


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-50
Subject:	Radios	Effective Date:	May 2001
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Specific procedures will be followed when utilizing radio equipment for communication purposes.

Purpose

To ensure adequate communication techniques within associated buildings and grounds during departmental operations.

Procedure

1. All employees designated by their supervisors shall be issued radios for a designated shift.
2. The above noted employees will pick up a radio in their respective work area.
3. Proper language will be used at all times on the airwaves.
4. Employees assigned on-call will notify Work Control and Central Control of their radio number.
5. Employees are urged to keep transmissions short to avoid tying up a radio channel.
6. Emergency Channel 14 will be used as an emergency channel during a true disaster.
7. Communication via the radios will be limited to University of Toledo related activities.
8. All communication via the radio will be minimized to prevent unnecessary radio frequency usage.
9. Radios will be utilized in a manner that is consistent with protocol outlined by the Campus Police Department. As there are specific regulations imposed by the FCC, improper use of the radio system could result in severe penalty from that organization.