Radio Voice Procedures

What we're covering

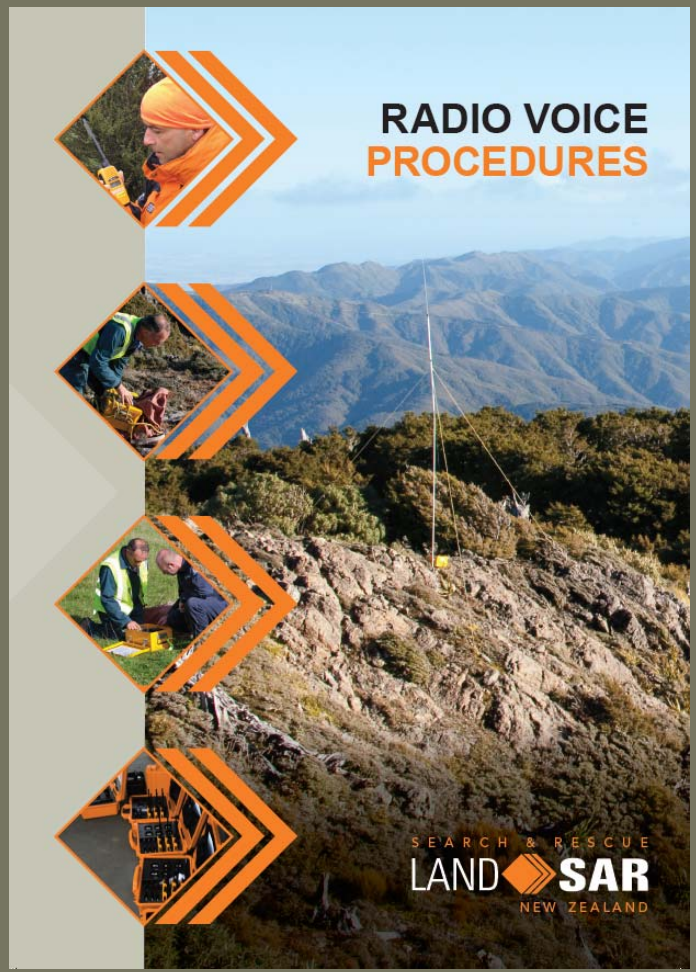
Basic radio voice procedure principles

PROWORDS, Call signs ,Code words

Radio checks and relaying information under difficult conditions

Using standard message formats

Reference material:



V 1.0

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Situation reports are used to provide information about what you have done, what you have found and what you plan on doing. Using a standard format: reduces confusion if comms are not clear; ensures important information is not forgotten; and speeds up the comms process. This is especially important when many teams are deployed and radio traffic is busy.

Format

- Who you are calling (call sign of who you want)
- Who you are (your call sign)
- Where you are (GRID reference)
- What you have found
- What you have done since the last contact
- What you intend to do

Example

- Otaki Zero, Otaki One, SITREP – OVER
- Otaki One, Otaki Zero, SEND – OVER
- Otaki Ops, Otaki One, my GRID 123456, nothing found, we have arrived at the start of Oriwa ridge. Continuing with our task – OVER

SITUATION REPORT (SITREP)

Basic Radio Principals

Speech: Rhythm, **S**peed, **V**olume, **P**itch

Messages :Accuracy, **B**revity, **C**larity

Discipline

Radio Discipline

Always

- Check equipment before deploying
- Ensure frequency is correct
- Maintain a constant listening watch
- Use correct voice procedure

Radio Discipline

Always

- Listen before you transmit
- Answer all calls without delay
- Record messages accurately
- Ensure team leaders have approved content of message

Radio Discipline

Never

- Make unnecessary transmissions
- Speak faster than the receiving station can record your message
- Attempt to paraphrase the meaning of a message

Radio Discipline

Never

- Swear or lose your temper
- Assume your message has been received – get confirmation

PROWORDS

Procedure Words (“PROWORDS”) are used to increase accuracy, clarity and to keep messages brief.

Some basics:

OVER, OUT, CORRECT, NEGATIVE, SAY AGAIN,
MESSAGE, FIGURES, GRID
NO DUFF, PRIORITY, WAIT, STANDBY

PROWORDS

Can aide accuracy in poor conditions:

WORDS TWICE, READ BACK,
I SAY AGAIN, I SPELL

Can ask for specific information:

SITREP, LOCSTAT

CALL SIGNS

A unique ID of person, team, facility, etc on the radio network.

CODE WORDS

Code words are used

- When it may be necessary to disguise meaning from casual listeners on a non secure radio net .

- When transmitting sensitive information

RADIO CHECKS

"RADIO CHECK" has prescribed answers to help diagnose problems:

Strength

LOUD – Your signal is strong
GOOD – Your signal is good
WEAK – I can hear you with difficulty
VERY WEAK – I can hear you with great difficulty
NOTHING HEARD – I can not hear you at all

Readability

CLEAR – Excellent signal quality
READABLE – Good quality, no difficulties in reading you
DISTORTED – I have trouble reading you
WITH INTERFERENCE – I have trouble reading you due to interference
NOT READABLE – I can hear that you are transmitting, but cannot read you at all

Pronunciation

Phonetics are used to reduce chance of being misunderstood

- The phonetic alphabet
- The figures (numerals)

Frequently used messages

LOCSTAT (Location Status):

- Who you are calling
- Who you are
- Where you are
- What you are doing

SITREP (Situation Report):

- Who you are calling
- Who you are
- Where you are
- What you have found
- What you have done since last transmission
- What you intend to do

Frequently used messages

Requesting assistance:

- Who you are calling
- Who you are
- Where you are
- Type of incident (i.e. subject located, injury to team member etc)
- Number and type of injuries
- Special equipment needed (i.e stretcher, helicopter)
- Hazards in the area that may impact on response

Consider use of “PRIORITY” and “NO DUFF”

Practical Exercise

Remember – ABC - Accuracy, Brevity, Clarity

Remember to use PROWORDS – Refer to manual if necessary.

Remember to use the aide memoire for SITREP format

“TRAIN AS YOU INTEND TO FIGHT!”

Debrief

REFERENCES

- N.Z.LandSAR Field Guide
- LandSAR NZ Radio Procedures Manual
- N.Z.LandSAR Aide Memoir
- N.Z.LandSAR Radio Communication Competencies
- NZ LandSAR Team Member Competencies
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