National Archives and Records Administration

INTERIM GUIDANCE 200-2   June 7, 2002

SUBJECT: Archives II Communications Systems

TO: All employees (DC area)

EXPIRATION DATE: June 7, 2003

1. What is the purpose of this directive?

This directive provides the procedures for the operations of the three internal communications systems at the National Archives at College Park (Archives II).

2. What are the three communications systems?

Archives II is equipped with three major internal communications systems – the public address (PA) PA system, the security intercom system, and the emergency callbox system outside the Archives II building (located in the garage and on the jogging trail).

3. Who is responsible for the communications systems?

The Office of Administrative Services (NA) is responsible for the PA system and the Space and Security Management Division (NAS) is responsible for the security intercom system and the emergency callbox system.

4. How do the different communications systems operate?

a. The **PA system** is a one-way communication used to make announcements throughout the building. Announcements can be made from the control units located in NAF or the Security Control Center. The control units are not designed to receive messages so two-way communication is not possible.

b. The **security intercom system** is a two-way network used for communication between the Security Control Center and employees.

(1) Intercoms are located at entrances to stack areas, processing rooms, stairwells, and in other sensitive locations. The intercom provides immediate contact with security officers. By pressing the call button, the red LED light comes on and the intercom automatically rings the Security Control Center. You do not need to take any other action for two-way communication to be established.

(2) In locations of high security, the intercoms operate in conjunction with CCTV surveillance cameras. When an intercom is used, a camera is activated allowing the security officer who answers to see the caller. In high security areas, the security intercom system is used in emergencies and to notify the Security Control Center that the area is being entered at the start of the day and closed at the end of the day.

c.   The **emergency callbox system** located outside the Archives II building is for emergency use only. Callboxes are located in the garage and on the jogging trail. When you push the red callbox button, the callbox automatically rings the Security Control Center. You will hear a dial tone followed by a recording that announces the exact location of the emergency callbox to both you and the Security Control Center. The emergency callbox is designed so that you do not need to use your hands to hold a receiver. While you are talking to the security officer, a strobe light will be activated so that anyone in the area knows that an emergency callbox is in use. A security officer calls 911, if necessary, and dispatches to the emergency callbox location immediately. If you cannot speak, stay at the emergency callbox location so that the security officer can find you.

5.   What directive is affected by this interim guidance?
Interim Guidance 94-098 is canceled.

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