



AUSTRIAN RED CROSS

PROCEDURE FOR RADIO COMMUNICATION

How to use a radio

The radio is equipped with a Push to Talk (PTT) button which switch the radio from the listening mode to the transmitter mode. As you cannot listen for the radio traffic when transmitting, a proper handling of this button is essential:

1. Be sure your radio is set on the appropriate channel in the appropriate mode
2. Listen at least 5 seconds to avoid interfering with an existing communication
3. Press the PTT button, then launch your appeal (as shown below in **Radio procedure**)
4. The microphone should be at 20 cm of your mouth, speak clearly, not too fast.
5. Stop speaking, and then release the PTT button.

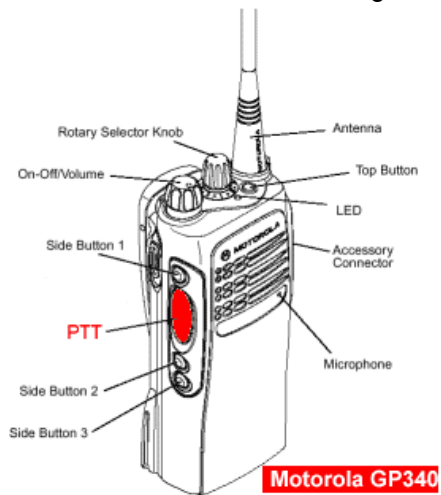


Image of a VHF Handset

As you can't hear other stations when you are transmitting yourself, and to be able to give priority to a station having an emergency, do not transmit too long at the same run (10 - 15 seconds maximum). If necessary, split your message in different parts, and ask confirmation that your other party has well received your message. Also, keep the frequency free a second or two before answering your party's message to give a chance to a possible urgent message.

Be aware not to press the button at the same time you start speaking, as the beginning of your sentence will not be transmitted due to the switching time. As well, do not stop pressing the PTT at the same time you stop speaking, as the end of your sentence will not be transmitted. Stop speaking, and then stop pressing the button.

Be very attentive to speak really slowly and rather loudly.

Phonetics

The following international phonetic alphabet shall be used:

Alpha	Juliet	Sierra
Bravo	Kilo	Tango
Charlie	Lima	Uniform
Delta	Mike	Victor
Echo	November	Whiskey
Foxtrot	Oscar	X-ray
Golf	Papa	Yankee
Hotel	Quebec	Zulu
India	Romeo	

In general, numbers are transmitted digit by digit except that exact multiples of hundreds and thousands are spoken as such.

Numeral	Spoken as	Examples:	
0	ZERO	12	ONE TWO
1	WUN	44	FO-ER FO-ER
2	TOO	90	NINER ZERO
3	THUH-REE	136	WUN TUH-REE SIX
4	FO-ER	500	FI-YIV HUNDRED
5	FI-YIV	7000	SEVEN THOUSAND
6	SIX	16000	WUN SIX THOUSAND
7	SEVEN	1478	WUN FO-ER SEVEN ATE
8	ATE	19A	WUN NINER ALPHA
9	NINER		

Procedure Words

The following is the list of most common prowords (except precedence prowords) to be used and their meanings:

Proword	Meaning
ACKNOWLEDGE!	Confirm that you have received my message and will comply. (WILCO)
AFFIRMATIVE	Yes/Correct
NEGATIVE	No/Incorrect
ALL AFTER...	Everything that you (I) transmitted after... (Keyword)
ALL BEFORE...	Everything that you (I) transmitted before... (Keyword)
CORRECT (THAT IS CORRECT)	What you have transmitted is correct, you are correct.
CORRECTION	<ul style="list-style-type: none"> a. An error has been made in this transmission. I will continue with the last word (group) correctly transmitted. b. An error has been made in the transmission. The correct version is... c. That which follows is a corrected version is answer to your request for verification.
WRONG	Your last transmission was incorrect. The correct version is...
DISREGARD THIS TRANSMISSION- OUT	This transmission is an error. Disregard it. (This proword shall not be used to cancel any message that has been already completely transmitted and for which receipt or acknowledgement has been received.)
DO NOT ANSWER- OUT	Station(s) called are not to answer this call, acknowledge this message, or otherwise transmit in this connection.
SILENCE - SILENCE - SILENCE!	Cease all transmissions on this net immediately. Will be maintained until lifted.
SILENCE LIFTED	Silence is lifted. The net is free for traffic.

END OF MESSAGE- OVER(OUT)	This concludes the message just transmitted (and the message instructions pertaining to a formal message).
END OF TEXT	The textual part of a formal message ends. Stand by for the message instructions immediately following.
FETCH... !	I wish to speak on the radio to that person (appointment title.)
... SPEAKING!	Requested person is now using the radio by himself.
FIGURES	Numerals or numbers will follow. (This proword is not used with the callsigns, time definitions, grid references, bearings, distances, etc., especially in fixed-form reports)
FROM	<ul style="list-style-type: none"> a. This is... b. The originator of this formal message is indicated by the address designation immediately following.
TO	The addresses whose designations will immediately follow are to take action on this formal message.
THIS IS...	This transmission is from the station whose designation immediately follows.
MESSAGE	I have message for you.
MESSAGE FOLLOWS	A formal message which requires recording is about to follow.
OVER	This is the end of my turn of transmitting. A response is expected. Go ahead, transmit.
OUT	This is the end of my transmission to you. No answer or acknowledgement is expected.
OUT TO YOU	Do not answer. I have nothing more for you, I shall now call some other station on the net.
READ BACK!	Repeat the entire following transmission back to me exactly as received.
I READ BACK	The following is my reply to your request to read back.

SAY AGAIN!	<ul style="list-style-type: none"> a. Repeat all of your last transmission. b. Followed by identification data ALL AFTER, ALL BEFORE, WORD AFTER, WORD BEFORE etc. it means: Repeat ... (portion indicated)
I SAY AGAIN	I am repeating my transmission or portion indicated.
SEND!	Go ahead with your transmission.
SEND YOUR MESSAGE!	Go ahead, transmit: I am ready to copy.
... SPEAK SLOWER!	Reduce the speed of your transmission. (Normally used in connection with request for repetition).
I SPELL	I shall spell the next word, group or equivalent phonetically (Not used when transmitting coded groups only)
RELAY TO ...	Transmit the following message to all addressees or to the address designation immediately following.
RELAY THROUGH ...	Send this message through callsign ...
THROUGH ME	I am in contact with the station you are calling. I can act as a relay station.
MESSAGE PASSED TO ...	Your message has been passed to ...
ROGER	I have received your last transmission satisfactorily.
ROGER SO FAR?	Have you received this part of my message satisfactorily?
WILCO	I have received your message, understand it, and will comply. (To be used only by the addressee). ROGER and WILCO are never used together.
UNKNOWN STATION	The identity of the station calling or with whom I am attempting to establish communication is unknown.
VERIFY	Verify entire message (or portion indicated) with the originator and send verified version. To be used only at discretion of or by the addressee to which the questioned message was directed.
I VERIFY	That which follows has been verified at your request and is repeated. To be used only as a reply to VERIFY.

WAIT- WAIT- WAIT	I must pause for a few seconds.
WAIT- OUT	I must pause longer than some seconds, and <u>will call you again</u> when ready.
WORD AFTER...	The word of the message to which I have reference is that which follows ...
WORD BEFORE...	The word of the message to which I have reference is that which precedes ...
WORDS TWICE	Communication is difficult. Transmit (ting) each phrase (group) twice. This proword can be used as an order, request or as information.

Example of Conversation

- ▶ **Tirana:** Mobile 1, Mobile 1, this is Tirana. Over
- ▶ **Mobile 1:** Tirana, this is Mobile 1, go ahead.
- ▶ **Tirana:** Mobile 1, when are you expecting to reach your destination? Over.
- ▶ **Mobile 1:** Tirana, we are expecting to reach our destination in ten minutes. Do you have a message for us? Over.
- ▶ **Tirana:** Mobile 1, affirmative, would you please bring back 2 boxes of 50 tablets of TETRACYCLINE, I'm spelling Tango, Echo, Over.
- ▶ **Mobile 1:** Tirana, roger for 2 boxes of TETRACYCLINE. Is it correct? Over.
- ▶ **Tirana:** Correct, Mobile 1. Out for Tirana.
- ▶ **Mobile 1:** Out for Mobile 1.

Report of Reception

The following phrases are for use when initiating and answering queries concerning signal strength and readability:

Radio check	What is my signal strength and readability, how do you read me?
You are (I read you)	Your signal strength and readability is as follows ...

Reports of signal strength:

Loud	Your signal is excellent.
Good	Your signal is good.
Weak	I can hear you only with difficulty.
Very Weak	I can hear you only with great difficulty.
Nothing heard	I cannot hear you at all.

Reports of readability:

Clear	Excellent quality.
Readable.	Good quality. No difficulties in reading you.
Distorted	I have troubles in reading you.
With interference	I have troubles in reading you due to interference.
Not readable	I can hear that you transmit but I cannot read you at all.

Example:

52 THIS IS 11 – RADIOCHECK - OVER
THIS IS 52 - YOU ARE LOUD AND CLEAR – OVER
THIS IS 11 – I READ YOU LOUD AND CLEAR – OUT

References

How to use the radio v1.2 – Reviewed by Mauricio Castaño on June 17, 2009. FST Unit Swedish Rescue Services Agency 2000, in UNDAC Handbook 2006