

Help File: RRI Quick Welfare Message

Overview

This form includes text message functionality in addition to email and it also includes the same I Am Safe short texts that are included with the RRI Welfare Radiogram.

For off-line use, only the html file is used. In off-line use, the Submit button disappears. Instead, the user may either save the data file to any chosen location or the message may be sent by standard email if the internet is available to the operator.

Off-line use is especially valuable in situations where there are many parties in a given location wishing to send messages. The form may be run on any computer with a web browser. For example, in a shelter where many people may wish to send messages to loved ones, copies of the template html file may be installed on thumb drives and then be given to the data entry people. They would then create individual messages, saving each one to the thumb drive. The drives can then be given to a radio operator for sending.

If the internet is available, the message may be sent by standard email using the Send to Email button. Otherwise, save the file to the thumb drive. Be sure you have set your browser preferences to ask for the save to location. This will permit you to select the correct drive and also permit you to change the file name from the default.

Form Use and Guide

This is a one way form to allow simple status of an individual or family to be sent to E-mail address(es). This does not supplant the Red Cross Safe and Well process. It is a simple delivery method to send emails or text messages to parties that are outside the affected area.

There is no anticipated reply and the party(s) you are sending the message on behalf of need to be informed of this. The message is formatted as plain text in the body of the sent email and easy to read by the recipient(s)

Why No Reply?

It will be too distracting to attempt to process replies and then figure how to deliver them. You also may not be the the person sending all the time with your Winlink Base call-sign. Replies would garner the need for responses back, thus the information chain and effort to maintain become difficult and time consuming.

Form Information.

BE SURE TO INFORM THE PARTY THIS IS ONE WAY WITH NO GUARANTEE OF DELIVERY Why?
You are sending to an email address that has to be received and READ by the intended party(s).

From Name: This needs to be the person's full name that you are sending for. Example: John S. Borman OR John Borman and Cynthia Faux OR The John Borman Family.

To Email(s): Suggest more than one email to try to ensure several friends or family obtain, separate by a semicolon; You can modify or change prior to posting. Verify with the party prior to posting and sending!

Add a text address: If you know the mobile phone number and the carrier (ATT, Verizon, etc.) you can send a text message to that number. Enter the 10 digit phone number with no spaces or other characters and then select the carrier from the drop down list. Only MMS (multimedia) listings are provided. This assures that the complete message will be received. (SMS may either truncate the message or send it as multiple messages.) When the information has been added, click the Enter Cell Number button to move the information to the To Email line.

Incident/Event location or Region/Area Name: be descriptive as to your location, the disaster name, anything that will ensure the recipient(s) know where you are sending from. This entry will be retained for follow-on messages.

Message: This is a brief message from the person and is limited to 500 characters. This keeps message short and brief. You can select from a list of standard short prepared messages. These messages coincide with the short texts in the RRI Welfare Radiogram.

Example: Household is safe and well. Will contact you when able. Share this message with others. Love Beth.

The sent email is in plain text and informs the recipient(s) this is a ONE WAY message and DO NOT REPLY. Again be sure your party knows this and again suggest several emails.

Questions or suggestions concerning the RRI templates or their use may be submitted via Winlink to KB1TCE