

OCCUPANT EMERGENCY PLAN

FEDERAL BUILDING AND U.S. COURTHOUSE

TYLER, TEXAS

OCTOBER 2001

EMERGENCY TELEPHONE NUMBERS

DESIGNATED OFFICIAL	590-
DEPUTY DESIGNATED OFFICIAL	590-
UNITED STATES MARSHAL	590-
BOMB THREAT REPORTING	590-
GSA BUILDING MANAGER	590-
MEDICAL OFFICER	590-
FEDERAL BUREAU OF INVESTIGATION	592-
UNITED STATES ATTORNEY	590-
ALCOHOL, TOBACCO & FIREARMS	590-
AMBULANCE SERVICE	DIAL 911
TYLER POLICE DEPARTMENT	DIAL 911
TYLER FIRE DEPARTMENT	DIAL 911
FEDERAL PROTECTIVE SERVICE FT. WORTH CONTROL CENTER	1-800-767-
NATIONAL RESPONSE CENTER TO REPORT CHEMICAL & OIL SPILLS	1-800-424-

I. ORGANIZATION

A. AUTHORITY

1. "Occupant Emergency Program Guide," dated September 1990 (GSA, PBS Publication, Government Printing Office: 1990 258-636/20145).
2. Federal Property Management Regulations (FPMR), and in Executive Order 12656, "Assignment of Emergency Preparedness Responsibility."

B. DEFINITIONS

1. "Occupant Emergency Program for the Tyler Federal Building and U.S. Courthouse" refers to the Plan designed for the safety and protection of life and property of the building occupants during emergency conditions.
2. The "Emergency Operations Center" for the building will be located at the U.S. Attorney's office in the Plaza Tower. The Designated Official, GSA Building Manager and a representative of the U.S. Marshals Service will be stationed at this location.

To facilitate effective and clear communications during evacuation activities, a communications point will be located across Ferguson Street from the courthouse near the parking garage of the Plaza Tower. Representatives of the U.S. Marshals Service, GSA (technical) and the Tyler Fire Department shall assemble at the communications point and will be in direct contact with the Designated Official.

3. "Designated Official" refers to the agency head of the primary tenant agency in the building. He/she is responsible for the overall development, execution and maintenance of the Occupant Emergency Plan.
4. "Executive Committee" is composed of the heads of the largest tenant agencies in the building who serve as aides to the Designated Official.
5. "Floor Wardens" refers to the individuals assigned responsibility for the execution of the Plan on their assigned floors.
6. "Emergency" refers to unexpected situations occasioned by bomb threats, fire, civil disorders, massive power failures and other emergency conditions.

C. DUTIES AND RESPONSIBILITIES

The Designated Official has overall organizational responsibility to:

- develop, maintain and execute the Plan.
- provide for necessary training for members of the Plan.
- direct the activity of all Plan members during actual and test situations.
- call meetings of members of the various segments of the Plan as he/she deems necessary.
- set up a command position at the Emergency Operations Center at the U.S. Attorney's office in the Plaza Tower.

The Designated Official or his designee is to be stationed at the Emergency Operations Center at the U.S. Attorney's office in the Plaza Tower. The U.S. Marshal, GSA Buildings Manager and the Tyler Fire Department are responsible for providing advice to the Designated Official for further action, for example, declaring an all-clear for reoccupancy of the building.

The Deputy Designated Official has the responsibility to:

- assist the Designated Official and act in his/her absence.
- perform such other duties as the Designated Official directs.

The U.S. Marshal will:

- supervise the activities of Floor Wardens.
- maintain a current list of all wardens, alternates and monitors.
- maintain a current list of all handicapped employees.
- maintain liaison with the GSA Buildings Manager on all aspects of the Plan.

Floor Wardens will:

- become thoroughly familiar with the Occupant Emergency Plan.
- supervise the activities of their monitors and alternates.
- train personnel assigned to duties on their floors and provide replacement when necessary.

- maintain a current list of all wardens, monitors, alternates and handicapped personnel on their floors.
- direct and ensure the orderly evacuation of all occupants of their floors.

Court Security Officers (CSOs) will:

- be stationed at each of the six emergency exits of the buildings on each floor and at elevators on the first floors of both buildings.
- receive reports from floor wardens and stairwell monitors about the progress of the evacuation.
- transmit the reports of the floor wardens and stairwell monitors to the communications point and notify the designated official if there are any problems or difficulties and immediately advise Tyler Fire Department officials on the scene of the location of any handicapped personnel in the stairwells.

Floor Wardens will:

- take steps necessary to transport handicapped personnel to stairwells and notify the CSO's stationed at the emergency exits that handicapped personnel have been brought into the stairwells. Handicapped personnel will remain in the stairwells if evacuation is refused or impossible or until Tyler Fire Department officials remove them from the stairwells. (Note: Pursuant to applicable regulations, GSA has constructed all stairwells to be fire resistant and safe for up to two hours in an emergency situation.)
- determine that the assigned rooms have been cleared of personnel.
- assure that all occupants on the assigned floor have been evacuated and report to the CSO's stationed at the emergency exits at the exterior of the building.

Stairwell Monitors will:

- direct occupants to the stairway exits, cautioning them to be calm, walk slowly and use the handrails when descending the stairs.
- keep a continuous visual contact with the flow of personnel down the stairwells to assure that the traffic is moving in an orderly fashion.

GSA personnel will:

- be assigned by the GSA Buildings Manager to air-conditioning master controls, elevators, elevator controls and other building utilities.

II. EVACUATION

A. ALARM SYSTEM

The system used for evacuation of the building will be the current fire alarm system which will automatically sound if a water flow is detected or a pull box is activated. Fire alarm boxes are located on the walls in the vicinity of stairwells on all floors.

Any time the alarm bells sound in the building, all building occupants will proceed into the corridors and follow the direction of evacuation personnel.

B. EVACUATION PROCEDURES

Evacuation from the building will be via the building stairwells, using the nearest stairwell at the time of the alarm. During the evacuation, it is of utmost importance that occupants proceed carefully and slowly down the stairwells so that descending traffic will not be blocked. Upon reaching the main floor, court security personnel will be on hand to arrange for the orderly flow of traffic out of the building.

Procedures for further action once the occupants have reached the main floor of the building are as follows:

1. Leave the building in an orderly manner, by the nearest exit to your office.
2. Obey the instructions of the floor wardens and CSOs.
3. Upon exiting the building, go across Ferguson St. to the Plaza Tower parking garage.

Re-entry to the building will not begin until authorized by the Designated Official.

C. PARTIAL EVACUATION

If the Designated Official decides to evacuate only a part of the building, either laterally or to the outside, the U.S. Marshal will advise the GSA Buildings Manager, who will sound the alarm. Since the alarm system is not specific as to floors, the evacuation of the specific floor(s) will be initiated through the use of bull horns or through telephone calls to the Floor Wardens.

D. ELEVATORS

During alarm situations, elevators automatically return to the first floor or alternate floors if a hazard is on the first floor. GSA will be responsible for the control of the elevators. Elevators will be grounded for use by authorized personnel (Firefighters, Police, Bomb Squad, etc.). After the all-clear has been sounded, the elevators will be used for returning personnel to their work areas.

E. HANDICAPPED

Floor Wardens will obtain from all agency heads on their floors names of handicapped personnel. Floor Wardens will assign "buddy" employees who will take the handicapped personnel to the stairwell. The CSOs stationed at the emergency exits will be notified that handicapped personnel have been brought into the stairwells. The CSO's will immediately notify Tyler Fire Department officials on the scene that handicapped personnel have been brought into the stairwells. Handicapped personnel will remain in the stairwells if evacuation is refused or impossible or until Tyler Fire Department officials remove them from the stairwells. (Note: Pursuant to applicable regulations, GSA has constructed all stairwells to be fire resistant and safe for up to two hours in an emergency situation.)

F. REFUSAL TO EVACUATE

In the event anyone refuses to evacuate, the CSO's and Emergency Operations Center will be notified. The Floor Wardens will notify the Emergency Operations Center of any person(s) refusing to evacuate the floors. The Fire Department will make sure the person(s) is evacuated or placed under arrest for refusal to leave.

G. SAFEGUARDING OF RECORDS AND FILES

During evacuation for any reason, proper care should be exercised to secure files and records in the same manner as if the employee is leaving work for the day.

H. TEST DRILL

At least annually, the Designated Official and the GSA Building Manager will arrange an evacuation test drill. Plan members will not be notified of the test day in advance.

I. PRISONERS

The U.S. Marshal will be responsible for the evacuation of all prisoners in cells and on trial in the District Court. They will use the stairwells assigned for this purpose.

III. BOMB THREAT

A. RECEIVER'S ACTION

1. The receiver of a written bomb threat should immediately take the document to his/her supervisor, making every effort to preserve any fingerprints that might be on the document. The supervisor will immediately hand carry the document to the Designated Official's office, Room 106.
2. A telephone bomb threat should be received as calmly as possible and as much information as possible should be obtained so that the Bomb Threat Data Report (attached) may be completed. As soon as the phone call has been received, the employee receiving the bomb threat will immediately signal a co-worker to call the U.S. Marshal at 590-. Every attempt should be made to keep the caller on the line as long as possible. The Bomb Threat Data Report should be completed with as much information as possible and furnished to the U.S. Marshal.

B. PROCEDURES

Any occupant of the building should immediately communicate verbal, written or telephone bomb threats to the U.S. Marshal at 590- and, if operational, the Emergency Operations Center at 590-. The information will be immediately telephoned to the Designated Official. When a bomb threat is received, the Designated Official will make the decision as to alerting the Executive Committee. If the Executive Committee is to be alerted, the Designated Official will call the U.S. Marshal, who will be responsible for handling the communications as soon as he reports to the Emergency Operations Center. The U.S. Marshal will call the Executive Committee and the Floor Wardens to alert in a "cascade" system. If so instructed, the U.S. Marshal, upon completion of the calls to the Executive Committee, will call the Floor Wardens to stand by.

If the Designated official decides not to search the building, the U.S. Marshal will verbally advise CSO's that the alert has been rescinded. The CSO's will convey this to the Floor Wardens.

If the Designated Official decides to conduct a search, the U.S. Marshal will contact:

- | | |
|--|------|
| 1. GSA Maintenance Lead Mechanic | 590- |
| 2. BATF Representative | 592- |
| 3. Tyler Police Department
(Bomb Disposal Unit) | 911 |
| 4. Tyler Fire Department | 911 |

The U.S. Marshal shall organize search teams as needed. The teams shall be composed of a bomb technician and representatives of the U.S. Marshal and the Tyler Fire Department.

These teams will conduct a bomb search with the aid of the Floor Wardens who are familiar with the area being searched.

The search teams will immediately contact the Emergency Operations Center when the search of each floor has been completed. The search teams will also advise the Emergency Operations Center at 590- of any problems developing during the search of the floors.

Exclusive use of Floor Wardens as a bomb search team should occur only when the above organizations cannot or will not respond.

After completion of search of a floor, the Floor Wardens will immediately exit the building and report to the CSO stationed at the exit. The Floor Wardens will also advise the CSO of any problems developing during the search of floors.

If during the search any problems develop (ie, a package that appears to be a bomb), the search teams concerned will call the Emergency Operations Center and describe the problem. The Designated official may, at his discretion, send the U.S. Marshal to the scene to investigate the situation and advise the Designated Official.

If a bomb is found it will be handled by the Bomb Disposal Unit, Tyler Police Department or BATF.

C. BOMB THREAT EVACUATION DECISION FACTORS

The safest course of action in any bomb threat situation may appear to be evacuation. However, continued bomb threats followed by automatic evacuation could cripple

operations. The evacuation decision should be made by the Designated Official. If it is hard to tell whether the threat is real or a hoax, the Designated Official should opt for evacuation. Below are some factors to consider in making a decision:

1. Local law enforcement agencies should be contacted to determine the character and consequence of previous bomb threats in the area. That is, what percentage of bomb threats received by telephone or in writing in recent months have been false alarms? Are there any noticeable trends in the characteristics of false threats versus threats resulting in real bomb explosions? What have been the reactions to bomb threats received by private industry and other Government agencies in the city?
2. Has recent activity of dissident groups been directed against Government agencies, or against any particular agency housed in the facility? Has this activity been peaceful or violent?
3. Have false bomb threats received by local agency offices (IRS, U.S. Attorney, District Court, etc) followed a characteristic pattern? Calls from the same person? Same message? Calls made to the same person or telephone number?
4. Did the caller specify a specific place (partial evacuation) and/or time the bomb was to explode? What relation does specified time have to regular shift changes or office closing time (possible after hours search)?
5. If the location of the bomb is given, is evacuation of only one or two floors feasible?
6. Is the danger of injury from evacuating employees down many flights of stairs greater than the possibility of an actual explosion and resultant injuries?

D. BOMB DETONATIONS

If an actual explosion occurs in or immediately adjacent to offices housing Government operations, the nearest Alcohol, Tobacco & Firearms Enforcement agency should be contacted immediately. Local police should also be notified. Employees and passers-by should be kept away from the site of the explosions to prevent destruction of evidence.

E. PROCEDURES AND PRECAUTIONS FOR BOMB SEARCH TEAMS

1. When police or other "unfamiliar" personnel make a bomb search, they should be accompanied by a member of the search team or their search

activities should be limited to general access areas (ie corridors, reception areas, rest rooms, etc)

2. If the general location of the bomb is given, concentrate the search in that area first.
3. If the location of the bomb is not given, check the following areas first:
 - a. the outside face of the building.
 - b. public access areas - corridors, foyers, reception areas and all stairwells; and
 - c. facilities areas - boiler rooms, electrical control rooms, storage rooms, elevator shafts and mail receipt areas.
4. Search teams should look for any new, suspicious, out of place or unusual looking items.
5. If a suspect item is found, DO NOT MOVE, JAR OR TOUCH IT; notify the U.S. Marshal or Emergency Operations Center, who will call the bomb disposal unit.
6. As each assigned area is cleared, team captains should report to the U.S. Marshal.

F. PACKAGE CONTROL

If bomb threats become a continuous problem, the U.S. Marshal's Service will post CSO's or guards at all entrances to the building to inspect all items and to identify all personnel coming into the building.

G. REPORTS

Bomb threats and actions taken should be reported immediately to higher officials by following the specific reporting requirement for each agency.

IV. DEMONSTRATIONS AND CIVIL DISORDERS

A. GENERAL

Confrontations between Government employees and demonstrators must be avoided

whenever possible.

Demonstration tactics of a non-violent nature such as picketing, sit-ins, passing out of handbills, etc. offer no excuse for conduct by Government employees of any activity that might provoke violence and cause injury to employees, demonstrators or others.

B. LIAISON ACTIVITIES

Anyone noticing a demonstration outside the building will immediately report the situation to the U.S. Marshal at 590-. The Designated Official and the U.S. Marshal will:

- call a meeting of the Executive Committee to discuss actions needed.
- call the U.S. Attorney, who will function as the local coordinator of Federal response to civil disorders and demonstrations, as well as provide legal guidance to Federal officials in dealing with activities that affect Federal personnel or property.

If the Designated Official, GSA Building Manager and the U.S. Attorney agree that the demonstration will affect the operation of a Government activity or is a threat to Federal personnel or property, the U.S. Marshal will contact local law enforcement agencies.

C. USE OF ENFORCEMENT PERSONNEL

If the above units cannot respond timely or with sufficient personnel to take necessary action, as a last resort, state enforcement personnel can be utilized to protect Federal personnel and property. If time permits, they should be deputized by the U.S. Marshal.

Twenty eight USC 562 and 28 CRFO.112 give the U.S. Marshal authority to deputize state enforcement personnel upon request of the Designated Official.

If use of enforcement personnel is deemed necessary and time permits, the Designated Official will request deputization of enforcement personnel.

The enforcement personnel will be used for the protection of employees, operations, equipment and records.

The degree and order of the application of physical force by enforcement personnel must be decided in advance by the Designated Official and the Department of Justice

to meet a specific threat. This will involve a careful assessment of the actual danger involved with regard to Federal personnel and equipment. Firearms should be used only as a last resort to protect the bearer's life or the life of another person.

D. POSTAL SERVICE

In the event a demonstration or civil disorder disrupts mail service to Government offices, postal service officials should be contacted to devise alternate delivery procedures.

E. VISITOR CONTROL

If intelligence indicates that demonstrations at or near Government offices contain potential for disorder or violence, the Designated Official will give specific instructions on limiting and controlling the number of persons (non-employees) that will be permitted in a Government office at any one time. The restrictions will depend upon the nature of the demonstration and the number of people involved, and will be fully coordinated with the U.S. Marshal.

F. CONTROL OF DEMONSTRATORS

The U.S. Marshal, GSA and local authorities must keep demonstrators out of Government offices. However, to avoid provocation, Government officials should be prepared to meet with a limited number of representatives for the demonstrators, if such a meeting is requested. Public affairs officers should be notified and be ready to assist with inquiries. Media representatives should not be present in meetings between Government officials and demonstrators. However, the media representatives should be informed that a Government official will be available for an interview after the meetings. In any event, provocative actions that escalate tension, such as presence of employees as spectators or helmeted enforcement personnel at doors or windows, should be avoided.

G. INFORMATION TO EMPLOYEES; EMPLOYEE CONTACT

When activities concerning a specific demonstration are known in advance, Government employees should be fully informed of what is anticipated and what is expected of them. Employees should be reminded to avoid all contact with demonstrators, to continue working normally, to keep the lobby and corridors clear and to stay away from windows and doors during demonstrations.

Employees should be informed how and to whom any problems should be reported concerning demonstrations, the presence of unauthorized personnel and similar problems.

All employees should be informed that plans have been developed to ensure their personal safety during civil disorders, demonstrations and similar situations. They should be informed that necessary actions for their safety will be implemented automatically, according to the Plan.

Employees must not undertake physical restraint or coercion of intruders, unless they have been officially ordered to do so, or unless there is a clear and present danger to their own or a fellow employee's life or limb. When the use of restraint is necessary, it is preferable to have at least two employee witnesses present at all times.

V. SHOTS FIRED

- A. Press the duress alarm if you are close enough to reach it safely. If a duress alarm is not available, call the marshal's office at 590-.
- B. Do not attempt to leave the building unless instructed by a U.S. Marshal or a uniformed police officer.
- C. Go into a room which can be secured by locking a door.
- D. Hide under your desk.

VI. SEVERE WEATHER/TORNADO

- A. Listen to the radio for weather bulletins in our area. When the national weather service indicates a tornado warning, the Designated Official and Building Manager will determine whether to evacuate the offices.
- B. If an evacuation is ordered, the Designated Official and Building Manager will contact the Floor Wardens.
- C. If time allows, proceed to the basement of the building. If it is not possible to reach the basement, get to the lowest floor you can reach and go into the hall. Sit on the floor as far away from any windows as possible. Close all hall doors.
- D. In this instance, the Emergency Operations Center will be in the basement of the building. The designated official will monitor the national weather service reports and notify occupants when they can return to their offices.

VII. EMPLOYEE JOB ACTIONS

- A. CONTINUATION OF OPERATIONS

Employee related job actions can take many different forms, ranging from total stoppage or strike to concerted refusal to work overtime by a segment of the operation and all the possibilities between these two extremes. The management reaction to the situation should be appropriate to the specific situation. The general objective should be (a) resumption of normal operation; (b) disposition of the causes, real or imagined, which triggered the job action; and (c) disposition of the problems caused by the action and assessment of the violations of the rules of conduct by those who participated therein.

If the job action is limited in scope, ie. only a portion of the facility is affected, and it has an effect on the overall operation requiring some form of curtailment, such curtailment should be decided on the basis of that which will least affect the overall operation. All possible reasonable efforts should be made to carry out the mission of the service to the maximum degree possible.

Temporary staffing of critical operations left unstaffed by employee participants in job actions should be attempted by use of supervisory employees or other non-union represented employees, such as management support personnel. Surveys of operations should be conducted, critical operations identified and determinations made as to whether or not a sufficient number of personnel in the aforementioned categories is available and trained to man critical operations.

B. DEALING WITH ORGANIZATIONS OR EMPLOYEES INVOLVED

It is highly unlikely that job actions which are employee related will involve all the employees at the facility. The employees involved should be promptly notified by someone appointed by the Designated Official that their action should cease. This notification should be made orally and as soon as possible, thereafter confirmed in writing. They should also be advised that proper machinery exists to process the problems with which they are concerned.

Care should be taken to avoid threats, expressed or implied. Threats may have an adverse effect on the situation, may delay the resumption of normal operation or may even be the catalyst which will cause the situation to spread to other areas.

The proper union officials, local and national, should be notified of the situation and a request should be made by a designated Government official, by hand carried letter or by telegraph, that the unions, local and national, urge the participants to resume normal operations.

Meetings with appropriate union officials should be held, but care should be taken that the only topic for official discussion be the resumption of normal operations. Employees should be advised through their union and directly that management will,

after the resumption of normal operations, promptly discuss with their union any matter which it brings to their attention.

Employees should be notified that their attendance or non-attendance at work, and the reason therefor, will determine their pay status. Decisions on this matter should be based on all the pertinent considerations in each individual case.

Non-participating employees should be informed that plans have been developed to ensure their personal safety and that these plans will remain in effect as long as necessary, because the safety and well-being of all employees is of primary concern.

C. COMMUNITY RELATIONS

In the event of a job action and based on the actualities of the situation, the affected Government officials will determine the need for establishing contacts with the local community. In making these determinations, consideration should be given to (a) the general public; (b) the leadership of the community; (c) the public transportation carriers (bus, air, trucking and railroad); (d) cafeteria operators; (e) other Government agencies; and (f) the public media.

D. REPORTS

Each agency should follow their specific reporting guidelines and report any employee job action expeditiously.

VIII. NEWS MEDIA INQUIRIES

Unquestionably, Government agencies have a responsibility to keep the news media informed about matters of public interest. However, newspaper articles or television announcements tend to draw additional attention to the target for demonstrations and could, therefore, increase any potential for violence. Public announcements about bomb threats, demonstrations, civil disorders or other emergency situations may serve to precipitate similar acts by the person who made the threat and encourage others to try the same thing.

Government agencies will not contact the media concerning emergency situations. However, any media inquiries received will be referred to the General Services Administration Building Manager, who will coordinate a response with the Designated Official and the judicial public affairs officer.

IX. POWER FAILURE

In the event of a power failure in this building, there is an emergency generator system and a series of battery operated lights that will provide power and lighting for approximately 24

hours.

Should a power failure occur, wardens and monitors will keep employees calm and stand by for a decision from the Designated Official as to evacuation or early dismissal. The protective programs officer will consult with the General Services Administration and keep the Designated Official informed of progress in restoring power.

X. HAZARDOUS MATERIALS

A. Outside the Building.

1. If you become aware of noxious fumes or hazardous materials (i.e., chemical spill) in or near the courthouse, immediately contact the designated official and the building manager.
2. The designated official and the building manager will contact the Tyler fire department and prepare to secure the building HVAC system to eliminate intake of outside air. The building will not be evacuated until the source of the contamination is determined by the GSA staff or the fire department.
3. Should the employees need to be moved to a safer area, the designated official will contact the floor wardens. If a complete evacuation is needed, the fire alarms will be sounded.
4. In the event of a large scale spill or emission, the FBI will be contacted by the designated official.

B. Inside the Building.

1. Steps for handling a suspicious unopened letter or package.
 - a. Do not shake or empty the contents of the envelope or package.
 - b. Put the envelope/package in a plastic bag or other container to prevent leaks of the contents. If such a container is unavailable, cover the envelope/package with anything (clothing, paper, trash can). Do not remove the covering.
 - c. Leave the room and close the door or section off the area. Keep others from entering.
 - d. Wash your hands with soap and water.

- e. Report the incident to the FBI and local Marshals Office.
 - f. Make a list of all people in the room or area when the letter or package was recognized. Provide the list to investigators.
2. Steps to follow if powder from a suspicious envelope or package has spilled.
- a. Do not try to clean up the powder.
 - b. Cover the spilled contents immediately with anything (clothing, paper, trash can). Do not remove the covering.
 - c. Leave the room and close the door or cordon off the area. Keep others from entering.
 - d. Wash your hands with soap and water.
 - e. Report the incident to the FBI and local Marshals Office.
 - f. Remove heavily contaminated clothing as soon as possible. Place it in a plastic bag or other container that can be sealed. Give the bag of clothing to investigators.
 - g. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
 - h. Make a list of all people in the room or area, especially those who had actual contact with the powder.
3. In incidents where aerosolization of a biological agent is suspected.
- a. Turn off fans or ventilation units in the area.
 - b. Leave the room and close the door or section off the area. Keep others from entering.
 - c. Report the incident to the FBI and local Marshals Office.
 - d. Shut down the air-handling system.
 - e. Make a list of all people in the room or area. Provide the list to investigators.

EXECUTIVE COMMITTEE

Designated Official	David Maland, District Clerk 590-
Deputy Designated Official	Jeanne Henderson, Clerk's Office 590-
Alternate Deputy Designated Official	Dan Pannell, GSA 590-
Protective Programs Officer	Benjamin Kates, U.S. Marshal's Office 590-
Member	Tom Sanders, Probation Office 590-

ROSTER OF ORGANIZATION OFFICIALS

<u>OFFICIAL</u>	<u>NAME</u>	<u>TELEPHONE</u>
Designated Official	David Maland	590- cell - 539-
Deputy Designated Official	Jeanne Henderson	590-
Alternate	Tom Sanders	590-
Building Manager	Dan Pannell	590- cell - 520-
Protective Programs Officer	Bobby Freeman (until 12/1/01)	590- cell - 539-
	Benjamin Kates (after 12/1/01)	590-
Medical Officer	John Walker	590- cell - 571
Fire Marshal	Tyler Fire Department	911
Utilities Officer	Dave Mooney	590-
Bomb Reconnaissance Officer	John Garrison U.S. Marshals Service	590- cell - 571-

BASEMENT FLOOR (Old Building)

<u>FUNCTION</u>	<u>NAME</u>	<u>PHONE #</u>
Floor Warden	Dave Mooney	590-
Alternate	GSA Mechanic	590-

FIRST FLOOR (Old Building)

<u>FUNCTION</u>	<u>NAME</u>	<u>PHONE #</u>
Floor Warden	Ron Mason	590-
Alternate	Glenda Shelton	590-
Stair Monitor	Myra Rachell	590-
Alternate	Terri Good	590-
Elevator Monitor	Court Security Officer	

THIRD FLOOR (Old Building)

<u>FUNCTION</u>	<u>NAME</u>	<u>PHONE #</u>
Floor Warden	Betty Rinehart	590-
Alternate	Shea Sloan	590-
Stairwell Monitor	Myra Rachell	590-
Alternate	Terri Good	590-

FOURTH FLOOR (Old Building)

<u>FUNCTION</u>	<u>NAME</u>	<u>PHONE #</u>
Floor Warden	Randy Farrar	590-
Alternate	Betty Parker	590-

Stairwell Monitor/fire escape	Vickie Sessions	590-
Alternate	Robert Wagoner	590-

FIRST FLOOR (New Building)

<u>FUNCTION</u>	<u>NAME</u>	<u>PHONE #</u>
Floor Warden	Mike Lantz	590-
Alternate	Rita Robbins	590-
Stair Monitor (west)	Leanne Kipp	590-
Alternate	Jeanette Knight	590-
Elevator Monitor	Court Security Officers	

SECOND FLOOR (New Building)

<u>FUNCTION</u>	<u>NAME</u>	<u>PHONE #</u>
Floor Warden	Bob Myrick	590-
Alternate	Lora Savoie	590-
Stair Monitor (east)	Ernie Ryer	590-
Alternate	Sharon Guthrie	590-

THIRD FLOOR (New Building)

<u>FUNCTION</u>	<u>NAME</u>	<u>PHONE #</u>
Floor Warden	Shirley Dunfee	590-
Alternate	Charlotte Kennedy	590-

TENANT OFFICE NUMBERS

BASEMENT FLOOR

General Services Administration 590-

FIRST FLOOR

Clerk of Court 590-

U.S. District Judge Hannah 590-

SECOND FLOOR

U.S. Magistrate Judge McKee 590-

Congressman Hall 597-

U.S. Probation Office 590-

THIRD FLOOR

U.S. Marshals Office 590-

U.S. District Judge Justice 590-

U.S. District Judge Steger 590-

U.S. Magistrate Judge Guthrie 590-

FOURTH FLOOR

U.S. Circuit Judge Parker 590-

GSA Building Manager 590-

Pro Se Staff Attorneys 590-