

BPA Policy 250-2 (Formerly BPAM 1012)

Public Address Announcements

Enterprise Services – Public Affairs

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250-2.1 Purpose & Background

To communicate policy and procedures for making announcements on the public address (PA) system at BPA Headquarters.

250-2.2 Policy Owner

The Deputy Administrator has overall responsibility for this policy. The Managers for Security and Continuity of Operations and Public Affairs have responsibility for implementation of the guidelines for public address announcements at BPA Headquarters.

250-2.3 Applicability

BPA Headquarters.

250-2.4 Terms & Definitions

- A. **Emergency announcement:** News of immediate and critical importance to the safety, health or security of BPA Headquarters occupants and/or assets.
- B. **Non-emergency announcement:** News that is not critical or of immediate importance to Headquarters occupants, but which may require the timeliness or emphasis of the PA system and which has significant impact on the general employee population, and covers events or programs that are officially sponsored by BPA or DOE.

250-2.5 Policy

Security and Continuity of Operations and/or Public Affairs provide timely emergency announcements as requested to reach as many employees as possible. Public Affairs also makes non-emergency announcements that reach as many employees as possible, but limits use of PA system announcements to avoid work disruptions and maintain a professional atmosphere. Non-emergency announcements are limited to those of significant importance or timeliness and are made in accordance with procedures outlined below.

250-2.6 Policy Exceptions

None.

250-2.7 Responsibilities

- A. **The Chief Operating Officer (COO):** Through the Chief Public Affairs Officer, establishes policies and grants approval for emergency announcements at Headquarters.
- B. **The Chief Public Affairs Officer:** Establishes policies, grants approval for, and retains editorial control of non-emergency public address announcements.
- C. **The Manager for Security and Continuity of Operations:** Makes emergency announcements deemed necessary to ensure public and employee safety or protection of BPA assets.

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250-2.8 Standards & Procedures

- A. Microphones and controls for the public address system are located:
1. In the office of Security and Continuity of Operations - Room 151
 2. At the guard station in the main lobby
 3. In the office of the Chief Public Affairs Officer - Room 773
- B. **Emergency announcements**
1. **Requester:** Contacts Security and Continuity of Operations Office, or the Public Affairs Office by telephone or in person as necessary, to relay the desired announcement.
 2. **Chief Operating Officer:** Approves requests for emergency announcements. If not available, content approval will be made by the Chief Public Affairs Officer or the Manager for Security and Continuity of Operations.
 3. **Public Affairs or Security and Continuity of Operations Staff:** Makes the announcement as soon as directed.
- C. **Non-emergency announcements**
1. **The Chief Public Affairs Officer:** Approves the announcement if it meets the intent of this policy.
 2. **Public Affairs or Security and Continuity of Operations Staff:** Makes the approved announcements.
- D. **Authorized non-emergency announcements**

Type of announcement	Must be approved by
Chief Executive Office (CEO) special messages	CEO, Deputy CEO, COO
Special BPA or DOE presentations	CEO, Deputy CEO, COO
Non-emergency employee safety or security	Chief Public Affairs Officer
Operational Alerts	Chief Public Affairs Officer
Emergency employee safety or security	Security and Continuity of Operations

E. **Unauthorized non-emergency announcements**

1. Group level all-employee meetings
2. Non-BPA events, such as Lloyd Center area activities
3. Training-related announcements
4. Brown bag presentations

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- 5. Fund-raising, social, or charity events other than those announcements requested by the COO
- 6. Special interest/resource group meeting announcements

250-2.9 Performance & Monitoring

None.

250-2.10 Authorities & References

None.

250-2.11 Review

This policy is scheduled for review in 2019.

250-2.12 Revision History

Version	Issue Date	Description of Change
1	10/26/2014	Migration of content to new format.

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