

## Quick recall bookletVHF Booklet

Imagine what may happen if a distress situation were to take place and you or a guest on your boat needed to place some form of priority call. In the excitement of the moment, it is easy to forget the proper procedure. It would be handy to have a reminder of what buttons to press on your radio and the form of the different types of calls.

This program uses WORD. You modify this document required and then print this out. It becomes a small-sized booklet that can fit into a handy space near your radio. Advise guests that in the event that they need to make a priority call, information relating to your radio will be found there.

After printing out the booklet, you should laminate the pages with a simple kit available at office supply stores. This will waterproof the booklet. This is especially needed if you use an ink-jet printer because most ink-jet printouts will run if they get wet.

If you have a DSC radio, the exact sequence of buttons to press can vary from model to model. Refer to your User's Guide and modify the instructions to match **your** equipment.

The instructions in green are for standard VHF radios, the instructions in orange are for DSC radios. Before printing, delete the sections that do not apply to your equipment.

Before modifying the text, copy the file 'Booklet.doc' from the CD to your hard drive, then use WORD to work on the document. Be careful to keep the information on each page in the same location where it is so that the tabs will match up with the data (e.g., Distress information will be found when you select the Distress tab).

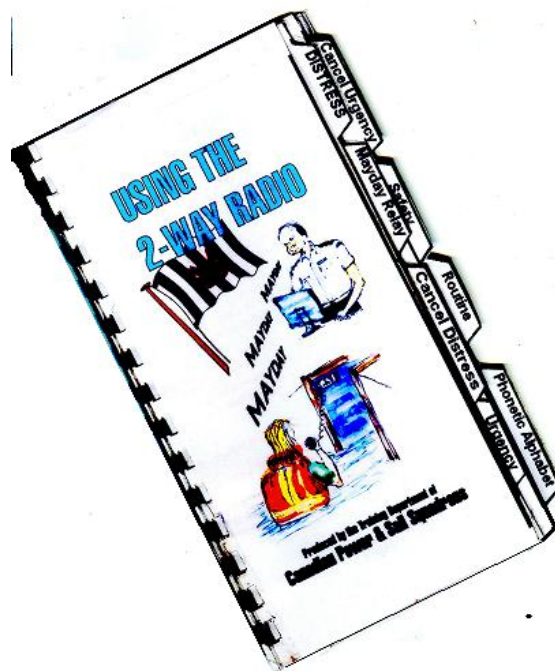
Where it says 'Capri' in the sample text, you will change 'Capri' to the name of your vessel before printing the booklet. In that way, the booklet becomes customized to match your vessel. Where

there is a description of the vessel, you will substitute the proper description of your boat.

Print using 'Page Layout Printing'. In Word, with some printers this is accomplished by choosing "File", "Print", "Properties", "Page Setup" and select "Page Layout Printing" under "Printer Type". The settings depend on the options available on your model of printer.

You can create tabs by trimming with a scissors along the line on the right edge of the pages. These tabs will make it easier to find the correct page.

Starting on page 1 (after the cover) there is also a trim line along the left edge of each page. Cut all pages that have a trim line on the left side.

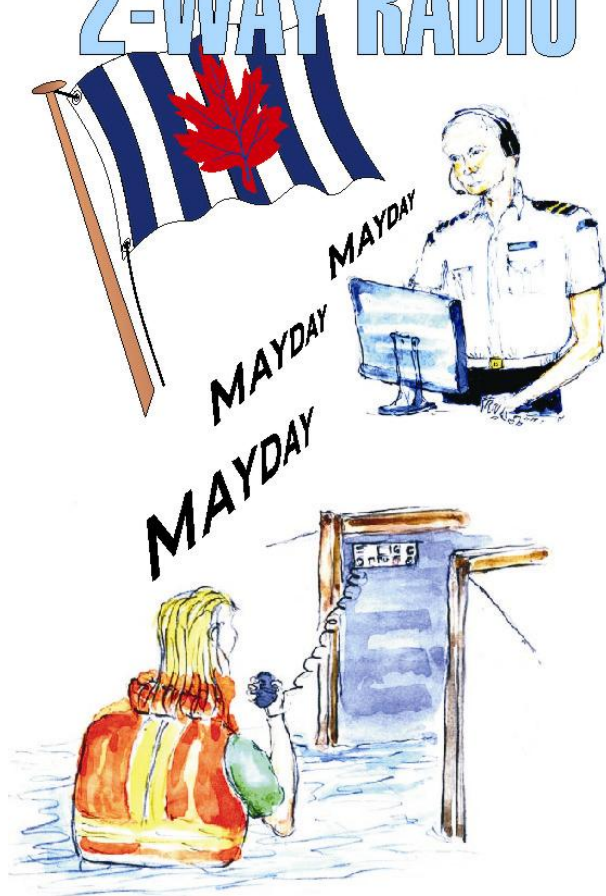


Discard these first two instruction pages and begin your booklet with the following sheet which is the cover.

With some printers, you may have to adjust the margins.

This document is intended to be printed two pages per sheet of paper. By cutting along the lines, you end up with a compact booklet with two rows of tabs.

# USING THE 2-WAY RADIO



Trim  
along  
these  
lines  
on  
the  
rest  
of  
these  
pages



## DISTRESS CALL

For both standard AND DSC radios, select Channel 16.

For a DSC radio. . .

Input the vessel's position (latitude and longitude and UTC time (if the radio is not connected to a GPS or a LORAN). To do this. . .

- Push DSC/ENT twice
- Rotate channel selector to set a digit
- Push CH/WX to advance the cursor or SCAN to move cursor backwards
- Push HI/LO to clear data
- Push DSC/ENT after you have set your position
- Set time then press DSC/ENT

To set distress type,

- push DSC/ENT,
- select DSC menu
- use channel selector choose 'DTRS set'
- press DSC/ENT and select type (flooding, collision, etc.)
- Press DSC/ENT

To make the Distress call. . .

Lift Distress button cover, hold down button for five seconds. When acknowledgement is received, the system switches to channel 16.

Produced by the Training Department of  
**Canadian Power & Sail Squadrons**

**Making a Mayday (Distress call) on a standard radio.**

Select Channel 16

**MAYDAY, MAYDAY, MAYDAY**

This is (Capri, Capri, Capri)

**MAYDAY, Capri**

Position is (state your location)

Vessel is a 32 foot Bayliner cruiser, white with green trim

4 persons on board

Type of Distress (sinking, fire, explosion etc.)

Plan of Action (abandoning ship, advise if there is a dinghy, if people are wearing life jackets)

This is Capri

Over



## MAYDAY RELAY CALL

Select Channel 16

(There is no digital Mayday relay call, only a regular voice call on Channel 16).

**MAYDAY RELAY, MAYDAY RELAY, MAYDAY RELAY**

This is Capri, Capri, Capri

**MAYDAY** (the name of the distress vessel)

Location of the Distress vessel

Nature of the distress (sinking, personal injury, etc.)

Number of persons on board

Their plan of action

Capri

Over



## CANCELLATION OF DISTRESS

Cancellation of distress is done by voice only.

**Select Channel 16**

**MAYDAY**

**ALL STATIONS, ALL STATIONS,  
ALL STATIONS**

**This is Capri**

**Time** (filing time of message, spelt phonetically,  
e.g., one eight three zero Eastern Standard)

**Name of vessel in distress**

**SEELONCE FEENEE**

**Reason why Distress situation is being cancelled** (e.g. all persons safe on board  
Your vessel. Distressed vessel has sunk)

**Capri OUT**

**Establish contact with the Coast Guard and make certain they know that the distress has been cancelled.**



## URGENCY CALL

**For both standard AND DSC radios, select Channel 16.**

**For DSC radios**

- push DSC/ENT,
- select DSC menu
- use channel selector choose 'All Ships'
- press DSC/ENT
- press DSC/ENT again to make the call

**Select Channel 16**

**For standard radios. . .**

**PAN PAN, PAN PAN, PAN PAN  
ALL STATIONS, ALL STATIONS,  
ALL STATIONS**

(Or if addressed to a specific station, transmit that name three times)

**This is Capri, Capri, Capri**

**Position is** (your location)

**Vessel is a 32 foot Bayliner cruiser, white with green trim**

**The urgency situation** (damaged rudder, unable to steer, out of gas, . . . )

**Request** (need tow)

Capri **OVER**

## CANCELLATION OF URGENCY

**Select Channel 16 (there is no DSC cancellation, it must be done manually)**

**Pan Pan**

**All Stations, All Stations, All Stations**

**This is Capri, Capri, Capri**

(Give reason for cancellation such as 'Under tow to Marina')

**Urgency Ended**

**Capri Out**

Cancel Urgency

## SAFETY CALL

**For DSC radios, select Channel 06**

- push DSC/ENT,
- select DSC menu
- use channel selector choose 'All Ships'
- press DSC/ENT
- press DSC/ENT again to make the call

**Both standard and DSC radios. . .**

**Select Channel 16**

**SECURITE, SECURITE, SECURITE,  
ALL STATIONS, ALL STATIONS,  
ALL STATIONS**

**This is Capri, Capri, Capri**

**Safety message concerning ..... to follow on  
channel - (06)**

**Switch to Channel 06 and pass on the safety  
message as follows on the next page.**

**SECURITE, SECURITE, SECURITE  
ALL STATIONS, ALL STATIONS, ALL STATIONS**

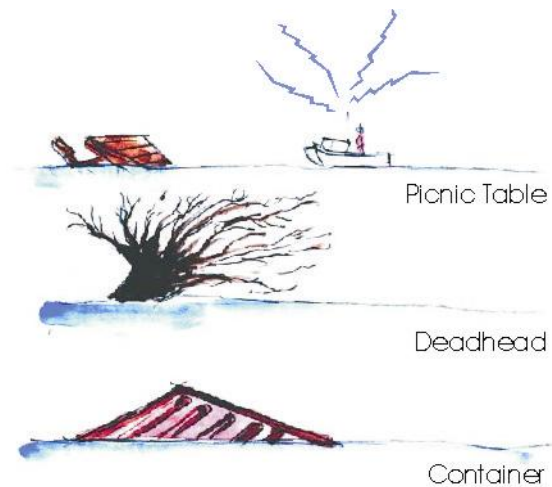
**This is Capri, Capri, Capri**

**Safety message (e.g., large deadhead floating  
near...**

**menace to navigation)**

**Capri OUT**

Safety



## Routine Calls (call an individual station)

For DSC radios, select the channel you will be communicating on.

Push DSC/ENT

Use the channel selector, choose 'Individual' and push DSC/ENT.

Use channel selector to choose an MMSI# or select 'Manual set'.

Press DSC/ENT to transmit call.

Standby for acknowledgement. When one is received, system changes to the channel you selected.

Calling on a standard (non-DSC) radio.  
Select calling frequency (usually Channel 16)

(Name of friend's boat, repeated three times)  
This is Capri, Capri, Capri  
Over

After making contact, switch to a working channel.

## Phonetic Alphabet

Alpha	November
Bravo	Oscar
Charlie	Papa
Delta	Quebec
Echo	Romeo
Foxtrot	Sierra
Golf	Tango
Hotel	Uniform
India	Victor
Juliatt	Whiskey
Kilo	X-Ray
Lima	Yankee
Mike	Zulu