Communications Team Mission Day Instructions

Communications Flow

Your tasks:

- Become familiar with the communications system between you and Mission Control.
- Establish a communications flow that permits all teams to communicate effectively with each other.
  - Steps in flow:
    - Mission Control sends message.
    - Communications Team distributes to appropriate team.
    - Life Support and Radiation Teams process data and deliver report forms to the Crisis Management Team.
    - Crisis Management Team forwards report forms and recommendations to Communications Team.
    - Communications Team reports plans to Mission Control.
- Meet with team spokespersons and discuss the communications protocols and how the information will be communicated between the teams. Discuss how important it is that all numbers and data be accompanied by clear and consistent labels. Inform teams of color code system.
- Carry out any assignments created for your team to make sure that Space Station Alpha succeeds.

Communications Protocol

The job of the Communications Team is critical to the flow of a successful mission. The **Communications Officer** uses the microphone and the video feed for communication. All communications should also be typed into the chat window. This is the job of the **Data Officer.**

Things to keep in mind:
- The team must make sure there is a steady flow of data going from all teams to Mission Control.
- Data (written and oral) should be relayed every **five minutes. If there has been a period of time where data has not been relayed, it is your responsibility to prompt your teammates for this information to send.**
- All communications should be spoken first over the microphone and then typed into the chat window.

Communications Officer Protocol

It is important to relay the information in an appropriate manner. All communications sent to Mission Control should include the proper **protocol:**

- Mission Control should be addressed as "Mission Control" or "Commander (name)."
- Every message that is sent to Mission Control should end with "Over."
  Example: "Mission control, this is Operation Freedom. I have a message from the Radiation Team. The message is, radiation levels at TEPC 1 have increased. Over."
- All messages coming from Mission Control should be acknowledged with "We copy that" or "We read you" and then "Over." This is important protocol so that we know on both ends that messages have been received.
- While waiting to receive a message, you may say: "Standing by" or "Ready to receive."

Data Officer Protocol

It is important to relay the information in an appropriate manner. All communications sent to Mission Control should include the proper **protocol:**

- It is the job of the data officer to send all communication through chat, once it has been relayed through microphone.
- Every message sent through chat to Mission Control should end with "Over,"
- All messages from Mission Control should be acknowledged with "We copy that" or "We read you." This is important protocol so that we know on both ends that messages have been received.