



Radio Deployment Preparation Checklist

Immediate General Actions

- **Ensure Notification Contacts Current:** The PSERN Project is interacting with the agency notification contacts provided during the 2021 Final Radio Inventory process regarding Radio Deployment scheduling and radio programming (e.g., radio template/codeplug development, reflashing, etc.) so make sure the Project has the correct contact information deployment and programming.
 - If you have had staff changes and/or have specific individuals that manage mobile (vehicle), portable (handheld), and/or control station (desktop) radio equipment for purposes of Radio Deployment scheduling or radio programming, please contact PSERN-INFO@kingcounty.gov with updates.
- **Understand Timeframe:** Reference the [Radio Deployment Waves](#) to understand the estimated timeframe when you will be exchanging your current radios (and receiving standard accessories) based on your wave assignment and identify if there are staff vacations or agency events that you will need to consider in scheduling.

Wave	Agency Grouping	Duration of Radio Deployment Wave
1	Seattle Public Utilities & Sound Transit Operations	January – November 2022
2	Seattle Area Agencies & North/South of I-90 Public Safety Portables	April 2022 – February 2023
3	South of I-90 Agencies	October 2022 – April 2023
4	North of I-90 Agencies	January 2023 – June 2023

- **Schedule Training:** Your Lead Trainer needs to schedule a time to familiarize your staff with the radios they will be receiving so that they are ready to use them when they are deployed.
 - The PSERN Project reviewed the radios with Lead Trainers in 2021 train-the-trainer 8-hour classes and access to those training materials, including class video recordings, radio manuals, PowerPoint presentation slides, and audio clips, are available for download. If you have had staff turnover or a Lead Trainer needs access to materials, please contact PSERN-Info@kingcounty.gov.
- **Confirm the Physical Location of All Radios/Accessories:** Review your 2021 Validated Final Radio Inventory spreadsheet and confirm the location of each radio and its standard accessories (e.g., chargers, batteries, cords) so that they can be quickly collected for exchange with the PSERN Project.
- **Ensure Accessory Compatibility:** If you use any special accessories, such as earpieces, desksets, or custom antennas, confirm that they will be compatible with the new radios you will be receiving OR purchase compatible specialty accessories for delivery prior to your scheduled deployment. More information [here](#).
 - Plan your accessory purchases so they are received prior to the start of your assigned [Radio Deployment Wave](#). The Project cannot adjust the schedule to accommodate delayed special accessories.
 - For Motorola accessories, please contact Joe.Piksa@motorolasolutions.com.
 - If you have questions about upgrading non-Motorola radio accessories, please contact whoever currently supports your accessories, such as an internal staff member, vendor, or radio shop.

- **Notify PSERN Project of Newly Purchased Radios:** If your agency purchased radios after the Final Radio Inventory (or intends to in the next few months) for use on PSERN, complete the provided spreadsheet with the radio information, including the flashcode, and submit it to PSERN-INFO@kingcounty.gov so that the Project can schedule a time to program those radios for PSERN before your Transition Date.

Mobile (vehicle) Radio Scheduling/Deployment

- **Provide Vehicle Information Per Radio:** If your agency has mobile radios inside vehicles, ensure that you have responded the Project staff request for vehicle information (vehicle asset number, license plate number, etc.) related to each mobile radio ID. Additionally, please confirm if there have been any changes to mobile radio IDs.
- **Arrange Specialty Vehicle Accommodations:** Ensure that the Project is aware of non-standard antenna systems or unique needs, such as if a vehicle requires installation at an agency site rather than an installation bay and any security protocols for site access.
- **Develop Plan for Vehicle Delivery:** Determine how your agency will deliver and pick up vehicles for mobile radio installations, including considerations about shift changes, usage of loaner vehicles, and if specific personnel must be available to move vehicles in and out of the installation bays.
 - The PSERN Project is aiming to provide a 4 – 8 weeks look-ahead schedule to share with agencies so that they can plan, but in the meantime, please contact the Project staff member your agency is working with on Radio Deployment scheduling if you have questions.
- **Ensure Drivers Know Installation Location:** Mobile radios will be installed at various locations, so make sure that each staff driver understands their specific installation location as it may be different from other staff.

Portable (handheld) Radio Scheduling/Deployment

- **Confirm Radio IDs:** The Project is programming radios based on their Radio ID, so ensure that you only bring the radios the scheduling team requests when exchanging portable radios.

Control Station (desktop) Scheduling/Deployment *(including Fire Station Alerting Radios)*

- **Ensure Accurate Count and Location Information:** Make sure that the Project is aware of the exact count of control stations and how they are cabled within your property.
- **Determine Access:** When scheduling for control station installation, ensure that you provide details of the physical location of the control station and antenna, as well as if an escort will be required for access.
- **Prepare Space:** Ensure that any control station, consolette, or associated deskset is easily accessible on the scheduled day of installation, including clearing of any surrounding equipment or arranging for entry to a closet.