



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 20

TAD-493,3

December 8, 1970



TO ALL DEPARTMENT OF TRANSPORTATION EMPLOYEES:

At this season when many of us stop to count our blessings, I'd like to express to you my appreciation for your individual efforts that have meant so much in promoting smooth working cooperation with all elements of the Department.

Our transportation problems, both national and international, have been made easier by the "can-do" spirit of so many dedicated employees who have met the challenge head-on. As we watch 1970 bow out we can take pride in what has already been accomplished. We can welcome 1971 knowing that new scientific and legislative tools have equipped us for an exciting year ahead.

To each of you, at home and abroad, my thanks for your part in our progress -- and best wishes for special joy in the holiday season.

Sincerely,

This bulletin will be issued periodically during the consolidation of the Department of Transportation headquarters into two buildings -- 400 Seventh Street, S.W., and 800 Independence Avenue, S.W.

BUILDING WARDEN ORGANIZATION BEING FORMED: EMERGENCY
PROCEDURES ISSUED

Qualified and strategically located employees are being appointed to a new warden organization which will plan for employee protection in building emergencies such as fires, and supervise building evacuations.

The new building is highly fire resistant and excellent protection services are available. But unless all employees are informed and ready to help, minor emergencies can be a major threat. DOT Notice 1900.1 now being distributed gives information and instructions for emergencies. Watch for this Notice, and read it carefully. Briefly, here are the procedures:

- . To report an emergency call the Guard Desk on Extension 62626. Give your name and location, and briefly describe the emergency. Do not pull the building alarm unless a fire is spreading (this is to avoid multiple signals and incorrect reports which could confuse emergency forces).
- . Before help arrives warn others in the vicinity to go to the nearest stairs and be prepared to leave the building.
- . First aid for injuries or severe illness can be called for on Extension 61140. Do not attempt to give first aid except to stop severe bleeding or to give artificial respiration.
- . The building alarm signal is a series of blasts from horns in the corridors. It means: immediately walk down the nearest stairs and go to the opposite side of the street until the "all clear." In civil defense alerts, you will be directed to shelters in the HUD and GSA Buildings. During emergencies, elevators are for evacuation of the physically handicapped only.

CAFETERIA - NASSIF BUILDING

Nassif Associates was unable to give an estimated completion date for the cafeteria to be operated in the Nassif Building. They stated that their lease with Drug Fair is now firm and that bids are out to contractors for construction. The location of the cafeteria will be on the P-1 level on the east (6th Street) side of the building. As soon as a firm completion date is available, all employees will be informed.