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:** "Calling [Their call sign] this is [Your call sign]" [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**

RFRN RADIO
EMERGENCY EVENT PROTOCOL

Indicators of Emergency Event: Total loss of power, cell, and internet; emergency AM/FM radio station broadcasts, repeated sirens.

- Maintain contact within local radio groups using the call-in protocol
- Contact other support groups if necessary
- Hold **group reporting sessions** at **quarter to the hour, every hour** until the situation is assessed
- Once order is established, adjust how often to check-in & announce it, repeating announcement every time checking in
- **Keep radios on and charged** (solar panel or power pack recommended)

Additional Emergency Information

- Civil Defence and **AREC (Amateur Radio Emergency Communication)** may set up coordination centres. RFRN should cooperate with these experienced groups whose members are mostly trying to help us
- **CH 11** is the NZ general call channel
- To locate RFRN members nationwide, use **phonetic call:** "Calling Romeo Foxtrot Romeo November" (repeat three times), then "This is [Your callsign], over"
- Keep this protocol, a notebook, and a pen with your radio. Record **call signs, locations, and channels**
- Promptly report any issues to your RAC

Radio Signal Report Scoring
Readability (1–5) / Signal Strength (1–9)

Readability

1. Unreadable
2. Barely readable, occasional words distinguishable
3. Readable with considerable difficulty
4. Readable with minimum difficulty
5. Perfectly readable
6. n/a
7. n/a
8. n/a
9. n/a

Signal Strength

1. Faint signals, barely perceptible
2. Very weak signals
3. Weak signals
4. Fair signals
5. Fairly good signals
6. Good signals
7. Moderately strong signals
8. Strong signals
9. Extremely strong signals

NB: The Baofeng UV81C radio does not have a digital display for signal strength. The indicator of signal is therefore audible clarity of reception.