

# RADIO PROTOCOL



# Radio Protocol

How to change channels on the radio

1. Locate the LOCK button. Sometimes, this is on button number 3, or whichever button has the picture of the padlock on it.
2. You hold the lock button until the padlock icon disappears on the LCD screen.
3. After the padlock is gone you can freely spin the knob at the top to the channel you need.
4. Don't forget to put the channel back to your department's channel when you are done.
5. To re-lock it, you hold down the lock button again until the padlock reappears on the screen.

**CHANNEL 1** \_\_\_\_\_

**CHANNEL 2** \_\_\_\_\_

**CHANNEL 3** \_\_\_\_\_

**CHANNEL 4** \_\_\_\_\_

**CHANNEL 5** \_\_\_\_\_

## Radio Protocol

- Keep your radio with you at all times.
- Do not loan your radio to anyone at any time.
- Radios are open channels
  - Do not use anyone's real name on the radio.
  - Do not discuss sensitive information over the radio.
  - Don't curse, and don't use slang or unfamiliar terms.
- If you hear "BREAK BREAK BREAK" on the radio, this is an emergency transmission. Maintain radio silence until cleared.
- Radios can be annoying or distracting when you're talking to someone face-to-face. Turn the radio down if you're having an in-person conversation and let your partner remain in radio contact.
- If you have not heard any calls for some time, check your battery!

## Communicating on Radios

- Think about what you're going to say.
  - Keep it short.
  - Action item, location, specifics.
- Push microphone button, pause for two seconds.
  - Speak clearly and concisely.
  - Release button and listen.
- State the name of the person you are calling twice, then your name.
  - "Turtle, Turtle... Bumblebee"
- The prescribed response is "go for YourName", as in
  - "Bumblebee, go for Turtle ."
- Once they have responded that they have heard you, relay your information.
  - "Turtle, we have an ice cream truck overturned at the Effigy. Responding personnel should bring spoons."
- Practice closed-loop communication – summarize and repeat what you just heard.
  - "Copy that. Overturned ice cream truck at the Effigy. Bring spoons."

## Radio Lingo

- **“BREAK BREAK BREAK”**
  - Emergency transmission follows. Maintain radio silence until situation is cleared.
- **“AllCon” or “AllComm”**
  - Used to address everyone listening. “AllComm, AllCom, Bumblebee. It’s time for ice cream at the Effigy.”
- **“Bumblebee Clear” or “Bumblebee Out”**
  - I’m clear of the channel now; done with the communication thread.
- **“Copy”**
  - I understand your message.
- **“Standby”**
  - I’ll get back to you once I get that info. (Check back in a few minutes if necessary.)
- **“Bumblebee On/Off Comm”**
  - I’m on radio and listening, or I’m turning off my radio.
- **“I need a face-to-face”**
  - I need you in person. There is something sensitive to discuss or a situation that needs your presence.