



## **RADIO TEST CHECKLIST: DIRECT CONTACT SCHOOLS**

- Set the radio to Channel 2 for emergency communications with LASPD.
- Ensure you are located where you can hear the radio clearly and be ready to respond to LASPD.
- Listen for your school name to be announced over the radio by LASPD, in alphabetical order.
- PAUSE** before speaking to ensure the following:
  - P**ress the talk button before speaking.
  - A**llow the radio system time to be ready to transmit message.
  - U**nderstand that there is only one transmission at a time on the radio; wait your turn and don't interrupt.
  - S**peak after planning your message and organizing your thoughts.
  - E**nd transmission (lift finger from talk button) and listen for acknowledgment of your message.
- Reply to your radio test by stating who you are calling and your school name, "School Police this is 1st Street Elementary reporting x damages and x injuries."
- 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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