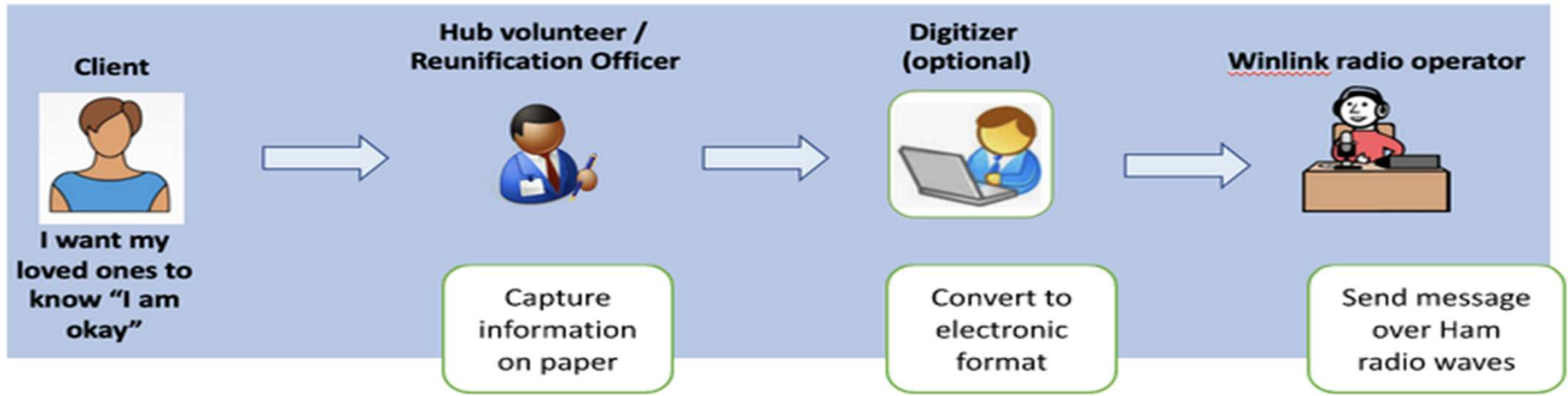


# "I Am Safe" Messages using Winlink



At each position, place the following tools:

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

**Out of Area Messages**

We will attempt to send a message to your out-of-area contact person by Ham radio. This is a one way message, we cannot get responses at this time.

You will need to provide 1 of the following to send

- Email or
- Cell phone and carrier or
- Cell phone or landline phone - along with city, state & zip code or
- Mailing address

Compose a message that conveys essential information in 25 words.

Below are frequently used messages, pick the one(s) that best fit. You can combine choices and add additional words, 25 word limit total.

Number to Use	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 / friends house
32	Currently at a hotel (can insert name)
33	Safe but moving to a safer location
34	Evacuating to a shelter
35	Evacuating to a family member / friends 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

Dec 2022

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

**Front**

"I Am Safe" message

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 \_\_\_\_\_

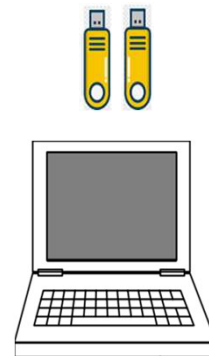
Jun 2023 Entered

**Back**

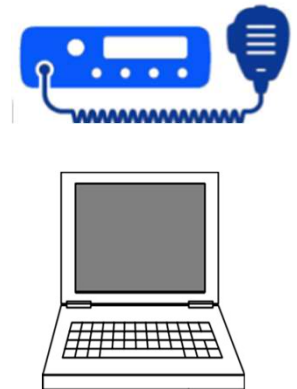
Number:	Your message will say...
27	I am safe and well.
28	Household safe and well.
29	Currently at shelter.
30	Currently at home.
31	Currently at family/friend's house.
32	Currently at a hotel.
33	Safe but moving to a safer location.
34	Evacuating to a shelter.
35	Evacuating to a family member/friend's house.
36	Evacuating and safe.
37	At home and plan to remain here.
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**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.



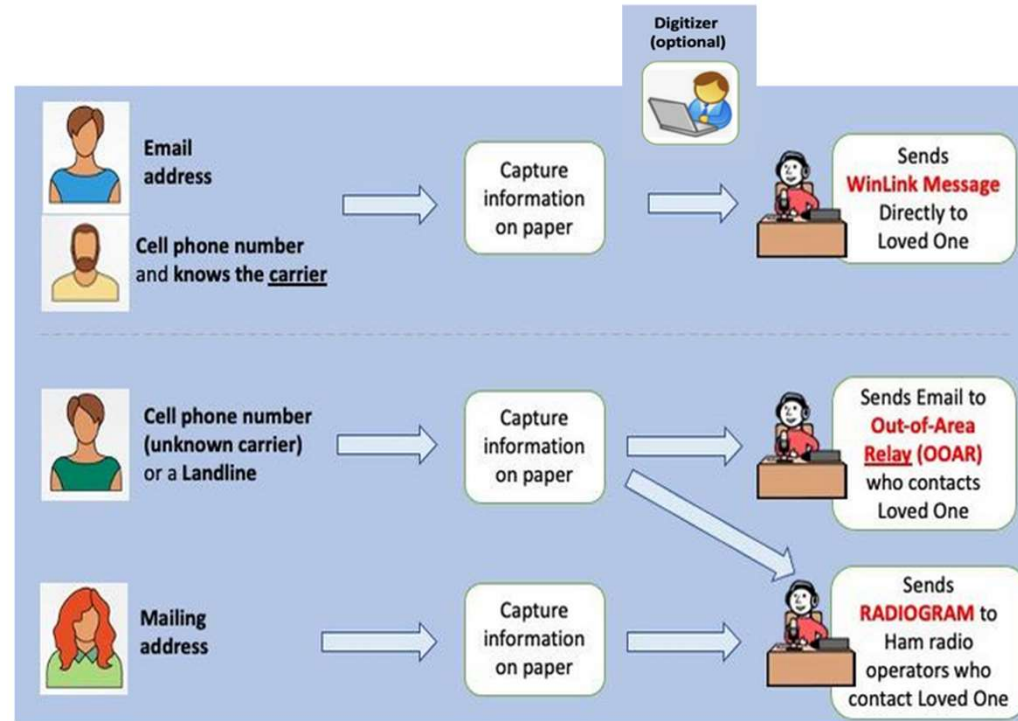
**Winlink compatible computer and radio gear** (brought by radio operator) Computer should have Winlink program already downloaded.



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

Make sure the filled out form is legible

"I Am Safe" message	
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 _____	
Jun 2023 <span style="float: right;">Entered <input type="checkbox"/></span>	



### Key tips for a smooth process

- "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.).
- 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...
  - 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.