

## **Radio Speaking Guidelines**

- Reduce background noise
- Press the “push to talk” button for 1 second (or more if needed) before speaking
- Speak slowly and clearly
- Repeat double digit numbers with the individual digits (e.g., 15, one-five)
- Keep transmissions brief
- Use objective, impartial statements
- Avoid slang, codes, or unauthorized abbreviations
- DO NOT use phrases like “at this time;” they serve no purpose and waste time
- Refer to nursing staff by hospital’s name or sir or ma’am
- Refer to physicians by name (Dr. Smith), sir or ma’am or Doctor (not “Doc”)
- DO NOT give patient names over the radio

## **Basic Radio Terminology**

**Plain Language is preferred for EMS communications but here are some common radio terms that you should be aware of because they are widely used and important for concise communications.**

**Affirmative** - Yes

**Arrival** - Unit at its intended destination

**Channel** - Radio frequency

**Clear** - Available

**Disregard** - Cancel last transmission

**Frequency** - Signal used in radio system

**Hold** - Remain at location; wait

**Monitor** - Listen to radio traffic without transmitting

**Negative** - No

**Obtain** - Get

**Out** - Message concluded

**Over** - Waiting for reply

**Patch** - Radio connection between 2 parties, an entry notification

**Relay** - Repeat message to another verbatim

**Roger** - Message received

**Stand-by** - Wait without transmitting

**Status** - Unit’s present activity

**Traffic** - Communications transmitted