

The top half of the cover features a close-up, slightly blurred image of the American flag, showing the stars and stripes in detail. The flag is waving, creating a sense of movement.

The Federal Protective Service
Secure Facilities, Safe Occupants

OEP Guide

Supplement 2: OEP Template Instructions

November 2007

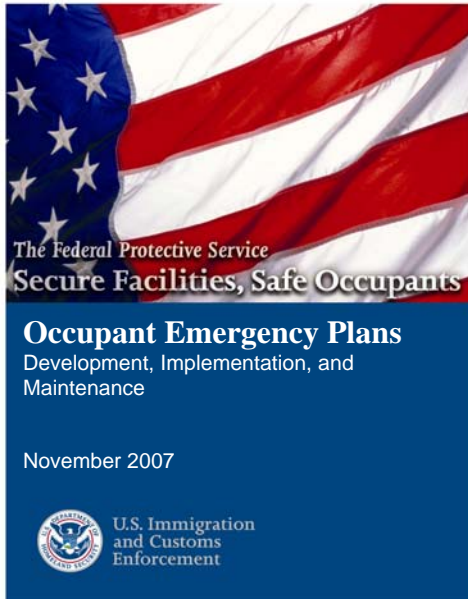


U.S. Immigration
and Customs
Enforcement

Preface

Occupant Emergency Plans (OEPs) in a consistent National framework will enable better coordination of facility occupant emergency actions with outside authorities and first responders. An effective OEP includes all anticipated emergencies but is simple to follow and implement. The *OEP*

Template was designed to eliminate confusion and provide an orderly procedure for the protection of personnel, documents, property, and facilities.



How to Use the OEP Guide and Supplements

This *OEP Guide* is to be used as a reference tool providing information on developing, implementing, and maintaining OEPs.

Supplement 1, *Emergency Situations*, provides a discussion of prevention, protection, response, and recovery actions for situations that may occur in a facility.

Supplement 2, *OEP Template Completion Instructions*, provides step-by-step guidance on completion of the *OEP Template*.

Supplement 3, the *OEP Template*, provides a common foundation from which an OEP directly addresses protection goals and objectives.

Begin by reviewing the *OEP Guide* and all supplements to identify any other information needed to complete the OEP. Each section of this Supplement corresponds to a section of the *OEP Template*, as follows:

OEP Cover Page

Responsible Officials' Sign-Off Sheet

Preface

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