


RADIO INSTRUCTIONS



Before heading out...



1. Remove radios from charging cradles
2. Press and hold the purple  button (bottom right) until display turns on
3. Check that all radios are set to the **same** approved channels. Use Channel 6, unless that channel already has traffic.

Approved Channels

6, 8, 9, 10, 11, 12

DO NOT USE CHANNEL 16


4. On the display, confirm SQL has at least one bar and volume has two or three

SQL 
VOL 

5. To send, hold down PTT on side of radio and **speak clearly, loudly and with pauses**
6. Check all radios are receiving before going on the water and secure radio to your buoyancy aid. Do not leave unsecured in the safety boat.

Please ensure that there is a radio in the duty hut, one in each safety boat and one on land held by a responsible adult

Coming back in...

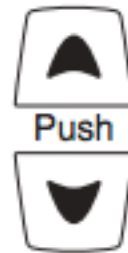
1. Turn off all radios by holding purple  button
VERY IMPORTANT charging the radios whilst switched on will DAMAGE them
2. Place into charging cradles and leave to come on the timer.

Changing the channel

Please only change the channel if the radios are receiving signals from other people using the same frequency or all radios are not set to the same channel.

Only use channels 6, 8, 9, 10, 11, 12 **DO NOT USE CH 16**

To change the channel on a radio press



Adjusting the Volume

1. Press



2. Use the
down



button to turn the volume up or

1. Normal Channel to be used : Channel 6

Other Approved Channels : 8, 9, 10, 11, 12.

How to change to a different channel : See Section 5 below

2. Routine Use

a) How to initiate a conversation

It is quite common for the first word of a communication to be missed by listeners, so the standard procedure is to start with the name of the boat or person that you want to communicate with and repeat the name two or three times. Follow this with your name.

So, for example, Rhian wishes to start a conversation with Steve; she waits for the Channel to be quiet, holds down the PTT button and says:

“Steve, Steve, Steve this is Rhian, Rhian, Rhian, Over.”

Release the PTT when you complete your transmission.

b) How to respond

Nigel hears the communication and can respond, so he says:

“Rhian, Rhian, Rhian this is Steve receiving you, Over”

Rhian and Steve can now continue the conversation as required and finish each communication with the word “Over”.

If there is no response from Steve to the first call, then Rhian should check that her handset is set correctly for Channel, volume and squelch and then repeat her first transmission one more time. If Rhian continues to get no response then she could modify the first communication and send to All Stations, requesting any response of Steve.

c) How to end a conversation

At the end of the conversation the person closing the communication should finish with the word “Out” instead of Over.

3. How to make an emergency Distress call

Grave and Imminent Danger to a Person Requiring Immediate Assistance

“MayDay, MayDay, MayDay

This is Orange Safety One, Orange Safety One, Orange Safety One.

MayDay Orange Safety One

My Position is Cransley Off Buoy Number 4

Nature of Distress Have Topper Fully Inverted and Possible Entrapment of Helm

Assistance Required : I am solo and require urgent assistance

Number of Persons: Topper has one helm

Other Useful Information : No other boats in vicinity and Going aboard Topper to start righting

Over”

Examples of other distress situations : Person has urgent medical issue in imminent danger.

A distress call has absolute priority over all other transmissions. All stations hearing it must immediately cease any transmissions that could cause interference to distress traffic. Any station in a position to assist should respond on the same channel.

4. How to make an urgent call

“Pan-Pan, Pan-Pan, Pan-Pan this is My Name, My Name, My Name.

Position

Nature of Emergency

Assistance Required

Number of Persons

Other Useful Information

Over”

Example : “Pan-Pan, Pan-Pan, Pan-Pan this is Nigel, Nigel, Nigel. I am solo on White Safety Boat and have a single casualty with a head injury from a boom on Topper 32167. The casualty is on the safety boat and no other person involved. I am bringing the casualty to the Jetty and request First Aid assistance at the Jetty, Over.”

5. How to change to a different Channel during use

If it becomes apparent that Channel 6 is in use by other users in range of CSC, then it will be necessary to move to a different approved channel whilst the handsets are in use.

The Duty Officer or Training Principal during Training sessions should be used to confirm the change and carry out a radio check that all active stations have changed to the proposed new channel.

Example :

Sarah : “Duty-Officer, Duty-Officer, Duty-Officer this is My Name, My Name. Suggest move to Channel Zero Eight. Please confirm this is OK, Over.”

Duty-Officer should respond with a confirmation of which channel to move to:

“All Cransley Stations, All Cransley Stations, All Cransley Stations, this is Duty-Officer, Duty-Officer. Confirm move to Channel Zero Eight. Please change to Channel Zero Eight and carry out radio check with me. Over.”

Wait a few seconds for stations to change to new channel.

Now Sarah uses Channel 08:

““Duty-Officer, Duty-Officer, Duty-Officer this is Sarah, Sarah. Request Radio Check Over.”

And waits for a response from the Duty Officer to confirm that reception is OK on Channel 8. Other active stations then carry out a radio check in turn.

Standard NATO Alphabet to be used.

A Alpha	B Bravo	C Charlie	D Delta	E Echo	F Foxtrot	G Golf	H Hotel	I India	J Juliet
K Kilo	L Lima	M Mike	N November	O Oscar	P Papa	Q Quebec	R Romeo	S Sierra	T Tango
U Uniform	V Victor	W Whisky	X X-Ray	Y Yankee	Z Zulu				

6. Emergency Distress Radio Procedure Card for All CSC Locations

NAME OF VESSEL

DISTRESS CALLS are to be made only when **IMMEDIATE ASSISTANCE IS REQUIRED.**

Use Channel 6, unless previously agreed to use a different channel. Check Channel , Volume and Squelch on your handset.

DEPRESS THE TRANSMIT BUTTON on the side of the handset.

Speak clearly and with pauses.

“MAYDAY, MAYDAY, MAYDAY

THIS IS My Name, My Name, My Name.

MAYDAY My Name

MY POSITION IS Cransley SC Buoy Number
(Give distance to nearest buoy)

NATURE OF DISTRESS

I REQUIRE IMMEDIATE ASSISTANCE

NUMBER OF PERSONS ON BOARD

OTHER USEFUL INFORMATION

OVER”

Release the Transmit button and wait for an acknowledgement.

Keep listening on this Channel for instructions.

If no other station responds repeat this distress call.

See overleaf for procedure for urgent calls.

7. Procedure for Urgent Calls

This indicates the boat or crew have a serious problem but are not in a distress situation.

Use Channel 6, unless previously agreed to use a different channel. Check Channel, Volume and Squelch on your handset. Hold down the PTT button on the side of the handset. **Speak clearly and with pauses.**

“Pan-Pan, Pan-Pan, Pan-Pan this is My Name, My Name, My Name.

Position (include where you are)

Nature of Emergency

Assistance Required

Number of Persons

Other Useful Information

Over”

Example : “Pan-Pan, Pan-Pan, Pan-Pan this is Steve, Steve, Steve. I am solo on White Safety Boat and have a single casualty with a head injury from a boom on Topper 32167. The casualty is on the safety boat and no other person involved. I am bringing the casualty to the Jetty and request First Aid assistance at the Jetty, Over.”