

# Two-Way Radio Policy



Developmental Research School  
at the University of Florida

## Purpose

Two-way radios will be issued to those employees who are required to communicate frequently to one another. The objective is to create an atmosphere on the radio that supports professional, concise communication. Keep in mind students, parents, and visitors may overhear radio communication.

## Scope

All P.K. Yonge employees who are issued/operate two-way radios.

## Policy

Listen to ensure other traffic is not in progress and/or that the traffic has been cleared before keying your radio.

- Initiate transmission by stating your name followed by the name of the person you are attempting to contact.
- Repeated calls trying to contact an individual should be avoided. If you have tried 2-3 times with no answer, then make contact some other way.
- Transmissions should be as short as possible and should be restricted to school business. Think before starting to transmit so the number and length of transmissions can be limited.
- When an operation is going to require frequent transmissions, an alternate channel or phone should be used.
- In an emergency, the caller should key and indicate an emergency by starting transmission with "Emergency Traffic." All traffic in progress shall clear the channel and remain off until the emergency is terminated. The initiator of the emergency call shall indicate when the emergency traffic is over.
- Avoid sending panic radio transmissions. Take a deep breath then transmit calmly.
- Use of obscene or abusive language, keying of radios and/or making noise or playing music or transmitting other sounds over this net is strictly prohibited.
- Plain language will be used when speaking on the radio. Codes will not be used.

## Radio Use Procedures

- Hold the portable radio about 2 to 3 inches from your mouth at an angle of approximately 30 degrees and push the transmit button.
- Speak clearly and distinctly into the front of the radio. Speak in a normal voice; do not raise your voice or whisper.
- After pushing the transmit button, hesitate for a second before talking. There is a signal being transmitted as soon as you push the button, which will cover up the first part of your voice if you begin talking too soon.
- To receive, simply release the transmit button. Before calling someone, listen to see if the radio channel is clear of transmissions. If the channel is busy, wait until the current parties "clear" off the air.

## Four Golden Rules of Radio Communication

1. Clarity: Your voice should be clear. Speak a little slower than normal. Speak in a normal tone. Do not shout.
2. Simplicity: Keep your message simple enough for intended listeners to understand.
3. Brevity: Be precise and to the point.
4. Security: Do not transmit confidential information. Remember, frequencies are shared, you do not have exclusive use of the frequency, others may be listening.

# Two-Way Radio Policy



Developmental Research School  
*at the University of Florida*

## **Maintenance**

Keep your radio dry, clean and fully charged. Do not deface or adhere items to the radio.

## **Management Plan**

P.K. Yonge will regularly test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of the school's campus.

# Two-Way Radio Policy



Developmental Research School  
*at the University of Florida*

## Employee Sign-Off Sheet

I acknowledge that I have reviewed and understand P. K. Yonge's Two-Way Radio Policy. I accept the policy as a working document which I will support and follow in my daily work.

---

Employee Name

---

Employee Signature

---

Date