

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. Emergency Communications Systems</p> <ul style="list-style-type: none"> <li>• Provide means to notify personnel of an emergency.</li>   <li>• Periodically test emergency communications systems.</li>   <li>• Control Area should be able to override the communications systems.</li> </ul>	<p>1. Emergency Communications Systems</p> <ul style="list-style-type: none"> <li>• Emergency signals such as fire or evacuation alarms are audible throughout the SNS buildings where appropriate. Fire alarms ring through to the ORNL Laboratory Shift Superintendent (LSS). Phone-in alarms are dialed in to the LSS by dialing 911 on hard line phones or 574-6606 on cellular phones. The telephone accessible public address system can be heard throughout the complex. A radio-receiver system is used for communications to the LSS, ORNL EMTs, ORNL Fire Department or ORNL Security Services. The SNS radio is a “walkie-talkie” unit in the Central Control Room.</li> <li>• Emergency communications systems are periodically tested. The CAD emergency drill program is under the purview of the CAD Safety Division, and periodic drills are used to test all aspects of emergency preparedness. Site-wide drills test the adequacy of site-wide communications systems.</li> <li>• The radio-receiver system used for communications to the LSS, ORNL EMTs, ORNL Fire Department or ORNL Security Services is a “walkie-talkie” unit located only in the CCR.</li> </ul>	<p>1. Emergency Communications Systems</p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p>2. Public Address Systems</p> <ul style="list-style-type: none"> <li>• Should be administratively controlled.</li>   <li>• Includes the use of the paging systems.</li> </ul>	<p>2. Public Address Systems</p> <ul style="list-style-type: none"> <li>• Access to the public address system is through the telephone system, but is password-protected.</li> <li>• The ASD uses pagers, cellular phones and telephones in lieu of the public address system whenever practical. Pagers and cellular phones are issued to individuals and the phone numbers are published in the phone directory, call down lists and emergency communications lists.</li> </ul>	<p>2. Public Address Systems</p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
		<p>3. Contacting Operators</p>

<b>GUIDELINE</b>	<b>PERFORMANCE</b>	<b>EXCEPTIONS &amp; DEVIATIONS</b>
3. Contacting Operators <ul style="list-style-type: none"> <li>• Distinguish between emergency and normal communications.</li> </ul>	3. Contacting Operators <ul style="list-style-type: none"> <li>• Operator use of the hand held radio is for emergency communications only. All other communications are via the telephone system.</li> </ul>	
4. Radios <ul style="list-style-type: none"> <li>• Post areas where use of radios will cause interference with equipment.</li> <li>• Consider the use of dedicated radio channels for specific operations groups.</li> </ul>	4. Radios <ul style="list-style-type: none"> <li>• There are no radio broadcast devices in use at ASD other than emergency communications.</li> <li>• Not applicable.</li> </ul>	4. Radios <ul style="list-style-type: none"> <li>• None.</li> </ul>
5. Abbreviations & Acronyms <ul style="list-style-type: none"> <li>• Use approved list for written and verbal communications.</li> </ul>	5. Abbreviations & Acronyms <ul style="list-style-type: none"> <li>• Approved acronyms for emergency communications are listed in OPM <a href="#">Appendix A.1</a> "Acronyms" and <a href="#">Appendix A.2</a> "More General Acronyms".</li> </ul>	5. Abbreviations & Acronyms <ul style="list-style-type: none"> <li>• None.</li> </ul>
6. Oral Instructions & Information Communication <ul style="list-style-type: none"> <li>• Should be clear and concise.</li> <li>• Use repeat back techniques to assure accurate communication.</li> </ul>	6. Oral Instructions & Information Communication <ul style="list-style-type: none"> <li>• Operators are instructed to speak clearly and concisely.</li> <li>• Operators are trained to repeat information, see <a href="#">OPM 6.A-6</a> "Normal Communications Practices."</li> </ul>	6. Oral Instructions & Information Communication <ul style="list-style-type: none"> <li>• None.</li> </ul>