

NORTH SHORE EMERGENCY ASSN.

WRIGLEY BIKE TOUR 2013

Radio Procedure Notes

LISTEN! This event is a very noisy environment. You **MUST** listen for traffic. It is very disruptive to the net if you have to be called over and over again to receive traffic. Make best use of ear plug, speaker-mike, headset, or other radio options. Bring the right gear and be prepared!!! (Right gear also includes paper and pencil!)

CALLING: State your unit number first, then the number of the unit you are attempting to reach. The format is: "[Your unit number] to [called unit number]". We have found this works best, especially in noisy environments, when the called unit is in scan, etc.

PRONOUNCIATION: Each digit of a unit number or call sign should be separately pronounced. Note that "Oh" is a letter of the alphabet and "Zero" is a number.

RIGHT: "Five Seven Zero"

WRONG: "Five Seven Oh"

WRONG: "Five twenty-three"

FCC CALL SIGNS: Should be started once each 15 minutes of continuing traffic, at the end of a transmission. If you have not transmitted for over 15 minutes, announce your call sign at the end of your message next time you transmit. Can be done in lieu of 10-4.

Example: (Net Control) – "Four Nine One ..."
(Answering) – "Four Nine One ..."
(Net Control) – "Ten Nineteen ..."
(Answering) – "Kay Aay Bee Zero One One Zero ..."

EFFICIENCY: The net can easily get overloaded. THINK before you key. Plan your message in advance to communicate as promptly and efficiently as possible.

TYPES OF NETS: Open Net: Each radio unit may call any other unit. The net is Open unless otherwise declared by net Control.

Example: (Calling unit) – "Five Zero Three to Five Three Four ..."
(Answering) – "This is Five Three Four, Go Ahead ..."

Be sure to listen closely to the net before transmitting to avoid covering other traffic in progress, messages on direct, etc.

Semi-Open Net: Same as Open Net except that the words "To [from] Net Control" are never spoken. Any unit can still call any other unit.

Examples: (Unit Calling Net Control) – "Five Zero Five ..."
(Net Control) – "Five Zero Five ..."

(Calling Unit) – "Five Nine Three to Six Five Six ..."
(Answering) – "This is Six Five Six, Go Ahead ..."

Closed Net: Control will declare when the net is CLOSED. This is normally done when radio traffic becomes heavy, therefore, *abbreviated* protocol is utilized. Units may only call

Control unless given permission. This is done by stating your unit number only. Control will acknowledge each caller by unit number. See first example above for Semi-Open Net. If it becomes necessary to communicate with another unit directly, first request permission from Net Control. Do so only when really necessary however.

(Calling Unit) – 'Five Six Five, request Five Five Zero direct ..."
(Net Control) – Five Five Zero ..."
(Answering) – "Five Five Zero ..."
(Net Control) – "Five Five Zero, go direct with Five Six Five ..."

PRIOR-
ITIES

EMERGENCY:

An immediate threat to life or property.
Supersedes all other traffic. All other units must immediately Stand by. (Example: "Five Two Six, EMERGENCY.")

PRIORITY:

An urgent matter needing prompt attention, but not an emergency. (Example, "Five Seven Zero to Eight One Nine, PRIORITY.")

(ROUTINE):

All other traffic, which must yield to EMERGENCY and PRIORITY traffic. No priority is stated when transmitting ROUTINE traffic.

WRITING
OF
MESSAGES:

If you have a long or complicated message that will need to be written down, or, if you are passing a message for follow-up by others, when contacting control or the unit involved, state "MESSAGE". Then give the receiving radio unit ***time*** to prepare to copy. When prompted to go ahead, your transmission should include
"FROM" – The name of the person originating the message
"TO" (only if the message is directed to a specific person)
"TIME" (only if not current, when message was first originated by the sender).

Example: 527 to Control, Message, Priority, advise when ready to copy. [Control] 527 go ahead. 527, Message, Priority, From Ed, Captain of Rest Stop 4. Rest 4 is out of bananas and trail mix, and down to 1/2 case of water. Traffic is heavy, request immediate resupply. End of message. [Control] message received, 527, we will check and advise, KAA 7948.

This format will allow Net Control to write an index card on the issue, pass the request to appropriate M/S staff, and continue to track whether response has been received. (Tracking of response can be written down on the back of the card.)

NET
MESSAGE
DISPATCH:

Net message dispatches contain information directed to all units in the net (such as a missing child description.)

Net Control will usually give advance warning that a Net Message Dispatch will be broadcast. (Can be by announcing "10-68".) Get out paper and pencil and be prepared to copy the message.

Net Message Dispatches normally require an acknowledgment from every unit in the net. Units begin acknowledging receipt of the Dispatch in numerical order, following the end of the message.

Be aware of where your unit number falls in the order so you can promptly acknowledge receipt of the Net Message Dispatch during your turn in the order.

Example: (Control) "end of 10-68"

"104, 10-4"

"134, 10-4"

"289, 10-4"

"437, 10-4"

"543, 10-4"

USE OF 10 CODES: Is for efficiency, especially in high traffic conditions. But, if in doubt use of plain english is never wrong. Most commonly used: 10-1, 10-4, & 10-9, 10-39.

10 Codes used by N. S. E. A. are:

10-1	Receiving poorly	10-43	Traffic tie-up
10-2	Receiving well	10-44	I have a message for _____
10-3	Stop transmitting	10-45	All units in range please report
10-4	O.K./will do/received	*10-46	Disabled vehicle
10-5	Relay	*10-47	Mutual Aid EMERGENCY
10-6	This unit busy	*10-48	I'm assisting car, take info
10-7	Out of service, off air	*10-50	Traffic accident
10-8	In service, on air	*10-55	DUI
10-9	Repeat	*10-57	Hit and run
10-10	Transmission completed, standing by	10-60	What is next message number?
10-11	Talking too rapidly	10-62	Unable to copy, use phone
10-12	Visitors present	10-63	Net fdirected to _____
10-13	Weather / road conditions	*10-64	Message for local distribution
*10-14	Your location / status?	10-65	Awaiting your next msg/assignemnt
10-16	Make pick-up	*10-66	Net message cancellation
10-17	URGENT	10-67	All units comply
10-18	Anything for this unit?	*10-68	Net message dispatch, standby by to copy
10-19	Return to base / home	10-70	FIRE
10-20	Location	10-73	Speed trap at _____
10-21	Telephone	10-75	You are causing interference
10-22	Report in person	10-76	Enroute
10-23	Stand by	10-77	Negative, no contact
10-24	Assignment completed	*10-78	Arrived at location
10-25	Can you contact _____?	10-81	Reserve hotel room
10-26	DISREGARD	10-82	Reserve room
10-27	I am moving to channel _____	10-84	My telephnone number is _____
10-28	Identify your station	10-85	My address is _____
10-29	Time is up for contact	10-89	Radio repairman needed
10-30	Does not conform to FCC rules	10-90	I have TVI/intermodulation
10-33	EMERGENCY	10-91	Talk closer to microphone
10-34	Trouble here, help needed	*10-96	Mental subject
10-35	Confidential	*10-97	10-7 at home
10-36	Time	*10-98	10-8 at home
10-37	Tow truck needed	10-99	Mission completed, all units sercure
10-38	Ambulance needed	10-101	I have been stopped by pollice @ ____
10-39	Message delivered	10-200	Pollice needed at _____
10-41	Please more to ch _____	*10-601	UHF Repeater down
10-42	Traffic accient		

*Not from "National CB 10 Code" (S9 Magazine original CB 10 Code.) 10-48: Get location description & plate. Call back in 5 minutes and verify all is o.k. If unit is not 10-8 in reasonable time, call back. If no answer after reasonable # of calls/time, CALL POLICE.

A.P.C.O. PHONETIC ALPHABET:

A – ADAM	G – GEORGE	M – MARY	S – SAM	Y – YOUNG
B – BOY	H – HENRY	N – NORA	T – TOM	Z – ZEBRA
C – CHARLES	I – IDA	O – OCEAN	U – UNION	
D – DAVID	J – JOHN	P – PAUL	V – VICTOR	
E – EDWARD	K – KING	Q – QUEEN	W – WILLIAM	
F – FRANK	L – LINCOLN	R – ROBERT	X – X-RAY	

Just say the letter and then the word. Do not use "as in". Example: "Smyth, S ... Sam, M ... Mary, Y ... Young, T ... Tom, H ... Henry."

NOTES: