SECTION	SUBJECT
Museum Operations	**Radio Policy and Protocol**

1.0 Purpose and Scope:

This procedure defines the policies and protocols for the use of base, portable and mobile two-way railroad radios by the Feather River Rail Society members, volunteers, and staff.

This procedure provides examples of clear, concise and accepted terminology to be used with these radios. It also provides a system of vehicle and unit numbering to identify those using these radios.

2.0 Definitions:

2.1 FCC – Federal Communications Commission Wireless Telecommunication Bureau.

2.2 Base Station – A radio installed in a building. This is the primary dispatch site for all radio communications. (Operations Office, Gift Shop)

2.3 Portable radio – Any handheld radio capable of being used away from vehicles or buildings.

2.4 Mobile radio – A radio installed in a vehicle, locomotive, railcar, caboose, etc.

3.0 Responsibilities:

3.1 It is the responsibility of all FRRS members, volunteers and staff who operate two-way radios to have read, be familiar with and utilize these procedures. In any two-way radio system it is absolutely essential that each person using the system recognize that many people must also use the same frequencies (channels.) Therefore, it is necessary to practice the policy of "*Listen Before You Talk*". This is also a requirement of the Federal Communications Commission (FCC.)

3.2 The Feather River Rail Society is licensed through the Federal Communications Commission to operate under specifically assigned radio frequencies and identification. All radios operating on the property or at events are subject to the conditions and requirements set forth under this license.

3.3 Radio transmissions are not private conversations. Everything that is transmitted on the base, portable or mobile radios might be heard by other persons monitoring the channel.

All radio transmissions during an emergency event shall be limited to immediate life and safety communications (calls for assistance, calls for 911 services.) **No discussion of the actual emergency event shall be transmitted over the radio.**

Use discretion in transmitting any message on the radio during any event or operation.

3.4 Communications prohibited by the FCC:

Transmissions shall not contain any of the following:
- Profane, indecent or obscene language.
- Malicious interference with any other radio transmission.
- Unnecessary or unidentified transmission.

Violations will result in disciplinary actions.

3.5 Protocol:

Communication between base station, portable, and mobile units is expected to follow this specific protocol.

3.5.1   "*Listen Before You Talk*". Do not begin a transmission without listening for other transmissions to ensure the channel is not in use. (This is a requirement of the FCC.)

3.5.2   Key-up (depress microphone key to transmit) and then begin speaking. Speak directly into the microphone receiver without screaming. Speak distinctly. Release the key when you have completed speaking.

3.5.3   Identify yourself. Begin all transmissions with the unit identification number. (Example: (unit) 2873)

3.5.4   The unit transmitting will direct the radio transmission to the receiving unit by unit Identification number. (Example: "2873 to Gift Shop.")

3.5.5   The receiving unit will acknowledge the transmission. (Example: "2873, go ahead.")

3.5.6   Refrain from "*walking on*" or interfering with other transmissions by listening before you talk.

3.5.6   The transmitting unit will state when the communication is complete. (Example: "2873 OUT.")

3.5.7   Each radio used in the performance of any work within the museum or event, shall be turned on and set to the appropriate channel as designated for that operation. Set volume control to mid-level to clearly and continuously receive all radio transmissions.

3.5.8   Limit conversation to specific business details. Avoid personal comments. Never talk back. Never show anger.

3.5.9 Utilize clear messages without other terminology (codes) to convey your messages.

3.5.10 All radios must be tested prior to use.

3.5.11 A working radio means that the radio can communicate with base stations, locomotives and other radios within the museum's radio system.

3.5.12 The test of a radio shall consist of an exchange of voice transmissions with another radio. The person receiving the transmission shall advise the person conducting the test of the clarity of the transmission.

3.5.13 Any radio found not to be functioning properly shall be removed from service and the proper authority notified.

3.5.14 All portable radios shall be returned to the radio locker and placed into the battery charger when no longer in use.

3.6 Use of Personally owned radio equipment:

3.6.1 The Feather River Rail Society (Western Pacific Railroad Museum) will NOT be responsible for any personally owned radio equipment used by its members, volunteers or staff.

3.6.2 All personally owned radio equipment used by members, volunteers or staff, SHALL meet all Federal Communication Commission (FCC) requirements. (Title 47, Part 90) or (Title 47, Part 97)

3.6.3 All personally owned radio equipment, may (at their own expense), purchase, maintain and use at their own risk.

4.0   Channel Assignments and Uses:

4.1 Channel 1 – This is the primary operations channel (161.010 MHz). AAR 60-60. This is the channel used by all FRRS members, volunteers and staff for train operations.

4.2 Channel 2 -- This is the secondary operations channel (160.380MHz). AAR 18-18. This channel is used as a secondary channel, used to communicate between portable radios and staff for switching when needed. May be used for other museum business.

   Channel 2 is also used for confined space entry communications.

4.3 Confined Space Radio Usage:

4.3.1   Any person performing a confined space entry will inform the on-duty staff of their radio unit number and location of the confined space entry. (Confined space procedures call for a minimum of a two-person crew.)

4.3.2   FRRS staff (dispatcher) will make a radio broadcast that radio unit number(s) will be on channel two and all other radio traffic on channel two shall be restricted until the units have cleared the confined space entry.

5.0   Radio Unit Numbering:

5.1 Each radio, or person that is issued a radio, will be assigned a radio unit number. (In lieu of unit numbers, department head name and individuals names may be used. For example: CMO, Superintendent of Operations, Conductor Jones, etc.)

5.2 The General Superintendent may assign unit numbers as necessary.

6.0   Other Radio Licenses:

6.1   There is an Amateur Radio License assigned to the, Western Pacific Telegraph and Experimenters Society. This is an Amateur Club license and it is managed by Matthew Parker.

    The Club Call Sign is: KI6WP

6.2   All Feather River Rail Society members who wish to use this call sign, **MUST** be a licensed Amateur Radio and have a valid and current amateur radio license.

6.3   All use of this call sign must comply with FCC Part 97.

6.4   All use of this call sign for an individual or club event may be used. All usage shall be logged and a copy sent to Matthew Parker, the trustee of the club license.

6.0   References:

    FCC (Federal Communication Commissions) rules, Title 47, Part 90.
    FCC (Federal Communication Commissions) rules, Title 47, Part 97.

Approved by: _Kerry Cochran_
General Superintendent