

## **Senior Building Coordinator Radio Procedures**

The two-way radio used for the SBC/BET program will provide a means of communicating directly with UPD and can be used to provide updates, receive instructions, and coordinate emergency response.

While this radio works in the same manner as a GMRS, FRS, or CB radio, it is a professional business radio and is licensed to SJSU for official use. It is to be maintained on campus in your office, tested regularly, and safeguard from misuse, theft or loss. It remains property of UPD and shall be returned when you are no longer performing SBC/BET duties or anytime upon request.

Emergency traffic always has priority, and users shall relinquish the use of the channel when someone announces that they have an emergency. The highest priority shall always be given to life threatening emergency followed by those that only threaten property.

Please be professional in your use of the radio, and feel free to request training or a test of the radio by calling the Emergency Preparedness Coordinator at 924-2173

### **Quick Directions for Use:**

- Turn the radio on and turn up the volume.
- Listen to make sure no one else is speaking (do not try to talk while someone else is talking on the radio).
- Depress the push-to-talk button, pause, and then keep it pressed while speaking.
- Release the button to hear.
- Talk clearly and directly into the radio speaker, and state your message.
- Identify yourself by your building name.
- Make sure you receive an acknowledgment.
- If not, repeat your message.
- Use plain English, no slang and no codes.

### **Sample Message:**

"UPD, this is Duncan Hall, Duncan Hall has been evacuated and is secured."

### **Sample Reply:**

"Duncan Hall, I copy that your building is evacuated and secured."

### **Sample Message:**

"UPD, this is SPX, Sweeney Hall reports their building has been evacuated and is secured."

During an evacuation or other building emergency, please take your radio with you.

Train an alternate in its proper use and make provisions to have it available to them anytime you are absent or away from the building.

The radio system is tested monthly on the first Wednesday at 9:00 am. Please have your radio turned on at least 10 minutes prior and wait for your building to be called. Acknowledge whether you received the message clearly or if you had difficulty understanding the call. Testing the system monthly assures that it is working properly and helps you to become more familiar with its use.

**UPD can be reached 24 hours a day at 924-2222 or call 9-1-1 for emergencies.**