



# EMERGENCY RADIO USAGE AND RADIO TEST GUIDE

The LAUSD radio system is essential in a disaster when other communications methods (phones, email, internet) do not function. ALL schools must be prepared to use the radio system effectively to communicate disaster damages and injuries and participate in the Districtwide Emergency Communications Test each semester.

## Do's And Don'ts For Disaster Radio Communication

- **DO NOT** use the radio to report an emergency or disaster conditions if cell phones or landlines are available, as they are more efficient.
- **DO** prepare in advance for a disaster with limited means of communication. During an actual disaster, it will not be possible to notify schools of the need to report disaster conditions and the schedule for radio reporting.

Plan during a disaster to:

- 1 hour after disaster occurs: Base Schools contact Reporting Schools and gather their damage and injury reports.
- 2 hours after disaster occurs: LASPD will contact Base and Direct Contact schools for their status and that of their Reporting schools.

## Districtwide Emergency Radio Communications Test

PURPOSE: To practice emergency radio skills, check that radios are programmed properly, and that transmissions are clearly understood.

DATES:

- 3rd Tuesday of October
- 3rd Tuesday of March

DETAILS: [lausd.org/drills](http://lausd.org/drills)

Radio System Resources:

[REF 6537.2](#) Inter-Campus/Districtwide Safety Communications Test

[REF 6343.1](#) School-Based Radio Systems

## School Types for School Emergency Radio Communications

- **BASE School:** Desktop base station radio or handheld radio.
  - Phase 1: Gathers injury/damage information from assigned Reporting schools.
  - Phase 2: Provides their own injury/damage status and that of their Reporting schools to School Police.
- **REPORTING School:** Emergency handheld radio.
  - Phase 1: Provides injury/damage status to assigned Base school  
*\*(Phase 2 not applicable)*
- **DIRECT Contact School:** Desktop base station radio or handheld radio.
  - Phase 2: Provides their own injury/damage status to School Police.  
*\*(Phase 1 not applicable)*

Radio Test Checklists by School Type: Check [lausd.org/drills](http://lausd.org/drills) or use the QR codes



Base



Reporting



Direct Contact



[lausd.org/OEM](http://lausd.org/OEM)  
[OEM@lausd.net](mailto:OEM@lausd.net)

# Checklist for School Emergency Communications Radio Test Success



Test Script

## BEFORE:

- Calendar the radio tests and ensure staff awareness.
- Know the base/reporting schools for your site on the Emergency Radio Communications Reporting Tree [lausd.org/radio](http://lausd.org/radio).
- Review Radio Test Checklist for your school type at [lausd.org/drills](http://lausd.org/drills) or QR code on page 1.
- Remind your Base/Reporting schools to participate in the test.
- Review Radio Test script at [lausd.org/drills](http://lausd.org/drills) or QR code.
- Pre-designate a staff member and a back-up to participate.
- Ensure that designated staff know radio test procedures and the school's position on the Emergency Radio Communications Reporting Tree.
- Fully charge the emergency handheld radio before the day of the test.

## DURING:

- Check that you are on the correct channel.
- After attempting contact between Base and Reporting schools, the schools should telephone non-responding schools to turn on their radio and participate through the radio to ensure 100% participation.

## AFTER:

- Complete a Radio Test Evaluation
  - Document poor transmissions or challenges.
- Submit a Radio Repair Form if transmission issues are experienced at [lausd.org/radio](http://lausd.org/radio).

## Helpful Hints For Good Radio Transmissions



Radio Parts

- Know the parts of the radio at [lausd.org/drills](http://lausd.org/drills) or QR code.
- Check that you are on the correct radio channel for the transmission.
- **PAUSE** before speaking to ensure the following:
  - **P**ress the talk button before speaking.
  - **A**llow the radio system time to be ready to transmit message.
  - **U**nderstand that there is only one transmission at a time on the radio; wait your turn and don't interrupt.
  - **S**peak after planning your message and organizing your thoughts.
  - **E**nd transmission (lift finger from talk button) and listen for acknowledgment of your message.
- Identify who you are contacting and your school when radioing another school or LASPD.  
For example, "School Police, this is 1st Street High School."
- When finished, change the radio back to the school's day-to-day operational channel (channel 1).

## Radio Repairs

Contact the ITS Radio Unit at 213-241-5200 or complete the Radio Equipment Repair Form at [lausd.org/radio](http://lausd.org/radio).



[lausd.org/OEM](http://lausd.org/OEM)  
OEM@lausd.net

Complete the information below for the Base and Reporting Schools in your assignment on the Emergency Radio Communications Tree [lausd.org/radio](http://lausd.org/radio)

School Name	Radio Relationship	School Name	Radio Relationship