

AWIN Radio Checks – A training guide

Purpose

AWIN radio checks are conducted to verify the correct function of the radio equipment, and to provide the opportunity for end user training and practice of operational procedures and standards. Attention should be given to AWIN System policies and guidelines for proper use. Training should be conducted in a user friendly but efficient manner to allow users to become comfortable with AWIN use without creating excessive network loading that could interfere with other essential 'Life / Safety' traffic on the system.

Schedule

Radio checks for training purposes can be conducted with the ADH Central Emergency Communication Center (ADH – ECC) on the **HEALTH** talkgroup (Zone 6 Channel 5) in addition to contacting the hospital region.

The ECC Supervisor requests that this training activity as much as possible be conducted after 3pm to avoid interfering with other routine activity at the ADH – ECC. It is helpful if this training activity is arranged in advance with ECC personnel when possible. Call the ADH – ECC at 501-661-2136



Be aware that in the event of the ECC being involved in actual emergency operations, they may not be able to support training activities, and will advise you of this when you call. If you need to reschedule your training, please call at another time, as the ECC operators will be too busy to field non-emergency calls at that time.

Talk Group Set up

The first step in requesting a radio check is to verify that you are on the correct talk group

Communicating with your Hospital/Long Term Care region

TAIT Radios - Momentarily press the blue button on the side of the radio.

Motorola Radios – Press and hold for 3 seconds the button with the “house” icon on the front.

This places the radio on your Regional **HOME** talk group.

Communicating with the ADH Emergency Communications Center

TAIT Radios - Use the UP and DOWN arrow buttons to select **ZONE 6** on the radio, and rotate the channel selector knob on the top of the radio to position **5**.

Motorola Radios – Press the button with the single dot and then use the RIGHT and LEFT arrows to select **ZONE 6** and then rotate the channel selector knob on the top of the radio to position **5**.

This places the radio on the **HEALTH** talk group.

When you are finished with the radio check with ADH – ECC be sure to press the **HOME** button to reset the radio to your Regional Talk Group.

Procedure

Requesting a radio check is an easy thing to do. Follow the dialogs below to become familiar with this process. Insert your region, facility name, and location in place of the <REGION> <NAME> and <LOCATION> labels.

Remember to press and hold the PUSH to TALK button on the side of the radio and wait for the triple beep before talking.

Communicating with your Hospital/Long Term Care region

You - "<REGION> hospitals, this is <NAME> at <LOCATION> calling for a radio check."

Regional Station - "<NAME> at <LOCATION>, I hear you loud and clear. How do you hear me?"

You - "Loud and clear also."

If communications are not "loud and clear", see the note below.

Communicating with the ADH Emergency Communications Center

You - "Arkansas Health, this is <NAME> at <LOCATION> calling for a radio check."

ADH - ECC - "<NAME>, I hear you loud and clear. How do you hear me?"

You - "Loud and clear also."

ADH - ECC - "Arkansas Health clear at <TIME>"

If communications are not "loud and clear", see the note below.

When you are finished with the radio check with ADH – ECC be sure to press the **HOME** button to reset the radio to your Regional Talk Group.

Note - If communications are broken or sound like a confused robot, try changing locations a short distance or moving close to a window. Two way radios sometimes have trouble with low signal strength from inside of buildings. It may be necessary to step outside of the building to get a good signal.

If the radio does not function, contact ADH – Tactical Communications for assistance.

Be Advised...

All users on the AWIN system should be aware that the system is routinely monitored both by official staff as well as by the public. Take care to not transmit information by AWIN radio that you do not want the world to know. Please use plain language at all times and avoid the use of 10-codes and other radio or medical jargon. Please remember to keep it polite and professional at all times.

Other Information

If you need assistance or have other questions or concerns regarding AWIN radio operations or training, contact

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