

## **MESSAGE-HANDLING PROCEDURES**

### 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