

Two-way radio etiquette

It's important to become familiar with the etiquette of two-way radio communication. This will help to improve your overall experience when using your radio. To ensure radio communication goes smoothly, over the years certain rules, or etiquette, have been established. Below we have outlined the basic etiquette that a radio user should understand and use.

Basic radio etiquette rules

- Remember you cannot speak and listen at the same time, as you can with a phone.
- Don't interrupt. We understand that our main radio channel is busy, 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 (Control) that you have an 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 call sign to respond.
- Never transmit sensitive, confidential, financial or personal information. We have over 60 radios on-site over the weekend, and the majority of these are on the main operating channel. Your information is therefore being broadcast to all of those radios simultaneously. Also, these conversations tend to be longer, and so can tie up the channel. If you need to pass on this sort of information, please contact Control and ask for a different channel. Control will allocate you a channel to be used. Unless you are certain your conversations are secured, assume your conversations can be heard by others.

Perform radio checks to ensure your radio is in good working condition.

- Ensure the battery is charged and the power is on.
- Keep the volume high enough to be able to hear calls, but not too loud for everyone around to hear the conversations.
- Regularly make radio checks to make sure everything is working and that you are still in range to receive signals
- **Memorise call signs and locations of persons you communicate with regularly.**
- In radio communication you are not usually called by your name. Everybody has their own unique call sign, which will be the name of the person using the radio and their team name. Exceptions to this are Team / Area Leaders.

Think before you speak.

- o Decide what you are going to say and who it is meant for.
- o Make your conversations as concise, precise, and clear as possible.
- o Avoid long and complicated sentences. If your message is long, divide it into separate shorter messages.
- o Do not use abbreviations unless they are well understood by your group.

4 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 / private / personal information on an open radio channel. Remember, channels are shared, you do not have exclusive use of the channel.

Making a call

Follow these easy steps to make a call:

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

Radio Terms

Go ahead: You are ready to receive transmission
Radio Check: what is my signal strength?

Stand-by: You acknowledge the other party but are unable to respond immediately

Negative: Same as "no" **Affirmative:** Same as "yes" **Say again:** Re-transmit your message

Over: Your message is finished
Out: Your whole conversation is finished
Copy: You understand what is said

Priority, Priority, Priority: You are interrupting in the middle of communication because you have an emergency