

Administration
FACILITY MANAGEMENT HANDBOOK

History. This is the initial publication of USARC Memorandum 1-1.

FOR THE COMMANDER:

Summary. This memorandum contains facility management/services procedures for operation of the U.S. Army Reserve Command (USARC) Headquarters at the Camp Creek Business Centre (CCBC).

OFFICIAL:

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Applicability. This memorandum applies to all USARC employees, visitors to the USARC at the CCBC, and vendors operating in buildings at the CCBC facility occupied by the USARC.

SIGNED

CAROLYN E. RUSSELL
Colonel, GS

Suggested improvements. Recommendations for changes may be forwarded to the Office of the Facility Manager (AFRC-SGF).

Deputy Chief of Staff,
Information Management

Distribution: Each individual assigned or attached to HQ, U.S. Army Reserve Command

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Chapter 1

General

1-1. Purpose

This memorandum provides administrative guidance and procedures for facility management and operations at the CCBC.

1-2. References

a. Required publication. AR 190-51 (Security of Army Property at Unit and Installation Level). Cited in chapter 9.

b. Related publications.

(1) AR 380-5 (Department of the Army Information Security Program.

(2) OPLAN 500-2 (Fort McPherson Severe Weather Plan).

1-3. Applicability

Guidelines apply to the interior and exterior of the USARC facility located at the CCBC. Each USARC employee and individual conducting business at the USARC Headquarters is responsible for observing the guidelines prescribed for the operation of the facility as set forth in this memorandum.

Chapter 2

Organization

2-1. Facility Management Office

The Office of the Facility Manager is an element of the Headquarters, USARC, located in building 1800 of the Camp Creek Business Centre. Duties of the Facility Manager's Office include maintenance coordination, security systems management, property accountability coordination, space management and planning, remodeling and alterations, janitorial services, vendor and visitor control, utility vehicle control, command conference room management, and lost/found management. The Facility Manager can be reached by phone at 629-8015 (beeper 690-4221). The Building Security Manager (Asst. Facility Manager) can be reached by phone 629-8026 (beeper 708-6425).

2-2. Staffing

The immediate staffing of the Facility Manager's Office consists of a Facility Manager and a Building Security Manager. The staff is augmented by other USARC personnel, as needed, to ensure mission accomplishment. The Facility Manager and Building Security Manager coordinate with staff agencies and staff members to resolve

issues in the administration of duties listed in paragraph 2-1 above.

Chapter 3 Security

Section I Responsibilities

3-1. Building Security Manager

The Building Security Manager operates under the Facility Manager's Office located in building 1800 of the CCBC. Specific responsibilities include building security system management, access control, coordination of facility physical security issues, facility services coordination, and serving as Assistant Facility Manager. The Building Security Manager can be contacted by phone at 629-8026 (beeper 708-6425).

3-2. Employee responsibilities

The following is expected of each USARC employee with respect to employee security practices:

- a. Comply with the provisions of this memorandum.
- b. Protect all classified information within their cognizance or control and enforce need to know access.
- c. Personal items of value should be secured in desks or cabinets when the work space is not occupied; e.g. after duty hours or when the employee is on leave or TDY.
- d. Safeguard his or her cardkey badge at all times. The employee is responsible for the badge 24 hours per day, from the date and time of issue until it is turned in or reported as lost or damaged.

Section II

Access to the CCBC Facility

3-3. Access control

a. Access to the USARC is based on "official business" need. The Building Security Manager (or the Facility Manager) will control entry and exit of all assigned personnel, visitors and vehicles (in loading areas and immediate area around facility buildings).

b. Employees will be issued badges upon verification of employment by the appropriate staff agency and completion of required documentation in the Building Security Office. Employees who leave their access badges at home **will not** be issued a temporary badge for that day. Supervisors are authorized to require personnel to return home on their own time and at their own expense to retrieve badges.

c. Visitors will be issued Visitor's badges or temporary card key badges based on length of visit to the USARC by the Building Security Manager.

3-4. Access badges

a. The access credential to the USARC Headquarters is a blue-colored badge which serves as an electronic key at all outside facility entrances. Access is permitted through

use of card readers mounted near entrance doors that can identify or restrict access levels as appropriate.

b. The badge issued for entry to the facility will be worn on the outer clothing on the body suspended from a neck chain or attached with a clip. The badges should not be displayed when leaving the CCBC area.

c. **Badges are extremely sensitive to heat and water. Under no circumstances should a badge be left in an automobile or glove compartment.** The result of heat or wetness on a badge will, in most cases, render the badge useless and it will be replaced at the expense of the employee, just as a lost badge.

3-5. Lost and replacement badges

Report a lost badge to the Facility Manager's Office immediately. The Building Security Manager will issue a temporary badge until it is determined the permanent badge cannot be located. **At the end of 5 working days, or when it has been determined that the badge is lost, the employee is required to present a check or money order for \$12.00 (made payable to "Fort McPherson Finance and Accounting") to the Building Security Manager for issue of a new badge.** This is also the procedure where a badge has been damaged under circumstances that could have been avoided by the employee, as indicated in the previous paragraph.

3-6. Escort policy

Any individual not possessing an access badge must wear a visitor's badge. There are two classes of visitor's badges in the USARC. A green colored badge indicates a visitor **not** requiring escort (i.e. General Officer or other VIP whose security clearance has been verified and published on official travel orders or by other documentation provided by the agency/action officer to the Building Security Manager). A red visitor's badge is used for all other visitors and these individuals **shall be** escorted by an employee of the staff agency being visited or the Facility Manager's Office. In cases where multiple agencies are to be visited, the visitor shall be handed off from one agency to another with escort provided by each agency to ensure the requirement is satisfied. Vendors working in the wiring closets containing sensitive circuits will be monitored and escorted at all times. Individuals with red visitor's badges or vendors will not be permitted to roam the facility unescorted under any circumstances.

3-7. Cardkey entry

Normal mode of entry into the USARC facility will be by utilization of one of the 19 card readers at entrances shown in appendix A of this memorandum. In the event of card reader failure, a member of the Facility Manager's Office will physically open the door to expedite entry. The office can be reached by dialing extension 8026 or 8015 from any of the outside phones provided for access to the buildings.

SAFETY NOTICE: *The use of cardkeys is a potentially dangerous situation when an employee leans over into the doorway to allow the card to be read by the reader. All employees are cautioned to lean away from the doorway to keep from being struck by the door when a person exits the building. This is particularly critical in the rear of the buildings since exiting traffic cannot be seen.*

3-8. Routine deliveries

Vendors seeking access to make deliveries should be referred to the Facility Manager's Office, extension 8015. Individual vendors will be escorted to the work or service location by a representative of the Facility Manager's Office or an agency representative (if the Facility Manager cannot be reached).

3-9. Loading/unloading procedures

In cases where extended loading or unloading is required through one of the facility entrances, the Facility Manager's Office should be notified a minimum of 30 minutes prior to the activity so that the security zone can be disabled as necessary. Entrance doors will alarm the system if propped or held open for 5 minutes. Normal procedure should be deactivation of the door by coordinating with the Facility Manager's Office.

3-10. Large group access

Agencies hosting a large scale conference or meeting (30 or more attendees) must coordinate with the Facility Manager's Office to obtain visitor's badges. A minimum of 2 days are required for small groups, with 4-day notice required for groups of 30 or more attendees. The security system will not be disabled for conferences and the host agency is responsible for providing entrance to the facility for attendees without badges.

3-11. Special areas

The Emergency Operations Center (EOC), the World Wide Military Command and Control System (WWMCCS), and the Network Control Center (NCC) are designated as restricted access areas. Individuals requiring badge access to these areas must submit a request through the appropriate responsible agency. Badge access to these areas will not be granted without the written approval of the responsible agency. Access to these special areas is controlled by written authority of the agency indicated below:

<u>AREA</u>	<u>RESPONSIBLE AGENCY</u>	<u>PHONE</u>	<u>OFFICE SYMBOL</u>
EOC	DCSOPS	X8768	AFRC-OP
WWMCCS	DCSOPS	X8719	AFRC-OPO-R
NCC*	DCSINT (ISSO)	X7918	AFRC-INS

* Due to the sensitivity of these areas in the facility, the Building Security Manager or Facility Manager will immediately contact both the USARC LAN Network Security Officer (NSO) and Information Systems Security

Officer (ISSO) in the event of a facility security system failure, so that the classified LAN may be turned off in the building/buildings.

**Chapter 4
Property Control**

4-1. Property inspection

The Office of the Facility Manager will conduct periodic informal "walk-thru" inspections of work areas to ensure the work areas are maintained in accordance with this memorandum. Deficiencies will be reported to the agency involved; if government or personal property is not being properly secured, the Provost Marshal will be notified. After hours security checks may be conducted by DCSINT personnel. Physical security inspections will be conducted by the Provost Marshal, after coordination with the agency to be inspected.

4-2. Search of packages, briefcases, and other personal items

Packages, briefcases, athletic bags, parcels, and handbags may be searched only if THREATCON DELTA has been announced by the DCSOPS. If a search is going to take place, specific guidance will be disseminated by the responsible office.

4-3. Government property

Employees with a requirement to remove government property from the CCBC must obtain permission of the director or chief of their staff agency, or his/her designated representative.

4-4. Theft of property

Theft of personal or government property will be reported immediately to the Provost Marshal, 629-8496/8497. The Provost Marshal will then report thefts to the appropriate authorities. Computer theft will also be reported to the Network Control Center and DCSINT.

4-5. Lost and found

A lost and found box will be maintained in the Facility Manager's Office in building 1800. If items are not claimed after 6 weeks and announcement on the USARC bulletin board, items will be turned over to a charitable organization for disposal.

4-6. Recycling program

The USARC is dedicated to a strong recycling program. The program will be administered by the Facility Manager in coordination with appropriate staff agencies. The program consists of cardboard (through Laing Management), paper and computer paper (through Fort Gillem's recycle program), and aluminum cans (through Fort Gillem). The program may be expanded to include other recyclable items in the future and additions will be announced by the Facility Manager's Office.

Chapter 5 Beverages and Food

5-1. Consumption and cooking

There are no restrictions on areas in which food and drink may be consumed in the facility. All food wrappers, cans, etc., will be placed in appropriate trash receptacles and the eating area cleaned as soon as an event is concluded. Alcoholic beverages in the facility are prohibited. Cooking is not permitted, except for microwave locations in the facility or on charcoal or gas barbeque grills set up outside the facility. Advance coordination shall be made with the Facility Manager's Office at least 1 week prior to the outdoor activity.

5-2. Use of microwave ovens

Microwaves are located within various staff agencies and may be used for the heating of food. Other types of cooking devices or equipment **are not authorized** in the CCBC. Microwave ovens should be kept clean inside and out to preclude insect infestation in the facility.

Chapter 6 Work Areas

6-1. Cleanliness

Cleanliness of the immediate work area is the responsibility of the user. Desks, tables, and other work surfaces will be cleaned by the individual assigned to the work area. Janitorial services are provided for the purpose of emptying trash cans and vacuuming of floors.

6-2. Personal items

Plants are allowed in cubicle areas but may not be suspended from the ceiling. Personal items displayed will be tasteful and appropriate for the work environment.

6-3. Telephones, televisions, radios and communications equipment

Personally owned telephones **are not authorized** for use in lieu of government issue telephones. Personally-owned radios, televisions, and walkmans are allowed in the work area but utilization of this type equipment must not interfere with an employees duties. Radios may be played in work areas as long as volume levels do not constitute a distraction to other employees. Use of portable television sets is permitted during the lunch period or other appropriate times that will not interfere with duty in the work area. Common sense and good judgment should be exercised in the use of the equipment.

6-4. Requests for special furniture

All requests for special furniture should be submitted to Headquarters, Supply (AFRC-SGL). Requests submitted will be coordinated with the Facility Manager's Office for review and approval before being forwarded to the appropriate authority for action. The Facility Manager will

coordinate with the appropriate staff agency to obtain any additional information required to justify or clarify individual requests.

Chapter 7 Energy Conservation

7-1. Overhead lighting

Overhead lighting should be turned off at the end of the duty day by the last employee exiting the building.

7-2. Heating and cooling equipment

Equipment is operated by computer utilizing sensors located throughout each building and on the roof of each building. Extremes in cool or warm air should be reported to the Facility Manager's Office so that Laing maintenance can be contacted.

7-3. Entrance doors

Leaving doors open for extended periods can have drastic effects on the heating and cooling equipment. All employees should keep doors open for minimal periods and keep loading and unloading times to a minimum.

Chapter 8 Maintenance, Repair, and Improvements

8-1. Point of contact

The point of contact for all maintenance, repair and improvement requests is the Facility Manager's Office, extension 8015. Observing this guideline will minimize the number of people required to accomplish routine maintenance and a log of problem areas can be maintained.

8-2. Routine work orders or service requests

Submit routine work orders and service requests through the Facility Manager's Office. Some of these issues will be handled through the lease and others must be submitted and routed through the General Services Administration (GSA).

8-3. Lighting/electrical problems

Wiring, circuit, or other electrical problems should be referred to the Facility Manager for corrective action. Replacement of overhead lights in any building is the responsibility of the Facility Manager. Individual staff agencies will obtain fluorescent bulbs for cubicle light fixtures from Self-Service Supply Center (SSSC) at Fort McPherson and are responsible for light bulb replacement in their respective work areas.

8-4. Emergencies outside normal duty hours

If an employee notices a condition that requires immediate attention outside normal duty hours, contact the USARC Staff Duty Officer (629-8016/17/18, non-holiday weekends only) or the Facility Manager (beeper number 690-4221).

Non-duty hours emergencies requiring police, fire, or emergency medical assistance should be phoned directly to "911." As soon as practical after the immediate problem has been handled, the Facility Manager should be notified of the emergency at the numbers provided above.

Chapter 9

Key Control

9-1. General

Key control is essential to an effective physical security program. Key control at the CCBC will be governed by AR 190-51, appendix C. The Facility Manager will perform the functions of Key Custodian for the CCBC. The Building Security Manager will perform the functions of Alternate Key Custodian. Each director or chief of a staff agency will appoint a key custodian and an alternate. At the discretion of the director/chief, this may be done at a division level.

9-2. Key Control Program

- a. The USARC Key Control Program is administered by the Office of the Facility Manager in building 1800.
- b. The keys to building entrance/exit doors, all of the custodial/wire/equipment rooms, and the Command Group area will be controlled by the CCBC Key Custodian (USARC Facility Manager). Keys to staff agency doors, desks, and cabinets will be controlled by the staff agency key custodian.
- c. Each key will bear a number; if a key does not have a number inscribed by the manufacturer, then an individual key number will be assigned and inscribed by the custodian prior to issue. Keys will be controlled by this number.
- d. Unissued keys, to include spare keys, will be kept in a locked safe, file cabinet, or key depository attached to the wall and meeting the standards of AR 190-51, appendix C. Agency or division key custodians must retain one or more spare keys for each lock in his/her area.
- e. Each key custodian will maintain:
 - (1) A Key Control Register, using DA Form 5513-R. The Key Control Register will ensure that all issued keys are accounted for by a signature. In some cases, more than one register will be required due to the number of keys. Key custodians will secure registers in a locked container or cabinet.
 - (2) A separate key inventory list, which lists all keys controlled by him/her, the number of copies of each key, and the location of each key. (DA Form 5513-R may be used for this purpose.) The list will be kept in the key depository described in subparagraph d above.
- f. Duplication of keys is **not** authorized! When duplication is necessary, notify the CCBC Key Custodian.
- g. Lost keys must be reported immediately to the staff agency key custodian. A lost key is cause to have a lock replaced or recored. Within the CCBC, only the CCBC

Key Custodian will accomplish these actions and they will be limited to doors and cabinets/containers containing sensitive items or sensitive information. Depending on the circumstances, the employee may be required to pay for the new key and lock or lock core.

h. A potential security problem exists due to a large number of desk and cabinet keys issued without control when equipment was installed. Upon receipt of this document, each key custodian will take immediate action to gain control of these keys.

i. Each custodian must inventory all keys semiannually, and report the results of the inventory to the CCBC Key Custodian. Those keys which are permanently retained by the user (e.g. not signed in and out daily) must be inventoried semiannually. The custodian must actually see those keys being inventoried.

Chapter 10

Command Conference Room

10-1. General

The Command Conference Room is controlled by the Facility Manager's Office. Scheduling is accomplished by submitting a AFRC Form 13-R, Command Conference Room Reservation Request, to the Facility Manager's Office (AFRC-SGF). Special requirements should be noted on the form so that they will not be overlooked. General Officer activities have priority over other agency activities. Therefore, the possibility exists that an agency activity might have to be moved or rescheduled. These incidents do not occur on a frequent basis.

10-2. Scheduling

The master schedule is maintained in the Facility Manager's Office in building 1800. A telephonic request may be made for use of the facilities, provided the AFRC Form 13-R is received in the office within 3 days of the telephonic reservation.

10-3. Audio/visual equipment

Requirements for audio/visual support should be indicated on the reservation request. Changes occurring after submission of the form should be coordinated with the Facility Manager's Office, as well as time to practice briefings and presentations.

10-4. Equipment utilization and failure

Should a system failure occur during a presentation, the Facility Manager will provide backup equipment support as appropriate. Under no circumstances will equipment in the projection room be operated by other than fully qualified personnel. Access to the room is normally restricted to the Facility Manager, Building Security Manager, and the DCSIM Automation Officer.

Chapter 11 Van and Courier Services

11-1. Command Group utility van use and scheduling

a. Use. The utility van is available on an individual case basis. Potential users should first check the status of the military vehicle assigned to their respective building for availability before requesting use of the Command Group utility vehicle. The user will maintain the vehicle log properly and will be return the van in clean condition, with not less than 1/2 tank of gas.

b. Scheduling. The Facility Manager will be responsible for scheduling the vehicle. Advance notice of 2 work days will normally be required to schedule the vehicle. General officer activities will have priority access to the vehicle and agency activities could be "bumped" in such cases. Agency drivers of military vehicles are authorized to utilize official vehicles and **no longer require the Fort McPherson Defensive Driver Course.**

12-2. Courier services

The Facility Manager's Office will provide a courier run to Fort McPherson as required to deliver essential documentation (e.g., timecards, TDY settlement vouchers, etc.). The times of these services will vary and will be announced through the USARC Bulletin Board. **In cases of timecard submission, a run will be made at 1400 on Friday of the workweek in which the pay period ends and another run made the following Monday at 1100. Timecards should be carried to the Facility Manager's Office for delivery to Finance and Accounting not later than 1030 on the Monday following the end of a pay period.**

Chapter 12 Safety and Health

12-1. Safety

Safety is a subject of importance to all USARC personnel and the reporting of potentially unsafe conditions to the Facility Manager's Office is essential so that safe working conditions will exist in the CCBC work area. In order to promote safe working conditions in work areas, the Facility Manager's Office will place items of interest on the USARC Electronic Bulletin Board on a periodic basis.

12-2. Smoking

Smoking is prohibited within all USARC buildings and at the flag pole entrance to building 1800. Because of several complaints, smoking will no longer take place closer than 10 feet from all entrance/exit doors. This policy is to protect non-smokers from the discomfort and harmful effects associated with passive tobacco smoke.

Chapter 13 Emergency Access Procedures

13-1. Emergency phone numbers

The East Point area is a "911" emergency calling area. There are two alternate numbers provided for police calls; they are 765-1096 (Desk Sergeant) and alternate 765-1142. The fire department and ambulance calls all must go through the "911" emergency system.

13-2. Hospitals

The two hospitals serving the CCBC area are South Fulton Hospital (305-3500) and Grady Hospital ("911" only). South Fulton is equipped for non-life-threatening injuries, while Grady is a major trauma center.

13-3. Procedures

a. When a call is made to "911," assign two agency personnel to move directly to the entrance closest to the emergency situation. One should stay at the door to guide emergency personnel and the other should be stationed in the parking area to guide emergency equipment into the area of the emergency and point out the access door.

b. Notify the Facility Manager so the security system can be deactivated at the entrance or building where the emergency is in progress.

c. Hallways should be kept clear of personnel, to the fullest extent possible, or the area should be evacuated, if that is appropriate for the situation.

d. The Facility Manager will notify the PAO immediately after hearing of an emergency situation. Representatives of news media organizations will be kept clear until a representative from PAO arrives on the scene.

Chapter 14 Dealing with Severe Weather

14-1. Purpose

To prescribe responsibilities and procedures pertaining to the receipt, dissemination, and conduct of USARC operations during emergency weather conditions.

14-2. Responsibilities

a. Secretary of the General Staff (SGS) will:
(1) Exercise general staff supervision over weather planning and operations utilizing the Office of the Facility Manager.

(2) Direct the Facility Manager to disseminate severe weather advisories and cancellation of same to USARC staff agencies.

(3) Keep Command Group informed of storm systems and their potential for affecting operations.

b. The USARC Facility Manager will:

(1) Monitor and disseminate severe weather advisories during duty hours to staff agency directors/chiefs, as directed by the SGS.

(2) Ensure personnel are located in appropriate areas during periods of severe weather.

c. Directors/chiefs of staff agencies will:

(1) Ensure that all personnel in their agency are briefed and prepared to take proper action for their safety during severe weather.

(2) Ensure that a current personnel notification roster is maintained.

14-3. General

a. The metropolitan Atlanta area is subject to a wide variety of weather conditions, some of which are capable of severely damaging property and equipment, disrupting operations, and causing injury or fatalities.

b. The USARC operates under the Fort McPherson Severe Weather Plan (OPLAN 500-2), administered by the Director, Plans, Training and Mobilization (DPTM).

c. Advisories concerning the probability of such weather conditions are issued by the Fort McPherson Directorate of Security (DSEC) to the USARC Secretary of the General Staff.

d. Weather warnings which meet the following criteria will be disseminated to the USARC staff agencies:

(1) Possible tornadoes.

(2) Severe heat.

(3) Sustained surface winds of thirty-five knots or greater (not associated with thunderstorms).

(4) Severe thunderstorms (containing surface gusts of fifty knots or greater and/or hail one-half inch in diameter or greater).

(5) Heavy rain (two inches or more in a 12-hour period).

(6) Heavy snow (two or more inches in a 12-hour period).

(7) Freezing precipitation (accumulation expected).

e. Upon notification of a weather warning, staff agency directors and chiefs will take measures to protect personnel and equipment.

f. In cases of severe weather or weather advisories, all USARC personnel will move to the center-most portion of the building they occupy and remain there until directed to return to the work area.

g. Personnel that are outside when threatening conditions are indicated should move inside the buildings to the center most portion of the building as quickly as possible.

h. Individuals with radio or television equipment in their work areas are advised to tune in the following stations for local weather information:

(1) Television stations. Local stations are Channel 2, WSB; Channel 5, WAGA; and Channel 11, WXIA. All three stations provide special coverage of weather advisories and warnings.

(2) Radio stations. Local AM stations are 640, WGST; 680, WCNN; 750, WSB; 790, WQXI; 1340, WIGO; and 1380, WAOK.

(3) These stations normally operate from 0600 throughout the day. Therefore, information concerning

"late arrival" or closing of government facilities due to weather-related problems will be available to employees prior to leaving for work on a daily basis.

14-4. Reports

a. Staff agency directors/chiefs will notify the Secretary of the General Staff (SGS) of all injuries requiring hospitalization, all fatalities, damage to facilities, and other significant loss or damage of equipment.

b. The SGS will immediately report the following incidents to the office/individual indicated:

INCIDENT	REPORT TO
Fatalities	<ul style="list-style-type: none">Fort McPherson Adjutant (duty hours)SDO (non-duty hours)
Injuries (requiring hospitalization)	<ul style="list-style-type: none">Fort McPherson Admin Assistant (duty hours)SDO (non-duty hours)
Damage to facilities	GSA/DOL
Other significant loss or damage of equipment	GSA/DOL

c. The SGS will submit a written damage report to Fort McPherson, Director, Plans, Training and Mobilization (DPTM). Negative reports are not required.

Chapter 15 Fire Evacuation Plan

15-1. General

Fire evacuation plans are not required for each agency and area within the building. However, exits and fire exits are clearly marked and each employee should locate the closest two exits to their individual work area to determine a primary and alternate escape route in the event of fire.

15-2. Procedures

a. In the event of fire in your immediate work area, call "911" and advise that you are in the "Camp Creek Business Center at 3800 North Camp Creek Parkway", the building number, and the location of the closest door to the fire.

b. Proceed quickly and orderly to the nearest building exit and do not return until told to do so by East Point Fire/Rescue personnel or the USARC Facility Manager.

c. There is no central fire alarm in the building, so upon receipt of information from reliable sources that there is a fire in the building, evacuate the building as quickly as possible.

d. When exiting the building, remain a minimum of 100 feet from the building so that emergency equipment will not be hampered in any fire/rescue efforts.

e. If the fire occurs during working hours, notify the Facility Manager's Office at extension 8015/8026 as soon as practical (but only after "911" has been called). If outside normal working hours, notify the Facility Manager on beeper number 690-4221.

Chapter 16 Bomb Threat Procedures

16-1. General

In the environment in which we live, the threat of terrorist activity, including bomb threats, is a very real concern and can present situations which every employee should be prepared to deal with in a calm, collected manner.

16-2. Procedures

a. A copy of FBI Form 2-182a should be available at each telephone. In the event a bomb threat telephone call is received, ensure that all information is recorded accurately and in a legible manner on the form. As soon as information has been recorded, notify the USARC Facility Manager, extension 8015 (beeper 690-4221) or the USARC Building Security Manager, extension 8026 (beeper 708-6425). The Facility Manager will notify "911" and the Provost Marshal. If working in the CCBC when none of the above are present, notify "911" first, and then the Facility Manager, beeper 690-4221.

b. In recording information, attempt to note anything distinctive about the voice or dialect that might provide investigators with any possible clues to the identity of the caller. However, do not attempt to fill the role of an investigator yourself, as the caller might become alarmed or agitated by any attempt on your part to determine their identity.

c. Evacuation of all or part of the facility will be directed by the USARC Command Group. If a staff agency is working in the CCBC during non-duty hours, the decision to evacuate will be made by the senior officer present. In any instance where the threat is immediate and directed at a specific building, the senior officer in that building may direct evacuation of that building prior to advising the Facility Manager or Provost Marshal. The Facility Manager must notify Laing Properties of any threats so they can in-turn notify civilian tenants in building 1400 and other buildings.

d. Personnel will evacuate by the most direct route to the vicinity of the building at the opposite end of the CCBC, remaining at least 100 yards from buildings 1400, 1800, and 2000. The evacuation order may specify that certain exits or areas are to be avoided.

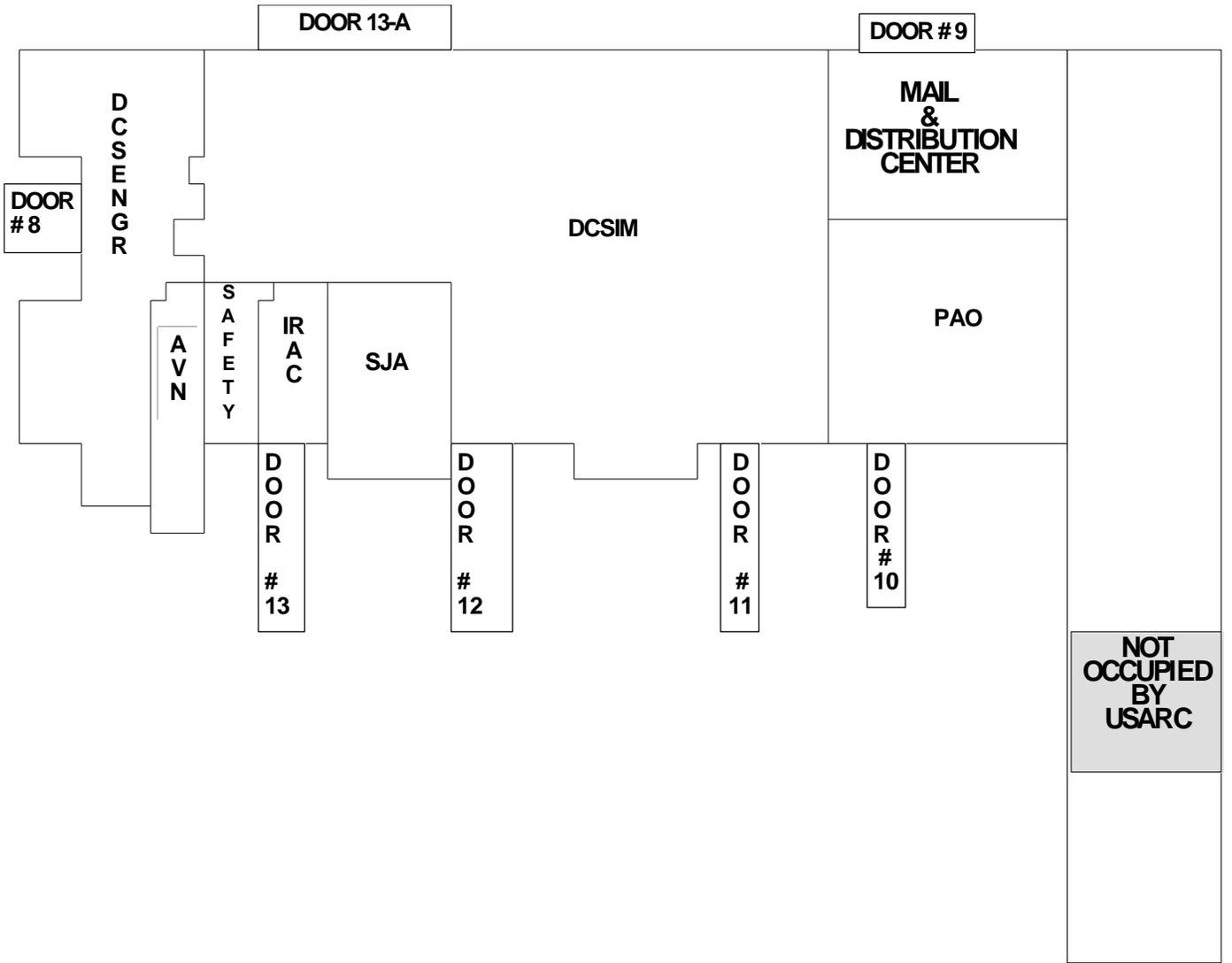
e. The senior occupant of each building will develop a plan for searching the area of his/her building; each staff agency will search its own area. Searches will be conducted by personnel who work in the area. Searches will be initiated only upon order of the Command Group and results will be reported to the Command Group upon completion. The Command Group will make the decision to reenter the building or buildings. Make note that it is not the job of EOD or law enforcement to conduct searches or make a decision as to whether or not it is safe to reenter a building.

Appendix A Facility Agency Layout and Entrance Maps

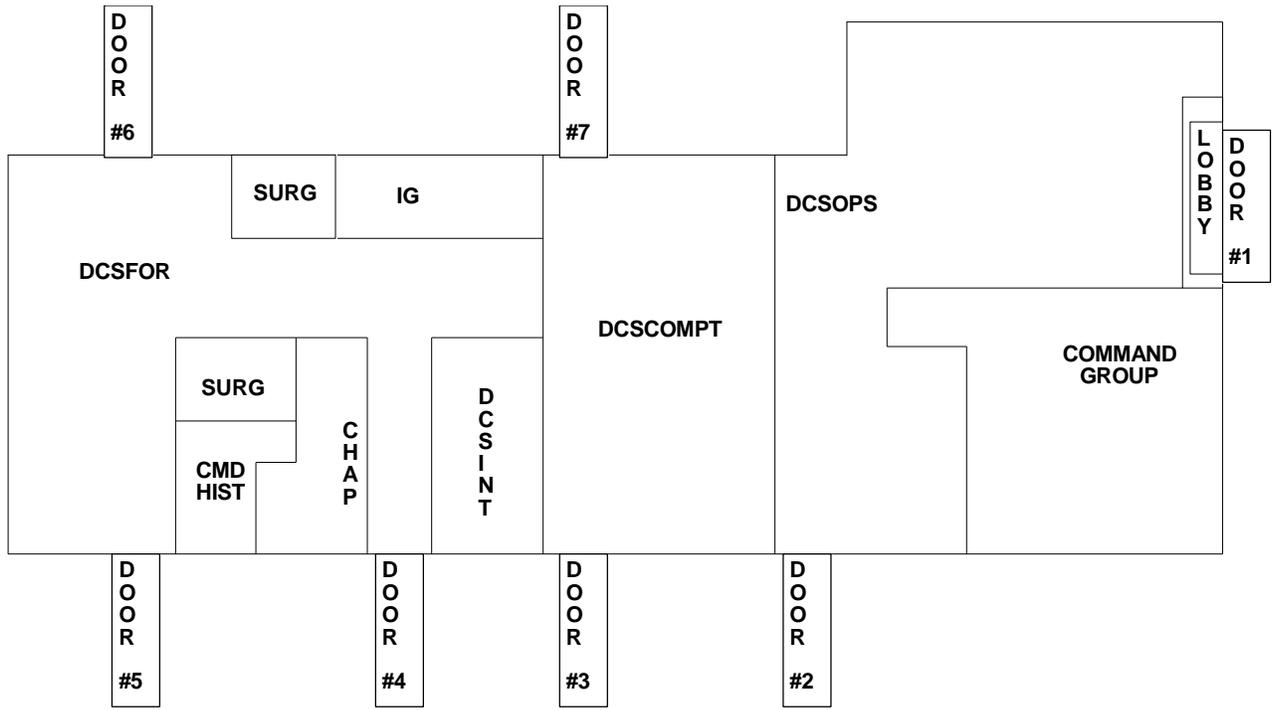
A-1. The building locations of USARC staff agencies are indicated below:

- **Building 1400** - DCSSENGR, Aviation, Safety, IRAC, SJA, DCSIM, PAO.
- **Building 1800** - Command Group, DCSOPS, DCSCOMPT, DCSINT, IG, Chaplain, Surgeon, Command Historian, and DCSFOR.
- **Building 2000** - DCSLOG, DCSPER.

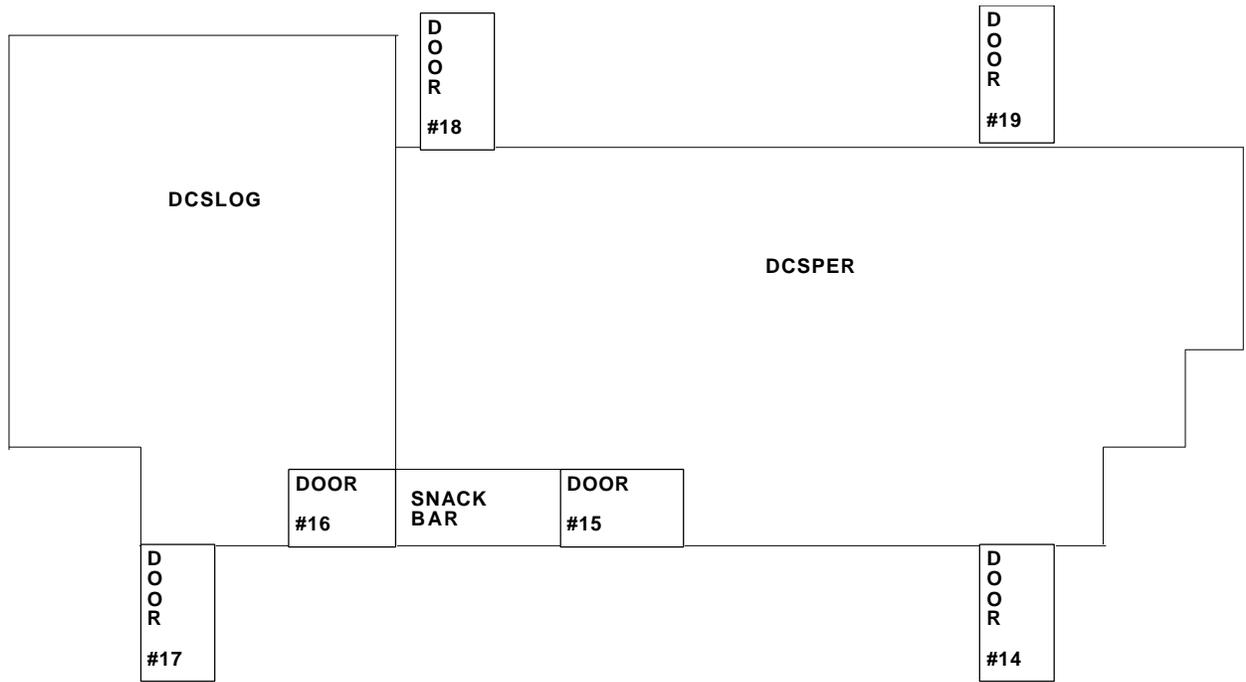
A-2. Building maps are located at figures A-1 (Bldg. 1400), A-2 (Bldg. 1800), and A-3 (Bldg. 2000). Each door number is surrounded by a rectangular broken line for orientation purposes.



BUILDING 1400



BUILDING 1800



BUILDING 2000