

Volunteer Radio Instructions

The following guide is intended to give all volunteers an understanding of the correct procedure when using the radios, when on duty in the information barn or out on the Forest.

Equipment & capabilities

All of the Forest vehicles are equipped with radios; in addition, there are mobile radio handsets available for use while away from the vehicles or while on duty in the Information Barn.

Whilst the radios will give good reception over most of the Forest, there are certain areas where it will be difficult to transmit / receive from, e.g. at the bottom of Mardens Hill.

All of the Forest vehicles are equipped with radios; in addition, there are mobile radio handsets available for use while away from the vehicles or while on duty in the Information Barn at weekends.

Whilst the radios will give good reception over most of the Forest, there are certain areas where it will be difficult to transmit / receive from, e.g. at the bottom of Mardens Hill.

Pre-use checks

You should be familiar with the basic controls on the radio handsets. At weekends the duty ranger will ensure the following has been carried out:

- The radio switched on.
- The volume set at approx. halfway on the scale.
- The channel switch at Channel 1.
- Call signs are shown on the notice board in the radio room

Message procedure

- Think about your message before you transmit so that it is precise and to the point.
- Press the button, hold it down, wait a second or two before you start talking.
- Release the button once you have finished your message with "OVER".
- Speak clearly, loudly and with pauses.
- Only answer the radio if you hear your call sign.
- Never attempt to interrupt a transmission between other call signs.

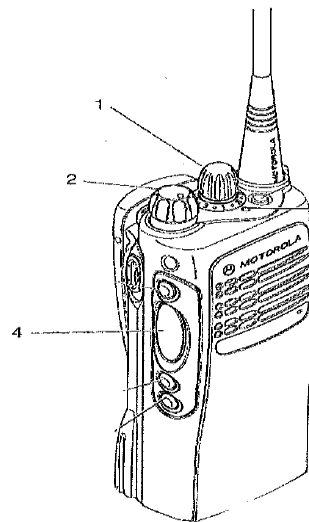
Radio protocol

- To make contact call the call sign twice then say your call sign then say "OVER" e.g. "ASHDOWN KILO, ASHDOWN KILO, FROM ASHDOWN CENTRE, OVER"
- They should reply "ASHDOWN KILO HERE, OVER"
- You then give the information and end with "OVER"
- The conversation continues until its conclusion which is stated by "OUT".
- Only the person initiating the radio contact should be the one to terminate the conversation with "OUT".

At the beginning of the day, the ranger will ask you to do a radio check to ensure that the radios are on and working. During the radio check, the information volunteer(s) will be asked to test the emergency button that is installed for safety. Ensure you know where the emergency button is located.

The radios are a vital communication link between the Volunteer Ranger, the Information Barn and the Duty Ranger, it is essential that you are proficient in its use. If you don't feel confident using the radio, please ask any member of staff for extra tuition and practice.

1. The channel button – this should be set at '1'
2. The 'on-off' / volume control button – this 'clicks' on and off
4. The 'push to speak button' – hold down while you speak



Call signs

Full time members of staff are allocated the following call signs from the phonetic alphabet – rangers in **bold** type :

- | | |
|------------------------|----------------------------------|
| Ashdown Charlie | - Chris Sutton |
| Ashdown Delta | - Mike Yates |
| Ashdown Echo | - Chris Marrable |
| Ashdown Foxtrot | - Rich Allum |
| Ashdown Golf | - Ed Burgin |
| Ashdown Mike | - Mike Payne |
| Ashdown Office | - Ros Marriott / Tracy Buxton |
| Ashdown Sierra | - Caroline Fitzgerald (Shepherd) |
| Ashdown Tango | - Colin Lutman |
| Ashdown Whisky | - Gerry Lee |

The phonetic alphabet is a way of saying letters (e.g. car registration plates or postcodes) over the radio so that they can be clearly understood. You should familiarise yourself with the phonetic alphabet – there's a list in the radio room.

The following call signs are allocated to volunteers:

- | | |
|-----------------------|--|
| Ashdown Centre | - Information Barn |
| Ashdown Kilo | - Volunteer Ranger |
| Ashdown Lima | - 2nd Volunteer Ranger |