EMERGENCY COMMUNICATIONS

at

COLLEGE PARK

EMERGENCY COMMUNICATION SYSTEMS

➤ Archives II has three types of emergency communications systems. If you know in advance what they are and how to use them, you will be prepared for any emergency.

    ➤ Security Intercom System: A two-way system inside the College Park building to allow employees to communicate with the Security Control Center.

    ➤ Emergency Call Boxes: Two-way communication boxes located in the fitness center, in the parking lots (including the Pepco lot), and on the walking path around the building.

    ➤ Public Address System: A one-way communication system that allows the Security Control Center to communicate with all staff and visitors simultaneously.

PUBLIC ADDRESS SYSTEM

➤ The Public Address System provides one-way communication for announcements throughout the building. Announcements are made from the control units located in the Facility and Property Management Division (BF) or the Security Control Center. The types of announcements include emergencies, such as tornado warnings, fires, threats in the building, and threats around the area, as well as messages such as unexpected parking lot closures.

➤ The control units are not designed to receive messages, so two-way communication is not possible.

➤ To respond to an announcement (for whatever reason) contact *A2helpbuildingservices@nara.gov* or call 311 and choose the facility extension.

EMERGENCY CALL BOXES

➤ In the fitness center the call boxes are rectangular metal boxes about ten inches square.

➤ Outside and in the Pepco lot the call boxes are mounted on a cylindrical post, about 10 inches in diameter and 10 feet tall. The boxes are green and have the word "EMERGENCY" written on the sides. A white illumination light aids in finding the call box at night and on the very top is a blue light that is only illuminated when the call for help button is pushed.

➤ In the main parking garage, the call boxes are stainless steel and about 3 feet tall, 1 foot wide and 8 inches deep, mounted on poles at the far end of each level. The word "EMERGENCY" appears on both sides of the box. A blue light on the top of the box helps to find the call box and flashes on and off rapidly when the call for help button is pushed.

➤ Emergency boxes have 2 LED (light emitting diode) lights, one marked "CALL BEING PLACED" and the other marked "CALL RECEIVED." The LED over "CALL BEING PLACED" turns on when you press the red button. The light over "CALL RECEIVED" turns on when the call is connected to the Security Control Center. A security officer will respond and you can explain your situation to him or her.

THE SECURITY INTERCOM SYSTEM

➤ These security intercom system call boxes are located at:

- entrances to all stack areas,

- stack emergency rear exits to stairwell,

- the exterior of the main entrance and interior of back entrance.
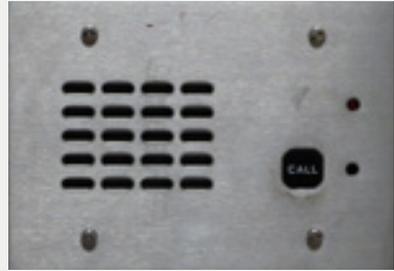
➤ Intercoms provide immediate contact with security officers in the Security Control Center.

➤ The intercoms are stainless steel, about 4 inches by 6 inches in size, have a speaker and a black button with the word "CALL" in white letters on them and a red LED light that is unlit when not in operation.

➤ When you press the black "CALL" button the red LED light comes on and the intercom automatically calls the Security Control Center. A security officer will respond to your call and you can explain your situation to him or her. No other action is necessary for two-way communication. Security Control Center resets the device at the end of the communication.

➤ Outside the door to classified areas, these intercoms operate in conjunction with CCTV surveillance cameras allowing the security officer to see the caller.

➤ The security intercoms at classified areas are used at the start of the day to notify the Security Control Center that an area is being unsecured and entered and again at the end of the day to notify the center that an area is secured.

➤ The system is also available for any other use by anyone to communicate with the Security Control Center to report emergencies or suspicious behavior.

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