

**Walkie-talkies enable quick and effective communication** throughout UUCR in an emergency.\* It allows you to be notified of an emergency situation in another part of the campus and enables you to notify the Situation Leader if you have an emergency or need help.

UUCR has two different Cobra Walkie-Talkie models that are compatible and community with each other. Please refer to the diagram to find the basic operating buttons for this room's model.\*\*

\* Cell phones are not a reliable type of communication around UUCR. You may need to step outside for cell reception.

\*\* If you'd like more complete documentation for your device, please contact the Church Administrator.

Each event/class Leader should **turn on the walkie-talkie** and keep the volume up for the duration of the meeting/class.

- Hold power button for 2-3 seconds
- Tune to channel 3
- Ensure volume is up

To communicate, hold the **TALK button, state your name and location, and your need/concern.** The Situation Leader, or similar, will respond.

At the end of meeting/class, the walkie-talkie should be turned off (hold power button again for 2-3 seconds) and returned to this location.

In the event of an evacuation, the Leader shall:

- Line up children/youth/participants and take the attendance roster and walkie-talkie.
- Lead the group to the nearest exit route.
- Once at the evacuation meeting area, confirm all children/youth are accounted for.
- Give a status update to the DRE and/or Situation Leader via walkie-talkie.
- Ensure children and youth are signed out by their parent/guardian prior to departing from the evacuation meeting area.