



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: School-Based Radio Systems
NUMBER: REF-6343.1
ISSUER: Shahryar Khazei, Chief Information Officer
DATE: September 5, 2017

ROUTING
All Employees
All Locations

PURPOSE: To establish procedures for using two-way radios in the Los Angeles Unified School District (LAUSD) and to convey the importance of the daily management of this equipment, particularly during emergencies.

MAJOR CHANGES:
This replaces Reference Guide REF-6343.0 dated March 10, 2015, and incorporates new ordering procedures for purchasing two-way radios.

BACKGROUND: Two-way radios provide daily, reliable campus and District-wide communications to aid schools in the efficient management of students, staff, and visitors during day-to-day operations, campus events, and emergencies. All schools in the District use two-way radios to communicate on their local campus.

The Federal Communication Commission (FCC) is the federal agency that regulates radio licensees and broadcasting. The FCC establishes rules relating to broadcast, programming, frequencies, and operations with which licensees must comply to maintain their licenses.

Federal Communication Commission guidelines state that each licensee (i.e. LAUSD) may transmit only the following types of communications:

1. Related directly to the imminent safety of life and property. Federal law provides such emergency transmission with priority over all other communications.
2. Related directly and necessary to activities that make the licensee eligible for the license (i.e. conduct District business)
3. Testing purposes required for proper radio system maintenance
4. To communicate with School Police*
 - *High Schools and Middle Schools – “Base Schools”*
 - Base schools may communicate directly with School Police, using the base station or one specially marked handheld radio



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- *Elementary Schools or other small schools – “Reporting Schools”*
 - Have one (1) emergency radio (labeled “LAUSD Emergency or “Emergency”) programmed iwht an additional channel that can communicate with their assigned base school.

For additional information regarding Emergency Broadcast on School Police Radio, please refer to District Bulletin 6357.0, “Emergency Broadcast on School Police Radio.”

PROCEDURES: The Radio Unit is responsible for maintaining and supporting the District’s radio system, school site base stations, and the programming of all radios. Additionally, the Radio Unit is the **ONLY** office approved to apply on the District’s behalf for (FCC) licensing for radio frequencies.

I. General Radio Usage and Guidelines

Hand-held radios are used to conduct District business, coordinate activities, share general information, and communicate during critical incidents or emergencies on campuses and offices. Make sure to follow the guidelines listed below when using handheld radios.

1. Identify yourself at the beginning of each transmission, particularly when confusion may result if omitted.
2. State your school radio ID at the beginning and end of your communication. This information is a requirement of the FCC.
3. Restrict use to District business only.
4. Speak distinctly, be brief, concise, and do not mumble.
5. Always listen for a few seconds before transmitting to make sure you are not interrupting any other radio transmissions.
6. Keep radio turned down to a level that allows you to hear, transmission, but not so loud, that everyone around you also hears transmissions. This is for security reasons as well as common courtesy.
7. Conduct all radio Communication in an appropriate manner; Do not use the radio unnecessarily or to convey personal feelings (i.e. anger, disgust, disrespect, etc).
8. Do not share sensitive or confidential information over the radio.
9. Do not use the radio for personal messages.
10. All school staff members must carry assigned hand-held radios at all times when on, or adjacent to, the campus.



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II. Radio Use During Emergencies:

The following provides guidelines for appropriate use of two-way radios during emergencies. Adherence to the guidelines will (1) reduce channel congestion, (2) allow channels to be used by School Police, Dispatch, and emergency responders, and (3) allow schools to communicate with one another.

- Office staff shall always evacuate the site with the Emergency Hand-held radio during emergency drills and actual emergency events to ensure the ability to contact another location if necessary.
- Only use the two-way radio to contact School Police when a landline or mobile telephone is not available, and only to communicate a lift-threatening emergency
- Always identify the site you are calling from at the start of transmission when calling School Police. Multiple sites may be transmitting information in a disaster and identifying yourself by site will minimize confusion and misunderstanding.

Base School Responsibilities

If the telephone systems are non-operational, schools with base stations are to:

- Call their reporting schools as soon as possible using the *Emergency Radio Communications Reporting Tree* found on the Radio Unit website <http://achieve.lausd.net/radios>
- Acquire information from reporting schools regarding significant damage and/or major injuries at their site.
- Change the radio channel to two (2). School Police will use that channel to call base station schools and compile District-wide emergency information. School Police may call base schools in alphabetical order or by the area most impacted by an emergency.
- Report conditions for all reporting schools to School Police. School Police and the Emergency Operations Center use information about damages and injuries to strategize a response to the disaster and send resources where they are most needed.

The assignment of emergency two-way radios is as follows:

- Reporting Schools



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Elementary and other smaller schools should have one (1) school Emergency Handheld Radio (engraved "LAUSD Emergency" or "Emergency") to communicate with base schools only. **Reporting schools do not communicate with School Police** unless otherwise specified.

- **Base Schools**

High schools and middle schools have one (1) school emergency base station and one (1) handheld emergency radio programmed with the School Police Department on channel two (2). Base schools shall only use radios to communicate with School Police when a landline or mobile telephone is not available and only to communicate a life-threatening emergency.

Radios are not a replacement for classroom phones as they do not have direct access to 911.

No additional equipment or programming shall be added to the radio system.

III. Radio Transmission Technique:

Before transmitting a radio message please take note of the following instructions:

- Press the push-to-talk button on the side of the radio. Wait for about two (2) seconds then speak. When finished speaking release the push-to-talk button. You will keep transmitting as long as you continue to press the button.
- Hold the microphone portion of the radio approximately one (1) inch from your lips and speak slowly and clearly in a normal voice.
- Do not hold the microphone directly in front of your mouth, but slightly to one side to avoid blowing air directly into the microphone when speaking.
- Do not shout or yell into the microphone; it will cause a distorted signal.
- When communicating essential information, through the radio, have the information repeated back to ensure the information is accurate and to avoid potential misunderstandings.
- Avoid chewing gum, eating, and having other items in the mouth while using the radio, to ensure the clarity of your speech.

Further assistance can be found in the Main Base Radio Guide (Attachment A) and Hand-Held Base Station Radio Guide (Attachment B).

IV. Restrictions



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The FCC is authorized by law to enforce regulations governing radio frequency use. All two-way hand-held radio usage is subject to the FCC rules and regulations. Failure to comply may result in penalties set by the FCC. For additional information regarding FCC regulations, visit the FCC website at [HTTP://www.fcc.gov/](http://www.fcc.gov/)

V. **Inventory**

The Radio Unit is responsible for maintaining a central inventory of radio assets. All sites are required to keep an up-to-date online radio site inventory of all radios owned by the site. To update your site's online radio equipment inventory, visit the Radio Unit website at <http://achieve.lausd.net/radios>. The site requires you to input the type of equipment, serial number, brand name and model number, school name, and quantity.

VI. **Instructions for Stolen Equipment**

If your regular campus two-way radio is stolen: File a police report with School Police within 24 hours, update the online radio equipment inventory for your school site, and refer to the ordering procedures section of this bulletin to purchase a replacement.

If your emergency base station or emergency hand-held radio is stolen: File a police report with School Police within 24 hours, update the online radio equipment inventory for your school site, and contact the Radio Unit within 24 hours for further instruction.

VII. **Repair:**

Any cost associated with the misuse and abuse of equipment shall be the responsibility of the site.

The repair of radios is also the financial responsibility of the individual site. The Radio Unit will determine whether the radio qualifies for warranty repairs. If the problem is related to programming, the Radio Unit will correct it.

All requests for radio repair services must be submitted to the Radio Unit via the ITD Self-Service system at:

<http://css.lausd.net>

Additional ITD Helpdesk options are available at:

<http://helpdesk.lausd.net> or by calling 213-241-5200.



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VIII. Ordering Procedures

Schools and approved District Programs must purchase radios directly from the District Stores Warehouse using Stock#725-78-00185. Radios purchased through Stores Warehouse comply with FCC license agreements and include a five-year manufacturer's warranty. The Radio Unit must program all radios. A separate requisition form is no longer required. Radios can now be ordered along with all standard supply and equipment items in SAP.

Make sure to update your site's online radio equipment inventory when any deletions or additions have been made to the radio equipment. Refer to the Inventory section of this bulletin.

RELATED RESOURCES:

1. Procurement Manual 7th Edition, April 2017
2. "The Public and Broadcasting, FCC Manual"
3. Attachment A: Main Base Station Radio Guide
4. Attachment B: Handheld Base Station Radio Guide

The Public and Broadcasting, FCC Manual -
https://apps.fcc.gov/edocs_public/attachmatch/DA-08-940A2.pdf

ASSISTANCE:

For assistance or further information, please contact the Radio Unit at 323-224-2456.

MAIN BASE STATION

RADIO GUIDE

EMERGENCY MAIN BASE STATION

Channel 1 – School Site Local Campus Channel (SCHOOL NAME)

When you transmit: This channel will communicate with your local campus and assigned School Sites during the Inter Campus Radio Test.*

Channel 2 – School Police Channel (POLICE DIG)

When you transmit: This channel will communicate with School Police Dispatch

*** During the Inter- Campus Radio Test:**

In order for your Assigned Elementary Schools Sites to reach you Via Two Way Radio.

1. They **MUST** be using their Emergency Radio Located in the Main Office.

2. They **MUST** be on Channel 2 and it shows **EMERGENCY** on the display

DISPLAYS CHANNEL
INFORMATION

VOLUME
CONTROL

CHANGES
CHANNELS

1. LOCAL CAMPUS
(SCHOOL NAME)

2. SCHOOL POLICE
(POLICE DIG)



GREEN – NORMAL

YELLOW – BATTERY CHARGING
AFTER POWER OUTAGE

RED - NOT NORMAL – PLEASE
CONTACT THE RADIO UNIT

BUTTON WITH
LIGHTNING BOLT

PTT- PUSH AND HOLD
TO TALK. RELEASE TO
LISTEN



HANDHELD BASE STATION RADIO GUIDE

EMERGENCY HANDHELD

BASE

Channel 1 – School Site Local Campus Channel

When you transmit: This channel will communicate with your local campus. Please use Stationary Base Station in the Main Office to call you assigned Sites during the Drill.

Channel 2 – School Police Channel (POLICE DIG)

When you transmit: This channel will communicate with School Police Dispatch

Charging your Battery:

Charge battery with Radio OFF

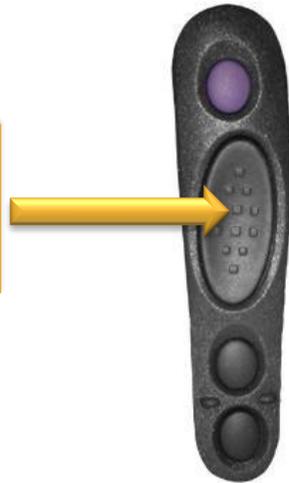
Radio will hold a charge for 10-12 Hours with a FULL charge.

ON/OFF
KNOB &
VOLUME
CONTROL



CHANNEL CONTROL
KNOB

PTT- PUSH AND HOLD
TO TALK.
RELEASE TO LISTEN



PUSH TO DISPLAY
BATTERY STATUS
RATED CAP%
PERCENTAGE OF
BATTERY CHARGE



DISPLAY'S CHANNEL
INFORMATION

HOME BUTTON: CLEARS
OUT OF BATTERY
STATUS SCREEN