Lesson 3: The ABCs of Radio Communication: Accuracy, Brevity, Clarity

In emergency situations, effective communication hinges on accuracy, brevity, and clarity to ensure timely and efficient responses. Learning to use ITU phonetics combined with "Procedural Words" (Prowords) will improve your ability to communicate emergency traffic accurately and efficiently.

Prowords
Procedural Words (Prowords) are words or phrases used to make communications brief and more easily understood. They are not part of the message content. The prowords used for this lesson are as follows:

I SPELL
I will spell phonetically the last word I said. Example: My name is Brian, I SPELL Bravo Romeo India Alpha November

FIGURES
The next thing I say will be a sequence of digits. Example: Figures 98303

MIXED GROUP
The next thing I say will be a combination of letters and numbers. Example "Her call sign is MIXED GROUP Whiskey Alpha Mike Quebec Five Four Niner"

OVER
I'm done speaking and I'm standing by for a reply.

CLEAR
I'm done speaking and I'm leaving the frequency or turning off my radio

BREAK
Indicates the separation of text from other parts of the message.

CONFIRM
Do I have this correctly? Example: Confirm Zip Figures 98303

GOOD COPY
Message received accurtely

Use of Prowords examples:
RADO : Radio Operator, Zone Leads, Neighborhood Coordinators
AI EOC: Fire Station Operator

Send an address location:
RADO: "AI EOC, this is Zone 1 Lead, Prepare to copy address, Over"
AI EOC: "Go Ahead"
RADO: "Figures: Eight Niner One Four Silver Drive, I spell: Sierra India Lima Victor Echo Romeo Drive, Over"
AI EOC: "Good Copy, I have your address location as 8914 Silver Dr, Confirm?"
RADO: "Roger, Good Copy"

General Information, Logistics
RADO: "AI EOC, this is the Community Center"
AI EOC: "Community Center, AI EOC"
RADO: "I have one routine traffic for the EOC, Over"
AI EOC: "Go Ahead with your routine traffic"
RADO: "There are 16, Figures, "one, six" available cots at the Elementary School, Over"
AI EOC: "Copy, 16 available cots at the elementary school, Confirm?"
RADO: "Roger, Good Copy"

Send a Mixed Group
RADO: "AI EOC, this is Zone 1 Lead, Prepare to copy requested medication information, Over"
AI EOC: "Go Ahead"
RADO: "Mediciation RX ID is as follows, MIXED GROUP Alpha Charlie Five One Five Niner Four, Break, Quantity Figures One Two Zero, Over"
AI EOC: "Good Copy: I copy Medication RX ID AC51594, Quantiy 120. Confirm?"
RADO: "Roger, Good Copy"

"Spot" Reports (SPOTREP) are used to report an event or situation in a consistent way. The receiving station knows what to expect and also minimizes requests for additional information.

SPOT: Situation, Position, Observation, Threatened

Spot Report examples:

RADO: AI EOC, this is Zone 4 Lead with one Priority Traffic
AI EOC: AI EOC, Go Ahead with you Priority Traffic
RADO:
Theres a structural collapse at a home on Cole Pt Rd(Situation)
Location is 22021 Cole Pt Rd, Just West of Ray's Park(Position)
Roof and North side wall collapsed, driveway blocked from a fallen tree(Observation)
3 individuals impacted, one minor injury (Threatened)
Over
AIEOC: Copy, 22021 Cole Pt Rd, Structure collapsed, one minor injury, Confirm?
RADO: Good Copy, Zone 4 Lead Clear
AIEOC: Roger, AIEOC

RADO: AI EOC, this is Zone 1 Lead with one Priority Traffic
AI EOC: AI EOC, Go Ahead with Priority Traffic.
RADO:
A backup power outage occurred at the Anderson Island Archival Building (Situation, Location)
Power Outage lasted for approximately 15 minutes. Power has been restored (Observation)
No Injuries reported (Threatened)
Over
AIEOC: Copy, Loss of power at the Archival Bulding for appoximately 15 minutes, power is restored with no injuries, Confirm?
RADO: Good Copy, Zone 1 Lead Clear
AIEOC: Roger, AIEOC