



Phone: 865-241-4487
Fax: 865-574-7200

Visitor GET Safety Overview

Welcome to the U.S. Department of Energy's Oak Ridge Y-12 Plant in Oak Ridge, Tennessee. This information is intended to acquaint you with basic security and safety rules and procedures. All visitors must read the Oak Ridge Y-12 Site Visitor GET Safety Overview information prior to entry.

**Y-12 Visitor Services
Hours of Operation
6:00 a.m. - 3:30 p.m. Eastern Time
Monday - Friday**

Business Numbers	
Visitor Controls	865-574-3280
Badge Office	865-574-3285
Safety & Health	865-574-1590

As of 11/1/00 Managed by
BWXT Y-12
for the U.S. Department of Energy



Health and Safety

Health and safety issues are a priority at Y-12.

Because we use various hazardous materials, it is important that you adhere to all special instructions, signs, tags, and barriers as posted.

Certain areas of the plant may require specific health and safety and/or personal protective equipment. Your contact, escort, or the supervisor of the area you are visiting will arrange for any additional required training and equipment you may need. Construction areas are to be avoided unless you are authorized to enter. Please address any safety concerns to your contact, escort, or supervisor.

Emergency Notification Numbers

To report a fire, request an ambulance or report a medical emergency, call 911 or the PSS office (574-7172).

For after hours access, call the PSS Office (574-7172).

Emergency Procedures

In the event of an emergency evacuation or a training drill, follow these procedures:

1. Take personal items such as briefcases, purses, coats, and keys with you, if it can be done quickly.
2. Your Y-12 contact will assist you in giving directions to go to the designated Assembly Point.
3. When you first arrive report immediately to the Assembly Point director.
4. Follow instructions given by the PSS over the plant loudspeakers.

Alarms	
If You Hear or See . . .	Then You Should . . .
Criticality Accident Alarm	
Continuous clarion horn and/or flashing magenta light.	Immediately evacuate to Assembly Station. Do not re-enter area until instructed by Plant Shift Superintendent.
Standard Alerting Tone Alternating high/low or "warbling" tone.	This tone is sounded prior to important PA announcements. You should stop what you are doing, listen closely to the announcement, and follow the instructions.
On-Off Fire Cycle Alarm	
In certain buildings. Loud, continuous beep-tone.	Evacuate to Assembly Station. Follow PA instructions.
Other Alarm Sounds	
There are several other alarms in local buildings at Y-12. Check with your host to see if the buildings where you will be have specific alarms.	Follow PA instructions and/or those of your host.
Additional information:	
<ul style="list-style-type: none"> ◆ Alarm Sounds Can Be Heard By Calling 865-576-3587. ◆ Standard Alerting Tone 865-576-3587 ◆ Visitors Guide to Radiological Safety (http://www-internal.y12.doe.gov/rco/dose/Visguid.htm) 	

Traffic Safety

Pedestrians always have the right-of-way but must use sidewalks and crosswalks whenever possible. If you are permitted to operate your car or a government vehicle on-site, please obey speed and parking signs. **You are required to**

wear a seat belt when driving or riding. All vehicles must be operated in accordance with the laws of the State of Tennessee, including the possession of a valid driver's license.

Escort Requirements

Visitors may not enter buildings or areas posted with restrictive signs (e.g., Q-Cleared Persons Only) implying qualifications to enter unless they are escorted.

Badges

Please wear your badge in plain view, outside of clothing, and above the waist.

Visitor badges must be returned to a perimeter portal or the Visitor Center at the completion of your visit.

Automated Portal Information

How to access the plant using an automated portal:

1. Slide badge, face up, through the badge reader moving right to left (black strip must be read).
2. Firmly grasp turnstile at eye level.
3. Slowly push bar forward until it catches; a clicking noise can be heard when turnstile locks.
4. The turnstile will rotate 1/3 of a turn and come to a complete stop.
5. Minimize number and size of hand-carried items.
6. The turnstile allows 8 seconds to pass through; there is no need to rush.
7. If turnstile is inoperable, contact your host or the Visitor Center at 865-241-4487.
8. If for any reason you should lose your badge, contact the Visitor Center at 865-241-4487.

Prohibited, Restricted, and Unauthorized Articles

The introduction, transportation, or possession of weapons, explosives, or other instruments likely to produce substantial injury to persons or property are prohibited. This includes weapons or simulated weapons, firearms, any explosive device, bows and arrows, martial arts weapons and equipment, knives with blades longer than 3 inches, and similar items.

Possession of transmitting, recording, or photographic equipment is prohibited without prior approval. These items include, but are not limited to, personal cell phones, palm pilots, portable tape players, tape and video recorders, cameras, and portable two-way radios.

In addition, all packages, bags, briefcases, etc. that you bring into the plant must be marked with your name, organization/company, and phone number. They should never be left unattended.

For additional information and questions, please contact **Y-12 Visitor Services** at 865-241-4487 or send email to yvisit@y12.doe.gov.

Property Passes for Government Property and Restricted Articles

A Property Removal Pass signed by an authorized supervisor must accompany restricted articles and government property being removed from the facility.

Drug and Alcohol Policy

The on-site possession, sale, purchase, use, or transfer of alcohol or drugs is prohibited.

Smoking Policy

Y-12 is a smoke-free working environment. Smoking is permitted outdoors unless otherwise indicated.

Portal Inspection and Consent to Search

By entering this facility, you agree to abide by the regulations and guidelines provided by your Y-12 representative and the procedures

described herein.

Access to Other Areas of the Plant

Should you require access to a security area, a formal request must be made through your Y-12 contact.

VERIFICATION OF RECEIPT AND UNDERSTANDING:

I attest that I have read and understand the material presented in the Y-12 Site Visitor General Employee Training (GET) Safety Overview.

Name: _____

Badge or SSN: _____

Company Represented: _____

Date: _____

Last Modified 1/9/02