Anatomy of the Clark County *ARES/RACES* Message Form

Header and Message Text are to be filled in by the Originating Official.

1. Message # is assigned by the Originating Official.
(This # is referenced on Message Logs)

2. Message precedence is assigned by the Originating Official.
E = EMERGENCY (THREAT OF LIFE OR PROPERTY)
P = PRIORITY (IMPORTANT, URGENT, ETC.)
R = ROUTINE (i.e. ROUTINE FOR THE TYPE OF EVENT)
W = WEFARE (STATUS of PERSON(S) and/or PROPERTY)

3. Time the Originating Official wrote the message.
(Circle time format used by agency)

4. Date the Originating Official wrote the

5. Name and/or Title of the Receiving

6. Agency & Location of the Receiving Official.

7. Name and/or Title of the Originating

8. Agency & Location of the Originating

Amateur Radio Emergency Service / Radio Amateur Civil Emergency Service

CLARK COUNTY *ARES/RACES* MESSAGE FORM

(For use with County ECC, Fire, Police, Sheriff, Red Cross, etc.)

Header

MSG.# (1) PRECEDENCE: (2) TIME FILED: (local) (3) : AM PM 24Hr DATE: (4)
(E=Emergency P=Priority R=Routine W=Welfare) (Circle one)

TO: (5) LOCATION: (6)
(Receiving Official)

FROM: (7) LOCATION: (8)
(Originating Official)

Text of the Message

Message: ☐ This is an exercise message.

Check this box if message is part of an exercise.
(Also becomes part of the message text)

Text of the message… *PLEASE PRINT LEGIBLY!*

Message may be authenticated by a signature of the Originating Official.

11/06/97 ncr

Radio Location: _____ Sent: ____ : ____ (24 hr.)

Radio Operator: _____ Received: ____ : ____ (24 hr.)

To be filled in by Radio Operator

Location of the Radio Station

Call sign of the Radio Operator

Note that if a message is relayed, then both "Received" time and "Sent" time would be filled in.

Time the message was received.
(24-hour format)

Time the message was transmitted.
(24-hour format)

Orig: 11/20/02 Revised:

File this page in your Operations & Training Manual under Tab J – Message Forms