



LANL Owned Mobile (Handheld) Trunked Radio Usage

Often, due to logistical or geographical considerations, handheld radio communication is the only method of communications during authorized general maintenance work.

The following guidelines should be used when LANL/Government owned handheld trunked radios are introduced into security areas for **non-emergency work**.

Facility manager and/or Security Responsible Line Manager (SRLM) should:

- Ensure the building host(s) of any classified conference/discussion location are aware of work being performed and the potential for radio transmissions;
- Inform residents of area(s) where handheld radios(s) will be used;
- Inform authorized handheld radio operators that classified processing equipment is in the immediate area(s) of work to be performed, if applicable;
- Advise authorized handheld radio operators of any additional restrictions or special requirements for your facility, if applicable.

An authorized handheld radio operator should:

- Notify the affected facility manager, and/or SRLM of work to be performed;
- Identify area(s) where handheld radio will be used;
- Inquire about the availability of alternate means of communication near work areas;
- Ensure handheld radios are not "keyed" within 10 feet of any classified processing equipment, as determined by facility management or SRLM;
- Upon coordinating work to be performed, consideration should be exercised to maintain handheld radios at a reasonable volume level while working within all facilities. The use of ear buds or lapel mics is encouraged;
- Authorized handheld radios that are stored in office space in "stand-by" mode (on or off) in charger should be positioned no closer than 10 feet from any classified processing equipment.

Emergency Responders

Building residents, facility management and SRLM should be sensitive in facilitating the needs of emergency responders (i.e., Protective Force, EM&R, Los Alamos Fire Department, Alarm/Fire Protection, etc.) who may be present for trouble-shooting calls, routine patrols and/or emergency situations.