



SCHOOL EMERGENCY ALERT RADIO TESTING 2ND Tuesday in September and March

1. Switch radio to school emergency radio **test** talk group **15 minutes prior** to your scheduled testing time (Channel Up to test frequency).
2. Listen and wait for the emergency dispatcher to direct your school to proceed with testing.
3. Once told to test, push the large orange button on the radio one time and announce "This is (school name) testing". You do not have to push any other buttons to transmit at this time, just speak.
4. The emergency dispatcher will acknowledge your test.
5. Once acknowledged, reset the emergency button by pushing the large orange button for 2 seconds. (not the small orange button)
6. After releasing the orange button, press and hold the radio's microphone and announce "(school name) radio is reset." Release the microphone button.
7. The emergency dispatcher will acknowledge your reset.
8. Switch radio back to the "live" school emergency radio talk group (Channel Down).

If there is a problem encountered during testing, report it to Steve Nedlik, Director of Operations 440-975-3804 immediately.



W.E. Initial Testing Date
School Emergency Radios
Wednesday, September 9, 2015

Follow protocol for School Emergency Radio Testing on the times below: The times have been selected by the County. I will be at Grant Elementary at 8:00 AM prior to the first test.

Wednesday: Willoughby Eastlake School District/ Willoughby Dispatch/Eastlake Dispatch and Willowick Dispatch

- 0830hrs: Grant Elementary School
- 0845hrs: Willoughby South High School
- 0900hrs: Willoughby Middle School
- 0915hrs: Edison Elementary School
- 0930hrs: Lake Academy
- 0945hrs: Willoughby Technical Center
- 1000hrs: Eastlake North High School
- 1015hrs: Eastlake Middle School
- 1030hrs: Jefferson Elementary School
- 1045hrs: Longfellow Elementary School
- 1100hrs: Washington Elementary School
- 1115hrs: Kennedy Academy
- 1130hrs: Willowick Middle School
- 1145hrs: Royalview Elementary School