

# SCHOOL SITE EMERGENCY RADIO PROCEDURE

## Daily Radio Equipment Procedure

(Portable Motorola APX 4000 or XTS 2500)

1. Daily routine; first thing each morning:
  - a. Trade radio batteries, insert freshly charged battery into radio
  - b. Place removed battery into charger (about 1 hour charge time)
    - i. Always have a battery in charger, 24/7/365
  - c. Never place radio in charger while turned on.
2. Turn radio on, set volume half scale.
3. Ensure radio is set to channel **"EOC 1"**.
4. Depress 'talk' button for 3 seconds.
  - a. Listen for two "beeps" signal.
  - b. After talk button release, listen for "return static".
5. Keep handheld radio in location accessible to and within hearing distance of trained office staff at **ALL TIMES** during the school day.
  - a. Establish redundancy in radio monitoring responsibility to cover staff breaks, vacation, illness and other changes in normal duty schedules.
6. When office closes, turn off radio.

Example situations for communication from sites with Radio or Telephone:

Emergency Radio	Telephone
Fire Alarm	Medical Situation (consider HIPAA Regulations)
Fire Drill	Auto collision in area
Lockdown or Secure Campus Drill	Fire in area (unless fire alarm activated)
Earthquake Drill	Helicopter flying overhead (potential Secure Campus)
Power Outage	Potential Secure Campus or Lockdown (should we go into Secure Campus or Lockdown?)
Secure Campus	Law Enforcement activity in area
Lockdown (self-imposed – threat experienced) (or Law Enforcement imposed)	Dog/Animal on campus

**(All sites monitor one frequency, everyone hears all broadcasts)**

## Radio Use Procedure:

### Call (hail) ASC Base

Use the following phrase:

**"ASC Base, this is XYZ School; ASC Base this is XYZ School"**

(Remember to wait for the 'beeps' before speaking)

Wait 30 seconds for response, repeat, (wait no longer than 60 seconds to repeat)

1. State the situation clearly & concisely.
  - a. Do not use names of students or staff.
  - b. Be as brief as possible.

End broadcast with the phrase:

**"XYZ School Clear"**