

Errata Sheet – Message Handling Procedures

Page 8 – Symbols

Unfortunately, the NTS documentation doesn't cover how to handle symbols. So, we define the standard symbol names in Figure 2.

Page 24 – GPS Coordinates

- Written: 32.30°, -122.61°
- Spoken: “*GEE-PEE-ESS COORDINATES* tree two decimal tree zero DEGREES comma <pause> MINUS-SIGN one two two decimal six one DEGREES”

Page 27 – LONG INTERNET, PACKET, OR INTERNET ADDRESSES

- Example:
 - Written: https://www.scc-ares-races.org/operations/forms/SCCo-ARES-RACES_MM_Summary_v180705.pdf
 - Spoken: “*INTERNET ADDRESS IN MULTIPLE PARTS* <pause> hotel tango tango papa sierra COLON SLASH SLASH whiskey whiskey whiskey DOT sierra charlie charlie DASH alpha romeo echo sierra DASH romeo alpha charlie echo sierra DOT oscar romeo golf SLASH *LOWERCASE* oscar papa echo romeo alpha tango india oscar november sierra SLASH foxtrot oscar romeo mike sierra SLASH <pause> *END OF PART* <wait for acknowledgement> *UPPERCASE* sierra charlie charlie *LOWERCASE* oscar DASH *UPPERCASE* alpha romeo echo sierra DASH romeo alpha charlie echo sierra UNDERSCORE mike mike UNDERSCORE sierra *LOWERCASE* uniform mike mike alpha romeo yankee UNDERSCORE victor one eight zero seven zero fife DOT papa delta foxtrot <pause> *END OF GROUP*”

Errata Sheet – Message Handling Procedures

Page 32 – APPENDIX A - Recommended Field Grouping

Some commonly used forms have preferred field groupings for maximum efficiency. Send all the fields in the group and wait for the receiver to acknowledge before sending the next group.

ICS 213 Message Form

- Recommended field groupings
 - Message Nbr, Date, Time, Handling, Msg Requests
 - To, From
 - Subject
 - Reference (if present)
 - Message – 5 groups at a time

Example: ICS-213

MESSAGE FORM

For paper: use ballpoint pen – blue or black ink only (see back for instructions)

Origin Msg #: ² _____ Destination Msg #: ³ _____

Handling: ⁷ (✓ one) Immediate (ASAP) Priority (< 1hr) Routine (< 2hr)

Date: ¹ _____ Time (2-hr): _____

This Message Requests You To: ⁴

TAKE ACTION (✓ one): Yes No

REPLY (✓ one): Yes, by _____ No

ICS Position: (required) _____ ICS Position: (required) ⁸ _____

T O Location: (required) ⁹ _____ **F R O M** Location: (required) ⁹ _____

Name: (optional) _____ Name: (optional) _____

Telephone #: (optional) _____ Telephone #: (optional) _____

SUBJECT: ¹⁰ _____

REFERENCE (e.g., Number of earlier msg.): ¹¹ _____

MESSAGE: ¹² _____

ACTION TAKEN: ¹³ (For use by Originator / Recipient) **USE SEPARATE MESSAGE FORM IF SENDING REPLY!**