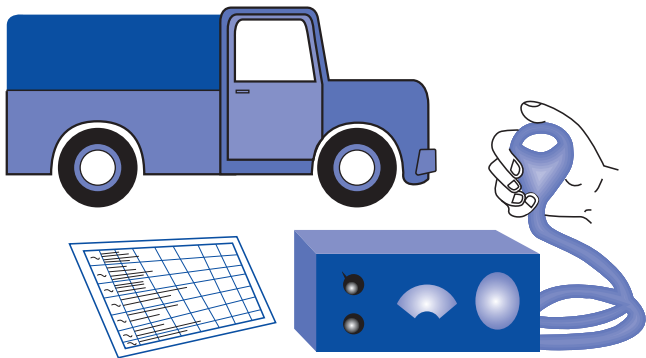


# Standard Operating Procedures (SOP)

## Radio Communications for Desert Locust Mobile Teams



Food and Agriculture Organization of The United Nations

# Standard Operating Procedures (SOP) Radio Communications for Desert Locust Mobile Teams

## INTRODUCTION

This guideline is meant for users of High Frequency (HF) radio transceivers with the aim to facilitate and to improve communication of important field information to the Locust Information Office of the national Locust Control Unit, and to allow the managers at the Headquarters to stay in close contact with the survey and control teams in the field.

Failure of proper use of this important communication equipment can lead to ineffective survey and control operations. Mobile teams in the field cannot be contacted, information not clearly worded can lead to misunderstandings, and unnecessary traffic can affect timely transmission of more important information.

It is therefore **vital** that all radio operators are familiar with some basic rules and standard procedures to ensure smooth communication when operating HF radio transceivers.

## **BEFORE USING HF RADIO TRANSCEIVERS**

1. Obtain a temporary special call sign from the Head Office
2. Carefully read this guideline

## **BASIC RADIO OPERATING PROCEDURES**

1. Switch the radio transceiver on
2. Adjust the volume
3. Select the correct channel
4. Keep the microphone about 10 cm from your mouth
5. Know exactly beforehand what information needs to be communicated and to whom before going on-line
6. Speak as clearly and as precise as possible
7. Always use proper calling terms such as standard phonetic alphabet and ProWords

## **PROWORDS**

**“ProWord”** is a combined term, formed from the words ‘procedure’ and ‘word’. ProWords have a precise meaning to help HF radio network operators to keep their communication brief and precise, and to prevent misunderstanding and/or confusion. It is important to know the meaning of these words for sending short and precise messages.

**ProWord****Meaning****Affirmative**

Yes, correct

**Break!  
Break!**

Interrupt ongoing transmission for urgent message

**Correct**

You are correct! What you have transmitted is correct!

**Negative**

No, incorrect

**Negative  
Copy**

Your last message was not understood

**Out**

This is the end of my transmission to you and no answer is required.

**Over**

This is the end of my transmission to you and response is expected. Go ahead and transmit.

Do not use **OVER** and **OUT** together

**Relay To**

Transmit the following message to identified addresses

**ProWord****Meaning****Roger**

I have received your last transmission satisfactorily

**Say Again**

Repeat the last message

**Stand-by**

Do not transmit until contacted. I need extra time

## Call Signs

Call signs are used to identify the posts of locust survey and control teams participating in the radio network. Every mobile team should have its own unique call sign. Call signs are communicated by using the standard phonetic alphabet.

## Standard Phonetic Alphabet

The phonetic alphabet is an international standard and should always be used when communicating by HF radios. The words of this alphabet listed below have been found to be easy to understand even in case there is a lot of interference.

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

## RADIO SCHEDULES

Locust Control Units should establish fixed on-air times for passing information from the field to the Locust Information Office or the HQ Radio Room of the Locust Control Unit in order to avoid interference and too much traffic. These radio schedules should be followed by everyone participating in the radio network.

Mobile HF radios, fixed in vehicles should always be kept ON when traveling. When transmitting information at a halt keep engine of the vehicle running during the radio call in order to keep the vehicle's battery charging.

## HOW TO MAKE A CALL

Before making a call, always check if the channel is clear. The radio operator at the Locust Unit Headquarters should start:

Radio operator, HQ Radio Room of the Locust Control Unit: **" Survey team 2, Survey team 2 from HQ"**

Survey team 2: **" HQ go ahead"**

HQ Radio Room: **"Please report"**

Survey team 2: **"1-1-1 18/6/04, 1-1-2 Bir Said, etc..."**

HQ Radio Room: **"Thanks nothing further. HQ OUT"**

Survey team 2: **"Survey team 2 OUT"**

Before transmitting locust information, complete FAO Locust Survey & Control Forms first.

It is easier for you and the radio operator in the HQ Radio Room to follow the according reference number in the FAO Locust Survey & Control Form.

For example:

- 1-1-1      Date (of survey stop1)**
- 1-1-2      Name of location (of survey stop1)**
- 2-1-1      Date (of survey stop2)**
- 2-1-2      Name of location (of survey stop2)**
- Etc.**

**Reference numbers with no data should be skipped.**



**TIP!**

If transmission or reception by HF radio is poor, it may help to drive to a higher place a hill for example. Poor radio performance may also result from low battery voltage; mobile radios fitted in vehicles should be operated when the vehicle's engine is running.

**TIP!**

- Never use the HF radio for private matters
- Communicate information by HF radio according to the fixed schedules
- Always identify yourself by giving your call sign
- Think of what you want to say before contacting the main base
- Keep your message brief and to the point
- Only the assigned person should use the HF radio to transmit information
- Turn the radio off when leaving the vehicle