



FORSYTH COUNTY AUXCOMM
ICS-213 and TRAFFIC HANDLING
Part 2

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This is Part 2 in a 3 part series explaining the aspects of passing formal traffic during emergency / disaster and public service operations.

In Part 1, we reviewed the ICS-213 form, how to fill it out and the basics tools for traffic handling.

Part 2 we will review the procedures for passing traffic including the proper use of pro-signs / pro-words.

Part 3 is a brief review the first two sessions and personnel are encouraged to practice sending and receiving formal traffic during the AuxComm Nets.

After 9/11 the national standard message form is now the ICS-213 form. As discussed in Part 1, the ICS-213 form is very simple to fill out and if you have e-mail then you are already familiar with the basic setup.

Incident Name (optional) – (Determined by the agency in charge of the incident)

To: - The name and position of the official who will receive the

message From: - The name and position of the official who is

sending the message Subject:

Date:

Time: - Regular clock time including

AM/PM Message:

Approved by: Name, signature and position of the

person Reply – Any reply to the original message

Replied by Name, signature and position of

the person Date / time: of the reply

Remember after the Net Control Station (NCS) calls for check-in, let the repeater drop, state "This is", let repeater drop to ensure you are not doubling, then state your call sign and list any traffic. Net control will recognize your station. Only provide your location if you are deployed during an emergency; then your location will be the name of the shelter or incident where you are assigned.

If you have traffic to send when you check in to the net then also tell net control that you have traffic, how many pieces of traffic, the traffic precedence and the destination



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where the traffic needs to be sent.

If you are already checked into a net and are given a message to send then call net control, ensure the frequency is not in use, give net control your call sign, wait for the NCS to acknowledge your call then provide the number of messages to be sent and the destination(s) where the traffic needs to be sent. If the frequency is in use, wait until the frequency is clear unless the traffic is FLASH, Immediate or Priority.

Follow the NCS directions for passing your traffic and remember to let the NCS know when the traffic is completed.

Also remember that the NCS may elect to have you and the other operator to go to a different frequency / repeater to send messages if the Net frequency is very busy. Remember to report back on frequency and to let the NCS know the message has been successfully passed. It is the sending operator's responsibility to confirm with Net Control that the message has been successfully passed because the receiving station will be delivering the message.

AuxComm operations do not use the "cute" phonetic alphabet. It use the standard NATO/ITU one. The use of Kilowatt, Sugar, Zed and so forth are NOT appropriate phonetics.

NATO / ITU Phonetic Alphabet

- (A) ALPHA
- (B) BRAVO
- (C) CHARLIE
- (D) DELTA
- (E) ECHO
- (F) FOXTROT
- (G) GOLF
- (H) HOTEL
- (I) INDIA
- (J) JULIET
- (K) KILO



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- (L) LIMA
- (M) MIKE
- (N) NOVEMBER
- (O) OSCAR
- (P) PAPA
- (Q) QUEBEC
- (R) ROMEO
- (S) SIERRA
- (T) TANGO
- (U) UNIFORM
- (V) VICTOR
- (W) WHISKEY
- (X) X-RAY
- (Y) YANKEE
- (Z) ZULU

Pro-words / Pro-signs:

1. Amateur Call
2. Figures or Initials
3. I spell
4. Zip Figures (Zip Code)
5. Mixed Group (s) (Like WD40 – Whisky Delta Dash Four Zero)(spell phonetically all letters)
6. Phone figures
7. Break
8. I say again
9. Say again



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10. All after
11. All before
12. Between
13. Word after
14. Word before
15. End of message
16. No more
17. More to follow
18. Over (You have stopped transmitting and expect an answer)
19. Roger (means that you have copied the message and need no fills) Example: "Roger your (message number if given or Date Time Group)..."
20. Confirm
21. Wait or standby
22. Correction

Other descriptive Prowords

Decimal

Dash

At Sign

Some of our responsibilities as traffic handlers are listed below. A complete list is in the Forsyth County AuxComm Standard Operations Procedure Annex.

1. Accuracy

A. To receive and send formal written traffic in any mode, with absolute accuracy, letter for letter.

B. Sending slow and deliberate is a lot better than fast and furious. Repeat complicated sentences or words and use phonetics for difficult words.

C. Do not be ashamed to ask for fills, no matter how long it takes. Use proper pro-



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words.

2. Only speak or send as fast as the receiving station can write. Remember that in an emergency or disaster, or even a routine public service event, the receiving station may be having a bad day or poor conditions may prevail on that end. This saves net time. Sending too fast leads to mistakes and the repeated asking for fills from the receiving station.
3. Never roger a message until you are 100 percent sure you have it all copied completely. Ask the sending station to wait while you check it, if necessary.
4. Remember we use Plain Language only and do not use Q-Signals or any other codes such as 10 codes.
5. When using voice (Phone) speak clearly using the best possible diction.

END