

GENERAL INSTRUCTIONS FOR CONTRACTORS AT THE CENSUS BUREAU

PARKING

1. Park in an **official** parking space only if you are issued an **official parking permit**.
2. Park in an **unmarked** parking space if you are issued a **general parking permit**.
3. Drive vehicle forward, all the way into the space. Do not back into the space.
4. Back vehicle out of the parking space. **Do not** drive forward through the space when departing.
5. Observe speed limits as posted on streets. Observe 15 MPH speed limit in all parking lots.

USE OF THE SITE

Contractors **are not** permitted in areas that are not directly affected by their contracted work.

CAMERA/PICTURE TAKING

1. Please refrain from visiting areas other than your immediate work site.
2. All materials in all areas are "confidential". Taking pictures of materials is strictly forbidden. Also, the reading of materials is not allowed.
3. If taking pictures of the general area or work site is required in your work, an approved camera pass must be obtained prior to your taking pictures. Approved camera pass must be kept on your person at all times while in possession of camera and on site.

CREATING DUST, ETC.

Creating dust, fumes, or working above suspended ceilings can easily activate the smoke detectors inside of a building which, in turn, will sound an alarm and evacuate the building. Prior to commencing this type of work you must first make arrangements with the Facility Management Section on *218-3444.

EMERGENCY EXITS

Many doors in our buildings are labeled "*Emergency Exit Only*". These doors are alarmed and are to be used for "*Emergency Exit Only*".

AUDIBLE ALARMS

If an audible alarm should sound, you must vacate the building immediately. You may reenter the building only when you observe the Government employees reentering the building.

WORKING PAST 5:30 PM, OR ANY TIME SATURDAY OR SUNDAY

If you anticipate working during these times, you must first obtain approval of _____ on * _____. Your call **must** be received **no later than** 2:00 p.m. the same day for weekdays and 2:00 p.m. on Friday for Saturday or Sunday, to provide sufficient time to clear Security.

BADGE RETURN

When you have completed your work, return badge(s) to the Security Center, Building-66, Wing-C, Room-104.

SERVICES FOR CONTRACTORS INVOLVED IN AN ACCIDENT/EMERGENCY

If an emergency/accident occurs, contact the nearest Security Guard or call the Security Center on *218-3911 and advise them of the situation. All of our telephones have the Security Center and the Health Unit extension posted on the cradle under the receiver. If appropriate, the Security Center will contact a nurse and advise her of the situation.

The Jeffersonville Federal Center has nurses on site from 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding Federal holidays. The nurse has the ability to respond quickly to an emergency and provide triage and/or first aid. We encourage contractors to utilize their services if needed.

If the situation arises and an ambulance is needed, the contractor's site superintendent will be required to authorize the ambulance. If the superintendent is not readily available and the injured person is conscious, the injured person may authorize the nurse to call an ambulance. If the superintendent is not readily available, and the injured person is unconscious, be advised the nurse automatically has the contractor's approval to call an ambulance. A nurse can be reached on *218-3263.

*To call an on site telephone from an on site telephone use last four digits only.