

Using Winlink Express for “Field Situation Reports”

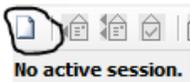
Winlink Express can be utilized to provide “SITREPS” also known as Field Situation Reports. These reports are critical during the time of a disaster to collect real time information from various stations throughout an impacted area.

This document assumes that you already have Winlink Express installed and configured on your computer.

1. Launch Winlink Express on your computer by double clicking the desktop icon



2. Compose a new message by clicking the white paper button located in the toolbar



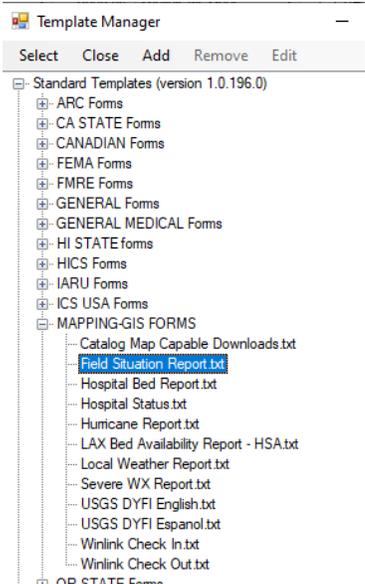
3. Ensure your call sign is listed in the “From” box.



4. Click the “Select Template” menu



5. The “Template Manager” window will open. Expand “Standard Templates” > “Mapping-GIS Forms” and double click on “Field Situation Report.txt”



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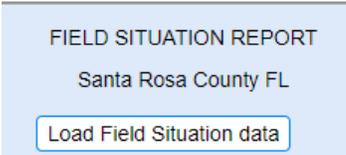
6. A new web browser window will appear with the “Field Situation Report” form



FIELD SITUATION REPORT
Santa Rosa County FL

Setup Click to add an agency or group name [Form info](#)

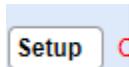
7. At the top of the form, verify it says “Field Situation Report Santa Rosa County FL”



FIELD SITUATION REPORT
Santa Rosa County FL

If not:

- a. In the left-hand corner, single left click “Setup”

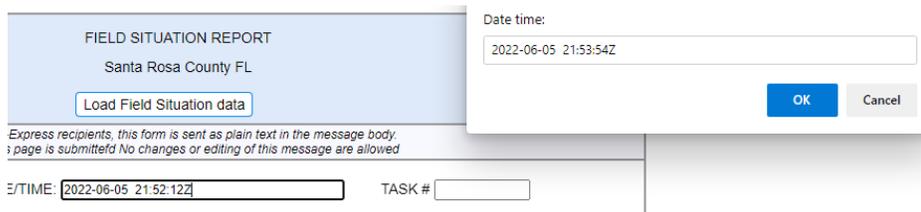


- b. A dialog box will pop up that says “Enter Agency/Group Title”, type in the name of your county or served agency and then single left click “OK”



This page says
Enter Agency/Group Title

8. Once the form is displayed, click in the “Date/Time Secured” field to populate the current date and time from your computer. A window will pop up with your current date and time, single left-click “OK”



FIELD SITUATION REPORT
Santa Rosa County FL

Date time:

Express recipients, this form is sent as plain text in the message body.
page is submitted. No changes or editing of this message are allowed

DATE/TIME: TASK #

9. Fill in the form:

- a. In the “Precedence” box, click the drop down area to the right and select the appropriate precedence for this message.
- (R) – Routine should be selected for most messages
 - (Z) – Flash is reserved for initial enemy contact messages or operational combat messages of extreme urgency
 - (O) – Immediate is reserved for messages relating to situations gravely affecting the security of the nation or a jurisdiction
 - (P) – Priority is reserved for all traffic requiring expeditious action by the addressee or for conducting operations in progress when ROUTINE precedence will not suffice

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- b. In the “Task #” field, for exercise and practice enter the 6 digit date code 060322. For real life activations, your Incident Commander will provide this information.
- c. The “From” box should contain your callsign
- d. In the “To” box type “FLA-SITREP”.
- e. The “INFO (CC)” box may be left empty
- f. Box 1 “Is there an EMERGENT/LIFE SAFETY NEED”, if for exercise or practice, always select “No”. If during a real event there is in fact a life safety event, please select yes but remember that this is not a replacement for calling 911.
- g. In box 2, fill in your City, County, and State. The “Territory” box is used for your FEMA region. If in Florida, please type in “FEMA R4”

2. City	Pace	County:	Santa Rosa	State:	FL	Territory:	FEMA R4
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- h. In box 3, please enter your current GPS coordinates. If for exercise/practice please only use 3 decimal points in the LAT and Long. If during a real event, please utilize your full GPS coordinates. Your “MGRS” and “Grid” square information will fill in automatically once the GPS coordinates are entered.

3. Latitude and longitude:	LAT	30.6458	LON	-87.1250	MGRS	16RDU8802290355	Grid	EM60kp
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LAT and LON are required to map this SpotRep. If entering manually use Decimal Degree format or from an attached GPS device.
By default LAT, LON and MGRS to the center of the grid square listed in Express Settings

- i. In boxes 4 through 11, please provide the current and accurate information related to your situation. For example, if your power was out, in box 9 you would select “No” and in the comment box below it provide the name of your power company. Please fill out boxes 4 through 11 thoroughly and accurately.

9. Commercial Power functioning? YES NO UNSTABLE-Brown outs/blinking lights

Gulf Power

- j. In box 12, provide any relevant comments to your situation such as when your power went out, time of damage, etc.
- k. In box 13, enter your name and callsign unless the information was provided to you by a third party then enter their information.

- 10. Upon completion of the form, review your entries for correct spelling and appropriate information then click “Submit” at the bottom of the form.

Submit

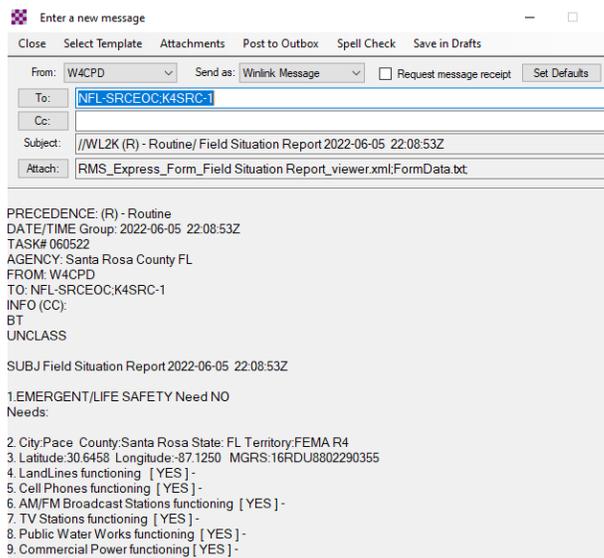
- 11. A message will display advising you to click “OK” and then close your web browser window.

This page says
To complete your form submission, click OK and close the open browser window. You will return to the new message window so you can post your message to the outbox

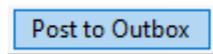
OK Cancel

- 12. Once you close your web browser, you should see a fully completed Winlink message.
Do not change anything.

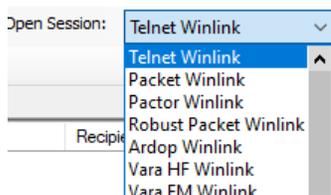
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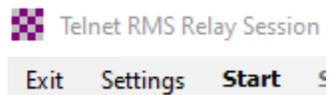
13. In the menu bar, click “Post to Outbox”



14. The message will be sent the next time you initiate a Winlink session. You can do this by selecting the type of session you want in the “Open Session” selection box. If sending via the internet, simply choose “Telnet Winlink” and click “Open Session”.



15. Once you’ve opened the appropriate type of sessions, click “Start” in the session window.



16. Once completed, click “Exit” on the session window. Your “Outbox” should now read “0”.
Outbox (0)