

MESSAGE-HANDLING GUIDELINES

MESSAGE ARRIVES IN COMMUNICATIONS ROOM

Radio Operator

- ___ Record message
- ___ Enter into log
- ___ Forward to message coordinator

Message Coordinator

- ___ Determine appropriate operations position
- ___ Assign priority
- ___ Enter into log
- ___ Forward to position
- ___ Notify plotter of significant events

Operations Staff Member

- ___ Determine capability to respond
- ___ Forward, if unable to respond
- ___ Coordinate and complete response
- ___ Forward to message coordinator; forward to communications room, if necessary

Message Coordinator

- ___ Complete log
- ___ Forward to plotter and file

MESSAGE ARRIVES AT OPERATIONS POSITION

Operations Staff Member

- ___ Record message
- ___ Enter into log
- ___ Determine capability to respond
- ___ Forward, if unable to respond
- ___ Notify message coordinator
- ___ Coordinate and complete response
- ___ Forward to message coordinator; forward to communications room, if necessary

Message Coordinator

____ Complete log

____ Forward to plotter and file