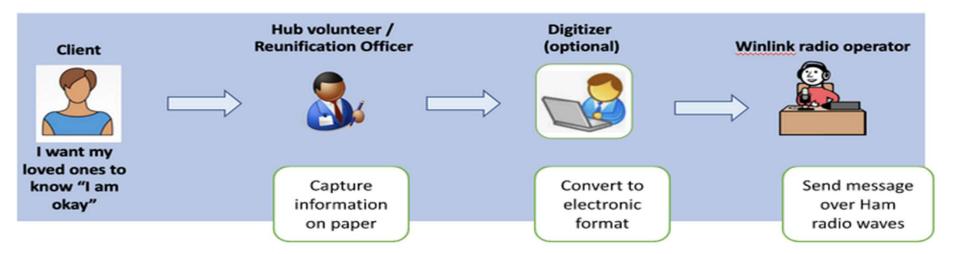
## "I Am Safe" Messages using Winlink



# At each position, place the following tools:

**Sign** (*in Hub Box*) to help Clients create short, effective messages.

contact perso	opt to send a message to your <b>out-of-area</b> on by Ham radio. This is a one way message, we sponses at this time.
Email     Cell pl     Cell pl     Zip i	d to provide 1 of the following to send or or once and carrier or once or landline phone - along with city, state ode or g address
25 words. Below are fi best fit. You	message that conveys essential information in requently used messages, pick the one(s) that can combine choices and add additional ord limit total.
Use	Message will say
27	I am safe and well
28	Household safe and well
	Household safe and well Currently at shelter
28	
28 29	Currently at shelter
28 29 30	Currently at shelter Currently at home
28 29 30 31	Currently at shelter Currently at home Currently at family / friends house
28 29 30 31 32	Currently at shelter Currently at home Currently at family / friends house Currently at a hotel (can insert name) Safe but moving to a safer location Evacuating to a shelter
28 29 30 31 32 33	Currently at shelter Currently at home Currently at family / friends house Currently at a hotel (can insert name) Safe but moving to a safer location Evacuating to a shelter Evacuating to a family member / friends house
28 29 30 31 32 33 34	Currently at shelter Currently at home Currently at family / friends house Currently at a hotel (can insert name) Safe but moving to a safer location Evacuating to a shelter
28 29 30 31 32 33 34 35	Currently at shelter Currently at home Currently at anily / friends house Currently at a hotel (can insert name) Safe but moving to a safer location Evacuating to a shelter Evacuating to a shelter Evacuating to a family member / friends house Evacuating and safe At home and plan to remain here
28 29 30 31 32 33 34 35 36	Currently at shelter Currently at home Currently at family / friends house Currently at a hotel (can insert name) Safe but moving to a safer location Evacuating to a shelter Evacuating to a family member / friends house Evacuating at a family member / friends house Evacuating and safe
28 29 30 31 32 33 34 35 36 37	Currently at shelter Currently at home Currently at amily / friends house Currently at a hotel (can insert name) Safe but moving to a safer location Evacuating to a shelter Evacuating to a shelter Evacuating to a family member / friends house Evacuating and safe At home and plan to remain here

**Forms & pencils** (*in Hub box*) To standardize messages for quicker delivery.

### Front

Date:	Time:
YOUR Name:	
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	

#### Back

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 hous
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

**Thumbdrives** (*in Hub box*) Contains templates for form entry. Several provided for multiple Digitizers.

Computer (brought by self or community)
Streamlines sending process by bulk entry.





Winlink compatible computer and radio gear (brought by radio operator)

Computer should have Winlink program already downloaded.





## The address segments of the form correspond to the different delivery methods

#### Digitizer Make sure the filled out form is legible (optional) "I Am Safe" message Time: **Email** Date: Sends Capture address WinLink Message YOUR Name: information Directly to Name of person you on paper Loved One Cell phone number would like to contact: and knows the carrier Email address? Phone number? If cell phone, Circle one: Cell phone Landline Sends Email to do you know their carrier? Cell phone number Capture Out-of-Area Street address? (unknown carrier) information Relay (OOAR) or a Landline on paper who contacts City, State, Zip Loved One 25 total word limit for entire message Number(s): (see back side) Sends Additional text Capture **RADIOGRAM** to information

### Key tips for a smooth process

Entered

• "I Am safe" messages are passed over public airways into emergency radio traffic networks. Please alert Clients not to pass sensitive information if they have security concerns (domestic violence, sensitive medical information, etc.).

address

on paper

- Sending a message to an email address is the quickest, most efficient method. Encourage Clients to use that option if they have it.
- · Capture email plus phone number for the loved one, if possible, just in case the email address cannot be read.
- · Deciding when to use the Digitizer...

Jun 2023

- When you have few messages and few volunteers send paperwork directly to the Radio Operator.
- When you have enough volunteers, establish a Digitizer, and send the paperwork through them on its way to the Radio Operator.

Ham radio

operators who

contact Loved One