1. INTRODUCTION

This standard establishes guidelines for the use of two-way radio communications equipment. It was promulgated to promote the most efficient and effective use of the radio communications systems.

2. GENERAL COMMUNICATIONS GUIDELINES

A. Radio channels are used to transmit official business only. Avoid discussing sensitive or medical issues on open channels unless directed by EvCC Command.

B. Good radio etiquette demands that all users limit their communication to essential radio calls only.

1. Consistency is important! Everyone communicating the same reduces mistakes.

2. Listen to radio communication that may indicate special instructions needed in your area.

3. Keep your radio with you at all times.

4. Avoid stepping on other transmissions.

5. Avoid "keying" your microphone (PTT held down)

C. Normal Transmitting

1. Press radio key firmly, hold, pause for a second then begin speaking into the microphone.

2. Direct your call to the person first, and then announce yourself.

3. Wait for acknowledgement "Go ahead flag one", and then state your message.

D. Radio Procedures

1. Use plain speech or clear text when transmitting over a two-way radio. Table #7-03 lists commonly used communication "clear text" terms.

2. When attempting contact identify your-self first and then the call sign of the person you are calling.

3. Be brief and to the point. Stay off the radio unless absolutely necessary.

4. Listen before you begin your transmission, and always wait a second before you speak after keying the push to talk button.

5. Speak directly and clearly with an even tone into the microphone at a distance of 1 inch.

6. Acknowledge the receipt of all messages directed to you regardless of how trivial.

7. Don't talk too much. Only speak when absolutely necessary. Safety information must take priority.

8. Don't Swear. This is an open radio channel.

9. Don't shout into the radio. Only distorts the resulting transmission.

10. Don't Abuse the antenna. Break it and you have an effective range of 10 feet.

TABLE: EvCC Communication Groups		
Group	CALL SIGN	COMMENTS
Executive Group	**VICTOR-#** **(10+ Series)**	
Security Group	**UNIT-#**	Radio designations maintained by EvCC Security Director
Support Group	**VICTOR-#** **(50+ Series)**	
C-CIRT Group	"*BUILDING*"-#	Individual designations determined by the building.
Incident Command	*"Command Position"*	Use standard ICS position designations consistent with NIMS ICS.
Emergency Operations Center	*"Position Designation"*	Use standard EOC position designations consistent with NIMS ICS.
Campus Events	*"Event Specific"*	Use clear and appropriate radio designations as specified on the Event Action Plan (EAP), Communications Section.

TABLE: EvCC Radio Channels			
CHANNEL	CAPABILITY	USE	COMMENTS
Channel-1	Repeater #1	• Primary Command and Control • Emergency Operations Center • Security Daily Operations	Command Channel
Channel-2	Repeater #2	• C-CIRT Radios – Select #1 • Informacast Alerts • Event Coordination (prior approval)	Tactical Channel
Channel-3	Direct	• Incident Working Channel • Event Coordination (prior approval)	Working Channel
Channel-4	Direct (Channel-1)	• "Talk-around" Channel #1	Provides alternative communications if Repeater #1 is not working.
Channel-5	Direct (Channel-2)	• C-CIRT Radios – Select #2 • "Talk-around" Channel #2	Provides alternative communications if Repeater #2 is not working.

Commonly Used Radio Terms

Terminology	Meaning
Accountability "Roll Call"	Request by command to report accountability, report with: • your identity • your location • "all accounted for" *Example: {Wolf Building Captain, North Door, All accounted for}*
Accountability "Status"	Request by command to report your status, report with: • Your identity • Your location • Your assignment (or standing by for assignment) • Progress on assignment or anticipated completion *Example: {Wolf Building Captain, parking lot "B", checking for injuries, progressing well}*
Affirmative	Yes
Acknowledge	Confirm you understand my message
Clear	No obstruction and ready for action or task
Confirm	My version is … Is that correct?
Correction	I made a mistake, correct version is…..
Do you read	Made more than one attempt to reach, please acknowledge.
This is a Drill/Exercise	During a drill or exercise always use this terminology at the beginning and the end of every transmission.
Go Ahead	Listening, proceed with your message.
Incident	Refer to the situation never use "accident"
May-day	Emergence call for help – repeat three times
Negative	No
Priority Traffic Only	Requested to limit radio communications to important information only.
Radio Silence	Requested to stop all radio communications – priority to the call. Used when there is an immediate life threat.

Medical Triage Terms

Terminology	Meaning
Triage - Green	*Patient with minor injuries*
Triage - Yellow	*Patient with serious but not life threatening injuries. Need urgent transport.*
Triage – Red	*Patient with very serious or life threatening injuries. Need rapid transport.*
Triage – Black	*Deceased patient*

Radio Parts

- *On/Off-Volume Knob:* Also controls volume which only affects incoming sound.

- *Squelch Control:* filters out the background "static" noise that would otherwise be heard when the channel is not being used. Most radios have an automatic squelch which can be bypassed by pressing a button to momentarily release the filtering action of the squelch setting when trying to listen to weak signals that keep cutting in and out. If the radio has a knob for squelch adjustment the setting should set just past the point where the radio becomes silent.

- *Push to Talk Button (PTT):* Normally on the side of your radio, find it and only use it when you want to transmit. Remember that you must wait a second before you begin to speak after "keying" the PTT transmit button. A typical but sometimes interesting issue with this button is when it inadvertently gets jammed. This is less than ideal if you happen to have the radio with you in this condition when visiting the "blue room". Other people on the same channel tend to learn more than they want to know in this circumstance.

- *Channel Selector:* Make sure you know what channel is being used and set the radio correctly.

- *Speaker/Mic:* The most important factor in your outgoing transmission quality is the relative position of your mouth to the radio's built-in microphone. Know where it is and speak directly into it at a distance of about 1 inch. Speak at a moderate pace, neither too slow nor too fast, avoid slurring your words, and never shout - increasing your voice level will only cause distortion of your voice by the microphone.

- *Antenna:* will give you best performance if placed in the vertical position. Never bend it. Doing this will drastically reduce radio performance.

- *Battery:* Most radios have a battery that is attached to the back of the unit. The method of attachment varies. Precautions to avoid rapid discharge of the battery include:

    o Keeping the volume knob turned down lower than full blast

    o Limiting the duration of your transmissions