



How to Use a Radio

Introduction

Everyone on a given channel can hear the transmissions.

You will have to wait for a gap conversation on a given channel to communicate.

Off and On

Turn the volume knob up to turn the radio on.

Channels

There are 15 channels. Channels will be designated for particular transmission types, general, lost child, medical etc.

Select (turn the knob) to channel one unless directed otherwise. Channel one is the default channel.

Radio Check

Make sure you check your radio works before you go to your post. Turn radio to channel one, turn volume up. Press and hold transmit button (wait for click/ sound to indicate ready to transmit.) transmit message as follows; *"YOURCALLSIGN to control, radio check, over"*. Release transmits button, wait for response. *"Control to YOURCALLSIGN, receiving you loud and clear."*

How to transmit.

Press and hold the transmit button (put-to-talk or PTT) and wait 2 seconds and speak your message across the microphone.

Start message with *"YOURCALLSIGN to (this is) RECEIVINGCALLSIGN"*

Wait for RECEIVINGCALLSIGN to respond.

End your message with *"out"*

Example - *"LEADMARSHAL1 to CONTROL"*

"LEADMARSHAL1 this is CONTROL go ahead"

Start message

Receiving a transmission

Press and hold the transmit button (put-to-talk or PTT) and wait 2 seconds and speak your message across the microphone.

"TRANSMITTINGCALLSIGN this is YOURCALLSIGN go ahead (receiving)"

Example - *"CONTROL this is LEADMARSHAL1, go ahead"*

Remember

- Pause, think about your message, then press transmit.
- Make sure the channel is clear.
- Be clear who the message is for.
- Use short sentence and get to the point.
- Talk across the microphone.
- Don't shout.

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Radio User's Language

"Go Ahead/ Receiving"	Start /Resume transmission
"Say Again"	Re-transmit your message
"Stand-by"	Transmission has been acknowledged, but I am unable to respond now.
"Message understood /Roger"	Message received and understood.
Affirmative or understood	Yes – Avoid yup, nope etc.
"Negative"	No
"Over" –	Transmission finished.
"Out"	Communication is over and the channel is available for others.
"Radio Check"	Asking control to confirm radio is being received correctly.
"TRANSMITTINGCALLSIGN, confirm ...Repeat received message as you understood it"	If you are unsure if the message as received or want to clarify you can repeat the message back to the sender.
"RECEIVINGCALLSIGN, RECEIVINGCALLSIGN Priority.... "	Critical message needing immediate response

Alphabet

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliect	W	Whiskey
K	Kilo	X	X Ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

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