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INSTRUCTIONS FOR FILLING OUT THE ARES DISASTER WELFARE MESSAGE FORM

Item Title **Instructions**

Message number, used for tracking purposes. Begin with 1 each month or year. Number

Precedence **EMERGENCY:** Any message having life and death urgency to any person or group of persons, which

is transmitted by you in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be very rare. When in doubt, do not

PRIORITY: This classification is for a) important messages having a specific time limit, b) official messages not covered in the emergency category, c) press dispatches and emergency-related traffic not of the utmost urgency, d) notice of death or injury in a disaster area, personal or official.

WELFARE: This classification refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE: Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with higher precedence traffic.

HX **HXA:** (Followed by number) Collect landline delivery authorized by addressee within miles. (If no number, authorization is unlimited.)

HXB: (Followed by number) Cancel message if not delivered within hours of filing time; service originating station.

HXC: Report date and time of delivery (TOD) to originating station.

HXD: Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

HXE: Delivering station get reply from addresses, originate message back.

HXF: (Followed by number) Hold delivery until (date).

HXG: Delivery by mail or landline toll call not required. If toll or other expense involved, cancel

message and service originating station.

Station of Origin Location of station sending message (first amateur handler).

Check Total word count of actual message.

Place of Origin Location of message origination (not necessarily location of station of origin).

Time Filed Time the message was filed.

Date Date message was filed.

To Whom the message is for/going to.

Message Receipt or **Delivery Information**

Fill in information.

Circle not more that two standard texts from the

Circle not more than two standard texts from the list and fill in if needed.

Time/Date/Telephone/ Fill in information for person making request.

Signature/Name

list below

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