

# Radio Procedures

It's of the utmost importance that we are able to communicate with one another while on campus at CHMK. Whether it's a stranger on campus, fire, or other emergency, effective communication is one of the most important factors to ensure safety of campers and staff. We want to be able to communicate in multiple ways, so in addition to the phone tree and mass text system, each group at CHMK will be given a two-way radio to use. Cell phone and campus phones are great, but they rely on outside signals and power. If we lose power and internet, the radios will still work.

The radio system at Camp Ho Mita Koda is on a "private" frequency in the business radio spectrum; however, with the proper equipment, it is still possible for outside individuals to hear transmissions on the CHMK frequency. In addition, anyone in camp who is near a radio when it is receiving a message can hear what is being said. Therefore, proper etiquette must be used on the radio at all times.

The radio system at CHMK is expensive, so care must be taken with all pieces of equipment issued to staff members. The following rules should be adhered to when using camp radios:

1. To make sure that the system picks up and transmits your entire message, be sure to hold down the "push to talk" button for at least one second before beginning to talk. Otherwise, the first part of your transmission will be cut off.
2. Proper language and tone must be used at all times. Profanity, inappropriate comments, and/or a negative tone will not be permitted over the radio. Be polite.
3. Do not transmit private information over the radio. This includes detailed medical information when calling for medical assistance.
4. For example, do not announce that "Billy Jones" needs his insulin over the radio. Call for the Dispensary and tell him or her if it is urgent or not.
5. If the Dispensary needs to respond in an emergency, announce a "10-33". If the medical team needs to bring certain equipment (EPI-Pen, AED, oxygen), it is okay to announce that, too, but do not use the patient's name over the radio.  
EXCEPTION: When trying to find a missing person, the camp director may broadcast the person's name in an attempt to locate the individual. No other personal or medical information will be broadcast.
6. Charge the radio every night. Return the radio to the office for charging. Be sure to turn off the radio before placing it on the charger.
7. If you have been assigned an overnight radio, be sure to have your second battery in the charger during the day and swap the batteries before bed. Keep the radio loud enough to wake you in an emergency.
8. Be careful with the radios. They are communication tools-not toys. Do not throw them, play with them, or carry them by the antennas. Be careful not to drop them.
9. Radios are the responsibility of the person to whom they are issued. If a radio is returned at the end of the day or at the end of the summer in poor condition, the responsible staff member may be held accountable for replacing broken or missing parts. Report any problems with the radio to the camp director immediately.

## How To Use The Radios

We are going to be using two radio frequencies at CHMK:

Main Channel is 1

Private Channel is 2

Maintenance Channel is 3

Leadership Channel is 4

The biggest rule for radio communication in our environment is “Always assume that there is a child who is listening.” If you need to have a private conversation, get on our private channel. We will always be on channel 1 unless someone needs to have a private conversation. If you find that you do in fact need to have a private conversation, simply ask the person you are communicating with to “go to channel 2.” Once you are both on channel 2, you can have a private conversation. Remember that after you are finished to change back to 1.

Maintenance will always be on channel 3 and you can switch directly to channel 3 to converse with the maintenance team.

### How to change channels

Press the arrows up/down, it's that easy! If you need help with your radios, contact Ian Roberts or Roy Allison.

### Talking Protocol

How we want to communicate on the radios.

Seth: Mr. Seth to Ryan, do you copy?

Ryan: This is Ryan, go to 2 please

SWITCH TO 2

Seth: ...message..... Always make sure you identify who you are, and the person you are wishing to speak to. I can't tell you the number of times someone has just started speaking and no one knows who is speaking or who they are hoping to speak to.

All: End conversation and switch back to channel 1

### CHMK Codes

You need to be familiar with these codes:

1. Stranger on Campus- “Coyote”
  - a. Always indicate a location with an all call for a suspicious person on channel 1. DO NOT say anything about where the campers would go.

Example: “hey camp, I wanted to let you know that we just spotted a coyote over by the pavilion”

CAMPERS and STAFF should AVOID the pavilion and go to their pre-designated lock-down space on camp. Do not let the intruder know that we are aware they are there so we can put our plan into action.