

## **“I Am Safe” Messages**

**Situation:** Commercial communications, landline telephone, cell phone, and Internet are NOT available. A neighbor (client) wants to let their loved ones know they are okay.

**Purpose:** To pass “I Am Safe” messages to loved ones outside the disaster area during a commercial communications outage. Welfare radio traffic should not interfere with higher-priority emergency communications. The first section will be for Hub volunteers and the second section will be for the Winlink Operator.

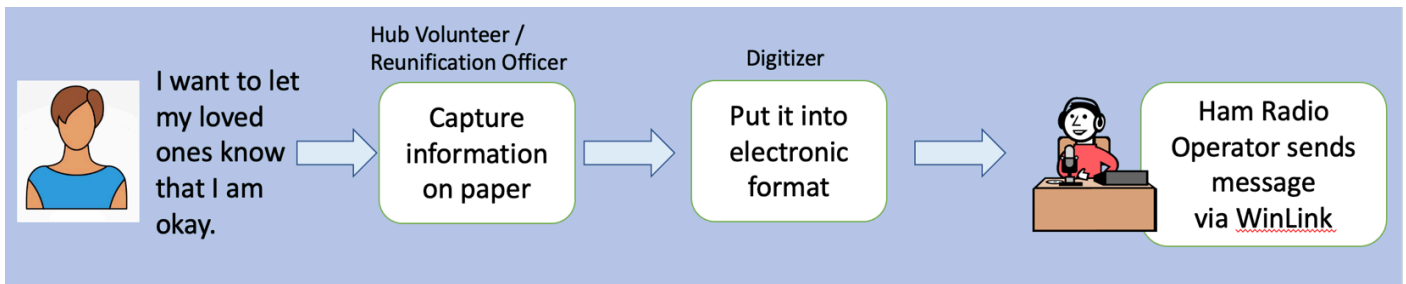
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## Hub Organization:

The client supplies contact information for their loved one—an email address, phone number, or postal address.

Hub volunteers collect the information, review for legibility (important), and pass to the Hub Radio Winlink Operator. Winlink Operators have the ability to pass “I Am Safe” messages using radio and the Winlink Global Radio Email network. “I Am Safe” messages may have to be deferred to allow for higher-priority messages to get through. The Seattle EOC and net Control will determine when “I Am Safe” messages can be sent.



If the queue to send “I Am Safe” messages to loved ones is long, Hub volunteers can divide up clients based on what contact information they have for their loved one. See flow below.

Separate lines...

- Those with an email address or cell phone
- Those with landline or mailing address go into a different digital template requiring more details about the intended destination.

Tools:

Intake table

- Signage has been created to aid in creating short, effective messages (in Hub box).
- Intake form - two sided, the backside has the most common messages sent as “I Am Safe” quick messages (in Hub box).

Digitizer

- Computer – personally provided laptop from self or community.
- Thumb drives with templates (in Hub box).
- Templates also available at Winlink.org and through the Winlink Operator.

## Winlink station

- Ham radio operator with training and equipment
- Helper to answer questions on behalf of the radio operator.
- Need not be located at the Hub. See Appendix 3 for strategies.

## Persons in the Process:

### Hub Volunteer/Reunification Officer

- Works with clients at the Hub to get the information needed – legibly and completely
  - Hand out blank “I Am Safe” Message forms (examples below), or
  - In lieu of forms, post information needed and collect necessary information through interviews.
- IMPORTANT: Review all forms for completeness and legibility before the sender leaves. It may be difficult to track down the sender later for clarification.
- Passes completed forms to the Digitizer (if available) or directly to Winlink Radio Operator.

### Digitizer

- This person does not need to be a radio operator. They do not need to be stationed at the Hub.
- Uses a laptop/computer –
  - Preferably their own since they know where the various applications and folders are located and should be close to the Hub Winlink Radio Operator, or
  - Work with the Winlink Operator to enter information using their computer.
- On Hub supplied thumb drives (if available), there will be an off-line Winlink template for these messages, which will standardize the information and reduce the typing needed at the Radio Operator station.
  - The Digitizer enters the information given to them by the Hub Volunteer into that off-line template
- If using the off-line templates, the file will automatically name itself when saved.



- Saves the created files to a folder on the laptop titled “To be sent.”
- Copies all files from the “To be sent file” to a thumb drive.
- Passes the thumb drive to a Winlink-capable ham radio operator. This might be the ham radio operator positioned with the Hub - or the thumb drive may need to be carried to a Winlink Operator outside of the Hub location. See Appendix 3.
  - If a Digitizer isn’t available, paper forms can be passed directly to the Winlink Operator.
  - Note on the form the time the message was passed to the operator and save for follow-up queries.

Off-line Template help documents are in Appendix 4

- Create a new folder on the laptop titled, “Passed to Radio Op *Date/time*” and move all the messages from the laptop “to be sent” folder into that new folder.
- Keep all paper forms, they may be collected and returned to originating Hub periodically.

**How the message is prepared and sent depends on what information the client was able to provide:**

1. Email address > Direct Winlink message - **Page 5**
2. Cell phone number or email address > Quick Welfare message - **Page 9**
3. Landline or postal address > RRI Welfare Radiogram - **Page 12**

## Email Address

Client has an email address. This is the easiest solution since folks often have email addresses as part of contacts list on device. Sample message form completed by the client:

| "I Am Safe" message                                                                                      |                                              |                                  |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------|
| Date:                                                                                                    | 10 JULY 2023                                 | Time: 0905                       |
| YOUR Name:                                                                                               | LUCAS FRANCISCO                              |                                  |
| Whom would you like to contact?                                                                          | LOUISE PHENIMEISTER                          |                                  |
| Email address?                                                                                           | PREPYU@GMAIL.COM                             |                                  |
| Phone number?                                                                                            |                                              |                                  |
| Circle one:<br>Cell phone    Landline                                                                    | If cell phone,<br>do you know their carrier? |                                  |
| Street address:                                                                                          |                                              |                                  |
| City, State, Zip                                                                                         |                                              |                                  |
| Number(s): _____ (see back side)    25 total word limit for entire message                               |                                              |                                  |
| Additional text <u>ALL ARE SAFE AND STAYING WITH FRIENDS.</u><br><u>WILL CALL WHEN I CAN. I LOVE YOU</u> |                                              |                                  |
| Jun 2023                                                                                                 |                                              | Entered <input type="checkbox"/> |

Complete the RRI Quick Welfare Message template like this

| RRI Quick Welfare Message    Vers 3.0.6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| This form is used to send information or a status report to family members or friends.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                            |
| <b>&gt;&gt; NO REPLY is expected, nor can one be processed. The requester needs to be informed this is a ONE WAY outbound message. &lt;&lt;</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |
| <a href="#" style="color: red; text-decoration: underline;">Operator Info - Read Please</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                            |
| <div style="border: 1px solid blue; display: inline-block; padding: 2px 10px;">Load Quick Welfare Data</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                            |
| From First Name: <input type="text" value="Lucas"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Last Name: <input type="text" value="Francisco"/>                          |
| Date: <input type="text" value="6/17"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                            |
| To Email: <input type="text" value="prep4u@gmail.com;"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            |
| Add a Cell phone number: <input type="text" value="Enter 10 digits"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | When you enter a phone number, your message will be limited in characters. |
| <div>             Message    Character count: <input type="text" value="72"/> of <input type="text" value="500"/> <a href="#" style="color: purple; text-decoration: underline;">Click here to insert short prepared messages</a> </div> <div style="border: 1px solid gray; height: 30px; margin-top: 5px; padding: 5px;">             All are safe and staying with friends. Will Call when I can. I love you           </div>                                                                                                                                                                   |                                                                            |
| <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid green; padding: 2px 10px;">Submit</div> <div style="border: 1px solid blue; padding: 2px 10px;">Save Quick Welfare Data</div> <div style="border: 1px solid red; padding: 2px 10px;">Reset Form</div> </div> <p style="font-size: small; margin-top: 10px;">             The message is formatted as plain text in the body of the sent email, and easy to read by the recipient (s).<br/>             For questions, comments or suggestions about this form contact KB1TCE via Winlink.           </p> |                                                                            |

Update the Date with the information on the form.

Note that for email messages there is a 500 character message limit automatically set by the template.

The client can choose short prepared messages from a list on the back of the form and add additional information.

| Number: | Your message will say...                      |
|---------|-----------------------------------------------|
| 27      | I am safe and well.                           |
| 28      | Household safe and well.                      |
| 29      | Currently at shelter.                         |
| 30      | Currently at home.                            |
| 31      | Currently at family/friend's house.           |
| 32      | Currently at a hotel.                         |
| 33      | Safe but moving to a safer location.          |
| 34      | Evacuating to a shelter.                      |
| 35      | Evacuating to a family member/friend's house. |
| 36      | Evacuating and safe.                          |
| 37      | At home and plan to remain here.              |
| 38      | Will contact you when able.                   |
| 39      | All communications are down.                  |
| 40      | Share this message with others                |

This message will be sent by ham radio operators over public airways into emergency radio traffic networks.  
 Please be advised if you have security concerns.

The form with the message numbers will look like this...

**"I Am Safe" message**

|                                       |                                              |       |      |
|---------------------------------------|----------------------------------------------|-------|------|
| Date:                                 | 10 JULY 2023                                 | Time: | 0905 |
| YOUR Name:                            | LUCAS FRANCISCO                              |       |      |
| Whom would you like to contact?       | LOUISE PHENIMEISTER                          |       |      |
| Email address?                        | PREPYU@GMAIL.COM                             |       |      |
| Phone number?                         |                                              |       |      |
| Circle one:<br>Cell phone    Landline | If cell phone,<br>do you know their carrier? |       |      |
| Street address:                       |                                              |       |      |
| City, State, Zip                      |                                              |       |      |

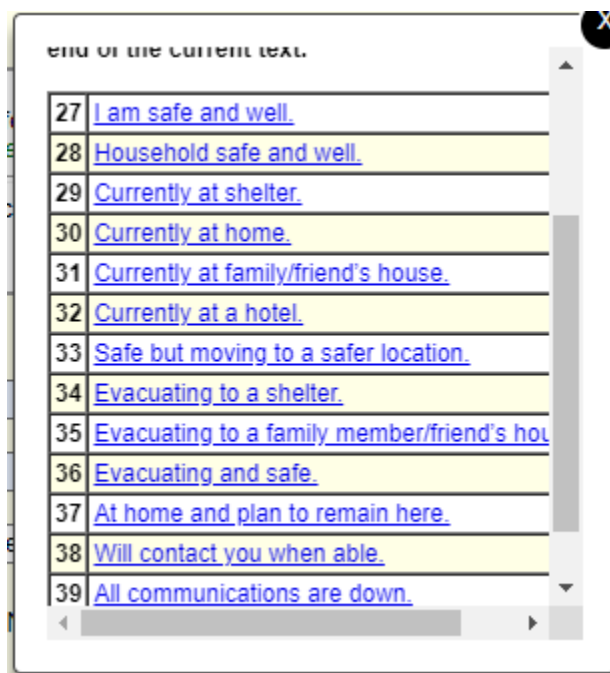
Number(s): 28 29 38 \_\_\_\_\_ (see back side)    25 total word limit for entire message

Additional text    I LOVE YOU

Jun 2023

Entered ☐

In the Quick Welfare Message template use “Click here to insert short prepared messages.”

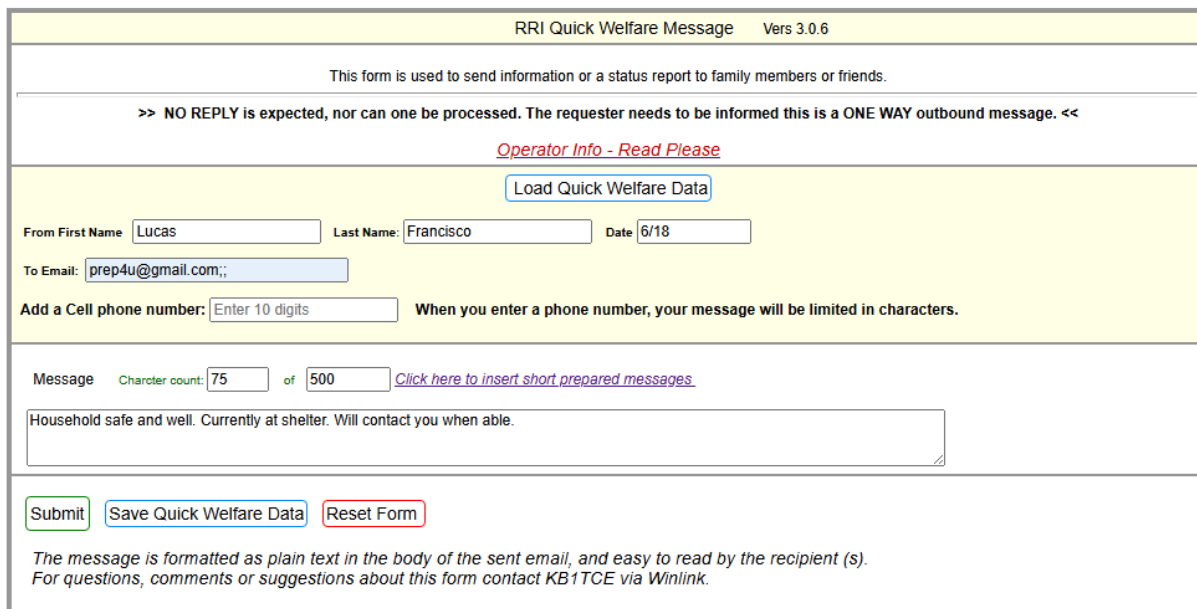


end of the current text.

|    |                                                               |
|----|---------------------------------------------------------------|
| 27 | <a href="#">I am safe and well.</a>                           |
| 28 | <a href="#">Household safe and well.</a>                      |
| 29 | <a href="#">Currently at shelter.</a>                         |
| 30 | <a href="#">Currently at home.</a>                            |
| 31 | <a href="#">Currently at family/friend's house.</a>           |
| 32 | <a href="#">Currently at a hotel.</a>                         |
| 33 | <a href="#">Safe but moving to a safer location.</a>          |
| 34 | <a href="#">Evacuating to a shelter.</a>                      |
| 35 | <a href="#">Evacuating to a family member/friend's house.</a> |
| 36 | <a href="#">Evacuating and safe.</a>                          |
| 37 | <a href="#">At home and plan to remain here.</a>              |
| 38 | <a href="#">Will contact you when able.</a>                   |
| 39 | <a href="#">All communications are down.</a>                  |

Click on the messages from the list. Add any additional text such as the hotel name. The 500-word limit applies.

The template will look like this.



RRI Quick Welfare Message Vers 3.0.6

This form is used to send information or a status report to family members or friends.

>> NO REPLY is expected, nor can one be processed. The requester needs to be informed this is a ONE WAY outbound message. <<

[Operator Info - Read Please](#)

[Load Quick Welfare Data](#)

From First Name:  Last Name:  Date:

To Email:

Add a Cell phone number:  When you enter a phone number, your message will be limited in characters.

Message Character count:  of  [Click here to insert short prepared messages.](#)

*The message is formatted as plain text in the body of the sent email, and easy to read by the recipient (s).  
For questions, comments or suggestions about this form contact KB1TCE via Winlink.*

Update the Date from the form. It might be several hours before the message is received and this will tell the addressee when the form was prepared.



Save Quick Welfare Data to a thumb drive and to a directory on the laptop.

Pass the thumb drive to the Winlink Operator.

Tips for the Digitizer:

- Verify legibility of the form. Once the client leaves there will be no opportunity to clarify handwriting.
- Email addresses are entered directly on the email line.
- Save Quick Welfare Data to a thumb drive and to a directory on the laptop. The file will be named Quick Welfare Message with the sender's name.

### Cell Phone Number

| "I Am Safe" message             |               |                                                   |
|---------------------------------|---------------|---------------------------------------------------|
| Date:                           | 10 JULY 2023  | Time: 0910                                        |
| YOUR Name:                      | PATSY MAGUIRE |                                                   |
| Whom would you like to contact? | LOVED ONE     |                                                   |
| Email address?                  |               |                                                   |
| Phone number?                   | 619-888-9090  |                                                   |
| Circle one:<br>Cell phone       | Landline      | If cell phone, do you know their carrier? YES ATT |
| Street address:                 |               |                                                   |
| City, State, Zip                |               |                                                   |

Number(s): \_\_\_\_\_ (see back side) 25 total word limit for entire message

Additional text THE KIDS AND CATS ARE FINE. HOUSE  
IS A MESS. WE ARE STAYING WITH FRIENDS AT  
206-455-7676, 1515 S. OTHELLO ST., SEATTLE WA 98117  
WILL CALL WHEN I CAN.

Jun 2023 Entered ☐

It is not necessary to provide a cell phone carrier.

- Prepare a message using the RRI Quick Welfare Message template. Enter the phone number without hyphens.

- 80-character limit for SMS message. **It may be necessary to truncate the message preserving the essential elements or send several messages.**
- Update the Date with the information from the form.
- Save Quick Welfare Data to a thumb drive and to the laptop.
- Pass the thumb drive to the Winlink Operator.
- The template will look like this. Note the character limit sets automatically.

RRI Quick Welfare Message    Vers 3.0.6

This form is used to send information or a status report to family members or friends.

>> NO REPLY is expected, nor can one be processed. The requester needs to be informed this is a ONE WAY outbound message. <<

[Operator Info - Read Please](#)

From First Name:     Last Name:     Date:   
To Email:   
Add a Cell phone number:     When you enter a phone number, your message will be limited in characters.

Message    Character count:  of     [Click here to insert short prepared messages.](#)  

Kids and cats fine. Am at 206-455-7676 1515 S Othello St Seattle 98117. Will call

The message is formatted as plain text in the body of the sent email, and easy to read by the recipient (s).  
For questions, comments or suggestions about this form contact KB1TCE via Winlink.

The Winlink Operator's message will look like this. Do not change the Subject line.

Enter a new message

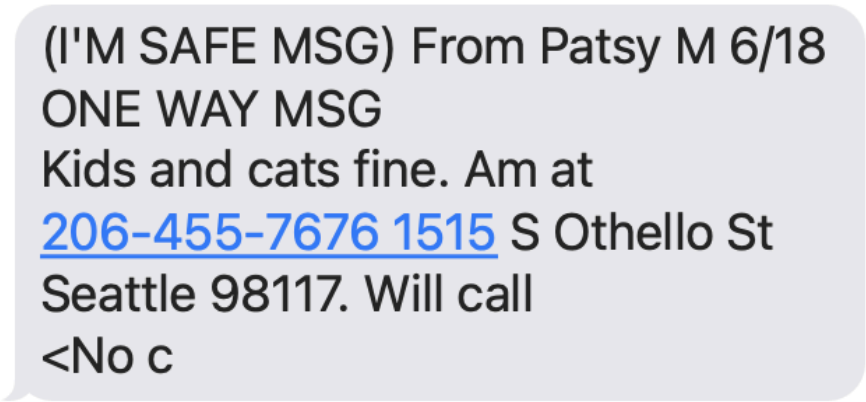
Post to Outbox    Select Template    ICS-213    ICS 214    SitRep    CheckIn    Attachments    Spell Check    Save in Drafts    Close

From:     Send as:     ☐ Request message receipt

To:   
Cc:   
Subject: **I'M SAFE MSG**  
Attach:

**From Patsy M 6/18 ONE WAY MSG**  
**Kids and cats fine. Am at 206-455-7676 1515 S Othello St Seattle 98117. Will call**  
**[No changes or editing of this message are allowed]**

The addressee will receive something like this on their device.



(I'M SAFE MSG) From Patsy M 6/18  
ONE WAY MSG  
Kids and cats fine. Am at  
[206-455-7676](tel:206-455-7676) 1515 S Othello St  
Seattle 98117. Will call  
<No c

## Postal Address

**"I Am Safe" message**

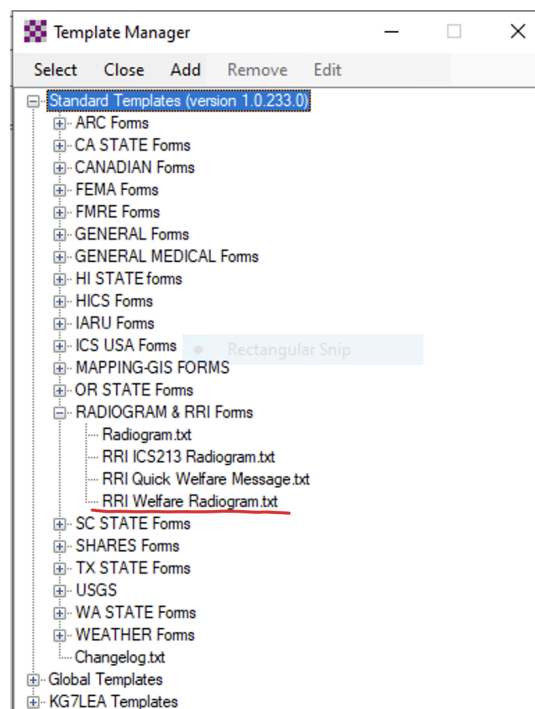
|                                       |                                              |       |      |
|---------------------------------------|----------------------------------------------|-------|------|
| Date:                                 | 10 JULY 2023                                 | Time: | 0900 |
| YOUR Name:                            | PATSY MAGUIRE                                |       |      |
| Whom would you like to contact?       | LOVED ONE                                    |       |      |
| Email address?                        |                                              |       |      |
| Phone number?                         |                                              |       |      |
| Circle one:<br>Cell phone    Landline | If cell phone,<br>do you know their carrier? |       |      |
| Street address:                       | 4519 ELM ST.                                 |       |      |
| City, State, Zip                      | CHICAGO, IL 60607                            |       |      |

Number(s): 28 29 38 (see back side)    25 total word limit for entire message

Additional text I LOVE YOU

Jun 2023 Entered ☐

Use the RRI Welfare Radiogram template.



It may be necessary to truncate the original message preserving the essential elements or send several messages. This message uses the short prepared messages from the back of the form.

The completed Radiogram template will look like this

| RRR Amateur Radio Welfare Radiogram Text Creator<br><a href="#">Read Help and Instructions</a><br><a href="#">Load Welfare Radiogram Data</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |                               |                                                   |             |                                                                          |                                                    |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------------------|-------------|--------------------------------------------------------------------------|----------------------------------------------------|----------------|
| Number<br>15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Precedence<br>W<br>TEST W | Handling Instructions<br>NONE | Station Of Origin<br>KG7LEA<br>Change if not you. | Check<br>15 | Place of Origin<br>SEATTLE WA<br>Location where this message was created | Time<br>0900<br>UTC default unless otherwise noted | Date<br>10 JUL |
| <p><b>ID:</b></p> <p>Name: <input type="text" value="LOVED ONE"/></p> <p>Address: <input type="text" value="4519 ELM ST"/></p> <p>City / town: <input type="text" value="CHICAGO"/> State or Province: <input type="text" value="IL"/> <a href="#">2 Letter Codes</a> Zip: <input type="text" value="60607"/></p> <p>Country: <input type="text" value="OPTIONAL"/></p> <p>Phone: <input type="text" value="555 555 5555"/> Extension: <input type="text" value="No ONLY"/> E-mail: <input type="text" value="NEED EMAIL, PHONE, OR BOTH TO ENSURE DELIVERY."/></p> <p>Op Note for Message Delivery: <input type="text" value="BRIEF DETAILS ABOUT EMAIL PHONE OR SMS TEXT DELIVERY"/></p> |                           |                               |                                                   |             |                                                                          |                                                    |                |
| <p>MESSAGE TEXT Check: <input type="text" value="15"/> <a href="#">Click here to insert short prepared messages</a></p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>HOUSEHOLD SAFE AND WELL X<br/>CURRENTLY AT SHELTER X WILL<br/>CONTACT YOU WHEN ABLE X<br/>I LOVE YOU</p> </div> <p><a href="#">Click here to preview for accuracy BEFORE you SUBMIT</a></p>                                                                                                                                                                                                                                                                                             |                           |                               |                                                   |             |                                                                          |                                                    |                |
| <p>Signature (name) of person for whom message originated: <input type="text" value="PATSY MAGUIRE"/></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                           |                               |                                                   |             |                                                                          |                                                    |                |
| <p>*** NOW CLICK HERE and select a Liaison Station *** <input type="text" value="RRR-Region8"/></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |                               |                                                   |             |                                                                          |                                                    |                |
| <p> <a href="#">Save Welfare Radiogram Data</a> <a href="#">Submit</a> <a href="#">Reset Form</a> <a href="#">Contact KB1TCE about this form: Ver 2.4</a> </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |                               |                                                   |             |                                                                          |                                                    |                |

These messages will go to volunteer radio operators in the National Traffic System who live near the address of the loved one. The character limit is automatically tracked. Save Welfare Radiogram Data to thumb drive and to the laptop.

Pass the thumb drive to the Winlink Operator. NTS volunteers will mail a letter or postcard through the US Postal Service. It may take several days for a message to arrive at the address.

**Other Strategies**

These steps are intended only as a guide and your team may find better solutions.

For example, Hub Volunteers might be able to borrow the Winlink Operator's laptop and—with training—prepare the templates and messages on that laptop. The operator can then plug the laptop into the radio station and send the messages.

The goal is to minimize errors and minimize clerical work by the Winlink Operator who can focus on moving Hub traffic.

Take advantage of neighbors or neighboring Hubs who have satellite Internet service.

Thank you for helping to pass “I Am Safe” messages during this difficult time. Your efforts will bring comfort to your neighbors and their loved ones. Hub volunteers have gathered messages and will present them to you as a paper form or on a thumb drive. This procedure guides you through the messaging process. Welfare traffic has a lower priority than operational traffic. Coordinate with net control as to the time and frequency to send welfare messages.

### General

Ideally the operator will have a station including a laptop, hardware, software, radio, and antenna to send and receive Winlink messages. Seattle has numerous Vara FM remote message server (RMS) gateways and there are other Vara and packet gateways in the region. If an HF station is available, traffic can be sent to distant gateways unaffected by the disaster.

The Winlink Operator will be presented with

- A paper form, or
- A thumb drive with .txt files to be loaded or transcribed into Winlink templates.

Winlink welfare messages will fall into two categories

- Email messages or phone numbers—RRI Quick Welfare Message.txt template.
- Land line or postal addresses—RRI Welfare Radiogram.txt template.

See Appendix 3 for strategies.

## Paper Form with Email Address

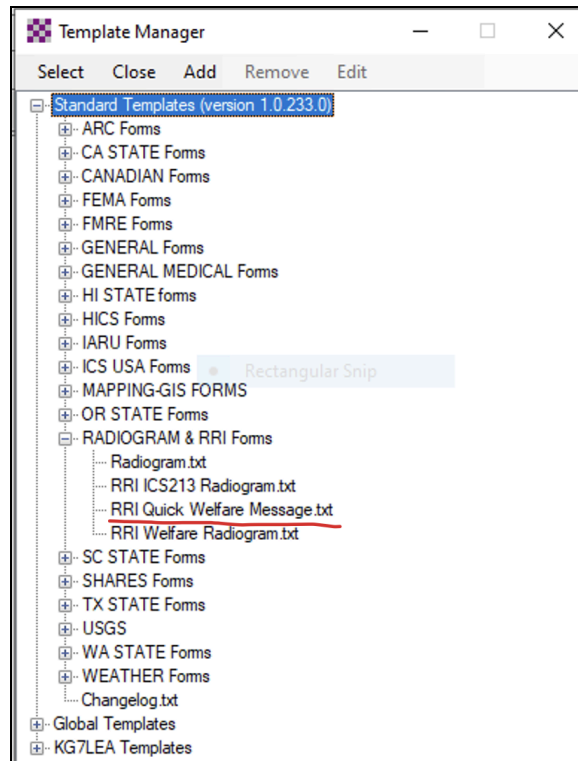
If the operator is presented with a paper form such as this...

| "I Am Safe" message                                                                                      |                                              |                                  |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------|
| Date:                                                                                                    | 10 JULY 2023                                 | Time: 0905                       |
| YOUR Name:                                                                                               | LUCAS FRANCISCO                              |                                  |
| Whom would you like to contact?                                                                          | LOUISE PHENIMEISTER                          |                                  |
| Email address?                                                                                           | PREPYU@GMAIL.COM                             |                                  |
| Phone number?                                                                                            |                                              |                                  |
| Circle one:<br>Cell phone    Landline                                                                    | If cell phone,<br>do you know their carrier? |                                  |
| Street address:                                                                                          |                                              |                                  |
| City, State, Zip                                                                                         |                                              |                                  |
| Number(s): _____ (see back side)    25 total word limit for entire message                               |                                              |                                  |
| Additional text <u>ALL ARE SAFE AND STAYING WITH FRIENDS.</u><br><u>WILL CALL WHEN I CAN. I LOVE YOU</u> |                                              |                                  |
| Jun 2023                                                                                                 |                                              | Entered <input type="checkbox"/> |

In Winlink

- Click on Message/New Message/Select Template to get Template Manager
- Open Standard Templates
- Open RADIOGRAM & RRI FORMS
- Select RRI Quick Welfare Message.txt





This template opens. Transcribe the information from the form to the template as follows

| RRI Quick Welfare Message    Vers 3.0.6                                                                                                                                                                       |                                         |                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------|
| This form is used to send information or a status report to family members or friends.                                                                                                                        |                                         |                                                                            |
| >> NO REPLY is expected, nor can one be processed. The requester needs to be informed this is a ONE WAY outbound message. <<                                                                                  |                                         |                                                                            |
| <a href="#">Operator Info - Read Please</a>                                                                                                                                                                   |                                         |                                                                            |
| <a href="#">Load Quick Welfare Data</a>                                                                                                                                                                       |                                         |                                                                            |
| From First Name                                                                                                                                                                                               | Lucas                                   | Last Name: Francisco    Date: 6/18                                         |
| To Email:                                                                                                                                                                                                     | prep4u@gmail.com;;                      |                                                                            |
| Add a Cell phone number:                                                                                                                                                                                      | Enter 10 digits                         | When you enter a phone number, your message will be limited in characters. |
| Message                                                                                                                                                                                                       | Character count: 75                     | of 500 <a href="#">Click here to insert short prepared messages.</a>       |
| Household safe and well. Currently at shelter. Will contact you when able.                                                                                                                                    |                                         |                                                                            |
| <a href="#">Submit</a>                                                                                                                                                                                        | <a href="#">Save Quick Welfare Data</a> | <a href="#">Reset Form</a>                                                 |
| <p>The message is formatted as plain text in the body of the sent email, and easy to read by the recipient (s).</p> <p>For questions, comments or suggestions about this form contact KB1TCE via Winlink.</p> |                                         |                                                                            |

**As of June 2025, the cell phone carrier is no longer required.** If the message does not go through as a text message, it will go to Radio Relay International and be handled manually, that is, an operator outside the affected area will text or telephone.

- Enter the Date and Time from the information on the form.
- Save Quick Welfare Data. This creates a file you can load and edit.
- Click Submit to view a Winlink message like this

Enter a new message

Post to Outbox Select Template ICS-213 ICS 214 SitRep CheckIn Attachments Spell Check Save in Drafts Close

From: KG7LEA Send as: Winlink Message ☐ Request message receipt Set Defaults

To: prep4u@gmail.com;

Cc:

Subject: I'M SAFE MSG

Attach:

**From Lucas F 6/18 ONE WAY MSG**  
**All are safe and staying with friends. Will call when I can. I love you.**  
**[No changes or editing of this message are allowed]**

- Post to Outbox or
- Save to Drafts directory If the message is to be sent later. Move to Outbox when ready to send.
- Send via available RMS gateway. See Appendix 3 for strategies.
- Note on the paper form the date and time Winlink message sent. Keep the form until collected by Hub volunteers. A copy of the message will remain in the Sent folder.

## Paper Form with Email Address and Short Prepared Phrase Numbers

The paper form can include short prepared phrase numbers

**"I Am Safe" message**

|                                       |                                              |  |       |      |  |
|---------------------------------------|----------------------------------------------|--|-------|------|--|
| Date:                                 | 10 JULY 2023                                 |  | Time: | 0905 |  |
| YOUR Name:                            | LUCAS FRANCISCO                              |  |       |      |  |
| Whom would you like to contact?       | LOUISE PHENI MEISTER                         |  |       |      |  |
| Email address?                        | PREP4U@GMAIL.COM                             |  |       |      |  |
| Phone number?                         |                                              |  |       |      |  |
| Circle one:<br>Cell phone    Landline | If cell phone,<br>do you know their carrier? |  |       |      |  |
| Street address:                       |                                              |  |       |      |  |
| City, State, Zip                      |                                              |  |       |      |  |

Number(s): 28 29 38 (see back side)    25 total word limit for entire message

Additional text I LOVE YOU

Jun 2023 Entered ☐

The numbers come from the back of the form.

| Number: | Your message will say...                      |
|---------|-----------------------------------------------|
| 27      | I am safe and well.                           |
| 28      | Household safe and well.                      |
| 29      | Currently at shelter.                         |
| 30      | Currently at home.                            |
| 31      | Currently at family/friend's house.           |
| 32      | Currently at a hotel.                         |
| 33      | Safe but moving to a safer location.          |
| 34      | Evacuating to a shelter.                      |
| 35      | Evacuating to a family member/friend's house. |
| 36      | Evacuating and safe.                          |
| 37      | At home and plan to remain here.              |
| 38      | Will contact you when able.                   |
| 39      | All communications are down.                  |
| 40      | Share this message with others                |

This message will be sent by ham radio operators over public airways into emergency radio traffic networks. Please be advised if you have security concerns.

In Winlink Click on Message/New Message/Select Template

- Open Standard Templates
- Open RADIOGRAM & RRI FORMS
- Select RRI Quick Welfare Message.txt
- Blank template opens. Enter the data from the form.
- Use the “Click Here to Insert Short Prepared Messages” to select the numbers on the form.

end of the current text.

|    |                                                               |
|----|---------------------------------------------------------------|
| 27 | <a href="#">I am safe and well.</a>                           |
| 28 | <a href="#">Household safe and well.</a>                      |
| 29 | <a href="#">Currently at shelter.</a>                         |
| 30 | <a href="#">Currently at home.</a>                            |
| 31 | <a href="#">Currently at family/friend's house.</a>           |
| 32 | <a href="#">Currently at a hotel.</a>                         |
| 33 | <a href="#">Safe but moving to a safer location.</a>          |
| 34 | <a href="#">Evacuating to a shelter.</a>                      |
| 35 | <a href="#">Evacuating to a family member/friend's house.</a> |
| 36 | <a href="#">Evacuating and safe.</a>                          |
| 37 | <a href="#">At home and plan to remain here.</a>              |
| 38 | <a href="#">Will contact you when able.</a>                   |
| 39 | <a href="#">All communications are down.</a>                  |

The completed template will look like this with the short prepared message. Add any additional text paying attention to the character limit.

RRI Quick Welfare Message    Vers 3.0.6

This form is used to send information or a status report to family members or friends.

>> NO REPLY is expected, nor can one be processed. The requester needs to be informed this is a ONE WAY outbound message. <<

[Operator Info - Read Please](#)

[Load Quick Welfare Data](#)

From First Name:     Last Name:     Date:

To Email:

Add a Cell phone number:     When you enter a phone number, your message will be limited in characters.

Message    Character count:  of     [Click here to insert short prepared messages.](#)

*The message is formatted as plain text in the body of the sent email, and easy to read by the recipient (s).  
For questions, comments or suggestions about this form contact KB1TCE via Winlink.*

Enter the date and time from the form.

- Click Submit.

You will get a Winlink message like this.

Enter a new message

Post to Outbox Select Template ICS-213 ICS 214 SitRep CheckIn Attachments Spell Check Save in Drafts Close

From: KG7LEA Send as: Winlink Message ☐ Request message receipt Set Defaults

To: prep4u@gmail.com;

Cc:

Subject: I'M SAFE MSG

Attach:

**From Lucas F 6/18 ONE WAY MSG**  
**All are safe and staying with friends. Will call when I can. I love you.**  
**[No changes or editing of this message are allowed]**

- Post to Outbox or
- Save to Drafts directory if the message is to be sent later. Move to Outbox when ready to send.
- Send via Winlink and available RMS gateway.

## Postal Address

Messages to postal addresses and landline telephones go to volunteer radio operators in the National Traffic System (NTS) and Radio Relay International (RRI) across the country. They will forward messages by telephone, text, or postal service.

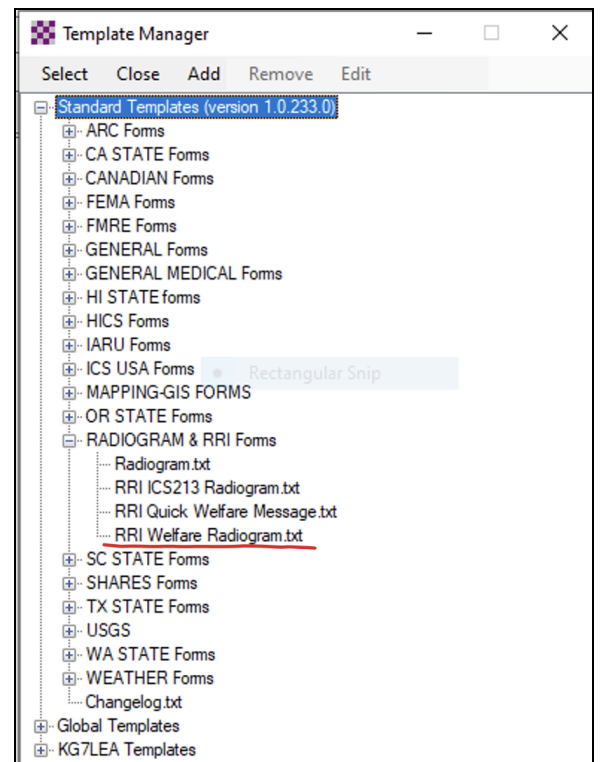
The client completes a form using the short prepared messages from the list on the back.

| "I Am Safe" message                   |                                              |                                                           |
|---------------------------------------|----------------------------------------------|-----------------------------------------------------------|
| Date:                                 | 10 JULY 2023                                 | Time: 0900                                                |
| YOUR Name:                            | PATSY MAGUIRE                                |                                                           |
| Whom would you like to contact?       | LOVED ONE                                    |                                                           |
| Email address?                        |                                              |                                                           |
| Phone number?                         |                                              |                                                           |
| Circle one:<br>Cell phone    Landline | If cell phone,<br>do you know their carrier? |                                                           |
| Street address:                       | 4519 ELM ST.                                 |                                                           |
| City, State, Zip                      | CHICAGO, IL 60607                            |                                                           |
| Number(s):                            | 28 29 38                                     | (see back side)    25 total word limit for entire message |
| Additional text                       | I LOVE YOU                                   |                                                           |
| Jun 2023                              |                                              |                                                           |
| Entered <input type="checkbox"/>      |                                              |                                                           |

A City and State are REQUIRED. If you don't know the zip code, use 00000.

- In Winlink click Message/New Message/Select Template/Standard Templates/RADIOGRAM AND RRI Forms

- Select RRI Welfare Radiogram.txt
- Transcribe information from the paper form.
- Use Click here to insert short prepared messages. There is a 25-word limit.
- Use Time and Date from the form.



The template will look like this...

| RRI Amateur Radio Welfare Radiogram Text Creator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------|
| <a href="#">Read Help and Instructions!</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| <a href="#">Load Welfare Radiogram Data.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| Number<br>15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Precedence<br>W<br>TEST W | Handling Instructions<br>NONE | Station Of Origin<br>KG7LEA<br><small>Change if not you.</small> | Check<br>15 | Place of Origin<br>SEATTLE WA<br><small>Location where this message was created</small> | Time<br>0900<br><small>UTC default unless otherwise noted</small> | Date<br>10 JUL |
| <b>IQ:</b><br>Name: <input type="text" value="LOVED ONE"/><br>Address: <input type="text" value="4519 ELM ST"/><br>City / Town: <input type="text" value="CHICAGO"/> State or Province: <input type="text" value="IL"/> <a href="#">2 Letter Codes</a> Zip: <input type="text" value="60607"/><br>Country: <input type="text" value="OPTIONAL"/><br>Phone: <input type="text" value="555 555 5555"/> Extension: <input type="text" value="R's ONLY"/> E-mail: <input type="text" value="NEED EMAIL, PHONE, OR BOTH TO ENSURE DELIVERY."/><br>Op Note for Message Delivery: <input type="text" value="BRIEF DETAILS ABOUT EMAIL PHONE OR SMS TEXT DELIVERY"/> |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| <b>MESSAGE TEXT</b> Check: <input type="text" value="15"/> <a href="#">Click here to insert short prepared messages</a><br><div style="border: 1px solid black; padding: 5px; min-height: 100px;">           HOUSEHOLD SAFE AND WELL X<br/>           CURRENTLY AT SHELTER X WILL<br/>           CONTACT YOU WHEN ABLE X<br/>           I LOVE YOU         </div> <a href="#">Click here to preview for accuracy BEFORE you SUBMIT</a>                                                                                                                                                                                                                       |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| Signature (name) of person for whom message originated: <input type="text" value="PATSY MAGUIRE"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| *** NOW CLICK HERE and select a Liaison Station *** <input type="text" value="IRG-Region2"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| <a href="#">Save Welfare Radiogram Data</a> <a href="#">Submit</a> <a href="#">Reset Form</a> <span style="float: right;">Contact KB1TCE about this form: Ver 2.4</span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |

Use “NOW CLICK HERE to select a Liaison Station” for this menu. Select a region for the addressee.

You may enter any address if traffic NOT going to a Liaison Station, just close this window, then enter the address in the entry box.

Please leave any auto-added Cc: address's as-is.

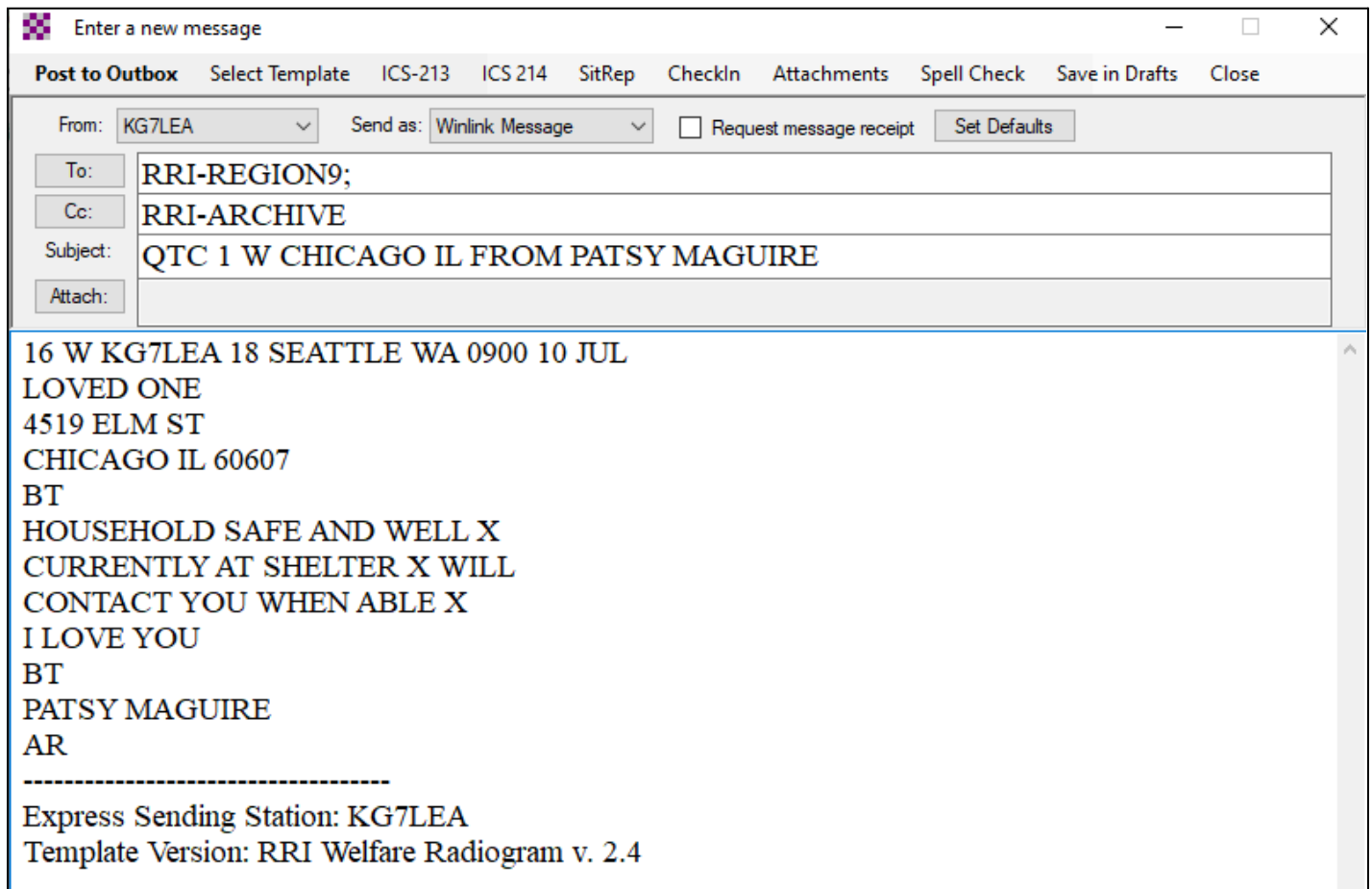
- ☐ Region 1 CT, MA, ME, NH, RI, VT
- ☐ Region 2 NJ, NY
- ☐ Region 3 DC, DE, MD, PA
- ☐ Region 4 FL, GA, NC, SC, VA, PR, VI
- ☐ Region 5 AL, AR, LA, MS, OK, TN, TX
- ☐ Region 6 CA, NV
- ☐ Region 7 AK, ID, MT, OR, WA, AB, BC
- ☐ Region 8 MI, OH, WV
- ☒ Region 9 IL, IN, KY, WI
- ☐ Region 10 IA, KS, MN, MO, ND, NE, SD, MB, SK
- ☐ Region 11 NB, NS, ON, PQ
- ☐ Region 12 AZ, CO, NM, UT, WY
- ☐ Region HI Hawaii

[Close this window](#)

- Click “Close this Window.”
- Click Submit.



The template populates a Winlink message like this...



Enter a new message

Post to Outbox Select Template ICS-213 ICS 214 SitRep CheckIn Attachments Spell Check Save in Drafts Close

From: KG7LEA Send as: Winlink Message ☐ Request message receipt Set Defaults

To: RRI-REGION9;

Cc: RRI-ARCHIVE

Subject: QTC 1 W CHICAGO IL FROM PATSY MAGUIRE

Attach:

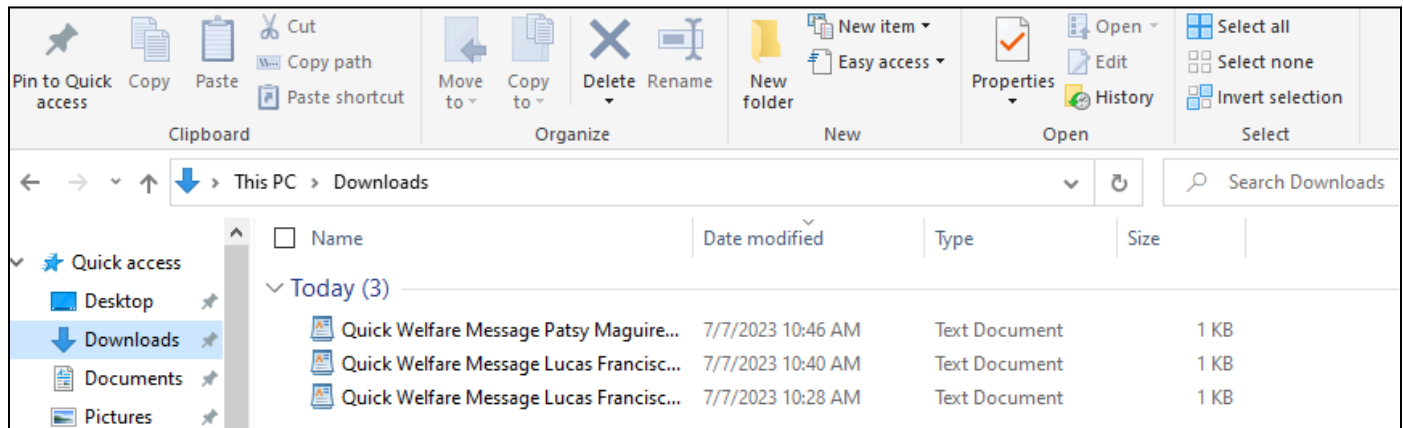
16 W KG7LEA 18 SEATTLE WA 0900 10 JUL  
LOVED ONE  
4519 ELM ST  
CHICAGO IL 60607  
BT  
HOUSEHOLD SAFE AND WELL X  
CURRENTLY AT SHELTER X WILL  
CONTACT YOU WHEN ABLE X  
I LOVE YOU  
BT  
PATSY MAGUIRE  
AR

-----  
Express Sending Station: KG7LEA  
Template Version: RRI Welfare Radiogram v. 2.4

- Post to Outbox or
- If the message is to be sent later, save to Drafts directory. Move to Outbox when ready to send. See Appendix 3 for strategies.
- Send via available RMS gateway

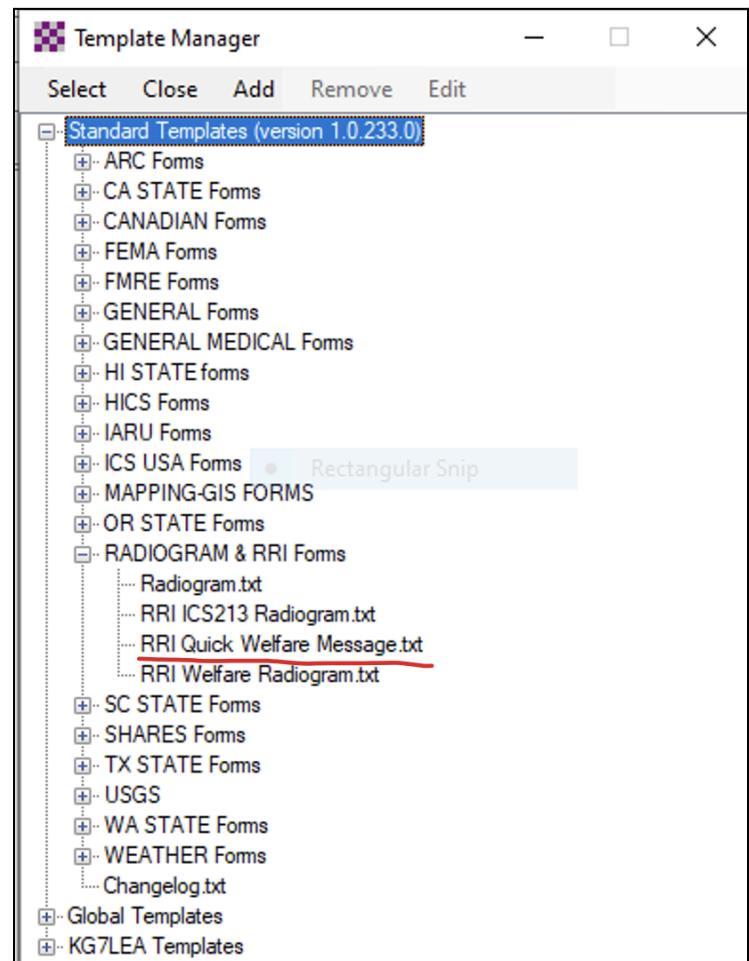
## Thumb Drive with RRI Quick Welfare Message Files.

On the thumb drive in the “To Be Sent” folder with files such as



In Winlink, Click on Message/New  
Message/Select Template

- Open Standard Templates
- Open Radiogram and RRI forms
- Select RRI Quick Welfare Message.txt or RRI Welfare Radiogram.txt



Template opens

- Click on Load RRI Quick Welfare Data at top
- Select file from To Be Sent folder. Data populates the template.
- **Do not** change the Date.

Completed template will look like this

| RRI Quick Welfare Message    Vers 3.0.6                                                                                                                                                                            |                                                                                      |                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| This form is used to send information or a status report to family members or friends.                                                                                                                             |                                                                                      |                                                                                          |
| >> NO REPLY is expected, nor can one be processed. The requester needs to be informed this is a ONE WAY outbound message. <<                                                                                       |                                                                                      |                                                                                          |
| <a href="#">Operator Info - Read Please</a>                                                                                                                                                                        |                                                                                      |                                                                                          |
| <a href="#">Load Quick Welfare Data</a>                                                                                                                                                                            |                                                                                      |                                                                                          |
| From First Name                                                                                                                                                                                                    | <input type="text" value="Lucas"/>                                                   | Last Name: <input type="text" value="Francisco"/> Date <input type="text" value="6/18"/> |
| To Email:                                                                                                                                                                                                          | <input type="text" value="prep4u@gmail.com;;"/>                                      |                                                                                          |
| Add a Cell phone number:                                                                                                                                                                                           | <input type="text" value="Enter 10 digits"/>                                         | When you enter a phone number, your message will be limited in characters.               |
| Message                                                                                                                                                                                                            | Character count: <input type="text" value="75"/> of <input type="text" value="500"/> | <a href="#">Click here to insert short prepared messages.</a>                            |
| <input type="text" value="Household safe and well. Currently at shelter. Will contact you when able."/>                                                                                                            |                                                                                      |                                                                                          |
| <input type="button" value="Submit"/>                                                                                                                                                                              | <input type="button" value="Save Quick Welfare Data"/>                               | <input type="button" value="Reset Form"/>                                                |
| <small>The message is formatted as plain text in the body of the sent email, and easy to read by the recipient (s).<br/>For questions, comments or suggestions about this form contact KB1TCE via Winlink.</small> |                                                                                      |                                                                                          |

- Click Submit.
- Post to Outbox or
- Save to Drafts directory if the message is to be sent later. Move to Outbox when ready to send.
- Send via available RMS gateway

With the cell phone number the addressee will receive a text message.

## Thumb Drive with RRI Welfare Radiogram Files

Digitizers save a data file from an Winlink RRI Welfare Radiogram template. The saved file will look like this (different from a template file above).

|                                                                                   |                                         |                  |               |      |
|-----------------------------------------------------------------------------------|-----------------------------------------|------------------|---------------|------|
| ✓ Today (3)                                                                       |                                         |                  |               |      |
|  | Welfare Radiogram PATSY MAGUIRE stag... | 8/5/2023 1:31 PM | Text Document | 1 KB |
|  | Welfare Radiogram JOE MORTON staged ... | 8/5/2023 1:32 PM | Text Document | 2 KB |
|  | Welfare Radiogram ANY NEIGHBOR stag...  | 8/5/2023 1:32 PM | Text Document | 4 KB |

- Open Winlink, Select Message/New Message
- Load Data from the file on the thumb drive.

A template will look like this...

| RRI Amateur Radio Welfare Radiogram Text Creator<br><a href="#">Read Help and Instructions!</a><br><a href="#">Load Welfare Radiogram Data.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------|
| Number<br>15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Precedence<br>W<br>TEST W | Handling Instructions<br>NONE | Station Of Origin<br>KG7LEA<br><small>Change if not you.</small> | Check<br>15 | Place of Origin<br>SEATTLE WA<br><small>Location where this message was created</small> | Time<br>0900<br><small>UTC default unless otherwise noted</small> | Date<br>10 JUL |
| <b>ID:</b><br>Name: <input type="text" value="LOVED ONE"/><br>Address: <input type="text" value="4519 ELM ST"/><br>City / Town: <input type="text" value="CHICAGO"/> State or Province: <input type="text" value="IL"/> <a href="#">2 Letter Codes</a> Zip: <input type="text" value="60607"/><br>Country: <input type="text" value="OPTIONAL"/><br>Phone: <input type="text" value="555 555 5555"/> Extension: <input type="text" value="N/A ONLY"/> E-mail: <input type="text" value="NEED EMAIL, PHONE, OR BOTH TO ENSURE DELIVERY."/><br>Op Note for Message Delivery: <input type="text" value="BRIEF DETAILS ABOUT EMAIL PHONE OR SMS TEXT DELIVERY"/> |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| <b>MESSAGE TEXT</b> Check: <input type="text" value="15"/> <a href="#">Click here to insert short prepared messages</a><br><div><div>HOUSEHOLD SAFE AND WELL X<br/>CURRENTLY AT SHELTER X WILL<br/>CONTACT YOU WHEN ABLE X<br/>I LOVE YOU</div></div><br><a href="#">Click here to preview for accuracy BEFORE you SUBMIT</a>                                                                                                                                                                                                                                                                                                                                |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| Signature (name) of person for whom message originated: <input type="text" value="PATSY MAGUIRE"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| *** NOW CLICK HERE and select a Liaison Station *** <input type="text" value="RRI-Region2"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |
| <a href="#">Save Welfare Radiogram Data</a> <a href="#">Submit</a> <a href="#">Reset Form</a> <small>Contact K8TTC about this form: Ver 2.4</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |                               |                                                                  |             |                                                                                         |                                                                   |                |

- Submit

The Winlink message will look like this. Note the addressees and the Subject field...

Enter a new message

Post to Outbox Select Template ICS-213 ICS 214 SitRep CheckIn Attachments Spell Check Save in Drafts Close

From: KG7LEA Send as: Winlink Message ☐ Request message receipt Set Defaults

To: RRI-REGION9;  
Cc: RRI-ARCHIVE  
Subject: QTC 1 W CHICAGO IL FROM PATSY MAGUIRE  
Attach:

16 W KG7LEA 18 SEATTLE WA 0900 10 JUL  
LOVED ONE  
4519 ELM ST  
CHICAGO IL 60607  
BT  
HOUSEHOLD SAFE AND WELL X  
CURRENTLY AT SHELTER X WILL  
CONTACT YOU WHEN ABLE X  
I LOVE YOU  
BT  
PATSY MAGUIRE  
AR  
-----  
Express Sending Station: KG7LEA  
Template Version: RRI Welfare Radiogram v. 2.4

- Post to Outbox or
- Save to Drafts directory if the message is to be sent later. Move to Outbox when ready to send. See Appendix 3 for strategies.
- Send via available RMS gateway or
- Save to Drafts and send later.

## Appendix 1 Forms

The next two pages are intended to be printed on two sides then cut in half.

### **"I Am Safe" message**

|                                           |                                           |
|-------------------------------------------|-------------------------------------------|
| <b>Date:</b>                              | <b>Time:</b>                              |
| <b>YOUR Name:</b>                         |                                           |
| Name of person you would like to contact: |                                           |
| Email address?                            |                                           |
| Phone number?                             |                                           |
| Circle one:   Cell phone   Landline       | If cell phone, do you know their carrier? |
| Street address?                           |                                           |
| City, State, Zip                          |                                           |

Number(s): \_\_\_\_\_ (see back side)    25 total word limit for entire message

Additional text \_\_\_\_\_  
\_\_\_\_\_

Jun 2023

Entered ☐

### **"I Am Safe" message**

|                                           |                                           |
|-------------------------------------------|-------------------------------------------|
| <b>Date:</b>                              | <b>Time:</b>                              |
| <b>YOUR Name:</b>                         |                                           |
| Name of person you would like to contact: |                                           |
| Email address?                            |                                           |
| Phone number?                             |                                           |
| Circle one:   Cell phone   Landline       | If cell phone, do you know their carrier? |
| Street address?                           |                                           |
| City, State, Zip                          |                                           |

Number(s): \_\_\_\_\_ (see back side)    25 total word limit for entire message

Additional text \_\_\_\_\_  
\_\_\_\_\_

Jun 2023

Entered ☐

| <b>Number:</b> | <b>Your message will say...</b>               |
|----------------|-----------------------------------------------|
| <b>27</b>      | I am safe and well.                           |
| <b>28</b>      | Household safe and well.                      |
| <b>29</b>      | Currently at shelter.                         |
| <b>30</b>      | Currently at home.                            |
| <b>31</b>      | Currently at family/friend's house.           |
| <b>32</b>      | Currently at a hotel.                         |
| <b>33</b>      | Safe but moving to a safer location.          |
| <b>34</b>      | Evacuating to a shelter.                      |
| <b>35</b>      | Evacuating to a family member/friend's house. |
| <b>36</b>      | Evacuating and safe.                          |
| <b>37</b>      | At home and plan to remain here.              |
| <b>38</b>      | Will contact you when able.                   |
| <b>39</b>      | All communications are down.                  |
| <b>40</b>      | Share this message with others                |

This message will be sent by ham radio operators over public airways into emergency radio traffic networks. Please be advised if you have security concerns.

| <b>Number:</b> | <b>Your message will say...</b>               |
|----------------|-----------------------------------------------|
| <b>27</b>      | I am safe and well.                           |
| <b>28</b>      | Household safe and well.                      |
| <b>29</b>      | Currently at shelter.                         |
| <b>30</b>      | Currently at home.                            |
| <b>31</b>      | Currently at family/friend's house.           |
| <b>32</b>      | Currently at a hotel.                         |
| <b>33</b>      | Safe but moving to a safer location.          |
| <b>34</b>      | Evacuating to a shelter.                      |
| <b>35</b>      | Evacuating to a family member/friend's house. |
| <b>36</b>      | Evacuating and safe.                          |
| <b>37</b>      | At home and plan to remain here.              |
| <b>38</b>      | Will contact you when able.                   |
| <b>39</b>      | All communications are down.                  |
| <b>40</b>      | Share this message with others                |

This message will be sent by ham radio operators over public airways into emergency radio traffic networks. Please be advised if you have security concerns.



## Appendix 2 Strategies for Winlink Operators

The Hub ham/Winlink Operator should have a laptop, installed software, Winlink account, soundcard, and radio, and be able to send Winlink messages directly when net control determines “I Am Safe” traffic can proceed. Response and recovery traffic will have priority. There are a variety of solutions to passing this traffic.

- Send “I Am Safe” messages via a local Vara FM or Packet RMS gateway when net control approves.
- If a FM gateway is unavailable, send messages via Winlink Peer-to-Peer to a station with Winlink and access to HF, a FM gateway, or Telnet. This will require coordination by voice. Net control can provide guidance. See steps on page 37 for a relay strategy.
- If the communications outage is extensive and local gateways are not functioning at all, HF stations with Winlink might be able to send traffic outside the affected area. See steps on page 37.
- If a Starlink or Hamwan dish is available, use that Internet signal to send messages using Winlink Telnet. This is a really good solution to an Internet and cell phone outage.
- If the Hub ham has no Winlink capability, ask net control what stations can handle “I Am Safe” traffic. Net control is your friend. This might be a ham at another Hub or a ham at home with the necessary equipment. It may take time, several days even, to establish processes for moving this traffic. Completed forms and thumb drives will need to be hand-carried to these stations. Keep track of messages transferred in this way.

As commercial communications are gradually restored, continue to send “I Am Safe” messages until all are handled.

Have a volunteer stationed near the operator to answer questions from visitors and collect information. This keeps the operator from becoming distracted.

It may be easier for the operator to compose all Winlink messages on a laptop directly from the paper forms completed by the clients. Work with your Hub team for the best solutions. Use Hub volunteers to spread the work especially in transcribing messages to a laptop. There is no single right solution.

Moving “I Am Safe” messages by voice is error-prone, ties up a frequency, and could compromise client privacy. Use voice for welfare traffic only if net control approves. Always ask, “Is this frequency available?” before transmitting over an open channel.

Do not send images in “I Am Safe” messages except where the message is in a language that does not use Roman characters.

## Telephone Relay Person

A Relay Person is an individual outside the affected area who is willing to telephone loved ones and deliver their messages. The Relay Person needs to be able to receive emails and have the time and organizational skills necessary to complete the required tasks.

- Hubs can maintain a list of Relay Persons who have agreed to help, or they can identify someone they believe would be willing/able to help after the disaster.
- The Winlink Operator emails the Relay Person and confirms that they are willing/able to act as a Relay Person. The first message might read as follows...

Subject: Message from Ann Forrest in Seattle

As you may have heard, we have experienced a serious disaster and have lost all commercial communications. This is coming to you through a Ham radio operator and the Winlink global radio email system. We urgently need someone to forward "I Am Safe" messages from our neighbors to their loved ones out of the disaster area. Can you help?

These messages are very important to us.

This process will continue until commercial communications are restored here but you are free to let us know you cannot continue at any time.

If the workload becomes too much, consider recruiting trusted friends/neighbors to help out.

Please respond to this email letting us know if you are able to help - or not.

More information will follow.

Love,

Ann

- If the Relay Person agrees to help, the Winlink Operator sends something like the following:

Subject: "I Am Safe" Messages from Seattle

Dear Friend,

Thank you for helping us. You will receive emails from me with messages from our neighbors reporting their safety and well-being. Please telephone the person in the email and pass along the message. Explain to the person that you received the message via a Ham radio operator from the sender's neighborhood.

Please keep track of your progress for example, message delivered, left a voicemail, no answer, wrong number, etc. Explain to each person that you will not be able to pass messages back to the sender.

Please email me once you receive this and let me know if you have any questions.

Best,

Dave, KG7LEA

Seattle Auxiliary Communications Service

- Digitizers create text messages from forms or interviews using the Off-line template or in plain text. For example:

To: Molly Maguire 619-888-9090

From Patsy Maguire. The kids and the cats are fine. House is a mess. We are staying with friends at 206-455-7676, 1515 S. Othello, Seattle 98117. Will call when we can.

To: Alex Hamilton, 714-244-3434

From: Jim Monroe. Aaron Burr is uninjured, but shaken. Tom Jefferson was at work and we have not heard from him yet. We are safe at home without power or cell service. Will let you know when Tom checks in.

From the text files provided by the Digitizer, the Winlink radio operator creates Winlink messages in batches that will look like...

Enter a new message

Post to Outbox Select Template ICS-213 ICS 214 SitRep Checkin Attachments Spell Check Save in Drafts Close

From: KG7LEA Send as: Winlink Message ☐ Request message receipt Set Defaults

To: RelayPerson@gmail.com;

Cc:

Subject: I am Safe Messages from Seattle

Attach:

To: Molly Maguire 619-888-9090  
From: Patsy Maguire. The kids and the cats are fine. House is a mess. We are staying with friends at 206-455-7676, 1515 S. Othello, Seattle, WA 98117. Will call when we can.

To: Alex Hamilton, 714-244-3434  
From: Jim Monroe. Aaron Burr is uninjured, but shaken. Tom Jefferson was at work and we have not heard from him yet. We are safe at home without power or cell service. Will let you know when Tom checks in.

Thank you for your help.

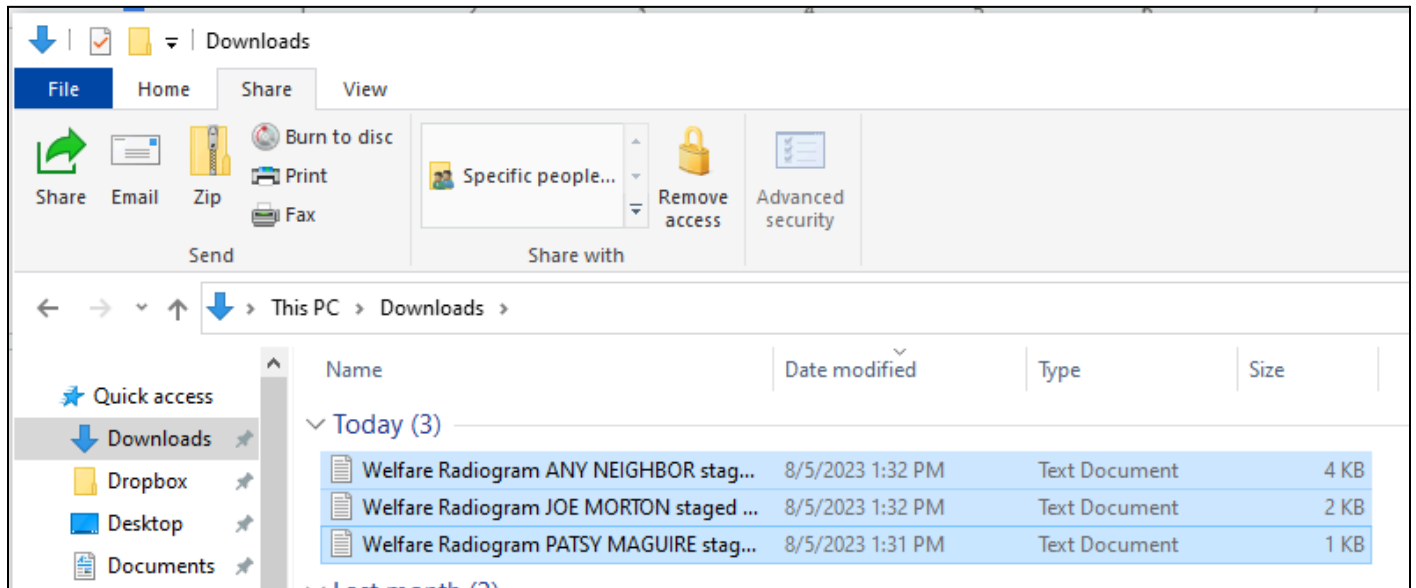
Dave KG7LEA  
Seattle Auxiliary Communications Service

The Relay Person telephones addressees and delivers the messages or leaves voicemail.

- Avoid long-winded messages, but be complete and be compassionate. The volunteers in this process will be handling lots of traffic under difficult circumstances.
- Hub volunteers or the clients themselves should format the messages as above making certain each message is separate and clear. Several messages can be sent in the same email but the Relay Person needs to be able to distinguish between the calls to be made.
- Consider providing a Hub volunteer with a laptop and allow neighbors to compose their own messages. After screening for completeness, the composed messages can be saved to a thumb drive and given to the Winlink Operator for transmission.
- Post to Outbox or
- Save to Drafts directory if message is to be sent later. Move to Outbox when ready to send.
- Send via available RMS gateway

## Using a HF relay station if no FM Gateways are available

- Save each template message using the Save Data button.
- Compress all the “I Am Safe” .TXT files into a Zip file
  - In Windows File Explorer select the .TXT files to be compressed.
  - Click on the Share tab
  - Click Zip
  - Zip file ready to be attached



- Establish voice contact with a HF Winlink station on a clear frequency and confirm they can handle Winlink traffic and can receive a Peer-to-Peer message. Net control can help locate a station.
- Compose a Winlink Peer-to-Peer message addressed to the HF station.
- Attach the Zip file.
- In the body of the message include these instructions for the HF station

*Instructions for relaying Winlink welfare messages.*

*Thank you for agreeing to forward our welfare traffic. Attached to this message is a Zip file with individual .TXT files, one for each message. Open the Zip file and make note of where the files are saved on your computer.*

*Start a New Message in Winlink, one for each .TXT file.*

*Open a RRI Quick Welfare Message or RRI Welfare Radiogram template found under Standard Templates/Radiogram and RRI forms. The .TXT file name will indicate the template to be used.*

*From the template, Load the Data file. All the fields including the addressee will populate the template.*

*Update the date and time in the template with the information in the file name.*

*Click Submit. Save to Outbox.*

*Send the Winlink messages to an available HF RMS gateway.*

*Notify the originating station the messages were sent.*

- Winlink Operator sends the Peer-to-Peer message with these instructions and the attached Zip file to the HF station.
- The HF station uses the instructions above to prepare templates and send the messages.

KEEP A LOG of messages sent or not sent. Winlink tracks outgoing messages and you can create a report at Message/Generate ICS-309 Communications Log. Winlink has other forms in the template directory such as an ICS-214 the operator can maintain and save on the laptop.

### **RRI Quick Welfare Message**

#### Overview

This form is a variation of the Quick Welfare Message form that is included in the Winlink Express Standard form. It adds text message functionality in addition to email and it also includes the same I Am Safe short texts that are included with the RRI Welfare Radiogram.

For use within Winlink Express, place both the html and txt files in your Global templates folder.

For off-line use, only the html file is used. In off-line use, the Submit button disappears. Instead, the user may either save the data file to any chosen location or the message may be sent by standard email if the internet is available to the operator.

Off-line use is especially valuable in situations where there are many parties in a given location wishing to send messages. The form may be run on any computer with a web browser. For example, in a shelter where many people may wish to send messages to loved ones, copies of the template html file may be installed on thumb drives and then be given to the data entry people. They would then create individual messages, saving each one to the thumb drive. The drives can then be given to a radio operator for sending.

If the internet is available, the message may be sent by standard email using the Send to Email button. Otherwise, save the file to the thumb drive. Be sure you have set your browser preferences to ask for the save to location. This will permit you to select the correct drive and also permit you to change the file name from the default.

#### Form Use and Guide

This is a one way form template to allow simple status of an individual or family to be sent to E-mail address(es). This does not supplant the Red Cross Safe and Well process. It is a simple delivery method to send emails or text messages to parties that are outside the affected area.

There is no anticipated reply and the party(s) you are sending the message on behalf of need to be informed of this. The message is formatted as plain text in the body of the sent email and easy to read by the recipient(s)

#### Why No Reply?

It will be too distracting to attempt to process replies and then figure how to deliver them. You also may not be the the person sending all the time with your Winlink Base call-sign. Replies would garner the need for responses back, thus the information chain and effort to maintain become difficult and time consuming.

Form Information.

- BE SURE TO INFORM THE PARTY THIS IS ONE WAY WITH NO GUARANTEE OF DELIVERY Why? You are sending to an email address that has to be received and READ by the intended party(s).
- From Name: This needs to be the person's full name that you are sending for. Example: John S. Borman OR John Borman and Cinthia Faux OR The John Borman Family.
- To Email(s): Suggest more than one email to try to ensure several friends or family obtain, separate by a semicolon; You can modify or change prior to posting. Verify with the party prior to posting and sending!
- Add a text address: If you know the mobile phone number and the carrier (ATT, Verizon, etc.) you can send a text message to that number. Enter the 10 digit phone number with no spaces or other characters and then select the carrier from the drop down list. Only MMS (multimedia) listings are provided. This assures that the complete message will be received. (SMS may either truncate the message or send it as multiple messages.) When the information has been added, click the Enter Cell Number button to move the information to the To Email line.
- Incident/Event location or Region/Area Name: be descriptive as to your location, the disaster name, anything that will ensure the recipient(s) know where you are sending from. This entry will be retained for follow-on messages.
- Message: This is a brief message from the person and is limited to 500 characters. This keeps message short and brief. You can select from a list of standard short prepared messages. These messages coincide with the short texts in the RRI Welfare Radiogram.

Example: Household is safe and well. Will contact you when able. Share this message with others. Love Beth.

- The sent email is in plain text and informs the recipient(s) this is a ONE WAY message and DO NOT REPLY. Again be sure your party knows this and again suggest several emails.

Questions or suggestions concerning the RRI templates or their use may be submitted via Winlink to KB1TCE



## RRI Welfare Radiogram

The Winlink Express Amateur Radio Welfare Message Text Creator is a special purpose adaptation of the general purpose Amateur Radio Radiogram Text Creator. It is fully compliant with the amateur radio radiogram format but includes some special features and excludes items that are not necessary. It was developed as a cooperative effort between the Seattle Emergency Communication Hubs (<http://seattleemergencyHubs.org/>), Seattle Auxiliary Communication Service (ACS) (<https://www.seattleacs.org/>), Radio Relay International ([radiorelay.org](http://radiorelay.org)) and the Winlink Development Team ([winlink.org](http://winlink.org)). The Northwest Washington American Red Cross provided additional input with regard to the short message texts.

This Text Creator template is intended for brief outbound Welfare/Safe and Well communications from a person in a disaster area to family/loved ones. There are a couple of differences from the standard general purpose Radiogram Text Creator template:

1. The preamble is simplified. Precedence is restricted to Welfare and Test Welfare and there are no handling instructions. The time of origination and the date are not autofilled. Time (if used) and Date should reflect the time that the client submitted the message request. In high volume situations, this could be significantly before the radiogram is created.
2. There is a list of suggested short messages that may be inserted into the message text. These are, in some part, derived from the American Red Cross Safe & Well list of short texts. In the drop down list, clicking on any item will transfer the text into the message pane;. More than one standard text can be added as well as free text but the check should still stay within 25 groups.

### Some Guidelines

Be sure to inform the party that is sending the message that this is a one way communication with no guarantee of delivery. It's a volunteer service by amateur radio operators and a best effort is made in every case.

The best practice is to get as much information about the addressee as possible. The traffic network is forgiving to some extent and the delivering operator can do some additional research if possible and practical.

For example, the sending party may not know the postal (zip) code of the addressee. There are off-line lookup lists that may be downloaded free or for a nominal fee. At the minimum, the state is required and the first two digits of the zip code followed by 000, e.g. 04000. This will get the message to the correct state. At the minimum, enter 00000.

Also, if the phone number or email address is known, the message may be delivered from any location that has one or both of those services available.

Delivery methods include telephone, email and USPS letter. If the recipient can receive text messages, that should be indicated in the OP NOTE.

For handling a volume of messages, it is recommended to use this template off-line. Simply save the html file to a thumb drive. The off-line tool runs in a browser and outputs a file in the correct format for the radio operator to send.

The purpose of any of the family of Winlink Express Radiogram Text Creators is to provide a structured forms-based approach to producing a correctly formatted radiogram with a text output that appears in the Winlink Express New Message panel. The completed radiogram can then be sent to a regional Winlink-RRI Liaison Station. That station will then inject the radiogram into the traffic system.

A radiogram is simply a telegram message that is sent by a radio-only network that is comprised of amateur radio operators. These interoperable networks are sponsored by the ARRL (National Traffic System or NTS) and by Radio Relay International (RRI). The networks use phone, cw (Morse code) and digital modes. The cw and phone nets operate through a precisely sequenced and layered system of nets that cover local, section, region, area and transcontinental relays. The digital system consists of a mesh network configuration of automated data mode Hubs that are accessed by appointed Digital Traffic Station (DTS) operators.

The system is structured to move many messages out of a disaster zone to a point near the destination.

### The Radiogram Format

The radiogram format has been in existence since 1949 and is very similar to the old commercial Western Union telegram as well as contemporary military formats.

The radiogram has 4 primary sections, The following describes this Welfare specific version.

- The first line is the preamble and includes the message number (assigned by the originating station) and precedence (classification of the message i.e. Welfare or Test Welfare). This is followed by handling instructions for the delivering station. In this case there are no handling instructions since the message flow is one way from the affected area. The originating station is for the amateur radio call sign of the sending station. The check is the number of words/groups in the message body. The place of origination is the town and state (e.g. SEATTLE WA) where the message was created. This is followed by the time and date of origination.

- The preamble is followed by the recipients address and contact information. It is very important to note that routing through the entire system is based on the recipient's postal code, state and town. The street address and phone number (10 digits only 555 555 5555) and other information are used by the delivering station.

It is understood that in a situation where there are people who are displaced from their homes that they may not have complete contact information. The network is guided by human operators and it is possible to deliver messages with some level of incomplete information. Name, town and state are very important. An email address and state is sufficient if it is valid. Likewise a mobile phone number is sufficient and even better if it can accept text messages.

- The message body is enclosed between breaks (BT). For compatibility with all transmission modes, the radiogram uses a limited character set, as is true throughout the radiogram. The period character is interesting as there are several uses. A period at the end of a sentence becomes an X. A decimal point is R, such as 146R750 The ".com" in an email address is DOT COM. Other substitutions include QUERY for the question mark, ATSIGN for @, UNDERSCORE for \_. The slant bar (slash) / is a permitted character. Telephone numbers are 10 digits - area code, exchange and number with no dashes. An entered extension is numbers only and will add EXT to the front. The / (stroke) can be entered and will remain as a /.

The Text Creator assists with all of this by making the substitutions for you, or not allowing certain characters.

- The last section is the signature of the sender. All radiograms must have a signature, (name). In the case of Welfare 3rd party messages, the signature is that of the person who provided the message - not the originating stations ham radio operator.

The OP NOTE is for special instructions to the traffic handlers. This could be a note that the addressees phone number is a daytime work number, additional delivery instructions, etc. This is a place where the mobile phone provider (e.g. Verizon) could be added to simplify the process for delivery by text message.

Please keep the OP NOTE brief!

### Getting the Message into the System

The traditional way to get a message into the network is to check into a local or section traffic net and transmit the message by voice or cw. As a Winlink operator, you will need to get your message to a Winlink-RRI Liaison Station. These are listed as tactical addresses in the drop down at the bottom of the

form. When you are ready to send your message, select the Liaison Region that is associated with the addressee's location.

The most up to date information on RRI and message handling is being provided by Radio Relay International <http://radiorelay.org/>

The Traffic Operations Aid or Pink Card is a concise 2-page summary of radiogram formatting and transmission procedures for voice, cw and digital. Have a copy at your operating position as you enter a message into the Winlink Text Creator.

Direct link to the PDF:

[https://radiorelay.org/files/iamsafe/I\\_Am\\_Safe\\_Messages\\_Standard\\_Operating\\_Procedure.pdf](https://radiorelay.org/files/iamsafe/I_Am_Safe_Messages_Standard_Operating_Procedure.pdf)

The RRI Publications page <https://radiorelay.org/publications> has a number of other useful guides and aids. Two of special note are the Traffic Operations Field Manual FM-001 and the RRI Training Manual TR-001.

Questions or suggestions concerning the Radiogram templates or their use may be submitted via Winlink to KB1TCE