**Radio Communications Plan [event]**

**Communications**

Walkie-talkie radios (approximately 20) will be issued on the day. Details of the allocation of radios (and mobile numbers as an option/fall back) are included in Table 2 below. A radio issue sheet will be maintained by “Zero” at the Event Control Point.

Please note that conversations on walkie-talkies are NOT confidential. **Casualties should always be referred to as "casualties" when speaking on the radios, even if a fatality is suspected**.

***Table 1: Important Numbers – to be completed by the Organiser and tailored to their event personnel***

|  |  |  |
| --- | --- | --- |
| Emergency/ambulance |  | 999 |
| First Aid |  |  |
| Hospital |  |  |
| Nearest landline |  |  |
| [Event] Organiser - "Zero" |  |  |
| Safety Officer |  |  |
| Planner |  |  |
| Controller |  |  |
| Red Start |  |  |
| Blue Start |  |  |
| String team |  |  |
| Car parking team leader |  |  |
|  |  |  |
| Landowner |  |  |
| Landowner |  |  |

**Key Points:**

1. **Radio Channel is defined by the Organiser and to be communicated to all radio holders** e.g. 1 for the event, and Channel 7 is the alternative if this fails
2. It’s **“all informed”** communications so you will all hear everything
3. Check communications with 0 (zero) when you get to your location
4. Tell 0 (zero) when you’re location/team is in place and ready
5. Send 0 (zero) key updates during the day – e.g. control check complete, 1st starters away, 1st finisher, car park full, starts closed, etc.
6. Listen in for key updates and update your team – e.g. all controls checked, prize-giving, etc. - 0 (zero) will update everyone 15 mins before 1st start
7. Talk direct to each other if it’s a straightforward question or message
8. If it’s a problem or potential problem then notify 0 (zero) straight away who will then liaise with the necessary officials
9. If there’s a need to send a sensitive message (accident, injury, missing competitor, etc.) then 0 (zero) will pre-warn you with – **“Message in 1 minute”** – please then move to a point away from competitors, etc. or connect your ear piece
10. In the event of an incident of some kind you will be asked to **“Minimise”** unnecessary communications until it is resolved.

**Top Tips:**

When you want to send a message, press the button first then speak normally – send the message in short sections

Use **“over”** at the end of your message if you want a reply or have more to add

Use **“out”** if no reply needed or that’s the end of the message

Use **“OK”** to acknowledge the message – e.g. **“OK, over”, “OK, out”**

For example, ***“Hello John, this is Katy, can you restart the download generator, over”***  John replies ***“OK out”.***

***Table 2: Allocation of Radios – to be completed by the Organiser tailored to their event personnel***

| Radio | Role | Name | Mobile No |
| --- | --- | --- | --- |
|  | 0 (zero) Event control point | Organiser's name |  |
|  |  |  |  |
|  | Safety Officer |  |  |
|  |  |  |  |
|  | Planner |  |  |
|  | Controller |  |  |
|  |  |  |  |
|  | First Aid | St John’s |  |
|  | Search and Rescue |  |  |
| 10/11 | Search team |  |  |
|  | Start team |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Download and results |  |  |
|  | Car Parking |  |  |
|  | Commentary and PA |  |  |
|  | String course |  |  |
|  | Enquiries |  |  |
|  | Equipment |  |  |
|  |  |  |  |