



## BASIC STEPS FOR RADIO OPERATION

Hold the PTT (push to talk) button down for 1 second before talking

- The radios need ½ second to “communicate” with each other before you talk.

Hold the radio upright

- The antenna works best when straight up and down.

Leave breaks for emergency traffic

- Before talking or answering, leave a good second for all EMERGENCY traffic to break in.

Just give your tactical call sign, ie: “Security 1”

- You are only allowed to talk to the “Dispatch” station and the only thing they need to know is who is trying to get their attention.

If you want to talk to someone else, you still have to go to “Dispatch” to ask permission

- You will say “Security 1” and Dispatch will reply “Go ahead Security 1”. Then you make your request “Request permission to talk to Security 2”. Dispatch will reply with either “Go ahead”, “Standby” (meaning please wait just a minute), or “Negative”.

When calling Dispatch, if you don’t get an immediate response, Dispatch may be busy

- Except for emergency calls, wait a minute and try one more time. Emergency calls try again immediately.

If no response on your second call, try moving a few feet

- Sometimes moving a few feet can make all the difference. If that still doesn’t work, check that your radio is on and the volume is up. If still unable to copy, see if ANY station is able to copy you by saying “Security 1 needing relay to Dispatch”. If still no answer, your battery is dead or you should assume it is dead. Go over to the nearest person with a radio and ask them to let Dispatch know. In emergency situations, use your best judgment and let Dispatch know what’s going on at the first chance you have.

Emergency calls get priority with “Emergency!” or “Emergency Traffic!” repeated up to 3 times

- Emergencies involve immediate danger to a person
- When you hear this, all stations clear the air immediately
- The 2 other radio traffic levels are ‘Priority’ and ‘Routine’

For emergency traffic – give your EXACT location

- Remain aware of your location. If people can’t find you, they can’t help you. In the dark, in a crowd or building, with noise – you should try to give as much information as you can.

Tell Dispatch the nature of the emergency

- What’s happening? Number of people involved. Then Dispatch might ask you further questions like “Are they breathing? Are they talking? Age of the patient? Sex of the patient? Number of patients? Any weapons? Is the fight still occurring? Direction of travel? Is there a vehicle involved? Can you update your location?” Questions like these help the police, fire, and ambulance services respond and prepare them for what to expect.