NOT add or remove words, without permission.
  - f. Identify yourself (callsign) at end of transmission.
  - g. Use your tactical callsign to identify from where you are calling.
  - h. Be sure to log every incoming and outgoing message.
  - i. If in a drill and asked a question by an evaluator, DO NOT make up an answer, if you don't know just say " I will find out the answer to your question" and then find the answer.
  - j. Always include 'THIS IS A DRILL' when in a drill.
  - k. Repeat - Always include 'THIS IS A DRILL' when in a drill.

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NCS HAS TRAFFIC TO SEND.

1. NCS makes voice announcement "(NCS tactical call) has digital traffic for (station or net)".
2. NCS asks each required receiving station "(tactical call of station) are you ready to receive traffic".
3. Each call stations responds "(tactical call of station/callsign) ready to copy traffic".
4. NCS "(NCS tactical call) will send digital traffic in 30 seconds"
5. NCS (See step below for FLMSG instructions) keys WRAP/AUTOSEND
  - a) Screen pops up to 'save' the outgoing message.
  - b) NCS copies sequence number of saved outgoing message.
  - c) NCS keys 'save' and message will begin transmitting.
  - d) NCS writes 'sequence number', your initials and time on message form.
6. After message has been sent.
  - a) NCS poles net "Does any station require resend of traffic, this is (NCS tactical call/callsign)".
  - b) Any station requiring resend will respond "(Station tactical call) requires resend of traffic".
  - c) If any station required resend, NCS will follow above steps 1. thru 5. to resend.
7. If NCS has no further traffic at this time "(NCS tactical call/callsign) has no further traffic at this time".
8. Receiving stations (using the collated paper (4 colors) will print 4 copies of message.
  - a) Pink and Green copies stay with operators, other 2 copies are forward to Message Clerk.
9. NCS and receiving stations record message info on Message Log.

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NET STATION HAS TRAFFIC TO SEND.

1. Station with traffic calls NCS "(NCS tactical call) this is (Station tactical call).
2. NCS will respond "(Station tactical call) this is (NCS Tactical call) go ahead.
3. Station responds "(Station tactical call) I have digital traffic for (the Net or individual station)".
  - a. NCS asks each required receiving station (tactical call of station(s)) are you ready to receive traffic".
  - b. Each call station responds (tactical call of station/callsign) ready to copy traffic".
  - c. When all required stations have announced that they are ready to receive traffic.
    - i. NCS notifies sending station "(station tactical call) go ahead with your digital traffic, this is (NCS tactical call/callsign)".
    - ii. Sending station follow steps in NCS HAS TRAFFIC TO SEND.
    - iii. using your tactical call/callsign.
    - iv. Sending station notifies NCS (NCS tactical call) this is (station tactical call/callsign) I am done sending traffic'.
    - v. NCS poles "(Net or individual station) did you copy the traffic?"
    - vi. NCS asks sending station "(Station tactical call) do you have further traffic?"
    - vii. Sending station responds
      1. "(Station tactical call/callsign) I have no further traffic"
      2. "(Station tactical call/callsign) I do have further traffic for (Net or individual station)"
    - viii. NCS responds "(NCS tactical call/callsign) copies you have no further traffic".
      1. If Sending station has further traffic, repeat steps 1. Thru 3.
  - d. At this time NCS announces "(NCS tactical call) is ready for further traffic, this is (callsign)".

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REPLY TO MESSAGE:

1. Net Station has a response to a previously sent message.
  - a. Use WRAP/IMPORT to bring the message back into FLMSG.
    - i. Use the original message sequence number to find message in library.
    - ii. Message will display in the 213 format
    - iii. 'Click' on 'RESPONDER'
    - iv. Key in DATE (YYYY-MM-DD) and TIME (24 hour, local)
    - v. Key in text of reply.
      1. .Key 'THIS IS A DRILL' before and after text.
    - vi. In 'SIG' block key 'Responder name and EOC' i.e. "Joe Smith York Haven EOC".
    - vii. In 'POS' block key 'Responder's position i.e. "Transportation".
2. Notify NCS (NCS tactical call) this is (Station tactical call) I have a message response".
3. NCS '(Station tactical call) this is (NCS tactical call) who is the traffic for".
  - a. Notify NCS (NCS tactical call) this (Station tactical call) I have traffic for (identify who you have traffic for)"
  - b. NCS pole each required station '(Net station/s tactical call) are you ready to receive reply message?"
  - c. When all required stations have responded:
    - i. (Station with traffic tactical call) proceed with your digital traffic".
    - ii. (Station tactical call/callsign) I will send message in 30 seconds.
    - iii. Repeat procedures in Step 7.
  - d. NCS has a response to a previously sent message.
    - i. Same basic procedure has described in 8.a through 8.f.
    - ii. Skip steps of calling NCS that you have traffic etc.

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FLMSG FORM INSTRUCTIONS.

1. We will use the ICS/213 format, for general messages.
2. Following pages, (9 and 10) show examples of the form you 'should' receive with the info to be transmitted.
  - iii. If important data i.e. 'TO' name is missing, request the missing info from sender.
7. Complete 'To' and 'From' information in the appropriate fields.
8. Subject line:
  - a. Insert 'message number' and 'priority code'
  - b. Priority codes are 'U' for urgent and 'R' for routine.
9. Insert 'Date' and 'Time'
  - a. Use date (YYYY-MM-DD) and time (24 hour, local) from senders form.
    - i. If not present, use current date/time.
10. First line of text:
  - a. Insert "THIS IS A DRILL MESSAGE"
11. Following text lines are for text of message.
12. Next line after last text line.
  - a. Insert "THIS IS A DRILL MESSAGE"
13. Insert 'signature'
14. Review the data you inputted and correct any errors.
15. Message is now ready for transmission.

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CLOSING DOWN STATION.

1. NOTIFY NCS THAT YOUR ASSIGNED SITE IS SHUTTING DOWN AND ASK FOR PERMISSION TO CLOSE YOUR DIGITAL STATION.
2. UPON APPROVAL FROM NCS.
  - a. ANNOUNCE "(YOUR TACTICAL CALL AND YOUR CALLSIGN) NOW CLOSING DIGITAL COMMUNICATIONS AT (LOCAL 24 HOUR TIME)".
  - b. SHUTDOWN FLDIGI AND 'MESSAGE FOLDER'.
  - c. SHUTDOWN LAPTOP & PRINTER
  - d. SHUTDOWN RADIO & POWER SUPPLY
  - e. DISCONNECT LAPTOP & PRINTER POWER CABLES
  - f. DISCONNECT INTERFACE FROM LAPTOP AND RADIO
  - g. DISCONNECT COAX FROM RADIO
  - h. DISCONNECT RADIO FROM POWER SUPPLY
  - i. DISCONNECT COAX AND ANTENNA.
  - j. PLACE ALL EQUIPMENT IN CARRYING CASES.
  - k. MAKE SURE COPIES OF MESSAGES AND LOG ARE GIVEN TO ON SCENE OFFICIAL
  - l. MAKE SURE YOUR AREA IS TOTALLY CLEANED UP AND ALL EQUIPMENT IS ACCOUNTED FOR
3. NOTIFY ON SCENE YARS VOICE OPERATOR THAT YOU HAVE FINISHED ASSIGNMENT AND ARE READY TO LEAVE. IF VOICE OPERATOR NEEDS CONTINUED HELP YOU SHOULD CONTINUE TO ASSIST THEM.
4. WHEN LEAVING SCENE MAKE SURE YOU HAVE ALL THE EQUIPMENT YOU BROUGHT WITH YOU AND THAT THE AREA IS CLEANED UP.

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**MESSAGE FORM**

Date: 2 Time: 3 Message No. 1  
Urgent  4  
Routine   
To: Name 5 From: Name 6  
Organization 5A Organization 6A  
Telephone/Radio 5B Telephone/Radio 6B  
Message: 7

8  
Signature

Response/Reply: 9 Time: 10 Urgent  11  
Routine

12  
Signature

ROUTING INFORMATION

Action

Information

Action

Information

- o Commissioners
- o Coordinator

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- o Deputy Coordinator
- o Situation Analysis
- o (other routings)



York County OEM  
Message Form

1. Message No.	Starts with 3 alpha characters id & 3 numeric XXX-001	Required
2. Date	MM/DD/YY	Required
3. Time	HH:MM Local 24 hour time	Required
4. Urgent/Routine	Check mark in applicable box	Required
5. To: Name	Person name and/or title to receive message	Required
5A. To: Organization	EOC name / position i.e. County EMA HazMat	Required
5B. To: Telephone/Radio	How to contact	Not Required
6. From: Name	Person name and/or title sending message	Required
6A. From: Organization	EOC name / position i.e. Goldsboro HazMat	Required
6B. From: Telephone/Radio	How to contact	Not Required
7. Message	Text of message (During a drill start and end with "THIS IS A DRILL")	Required
8. Signature	Name of person sending message (This field is often left blank, should be same as name in From field. (6)	Required
9. Response/Reply	This is the message number being responded to	
10. Time	Response time HH:MM local 24 hour	
11. Urgent/Routine	Check mark in applicable box	
12. Signature	Signature name of person sending response	
13. Routing Information	Include any check boxes when sending message.	Required

Message Form is a 4 part form. Radio operator keeps:

GREEN copy of outgoing (sending) message and PINK copy of incoming (receiving) message.

All other copies are given to EOC message clerk.



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1. Agency Represented	YARS	Required
2. Page of	Start with page 1	Required
3. Date	MM/DD/YY	Required
4. Message No	Field is Not on form, put Message No. in front of Time	Required
5. Time	Time(HH:MM local 24) message sent/received	Required
6. To Whom	From Message form field 5 (To name)	Required
7. From Whom	From Message from field 6 (From name)	Required
8. Message	Your 'short' version of what message is about	Required
9. Response/Acton	Any note you want to make about the message	Required

All incoming and out going message should be logged on this form. Tactical messages sent among operators do not need to be logged. At end of drill/event, these forms are to be turned in with your copies of messages.