

OCCUPANT EMERGENCY PLAN

WEBB BUILDING
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203

Plan Approved
February 2002
(Part IV updated April 3, 2003)

Web Edition

August 2004

This plan has been prepared by the
Department of Defense Education Activity,
Office of Safety and Security.

If you see any errors or would like to make any changes,
please contact:

The DoDEA Security Office at
(703) 588-3251.

TABLE OF CONTENTS

CONTENTS

Administrative Page

Building Information Sheet

Occupant Emergency Plan

Bomb Threat Information Sheet

DoDEA Core Advisory Cell

DoDEA Continuity of Operations

BUILDING INFORMATION SHEET

Building Name:	Webb Building
Address:	4040 North Fairfax Drive Arlington, VA 22203
Year Building Completed:	1962
Number of floors:	10
Basements:	2
Net Assignable Floor Area:	17, 571
U.S. Government/U.S. Government Contractor Occupied Floors:	All Floors
Emergency Systems Control Center Descriptions:	Pre-signal
Is it Manned:	Yes
Fire Alarm System And Signals:	Manual pull stations, visual, and audible alarms
Automatic Sprinklers:	Yes
Voice Communications:	No
Elevator Capture and Recall:	Yes
Smoke Detection:	Yes
Other Fire Protection Systems:	Emergency generator, smoke, and heat detectors
Emergency Lighting:	Yes
Security Alarms:	Yes
Power Generators:	Yes

DoDEA OCCUPANT EMERGENCY PLAN

PART I - General

1. PURPOSE: This Occupant Emergency Program Guide contains emergency instructions and procedures to be followed by DoDEA employees in the Webb Building, located at 4040 North Fairfax Drive, Arlington, Virginia 22203. The Federal Government has an inherent responsibility for minimizing danger to life and property arising from the effects of all types of emergencies in buildings which it occupies. This guide discusses actions which will be taken by DoDEA employees in emergencies. All DoDEA employees in the Webb Building should become familiar with the guide.
2. REFERENCES:
 - a. GSA Booklet, "Occupant Emergency Program Guide," dated September 1980
 - b. GSA Bulletin FPMR D-179,"Public Buildings and Space," dated November 1980
 - c. GSA Regional Bulletin FPMR W-A-S, "Establishment of a Standardized Procedure for Certain Emergency Actions," dated February 11, 1981

PART – II Organizational Responsibilities

1. Occupant Emergency Organization: The General Services Administration (GSA) requires an Occupant Emergency Plan (OEP) for leased buildings. An Occupant Emergency Organization (OEO) is hereby established. The OEO is composed of selected Government employees assigned to the building and is headed by a "Designated Official," who is assisted principally by an "Occupant Emergency Coordinator." Other assignees to the OEO include a Floor Team Coordinator, Floor Monitors, an Impaired Persons Monitor, and a Stairway Monitor/Rest Room Monitor. At Tab 5 is a bomb threat information sheet. At Tab 6 is the Occupant Emergency Team for each floor.
2. Designated Official: Within the Webb Building, the assigned official in connection with this plan is the, Department of Defense Education Activity (DoDEA), Chief, Office of Safety and Security.
3. The Chief, Office of Safety and Security can be reached at (703) 588-3250. He/she is referred to in this plan as the "Designated Official." In this capacity, he/she makes final command decisions in emergencies which affect employees in the Webb Building.

4. Occupant Emergency Coordinator: The Occupant Emergency Coordinator (OEC) provides support in conducting emergency operations required by this plan. This function is carried out by the Department of Defense Education Activity (DoDEA), Office of Safety and Security, Security Specialist. He/she can be reached at (703) 588-3251. These support duties include:
 - a. Ensures the basic provisions of the OEP are disseminated to all employees assigned to the Webb Building.
 - b. In coordination with GSA and DoD building managers, ensures that selected qualified emergency service personnel are knowledgeable concerning their duties and arranges for necessary drills.
 - c. Conducts periodic inspections and reviews within the Webb Building.
 - d. During a building evacuation, notifies responding firefighters of the location of any impaired persons.
 - e. Undertakes any other actions, whether identified specifically herein or not, to ensure that the OEP operates efficiently and effectively.

5. Floor Team Coordinator: The duties of the Floor Team coordinator are:
 - a. Ensures that all monitors are aware of assigned duties and have been provided with an Occupant Emergency Plan.
 - b. Sets up an Emergency Holding Area for impaired persons, which is a predetermined area of refuge on the floor to which they are assigned and assures that all monitors are aware of the location. This area must be behind a corridor door, close to the stairwell, have access to a window and have a telephone. The following must be posted in the room:
 - (1) The non-emergency number for the Arlington Fire Department: (703) 558-2222.
 - (2) Real Estate Services, Inc. (RESI) office number in the lobby: (703) 524-7500
 - (3) Copy of an updated Occupant Emergency Team roster.
 - c. Establishes new evacuation routes as necessary, and disseminates this information in a timely manner to employees.
 - d. Supervises and expedites the planned and controlled movement of all floor occupants and supervises the activities of the Floor Monitors.

- e. In the absence of the Impaired Persons Monitor and the Alternate, assigns one of the floor monitors to remain in the holding area with any impaired employees.
 - f. Notifies Stairway/Restroom Monitors that all employees have been evacuated and releases them to leave the building.
 - g. After each floor is cleared, notifies the OEC at the command post, located at the RESI office. Gives the name and location of any employees on the floor.
6. Floor Monitors: (Total of 4: 1 for each section of each floor) The Floor Monitors' Duties include:
- a. Possess a thorough understanding of their assigned duties.
 - b. Search their assigned section to ensure that everyone in the area has been evacuated.
 - c. Direct the orderly flow of persons along prescribed evacuation routes during drills and actual emergencies.
 - d. Report to the Emergency Holding Area to notify the Floor Team Coordinator that their area is clear or give the location of any persons still on the floor.
7. Impaired Persons Monitor: Duties are as follows:
- a. Maintain a current list of all impaired persons located on the floor and provide this list to both the Floor Team Coordinator and the Alternate Impaired Persons Monitor.
 - b. Ensure that impaired persons are safely evacuated to the Emergency Holding Area.
 - c. Notify the Floor Team Coordinator of the location and number of impaired persons on the floor. The fire department will make a determination as to when and how impaired persons will be evacuated. It is possible that they can remain where they are and be in no danger.
 - d. Remain with impaired persons until directed to leave by fire department personnel.

- e. Should the evacuation of impaired persons become necessary prior to the arrival of fire department personnel, the monitors would then assist the impaired person.
8. Stairway Monitor/Restroom Monitor: (1 male and 1 female) Duties include:
 - a. After ensuring that all employees in a restroom are evacuated, return to the elevator foyer and keeps the corridor doors leading to the stairway open.
 - b. Ensure that persons enter the stairway in an orderly manner; advise them to walk and not run; being particularly alert to provide special assistance to personnel as needed.
 - c. Remain by the stairwell door until the Floor Team Coordinator notifies them that the floor is clear. At that time, the monitors close the doors to the stairwell and proceed to the first floor and out of the building. In the event the Floor Team Coordinator needs assistance with impaired persons, the monitors may be asked to remain.
9. Medical Assistance: There are no U.S. Government medical facilities in the Webb Building. Emergency medical care is available from the commercial Arlington Medical Clinic on the 1st floor at room number 140 or by calling 911 for assistance. First Responder Emergency Medical Technician care may triage medical assistance in an emergency and arrange transportation for follow-on care at the Arlington Hospital, 1701 North George Mason Drive, Arlington, Virginia, telephone (703) 558-6161, or other designated medical care centers in the area.
10. Damage Control: The building engineer is responsible for turning off the appropriate facility utilities when required by an emergency situation and notifying the building manager located at RESI.
11. Communications: In the event that telephones are operable during the emergency, they will be used as much as possible to provide for emergency communications requirements. Should the telephones be inoperable, the OEC will utilize any available employee in the building as messengers. Two-way portable radios are available to key DoDEA employees assigned emergency evacuation duties through this plan. These radios should be used to report emergencies to the Designated Official or other persons overseeing emergency evacuation operations.
12. Command Center: The command center for building emergencies is established in the RESI office at (703) 524-7500, located on the 1st Floor (lobby). Functioning as the Emergency Command Center, this is the location from which facility emergencies in the Webb Building will be managed.

In the event of an emergency necessitating the activation of the Emergency Command Center, the OEC will report to the Designated Official at the Command Center. The Floor Team

Coordinator will report to the Designated Official as soon as the emergency circumstance(s) permit.

13. Fire Department Notification: There are manual pull stations on each floor of the Webb Building, but it should be noted that when activated, an alarm sounds *only* in the building. The alarm from the pull station is transmitted to ADT Security Systems, which notifies the Arlington Fire Department. The Control Center of the GSA Federal Protective Services (FPS) should be notified at (202) 708-1111. Upon receipt of a call from the Webb Building, FPS will dispatch Federal police officers to the Webb Building.

PART III – Drills

Drills: OEO personnel and other Government employees assigned to the Webb Building will participate in any required drills for familiarization with the actions that would be needed in a real situation.

PART IV – Biological, Chemical, and Radiological “Shelter in Place” Procedures

1. Emergency “Shelter in Place”: Emergency “Shelter in Place” (lockdown and shelter) procedures may be necessary in the event of a local terrorist attack using weapons of mass destruction. These occurrences may be chemical, biological or radiological in nature, with different procedures depending on the nature of the occurrence. At a minimum, employees can expect that they will all be called inside and will remain inside until notification is received that it is “all clear” to go outside or an evacuation is initiated. All employees must be cleared from hallways, bathrooms, etc. and directed into internal rooms while the nature of the threat is being determined. Employees should stay away from doors and windows and should not leave the area or attempt to leave the building. If appropriate, the Building Engineers will close and seal all windows, doors, and Heating, Ventilation, & Air Conditioning (HVAC) outlets as quickly as possible. We may need to supplement the building engineers’ efforts by sealing the edges of our interior doors to the hallway/elevators with duct tape and sealing any other gaps or avenues of air flow found to the outside. Note: Sealing internal air vents in the ceiling is impractical and unnecessary when the main building HVAC system is shut down. Employees will be assigned to monitor doors and seals.
2. General information:
 - a. Emergency Lockdown and Shelter: In the event of a chemical, biological, or radiological occurrence in the immediate vicinity of the building, employees will be notified to enter the building and remain inside until an evacuation order is received or until the all clear signal is given. The Designated Official will be responsible for communications outside the building and will relay evacuation/all clear instructions. The Designated Official will communicate with senior management, Floor Coordinators, and Floor Monitors who will pass information on to employees. Depending on the nature of the occurrence, the lockdown may exist for 4-

12 hours and preparations are necessary to ensure adequate supplies are on hand for 12-24 hours.

- b. Emergency Equipment: Each floor will be provided with emergency shelter kits. This equipment will include flashlights, batteries, AM/FM radios, a bullhorn, first aid kit, and any other tools and supplies deemed necessary for an emergency. Additionally, analog phones will be connected at various points on floors 4, 6, 7, 8, and 9 for emergency use in the event the power is out and normal phones do not operate. In the event the power is out but phone circuits are operational, the analog phones will enable emergency phone calls to be placed and received.
- c. Employee Provided Supplies: While the emergency shelter kits will provide many of the emergency necessities for a lockdown/shelter, there are some supplies that must be provided by the employees. Each employee should purchase and keep a personal supply of bottled drinking water. This water should be replaced every six months. Additionally, each employee should keep a supply of ready to eat food, such as crackers, canned meat, or dried fruits which should be replaced prior to expiration or every six months, whichever is shorter. Employees who require medication should keep a supply of those medications with them at all times, particularly life sustaining medicines. Employees will not smoke in the shelter areas and will not be allowed to leave the shelter areas to smoke, therefore, those employees may wish to pre-position smoke-free nicotine substitute products to sustain themselves during a lockdown and shelter operation. Employees should keep other items in the office that would facilitate passing the time, such as gum, cards, puzzle books, or board games. These supplies should not take up more than one drawer in a typical file cabinet at your desk.

3. Types of Emergencies and Responses by Employees:

a. Chemical/Biological:

- (1) A chemical/biological occurrence could be either external or internal. External meaning something happening in the environment outside of the building while an internal event would occur inside of the building. Both types could trigger events that initiate lockdown and shelter procedures, but an internal event may also require initiation of a quarantine of some part of the facilities while other areas may be evacuated. A quarantine is another of the many reasons behind maintaining food and water supplies in each employee's work area.
- (2) External Chemical/Biological Event: An external event will occur when notice is issued that a chemical/biological threat has been detected in the immediate area outside the facility. When the threat is

identified, all employees will begin to follow the guidelines for lockdown. Building engineers will proceed to turn off the building HVAC system, shutdown the elevators, lock first floor doors, garage doors, and post Shelter in Place signs on the outside of these doors with phone numbers and radio frequencies on the signs. Shutting down the building HVAC system may result in the building getting hot and stuffy or cold based on the outside weather conditions, but is necessary to produce a neutral atmosphere to inhibit outside air from entering the building. Employees should be prepared for evacuation as soon as emergency services personnel declare the outside area to be safe.

(3) Internal Chemical/Biological Event: In the event a chemical/biological event occurs in the building, such as in the mail room, action will be taken immediately following the identification of a possible event. When first identified, the area or areas affected will be quarantined. This will include sealing the doors and windows with plastic and duct tape. The remaining floors will begin lockdown procedures and await further notice. Employees will not be permitted to leave the building until authorized response teams determine employees are not carrying a chemical/biological agent on their persons. As an example, an envelope is opened on the sixth floor that contained a suspicious substance suspected to be a hazardous chemical/biological agent, both the sixth floor and the mail room would become quarantined and the doors and windows would be locked and sealed for the arrival of emergency services personnel. Employees in these areas would remain in quarantine until response teams arrive and declare the hazard over. Everyone else would go to their own offices or cubicles, seal any doors and windows, and await further instructions. It is possible employees will be released to evacuate the premises while quarantined employees will have to remain.

b. Radiological Event:

(1) External Event: More than likely a radiological event will be external, probably in the form of a “dirty bomb”, defined as an explosive device that scatters radioactive material. Such a bomb will release only limited radiation in a small geographic area, but in the event such a bomb is detonated, lockdown and shelter procedures will commence. Radiation levels will be monitored and all applicable doors and vents will be sealed with plastic and/or duct tape. HVAC equipment will be turned off and nobody will be allowed to enter or leave the building until cleared by the appropriate emergency response team personnel. Failure to follow these instructions could result in a greater number of persons being contaminated by radiation.

- (2) Internal Event: Though not likely, it is possible that a radiological event could occur inside the building. If so, once identified the building will immediately be sealed and nobody other than an authorized response team member will be allowed inside the building. Nobody on an affected floor will leave that floor unless there is reason to believe one's life is in immediate danger to remain (e.g. unstable structure due to an explosion). Nobody from any other floor will be permitted on the quarantined floor(s). Those persons in quarantine will administer first aid as applicable to injured persons. Remaining floors will begin lockdown procedures and await further instructions. Employees in the quarantined area(s) will remain calm and await medical attention from authorized emergency response personnel.

PART V – Evacuation Procedures

1. General information:

- a. Emergency Evacuation: Emergency evacuation of the Webb Building might be necessary in the event of any of the situations outlined within this Occupant Emergency Program Guide, or other situations of similar serious circumstances and/or danger to occupants. If time and circumstances permit, the evacuation will be coordinated with the GSA Federal Protective Service.
- b. Use of Elevators and Stairways: The elevators in the building will not be used for evacuation. Insofar as practicable, employees will utilize the stairs near the office in which they are located. Employees should enter the stairway and move to the inside railing, allowing personnel from lower floors to intertwine.
- c. Fire Alarm System: If the fire alarm is pulled, the alarm will sound throughout the building.

2. Types of Emergencies and Responses by Employees:

- a. Fires:
 - (1) Upon discovering a fire in the Webb Building, pull the nearest manual alarm. Immediately thereafter, and if time permits, report the fire to the Arlington County Fire Department **911** and to the GSA Federal Protective Service Control center at (202) 708-1111.
 - (2) If the situation allows, try to extinguish the fire with a portable extinguisher. Note: Arlington County Code requires that **ALL FIRES** be reported to the Arlington County Fire Department.

- (3) Once the order to evacuate has been given, employees must leave the building immediately. Employees should, if time permits, turn off equipment, and close doors to individual offices as they exit. During the evacuation, employees must not stop and discuss the situation or wait for friends or coworkers, but should exit the building as quickly as possible. At the same time, personnel should not crowd the exit doors. The entire evacuation process will be much quicker and more successful if everyone remains calm and concentrates on leaving the building. Employees should not enter the basement area to remove their vehicles.
- (4) Once outside, gather at Quincy Park to await further information. To get to Quincy Park, proceed 1 block East on Fairfax Drive to the intersection of Fairfax Dr. and Quincy St., cross Fairfax Drive on Quincy and proceed 1 block North to Quincy Park. Employees of each division or office should try to group together in order for supervisory personnel to determine if everyone has evacuated the building.
- (5) After the fire has been completely extinguished, and in consultation with fire department officials, the Designated Official will decide if it is safe to reenter the building. If the building cannot be safely reentered, additional instructions will be issued for all persons at that time.
- (6) In the event that the building can not be reentered or work is to cease for safety or security reasons, further instructions will be provided to assembled DoDEA employees by the Designated Official or other senior management officials on the scene. DoDEA has a Core Advisory Cell of designated essential personnel that may either be directed to remain on site or may be evacuated to an alternate work site for emergency management and/or recovery operations. DoDEA has a Continuity of Operations Plan which addresses catastrophic disruptions affecting the Webb Building and lists possible alternative work sites for designated essential personnel and any other personnel identified to address the particular crisis/scenario.

b. Bomb Threats:

Upon receipt of a bomb threat:

- (1) The employee receiving such a call should attempt to obtain as much information as possible from the caller regarding the location of the alleged bomb and its scheduled time of detonation. The person receiving the call should listen for background sounds, as well as

special characteristics of the caller's voice that might later provide law enforcement officials with clues to the caller's identity. If at all possible, the employee should record the information on the Bomb Threat Information Sheet at Attachment 1 of this plan.

- (2) The person receiving the call should immediately call his/her supervisor to report the incident and to await any resulting instructions. The supervisor (if available) or the person who received the call should immediately contact the building engineer at (703) 524-5000, the Designated Official at (703) 588-3250, as well as the Arlington County Fire Emergency Control Center (ECC) at **911** and the GSA Federal Protective Service Communications Center at (202) 708-1111.
- (3) All personnel should make an immediate survey of their work area to look for unusual objects. Should such an object be found and there is any reason to believe that a package or other item might in fact contain explosives, employees will not attempt to examine or handle it. Instead, the employee will warn all personnel in the vicinity of possible danger, and alert either the Arlington County Police Department or the Federal Protective Service personnel upon their arrival at the building.
- (4) The Designated Official or the OEC, in coordination with higher officials, will make a decision concerning an evacuation of the building. Method of evacuation will be determined by the Designated Official, the OEC and/or the Arlington County Police Department, as the situation requires. If an evacuation is ordered for a bomb threat, personnel should proceed to Quincy Park and await further direction. To get to Quincy Park, proceed 1 block East on Fairfax Drive to the intersection of Fairfax Dr. and Quincy St., cross Fairfax Drive on Quincy and proceed 1 block North to Quincy Park. Employees of each division or office should try to group together in order for supervisory personnel to determine if everyone has evacuated the building.
- (5) In the event that the building cannot be reentered or work is to cease for safety or security reasons, further instructions will be provided to assembled DoDEA employees by the Designated Official or other senior management officials on the scene. DoDEA has a Core Advisory Cell of designated essential personnel that may either be directed to remain on site or may be evacuated to an alternate work site for emergency management and/or recovery operations. DoDEA has a Continuity of Operations Plan which addresses catastrophic disruptions affecting the Webb Building and lists possible alternative work sites for designated essential personnel and any other personnel identified to address the particular crisis/scenario.

c. Explosions:

In the event of an explosion:

- (1) Employees in the vicinity will take cover under desks or tables for protection from flying glass and debris.
- (2) The fire alarm system will be activated by a person near the manual pull station. Immediately call the Designated Official at (703) 588-3250, who will in turn notify RESI at (703) 524-7500, the Arlington County Police/Fire Department at **911**, and the GSA Federal Protective Service Control Center at (202) 708-1111.
- (3) The Designated Official and the Building Manager will be contacted and briefed concerning the situation, the location, and the intensity of the explosion, details of any casualties, and apparent extent of damage or destruction.
- (4) Qualified personnel who are tenants of the Webb Building will be requested by OEO members to render any necessary first aid pending the arrival of personnel from the Arlington County Fire Department. Floor Monitors will arrange to have employees guide rescue workers to the scene of the explosion upon their arrival at the Webb Building. The Arlington County Fire Department medical personnel will determine the level of emergency medical care required. The fire department will then direct and coordinate the process.
- (5) Once the effects of the explosion have subsided, and after consultation with other officials, the Designated Official will decide whether a partial or complete evacuation is necessary. Should the evacuation be directed, the same procedures outlined above will be followed. In the event that the building can not be reentered or work is to cease for safety or security reasons, further instructions will be provided to assembled DoDEA employees by the Designated Official or other senior management officials on the scene. DoDEA has a Core Advisory Cell of designated essential personnel that may either be directed to remain on site or may be evacuated to an alternate work site for emergency management and/or recovery operations. DoDEA has a Continuity of Operations Plan which addresses catastrophic disruptions affecting the Webb Building and lists possible alternative work sites for designated essential personnel and any other personnel identified to address the particular crisis/scenario.

d. Power Failures:

In the event of a power failure:

- (1) Employees should remain in their offices and open the blinds to admit more outside light. Appliances or machinery, which had been in operation, should be turned off in order to reduce an electric surge which will occur when the power is ultimately restored.
- (2) There are emergency lights in the stairway areas in the Webb Building. They are designed to operate in the event of a power failure since they are on a separate circuit powered by an auxiliary generator. Therefore, safe passage on the stairs will be enhanced by the emergency lighting system.
- (3) Personnel trapped in elevators should press the alarm button to attempt to signal their presence. In addition, personnel should call out for help and pick up the telephone located inside the elevator and ask for help. Therefore, it is particularly important that OEO Floor Monitors check the location of the elevators to ascertain whether any persons are trapped in the elevators, and immediately call the building manager, at (703) 524-7500.
- (4) In the event that power can not be restored and work is to cease for safety or security reasons, further instructions will be provided to assembled DoDEA employees by the Designated Official or other senior management officials on the scene. DoDEA has a Core Advisory Cell of designated essential personnel that may either be directed to remain on site or may be evacuated to an alternate work site for emergency management and/or recovery operations. DoDEA has a Continuity of Operations Plan which addresses catastrophic disruptions affecting the Webb Building and lists possible alternative work sites for designated essential personnel and any other personnel identified to address the particular crisis/scenario.

e. Natural Disasters:

In the event of a natural disaster, such as a severe windstorm, the Designated Official will receive reports from OEO personnel, and consult with other appropriate officials. Upon such consultation, the Designated Official or the person acting in such a capacity will decide upon an appropriate course of action with respect to a partial or complete evacuation and/or related remedial matters. Should an evacuation be ordered, the procedures are the same for employees as those outlined above.

f. Civil Disturbances:

The general designation of a demonstration day within the National Capital Region by various groups will normally have no effect on Government employee work schedules in the Webb Building. All personnel assigned to the building are expected to report to their work-sites as usual. Consistent with the tenor of the situation, and in order to maintain customary operations, normal leave policies will apply. However, if a demonstration should occur in a work area, the following instructions apply:

- (1) Employees should not enter into a personal or face-to-face discussion or confrontation with any of the demonstrators. Similarly, physical contact with the demonstrators should be avoided.
- (2) The supervisor(s) in the area(s) concerned will contact the Designated Official at (703) 588-3250, and relay the status of the demonstration. Should the circumstances appear appropriate, the Designated Official will contact the Building Manager, at (703) 524-7500, and direct that the Arlington County Police and the GSA Federal Protective Service be notified, coupled with a request for assistance.
- (3) If official visitors are in the Government area of the Webb Building, which is the site of a demonstration, they will be requested to move to a more appropriate location within the building or elsewhere to continue discussions. Similarly, if non-protesting employees are assigned to an area in which a demonstration or protest is underway, they will be relocated without delay to a more suitable area.

g. Demonstrations:

No single standard procedure can be issued to cover all types of demonstrations, since they vary in their origin and nature, as well as the resulting problems they may present. The character and number of participants, coupled with the atmosphere in which a given demonstration occurs, and the proximity of the demonstration to the Webb Building are factors which may have a bearing on the official response. There could be situations in which the objectives of the group are totally in consonance with those of the Government, and all individual demonstrators are scrupulously obeying the law; thus, no action would be necessary by the authorities. Nevertheless, the following guidelines will apply:

- (1) The Designated Official, in coordination with GSA officials, will monitor the demonstration closely and, to the extent possible, prevent entry into the Webb Building.
- (2) The Designated Official and OEO personnel should extend every effort to ascertain the intentions of the demonstrators and that the

parties have a mutual understanding of all contemplated actions in an effort to ensure that demonstrating personnel maintain a law-abiding posture and refrain from initiating any actions that would be harmful to the continued maintenance of civil obedience.

- (3) Should there be any indications that the mood of the crowd is becoming more hostile, or that mob-like violence is a possibility, the Designated Official may elect to call the Arlington County Police Department and the GSA Federal Protective Service. Additionally, if the tenor of the crowd becomes mob-like in terms of its hostility, the situation has changed from a “demonstration” to a “civil disturbance,” and provisions of subparagraph 2f will then be followed.

h. Extreme Violence/Acts of Terrorism:

In the event of more serious acts, which involve extreme violence or acts of terrorism, to include physical threats against the life or well-being of any employee in the Webb Building, or actual destruction of Government or personal property, the Designated Official will be notified. At the same time, a telephone request for assistance will be made to the Arlington County Police Department (911) and the GSA Federal Protective Service at (202) 708-1111 by the Designated Official.

i. General Emergencies:

It is difficult to list all the various types of emergencies that might be encountered, therefore all employees should use common sense when involved in an emergency and should notify the Building Engineer at (703) 524-7500 and the GSA Federal Protective Service at (202) 708-1111 or dial **911**, as appropriate.

In any scenario which results in a building evacuation or determination that DoDEA personnel will cease work in the Webb Building for safety or security reasons, further instructions will be provided to assembled DoDEA employees by the Designated Official or other senior management officials on the scene. DoDEA has a Core Advisory Cell of designated essential personnel that may either be directed to remain on site or may be evacuated to an alternate work site for emergency management and/or recovery operations. DoDEA has a Continuity of Operations Plan which addresses catastrophic disruptions affecting the Webb Building and lists possible alternative work sites for designated essential personnel and any other personnel identified to address the particular crisis/scenario.

BOMB THREAT INFORMATION SHEET

Time of call _____ Time caller hung up _____

Exact words of caller: _____

Attempt to obtain the following information:

When is the device to detonate? _____

Where is the device now? _____

What does it look like? _____

Why did you plant the device? _____

Are you with an organization? _____

Voice Characteristics (circle)

Male Female Young
Old Tone Accent

Was the voice familiar? Yes___ No___ If yes, who did it sound like?

Background noise:

Music _____ Rattle of dishes _____
Machines _____ Other people _____
Telephones _____ Other _____

REMARKS: _____

Name of person receiving call _____

Phone/Room Number _____

DoDEA Core Advisory Cell (Emergency Essential Personnel)

The following persons, by position, are designated emergency essential to continuing DoDEA operations in the event of an emergency necessitating the normal release of employees for their personal safety. These persons constitute the emergency core advisory cell and may either remain on site or may be evacuated to an alternate work site (see Continuity of Operations Plan) for emergency management and/or recovery operations.

Director.....703-588-3052
Administrative Assistant to the Director.....703-588-3051

Director's Core Advisory Cell:

Principal Deputy Director	703-588-3160
Associate Director for Financial & Business Operations	703-588-3305
Chief of Staff	703-588-3201
Director, Human Resources	703-588-3888
Chief, Communications	703-588-3260
Chief, Information Technology	703-588-3401
Chief, Logistics	703-588-3502
Chief, Office of Safety & Security	703-588-3250
Chief, Procurement	703-588-3606

Persons to assist the CAC in management/recovery execution:

Chief of Executive Services	703-588-3202
Webmaster	703-588-3263
HQ Security Officer	703-588-3251
Chief of Resource Management	703-588-3313
General Counsel	703-588-3064
Assistant, Associate Director for Education	703-588-3104
Assistant, Associate Director for Financial & Business Operations	703-588-3303
Logistics Management Specialist	703-588-3503
Chief, Human Resources Services & Information	703-588-3808
Deputy Director, Human Resources	703-588-3818
Chief, FAIM, Human Resources	703-588-3820
Acting Chief Technical Officer, IT	703-588-3472

All personnel listed above must have pre-positioned and operational Government Furnished Equipment (GFE) at their residence in order to function and communicate in an emergency dispersed geographic mode of operations.

All personnel listed above must develop and maintain a written list of emergency telephonic contacts for the continuance of operations in their areas of expertise. This list of contacts must be available and easily portable in an emergency for operation at the Director's headquarters core advisory cell, at an emergency relocation site, or at their residence.

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR POLICY
ATTN: DEPUTY FOR POLICY SUPPORT

SUBJECT: Continuity of Operations

The purpose of this memorandum is to submit a revised Department of Defense Education Activity (DoDEA) headquarters Continuity of Operations plan.

In accordance with Presidential Decision Directive (PDD) 67, "Enduring Constitutional Government and Continuity of Government Operations," DoDEA headquarters operations are deemed non-essential to the continued operation of schools during a national or natural emergency or crisis. However, in the event of a catastrophic disruption of DoDEA headquarters operations, the attached plan provides for key management to direct recovery operations from an alternate work site.

DoDEA's schools and school operations located overseas and in the United States, the Commonwealth of Puerto Rico, and Territory of Guam, receive their protection, support, and emergency operational direction from the local Military Service base commanders. These commanders determine the continuity of operations and alternate work site as may be required.

We appreciate your continued support for our students, staff, and educational efforts worldwide. If you have any questions, my point of contact is the Associate Director for Financial and Business Operations, 703-588-3302.

Signed

Joseph D. Tafoya
Director

Attachment:
As stated

CC:

DASD(MC&FP)
Director, DoDDS Europe
Director, DoDDS Pacific
Director, DDESS/Cuba
Associate Director for Financial Business and Operations
Principal Deputy Director

Department of Defense Education Activity

Headquarters Operation - Continuity of Operation Plan

Current Location: Department of Defense Education Activity
4040 North Fairfax Drive (Webb Building)
Floors 4, 6, 7, 8, 9
Arlington, Virginia 22203

Alternate Location:

1. In the event of a catastrophic disruption affecting the Webb Building, the following priority will be followed to identify alternate locations:

- Government Services Administration leased space within the National Capitol Region
U.S. Government leased space (GSA)
Washington Headquarters Services POC:
Falls Church Area Office
(703) 681-7711
Facsimile (703) 681-7780
- Federal lodging/conference space
Federal Depositor Insurance Corporation (FDIC)
Student Residence Center
1001 N. Monroe Street
Arlington, VA 22226
(703) 516-4630
- Commercial hotel/conference space
Hilton Arlington & Towers
950 North Stafford Street
Arlington, VA
(703) 528-6000
- Sheraton Crystal City Hotel
1800 Jefferson Davis Highway
Arlington, VA
(703) 769-3942

2. In the event of a catastrophic disruption to the National Capital Region, the following location(s) will be used:

New York and Virginia Superintendent's Office
Burrows Elementary School
3308 John Quick Road
Quantico, Virginia 22134
Civilian: (703) 784-2319/2066
Facsimile: (703) 784-5090

DDESS Service Center
700 Westpark Drive
Peachtree City, GA 30269
770-486-2990

3. To the extent practical, key management staff will telecommute from residences as temporary or permanent work sites are identified.

Note: The revised Webb Building Occupant Emergency Plan provides a DoDEA Core Advisory Cell listing. This Advisory Cell will establish emergency information and recovery contacts to provide further employee evacuation and relocation information.

Directions from DoDEA to FDIC

Start out going east on VA-237/N Fairfax Drive towards N Quincy Street by turning right

Turn left onto N Monroe Street

1001 N. Monroe Street, Arlington, VA (703) 516-4630

Metro: Orange Line Metro stop is Virginia Square

Directions from DoDEA to Hilton Arlington & Towers

Start out going west on VA-237/N Fairfax Drive towards Stafford Street

Turn left onto Stafford Street

950 North Stafford Street

Metro: Orange Metro Line stop is Ballston-MU

Directions from DoDEA to Sheraton Crystal City Hotel

Start out going east on VA-237/N Fairfax Drive towards N Quincy Street by turning right

Turn slight right onto 10th Street

Turn slight right onto Washington Boulevard

Take the 395 N ramp towards US-1S/Washington

Keep right at the fork in the ramp

Keep left at the fork in the ramp

Merge onto S Hayes Street

Turn left onto 15th Street

Take the US-1 S ramp towards National Airport/Alexandria

Merge onto Jefferson Davis Highway/US-1

1800 Jefferson Davis Highway

Metro: Blue Metro Line stop is Crystal City

Directions to NY/VA Superintendent's Office – Burrows ES, Quantico

395 S towards Richmond

395 S becomes 95 S

Take the VA-619 E exit, exit number 150 A, towards Triangle/Quantico to MCB Quantico (Fuller Road)

Turn right onto Neville Road at traffic light

Turn right onto John Quick Road at stop sign

3308 John Quick Road, Building 3308

Directions to DDESS Service Center – Peachtree City, GA

395 S towards Richmond

395 S becomes 95 S

Merge onto I-85 S, exit number 51, towards US-460 W/Durham/Atlanta

Take the GA-74 S exit, exit number 61

Turn left onto Senoia Road/GA-74 S. Continue to follow GA-74 S

Turn left onto Westpark Drive

700 Westpark Drive