

A Rough Guide to Radio Procedures

Introduction

One of the most important pieces of Personal Protective Equipment (PPE) supplied to Security Operatives is a radio. The Radio is used to enable you to call for help from your colleagues. Therefore you should never talk on the Radio except when it is absolutely necessary to send or receive information.

When going on duty the very first thing you should do is make sure the battery has a good charge. Secondly you should check the Radio is working, by asking a colleague for a radio check. Finally you should insert your earpiece and check with your colleague again.

Note: 82% of people are right-handed and most will attack from that side. If you are wearing your earpiece in your left ear, it and/or you may be damaged. Therefore, given this information you may choose to wear your earpiece in your right ear. However it is your choice.

Radio rules

To make communicating with a radio easy there is a very simple rule. Whoever starts the conversation, is also the last person to speak. The reason for this is so the person giving the message is able to confirm the person receiving it has understood what was asked.

A typical conversation between two call-signs Golf Lima 1 (GL1) and Juliet Bravo (JB) would be as follows

GL1 to (JB) - OVER

JB: Send - OVER

GL1: Lunch in 20mins – OVER

JB: Received – OVER

GL1: OUT

In the above conversation the person who started also finished. The word OVER was used to end each exchange between GL1 and JB. The word OUT was used by GL1 to end the entire conversation. The use of OUT also let everyone else on the network know they could now speak – if necessary. **Note you must only use the Call-sign you are given.**

Pro –Words

The words OVER and OUT used in the above conversation are Examples of Pro-Words. These are easily pronounced words or phrases used to convey an exact meaning between operators, thus helping communication. Below is a list of common Pro - Words:

OVER This is the end of my transmission to you and a response is necessary

OUT This is the end of my transmission to you and no reply is required or necessary

OUT TO YOU I am finished with you and am about to call another station. Do not reply

RECEIVED I have received and understood your last transmission.

SAY AGAIN Repeat your last transmission

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WAIT OR STANDBY You are unable to reply immediately tells them to wait, e.g. WAIT/STANDBY one = wait one minute

ETA Estimated time of arrival

ETD Estimated time of departure

Emergency Response Codes

These vary from site to site –you should check you Standard Operating Procedures and/or Assignment Instructions

Phonetic Alphabet and Numbers

Below is the Phonetic Alphabet is a tried and tested method of communicating over the radio network. It is used by all UK Emergency Service Personnel and most importantly the Emergency Call Centres. Therefore it should be memorised and used by all Security Operatives.

A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	X-Ray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		
0	Zero	4	For-wer	8	Ate
1	Wun	5	Fi-yiv	9	Niner
2	Too	6	Six	10	Wun-Zero
3	Thuh -ree	7	Seven		