

WICEN (Northern Rivers)

FORMS

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Webmaster's Notes:

The following information has been extracted from the WICEN (NSW) Inc. Manual - WICEN Training Manual, Operator (NTS001) Ver. 1.5 of 15/1/2000.

The text has been retained but the formatting has been condensed to reduce the number of pages for downloading.

These Methods and Information should be quite adequate to give Operators enough basic knowledge and skills to enable them to carry out their duties and responsibilities in a competent and efficient manner.

Forms, beaurocracy, no one likes them, especially amateurs. BUT they are essential.

Message Forms, Logs and other traffic handling forms are essential so that info from one station to another is accurately transcribed.

Attendance, Registration, Reporting and other admin forms are needed for logistic reasons and legal protection and statistic analysis after an operation is concluded.

Become familiar with our forms used. Practise their use.
Unfortunately these are not standardised across services.

Familiarise yourself with forms used by the client as soon as possible, preferably before going on duty.

WICEN (originally Wireless Institute Civil Emergency Network) is an organisation of Amateur Radio operators throughout Australia. Their time and facilities are made available to the authorities in times of emergency and also for civil benevolent and safety operations at other times.

This extract is by WICEN (Northern Rivers) Region based in Lismore, North Eastern New South Wales.

See our page and associated pages at -

WICEN (NR <http://www.phonetic.org.au/alphabet.htm>

Also SARC <http://www.sarc.org.au>

Phonetics at <http://www.phonetic.org.au/alphabet.htm>


Please send feedback or comment to – vk2jwa@sarc.org.au

I hope you find this useful, 73, John Alcorn, VK2JWA
Coordinator,
WICEN
Northern Rivers
Lismore, 2480.
NSW. Australia.

Message Form WOF-08N

The WICEN message form is the basis for all the WICEN training. Unless the message form is understood in its basic form, its function, use, variations etc will not be understood.

Each section on the form has a use and must be filled in correctly and in the proper sequence for the form to be effective.

DISPLAN MESSAGE FORM		WICEN				WICEN is a group of radio amateurs trained to provide radio communications assistance during a DISPLAN emergency.	
PRECEDENCE 2	WICEN SERIAL 3					VK2/RINE 98	
★ PAN		DATE / TIME 4		WICEN DISTRIBUTION RELAY TO 1			
★ URGENT				FROM NAME/DESIGNATION ORGANISATION 5			
★ ROUTINE				TO NAME/DESIGNATION ORGANISATION 6			
				FROM			
				7	DATE/TIME ACCEPTED D		
					DATE/TIME DESPATCHED		
					SYSTEM		
					OPERATOR		
					DATE/TIME RECEIVED R		
					SYSTEM		
				ORIGINATORS SERIAL No. 8	OPERATOR		
				SIGNATURE 9	ACTIONED		

Its use is explained as follows:

Basically there are three sections.

The first part is for the Originator of the message for addresses and text.

The second is for the originators reference and signature.

The third is for the COMCEN staff

The Originator will need to address the message and the protocol calls for the originator first then the addressees followed by the text.

The Originator may have logged his in and out messages and will then supply an Originators number. eg. WEL 015 (from Welfare) or SES 032 from SES etc.

On receiving the message for transmission, the WICEN staff will allocate the next sequential number from the WICEN register and place it in box (3). *(This is not transmitted)*

The area to the right is for the WICEN staff for logging purposes.

The "RELAY TO" (1) is used by WICEN staff when a message is to be relayed to a station out of contact by the originating station. ie "VK2ASE this is VK2WIY, relay to VK2BGT - over"

When received by WICEN, the message should be read for clarity of text.

The Operator should read the message prior to sending or if not time, to read ahead while sending so as to correctly phrase the text for transmission. (remember RSVP).

When transmitting the message, the following procedure will be used:

Sequence	Location on Message	Components	Sending operator says	Remarks
1		Call THIS IS	May be single, Multiple or All Stations Call
2		Advise to write	MESSAGE LONG MESSAGE SITREP etc.	As appropriate
3	Precedence	Precedence action	PRECEDENCE ACTION	Not transmitted if no precedence entered.
4	Top of Form	Date-time-group	TIME	Not preceded by "figures"
5	Originators no. below text	Originator's identification	ORIGINATOR'S NUMBER	Pronounceable abbreviation not spelt. eg OPS, SIGS, WEL etc.
6	From	Originator	FROM	
7	To	Action addressee	TO	
8		To indicate beginning of text	BREAK	
9	Body of message	Text		Dictate text as written by the originator. Pronounceable words are spoken as such. Words written in full are not abbreviated.
10		Separation sign to indicate end of text.	MESSAGE ENDS	Or SITREP ends, etc.
11		Final instructions	WAIT CORRECTION READ BACK OVER	As may be required.
12		Ending sign	OUT	Sending operator waits for acknowledgment.

When the message has been sent, the Operator shall fill in the area on the right hand side.

"R" is for received and the "D" area is filled in when Dispatched.

System is for "R" = radio, "Ph" = Phone, etc

Operator is for the operator's initials.

Action Taken is for the WICEN staff to indicate "filed", "returned" etc.

Example:

"VK2WIC this is VK3WIB, MESSAGE - OVER"

"VK3WIB this is VK2WIC SEND - OVER"

"VK2WIC this is VK3WIB, Precedence - Routine, time 26jul 1234K, originator's number WEL003, FROM~ Welfare Officer, Rutherglen TO Operations, Albury, BREAK.

Send three cartons of milk, 2 bags of sugar, 3 tins coffee, 50 blankets, 50 pillows to the Welfare centre at Wodonga. Please advise ETA of above to sender.

MESSAGE ENDS, OVER."

"VK3WIB this is VK2WIC, ROMEO, OUT."

VK3WIB fills in the "D" section of his form and VK2WIC fills in the "R" section of the form and also logs the message in the log sheet giving the form a sequential WICEN number (3) and passes the white copy of the message to the OPS room for action.

The yellow copy (duplicate) remains in the book.

WICEN Exercise / Activation Final Report

Event or Exercise Name: Region:

Activated by / or organising body:

Date(s) and times:

Description of event or operation:

.....

General locality of exercise:

Number of operators: Number of stations:

Number of messages: (Formal) (Informal):

Frequencies
and modes used:

.....

Positive aspects of
exercise / operation:

.....

Negative aspects of
exercise / operation:

.....

Details to follow up:

.....

Comments by WICEN Region Controller:

.....

.....

Claims for expenses are to be attached. List of operators attached.
Copies of any media exposure should be attached.

WICEN

Location Number

CASUAL EMERGENCY WORKER REGISTRATION FORM

To Be Completed By All Casual Emergency Workers.

To the State Co-ordinator

1. I,
.....
of
.....
..... Postcode:

hereby apply for registration as a casual emergency worker.

- 2. (i) I understand the WICEN Co-ordinators are responsible to the appointed emergency controller(s) during a civil emergency and I agree to comply to the best of my ability with the requests of the duly authorised personnel.
- (ii) on cessation of duty I agree to report, as may be directed, for debriefing as necessary.

3. My personal particulars are as follows:

Date of birth / / Place of birth (State or Country)

Occupation:

Physical disabilities (if any)

Signature of applicant: Date / /

Office Use Only

The applicant has / has not* been approved for registration as a casual emergency worker. The name of the above applicant has been entered in the register as a casual emergency worker.

Signature of recorder Date / /

*Delete as appropriate.

WAF10

WICEN OPERATOR

COMPETENCY CHECKLIST

NAME:

Learning Outcome	Competency	Passed
1	Role and structure of WICEN	
2. RATEL	Use correct RATEL	
	Receive 3 messages without errors	
	send 3 messages without errors	
	Fill in a log book.	
3. Operate in the Field.	Written test.	
	Describe administrative requirements.	
	Describe equipment requirements.	
4. Navigate using Maps.	Written test.	
	Determine bearings using a map.	
	Correctly identify their position by resection.	
	Move to a specified location.	
	Transmit a LOCSTAT.	
5. Set up and Operate a station.	Set up a radio station as instructed.	
	All safety points observed.	
	Documentation correctly completed.	
6. OH&S	Written test.	
	Continually demonstrated safety.	

Learning outcomes:

1. *describe the role and structure of WICEN.*
2. *Use radiotelephone procedure to send and receive a formal message. Demonstrate the correct procedures for keeping a Radio Operators Log Book.*
3. *Operate in the field.*
4. *Use topographical maps to navigate.*
5. *Set up and operate a station.*
6. *Demonstrate safe working practices.*

Passed all learning outcomes:

Signed: Print name: Date:

Instructions for Use:

Operators are to be assessed against the Mobile descriptor Performance standards. When the Assessor is satisfied that the standard has been achieved he/she should initial and date the Passed column. When all LO's have been achieved, the page should be signed as Passed. This page should be processed in accordance with Standing Orders.

WICEN (NSW) Inc. following the guidelines of the National Training Syllabus as developed by Trevor Connell (VK8CO) and Peter Corkeron (VK2AGB) have produced this training manual.

All comments directed to the State Training Coordinator, WICEN (NSW) Inc. at
P.O.Box 123
St Leonards 2065 would be appreciated.

Other manuals being developed are:
WICEN Supervision (NTS002)
WICEN Instructor (NTS004).

A further training manual will be produced to cover packet radio.

Peter Corkeron
27/11/99

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