

**RADIO PROTOCOL FOR
NEW YORK CITY OFFICE OF EMERGENCY MANAGEMENT (OEM) OEM-A.L.E.R.T II
CHANNEL, GREATER NEW YORK HOSPITAL ASSOCIATION
(GNY-HOSP-ASSN) HOSPITAL AND NURSING HOME CHANNEL, AND
NEW YORK CITY HEALTH AND HOSPITALS CORPORATION (HHC-HOSPITALS)
CHANNEL**

- The following protocol must be followed when using the OEM-A.L.E.R.T II Channel, the GNY-HOSP-ASSN, or HHC-HOSPITALS Channels:
- In the event of a mass casualty event in New York City, GNYHA members should immediately tune into the **OEM-A.L.E.R.T II Channel** to obtain updates.
- The OEM-A.L.E.R.T II, GNY-HOSP-ASSN, and HHC-HOSPITALS Channels are only to be used for the following purposes:
 - to communicate with GNYHA and/or OEM in the event of a telephone system emergency,
 - to receive transmissions from GNYHA and/or OEM that broadcast announcements regarding situations in New York City (e.g., whether to decontaminate patients arriving at facilities, status of lockdown in New York City), and
 - to respond to requests for information initiated by GNYHA and OEM in the event of a mass casualty incident (e.g., information regarding number of patients or bed availability).
- When using the OEM-A.L.E.R.T II, GNY-HOSP-ASSN, or HHC-HOSPITALS Channels, users must identify themselves using the full name of their institution so that other users will be aware of which users are on the system at all times.
- GNYHA members should know who in their institution has possession of the radio at all times and ensure that the appropriate persons are trained to operate the radio.
- Only one party at a time is permitted to speak on the OEM-A.L.E.R.T II, GNY-HOSP-ASSN, or HHC-HOSPITALS Channels. In order to transmit a communication (i) on a portable radio, press the largest button on the left-hand side of the radio or (ii) on a base radio, press the button with the lightning bolt. Keep the button depressed when transmitting and clearly identify yourself (i.e., “XYZ Hospital”). Release the button and listen. If one party is transmitting and another party attempts to transmit, the second party’s communications will not be received and the second party will hear a tone. Therefore, users of the OEM-A.L.E.R.T II, GNY-HOSP-ASSN, or HHC-HOSPITALS Channels must limit their communications to essential information and must keep communications as brief as possible. Under no circumstances should a transmission last more than 30 seconds.

- GNYHA members are not permitted to broadcast announcements or request information; those are GNYHA or OEM functions. If a GNYHA member requires information from another GNYHA member (e.g., whether facilities are available to receive patients as a result of an evacuation), the GNYHA member should contact GNYHA or the other GNYHA member via another means of communication (e.g., phone, cellular phone, fax, or email) to request that information. If a GNYHA member is unable to utilize another means of communication, then GNYHA members may utilize the GNY-HOSP-ASSN channel to request the information.
- If a user is using a portable radio and the listener indicates that the radio transmissions are inaudible, the user of the portable radio should relocate his/her position. If poor reception cannot be corrected by relocation, portable users may need to be more specific in their communications. (e.g., spelling out a location utilizing the phonetic alphabet.) (See attached for phonetic alphabet.)
- When transmitting on the radio, all times should be denoted in military time. (See attached for conversions to military time.)
- Each day at approximately 1500 hours (3:00 pm) OEM will conduct a roll call of all participating institutions, using the OEM Watch Command. OEM will utilize the OEM-A.L.E.R.T II Channel and will call each institution by name. When an institution hears its name being called, a simple "10-04" ("ten four") or "5x5" ("five by five") from that institution will acknowledge that they have received the transmission.
- GNYHA members shall always monitor the **OEM-A.L.E.R.T II Channel**.
- GNYHA members may be requested to switch from the OEM-A.L.E.R.T II Channel to the GNY-HOSP-ASSN channel to receive updates and share information.
- GNYHA members shall utilize the OEM-A.L.E.R.T II Channel when they are in distress and require assistance from New York City agencies (e.g., a power failure).
- In the event of the need to broadcast information of interest to all users, OEM may utilize the OEM-A.L.E.R.T II Channel to broadcast such information. The following announcement will precede each broadcast: "OEM base to agencies on 3A Channel: standby for announcement...."
- The OEM-A.L.E.R.T II Channel must not be used for emergencies (e.g., police, fire, and medical emergencies) for which persons would normally call 911.
- Failure to follow this protocol may result in terminating a particular party's access to the OEM-A.L.E.R.T II Channel without prior notice.

PREPARED BY GNYHA 6/14/02
REVISED 9/4/03
REVIEWED BY OEM

PHONETIC ALPHABET

A=ADAM
B=BOY
C=CHARLES
D=DAVID
E=EDWARD
F=FRANK
G=GEORGE
H=HENRY
I=IDA
J=JOHN
K=KING
L=LINCOLN
M=MARY

N=NORA
O=OCEAN
P=PETER
Q=QUEEN
R=ROBERT
S=SAM
T=TOM
U=UNION
V=VICTOR
W=WILLIAM
X=X-RAY
Y=YOUNG
Z=ZEBRA

Military Time

Time	Conversion
Midnight	0000 hours
1:00 a.m.	0100 hours
2:00 a.m.	0200 hours
3:00 a.m.	0300 hours
4:00 a.m.	0400 hours
5:00 a.m.	0500 hours
6:00 a.m.	0600 hours
7:00 a.m.	0700 hours
8:00 a.m.	0800 hours
9:00 a.m.	0900 hours
10:00 a.m.	1000 hours
11:00 a.m.	1100 hours
Noon	1200 hours
1:00 p.m.	1300 hours
2:00 p.m.	1400 hours
3:00 p.m.	1500 hours
4:00 p.m.	1600 hours
5:00 p.m.	1700 hours
6:00 p.m.	1800 hours
7:00 p.m.	1900 hours
8:00 p.m.	2000 hours
9:00 p.m.	2100 hours
10:00 p.m.	2200 hours
11:00 p.m.	2300 hours