

TITLE: Amateur Radio Standard Operating Practices

PROCEDURE NUMBER: C 04

REVISION NO.: 3

DATE LAST REVISED: June, 2002

"Amateur Radio exists because of the service it renders."

As Amateurs we are able to make two unique contributions to emergency communications: 1) Our technical ability to provide reliability of communications under conditions where others may fail. 2) Our ability to maintain a disciplined and effective communications organization. This document concerns procedures and operating practices to be followed in order to maintain an effective communications organization under emergency conditions.

The following procedures will be observed during all EMA communications operations.

1. The primary communications channel will be the 146.820 Mhz. repeater system.
2. A Net Control Station will direct all operations. No station will transmit traffic without clearance from the NCS. Any station with traffic will request permission to contact the NCS by giving his/her call sign only.
3. Priority is given to emergency, priority, and routine traffic in that order. During network operations all routine traffic will be handled at the discretion of the NCS. ARES operations will be utilized for routine traffic if possible.
4. Make all communications short, concise, and clear. Follow standard Amateur practices and procedures. The following terms are recommended:

- | | |
|-----------------|---|
| Affirmative | - Yes, correct |
| Negative | - No, wrong |
| Roger | - Message received and understood |
| Clear | - This station has temporarily finished transmitting but is listening |
| On Location | - Arrived at the assigned operating point |
| Standby | - Stop transmitting and listen |
| Message Follows | - Prepare to copy written message |
| QSY | - Change frequency to |
| QTH | - location |
| QRT | - Station is ceasing operation |

5. Alerting of Communications Division personnel will be by Tone Alert on the 146.820 repeater. All Division Personnel are encouraged to obtain a tone decoder, install it on a receiver and monitor continuously. A tone alert test will be conducted regularly. Members not raised by tone alert will be contacted by telephone or other means.