



### **RADIO TEST CHECKLIST: BASE SCHOOLS**

- Check the Emergency Radio Communications Tree to see if any of your Reporting schools have changed.
- Set radio to Channel 1 for emergency communications with yReporting schools.
- Ensure you are located where you can hear the radio clearly and have your list of assigned Reporting schools handy.
- PAUSE** before speaking to ensure the following:
  - Press** the talk button before speaking.
  - Allow** the radio system time to be ready to transmit message.
  - Understand** that there is only one transmission at a time on the radio; wait your turn and don't interrupt.
  - Speak** after planning your message and organizing your thoughts.
  - End** transmission (lift finger from talk button) and listen for acknowledgment of your message.
- Begin your radio test by announcing your school name and which Reporting school you are calling, "Xavier High School to 1st Street Elementary. What are your damages and injuries?"
- Acknowledge the Reporting school's message by repeating it back, "1st Elementary, this is Xavier High School, confirming x damages and x injuries."
- If you do not hear a Reporting school response, telephone the Reporting school to request that they participate in the radio test.
- Conduct a second roll call with any Reporting schools that did not respond to the first radio test attempt.
- After completing Phase 1 of the test with your reporting schools, change the radio to channel 2 to prepare for Phase 2 with LASPD.
- Listen for your school name to be announced over the radio by LASPD, in alphabetical order.
- Reply in the Phase 1 format, stating your school name and damage/injury status and school name and status of each Reporting school.
- Following the test, complete a Radio Test Evaluation to document your experiences at [lausd.org/edrilleval](https://lausd.org/edrilleval).
- Submit a Radio Repair Form\_if any transmission issues are noted [lausd.org/radio](https://lausd.org/radio).

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