

GENERALLY ACCEPTED ETIQUETTE AND RULES FOR RADIO COMMUNICATION

It's important to become familiar with two-way radio communication. This will help improve your overall experience when using your radio. To make radio communication go more smoothly, certain rules, commonly referred to as etiquette, have been established. Below we have outlined the basic etiquette that a radio user needs to understand and apply.

Radio Etiquette

- Note that, when using a two-way radio you cannot speak and listen at the same time, as you can with a phone.
- Don't interrupt if you hear other people talking. Wait until their conversation is finished unless it is an emergency. If it is an emergency, inform the other parties that you have a urgent emergency message (see "Emergency Calls" below).
- Do not respond if you aren't sure the call is for you. Wait until you hear your name to respond.
- Never transmit sensitive, confidential or financial information. Always assume that your conversations can be heard by others.
- Ensure that the battery is charged and that the power is on.
- Keep the volume high enough to be able to hear incoming calls.
- Make regular radio checks to ensure that your radio is in a good working condition and that you are still in range to receive signals.
- Think before you speak.
- Decide on what you are going say and for whom the message is meant.
- Focus on information that is relevant to the situation.
- Make your conversations as concise/precise and as clear as possible.
- Avoid long and complicated sentences. If your message is long, divide it into separate shorter messages.
- Do not use abbreviations unless they are well understood by your group.
- Do not use foul or abusive language, respect your fellow radio users. Do not make discriminatory references to gender, race, creed, politics, language, colour, religion, disability, age or sexual orientation.

Golden Rules of Radio Communication

1. **Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
2. **Simplicity:** Keep your message simple enough for intended listeners to understand.
3. **Brevity:** Be precise and to the point.
4. **Security:** Do not transmit confidential information on a radio. Remember, frequencies are shared, you do not have exclusive use of the frequency.

Speaking The Language

Term or Phrase	Meaning
Radio check	What is my signal strength? The response is a rating out of five eg. "I read you 4 out of 5".
Read	Used as a question, as in " <i>do you read me?</i> "... The speaker is asking if the other party is able to hear a transmission clearly. Very similar to Radio Check.
Mayday	Urgent assistance is required
Roger (or Ten Four)	Message fully received and understood
Wilco or Will do	"Will comply" (i.e. I/we will carry out the request / order)

Copy	Meaning is the same as that of <i>read</i> . Used as "do you copy?"
Copy that	Message is acknowledged and understood
Read back	Repeat this message back to me
Correction	I made a mistake. Correct version is...
20	Location... (for example "what is your 20?")
Acknowledge	Confirm that you understand my message
Confirm	My version is ".....". Is that affirmative?
That is correct	Yes, I do confirm what you said / agreed to / arranged / etc.
Stand-by	Wait. You acknowledge the other party, but are unable to respond immediately
Affirmative	Yes
Negative	No
Send	Send your message
Break, break, break	An interruption in the middle of communication because of an emergency
Over	Your message is complete and the other party can respond
Say again	Re-transmit your message
Out	All conversation is finished and the channel is clear for others to use
Come in	A request for another party to respond and to start a transmission
Go ahead / Proceed	Ready to receive a transmission

Making a Call

Follow these easy steps to make a call.

1. First listen to **ensure that the channel is clear** for you.
2. **Press the PTT** (Push-To-Talk) button.
3. After 2 seconds:
 - o **Say "recipient's call sign" twice**
 - o followed by **"THIS IS" "your name" from "your street name"**.
4. Once the person replies, **convey your message**.

Here's a typical radio conversation:

You: "Coordinator, coordinator, come in for "your name" from "your street", Over"
Recipient: "This is the Coordinator, Go Ahead, Over"
You: *Say your message and then say:* "Over"
Recipient: "Roger, Over"
You: "Thanks. (Your Name), Over and Out"

Notice that, at the beginning and the end of the transmission, you pronounce your **Name**. Because there can sometimes be many people listening on the frequency, pronouncing your name, and the call sign of the party you are calling, lets everyone know exactly who the transmission is intended for.

Emergency Calls

If you have an emergency message and need to interrupt others' conversations:

- Wait and listen until you hear "Over".
- Press PTT and say "BREAK, BREAK, BREAK, *your name*, I have an emergency message. Do you copy, Over".

NOTE : An emergency implies that lives are at risk. A need to get to a particular place in the shortest amount if time is not an emergency.

Memorize the Phonetic Alphabet

- It is almost certain that you will have to use it in your transmissions to :
 - Provide a vehicle registration number or
 - Clarify some or other details such as a street or person's name.
- Using the phonetic equivalents instead of letters will make sure that specific letters are not misinterpreted. Eg. M and N can sound very similar over the radio, especially if there is some background noise.

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