

RFRN RADIO OPERATING PROTOCOL

This protocol guides PRS radio groups during **Weekly Call-ins** as well as during **Emergency Events**.

Your Area Call-in Day/Time: _____

Your Area Call-in Channels:

- Designated Simplex Channel: _____
- Back-up simplex One: _____
- Back-up simplex Two: _____
- Local Repeater (if available): _____

Use the **Designated Channel** for regular check-ins. If busy, switch to **Back-up One** (5 min later). If that is busy, then **Back-up Two** (10 min later)

NB: We recommend every group use a Designated Call-in Channel (or repeater if your situation requires) but it is prudent to check your back-up channels as well.

Call Signs & Calling Etiquette

- **RACs** maintain a confidential list of call signs and names, shared only with permission
- **Making initial contact:** "This is [Your callsign] calling [Their callsign]" [Repeat three times, then say] "over"
- **Response:** "This is [Receiver's callsign] receiving you [Caller's callsign], [then optional signal report, (eg 5 by 9)] "over"
- **Signing off:** "[Your callsign] Out" (of conversation) or "[Your callsign] going clear." (standing by)
- Follow group-specific etiquette, if different

Further Call-In Etiquette

- **Check-ins:** Proceed through regular call signs, repeat for latecomers
- Be polite, speak clearly, avoid debates
- Share **general location only**. Use **callsigns only**, to respect privacy
- Check for activity before broadcasting
- Limit time on repeaters unless a financial member
- Regularly test reception and distance due to environmental changes

Keep this protocol, a notebook, and a pen with your radio. Record **call signs, locations, and channels**