

United States Department of Agriculture
Research, Education, and Economics

ARS □ ERS □ NASS □ NIFA

Manual

Title: ARS Real Property Manual
Chapter 10, Facility Protection and Conduct on Federal Property

Number: 156.1

Date: October 7, 2014

Originating Office: Real Property Management Branch
Facilities Division
Administrative Financial Management
Agricultural Research Service

This Replaces: ARS 240.3 dated 6/23/2000

Distribution: Area Offices
Administrative and Financial Management
Locations

This Chapter provides updated guidance on conduct of ARS employees and visitors at ARS facilities. Guidelines and direction are provided for the protection of ARS facilities, life and safety of individuals using ARS facilities and Occupant Emergency Plans.

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1. Purpose

This Chapter of the Agricultural Research Service (ARS) Real Property Manual provides for the protection of employees and assets located on Federally-owned, leased and otherwise managed real property under the custody and control of the ARS and introduces form ARS-272, *Agricultural Research Service Incident Report (Exhibit 2)*.

Emphases will be provided to the following requirements:

- Occupant Emergency Plan (OEP) (*Exhibit 1*)
- Continuity of Operations Plan (COOP)
- Facility Security Plan
- Security Communication
- Suspicious Package Procedures
- Security Workgroup Participation
- Background Checks
- Sensitive Information / PII

2. Policy

It is ARS policy to provide physical protection and security to ARS facilities, including General Services Administration (GSA)-assigned space, and individuals occupying such facilities. Physical protection and security is intended to prevent interference with normal activities of ARS programs and to furnish employees with both place and conditions of employment that are free from recognized hazards that cause, or are likely to cause, death or serious physical harm.

3. Responsibilities

The following responsibilities of key personnel involved in facilities protection processes are provided as a guide.

3.1 Administrative Officers (AO):

- Implement and maintain an OEP for the location.
- Implement COOP at the facility level that is approved by senior management, reviewed annually and key personnel are made aware of and have access to a copy of the plan. All employees should be trained on the plan at initial employment. Conduct annual table top exercises at a minimum. The plan should also have an up-to-date contact roster for key personnel responsible for continuity activities and essential infrastructure contacts. The plan itself should have procedures for the following:
 - A decision process for activation and relocation
 - Alert and notification to employees
 - Identification of key emergency personnel by position

- Alternate work arrangements/virtual office options
 - IT recovery
 - Locations and relocation procedures
 - Provide alternate sources for customers
 - Written procedure for plan testing and exercising
 - Plan review and revision
- Facility Security Plan: Establish a facility security plan that identifies security responsibilities, emergencies contacts, response procedures for incidents and contingency plans for temporary upgrades in accordance with National Terrorism Advisory System (NTAS).
 - Security Communication: The facility disseminates security communications through the posting of Safety Alert Bulletins. These safety alerts are posted periodically at the main entrance lobby or security desk and in high traffic areas in the facility. The alerts provide employees with relevant information regarding any ongoing security concerns and precautions to take in the event of an emergency including contact information for emergency assistance.
 - Suspicious Package Procedures: Information is posted throughout the facility providing tips for identifying suspicious packages in their Safety Alert Bulletins, produced by Homeland Security. This provides up to date situational awareness for both employees and visitors. Safety alerts are located at security desk and main access portals for employees.
 - Security Working Group: ARS should appoint a Designated Official who meets with tenants and property management on a frequent basis.
 - On-Boarding Process: The Department Regulation DR 4720-001, On-boarding Requirements states all new hires are required to have a fingerprint check conducted by the Federal Bureau of Investigations (FBI) prior to establishing a start date. If determined favorable, the employee will be required to submit to an additional background investigation dependent on the level and position appointed to obtain a LincPass as a condition of employment.
 - Six Month Ruling: The Executive Office of The President Memorandum for the “Heads of All Departments and Agencies”, OMB M-05-24 dated July 31, 2008 states if an individual is on the premises for less than six months, they are required to have a fingerprint background by the FBI prior to establishing a start date. If greater than 6 months, a background investigation requires a National Agency Check with Written Inquires or Office of Personnel Management or National Security community investigation.
 - Sensitive Information / Personally Identifiable Information (PII): Lock file cabinets, rated safes to hold classified material and secure rooms used throughout the property to store materials and documents containing sensitive information.

- Fire and Life Safety: Establish and monitor the application fire prevention standards at the location. Standards will conform to those presented by the Occupational Safety and Health Act (OSHA), applicable National Fire Protection Association code, and Life Safety Codes.
- Physical Protection and Security: Ensure appropriate physical protection and security measures are in place to minimize personal harm, reduce property damage, impairment of Governmental operations, and allow emergency response personnel to accomplish their duties effectively.
- Conduct on Federal Property: Post a copy of the “*Rules and Regulations Governing Conduct on Federal Property* (GSA, November, 2005)” (*Exhibit 3*) at employees’ and visitors’ entrances of Federally-owned or leased buildings occupied by ARS.
- Incident Report (ARS-272): Is prepared and submitted to the George Washington Carver Center, Jeff Hayes (ARS Director of Homeland Security) and Dan Hutson (ARS Physical Security Specialist) for notification and recordation relating to incidents that occur in loss of life or property, damage or destruction, impairment of mission operation and or threats, etc. The ARS-272 is submitted to the Operational Command Center at the Department by Homeland Security.

3.2 Administrator or Designee:

- Determine, in coordination with GSA, the degree of physical protection beyond standard levels required by the nature of the Agency’s activities or by unusual public reaction to the Agency’s programs.
- Appoint uniformed armed guards and special police, where authorized, and make necessary rules and regulations to establish penalties, not to exceed those prescribed in 7 U.S.C. 2.106, for the protection of persons, property, buildings, and grounds at the location.
- Ensure that appropriate physical protection and security measures have been identified and implemented for the Agency.
- Review and approve requests for exceptions to serve alcoholic beverages on or within Agency property.

3.3 Area Director (AD) or Designee:

- Ensure appropriate physical protection and security measures are in place.
- Require an OEP be prepared and an Occupant Emergency Organization (OEO) be developed and put in place.
- Implement fire prevention standards for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors.
- Establish a process for the written approval of the use of photographs of ARS facilities within their Area for advertising and commercial purposes.
-

3.4 Business Service Center (BSC):

- Ensure the Real Property Leasing Officer or Realty Specialist, that guidance and assistance are provided to the Center Director/Research Leader/location Coordinator and the AO in the development and implementation of appropriate protection measures, an OEP, an OEO, and fire prevention standards.

3.5 Center Directors/Research Leaders/Location Coordinators:

- Establish effective communications with Federal, State or local agencies with the responsibility to provide law enforcement, fire protection, and emergency response services.
- Identify and implement appropriate physical protection, security, fire protection measures, and conduct workplace violence protection assessments required for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors.
- Establish a response agreement with State or local law enforcement agencies, as required, to ensure appropriate response to criminal occurrences, incidents, and life-threatening events.
- Develop and implement an OEP and provide training for an OEO staffed with ARS employees.
- Establish an OEO and act as the Designated Official. The decision to activate the OEP will be based upon the best available information, including an understanding of local tensions, the sensitivity of situations, and previous experiences in dealing with such.
- Implement fire protection standards for the protection of ARS facilities and the safety of ARS employees, cooperators, and visitors. Standards will conform to OSHA, Executive Orders (E.O.), 29 Code of Federal Regulations 1910, applicable local fire, and applicable life 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.
- Determine the appropriate Federal, State, or local agencies with the responsibility to provide law enforcement, fire protection, and ambulance service to the location. If needed, negotiate a response agreement with the appropriate agencies to ensure appropriate response to criminal occurrences, incidents, and life-threatening events.

3.6 Chief, Real Property Management Branch:

- Provide guidance and assistance to the BSCs.
- Receive and review requests for exceptions to serve alcoholic beverages on or within Agency property. Initiate request letters to the Administrator for approval.

3.7 Facilities Director:

- Provide direction, technical assistance, and guidance for physical protection, security measures, OEPs and fire prevention standards for ARS.

3.8 Human Resources Division Director:

- Provide direction, technical assistance, and guidance for workplace violence threat assessments for ARS.

3.9 Information Staff:

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

4. Authorities

Under the regulation “*Rules and Regulations Governing Conduct on Federal Property* (GSA, November, 2005,)” ARS is responsible for the use of real property owned, leased, or otherwise controlled; the protection of these facilities; personal conduct while on or in these facilities; the life and safety of individuals using these facilities; and the preparation and issuance of the OEPs.

5. Definitions

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

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 two and a half (2 ½) inches in length.

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

Emergency: Includes bombings, 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 (FEMA)).

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.

Occupant Agency: The organization which is assigned space in a facility under GSA's custody and control.

Occupant Emergency Plan (OEP): The procedures developed to protect life and property in a specific ARS-occupied space under stipulated emergency conditions.

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 a facility will be conducted by qualified individuals i.e. Federal Protection Service (FPS) to determine the Facility Security Level (FSL) in accordance with standards identified by the Interagency Security Committee (ISC). The ISC standard defines the criteria and process that should be adhered to when determining the FSL and serves as a basis for implementing protective countermeasures. The FSL determination sets the baseline standard that may be customized to address site specific threat conditions. This process should be invoked prior to signing a new lease in an effort to reducing additional cost. Facilities include, government owned, leased, new constructed, modernized or purchased.

Public Area: Any area of a building under the control and custody of ARS which is ordinarily open to members of the public.

Security Assessment: A formal onsite review consisting of a detailed survey report, review, and analysis of an ARS facility, identifying vulnerabilities and criminal activity with recommendations to mitigate vulnerabilities.

Security Management Profile: A physical security survey involving an intensive review of the occupant's building security, operational, and administrative procedures. The plan is designed to identify specific weaknesses and recommend steps to deal with criminal threats and occurrences.

Unusual Hours: Work hours that are frequently varied do not coincide with any regular work schedule and do not include shift workers, those on alternate work schedules, or those granted exceptions to the normal work schedule (e.g., flex time).

6. References

- (a) 18 United States Code (U.S.C.) 930
- (b) 20 U.S.C. 107
- (c) 40 U.S.C. 581(h)
- (d) 5 Code of Federal Regulations (CFR) Parts 110 and 950
- (e) 7 U.S.C. 2.106 Delegations of Authority
- (f) 29 CFR Part 1910
- (g) 29 CFR Part 1960

- (h) 41 CFR 101-1741
- (i) CFR 101-205.5
- (j) 41 CFR 102-74, 102-74.415
- (k) Federal Management Regulation Subpart 101-20.4
- (l) Federal Property and Administrative Services Act of 1949
- (m) Agriculture Property Management Regulations 104.18-102
- (n) Public Law (P.L.) 91-596, Occupational Safety and Health Act (OSHA) of 1970
- (o) P.L. 95-454, Civil Reform Act of 1978
- (p) P&P 122.1, July 21, 2000
- (q) E.O. 12196, Occupational Safety & Health Program for Federal Employees
- (r) E.O. 12353, Charitable Fund-Raising
- (s) Departmental Regulation 1650-2
- (t) Department Regulation DR 4720-001
- (u) OMB M-05-24, July 31, 2008

7. Physical Protection and Security

Admission to ARS facilities, except as otherwise authorized, will be for official purposes only. Admittance to any portion of an ARS facility may be restricted for the following security reasons:

- Unless properly authorized by the Designated Official in charge, no person will be admitted during other than normal working hours to any facility or area occupied by ARS.
- Appropriate identification documents will be required for admission to buildings or offices under ARS control before or after normal working hours.
- The Designated Official in charge will take precautions to see that premises and property are adequately protected and secured.

7.1 Standard Physical Protection will be implemented for all ARS facilities by:

- Responding to criminal occurrences, incidents and life-threatening events through the use of FPS, local law enforcement 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 initiatives, including tenant awareness programs.
- Providing assistance to appropriate law enforcement agencies with investigations of crimes and violations of Federal statutes.
- Entering into response agreements with local law enforcement agencies, as needed.

7.2 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 United States (U.S.) National Arboretum, Washington, D.C.; Roman L. Hruska U.S. Meat Animal Research Center, Clay Center, Nebraska; the Henry A. Wallace Beltsville Agricultural Research Center, Beltsville, Maryland; Ames, Iowa; or any area designated by the Department of Agriculture over which the U.S. has exclusive or concurrent criminal jurisdiction. Any rules or regulations produced under this authority will require approval by the Director of the Department Office of Procurement and Property Management and the Office of the General Counsel, prior to issuance.

- The degree of physical protection 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. FPS and GSA are 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 FPS recommendations and/or those of the local law enforcement agency. Security measures beyond those recommended by FPS or local law enforcement that are deemed appropriate by the agency official in charge at a 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.

8. Occupant Emergency Program

- An OEP will be established for ARS facilities to safeguard lives and property during emergencies such as fire, explosions, bomb threats and natural disasters.
- All employees of all ARS locations have access to a copy of the OEP.
- All ARS employees and tenant agencies of a location will fully cooperate with the Designated Official in the implementation and staffing of an OEP and the staffing of an OEP. The Designated Official is the official in charge, or his or her designee, at that location. At GSA-assigned 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 OEP.
- When there is immediate danger to persons or property such as fire, explosion or the discovery of an explosive device, occupants will be evacuated or relocated in accordance with the OEP. This will be accomplished by sounding the fire alarm system or by other appropriate means.
- When there is advance notice of an emergency, the Designated Official initiates appropriate action in accordance with the established OEP.

After normal duty hours, the senior official present will represent the Designated Official and initiate actions to cope with emergencies in accordance with the Established OEP.

9. Fire Prevention Standards

9.1 ARS Facilities

Fire prevention standards for ARS facilities will conform to the OSHA/P.L. 91-596, E.O. 12196, 29 CFR 1910, 29 CFR 1960, local fire safety codes, and applicable fire and life safety criteria. Employees and visitors will not be exposed to unnecessary risks. Safeguards will be provided which minimize personal harm, property damage, impairment of Governmental operations, and allow emergency response personnel to accomplish their missions effectively.

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

9.2 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 compliment and support the wildfire prevention actions of other USDA agencies, the U.S. Department of the Interior's Bureau of Land Management, State, or local agencies.

10. Conduct on Federal Property

The *Rules and Regulations Governing Conduct on Federal Property* apply to all property under the custody and control of ARS and all persons entering on Federal property (41 CFR 102-74). Notice of these provisions will be posted prominently at each public entrance to the property. (*Exhibit 3*)

11. Severe Weather Shelter

ARS facilities may be made available to respond to immediate local emergencies. However, ARS facilities should not be viewed as primary shelter for all emergencies.

11.1 Policy

It is ARS' policy that Area Offices, at the discretion of the Area Director, and locations, at the discretion of the Center Director/Research Leader or location Coordinator, may, on a case-by-case basis, allow the temporary use of ARS buildings by non-ARS personnel to address local emergencies where there is little advance knowledge or lead time (e.g., tornado, thunderstorm), but only if those individuals do not have other alternatives for shelter.

11.2 Guidelines

ARS facilities should not be viewed as safe shelters when local authorities advise evacuation of the region. ARS facilities are not designed for such use. Utilization of ARS facilities for this purpose could put ARS and non-ARS personnel in extreme jeopardy in case of structural failure or collapse. ARS may choose to close the facility allowing the employees to evacuate. ARS cannot be required to keep a facility open for the benefit of non-federal employees who choose not to evacuate.

12. Glossary

AD	-	Area Director
AO	-	Administrative Officer
APMO	-	Area Property Management Officer
BSC	-	Business Service Center
CFR	-	Code of Federal Regulations
CPR	-	Cardiopulmonary Resuscitation
E.O.	-	Executive Order
FD	-	Facilities Division
FEMA	-	Federal Emergency Management Agency
FMR	-	Federal Management Regulations
FPO	-	Federal Protective Officers
FPS	-	Federal Protective Service
GSA	-	General Services Administration
NTAS	-	National Terrorism Advisory System
OEO	-	Occupant Emergency Organization
OEP	-	Occupant Emergency Plan
OO	-	Office of Operations
OPM	-	Office of Personnel Management
OSHA	-	Occupational Safety and Health Act
P.L.	-	Public Law
U.S.	-	United States
U.S.C.	-	United States Code

October 7, 2014

NINO L. FLERI
Director
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Date

Exhibits

1. *Exhibit 1: Occupant Emergency Plan (example may be modified for individual locations)*
2. *Exhibit 2: ARS-272, Agricultural Research Service Incident Report*
3. *Exhibit 3: Rules and Regulations Governing Conduct on Federal Property*

**** EXAMPLE ****

OCCUPANT EMERGENCY PLAN (OEP)

(ENTER YOUR LOCATION)

(ENTER YOUR BUILDINGS)

(STREET ADDRESS)

(CITY, STATE AND ZIP CODE)

MONTH, YEAR

United States Department of Agriculture
Agriculture Research Service

(ENTER YOUR LOCATION/ORGANIZATION)

Exhibit 1

INTRODUCTION

Emergencies, both major and minor, are part of our everyday lives. We can only deal effectively with them if we are prepared and in control. Knowledge and preparedness combined with practice helps us to respond more quickly with confidence in times of emergency. Safety in large office buildings require 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, training new personnel, and/or working with the Office of Operations (OO) Staff.

Each facility should have in place a listing of the following including:

- Management contact information.
- Leased or owned space information.
- Occupancy information.
- Contact information for occupants and for managers and supervisors.

Office of Operations

The responsibility for managing an emergency at the many ARS locations rests within the OO; however, each location and Area Office has the responsibility to develop and manage an OEP and operating procedures as well as providing for adequate staffing and training of the emergency organization as set for in 41 CFR 101-205.5.

In setting up the plan and organization and for the successful resolution of emergencies for your location, OO/Building Management (location/Area dependent) may enlist resources of security personnel, contract employees, local police, fire, and other authorities as well as the resources of USDA Personnel and the Designated Officials and appointed staff personnel for information, execution and coordination.

Your location/Area will appoint designated officials and other organizational members as needed (Section III). In addition, nominations from Agencies for appointments should be requested for positions such as floor monitors, area monitors, stairwell monitors, and persons trained in emergency medical procedures, e.g., Cardiopulmonary Resuscitation (CPR), to resolve emergencies and to assist employees with disabilities as described in Section II.

USDA Agencies

USDA Agencies and Staff Offices are responsible for nominating key personnel as requested by OO and by the OEP, to positions in the OEO (see Section III). These positions include floor monitors, area monitors, stairwell monitors, and emergency medical personnel.

USDA Agencies and Staff Offices are also responsible for ensuring that occupants in their geographic area(s) receive and understand the procedures of the OEP; that agency personnel are familiar with building exiting and reentering procedures; and that agency personnel know their designated floor, area, link, and stairwell monitors in the event of an emergency.

Occupants

Occupants should know the floor monitors, area monitors, and stairwell monitors in their geographic area. All directions given to manage an emergency will come from the Designated Official. If evacuation of any floor or building is necessary, occupants will exit the building following instructions. Also, Section III gives general procedures in the event of particular types of emergencies and examples of specific exit routes and staging locations used by employees by area. Occupants should read and learn the information in order to understand how to protect themselves if an emergency occurs.

REPORTING EMERGENCIES

Insert phone numbers and appropriate titles for your area.

Type of Emergency

FIRE

Action Required

Pull Building Alarm, call 911
Notify Building Mgr with Location
(XXX) XXX-XXXX

MEDICAL EMERGENCY

Health Unit

Call (XXX) XXX-XXXX
(Add room number if onsite)

Ambulance

Call 911

HAZARDOUS AND OR EXPLOSIVE MATERIALS

Building Manager

Call (XXX) XXX-XXXX

(Insert your local) Fire Department

Call 911 or ()

Customer Services Director

Call (XXX) XXX-XXXX

National Response Center

Call (800) 424-8802

Federal Protective Service

Call (877) 437-7411

POWER FAILURE

Building/Area Project Manager
Customer Services Director

Call (XXX) XXX-XXXX
Call (XXX) XXX-XXXX

POLICE SERVICES

Federal Protective Services
Local Police
GSA Control Center
Guard Service (please put 24 hour number)
Customer Services Director

Call (877) 437-7411
Call 911
Call (XXX) XXX-XXXX
Call (XXX) XXX-XXXX Ext
Call (XXX) XXX-XXXX

It is important to have a building information sheet. A sample Building information sheet is provided that may be filled in with a location's building(s) information. If your Location/Area has a complex of buildings that are separate with differing security, fire alarm and utilities/response equipment, a sheet should be filled out for each one. The Emergency Command Center retains the information which must be kept updated and provided to the Designated Official. A copy of specific buildings should also be given to the OEP Floor and Area Volunteers to refer to in case of emergency situation outside official emergency responders need the information pertinent to their building.

The following is a sample of a *Building Information Sheet* that may be customized for your facility.

Building Information Sheet

Building Name & Number: _____

Building Street Address: _____

Building Command Post Phone Number: _____

Type of Construction: _____

Year Built: _____ **Normal Building Hours of Operation:** _____

Number of Floors: _____

ARS Occupied Floors: _____

Gross Floor Area: _____ **GSF**

Other Tenants in Building: _____

Fire Alarm System and Signals: _____

Automatic Sprinkler System: _____

Other Fire Protections Systems (such as heat-detections system, fire pumps, etc):

Other Fire Suppression Systems: _____

Smoke Detection System: _____

Location of Fire Suppression System Controls: _____

Voice Communications Systems: _____

Description of Elevators: _____

Elevator Capture and Recall System: _____

Location of Elevator Mechanical Room: _____

HVAC System Description: _____

Location of Air Intakes: _____

Emergency Lighting System: _____

Security Alarm System: _____

Description Emergency Power /Location/Tank Size: _____

Main/auxiliary Water Valves: _____

Main/auxiliary Gas Valves: _____

Designated Safe Area(s): _____

SECTION II

INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS

EMERGENCY NOTIFICATION

Fire Alarm

The USDA George Washington Carver Center is equipped with a fire alarm system which, when activated by a manual station located in the hallways or by the activation of a sprinkler, it alerts occupants with an audible alarm and flashing lights. You must make sure that your employees are informed on the fire alarm system and evacuation procedures at your location.

ALL EMPLOYEES MUST IMMEDIATELY EVACUATE THROUGH THE NEAREST EXIT. UNDER NO CIRCUMSTANCES ARE UNAUTHORIZED EMPLOYEES TO REMAIN IN THE BUILDING WHEN THE ALARM HAS BEEN ACTIVATED.

Door to Door Notification

Certain emergency situations may require employees to be notified individually. In such circumstances, monitors, security guards or federal police officers will go from office-to-office providing specific instructions. Employees are expected to follow those instructions immediately. Stairwell and floor monitors will direct employees along the evacuation route.

Information will be provided once employees have gathered at the specified staging area.

Evacuation

In most emergencies, which could threaten the occupants, evacuation is the primary method of mitigating the effects of the hazard. An entire building or specific areas may be evacuated, depending on the nature of the event. Methods of notification have been developed to alert the occupants of the necessity of evacuation. In addition, each agency has assigned employees who act as OEP floor, area, link, stairwell monitors, and disabled employee helpers. Their specific tasks are to direct employees along authorized evacuation routes, prevent employees from entering hazardous areas and insure that all occupants have departed the area. All employees will observe the following when notified to evacuate:

- All employees will evacuate the area. Under no circumstances will unauthorized personnel be allowed to remain. (Note: Disciplinary action could result if any employee refuses to evacuate, or enters prohibited area).
- Do not use the elevator. Evacuate by the stairwell, as directed by the OEP monitors.
- Do not stand on the sidewalk next to the building. Once outside, employees are to proceed to the designated SAFE AREAS.
- If directed, assist in the evacuation of employees with disabilities or injured employees. The monitors will be given specific instructions by the designated official or fire Department officials.
- Do not panic. Do not run. Take only personal belongings and clothing necessary to protect oneself from the weather. (Note: Please take your purse or wallet).

- Become acquainted with your OEP floor, area, link, and stairwell monitors, evacuation routes and exits.

All Clear Announcements

At the end of an emergency or an exercise, a signal will be given for evacuees to return to their work stations. The signal to return for an all clear from the security guards or Designated Official should be three short blasts of a portable horn.

Fire Drills

Although all possible steps have been taken to minimize the risk of fire, it remains a threat to the occupants. All employees are required to participate fully in F

ire Drills. Supervisors should be told the month that they are planned; however, employees are not required to be notified ahead of time.

- Multi-story/High Rise location buildings/office space should have a minimum of drills three (3) per year.
- One or Two story office buildings should have at least two drills within each year.
- Locations with Child Care Facilities should have practice drills monthly, no less than six (6) drills per year with the involvement of the local fire department to help give employees expertise in assisting the children to safety as quickly as possible. This also exposes the children to the routine so there will be less panic and more orderly evacuation with their caretakers should an emergency arise.

Employee Responsibilities

Employees must be alert to the possibility of a fire and be prepared to take the following actions:

- Know where the nearest exit, fire alarm manual station and fire extinguisher are located. **When the alarm sounds, leave at once.** If the door that leads from your office to the corridor is hot or if smoke is seeping in, **DO NOT OPEN IT.** Keep the door closed and seal up any cracks and call Security with your building and room number.
- If you smell smoke, but do not detect a fire, immediately call (INSERT THE NUMBER HERE – e.g., building services). Give your name, agency, telephone number and location. Designated personnel will investigate the cause and act accordingly. After normal work hours contact 24 hour security at **(XXX) XXX-XXXX.**
- If you detect a fire, immediately pull the fire alarm and notify your supervisor, a fellow employee or floor monitor of its location and begin evacuating the area. Remember, the major cause of death in fire is by smoke or toxic gas inhalation. Most modern furnishings, from rugs to tables, emit toxic gases when on fire. Take every action to

avoid smoke. If caught in smoke or heat, get down on the ground where air is better. Take short breaths (through nose) until you reach a clear area.

- Follow the instructions of OEP floor, stairwell, link and area monitors and local authorities. Do not panic. Evacuate only by stairways or if necessary through link passage ways if safe. **Do not use elevators**; smoke can enter elevator shafts. The decision to use an elevator for an evacuation of any employees needing assistance during a fire emergency should only be made by the responding Fire Department.

Elevators: OEP floor and area monitors should be instructed of any event of a fire or other situation which may interrupt elevator service, they should check the elevators on their floor for trapped passengers. The monitor should advise trapped passengers to remain in the car away from the doors and to wait for assistance.

Trapped passengers should be instructed on the automatic operation of the telephones located in each car. When button is pushed the phone will automatically dial the Guards station, manned 24 hours a day.

DO NOT, UNDER ANY CIRCUMSTANCES, ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. ATTEMPTS TO OPEN THE DOORS AND/OR EXIT THE CAR MAY RESULT IN LOSS OF LIFE OR SERIOUS INJURY.

The appropriate elevator mechanics or rescue personnel should then be notified immediately.

SHELTER IN PLACE

Shelter in Place is a temporary measure to protect employees from hazards, until the surrounding area has been determined to be safe. Reasons for shelter in place may include unanticipated events such as Civil Disturbance, Severe Weather or the release of Chemical, Biological, or Radiological contaminants into the environment (either accidentally or deliberately).

Rooms for shelter in place would be in the interior of the building with no windows. OEP team members and employees would monitor TV, radio and input from local responders to determine when it would be safe to terminate the incident.

Facts and suggestions included are resources from the FEMA and the American Red Cross. For more information for planning in case of an emergency weather or incident related you may go to: <http://www.fema.gov/plan/index.shtm>

If you are told to shelter-in-place, follow the instructions provided and directions of the OEP monitors in your immediate area.

Shelter in Place at Work

- Close the location and bring everyone into the room(s). Shut and lock the door(s).
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay, not leave.
- During a tornado warning you should go to an underground room. If one is not available seek shelter at the most interior location, at the lowest level of the building without windows.
- Unless there is imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the location is closed, and that the staff and visitors are remaining in the building until authorities give direction that it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.

If there is a danger of explosion or chemical release:

- **Select interior room(s) above the ground floor, with the fewest windows or vents.** The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk to your community.
- Close the window shades, blinds or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems provide for exchange of inside with outside air-these systems, in particular need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the doors(s) and any vents into the room.
- Write down the names of everyone in the room, and call your business's designated emergency contact to report all who are in the room with you and their affiliation with your business (employee, visitor, client, or customer).
- Maintain a 24 hour communications and safety watch. Take turns listening for radio broadcasts.
- Have fire extinguisher on hand and watch for fires.
- Assemble an emergency toilet, if necessary. Use a garbage container, pail or bucket with a snug fitting cover. If the container is small, use a larger container with a cover for waste disposal. Line both containers with plastic bags. After each use, pour or sprinkle a small amount of regular house-hold disinfectant, such as chlorine bleach, into the container to reduce odors and germs

Local officials on the scene are the best source of information for your particular situation.

Following their instructions during and after emergencies regarding sheltering, food, water and clean-up methods is your safest choice.

Grab and Go Kit Recommendations for USDA Employees

A small tote bag, fanny pack, backpack, soft-sided briefcase or whatever holds the contents of your kit are recommended. It is best not to use cardboard boxes to hold your emergency supplies since these can break open if dropped.

- **Food:** Enough non-perishable to sustain you for at least one day (three meals), are suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water such as Non-perishable high-energy foods (granola bars, energy bars, etc.) These bars are high calorie and do not promote thirst. Regardless of what you choose, keeping them in plastic bags or containers helps reduce the risk of rodent and insect intrusion. Replace food items every 6 months.
- **Water:** Prepackaged emergency water with 5-year shelf life approved or bottled water. Two quarts should be sufficient since the anticipated event duration will be hours not days. Only pack what you can easily carry. Avoid containers that will decompose or break, such as milk cartons or glass bottles.

You may expand the lists of items to fit your personal comfort level. Consider such items as:

- Three (3) day supply of medicines.
- Metal whistle that can be worn around the wrist or neck that can be blown to attract attention if you are trapped or unable to move.
- A pen and small note/phone book with the phone numbers and e-mail addresses of your family, friends, and neighbors. While many people carry cell phones and electronic note pads, a hard copy back up never hurts and can take a lot of abuse.
- Ready-to-eat canned meals, meats, fruits, and vegetables.
- Canned juices (can opener-if needed for your supplies).
- Small battery operated or solar radio – you may need to walk and not have any way of getting up to date information.
- Small flashlight.
- Extra batteries for your radio and flashlight. If possible buy a radio and flashlight that use the same size batteries so you only have to buy one size and can interchange.
- Light/glow stick (2) to pin to your clothes or carry in case of darkness.
- Small knife or multi-tool – while you may not know how to use all the tools, it's a good bet someone else will in an emergency.
- Personal toiletries, including toothbrush, non-water hand cleaner, eye drops, etc.
- Comfortable clothes, sturdy shoes, socks, and outerwear for the season in case you have to walk.
- Emergency rain poncho and blanket.
- Small first aid kit and dust mask.
- Area map.

- Moist towelettes, garbage bags with ties for personal sanitation.
- Cash, in small denominations to buy food and in case you are unable to use your credit or debit cards. (Keep money on your person, not in your kit,)

An emergency kit is only intended to meet basic needs and you are the best judge of what you might need in the case of an emergency.

Managing Supplies

Water is critical for survival. Plan to have about one gallon of water per person per day for drinking, cooking and personal hygiene; more may be needed for medical emergencies.

Allow people to drink according to their need. The average person should drink between two and two-and-one-half quarts per day, but many people need more. This will depend upon age, physical activity, physical condition, and time of year. Never ration water unless ordered to do so by authorities. If it is available, under no circumstance should a person drink less than one quart of water each day. You can minimize the amount of water your body needs by reducing activity and staying cool.

It is important to be sanitary when storing, handling and eating food. Keep food in stored covered containers; keeping cooking and eating utensils clean. Keep garbage in closed containers. In case of flood situation, do not eat any food that has been covered by flood waters. <http://emergency.cdc.gov/disasters/> is the link for the Centers for Disease Control, a good resource to investigate before you may experience an emergency or disaster.

Keep hands clean. Wash frequently with soap and water. If the water has possibly been contaminated make sure it has been boiled or disinfected before washing.

Carefully ration food for everyone except children and pregnant women. Most people can remain relatively healthy with about half as much food as usual and can survive without any food for several days. Try to avoid foods high in fat and protein, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.

If you have to go to a Mass Care Shelter such as the American Red Cross or the Salvation Army or other disaster relief group that have set up public shelter in public schools, municipal buildings or churches please follow authorities instructions and cooperate with the managers and others staying in the shelter. They often provide water, food, medicine and basic sanitary facilities.

BE AWARE THAT ONCE YOU HAVE LEFT THE BUILDING, BASED UPON THE CIRCUMSTANCES AND SUSPECTED NBC AGENT, YOU MAY NOT BE ALLOWED BACK INTO THE FACILITY (or be limited to one room of the facility) UNTIL YOU ARE DECONTAMINATED OR DETERMINED NOT TO POSE A RISK TO OTHER EMPLOYEES.

BOMB THREAT

Bomb threats may be internal or external and received in many forms including phone, mail, messenger, email, fax, intranet, public radio, or television. Bomb threats may be received at anytime and by anyone, for example, a mailroom employee, a receptionist, a help desk specialist or a security officer.

Preparing for the Emergency

- Ensure that personnel are trained in bomb threat procedures and know how to call for help without alerting the threatening party.
- Ensure that bomb threat checklists are distributed.
- Post the phone numbers for appropriate agencies to call.

Bomb threats or any threatening or harassing phone calls can be traced. Check with your area and find out how your phone service handles these and the procedures and numbers for your area.

Contact the Federal Protective Service (FPS) immediately on (877) 437-7411 for suspicious activities or threats.

Bomb Threat Check List

No matter the form in which a bomb threat is received, or who receives the threat, the threat should be taken seriously and reported. If a threat is made over the phone, attempt to keep the caller on the line even if you have to pretend to have difficulty hearing. Alert another employee to what is happening and give them a note saying, "CALL POLICE- BOMB THREAT" which should direct them to notify a supervisor and call Security on (XXX) XXX-XXXX who should then contact Federal Authorities. There may be enough time to trace the call.

Should an employee receive a bomb threat over the telephone, do not panic, try to stay calm and focus on obtaining as many details as possible.

Be Courteous, Listen to and DO NOT Interrupt the Caller.

If your phone has Caller ID Display, Record the Number of the Incoming Call.

Write down the EXACT WORDS of the caller and the threat.

Don't hang up the phone, leave the line open.

A sample (modify to fit your facility) of a Bomb Threat Checklist is provided on the following page and should be kept near all phones in case a threat is called into a facility.

Telephone Bomb Threat Checklist

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Pretend you can't hear the caller and try to keep the caller talking. Fill out the form below with as much information as possible.

1. Where is the bomb going to explode?	5. What will cause the bomb to explode?
2. When is the bomb going to explode?	6. Did you place the bomb? If so, why?
3. What does the bomb look like?	7. What is your address?
4. What kind of bomb is it?	8. What is your name?

Exact wording of the threat:

Time of Call:	Date:	Phone Number Call Received From:
Accent: <input type="checkbox"/> Local <input type="checkbox"/> Middle East <input type="checkbox"/> Hispanic <input type="checkbox"/> African <input type="checkbox"/> Slavic <input type="checkbox"/> Southern <input type="checkbox"/> Northern <input type="checkbox"/> Midwestern <input type="checkbox"/> Other: _____	Manner: <input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing <input type="checkbox"/> Other: _____	Background: <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> None <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Other: _____
Voice: <input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other: _____	Speech: <input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Other: _____	Language: <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other: _____ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Other: _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Age: ()	Call Origin: <input type="checkbox"/> Local <input type="checkbox"/> Non-Local
Your Name:		Your Phone Number:
Your Position:		Date of Report:

Any other pertinent information: _____

Notification to FPS and/or immediate Supervisor (Time/Date): _____

PRINT OUT AND WRITE IN ALL THE EMERGENCY NUMBERS FOR YOUR BUILDING.

TAPE THIS CARD ON YOUR DESK BY YOUR PHONE OR SOMEWHERE ELSE CLOSE TO YOUR PHONE FOR HANDY REFERENCE.

EMERGENCY PHONE NUMBERS

FEDERAL PROTECTIVE SERVICE:

BUILDING SECURITY:

POLICE/SHERIFF:

FIRE DEPARTMENT:

AMBULANCE:

HEALTH UNIT:

Suspicious Packages

A suspicious package can be anything, from a box, a purse, an out of place fire extinguisher, to a brief case. A suspicious package is anything that appears out of place or unusual. Those in a position to determine if something is out of place or unusual are employees who work in the area.

If possible, all packages delivered to the buildings must first be x-rayed in the mailroom.

- If for any reason employees may suspect that a package, carry case, or other bundle contains a bomb you should immediately notify Security guard personnel on (XXX) XXX-XXXX.
- Do not attempt to move the object.
- Evacuate all persons in the immediate area and await instructions from your Designated Official, Security or Police Department.

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, or 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; however, a few general instructions follow:

- Do not panic.
- Follow all instructions of law enforcement personnel.
- If afforded an opportunity, make note of the physical description of the perpetrator(s). Even small details can help law enforcement personnel in making identification.
- If taken hostage, remain calm and follow the instructions of the perpetrator. Remember, in a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker is apprehended.

Demonstrations

Politically motivated groups may attempt to demonstrate and illegally gain entrance or attempt to shut down operation by preventing employees from entering a building. Every effort will be made to minimize disruptions and to carry on normal activities. In the event of demonstrations, the following actions should be taken by all employees:

- Avoid contact and confrontations with the demonstrators. Such actions are often the main purpose of the demonstration, especially if the news media is on the scene recording the event.
- Seek unobstructed entrances, even if you must walk around to the other side of the building.

- Be ready to present your USDA identification pass to security guards, law enforcement officers or USDA officials.
- 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.
- Follow all instructions by law enforcement personnel and USDA officials.

MEDICAL EMERGENCIES

Employees may be injured in an accident or become ill and require immediate medical attention. If you have an emergency medical situation during normal working hours and the Health Unit (insert telephone number) nurse is not available, contact **911**. If you call **911**, please notify your location Security guard personnel and let them know your location so that they may direct the emergency medical services to your location as quickly as possible upon arrival.

In cases of severe injury or heart attack, the Fire Department should be notified immediately on **911** and callers should give the following information:

- Name
- Building address and room number
- Telephone number
- Nature of problem

Hazardous Materials

If your location/Area is primarily an administrative center, an incident involving hazardous material, including natural gas, could require an emergency response by occupants and Office of Operations staff. Such materials could be flammable or explosive, or be toxic upon inhalation or by direct contact. If any employee is involved in an accident involving a hazardous substance, or happens upon a spill or leak, they should evacuate the immediate area and call 911. In addition, immediately notify Security and call the National Response Center on (800) 424-8802 and provide:

- Name
- Location
- Telephone number
- Nature of problem including, if possible, identification of substance involved

A report must be made to ARS Safety, Health, and Environmental Management Branch. For information contact: **(301) 504-1248**.

Power Failures

Occasionally, a power failure will disrupt activities in part or all of the facility. As most spaces have windows, occupants can open drapes and blinds to provide outside light. (Enter your location) is equipped with (Example of type of equipment) emergency standby generators

capable of supporting life safety equipment, emergency lighting and one elevator in each building. These generators will provide enough illumination for persons to evacuate the area, but not enough to carry on normal operations.

Should persons become stranded in an elevator during loss of power, they may notify the security desk by pushing the button on the phone located in the elevator. When answered, the caller must give their name, elevator number and floor.

Maintenance personnel will be dispatched to remove passengers from the cars.

DO NOT, UNDER ANY CIRCUMSTANCES, ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. ATTEMPTS TO OPEN THE DOORS AND/OR EXIT THE CAR MAY RESULT IN LOSS OF LIFE OR SERIOUS INJURY.

Passengers are to remain in the car away from the doors and wait for assistance.

WEATHER-RELATED EMERGENCIES

Hazardous Weather

When your Area is adversely affected by hazardous weather conditions, such as heavy snowfall, extreme icing, flooding or hurricane conditions, these extremes in weather can make commuting to and from work by car dangerous or subject the bus and rail transportation services to delays and overcrowding. Traffic jams hamper the efforts of the area highway departments to clear road surfaces of ice, snow, or debris. Under these conditions it may be necessary for the Federal Government to adjust the work hours of its employees in the Area, in order to ensure their safety and to assist local and state government efforts in clearing transportation routes. Early dismissal, late arrival, or closing offices for a day may become necessary. These decisions are made on a case-by-case basis by the Office of Personnel Management (OPM) Interagency Advisory Board.

The website is: <http://www.opm.gov/index.asp>.

Should hazardous weather conditions develop during the night, a delayed arrival, unscheduled leave/telework policy, or closing of Federal offices may be declared by the OPM Interagency Advisory Board. Such declarations will be scattered via local radio, television and print media as early as possible. The specific policy will depend upon weather conditions at the time. Employees are urged to monitor morning radio and television broadcasts when hazardous weather conditions are forecasted.

Early Dismissals

Hazardous conditions may develop during work hours, which could cause long delays in homebound traffic. Under such circumstances, the OPM Interagency Advisory Board may order an early dismissal of all nonessential Federal personnel. Essential personnel are those who are required to carry on vital or emergency services. Determinations of who is essential are made by heads of agencies. Once the OPM Interagency Advisory Board has decided to release employees early, the board will then notify the USDA Director of Personnel, who then notifies each USDA

agency personnel officer. The personnel officers' specific leave policy instructions will depend on the circumstances at the time of the announcement.

SECTION III
ORGANIZATION

The following is a sample of what a location may use as part of its own Emergency Preparedness Guide.

The sample provides contact information templates, and position descriptions that are standard to the OEP volunteers within USDA.

Emergency Command Post Location

Many facilities have the Emergency Command Post located at the guard post in the entry building, others at a loading dock or some other central location. Supervisors and OEP volunteers should know where it is and who to contact. Please insert your location phone number (XXX) XXX-XXXX and if your agency has radios for key personnel include the radio call numbers as well.

- All emergency operations will be directed from the Emergency Command Post.
- When an emergency is declared the fire alarm may sound.
- When an emergency is declared all OEP personnel will immediately report to their assigned posts and stand by to receive further instructions from the Emergency Command Post. Do not leave your post until you have been released by the Emergency Command Post or if your life is in danger in case of fire.

An Alternate Emergency Command Post location should be designated.

Designated Official

During the Emergency:

- Activate Emergency Response Team.
- Exercise overall command responsibility for orderly evacuation of occupants. Directions are given via building alarm system or two-way radio.
- Receive floor monitor reports and determine when the building is completely evacuated.
- Order return of occupants to the building when properly advised it is safe.

Continuing Responsibilities:

- Train, supervise and evaluate building monitor organization.
- Ensure adequacy of facilities for evacuation and handling of emergencies, such as exit signs, operability of building safety features, etc.
- Disseminate emergency procedures to building occupants.
- Obtain and issue appropriate monitor equipment and supplies.

Emergency Response Team

The Emergency Response Team consists of contract personnel and members of the Office Operations staff. These personnel are familiar with the construction of the building, its operating systems and equipment. All team members are equipped with radios for communicating with the Emergency Command Post. This team will be augmented by other contact personnel as required.

During the Emergency:

The following actions will be taken by the Emergency Response Team. First, report to the location of the emergency and assess emergency/damage and act to control dangerous conditions including:

- Initiating fire suppression or confinement.
- Assisting Fire Department.
- Disconnecting utilities or equipment.
- Bomb search.
- Rescue and assistance.
- Relocating or evacuating occupants.
- Making emergency repairs.

This team will advise when it is safe for personnel to return to the building or their office.

Medical Coordinator

During the Emergency:

- Maintain contact with Emergency Command Post.
- Mobilize First Aid Team.
- Coordinate all medical personnel to respond as needed.
- Evacuate building (if necessary).

Continuing Responsibilities:

- Make recommendations regarding medical evacuations and emergencies.

Security Advisor

During the Emergency:

- Report to the Emergency Command Post and assist the Designated Official as directed.
- Coordinate all security personnel to respond as needed.
- Coordinate the orderly return of the building occupants.

Continuing Responsibilities:

- Work with the administrative contact to keep OEP updated.
- Know area boundaries and room layouts for evacuation/checking purposes.
- Keep the Designated Official advised of any non-availability for emergency duties of more than one hour.

Administrative Officer

During the Emergency:

- Report to the Emergency Command Post and assist the Designated Official as directed.

Continuing Responsibilities:

- Document and keep files on emergencies when Emergency Command Post is activated.
- Maintain rosters and records of names, assignments, phone numbers, background and training of monitor organization personnel.
- Request appointment of replacement monitor personnel when vacancies occur.
- Update OEP.

Designated Safe Areas

The Emergency Command Post Team and Designated Official will define your locations designated SAFE AREAS for each building(s), or zones within the buildings. OEP Volunteers and Supervisors should be aware of the designated safe areas for their building and zone if applicable.

Emergency Command Post Team

Location:

Designated Official:
 Title:
 Telephone:
 Radio Number

Alternate Location:

Name
 Director
 (XXX) XXX-XXXX
 Unit 1

Designated Official Alternate:
 Title:
 Telephone:
 Radio Number:

Name
 Customer Serv. Rep.
 (XXX) XXX-XXXX
 Unit X

Name
 (XXX) XXX-XXXX
 Unit X

Emergency Response Team:
 Title:
 Telephone:
 Radio Number:

Name
 Project Manager
 (XXX) XXX-XXXX
 Unit X

Emergency Response Team:
 Title:
 Telephone:
 Radio Number:

Name
 Chief Engineer
 (XXX) XXX-XXXX
 Unit X

Emergency Response Team:
 Title:
 Telephone:
 Radio Number:

Name
 Customer Serv. Rep.
 (XXX) XXX-XXXX
 Unit X

Name
 Customer Serv. Rep.
 (XXX) XXX-XXXX
 Unit X

Medical Coordinator:
 Title:
 Telephone:
 Radio Number:

Name
 Occupation Health Nurse
 (XXX) XXX-XXXX (Emergency Only)
 Unit X

Security Advisor:
 Title:
 Telephone:
 Radio Number:

Name
 Security Specialist
 (XXX) XXX-XXXX
 Unit X

Name
 Security Specialist
 (XXX) XXX-XXXX
 Unit X

Administrative Officer:
 Title:
 Telephone:
 Radio Number:

Name
 Administrative Officer
 (XXX) XXX-XXXX
 Unit X

Name
 Administrative Officer
 (XXX) XXX-XXXX
 Unit X

Note: For each Emergency Response person there should be alternates. Primary position leaders and OEP volunteers should know each other's responsibilities in the case that one is unavailable at the time an emergency occurs.

Floor Monitors should have radios to report /communicate with the Command Post in cases of emergency and during drills.

Contact Lists

OEP Volunteer Lists should be maintained and updated annually or more often as needed. Vacancies should be filled as soon as possible. Volunteers are never required to put their life at risk but their job is an important one helping to keep the employees safe. It is advised to have one Supervisor participating in the OEP from a location or division. Updated lists for each floor of each building should be provided to the Command Post on an annual basis.

In addition, the Emergency Command Post Officials, Supervisors, and location OEP volunteers should each have on hand a list of phone and radio contact numbers in the event of an emergency. It is also important for OEP volunteers to know the location of designated radio for their Area and know how to use it. Instructions on how to operate radio if they have to take the lead position as Floor Monitor and report to the command post should be provided. A sample Radio Call/Contact list is provided.

Command Post Radio Numbers & Assigned Radio/Contact for the Floor Monitors for the OEP

<u>Location</u>	<u>Zone</u>	<u>Floor Monitor Name</u>	<u>Emergency Radio No.</u>	<u>Phone No.</u>
1. Command Post		Designated Official	101	(XXX) XXX-XXXX
2. Command Post		Alternate	102	(XXX) XXX-XXXX
3. Emergency Response Team Leader			103	(XXX) XXX-XXXX
4. Medical Coordinator		Name	104	(XXX) XXX-XXXX
5. Bldg 1, 1 st Floor	One	Name	401	(XXX) XXX-XXXX
6. Bldg 1, 2nd Floor	Two	Name	402	(XXX) XXX-XXXX
7. Bldg 2	One	Name	501	(XXX) XXX-XXXX

Floor Monitor

During Emergency:

- When alarm sounds, proceed to your assigned floor; verify presence of area and stairwell monitors.
- Maintain contact with the Emergency Command Post and notify any problems in the area
- The floor and area monitors will search for the exact location, evacuate vicinity of emergency first, so emergency forces can be directed.
- Direct area evacuees to nearest exits and designated safe area. If the emergency is in your area, direct evacuees away from emergency area to other stair wells on that floor
- Check with area monitors and disabled employee helpers to see that all occupants have evacuated all rooms in the area.
- After checking with area monitors and helpers, inform the Emergency Command Post that all occupants have evacuated the building.
- Assist in exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building or their office in case of a shelter-in place event.

Continuing Responsibilities:

- Be thoroughly familiar with duties during emergencies.
- Know area boundaries and room layouts for evacuation/checking purposes.
- Be familiar with the location of persons with disabilities in the area.
- Report fire, safety and evacuation hazards in area to Designated Official.
- Participate in training with monitors of the OEP.
- Report OEP discrepancies to the administrative contact on (XXX) XXX-XXXX.

Area Monitor

During the Emergency:

- When alarm sounds, proceed to assigned area. Determine if floor monitor is on duty. If floor monitor is not available, assume that position and take over the radio.
- If you take role as floor monitor, alert the stair monitors to perform duties of area monitors.
- Direct evacuees to nearest exits. If the emergency is in that area, direct evacuees away from the emergency area to other stair wells on that floor.
- Check all rooms in area to see that all occupants have evacuated.
- Advise floor monitor that area is evacuated and exit.
- Assist in stairway exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in designated safe areas until all clear is sounded to return to the building or their offices.

Continuing Responsibilities:

- Be thoroughly familiar with duties during emergencies.
- Know area boundaries and room layouts for evacuation/checking purposes.
- Be familiar with the location of persons with disabilities in the area.
- Report fire, safety and evacuation hazards in area to Designated Official.
- Participate in training with monitors of the OEP.
- Report OEP discrepancies to the administrative contact on (XXX) XXX-XXXX.

Stairwell Monitor

During the Emergency:

- Go to assigned stairway; inspect for smoke or other obstruction; if obstructed, direct occupants to another stairway; keep door open during evacuation.
- Control orderly movement of occupants into and within stairway; see that they walk, not run; keep occupants moving in a single file down the stairway; exercise calming influence.
- When all other personnel have gone down the stair well, close the stairwell door and notify the area monitor that the area is clear. Proceed down the stairs and exit.
- If necessary, assist in exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building or their office in case of a shelter-in place event.

Continuing Responsibilities:

- Be thoroughly familiar with duties during emergencies.
- Be familiar with the location of persons with disabilities in the area.

- Report fire, safety and evacuation hazards in area to Designated Official.
- Participate in training with monitors of the OEP.
- Report OEP discrepancies to the administrative contact on (XXX) XXX-XXXX.

Link Monitor

During the Emergency:

- Go to the assigned link; inspect for smoke or other obstruction; if obstructed, or fire alarm is activated in adjacent building direct occupants to other stairwells.
- Links between buildings provide horizontal evacuation for employees with disabilities.
- Control orderly movement of occupants into and within link; see that they walk, not run; keep occupants moving in a single file down the stairway; exercise calming influence.
- When all personnel have cleared link, close door and notify the area monitor that area is clear. Proceed to the nearest stair or link and exit.
- If necessary, assist in exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building or their office in case of a shelter-in place event.

Continuing Responsibilities:

- Be thoroughly familiar with duties during emergencies.
- Be familiar with the location of persons with disabilities in the area.
- Report fire, safety and evacuation hazards in area to Area Monitor.
- Participate in training with monitors of the OEP.
- Report OEP discrepancies to the administrative contact on (XXX) XXX-XXXX.

Employees Needing Assistance and Helpers

During the Emergency:

- The GWCC Facility in Beltsville is designed to enable employees needing assistance to relocate to another building during building evacuation (horizontal evacuation). The buildings are linked by an archway with fire doors that close automatically when the fire alarm is activated. If in your location, horizontal evacuation is not feasible, helpers will assist employees with disabilities from their work places to their assigned Evacu-Trac or similar chair and then to the nearest safe stairwell, or designated safe area outside or within the building.
- If necessary, lower or assist personnel with disabilities down the stairwell as directed by the stairwell monitor.
- In the event of a bomb threat, employees with disabilities can use the elevator for egress.

- Evacuate the employee with a disability away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building or their office in case of a shelter-in place event.

Continuing Responsibilities:

- Be thoroughly familiar with duties during emergencies.
- Report fire, safety and evacuation hazards in area to floor monitor.
- Participate in training with monitors of the OEP, and in the use of evacuation equipment.
- Report OEP discrepancies to the administrative contact on (XXX) XXX-XXXX.

SECTION IV
ACTION PLAN

Medical and First Aid

Designated Official

Single Emergency

- Call 911
- Notify Health Unit
- Notify Medical Coordinator

Multiple Injuries

- Call 911
- Notify Health Unit
- Notify Medical Coordinator
- Notify Project Manager
- Notify Building Manager
- Notify GSA Control Center (**If GSA lease**)

Medical Coordinator

Single Emergency

- Call 911
- Go to Health Unit Room XXXX
- Notify Building Manager
- Monitor Activities

Multiple Injuries

- Call 911
- Go to Health Unit Room XXXX
- Notify Building Manager
- Advice regarding medical assistance

Floor Team

- Obtain medical assistance (see emergency call list)
- Notify emergency coordinator
- Meet Responding Emergency Unit

Emergency Response Team

Multiple Injuries:

- Provide aid and rescue services
- Reserve elevator(s) for emergency use

Natural Disasters (Advance Notice):

Designated Official

- Activate Emergency Response Team
- Review Plans
- Notify Occupants

Emergency Response Team

- Building damage prevention
- Protect windows and doors
- Secure outdoor objects

Natural Disasters (During Emergency):

Designated Official

- Activate Emergency Response Team
- Review Plans
- Notify Occupants

Medical Coordinator

Give advice regarding medical assistance

Floor Teams

Direct occupants to safe locations

Emergency Response Team

- Assess Damage
- Capture assigned elevators and restrict use until determined safe (mechanical inspection may be required)
- Provide repair service as needed
- Isolate unsafe areas in conjunction with floor teams
- Determine needs for controlling dangerous conditions.

Fire

When evacuating from your building location, it is important to ensure all occupants of the building remain in the designated safe area assigned for them until further advised. Emergency and official personnel need to have clear access to the building entrances to do their jobs.

Designated Official

- Go to Emergency Command Post
- Activate Emergency Command Team
- Verify fire department response (911)
- Verify FPO response
- Brief responding officials

Medical Coordinator

- Go to Health Unit Room XXXX
- Advice regarding medical assistance

Emergency Response Team

- Maintain communication with Emergency Command Post
- Assist Fire Department

Other Floor Teams

- Inform occupants
- Maintain control of occupants
- Control egress
- Follow floor team instructions if conditions become untenable

Bomb Incident/Explosion

Emergency Procedures involving explosions are initiated by the security staff in concert with the Assistant Secretary for Administration. Should a building evaluation or a relocation of certain personnel to other areas become necessary, directions will be given by floor monitor system. The following instructions apply if the order to evacuate or relocate personnel is given:

Designated Official

- Verify evacuation/relocation order with USDA security
- Announce evacuation/relocation instructions for monitors and occupants
- Verify FPO response
- Report to Federal Protective Service

Medical Coordinator

- To be notified and mobilize First Aid Team, if necessary.

Hazardous Materials

Designated Official

- Order evacuation/relocation
- Verify notification of appropriate agencies

- Do not permit occupant reentry until it is determined safe by competent authority

Medical Coordinator

- Activate First Aid Team

Demonstrations

Emergency procedures involving demonstrations are initiated by the security staff in concert with the Building Manager. Should the assistance of the monitor organization be needed, personnel will be notified by telephone. Avoid any interaction with the demonstrators. Follow instructions of the Designated Official and security staff personnel.

Power Failures

Designated Official

- Try to ascertain cause of failure.
- Notify occupants to remain in office and open all blinds and office doors to let in more light.
- Advise occupants not to pull fire alarm.
- Activate Emergency Command Team if necessary.

Child Care Center Evacuation

The following policies and procedures are to be followed during an emergency evacuation.

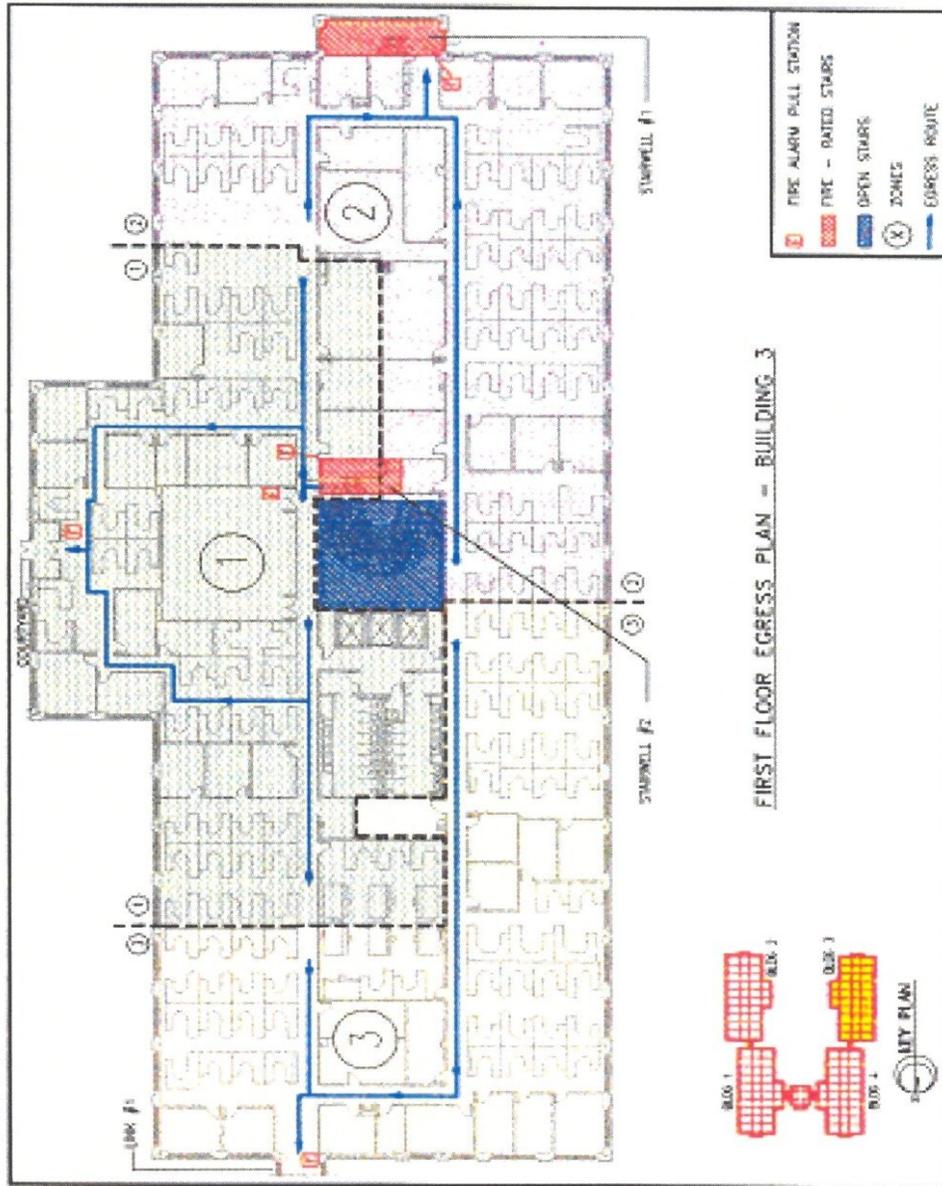
DO NOT PANIC:

- All children are directed by teachers to exit according to emergency routes posted on door.
- Alternate routes are also posted.
- Teachers gather and transport Infants and Toddlers in portable evacuation cribs out of the pre-designated exit.
- Twos and Preschoolers are partnered and evacuated under teachers' guidance.
- Teachers carry evacuation bags, which include: emergency contact information, allergy information, blankets, dry food, bottled water and first aid kits.
- The Director/Asst. Director verifies all children have been evacuated and accounted for from the Center. Director/Asst.
- Director also takes USDA radio, cell phone and center emergency contact information for the children.
- Children and staff meet at _____, which is the designated evacuation location children are assessed and accounted for.

- Staff/Children wait for further instructions from emergency officials.
- Emergency evacuation alternate locations are as follows: _____.
- Once an “all clear” is given by the fire department and officials, children and staff are escorted back into the Center.

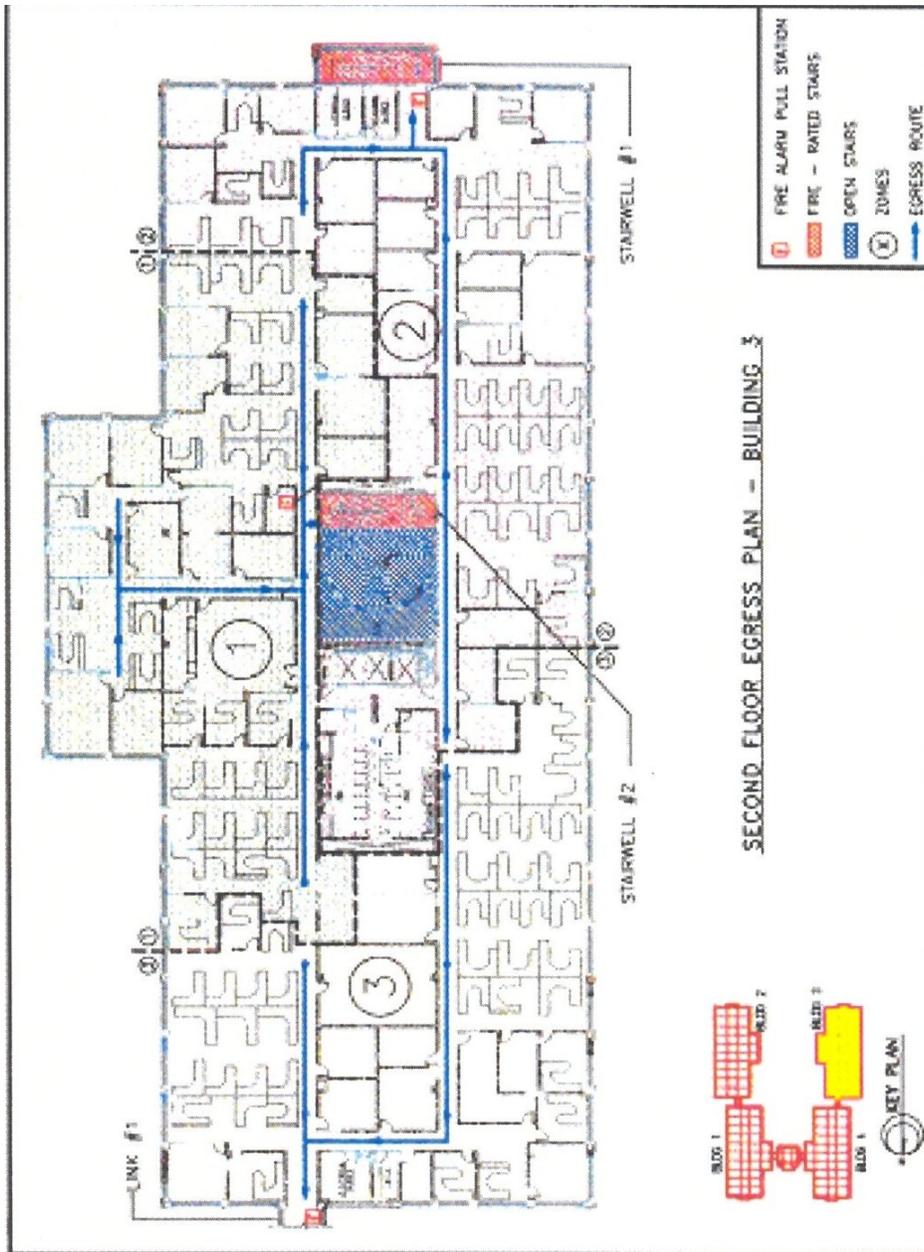
SECTION V
EGRESS PLANS

EGRESS FLOOR PLAN SAMPLES (GWCC)

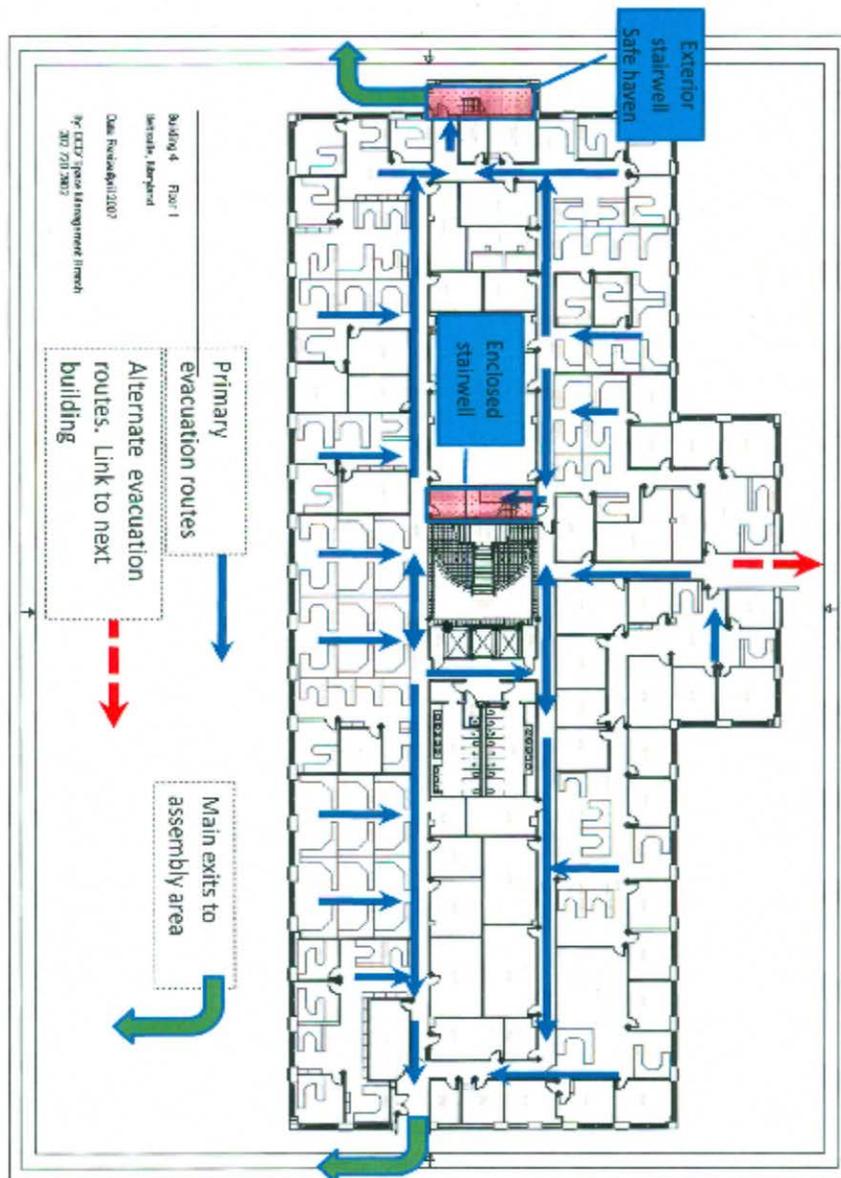


SAMPLE of Building Three (3) First Floor, Egress Plan

Please note that the exits go to designated safe areas away from the building in various parking lots or fields around the building allowing for Emergency Personnel Entry.



SAMPLE of Building Three (3) Second Floor, Egress Plan
 The second floor egress routes direct the three zones to fire safe stairwells for evacuation.



SAMPLE of Building Four (4) First Floor, Egress Plan
 This example does not have the zones designated but has clearer picture of egress plans.



United States Department of Agriculture
Agricultural Research Service

Incident Report

1. Criminal Occurrence/Incident Name		2. Type	
3a. Date	4. Reporting Office		5. Reporting Organization
3b. Time	<input type="checkbox"/> BARC <input type="checkbox"/> NAL <input type="checkbox"/> USNA	<input type="checkbox"/> MWA <input type="checkbox"/> NEA <input type="checkbox"/> PA	<input type="checkbox"/> RPMB <input type="checkbox"/> EBSC <input type="checkbox"/> NCR <input type="checkbox"/> WBSC <input type="checkbox"/> OTHER (Specify):
6. ARS Report Number		7. Criminal Occurrence/Incident Details	
FY - - -		7a. Office/Building Identifier	
6a.	6b.		7b. Street Address
<input type="checkbox"/> Authorities Contacted <input type="checkbox"/> Property Damage <input type="checkbox"/> Theft	<input type="checkbox"/> Initial Report <input type="checkbox"/> Update <input type="checkbox"/> Closure		7c. City, State, ZIP Code
8a. Explain the criminal occurrence or security incident, providing as much detailed information as possible (i.e., Date, Time, Method of Entry, Police Report Number, etc.)		8b. Planned activities/actions to mitigate recurring criminal occurrences or security incidents.	
Police Report Number (attach copy, if available)		8c. Itemized list of equipment and/or damage incurred (1 = Destroyed, 2 = Major Damage, 3 = Minor Damage, 4 = Stolen) (Attach additional copy, if space is not available) (Attach additional pages, if needed and indicate number of attached pages: _____)	
Responding Officer/Contact Information			
9a. Prepared By	10a. Reviewer	11. Report Date	
9b. Preparer's Contact Information	10b. Reviewer's Contact Information	12. ARS Received	
Phone:	Phone:		
Email:	Email:		

Send Completed Form To Both:

Jeff Hayes, Director of ARS Homeland Security
Jeff.Hayes@ars.usda.gov
301-504-1182

Daniel Hutson, Physical Security Specialist
Daniel.Hutson@ars.usda.gov
301-504-2467

13. Physical Security Specialist's Remarks

Exhibit 2

The Incident Report should be completed in its entirety before submittal. This form contains sections to capture detailed information regarding the occurrence/incident. A subsequent "Update" and "Closure" submission should also be completed and submitted based on circumstances. If you have any questions or need assistance regarding the completion of the Incident Report form, please contact the Real Property Management Branch (RPMB), 301-504-1224.

Incident Reporting Instructions

- Section 1 Enter a reference "name" for the report (e.g., (Location) Vehicle Vandalism--Stake Body Truck)
- Section 2 Fill in the "type" of occurrence/incident (e.g., Vandalism, Theft-real or personal property, break-in, arson, etc.)
- Section 3
 - 3a Fill in the known or approximate date of the occurrence/incident.
 - 3b Enter the known or approximate time of the occurrence/incident.
- Section 4 Mark the appropriate "Reporting Office."
- Section 5 Enter additional "Reporting Organization" information (e.g., Location, Division, Branch, Section, etc.)
- Section 6 ARS Report Number (Generated by the Business Service Center - comprised of the Fiscal Year, Org Code of the Location where the Occurrence/Incident took place and sequential number "XXX". The sequential number should begin with 001 each FY); updates should be numbered sequentially (e.g., 001-1, 2, 3); and closures should be coded with "C" (e.g., 001-C).
 - 6a Check the box(es) that apply(ies).
 - 6b Check the box that applies to distinguish whether or not this is the first initial report, an update to a previous report, or closure of a previous report. If the report is an update please provide the update number, such as update #1 (e.g., 001-1), etc.
- Section 7
 - 7a Enter the Office/Building Identifier (i.e., "George Washington Carver Center (GWCC)").
 - 7b & c Enter the Street Address, City, State and ZIP Code of Office/Building Identifier where the occurrence/incident took place.
- Section 8
 - 8a Summarize the occurrence/incident; provide a detailed description, attach a copy of the police report, photographs, if available, and provide the responding authority's contact information.
 - 8b Include mitigation measures that are planned/implemented to deter reoccurring issues.
 - 8c Provide an itemized list of equipment or property that incurred damage/destruction. Supplemental pages may be attached; however, provide the number of pages that are being attached.
- Section 9
 - 9a Enter the name of preparer.
 - 9b Fill in the contact information of the preparer.
- Section 10 ARS Reviewer's Use Only (leave blank)
 - 10a Enter the name of the reviewer.
 - 10b Enter the reviewer's contact information.
- Section 11 Enter the date the report was submitted.
- Section 12 DO NOT ENTER INFORMATION IN THIS BLOCK - ARS will enter the date the report is received.
- Section 13 PHYSICAL SECURITY REVIEW COMMENTS - PREPARER OR REVIEWER SHOULD NOT ENTER INFORMATION IN THIS BLOCK.



Rules and Regulations Governing Conduct on Federal Property

November, 2005

Federal Management Regulation Title 41, Code of Federal Regulations, Part 102-74, Subpart C

Applicability (41 CFR 102-74.365). The rules in this subpart apply to all property under the authority of GSA and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations. Federal agencies must post this notice in the Appendix to this part at each public entrance to each Federal facility.

Inspection (41 CFR 102-74.370). Federal agencies may, at their discretion, inspect packages, briefcases and other containers in the immediate possession of visitors, employees or other persons entering on, working at, visiting, or departing from Federal property. Federal agencies may conduct a full search of a person and the vehicle the person is driving or occupying upon his or her arrival.

Admission to Property (41 CFR 102-74.375). Federal agencies must:

- (a) Except as otherwise permitted, close property to the public during other than normal working hours. In those instances where a Federal agency has approved the after-normal-working hours use of buildings or portions thereof for activities authorized by subpart D of this part, Federal agencies must not close the property (or affected portions thereof) to the public;
- (b) Close property to the public during working hours only when situations require this action to ensure the orderly conduct of Government business. The designated official under the Occupant Emergency Program may make such decision only after consultation with the buildings manager and the highest ranking representative of the law enforcement organization responsible for protection of the property or the area. The designated official is defined in Sec. 102-71.20 of this chapter as the highest ranking official of the primary occupant agency or the alternate highest ranking official or designee selected by mutual agreement by other occupant agency officials; and
- (c) When property or a portion thereof is closed to the public, posted admission to the property, or the affected portion, to authorized persons who must register upon entry to the property and must, when requested, display Government or other identifying credentials to Federal police officers or other authorized individuals when entering, leaving or while on the property. Failure to comply with any of the applicable provisions is a violation of these regulations.

Preservation of Property (41 CFR 102-74.380). All persons entering in or on Federal property are prohibited from:

- (a) Improperly disposing of rubbish on property;
- (b) Willfully destroying or damaging property;
- (c) Stealing property;
- (d) Creating any hazard on property to persons or things; or
- (e) Throwing articles of any kind from or at a building or climbing upon statues, fountains or any part of the building.

Conformity with Signs and Directions (41 CFR 102-74.385). Persons in and on property must at all times comply with official signs of a prohibitory, regulatory or directory nature and with the lawful direction of Federal police officers and other authorized individuals.

Disturbances (41 CFR 102-74.390). All persons entering

in or on Federal property are prohibited from loitering, exhibiting disorderly conduct or exhibiting other conduct on property that:

- (a) Creates loud or unusual noise or a nuisance;
- (b) Unreasonably obstructs the usual use of entrances, lobbies, corridors, offices, elevators, stairways, or parking lots;
- (c) Otherwise impedes or disrupts the performance of official duties by Government employees; or
- (d) Prevents the general public from obtaining the administrative services provided on the property in a timely manner.

Gambling (41 CFR 102-74.395). (a) Except for the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107 et seq.), persons entering in or on Federal property are prohibited from:

- (1) Participating in games for money or other personal property;
 - (2) Operating gambling devices;
 - (3) Conducting a lottery or pool; or
 - (4) Selling or purchasing numbers tickets.
- (b) This provision is not intended to prohibit prize drawings for personal property at otherwise permitted functions on Federal property, provided that the game or drawing does not constitute gambling per se. Gambling per se means a game of chance where the participant risks something of value for the chance to gain or win a prize.

Narcotics and Other Drugs (41 CFR 102-74.400). Except in cases where the drug is being used as prescribed for a patient by a licensed physician, all persons entering in or on Federal property are prohibited from:

- (a) Being under the influence, using or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines; or
- (b) Operating a motor vehicle on the property while under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

Alcoholic Beverages (41 CFR 102-74.405). Except where the head of the responsible agency or his or her designee has granted an exemption in writing for the appropriate official use of alcoholic beverages, all persons entering in or on Federal property are prohibited from being under the influence or using alcoholic beverages. The head of the responsible agency or his or her designee must provide a copy of all exemptions granted to the buildings manager and the highest ranking representative of the law enforcement organization, or other authorized officials, responsible for the security of the property.

Soliciting, Vending and Debt Collection (41 CFR 102-74.410). All persons entering in or on Federal property are prohibited from soliciting aims (including money and non-monetary items) or commercial or political donations, vending merchandise of all kinds, displaying or distributing commercial advertising, or collecting private debts, except for:

- (a) National or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 950, entitled "Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations," and sponsored or approved by the occupant agencies;
- (b) Concessions or personal notices posted by employees on authorized bulletin boards;
- (c) Solicitation of labor organization membership or dues authorized by occupant agencies under the Civil Service Reform Act of 1978 (Pub. L. 95-454);
- (d) Leases, or its agents and employees, with respect to space leased for commercial, cultural, educational, or recreational use under 40 U.S.C. 581(h). Public areas of GSA-controlled property may be used for other activities in accordance with subpart D of this part;
- (e) Collection of non-monetary items that are sponsored or approved by the occupant agencies; and
- (f) Commercial activities sponsored by recognized Federal employee associations and on-site child care centers.

Posting and Distributing Materials (41 CFR 102-74.415). All persons entering in or on Federal property are prohibited from:

- (a) Distributing free samples of tobacco products in or around Federal buildings, as mandated by Section 636 of Public Law 104-62;
- (b) Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere on GSA-controlled property, except as authorized in Sec. 102-74.410, or when these displays are conducted as part of authorized Government activities; and
- (c) Distributing materials, such as pamphlets, handbills or flyers, unless conducted as part of authorized Government activities. This prohibition does not apply to public areas of the property as defined in Sec. 102-71.20 of this chapter. However, any person or organization proposing to distribute materials in a public area under this section must first obtain a permit from the building manager as specified in subpart D of this part. Any such person or organization must distribute materials only in accordance with the provisions of subpart D of this part. Failure to comply with those provisions is a violation of these regulations.

Photographs for News, Advertising, or Commercial Purposes (41 CFR 102-74.420). Except where security regulations, rules, orders, or directives apply or a Federal court order or rule prohibits it, persons entering in or on Federal property may take photographs of:

- (a) Space occupied by a tenant agency for non-commercial purposes only with the permission of the occupying agency concerned;
- (b) Space occupied by a tenant agency for commercial purposes only with written permission of an authorized official of the occupying agency concerned; and
- (c) Building entrances, lobbies, lobbies, corridors, or auditoriums for news purposes.

Dogs and Other Animals (41 CFR 102-74.425). No person may bring dogs or other animals on Federal property for other than official purposes. However, a disabled person may bring

a seeing-eye dog, a guide dog, or other animal assisting or being trained to assist that individual.

Breastfeeding (41 CFR 102-74.426). Public Law 106-109, Section 629, Division F, Title VI (January 23, 2004), provides that a woman may breastfeed her child at any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Vehicular and Pedestrian Traffic (41 CFR 102-74.430). All

vehicle drivers entering or while on Federal property:

- (a) Must drive in a careful and safe manner at all times;
- (b) Must comply with the signals and directions of Federal police officers or other authorized individuals;
- (c) Must comply with all posted traffic signs;
- (d) Must comply with any additional posted traffic directives approved by the GSA Regional Administrator, which will have the same force and effect as those regulations;
- (e) Are prohibited from blocking entrances, driveways, walks, loading platforms, or the hydrants; and
- (f) Are prohibited from parking on Federal property without a permit. Parking without authority, parking 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, where warning signs are posted, are subject to removal at the owner's risk and expense. Federal agencies may take as proof that a motor vehicle was parked in violation of these regulations or directives as prima facie evidence that the registered owner was responsible for the violation.

Explosives (41 CFR 102-74.435). No person entering or while on Federal property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, other openly or concealed, except for official purposes.

Weapons (41 CFR 102-74.440). Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C. 930. Visitors will be subject to this and/or imprisonment for periods up to five (5) years.

Nondiscrimination (41 CFR 102-74.445). Federal agencies must not discriminate by aggregation or otherwise against any person or persons because of race, creed, religion, age, sex, color, disability or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on the property.

Penalties (41 CFR 102-74.450). A person found guilty of violating any rule or regulation in this subpart while on any property under the charge and control of GSA shall be fined under title 18 of the United States Code, imprisoned for not more than 30 days, or both.

Impact on Other Laws or Regulations (41 CFR 102-74.455). No rule or regulation in this subpart may be construed to nullify any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated (40 U.S.C. 121(c)).

WARNING WEAPONS PROHIBITED

Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.