STANDARD OPERATING PROCEDURE # FDO 1.013

Subject: Hand Held Radio Use Protocol

Purpose: To provide Facilities Development & Operations Departments a means of communications and quicker response to customer service. Each department has their own radio channel call letters so channels are available when needed to call in trouble calls, or contact their immediate supervisor; or operations communication between workers.

Radio Channel Identification Letters:

1A  POM&E
1B  Building Services
1C  Dispatch UWF Police/Common
1D  Utility Operations
1E  Facilities Maintenance & HVAC
1F  Landscape Services
1G  Projects/P&D
1H  Telecommunications

2A  Shop
2B  Vehicle Maintenance
2C  Operators
2E  Fire
2F  Water
2H  Special Projects

3A  Administrative Affairs
3B  GPS Station
3C  EH&S
3D  ITS
3E  Nautilus
3F  Athletics
3G  Housing
3H  Student Affairs

4A  Controller’s
4B  Marriott

SP  Student Patrol – Parking Services

Employees may contact each other by radio by using first names (no nick names allowed) ensuring to be on the correct radio channel.

Employees should collect their thoughts about what needs to be said via radio. Many people have the tendency to talk and/or repeat too much. Say what is needed without unnecessary repeats. Practicing proper day-to-day radio procedures will make sending messages easier, becomes automatic and reduces confusion.

When working during an emergency situation, all radios should be on Channel 1-C, the Police Department’s dispatch channel, for monitoring the event.
Profanity or inappropriate language is not to be used on the radio. The FCC could suspend the University’s license that would result in severe disciplinary action to the person or persons involved.

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