

EMERGENCY RADIO TRAINING

This project was funded by the
Saginaw Chippewa Indian Tribe

IMPORTANT!

It is critical that you become familiar enough with the equipment to be able to operate it during an emergency.

TRAIN-PRACTICE-TRAIN-PRACTICE

The Radio Equipment

The Radio



The Radio Equipment

Antenna Not
Shown

Radio

AC Power
Supply

Microphone



The Radio Equipment

**The AC power supply base that has a lighted power “ON” switch
(Make sure the unit is plugged into the wall first)**



The Radio Equipment

To power “ON” the radio.



The radio should automatically turn on with the power supply

The Radio Equipment

Turn the knob to the right to set the volume at maximum loudness



The Radio Equipment

**This is the way the radio should set in the “ON” mode.
This is waiting for the emergency warning
From the Emergency Dispatch Center.**



MAKING AN EMERGENCY RADIO CALL

To Use The Radio

To make an emergency call follow these steps...



To Use The Radio



Press the CALL button

To Use The Radio

Push and Hold in the Talk Button



To Use The Radio

While holding the talk button in speak **Clearly and Briefly.**



To Use The Radio

Repeat as necessary

Listening



Talking



ACCIDENTS

If you accidentally push the CALL button

It is OK.

Dial (989) 773-1000

Central Dispatch

Tell the dispatcher your name, location, and that you accidentally pushed the emergency radio button. The dispatcher will tell you what to do next.

RECEIVING AN EMERGENCY RADIO CALL

To Use The Radio

To *receive* an emergency call follow these steps



To Receive an Alert

**The Emergency Dispatch Center may issue an alert to all schools.
When this occurs you will hear a tone.**



The Screen will Flash and Alternate between these two

Receiving an Alert

After you hear the emergency tones, remove the microphone out of the holder – this will silence the alarm tones then listen for instructions from the Emergency Dispatch Center.



To Use The Radio

**Then follow instructions...
REMEMBER**

Listening



Talking



WHEN THE SITUATION IS ALL
OVER

YOU MAY RESET THE RADIO

Resetting the Radio

**To reset the radio after a situation,
push the MON (or P2) button.**

**The display screen should read:
ISABELLA SSA**



Resetting the Radio-Failure

If the Radio will not reset turn it off for 10 seconds and turn it back on using the power supply button

**The display should read:
ISABELLA SSA**



AFTER SCHOOL
PROGRAMS

AND

MOBILE RADIOS

FOR AFTER SCHOOL PROGRAMS

- ▣ If your School Emergency Radio is not permanently mounted you need to test its ability to receive emergency calls before every use.
- ▣ Set the radio up. Plug the radio in and turn it on. Then take the microphone out of the holder and key it up (push and hold the transmit button in for 2 full seconds) then release and watch for the bars.
- ▣ Monitor the bars - you should try to have 3 or more always.... See next slide

More bars is a good thing!



More bars is a good thing!



**NO BARS!!!
NOT GOOD
WILL NOT WORK**



**DISREGARD THE SCREEN TEXT
SHOWING THE BARS
FULL vs. NONE**

Roll Call

Sometimes when a large incident that affects many schools occurs, a ROLL CALL may be done.

Just like taking attendance of students in a class, each schools name will be called and you will be expected to answer.

It will probably sound something like this...

Roll Call

Dispatch: “Beal City High School your status?”

School: “Secure” (means ok)

Roll Call

Dispatch: “Beal City Elementary School your status?”

School: “5 to 10 injured students and staff, we need medical help”

Roll Call

Dispatch: “Mount Pleasant High School your status?”

Dispatch: “Mount Pleasant High School your status?”

(No Answer by School)

The dispatcher must continue down the list to get a full picture

Roll Call

At the end of the ROLL CALL the dispatcher may try to re-call any of the schools that did not answer.

You can see it is extremely important to be as brief as possible because we have many schools to check on.

Other Information

Remember this radio is only another tool in helping you respond to an emergency or disaster in your building.

It is not a substitute for a well written and exercised emergency plan.

In an ideal world you will be able to report to dispatch the number of injured and the areas of concern within 15 minutes.

Remember every time you drill PRACTICE, PRACTICE, PRACTICE just like you would during the real event. You will react as you have trained.

Other Thoughts

You should be aware that after you initially talk to Central Dispatch it may take a minute for the dispatcher to get back with you on the radio. This is because they will be dispatching help to your situation.

When you push the **CALL button the Central Dispatch and the Youth Services Unit will be alerted.**

REGULAR TESTING

It is hoped that each year a regular testing schedule will be developed in conjunction with the School Safety Alliance Group.

For scheduled testing dates check the Emergency Management website or contact you Youth Services Officer.

MORE TRAINING

**Call the Office of Emergency Management
Dial (989) 773-6116**

**You can also talk to your bus drivers, they already have this radio
in most of their buses and use it on a regular basis.**

FROM NOW ON..

Please make sure that your school emergency radio is operational and left in the on mode.

The radio is the responsibility of school. It is given to the school as part of the grant.

**Call the Office of Emergency Management
Dial (989) 773-6116 if you have any problems
with your radio.**

ANNUALLY

- ▣ Make sure you place your emergency contact information on file with Central Dispatch, the Youth Services Unit and the Emergency Operations Center. The easiest way to do so is to fax or email in the updated information using the form on the Emergency Management website.

MISC NOTES

- ▣ MON button: if you hear talk on the radio that does not appear to be emergency talk, or static noise push the MON button. You will hear a tones –
 - Low to High tones mean emergency listening mode is on
 - High to Low tones mean open squelch or you will hear everything (annoying)
- ▣ Questions ask your YSU officer or call the EOC

QUESTIONS

**Call the Office of Emergency Management
Dial (989) 773-6116**

**Cell Phone
Dial (989) 621-2726**