



RADIO TEST CHECKLIST: REPORTING SCHOOLS

- Check the Emergency Radio Communications Tree to see if your Base school has changed.
- Set the radio to Channel 2 for emergency communications with your Base School.
- Ensure you are located where you can hear the radio clearly and promptly respond to your Base school.
- Listen for your school name to be called over the radio by the Base School.
- 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.
- Reply to your Base School by announcing the Base School name and who you are, "Xavier High School, this is 1st Street Elementary. We have x damages and x injuries to report".
- If you do not hear the Base school conducting the test, telephone the Base school to request that they conduct the radio test with you.
- Following the test, complete a Radio Test Evaluation to document your experiences at lausd.org/edrilleval.
- Submit a Radio Repair Form if transmission issues experienced lausd.org/radio.

Lausd.org/oem

