

# **Guide to Inputting Data**

## **Missouri Resource Request Form**

### **Flmsg RReqv1.1.0.html**

Agencies having a need to pass resource requests up the line to their county or state Emergency Management Agency for action may be in a position where they cannot submit those requests by the normal process due to telecommunications outages or other situations which prevent normal submission.

Amateur radio operators (Hams) have the capability to provide emergency services to relay these requests for resources by radio using frequencies and equipment not available to businesses and public safety agencies.

This guide was prepared for use in the State of Missouri, where the preferred method of submission of resource requests to counties and the state is via the WebEOC application. This application requires Internet access to function and so when the Internet is not available, ham radio can bridge the gap to pass the request along to a location where the data can be entered and the request submitted to the WebEOC application for processing.

Hams use Flmsg which has the ability to collect data from custom html forms and then pass the data and field names only, to Fldigi for transmission over the air. This significantly reduces the amount of data to be sent over the air and speeds the transmission. Use of these programs can guarantee 100% reliable transmission of the data.

This guide provides guidance on inputting data into the form fields for later entry into WebEOC where action can be taken on the request.

This form contains fields for the minimum required data to make a resource request outside of the served agency. All fields **MUST** be populated or the request cannot be entered into WebEOC; which by design prevents submission of incomplete forms.

This guide assumes that hams have loaded the custom form RReqv1.1.0.html into the Custom folder of flmsg and have it displayed for editing in the web browser of their choice.

Served Agency users can fill out the form electronically and pass to ham radio operator, if installed on agency systems or ham provided systems for transmission, or fill out a paper version (last page) and pass manually to a ham radio operator for transmission.

# Originating Ham Data Input

The top group of fields is for amateur radio use and is not entered into WebEOC; it's for ham use tracking the request.

Agency users please skip to the Agency Data Input section.

Message No.	Originating Station	Place of Origin	Time Filed	Destination
W0KAH-20160828a	W0KAH	ST PETERS MO	1103 CDT	KC RADIO OPS

**Message No.:** is an alphanumeric field that should contain a unique ID for the message. A callsign-date string is suggested. The callsign should be that of the station originally collecting the data for the form from the served agency.

Example: W0KAH-20160828a

W0KAH being my callsign, date 2016 08 31 year month day, condensed to remove spaces, and a character to sequence messages, starting with "a", "b", etc. If necessary go to "aa" after "z", etc.

**Originating Station:** is the station filling out the form; could be different than station in Message No.

Example: W0LJH

**Place of Origin:** is where the originating station is located; city or zipcode.

Example: Cottleville or 63304

**Time Filed:** the time that the request is entered into the web form; 4 digits and 3 characters. Use 24 hour local time.

Example: 0835 CDT or 1655 CST

**Destination:** the end point for the request.

Example: SEMA Logistics or Texas County EMA

# Agency Data Input

From this point, the actual field data for fields numbered 1 through 10, must be provided by the served agency. Ham radio operators provide a service forwarding a request for them, hams do not decide what the agency needs or make guesses about what the agency needs. If in doubt ask for clarification from the agency before entering data.

If relaying this data by voice rather than digital modes, use the field numbers rather than the field names and phonetics for the data if conditions dictate. It will save time and reduce errors.

<b>Resource Request Data Input Form</b>			
Request - Limit 50 Char: {Mission Name}	Date	Time Reported	Originating Agency Id Number
1. DRILL MSG GENERATOR	2. 8/28/2016	3. 1058 CDT	4. STPDEM20160828-1

- 1. Request {Mission Name}:** the cause for the request; 50 alphanumeric character limit.  
Example: Drill MSG Generator, Cottleville Tornado Generator, or Osage Beach Flooding Sandbags. Briefly give the jurisdiction needing the resource and what the resource is.
- 2. Date:** the date of the request.  
Example: 08/28/2016
- 3. Time Reported:** the time that the request was created by the served agency.  
Example: 1058 CDT
- 4. Originating Agency ID Number:** unique identifier provided by served agency to track their request.  
Example: STPDEM20160828-1 or SCCDEM-20160831-1

Requesting Official Name and Contact Info {Requestor Contact Info}	Request - Detailed Description REF Box 1 (20 Words MAX)
5. ST PETERS DEM DIRECTOR 123 SOMEWHERE PL SAINT PETERS MO 63376 JOHN DOE CELL 636-555-1212 HAM W0LJH 446.100 SIMPLEX DRILL MESSAGE ONLY	6. ONE (1) 100KW THREE (3) PHASE GENERATOR WITH ATTACHED NEMA 4100P-9W ON 25 FOOT CORD

- 5. Requesting Official Name and Contact Info:** the person with authority to request the resource and where they can be contacted. When ham radio is used, give the callsign and frequency where the local ham can be reached to relay information to that person. This is critical if cell and landline phones are down.
- 6. Request – Detailed Description (20 words maximum):** be specific about what is needed.  
Example: ONE (1) 100KW THREE (3) PHASE GENERATOR WITH ATTACHED NEMA 4100P-9W ON 25 FOOT CORD. This tells the quantity needed, the capacity, whether single phase or three phase and if special connectors are required. This example is for a large generator. Smaller 5KW

# Agency Data Input

to 10KW generators are usually single phase and likely portable. If portable is needed, say so. If 240V output is needed, say so. Be SPECIFIC.

**Resource Details**

**Request Priority (Precedence)**  
Life Safety/Immediate (A) Priority (B) Routine (C) Long-Term (D) Extended (E)  
7. (4 hrs) (12 hr) (24 hrs) (96 hrs) (over 96 hrs)  
 A  B  C  D  E

**Resource Name (what are you requesting)**  
Please select your Resource: 8.

**7. Request Priority (Precedence):** importance of this request, check the appropriate box as determined by the served agency.

Example: 4 hrs

**8. Resource Name:** on the form, choose the resource from the drop-down box by clicking on the down arrow at the right of the box. Agency users filling out paper form, write the name of the resource to the right of the box.

**Deliver To Location, and POC if different from Box 5. Requesting Official Contact Info:**

9.

Status: Should be New Request unless you are VERY sure of what you are selecting.  
Please select Status: 10.

**9. Deliver To Location, and POC if different from Box 5, Requesting Official Contact Info:**

Example: the person who will be available at the delivery location to receive the resource. As in box 5, where and how they can be contacted. When ham radio is used, give the callsign and frequency where the local ham can be reached to relay information to that person. This is critical if cell and landline phones are down.

**10. Status:** usually this will be New Request, choose another option from the drop-down if appropriate; In the field when originating a request, it will always be a New Request.

That ends the agency data input. Click Submit at the bottom of the form and the form data will be transferred. Use File Save As and give the file a name meaningful to you so that you can later locate it with ease. Suggest a file name the same as the Message No. at the beginning of the form.

Example: WOKAH-20160828a.k2s the .k2s extension specifies a custom form in flmsg.

Agency users, transfer the saved file to your ham radio operator for transmission, or hand them the paper version so that they can enter into flmsg and send it.

# Acknowledging Ham Data Input

Fields 11 through 14 are for ham radio use in replying to the requesting agency with the status of their request. To do this you need to Edit the original form in flmsg so that you can then enter the acknowledging ham information.

Amateur Radio Use Only			
Acknowledging	WebEOC	WebEOC	WebEOC
11. Callsign:	12. Tracking#	13. Date Filed:	14. Time Filed:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Form"/>			
MO DPS RReq v1.1.0 5/11/2015			

**11. Acknowledging Callsign:** the callsign of the station originating the reply to the request.

**12. WebEOC Tracking#:** the WebEOC generated tracking number for this request  
Example: SEOC - 8998369-A

**13. WebEOC Date Filed:** the date that the request was actually entered into WebEOC.  
Example: 08/28/2016

**14. WebEOC Time Filed:** the actual time that the request was submitted into WebEOC.  
Example: 1335 CDT

Message No.	Originating Station	Place of Origin	Time Filed	Destination

## Resource Request Data Input Form

Request - Limit 50 Char: {Mission Name}      Date      Time Reported      Originating Agency Id Number

1.       2.       3.       4.

Requesting Official Name and Contact Info {Requestor Contact Info}      Request - Detailed Description REF Box 1 (20 Words MAX)

5.

6.

## Resource Details

### Request Priority (Precedence)

Life Safety/Immediate (A)    Priority (B)    Routine (C)    Long-Term (D)    Extended (E)

7.      (4 hrs)      (12 hr)      (24 hrs)      (96 hrs)      (over 96 hrs)

A       B       C       D       E

### Resource Name (what are you requesting)

Please select your Resource: 8.

Deliver To Location, and POC if different from Box 5. Requesting Official Contact Info:

9.

Status: Should be New Request unless you are VERY sure of what you are selecting.

Please select Status: 10.

### Amateur Radio Use Only

Acknowledging	WebEOC	WebEOC	WebEOC
11. Callsign:	12. Tracking#	13. Date Filed:	14. Time Filed:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>