

## **Message Addressee Information to Deliver the Message**

All messages must have an addressee. The addressee of the message contains information about to whom to deliver the message. Except for indicating the message recipient, the information in the addressee is not typically delivered to the recipient. The addressee information needs to be as complete as possible to ensure that the message can be relayed to its destination and delivered to its recipient.

For example, a well-written addressee contains name, address, city, state, zip, and telephone number of the addressee.

JESSIE A SHEPPERD  
495 EAST FIRST STREET NW  
BREMERTON WA 98310  
360 555 2745

- The originating operator is responsible for getting as much information from the originator as is possible.
- The name of the addressee should be as it is most likely to be found in the local telephone directory at the point of delivery.
- Spell out east, west, north, and south for clarity.
- Directions such as NE, NW, SE, and SW are usually abbreviated.
- Apartment or suit numbers are usually included at the end of the street address.
- Punctuation is not used.

Messages handled during an ACS activation are often a special case and the addressee may only contain the name or title and location of the recipient. This situation is most likely when an ACS station is active at the destination site. If the message will need to be delivered by any other means than by hand at the destination, the addressee information needs to be complete. If the message is going outside of the ACS activation area, the addressee information needs to be complete.

### **Examples of Possible Addressees for in-county ACS Messages**

INCEDNET COMMANDER  
KITSAP COUNTY EOC  
BREMERTON WA

FIRE CHEIF  
NORTH KITSAP FIRE AND RESCUE  
KINGSTON WA

Kitsap County Alternate Communications System

|        |                 |    |                   |            |                     |
|--------|-----------------|----|-------------------|------------|---------------------|
| Number | Precedence      | HX | Station of Origin |            |                     |
| Check  | Place of Origin |    | Time Filed        | Date Filed |                     |
|        |                 |    |                   |            | Radio Operator Only |

Addressee:

<BREAK>

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

<BREAK>  
Signature:

|                 |      |      |       |                               |                     |  |
|-----------------|------|------|-------|-------------------------------|---------------------|--|
|                 |      |      |       |                               | Radio Operator Only |  |
| Operator Notes: |      |      |       | Name or Call Sign of Operator |                     |  |
| From            | Time | Date | To    | Time                          | Date                |  |
| Received:       |      |      | Sent: |                               |                     |  |

<END-OF-MESSAGE>

AB7Y20090603