

separated, go to the nearest assembly area and report to a person in a green "accountability" vest.

Public address announcements will be made for a shelter-in-place or relocation. When you hear a public address announcement, stop what you are doing and follow the instructions provided.

Vehicles will be prohibited from entering or leaving the vehicle parking areas during emergency situations until it has been determined that the parking areas are not affected by the emergency.

Speed Limits on DOE
Headquarters facilities are 15 mph on the main roads, 10 mph in the Germantown parking lots, 5 mph in the Forrestal garage, and 5 mph when approaching, entering, and exiting the gate or entrance areas. Speed limits are enforced by radar by the Federal Protective Service. Do not use any type of Personal Digital Assistant for calls, texting, etc. when approaching the gate.

Visitor parking permits are required in the Forrestal garage or loading dock areas. Because parking is limited, visitor parking must be arranged in advance by the visitor's sponsor. Visitor parking is available in Germantown in a designated lot near the main lobby and auditorium.

Emergency Telephone Numbers

From a DOE telephone in the Forrestal, Germantown, and 955 L'Enfant buildings, dial extension 166. In the 270 Corporate, Cloverleaf, and 950 L'Enfant buildings, dial 9-911.

From a non-DOE telephone (cell phone, etc.) dial 202-586-6900 (DOE Washington, DC offices) or 301-903-2403 (DOE Germantown, MD offices).

United States Department of Energy

Office of Health, Safety and Security
Office of Security Operations
Office of Headquarters Security Operations
Phone: 301-903-9990
Fax: 301-903-4601
E-mail: mike.zimmerman@hq.doe.gov



United States
Department of
Energy

Visitor Security and Safety Information



Office of Health, Safety and Security
Office of Security Operations
Office of Headquarters Security
Operations



SECURITY

Business Hours are from 6:00 am to 8:00 pm. After these hours, visitors are required to be escorted at all times. The person sponsoring the visitor is responsible to arrange for escorts.

Prohibited Articles The following items are prohibited from DOE facilities: weapons, explosives, or other dangerous instruments

PROHIBITED ARTICLES

THE FOLLOWING ARTICLES ARE PROHIBITED WITHOUT PRIOR AUTHORIZATION:

- Explosives (41 CFR 102-74.435)
- Dangerous weapons (41 Code of Federal Regulations [CFR] 102-74.440)
- Instruments or material likely to produce substantial injury or damage to persons or property (10 CFR 800.6)
- Alcoholic beverages (41 CFR 102-400)
- Controlled substances (e.g., illegal drugs and associated paraphernalia but not prescription medicine) (41 CFR 102-400)
- Any other items prohibited by law. Specific information covering prohibited items may be found under the provisions of 10 CFR series and 41 CFR series

NOTICE: This area may be monitored by surveillance equipment

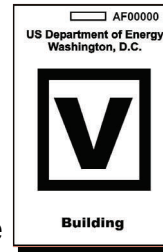
By Order of the United States
Department of Energy

Packages, vehicles, persons, and hand-carried items either entering or exiting may be inspected to assure compliance

or materials that can injure people/damage property, alcoholic beverages, controlled substances (e.g., illegal drugs or paraphernalia, but not prescription medication).

Security Badges

must be displayed at all times while in DOE Headquarters facilities. Badges must be worn above the waist, in plain view.

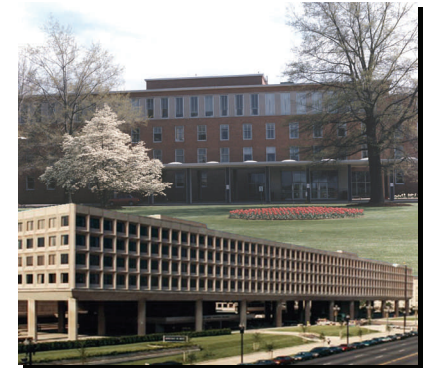


Hand-carried Articles such as purses, laptops, backpacks, briefcases, suitcases, etc. are subject to inspection upon entry, while in the building, and upon exit from the building. Upon entry, hand-carried articles must be placed through the x-ray machine and individuals must walk through the magnetometer. Cameras, laptops, cell phones, and other recording devices are permitted in some areas but not in others. Visitors should check with their sponsor regarding these restrictions.

SAFETY

For any general building emergency situation, you will be asked to follow one of three

basic emergency procedures: Evacuation, Shelter-In-Place, and Relocation. The decision to evacuate, shelter, or relocate, will be based on the specific event, where it occurs, and how much of the facility is potentially impacted. Your host will be able to assist you with additional information.



The ringing of the fire alarm bells is the signal to evacuate the building. When you hear the fire alarm bells, leave the building by way of the nearest exit as quickly and safely as possible. Take your visitor badge with you. You are responsible for the badge and must display it when re-entering the facility. If you are with your sponsor or escort, stay with your sponsor or escort and report to their assembly area. If you get