

U.S. Department  
of Transportation

United States  
Coast Guard



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COMMANDANT INSTRUCTION M2300.7

Subj: Radiotelephone Handbook

1. PURPOSE. The purpose of this instruction is to consolidate into a convenient and readily accessible handbook correct voice radio telephone procedures.
2. DIRECTIVES AFFECTED. CG 233-2 is hereby cancelled.
3. ACTION. This instruction is applicable to all authorized personnel who use radio telephones for official Coast Guard duties and shall be given wide distribution.

/s/ A.P. MANNING  
Chief, Office of Command,  
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## **CHAPTER 1. General**

### **A. Control of communications**

1. When you use your radiotelephone, you are speaking for, and with the authority of, the command in which you are serving. The manner in which you use the radiotelephone reflects directly upon your Commanding Officer or Officer in Charge.
2. Group Offices and Communications Stations monitor your conversations and maintain discipline on radiotelephone circuits in their area of responsibility. Their authority stems from their Group and Areas Commanders, respectively. It is their duty to ensure that the Coast Guard maintains high standards of service to the public.

### **B. Know your basic operating rules**

1. All transmissions should be as clear and concise as possible.

1-B-1-a.

The following practices are forbidden:

1. Violations of radio silence.
2. Unofficial conversation between operators.
3. Transmitting on a directed net without permission (except flash and immediate traffic).
4. Excessive tuning and testing.
5. Transmitting the operator's personal sign or name.
6. Unauthorized use of plain language.
7. Use of other than authorized prowords.
8. Unauthorized use of plain language in place of applicable prowords or operating signals.
9. Linkage or compromise of classified call signs and address groups by plain language disclosures or association with unclassified call signs.
10. Profane, indecent or obscene language.

### C. Operating the radiotelephone set

1. Step-by-step equipment operating instructions will be posted on or near each radio set. Familiarize yourself with them.
2. Know the position of the controls on the set to enable quick adjustments during hours of darkness.
3. Be alert while transmitting by radiotelephone. Release your Push-to-talk button occasionally (usually after each phrase or two) to allow another station to break-in if necessary and to listen for a few seconds for possible distresses.  
**!! PRACTICE THIS RULE !!**
4. Keep the receiver gain (volume control) tuned high enough to hear weak signals through static and interference.

## D. Phonetic alphabet

1. The phonetic alphabet may be used to identify any letter of the alphabet, or to spell word or group of letters.
2. Letter Phonetic Spoken as

A	ALFA	<u>AL</u> FAH
B	BRAVO	<u>BRAH</u> VOH
C	CHARLIE	<u>CHAR</u> LEE
D	DELTA	<u>DELL</u> TAH
E	ECHO	<u>ECK</u> OH
F	FOXTROT	<u>FOXS</u> TROT
G	GOLF	GOLF
H	HOTEL	<u>HOH</u> TELL
I	INDIA	<u>IN</u> DEE AH
J	JULIETT	<u>JEW</u> LEE ETT
K	KILO	<u>KEY</u> LOH
L	LIMA	<u>LEE</u> MAH
M	MIKE	MIKE
N	NOVEMBER	NO <u>VEM</u> BER
O	OSCAR	<u>OSS</u> CAH
P	PAPA	<u>PAH</u> <u>PAH</u>
Q	QUEBEC	KEH <u>BECK</u>
R	ROMEO	<u>ROW</u> ME OH
S	SIERRA	SEE <u>AIR</u> RAH
T	TANGO	<u>TANG</u> GO
U	UNIFORM	<u>YOU</u> NEE FORM
V	VICTOR	<u>VIC</u> TAH
W	WHISKEY	<u>WISS</u> KEY
X	XRAY	<u>ECKS</u> RAY
Y	YANKEE	<u>YANK</u> KEY
Z	ZULU	<u>ZOO</u> LOO

**(Note: The syllables underlined carry the accent).**

**E. Pronunciation of numerals**

1. To distinguish numerals from words having the same meaning, the PROWORD "**FIGURES**" is used preceding such numbers.

Number	Spoken	Number	Spoken
0	Z@*E* <u>@</u> -RO	5	F@*I* <u>@</u> FE
1	WUN	6	SIX
2	TOO	7	S@*E* <u>@</u> V-EN
3	TREE	8	AIT
4	F@*O* <u>@</u> W-ER	9	N@*I* <u>@</u> N-ER

**A hyphen represents a pause**

2. Numbers will be transmitted digit by digit except exact multiples of hundreds and thousands which may be spoken as such. The exception to this rule is date time groups which are always sent digit by digit.

**EXAMPLES:**

Number	Spoken
44	FOW-ER FOW-ER
500	FIFE HUNDRED
7000	SEV-EN TOU-SAND
16000	WUN SIX TOU-SAND
14899	WUN FOW-ER AIT NIN-ER NIN-ER

Decimal points should be transmitted in the following manner:

**EXAMPLE:** (123.6) spoken as:  
"FIGURES-WUN TOO TREE DAY-SEE-MAL SIX"

The PROWORD "FIGURES" is not used in transmitting message headings.

**F. Spelling**

1. Difficult words or groups within the text of plain text messages should be spelled using the phonetic alphabet preceded by the proword "**I SPELL.**" If you can pro-

1-F-1. (cont'd) pronounce the word to be spelled, do so before and after the spelling to identify the word.

**EXAMPLE:**

"CANTENARY - I SPELL-CHARLIE ALFA NOVEMBER TANGO ECHO NOVEMBER ALFA ROMEO YANKEE - CANTENARY".

2. If a message text contains coded groups or other words which cannot be pronounced, the phonetic equivalents of the individual letters should be transmitted, without the proword **I SPELL**.

**EXAMPLE:**

(Coded group LOZWT in text)

"LIMA OSCAR ZULU WHISKEY TANGO"

3. Observe spelling procedures if word meaning can be misinterpreted as with the words: TO  
TOO TWO
4. When it is necessary to include mixed letters and numbers in a message text, the following would apply:

1-F-4 (cont'd)

**EXAMPLE:** (12A9B) spoken:

"FIGURES - WUN TOO ALFA NINER BRAVO"

**EXAMPLE:** (TS67R) spoken:

"I SPELL - TANGO SIERRA SIX SEVEN ROMEO"

5. Spelling of words lengthens the time of transmission, thus increasing on-air time. Avoid spelling words unnecessarily.
6. Abbreviations in the text, initials used alone or in conjunction with short titles shall be spoken PHONETICALLY.

**EXAMPLE:**

"A." shall be spoken as "PARA ALFA." or "ACP" shall be spoken as "ALFA CHARLIE PAPA."

7. Dates shall be spoken digit by digit, with the months in full.

**EXAMPLE:**

"20 AUG" is spoken as "TOO ZERO AUGUST."

8. Roman numerals shall be transmitted as the corresponding Arabic numerals preceded by the word, "**ROMAN NUMERALS.**"
9. Personal initials shall be spoken Phonetically, prefixed by the word "**INITIALS.**"

**EXAMPLE:**

"W. E. GOLDFIST" shall be spoken as: "INITIALS WHISKEY ECHO GOLDFIST."

10. Abbreviations frequently used in normal speech may be used in the same manner when transmitted by voice

**EXAMPLE:**

"NATO" may be spoken as "NATO." "USCGC DALLAS" may be spoken "USCGC DALLAS."

11. Punctuation shall be spoken as follows:

Comma	COMMA
Period	PERIOD
Parenthesis	PAREN/UNPAREN
Oblique Stroke	SLANT
QuotationMarks	QUOTE/UNQUOTE
Hyphen	HYPHEN
Semicolon	SEMICOLON
Dash	DASH

**DO NOT USE "SYMBOL FOR"**

**G. How to call and reply**

1. Before transmitting, listen to the frequency to be used to insure that you will not interfere with another transmitting station.
2. Be certain your transmitter is set to the proper frequency.
3. Speak clearly, in a normal voice, holding the microphone approximately one inch from your lips.

4. Avoid excessive calling and unofficial transmissions. Call signs should be transmitted only once when conditions are favorable and twice when unfavorable.
5. If a station called does not reply to a call sent three times at intervals of two minutes, the calling shall cease. If, however, there is no reason to believe that harmful interference will be caused to other communications in progress, the call, may be repeated at three minute intervals.
6. When transmitting messages, send only as fast as the receiving operator can copy. Assume he is inexperienced until you know differently.

7. Every transmission should endwith either **"OVER"** or **"OUT"** except in the case when the sending operator wishes to pause a few seconds before continuing transmission. The PROWORD **"WAIT"** may be used in this instance. If you intend to pause for a longer period of time before resuming your transmission, the PROWORD **"WAIT OUT"** shall be used.

**(OVER AND OUT will never be used together).**

#### **H. Coast Guard voice call signs**

1. Normally a vessel's name serves as its voice call sign for radiotelephone communications. When establishing communications, the vessel's name shall be preceded by the phrase **"COAST GUARD CUTTER"**.
2. Vessels and aircraft not having names shall use their numbers in place of a name, preceded by the phrase **"COAST GUARD"** (**NOT. "CHARLIE GOLF"**). Helicopter call signs shall contain the word **"COPTER"**.

3. Shore radio facilities use the words "COAST GUARD" followed by the geographical location of the station and the type facility, such as AIR, RADIO, LIGHT STATION or STATION as appropriate.
4. When an aircraft is engaged in a SAR mission, the word "RESCUE" shall be included as part of the call sign as shown below. "COAST GUARD RESCUE 5494"
5. The phrase "COAST GUARD" may be eliminated from calls when communicating with Coast Guard units on Coast Guard frequencies, after communications have been established. Where confusion will not arise, number call signs may be shortened to the last three digits.

**EXAMPLE:**

Unit/Voice Call    Shortened call  
COAST GUARD CUTTER

MELLON            CUTTER MELLON

COAST GUARD SAN

FRANCISCO COMMUNICATION

STATION            SAN FRANCISCO  
                          COMMSTA

COAST GUARD 44324    44324 or 324

- I. PROWORDS are words or phrases which have been assigned meanings. Do not substitute prowords for textual matter in a message. Use only authorized prowords. SLANG expressions are strictly forbidden.

**EXAMPLE:**

**ALL AFTER** The portion of the message to which I have reference is all that which follows.

**ALL BEFORE** The portion of the message to which I have reference is all that which precedes.

**BREAK** Indicates the separation of the text from other portions of the message.

**CORRECT** You are correct

**CORRECTION** An error has been made. Transmission will continue with the last word sent correctly.

**DISREGARD THIS TRANSMISSION** This transmission is in error, disregard it.

**FIGURES** Numerals follow

**FROM** The originator of this message is.

**GROUPS** This message contains the number of groups indicated.

**IMMEDIATE** Precedence immediate

**INFO** Addressees designated for information.

**I READ BACK** The following is my response to your instructions to read back.

**I SAY AGAIN** I am repeating transmission or portion indicated at your request.

**I SPELL** I shall spell the next word phonetically

**MESSAGE** A message which requires recording is about to follow.

**MORE TO FOLLOW** Transmitting station has additional traffic for the receiving station

**OUT** End of transmission no reply necessary.

**OVER** End of transmission respond back

**PRIORITY** Precedence priority.

**READ BACK** Repeat this entire message back to me exactly as received.

**RELAY TO** Transmit this message to all addressees or those indicated.

**ROGER** I have received your transmission satisfactorily.

**ROUTINE** Precedence routine.

**SAY AGAIN** Repeat all your last transmission.

**SILENCE** Cease transmissions immediately.

**SILENCE LIFTED** Resume normal transmissions.

**SPEAK SLOWER** Reduce speed of transmission.

**THIS IS** This transmission is from the station whose designation immediately follows.

**TIME** That which follows is the time or date-time-group of message.

**TO** The addressees whose designations immediately follows are to take action on this message.

**WAIT** I must pause for a few seconds.

**WAIT OUT** I must pause longer than a few seconds.

**WILCO** I have received your message. I understand and I will comply.

**WORD AFTER** The word of the message to which I have reference is that which follows.

**WORD BEFORE** The word of the message to which I have reference is that which precedes.

**WORDS TWICE** Communications are difficult. Transmit each phrase (or code group) twice.

**WRONG** Your last transmission was incorrect. The correct version is.

**Use the words "AFFIRMATIVE and NEGATIVE" instead of "YES and NO".**

## **J. Message elements**

### **EXAMPLE:**

Transmitted in the following order:

**CALL SIGN**            station called

**THIS IS**                (proword)

**CALL SIGN**            station calling

**MESSAGE**             (proword)

**RELAY TO** (relay instructions) **READ BACK** or **DO NOT ANSWER** etc., (transmission instructions, if any)

**PRECEDENCE**         (proword)

**TIME**                    (proword) DAY/HOUR/MINUTE/Z/MONTH/YEAR

**FROM**                    (proword)

**TO**                        (proword)

**INFO**                    (proword)

**GROUPS**                (proword)

**BREAK**                    (proword)

CLASSIFICATION LINE

MESSAGE TEXT

**BREAK**                    (proword)

**CORRECT** or **MORE TO FOLLOW** (proword)

(final instructions)

**EXAMPLE:**

COAST GUARD CUTTER DUANE - THIS IS - COAST GUARD BOSTON GROUP -  
MESSAGE - READ BACK - PRECEDENCE -PRIORITY - TIME - 171405Z MAY 83 -  
(PAUSE)

FROM CCGDONE BOSTON MA

TO USCGC DUANE

INFO COMCOGARDGRU BOSTON MA

GROUPS figures TOO WUN

BT (spoken BREAK)

UNCLAS (spoken UNCLAS)  
MESSAGE TEXT

BT (spoken BREAK)

CORRECT GROUP 15 to read xxxxx MORE TO FOLLOW.

OVER

**K. Corrections during transmission**

1. When an error is made by a transmitting operator, the proword "CORRECTION" will be transmitted followed by the last word, group, proword or phrase correctly sent.

**EXAMPLE:**

"THIS IS - DUANE - MESSAGE- PRIORITY - TIME etc. BREAK – UNCLAS - SET WATCH TOO SIX SEVEN ZERO -CORRECTION - SET WATCH TOO WUN AIT TOO etc.."

**L. Asking for repeats**

1. If portions of a message are not received, requests for repetitions will be as follows:

(Sample of message text: UNCLAS CONDUCT SEA TRIALS IMMEDIATELY)

**EXAMPLE of a request:**

"SAN FRANCISCO COMMSTA - THIS IS -CUTTER MIDGETT - SAY AGAIN WORD AFTER SEA- OVER"

**EXAMPLE of the reply:**

"THIS IS - SAN FRANCISCO COMMSTA - I SAY AGAIN WORD AFTER SEA - TRIALS-OVER"

2. If a portion is missed between two groups copied correctly, the following would apply:

**EXAMPLE of a request:**

"MIAMI COMMSTA - THIS IS – CUTTER JARVIS - SAY AGAIN - UNCLAS TO TRIALS - OVER".

3. If sections of a message were missed:

**EXAMPLE of a request:**

"MIAMI COMMSTA - THIS IS – CUTTER DALLAS - SAY AGAIN - ALL BEFORE - BREAK - OVER" or "MIAMI COMMSTA - THIS IS - CUTTER DALLAS – SAY AGAIN - ALL AFTER - BREAK - OVER"

4. If a portion of the heading was missed:

**EXAMPLE of a request:**

"PORTSMOUTH COMMSTA - THIS IS - CUTTER BIBB - SAY AGAIN - FROM TO INFO - OVER"

### **M. Receipt of messages**

1. Messages are receipted for to document their delivery. Do not "ROGER" for a message until you are sure it has been received completely and correctly.

### **EXAMPLE of a receipt:**

" CUTTER BIBB - THIS IS – BOSTON COMMSTA - ROGER - OUT" **include "date-time-group" if repetitions where requested.**

### **N. Time of receipt or delivery of messages.**

1. When a message has been sent or received, the time of completion shall be indicated in the time column of the radio log. If message blanks are used, instead of copying the entire message in the log, enter the TOR or TOD at the bottom of the blank, and in the log enter the date-time-group and originator of the message followed by the time received or delivered.

**EXAMPLE of time receipt (TOR)**

date-time-group unit freq op/sign  
171454Z MAY 83/DALLAS/2694kHz/WT

**EXAMPLE of time of delivery (TOD)**

date-time-group unit freq op/sign  
171458Z MAY 83/BIBB/157.05mHz/WT

**O. Cancelling a transmission**

1. A message may be cancelled during transmission by the use of the prowords "DISREGARD THIS TRANSMISSION - OUT". A message which has been receipted for can be cancelled only by another message.

**P. Keeping the originator informed**

1. It is important that the originator be kept informed as to the status of delivery of messages. Operational commanders establish procedures within their commands as necessary to notify originators of non-delivery of messages. Make sure you read and understand these procedures.

## R. Radio checks

1. Radio checks should be conducted when communications with a unit are doubtful. They shall be made on Coast Guard working frequencies after a preliminary call on the International calling and distress frequencies.

### **EXAMPLE (both loud & clear):**

"COAST GUARD CUTTER PLANETREE -THIS IS - COAST GUARD HONOLULU COMMUNICATIONS STATION - SHIFT 2670 KHZ or 157.05 MHZ – OUT

"THIS IS - CUTTER PLANETREE -ROGER - OVER-"

"THIS IS - HONOLULU COMMSTA – ROGER OUT"

Other replies may be:

### SIGNAL STRENGTH:

LOUD: strong signal

GOOD: good signal

WEAK: can hear with difficulty

VERY WEAK: can hear with great difficulty.

CLEAR: excellent quality  
READABLE: good quality  
DISTORTED: have trouble reading  
WITH INTEFERENCE: have trouble reading you due to interference

**EXAMPLE**

"WEAK AND DISTORTED" or "LOUD WITH INTEFERENCE" etc.

**S. Radio silence**

1. Radio silence may be imposed or lifted by a station only when authorized by a competent authority. (i.e., Group Commander)

**EXAMPLE:**

"ALL STATIONS - THIS IS – BALTIMORE GROUP - SILENCE SILENCE SILENCE -  
2670 KHZ - OUT"

silence no longer necessary

"ALL STATIONS - THIS IS – BALTIMORE GROUP - SILENCE LIFTED - OUT"

**T. Voice abbreviated log**

1. The minimum log requirement is a bound ledger with all messages recorded therein. Your entries must be readable and written in ink. If you wish to use a typewriter and maintain a log and messages separately, you may do so. The decision as to the completeness required in keeping the abbreviated log rests with the Commanding Officer or Officer-in-Charge.

SAMPLE LOG:CGC PT FRANCIS 17MAY1983

TIME

FREQ

0000Z BEGIN NEW RADIO DAY  
IHEARDIT, WILLIAM E., SN ON  
WATCH NO TFC PENDS. LISTENING  
2182khz/2662khz/156.8mhz

0005Z (RADIO CHECK WITH GROUP  
BOSTON EQUIP NORMAL) 2662

0130Z SECURITY BDCST/NMF.. COPIED  
TEST (PRELIMINARY ON 2182KHZ)  
(C/FILES) 2670

0233Z RCVD: NMF P 171605Z MAY 83  
FM CCGDONE (C/FILES) 2662

0324Z POWER FAILURE

0350Z POWER RESUMED

0355Z (CALLED NMF 3 TIMES NO ANS  
P TFC) 2662

0430Z SENT: NMF P 170830Z MAY 83  
FM PT FRANCIS (C/FILES) 2662

0435Z WATCH RELIEVED BY GOLDFIST,  
RAZE., SN. NO TFC PENDS EQUIP  
NORMAL.  
/s/WILLIAM E IHEARDIT

0435Z GOLDFIST, RAZE., SN. ON WATCH

In place of identifying data and C/FILES entry, complete messages may be copied into the log.

## CHAPTER 2. Distress, Urgent and Safety communications

### A. Distress procedures

1. The distress signal MAYDAY indicates that a ship, aircraft or other vehicle is threatened by grave and imminent danger and requests immediate assistance.
2. The distress call has absolute priority over all other transmissions and shall not be addressed to a particular station.
3. All stations hearing a distress call shall immediately cease transmissions capable of interfering with the distress traffic and shall continue to listen on the frequency on which the call was heard.
4. Distress transmissions are normally made on the distress frequencies 156.8 MHz (channel 16) or 2182 kHz but may be handled over other frequencies if the need arises.

5. Most small vessels will not follow prescribed procedures during a distress of their vessel. It is quite probable that they may call MAYDAY, or an individual unit of the Coast Guard. In any event it may become necessary for a Coast Guard unit to assume control of the distress.
6. The radiotelephone alarm signal is for the purpose of attracting the attention of on-watch personnel or to actuate automatic devices which would alert personnel. The signal consists of two audible tones of different pitch transmitted alternately producing a warbling sound. It is transmitted by an automatic device prior to the distress call when possible.
7. The distress call consists of:
  - a. The distress signal MAYDAY, (spoken three times).
  - b. The prowords THIS IS

- c. The call sign of the distressed unit, spoken three times

**EXAMPLE:**

MAYDAY MAYDAY MAYDAY -THIS IS - SWAMPER SWAMPER SWAMPER"

**Normally the distress message will immediately follow the call. Be prepared to copy all information heard.**

8. The distress message consists of:
  - a. The distress signal MAYDAY
  - b. The distressed unit's call sign particulars of position, nature of distress, type of assistance desired, units description, persons on board and any information that might facilitate the rescue.

**EXAMPLE:**

"MAYDAY - SWAMPER - MY POSITION IS TWO MILES WUN TOO SIX DEGREES TRUEFROM WINDY POINT - I LOST MY POWER AND THE SEAS ARE GETTING ROUGH-REQUEST COAST GUARD ASSISTANCE -I'M A 42 FOOT CABIN CRUISER – WHITE HULL WITH BLUE TRIM - THREE PERSONS ON BOARD - OVER"

**B. Distress message repetition**

1. The distress message, preceded by the distress call, should be repeated at intervals by the distressed unit until he receives an acknowledgement of receipt. The repetitions should be preceded by the alarm signal whenever possible. When the distressed unit receives no answer to his distress call on a distress frequency, the message may be retransmitted on any frequency available on which attention might be attracted.

**C. Attracting attention to a distress call**

1. Any station which receives a distress call and is unable to make contact with the distressed unit shall take all possible action to attract the attention of stations in a position to render assistance and pass information concerning the case.

#### **D. Receipt of distress messages**

1. When a distressed unit is in your vicinity, receipt for the message immediately. However, if the unit is determined to be some distance from you, pause a few moments to allow ships or stations nearer the scene to answer. In areas where communications with one or more shore stations are practicable, ships should wait a short period of time to allow them to acknowledge receipt.
2. The receipt of distress messages should be in the following manner:
  - a. The distress signal MAYDAY
  - b. The call sign of the unit in distress, spoken 3 times.
  - c. The proword THIS IS
  - d. The call sign of the unit acknowledging receipt, spoken 3 times
  - e. The words RECEIVED MAYDAY

(Request essential information needed to effect assistance, (position, nature of emergency, vessels description) obtain less important information in a later transmission.) The proword OVER.

3. Inform THE DISTRESSED UNIT of any Coast Guard assistance being dispatched and to stand by.
4. Vessels and shore stations receiving distress traffic should by the most rapid means:
  - a. Forward the information to the Operations Center (OPCEN)
  - b. Set a continuous radio watch on frequencies of the distress unit.
  - c. Maintain communications with the distressed unit.
  - d. Maintain distress radio log.
  - e. Keep the OPCEN informed of new developments in the case.
  - f. Place additional people on watch if necessary. Obtain radio direction finder bearing of distressed unit if equipment and conditions permit.

5. Every Coast Guard ship or aircraft which acknowledges receipt of distress messages, ensuring it will not interfere with stations in a better position to render immediate assistance, shall on the order of the Commanding officer or Officer-in-charge, transmit as soon as possible the following information to the unit in distress:
  - a. Acknowledgment of unit's name position
  - b. Speed of advance of assisting unit to scene
  - c. Estimated time of arrival at scene
6. Keep the distressed unit informed of any circumstances that may effect your assistance to him such as speed, sea conditions, etc. Speak in a tone of voice that expresses confidence. After receiving a distress call or information pertaining to one, Coast Guard units shall, within equipment capabilities, set a continuous radio guard on the

7. frequency of the distressed unit and set up a radio schedule if the distressed unit is unable to stand a continuous watch.

**(Caution: Needless shifting of frequencies by you or the distressed unit may end in a loss of communications).**

#### **E. Station responsibilities**

1. It is the responsibility of a unit in distress or the station which sent the original distress message to control all distress traffic unless the control is delegated to another station.

**The Coast Guard has no Statutory authority to assume control of distress traffic.** Any station aware of, but not taking part in a distress case shall follow the progress of the distress traffic. Stations finding it necessary to pass traffic concerning other than the distress at hand, must transmit on frequencies other than those being used for the current distress traffic.

Any station determined to be causing interference to distress traffic shall cease transmitting immediately and shall maintain a listening watch on the distressed stations's frequency.

**F. Imposing emergency radio silence**

1. The distressed unit or controlling station can impose radio silence on stations causing interference on the frequency being utilized for distress traffic by sending:
  - a. The distress signal MAYDAY
  - b. Call sign of interfering station spoken 3 times or the words HELLO ALL STATIONS, spoken 3 times
  - c. The proword THIS IS the call sign of the unit in distress or controlling station
  - d. The words SEELONCE MAYDAY (meaning, SILENCE MAYDAY)
  - e. The proword OUT

2. If necessary any station may impose SILENCE by making the following transmission:

**EXAMPLE:**

HELLO ALL STATIONS - SEELONCE DISTRESS - THIS IS - CGC BIBB - OUT

3. The distress signal, spoken once, shall precede the call in all traffic between the distressed and assisting units pertaining to the distress case.

**G. Distress termination**

1. When distress traffic has ended or there is no further requirement of observing radio silence, the controlling station shall transmit on the distress frequency, and if necessary, the frequency utilized for passing distress traffic, a message addressed to ALL STATIONS indicating all distress traffic has ceased. The following procedure should be used:

- a. THE distress signal MAYDAY
- b. THE words HELLO ALL STATION 3, times
- c. THE proword THIS IS
- d. THE call sign of the distressed unit or control station THE time of termination  
reenwhich mean time (UTC)
- e. THE time of termination Greenwich mean time (UTC)
- f. THE name and call sign of the distressed station
- g. HE words SEELONCE FEENEE meaning, SILENCE FINISHED
- h. THE proword OUT

**EXAMPLE:**

MAYDAY - HELLO ALL STATIONS (3 times) - THIS IS COAST GUARD MERRIMAC  
RIVER STATION - 211200 UTC SWAMPER WL333 SEELONCE FEENEE - OUT

**The distress cancellation message normally is sent only once.**

**H. Urgent procedures**

1. The urgency signal PAN PAN (pronounced PANNE) indicates that the calling station has a very urgent message to transmit concerning the safety of a ship, aircraft or other vehicle or the safety of a person.

2. The URGENCY signal has priority over all other communications except distress traffic.
3. The URGENCY signal and the message following it shall be sent on one or more of the international distress frequencies (500 kHz, 2182 KHz, 156.8 MHz, 60 seconds in duration maximum) or any other frequency which may be used in case of distress. Amplifying information shall be passed on working frequencies.
4. If you hear the signal, listen on that frequency for a period of at least 3 minutes. If nothing is heard following the urgency signal you may resume normal communications. Care must be exercised not to interfere with URGENT traffic. Normal work may continue on frequencies other than that on which the urgency signal was heard provided the message was not addressed to ALL STATIONS.

5. Urgent message

- a. The message preceded by the urgency signal is usually addressed to a specific station but may be addressed to ALL STATIONS. The urgent message should contain all details concerning the particular case and be in plain language form. Any station receiving the urgent message will by the most rapid means deliver it to the nearest (OPCEN) unless a Coast Guard Communication or Radio Station is broadcasting the signal message.

**EXAMPLE:**

"PAN PAN (3 TIMES) HELLO ALL STATIONS - THIS IS - MARY AND JOSEPH (2 TIMES) - I HAVE A YOUNG WOMEN ON BOARD WHO IS UNCONSCIOUS AND I NEED MEDICAL ADVISE - OVER."

6. Cancellation of urgent traffic

- a. When the urgency signal has been sent before transmitting a message to ALL STATIONS which calls for action by the stations receiving the message, the station responsible for its transmission shall cancel it when action is no longer necessary. This message of cancellation shall likewise be addressed to ALL STATIONS.

**EXAMPLE:**

"PAN PAN - HELLO ALL STATIONS (3 TIMES) - THIS IS - MARY AND JOSEPH - 181520 GMT MARY AND JOSEPH CANCEL PAN PAN - THIS IS MARY AND JOSEPH - OUT"

## **I. Safety Procedures**

1. The safety signal consists of the SECURITE (pronounced SAY- CURE-E-TAY). It indicates that the station is about to transmit a message concerning the safety of navigation or giving important weather warnings. The safety signal and call should be sent on the distress frequency or one of the frequencies which may be used in case of distress.
2. The safety message which follows should be sent on a working frequency, and a suitable announcement to this effect shall be made at the end of the call on the distress frequency.

**EXAMPLE:** (preliminary call on a distress frequency)

"SECURITE SECURITE SECURITE – HELLO ALL STATIONS - THIS IS - (voice call sign twice) COAST GUARD MARINE INFORMATION BROADCAST (or) HURRICANE ADVISORY/STORM WARNING etc., LISTEN 2670 KHZ and/or channel 22A OUT"

3. All stations hearing the safety signal shall listen to the safety message until they are satisfied that the message is of no concern to them. They shall not make any transmission likely to interfere with the message.