NORTH SHORE EMERGENCY ASSN.
Wrigley Bike Tour 2013
Radio Procedure Notes

LISTEN! This event is a <u>very</u> 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 "received".

  <u>Example</u>: (Net Control) – "Four Nine One …"
       (Answering) – "Four Nine One …"
       (Net Control) – "Return to Base"
       (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: <u>Open Net</u>: Each radio unit may call any other unit. The net is Open unless otherwise declared by net Control.

   <u>Example</u>: (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.

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

   <u>Examples</u>: (Unit Calling Net Cintrol) – "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* protocall 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 theat 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 statred when transmitting ROUTINE traffic.

WRITING
OF
MESSAGES:

If you have a long or complicafed 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 messgae 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 banannas 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 warming that a Net Message Dispatch will be broadcast. 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 Net Message Dispatch"
"104, Net Message Dispatch Received"
"134, Received"
"289, Received"
"437, Received"
"543, Received"

F.E.M.A.. PHONETIC ALPHABET:

A – ALPHA	G – GOLF	M – MIKE	S – SIERRA	Y – YAANKEE
B – BRAVO	H – HOTEL	N –NOVEMBER	T – TANGO	Z – ZULU
C – CHARLIE	I – INDIA	O – OSCAR	U – UNIFORM	
D – DELTA	J – JULIET	P – PAPA	V – VICTOR	
E – ECHO	K – KILO	Q – QUEBEC	W – WHIXKEY	
F – FOXTROT	L – LIMA	R – ROMEO	X – X-RAY	

Just say the letter and then the word. Do not use "as in".

Example: "Smyth, S … Sierra, M … Mike, Y … Yankee, T … Tango, H … Hotel."

NOTES: