Occupant Emergency Plan

USDA Headquarters Facility

June 2019
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RESPONSIBLE OFFICIAL’S SIGN-OFF SHEET

The following officials certify that they have read this plan and fully understand the procedure to be followed in an emergency affecting facilities and employees for which they are responsible:

**Designated Official:**
Duane Williams, Director, Office of Operations
Signature: [Signature]

**Alternate Designated Official:**
James Brent, Jr., Deputy Director Office of Operations
Signature: [Signature]

**Incident Commander:**
Duane Williams, Director Office of Operations
Signature: [Signature]

**Alternate Incident Commander:**
Jeffery Sheckels, Director Safety, Sustainability and Emergency Operations Division
Signature: [Signature]

**Occupant Emergency Coordinator:**
Deidra Hollingsworth, Incident Manager Safety, Sustainability and Emergency Operations Division
Signature: [Signature]
EXECUTIVE SUMMARY

By law, the Federal Government is required to have an Occupant Emergency Program for each facility it occupies, leases, or owns. The purpose of the Occupant Emergency Program is to establish an Occupant Emergency Plan (OEP) supported by an Occupant Emergency Organization (OEO). Together, the OEP and the OEO provide the information and procedures for an effective emergency response. This OEP includes emergency procedures and instructions for federal employees, contractors, and visitors occupying the United States Department of Agriculture (USDA) Headquarters (South & Whitten) Complex. This plan has been established in accordance with all applicable laws, regulations, and best practices, including guidance from Title 41 CFR Chapter 101-1.102 - Federal Property Management Regulations and the Federal Protection Service and administered by General Services Administration (GSA).

USDA has both federal and local authority for maintaining the Occupant Emergency Program and implementing this Headquarters Building OEP, as outlined by the following:

- Department of Homeland Security Presidential Directive (HSPD-5(18))
The purpose of the Occupant Emergency Plan (OEP), supported by the Occupant Emergency Organization (OEO), is to provide immediate and short-term emergency response instructions and procedures in the event of an emergency or disaster caused by a wide range of threats and hazards; including natural or man-made disasters, terrorist events, technological hazards and medical emergencies.

This OEP is developed by the US Department of Agriculture, (USDA), Office of Operations (OO), Security, Sustainability, and Emergency Division (SSEOD). The Plan serves as a written set of processes and procedures that identifies measures to be taken in emergency situations and establishes effective coordinated response events affecting the headquarter facilities. This plan is limited to emergency response actions; the Continuity of Operations Plan (COOP) shall be implemented as appropriate when operations are affected.

The OEP serves to:

- Establish an effective, coordinated response to events affecting each facility;
- Provide for the safety and security of building occupants; and
- Minimize the consequences of disasters and emergency events.

This OEP applies to all federal employees, support contractors and visitors occupying the South and Whitten Buildings and assumes a localized emergency in which the USDA HQ complex is impacted in part or as a whole. Become familiar with this plan and your assigned responsibilities under it! A thorough knowledge of the emergency procedures will help ensure our safety and protection in a real emergency and provide a safer and more pleasant work environment.

The effective date of this OEP is June 2019. This document supersedes all previously recognized OEPs for the USDA HQ complex. This OEP will be reviewed and updated on an annual basis.
OCCUPANT EMERGENCY ORGANIZATION (OEO)

The OEO is a voluntary group of federal employees who coordinate emergency procedures and defensive actions to safeguard occupants in situations which may impact daily operations. During an emergency, OEO personnel can be identified by fluorescent yellow, green, red and purple emergency safety vests.

All managers who have employees assigned to the OEO will notify the Incident Commander (IC) when any member is transferred, retires, or, because of extraordinary work and/or circumstances, can no longer perform their duties as an OEO member. Managers must then assign a replacement, providing the name and other pertinent information.

The following subsection describes the Incident Command System (ICS) (Exhibit A), Command Staff and General Staff roles and responsibilities in preparing for and responding to an emergency affecting the buildings.

INCIDENT COMMAND SYSTEM

Exhibit A:
INCIDENT COMMAND TEAM RESPONSIBILITIES

Since the ICS is designed to be flexible and scalable for all types of incidents and events, staff listed below may not be required for each deployment. However, in the interest of developing a comprehensive OEO, all the ICS positions and descriptions are provided below.

DESIGNATED OFFICIAL (DO): The individual is responsible for developing the OEP and coordinates all actions involved in emergency situations. The DO also selects, organizes, and trains ICS staff to carry out the OEP.

ALTERNATE DESIGNATED OFFICIAL (ADO): The individual is responsible for developing the OEP and coordinates all actions involved in emergency situations. The ADO also selects, organizes, and trains ICS staff to carry out the OEP.

INCIDENT COMMANDER (IC): This individual is responsible for the overall management of an incident through coordinated activities and responses from the Section Chiefs. In the absence of the IC, the senior and most qualified person on the command staff will assume the position and lead the Incident Management Team.

COMMAND STAFF: The Command Staff consists of the Public Information Officer (PIO), Safety Officer (SO), Liaison Officer (LNO) and Employees Needing Assistance (ENA) Officer. They all report to the IC.

- **Public Information Officer** is responsible for interacting with public and media. Prepares media statements on facility and occupant status.
- **Safety Officer** is responsible for investigating all emergency occurrences that result in injury to USDA employees or damage to USDA facilities and equipment.
- **Liaison Officer** is the primary point of contact for other agencies and organizations assisting in incident. Responsible for transmitting information to and from community response agencies.
- **Employees Needing Assistance (ENA) Officer** is responsible for providing advice on the needs of occupants needing assistance relative to the ongoing emergency.
GENERAL STAFF RESPONSIBILITIES

The General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. During the initial phase of an incident, a determination will be made regarding the level of deployment of the Incident Command Team. During every incident the IC relies on its managers and supervisors who oversees a General Staff with coordination from agency OEOs to assist in protecting employees during an emergency.

OPERATION SECTION: The Operations Section is responsible for all activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations.

OPERATIONS SECTION CHIEF (OSC): The Operations Section Chief is responsible for overseeing all operations-related personnel and tasks. The OSC staff consist of:

- **Emergency Command Unit:** is responsible for command and control of the ECC and the respective communications systems during emergencies. Reports directly to the OSC.
  - **Warden Unit:** is responsible for directing occupants from the work areas to assigned assembly areas. Wardens are identified by RED vests and report directly to the Incident Command Post via two-way radios. For non-evacuation incidents report to the Operations Center or other coordination area as directed and follow the instructions provided by the Warden Chief.
  - **Emergency Response Team (ERT) Unit:** is responsible for responding to the scene of the emergency, in addition to verifying and providing an assessment or status of the incident to the OSC.
  - **Staging Unit:** is responsible for the assembly of the workspace where emergency management personnel and equipment can be staged and dispersed to support the incident. Often located near the assembly areas.

- **Security Unit:** is supervised by the Security Chief who is responsible for implementing security force actions in concert with the ECC Chief. The Security Chief is part of the Command Staff and reports to the IC.
  - **Security Liaison Officer (SLO):** responds to the emergency scene to verify and provide an assessment or status to the OSC. When applicable, meet the first responders and advise the command post of their arrival and status.
  - **Technical Security Unit (TSU):** provides oversight for the security control center, which monitors alarms and cameras throughout the building. Technical Security ensures the full and efficient operation of perimeter doors during and after emergency situations.
  - **Operational Security Officer (OSO):** responds to the emergency scene to verify and provide an assessment or status to the OSC.
**PLANNING SECTION**: The Planning section collects, evaluates, and disseminates incident situation information and intelligence to IC and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident and prepares and documents the IAP based on guidance from IC.

**PLANNING SECTION CHIEF (PSC)**: The Planning Section Chief provides oversight for all planning and intelligence related personnel and tasks. The PSC is part of the Command Staff and reports to the IC.

- **Documentation Unit**: is responsible for collecting, documenting and disseminating all relevant information and ensuring that the documentation is available to the IC, the PSC, the Situation Analysis Coordinator and any other section chief that requires the information. Reports to the PSC.
- **Resources Unit**: is responsible for the distribution of food, personal supplies, emergency storage lockers, and other specialized equipment during shelter-in-place emergency situations. Reports to the PSC.
- **Situation Unit**: is responsible for maintaining situational awareness and evaluating incoming information regarding the incident to determine that it is relevant, factual, and timely. Reports to the PSC.

**LOGISTICS SECTION**: The Logistics Section is responsible for all support requirements needed to facilitate effective and incident management, including ordering resources from locations outside the incident area. It also provides facilities, security (of the IC facilities), transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations as required.

**LOGISTICS SECTION CHIEF (LSC)**: The Logistics Section Chief provides oversight for all logistics-related personnel and tasks. The Logistics Section Chief reports directly to the IC.

- **Service Branch**: is supervised by the ECC Chief who is responsible for command and control of the ECC and the respective communications systems during emergencies and reports directly to the IC.
  - **Communications Unit (CU)**: is responsible for responding to the emergency scene to verify and provide an assessment or status to the OSC.
  - **Medical Unit**: is responsible for activating an emergency first aid station in a safe location, prioritizing casualties, and administering first aid.
  - **Food Unit**: is responsible for creating a workspace where food, emergency management personnel, and equipment can be staged and dispersed during an emergency.

- **Support Branch**: is supervised by the Security Chief who is responsible for implementing security force actions in concert with the ECC Chief. The Security Chief is part of the Command Staff and reports to the IC.
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- **Supply Unit (SU):** is responsible for responding to the emergency scene to verify and provide an assessment or status to the OSC.

- **Facilities Unit:** provides oversight for the security control center which monitors alarms and cameras throughout the building. Technical Security ensures the full and efficient operation of perimeter doors during and after emergency situations.

- **Ground Support Unit:** responds to the emergency scene to verify and provide an assessment or status to the OSC.

**FINANCE/ADMINISTRATION SECTION:** The Finance/Administrative Section is responsible for recording personnel time, maintaining vendor contracts, compensation and claims, and conducting an overall cost analysis for the incident. Close coordination with the Planning Section and Logistics Section is essential so that operational records can be reconciled with financial documents.

- **Human Resources (HR):** is responsible for collecting, documenting and disseminating all relevant information and ensuring that the documentation is available to the IC, PSC, Situation Analysis Coordinator and any other section chief requesting information. Reports to the PSC.

- **Time Unit:** is responsible for the distribution of food, personal supplies, emergency supply lockers, and other specialized equipment during shelter-in-place emergencies. The Resource Unit reports to the PSC.

- **Compensation Unit:** is responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident. The Compensation Unit is within the Finance/Administration Section.

- **Procurement Unit:** is responsible for establishing contracts with vendors, accounting for expenditures and for emergency distribution of cash. The Procurement Coordinator reports directly to the Logistics Chief.

**FLOOR TEAM RESPONSIBILITIES**

OEO have identified volunteers who will serve in these positions during OEP activation. These personnel are responsible for certain emergency measures, whether conducting a building evacuation or Shelter-In-Place (SIP).

**FEDERAL MANAGERS AND SUPERVISORS**

The Federal Managers and Supervisors perform the following duties:

- Ensure the safety of all occupants, visitors, and direct reports.

- Ensure that new employees and current personnel are aware of the office-specific OEO, OEP, and required actions expected during an emergency.

- Notify the Occupant Emergency Coordinator of any changes to the office OEO roster.

- Identify personnel that are willing to serve as ENA Monitors to support occupant(s) requiring assistance.

- Ensure Acting supervisors/managers are trained in these OEP duties.
• Ensure those occupants requiring assistance during an evacuation or SIP have a customized plan. This plan should include the assistance required, the name of the ENA Officer, accountability protocol, type of equipment required, if applicable, and the evacuation route from the assigned work space.
• Maintain a record with the name, telephone number, and room number of the employee that will require special assistance during an emergency. These records should be updated biannually or as needed.
• During an emergency, ensure that all occupants in the office/suite report to the designated assembly areas and comply with any instructions provided by the Incident Command Team or first responders.
• Inform all personnel of re-entry instructions after the “all clear” signal is issued.
• If the facility cannot be reoccupied, disseminate the information to visitors and direct reports.

TENANT AGENCY RESPONSIBILITIES

Tenant Agencies are sub-agencies that make up the USDA organization and maintain a portion of, or an entire agency inside the USDA Headquarters facilities. These agencies are made up of Mission Area Reporting Coordinators (MARCs), Agency Area Coordinators (ACC); Floor, Area, Stairwell and Employees Needing Assistance (ENA) Monitors from the Floor Teams throughout the Headquarters (South/Whitten) facilities. Occupant organizations have identified volunteers who will serve in these positions during an OEP activation. These personnel are responsible for certain emergency measures, whether conducting a building evacuation or SIP.

MISSION AREA REPORTING COORDINATOR (MARC)

Mission Area Coordinators are identified by a FLUORESCENT YELLOW vest and are responsible for receiving evacuation reports and documenting any problems that might have been experienced during the evacuation and communicating that information back to the Office of Operations (OO) Warden or the IC post via Cell phone, or two-way radio.

AGENCY AREA COORDINATOR (AAC)

Agency Area Coordinators are identified by a GREEN vest. Under the direction of the Floor Monitors, Area Monitors perform the following duties:

• Direct personnel movement and implement procedures to ensure the efficient evacuation/relocation of building occupants.
• Report occupant organization personnel accountability to designated MARC at the Assembly Area.
• Ensure that building occupants comply with procedures indicated by the building alarm signals. If an occupant needs assistance, Area Monitors or ENA Monitors should immediately direct the Employee needing assistance to the nearest Warden phone. Follow the instructions given by the Emergency Command Center.
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- Coordinate the identification of employees needing assistance, where applicable, with their Supervisors and the ENA Monitor.
- Ensure that all occupant organization personnel are aware of established OEP protocols, to include educating visitors on USDA Building emergency procedures upon arrival.

EMPLOYEES NEEDING ASSISTANCE (ENA) MONITOR

ENA Monitors are identified by PURPLE emergency vests and possess an emergency communications device. Occupant Organizations will designate ENA Monitors for those individuals who require special assistance during an emergency. Under the direction of the ENA Officer, ENA Monitors perform the following duties during an emergency or drill:

- Assist occupants who are unable to evacuate the building via designated stairwells to the nearest Warden phone located at the stairwells. If the area is unsafe, move horizontally to a safer wing.
- If available, assist with the evacuation chair located in the stairwells.
- Provide personnel accountability reports with the ACC or the MARC.
- Be aware of the employees or visitors that need assistance and attend all necessary training.
- When applicable and prior to an emergency, understand what the ENA’s expectations are with regards to any assistance needed.
FACILITY INFORMATION

Building Name: The Jamie L. Whitten Building

Address: 12th St. and Jefferson Drive, SW, Washington, DC 20024.

Year Building Completed: 1930

Type of Construction: Concrete, steel and glass, with a gravel roof. Interior rooms are constructed of plaster, drywall on top of metal studs, with a T-bar drop and acoustic ceiling.

Historic Architectural Structure: Yes

Number of Floors: 6 total floors (5 above and 1 below ground)

Required/Primary Authorization Access: Yes/ Government issued Identification Badge

Gross Floor Area: 381,250 square feet (approx.)

Net Assignable Floor Area: 188,900 square feet (approx.)

Elevators: Nine (9) elevators to serve its occupants

Stairwell: Seven (7) above-grade stairwells

Security System: Closed circuit television and security access control system

Fire Alarm System and Signals: The activation of an automatic sprinkler or a manual pull station will initiate a “general alarm” signal (sounding vibrating bells and flashing fire strobes). The Agriculture-Automated Warning and Information Response System, (Ag-AWaIRS), via desktop pop-ups, email, SMS/Text messaging, and phone calls, will be utilized to provide situational awareness of the event to the surrounding USDA facilities.

Automatic Sprinkler System: The wet system provides automatic fire suppression within the entire building through sprinkler heads. Shutoff valves for individual floors are in stairwell 1West and 1East, in the hallway to the right of stairwell 2West and 2East, and in the pipe chase closets in the A Section. The supporting fire pump is in the A-section basement.

Emergency Power System: One diesel-driven emergency generator provides power to the Sensitive Compartmented Information Facility (SCIF) located in room 5B, A-section, and basement. Emergency exit sign illumination and egress lighting is accomplished by individual battery back-up units, strategically located throughout the facility.

Main/Auxiliary Water Valves: Located in the basement level of the East and West sections.
FACILITY INFORMATION

Building Name: The South Building
Address: 1400 Independence Avenue, SW, Washington, DC 20024.
Year Building Completed: 1936
Type of Construction: Brick and limestone with a terracotta roof
Historic Architectural Structure: Yes
Number of Floors: 9 total floors (7 above and 2 below ground) with parking
Required/Primary Authorization Access: Yes/ Government issued Identification Badge
Gross Floor Area: 2.2 million square feet (approx.)
Net Assignable Floor Area: 1.2 million square feet (approx.)
Elevators: Forty-three (43) elevators to serve its occupants
Stairwell: Fifteen (15) above-grade stairwells
Security System: Closed circuit television and security access control system

Fire Alarm System and Signals: The activation of an automatic sprinkler or a manual pull station will initiate a “general alarm” signal (sounding vibrating bells and flashing fire strobes). The Agriculture-Automated Warning and Information Response System, (Ag-AWaIRS), via desktop pop-ups, email, SMS/Text messaging, and phone calls, will be utilized to provide situational awareness of the event to the surrounding USDA facilities.

Automatic Sprinkler System: The wet system is in Wings 3-5, the north head house where Wings 3-5 connects, the basement and the sub-basement. A dry pipe system protects the indoor parking in Court 2. The main Fire Pump is located in Wing 1 sub-basement and the fire pump that services the Attic only is in Wing 6, sub-basement.

Smoke Detection System: Smoke detectors are in elevators, lobbies, mechanical rooms, electrical rooms, telephone rooms, IT DATA rooms, elevator shafts and air ducts. If smoke is detected by any of these devices, the fire alarm system will automatically dispatch the Fire department and alert the internal Incident Response team.

Emergency Power System: The diesel powered “life safety” generator is in parking Court 3 and provides emergency power to Wing 3-5 and North End between Wings 3-5. The life safety generator provides 8-hour emergency power to elevators 31, 41, 51 and 38, main fire pump,
emergency lighting and primary power for the fire alarm system, fire speaker/strobes, and fire sprinkler pump.

**Main/Auxiliary Water Valves:** Located in the sub-basement on the North End of Wing 1

**FACILITY SAFETY FEATURES**

The South and Whitten Buildings have the following life safety features:

- Exit signs powered by an emergency generator or individual battery packs.
- Stairwell access from each floor.
- Wall-mounted fire extinguishers in hallways, break rooms and pantry areas.
- Fire detection systems that are monitored 24/7.
- Emergency public address system with speakers located in common access corridors and areas.
- Emergency fresh air intake shutoff capability.
- Carbon monoxide sensors installed on all garage levels.
- Controlled access points.
- Fire doors.
- The Agriculture-Automated Warning and Information Response System (Ag-AWaIRS).
- Hearing Impaired Paging System.
- Security cameras
EMERGENCY CONTACT INFORMATION

Protective Operations Division: Room 1426, (202) 720-6270

USDA Security Office: (202) 690-0869 - After hours & Holidays (24/7)
USDA Security Control Center: (202) 720-0000 (24/7)

Operations Center: USDA Control Center (202) 720-5711 (24/7)

USDA Facilities Manager: Duane Williams, (202) 720-3937

Washington Area Service Management: (202) 720-6858

Medical Unit:
- Emergencies: Call 911 first*. Then call (202) 720-9522 to report the emergency
- South Building (202) 720-3281
  - 7:30 am – 4:00 pm, Monday thru Friday
- Whitten Building (202) 720-3893
  - 7:30 am – 4:00 pm, Monday thru Friday

Customer Service Center Hotline: (202) 720-6858 – During normal work hours

Fire Department and Police*: 911

Federal Protective Service: FPS/Mega Center (301) 763-0040

Bomb Threat: 911 and FPS/Mega Center (301) 763-0040

Hazardous Materials Information: PSM/NATI (202) 479-0970

Gas: Washington Gas (844) 927-4427 (Option 1)

Electric: Pepco (877) 737-2662 (emergencies or power outages)

Water and Sewer: District of Columbia Water and Sewer Authority (202) 612-3400

Telephone: CEC (202) 720-1716 to report phone service issues

Elevator Services: GSA (202) 708-1111 to report service issues

USDA Safety Branch

Safety Officer: (202) 690-2270 (Desk) / (202) 591-0679 (Cell)
Safety Officer: (202) 260-8648 (Desk) / (202) 494-2859 (Cell)
Safety Officer: (202) 823-2350 (Desk) / (202) 823-2350 (Cell)

*PLEASE NOTE: On VoIP phones you must dial the 91 outbound calling prefix prior to dialing all phone numbers, including 911. For example, to call the Police or Fire Department you must dial 91-911.
GENERAL EMERGENCY GUIDELINES

There are two basic defensive actions that building occupants may be asked to take during an emergency: (1) Evacuation or (2) Shelter-In-Place.

While most incidents require one of these two basic defensive actions, specific emergency procedures differ by incident type. This OEP details the procedures appropriate in various types of incidents.

This section contains procedures and instructions for various types of emergencies that could affect the USDA Headquarters buildings (South/Whitten). This section is arranged by type of incident.

In general, before taking defensive action during an emergency, and if time permits occupants should:

- Secure valuables.
- Place classified documents in a secure location (if necessary).
- Place and lock exposed records in cabinets or desk drawers.
- Log off or lock desktop computer.
- **Grab USDA ID Badge.**
- Bring Grab and Go bag. This can be purchased by agencies and should include non-perishable food, water, blanket, flashlight, first aid kit, whistle, dust mask, change of clothing, comfortable walking shoes, and medication, if needed.
- Close office doors and windows, as well as suite doors. Lock office suite doors only if required, not recommended.

EVACUATION PROCEDURES

NOTIFICATION

Occipant Fire evacuation notification is achieved via the sounding of vibrating bells and activation of fire strobes on all floors. The alert-notification system (Ag-AWaIRS), will only be used as a supplemental system to the fire alarm bells. The Ag-AWaIRS systems primary function during a fire evacuation is to provide situational awareness to the surrounding buildings.

In the event there’s a reason to evacuate the building for a non-fire event, the Public-Address speakers and the Ag-AWaIRS system, will provide specific instructions on how and where to evacuate, including instructions on elevator use.

DUTY HOURS

The USDA Headquarters (South and Whitten) Buildings evacuate individually and as a general alarm- “all floors”. Once a building alarm is sounded, individuals will not be permitted to enter the facility. Furthermore, no vehicular traffic will be permitted to enter or exit the parking courts until the emergency has subsided and an all clear order is given by the IC or designee.
Stairwells are the primary means of egress during an emergency evacuation. Occupants should carefully navigate the stairwells to the first floor and exit the building through closest safe emergency exit \( \text{(Attachment 1 and 2)} \). Once outside, follow the instructions provided by the USDA security officers or the Federal Protective Service.

Occupants are not required to utilize their identification badges to exit the facility; however, possession of an identification badge will be necessary upon return to the facility. All visitors as well as building occupants that do not possess their identification badge shall proceed to the building visitor’s entrance (South Building – located on the first floor, Wing 3 Headhouse on Independence Avenue and Whitten Building – located on the first floor, Section A on Jefferson Drive) to be screened prior to re-entry into the building.

**NON-DUTY HOURS**

If an emergency requiring evacuation of the building should develop during non-duty hours, it is imperative that occupants requiring evacuation assistance contact the Security Control Center (SCC) by dialing (202)720-0000 indicating their general location and expected time of departure from the building.
EMERGENCY ASSEMBLY AREAS

All building occupants should quickly move to their assigned assembly area (Exhibit B) to establish personnel accountability and to receive emergency instruction. Occupants are personally responsible for their own safety at the evacuation assembly area and should always be aware of their surroundings.

Exhibit B:
EVACUATION ROUTE

In the event of a Headquarters (South/Whitten) Building emergency evacuation, occupants will follow the proper evacuation route:

- **Zone 1N (TFAA, MRP, OSEC):** The Northwest grassy/gravel area along the National Mall across from Jefferson Drive.
- **Zone 2N (FNCS, FS, NRE, FPAC, OSEC):** The North center grassy/gravel area along the National Mall across from Jefferson Drive to East of Zone 1N.
- **Zone 3N (DA, RD, REE, OSEC):** The Northeast grassy/gravel area along the National Mall across from Jefferson Drive to East of Zone 2N near the National Mall metro entrance.
- **Employees Need Assistance (ENA) Area:** The First floor of the South building (Wings 1&7) and the Whitten building (Jefferson Lobby) in the area for ENA. Employees needing assistance should move towards the first floor of both buildings and wait for assistance to be escorted to the agency’s zone.
- **Zone 1S (TFAA, MRP):** Behind the USDA South building, near the Southwest sidewalk area along D Street near the 14th Street Bridge behind the Bureau of Engraving and Printing (BEP) building in front of Reporters II Parking Garage.
- **Zone 2S (FS, FPAC):** Behind the USDA South building, near the center sidewalk along D Street behind the Bureau of Engraving and Printing (BEP) building in front of Reporters II Parking Garage.
- **Zone 3S (DA, NRE):** Behind the USDA South building, near the Southeast sidewalk area along D Street near 12th Street behind the Heating Plant.

Mission Areas/Staff Offices
- DA-Departmental Administration
- FNCS-Food and Nutrition Services
- FPAC-Farm Production and Conservation
- FSIS-Food Safety and Inspection Service
- MRP-Marketing and Regulatory Programs
- NRE-Natural Resources and Environment
- RD-Rural Development
- REE-Research, Education and Economics
- OSEC-Secretary’s Staff Offices
- TFAA-Trade and Foreign Agricultural Affairs

To prevent overcrowding of crosswalks and stairwells, employees in the South Building located closest to the Head House (Independence Ave. SW) are required to assemble in the North zones. If you are closest to the Tail House (C St.), you will assemble in South zones.
OCCUPANT RESPONSE

- Follow OEO instructions.
- Do not use elevators, unless instructed.
- Use all available safe stairwells and emergency exits.
- Keep to the right in stairwells to allow emergency response personnel to safely ascend the stairs.
- Proceed to the appropriate evacuation assembly area.
- Report any problems to OEO personnel.

ELEVATOR USE

GSA guidelines regarding the safe use of elevators during building emergencies and exercises recommends that a knowledgeable and authorized individual must determine that elevators are safe prior to use. Normally, the decision regarding the safety of an elevator during a building emergency will be made by the responding fire department or the Building IC.

If the Designated Official or other authorized individual orders the evacuation of occupants who require emergency assistance prior to the arrival of the fire department, qualified members of the IMT will determine which elevators, if any, are safe to use. The selection of an elevator will be determined by the location of the reported emergency.

SHELTER-IN-PLACE PROCEDURES (SIP)

Shelter-in-Place is a protective action taken inside the building to protect occupants from external hazards. Depending on the type and location of an incident, the Designated Official may direct personnel to SIP instead of evacuating the building. You may be instructed to Shelter up, Shelter down, relocate to another wing, lock down or simply stay put at your work station.

NOTIFICATION

The USDA Headquarters (South and Whitten) Building Public Address system announcements are the primary occupant notification media used during SIP. The Ag-AWaIRS alert notification system will also be used to relay supplemental notifications.

INCIDENTS PROMPTING SIP

The following incidents may prompt a SIP:

- Biological, chemical, or radiological events.
- Release of hazardous materials.
- Explosions near the building.
- Natural disasters, including severe weather.
- Criminal activities or Civil disturbances (i.e. demonstrations) outside the building.
- Armed Assailant (Internal/External)
OCCUPANT RESPONSE

- SIP is not mandatory. If an occupant would prefer to take shelter in another location, he or she is permitted to do so. However, the Protective Operations Division (POD) Security Officers will immediately begin building lockdown procedures once SIP directions are announced and will seal the buildings as quickly as possible. Occupants choosing to leave the facility must do so immediately upon receipt of the SIP announcement and before POD Security Officers secure the facility.
- If an occupant chooses not to comply with SIP directions and leaves the building prior to building lockdown, he or she will not be permitted to re-enter until SIP operations have been terminated and the facility is approved for re-entry.
- Occupants choosing to SIP must report to their agency designated SIP location within 10 minutes of the emergency public address announcement to establish personnel accountability.
- Once the agency’s OEO’s have reported their designated SIP location to the ECC, they should be prepared to stay in that location for an average of one to four hours or until the situation has subsided.
- Shelter in place for tornado or severe winds should be internally. Provide as much physical protection from exterior windows as possible. If that’s not feasible, and if time permits move to lower levels.
- USDA Building SIP location considerations, for security lockdown scenarios should feature an enclosed area surrounded by concrete and prepositioned doors to provide security. Thus, to seal SIP locations occupants must close the door. Once a SIP location has been sealed, it should not be unsealed until SIP operations have been terminated.
- Generally, elevators will be reserved for persons with Disabilities or Health concerns. All other occupants should promptly use the stairwells, if instructed to move vertical (if instructed to ascend or descend between floors). Excessive use of elevators can put everyone in harm’s way. Elevators may be shut down soon after the SIP is initiated, to minimize negative building pressure. It’s important to act promptly.
- Occupants must remain calm and patient. It may take time to provide emergency updates and mass decontamination may be a lengthy process.
- Occupants should be prepared to assist individuals with employees needing assistance.

THINK BEFORE YOU SIP

Request Assistance and make sure that your occupant organization’s Floor Team is aware of any assistance that may be needed so that they may assist personnel in getting to their agency designated SIP location.

NOTE: During a building evacuation or shelter-in-place, cars will not be permitted to enter or exit the parking areas; however, occupants can use building exits, including the parking areas, to leave the building by foot.
ADDITIONAL EMERGENCY PROCEDURES

ACHIEVING EMPLOYEE ACCOUNTABILITY

Achieving full employee accountability, is achieved by each Mission Program or Agency’s MARC, reporting the status of the evacuation of their respective employees, to the Command Post. The span of control is 9 MARC’s reporting to one Command post. Office of Operations has assigned Wardens to the Assembly zones, to help with communication to the Command post. However, each MARC should establish other forms of communication such as using a cell to Command Post (202-720-0000).

In the event of a widespread medical emergency involving multiple injured victims, OEO members should notify emergency response and safety personnel who will activate the ICS as necessary.

In the event of most security-related threats, including a criminal threat, intruder, or suspicious package, call 911, and then contact your Special Security Office at (202) 720-0000 if time permits.

ELEVATOR ENTRAPMENT PROCEDURES

If you become trapped in an elevator, remain calm. Pick up the emergency telephone, which has a direct connection to the Operations Center operator and explain the problem. The telephone in the elevator will only provide direct contact to the Operations Center. A Security Officer will be dispatched to the area and communication will be maintained with the individual until GSA and the facility manager arrive on site to open the elevator.

NOTE: For safety purposes, do not attempt to open the elevator doors manually.

BASIC MEDICAL EMERGENCY (FIRST AID OR CARDIOPULMONARY RESUSCITATION (CPR))

Your actions during the first minutes following the onset of a medical emergency can save lives. In the event of a basic medical emergency requiring first aid and/or CPR, occupants should stay calm and follow the steps below:

1. Check if the victim is breathing.
2. Check if the victim has a pulse.
3. If there is no pulse, activate the Emergency Medical System (EMS) by calling 911, and then contact the OO Health Unit if time permits.
4. If trained, render appropriate first aid and/or CPR. If you are trained to use an Automated External Defibrillators (AED), send someone to retrieve it while you continue CPR.
5. If you are not trained for CPR or AED, obtain assistance from someone who can provide care. Do not exceed your level of training.
6. AEDs are centrally located in both the South and Whitten (Attachment 3 and 4).
7. Do not move the victim unless necessary.
8. Check the victim for emergency medical ID tags and/or medications. When first responders arrive, inform them of what you found.
9. Stay with the victim until help arrives.

FIRE

- Close office and suite doors.
- Evacuate the building using the nearest and safest emergency exit as soon as possible, unless assisting others.
- Keep to the right of stairwells to allow emergency first responders to safely ascend.
- Proceed to your occupant organization’s designated emergency assembly area.
- Alert designated Floor Monitors or other OEO personnel if an occupant requires evacuation assistance.
- Follow the instructions of designated OEO personnel, Special Security Officers, Federal Protective Services, and the local fire/police department.

If an exit is blocked by smoke:

- If trapped in a room, close all doors between you and the smoke. Seal the cracks around doors and vents.
- If possible, signal to emergency first responders through a window.
- If a telephone is accessible, report your exact building location to the fire department by calling 911.
  o If you’re unable to communicate stay on the line with 911, the dispatcher can track your location.
- The IC should then be notified by calling the Security Command Center at (202) 720-0000.

BOMB THREAT OR SUSPICIOUS OBJECT

- Do not touch any suspicious object. If a suspicious object is found, call 911 and notify the Security Control Center by dialing (202) 720-0000. Do NOT use cell phones or two-way radios near potential explosives, as the radio waves produced could potentially cause a detonation.
- Wait until you are instructed to evacuate the facility.
- Secure sensitive work materials.
- Proceed to your occupant organization’s designated emergency assembly area upon receiving notice to evacuate the building.
- **Bomb threat only:** Try to keep the caller on the line to obtain as much information as possible to complete the USDA Bomb Threat Call Procedures and Bomb Threat Checklist, located on page 23 and 24 of this plan. Make a note of the caller ID, if possible. Once the call ends, do not hang up the telephone; call tracing may be easier if the line is not disconnected. Pertinent information should be relayed to the FPS by calling the Security Control Center (202) 720-0000 or Operations Center at (202) 720-5711.
- “See Something, Say Something” [https://www.dhs.gov/see-something-say-something](https://www.dhs.gov/see-something-say-something)
USDA Bomb Threat Call Procedures

Bomb Threats are serious until proven otherwise. Most bomb threats are received by phone, however, maybe received by other means as well. It is important to act quickly but remain calm and obtain as much information as possible. Have a copy of your OEP on hand in case you are asked to coordinate any evacuation from the building.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. Do not hang up, even if the caller does.
2. Listen carefully to both the caller and background noises that might indicate the location of the caller. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, but do not hang up the phone. Using a different desk phone, notify the authorities yourself.
5. Do not use a cell phone to make this call, contact FPS, Local Police (911), and Facility Security Guard Force immediately with information and await instructions.
6. If your phone has a display, copy the number and/or letters on the window display.
7. Complete the bomb threat checklist immediately. Write down as much detail as you can remember. Try to get the words exact.

**If a bomb threat is received by handwritten note:**

1. Call the facility’s Security Guard Force if your facility has one, FPS, and/or local Police.
2. Handle the note as minimally as possible.

**If a bomb threat is received by e-mail:**

1. Call the facility’s Security Guard Force, FPS, and/or local Police.
2. Do not delete the message, and forward to your Physical Security Officer for further action.

**Signs of a suspicious package:**

1. No return address
2. Excessive postage
3. Stains
4. Strange odor
5. Unexpected delivery
6. Poorly handwritten
7. Misspelled words
8. Incorrect titles
9. Foreign postage
10. Restrictive notes

**Do Not’s:**

1. Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.
2. Evacuate the building until police arrive and evaluate the threat.
3. Activate the fire alarm.
4. Touch or move a suspicious package.
Bomb Threat Checklist

Date:  
Time:  
Time Caller Hung Up:  
Phone Number Where Call Received:  

**Ask Caller:**

1. Where is the bomb located?  
2. When will it go off?  
3. What does it look like?  
4. What kind of bomb is it?  
5. What will make it explode?  
6. Did you place the bomb?  
7. Why?  
8. What is your name?  
9. Are you targeting a specific person/group or the Agency?  
10. Is there someone specific you would like for me to notify of this action?  
11. Is there anything I can do for you to prevent you from proceeding with this action?  
12. Would you be willing to meet with me or someone else to discuss? Where/When?  

**Exact Words of the Threat:**

1. Try to remember as much detail as possible.  
2. Try to record it if possible.  

**Information about Caller:**

1. Where is the caller located?  
   a. (Background and level of noise)  
2. Estimated Age?  
3. Other/Additional Points?  

**Who to Contact:**

1. Follow your local guidelines  
2. Guard Force (if applicable)  
3. Federal Protective Service (FPS) Police  
   a. 1-877-4-FPS-411 (877-437-7411)  
4. Local Police/911  
5. USDA OIG Hotline  
   a. 800-424-9121  

**Caller’s Voice:**

<table>
<thead>
<tr>
<th>Accent</th>
<th>Angry</th>
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<tbody>
<tr>
<td>Calm</td>
<td>Clearing Throat</td>
</tr>
<tr>
<td>Coughing</td>
<td>Cracking Voice</td>
</tr>
<tr>
<td>Crying</td>
<td>Deep</td>
</tr>
<tr>
<td>Deep Breathing</td>
<td>Disguised</td>
</tr>
<tr>
<td>Distinct</td>
<td>Excited</td>
</tr>
<tr>
<td>Female</td>
<td>Laughter</td>
</tr>
<tr>
<td>Lisp</td>
<td>Loud</td>
</tr>
<tr>
<td>Male</td>
<td>Nasal</td>
</tr>
<tr>
<td>Normal</td>
<td>Ragged</td>
</tr>
<tr>
<td>Rapid</td>
<td>Raspy</td>
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<tr>
<td>Slow</td>
<td>Slurred</td>
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<tr>
<td>Soft</td>
<td>Stutter</td>
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**Background Sounds:**

<table>
<thead>
<tr>
<th>Animal Noises</th>
<th>House Noises</th>
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<tr>
<td>Kitchen Noises</td>
<td>Street Noises</td>
</tr>
<tr>
<td>Booth</td>
<td>PA System</td>
</tr>
<tr>
<td>Conversation</td>
<td>Music</td>
</tr>
<tr>
<td>Motor</td>
<td>Clear</td>
</tr>
<tr>
<td>Static</td>
<td>Office Machinery</td>
</tr>
<tr>
<td>Factory Machinery</td>
<td>Local</td>
</tr>
<tr>
<td>Long Distance</td>
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</tr>
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</table>

**Threat Language:**

<table>
<thead>
<tr>
<th>Incoherent</th>
<th>Message Read</th>
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</thead>
<tbody>
<tr>
<td>Taped</td>
<td>Irrational</td>
</tr>
<tr>
<td>Profane</td>
<td>Well-Spoken</td>
</tr>
</tbody>
</table>
DEMONSTRATION OR CIVIL DISORDER

- Avoid any interaction with demonstrators.
- Be prepared to SIP.
- Follow the instructions of Occupant Emergency Official, Federal Protective Service, and the local fire/police department.

ACTIVE SHOOTER

- If you discover the incident, notify the USDA Security Control Center by dialing (202) 720-0000 or 911.
- Secure yourself in a safe location and lock or block doors, if possible.
- Await the instructions of Occupant Emergency Official personnel, Federal Protective Service Officials, Director of Operations, and the local fire/police department.
- In the event you’re notified of an Active Shooter event, we recommend the Run-Hide-Fight protocol

  **RUN** - Have escape route in mind - if you escape safely, leave the immediate area.
  **HIDE** - Seek cover and concealment
  - Lock yourself in an office
  - Turn off cell phone
  - Block door with furniture
  - Stay locked down until law enforcement arrive
  **FIGHT** - As a last resort, use defensive actions. Use anything that’s available for a weapon.

NATURAL DISASTER

- Move to the lower levels of the building.
- Take cover in interior corridors and stay away from windows and exterior doors.
- Follow the instructions of Occupant Emergency Official, Federal Protective Service, and the local fire/police department.

EARTHQUAKE

**During an earthquake:**

- Drop to the ground.
- Take cover by getting under a sturdy desk or table. If there is no desk or table nearby, drop to the ground near the inside corner of the building and cover your head with your arms. Do not move to another location or outside.
- Hold on and wait until the shaking stops.
Occupant Emergency Plan USDA Headquarters Facility

After an earthquake:
- Check for injuries.
- Check for damage including fire, gas leaks, damaged electrical wiring, broken lights and appliances, downed power lines, fallen items, and spills.

GAS LEAK
- If you smell gas, notify the USDA Security Control (202) 720-0000.
- Refrain from using any open flame or activating electrical switches or circuits of any kind.
- Be prepared to evacuate the facility.
- Follow the instructions of Occupant Emergency Official personnel, Federal Protective Service Officials, Director of Operations, and the local fire/police department.

INTERNAL/EXTERNAL CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL RELEASE
- If you discover the release, notify the USDA Safety office (202) 720-0000, NATI (202) 479-0970 or the Facilities Management Division: (202) 720-6858.
- Follow the instructions of Occupant Emergency Official (OEO) personnel, Federal Protective Service Officials, Director of Operations, and the local fire/police department.
- Be prepared to evacuate the facility.
- Be prepared to SIP

NOTE: Exposed occupants of the building may be separated from the general population until decontaminated or cleared by emergency response personnel.
EMERGENCY COMMUNICATIONS METHODS

The United States Department of Agriculture uses the Agriculture-Automated Warning and Information Response System (Ag-AWaIRS) for communicating with personnel during an emergency. This system serves as a primary means of notification during an Evacuation.

- **Public Address System**: Utilizes speakers throughout the South and Whitten buildings to deliver audible notifications.
- **Alert Desktop Messaging (Pop-up)**: Delivers audio and visual notification through government issued workstations and laptops. This alert may be accompanied by response options that allow recipients to provide status updates.
- **E-mail Messaging**: Delivers email notifications to government issued email accounts. This alert may be accompanied by response options that allow recipients to provide status updates.
- **Short Messaging Service (Text Messaging)**: Delivers SMS/text messages to mobile devices. Alerts may include response options to confirm awareness and personnel accountability.
- **Phone Calls**: Delivers audio notifications to landline and/or cellphones. Alerts may include response options to confirm awareness and personnel accountability. **NOTE**: Phone notifications are limited by the number of lines available. Will not be used as the primary means of alerting personnel.
- **Mobile Notifier Application**: Delivers audio and visual notifications to government issued and personal cellphones through “Push Notification”. Alerts may include response options to confirm awareness and personnel accountability.
- **Hearing Impaired Paging System (HIPS)**: Automatically sends an evacuation text message to your wireless device when a fire alarm is activated. Email Office of Operations at HIPS@usda.gov or call 202-378-2568 to sign up.

**TEST, TRAINING, AND EXERCISE (TT&E) PROGRAM**

The overall objective of the USDA Headquarters Building Test, Training, and Exercise (TT&E) Program is to develop, implement, and institutionalize a comprehensive all-hazard program to improve the ability to effectively manage and execute the OEP. The TT&E program provides documentation that may include: test results, feedback forms, participant questionnaires, and any other documents resulting from the event. The TT&E training requirements care provided below.

The USDA Headquarters Building TT&E program:

- Ensures all OEO personnel are familiar with notification and evacuation procedures;
- Ensures all OEO personnel are sufficiently trained to carry out Department operations and functions in an emergency environment;
- Exercises procedures by evacuating occupants to Assembly Areas for accountability reports;
- Exercises SIP procedures;
Tests and validates communications equipment to ensure both internal and external operability; and
Ensures occupants understand procedures associated with the “All Clear” command and re-entry into the facility.

The Occupant Emergency Coordinator performs and documents TT&E events at regular intervals as depicted in Exhibit C.

Exhibit C:

<table>
<thead>
<tr>
<th>Occupant Emergency Program TT&amp;E Requirements</th>
<th>Annually</th>
<th>As Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides the opportunity for the OEO to demonstrate the ability to understand and perform the assigned roles and responsibilities.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Provide the opportunity for all occupants to demonstrate the ability to understand and implement facility emergency procedures.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Test alert, notification, and activation procedures.</td>
<td>X (Quarterly)</td>
<td></td>
</tr>
<tr>
<td>Test and validate communications equipment to ensure both internal and external operability.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Test the functionality of the alarm and public-address systems.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Train the Occupant Emergency Organization on roles and responsibilities during an emergency event.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Exercise the deliberate and pre-planned movement of occupants to SIP locations.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Exercise the deliberate and pre-planned evacuation of occupants to rally points.</td>
<td></td>
<td>X</td>
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### OCCUPANT ORGANIZATION ACRONYMS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Occupant Organization</th>
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<tbody>
<tr>
<td>AMS</td>
<td>Agricultural Marketing Services</td>
</tr>
<tr>
<td>APHIS</td>
<td>Animal and Plant Health Inspection Service</td>
</tr>
<tr>
<td>ARS</td>
<td>Agricultural Research Service</td>
</tr>
<tr>
<td>DA</td>
<td>Departmental Administration</td>
</tr>
<tr>
<td>ERS</td>
<td>Economic Research Service</td>
</tr>
<tr>
<td>FAS</td>
<td>Foreign Agricultural Service</td>
</tr>
<tr>
<td>FNCS</td>
<td>Food, Nutrition and Consumer Services</td>
</tr>
<tr>
<td>FPAC</td>
<td>Farm Production and Conservation</td>
</tr>
<tr>
<td>FSA</td>
<td>Farm Service Agency</td>
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<tr>
<td>FSIS</td>
<td>Food Safety and Inspection Service</td>
</tr>
<tr>
<td>MRP</td>
<td>Marketing and Regulatory Programs</td>
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<tr>
<td>NAL</td>
<td>National Agricultural Library</td>
</tr>
<tr>
<td>NAD</td>
<td>National Appeals Division</td>
</tr>
<tr>
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<td>National Agricultural Statistics Service</td>
</tr>
<tr>
<td>NIFA</td>
<td>National Institute of Food and Agriculture</td>
</tr>
<tr>
<td>NRCS</td>
<td>Natural Resources Conservation Service</td>
</tr>
<tr>
<td>NRE</td>
<td>Natural Resources and Environment</td>
</tr>
<tr>
<td>OALJ</td>
<td>Office of the Administrative Law Judges</td>
</tr>
<tr>
<td>OAO</td>
<td>Office of Advocacy and Outreach</td>
</tr>
<tr>
<td>OASCR</td>
<td>Office of the Assistant Secretary for Civil Rights</td>
</tr>
<tr>
<td>OBPA</td>
<td>Office of Budget and Program Analysis</td>
</tr>
<tr>
<td>OC</td>
<td>Office of Communications</td>
</tr>
<tr>
<td>OCE</td>
<td>Office of the Chief Economist</td>
</tr>
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<td>OCFO</td>
<td>Office of the Chief Financial Officer</td>
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<td>OCIO</td>
<td>Office of Chief Information Officer</td>
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<td>OCP</td>
<td>Office of Contracting and Procurement</td>
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<td>OCS</td>
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<td>Office of Small &amp; Disadvantaged Business Utilization</td>
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<td>Office of the Secretary</td>
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## Occupant Emergency Plan USDA Headquarters Facility

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<tr>
<th>Acronym</th>
<th>Full Name</th>
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<tr>
<td>OTR</td>
<td>Office of Tribal Relations</td>
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<tr>
<td>RBCS</td>
<td>Rural Business Cooperative Service</td>
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<tr>
<td>RD</td>
<td>Rural Development</td>
</tr>
<tr>
<td>REE</td>
<td>Research, Education and Economics</td>
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<td>RHS</td>
<td>Rural Housing Service</td>
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<tr>
<td>RMA</td>
<td>Risk Management Agency</td>
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<td>RUS</td>
<td>Rural Utilities Service</td>
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<td>TFAA</td>
<td>Trade and Foreign Agricultural Affairs</td>
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ATTACHMENT 2
## ATTACHMENT 3

### AED Locations

**South Building**

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<th>Wing</th>
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<table>
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<table>
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<table>
<thead>
<tr>
<th>Sub-Basement</th>
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<table>
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<tr>
<th>Floor</th>
<th>Wing</th>
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<td>Sub-Basement</td>
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<table>
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<th>Wing</th>
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<tbody>
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<td>4</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
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</tr>
<tr>
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# ATTACHMENT 4

## AED Locations

### Whitten Building

<table>
<thead>
<tr>
<th>Floor</th>
<th>Section</th>
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<tbody>
<tr>
<td>Basement</td>
<td>A</td>
</tr>
<tr>
<td>1</td>
<td>Guards Desk</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>Near Rm 305-A</td>
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<tr>
<td>4</td>
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<tr>
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### East Wing

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</tr>
<tr>
<td>1</td>
<td>Near Rm 118-E</td>
</tr>
<tr>
<td>2</td>
<td>Near Rm 218-E</td>
</tr>
<tr>
<td>3</td>
<td>Near Rm 318-E</td>
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<tr>
<td>4</td>
<td>Near Rm 418-E</td>
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### West Wing

<table>
<thead>
<tr>
<th>Floor</th>
<th>Section</th>
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<tbody>
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<td>Near Rm 18-W</td>
</tr>
<tr>
<td>1</td>
<td>Near Rm 118-W</td>
</tr>
<tr>
<td>2</td>
<td>Near Rm 218-W</td>
</tr>
<tr>
<td>3</td>
<td>Near Rm 318-W</td>
</tr>
<tr>
<td>4</td>
<td>Near Rm 418-W</td>
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</tbody>
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