



POLICY:	100.25 - STARCOM RADIO USAGE GUIDE POLICY		
APPROVAL:	VICE PRESIDENT PROFESSIONAL SERVICES; MANAGER OF EMERGENCY MANAGEMENT;		
EFFECTIVE DATE: 12/1/2016	CURRENT REVIEW/REVISION DATE: 11/16	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: N/A
DEPARTMENT SPECIFIC		EMERGENCY MANAGEMENT	

I. Purpose:

The purpose of the Starcom Emergency Radio is to communicate vital information between state, county, local agencies and/or hospitals during an incident (disaster). This operational guide will help give instructions on how to use the StarCom radio.

II. Procedure:

A. Use of the Radio:

If/when the hospital is alerted via the StarCom several basic steps are to be followed:

1. Wait for sender to finish message before pushing down talk button.
2. Press talk button down on microphone, wait 3-5 seconds and begin to speak.
3. Finish your messages with the term “over” to confirm to receiver that you have completed your message and depress talk button.
4. Always use proper radio etiquette and be mindful of potential HIPAA violations.

B. Talk Group Settings: The StarCom radio must be set to talk group **B EMS R7** to speak to other Region VII Hospitals; unless otherwise instructed by IDPH OPR or Region VII. *Refer to Starcom 21 Talkgroups (Local Interoperable Channels) for complete list of talk groups.*

C. Monthly Region VII Radio Drills: Region VII EP Health Care Coalition conducts a monthly radio test on the 2nd Wednesday of every month at 0900, unless otherwise specified. This drill is conducted by a specified Region VII resource hospital on a rotating basis. Morris Hospital is required to participate in this drill. The drill script goes as follows:

D. Drill Coordinator: “(Resource Hospital Name) will be initiating a Starcom radio communications drill for the Illinois Region VII EMS Hospitals. Please turn to IDPH talkgroup B EMS 7 at this time, OVER.”
“Please respond to agency roll call.” (Agency/Hospital) are you present, OVER.”

E. Hospital Response: “Morris Hospital is present, OVER.”
All hospitals/agencies are given two opportunities to respond, once during initial role call and once more before the conclusion of the drill. If an agency/hospital fails to respond during the drill, a corrective action plan must be sent to the Region VII Coordinator to explain the delinquency.

There is no official requirement as to who can answer the radio (ECRN, RN, MD, etc.), however the State of Illinois does offer training in Starcom operations. This training is strongly encouraged.

F. **Locations:** The IDPH OPR has provided Morris Hospital with Four (4) Starcom Radios for use. One(1) radio is a stationary base radio that is to remain in the Emergency Department radio area. Three (3) radios are portable and can be used in a mobile setting. The locations of these radios are as follows:

1. Stationary Base Radio 1- Morris Hospital Emergency Room
2. Portable Handheld Radio 1- Office of the EMS & Emergency Management Manager
3. Portable Handheld Radio 2- I.T. HAM communications I.T. department
4. Portable Handheld Radio 3- Incident Command Center – Board Room

Approval:

Thomas J. Dohm **Date**
VP of Professional Services

Robin Stortz, RN **Date**
Manager of EMS