



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective January 20, 2004, Revised February 9, 2021**  
**Reviewed: July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 1.013**

### **Subject: Hand Held Radio Use Protocol**

**Purpose:** To provide Facilities Management 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 Numbers:

- 1 POM&E
- 2 Building Services
- 3 Dispatch UWF Police/Common
- 4 Utility Operations
- 5 Facilities Maintenance
- 6 Buildings & Grounds Management (Landscape & Special Events)
- 7 Projects/P&D
- 8 HVAC
- 9 Fire
- 10 EH&S
- 11 Housing
- 12 Off - Campus

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.

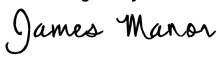
When working during an emergency situation, all radios should be on Channel 3, the Police Department's dispatch channel, for monitoring the event.




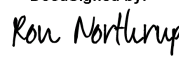
Profanity or inappropriate language is not to be used on the radio. The FCC could suspend the University's license that would result in severe disciplinary action to the person or persons involved.

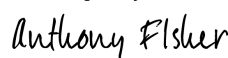
**Developed by: Facilities Management**


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