



Government of Western Australia
Department of Fire & Emergency Services



Radio Communications Voice Procedures

Version 1.0 February 2006



Don't forget...

DO

- Always speak clearly, slowly and at a slightly higher pitch than normal.
- Use the phonetic alphabet only where necessary.
- Use the 24 hour clock.
- Make use of Prowords.
- Always obey Com Cen (Perth), appropriate base station or control point.
- Keep transmissions short and to the point.
- Relay messages if a station cannot be heard by other stations.
- Always carry a notebook and pen for taking down messages.
- Practice Voice Procedures regularly.
- Wait one second, then talk.

DON'T

- Shout, or drop your voice at the end of sentences.
- Use 'Over and Out' or other CB terminology.
- Leave your radio unattended or close down without permission.
- Use obscene language, send personal information, or send unnecessary messages, especially during emergencies.

Figures

0	zero
1	wun
2	too
3	thuh ree
4	Fow wer
5	fi yiv
6	six
7	se ven
8	ate
9	niner
10	wun zero
.	day see mal

Operating Rules

Crew members are responsible for operating radios and should remember the following rules:

- Make sure the radio is in sound working condition.
- Do not leave your radio unattended at any time.
- Always make sure you know your Sector and Command frequencies.
- It is your responsibility to maintain radio contact with your control station at all times. If you lose contact, move until communications are re-established.
- Do not set your radio to SCAN. It should be locked to the Sector frequency.
- When using handheld radios, make sure they are 'key locked' and the batteries are fully charged.

Phonetic alphabet

ALPHA	-	AL fah
BRAVO	-	BRAH vo
CHARLIE	-	CHAR lee
DELTA	-	DELL ta
ECHO	-	ECK oh
FOXTROT	-	Foks trot
GOLF	-	golf
HOTEL	-	hoh TELL
INDIA	-	IN dee ah
JULIETT	-	JEW lee ET
KILO	-	KEY loh
LIMA	-	LEE mah
MIKE	-	mike
NOVEMBER	-	no VEM ber
OSCAR	-	OSS cah
PAPA	-	pah PAH
QUEBEC	-	KEY BECK
ROMEO	-	ROH me oh
SIERRA	-	See AIR rah
TANGO	-	TAN go
UNIFORM	-	YOU nee form
VICTOR	-	VICK tah
WHISKEY	-	WISS key
X -RAY	-	ECKS ray
YANKEE	-	YANG key
ZULU	-	ZOO loo

Example: Pumps: 'I spell PAPA, UNIFORM, MIKE, PAPA, SIERRA.'

Call signs

Call signs need to be used:

- when you first open the network/use radio
- when you close the network
- when a station/appliance joins the network
- when a station/appliance leaves the network
- when changing frequency
- when difficult operating conditions arise (at the operator's discretion)
- when working a multi-agency incident and clarity is required.

Generic features of all radios

- | | |
|-----------------------|------------------------|
| • On/Off Switch | • Press to Talk Button |
| • Volume Control | • Microphone |
| • Channel Selector | • Speaker |
| • Channel Display | • Power Supply |
| • Monitor/Lamp Switch | • Antenna |

Prowords

Proword	Meaning
Calling and Answering	
This is	Part of identification.
Over	When calling, an answer is required.
Out	End of exchange, no answer is required.
Wait	Please wait (not for longer than about 5 seconds). Other stations should not transmit.
Wait out	Long delay expected, other stations may transmit.
Roger	Message understood or Reading you loud and clear.
Wilco	Message understood and will comply.
I spell	I will spell the following phonetically (only used in poor conditions or for words that are difficult to understand over the radio).
Figures	Figures to follow. (Do not use for call signs or map references.)
Affirmative	Means 'Yes' or 'Correct' or 'That is Correct' or 'I Agree'.
Negative	Means 'No' or 'This is Incorrect' or 'Permission not Granted'.
Go Ahead	Invitation to transmit or reply or 'Carry on'.

Proword	Meaning
Emergencies	
Emergency Message	Used only in cases of extreme emergency and are not to be used lightly. The name and rank of the person sending the message must be included with the emergency message Pro-word.
Radio Check	
Radio Check	What is my signal strength and readability?
Nothing Heard	I have attempted to contact you but have heard no reply.

Proword	Meaning
Transmission of Information	
Grid	The following figures are a grid reference.
Message	Message is to be written down.
Send	I am ready to receive your message and write it down.
More to Follow	There is more information to be transmitted after your acknowledgement of this portion.
Sitrep	What is your situation report (ie what is happening)?
Out to You	I have ended transmission with you and will now talk with...
Relay Procedures	
Through me	I will relay your message to the station you wish to contact.
Relay Through	I shall send my message to another Station through you.
Relay To	You will relay this message to the station I require.

Proword	Meaning
Corrections and Repetitions	
Correction	An error has been made, the correct version is...
Say again	Say the last message again.
I say again	I am repeating a part of a message.
All Before/All After	In conjunction with 'Say Again...', indicates the part of the message required to be retransmitted. Also 'Word Before'/'Word After'.
Unknown Station	I did not hear your call sign, please 'Say Again'.

Proword	Meaning
Miscellaneous Procedure	
ETA	Estimated Time of Arrival.
ETD	Estimated Time of Departure.
Speak Slower	You are speaking too fast – slow your delivery down.
Fetch	I require to speak to this person directly.
Speaking	I am the person you asked to speak to.
Change To	Prepare to change to the new channel nominated.
Change Now	Change to the nominated channel now.
Close Down	The Net is closing down and is waiting for your response that you understand this.
Close Down Now	All stations cease radio communications.
Words Twice	Difficult working conditions apply, say all words twice.
End Words Twice	Working conditions have improved, return to normal delivery of messages.
No Duff	A real situation has developed during the training exercise.
Disregard this transmission	Cancel this transmission – (sent during the course of a message).
Cancel	Cancel my last transmission – message previous. Cancel my transmission referring to... for messages more than two previous.

