

FIELD TEAM MESSAGE FORM

(PRINT - *no cursive*)

Item 1: Message form version 3

Item 2: Message precedence **EMERGENCY** or **Urgent** or **Routine**

Item 3: Message sender (tactical call sign)

Item 4: Sender location Cross street/Entry

Item 5: Victim(s) location Cross street/Entry

Victim(s)

Item 6: Send CmdPost vehicle(s) for Red Yellow Green Animals

Item 7: Details

Item 8: Neighbors will transport to CP Red Yellow Green Animals

Item 9: Victims left at the site Red Yellow Black Animals

Item 10: Action taken

Item 11: Details

Hazard

Item 12: Hazard (circle) **Fire** **Gas** **Perilous Human activity** **Power Lines**
Road blockage **Other (describe):**

Item 13: Location Cross street/Entry

Item 14: Action taken

Item 15: Details

Structural Damage

Item 16: Counts of damaged buildings Heavy Moderate Light

Item 17: Location(s) Cross street/Entry

Item 18: Action taken

Item 19: Details

Request

Item 20: What needed

Item 21: Location Cross street/Entry

Item 22: Details

Team Status or Miscellaneous

Item 23: Counts of team members Need replacement Tired OK

Item 24: Details

Item 25: Planned direction of travel

Item 26: MESSAGE Number date / / time : hrs

▶ Whoever copies this info from a team *assigns* MSG Number/date/time and *transmits* back to sender in field!
Remember: transmit ONE item to recipient, listen for acknowledgement. Then send the next item, listen, etc.

Field Team Message Form Usage

You are on a search and rescue team and need to request help.

- Your tactical call-sign is **Buena SAR 1**.
- Your current location is address **123 Main St.**
- You've found victims at the **same address**.
- You fill out separate Triage Tags for the **two** victims and determine they are both **REDS**.
- Since RED is a life or death situation, you need to request **emergency** extraction.

To request extraction, you must...

[1] Fill out a message form as shown. Only fill in the items that you need -

FIELD TEAM MESSAGE FORM (PRINT - <i>no cursive</i>)		
Item 1: Message form version 3		
Item 2: Message precedence EMERGENCY or Urgent or Routine		
Item 3: Message sender (tactical call sign) Buena SAR 1		
Item 4: Sender location 123 Main St. <small>Cross street/Entry</small>		
Item 5: Victim(s) location same as item 4- <small>Cross street/Entry</small>		
Victim(s)	Item 6: Send CmdPost vehicle(s) for <input type="checkbox"/> Red 2 <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Animals	
	Item 7: Details	
	Item 8: Neighbors will transport to CP <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Animals	
	Item 9: Victims left at the site <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Black <input type="checkbox"/> Animals	
	Item 10: Action taken	
	Item 11: Details	
 Items 12 to 25 are not needed for this sample....	
	▶ Item 26: MESSAGE Number <input type="text"/> date / / time : hrs	
	▶ Whoever copies this info from a team assigns MSG Number/date/time and transmits back to sender in field! Remember: transmit ONE item to recipient, listen for acknowledgement. Then send the next item, listen, etc.	

Then use the radio to send the request...

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Field Team Message Form Usage

[2] You radio the extraction request to the command post.

- Get a turn from Net Control by saying "**EMERGENCY**, <your call-sign>."
- Wait until you are given a "**Go ahead**."
- Slowly send one item at a time (the other "side" of the communication needs time to WRITE IT DOWN!)
- Net Control repeats what he/she wrote down.
- If it is correct, you go to the next item.
- If it is wrong, say something like "**CORRECTION, address is, OVER**".
- Continue for all items that you wrote on the form.

Your communication is shown below...

<i>Buena SAR 1</i>	<i>Buena Net Control</i>
" EMERGENCY, Buena SAR 1 "	
	"This is a drill. Everyone stand by. Buena SAR 1, GO AHEAD "
" BEGIN WRITTEN MESSAGE. OVER "	
	" GO AHEAD, OVER "
"Item 1 version 3, OVER "	
	"Item 1 version 3, OVER "
"Item 2 emergency, OVER "	
	"Item 2 emergency, OVER "
"Item 3 Buena SAR 1, OVER "	
	"Item 3 Buena SAR 1, OVER "
"Item 4 one-two-three Main St., OVER "	
	"Item 4 one-two-three Main St., OVER "
"Item 5 same as item 4, OVER "	
	"Item 5 same as item 4, OVER "
"Item 6 RED two, OVER "	
	"Item 6 RED two, OVER "
" END MESSAGE, OVER "	

[3] At the end of the message, Net Control sends you a message number, date, and time...

<i>Buena SAR 1</i>	<i>Buena Net Control</i>
	"Item 26 Echo* 4 date zero,four,zero,one, one,three, time zero,eight,zero,five OVER "
"Item 26 Echo * 4, date 040113 time 0805 OVER "	
	Affirmative. " Buena Net Control, CLEAR "
" Buena SAR 1, CLEAR "	

You write this at the bottom of your message form like so...

▶ Item 26: MESSAGE Number	E4	date	04 / 01 / 13	time	08 : 05	hrs
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[4] Continue searching your neighborhood for more victims.

Meanwhile the command post will send an extraction team to move the victim(s) to a hospital or the command post.

Congratulations!
You probably just saved someone's life!!!

Standard Phonetic Alphabet for CERT *					
A - Alpha	F - Foxtrot	K - Kilo	P - Papa	U - Uniform	Z - Zulu
B - Bravo	G - Golf	L - Lima	Q - Quebec	V - Victor	
C - Charlie	H - Hotel	M - Mike	R - Romeo	W - Whiskey	
D - Delta	I - India	N - November	S - Sierra	X - Xray	
E - Echo	J - Juliet	O - Oscar	T - Tango	Y - Yankee	