

YORK ARES RACES SKYWARN
EMCOMM COMMUNICATIONS
DIGITAL OPERATION NOTES
12/31/2011

Thoughts on giving the digital/data part of an exercise more efficient procedures:

1. Establish and maintain 'voice' comm. Need NCS control.
 - a. NCS would have controlled/prevented the possibility of both stations sending at the same time.
2. When you have received a new message, copy down the last four digits of the file name given to the message. The Receive Window opens and shows you all the received messages, the last one in the folder is the 'new' message received.
 - a. Write the file number on the printed message form and/or on the message log so that when you have a reply to that message you can easily find the original message in the folder..
3. Always, always key in the message as you see it on the form given to you. If you have questions about the data, ask questions before sending the message. True for both voice and digital/data.
 - a. If in a drill/exercise, always but "THIS IS AN EXERCISE" before/after message text.
4. Take the time to sight check a message you have just keyed in before you transmit it.
 - a. It is easy to get in a rush, but it is much better to check the message so that you don't have to explain or resend a message with keying errors.
5. Have at least two operators handling the digital/data operating position.
 - a. One operator on the keyboard and the other logging and maintaining the messages.
 - b. Switch the operators periodically.
 - c. It is also very good to have a 'runner' to carry the printed messages to wherever they need to go.
6. Make sure to send and receive a 'test' message before starting actual traffic.
 - a. Print the message to make sure printing is working OK.
 - b. Empty the RECV and Message folders of old messages before starting actual traffic.
7. Keep a short list of these procedures in visual range of the operating station.

Makes for a good reminder.
8. For York EMA EOC.. Google Chrome must be set as the default browser so that the current attached printer, prints the forms correctly!!!!!!!
 - A. Print four copies of the message. Use the four different color paper.
 - B. See the Distribution Color Chart to see where each color copy goes.