

USING RADIOS

RADIO TIPS

- Plan your very succinct message
- Turn on. Correct channel? Listen before transmitting, to ensure the channel is clear.
- Hold radio upright & parallel to cheek. Antenna upright.
- Press push-to-talk button (PTT), and hold it down while speaking.
Take a breath 1st -a quick pause to allow for transmission to occur.
- Speak clearly; not too fast:
 1. **First identify who you're calling, by their role/ station name, then ID yourself by role/ station name:** (E.g., "Operations, this is Search Team Bravo")
 2. **Let go of PTT**, to allow response. A beep will sound to indicate availability for the next speaker. (With some radios without an automatic beep, saying "Over" indicates hand-off to next speaker).
 3. **Summarize content** of what you heard; or **Say "Copy"**. Then add any comment.
 4. **Say your station name, then 'Out'** (e.g., "**Search Team Bravo Out**") to indicate finish of your communication. 2nd party may also say "**Operations Out**", to indicate the end

"Stand by" = wait

"Say again" = repeat

"Break!" (&/or "**Priority Message!**") = to interrupt for urgent use of a channel.
All other parties then immediately relinquish channel.

"Roger" = confirming message, acknowledging that you will follow through as needed

SARES = Sunnyvale Amateur Radio Service

PHONETIC ALPHABET

A	Alpha	AL-fah
B	Bravo	BRAH-voh
C	Charlie	CHAR-lee
D	Delta	DELL-tah
E	Echo	ECK-oh
F	Foxtrot	FOKS-trot
G	Golf	GOLF
H	Hotel	hoh-TEL
I	India	IN-dee-ah
J	Juliette	JEW-lee-ett
K	Kilo	KEY-loh
L	Lima	LEE-mah
M	Mike	MIKE
N	November	no-VEM-bah
O	Oscar	OSS-cah
P	Papa	pah-PAH
Q	Quebec	keh-BECK
R	Romeo	ROW-mee-oh

S	Sierra	see-AIR-ah
T	Tango	TAN-go
U	Uniform	YOU-nee-form
V	Victor	VIK-tah
W	Whiskey	WISS-key
X	X-Ray	ECKS-ray
Y	Yankee	YANG-key
Z	Zulu	ZOO-loo
0	Zero	ZEE-roh
1	One	WUN
2	Two	TOO
3	Three	TREE
4	Four	FOH-wer
5	Five	FIFE
6	Six	SIX
7	Seven	SEH-ven
8	Eight	AIT
9	Nine	NI-ner

(there are some variations in other jurisdictions)

- **Say “I spell”** before spelling out a word with the phonetic alphabet.
(E.g., say: “Knot- *I spell*: Kilo, November, Oscar, Tango”). Spell out every proper name.
- **Say “figures”** before saying numbers. **Say each Number digit separately:**
E.g., say: “Figures: 4, 2, 3, 6 Main Street”. (not “forty-two, thirty-six”)
- **“Decimal”** = dot