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EG&G - ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT

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**ROCKY FLATS PLANT
EMD OPERATING
PROCEDURES MANUAL**

**Manual No.: 5-21000-OPS-FO
Procedure No.: Table of Contents, Rev 13
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Effective Date: 05/12/92
Organization: Environmental Management**

THIS IS ONE VOLUME OF A SIX VOLUME SET WHICH INCLUDES:

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VOLUME II: GROUNDWATER (GW)
VOLUME III: GEOTECHNICAL (GT)
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ADMIN RECORD

A-SW-001025

REVIEWED FOR CLASSIFICATION/UCR

By

Date

[Handwritten Signature]
[Handwritten Date: May 12, 1992]

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TITLE:
FIELD COMMUNICATIONS

Approved By: *[Signature]* **MAY 12 1992**
(Name of Approver) (Date)

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Date March 9, 1992

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2.0 PURPOSE AND SCOPE

This standard operating procedure (SOP) provides procedures that will be used at The Rocky Flats Plant (RFP) to establish subcontractor internal and external communication links, and basic emergency communication needs.

3.0 RESPONSIBILITIES AND QUALIFICATIONS

A short training session on use of telephones and radios will be conducted by the subcontractor's Site Manager. Concomitantly, a discussion of communication etiquette and emergency signals will be included in the training. The Site Manager should document the names of all personnel attending these training sessions in the daily log book. The Site Manager will post the names and phone numbers of key personnel to be contacted in case of emergency.

In case of an emergency, the Emergency Coordinator (EC) for the RFP is the Shift Supervisor on duty. The EC will respond to all emergencies and coordinate emergency response activities. The EC will activate the Emergency Operation Center (EOC), notify departments that have an advisory role in the situation, and contact off-site agencies (police, medical, etc.) if required.

4.0 REFERENCES

4.1 SOURCE REFERENCES

The following is a list of references reviewed prior to the writing of this procedure:

A Compendium of Superfund Field Operations Methods. EPA/540/P-87/001. December 1987.

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EG&G. Rocky Flats Plant Environmental Restoration Health and Safety Program Plan, October 1990.

5.0 COMMUNICATION PROCEDURES

5.1 COMMUNICATIONS INTERNAL TO SUBCONTRACTOR'S OPERATION

5.1.1 Radios and Telephones

A communication center will be established at the subcontractor's field trailer office. This office will be equipped with a telephone communications system for routine operations. Field radios and chargers are assigned and issued to subcontractors by EG&G's Environmental Management (EM), RFP. Radios are assigned as follows:

- 1 radio per field team
- 1 radio for the field trailer
- 1 radio for the site supervisor
- 1 radio for the site Health and Safety Officer
- 1 to 2 radio(s) as spares if available from communication officer

All subcontractor radios shall be operated on channels designated by the communication officer.

Field teams will utilize the two-way radio system for contact with both the field office trailer and other field teams. The radio system will be part of the RFP network so that field crews have a direct link to emergency response groups if an emergency occurs. In the event of an emergency, procedures outlined in the Site Health and Safety Plan shall be followed. If a temporary shortage of radios occurs, subcontractors can arrange to use each other's field trailer radio for communications with their respective field crews. Since multiple subcontractors share the same radio network and channel, it is important for field crews to exercise prudent use of field radios. Any field crew declaring an emergency shall have

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priority on radio usage. All other personnel not involved in the emergency or emergency response shall refrain from radio usage until the emergency is resolved. Additionally, proper demeanor will be maintained on the radio network at all times. This means that no profanity or coarse language will be used in transmitting messages.

Radio transmissions will not use codes to deliver messages. Radios requiring repair will be exchanged with EG&G EM.

5.1.2 Alarms

All personnel working on the RFP will be trained to immediately recognize RFP and Emergency Response site alarm signals.

Standard alarm signals must be documented in each Site Plan. Subcontractors can call 966-7541 to listen to a recording of RFP alarm signals and the significance of each.

In addition to the standard RFP and Emergency Response site alarm signals, field crews involved in drilling or other loud-noise activities will utilize a compressed air horn to communicate the alarm messages identified below:

- One long blast -- evacuate area in a cross-wind direction
- Two short blasts -- localized problem (not dangerous to workers)
- Two long blasts -- all clear

Field crews will use hand signals to indicate an understanding of the alarm message as appropriate.

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5.1.3 Buddy System

Most field activities will be conducted in pairs or groups of personnel. This system, known as the buddy system, ensures that all personnel receive assistance if required. Additionally, the buddy system minimizes the health and safety risks associated with any hazardous area.

The buddy system alone may not be sufficient to ensure that help will be provided in an emergency. Therefore, workers in the activity area should be in line-of-sight contact or communications contact with backup personnel in the work area.

5.1.4 Hand Signals

The following standard hand signals shall be used in the event of failure of radio communications or if wearing personal protective equipment impedes hearing:

- Hand gripping throat -- out of air, cannot breathe
- Grip partner's wrist or both hands around partner's waist -- leave area immediately
- Hands on top of head -- need assistance
- Thumbs up -- ok; I am all right; I understand
- Thumbs down -- no; negative

5.2 EXTERNAL COMMUNICATION

The specifics for each field activity will be delineated in the Health and Safety Plan accompanying that activity. In general, the following is applicable to all situations.

The closest accessible telephone during all working hours will be identified by the Site Safety Officer (SSO) prior to commencing field activities if communication with the field trailer office communications

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center is not possible. All guard posts have telephones. Emergency telephone numbers will be posted near the field office telephone as follows:

Rocky Flats Plant Medical Facility (Building 122, Central Avenue)

Ambulance Service 966-2911
General Information 966-2594

Rocky Flats Fire
Emergency 966-2911
Routine 966-4336

Rocky Flats Police/Security
Emergency 966-2911
Routine 966-2444

Spill Response
Emergency 966-2911
Non-Emergency 966-2914

When reporting an emergency provide as much detail as possible, such as:

- Your name
- Your location
- Exact location of the emergency
- Nature of emergency
- Condition of patient if applicable

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- Special hazards in the area
- Any other information requested

In addition, the names and phone numbers of key personnel at Emergency Response remedial project sites with the authority and training to respond to accidents and emergencies must be provided in the subcontractor's Site Plan and posted on site so that they are readily accessible to site workers. Key site personnel to be contacted in the event of an emergency are as follows:

1. EG&G Shift Supervisor
2. EG&G Environment Restoration Project Manager
3. EG&G Site Health & Safety Coordinator
4. Subcontractor Field Manager
5. Subcontractor Health & Safety Officer

The EG&G Shift Supervisor, with assistance from the EG&G Site Safety Officer, has responsibility and authority for coordinating all emergency response activities until proper authorities arrive and assume control.

6.0

DOCUMENTATION

A permanent record of the implementation of this SOP will be kept by documenting pertinent field observations and data. Observations of violations that could affect worker health and safety will be recorded by field personnel with black waterproof ink in a bound weatherproof field notebook with consecutively numbered pages. Any observations that need to be permanently documented will be entered into the site manager's daily activity notebook. Entries must be signed and dated by personnel making the entries.