



Federal Workforce Release Decision and Notification Protocol National Capital Region

Working for America

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Message from the President

“When it comes to fighting the threats of our world and spreading peace, we're turning the corner and we're not turning back. We have more to do and we will continue to work.”

- ***George W. Bush***



Message from the Director



“Federal employees, their representatives, and managers play a critical role in the security of the Nation and the readiness of the Federal government to respond to potential emergencies. OPM is proud to be one of the federal agencies helping accomplish this.”

- Kay Coles James

OPM/GSA/DHS Interim Protocol

- Office of Homeland Security - sponsored Committee of government security professionals developed draft based on OPM/GSA/DHS interim protocol
- Reflects All-Hazards approach
- Two Sections to the protocol:
 - Natural Hazards
 - Man-made Hazards/Terrorism



Scope

- Addresses Federal employees and contractors in all Executive agencies in the NCR (National Capital Region)
- Coordination among all Federal State and Local agencies
- Impact on Private Sector
 - Many companies in NCR follow Federal Government lead



Natural Hazards

- The current protocol regarding decision-making for inclement weather or other natural hazards remains unchanged
- OPM has lead responsibility
- Natural Hazards include (for example):
 - Snow
 - Other severe storms / Hurricanes
 - Floods
 - Earthquakes

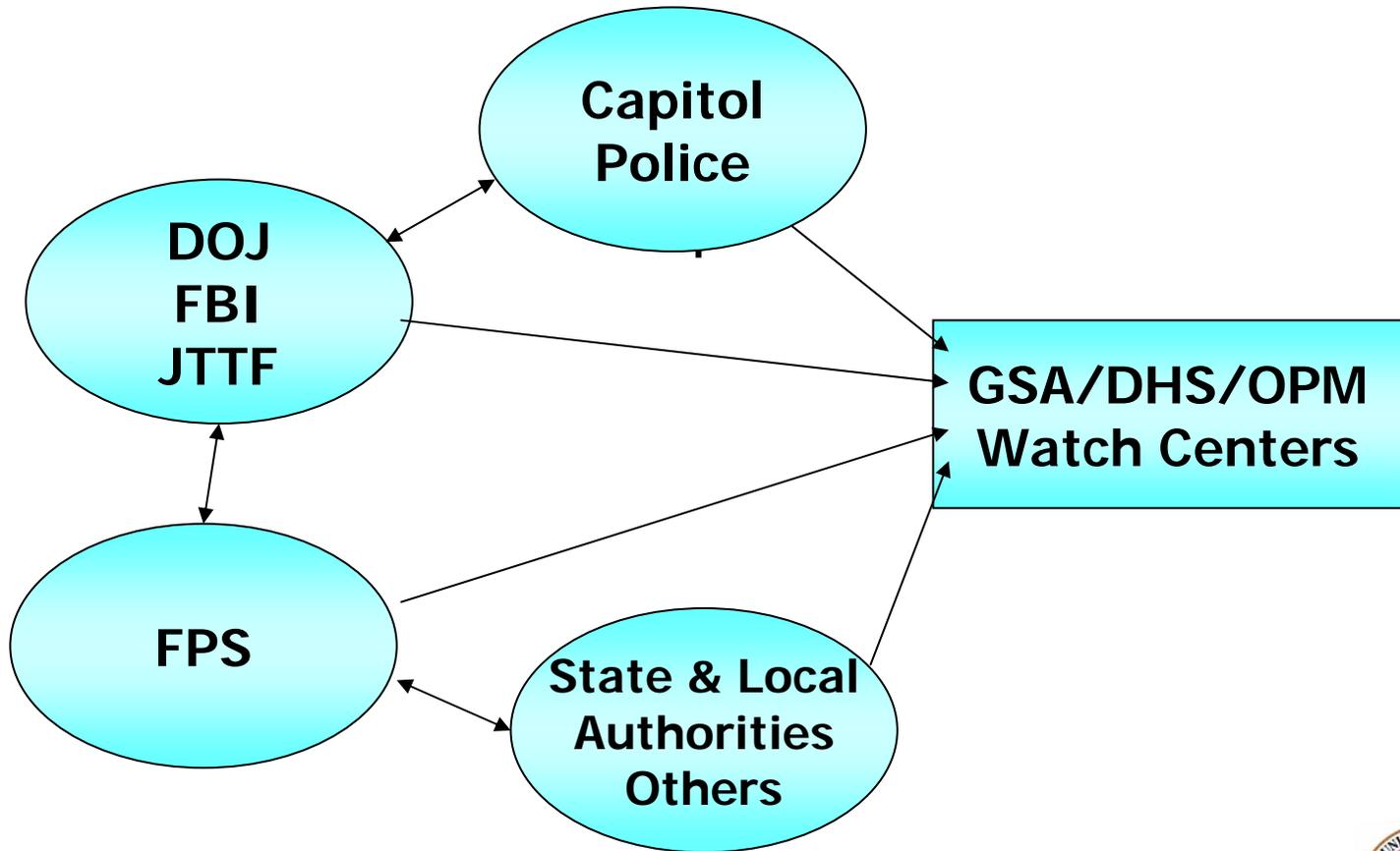


Man-Made Hazards / Terrorism

- Man-Made Hazards/Terrorism may include actual or threatened:
 - Armed Attack
 - Bombs/Explosives
 - Chemical Weapons
 - Biological Weapons
 - Radiological Dispersal Devices (“Dirty Bomb”)
 - Nuclear Weapons



Information Gathering and Verification



Principals' Decision Level



**GSA Administrator
Stephen Perry**



**OPM Director
Kay Coles James**



**DHS Undersecretary
Michael Brown**



Emergency Protective Measures

- Natural Hazards
 - Established
 - Late Opening
 - Early Release
 - Federal Government Closed

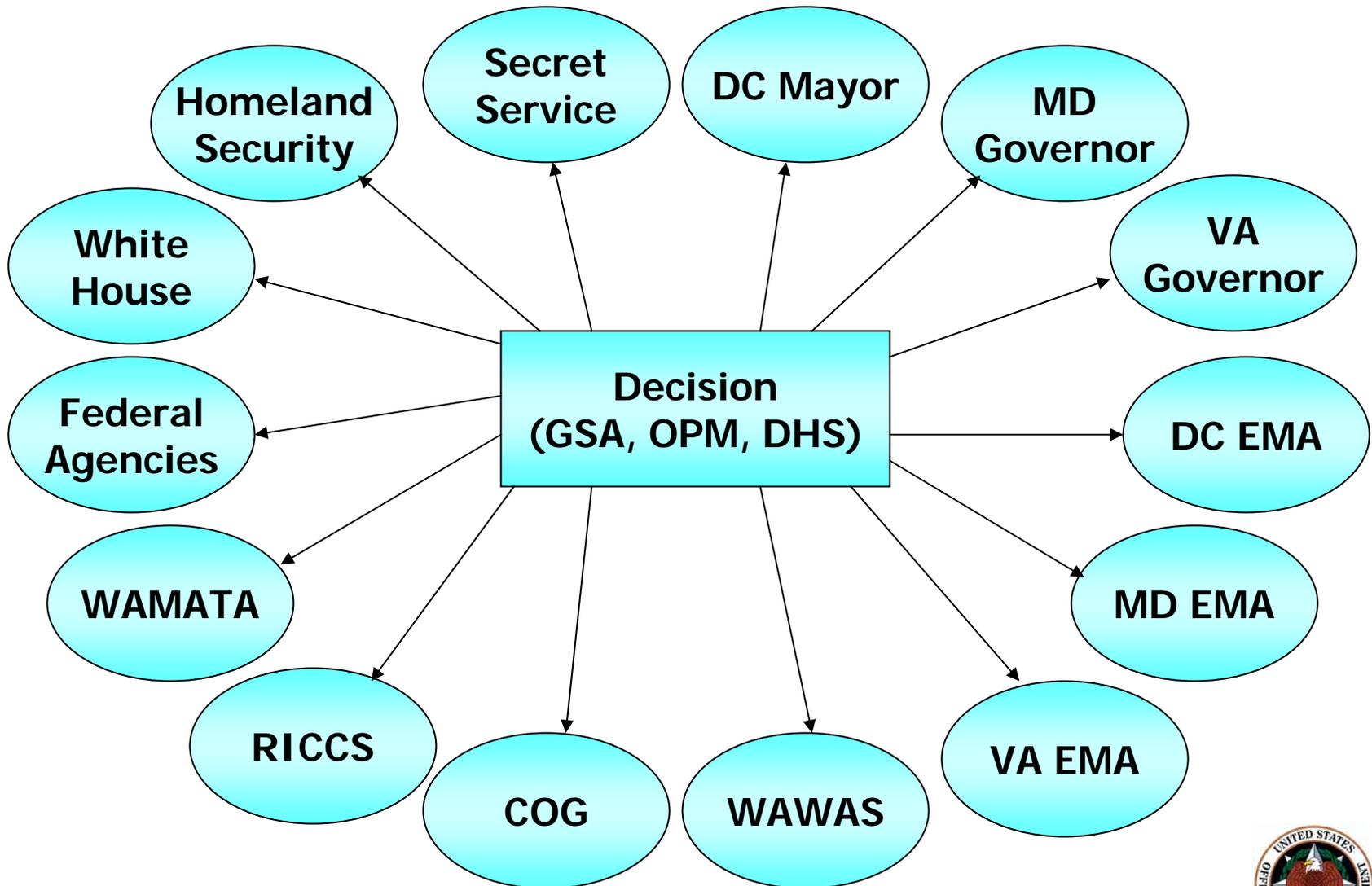


Emergency Protective Measures

- Man-Made Hazards/Terrorism
 - Shelter In Place
 - Building/Area Release
 - Immediate Release (In rare circumstances)



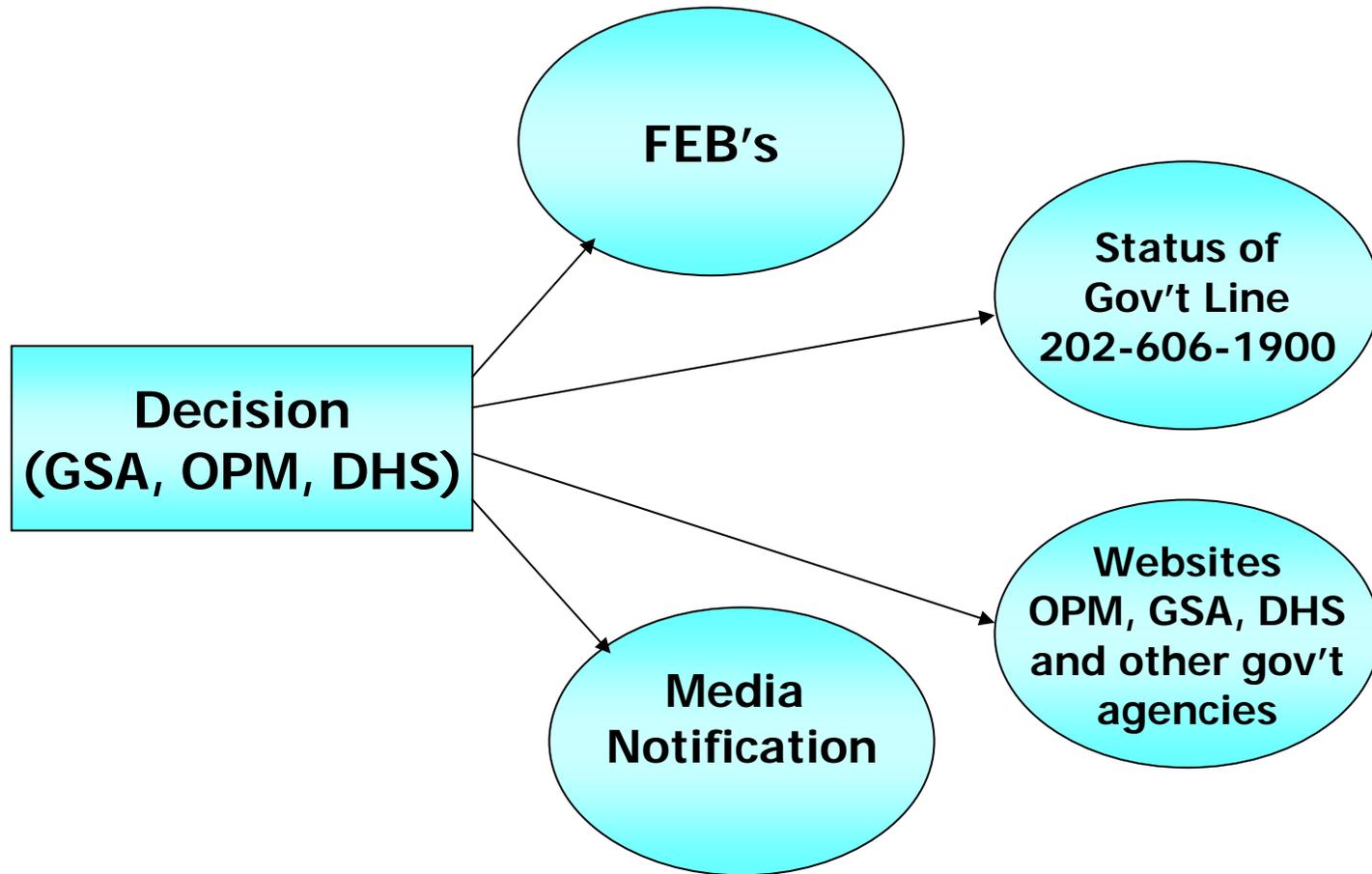
Official Notification



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Additional Sources of Official Information



Training

- Emergency training goes well beyond hazardous weather mentality
- The expanded range of protective actions will require extensive planning and training
- Federal workers need to understand the Protocol's elements
- Understanding by agency, facility, and other supervisory personnel is critical





The Government of the
District of Columbia

Natalie Jones Best,
Emergency Preparedness Manager
District of Columbia Department of Transportation
August 12, 2004





Over the past few years
...Incidents like 9/11
underscore the need for ...



District of Columbia Government
2000-14th Street, NW
Washington, DC 20009
(202) 673-6813





... Coordination,
Cooperation,
Communication,
and Commitment
between local,
regional and federal
stakeholders on the
issues of Homeland
Security.



Background

Mayor's order established to examine recent nationwide threats and terrorist attacks, and make recommendations on improving district planning for response to, and recovery from terrorist incidents and threats.

Post September 11 Lessons Learned:

Information In:

Status

Performance

Information Out:

Alternate Routes

Availability

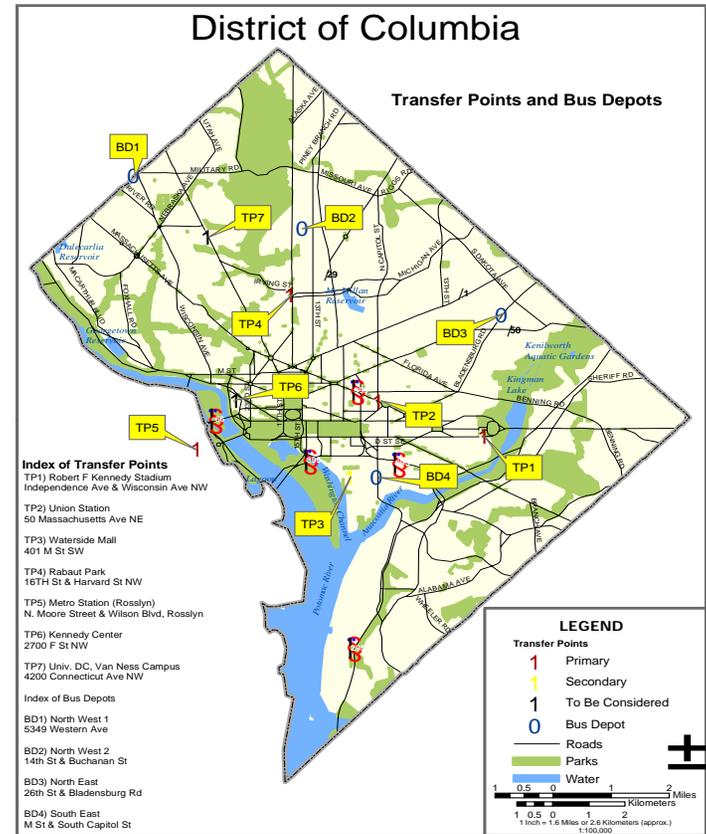
Enhance Better Coordination Between:

- **Regional DOTs and Federal Partners**
- **Other Stakeholders (WMATA, COG, Public/Private Sector, etc.)**



Comprehensive Emergency Transportation Plans

- District Response Plan
Emergency Support Function (ESF)
#1-Transportation
- Transportation Annex
 - Bus collection points
 - Asset Analysis
 - Evacuation Processes





DDOT has identified 25 corridors extending from downtown DC as emergency/event routes. Most of these routes extend to the Capital Beltway (I-495) and beyond. Additionally, critical intersections along these routes have been identified for better monitoring and staffing by law enforcement





Unique signs along Event Routes were installed for easy identification by the motoring public and authorities. This was done using emergency funds from DHS. Both MDOT and VDOT have also installed event signs for regional consistency.





Through Federal and local funding, DDOT has been able to fund several key transportation projects including:

Closed Circuit TV Cameras

100 traffic surveillance cameras were installed along evacuation routes to monitor traffic in the event of an emergency





Traffic Signal Controllers Cross-Jurisdictional Signal Coordination

New controllers are being installed at all intersections on the evacuation routes that are regulated by traffic signals.

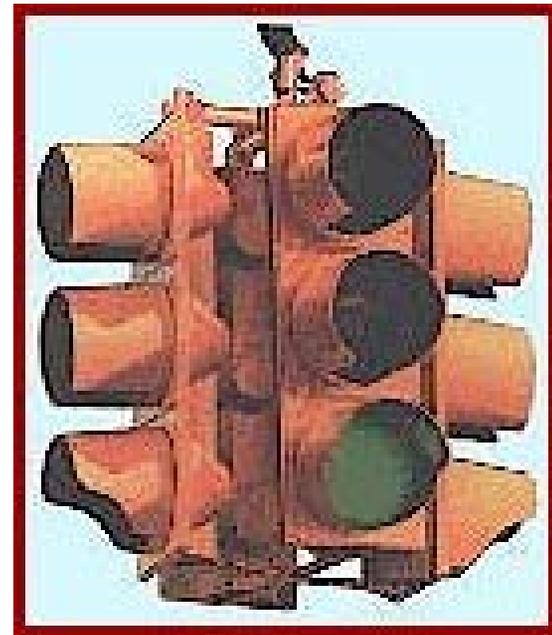


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A coordinated emergency evacuation traffic signal timing plan has also been developed. DOTs in the region have reached agreement on a common 240-second cycle that will assist traffic flow and gridlock mitigation.



Motor Carrier Management and Threat Study

- Initiated by the US DOT Volpe center in April 2003.
- Develop a comprehensive motor carrier Management program for the district of Columbia to improve truck operations and safety within the city.
- Review and modify truck loading and unloading Operations and policies to improve deliveries and reduce traffic congestion and improve air quality.
- Address security concerns related to truck operations within the district of Columbia.



Capitol Police Truck and Bus Monitoring (CAPTM) System

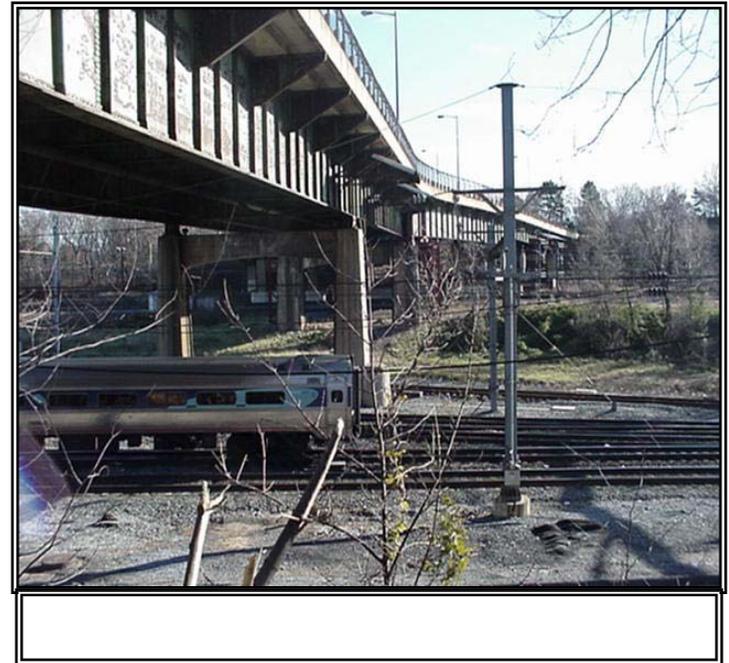
- Collaborative project between DDOT and Capitol Police to manage trucks and buses around capitol hill.
- Project components include:
 - Signal Preemption
 - Truck detection and Identification System
 - CCTV Monitoring System
- Phased approach design concept
 - Pilot Phase (CCTV only)
 - Expanded phase (Signal control & Truck Monitoring)





HazMat Route Restrictions

- Legislation before council to prohibit hazmat shipments through DC
- Concern about terrorism risk of HazMats near capitol & agency headquarters
- Issue about federal preemption
- Need federal participation & coordination
 - Expertise: terrorism v. Transportation risks
 - Expertise: interstate commerce issues
 - Coordination: ITS/CVO v. Random searches
 - Coordination: regional approach required



Homeland Security Bridge Infrastructure



9th Street Bridge over RR/New York Avenue
Deteriorating pier with loading supports

“Bridges are vital links in America's transportation system and are symbols of what mobility, safety and security mean to Americans.”

Norman Y. Mineta

U.S. Secretary of Transportation





Radio/Web Communications

- Highway Advisory Radio (HAR)
- TrafficLand
- Variable Message Signs
- Capital Wireless Integrated Network (CAPWIN) Project





Public/Private Partnerships and Outreach

Transportation Tips During an Emergency Incident pamphlet

Washington Post
Postal Service
WWW.DDOT.DC.GOV

Coordination with DC Emergency Management Agency
(DCEMA) on Family Preparedness Guide

Community Meetings

Public/Private sectors
Political Community



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District of Columbia

Emergency Management Agency



Anthony A. Williams
Mayor



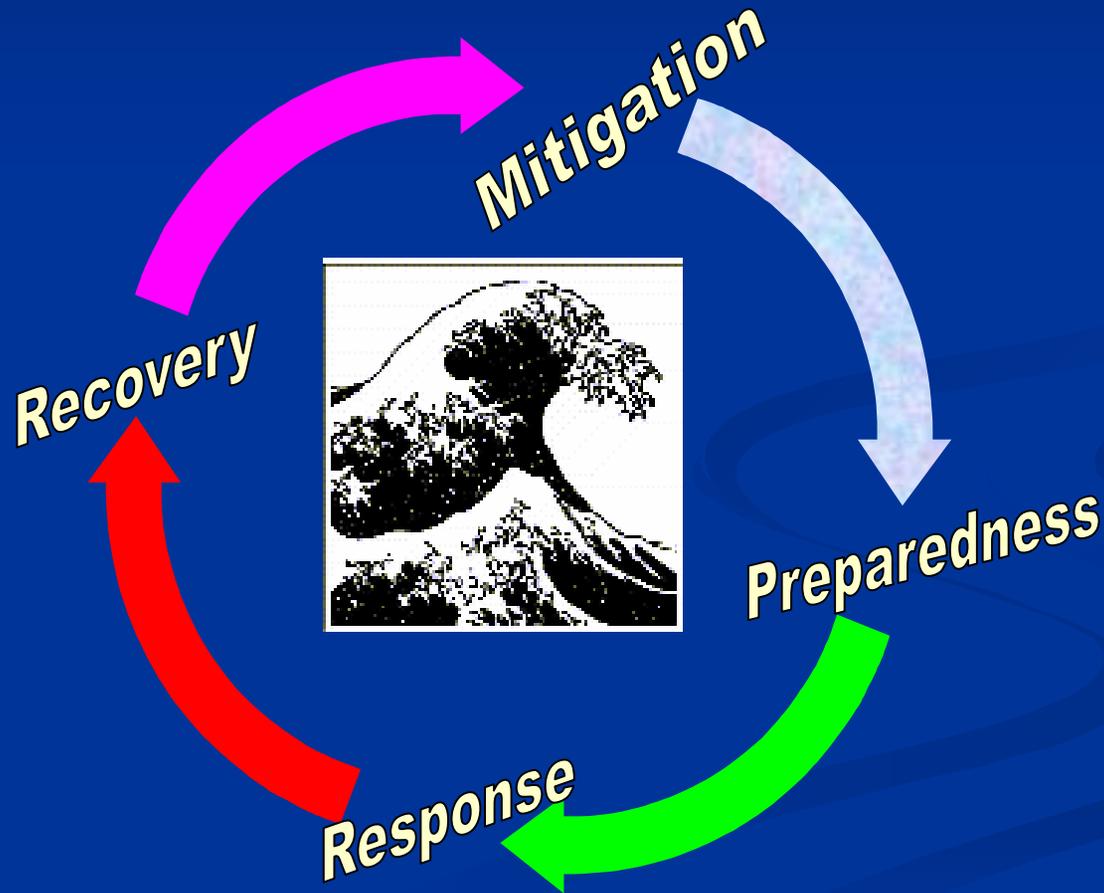
Barbara Childs-Pair
Acting Director

The Unique Challenges of District Government



We function as a city, county and state with daily interactions with our federal partners, neighboring states and regional entities

DCEMA Participates in the 4 Phases of Comprehensive Emergency Management



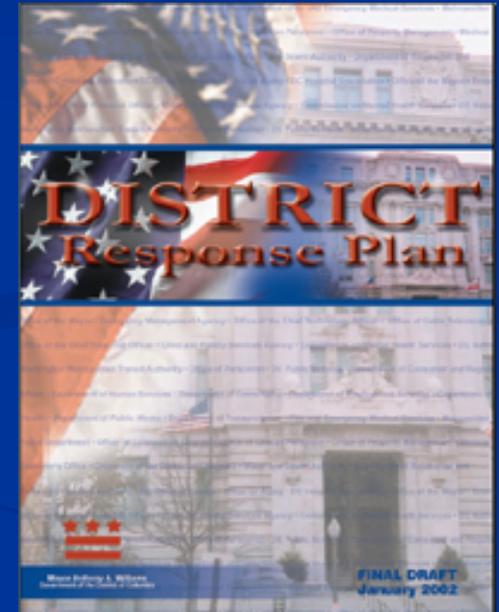
Emergency Preparedness Council (EPC)

- Develop emergency management plan and program capable of responding to any incident.
- Enhance linkages and operational relationships with federal, state and regional partners.
- Maintains, exercises and revises DRP.
- Quasi-public and private sector partnerships



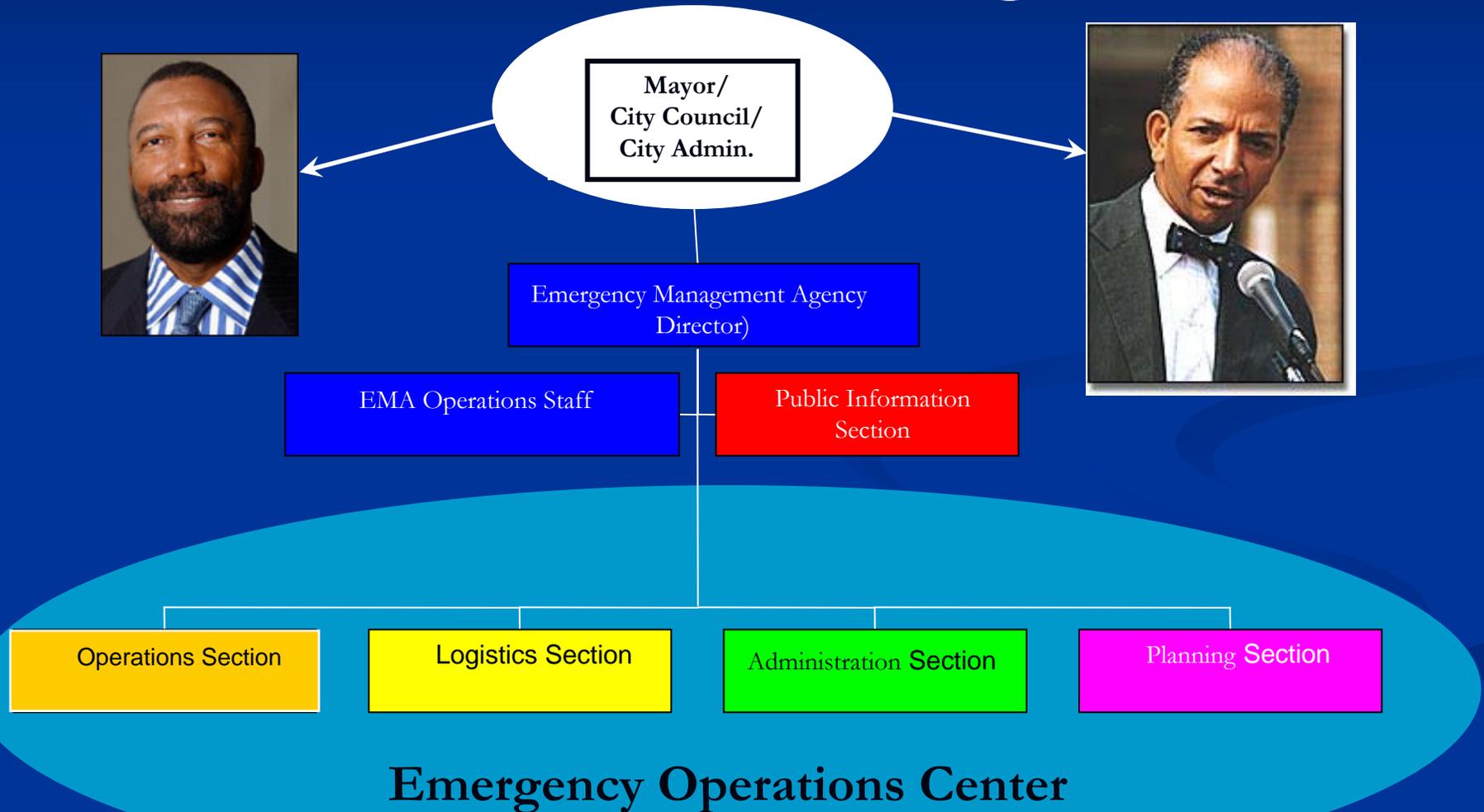
District Response Plan

- Based on Incident Command System (ICS)
- Interoperability with Federal Response Plan (FRP)
- Coordinated delivery of assistance and resources
- Collaborated on by support and lead agencies and private industry
- Can be found online @ <http://dcema.dc.gov>



DCEMA EOC ORGANIZATION

(under the ICS/ESF Organization)



Regional and National Coordination

- FRP
- DRP
- Virginia EOP
- Maryland EOP



- Regional Plan
- Terrorism Annex
- County Plans



Maryland



District of Columbia



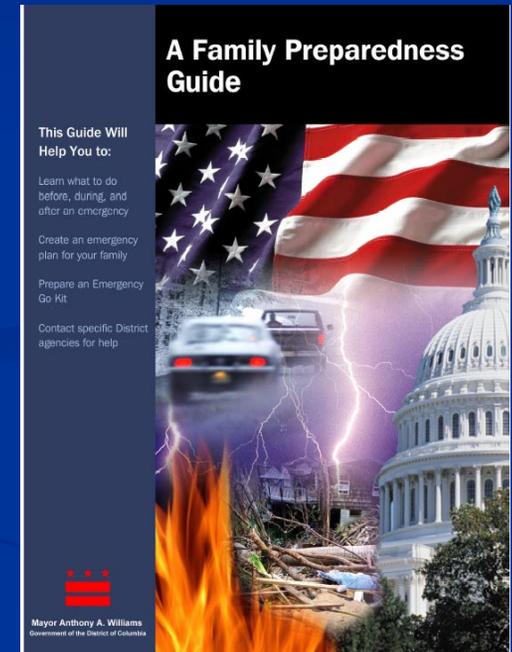
Virginia

Homeland Security Issues

- Training First Responders
 - ODP approved courses - limitations on grant funding
 - Defining traditional and non-tradition first responders
- Public Information
 - Time to coordinate messages with all NCR jurisdictions
 - Differences in technology and capability
 - Goal - many voices one message
- Public Education
 - Special Needs Population
 - Non-English speaking community
 - Implementing coordinated grass roots campaign
- Coordination and Integration of Plans
 - Operational plans do not cross jurisdictional boundaries

Planning

- Planning Support
 - The District Response Plan
 - The Family Preparedness Guide
 - ESF Pocket Guides
 - 39 Community Plans
 - Business and School Plans
 - Security Plans for Major Venues



Training

- Training Classes (examples)
 - Incident Management Unified Command System
 - Disaster Basics
 - Consequences of Terrorism
 - Emergency Liaison Officer
 - Disaster Services and Mass Care & Shelter Operations
 - Hazardous Materials Prep and Response
 - All Hazards Recovery

District Exercises

■ District Exercises

- 39 Community Cluster Exercises – Ongoing 2004/05
- Bio-terrorism Field Exercise – September 24, 2004
- Radiological incident Workshop/Exercise – proposed Fall 2004
- Senior Level Tabletop Exercise – proposed December 2004

Community Notification

Present and future

- **Emergency Alert System (EAS)** - Radio and Television notification system
- **Citizen Emergency Notification System (CENS)** – a telephone voice messaging system
- **Emergency Text Notification System** – phone, pager and e-mail alerts
- **Emergency Information Center (EIC) web site** - <http://emergencycenter.dc.gov>

2004-2005 Focus

- Preparedness for the 39 Community Clusters
- Think Regionally
- Strengthen Relationship with Federal Government
- All Hazards Planning and Training
- Supporting Future Events (i.e., Presidential Inauguration)

Goals

- To enhance EMA's ability to gather and disseminate information to all our regional partners
- Support the agency mission to become the best prepared jurisdiction in the country.
- Continue to plan, exercise, and train our emergency support staff
- Prepare our community and residents for all hazards

Barbara Childs-Pair

Acting Director

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Emergency Preparedness for the National Capitol Region and Beyond

Presented by

Robert P. Welch

National Preparedness Division Director

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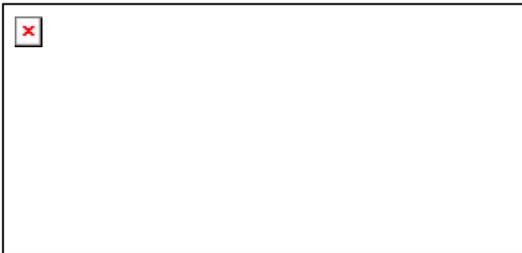
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FEMA

FEMA...

- Serves in a support role for cross-agency preparedness in terms of human capital management
- Relies on FEMA HQ, DHS, and other Federal authorities such as OPM for guidance and policy
- Provides outreach to Federal, State, and local partners for COOP guidance and other preparedness initiatives



FEMA Preparedness Initiatives for Human Capital Management

- Occupant Emergency Plan
- COOP Program
- Notification Protocols
- Shelter-in-Place



FEMA

FEMA Occupant Emergency Program

Peace-Time

- *FEMA Occupant Emergency Program Employee Guide*
- *OPM Federal Employee Guides*
- *Are You Ready?*
- Building signage
- Employee briefings

▪ What is my agency doing to keep me safe?

▪ What should I do to keep myself safe?

▪ What should I do to keep my family safe?

Situational

- Automated Alert & Notification System
- 100% Contact
- Occupant Emergency Teams



FEMA

FEMA COOP Program

- Serves as the DHS Lead Agent for Federal Executive Branch COOP (Continuity of Operations)
- Issues guidance in cooperation with GSA and OPM
- Chairs the COOP Working Group (CWG)
- Conducts assessments and exercises to validate Federal Executive COOP readiness
- Assists in COOP planning and implementation and provides oversight to Federal agencies as required
- Provides guidance and support to State and local governments as required



FEMA

FEMA Notification Protocols

- Communication Priorities
 - 100% contact between Regional management and all Region III employees
 - 100% contact of all ERG members to carry out Regional essential functions
 - 100% contact of all non-ERG members to provide an understanding for future communication and expectations

- Normal Call-Down Procedures
 - “Communicator”
 - Regional Alert Roster
 - ROC/FEMA MOC Number also provides critical information

- COOP Scenario
 - Situation-dependent
 - Regional Director or Designee determines necessary communication systems required



FEMA

FEMA Shelter-in-Place

- Basic Steps During a Chemical Emergency
 - Shut and lock all windows and doors
 - Turn off all air handling equipment (heating, ventilation, and/or air conditioning)
 - Go to a pre-determined sheltering room (or rooms)
 - Seal any windows and/or vents with sheets of plastic and duct tape
 - Seal the door(s) with duct tape around the top, bottom and sides
 - Turn on a TV or radio and listen for further instructions.
 - When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the now clean outdoor air

- Additional Considerations
 - Determine if all employees will shelter or if some will leave the building before shelter procedures are put in place
 - Develop an accountability system
 - Duties should be assigned to specific employees
 - Drills should be planned and executed on a regular basis
 - Consider the safety needs of people with disabilities



FEMA

FEMA Preparedness Outreach

- COOP Program
- Citizen Corps
- Assistance to Firefighters Grant Program
- Emergency Management Performance Grants
- National Emergency Management Baseline - Capability Assessment Program
- Metropolitan Medical Response System
- Preparedness Exercise Support
- CSEPP, REP, and HAZMAT Programs



FEMA

Resources

- OPM Emergency Guidance
<http://www.opm.gov/emergency/>
- FEMA “Are You Ready?” Guide
<http://www.fema.gov/areyouready/>
- DHS COOP Guidance
<http://www.fema.gov/onsc/dhscoop.shtm>
- Shelter-in-Place
<http://www.nicsinfo.org/SIP%20Center.htm>



FEMA

Questions?

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FEMA

Federal Protective Service Role in Emergency Preparedness

Presented by:

Joseph W. Trindal
Regional Director
National Capital Region

9 September 2004



U.S. Immigration
and Customs
Enforcement



Presentation Summary

- Purpose: Provide conference participants an overview of Federal Protective Service (FPS) responsibilities under DHS in Emergency Preparedness.
- Topics Include:
 - Scope of FPS operation in NCR.
 - Centralized Communications/Alarm Monitoring thru the MegaCenter
 - FPS role in Federal Facility Occupant Emergency Plans
 - FPS role in Federal Agency Continuity of Operations Plans
 - FPS role in the National Incident Management System
 - FPS Planning, Training and Exercise Programs



FPS Operations in NCR

- Emergency Response to nearly 800 Federal Facilities
- Conducts Regular Federal Security Risk Management (FSRM) Surveys
- Implement and Recommend Proactive Security Enhancements
- Manages nearly 5,300 Federal Contract Guards
- Coordinates with over 40 Federal, State and Local agencies in NCR



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FPS *MegaCenter* Operations

- Handle about 10,000 calls for service per annum
- FPS Comm Center
- Alarm monitoring in most FPS jurisdiction facilities
- Responsible for Interagency Notifications - Cascade
- Inter-connected with regional agencies thru WAWAS, RICCS, etc.
- Redundant Complete Back-up with other 4 MegaCenters



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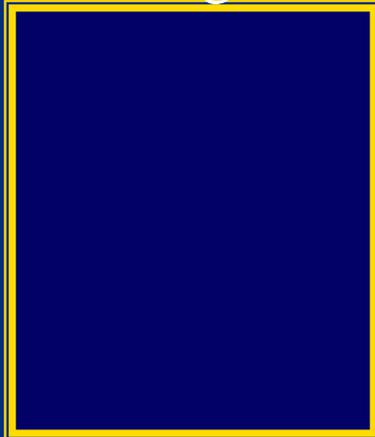
Occupant Emergency Planning

- Required of Federal Facilities under 41 CFR 20.103
- FPS and GSA responsible for assistance in preparation and implementation of OEP
- FPS law enforcement/security subject matter expertise for Designated Official development of OEP
- FPS links OEP Organization with Local Emergency Services Community

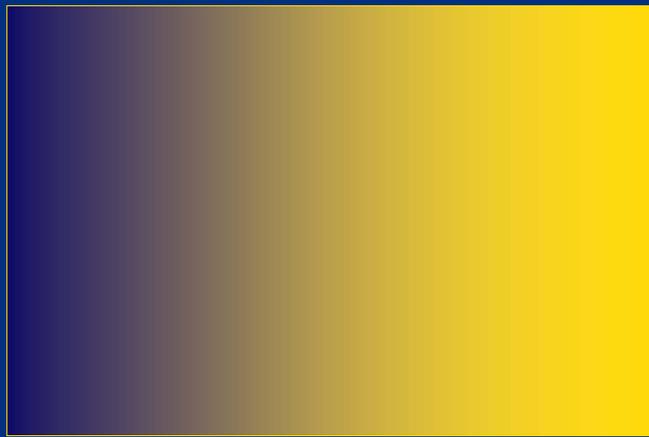


FPS Role in Intergovernmental Emergency Response

Gov't Sole
Occupant
Bldgs



Gov't and Private
Multi-Tenet Bldgs



Private Sole
Occupant
Bldgs



USDHS/ICE/FPS Responsibility

Local Community Emergency Services Response



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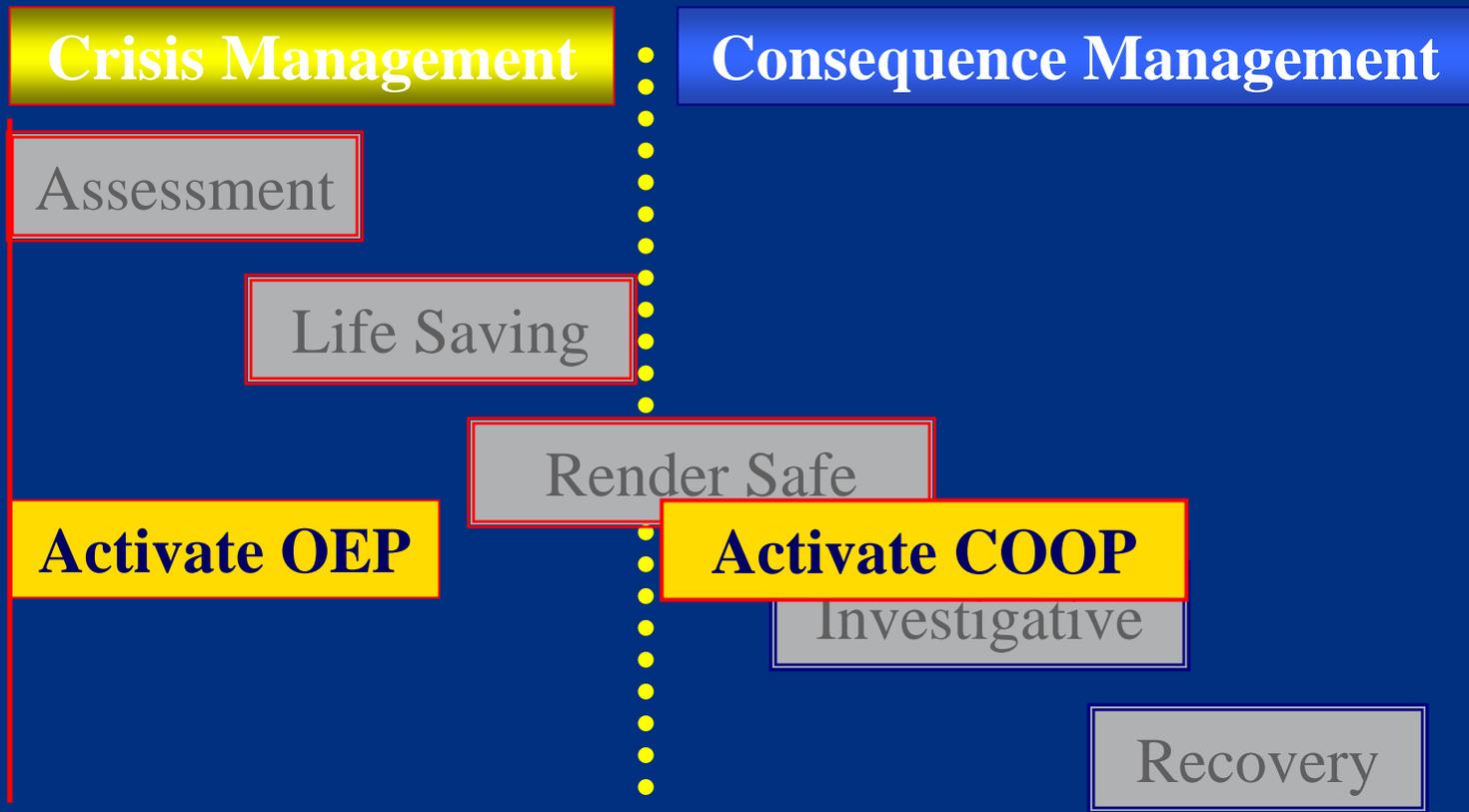
Continuity of Operations Plans

- Required under PPD 67 & Federal Preparedness Circular 65
- FPS provides law enforcement advice
- FPS provides exercise assistance
- FPS is the link between the COOP Organization and Emergency Services Community
- FPS protects some COOP sites and Principals.



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COOP Application to Suicide/Homicide Bombing



FPS Role in NIMS

- NIMS Principles:
 - Incident Command & Mgt. →
 - Preparedness →
- FPS/NCR Initiatives:
 - Integrating ICS in daily ops
 - Increasing use of Unified Command and Area Command Principals

 - Involved/Hosted numerous interagency exercises.
 - Extensive ICS training and practical exercises to all FPS levels
 - Developing/Implementing MOU/MOA Mutual Aid Agreements
-



FPS Role in NIMS (Cont.)

- NIMS Principles:
- Resource Management →
- Comm & Info Management →
- FPS/NCR Initiatives:
- Applying ICS terminology in daily ops for resources
- Studying NCR equipment interoperability with FPS
- Including interagency resource availabilities in all OpPlans
- Developing Comm. Interoperability in NCR
- Use of cascade interagency notification system
- Active participation on JTTF



Emergency Preparedness Programs

- FPS Role in OEP/COOP Planning, Training & Drills
- FPS is providing NIMS/ICS training to all officers and staff
- FPS engaged in COG
- FPS participated in 6 exercises in FY 03
- FPS hosts an average of 2 Emergency Preparedness Incident Command Simulations exercises per annum



What are Your Questions?

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