

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Physical Protection, Security, and Conduct while on REE Facilities

Number: 240.3

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Distribution: REE Headquarters and ARS Areas and Locations

This issuance discusses the protection, security, and conduct of REE employees and visitors on REE facilities. Guidelines and direction are provided for:

- The physical protection and security of REE facilities.
- Protection of the life and safety of individuals using REE facilities.
- Personal conduct of individuals while on REE facilities.

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1. Reference

Regulations governing the use and control of REE agency facilities is found in the Federal Property Management Regulations and the Agriculture Property Management Regulations. The policy, procedures, and responsibilities for the use of real property owned, leased, or otherwise controlled by ARS, are found in the ARS Real Property Manual 245.1.

2. Authorities

- Federal Property and Administrative Services Act of 1949
- 18 U.S.C. 930
- 20 U.S.C. 107.2(a)(5)
- 5 CFR Parts 110 and 950
- 7 CFR 2.76(iv)
- 7 CFR 2.106(26) Delegations of Authority
- 29 CFR Part 1960
- 40 U.S.C. 490(a)(12)
- 41 CFR 101.20.3
- 43 CFR 9212
- Agriculture Property Management Regulations (AGPMR) 104.18-102
- Public Law (PL) 91-596, Occupancy Safety and Health Act (OSHA)
- PL 95-454
- Executive Order (E.O.) 12196
- Departmental Regulation (DR) 1650-2

3. Policy

It is REE policy to provide physical protection and security to REE facilities and individuals occupying such facilities, including General Services Administration (GSA) leased space occupied by REE, to prevent interference with normal activities of REE programs and to furnish employees places and conditions of employment that are free from recognized hazards that cause or are likely to cause death or serious physical harm.

4. Physical Protection and Security

Admission to REE Facilities, except as otherwise authorized, shall be for official purposes only. Admittance to any portion of an REE facility may be restricted for security reasons.

- Unless properly authorized by the official in charge, no person shall be admitted during other than working hours to any area occupied by REE.
- Appropriate identification documents of registration will be required for admission to buildings or offices under REE control before or after normal working hours.
- The designated official in charge shall take precautions to see that premises and property are adequately protected and secured. Except as provided under the Federal Tort Claim Act, REE will not be responsible for any loss, inconvenience, or injury that an employee may suffer as a result of placing any of the employee's personally owned property on official REE premises, unless said property was used for the benefit of the Government and the use was approved by the employee's supervisors.

Standard Physical Protection and security services will be implemented for all REE facilities by:

- Responding to criminal occurrences, incidents, and life-threatening events through the use of Federal Protection Officers, local law enforcement officers, or officers of other appropriate law enforcement agencies.
- Installing and maintaining perimeter security devices and systems, if warranted, and providing timely response by authorized personnel if the premises are monitored.
- Implementing crime prevention activities, including tenant awareness programs.
- Providing assistance to appropriate law enforcement agencies in their investigation of crimes and violations of Federal statutes.
- Entering into response agreements with local law enforcement agencies, if required.
- Performing physical security surveys.
- Periodically evaluating effectiveness of protection services by performing in-depth inspections of procedures and records.

Special Protection is authorized as follows:

- Pursuant to the authority delegated, the Administrator, ARS, is authorized to appoint uniformed armed guards and special police to make necessary rules and regulations and to establish penalties--not to exceed those prescribed in 7 U.S.C. 2.106--for the protection of persons, property, buildings, and grounds of the U.S. National Arboretum, Washington, D.C.; the Roman L. Hruska U.S. Meat Animal Research Center, Clay Center, Nebraska; the Beltsville Agricultural Research Center, Beltsville, Maryland; and the Animal Disease Center, Plum Island, New York; or any area designated by USDA

over which the United States has exclusive or concurrent criminal jurisdiction. Any rules or regulations produced under this authority shall require approval by the Director of the Department of Agriculture's Procurement and Property Management Division, and the Office of the General Counsel, prior to issuance.

- The degree of physical protection and security beyond standard levels required by the nature of an agency's activities or unusual public reaction to an agency's programs will be determined jointly by GSA and the Agency Administrator. The Federal Protective Service (FPS), GSA, is assigned the responsibility to conduct security reviews and make recommendations for security procedures at Federally owned and leased locations. Any location that is unable to obtain a FPS security review is encouraged to request a security review by the local law enforcement agency with jurisdiction at that site.
- The level of special protection will be determined on a facility-by-facility basis, after an appropriate security survey and crime prevention assessment have been conducted. The occupying agency is responsible for implementing the recommendations made by FPS or the local law enforcement agency. Security measures beyond those recommended by FPS or the local law enforcement agency that are deemed appropriate by the agency official in charge at that location may be implemented, with the exception of the hiring of uniformed armed guards. The requirement for uniformed armed guards must be determined by the Agency Administrator, or his/her designee, and GSA.
- Special protection provided by GSA will be on a reimbursable basis.

5. Occupant Emergency Program

An Occupant Emergency Program shall be established for REE facilities to safeguard lives and property during emergencies such as fire, explosions, bomb threats, and natural disasters.

- All employees of all REE locations must be given a copy of the Occupant Emergency Plan.
- All REE employees and occupant agencies of a location shall fully cooperate with the Designated Official in the implementation of an Occupant Emergency Plan and the staffing of an Occupant Emergency Organization. The Designated Official is the official in charge, or his or her designee, at that location. At GSA leased sites, the Designated Official is the official in charge in the lead agency at that facility. The Designated Official is to be named in the Occupant Emergency Plan.
- When there is immediate danger to persons or property such as fire, explosion, or the discovery of an explosive device, occupants shall be evacuated or relocated in accordance with the Occupant Emergency Plan. This shall be accomplished by sounding the fire alarm system or by other appropriate means.

- When there is advance notice of an emergency, the Designated Official shall initiate appropriate action in accordance with the established Occupant Emergency Plan.
- After normal duty hours, the senior official present shall represent the Designated Official and shall initiate action to cope with emergencies in accordance with the established Occupant Emergency Plan.

6. Fire Prevention Standards

REE Facilities. Fire prevention standards for REE facilities will conform to the Occupational Safety and Health Act (OSHA) of 1970 (PL 91-596), E.O. 12196.29, CFR 1960, local fire safety codes, and applicable fire and safety criteria. Employees and visitors will not be exposed to unnecessary risks. Safeguards will be provided which minimize personal harm, property damage, and impairment of Governmental operations, and which allow emergency response personnel to accomplish their missions effectively.

- All exits, accesses to exits, and accesses to emergency equipment shall be kept clear at all times.
- Employees shall be trained to use protective equipment and to take appropriate fire safety precautions in their work, including participation in fire drills.
- Hazardous, explosive, or combustible materials must not be brought into REE facilities unless authorized by appropriate REE officials.
- All draperies, curtains, or other hanging materials shall be of noncombustible or flame-resistant fabric. Free-standing partitions and space dividers shall be of limited combustible or flame-resistant fabric.

Public Lands. ARS will take all necessary actions to protect human life on those public lands it manages, and the resources and improvements thereon, through the implementation of fire prevention standards for the prevention and suppression of wildfires. Where possible, ARS actions will complement and support the wildfire prevention actions of other USDA agencies, the U.S. Department of the Interior's Bureau of Land Management, and State or local agencies.

7. Conduct on Federal Property

The following rules and regulations apply to all property under the custody and control of REE and all persons entering on such property. Notice of these provisions shall be posted conspicuously at each public entrance to the property.

Prevention of Workplace Violence. The Department’s Workplace Violence Prevention Program, released March 7, 2000, provides guidance and assistance on workplace violence prevention, including recommended approaches to threat assessment and response. REE policy and procedures are outlined in a Policy and Procedure (P&P) titled “Preventing Workplace Violence” (unnumbered as of publication of this P&P 240.3).

Weapons. Except in the lawful performance of official duties, **no** person either on or entering REE property may carry or possess firearms or other dangerous or deadly weapons. The penalty for such is prescribed by 18 U.S.C. 930:

- Except as provided in subsection (c) of 18 U.S.C. 930 pertaining to official duties of law enforcement agencies, whoever knowingly possesses or causes to be present any firearm or dangerous weapon in a Federal facility, or attempts to do so, shall be fined under this title or imprisoned not more than 1 year, or both.
- Whoever intentionally plans to use a firearm or other dangerous weapon in the commission of a crime and knowingly possesses, attempts, or causes to possess such firearm or dangerous weapon in a Federal facility, will be fined under this title or imprisoned not more than 5 years, or both.

Inspection. Packages, briefcases, and other containers in the immediate possession of visitors, employees, or other persons arriving on, working at, visiting, or departing from Federal property, are subject to inspection. A full search of a person and any vehicle driven or occupied by the person may accompany an arrest.

Admission to Property. Property will be closed to the public during other than normal working hours. An agency designated person will maintain a log of those persons obtaining access after normal working hours. The closing of property will not apply to that space when the Government has approved the after-hours use of buildings or any portions of a building for authorized activities. During normal working hours, property will be closed to the public only when situations require this action to ensure the orderly conduct of Government business. The decision to close the property will be made by the Designated Official under the Occupant Emergency Program. When property or a portion thereof is closed to the public, admission will be restricted to authorized persons who must register upon entry to the property and, when requested, display Government or other identifying credentials to the Federal Protective Officers or other authorized individuals when entering, leaving, or while on the property. Failure to comply with any of the above applicable provisions is a violation of these regulations.

Preservation of Property. The improper disposal of rubbish on property; the willful destruction of or damage to property; the theft of property; the creation of any hazard on property to persons or things; the throwing of articles of any kind from or at a building; or the climbing upon statues, fountains, or any part of the building, is prohibited.

Conformity with Signs and Directions. Persons in and on property must at all times comply with the lawful direction of Federal Protective Officers and other authorized individuals, as well as with official signs of a prohibitory, regulatory, or directory nature.

Disturbances. Any loitering, disorderly conduct, or other conduct on property that creates loud or unusual noise or nuisance; unreasonably obstructs the normal use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots; impedes or disrupts the performance of official duties by Government employees; or prevents the general public from obtaining the administrative services provided on the property in a timely manner is prohibited.

Gambling. Participating in games for money or other personal property or the operating of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of numbers tickets, in or on property are prohibited. These prohibitions do not apply to the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in State law and authorized by Section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107, et seq.).

Alcoholic Beverages and Narcotics. Operation of a motor vehicle while on ARS property by a person under the influence or in possession of alcoholic beverages or an illegal or controlled substance is prohibited. This prohibition does not apply in cases where the drug is being used as prescribed by a licensed physician. Entering upon REE property or being on REE property under the influence of alcoholic beverages or an illegal or controlled substance is prohibited. The use of alcoholic beverages on REE property is prohibited except when the Agency Administrator, or his or her designee, has officially granted an exemption in writing. Each agency's Office of the Administrator will provide a copy of all exemptions to the building manager or other authorized official responsible for the security of the property. The Administrator of each agency has been delegated the prerogative to authorize the serving of alcoholic beverages at locations under his/her custody or control.

Soliciting, Vending, and Debt Collection. Soliciting money for charity, commercial or political soliciting, vending of all kinds, displaying or distributing commercial advertising, or collecting private debts on REE controlled property is prohibited. This rule does not apply to:

- National or local fund drives for welfare, health, or other purposes as authorized by 5 CFR, Parts 110 and 950, Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations, issued by the U.S. Office of Personnel Management Under E.O. 12353 of March 23, 1982, as amended, and sponsored or approved by the agency.
- Concessions or personal notices posted by employees on authorized bulletin boards.

- Solicitation of labor organization membership or dues authorized by the agency under the Civil Reform Act of 1978 (PL 95-454).
- Lessee, or its agents and employees, with respect to space leased for commercial, cultural, educational, or recreational use under the Public Buildings Cooperative Use Act of 1976 (40 U.S.C. 490(a)(16)). Public areas of REE-controlled property may be used for other activities permitted in accordance with Federal Property Management Regulations (FPMR) Subpart 101-20.4.

Posting and Distributing Material. Posting or affixing materials such as pamphlets, handbills, or flyers on bulletin boards or elsewhere on REE-controlled property is prohibited, except in the public area of the property as defined in FPMR Subsection 101-20.003(z), unless conducted as part of authorized Government activities. Any person or organization proposing to distribute materials in a public area under this section shall first obtain a permit from the Center Director (CD)/Research Leader (RL)/Location Coordinator (LC) or the occupying agency's building manager under FPMR Subpart 101-20.4 and will distribute materials in accordance with the provisions of Subpart 101.20.4. Failure to comply with those provisions is a violation of these regulations.

Photographs for News, Advertising, or Commercial Purposes.

Photographs may be taken in space occupied by REE only with the consent of the appropriate REE official. Except where security regulations apply or a Federal court order or rule prohibits it, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings. Subject to the foregoing prohibitions, photographs for advertising and commercial purposes may be taken only with the written permission of the Designated Official.

Dogs and Other Animals. Dogs and other animals, except seeing eye dogs, other guide dogs, and animals used to guide or assist a person with a disability, cannot be brought upon property for other than official purposes.

Vehicles and Pedestrian Traffic. Drivers of all vehicles entering and while on property must drive in a careful and safe manner at all times and shall comply with the signals and directions of Federal Protective Officers or other authorized individuals and all posted traffic signs. Blocking of entrances, driveways, walks, loading platforms, or fire hydrants is prohibited. Parking is not allowed without permission. Parking without authority, except in an emergency, in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation will be subject to removal at the owners' risk and expense.

Explosives. No persons entering or while on property may carry or possess explosives or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

Nondiscrimination. There will be no discrimination or unfair treatment against anyone because of race, religion, sex, color, age, national origin, or disability in furnishing or refusing to furnish to such individuals the use of any public facility including all services, privileges, accommodations, and activities provided on the property.

Keys. Rooms should normally be master-keyed. Keys to all locked rooms shall be maintained by the building security personnel, the administrative person in charge of the facilities, or the person so designated by the agency head responsible for the facility. Keys should be identified as Government “Do not duplicate.” A record will be kept of all keys issued to employees by the same person indicated above to maintain the keys and the keys must be returned at the time an employee leaves the service of the agency.

8. Summary of Responsibilities

REE Administrators are to ensure that staff are assigned to:

- Determine jointly with GSA the degree of physical protection and security beyond standard levels required by the nature of an agency’s activities or by unusual public reaction to an agency’s programs.
- Appoint uniformed armed guards and special police, where authorized; make necessary rules and regulations; and establish penalties, not to exceed those prescribed in 7 U.S.C. 2.106, for the protection of persons, property, buildings, and grounds at specified locations.
- Ensure that appropriate physical protection and security measures have been identified and implemented.
- Develop an Occupant Emergency Plan and an Occupant Emergency Organization for each location under their jurisdiction.
- Implement fire prevention standards for each location under their jurisdiction.

Information Staff

- Provide direction, technical assistance, and guidance on the process for securing written approval of the use of photographs of ARS facilities.

FD Director

- Provides direction, technical assistance, and guidance for physical protection and security measures, Occupant Emergency Programs, and fire prevention standards for REE agencies.

HRD Director

- Provides direction, technical assistance, and guidance for workplace violence threat assessments for REE agencies.

ARS Area Directors ensure that each location within his/her Area has established and implemented:

- Appropriate physical protection and security measures.
- An Occupant Emergency Plan and an Occupant Emergency Organization.
- Fire protection standards for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors.
- An effective line of communication with the appropriate Federal, State, or local agencies with the responsibility to provide law enforcement, fire protection, and ambulance service to the location.
- A process for the written approval of the use of photographs of ARS facilities within their Area, for advertising and commercial purposes.

ARS Administrative Officers, through the Area Property Management Officer (APMO) and the Area Safety and Health Manager (ASHM), assures that guidance and assistance is provided to the CD/RL/LC and the Location Administrative Officer (LAO) in the development and implementation of:

- Appropriate physical protection and security measures.
- An Occupant Emergency Plan and an Occupancy Emergency Organization.
- Fire prevention standards.

ARS Center Directors/Research Leaders/Location Coordinators

- Identify and implement appropriate physical protection, security, and fire protection measures and workplace violence protection assessments required for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors. Assist in making a determination of the level of physical protection and security measures that may be required, a physical security survey may be conducted by FPS or the local law enforcement agency.

- Establish a response agreement with State or local law enforcement agencies, if required, to ensure appropriate response to criminal occurrences, incidents, and life-threatening events.
- Develop and implement an Occupant Emergency Plan and provide training for an Occupant Emergency Organization staffed with ARS employees.
- Establish an Occupant Emergency Organization and act as the Designated Official. The decision to activate the Occupant Emergency Plan shall be based upon the best available information, including an understanding of local tensions, the sensitivity of the situation, and the CD/RL/LC's previous experience with similar situations.
- Implement fire protection standards for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors. Standards will conform to those presented by the Occupational Safety and Health Act (OSHA) of 1970 (PL 91-596), EO 12196, and applicable local fire and safety codes. Ensures that safeguards will be provided which minimize personal harm, property damage, and the impairment of Governmental operations, and which allow emergency response personnel to accomplish their missions effectively.
- Determine the appropriate Federal, State, or local agencies with the responsibility to provide law enforcement, fire protection, and ambulance service to the location. If required, prepare a response agreement with the appropriate agencies to ensure appropriate response to criminal occurrences, incidents, and life-threatening events.
- Ensure that employees and visitors are informed of rules and regulations regarding conduct while on Federally owned and leased property and post a copy of "Rules and Regulations Governing Public Buildings and Grounds" at employees' and visitors' entrances to Federally owned and leased buildings occupied by ARS.

ARS Location Administrative Officers

- Responsible for the implementation and maintenance of a physical protection and security plan, an Occupant Emergency Program, and the implementation of fire prevention standards at the location.
- Make a recommendation to the CD/RL/LC on the appropriate physical protection and security measures required for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors.

- Monitor the implementation of fire protection standards for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors. Standards will conform to those presented by the Occupational Safety and Health Act (OSHA) of 1970 (PL 91-596), E.O. 12196, and applicable local fire and safety codes. Ensure that safeguards will be provided which minimize personal harm, property damage, and the impairment of Governmental operations, and which allow emergency response personnel to accomplish their missions effectively.
- Post a copy of “Rules and Regulations Governing Public Buildings and Grounds” at employees’ and visitors’ entrances to Federally owned or leased buildings occupied by ARS.

9. Glossary

AAO. Area Administrative Officer

AD. Area Director

AGPMR. Agriculture Property Management Regulations

APMO. Area Property Management Officer

ASHM. Area Safety and Health Manager

CD. Center Director

CFR. Code of Federal Regulations

Crime Prevention Assessment. A formal onsite review which consists of a detailed survey, review, and analysis of an REE facility’s vulnerability to criminal activity.

Dangerous Weapon. A weapon, device, instrument, material, or substance, animate or inanimate, that is used or is capable of causing death or serious bodily injury. This term does not include a pocket knife with a blade less than 2½ inches in length.

Designated Official. The Designated Official is the official in charge, or his/her designee, at that location. At GSA leased sites, the Designated Official is the official in charge at the lead agency at that facility. The Designated Official will be named in the Occupant Emergency Plan.

Emergency. Includes bombings and bomb threats, civil disturbances, fires, explosions, electrical failures, loss of water pressure, chemical or gas leaks, medical emergencies,

hurricanes, tornadoes, floods, and earthquakes. The term does not apply to civil defense matters such as potential or actual enemy attacks. Note: Civil defense emergencies are addressed by the Federal Emergency Management Agency.

FD. Facilities Division

Federal Facility. A building or a portion of one that is owned or leased by the Federal Government, where Federal employees are regularly present for the purpose of performing their official duties.

FPMR. Federal Property Management Regulations

FPS. Federal Protective Service, GSA.

GSA. General Services Administration

LAO. Location Administrative Officer

LC. Location Coordinator

Occupant Agency. The organization which is assigned space in a facility under GSA's custody and control through the formal procedures outlined in Part 101-17 of FPMR(41 CFR 101-17).

Occupant Emergency Plan. The procedures developed to protect life and property in a specific ARS-occupied space under stipulated emergency conditions (Exhibit 1). For small one-level facilities, emergency information may be entered on GSA Form 3415, Occupant Emergency Plan (Abbreviated) (Exhibit 2).

Occupant Emergency Program. A short-term emergency response program that establishes procedures for safeguarding lives and property during emergencies in particular facilities.

Physical Security Review. An onsite survey of an individual facility or location by the FPS, GSA, or local law enforcement agency, to help determine the appropriate level of physical security required for the protection of federally-owned or leased facilities and the safety of REE employees, cooperators, and visitors.

Public Area. Any area of a building under the control and custody of REE which is ordinarily open to members of the public. Public areas not assigned to a lessee or occupant agency.

REE Facilities. Federally owned or leased land, buildings, or structures under the custody and control of REE agencies, including GSA leased space occupied by REE agencies.

RL. Research Leader

Security Plan. A physical security survey, which involves an intensive review of the occupant's building security operation and administrative procedures. The plan is designed to identify operational and administrative procedures, to identify specific weaknesses, and to recommend steps to managers in dealing with criminal threats and occurrences.

Unusual Hours. Work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes individuals who regularly or frequently work significantly more than 8 hours per day. Unusual hours do not include shift workers, those on alternate work schedules, and those granted exceptions to the normal work schedule (e.g., flex time).

U.S.C. United States Code

-/Sd/-

W. G. HORNER
Deputy Administrator
Administrative and Financial Management

Exhibits

- 1 Occupant Emergency Plan (Example)
- 2 Occupant Emergency Plan (Abbreviated) (Example)

P&P 240.3

Exhibit 1

EXAMPLE

OCCUPANT EMERGENCY PLAN

CAPITAL OFFICE PARK

BUILDING 2

6303 IVY LANE

GREENBELT, MARYLAND 20770

NOVEMBER 1997

**United States Department of Agriculture
Agricultural Research Service
Administrative and Financial Management
Information Staff**

GSA Building Number: MD0228ZZ

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Responsible Officials' Sign-Off Sheet

By their signatures below, the following officials certify that they have participated in the development of the Occupant Emergency Plan and fully understand the procedures to be followed in an emergency affecting the facility and employee for which they are responsible.

**Designated Official
Agricultural Research Service
Administrative and Financial
Management**

**W. G. Horner
Acting Deputy Administrator**

**Agricultural Research Service
Information Staff**

**Sandy Miller Hays
Acting Director**

**Building Manager
GSA Leased Space**

**Edward T. Reilly
Chief
Real Property Management Branch**

Introduction

Emergencies, both major and minor, are a part of our everyday lives. We can only deal effectively with them if we are prepared and in control.

Safety in large office buildings requires that all tenants be well informed of the proper steps to take in the event of any emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants should familiarize themselves with the information and procedures in this document.

Managers and Supervisors are responsible for implementing practice drills, appointing emergency personnel, and training new personnel.

Anyone having knowledge of any unsafe conditions in the building should inform the Real Property Management Branch at 344-0198.

We appreciate your cooperation. As in all aspects of our relationship with you, we look forward to working as a team to produce a more satisfying work environment. The enclosed information is crucial for the safety of that environment.

S))))))))))))))))))))))))))Q

Building Management

CRC Commercial

CRC Commercial
Suite 202, 6305 Ivy Lane
Greenbelt, Maryland 20770
301-345-3334
(Building Information - Enclosure 1, page 18)

GSA Leased Space

GSA leased space occupied by ARS, Administrative & Financial Management and Information Staff, is managed by:

Facilities Division
Real Property Management Branch (RPMB)
Room 601, 6303 Ivy Lane
Greenbelt, Maryland 20770
301-344-0198
(Occupant Information - Enclosure 2, page 19)

GSA Building Manager Tom Colbert

Room 560, 6525 Belcrest Road
Hyattsville, Maryland 20782
301-436-8826

EXAMPLE Occupant Emergency Plan

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Emergency Phone Numbers

Fire	PULL BUILDING FIRE ALARM	
	Fire Department	9-911
	Real Property Management Branch	344-0198
Medical	Ambulance	9-911
	Real Property Management Branch	344-0198
	Health Unit Nurse (Greenbelt)	344-0302
	Health Unit Nurse (Beltsville)	9-301-504-7024
	Poison Center (Washington, D.C.)	9-202-625-3333
Police	Greenbelt Police Department	
	EMERGENCY NUMBER	9-301-474-5454
	Non-Emergency Number	9-301-474-7200
	Federal Protective Service	9-202-708-1111
	Real Property Management Branch	344-0198
	Capital Office Park Security	9-301-345-3334
	Kastle Security Company	9-703-524-7911
Kastle TTY	9-703-284-0384	
Hazardous Materials	Safety, Health and Environmental Management Branch	344-0218
	CHEMTREC (Chemical Transportation Emergency Center)	9-1-800-424-9300
Suspicious Packages		
	Real Property Management Branch	344-0198
Bomb Threat/Disposal		
	Police and Fire Department Emergency No.	9-911
	Real Property Management Branch	344-0198
Power Failure		
	Real Property Management Branch	344-0198

Emergency Command Center

Primary Site: In the event of an emergency which would require the evacuation of all or a portion of 6303 Ivy Lane, an Emergency Command Center will be established in room 106, 6303 Ivy Lane. Members of the Command Center Team will direct emergency operations from this location. Employees requiring assistance or information should call 344-4065 or 344-5440.

**Room 106
6303 Ivy Lane
344-4065
344-5440**

Alternate Site: In the event that the Emergency Command Center must be evacuated, an alternate Emergency Command Center will be established in room 104, 6305 Ivy Lane. Members of the Command Center Team will direct emergency operations from this alternate location. Employees requiring assistance or information should call 344-8450.

**Room 104
6305 Ivy Lane
344-8450**

Command Center Team

Designated Official	Wiz Horner	344-3646
	Acting Deputy Administrator	
Alternate	Gene Spory	344-8106
	Associate Deputy Administrator	
Occupant Emergency Coordinator	Edward T. Reilly	344-0198
	Chief, RPMB	
	Cell Phone	9-301-466-6613
Alternate	Katherine Fisher	344-0198
	Realty Specialist	

Floor Team Coordinators

8th Floor	Curtis Wilburn	344-2643
7th Floor	Judy Wolfe	344-0277
6th Floor	Margaret Carter	344-0298
5th Floor	Bill Keen	344-5447
4th Floor	Sandy Miller Hays	344-2340
3rd Floor	Sherrill Murray	344-0166
1st Floor	Merle Cole	344-4596

Damage Control Team

Team Leader	David M. Dawson	9-301-345-3334
	CRC Commercial, Management	

Alternate Don Whittam 9-301-345-3334
CRC Commercial, Management

Floor and Stairway Monitors/Alternates

8th Floor	Curtis Wilburn	344-2643	Floor Monitor
	Anita Allen	344-4052	Floor Monitor
	Judy Capozzi	344-3646	East Stairway
	Angie Marchetti	344-0150	West Stairway
	Kirk Webber	344-2869	Alternate
	Joe Ellis	344-4436	Alternate
7th Floor	Judy Wolfe	344-0277	Floor Monitor
	Rick Garlitz	344-0269	Floor Monitor
	Darleen Masten	344-3125	East Stairway
	Bruce Lee	344-0272	West Stairway
	Jody Carter	344-0214	Alternate
	Paula Cain	344-0268	Alternate
6th Floor	Mike Blanchette	344-0218	Floor Monitor
	Margaret Carter	344-0298	Floor Monitor
	Ray Carrion	344-0232	East Stairway
	Pete Jovanovich	344-0218	West Stairway
	Terry Roark	344-0218	Alternate
	Ken Cook	344-0241	Alternate
5th Floor	Bill Keen	344-5447	Floor Monitor
	Carl Woody	344-4063	Floor Monitor
	Erwin Miller	344-0322	East Stairway
	Tony Koontz	344-4463	West Stairway
	Michael Witles	344-4551	Alternate
	Chris Johnson	344-0303	Alternate
4th Floor	Sandy Miller Hays	344-2340	Floor Monitor
	Valerie Herberger	344-2066	Floor Monitor
	Don Comis	344-2748	East Stairway
	Norma Moore	344-2152	West Stairway
	Bob Sowers	344-2603	Alternate
3rd Floor	Sherrill Murray	344-0166	Floor Monitor
	Vicki Miller	344-3963	Alternate

1st Floor	Merle Cole	344-4596	Floor Monitor
	Pat Humphrey	344-1113	East Stairway
	Joe Hooper	344-0326	West Stairway
	Sue Bernstein	344-0154	Alternate

**Location of Exits,
Fire Alarms, and
Fire Extinguishers**

Employees should know that the fire alarms and fire extinguishers are located on each floor near the entrance to all stairways.

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**What To Do If You Smell
An Unusual Odor**

Take every action to avoid smoke. If you suspect a problem such as the smell of an unusual odor in the building, **BUT DO NOT DETECT A FIRE OR OTHER EMERGENCY**, immediately call 344-0198 and report the incident to RPMB along with your name, location, and telephone number. RPMB will coordinate with CRC Commercial management to investigate the cause and take appropriate action.

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Medical Assistance

If an employee is injured or ill and requires immediate medical attention:

- # Dial 9-911. The local Fire Department will dispatch an ambulance with trained personnel to any emergency at the Capital Office Park.
- # Notify RPMB on 344-0198.
- # Notify the Floor Monitor our your floor.
- # Notify the Health Unit in Greenbelt (344-0302) or Beltsville 9-301-504-7024, as appropriate.

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Health Unit

The Health Unit is located in 6303 Ivy Lane, Room 651. The Health Unit Nurse is available on site for assistance on the 1st and 3rd Tuesday of each month between the hours of 1 and 3 P.M. At all other times the Health Unit Nurse can be reached at the Health Unit, Beltsville Agricultural Research Center.

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**Fire Emergency
Evacuation Procedures**

If you smell smoke and/or detect a fire, proceed with the following steps:

Note: Fire alert messages from the Audio/Visual Alarm System are only sounded on the floor where the alarm is reported, along with the floor above and the floor below.

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	
2.	Pull The Nearest Fire Alarm.	
3.	Evacuate the Area using the nearest stairwell.	All stairway doors are automatically unlocked and stairway pressurization fans are activated. This prevents smoke and fire from entering the stairway and provides ventilation during evacuation.
4.	Do not use elevators.	All elevators automatically return to the ground floor and are then only operable by key-controlled usage by authorized personnel. Should an alarm originate at the ground floor level, the elevators are sent to an alternate floor.
5.	Follow the instructions of the Floor Monitors.	

6.	Proceed to Safe Areas until given instructions to re-enter the building.	Fire alert messages are only sounded in the immediate fire zone. The immediate fire zone in buildings 6303 & 6305 is the floor where the fire alarm is reported, the floor above, and the floor below. If the alarm is not sounding on your floor, there is no need to evacuate the building.
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Evacuation of Buildings

In most emergencies which could threaten the occupants of 6303 Ivy Lane, evacuation is the primary method of mitigating the effects of the hazard.

Not all floors of a building may be evacuated.

The evacuation of specific floors or an entire building may be required to be evacuated depending on the nature of the emergency. For example, in the event of a fire, only the floor reporting a fire and the floor above and below will be evacuated. Additional evacuation instructions will be given over the Audio Alarm System if necessary.

If you smell smoke and/or detect a fire on a floor that is not being evacuated, **pull the nearest fire alarm and evacuate the area using the nearest stairwell.**

Building occupants will be notified via the Audio/Visual alarm system and/or by the Floor Monitors.

Floor and stairway monitors will direct employees along authorized evacuation routes while preventing employees from entering hazardous areas. Floor and stairway monitors will make sure that no one is trapped in a stairway or entry way due to locked doors caused by a power failure or other emergency situation.

Floor and stairway monitors, as well as their alternates, have been issued flashlights to assist in the evacuation of the building in the event of a power failure and the malfunction of the emergency lighting system.

NOTE: Take only those personal belongings and clothing necessary to protect oneself from the weather. Take your wallet or purse. Employees should be familiar with their floor plan,

emergency exits, stairwells, evacuation routes, safe areas once outside, and their Floor Monitors.

The following procedures are to be followed when evacuating the building:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	
2.	All employees shall evacuate the area.	Under no circumstances will unauthorized personnel be allowed to remain in an area designated for evacuation. Disciplinary action could result if any employee refuses to evacuate or enters prohibited areas.
3.	Evacuate the Area using the nearest stairwell.	Do not use the elevator. Follow the route designated by the floor monitors (Enclosure 3, page 20).
4.	Assist in the evacuation of physically challenged or injured employees, if requested.	Floor Monitors will provide specific instructions if your assistance is needed.
5.	Once outside, move away from the building.	Do not stand on the sidewalks adjacent to the building. Once outside, employees are to proceed to the designated SAFE AREAS (Enclosure 4, page 21). Sidewalks and fire lanes must be kept clear for emergency vehicles and personnel.
6.	In bad weather proceed to the Marriott Hotel.	In the event of inclement weather, employees will be directed to the lobby of the Marriott Hotel. One of the Hotel's conference rooms will be made available to ARS employees.

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Evacuation of Physically Challenged Employees

It is the supervisor's responsibility to provide Floor Monitors with the names of physically challenged employees and for providing information regarding appropriate measures to be taken in the event these employees must be assisted during an evacuation.

Once all other employees have proceeded down the stairs, **Floor Monitors will assist in the evacuation of Physically Challenged employees onto the stairwell landing and will close the stairwell door.**

The following procedures are to be followed by Physically Challenged employees during the evacuation of the building:

STEP	ACTION	INFORMATION
1.	Remain on the landing of the stairwell during drills and minor emergencies.	During drills and minor emergencies, the Physically Challenged Employee and accompanying Floor Monitors will remain on the landing until the "all clear" is given. The stairwell is a safe refuge in nearly all emergencies.
2.	Evacuate the building if ordered by the Fire Department or a Floor Monitor.	In an emergency, the Fire Department or the Floor Monitor will order a complete evacuation. The Floor Monitors and the Fire Department jointly will remove physically challenged personnel from the stairwells. Only the Fire Department is authorized to order an evacuation by the elevators.

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Elevator Failure

Should a person become stranded in an elevator for any reason the following steps should be followed:

STEP	ACTION	INFORMATION
1.	Remain Calm.	DO NOT ATTEMPT TO LEAVE THE ELEVATOR.
2.	Use The Black Phone To Call Kastle Security Company.	The black phone will automatically connect you with the Kastle Security Company. Kastle will dispatch elevator maintenance personnel to provide assistance. If medical assistance is required, the Fire Department and Rescue Squad will be notified.
3.	Wait for Qualified Personnel to Respond.	NOTE: Capital Office Park Maintenance personnel are not qualified to respond to emergencies.
4.	Emergency Red Phone.	The Emergency Red Phone in the elevator serves as a communicating phone between the person in the elevator and the rescue person, Fire Department or elevator maintenance personnel, once they arrive on the scene.

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Power Failures

Occasionally, a power failure will disrupt activities in part or all of AFM's space. Emergency lighting is provided throughout the complex through the use of emergency generators in each building. This should provide enough illumination for persons to evacuate the area.

Should an emergency generator fail in one of the buildings, floor and stairway monitors, as well as their alternates, have been provided flashlights to assist in the evacuation of that building, if required. In addition, the floor and stairway monitors or their alternates, shall check to make sure that no employee is stranded in a stairway or lobby area because of power failure. RPMB should be notified at 344-0198 and given information regarding the extent of the power failure in a given area.

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Bomb Threats Received by Phone

Bombing and the threat of being bombed are harsh realities in today's world. When a bomb threat is received by phone, procedures below should be followed:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	A calm response to caller could result in obtaining further details.
2.	Make a note of exactly what the caller said.	Record every word spoken by the person. Ask for location of bomb and time of possible detonation. Listen to the voice (male/female), the voice quality (calm/ excited), accents, background noises, etc. Keep caller talking as long as possible. (Enclosure 5, page 22).
3.	Alert co-workers.	Alert co-workers to what is happening and direct them to call: (9) 911 to report the incident to the Police and Fire Departments and 344-0198 the Real Property Management Branch. RPMB will notify the rest of the employees in both buildings.
4.	Dial (9) *57.	Bomb threats or any threatening or harassing phone calls can be traced by dialing (9) *57 immediately after the call is received. After hanging up, pick up the phone, listen for a dial tone, and dial 9 (for an outside line) and *57. (With rotary phones, dial 1157.) Listen for the operator to confirm the trace and hang up. This will record the origin of the last call and allow the police to track the call. (The phone company's annoying-call office at 202-954-6826 will have a record of the call.)
5.	Dial (9) 911.	Dial (9) 911 to report the incident to Police and Fire Department if a co-worker has not already done so.

8.	Follow all instructions of Emergency Personnel.	Follow all instructions of Law Enforcement and Emergency Response Team personnel. They will determine what additional steps, if any, are necessary including the evacuation of additional buildings.
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Written Bomb Threat

Upon receipt of a written bomb threat, the following procedures should be followed:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	
2.	Retain written document.	Place the note or written material received in oversize envelope to minimize handling. Make this material available to Police upon evacuation of building.
3.	Alert co-workers.	Alert co-workers to what is happening and direct them to help evacuate the area.
4.	Dial (9) 911.	Dial (9) 911 to report incident to Police and Fire Department if a co-worker has not already done.
5.	Call RPMB on 344-0198.	Call RPMB, 344-0198. RPMB will notify COP; Floor Monitors; FPS.
<p>DO NOT ACTIVATE: FIRE ALARM, CELL PHONES, PORTABLE RADIOS. BOMB MAY BE ACTIVATED BY THESE.</p>		

<p>6.</p> <p>Note:</p>	<p>Evacuate the Building.</p> <p>If the weather is bad, proceed to the lobby of the Marriott Hotel.</p>	<p>Evacuate the building. Move a safe distance from building and remain in this area until emergency personnel have completed their investigation and determined it is safe to enter the facility.</p> <p>In the event of bad weather, employees will be directed to the lobby of the Marriott Hotel. One of the Hotel's conference rooms will be made available to ARS.</p>
<p>7.</p>	<p>Follow all instructions of Emergency Personnel.</p>	<p>Follow all instructions of Law Enforcement and Emergency Response Team Personnel. They will determine what additional steps, if any, are necessary including the evacuation of additional buildings.</p>

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Suspicious Packages

If, for any reason, you suspect a package, carrying case, or other bundle contains a bomb, you should immediately:

- # **Call RPMB (344-0198)**
If unable to contact RPMB call (9) 911 and report your concern.
- # **Do not move the object.**
- # **Evacuate all persons in the immediate area.**
- # **Wait for instructions from Security or the Police Department.**

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Terrorist Incident/Hostage Taking

A threat which has emerged over the past decade has been that of terrorism. Politically motivated or deranged individuals may use a number of methods to express a point, attract attention, or seek revenge.

Because of the surprise factor and the variety of methods at the disposal of the terrorist/hostage taker, it is very difficult to provide instructions on what the individual employee should do if they experience a terrorist incident.

If Taken Hostage:

Remain Calm

Follow the Instructions of the Perpetrator

NOTE: In a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker is apprehended.
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Demonstrations

Politically motivated groups may attempt to demonstrate at 6303 Ivy Lane, illegally gaining entrance or attempting to shut down operations by preventing employees from entering one or both of the buildings. Every effort should be made to minimize disruptions and to carry on normal activities.

STEP	ACTION	INFORMATION
1.	Avoid confrontations.	At all cost, avoid contact and confrontation with the demonstrators. Oftentimes, such altercations are the main purpose of the demonstration, especially if the news media is on the scene recording the event.
2.	Seek unobstructed entrances.	Use unobstructed entrances, even if you must walk around to another side of the building.
3.	Present your USDA ID badge.	Be ready, anytime, to present your USDA identification pass to Security Guard, law enforcement officers or USDA officials.
4.	Call for Instructions.	If you are unable to gain entrance to your building, seek a location away from the demonstration site to call your office and obtain instructions.
5.	Follow all instructions of Law Enforcement Personnel and USDA officials.	

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Severe Weather

In the event of severe weather (hurricane, tornado, etc.) during working hours while employees are in the building, the Designated Official and the Occupant Emergency Coordinator will activate the emergency command center. The Damage Control Team, which includes the CRC Commercial management staff, will secure outdoor objects and protect windows and doors.

If severe weather includes high winds employees should stay away from large windows. If required, employees will be instructed to go to safe areas such as the inner core or the parking garage of the building. Elevators should not be used in the event of a power failure.

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Natural Disasters

In the event of a natural disaster such as an earthquake or flooding during working hours while employees are in the building, the Designated Official and the Occupant Emergency Coordinator will activate the emergency command center.

If required, employees will be instructed to go to safe areas. If employees are instructed to evacuate the building, normal building evacuation procedures are to be followed. Do not use the elevators.

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Enclosure 1

Building Information Sheet

GSA Building Number: MD0228ZZ
Building Name: Capital Office Park (COP)
COP Building Number: 2
Address: 6303 Ivy Lane
 Greenbelt, Maryland 20770

Year Building Completed: 1982

Type of Construction: Reinforced concrete and steel

Number of Floors: 8

Mezzanine: 1

Basement: 1

Gross Floor Area: 110,612 sq. ft.

Net Assignable Floor Area: 109,373 sq. ft.

Government Occupied Floors: 1st, 3rd, 4th, 5th, 6th, 7th, and 8th floors,
 76,379 sq. ft.

Other Tenants: 1st, 2nd, 3rd, and 4th floors
 34,233 sq. ft.

Emergency/Security Systems:

Fire Alarm System and Signals..... Yes
Automatic Sprinkler System..... Yes
Voice Communications System..... Yes
Elevator Capture and Recall System... Yes
Smoke Detector System..... Yes
Standpipe System..... Yes
Other Fire Protection Systems..... Fire pump and CO2 fire extinguishers on each floor.
Emergency Lighting..... Yes
Security Alarm System..... Kastle Security System for the building entrance only.
 Door King Entry System & Cipher Locks on entry doors
 in Government Occupied Space on 1st, 3rd, 4th, 5th, 6th,
 7th, and 8th floors.

Power Generators..... Yes
Main/Auxiliary Water Valves..... Yes
Main/Auxiliary Gas Valves..... Yes

Enclosure 2

Occupant Information Sheet

Primary Occupant Agency: U.S. Department of Agriculture
Agricultural Research Service

Number of Federal Occupants: 1

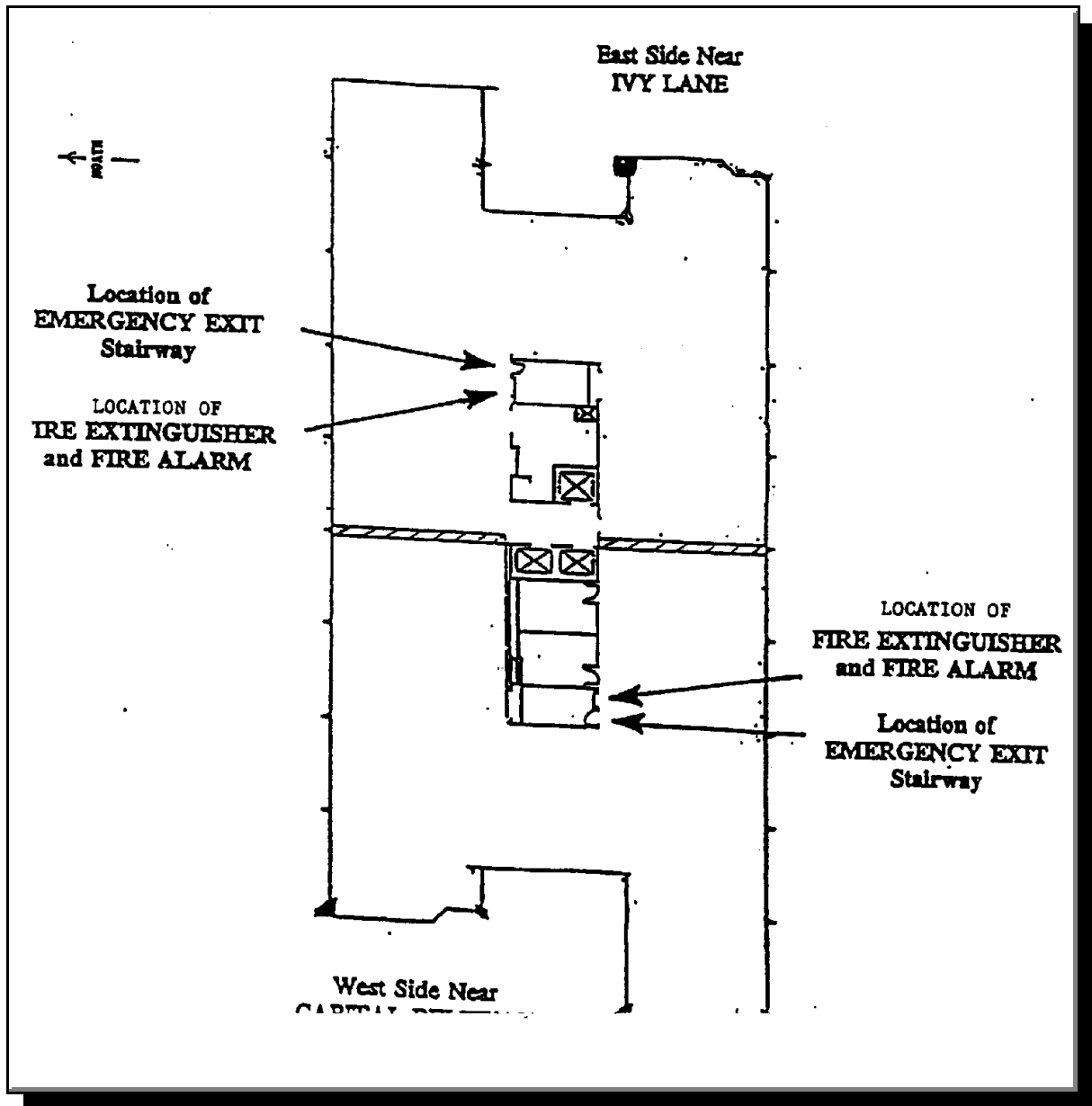
Number of Other Occupants: 8

Total Occupants: 9

Floor	Occupant	Type of Occupancy	Contact Person Phone Number	Uses or Stores of Hazardous Materials or Other Special Consideration
1	ARS, Administrative and Financial Management Human Resources Division	Office	Merle Cole 344-2765	None
3	ARS, Administrative and Financial Management Human Resources Division	Office	Patricia Tippet 344-3963	None
4	ARS, Information Staff	Office	Sandy Miller Hays 344-2340	None
5	ARS, Administrative and Financial Management Administrative Information and Technology Division	Office	Bill Keen 344-5447	None
6	ARS, Administrative and Financial Management Facilities Division	Office	Pete Jovanovich 344-0218	None
7	ARS, Administrative and Financial Management Property and Procurement Division Financial Management Division	Office	Rich Garlitz 344-0269	None
8	ARS, Administrative and Financial Management, Offices of Associate Deputy Administrator, Administrative Management Associate Deputy Administrator, Financial Management	Office	Curtis Wilburn 344-2643	None

STAIRWELLS

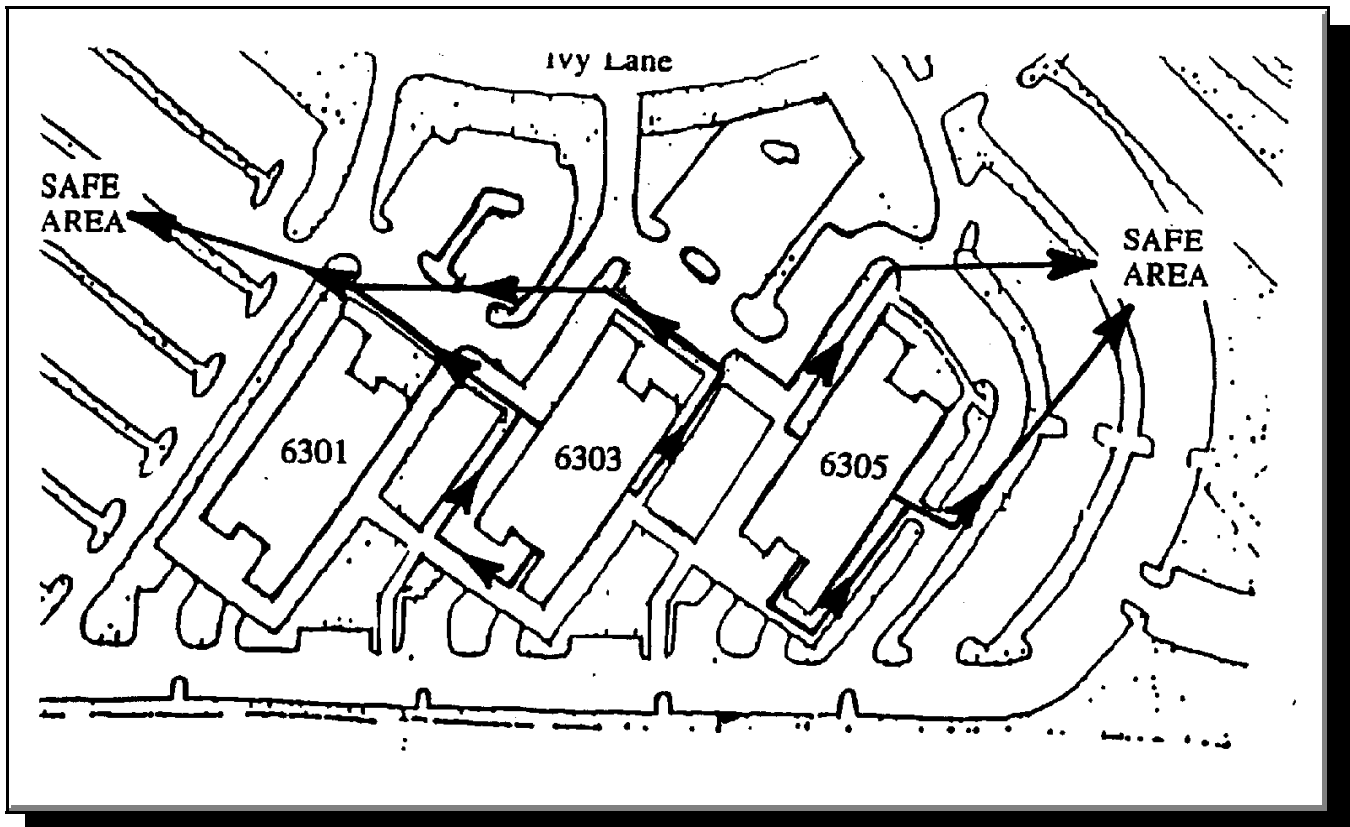
At 6303 Ivy Lane, the emergency exits and stairways are located to the west, or the Capital Beltway side of the building, and the east, or the Ivy Lane side of the building. Fire extinguishers are located near these emergency exits. The dividing line noted on the attached generic floor plan clearly identifies each occupied area and the appropriate emergency exit and stairway to be use by employees in case of evacuation.



Enclosure 4

SAFE AREAS

Once outside the building, employees are to proceed to the **Safe Areas** shown. These areas have been designated to allow for employee safety. The areas are away from the building sidewalks and out of the fire lanes which must be clear for any emergency response vehicles that arrive on the scene.



OCCUPANT EMERGENCY PLAN (Abbreviated)			DATE _____
<i>(This form is provided as a suggested guide for storefront and/or ground level small office space)</i>			
AGENCY _____		ADDRESS _____	
FIRE _____	POLICE _____	MEDICAL ASSISTANCE _____	
FEDERAL PROTECTIVE SERVICE _____		BUILDING MANAGER _____	
OFFICIAL IN CHARGE _____		DUTY PHONE _____	OTHER PHONE _____
EMERGENCY ORGANIZATION INFORMATION (Coordinators, Monitors, and Bomb Search Officer)			
NAME	DUTY	OFFICE PHONE	OTHER PHONE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
EMERGENCY PLAN GUIDANCE			
Know Evacuation Routes		Know the Plan of Action	
FIRE OR SMOKE		BOMB THREAT	
<ol style="list-style-type: none"> 1. Sound building alarm. 2. Call Fire Department _____ 3. Notify Official in Charge _____ 4. Notify Buildings Manager _____ 5. Notify Federal Protective Service _____ 6. Assist Fire Department. 7. Close windows and doors <i>(Do not lock)</i> 		<ol style="list-style-type: none"> 1. Record information on back of this form. 2. Notify Official in Charge _____ 3. Notify Police _____ 4. Notify Federal Protective Service _____ 5. Notify Buildings Manager _____ 6. Search immediate area and public areas for suspicious objects. 7. If suspicious package or bomb found: <ol style="list-style-type: none"> a. Do not touch. b. Notify Bomb Squad _____ c. Evacuate area. 	
EARTHQUAKE			
<ol style="list-style-type: none"> 1. Take cover under table, desk, or in doorway. 2. Do not run outdoors. 			
SEVERE WEATHER		CIVIL DISTURBANCE	
<ol style="list-style-type: none"> 1. Secure objects outside building. 2. Prepare to move to place of safety. 3. Stay away from large windows. 4. For tornado, open windows. 5. Know location of utility shutoff valves and switches. 6. Stay tuned to weather reports. 7. Standby for further instructions. 		<ol style="list-style-type: none"> 1. Notify official in charge. 2. Secure doors. 3. Notify Police _____ 4. Notify Federal Protective Service _____ 5. Notify Buildings Manager _____ 	
NOTE: In all emergencies, be prepared to assist the handicapped. <i>Bomb Threat Checklist on Reverse Side</i>			
GENERAL SERVICES ADMINISTRATION		GSA FORM 3415 (2-80)	