



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** LAUSD - Radio Communications Guidelines

**NUMBER:** REF-6343.2

**ISSUER:** Soheil Katal, Chief Information Officer

**DATE:** January 29, 2026

**ROUTING**  
All Employees  
All Locations

**PURPOSE:** To establish procedures for using two-way radios in the Los Angeles Unified School District (LAUSD) and to convey the importance of the daily management of this equipment, particularly during emergencies.

**MAJOR CHANGES:** This replaces Reference Guide REF-6343.1 dated September 5, 2017, and incorporates new ordering procedures for purchasing two-way radios.

**BACKGROUND:** Two-way radios provide daily, reliable campus and District-wide communications to aid schools in the efficient management of students, staff, and visitors during day-to-day operations, campus events, and emergencies. All schools in the District use two-way radios to communicate on their local campus.

The Federal Communication Commission (FCC) is the federal agency that regulates radio licensees and broadcasting. The FCC establishes rules relating to broadcast, programming, frequencies, and operations with which licensees must comply to maintain their licenses.

Federal Communication Commission guidelines state that each licensee (i.e. LAUSD) may transmit only the following types of communications:

1. Related directly to the imminent safety of life and property. Federal law provides such emergency transmission with priority over all other communications.
2. Related directly and necessary to activities that make the licensee eligible for the license (i.e. conduct District business)
3. Testing purposes required for proper radio system maintenance
4. To communicate with School Police\*
  - **High Schools, Middle Schools, Elementary Schools and EEC.**
    - May communicate directly with School Police Dispatch Center, with the Motorola APX N30 handheld radio.



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The Radio Unit is responsible for supporting the District's radio system, school site's emergency communications capability, and the programming of all radios.

Additionally, the Radio Unit is the **ONLY** office approved to apply on the District's behalf for (FCC) licensing for radio frequencies.

## PROCEDURES:

### I. General Radio Usage and Guidelines

Hand-held radios are used to conduct District business, coordinate activities, share general information, and communicate during critical incidents or emergencies on campuses and offices. Make sure to follow the guidelines listed below when using handheld radios.

1. Identify yourself at the beginning of each transmission, particularly when confusion may result if omitted.
2. State your school radio ID at the beginning and end of your communication. This information is a requirement of the FCC.
3. Restrict use to District business only.
4. Speak distinctly, be brief, concise, and do not mumble.
5. Always listen for a few seconds before transmitting to make sure you are not interrupting any other radio transmissions.
6. Keep radio turned down to a level that allows you to hear, transmission, but not so loud, that everyone around you also hears transmissions. This is for security reasons as well as common courtesy.
7. Conduct all radio Communication in an appropriate manner; Do not use the radio unnecessarily or to convey personal feelings (i.e. anger, disgust, disrespect, etc).
8. Do not share sensitive or confidential information over the radio.
9. Do not use the radio for personal messages.
10. All school staff members must carry assigned hand-held radios at all times when on, or adjacent to, the campus.



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## II. Radio Use During Emergencies:

**If telephone systems are non-operational, all schools are to:**

Utilize their dedicated Motorola N30 radio to contact the LASPD

Dispatch Center directly.

**Elementary schools no longer need to relay communications through their neighboring High School or Middle School campuses.**

Every school site now has the ability to reach LASPD Dispatch directly using the Motorola N30 radio.

The following provides guidelines for appropriate use of two-way radios during emergencies. Adherence to the guidelines will (1) reduce channel congestion, (2) allow channels to be used by School Police, Dispatch, and emergency responders, and (3) allow schools to communicate with one another.

- Office staff shall always evacuate the site with the Emergency Hand-held radio during emergency drills and actual emergency events to ensure the ability to contact another location if necessary.
- **Only use the two-way radio to contact School Police when a landline or mobile telephone is not available, and only to communicate a life-threatening emergency.**
- Always identify the site you are calling from at the start of transmission when calling School Police. Multiple sites may be transmitting information in a disaster and identifying yourself by site will minimize confusion and misunderstanding.
- Report conditions for all reporting schools to School Police. School Police and the Emergency Operations Center use information about damages and injuries to strategize a response to the disaster and send resources where they are most needed.  
Inform dispatcher of any and all significant damage and/or major injuries at their site.
- School Police will call schools and compile District-wide emergency information.
- School Police may call schools in alphabetical order or by the area most impacted by an emergency.
- Radios are not a replacement for classroom phones as they do not have direct access to 911.
- No additional equipment or programming shall be added to the radio system.



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### **III. Radio Transmission Technique:**

Before transmitting a radio message please take note of the following instructions:

- Press the push-to-talk button on the side of the radio. Wait for about two (2) seconds then speak. When finished speaking release the push-to-talk button. You will keep transmitting as long as you continue to press the button.
- Hold the microphone portion of the radio approximately one (1) inch from your lips and speak slowly and clearly in a normal voice.
- Do not hold the microphone directly in front of your mouth, but slightly to one side to avoid blowing air directly into the microphone when speaking.
- Do not shout or yell into the microphone; it will cause a distorted signal.
- When communicating essential information, through the radio, have the information repeated back to ensure the information is accurate and to avoid potential misunderstandings.
- Avoid chewing gum, eating, and having other items in the mouth while using the radio, to ensure the clarity of your speech.
- Vertically orient your Radio, Antennas work best upright.
- Always Utilize higher Elevations Improving your line of sight improves your range.
- Always Verify Your Volume and Ensure you're set up to hear incoming traffic.
- Keep Messages Concise to Saves Battery Time.
- Watch your battery level to Make sure the radio battery doesn't die.

### **IV. Restrictions**

The FCC is authorized by law to enforce regulations governing radio frequency use. All two-way hand-held radio usage is subject to the FCC rules and regulations. Failure to comply may result in penalties set by the FCC. For additional information regarding FCC regulations, visit the FCC website at [HTTP://www.fcc.gov/](http://www.fcc.gov/)



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### V. **Radio Inventory**

The Radio Unit is responsible for maintaining a central inventory of radio assets. All sites are required to keep an up-to-date radio inventory of all radios owned by the site.

Ensure to input the type of equipment, serial number, brand name and model number, school name, and quantity.

### VI. **Instructions for Stolen Equipment**

If your regular campus two-way radio is stolen: File a police report with School Police within 24 hours, update your radio equipment inventory for your school site, and refer to the ordering procedures section of this bulletin to purchase a replacement.

If your emergency hand-held radio is stolen: File a police report with School Police within 24 hours, and contact the Radio Unit within 24 hours for further instruction.

### VII. **Radio Repair:**

Any costs resulting from the misuse, abuse, or loss of radio equipment shall be the financial responsibility of the individual site.

Each site is also responsible for covering the cost of radio repairs. The Radio Unit will testing and inspect all hand-held radio's to determine whether a radio meets operational specifications or qualifies for warranty service. If the issue is related to programming, the Radio Unit will perform the necessary corrections.

All requests for radio repair services must be submitted through the ITD Self-Service system at:

<http://services.lausd.net>

Or, contact the Radio Unit directly at (213)224-2410.

Additional ITD Helpdesk options are available at:

<http://helpdesk.lausd.net> or by calling 213-241-5200.



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## **VIII. Ordering Procedures**

Schools and approved District Programs **must** purchase radios directly from the District Stores Warehouse using Stock#725-78-00185 (Analog Radios) or Stock#725-78-01300 (Digital Radios).

Radios purchased through Stores Warehouse comply with FCC license agreements and include a five-year manufacturer's warranty. The Radio Unit must program all radios. Radios can now be ordered along with all standard supply and equipment items in SAP.

Make sure to update your site's online radio equipment inventory when any deletions or additions have been made to the radio equipment. Refer to the Inventory section of this bulletin.

### **RELATED RESOURCES:**

1. Procurement Manual 7<sup>th</sup> Edition, April 2017
2. "The Public and Broadcasting, FCC Manual"
3. RADIO TRAINING link
4. EQUIPMENT REPAIR FORM link

The Public and Broadcasting, FCC Manual -  
[https://apps.fcc.gov/edocs\\_public/attachmatch/DA-08-940A2.pdf](https://apps.fcc.gov/edocs_public/attachmatch/DA-08-940A2.pdf)

### **ASSISTANCE:**

For assistance or further information, please contact the Radio Unit at 323-224- 2410.



# Emergency Radio (**Replaces Base Station\*\***) at Schools Guide

## SCHOOLS EMERGENCY RADIO

### **Accessing the Emergency Radio:**

1. Press the Home button.
2. Select Schools.
3. Choose Dispatch 1.

### **Channel Descriptions:**

- **Dispatch 1 (Channel 1):** Communicates directly with the LASPD (Los Angeles School Police Department) dispatcher.
- **Dispatch 2 (Channel 2):** Also connects to LASPD, but on a secondary dispatch line.

### **Important Notes for Campus Radio Tests: To ensure your assigned school site can reach LASPD Dispatch:**

1. Use the charged Emergency Radio located in the Main Office.
2. Confirm the radio is set to the correct Zone and either Channel 1 or 2, displaying Dispatch 1 or Dispatch 2 on the screen.



### Radio Charger



### Power Cable





# Emergency Radio (*Replaces Base Station\*\**) at Schools Guide

## EMERGENCY HANDHELD RADIO INSTRUCTIONS

### Channel 1 – School Police Channel (DISPATCH 1)

- **Purpose:** Communicates directly with the LASPD Dispatch Center.
- **Usage:** Use this channel during emergencies or drills.
- **Location:** The emergency handheld radio is in the Main Office.

### Channel 2 – School Police Channel (DISPATCH 2)

- **Purpose:** Connects with School Police Dispatch 2.
- **Usage:** Use this channel for direct communication with School Police.

### Battery Charging Instructions

- Always charge the radio **with the power turned On**.
- A full charge provides **10hours** of battery life.

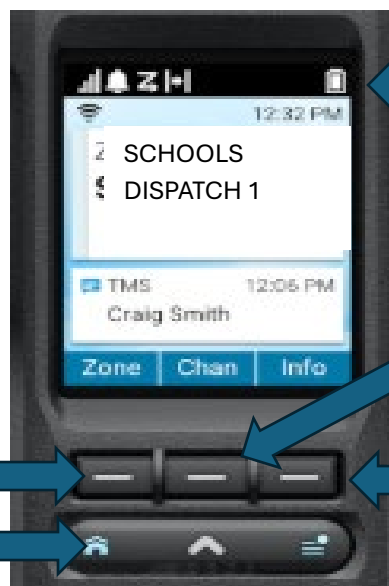


CHANNEL SELECT KNOB

ON/OFF & VOLUME CONTROL KNOB



PUSH-to-TALK (PTT) BUTTON



BATTERY STATUS

CHANNEL SELECT BUTTON

ZONE BUTTON

RADIO INFORMATION

HOME BUTTON



## Emergency Radio (*Replaces Base Station\*\**) at Schools Guide Radio Zones and Channels

1	SCHOOLS HOME	3	LAUSD DIST WDE
	DISPATCH 1		DISTRCT EVNT 1
	DISPATCH 2		DISTRCT EVNT 2
	NRTH ELEM SCHL		DISTRCT EVNT 3
	NRTH SEC SCHL		Not Used
	NRTH HIGH SCHL		Not Used
	SOTH ELEM SCHL		Not Used
	SOTH SEC SCHL		Not Used
	SOTH HIGH SCHL		Not Used
	EAST ELEM SCHL		Not Used
	EAST SEC SCHL		Not Used
	EAST HIGH SCHL		Not Used
	WEST ELEM SCHL		Not Used
	WEST SEC SCHL		Not Used
	WEST HIGH SCHL		Not Used
	DISTRICT WIDE1		Not Used
	RESERVED		Not Used
2	TRANSPORTATON		
	DISPATCH 1		
	DISPATCH 2		
	REGION A		
	REGION B		
	REGION D		
	REGION E		
	TRANS RESERVE		
	RESERVED		
	RESERVED		
	RESERVED		
	RESERVED		
	RESERVED		
	RESERVED		
	RESERVED		
	DISTRICT WIDE1		
	RESERVED		