



UNITED STATES DEPARTMENT OF EDUCATION

Office of Federal Student Aid Programs
Office of the Chief Operating Officer

TO: All FSA Employees

FROM: Theresa S. Shaw
Chief Operating Officer

RE: Emergency Preparedness

DATE: March 19, 2003

In light of recent events, I wanted to remind you of FSA's Emergency Response procedures for the Union Center Plaza facility.

In the event of an emergency, employees should monitor FSA e-mail for instructions on what to do and where to go. If there is a disruption of e-mail service, your respective floor captains will be your primary point of contact and will notify you of appropriate procedures and updated information. Employees should **ONLY** evacuate the building and proceed to their designated rendezvous point when there is a sounded alarm.

I have established an emergency notification phone tree to quickly and efficiently disseminate information to all employees. If you are out of the office when an emergency occurs, you should contact your immediate supervisor for further instructions.

You may choose to create your own contingency supply kit and store it in your office or desk. Recommended items include bottled water, non-perishable food, toiletries, daily medications, sturdy walking shoes, and a change of clothing. Please remember that water and food should be replaced every six months.

I have attached a list of floor captains and evacuation rendezvous points for each floor. I will keep you posted of any additional changes to these emergency procedures. In the meantime, please feel free to contact your respective floor captain for specific plans for your area.

For additional information from OPM <http://www.opm.gov/emergency/PDF/EmployeesGuide.pdf> and the Department of Homeland Security <http://www.ready.gov/> please review the Emergency Preparedness section of FSANet.

Thank you for your attention.

Terri