

## **Building Administrator Portable Radio Program Guidelines**

Every building on the Binghamton University campus will be given one portable UHF two-way radio. This radio shall be assigned to the building administrator of that building. In cases where multiple building administrators exist within a single building, the building administrators in that building must determine who will be assigned that radio. Each radio will be assigned to a specific person and must not be transferred to any other person without approval of Physical Facilities.

The purpose of the radio is to assist communications during critical incidents on campus. The radios will allow the building administrator to communicate directly with University Police as well as other building administrators. They should be used for unusual and/or critical incidents only when the use of the radio would assist with the transfer of essential communications.

Examples of accepted uses include the following scenarios:

- A fire in the building and the building administrator has information regarding the location, severity and/or cause of the fire.
- A violent person in the building.
- Any situation in the building when police/fire/EMS personnel are responding and there are significant hazards they should be made aware of (i.e. chemicals, construction, etc.)
- Information regarding missing persons or people needing assistance leaving a building following an evacuation.
- Any other information that can increase safety for building occupants and/or emergency responders.

The radios should be maintained so that they are fully operational at all times. The batteries should remain charged and the radios should be placed in a position where they are easily accessed by the building administrator. Physical Facilities can be contacted at 777-2226 to assist with maintenance or operational issues.

Although the radios are capable of utilizing multiple channels, there will only be one frequency programmed into it. The frequency shall be unique to all building administrators and will be monitored by University Police. Channel 1 has been programmed with this frequency.

### **Radio Protocol**

- Every effort shall be made to limit radio traffic on all radio frequencies. Only essential communications shall be made over the airwaves.
- Think before you transmit. Know what you want to say. Say it, and get off the air. Speak distinctly; be brief & concise and do not mumble.
- If possible, have face-to-face communication
- Keep your radio turned down to a level that allows you to hear the transmission, but not so loud that everyone around you can hear the transmission. This is for security reasons as well as common courtesy.

- Prior to transmitting a radio message, depress the push-to-talk button and wait approximately two seconds. This will ensure your message is not accidentally ‘cut-off’. Hold the microphone portion of the radio approximately one inch from your lips and speak slowly and clearly in a normal to loud voice. Do not hold the microphone directly in front of your mouth, but slightly to the side, and at an angle of about 45 degrees so you talk *across* the face of the microphone instead of "blowing" into it.
- Do not shout or yell into the microphone; it will cause an extremely distorted signal.
- Radio Identifiers:
  - Building Administrator = *“Building Name” Building Administrator*
  - University Police Dispatch = *SUNY*
- When hailing someone, identify yourself first and then identify the person whom you are calling. Example: *“Science II Building Administrator to SUNY”* or *“Bartle Library Building Administrator to Computer Center Building Administrator”*.
- When answering a hail, identify yourself and acknowledge the caller. Example: *“Science II Building Administrator on. Go ahead SUNY”* or *“Computer Center Building Administrator on. Go ahead Bartle Library Building Administrator”*.
- When communicating essential information, have the information repeated back from the person receiving the information to the person sending the information. This allows the information to be confirmed and minimizes the potential for misunderstanding the message.
- Never use obscene or inappropriate language on the radio. Remember that our transmissions are monitored by the Federal Communications Commission (FCC).

Received by:

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<i>Radio Serial Number</i>		