1. **800 MHZ RADIO USAGE:**

   A. The F.C.C. periodically monitors radio transmissions. Call signs should be used and profanity **must not** be used. Talking on radios should be kept to a minimum. The University can be penalized by the FCC for violations of FCC guidelines. Employees may be subject to disciplinary actions for violations.

   B. All Engineering and Facilities transmissions are monitored and recorded on the 4119 recorder system.

   C. Proper radio procedures and etiquette are to be followed. No slang terms should be used.

   D. Radio Procedures – Examples of transmission and receipt:
   
   1. Initiate transmission by pressing transmit button.
   2. Unit (Radio) 24, “This is Unit (Radio) 40”.
   3. Unit called responds, “Unit 40, this is Unit 24.”
   4. Unit 24 then proceeds with transmission.
   5. Unit called responds with, “I copy” or “24 copies”. If the message was not received or not understood the unit called responds by “say again” or requests telephone contact. Keep messages short.
   6. To end conversation – Unit 24 and 40 respond, “Unit 24 clear” or, if further contact is needed, the phrase “standing by” is acceptable.

   E. Radio transmissions will cease in emergency situations for all except those involved. Monitor your radio; should your assistance be required, you will be contacted and expected to answer. In the case of a large-scale emergency or situation, all parties involved will be directed by EMS to shift to an emergency channel.

   F. In case of a bomb threat, there should be no radios within 300 feet of the suspected threat area.

   G. Radio failures or defects should be noted and reported promptly to the EMS (4119) Shop Foreman. Report the radio number and specific malfunction so that repairs can be made.

   H. Radios are assigned to specific employees by radio serial number. Employees shall not loan their assigned radio to other persons. Each employee is responsible for the care and security of the radio that is assigned to them.

   I. When working in patient care, research, and office areas, the radio volume should be kept as low as practical to avoid disturbing others.

   J. The radios are not waterproof. Please keep this in mind when working in wet environments (water or steam present).

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**Note:** This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

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