INSTRUCTIONS FOR SITUATION REPORTS V 1.0

Note on preparing the form: If you are using a modern browser compliant with HTML5, the date and time entries will pop up with guidance for format. These modern browsers include Chrome 20.0 amd later, Edge 12.0 and later, Firefox 57.0 and later, Opera 11.0 and later and Safari 14.1 and later and possibly others.

The preferred format for time is in 24 hour form and the HTML5 input type = "time" mirrors the format of computer time. To make this work right, be sure to set your computer time display to 24 hours (without AM or PM) but without seconds.

INSTRUCTIONS FOR FILLING OUT THE REPORT FORM

Enter the Incident Name, Date, and Time of the incident. If using a computer, the Date and Time fields should pop-up when triggered with a selection.

If the Date field shows a pop-up calendar, click on the date of the incident.

If the Time field shows current time, roll the time back to the time of the incident.

Click on REPORT TYPE and enter a number for sequential reports.
Enter Facility Name and click or fill in on type of facility. If Other, so enter type name.
Enter the facility Contact Name and phone numbers (with area codes) and email address.

For each of the numbered systems, click on the status letter that best describes the system status. These will be:

A Fully functional: 100% operable with no limitations

B Modified: Operational with limitations. Briefly note limitations including location if applicable.

C Limited: Partially Impaired. Some assistance required. Briefly note.

D Impaired: Major assistance required. Briefly note.

E Non-functional: Out of commission

F Unknown

For the facility status and other information sections, click on the status letter for each condition and/or indicate number of causalities.

METHODS OF SENDING and RECEIVING COMPLETED FORM

Voice Method

Both sending stations and receiving stations must have a blank report form available. This blank form may be sent as a html formatted file for printing or for editing on a computer and then printed.

The data may be entered using pen or pencil on a printed copy of the form or on a computer using a HTML5 compliant internet browser as listed above, and then printing and/or saving the edited form and/or the data received form.

The use of a computer to enter both the data to be sent and to record the data as received is highly recommended. If using a browser with the html form, a right-click on the form will bring up a number of choices including Save, Save As, and Print. A connected printer is highly recommended; LPT, WiFi, or Bluetooth as appropriate.

If print or save to pdf is selected, the pdf copy can be attached to an outgoing email. Be sure to select a folder to Save the edited file and pdf copy.

The sending operator shall contact the receiving operator to verify connection and send the completed form by voice. The receiving station must copy accurately all word and number data sent. In general this means that the sending station must talk no faster than the receiving station can write it down.

System data. This is the easy part and is the main reason that the systems have been assigned discrete numbers and each of the six status states have been given a letter code. Data transmission contains only the system number and the status letter. Here is a example: 6.1 Alpha, 6.2 Bravo, Charlie, 6.3 Charlie, 6.4 Delta, 6.5 Echo, or 6.6 Foxtrot, and so on as appropriate for each system.. This method not only minimizes data error and data transmission time but makes the message secure against anyone that does not have a blank form. **Do not speak the system name or the status word associated with each system.** For sending by voice, you may choose to select those systems that are **not** in fully functional conditions.

Of course the comments associated with any system will be in plain text. Plain text data in the message should be accompanied by the phrase **"This is a drill"** after the transmission is complete.

Digital Method

For this method, each radio transceiver shall be associated with a suitable personal computer, even a laptop computer with speaker output and microphone input is acceptable. A connected printer will be required, LPT, WiFi, or Bluetooth as appropriate.

Each computer shall have downloaded and installed current versions of the Narrow Band Emergency Message System software fldigi and flmsg version 4.0. or higher. This software is totally free to download. Follow the instructions found at http://mcarcs.org web site under Resources and then Operating Tips for Digital Transmissions Using Ham Radio. Practice ahead of time will be found helpful, as some configuration settings are necessary. Practice with the weekly DigiNet will be found particularly helpful.

In addition, each computer shall have installed the blank html version of the form to be transmitted in the c:\users\"your user name"\NBEMS.files\Custom folder.

Run fldigi first and then flmsg. Size and move the windows occupied by these programs so that most of those windows are visible. Leave open space for the Files Received window to pop up if you are using flmsg versions 4 and later..

Transmitting Digital Messages

Forms are selected from the flmsg window. When operating flmsg, click on Form and then the Custom form button on the screen and then the appropriate form by title.

When the blank form is displayed, click on the Edit Form button on the screen.

Enter the data into the blank form brought up on the computer. When the data entry is complete, click on the Submit File button on the screen. When the edited screen appears without the Submit File button, close the window by a click on the X in the upper right corner of the screen. This should result in a display of the raw and unformatted data entered in a left column display.

Now click on File and Save As to save the completed form using the default file name preferably with the sender's call sign, date, and time. Entering a title with the Call Sign, Date and Time is highly recommended. The file should be saved in the c:\users\"your user name"\NBEMS.files\ICS\messages folder.

After saving the completed form, the sending operator shall contact the receiving operator to verify connection and send the completed form data. Click on AutoSend to send the entered data. Following the procedure for transmission using either an interface device or the computer speaker / radio microphone method, the data should appear on the Yellow screen and the Waterfall display should show the transmitted spectrum as a function of time.

Receiving Digital Messages

The receiving operator shall then be able to hear the audio signal and receive the transmitted data on the Yellow screen. If the message is received with no errors, a notation of that should appear on the Rcvd Msgs pop-up screen with the sending operator's call sign and a date and time code if properly configured.

The receiving operator shall then view the received message by clicking on the file identification in the Rcvd Msgs pop-up window, then View. Because the received status letter buttons are often presented in a low-contrast gray tone, it will be found desirable to process the file before sending it on.

(the following is untried on a received message (works OK on previously received messages)

With the message displayed, select Edit File. Then go over all the grayed out status letter button circles (radio buttons in HTML) and click on them again. Then right click on Save As and save with a unique name in a “folder” of your choice. Default may be “Documents”

Now go to the saved message in the your-choice “Folder”. The message can be printed from this screen using a right click and select print. If printed as a pdf formatted message in your choice of a folder, it can be attached to an email.