



Emergency Radio Operating Procedure

1. In an emergency situation locate your HT-850 ECC Emergency Radio.
2. Remove the radio from the desktop charger base to use.
(You can leave the radio ON in the charger base to monitor the radio during an emergency)
3. Turn the radio **ON** by rotating the on/off volume control to the clockwise direction.
4. Be sure that the radio is set to Channel #1 unless asked to change the channel.
(Channel #1 is the Campus Emergency Channel and is monitored 24 hours a day by Campus Police.)
5. Monitor / Listen to the radio for 15 to 20 seconds to see if others are using the channel to call the EOC or Campus Police Dispatcher before you start your emergency message.
6. In a Campus Emergency you should monitor your radio because information updates from the Emergency Operations Center (EOC) will be periodically given.

Remember priority goes to Fire / Life and Safety during an emergency ...

Things to remember when using this radio...

- To talk on the radio, hold the radio in a vertical position with the microphone 2 – 3 inches from your lips
- Press the **push-to-talk button** to speak and **release the button** to listen
- When you press the **push to talk button**, wait 1 to 2 seconds before speaking , speak slowly and calmly.
- Use your **full name and office location** to identify yourself on the radio
- Do not use any radio jargon or police call codes on these channels
- Follow the directions of the dispatcher, they may have other priority radio traffic to handle
- Assure that your radio is fully charged so that it is ready in case of an emergency.

To call Campus Police in case of an emergency – Press the talk button and say :

El Camino Dispatch this is < **your name**> of < **your office name**> and **I am declaring an emergency**. Remember to release the talk button to listen. Wait 15 to 20 seconds for the dispatcher to respond before retrying your call, Speak clearly and explain your emergency.

(If you have questions you may contact Campus Police at ext 3100 or ITS: Technical Services at ext 6571)

HT-850 version



See page 2 of this document for a description of the radio features

Questions or Help:
El Camino College
Emergency Operations Center (EOC)
Donald Treat – Technical Support
dtreat@elcamino.edu ext 3322



Emergency Radio Operating Procedure

HT-850 version

ECC Radio Channels: (Use for emergency contact only)

1. Campus Emergency / Police (Emergency channel using the Campus repeater)
2. Campus Emergency / Police (Used if the Campus repeater is not working)
- 3,4,5 In case of emergency only channels (not monitored)
6. Facilities Planning and Services
- 10 Information Technology Services – Help Desk
- 14 Health Sciences and Athletics Division

HT- 850 Radio Features

- The **channel selector** is used to change radio channels and has voice prompts telling you which channel you are on. **Channel #1 is the primary Emergency Radio Channel and the radio should be left there.**
- Pressing the **squelch button** is used only when you want to hear if there is any other radio traffic on the channel other than from ECC radios. This button is a *press once on* and *press once off* function. If you hear a continuous static sound on the radio, try pressing this button.
- The **battery power indicator button** is used to tell what the state of the charge is on the battery. This is a voice prompt from four to one. Four meaning full charge and one meaning the battery is nearing empty.
- The **Emergency Siren button** is orange and located next to the antenna. It is used to locally signal that the radio user needs help. This function only sounds the siren locally and not over the radio channel. This is an instant-on when pressed button The siren is canceled by holding the button down for 2 seconds or by turning the on/off switch off.
- The **radio's battery life** mainly depends on how much time you spend transmitting. Typical radio usage can normally be done for 6 to 10 hours. You should return the radio to the charging base whenever possible to keep the radio recharged.
- Make sure that the grooves on the lower side of the radio align to the charger base. **If you improperly insert the radio into the charger base it will not charge.** The charger base is a rapid charger and can recharge the battery in about one hour. The green light on the charger base means the battery is fully charged.
- The radio's **Status Lamp** shows a green color whenever users are talking on this channel. If the **Status Lamp** flashes red and the radio emits three beep sounds every 30 seconds this indicates that the battery is nearing a discharged state and needs to be recharged immediately.

