



**Court Services and Offender Supervision Agency  
for the District of Columbia**

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*Office of the Director*

**MEMORANDUM**

TO: ALL CSOSA EMPLOYEES

FROM: Paul A. Quander, Jr. / *PAQ*  
Director

DATE: April 1, 2003

SUBJECT: Emergency Preparedness Plan

Earlier this month the Department of Homeland Security (DHS) in consultation with the Homeland Security Council, announced an increase in the national threat level from Elevated (Yellow) to High (Orange) in regards to the risk of terrorist attacks. This memorandum contains information on decision-making and communication protocols, as well as measures being taken to enhance the safety of all Agency personnel.

As you probably know, every agency operates under unique circumstances, which affect the security measures taken to protect personnel. Some of these factors include the location of the building, proximity to prominent landmarks and design of the building. While official guidance from agencies such as the DHS, the Federal Emergency Management Agency and the General Services Administration has been limited, we all need to take a little time to contemplate what actions need to be taken to ensure our own personal safety, as well as those we work with.

You should be aware that there is no single strategy for preparing a response to potential terrorist attacks involving biological, nuclear, or chemical weapons. However, our focus in preparing for any such event begins with the basic steps of emergency preparedness.

In order to most effectively address any potential situation, it is important to remember to remain calm and not panic.

**Decision Making and Communication:** Unless directed by other higher or emergency authorities [e.g. Office of Personnel Management (OPM)], only my designee or I will make the decision to dismiss employees. As soon as possible after an emergency situation has been recognized, the Associate Director, Management and Administration, in coordination with the Associate Director, Office of Human Resources, will provide me with recommendations for emergency action. In making their recommendations, they may confer with other CSOSA officials (i.e., Associate Director, Community Supervision Services, Director of Facilities, Director of Security) and/or other government agencies. Information and decisions will be

disseminated verbally through the chain-of-command, as well as messages posted on the voice mail boxes of the Office of Director at 220-5300 and the Office of Human Resources at 220-5600. The Director of the Pretrial Services Agency (PSA) will make decisions regarding PSA employees, absent exigent circumstances, after consultation with me. An attempt will be made to dismiss CSOSA and PSA employees simultaneously in order to minimize confusion among employees in either Agency.

As stated above, official communication to you regarding emergencies will be from your supervisor. Be sure your supervisor is kept aware of your whereabouts at all times during the workday.

### **Emergency Preparedness Procedures:**

1. Should there be an emergency and you are located in a non-Agency-Controlled Facility (e.g. 300 Indiana Ave.; 333 Constitution Ave.; 500 Indiana Ave.; 800 North Capitol St.; 808 17<sup>th</sup> St.; 1707 Kalorama Rd.; 2844 Lanston Pl.) you should follow the instructions of that building's Designated Officer or Emergency Coordinator.
2. Should there be an emergency within Agency-Controlled Facilities (e.g., 25 K St.; 401 New York Ave.; 601 Indiana Ave.; 633 Indiana Ave.; 1230 Taylor St.; 1418 Good Hope Rd.; 3850 South Capitol St.; Karrick Hall), circumstances may warrant the following:
  - A. The Occupant Emergency Plan (OEP) for a particular building will be implemented and if necessary, the Designated Official or Emergency Coordinators will issue additional instructions;
  - B. In some buildings, outside air handling units (heating, ventilation and air conditioning) may be shut down and additional instructions will be provided;
  - C. In instances where there is a known or suspected release of biological, chemical or radiological agents outside a building, a *shelter-in-place* action plan will be implemented. A shelter-in-place plan can be implemented at the direction of local or federal emergency management authorities, or building Designated Officials as defined in OEPs.
  - D. It is unlikely that such a shelter-in-place event would require you to remain in-place for longer than a few hours; however, should there be a requirement for shelter-in-place, our procedures include the following:
    - 1) Shutting and locking all doors and windows
    - 2) Turning off air-handling equipment
    - 3) Not permitting anyone to enter the building
    - 4) Posting signage on the perimeter doors indicating:  
*Shelter-in-Place Is In Effect*  
*Doors will not be opened until an **All Clear** is received*

- 5) Employees and visitors will be advised to remain in the building until an All Clear is issued.
- 6) If alerted to a release of a biological or chemical contaminant, individuals will receive direction to move to upper floors of the building. If alerted to a radiological release, individuals will be given directions to a location that provides the most structural mass between occupants and the outside.
- 7) Turning on televisions or radios to listen for further instructions or, if available go to the internet for news.
- 8) Senior administration management will communicate with appropriate federal command centers (e.g. FEMA, DHS, etc.) to obtain further information and instruction.
- 9) When the All Clear is announced, open previously locked doors and windows, turn on ventilation systems and go outside until the building's air has been exchanged with the outdoor air.
- 10) We advise that you bring in and maintain at your workstation, a one-gallon jug filled with water and any required medication, for up to 24 hours, should shelter-in-place be necessary.

E. Specific procedures regarding shelter-in-place will be placed in the Occupant Emergency Plan of each Agency-controlled facility.

3. You should also plan an alternate means of commuting home, to an alternate location, or to public shelter. Attached is a web link to a list of emergency shelters in the District of Columbia and a second link that will take you to a Family Preparedness Guide that contains a D.C. evacuation map.

Emergency Shelters: [District of Columbia: Emergency](#)

Evacuation Map: [District of Columbia: Evacuation](#)

4. Agency officials will follow instructions from emergency agencies and will monitor the radio and/or television for news and updates, and pass on all relevant information. We have purchased radios and flashlights for each location that will be distributed when received.
5. You are reminded that should you be experiencing any stress-related concerns, that the Employee Assistance Program, that can be reached at (800) 222-0364, is available for your assistance.
6. It is important to remember that offenders and defendants are to be escorted at all times within CSOSA office areas.
7. Remember to stay calm, be patient and think before you act.

**CSOSA Emergency Coordinators (EC) :** In order to facilitate the passing of instructions, the distribution of equipment, as well as have a point-of-contact (POC) at each Field Office to

provide information and advice, I am designating the following individuals as Emergency Coordinators. Some of the individuals listed below also serve as the Designated Official as defined in Building Occupant Emergency Plans.

<u>Location</u>	<u>POC</u>
633 Indiana Avenue	CSP - Jim Williams (633 Designated Official)
633 Indiana Avenue	PSA - Eric Kravchick, EC
633 Indiana Avenue	PDS - Gabe Chikes, EC
601 Indiana Avenue	PSA - Michael Williams, EC
300 Indiana Avenue	CSP - Freddie Burnette, EC
300 Indiana Avenue	PSA - James Jones, EC
333 Constitution Avenue	PSA - Michelle Consuegra, EC
500 Indiana Avenue	CSP - Morgan Massey, EC
500 Indiana Avenue	PSA - Trudy Van Voorhis, EC
25 K Street	Tanya Ray (25 K Designated Official)
401 New York Avenue	John Patrick Ifedi, EC
808 17 <sup>th</sup> Street	Linda Mays, EC
1230 Taylor Street	Valerie Collins (1230 Designated Official)
1418 Good Hope Road	William Ashe, (1418 Designated Official)
1707 Kalorama Road	Dorian Sanders, EC
1900 Massachussettes Avenue	Kevin Lineberger (Karrick Hall Designated Official)
2844 Langston Place	Thomas Bateman, EC
3850 South Capitol Street	Jody Tracey (3850 Designated Official)

**CSOSA Intranet:** There will be an Emergency Preparedness News page on the CSOSA intranet that will be updated regularly to keep everyone informed of the latest news as it pertains to the Agency. The page will provide access to the Occupant Emergency Plan for each Agency location, as well as have links to other web sites, such as [www.ready.gov](http://www.ready.gov), the Office of Homeland Security site and [www.redcross.org](http://www.redcross.org), the American Red Cross, which contains information for both home and the office. I encourage you to review these sites.

**Other Useful Websites:** This is a link to the [“Federal Employee’s Emergency Guide”](#), which is published by the OPM. The intent of the guide is provide a general document that educates employees on the repercussions of various attack scenarios and identifies steps that employees can take before and during an attack to mitigate the repercussions of an event.

**Employee Checklist:** As a reminder, the following measures should be reviewed in order to prepare you for an emergency:

1. Remember to keep your supervisor aware of your whereabouts during the workday;
2. Should a shelter-in-place be implemented, you should have an emergency contact to inform your family of your safety and whereabouts;
3. Keep a list of emergency contact numbers with you at all times;
4. Bring in and maintain at your workstation, a one-gallon jug filled with water and any required medication, for up to 24 hours;
5. Plan an alternate means of commuting home, and to an alternate location, or to a public shelter; and
6. Above all, stay calm, be patient and think before you act.

Report any suspicious activity to the Office of Security at (202) 220-5725.

If you have any questions, contact your supervisor or one of the officials listed above.