

WARNING KEYBOARD PROCEDURES

1. The Warning Keyboard is the Sector or Group Controls link to its Carrier Control Points at the major Police Stations. This Annex details the procedures used by the Warning Keyboard Operator for testing the lines and passing the various warning messages for broadcast over the Warning System.

TESTING OF CIRCUITS TO CCPs

2. As soon as possible after the commencement of operations (during peace time exercises ONLY at such times stipulated and ONLY when the use of the warning circuit to CCPs is to be practised) the Warning Keyboard Operator is to test separately each Carrier Control Point by calling the Carrier Control Point Operator and when answered say:

- a. The name of the Group, followed by the words GROUP CONTROL.
- b. The word 'TESTING AT'.
- c. The time.

EXAMPLE: MAIDSTONE GROUP CONTROL TESTING AT TEN HUNDRED.

3. The Carrier Control Point Operator will acknowledge by saying:

- a. Name of Carrier Control Point,
- b. followed by the words "CARRIER CONTROL POINT",
- c. and the words 'WILL CALL BACK'.

EXAMPLE: THANET CARRIER CONTROL POINT WILL CALL BACK.

4. The Carrier Control Point Operator will call back and when answered will say:

- a. The name of the Carrier Control Point.
- b. Followed by the words 'CARRIER CONTROL POINT'.
- c. The word 'TESTING AT'.
- d. The time.
- e. The Warning Keyboard Operator is to reply 'ROGER'.

EXAMPLE: 'THANET CARRIER CONTROL POINT TESTING AT TEN HUNDRED' (Warning Keyboard Operator replies 'ROGER').

5. The Warning Keyboard Operator is to log the times of the Carrier Control Point tests in the Warning Log.

ATTACK WARNING RED

6. The Attack Warning Red may be received either through the Carrier Receiver in the Control or verbally from the Sector/Group Controller. When the Attack Warning Red is received through the Carrier Receiver the Warning Keyboard Operator is to log the time of receipt in the Warning Log. When the Attack Warning Red is received from the Sector/Group Controller it is to be passed to all the Carrier Control Points unless otherwise instructed by the Chief Warning Officer.

7. When instructed by the Chief Warning Officer to issue the Attack Warning Red to the Carrier Control Points the Warning Keyboard Operator is to call each Carrier Control Point individually, saying when answered:

- a. ATTACK WARNING RED.
- b. Repeat a. a further twice, with a 2 second pause between each repeat.
- c. Carrier Control Point name.
- d. The word 'ACKNOWLEDGE'.

EXAMPLE: 'ATTACK WARNING RED, ATTACK WARNING RED, ATTACK WARNING RED, CHATHAM, ACKNOWLEDGE'.

8. The Carrier Control Point Operator will acknowledge by saying:

- a. The name of the Carrier Control Point followed by the words 'CARRIER CONTROL POINT'.
- b. The words 'ATTACK WARNING RED'.

EXAMPLE: 'CHATHAM CARRIER CONTROL POINT ATTACK WARNING RED'.

9. If no acknowledgement is received from Carrier Control Point the Warning Keyboard Operator is to continue informing the remaining Carrier Control Points without undue delay, the Chief Warning Officer is to be informed of any Carrier Control Point that does not acknowledge.

10. The Warning Keyboard Operator is to log the times of passing of the Attack Warning Red in the Warning Log.

FALLOUT WARNING MESSAGES

11. The Warning Keyboard Operator will issue Fallout Warning Black messages to the Carrier Control Points on the instructions of the Display A Officer. The Warning Keyboard Operator is to enter the times the warnings were assessed and the appropriate Burst Designation in the Warning Log. The warnings are then passed to the Carrier Control Points concerned in turn by saying the following when the operator answers:

- a. 'FALLOUT WARNING BLACK'.
- b. The Group name.

- c. The number(s) of the Warning District(s) affected.
- d. Repeat a, b and c a further two times, with a 2 second pause between each repeat.
- e. The Carrier Control Point name.
- f. The word 'ACKNOWLEDGE'.

EXAMPLE: 'FALLOUT WARNING BLACK YORK FOURTEEN, FIFTEEN
FALLOUT WARNING BLACK YORK FOURTEEN, FIFTEEN
FALLOUT WARNING BLACK YORK FOURTEEN, FIFTEEN
MALTON ACKNOWLEDGE'

12. The Carrier Control Point Operator will acknowledge by saying:

- a. The name of the Carrier Control Point followed by the words CARRIER CONTROL POINT.
- b. The words FALLOUT WARNING BLACK
- c. The Group name.
- d. The Warning District(s) affected.

EXAMPLE: 'MALTON CARRIER CONTROL POINT FALLOUT WARNING BLACK YORK
FOURTEEN, FIFTEEN'.

13. The Warning Keyboard Operator is then to enter the time of issue of the Fallout Warning message in the Warning Log. At the conclusion of passing messages the Warning Keyboard Operator is to inform the Display A Officer that the Carrier Control Points have been warned by repeating back the Warning District numbers(s).

14. Failure to any Carrier Control Point to acknowledge the message is to be drawn to the attention of the Display A Officer.

15. After completing the actions detailed above the Warning Keyboard Operator is to prepare a Form Fallout (WW). Once completed it is to be passed to the Communications Centre for transmission and the time of issue is entered in the Warning Log.

ATTACK MESSAGE WHITE

16. When instructed by the Chief Warning Officer to issue an ATTACK MESSAGE WHITE the Warning Keyboard Operator is to do so by noting the Carrier Control Point to be called (it may be all or only some of the Carrier Control Points connected to the Group Control) and noting if all or only some Warning Districts are to be informed, call the Carrier Control Points individually as appropriate, and when answered say:

- a. ATTACK MESSAGE WHITE (followed by any Warning Districts as appropriate).
- b. Repeat (a) a further twice, with a 2 second pause between each repeat.
- c. The Carrier Control Point name.

d. The word ACKNOWLEDGE.

EXAMPLES: 'ATTACK MESSAGE WHITE
ATTACK MESSAGE WHITE
ATTACK MESSAGE WHITE
CHATHAM ACKNOWLEDGE'

or

'ATTACK MESSAGE WHITE MAIDSTONE TWENTY-ONE
ATTACK MESSAGE WHITE MAIDSTONE TWENTY-ONE
ATTACK MESSAGE WHITE MAIDSTONE TWENTY-ONE
CHATHAM ACKNOWLEDGE'

17. The Carrier Control Point Operator will acknowledge receipt by repeating the message in the same form as the Attack Warning Red.

18. After completing the actions above the Warning Keyboard Operator is to enter the time of issue in the Warning Log and complete a form Fallout Warning (WW). When completed the form is to be passed to the Communications Centre for transmission.

19. References

Annex A - Instructions for Writing/Speaking Information

Annex V - Forms and Formats

Annex AC - Operational Logs and Diaries