



GUIDE TO BASIC SIGNALS PROCEDURE

NET OPERATING

Best practice net operating is essential to the smooth running of any Raynet event or Incident. Correct terminology should be used at all times. See PROCEDURAL WORDS (PROWORDS) & PHRASES later in this Section.

Messages should be transmitted according to their priority.

A procedure has been adopted to avoid confusion. This is as follows:

1. An out-station always goes "Out" at the conclusion of a message, never "To Standby".
2. A Control Station may go either to "Out" or to "Stand-by". If the Control Station goes "Out" it means that the net is NOT open for traffic for the moment. When the Control Station is ready for further traffic he opens the Net by giving his callsign and the words "To Stand-by". Messages can then be offered by any out-station in the normal way.

Should an out-station require to communicate directly with another out-station, they should call the Control and ask for permission to 'Call Direct'. Permission will be granted or denied as operational circumstances dictate.

The use of 'Q' codes has no place in RAYNET operations.

If no contact has been made with an out-station for 30 minutes, Net Control will call as a welfare check. Such welfare checks MUST be logged. The frequency of welfare checks may be reduced if site conditions are particularly hazardous

PROCEDURAL WORDS (PROWORDS) & PHRASES

Proword/Phrase	Meaning	Comment
ACKNOWLEDGE	Let me know you have received and understood this message	
ALL BEFORE/ AFTER	Indicates part of a message	e.g. "Say again all after"
ALL STATIONS	General broadcast message	
APPROVED	Permission is granted for proposed action	Do NOT use "ROGER"
BREAK	Indicates the separation	Used to interrupt a message to call another station. Not to be used in place of "OVER"
CALL DIRECT	Contact outstation to outstation	Without a repeater
CANCEL	Disregard the previously transmitted instruction	



Proword/Phrase	Meaning	Comment
CHECK	Confirm you have received the message so far or, I confirm I have received the message so far	Same as "SO FAR"
CLOSE DOWN	Cease operation of the radio Station	
CONFIRM	Have I correctly received The following...? Or, did you receive this message?	Answer: "CORRECT"
CORRECT	That is correct	
CORRECTION	An error has been made in My transmission. The correct version is....	
DECIMAL	Decimal Point	Pronounced Dee-See-Mal
FIGURES	Used to precede a group of figures	
I SAY AGAIN	I repeat for clarity or emphasis	Not "REPEAT"
I SPELL	Used before spelling phonetically	The NATO alphabet must be used
IMMEDIATE	I have a message of life and death urgency	Use ONLY for live emergencies
MESSAGE	I have a message for you	
MESSAGE BEGINS	The content of the message follows	
MESSAGE ENDS	The entire text of the message has now been sent	
NO-NO	No	Repeated for clarity
NOTHING HEARD	No signals have been received from the station indicated	
OVER	My transmission is ended and I expect a response from you.	} }
OUT	This exchange of Transmissions is ended and no response is expected	} "OVER & } OUT" is } meaningless ! }



Proword/Phrase	Meaning	Comment
PRIORITY	I need to send a Priority message	
RADIO CHECK	Report the readability of my signals	
READ BACK	Repeat all, or the specified part, of this message to me exactly as received	
RELEVANT	I have a message relevant to the current exchange of transmissions	Use to interrupt to give assistance.
REPORT	Pass requested information	e.g. "Report your location"
RECEIVED	I have received and understood your message	"ROGER" should not be used
SO FAR	Confirm you have received the message so far or, I confirm I have received the message so far	Same as "CHECK"
SAY AGAIN	Repeat all, or the following part, of your transmission	
SEND	Proceed with your transmission	
SITREP	Situation report	
STAND BY	This station is now available to receive messages	To be used only by a control to indicate the channel is clear for further traffic from outstations
STAND BY ONE	Do not transmit; I will call you in about one minute	Same as "WAIT ONE"
TALK-THROUGH	Contact outstation to outstation via a repeater	Not to be used in place of "Call Direct"
TRAFFIC	Standby for a message	
WAIT	Do not transmit until I call you	
WAIT ONE	Do not transmit; I will call you in about one minute	Same as "STAND BY ONE"
YES-YES	Yes	Repeated for clarity



Proword/Phrase	Meaning	Comment
10 - 9	Raynet operator needs urgent assistance	All radio traffic will cease to allow control to direct operators as necessary

The following 3 codes may be heard and all operators must be aware of their meaning		
TA	Time of Arrival	I have arrived as instructed
TL	Time of Leaving	I am leaving my location
10 - 8	Are you ? / I am able to receive confidentially	Usually means an ear piece is in use.

USE OF EQUIPMENT BY NON-LICENCED PERSONS

Any licensed radio amateur, involved in a disaster relief operation, may allow the supervised operation of his/her equipment by a representative nominated by any of the User Services. **This facility is only permitted during disaster relief operations (i.e. emergencies) and is not available for exercise purposes.**

GLOSSARY OF TERMS & ABBREVIATIONS

Term/Abbreviation	Meaning
BRCS	British Red Cross Society
CCA	Civil Contingencies Act
CEPO	County Emergency Planning Officer
DEPO	District Emergency Planning Officer
EA	Environment Agency
ECFRS	Essex County Fire & Rescue Service
ECN	Emergency Communications Network
ESAR	Essex Search & Rescue
ESSAM	Essex Ambulance Service
EXPOL	Essex Police
HMCG	Her Majesty's Coastguard
LA	Local Authority
MCA	Maritime Coastguard Agency
Outstation	A station on a net - not the Control
SAR	Search & Rescue
SJAB	St John Ambulance Brigade
UA	Unitary Authority
USAR	Urban Search & Rescue