

APPALACHIAN SEARCH AND RESCUE CONFERENCE RADIO SOP CRIB SHEET

For Internal ASRC Use Only

IDENTIFICATION:

- Each transmission identifies the call sign of who is being called, followed by who is calling.
“*BASE, this is TEAM DELTA.....*”
- The last transmission between stations is sent by the station that initiated the traffic and ends with that station’s call sign.
“*.....TEAM DELTA clear.*”
- Base announces the time & license call sign on each half hour. In convoys, the LEADER also announces the call sign at least every 30 minutes. When no COMCTR (base) is operating or no mobile station has been designated LEADER, and always on CB, individual stations must use the license call sign at the beginning and end of each transmission.

CALLSIGNS:

- License Call signs – Public Safety: WPEZ758 Business: WQEU871
- Tactical call signs are issued by the CO or DO on a functional basis. The COMCTR is BASE; the lead vehicle in a convoy is LEADER; the DO is DISPATCH preceded by a Group name (i.e. “*BLUERIDGE DISAPTCH*”).
- Each field team uses its letter designator: “*TEAM ALFA, TEAM BRAVO, etc*”. A team specifically tasked as a relay will identify as RELAY rather than TEAM: “*RELAY ALFA, RELAY BRAVO, etc*”.
- Team members identify by their functional titles followed by the team designator: “*LEADER ALFA, RESCUE ALFA, MEDIC ALFA, RADIO ALFA, DRIVER ALFA, etc*”. Each sub-team (or incidental radio operator) identifies as a parent letter designator plus a number: “*CHARLIE ONE, etc*”. Other intra-team call signs are also by function: “*LEFT WING, BRAKE, etc*”.
- Staff identify by title: “*MISSION COORDINATOR, etc*”.

International Telecommunications Unit (ITU) Phonetic Alphabet and Numeric Pronunciation

| | | | | | |
|--------------------------|-------------------------|-------------------------------|------------|-------|-------------------------|
| A Alfa* (AL fah) | K Kilo (KEY loh) | U Uniform (YOU nee form) | 1 (WUN) | | <i>EXAMPLES</i> |
| B Bravo (BRAH voh) | L Lima (LEE mah) | V Victor (VIK tah) | 2 (TOO) | 100 | (HUN dred) |
| C Charlie (CHAR lee) | M Mike (MIKE) | W Whiskey (WISS key) | 3 (TREE) | 1000 | (TOU SAND) |
| D Delta (DELL tah) | N November (no VEM ber) | X X-Ray* (ECKS ray) | 4 (FOW er) | | |
| E Echo (ECK oh) | O Oscar (OSS cah) | Y Yankee (YANG kee) | 5 (FIFE) | 16 | One, Six |
| F Foxtrot (FOKS trot) | P Papa (pa PAH) | Z Zulu (ZOO loo) | 6 (SIX) | 20 | Two, Zero |
| G Golf (GOLF) | Q Quebec (keh BECK) | | 7 (SEV en) | 1800 | One, Eight, Hundred |
| H Hotel (hoh TELL) | R Romeo (ROW me oh) | Numbers are spoken digit by | 8 (AIT) | 35000 | Three, Five, Thousand |
| I India (IN dee ah) | S Sierra (see AIR rah) | digit except for multiples of | 9 (NIN er) | 0093 | Zero, Zero, Nine, Three |
| J Juliett* (JEW lee ETT) | T Tango (TANG go) | 100 or 1000. | 0 (ZE RO) | 3664 | Three, Six, Six, Four |

*NATO/Military Phonetic Alphabets use Alpha, Juliet, Xray

Commonly Used Prowords and Standard Phrases

| | | | |
|----------------|---|-----------------|---|
| THIS IS | Precedes identification. | PREPARE TO COPY | Write this down. (Wait for GO AHEAD before sending message.) |
| OVER | It is your turn to transmit, I am listening. | READ BACK | For verification, read the message I just sent you. |
| GO AHEAD | I am ready to receive your message. | I READ BACK | I am reading back your message for verification. |
| ROGER | I have satisfactorily received your message. DOES NOT mean <u>yes</u> . | THAT IS CORRECT | I verify that you have received or relayed my message correctly. |
| AFFIRMATIVE | Yes. | SPELL | Spell out your message with phonetics. |
| NEGATIVE | No. | SPELL ____ | Spell phonetically the indicated specific information. |
| STAND BY | Wait a moment (other stations keep out). | I SPELL | A phonetic spelling follows. |
| CLEAR* | I have no more traffic, but I will be listening. | FIGURE(S) | Numerals and letters follow which do not spell words. |
| OUT* | I am turning off my radio. | SECURE THE NET | Protect following radio traffic. Sensitive information to follow. |
| SAY AGAIN | Repeat your last transmission. DO NOT say <u>repeat</u> . | CLEAR THE NET | All stations cease transmission. Priority traffic to follow. |
| I SAY AGAIN | I will repeat what I have just said (or last transmission). | STATUS ONE | Subject found; alive and well. |
| SAY AGAIN ____ | Asking last station to repeat the indicated specific information. | STATUS TWO | Subject found; alive, needs evacuation. |
| CORRECTION | I have made an error; what follows is correct. | STATUS THREE | Subject found; dead. |

*NATO/Military and many dispatchers use OUT for same function as CLEAR is used in the ASRC.

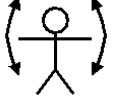
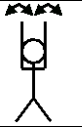
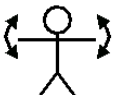

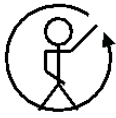


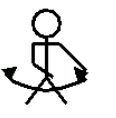
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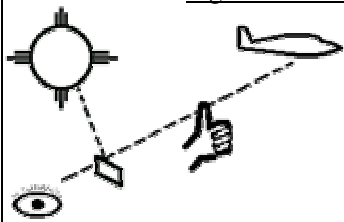
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For Internal ASRC Use Only

Audible and Visual Signals

Visual signals require contrast – Watch your background

| Message | Whistle/Light/Voice | Hands/Flags/Lights |
|---|--------------------------------|--|
| TROUBLE HELP | — — — HELP HELP HELP |  (Obvious attention getter) |
| STATUS ONE (Subject found alive and well) | — • HEEEY ONE |  Don't Cross (Touchdown) |
| STATUS TWO (Subject found needs evac) | — • • HEEEY TWO TWO |  (Similar to TROUBLE) |
| STATUS THREE (Subject found dead) | — • • • HEEEY 3 3 3 |  Cross and Uncross (Dead ball) |
| COME TO ME (or Send a Rescue Team) | • — COME HEEERE |  (Roll) |
| DON'T COME TO ME (or Don't Send a Rescue Team) | • • — DON'T COME HEEERE |  (Wave away) |
| AFFIRMATIVE | — • — • (‘C’ in Morse Code) |  (Nodding) |
| NEGATIVE | — • (‘N’ in Morse Code) |  (Shaking) |

| Ground-to-Air Signals | | |
|--|---|---|
| I Serious Injury | II Require Medicine | X Unable to Proceed |
| F Require Food & Water | K Indicate Direction To Proceed | ➔ Am Proceeding In this Direction |
| Δ Safe to Land Here | LL All is Well | N Negative |
| Y Affirmative | JL Not Understood | ⊥ Wind Direction |
| □ Require Map and Compass | ⋮ Require Commo Equipment |  Affirmative |
|  Negative |  Understood |  Not Understood |
| <u>Signal Mirror Use</u> | | |
|  | | Line up EYE, MIRROR, THUMB, and TARGET. Flash light from SUN & MIRROR on thumb to hit target |

Morse Code

| | | | | | | | |
|---------|---------|---------|----------|---------|---------|-----------|---|
| • — | ALFA | • — — — | JULIETT | • • • | SIERRA | • — — — — | 1 |
| — • • • | BRAVO | — • — | KILO | — | TANGO | • • — — — | 2 |
| — • — • | CHARLIE | • — • • | LIMA | • • — | UNIFORM | • • • — — | 3 |
| — • • | DELTA | — — | MIKE | • • • — | VICTOR | • • • • — | 4 |
| • | ECHO | — • | NOVEMBER | • — — | WHISKEY | • • • • • | 5 |
| • • — • | FOXTROT | — — — | OSCAR | — • • — | X-RAY | — • • • • | 6 |
| — — • | GOLF | • — — • | PAPA | — • — — | YANKEE | — — • • • | 7 |
| • • • • | HOTEL | — — • — | QUEBEC | — — • • | ZULU | — — — • • | 8 |
| • • | INDIA | • — • | ROMEO | — — — — | 0 | — — — — • | 9 |

Light Signals: Use a hand over the source as a shutter; short burst of light is a dot, long burst of light is a dash.

Wigwag (Flags): A flag to the SENDER'S right is a dot, to the left is a dash.

SEND SLOWLY