



# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
2.4

**SECTION:** FACILITIES  
**TITLE:** EMERGENCY RADIOS  
**DATE:** APRIL 2020  
**SUPERINTENDENT APPROVAL:**

The purpose of this Administrative Directive is to establish guidelines for emergency radio placement and use in schools to facilitate urgent responses from law enforcement and emergency services in situations deemed as being a severe threat to student, personnel, and/or public safety.

## 1. Emergency Radios

- 1.1 School personnel (generally school administrators, but may also include secretaries and other main office personnel) shall be trained in the use of the emergency radio and information needed by field units and dispatchers to facilitate a quick and safe response.
- 1.2 Radios will be programmed to a single channel as determined by the jurisdiction in which the school is located.
- 1.3 Radios will be kept in a designated location where they can be used for volatile emergencies but where theft of the radios or false reporting of an incident would be reduced.
- 1.4 Radios will be assigned to a specific school and will have the school's name programmed into the radio identification that is displayed on the system.

## 2. Events to be Reported by Contacting 911

In case of emergencies due to illness or injury to a student, faculty member, or visitor to the school, alarms, or non-armed confrontations, school personnel should use either a landline or cell phone to contact 911.

## 3. Events to be Reported on the Emergency Radios

- 3.1 An active shooting situation in or on school property.
- 3.2 An actual sighting of a person with a gun on school property.
- 3.3 A verified fire in the school.
- 3.4 A verified hazardous materials release in the school.

## 4. Upon Determining an Emergency Situation Exists, School Personnel will Activate the Radio, Key Up the Radio, and Announce the Following:

- 4.1 State "emergency, emergency, emergency (give the school name and address)."
- 4.2 State briefly what is happening (e.g., active shooter, man with a gun, verified fire, hazmat, etc.).
- 4.3 Give the location in the school of the situation.

- 4.4 Give any description of suspect(s).
  - 4.5 Describe weapon information, if applicable.
  - 4.6 If safe to do so, school personnel shall stay with the radio to answer any questions from dispatch. If safety is in jeopardy, school personnel shall turn off the radio to avoid drawing attention to it or the employee's location.
  - 4.7 If possible and safe to do so, at the time of the radio alert, school personnel should also call 911 to report the same information or to leave a line open into the school for emergency dispatchers to monitor.
- 5. Upon Hearing an Emergency Declaration on the Channel, the Dispatcher shall do the following:**
- 5.1 Immediately clear the channel for emergency traffic.
  - 5.2 Alert officers for the responsible law agency and have all officers switch to SERVICE channel to coordinate the response due to the possibility of the radio being used or overheard by suspects.
  - 5.3 Notify Fire / EMS as appropriate to the situation and advise of scene security status. Their decision to respond or hold short will be based on their policy.
- 6. Miscellaneous**
- 6.1 The cost of the emergency radio will be borne by Nebo School District or the school.
  - 6.2 Radios may be marked to make it easier to spot and identify as an emergency radio.
  - 6.3 The radios should be tested by trained personnel monthly. Before the test, the 911 dispatch center should be notified by phone prior to any use on the working channel.
  - 6.4 Maintenance costs of the radio will be borne by Nebo School District or the school.