

## Facilities Services Two-Way Radio Protocol

You have been assigned a two-way radio. The radio is meant to be the main universal source of communication with your supervisor, trades staff and our main office. More importantly, these are also utilized as THE MAIN source of communication in the event of an **Emergency**.

The following information will assist you in utilizing your radio as designed based on our current programming configurations.

Channel 1	TRADES
Channel 2	CUSTODIAL
Channel 3	<b>EMERGENCY (monitored by University Police)</b>
Channel 4	BLANK
Channel 5	Talk around for trades channel
Channel 6	Talk around for custodial channel
Channel 7	Talk around for EMERGENCY channel



**The Talk around** feature is designed to be used in the event the repeater that boosts the transmission signal for the trades and custodial frequencies at Maytum Hall is not operational. The *Talk around* channels could then be used for local communications.

### The follow guidelines must be followed

- Use only the radio that has been assigned to you
- **Channel 3** should only be used to contact **University Police** for an **Emergency**
- It is imperative that your radio remain with you at all times and the volume turned up to a noticeable level for the above noted reasons
- DO NOT play music over the radio and tie up other important communications
- DO NOT use foul language or make inappropriate, non-professional comments
- Please be sure charge your radio at the end of the shift, if in the cradle properly the RED indicator light will come on, when fully charged the light will turn GREEN
- If you feel that the radio is not functioning properly contact your supervisor (do not take parts from another radio)
- DO NOT break in or disrupt on-going conversations; wait for your turn
- DO NOT leave the radio unattended
- Speak in a clear distinct voice
- Make all conversations brief (short, simple, complete)
- Be courteous and polite
- Be aware of back ground noise and talking as this will transmit over the radio
- Remember that everyone with a radio or near a radio is listening

*Channel 3 on the following two-way radios is the University Police frequency for emergency situations; 2801 - Services Base, 0056 - Kevin Cloos and 0089 - Bob Lawson*

**Revised: December 14, 2012**