

Mid-Atlantic FOCUS



A Newsletter for Customers of the GSA Public Buildings Service

Fall 2008

In This Issue

- 2 From the Desk of Rob Hewell**
Employees continue to make GSA a building industry leader
- 3 New GSA Federal Career Interns**
Now in training to support your mission
- 3 Cost Estimating Improvements**
A better, quicker, and more consistent estimate of your requirements
- 4 SSA Headquarters Building Renovation Complete**
1M square foot project houses 3,500 employees
- 6 Flooding Strikes at Any Time**
Occupying a floodplain is a risky decision
- 8 FBI Celebrates 100 Years of Service**
Protecting and defending the United States
- 9 Simplifying Furniture Procurement**
2008 Office Furniture Catalog can meet your needs
- 10 Familiar Faces in New Roles**
Meet the new PBS Deputy ARA and the new Chesapeake Field Office Manager
- 11 Ask a RAM:**
What is an Occupancy Emergency Plan and why is it important?

Focus on the Web at: www.gsa.gov/midatlanticfocus

Owen B. Pickett U.S. Custom House: Celebrating 150 Years of Service in Norfolk, Virginia

On September 18, 2008, GSA's Mid-Atlantic Region hosted a ceremony with federal tenants and community members to celebrate the 150th Anniversary of the Owen B. Pickett U.S. Custom House in Norfolk, Virginia. The event drew over 125 celebrants to help commemorate this significant event in federal and Norfolk history.

The ceremony began with the singing of the National Anthem by Sergeant Terry Harper of the Transportation Battalion from Fort Eustis, Virginia,

continued on page 2



150th anniversary ceremony speakers and event participants join together for a photo on the steps of the Owen B. Pickett U.S. Custom House in Norfolk.

From the Desk of Rob Hewell



Once again, GSA has been named to *Buildings* magazine's list of *Who's Who in the Buildings Market*. We're excited to be recognized on this list as an industry leader, an honor we share this year with our federal partners at the U.S. Coast Guard.

Who's Who recognizes 44 organizations and departments that are getting things done—slashing energy costs, improving customer service, building with the end-user in mind, investing heavily in employee training and development—in truly remarkable ways. In 2008, GSA was particularly recognized for incorporating cutting-edge technology and sustainability into federal workplace design.

Our world-class workforce serves as the foundation for our success. That's why we continue to focus on recruiting top-notch professionals to join our GSA team. In this edition of *Focus*, you'll read about 30 new Public Buildings Service (PBS) employees we welcomed into our regional Federal Career Intern Program this fall. They will participate in an intensive two-year training program that will provide them with a broad understanding of our business and our clients' missions. We will equip them with the knowledge and skills they need to provide you with superior workplaces at superior value to American taxpayers.

You will also read about the recent selections of Dale Anderson, who will serve as Deputy Assistant Regional Administrator, and Greg Wright, who will manage our Chesapeake Field Office operations. Dale and Greg each bring a wealth of GSA experience, along with an in-depth understanding of our federal partners, to their new roles—a foundation we believe will serve both GSA and our clients well in the days ahead. 

Rob Hewell
Assistant Regional Administrator
Public Buildings Service
Mid-Atlantic Region

continued from front cover

Owen B. Pickett U.S. Custom House: Celebrating 150 Years of Service in Norfolk, Virginia

followed by the presentation of our Nation's Colors by the U.S. Army 6th Transportation Battalion, also from Fort Eustis, Virginia. Attendees heard about the historical significance, renovations, and various tenants of the building from Rob Hewell, GSA Assistant Regional Administrator for PBS; The Honorable Paul D. Fraim, Mayor of the City of Norfolk; Louis Guy, President of the Norfolk Historical Society; Mark Laria, Area Port Director of U.S. Customs and Border Protection; and keynote speaker, The Honorable Owen B. Pickett, former U.S. Congressman for whom the building is named.

The Owen B. Pickett U.S. Custom House was completed in the 1850s for a reported \$204,000—almost twice the original estimate! Historians of the period anticipated that when completed, the U.S. Custom House in its Roman-temple style “was to be one of the most imposing and showy buildings in the city.” This historic building was occupied by the Confederacy during the U.S. Civil War from April 1861 to May 1862, which even used the basement as a dungeon.

In 1970, the U.S. Custom House in Norfolk was listed on the National Register of Historic Places. The Owen B. Pickett U.S. Custom House is the only such federal facility named for a U.S. Congressman, celebrating Pickett's distinguished congressional career.

“This is an important event not only for GSA, but for our federal partners and the City of Norfolk,” said GSA Assistant Regional Administrator Rob Hewell. “It is remarkable to think this building I stand before was completed 150 years ago in 1858. During that year, Minnesota became our 32nd state and President Buchanan was in office.”

As part of the ceremony, Area Port Director Mark Laria presented a new flag representing the field offices for the U.S. Customs and Border Protection (CBP). “Today we celebrate the 150th anniversary of this historic Custom House... This flag is so new that it is the prototype,” said Laria. “It is also special because it represents all of the CBP employees that work in the Area Port of Norfolk.”

The anniversary ceremony was followed by a short reception which included tours of the historical building and a poster signing with The Honorable Owen B. Pickett. 

Mid-Atlantic Region Welcomes New Federal Career Interns

The GSA Mid-Atlantic Region welcomed 48 new employees into the Federal Career Intern Program this fall. The new hires were sworn into duty on September 15, 2008, at the GSA Regional Office Building in Philadelphia.

Among the new hires are 30 Public Buildings Service (PBS) professionals in the fields of asset management, real estate, procurement, engineering, space planning, facility management, and communications.

The new PBS employees will participate in a two-year training program designed to provide them with the knowledge, skills, and abilities needed to excel as members of our world-class workforce and to provide our customers with superior workplaces at superior value to American taxpayers.

During their first month, the new PBS employees attended in-house training and orientation sessions where they learned about the PBS business and our organization's core values. Each new employee is assigned a trainer, who will work closely with the new hire to ensure they gain the knowledge and skills necessary to perform their day-to-day tasks. New employees will shadow our seasoned professionals, gaining on-the-job training until they are fully prepared to support the mission of GSA and our customers.

Our new PBS employees look forward to meeting and working with you. 



New PBS employees (left to right): Project Engineer Steve Grisi, Communications Specialist Sean Hearn, and Contract Specialist Jay Oxenberg

PBS Mid-Atlantic Refines Cost Estimating for Projects

Early in a project, GSA provides cost estimates that help shape the project budget. Timely and accurate estimates are crucial when making business decisions, especially in our current environment of limited funds and resources. In June, PBS Mid-Atlantic took steps to improve the quality, speed, and consistency of cost estimating services within the Region by establishing Blanket Purchase Agreements (BPAs) for these services.

Under the BPAs, Whitney Bailey Cox & Magnani of Baltimore, MD will provide GSA with cost estimating services in Maryland, Virginia and West Virginia, and Urban Engineers of Philadelphia will cover Pennsylvania, Delaware and New Jersey. These agreements include high volume, low cost estimating services for construction values ranging from \$100,000 to \$2,700,000. The unique aspect of these BPAs lies on three "Levels" of estimating services that have been pre-priced. By associating an estimating task with one of these pre-priced levels, a task award can be made more quickly.

These BPA services are being used on a case-by-case basis for projects. Level I includes estimates for general construction entities including demolition and removal, raised flooring, HVAC, acoustical ceilings with lighting, fire protection systems, security systems, partition walls, and interior finishes. Level II includes Level I efforts plus specific cost estimates for more complex project requirements, such as a courtroom or a "green" roof. Level III includes Level II efforts plus other non-routine cost estimating services. This Level may require site visits to ensure accurate specialty construction cost estimates for hazardous materials remediation activities, such as asbestos or lead paint.

Under the BPAs, firms are required to adhere to the policies of:

- **GSA Facilities Standards (P-100)**, which establishes design standards and criteria for new buildings, major and minor alterations, and work in historic structures for PBS
- **Project Estimating Requirements (P-120)**, which was created in 2007 as the supplement to the P-100. It is the cost-estimating and cost-management criteria document that supports building construction programs within PBS. This document presents the technical and administrative requirements for routine cost estimating and cost-management tasks involved in a construction project's planning and execution stages, and defines cost-estimating practices and standards for professional services.

These new services will position PBS to better estimate our customers' requirements in a timely, accurate, and consistent manner. 

GSA Completes SSA Operations Building Renovations of 1M Square Feet

GSA is happy to announce the completion of the Social Security Administration's (SSA) Operations Building renovation at the Woodlawn, MD, National Headquarters campus. After a two-phase modernization project, this one million square foot facility is now fully operational.

The Operations Building, originally constructed in 1957, underwent a complete exterior façade replacement; overhaul of interior space improvements; upgrades to the heating, ventilation, and air conditioning systems; and new lighting, power, and telecommunication systems.

In order to accomplish this extensive renovation project, the Operations Building was essentially cut in half during construction. The west half of the building was emptied and underwent complete renovation while the east half was fully occupied. By implementing this strategy, SSA was able to continue their operations in half of the building throughout construction.

By the end of Phase I, the west half of the building was complete and ready for occupancy—including improvements to all of the building systems, architectural finishes, as well as amenities such as the Credit Union, self-service store, health unit, and cafeteria. The building entrance was also modernized with a

new, contemporary look. At the end of the first phase of construction, SSA employees were moved back into this newly renovated state-of-the-art space while the east half of the building underwent similar renovations.

Phase II saw the completion of the second half of the facility, which seamlessly integrates the two halves of the building.

Approximately 3,500 employees are working in the Operations Building, which will meet SSA's needs for years to come.

continued on page 5

“Over the past five years, the Office of Facilities Management (OFM) successfully partnered with the members of the GSA Operations Building Renovation Team... result[ing] in a beautiful building.”

*— Don Santos
Project Manager
SSA Office of Facilities Management*



*SSA Operations Building
main entrance*



*The cafeteria serves
3,500 employees in the
Operations Building.*



Courtyard provides an outdoor environment for the SSA Operations Building employees.

Several atria in the newly renovated building provide natural lighting to 90% of employees.



continued from page 4

Through the incorporation of sustainable design elements, the project team hopes to obtain a Leadership in Energy and Environmental Design® (LEED) certification for the facility, which recognizes buildings that are environmentally responsible, profitable, and healthy places to live and work. This project has many sustainability accomplishments including:

- reducing annual energy consumption by 15% compared to the benchmark goals established by the American Society of Heating, Refrigerating and Air-Conditioning Engineers
 - purchasing green power for 50% of the building's consumption for a two-year period
 - recycling 71.4% of total project waste including 1,040 tons of brick, 2,326 tons of concrete, 890 tons of scrap metal, and 100 tons of carpet
 - purchasing \$10,433,217 of recycled content furniture
- Once received, this will be the third LEED Certified building on the SSA Headquarters campus.

The tenants' quality of life was also a major driver for sustainable design features, including improved indoor air quality and integration of natural lighting for a larger percentage of Operations Building employees. This lighting challenge was overcome by constructing one large linear atrium and two smaller box atria. Nearly 90% of the building occupants have a

direct line of sight to the building windows and natural daylight. This is a huge accomplishment in a building that has a floorplate the approximate size of seven football fields!

"Over the past five years, the Office of Facilities Management (OFM) successfully partnered with the members of the GSA Operations Building Renovation Team," said Project Manager Don Santos, SSA Office of Facilities Management. "The renovation resulted in a beautiful building that introduces natural lighting through box and linear atria, provides monumental entrances and stairways, state-of-the-art production/developmental computer labs, and training facilities."

GSA awarded the construction contract for the Operations Building renovation to Hensel Phelps Construction Company in April 2003. Burt Hill Kosar Rittelmann Associates designed the renovation, and Jacobs Engineering Group Inc. provided construction management services.

The Operations Building renovation is the fourth in a series of seven projects aimed at modernizing the entire SSA Headquarters campus. The completion of this project brings us one step closer to completely modernizing SSA's Headquarters Campus, enabling SSA to better serve the American public and carry out their mission well into the future. 

Flooding Strikes at Any Time— Don't Get Caught in the Rising Waters

The year 2008 has challenged us all with weather and water—spring and summer floods along the Mississippi River and throughout the Midwestern states as well as an active hurricane season. It has been three years since Hurricane Katrina hit our country with a lasting impact, and we in the Mid-Atlantic Region were reminded by Hurricane Hanna that our part of the country is not immune to this weather danger. As private citizens and government employees, we continue to see the damage and destruction that flooding can cause to residents, businesses, and our own governmental operations.

According to the Federal Emergency Management Agency (FEMA), floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or widespread, affecting entire river basins and multiple states. FEMA is responsible for determining floodplain designations and for providing Flood Insurance Rate Maps to assist agencies in determining if a site is located in a floodplain.

By working together, we can ensure that the facilities our coworkers and employees occupy will be safe and standing, serving customers and taxpayers for years to come.

Flood damages are an economic burden to the federal government and therefore, the taxpayers. Because facilities constructed in floodplains may be subject to possible damage or destruction by floods, insurance coverage may be more expensive for property developers. From an environmental perspective, floodplain development can impact how flood waters rise and distribute, possibly having severe impacts on other existing structures. As a result, government agencies are discouraged from developing in a floodplain.

In May 1977, President Jimmy Carter issued Executive Order (EO) 11988, Floodplain Management. The purpose of this order is to provide guidance to

federal agencies in minimizing flood impacts to human safety, health, and welfare; avoid adverse impacts associated with development of floodplains; and avoid direct or indirect support of floodplain development when practical alternatives exist. In addition, GSA has developed agency guidance.

continued on page 7



*These homes in Pennsylvania were damaged or destroyed during a period of flooding along the Delaware River.
Photos by: FEMA/Liz Roll*



A FEMA Preliminary Damage Assessment Team examines a bridge in West Virginia to evaluate the flood damage caused by three consecutive storms.

Photo by: FEMA/Robert Kaufmann

continued from page 6

Every federal agency must evaluate impacts to the floodplain whenever they:

- acquire (via purchase or lease), manage, and dispose of federal lands and facilities
- provide federally-undertaken, financed, or assisted construction and improvements
- conduct federal activities and programs affecting land use, including but not limited to water and related land resources planning, regulation, and licensing activities.

GSA partners with our customers to work through this decision-making process. However, the easiest way to comply with Executive Order 11988 is to ensure that any Solicitation for Offers considers properties outside the floodplain.

We are all too familiar with the devastation that flooding can cause on both personal and professional levels. A flood can happen at any time and cause total loss of government property, and severely impact your agency's ability to fulfill your mission or meet your customers' needs. Locating an office in a floodplain is a very risky decision and is not a simple one. By working together, we can ensure that the facilities our coworkers and employees occupy will be safe and standing, serving customers and taxpayers for years to come.

We appreciate our customers' willingness to participate in this decision-making process. Please discuss this program with your GSA project team if you have any questions. You may also contact our PBS Mid-Atlantic Regional Environmental Quality Advisor, **Katrina Scarpato** at katrina.scarpato@gsa.gov or **(215) 446-4651**. Please visit the "Laws and Regulations" – "Flood Plains" section at www.gsa.gov/nepa for more information about floodplains and to access GSA's *Floodplain Management Desk Guide*. 

Executive Order 11988, Floodplain Management, outlines the eight major steps for federal agencies to follow as part of their decision-making process on projects that have potential impacts to or within a floodplain.

1. Determine if a proposed action will occur in, or stimulate development in a floodplain.
2. Identify and evaluate practicable alternatives to locating in the floodplain. (Process ends here if practicable alternatives are identified.)
3. Provide notification to the public, including state and local officials, about the proposed action and its potential for floodplain impacts. Explain that there are no practicable alternatives and how that determination was reached.
4. Identify all direct, indirect, and cumulative impacts of the action on the floodplain and surrounding area.
5. If impacts cannot be avoided, design or redesign the project to minimize the impacts, and restore and preserve the floodplain.
6. Re-evaluate alternatives if any new information has emerged.
7. Provide public notice describing the action and proposed mitigation techniques.
8. Implement the action.

FBI Celebrates 100 Years

This year, the Federal Bureau of Investigation (FBI) celebrated their anniversary, reflecting on 100 years of "Fidelity, Bravery, and Integrity." On July 26, 1908, then-Attorney General Charles J. Bonaparte appointed an unnamed force of Special Agents to be the investigative force of the Department of Justice. The FBI has evolved from this small group of Agents into more than 30,800 employees today. The FBI has transformed immensely over the last 100 years to adapt to the changing needs and times of our country and to changes in all federal, state and local governments.



GSA Regional Account Manager, Peggy Murr (left), and Special Agent-in-Charge for the FBI Philadelphia Field Office, Janice K. Fedarcyk, celebrate the FBI's 100th anniversary during a reception held July 31 in Philadelphia.

These changes in government also led to the need for workspace that would provide a safe and secure work environment for the FBI, as well as provide the latest technology and operational equipment available. GSA has been honored to work closely with the FBI through the years, to procure space that best helps them fulfill their mission.

To help commemorate the 100-year anniversary, President Bush proclaimed July 26 as FBI Day. President Bush said, "I call upon all Americans to recognize the 100th anniversary of the Federal



1961: FBI Philadelphia Field Office receptionists Mary Mahjoubian and Loretta Winters in an open reception area.

GSA has been honored to work closely with the FBI through the years, to procure space that best helps them fulfill their mission.

Bureau of Investigation." Several prestigious FBI events were held in Washington DC, and numerous activities took place worldwide.

Over a period of several weeks, the men and women of FBI honored their anniversary through creative activities across 56 field offices in the United States and in 62 legal attachés located in U.S. embassies around the world. In Philadelphia, the FBI Philadelphia Office held an Open House on July 22-23 where the public saw displays and demonstrations that highlighted their investigative programs and children dressed up as FBI agents. This event drew 600-700 visitors each day. One of the most popular exhibits was a display of FBI memorabilia—including rare antique toys and games. The FBI Philadelphia Office also celebrated with a reception on July 31. Retired FBI Director, Louis J. Freeh, was the keynote speaker. He honored the loyal and dedicated service of their employees for the past 100 years. GSA Regional Account Manager, Peggy Murr, said, "It was an honor to attend and to learn more about the evolution of the Bureau."

The FBI mission is focused on protecting and defending the United States against terrorist and foreign intelligence threats, upholding and enforcing the criminal laws of the United States, and providing leadership and criminal justice services to municipal, state, federal and international agencies and partners.

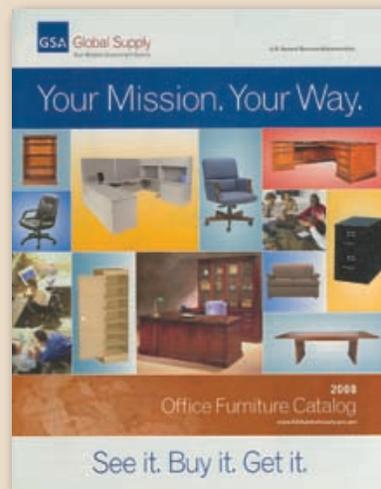
continued on page 9



2008: FBI Philadelphia Field Office receptionists Sharonda Williams and Pat Miller in a secured reception area.

Providing Simplified Furniture Procurement

GSA's Mid-Atlantic Region Federal Acquisition Service (FAS) is pleased to announce that the former National Furniture Center, now called the Integrated Workplace Acquisition Center (IWAC), is better prepared than ever before to simplify your workplace furnishing needs. IWAC was renamed to better capture its broader scope and breadth of offerings. Gradually over the past decade, the acquisition center became much more than furniture supply and evolved to provide turn-key solutions through its packaged programs and teaming arrangements.



FAS believes the name, Integrated Workplace Acquisition Center, clearly demonstrates our commitment to doing all that we can to furnish the needs of our customers whether it be home, office, medical, recreational, or other environments.

In addition to the new name, the IWAC has created its first *Office Furniture Catalog*, which promotes the National

Stock Number (NSN) Program. This is an extremely easy way to buy furniture—no further competition is necessary! The IWAC has already competed and awarded the contracts, requiring from you only a simple requisition order. The NSN Program is especially beneficial for smaller requirements as customers only have to select the products and make the purchase. Expanded product offerings include executive office furniture, modular workstations, conference tables, chairs, filing cabinets and more.

To view the *2008 Office Furniture Catalog*, which includes instructions for ordering, please visit the Centralized Mailing List Service website, available through www.gsa.gov/cmls. Search on CMLS for "office furniture catalog." Registered users on CMLS can receive a hard copy of the catalog and join the distribution list for future furniture publications. For questions regarding the catalog or IWAC products and services, please contact **Katie Meehan** at katie.meehan@gsa.gov or (215) 446-5093.

Things to watch for on the horizon: Larger selection! More innovative products! Quicker ship times! 



2004: FBI Baltimore Field Office lobby and reception areas built in 2004 show how these types of spaces have changed to accommodate visitor seating, security attributes, and a professional, welcoming atmosphere.

continued from page 8

While their mission has evolved, so too have their facilities. In the 1950s, a typical FBI office would house a steno pool. Whereas today, the same office would be outfitted with modern technology enhancements.

GSA and FBI partnered last year to develop national tools for numerous prospectus-level field office projects across the country. Such tools include a standard Solicitation for Offers and standard construction management contract. These tools allow FBI and GSA to approach FBI projects consistently across the nation and to share lessons learned.

GSA applauds the FBI for 100 years of bravery and success. Our agencies continue to work together to adapt and plan for FBI workplaces that will continue to meet the evolving FBI mission now and in the future. 



FBI Philadelphia Office shows their stenographers busy in 1951. The FBI's growth, their workplace furniture, and technology advancements have changed dramatically since then.

Photos courtesy of the FBI

Familiar Faces Take on New Roles: Deputy Assistant Regional Administrator for PBS and Chesapeake Field Office Manager

Mid-Atlantic Region PBS is excited to announce that two of our experienced managers have been recently promoted, taking on more responsibility to better serve our customers. Dale Anderson is breaking ground in the newly created position of Deputy Assistant Regional Administrator for PBS. Greg Wright employs his extensive field and customer expertise as the new Field Office Manager of the Chesapeake Field Office in Baltimore, Maryland.



Dale Anderson
*PBS Deputy ARA
Mid-Atlantic Region*

The PBS Mid-Atlantic Region is happy to introduce Dale Anderson as our new Deputy Assistant Regional Administrator for PBS. Dale brings over 21 years of experience in the PBS Mid-Atlantic Region to this new position.

Dale began his career with GSA in 1987 as an intern in the former Real Estate division. Over the course of his tenure in the Mid-Atlantic Region, Dale has successfully shown his versatility in various positions, with his first role in management in 1992 as a Supervisory Realty Specialist. Dale has since worked in the Project Management and Portfolio Management divisions.

As a Certified Project Manager, Dale has successfully led projects of all types including high profile capital construction projects, major renovations, and leases. As a Lead Asset Manager in the Portfolio Management Division, Dale provided strategic asset leadership and planning, as well as represented the Region in national performance measurement.

In his most-recent position as Resource Group Manager and Realty Officer, Dale combined his variety of experience to manage a group of employees with diverse specialties and provided strategic direction to the PBS Mid-Atlantic Region's realty program.

"I truly appreciate this opportunity to help our organization provide the very best solutions for our customers—at best value." Dale reminds us that PBS employees "are expected to add value to every interaction, transaction and project we handle for customers. Our stakeholders are calling us to meet higher levels of performance across the board, and I look forward to these opportunities."

Dale holds a Bachelor of Business Administration degree as well as a Masters degree in Business Administration, both from Marshall University in West Virginia. In addition to his professional career, Dale also volunteers abroad and at a local nursing home in New Jersey.



Greg Wright
*Field Office Manager
PBS Chesapeake Field Office*

Greg Wright recently began his new role as Manager of the Chesapeake Field Office in Baltimore, Maryland. Greg transitions into this position from his former role as Regional Account Manager.

Greg began his career at GSA as a Contract Specialist, moving on to become a Contracting Officer with a senior-level warrant. He advanced to a Team Leader position and then moved on to become a Field Office Operations Manager, managing and supervising multi-discipline groups of specialists.

Through his various roles and position changes, Greg has stayed active in the Mid-Atlantic Region's procurement policy group. He has conducted procurement training and also served on procurement review teams across the Region.

Most recently, Greg worked as a Regional Account Manager, serving as customer advocate. Greg's goals have been to consistently maintain the highest quality realty, acquisition, project, and property management services, while ensuring that GSA supplies the customer with the best possible solutions for their needs. He believes the Account Manager position is crucial as a single contact point for customers.

Reflecting on his career with GSA as he advances to the Chesapeake Field Office, Greg says, "I think it shows that I have embraced change, in the hopes that change would yield opportunities—opportunities to grow, learn a different discipline, interact with different people, and see my career and the world from a different perspective. I've tried to maximize these opportunities when they've come along, to better serve our customers and agency, and to encourage my professional growth."

Greg received his Bachelor's degree in Psychology from Dickinson College, Carlisle, PA. He has also taken several courses of study related to Public Administration and Project Management from Temple University and Villanova University. Greg is a Philadelphia native, and is married with two daughters. 

Ask a RAM

QUESTIONS:

**What is an Occupancy Emergency Plan (OEP) and why is it important to have one?
What is my agency's role in planning and what is GSA responsible for?**

ANSWERS:

Security and emergency preparedness at work, at home, and in the community is everyone's responsibility, requiring coordinated prevention, protection, response, and recovery activities. In the workplace environment, Building Security Committees (BSCs) manage this preparation through the Occupancy Emergency Plan (OEP).

Building occupants need to understand the nature of potential emergencies and what actions to take if emergencies do occur. Emergency plans are required for virtually all government locations, and OEPs are required for every GSA owned or leased facility. OEPs describe the actions that occupants should take to ensure their safety if a fire or other emergency situation occurs.

Because security needs vary by location, BSCs in each building address security concerns at each facility under GSA control. BSCs consist of representatives from each of the federal agencies occupying the building as well as the Federal Protective Service (FPS) and the GSA Property Management Office. This team of participants is the formal group responsible for writing, implementing, and maintaining your OEP.

Life safety, communication, efficiency, and roles and responsibilities are critical components to enhancing the security and preparedness of facility occupants, and should all be part of your facility's OEP.

In multi-tenant buildings, the largest-occupying agency serves as the lead agency. If you are the sole tenant of a building or lease, you are the "lead agency" by default. The lead agency's highest ranking official is the "designated official" who is responsible for developing and updating the OEP and executing the plan in all emergencies.

The lead agency's OEP Coordinator manages OEP development on behalf of the designated official, gathering input from the other building tenants (if

multi-agency) and technical experts, including the FPS and the GSA Property Manager. The GSA Property Manager provides information and advice on emergency procedures, working with the OEP Coordinator. The lead agency also can rely on the FPS for security and law enforcement matters.

Life safety, communication, efficiency, and roles and responsibilities are critical components to enhancing the security and preparedness of facility occupants, and should all be part of your facility's OEP. Please contact your GSA Property Manager or FPS representative for more information on your building's Occupancy Emergency Plan. Visit www.gsa.gov/buildingsecurity and click on "Occupancy Emergency Plans" to download the OEP Guide. 

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A Newsletter for Customers of the GSA Public Buildings Service

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Barbara L. Shelton
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Issue Highlights

- 1 Norfolk, VA's Pickett Custom House Celebrates 150 Years**
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