



Engineering and Public Works Radio Communication

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Related Policy No.: PS-PW-5	
Related Policy Name: Public Works Radio Communication Policy	

Purpose

The purpose of this Radio Procedure is to ensure that the Town of Taber follows proper radio etiquette across the Town of Taber.

Operating Guidelines

Definitions

- **Repeater:** A repeater is essentially a communication device which acts as a link between two radio operators to cover a large area.

2) Radio Procedures

- When using the radio, remember that it is functioning through a repeater and that there is a delay before conversation can begin.
- Turn on the radio with the knob at the top to the desired volume level.
- Squeeze the transmit button for a second. There should be a low "hiss" indicating the repeater is up and running.
- Squeeze the button again and begin to talk.

If the transmit button is squeezed before the repeater goes back into standby (approximately three (3) seconds), there will be no further delay in conversation.



- e. Radio communication shall be received from sender using the following model:
 - i. Request to initiate communications and determine that the intended receiver is listening.
 - ii. Transmit the message or order concisely in clear text.
 - iii. Receive feedback from the receiver to ensure the message was received and understood.
 - iv. Confirm that the message or order was understood; if not, correct and clarify the message.

3) **Emergency Radio Procedures**

- a. The Public Works office will be listening to all conversations over the radios and will recognize certain sentences. During an emergency, follow the steps below:
 - i. If you have a cellphone, call 9-1-1. Then follow the below steps. If you don't have a cell phone, go straight to number 2.
 - ii. Using your radio, start the conversation by saying "EMERGENCY, EMERGENCY"
 - iii. The office will reply
 - iv. Answer their questions

4) **Radio Lingo**

- a. Come in = you are asking the other party to acknowledge they hear you
- b. Copy / Ten four/ roger = message received / understood
- c. Out = all conversation is finished, channel is clear for others to use
- d. Over = your message is finished
- e. Stand-by = you acknowledge the other party, but unable to respond immediately



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