

NR_key_name: 1CBC27505772B81785256538005576F3
SendTo: ALL
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 10/22/1997
DisplayDate_Time: 11:41:30 AM
ComposedDate: 10/22/1997
ComposedDate_Time: 11:33:30 AM
Subject: Fire Drill Procedures

Please keep these procedures for future reference:1. ALWAYS assume that the alarm is for an actual emergency. Do not wait for Janice to check on this and page the office. We need to exit the building quickly whether it is real or not.2. When you exit the front door of the office turn left and go down the back stairwell.3. All staff MUST meet across the street in front of the Law Enforcement Memorial Visitor Center until all are accounted for.4. When the alarm is over, enter the building through the door by the garage that you came out of. If it is locked, go down into the garage and enter the stairwell from there. Use your red DOJ badge to open the gate in the stairwell (new folks will get these IDs soon, sorry for the delay). The door to the second floor will be locked, but just keep knocking on the door until someone on the floor hears you and opens it. You should then prop it open for others (go back about 20 minutes later and remove the prop once most people have entered the building).Some things to keep in mind:1. Since you don't know if you will be allowed to reenter the building depending on the circumstances of the alarm, you should take your coat, purse, backpack, keys, etc. with you. If we cannot reenter the building and you have to go home you don't want to be stuck without your house keys!2. The SCIF and the office need to be alarmed and locked prior to leaving. Anyone who takes their time leaving the office is potentially endangering the lives of those who are responsible for locking the office. Please be considerate and leave immediately upon hearing the alarms.If any of you have any questions, comments, concerns, please see me. Thanks.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: