



# Radio Etiquette

Ten quick rules of radio etiquette:

1. Hold the **transmit** button down firmly when talking. Make sure you let it go when you are done. Do not accidentally key the transmit button by leaning on it.
2. Talk **across** the microphone, not directly into it.
3. Decide what you are going to say and for whom the message is meant **before** you hit the transmit button. (*Everyone* is listening.)
4. All transmissions must start with “your **name**, your **department**, and the name of the **receiving department**.” (Ex: “This is Holly with Events to Dealer’s Room.”) Often the first words may get cut off in transmission, so this allows the receiving department to hear you. (Ex: If you say “Con Ops to Registration” they might just hear “to Registration” and they will still be able to respond.)
5. *Absolutely no swearing over the radios.* (Does this really need to be said?)
6. **Listen before transmitting.** With a two-way radio you cannot speak and listen at the same time, as you can with a phone. *Do not interrupt if you hear other people talking.* This one is serious. Walking over someone else’s transmission is frustrating and detrimental. *This is grounds for losing your radio privileges.*
7. **If you have an emergency**, wait for a break in transmissions, and begin your transmission with the words “Stand by for emergency traffic.” *This means all radio operators should establish radio silence to hear the message to follow.* Breaking radio silence during an emergency is grounds for losing your radio privileges. Or worse. Now go back and read #3.
8. **Do not use 10-codes or other jargon.** Keep communications short and concise. As a general rule, if your message is longer than 20 seconds, use your phone instead.
9. Always acknowledge calls and instructions. (Ex: If Dana says: “Dana with Costuming to Tech.” Tech might say: “Tech, here. Go ahead Dana.”) Acknowledge receipt with the words “**copy**,” “**received**,” or “**acknowledged**.” Nothing is more disruptive to the smooth flow of communications than dead silence in response to a message. If you cannot copy or respond to the call immediately, tell the caller to “**repeat**” or “**stand by**.”
10. Never acknowledge calls or instructions unless you understand the call or instructions perfectly. If you do not understand, ask the sender to “**say again**.” *Do this once.* If you still can’t understand the speaker, contact them with a method other than your radio.

#### 4 Golden Rules of Radio Communication

- Clarity:** Your voice should be clear. Speak slower than normal. Enunciate. Do not shout.
- Simplicity:** Keep your message simple enough for intended listeners to understand.
- Brevity:** Be precise and to the point.
- Security:** Do not transmit sensitive information on a radio. Remember, everyone is listening.