

**INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District**

: PROTOCOL FOR WALKY-TALKIES

In order to establish a direct communications system and to better prepare for emergency situations, the following are to be adhered to:

- Identify yourself at the beginning of each transmission.
- Know what to say before start transmitting.
- Speak distinctly, be brief, concise and do not mumble.
- Always listen for a few seconds before transmitting to avoid interruptions.
- Keep radio turned down to a level that allows you to hear but it is not loud enough for others to hear.
- The radio should be use appropriately and not to convey personal feelings.
- The radio should not be used for personal messages.
- Confidential information should not be transmitted over the radio.

Secondly, please refrain from extensive conversations while on the walky-talkies and use your professional judgment. The use of the radio should be limited to emergencies, and short transmission between designated staff. Please wait until radio transmission is completed between two communicating parties before sending your transmission. If you are able to use an office phone please do so. Radio traffic should not be interrupted until the transmission is completed. Below is a list of common codes to be used when using the school walkie-talkies.

CODE 4 – everything is cleared
CODE 7 – at lunch
CODE 20 – auto accident
CODE 415 – Disturbance (fight, rumble)
COPY - you copied the transmission
10-4 – you understood and are clearing out
10-9 – please repeat your transmission
10-12 – visitors/officials present, visiting
10-19 – you are in your office
10-20 – your location
10-38 – your destination
10-100 – out using restroom
ETA – Estimated Time of Arrival
CONTROL – Main Office

Also, we need to be on the same frequency channel when using the radios. **Schools need to transmit on Channel 1.** Please adhere to this protocol.

Radios

School Police Officer

SCHOOL Number

1 & 2

If you have questions about the use of the radio and protocol please ask school police officers or contact Operations at (323) 224 3177. Thank you in advance for your cooperation.