**Protocols for using the Radios:**

You will now be in direct communication with the main office, nurse's office, and administration.  The radio should only be used in a medical emergency or you need help with an intruder or some other unsafe activity while you are outside.  If we go to a Lockdown or Shelter-in-place you will be given information as to what you should do next.

Please make sure the radio is turned on when you take it, and then when placing it back in the charger, please turn the radio off.  A red light will appear and then you will know that it is charging.  If you don't turn it off the radio will not hold a charge.

Please don’t use a student name when communicating on the radio unless it is absolutely necessary. Also, please be professional in your dialog as others are listening and could be in the vicinity of students or others.

**Protocols for Dialing 911:**

A requirement of our Medical Emergency Policy is that needed to have classroom 911 access and communication capabilities with the nurse outside of the classroom in all of our school buildings.

If you should need to call 911 all you have to do (insert local protocol here).

To be able to communicate with the nurse's office, we have a radio in the main office for all of you to use for recess.  This will take some coordination to accomplish.  But, I know the great staff that we have here and that we will be able to work together to make this work.

One teacher will need to come to the main office to retrieve the radio for your grade level recess.  Then it will need to be returned at the end of your recess time.  If another grade level has come out for recess, then you can hand the radio off to a teacher in that grade level.  Then that person will be responsible to bring it in or hand it off to the next grade level, and so on.

Thank you for your help!