

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: July 1, 2004
Topic: 6. Vehicles, Equipment & Facilities	Replaces: New
Subject: 9. Radio Malfunction	
Policy No. G.6.9.	Page 1 of 1

**PURPOSE**

To clarify the roles and responsibilities of staff when there is a malfunctioning radio.

**APPLICATION**

Paramedics, EMAs, Management

**PROCEDURE**

Radio:

- 1) Upon discovery of inoperative and/or malfunctioning portable or mobile radio, the EMA/Paramedic shall:
  - a) Check battery for low charge by re-charging or replacing battery if applicable.
  - b) Notify the Communication Officer of the problem as soon as possible using vehicle radio or land line telephone.
  - c) Submit an incident report regarding the radio including type and serial number of radio to Management including a description of the problem.
  
- 2) Under no circumstances shall any employee attempt to repair any radio, gaining access to the interior compartment of a radio's chassis.
  
- 3) Management will:
  - a) In conjunction with CACC, will make arrangements to get the suspect equipment repaired or replaced as soon as possible to ensure proper communications are maintained at all times.
  - b) Replace the malfunctioning radio with another service unit if at all possible.

**REFERENCE**