

**Background**  
**Procedures & Techniques**  
**Manual**

**WICEN (Vic.) Inc.**

(Operating Under The Auspices of Victorian DISPLAN)

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## Chapter 1

# INTRODUCTION

## 1.1 Background

WICEN is a group of trained radio amateurs which can only be activated by the POLICE or the appropriate Statutory Authority to provide radio communications assistance during an emergency.

WICEN had its origins in the ad-hoc networks formed by amateurs to assist the community. One of the early 'exercises' was the ``Henly on the Yarra" regatta in 1920. During the 1939 ``Black Friday" bushfires in South Australia and Victoria, radio amateurs using their own equipment and knowledge established an emergency communications network. In 1945 the Bushfires Emergency Network came into being in N.S.W. and following new P.M.G. regulations on portable and mobile operations the Wireless Institute of Australia Emergency Communications Network started in 1946, subsequently renamed Wireless Institute Civil Emergency Network. { WICEN }

In the late fifties and early sixties amateur communications were superior, relatively speaking, to those of the civil authorities and much good work was done during bushfires and flood disaster situations. However, the introduction of FM communications and STD telephone dialling for emergency and other services caused a fall in the demand for WICEN and many authorities saw no future role for amateur radio.

However, happenings over recent years have disproved this view and have shown how organised amateur communications assistance still has a place in emergency plans.

When Cyclone Tracey struck Darwin in December 1974 virtually the only communications for the city for many hours was via a radio amateur in the ruins and a fellow amateur in his home in Mooroolbark, just out of the City of Melbourne.

The 1983 Ash Wednesday bushfires in Victoria and South Australia pointed strongly to the need for a better strategic planning process to meet communications requirements encountered in Civil Emergency Disaster situations.

Today, when the emergency Services call on WICEN to provide assistance, they seldom fail to be impressed by the services that can be offered by this well trained and disciplined group of Amateur Radio Operators.

From the Amateur viewpoint participation in WICEN training and exercises are a preparation for the time when that amateur can offer a unique service to the public during a time of need and hence put something back into the hobby which is capable of offering so much in return. It must be remembered, however, that the Emergency Services which will call on amateurs for assistance such as, the Police, Ambulance, Red Cross, Health Department or the State Emergency Services are professionals involved in the preservation of life and property, and hence assistance which is uncoordinated or untrained in the special requirements of these services is not acceptable.

Accordingly the WICEN organisation provides the necessary liaison and training so that the assistance that is given is a reliable communications facility capable of working in conjunction with the emergency services.

WICEN is sponsored by the Wireless Institute of Australia and each state has its own independent WICEN organisation. Although most WICEN operators are also members of the Wireless Institute, WICEN is a resource that can utilise all licensed amateur operators.

A Federal WICEN Co-ordinator is appointed by the Federal Convention of the Wireless Institute of Australia and is an ex-officio member of the Federal Council. The Federal WICEN Co-ordinator acts as a WICEN focal point of contact and co-ordinator between the State Co-ordinators and the Natural Disasters Organisation (NDO) and coordinates any amateur communication facilities required on a national scale for disaster purposes. The Federal Co-ordinator also assists the State WICEN organisations in matters of common concern such as frequencies, procedures and training together with liaison with the Federal Executive.

The State WICEN Co-ordinators are appointed by the WIA State Divisional Councils and are responsible for the maintenance of the WICEN organisations in their State. This involves the promotion of an awareness of WICEN amongst amateur radio operators and liaison at State management levels with the State Disaster control Authorities such as Police and State Emergency Services and the Department of Communications. The State Co-ordinator also arranges for the conduct of training classes, exercises and information networks or newsletters for WICEN members, as well as establishing communications networks upon the request of the disaster control authorities and keeping the Department of Communications informed of such activations.

The State Co-ordinator is assisted in his duties by Deputies and the State WICEN Management Committee which deals with administrative and operational matters, and the development of appropriate strategies with respect to operations and logistical support.

The State Co-ordinator delegates to Regional Co-ordinators the administration of areas of the state and they bridge the gap between the State Co-ordinator and local WICEN Co-ordinators, who may be appointed to co-ordinate WICEN members with a geographic affinity.

WICEN is the only organisation of amateurs approved by the Department of Communications to operate Emergency Amateur Networks under Sections 6.28 through to Section 6.33 of the Amateur Radio Regulations. WICEN can only be activated by the Police Department or the appropriate Statutory Authority in charge of an emergency. It should be understood that WICEN cannot be activated by any amateur, and hence is not involved in personal emergencies, such as road accidents, which are covered by Distress Procedures as detailed in sections 7.17 through to section 7.36 in the Amateur Radio Regulations.

WICEN operators offer the disaster control authorities various communications modes, with an equally wide range of sophisticated equipment, and the trained disciplined manpower to operate the facilities, and if required, competent relief personnel for the Authorities own communications terminals --- all at little or no cost to the Authorities, the Government or the general community.

The local WICEN Co-ordinators provide the link between the WICEN organisation and the local radio amateurs, the Police and other disaster control agencies.

## **1.2 WICEN's Objective**

To make the resources of the Amateur Radio Service most effectively available to the community in times of disaster or sudden need.

## **1.3 WICEN Goals**

1. To identify the potential services that WICEN can provide.
2. To provide, when called upon, those services in an efficient and effective manner.
3. To ensure those organisations that WICEN supports are able to effectively utilise WICEN Services.
4. To respond as best as possible to requests for communications assistance from appropriate Authorities under DISPLAN.

## **1.4 Duties of the State Co-ordinator.**

1. Represent WICEN Victoria on State Government Committees as required.
2. Manage the liaison and co-ordination of WICEN Victoria with State authorities and other organisations.
3. Co-ordinate WICEN Victoria with other state WICEN organisations.
4. Approve call-out of WICEN on a State basis.
5. Approve of practice exercises by WICEN and liaise with the Dept. of Communications as required.

6. Develop and approve WICEN strategies in respect to training and logistical support matters.
7. Develop and plan communications systems to meet known needs and contingencies including :-
  - WICEN control stations.
  - WICEN communications centres at locations of Government authorities and other agencies.
  - Fixed and mobile WICEN Stations.
8. Plan and implement WICEN personnel training programs and schedules. Liaise with WICEN Regional Co-ordinators and with WICEN instructors.
9. Develop strategies for WICEN operations in conjunction with State Authorities and other agencies.

### **1.5 Duties of WICEN Co-ordinators. (Regional, Deputy, Local)**

1. Establish and maintain a close liaison between WICEN and all services which may benefit from WICEN facilities during an emergency or which may be able to assist WICEN during an emergency.
2. Organise exercises to test the abilities of WICEN operators and also their own capabilities at least twice a year. All exercises must be approved by Department of Communications through the WICEN Committee and applications should be submitted at least four weeks prior to the exercise, wherever possible.
3. Organise training courses to ensure all members are aware of all aspects of WICEN operations, are prepared for the dangers they will face under emergency conditions and to enable members to develop their full potential.
4. Encourage suitable new members to join WICEN, and to prove their ability to act as a reliable competent fully trained operator under difficult conditions. Those who prove to be unsuitable for development as emergency operators must be politely but firmly advised.
5. Ensure that members equipment is maintained in a reliable condition and that emergency back-up equipment such as portable generators and antennas are available so that a reliable communications service can be provided under adverse conditions.
6. Maintain an up-to-date list of WICEN members and their resources, and WICEN equipment issued to any member. This list will be forwarded to the WICEN Committee each October, through Regional Co-Ordinators.
7. Regional Co-Ordinators will nominate suitable candidates for Deputy and Local Co-Ordinator positions.

8. Maintain an up-to-date WICEN Emergency Manual listing all reference information likely to be needed in that area in an emergency.
9. Maintain a close contact with the Statewide WICEN organisation by reporting into the WICEN Net. If this cannot be done personally, ensure that another member represents the area.
10. Immediately an activation or exercise has ended, a WICEN Attendance Form and short written report should be sent to the WICEN State Co-Ordinator. In the case of exercises the training aims should be stated together with the degree to which those aims were achieved. Any lessons learnt should also be included.
11. Ensure that all amateur operators in the area are aware that WICEN can only be activated by the authority responsible for the particular emergency, and that the VK3WI series of callsigns can only be used under the direction of a WICEN Co-Ordinator in a specified area and that they are not to enter a disaster area unless specifically directed by the Police or a WICEN Co-Ordinator.
12. During an imminent emergency, ensure that WICEN is placed on standby and not activated unless genuinely required. A close liaison with appropriate emergency services will be maintained until the situation returns to normal.

## 1.6 Capabilities

The following is intended to give new members and users of WICEN a guide to its potential uses and limitations.

Applications typical for WICEN during emergencies are :-

1. Providing radio links for groups with no communications of their own, ranging from a link between two points, to providing a network of stations many kilometres from a control station.
2. Providing radio links between different services with no direct communications. eg. Community relief services and their respective HQ.
3. Providing links between services with no compatible radio frequencies, eg. C.F.A. Brigades working in another area where their own frequencies are not applicable.
4. Providing additional radios or other communication equipment where all available equipment is inadequate, eg. FAX or RADIO TELETYPE, etc, for emergency services.
5. Providing links for low priority traffic which does not justify diversion of a channel from other uses, eg. a link from evacuation centres to relief organisations.
6. Providing a message distribution network where no telephones are available so that disaster survivors can inform relatives.

## 1.7 Operators

Amateur Radio Operators must pass written examinations in Radio Regulations and Theory. They must also sign the Declaration of Secrecy which is held by the statutory body, the Department of Communications, together with a photograph and other details of the said Licensed Amateur Radio Operator.

Many WICEN operators are employed in the communications industry and can provide a high level of expertise.

## 1.8 Equipment

Most Amateur Band radio equipment is now commercially made to a high standard and exceeds the capabilities of some equipment used by professional organisations. For example :- hand held radios operating on hundreds of channels, 100 Watt mobile high frequency transceivers, VHF mobiles along with UHF mobile type radios, portable radio teletype equipment, Facsimile and computerised picture and text sending equipment. It is estimated over \$1.000.000 worth of gear could be called on in an emergency, all of this equipment belonging to individual members.

## 1.9 Frequency Bands

The number of frequency bands allocated to the Amateur Service internationally are second in number only to the Military Services, thus allowing great flexibility of operation. The bands which are of practical use in providing a reliable communications service are :-

**VHF** - Characteristics similar to Police, Ambulance etc networks. Equipment commonly available can be vehicle mounted or hand held and can provide reliable communications up to 30km, but if one of the many Amateur repeaters is within range then this distance can be extended to in excess of 100km. Within an hour it is possible to set up a Base Station and dispatch several mobiles into the field. In Melbourne, networks of up to fifty mobiles at a time can be maintained for long periods.

**HF** - Characteristics similar to the Royal Flying Doctor Service Network. Radio propagation conditions are continually changing and for a particular link the long term availability can only be considered as 95%. There are several HF. bands available to Amateurs and these can be used to provide links throughout VICTORIA or throughout THE WORLD if needed, although international links can only be considered as 10% positive. HF. equipment and antennas are larger than VHF, and establishing portable stations will take much longer to set up. Normally a HF. station would be used with a VHF or UHF link to the final communications point.

## 1.10 Availability

The greatest population of WICEN operators is in Melbourne, with most large country towns having some WICEN capability. For a major disaster, WICEN operators could be transported to the scene.

There is no permanent stand-by system, but within 40km it is possible to establish communications within an hour. Within 3 hours WICEN should be able to provide twenty operators in the Melbourne area, with back-up operators available to reliably operate for many days.

### **1.11 Security**

Commonly used scanning receivers that cover all of the frequencies that are readily available, and plain language transmissions by radio cannot be considered secure.

Some degree of privacy can be provided using Single Side Band on VHF (no scanners available to this time) or using Morse Code. The use of Radio Teletype, Facsimile, Amtor, and Packet Radio will further reduce the possibility of unauthorised listening.

Where total security is required the message would have to be encrypted or scrambled by the originator before transmission.

### **1.12 Compensation & Liability**

{Covered by the Emergency Management Act 1986}

As a recognised agency of DISPLAN all members of WICEN are covered for compensation and liability by the Crown. Nearly all radio and associated equipment is privately owned by individual members, and if accidental damage were to occur in the course of providing emergency communications then it is trusted that the Body activating WICEN would provide compensation to repair the damage.

### **1.13 Identification**

All registered WICEN operators are issued with ID. cards. Optional items of identification include dark blue jackets with WICEN insignia and car type signs.

### **1.14 Regulations**

There is a regulation common to all radio services which enables a station to use any method at his disposal to call for assistance when life is endangered. This regulation is not to be interpreted to mean that WICEN operators are allowed to ignore all other regulations currently in force.

There will be situations during WICEN operations where consideration may have to be given to the use of abnormal techniques and procedures when faced with an unusual situation where a persons life is involved. Each of these situations needs to be considered on its own merit and the responsible WICEN operator will have to decide on the best course to take, knowing that the Department of Communications has reserved the right to investigate all breaches of regulations after the event, to determine whether the decision to breach the regulations was a reasonable one in the particular circumstances. If they decide that your decision was made too hastily then your licence will be in danger. The guiding principal is to use common sense and not to rush into any action which may lead to a breach of the regulations.

For these reasons WICEN operators should ensure that they retain their knowledge of the regulations. There are special regulations that relate specifically to WICEN operators and these should not be confused with separate regulations which relate to Distress Calls, even though WICEN operators may be involved in both situations. The following comments refer to the Amateur operators handbook under the heading Emergency Amateur Networks.

**Regulation 6.28** states that, the licensee of an Amateur station, with approval of the Department of Communications may, as a member of WICEN, participate in special amateur radio communications networks in times of civil disaster or emergency.

It should be noted that WICEN is the only organisation of Amateurs approved by the Department of Communications to organise special networks in times of emergency or disaster.

**Regulation 6.29** states that during a period of emergency such networks, through a nominated co-ordinator and control station, may pass messages on behalf of the statutory authority responsible for the particular emergency. The log book of the control station shall have entered in it the name, rank and telephone number of the officer of the statutory authority who requested the communication assistance.

**Regulation 6.31** states that copies of messages handled by all stations in the emergency network shall be retained for twelve months.

**Regulation 6.32** A licensee not participating in an actual emergency network, once aware that an emergency exists, shall ensure any transmission he makes will not interfere with any stations involved in emergency communications.

This last paragraph is one that has been forgotten by many amateurs who seldom come across emergency WICEN nets and who are usually unaware that they are breaching the regulations by knowingly interfering with such a network.

**Regulation 6.33** Exercises by organisations mentioned in 6.28 above, to enable members to obtain practice in passing and recording messages, may be permitted, following written applications to and approval by the Superintendent, Regulatory and Licensing Department of Communications. Applications should reach the Superintendent at least two weeks prior to the exercise, and indicate time, date, frequencies, location and nature of exercise.

This approval is obtained by the State Co-ordinator acting on behalf of the Regional Co-ordinators.

These regulations are effective whenever WICEN is duly activated by an authority in charge of a particular emergency. It is ultimately the responsibility of the State Co-ordinator to ensure that DOC approval is given for each activation and that the appropriate Departmental Officer is kept informed of any changes or developments.

## 1.15 Training Exercises.

WICEN conducts regular training exercises, usually held in conjunction with car rallies, fun runs or other community events. These provide participants with practice in the techniques of message handling and station establishment as set out in the training manual.



WICEN members should participate in at least two exercises per year, preferably with one of extended duration.

Applications for official WICEN exercises should be made to the State Co-ordinator at least four weeks prior to the event. Remember that provisions of the Emergency Management Act only apply to "Official Exercises" or activations.

A report on the event together with a copy of the WICEN attendance form is to be sent to the WICEN Central Committee within 4 weeks of the conclusion of the event.

It should be noted that SMA are notified of all approved exercises and do conduct random checks of procedures and technical details.

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## **Chapter 2**

# **WICEN PAPERWORK**

By its very nature, as a group providing communications assistance during periods of emergency, WICEN is required to maintain certain records of its activities. In some cases these records can become evidence in a court of law. Hence, as a member of WICEN, you should be aware of what these records are, and in all cases be familiar with their information requirements.

Some of the WICEN forms you will have to complete yourself - some are the responsibility of others who will require your co-operation to ensure that all of the required information is available and accurate.

See Appendix A2 for examples.

### **2.1 Membership Form**

The first that you will encounter is the Membership Form which includes a signed statement that you will undertake to comply with requests from WICEN officials and that you will return all WICEN equipment issued to you should you decide to leave WICEN at a future date.

The reason for this last request is fairly obvious as the authorities give WICEN identification and grant privileged access to restricted areas during periods of emergency. These authorities require us to account for the identification material and ensure that it is not abused and is promptly returned should anyone cease to be a member. Some items are supplied by other organisations and have to be returned to them when not required.

### **2.2 Information Form**

At the same time a separate information form may be completed and given to your Co-ordinator. This sheet collects a wide range of information on personal details, your availability, transport, emergency capability and details on equipment that you currently have.

The details supplied on the Information Sheet will eventually become dated and hence you will be required to submit another form each twelve months or so to ensure that your Co-ordinator is fully aware of your current situation. It may surprise you to know that some government departments are also interested in the total resources available to WICEN and accordingly statistics derived from the information forms are used to promote a proper recognition of WICEN as an emergency resource.

Remember though, that the information that is put on this form is regarded as having been given in confidence and hence is not available to any other organisation.

WICEN membership lists are also regarded as confidential and are only used for WICEN purposes by WICEN Co-ordinators.

WICEN supplies a photographic ID card to all members.

### **2.3 Exercise Application Form**

To enable WICEN to simulate some of the conditions that may exist during an actual emergency, the Department of Communications allows WICEN to use certain privileges during these exercises.

The WICEN co-ordinator must submit an Exercise Application Form to the State Co-ordinator in plenty of time for it to be forwarded to the Department for approval prior to any WICEN exercise.

The Exercise Application Form only requires basic planning information on the location and form of the exercise together with the frequencies that will be used for primary and secondary communications.

### **2.4 Attendance Form**

All WICEN activities require proper recording of the people who are involved and their role. To assist in this you should ensure that the WICEN Commander should be notified of the time of your initial involvement together with details of who you were working with, and what your role or function was and your car registration, if any, and contact details for next of kin in case of accident, or simply to let them know that you are OK but may be delayed and will be home at a later time.

It is also very important to ensure that you check out of any operation in a positive manner so that your estimated time of return to your home is recorded and you are positively accounted for. This information is essential for the authority in charge of an emergency and it may also ensure that you are fed if you are still in the field.

At the end of the operation a copy of the attendance form is attached to a brief report on the incident and returned to the WICEN State Co-ordinator.

### **2.5 WICEN Log**

Another privilege WICEN enjoys is the use of the WI callsign block. These callsigns have been issued by the Department of Communications through the WICEN Committee and their use has led to recognition and simplification of operations. There are a number of conditions associated with their use. One of these is that a complete log must be kept each time that the WI callsigns are used and a copy of this log is to be given to the WICEN Co-ordinator at appropriate intervals.

The log needs to contain basic information on the incident, such as date, location and a separate sheet should be kept for each frequency in use. The log is usually written by the control station and will record the time of each message at its completion - not when first called - together with any identifying material such as WICEN serial number for formal messages and a brief indication of the subject matter of the message.

The log will also record the allocation of any locational suffixes to the control station's callsign and clearly indicating the personal callsign of any changes to both control and substation operators.

The log will be written in legible BLOCK print in ink or ballpoint and will be signed at the bottom of each sheet by the log writer and/or the operator.

When activated at the request of the POLICE a copy of the WICEN log is often required as attachment to the Police Report of the incident.

## **2.6 Message Forms**

The other form that everyone uses in the field is the standard MESSAGE form, copies of which are obtainable from your local co-ordinator. All message forms must be kept for at least one year. It is most important that you record the time and method of receipt and despatch of a message at your location. There is a shaded section of the form, which is provided for that purpose. Other sections of the message form and their proper use will be covered in another section.

## **2.7 Activation & Exercise Report**

Lastly, there is the Activation/Exercise Report Form which is filled out by the Regional Co-ordinator with the original sent to the WICEN State Co-ordinator.

Providing you, as a WICEN member assist by ensuring that the information required for the previously mentioned forms is filled in correctly, then the Regional Co-ordinator should have no difficulty compiling the required information.

When you consider that WICEN may be dealing with information related to endangered life or property and examine the amount of paperwork required of other Government bodies, WICEN is fortunate to have so few forms - let's keep it that way by keeping our current records properly.

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## **Chapter 3**

# ACTIVATION

### **3.1 Activation Procedures**

WICEN can only be activated at the direction of the Police, State Emergency Services or any DISPLAN authority. When more than one authority is active in an emergency WICEN must be activated by the organization with statutory authority for that type of emergency, ie. SES Divisional Controller or any Police DISPLAN Officer.

This will be done through a co-ordinator (State, Regional or Local) or his deputy.

When WICEN is activated the Regional co-ordinator will, as soon as possible, advise the State co-ordinator. The co-ordinator accepting the request for activation is in full control and has full responsibility for WICEN's operation unless a higher ranking co-ordinator considers it necessary to assume control.

The co-ordinator in charge will ensure that the functions of controller, liaison officer and commander are performed either by carrying them out himself or appointing suitable members to these functions for each shift.

On deactivation an incident report form is to be completed and forwarded to the WICEN State Co-ordinator.

### **3.2 Duties Of WICEN Commander**

During any period that WICEN is activated there must be one person who is in full command of WICEN operations in the field. As the Regional or Local WICEN Co-ordinator will not be able to perform this role for more than 8-12 hours without a break, this role will be titled WICEN COMMANDER. This is consistent with State Disaster Plan (DISPLAN) and Police practice and prevents confusion when the co-ordinator delegates these functions at the end of their shift.

The WICEN Commander is responsible for ensuring that:-

- a. Only fully trained and experienced operators are sent into the field in responsible positions and that volunteers are only sent in to operate under the guidance of trained members.
- b. Where operators are sent into hazardous areas, they are adequately equipped with protective clothing etc. and they are familiar with the necessary information for survival in that particular emergency.
- c. An accurate record of all WICEN personnel concerned with the emergency will be maintained using the WICEN attendance form. This is vital to ensure that WICEN members are fully covered by compensation, and are accounted for.
- d. A roster of WICEN volunteers is prepared for the next 24 hours, covering current commitments and those that are likely to arise, from a list that shall be kept by the Regional Co-ordinators, of all members and prospective volunteers.

- e. The amateur population is advised of WICEN's activation, and the importance of keeping emergency channels free of non-emergency traffic is frequently announced.

### **3.3 Duties Of WICEN Net Controller**

- a. Maintain control of the WICEN network and ensure appropriate procedures are used which will enable traffic to be handled quickly and efficiently under the particular circumstances.
- b. Maintain an accurate log of all messages and any other relevant information. This information is vital during debriefings and will be required by a court of law should any accidents or fatalities occur.
- c. Maintain a WICEN status board and/or map which will allow an immediate assessment of WICEN's current state of activation to be made and future actions to be planned. Unless traffic is very light, one or two assistants will be necessary to carry out these functions.

### **3.4 Duties Of WICEN Liaison Officer**

When WICEN is placed on STANDBY or ACTIVATED, a liaison officer will be appointed for each emergency service involved. The responsibilities are :-

When WICEN is on STANDBY :-

- a. Contact emergency service controller to advise them of WICEN's capabilities and enquire whether a WICEN liaison officer should be stationed at the Command Centre.

When LIAISON OFFICER has been called in :-

- b. Study the conditions prevailing and possible future development to assess what future WICEN involvement may need to be planned and pass this information to the WICEN COMMANDER.
- c. Study WICEN activity and keep the Emergency Service Controller advised of WICEN current involvement and any other information which may assist the controller.
- d. Determine whether other services (Salvation Army etc.) could benefit from additional communications being provided by WICEN.
- e. Maintain a direct link to the WICEN Commander at all times.

### **3.5 WICEN Activation**

WICEN will be placed on STANDBY following a request from an approved authority, or at the discretion of a WICEN Co-ordinator. When WICEN is placed on STANDBY the Regional (and State) Co-ordinator must be advised as soon as practicable.



When on STANDBY, WICEN will establish itself on a WICEN NET FREQUENCY. The Australian WICEN recognised frequencies are:-

3.600 kHz  
 7.075 kHz  
 14.100 kHz  
 21.190 kHz  
 28.450 kHz  
 146.500 MHz (Simplex)  
 147.300 MHz (Repeater Output) *VICTORIA ONLY*  
 438.275 MHz (Repeater Output) *VICTORIA ONLY*  
 438.625 MHz (Repeater Output) *VICTORIA ONLY*

or the local 2 meter repeater, To be used as a co-ordinating frequency.

This net will be activated at least once every hour, on the hour, (or up to every ten minutes, depending on the situation) and make the following announcement, (or variation suitable to the circumstances);

``This is WICEN Control Station `Callsign' (locality, area, region). WICEN is now on STANDBY due to the (specify emergency situation) in the ..... area".

(Break for 5 secs. and listen for urgent traffic.)

``This frequency will be used for co-ordination of emergency traffic. Normal amateur traffic can continue on this frequency but it is requested that all transmissions be limited to thirty seconds so that urgent messages can be passed immediately. Wait five seconds before transmitting so that urgent traffic can break-in."

(Break for 5 secs. and listen for urgent traffic.)

``Those operators able to provide assistance during the next 24 hours are requested to register by giving their Callsign, Hours of availability, and phone number only. Priority will be given to operators who have taken part in WICEN training courses and exercises."

(Break for 5 secs. and listen for urgent traffic.)

``This frequency may be needed for welfare and other non- urgent traffic relating to this impending emergency and AMATEURS are requested to give this traffic priority. This is `CALLSIGN' now listening for operators wishing to register - OVER."

During the period of activation it is important that all non-participating amateurs be kept informed of WICEN's activity as it may be necessary to suspend normal amateur communications on the frequencies involved. Suitable announcements to this effect should be made by Net Control whenever emergency traffic permits. The following text will need to be amended to suit the situation:-

``This is WICEN CONTROL `CALLSIGN' providing an emergency communications network for (emergency service supported) and traffic not related to this emergency must be kept clear of this frequency."

( Break for 5 secs.)

``Those operators able to provide assistance during the next 24 hours are requested to register by giving their Callsign, Hours of availability, and phone number only, on TELEPHONE NO .....

`CALLSIGN'...OUT".

If WICEN's right to monopolise the frequency is questioned during an emergency :-

``This frequency is only available for urgent life-saving communications by virtue of DOC REGULATION 6.28 and all traffic is under WICEN Net Control. Please co-operate by QSY'ing to another channel."`

( Break for 5 secs.)

WICEN Net Control operator must remain calm and polite despite any provocation.

## Chapter 3

# ACTIVATION

### 3.1 Activation Procedures

WICEN can only be activated at the direction of the Police, State Emergency Services or any DISPLAN authority. When more than one authority is active in an emergency WICEN must be activated by the organization with statutory authority for that type of emergency, ie. SES Divisional Controller or any Police DISPLAN Officer.

This will be done through a co-ordinator (State, Regional or Local) or his deputy.

When WICEN is activated the Regional co-ordinator will, as soon as possible, advise the State co-ordinator. The co-ordinator accepting the request for activation is in full control and has full responsibility for WICEN's operation unless a higher ranking co-ordinator considers it necessary to assume control.

The co-ordinator in charge will ensure that the functions of controller, liaison officer and commander are performed either by carrying them out himself or appointing suitable members to these functions for each shift.

On deactivation an incident report form is to be completed and forwarded to the WICEN State Co-ordinator.

### 3.2 Duties Of WICEN Commander

During any period that WICEN is activated there must be one person who is in full command of WICEN operations in the field. As the Regional or Local WICEN Co-ordinator will not be able to perform this role for more than 8-12 hours without a break, this role will be titled WICEN COMMANDER. This is consistent with State Disaster Plan (DISPLAN) and Police practice and prevents confusion when the co-ordinator delegates these functions at the end of their shift.

The WICEN Commander is responsible for ensuring that:-

- a. Only fully trained and experienced operators are sent into the field in responsible positions and that volunteers are only sent in to operate under the guidance of trained members.
- b. Where operators are sent into hazardous areas, they are adequately equipped with protective clothing etc. and they are familiar with the necessary information for survival in that particular emergency.
- c. An accurate record of all WICEN personnel concerned with the emergency will be maintained using the WICEN attendance form. This is vital to ensure that WICEN members are fully covered by compensation, and are accounted for.
- d. A roster of WICEN volunteers is prepared for the next 24 hours, covering current commitments and those that are likely to arise, from a list that shall be kept by the Regional Co-ordinators, of all members and prospective volunteers.

- e. The amateur population is advised of WICEN's activation, and the importance of keeping emergency channels free of non-emergency traffic is frequently announced.

### 3.3 Duties Of WICEN Net Controller

- a. Maintain control of the WICEN network and ensure appropriate procedures are used which will enable traffic to be handled quickly and efficiently under the particular circumstances.
- b. Maintain an accurate log of all messages and any other relevant information. This information is vital during debriefings and will be required by a court of law should any accidents or fatalities occur.
- c. Maintain a WICEN status board and/or map which will allow an immediate assessment of WICEN's current state of activation to be made and future actions to be planned. Unless traffic is very light, one or two assistants will be necessary to carry out these functions.

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- b. Study the conditions prevailing and possible future development to assess what future WICEN involvement may need to be planned and pass this information to the WICEN COMMANDER.
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During the period of activation it is important that all non-participating amateurs be kept informed of WICEN's activity as it may be necessary to suspend normal amateur communications on the frequencies involved. Suitable announcements to this effect should be made by Net Control whenever emergency traffic permits. The following text will need to be amended to suit the situation:-

``This is WICEN CONTROL `CALLSIGN' providing an emergency communications network for (emergency service supported) and traffic not related to this emergency must be kept clear of this frequency."

( Break for 5 secs.)

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( Break for 5 secs.)

WICEN Net Control operator must remain calm and polite despite any provocation.

## Chapter 4

# MESSAGE HANDLING

### 4.1 Introduction

Message passing procedure is an important means to an end - the end is the carrying of information quickly and accurately. It cannot be stressed too much, however, that procedure is only a means to an end. An over-rigid, inflexible adherence to a particular form of procedure, in certain circumstances, can have an effect reverse to the effect intended.

Good amateur operating practices, together with a fundamental net discipline is very little different from the procedures outlined in this pamphlet. Therefore, do not be frightened by the use of procedure. Use it for what it is, a useful guide for the better regulation of communication net, and a means, by the use of standard phrases, to avoid inaccuracies.

### 4.2 Definitions

Call Sign	The call sign is the call sign of the amateur concerned, or in the case of a group station the nominated call sign. The use of Abbreviated callsigns may be requested by the NET CONTROL STATION.
NCS	One station on a network (or ``net") normally the one serving the senior headquarters is appointed Net Control Station (NCS). It is responsible for efficient clearance of traffic on the net and the maintenance of circuit discipline.
Link	Two stations operating on the same channel for the purpose of communicating to one another is termed a link.
Net	A number of stations operating on the same channel for the purpose of communicating with one another is termed a Net.
Proword	Prowords are pronounceable words or phrases which have been assigned meanings for the purpose of expediting message handling. A proword or a combination of prowords, must not be used as the text of a message.
Substation	Any station on a net other than the control station.
User	A person, other than an operator, who uses a radio set.
Originator	The person the message is from.

### 4.3 Net Discipline

- a. Transmissions are to be as short as possible.
- b. If the procedure does not cover a specific operating requirement, use your common sense to deal with the situation.
- c. The following basic rules are essential for simplicity:-
  - (i) NO transmission shall be made which has not been authorised by the proper authority.
  - (ii) The following practices are forbidden:-
    - Unofficial conversations between operators.
    - Transmissions in a directed net without permission.
    - Excessive tuning and testing.
  - (iii) The following practices are to be avoided:-
    - Excessive time consumed in tuning changing frequency or adjusting equipment.
    - Speaking faster than the receiver can write.

### 4.4 Types Of Messages

There are four basic types of radiotelephone messages:-

- (a) **Conversations:** Usually a series of alternate voice transmission between two USERS in which subjects may be discussed, questions answered and information exchanged. The transmissions must be as brief as possible.
- (b) **Service Messages:** A service message is one between communications personnel relating to any phase of traffic handling, communications facilities or circuit conditions. They are identified by the proword SERVICE. If a service message refers to another message then it will have the same precedence as the message.
- (c) **Informal or Unregistered (UR) Messages:** A user may frequently wish to ask a question to get information, etc, without discussion. He can do this by giving his message verbally to the operator or by writing it down for transmission by radio as a UR message. A UR message consists simply of the user's text with an indication of the addressee, where necessary, and does not have an Originators number. There is no guarantee of delivery or accuracy.
- (d) **Formal Messages:** A formal message is one that is written down and signed by the originator. It should be written on a message form and is given an originators number. Delivery and accuracy is guaranteed.



## 4.5 How To Speak

Clear speech is necessary to help the receiving operator to understand you.

The following factors are important.

**RHYTHM** Keep a natural rhythm, divide messages into sensible phrases (use phrases that make sense).

**SPEED** Slightly slower than normal conversation (not too fast).

**VOLUME** As for normal conversation (every word at the same volume).

**PITCH** The voice should be pitched slightly higher than normal (discomfort should be avoided).

## 4.6 Phonetic Alphabet

The International Phonetic Alphabet has been adopted for world wide use to identify letters when spelling out words or abbreviations in radiotelephony.

Because the phonetic alphabet is a set of speech sounds, each represented by a word, it is the sound of these words which is most important, not the written form.

This alphabet has been developed as a result of hundreds of thousands of tests in 31 national languages. The result is an entity of 26 interrelated sounds and changes to any of which will corrupt the intelligibility of the others

LETTER	WORD	SPOKEN AS	LETTER	WORD	SPOKEN AS
A	ALPHA	AL FAH	N	NOVEMBER	NO VEM BER
B	BRAVO	BRAH VOH	O	OSCAR	OSS CAH
C	CHARLIE	CHAR LEE	P	PAPA	PAH PAH
D	DELTA	DELL TAH	Q	QUEBEC	KEW BECK
E	ECHO	ECH OH	R	ROMEO	ROW ME OH
F	FOXTROT	FOX TROT	S	SIERRA	SEE AIR RAH
G	GOLF	GOLF	T	TANGO	TANG GO
H	HOTEL	HOH TELL	U	UNIFORM	YOU NEE FORM
I	INDIA	IN DEE AH	V	VICTOR	VIC TOR
J	JULIET	JEW LEE ETT	W	WHISKEY	WISS KEY
K	KILO	KEY LOH	X	XRAY	ECKS RAY
L	LIMA	LEE MAH	Y	YANKEE	YANKEE
M	MIKE	MIKE	Z	ZULU	ZOO LOO

- (b) Difficult words or groups within the text of plain text message may be spelled using the phonetic alphabet, and preceded by the proword "I spell". If the operator can pronounce the words to be spelled, he will do so before and after the spelling to identify the word.

Example A (a pronounceable word):

``catenary...I spell Charlie Alpha Tango Echo November Alpha Romeo Yankee, catenary".

Example B (an unpronounceable word);

``Moving to I SPELL November Sierra Whiskey -- state.

### 4.7 Pronunciation Of Numerals

- (a) To distinguish numerals from words similarly pronounced, proword ``FIGURES" may be used proceeding such numbers.
- (b) When numerals are transmitted the following rules for their pronunciation will be observed;-

NUMERAL	SPOKEN AS	NUMERAL	SPOKEN AS
0	ZERO	5	FI-YIV
1	WUN	6	SIX
2	TOO	7	SEV-EN
3	THUH-REE	8	ATE
4	FO-WER	9	NINER

- (c) Number will be transmitted digit by digit except that exact multiples of hundreds and thousands may be spoken as such.

NUMERAL	SPOKEN AS	NUMERAL	SPOKEN AS
14	WUN FO-WER	1478	WUN FO-WER SEV-EN ATE
90	NINER ZERO	7000	SEV-EN THOW-ZAND
136	WUN THUH-REE SIX	16000	WUN SIX THOW-ZAND
500	FI-YIV HUN-DRED	812681	ATE WUN TOO SIX ATE WUN

- (d) The figure ``zero" is to be written as slashed zero (``ϕ").
- (e) The decimal point or decimal comma is to be sent as ``DAY-C-MAL". The proword FIGURES does not have to be sent again after the decimal.

### 4.8 Mixed Groups

In giving a mixed group of letters and figures. the prowords FIGURES and I SPELL are used as in the following example:

The mixed group 31AB7 is sent as follows-

FIGURES three one-I SPELL-Alpha Bravo-FIGURE Seven.

## 4.9 Punctuation

In sending capital letters or punctuation, the following phrases are used:

- |     |                                 |     |              |
|-----|---------------------------------|-----|--------------|
| (a) | ``BLOCKS ON" and ``BLOCKS OFF". | (e) | ``SLASH" (/) |
| (b) | ``FULL STOP" (.)                | (f) | ``DASH" (-)  |
| (c) | ``QUOTE" and ``UNQUOTE"         |     |              |
| (d) | ``COMMA" (,)                    |     |              |

## 4.10 Operating Rules

- (a) To save circuit time, all messages should be written down prior to transmission. Messages preceded by the proword ``message" shall be written down by the receiving operator.
- (b) Transmissions must be kept as short as possible. The use of proword enhances brevity. (see list of prowords Chapter 4).
- (c) Transmission should be clear with natural emphasis on each word and should be spoken in natural phrases, not word by word. Special care must be taken with the transmission of numerals.
- (d) To avoid interfering with other traffic, a user should listen on the circuit before transmitting.
- (e) When it is necessary for a station to indicate test signals, either for the adjustment of a transmitter before making a call or for the adjustment of a receiver the signals will not continue for more than 10 seconds and will not be on the net frequency, and will be composed of spoken numerals (1,2,3, etc.) followed by the call sign of the station transmitting the signals.

## 4.11 Operating In A Net

Substations will obey the control station promptly and without question.

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## Chapter 5

### VOICE PROCEDURE

Normally when an amateur radio operator is required to pass a message from his station to another station, the integrity of the message is normally of little consequence, provided the meaning is clear. Usually the information is passed in a casual, conversational style with frequent pauses to allow the receiving station to question or have items expanded or elucidate along a particular path. The result is sometimes a rather long two-way conversation referred to, by those not deeply involved in the hobby, as waffle. Some XYL's have even stronger descriptions which do not bear repeating.

Amateur operators volunteering their services as WICEN members are, by definition, passing messages related to some form of emergency situation in which lives or property are in some danger. Under these circumstances any corruptions of the information in the text could lead to very serious consequences.

Today we are taught that for communications to be effective it should be two way to enable feedback and confirmation that the intended message was received. As a WICEN operator however, for a number of reasons, you will not be afforded this opportunity. Partly because of the extra time that this takes and also because the final recipient and the originator are not normally present at the time of transmission of the message. To detract even further from your chances of getting the message through correctly will be difficult and unusual operating conditions that will prevail during any emergency.

To help overcome these difficulties there is a skill which can be learned, and which when used proficiently will ensure that messages can be passed word perfect --- including punctuation. This skill is called VOICE PROCEDURE and it includes standard message passing procedures and a disciplined means of controlling the channel in use.

The procedures above were developed from the many lessons learned by the enormous communications problems faced by the armed forces during times of war and the procedures have continued to be developed as technology has expanded the range of voice communication systems available today.

The final evaluation of the effectiveness of these procedures is speed and accuracy with which a message is transmitted and received, however, speed is of no use without accuracy. The passmark for accurately conveying a message is 100%. Anything less is a failure.

Good amateur operating practices are very little different from the skills that will be covered and hence you should not be intimidated in any way by the use of these procedures.

Voice procedures exist in a continuum from those which are suited to small nets on local FM simplex or repeater circuits, where signal conditions are excellent; to those for large nets where stations can barely copy some of the other stations on the net.

It cannot be stressed to much, however, that procedures are a means to an end and that an over rigid or inflexible adherence to a particular procedure may lead to a result opposite to that desired.

Conversely, sloppiness is to be avoided as it leads to a similar result. A message passed inaccurately is worse than useless.

If conditions allow, abbreviated callsigns may be authorised to allow smoother and speedier traffic handling. The callsign is abbreviated by deleting the net callsign from sub-station callsigns, however, the NCS must identify the net at regular intervals.(See Abbreviated Callsigns).

## **5.1 Abbreviated Callsigns**

When a network of WICEN stations is formed with a ``WI" station as net control station then the special conditions associated with the use of the callsign will apply.

When a station first calls into the network they will use their personal callsign. The NCS will then allocate a WICEN network callsign to that station and record both the personal and allocated callsigns in the NCS log.

Changes of operator at the substation will also be noted in the NCS log together with the operators personal callsigns. In this way a record of which operator is using the allocated callsign will be available.

In special circumstances it may be necessary for the NCS to use an abbreviated callsign. Should this occur then the network callsign should be used in accordance with the regulations applicable to the identification of stations.

The network should be identified in full as appropriate and at least every hour with a brief explanation of the purpose of the net and whether abbreviated procedures and callsigns are being used.

## **5.2 Offering Messages**

When a message is to be written down a preliminary call will be made to warn a station that the following message is to be written down. When the message is offered the appropriate proword or description is used to indicate the type of message which is to follow eg MESSAGE, LONG MESSAGE, FLOOD REPORT, ETC.

### 5.3 Establishing A Net

Ideally all stations should have the following information before the net is established:-

- (a) Frequencies to be used.
- (b) The time the net is to open.
- (c) The organization of the net.
- (d) Call signs to be used.
- (e) Special procedures or codes.

In WICEN, only some of this information will be available before the net starts. Abbreviated procedures are to be used in establishing communications unless conditions are difficult.

ALL VK\* WICEN STATIONS-THIS IS VK3AWI-network control station for .... OVER

Each station answers in turn in their preassigned order (if known) allowing 5 seconds for stations that do not answer. At this stage stations use their personal callsigns.

VK\* AAA-OVER

VK\* ZZZ-OVER

Thus indicating that they have heard the NCS LOUD and CLEAR.

VK3AWI: VK\* AAA - YOUR CALLSIGN IS - ECHO - OVER

VK\* AAA: VK\* AAA - ECHO - OUT

VK\* AWI: VK\* ZZZ - WEAK - YOUR CALLSIGN IS PAPA-OVER

VK\* MMM: VK3AWI - THIS IS VK\* MMM - REPORTING INTO THE NET- OVER.

VK3AWI: VK\* MMM - YOUR CALLSIGN IS KILO - ANSWER AFTER ECHO - OVER.

VK\* MMM: ROGER - KILO - OUT.

Closing Down.

VK3AWI: ECHO - CLOSE DOWN - OVER.

ECHO: ECHO - ROGER - VK\* AAA - OUT.

Note that the station being closed down replies and resorts to their personal callsign.

## 5.4 Synchronising Time

When a net has established, Control should give a TIME CHECK so that all operators can synchronize their watches. The NCS will give sufficient time between the warning PROWORD and the commencement of countdown to allow sub-stations to prepare their watches. eg.

ALL STATIONS - THIS IS VK3AWI- TIME CHECK 0930-OUT

At 20 seconds before 0930 hrs, the NCS transmits:

ALL STATIONS - THIS IS VK3AWI-TIME CHECK 0930 -- 20 SECONDS -- 10 SECONDS -- 5 4 3 2 1 TIME 0930 -- OVER

All stations will then answer in turn.

ECHO - ROGER - OUT etc.

A sub-station may request a time check using the proword REQUEST TIME CHECK. In this case no warning is given and the NCS will give the time check as above for the requesting station. Note that time checks are given on the minute and international nets will be in ZULU time.

## 5.5 Types Of Call

There are three types of call that can be used on a net. they are "Single, Multiple and All Stations".

(a) Single Call:

Used by NCS to substation, substation to NCS or substation to substation. Example: NCS to substation (or substation to NCS VK3AWI is NCS).

VK3AWI "ECHO THIS IS VK3AWI UR MESSAGE - OVER".

ECHO "VK3AWI - fresh berries have arrived-over".

VK3AWI "AWI - ROGER - OUT".

A station having a message of higher precedence than the transmission in progress may break-in and thus suspend that transmission in the following circumstances:-

- (a) PAN : break-in at once.
- (b) URGENT : only LONG ROUTINE messages should be interrupted.
- (c) ROUTINE : break-in not allowed.

The break in transmission is not an indication of the end of the over or an invitation for other stations to jump the queue with traffic that is not more urgent.



To indicate to the receiver that nothing has been missed, the last word (not counting punctuation) before the break is repeated at the beginning of the next transmission. The proword OVER is used to indicate the end of a series of transmissions.

A called station may use the break to seek clarification by giving their call sign followed by their request. Other stations break-in by repeating the precedence of their message 3 times, pausing to ensure that the break was successful, then transmitting their message.

The original station will resume transmission by calling its stations and using the proword ALL AFTER followed by the last phrase transmitted before the break.

## 5.6 Repetitions

When words are missed or are doubtful, repetitions are requested by the receiving stations before saying ROGER. The proword "SAY AGAIN" used alone or in conjunction with "ALL AFTER", "ALL BEFORE", "TO", "WORD BEFORE" is used for this purpose. In complying with requests for repetitions, the transmitting station will identify that portion which is being repeated.

EXAMPLES: ECHO has been told to "SEND" by two stations for whom he has traffic. He then says:

ECHO "KILO - PAPA - THIS IS ECHO - TIME 081522 KILO - FROM ECHO- TO - KILO - INFO - PAPA - BREAK - at TIME 081700- FIGURES ONE THOUSAND - blankets - for KILO - arrive Murrundi railhead - FULL STOP - MESSAGE ENDS - OVER"

.....KILO having missed "BREAK" to "THOUSAND" transmits;

KILO "ECHO THIS IS KILO- SAY AGAIN - BREAK TO THOUSAND - OVER" ECHO "KILO THIS IS ECHO - I SAY AGAIN - BREAK TO THOUSAND - BREAK - AT TIME 081700 - FIGURES ONE THOUSAND - OVER".

.....KILO Now having received the message satisfactorily transmits:

KILO "KILO - ROGER - OUT".

PAPA "PAPA -ROGER - OUT".

When an error is made by a transmitting operator, the proword "CORRECTION" is transmitted followed by the last word, proword or phrase correctly transmitted. Transmission then continues.

ECHO "ECHO - THIS IS KILO - TIME - 1 0 1 5 - CORRECTION - TIME 1 0 0 1 5 5 OVER".

KILO "KILO - ROGER - OUT".

When an error in transmission is discovered which is not immediately after the error but before the transmission is concluded, the word, phrase or proword must be properly identified and the correct version given:

ECHO "KILO - THIS IS ECHO - TIME 0 6 3 0 - convoy will arrive - supplies will be available - CORRECTION - TIME - 0 6 4 0- OVER".

KILO "THIS IS KILO - ROGER - OUT".

An error discovered after the transmission is concluded must be corrected with another message.

## 5.7 Cancelling Message During Transmission

During the transmission of a message and prior to the transmission of the ending proword "OVER" or "OUT", transmission may be cancelled by the use of the proword "DISREGARD". A message which has been completely transmitted can only be cancelled by another message.

EXAMPLE: During the transmission of a message, station ECHO discovers that transmission is in error and cancels it.

ECHO "KILO - THIS IS ECHO - ROUTINE - TIME - 0 6 0 2 3 5 KILO - commence unloading at dawn - sixteenth - Proceed - sixteenth - proceed - DISREGARD THIS MESSAGE OUT".

## 5.8 Read Back

If it is desired that a message or a portion thereof be read back, the proword "READ BACK" and identifying data will be transmitted immediately following the call:

ECHO "KILO - THIS IS ECHO - READ BACK text - Time 1 6 1 2 3 4 KILO- BREAK - convoy has arrived - OVER."

KILO "KILO - I READ BACK text - convoy has arrived - OVER".

ECHO "ECHO - CORRECT - OUT".

NOTE... When READ BACK is employed, the proword ROGER is replaced by CORRECT or WRONG to indicate receipt of the message.

## 5.9 Acknowledge

When a messages content is difficult to understand or action an acknowledgment may be requested of both the addressees understanding of the message and their ability to perform the action requested. In such cases the originator adds the proword

ACKNOWLEDGE as the last word of the text. When there is not delay in providing an answer the proword WILCO is used in receipting in lieu of ROGER.

ECHO "KILO - THIS IS ECHO - Institute plan ALPHA - ACKNOWLEDGE - OVER".

KILO "KILO - ROGER - OVER".

.... Later when KILO has advice that the addressee acknowledges the message content KILO "ECHO - THIS IS KILO - WILCO - institute plan ALPHA - OVER"

ECHO "ECHO - ROGER - OVER"

### 5.10 Verifications

When verification of a message has been requested by the addressee, the sending station will verify with the originator and send the correct version.

KILO "ECHO - THIS IS KILO - VERIFY MESSAGE - TIME 1 0 0 8 0 1 KILO - ALL BEFORE text - OVER".

ECHO "ECHO - WILCO - OUT".

....ECHO after checking with the originator finds that the heading as previously transmitted is correct, transmits:

ECHO "KILO - THIS IS ECHO - I VERIFY - MESSAGE - TIME 1 00 8 0 1 KILO - ALL BEFORE text - PRIORITY - TIME 1 0 0 8 0 1 KILO FROM - ECHO - TO - KILO - INFO - PAPA - OVER".

KILO "KILO - ROGER - OUT".

#### EXAMPLE

KILO "ECHO - THIS IS KILO - VERIFY MESSAGE - TIME 1 0 0 8 0 1 KILO - WORD AFTER proceed - OVER"

...ECHO after checking with originator finds that the originator meant MOREE INSTEAD OF BOREE:

ECHO " KILO - THIS IS ECHO - CORRECTION - MESSAGES - TIME 1 0 0 8 0 1 KILO - WORD AFTER proceed - moree - OVER".

KILO " KILO - ROGER - OUT".

### 5.11 Relaying Messages

If conditions are difficult and the sending station decides to relay the message via another station then the proword ``RELAY" indicates that the station called is to relay the message to all addressees.

ECHO            "KILO - THIS IS ECHO - RELAY - PRIORITY - TIME - 0 9 1 5 1 0 KILO - FROM ECHO - TO - PAPA - proceed on mission assigned - OVER".

KILO            "KILO - ROGER - OUT TO YOU = PAPA - THIS IS KILO - PRIORITY - TIME 0 9 1 5 1 0 KILO - FROM ECHO - TO PAPA - proceed on mission assigned - OVER".

PAPA            "PAPA - ROGER - OUT".

### 5.12 Through Me

Because of changing propagation a station to which a call is addressed is having difficulty, but a third station can hear both stations well. In this case the third station would invite the calling station to relay the call through him.

EXAMPLE: KILO cannot hear ECHO too well but PAPA can hear both stations LOUD and CLEAR. After several calls PAPA says:

PAPA            "ECHO - THIS IS PAPA - THROUGH ME - OVER".

ECHO            "ECHO - WILCO - UR MESSAGE FOR KILO - No further aid required- OVER".

PAPA            "PAPA - ROGER - OUT TO YOU - KILO THIS IS PAPA INFORMAL MESSAGE FROM ECHO - No further aid required - OVER "

KILO            " KILO - ROGER - OUT".

PAPA            "ECHO - THIS IS PAPA - MESSAGE PASSED - OVER."

ECHO            "ECHO - ROGER - OUT "

Note .....The use of this system depends, of course, on a high standard of net discipline.

### 5.13 LONG MESSAGE Procedure

In WICEN nets, if it will take more than half a minute to send, then LONG MESSAGE procedure might be used.

- a. The message is to be offered using the LONG MESSAGE proword.
- b. The message should be sent in sections each lasting approximately half a minute and each except for the last sections, terminating with the proword ROGER SO FAR.
- c. Receiving stations will acknowledge each section and, if necessary, ask for repetitions.

- d. The sender is then to pause for 5 seconds to allow urgent traffic to break in and then transmit the next section preceded by the last word or phrase of the preceding section.
- e. This procedure is to continue until the message is cleared.

(See Abbreviated Procedure for EXAMPLE)

### 5.14 WORDS TWICE Procedure

When communication is difficult, call signs,, phrases, or words are transmitted TWICE and indicated by the proword ``WORDS TWICE". Reception may be checked by the use of the proword ``READ BACK".

ECHO            "KILO - THIS IS ECHO - UR MESSAGE - OVER" KILO "ECHO - THIS IS KILO - SEND - OVER".

ECHO            "KILO - KILO THIS IS ECHO - ECHO - WORDS TWICE - WORDS TWICE - PRIORITY - PRIORITY - TIME 1 2 2 1 6 3 ZULU - BREAK - Convoy has arrived - Convoy has arrived - OVER - OVER."

KILO            "ECHO - ECHO THIS IS KILO - KILO - SAY AGAIN - SAY AGAIN - WORD AFTER BREAK - WORD AFTER BREAK - OVER - OVER".

ECHO            "KILO - KILO THIS IS ECHO - ECHO - I SAY AGAIN - I SAY AGAIN - WORD AFTER BREAK - WORD AFTER BREAK - convoy - convoy - OVER - OVER".

KILO            "ECHO - ECHO - THIS IS KILO - KILO - ROGER - ROGER - OUT - OUT".

### 5.15 Conversations - FETCH/LISTENING/SPEAKING

There are times during field operations that a direct conversation between users will be the most appropriate means of resolving a problem.

In such situations, the user will give the operator the name and/or title of the person with whom they wish to speak. In a controlled or directed net permission will have to be obtained from the NCS to arrange the conversation.

The operator is then to call the distant station and say ``FETCH...". If that person is not near the radio the distant operator replies ``WAIT OUT" and sends a runner to find them.

When the nominated person is ready the distant operator will establish the link and say ``...LISTENING" or hand the microphone to the called user who will say ``..SPEAKING - OVER". The user at the calling station will then start their message or conversation.

ECHO            KILO - THIS IS ECHO - FETCH Inspector Williams LISTENING - OVER .

KILO            KILO - WAIT OUT

After the Inspector is summoned to the radio

KILO                    ECHO - THIS IS KILO - Inspector Williams LISTENING - OVER

The operator at KILO will then hand the microphone to the user who will have been asked to say:

KILO                    ECHO - Superintendent Brown SPEAKING.....OVER.

The operators are responsible for ensuring that network discipline is maintained, including pauses between transmissions and allowing higher priority traffic to break-in. At the end of the sequence of transmissions each operator will identify and clear the link in the normal manner.

## 5.16 Abbreviated Voice Procedure

To save time and increase efficiency Abbreviated Voice Procedure is used when conditions are normal ie. signal strength and readability are good.

Voice procedure is abbreviated by omitting any non-essential prowords and callsign of called stations, other than in the initial call. In a one to one call between two stations, all callsigns may be omitted after the initial call and reply.

Full callsigns will be given every 10 minutes when a contact extends for a lengthy period. Abbreviated procedure should not be confused with "abbreviated callsigns" which will be covered separately.

Should conditions deteriorate to such a degree that the use of abbreviated procedure is causing unnecessary repetitions the Control Station will order the use of FULL procedure. The use of prowords, and callsigns in one to one transmissions, that were previously optional, then becomes mandatory.

### 5.16.1 One To One Call

VK3AWI transmits a message to ECHO

ECHO - VK3AWI - Have the official party arrived yet? -OVER.

"ECHO - NO - What colour is their car -OVER".

"They are in a black car - OVER."

"Will call you when they arrive - OUT."

Note: Callsigns are dropped after the first call and reply and the proword OVER is used to terminate each transmission. The proword OUT terminates the contact and is not acknowledged by the Other station.

### 5.16.2 Multi-Station Call

VK3AWI transmits a message to ECHO AND KILO.

"ECHO - KILO THIS IS  
VK3AWI - Is your search group  
operational - OVER".

"ECHO - YES - OUT".

"KILO - YES - OUT".

Note: Stations are called and reply in alphabetical order. If a station fails to answer within approximately 5 seconds the next station in order will answer. All stations on a controlled net should know which stations are on the net and their calling order.

### 5.16.3 Net Call

A net call will be given to establish the stations on the net or to pass a message to all stations.

"All stations - VK3AWI - WICEN NET Control station - OVER".

"ECHO OVER".

"KILO OVER"

"PAPA OVER".

"VK3AWI OUT".

Note: The last call by the Net Control Station (NCS) informs all stations that their transmission have been heard and that he has no traffic for them.

### 5.16.4 Radio Checks

A station is understood to have good signal strength and readability unless otherwise notified. A station who wishes to inform another of their signal strength and readability will do so by means of a short and concise report of actual reception such as ``WEAK but READABLE," ``LOUD but DISTORTED ", etc.

A radio check may be one-to-one or multi-station. When multi-station only stations which are not satisfactory will be reported.

"All Stations - VK3AWI -RADIO CHECK - OVER".

"ECHO - ROGER - OVER".

"KILO - ROGER - OVER" "PAPA - WEAK with INTERFERENCE - OVER".

Note: All station except PAPA hear VK3AWI satisfactorily. The NCS then gives his reports and calls for reports of how each station hear one another.

"VK3AWI - ECHO GOOD but DISTORTED - PAPA NOTHING HEARD - report strengths and readability - OVER".

NOTE: KILO was satisfactory and hence is not mentioned.

"ECHO - PAPA Nothing heard - OUT".

"KILO ECHO VERY WEAK AND UNREADABLE - OUT".

### **5.17 Written Message**

"KILO - VK3AWI -  
MESSAGE - OVER".

"KILO - OVER".

"All personnel in ALPHA  
section are to be fed at ONE  
NINE HUNDRED hours -  
over".

"ROGER - OUT".

Note: The proword MESSAGE only indicates that the message following is to be written down.



### 5.17.1 LONG MESSAGE Procedure

"ECHO- KILO THIS IS VK3AWI -  
LONG MESSAGE OVER".

"ECHO - OVER".

"KILO - OVER".

"All cars .....(text of message)....yards -  
ROGER SO FAR - OVER".

"ECHO - OVER".

"KILO OVER".

------(5 seconds pause)-----

"Yards - before the .... .... till tomorrow -  
over".

"ECHO OUT".

"KILO OUT"

Note: If there are interruptions the proword ALL AFTER followed by the preceding word or phrase is used to continue the text of the message. Corrections and repetitions are made using the prowords CORRECTION, I SAY AGAIN, SAY AGAIN, ALL BEFORE, WORD AFTER, WORD BEFORE, FROM...TO ... or SPEAK SLOWER, as required.

If conditions are such that WORDS TWICE procedure is required then FULL PROCEDURE should be used instead of ABBREVIATED PROCEDURE.

The prowords FIGURES and I SPELL are only used with abbreviated procedure when not to do so may lead to confusion.

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## Chapter 6

### PROWORDS

ACKNOWLEDGE	(a) Instruction to a station on the net to acknowledge that it has heard a message which was not specifically addressed to it.  (b) When used in the text of a message, an instruction to the addressee that the message must be acknowledged.
ALL AFTER	The portion of the message that I have referenced is all that which follows.....
ALL BEFORE	The portion of the message that I have referenced is all that which precedes.....
ANSWER AFTER	The station called is to answer after callsign ..... when answering transmissions
ASSUME CONTROL	You will assume control of this net until further notice.
CLOSE DOWN	Stations called are to close down when indicated. Acknowledgments are required.
CORRECT	You are correct, or, what you received is correct. This proword is used as a response in READBACK procedure.
CORRECTION	(a) An error has been made in this transmission. The message will continue with the last word correctly transmitted.  (b) An error has been made in this transmission (or message indicated). The correct version is .....  (c) That which follows is a corrected version in answer to your request for verification.
DISREGARD THIS TRANSMISSION	This transmission is in error. Disregard it. This proword shall not be used to cancel any message that has been transmitted and for which acknowledgment has been received.

DISTORTED	Your signals are distorted.
DO NOT ANSWER	Stations called are not to answer this call, acknowledge or otherwise transmit in connection with this transmission. When this proword is used the transmission must be ended with the proword OUT.
EXEMPT	The addressee/s immediately following are exempted from the collective or net call.
FADING	At times your signal strength fades to such an extent that continuous reception can not be relied upon.
FETCH	The person indicated is to be called to the communications area to PERSONALLY communicate with the transmitting station.
FIGURES	Figures or numerals follow.
FROM	The details of the originator follow.
GRID	The portion following is a grid reference.
I AM ASSUMING CONTROL	I am assuming control of this net.
I READ BACK	The following is the message as received at this station.
I SAY AGAIN	I am repeating all or portion of message indicated.
I VERIFY	The following has been verified at your request and is repeated. To be used only as a reply to VERIFY.
LONG MESSAGE	The message which follows is long, use attachment sheets of paper as required.
LOUD & CLEAR	The readability of your signals is of excellent quality.
MESSAGE	A message which requires recording is about to follow.
MORE TO FOLLOW	Transmitting station has additional traffic.
NOTHING HEARD	To be used when no reply is received from a called station.
OUT	This is the end of my transmission to you and no answer is required or expected.
OVER	Please acknowledge receipt of this transmission so far.

RADIO CHECK	What is my signal strength and readability.
READABLE	Your transmission is readable.
READBACK	Repeat this transmission (or portion) back to me exactly as received.
RELAY THROUGH	Relay your message through .....
RELAY TO	Transmit this message to all addresses as soon as possible. When this proword is used to relay formal messages the address element of the message is mandatory, and serial numbers stay the same.
RE-NET	You are off frequency.
ROGER	As an affirmative answer to all transmissions.
ROGER SO FAR	Have you received my message so far? Used to break up long messages and replied to with ROGER.
ROUTINE	Precedence ROUTINE.
SAY AGAIN	Repeat your last transmission (or portion nominated).
SEND YOUR ....	I am ready to receive your .....(message, SITREP, etc.)
SERVICE	The following message is a service message and relates to net integrity.
SIGNATURE	Precedes a transmitted signature when the signature is written as part of the text.
SPEAKING	..... is speaking. (after FETCH).
SPEAK SLOWER	Your spoken transmission is too fast.
TELEPHONE	The portion following is a telephone number.
THIS IS	identification of the station transmitting.
THIS IS A DIRECTED NET	Until further notice, this net is directed.
THIS IS A FREE NET	Until further notice this net is free.
THROUGH ME	Relay your message through me.
TIME-CHECK	Synchronise time.
TO	The addresses immediately following are for action.

UNREADABLE	Your signal is unreadable.
USE ABBREVIATED CALLSIGNS	Until further notice callsigns are to be abbreviated.
USE FULL CALLSIGNS	Until further notice callsigns are to be sent in full.
VERIFY	Verify entire message (or portion indicated) with the originator and send correct version.
VERY WEAK	Your signal strength is very weak.
WAIT (STANDBY)	I must pause in this transmission for a few seconds and no other station may break in.
WAIT - OUT	I am pausing in this transmission and other stations may resume communication for the time being.
WILCO	I will comply with your instructions
WORD AFTER	The word of the message to which I have referenced is that which follows..... .
WORD BEFORE	The word of the message to which I have referenced is that which precedes..... .
WORDS TWICE	Communication is difficult. Transmit each phrase (or each code group) twice. This proword may be used as an order, request or as information.
WRONG	The last portion of this transmission was incorrect. (Word before .....(corrected version))  or  Your last transmission was incorrect. The correct version is ..... . This proword is used in this instance, as a response in READ BACK procedure.

## Chapter 7

# MESSAGE WRITING

### 7.1 Message Writing

All formal messages and all offered messages are to be written down. When writing original or received messages BLOCK printing should be used at all times; if you are a very slow printer then practice will bring your speed up. *Your writing must be readable by someone else at all times.*

In addition to the text of the message there is a heading and an ending together with some additional items which are used to keep a record of the message transmission. Each of these parts of the message have elements in a standardised order of appearance which is used for both phone and other forms of transmission.

The standard message form is used to facilitate the correct recording and transmission of these elements. Some elements are optional and WICEN uses only a subset of the full list. Messages should be sent in the order indicated by the boxes on the message form.

#### 7.1.1 WICEN Distribution

Box 1 on the Message Pad.

This section contains message distribution information such as callsigns of stations, to be relayed to or plain language instructions e.g. *relay by phone to SES HQ*. In the unlikely circumstance that secure traffic is handled this is also used to contain the security classification. See section~\ref{secure}.

#### 7.1.2 Precedence

Box 2 on the Message Pad.

The precedence (or priority) of a formal message is to be entered on the message form by the originator.

#### **PAN**

Only used in life threatening situations.

#### **URGENT**

This precedence is only to be used when the value of a message is dependent upon expeditious delivery to the addressee.

## SERVICE

Used only by WICEN stations for WICEN NET operations, or NET compromising situations. Only to be used when routine formal messages will not suffice.

## ROUTINE

This is the most common precedence used on WICEN nets and is used for all messages that must be delivered to the addressee with minimum delay. MOST MESSAGES ARE IN THIS CATEGORY

### 7.1.3 WICEN Serial Number

Box 3 on Message Pad.

The serial number applied to the message will be formed from the last letter of the callsign of the station plus a 3 digit number commencing 001 (e.g. C001 for VK3WIC). At start of new day of operation the serial number will revert to 001 (as above). Additional serial number prefixes may be allocated by the NCS.

### 7.1.4 Date/Time Group (DTG)

Box 4 on the Message Pad.

The date and time when a message is written. This takes the form of a six figure group such as 191420. The first two figures ``19" indicate that the message was originated on the 19th day of the month. The figures ``1420" indicate that the time was 2:20 pm. Time used is almost always local time in 24 hour format. If WICEN operations extend over a state border with a different time zone, net control will most likely specify U.C.T. (ZULU).

### 7.1.5 Address Lines

Boxes 5 & 6 on the Message Pad.

These lines form the address of the message, and are preceded by the prowords FROM and TO respectively. Where an address refers to a location or an organization, then it will be assumed that the senior officer in attendance at that location is to be the recipient of the message. If this is not the case, a name or designation should be included. In some cases a telephone number may expedite delivery, and should be at the end of the address and preceded by the proword TELEPHONE.

### 7.1.6 Security Classification

WICEN is unlikely to, but may, handle classified messages. Originators should be advised that security of radio traffic cannot be guaranteed but operators should try to keep unauthorised spectators from hearing the secure traffic.

Such messages should be annotated with the appropriate security designation, generally *CONFIDENTIAL*, *SECRET* or *TOP SECRET* in the WICEN Distribution box (Box 1). In transmitting such messages the net should be informed that secure traffic is forthcoming and the NCS should allow sufficient time for all net stations to take precautions to avoid such traffic being overheard by bystanders.



### 7.1.7 Text Lines

Box 7 on the Message Pad.

These lines contain the message proper.

### 7.1.8 Originator's Number

Box 8 on the Message Pad.

This is optional, at the discretion of the user and is not a WICEN identification.

### 7.1.9 Date/Time Accepted/Despatched

Date and time of receipt/dispatch by WICEN station together with the System (BAND, FREQUENCY or METHOD, e.g. Hand or Telephone) together with the operator's ID (callsign).

### 7.1.10 Signature

All FORMAL MESSAGES must be signed by the originator and may be part of the message. The operator cannot take the responsibility for the content of a message. Even where the originator was not the writer, the originator must approve the message by signature and rank if required. (e.g. Police and Ambulance).

## 7.2 Message Sending

This section deals with the procedures for sending FORMAL messages on WICEN nets. The procedure used is to leave regular breaks, hence no transmission should be longer than about 20 seconds and the proword OVER is used at the end of a series of transmissions.

Before transmitting a message the operator should scan the message form to ensure that all necessary elements are present and that it is being sent on the most appropriate net.

Long messages will have to be broken into segments for transmission. The size of each segment will depend upon the complexity of the message (length of words, unusual words, figures etc.) as well as the experience of the receiving operator. Break points in the text should be chosen at the end of natural phrases wherever possible or at the end of each line.

The message form for the following example is attached to the end of these notes.

KILO ECHO - THIS IS KILO - LONG MESSAGE - OVER

ECHO ECHO - SEND - OVER

KILO ROUTINE - DATE/TIME 2 7 1 4 0 0 KILO  
(pause)

- FROM BRINDABELLA - I SPELL BRAVO ROMEO INDIA NOVEMBER DELTA  
ALPHA BRAVO ECHO LIMA LIMA ALPHA - BRINDABELLA  
(pause)

- TO I SPELL CHARLIE ECHO SIERRA - SPACE - BRAVO SIERRA ZERO  
SEVEN - PARAGRAPH - FIGURES ONE FULLSTOP SEARCH CONTINUES AS  
PLANNED - FULLSTOP  
(pause)

Message continues in this format. See example of complete message at the end of this section.

The time of ECHO's last ROGER will be the time that each station will be the time that each station will record as Time Of Dispatch (TOD) or Time Of Receipt (TOR) on the message form and in their logs.

```
\newpage % heres where the example message goes
```

```
\begin{figure} \vspace{0.9\textheight} \caption{Example Message Form}  
\end{figure}
```

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## **Chapter 8**

# **GUIDELINES FOR NET CONTROL**

### **8.1 Location of NCS**

NCS should be set up to minimise interference (RF, Audio and others) to co-sited services.

### **8.2 Staffing**

- i. There should be sufficient staff at NCS to cover operators, log-keepers, delivery runners and casual relief per shift.
- ii. All staff must register with WICEN NCS commander on arrival.
- iii. In the event of extended operations the commander must consider using shifts and overlap times for NCS and field operators.
- iv. Where insufficient operators are available to fulfill requirements they shall be deployed by the priorities of the responsible DISPLAN Officer --- not WICEN.
- v. All personnel, including relieving staff should be made aware of area facilities (e.g. toilets, refreshments and sleeping) and other services.

### **8.3 Allocation of Subsidiary Nets**

The WICEN Commander should bear in mind using subsidiary nets for groups that only need to talk to each other. E.g. Dept. of Health Headquarters Station on main net running a Secondary net to its own operators on another frequency. Callsigns for the subsidiary nets will be issued at the discretion of the NCS Commander. Refer Net Diagram in Appendix Appendix A8.

### **8.4 Traffic Splitting**

A subsidiary net can be used for two or more stations with large volumes of traffic for each other, thus keeping the control net free.

## 8.5 Message Handling

### 8.5.1 Polling

Where the net becomes very busy and there is a back-log of messages the Net Control Operator should halt the traffic on the net and poll for messages in order of precedence. e.g.

This is VK3AWI has any net station got any PAN messages?.....

if affirmative -- tell PAN station to go ahead with the message. Next call would be

Any station with URGENT messages?.....

Suppose two stations with URGENT traffic ascertain message priority by oldest DATE/TIME. Use the same procedure for routine messages.

### 8.5.1 Traffic Splitting

Where a station has traffic for another station (other than net control) another frequency should be adopted to service that traffic to relieve congestion on the net. No station should move from the Net Control Frequency without permission of NCS and should return to net frequency A.S.A.P notifying NCS on its return.

## 8.6 Liaison With Other Services

With reference to section 8.7 (Duties of WICEN Liaison Officer) it should be noted that sometimes we are working with and sometimes working for other services, the difference being who we are responsible to.

Remember members of other services are under stress, may have been on duty for an extended period and may not be fully aware of our role in the operation and therefore should be treated with due consideration to these points.

## Chapter 9

# WICEN STANDARDS

### 9.1 The Reason for Standards

An organisation such as WICEN combining a diversity of personnel and equipment cannot operate in the manner expected of it unless it is possible for any of our members to operate at any given location in the shortest possible time. This is not possible unless interchangeability of equipment is facilitated.

To ensure minimum confusion and ready interchangeability of equipment conformance to the following standards is strongly recommended.

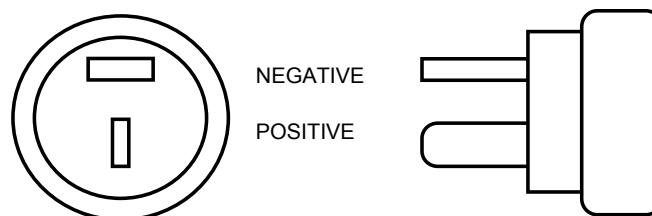
### 9.2 Antenna Connection

The standard WICEN antenna connector is the PL259/SO259 combination. For ease of common usage if your equipment does not support this connector then you should carry adaptors and patch cords to allow interconnection. It would be also advantageous to carry patch cords and adaptors to suit "Type N" connectors, particularly for UHF usage --- a number of the WICEN fixed sites at DISPLAN locations are fitted with these.

### 9.3 Extra Low Voltage Power Connector

To ensure that equipment may be readily connected to Extra Low Voltage (ELV) supplies the configuration shown utilising the "ELT 15A T" plug/socket has been selected. Figure

9.3.2 shows the basic form and configuration of this plug. The upper (horizontal) bar of the "T" is the **negative** or chassis connection and the vertical stem of the "T" the **positive**. All power supplies etc. should have a fuse of appropriate rating interposed between the supply circuitry and the female connector.

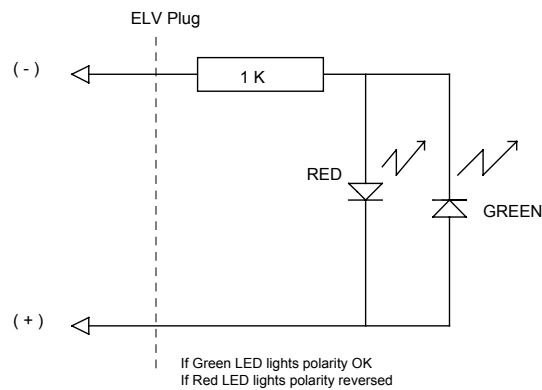


9.3.1 Configuration of the ELV Plug

In general sources of current are equipped with female connectors and power consuming devices with male connectors. An exception can arise with battery chargers; here it is recommended that a female connector be placed on the charger

and if the battery pack is also fitted with a female connector (desirably), then a male--male patch cord be used.

Figure 9.3.2 shows a simple circuit which can be mounted within a ``T" plug to allow rapid testing of foreign supplies prior to connecting your delicate and expensive rig. Most solid state HF and some VHF/UHF equipment is not protected against polarity reversal so, in the possible emergency situation, it is far better to check before connecting to supplies which potentially could be reversed. This situation is relevant particularly in Northern regions of the state, it is believed that NSW emergency services use a reverse standard.



9.3.2 A Simple Test Circuit That May Save Your Rig

## 9.4 Headphone Connector

The WICEN standard headphone connector is the 6mm (0.25 inch) monaural jack. Patch cords to 2.5 and 3.5 mm jacks should be carried since these connectors are becoming more prevalent, especially with light weight headsets.



## **Appendix A1 POLICY**

### **WIRELESS INSTITUTE CIVIL EMERGENCY NETWORK**

#### **WICEN-(Vic.) Inc.**

##### **1.1 Definitions.**

- References to "Wireless Institute of Australia", "WIA", "Vic Div" or "Victorian Division" shall mean the Wireless Institute of Australia (Victorian Division).
- References to "Council" or "the Council" shall mean the Council in office of the Wireless Institute of Australia (Victorian Division).
- References to "WICEN", WICEN (Victoria) shall mean the Wireless Institute of Australia Civil Emergency Network in Victoria.

WICEN is a committee of the Wireless Institute of Australia (Victorian Division) and is bound by its constitution and policies.

##### **1.2 WICEN Regions**

WICEN Regional boundaries will be nominated by the State Co-ordinator, and may not necessarily coincide with the W.I.A. Zone boundaries.

WICEN Regional Co-ordinators are administratively responsible to the State Co-ordinators, and are not subject to W.I.A. Zone Committee Administration, even though the WICEN region may reside in that Zone.

##### **1.3 State Co-ordinator**

The State Co-ordinator will be appointed by Council. The State Co-ordinator may be nominated by a General Meeting of WICEN. Appointment of a person so nominated shall not be effective until nomination has been accepted and approved by Council.

The State Co-ordinator will advise Council of all WICEN plans, requirements and activities. He will attend Council meetings when requested by the President or Secretary, or when he considers it necessary to report on WICEN activities. The State Co-ordinator may appoint a deputy to act on his behalf. The deputy appointed must be approved by Council.

## **1.4 Regional Co-ordinators**

Regional Co-ordinators may be appointed by the respective region WICEN members. Such appointment is subject to approval of the State Co-ordinator.

Should Region members be unable to appoint a co-ordinator the State Co-ordinator may make such appointment without further reference to Region members.

## **1.5 WICEN Membership**

An OFFICER of WICEN shall be a financial member of the WIA.

1. Only WICEN members are entitled to display WICEN badges, logos or insignia.
2. A Central Register of all WICEN members shall be maintained by the State Co-ordinator, and he is responsible to ensure all membership details are accurate and current.
3. During an emergency activation of WICEN, the State Co-ordinator, Regional Co-ordinator, or any councillor, may authorize the participation/services of any person for a period not exceeding seven (7) days. If the person so authorised is NOT a current financial member of the WIA, his name, address and other relevant details shall be recorded on WIA registration form WIA-WOI by the authorizing officer.
4. Any person so authorised shall, for the period of time, be deemed to be a member of the WIA.

## **1.6 Finance**

All files, books of account, records and documents relating to WICEN are the property of the WIA (Vic Div).

Applications for funding of materials, equipment, etc., shall be directed through the State Co-ordinator, for approval by council.

All documents relating to receipt and expenditure of monies are to be directed through the State Co-ordinator to the Secretary WIA (Vic Div).

## **1.7 Callsigns**

W-callsigns allocated to the WIA (Vic Div) may only be used for WICEN operations with prior approval of the President, Secretary, or Chairman of the WIA (Vic Div). The callsign VK3WIA is not available for use by WICEN, (VIC).

## **1.8 Press/Publicity**

All material for dissemination to media shall be approved by the State Co-ordinator prior to release.

Where a Regional Co-ordinator or WICEN member is required to conduct an interview with a news media representative, or member of the public, during the course of an emergency activation or exercise, his or her comments shall be confined to technical information regarding the service being provided. Comments regarding WIA policy or of a political nature will not be expressed.

### **1.9 Correspondence/Liaison**

All WICEN representations, written or oral, with State or Federal Government departments, institutions and instrumentalities will be undertaken by the State Co-ordinator.

A Regional Co-ordinator may represent WICEN at Local Government / Council level and with business and public organisations in the region in which he presides.

### **1.10 DISPLAN Appendix ``AG''**

An extract from the Victorian DISPLAN follows detailing Appendix ``AG'' of that document.

## WICEN (VICORIA) APPENDIX "AG"

- 1. ADDRESS:** The Wireless Institute of Australia (Victoria Division)  
412 Brunswick Street  
Fitzroy Vic 3065
- 2. ORGANISATION:** WICEN (Wireless Institute Civil Emergency Network) has been established in Victoria, under the sponsorship of the Wireless Institute of Australia (Victorian Division). WICEN is a volunteer force of licensed operators from the Amateur Radio Service trained in communications and equipped with radio transceivers. WICEN is able to rapidly establish communication networks within Victoria, and by reason of the equipment and operating frequencies, communications capability may be extended throughout Australia and overseas.
- 3. ROLE:** The primary role of WICEN is to provide:
- Radio communications for and between support agencies.
  - Supplementary and support communications to combatting agencies.
  - A service to the community where conventional communications facilities are not available.
  - Response to Police DISPLAN Co-ordinators or Victoria State Emergency Service in times of emergencies.
- 4. CONTACTS:** Refer to appropriate entry in the DISPLAN Telephone Directory.

## **Appendix A2 Example Forms**

Attached are a number of the WICEN forms referred to in Chapter **2**.

These forms have been attached more to give operators some experience with the background paperwork of the Region Co-ordinators than in expectation of use by those operators. It may be that those of you who get to be team or group leaders may have to be involved in generation of some paperwork. The idea of these forms is to simplify the necessary procedures and to save the originator much mental anguish.

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\begin{figure}  
\vspace{0.9\textheight}      Figure 2.1 WICEN Membership Form  
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Figure 2.2 WICEN Information Form

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\begin{figure}
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Figure 2.3 WICEN Attendance Form
\end{figure}
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\begin{figure}
\vspace{0.9\textheight}
Figure 2.4 WICEN Application for Exercise Form
\end{figure}
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\begin{figure}
\vspace{0.9\textheight}
Figure 2.5 WICEN Exercise/Activation Report
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Figure 2.6 WICEN Log Sheet

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## **Appendix A3 Illustrative Diagrams**

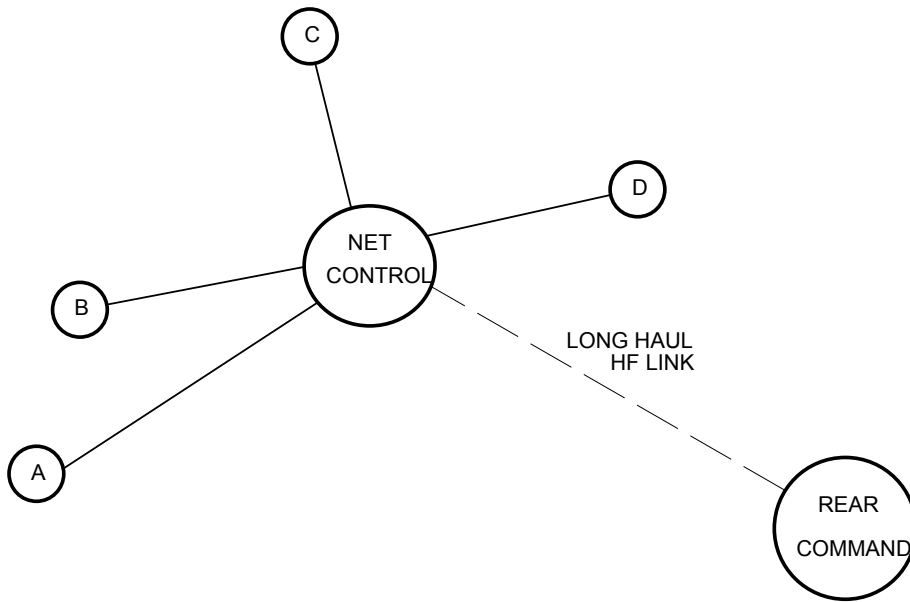


Figure 3.1 Basic Network  
May be UHF - VHF - Mobile or Fixed

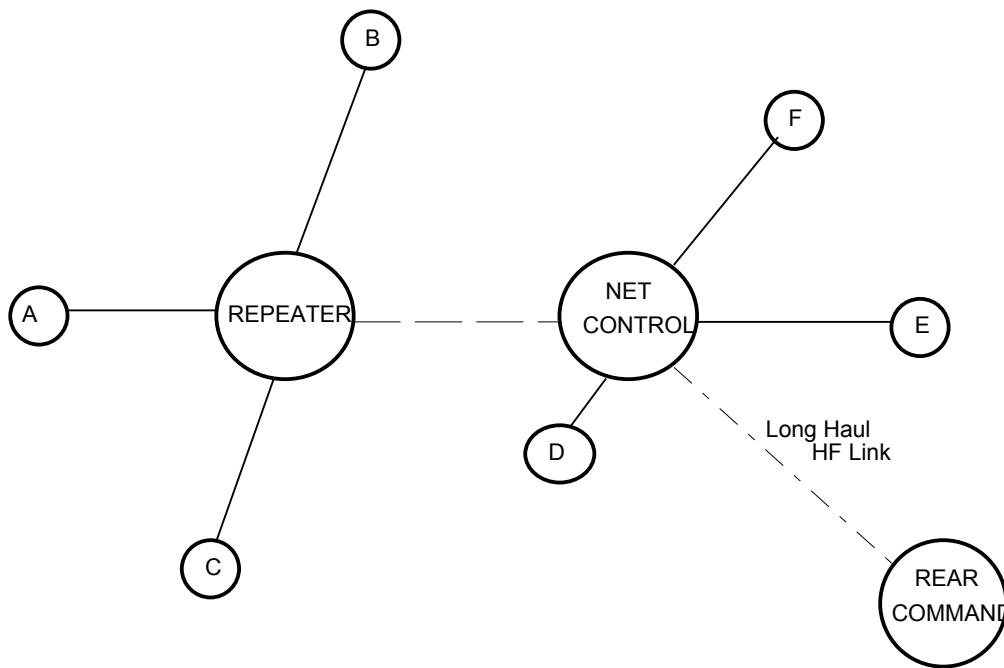


Figure 3.2 Network Extended by Using a Repeater

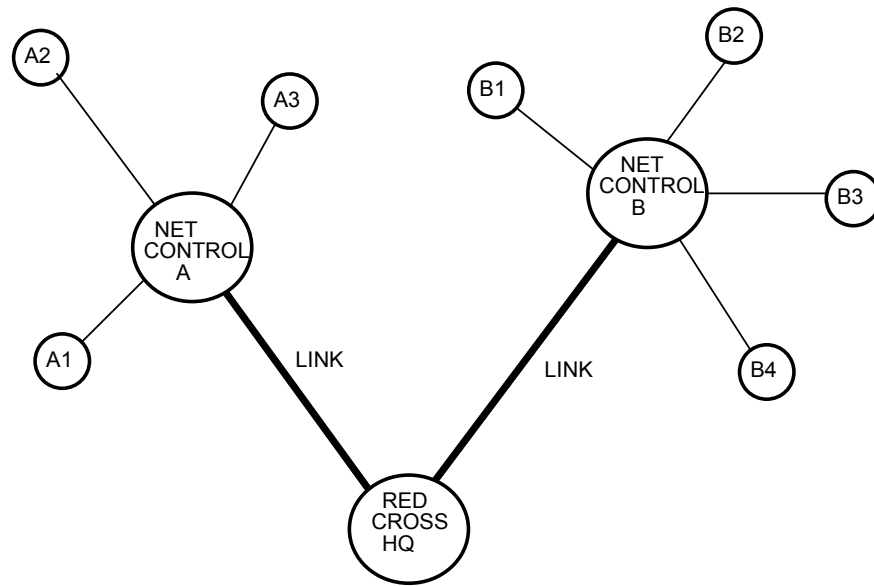


Figure 3.3 Extended Net For One Organisation

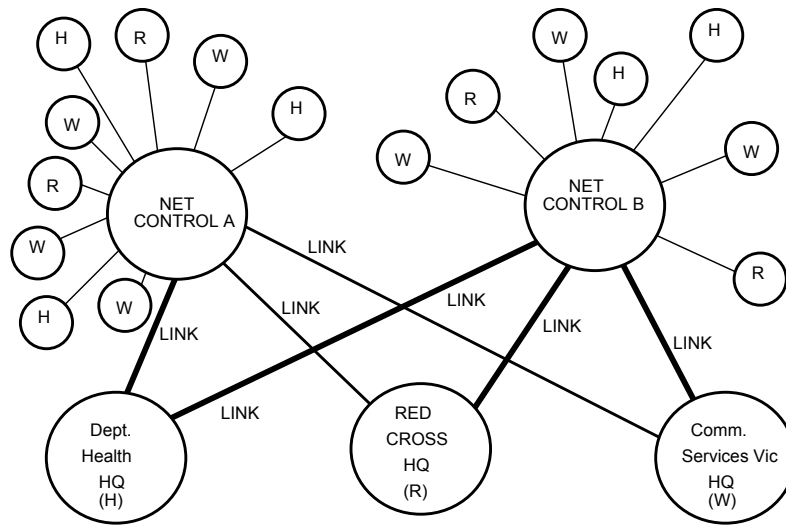


Figure 3.4 Extended Net for Multiple Organisations

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