WS Radio Etiquette and Code Red Call Procedure

Version 3.0

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Objectives

1. Provide Clear Guidance on the Control and Operation of the Entel HT722 VHF Radios used by WS.
2. Explain the basic principles of radio etiquette.
3. Explain how to do a Radio Check.
4. Explain the emergency "CODE RED" radio call procedure.

Target Audience

1. WS Session Managers
2. WS Pontoon Managers
3. WS Safetyboat Coxswains and Crews
4. WS Commando Helms and Crews.
5. WS Pioner Helms and Crews
6. WS Sailing Helms and Crews
7. Trustees

Entel HT722 Controls

CONTROLS & INDICATORS

NON DISPLAY   3 KEY LCD   8 KEY LCD   20 KEY LCD

SECURITY CHANNEL

SUBMERSIBLE   SUBMERSIBLE   SUBMERSIBLE   SUBMERSIBLE

Talk Here

1. On/Off button: press and hold to turn the radio on or off.
2. Volume control
3. Channel control
4. Push To Talk (PTT) button: press to speak and release to listen.
5. Dealer programmable button (ask your dealer for more information)
6. Dealer programmable Soft Key (long press only)
7. LED indicator

Red steady - Transmitting
Red flashing slowly - Battery needs recharging
Green steady - Receiving
Amber steady - Invalid signal being received
Amber flashing rapidly - Scanning
Amber pulsing - In standby mode
8. Keypad buttons
9. Microphone

SWITCHING ON, RECEPTION AND SWITCHING OFF

1. To switch on, press and hold the on/off button (1) on the front of the radio.

2. When the radio has passed its diagnostic tests, it will emit a fanfare tone.

3. The radio will enter standby mode. This is indicated by the LED Amber flashing once every 5 seconds, signalling that the radio is ready for use.

4. Adjust the volume control to select the desired volume level.

5. Using the channel buttons, ensure you have the correct channel selected. (Normally "1").

6. When receiving a valid signal, the LED will illuminate steady green and audio will be emitted from the radio's speaker or audio accessory (if attached).

7. When finished using the radio, switch off by pressing and holding the on/off button (1) until the radio beeps and the LED/LCD is extinguished.

TRANSMITTING

1. Before transmitting, listen to see that the channel is clear (no talking).

2. When receiving a signal, wait until the signal stops before transmitting. The radio cannot transmit and receive simultaneously.

3. Press the Push To Talk (PTT) button (4) to begin your transmission. To confirm transmission the LED will illuminate red.

4. For best transmitted speech quality, you must talk directly into the radio's microphone (9) at around 4cm between your mouth and the radio.

5. Wait a couple of seconds before starting to speak.

6. When the transmission is finished release the PTT button.

RADIO CHECK

This procedure should be performed each time you are issued with a radio to use for a session and after any power on/power off.

1. Perform steps 4, 5, and 6 above.
2. Say **"<Their Name> this is <Your Name> Radio Check Please Over".**
3. Release the talk button.
4. Wait for response. If no response after a minute perform steps 1,2 and 3 again.
5. You will get the response **"<Your Name> this is <Their Name> Reading You Loud and Clear. Out"**

You now know that your radio is working and that others can hear you and speak to you.

NORMAL CONVERSTATION

This procedure should be performed each time you wish to communicate with another party.

1. Say **"<Their Name> this is <Your Name> Over".**
2. Wait for response. If no response after a minute perform step 1 again.
3. You will get the response **"<Your Name> this is <Their Name> Go Ahead, Over".**
4. Say **"<Their Name> this is <Your Name> <Your Message>, Over".**
5. You will get the response **"<Your Name> this is <Their Name>, <Response to Your Message>, Over".**
6. Steps 4, and 5 can be repeated as many times as needed to complete your conversation.
7. When you are finished you close the conversation by saying **"<Their Name> this is <Your Name>, Out".**
8. To begin another conversation start at step 1 again.

EMERGENCY CODE RED

This procedure should be used in an emergency when there is serious injury and/or risk to life.

1. Say **"CODE RED, CODE RED <SESSION MANAGER> this is <Your Name>, <Your Message>, Over".**

2. If you are bringing a casualty in to shore proceed but if you get no response try again after a minute.

3. You will get the response **"CODE RED, CODE RED <Your Name> this is <SESSION MANAGER>, <Session Managers Message>, Over".**

4. Steps 1, and 3 can be repeated as many times as needed to complete your conversation.

ONCE YOU HAVE STARTED A CODE RED CALL IT CAN ONLY BE CLOSED BY THE SESSION MANAGER.

CLEARING A CODE RED

This procedure should be used to close down a CODE RED. It is <u>only</u> performed by the SESSION MANAGER.

1. The Session Manager will say **<SESSION MANGER> to All Stations CODE RED CLOSED, CODE RED CLOSED".**

Normal radio traffic can now resume.

EMERGENCY CODE RED ETIQUETTE

1. A CODE RED call is the equivalent of a Mayday: It is very serious.

2. Never use CODE RED unless there is **an emergency**.

3. If you hear a CODE RED call and are not involved you **must maintain radio silence**. Unless you are invited into the CODE RED by the Session Manager.

4. Listen to the CODE RED Traffic and make sure that you keep clear of the boat(s) involved and their intended passages.

5. Try to avoid returning to the pontoons unless you are instructed to do so by the shore team.

YOUR NAME and THEIR NAME

The following are the names normally assigned to radios on a WS session. Do not use you own Surname or Christian name.

PONTOON (The session manager on a normal call or the stand in Pontoon Manager during a CODE RED).

SESSION MANAGER (The Session Manager during a CODE RED).

SAFETY (any one of the crew of the RIB).

COMMANDO <No.> (any one of the crew of Commando <No.>).

PIONER (any one of the crew of the PIONER.

STRATOS <No.> (any one of the crew of Stratos <No.>).

LUGGER (any one of the crew of the Lugger).

LONGBOAT (any one of the crew of the Longboat).