

## How to Listen and Speak on your Two-way Radio

The **LWC Community Radio Service** transmits information from the radio team in the Rec Center Crow's Nest to residents during emergency situations. The following guidelines will help you use your radio effectively.

Δ Keep your radio fully charged.

Δ Turn on your radio and adjust the volume.

Δ Check that it is set to channel 15.

Δ **LISTEN** - The majority of the time residents will be listening to information from the radio team.

Δ **SPEAK** - If you have a question or information to share, wait until no one is speaking and then:

- Hold your radio parallel to your body, antenna pointing up, about 3" away from your mouth.
- Press and hold **Push to Talk (PTT)** button on the side of the radio and wait several seconds.
- Speak slowly and clearly, and identify yourself by name and safety area, if you know it. ( List of Safety Areas and Safety Captains is attached)
- State your question or comment briefly, and say "Over" to indicate that you are finished speaking.
- **Release PTT button when you are finished talking** - No one can respond to you or provide additional information when you are holding the PTT button.