

# QUICK REFERENCE: Team Radio Officer (TRO)

Revised 04/28/2005

CERT Comm. Group, Fremont, CA.

## WHAT TO DO FIRST

1. Bring your Ham or FRS radio with you when you report to your Staging Area
2. Make sure you have fresh batteries in the radio, and a spare set (dedicated ONLY to your radio)
3. Teams will be formed and a Team Leader will be assigned by the District Manager Staff
4. Each Team Leader will be assigned a team identifier and contact channels for radio communications
5. The Team Leader is the default Radio Officer for his/her team (s/he may delegate an alternate)
6. The Radio Officer may assign tactical identifiers for their Team Members that also have radios

## TACTICAL IDENTIFIERS & CHANNEL ASSIGNMENTS

A tactical identifier indicates the **function** of the person, not their name, location or agency (e.g. – “Niles Control” is the Local Net Control at Niles. “Niles Bravo” is a Niles CERT Team.)

FUNCTION	EXAMPLE	ACTUAL
Local Net Control Designator	Niles Control	
CERT Team Designator	Niles Bravo	
FRS Primary / Secondary Channel	Channel 7 / 11	
Ham Primary / Secondary Channel	146.505 / 147.450 MHz.	

## REMINDERS:

1. **Monitor** the contact channel
2. **Respond** promptly when called
3. **Acknowledge** received information
4. Keep it **short** and **clear**

## EXAMPLE: Local Net Control Contacts Teams

1. All CERT Teams will always be listening on the primary contact channel
2. Local Net Control calls the Team on channel 9 with  
“Niles *Delta*, Niles *Delta*, Niles *Control*”
3. Niles Delta answers “Niles *Delta here*”
4. The Local Net Control then conducts their traffic
5. When done, they will say “Niles *Control, out*”

## EXAMPLE: Team Contacts Local Net Control

1. The District IC will always be listening on the primary contact channel
2. The Team calls the Local Net Control on channel 9 with  
“Niles *Control*, Niles *Control*, Niles *Delta*”
3. Niles Control answers “Niles *Control here.*”
4. Team responds and conducts its traffic
5. When done, say “Niles *Delta, out*”

## RECOMMENDED MESSAGE FORMAT

- a) Team ID; b) location; c) status; d) needs, advisories, or planned actions

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## USE CORRECT WORDS

**Over** = Go ahead and respond

**Roger** or **Copy** = I heard you and understand the message

**Affirmative** / **Negative** = I agree / disagree

**Say Again All Before / After** ... = Please repeat everything said before / after ...

**Correction** = I made a mistake, will repeat from the last correct word

**Break** = I am taking a short pause to let you catch up recording my long message

**More to Follow** = There will be more information later regarding this message

**Out** = I am ending this conversation

## PHONETIC ALPHABET

<b>A</b> – Alpha	<b>J</b> – Juliet	<b>S</b> – Sierra
<b>B</b> – Bravo	<b>K</b> – Kilo	<b>T</b> – Tango
<b>C</b> – Charlie	<b>L</b> – Lima	<b>U</b> – Uniform
<b>D</b> – Delta	<b>M</b> – Mike	<b>V</b> – Victor
<b>E</b> – Echo	<b>N</b> – November	<b>W</b> – Whiskey
<b>F</b> – Foxtrot	<b>O</b> – Oscar	<b>X</b> – X-Ray
<b>G</b> – Golf	<b>P</b> – Papa	<b>Y</b> – Yankee
<b>H</b> – Hotel	<b>Q</b> – Quebec	<b>Z</b> – Zulu
<b>I</b> – India	<b>R</b> – Romeo	<b>/</b> – Stroke

## TROUBLESHOOTING COMMUNICATIONS PROBLEMS

- Check your battery condition (keep spares handy)
- Check that your PTT button is not stuck in transmit mode (will not receive, but runs down the battery)
- Check that you are on the right channel (as assigned by [district] Control)
- Disengage any 'privacy codes' on your radio. Otherwise you might not hear incoming calls.
- Face the direction of your Staging Area when communicating (avoid body blockage)
- Get to clear, high ground (line of sight to your Staging Area) and avoid any metal obstacles
- Keep the microphone about 4-6 inches from your mouth, and to one side
- Hold the antenna straight up when possible
- Keep the microphone out of any strong breezes (prevent wind noise)
- If the 'primary' channel is busy, wait a minute. If still not clear, switch to the 'secondary' channel

## RECOMMENDATIONS ON FRS RADIOS FOR CERT ACTIVITIES

- Full 14 channel capability (maximum flexibility)
- Standard alkaline batteries (NOT only special rechargeable types)
- Rugged or rubberized case
- Solid, fixed antenna (NOT folding)
- External ear/mike jack for hands-free operation using a push-to-talk switch
- Priority channel capability (set it to the primary contact channel to keep in touch)
- One-touch "call" button to get someone's attention or when voice contact is difficult
- LED display (instead of LCD which is harder to see at in the dark, even with backlighting or flashlight)
- Scan capability NOT RECOMMENDED (you can get confused about which channel you are on)
- Privacy tone code capability NOT RECOMMENDED (limits what you can hear)