
INTEROFFICE MEMORANDUM

TO: JIM BARNARD
FROM: BOB GILBERT
SUBJECT: DELIVERABLE FOR THE PERIOD JANUARY 16, 2002 TO FEBRUARY 15, 2002
DATE: MARCH 27, 2002
CC:

The deliverable is a report of security activity for the period described. The following is a capitulation of activity for the period as it was reported. For continuity, this report includes some week-to-week duplication.

Week of 1/16/2002 to 1/22/2002

ITEM	COMMENTS
Security Alert Level	Currently at Level four security. No change since last report.
Access Control:	<ul style="list-style-type: none"> ▪ Front lobby door card reader and intercom project. Waiting for installation cost estimate from Jullien Enterprises (JE). Called JE on the 01/18/02^h and requested their proposal ASAP. ▪ Campus card reader in place at the garage entry ramp. Waiting from Centex's vendors to provide power to operate the door. Contractor expected to be on site 01/22/02 ▪ Motion detection order received by JE. Installation expected within a week. ▪ Main access control server operational.
Projects - Pending	<ul style="list-style-type: none"> ▪ Temporary heated booth for UCP3 parking guard. Obtained cost proposals from GSA, and Rick Maron of the QWG. We need to obtain approval from the landlord (property owner), and the National Capital Planning Commission National to place this structure on site. We also need to know the exact location of the easement for proper placement. This information has been provided to Ralph Hooks, GSA Building Manager, Rick Maron and Paul Colangelo of the QWG, awaiting their response. ▪ Loading Dock X-ray machine and Magnetometer will remain on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. ▪ Awaiting the revised plan from Department of Education for Lobby Layout (including Training Center Access).
Department of Education Identification Card. and GSA ROB 3 issued Identification Card.	<p>(This is the blue identification card not the Campus Smart Card.)</p> <ul style="list-style-type: none"> ▪ Primary schedule completed. A second make-up day is scheduled for 1/30-1/31 and Feb 1. Employees are also advised they may go before this date, the operational times are shorter. ▪ Badge checks are scheduled for Feb 21. Notification will be provided by Communications. Both badges will be checked. All employees not

	<p>having one or both badges will be required to obtain the appropriate badge that day.</p> <ul style="list-style-type: none"> 404 GSA Cards were returned to GSA. A listing of cards returned and names of employees requiring access to ROB3. Requested a listing from QWG for names of ED employees remaining in ROB3 per GSA request. A second return of cards is scheduled for Feb 6.
Incidents Reported	No Incidents were reported to UCP# SFA security office.
Asset Protection	<ul style="list-style-type: none"> Beginning the week of January 28, 2002, security will select random blocks of time and check for properly issued passes for property departing the building. Reminders to carry and show property passes upon departure are planned.

Week of 1/23/2002 to 1/29/2002

ITEM	COMMENTS
Security Alert Level	<ul style="list-style-type: none"> Currently at Level four security. No change since last report.
Access Control:	<ul style="list-style-type: none"> Front lobby door card reader and intercom project. Waiting for installation cost estimate from Jullien Enterprises (JE). Called JE on the 01/18/02^h and requested their proposal ASAP. A campus card reader installed at the top of the garage entry ramp is now operational. The search of vehicles upon entry is still required and will continue. Vehicles departing are subject to search as well. No notices searches will be implemented periodically on a no notices basis. Motion detection order received by JE. Installation expected within a week. Main access control server operational.
Projects - Pending	<ul style="list-style-type: none"> Temporary heated booth for UCP3 parking guard. Obtained cost proposals from GSA, and Rick Maron of the QWG. We have requested assistance from the QWG to learn the exact location of the easement for proper placement and to obtain approval from the landlord (property owner), and the National Capital Planning Commission National to place this structure on site. This information has been provided to Ralph Hook, GSA Building Manager, Rick Maron and Paul Colangelo of the QWG, awaiting their response. Loading Dock X-ray machine and Magnetometer will remain on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. Information received at the QWG meeting on January 28, 2002 expressed hope that the central screening area could be in operation as early as end of March or could extend out until June. Awaiting a revised plan from Department of Education for Lobby Layout (including Training Center Access).
Department of Education Identification Card.	<p>(This is the blue identification card not the Campus Smart Card.)</p> <p>Repeat Entries:</p> <ul style="list-style-type: none"> Primary schedule completed. A second make-up day is scheduled for

and GSA ROB 3 issued Identification Card.	<p>1/30-1/31 and Feb 1. Employees are also advised they may go before this date, the operational times are shorter.</p> <ul style="list-style-type: none"> ▪ Badge checks is scheduled for Feb 21. Notification will be provided by Communications. Both badges will be checked. All employees not having one or both badges will be required to obtain the appropriate badge that day. ▪ First round of cards returned to GSA. A second return of card is scheduled for Feb 6.
Incidents Reported	<ul style="list-style-type: none"> ▪ A false fire alarm occurred on Friday January 25, 2002. The situation was caused by contractors working in the elevator pit in the lowest level of the garage creating dust that entered a smoke detector. The alarm was heard in the garage and stairwells. Some evacuation activity began but was curtailed quickly by announcement over the public address system initiated by the building engineer. The announcement was not heard in all areas of the building.
Asset Protection	<ul style="list-style-type: none"> ▪ Beginning the week of January 28, 2002, security will select random blocks of time and check for properly issued passes for property departing the building. Reminders to carry and show property pass upon departure were made through the communications organization.

Week of 1/30/2002 To 2/05/2002

ITEM	COMMENTS
Security Alert Level	<ul style="list-style-type: none"> ▪ Currently at Level four security. No change since last report.
Access Control:	<ul style="list-style-type: none"> ▪ Front lobby door card reader and intercom project. Pending ▪ Motion detection installation pending.
Projects - Pending	<ul style="list-style-type: none"> ▪ Temporary heated booth for UCP3 parking guard. Obtained cost proposals from GSA, and Rick Maron of the QWG. We have requested assistance from the QWG to learn the exact location of the easement for proper placement and to obtain approval from the landlord (property owner), and the National Capital Planning Commission National to place this structure on site. This information has been provided to Ralph Hook, GSA Building Manager, Rick Maron and Paul Colangelo of the QWG, awaiting their response. Chip Lacey of the QWG was assigned on 2/4/02 to identify the easement and obtain approval from the owner for the placement of the booth. Pending ▪ No change. Loading Dock X-ray machine and Magnetometer will remain on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. Information received at the QWG meeting on January 28, 2002 expressed hope that the central screening area could be in operation as early as end of March or could extend out until June. ▪ No change. Awaiting a revised plan from Department of Education for Lobby Layout (including Training Center Access).
Department of Education Identification Card. and GSA ROB 3 issued Identification	<p>(This is the blue identification card not the Campus Smart Card.) Repeat Entries:</p> <ul style="list-style-type: none"> ▪ Badge checks are scheduled for Feb 21. Notification will be provided by Communications. Both badges will be checked. All employees not having one or both badges will be required to obtain the appropriate

Card.	<ul style="list-style-type: none"> ▪ badge that day. In progress. ▪ First round of cards returned to GSA. A second return of collected cards is scheduled for Feb 6. Pending
Incidents Reported	<ul style="list-style-type: none"> ▪ Employees trapped in elevator number six on January 30. Otis Elevator was called, responded and assisted the person from the elevator. ▪ Friday February 1, 2002, and employee became ill and was transported by Metro Fire Department Ambulance to George Washington Hospital.
Asset Protection	<ul style="list-style-type: none"> ▪ Beginning the week of January 28, 2002, security started random checks for properly issued property passes. Reminders to carry and show property pass upon departure were made through the communications organization.

**SECURITY STATUS REPORT
FOR WEEK ENDING**

Week of 2/06/2002 to 2/13/2002

ITEM	COMMENTS
Security Alert Level	Currently at Level four security. No change since last report.
Access Control:	<ul style="list-style-type: none"> ▪ Front lobby door card reader and intercom project. Pending ▪ Motion detection installation in stairwells complete.
Projects - Pending	<ul style="list-style-type: none"> ▪ Temporary heated booth for UCP3 parking guard. Requested assistance from the QWG Pending ▪ No change. Loading Dock X-ray machine and Magnetometer will remain on hold pending implementation of the Department of Education's plan for central mail, express and messenger receiving. ▪ No change. Awaiting a revised plan from Department of Education for Lobby Layout (including Training Center Access).
Department of Education Identification Card. and GSA ROB 3 issued Identification Card.	<p>(This is the blue identification card not the Campus Smart Card.)</p> <p>Repeat Entries:</p> <ul style="list-style-type: none"> ▪ Badge checks are scheduled for Feb 21. Notification will be provided by Communications. Both badges will be checked. All employees not having one or both badges will be required to obtain the appropriate badge that day. In progress. ▪ First round of cards returned to GSA. A second return of collected cards is scheduled for Feb 6. Pending
Incidents Reported	<ul style="list-style-type: none"> ▪ 2/6/02, Fire Alarm 10th Floor. Package of popcorn left unattended began to burn. Smoke detector sounded alarm on 9th, 10th and 11th floors. Floors evacuated. Situation resolved as fire department responded and evacuation terminated using the building fire alarm intercom system. ▪ 2. 2/7/02, A contractor working while late at night complained about the unwanted attention she was given by a contract cleaner. The contractor removed the cleaner from the property.
Asset Protection	<ul style="list-style-type: none"> ▪ Beginning the week of January 28, 2002, security started property searches at random times for properly issued property passes. Reminders to carry and show property pass upon departure have been made through the communications organization, and will continue. These property searches have generated some complaints from

	<p>employees to their Union Steward. Property searches of person entering and departing mirror those at FB6.</p> <ul style="list-style-type: none"><li data-bbox="526 260 1430 457">▪ We are receiving information of the theft of food, soft drinks and candy from various floors. As of this date only one such incident that occurred over a weekend in January 2002, has been reported. It would be most helpful for our response if employees and contractors could report any unusual incident loss or theft directly to security at telephone at telephone Ext. 3334, 3335 or 3336.
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