



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 26

April 15, 1971



OST BLOOD DONOR PROGRAM NEEDS SUPPORT

As of December, 1970, OST employees had donated only 42 pints toward our annual quota of 182 pints--less than one-fourth of the total amount. If we meet our quota, all employees together with their families, will be eligible to receive blood whether they are donors or not. Donors are entitled to receive blood for themselves and their families for up to one year after the date of donation.

The regular Blood Donor Day pick-up for OST employees is the first Thursday of each month, but employees may go on their own to the Red Cross Center, 2025 E Street, N. W., at any time. Up to four hours of administrative leave is allowed for this process.

1971 SAVINGS BOND CAMPAIGN

Savings Bonds pay 5%. You can have deductions made from your salary automatically. There's no easier way to save. Start your plan or raise your current allotment during this year's campaign!

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.

NASSIF BUILDING WARDEN ORGANIZATION ANNOUNCES PLAN FOR FIRST
BUILDING-WIDE EVACUATION DRILL ON MONDAY MORNING, APRIL 19

The full cooperation of all Nassif Building occupants is essential. It's "only a fire drill," but participation will teach you the routines that prevent disasters in real emergencies. The drill will also give your wardens experience to help them improve plans for your protection.

Monday morning, April 19, the Nassif Building alarm horns will sound. Wardens will direct you down the nearest stairs to the street level. At street level, go immediately to the sidewalk across the nearest street (please watch out for traffic and obey traffic signals). Wait there for the wardens' "all clear." Don't stay near stair doors or in the Plaza area, because this could block the evacuation of others.

If you are physically unable to walk down the stairs, you may evacuate by elevator. Ask the warden stationed in the nearest elevator lobby to call an elevator for you. Please don't use the elevators during drills or emergencies unless you have a real physical disability; this would make things a little more difficult for those who do. Persons using wheel chairs or crutches should arrange in advance for at least one co-worker to accompany them down the elevator to assist them off the elevator at the street level and in crossing the street (wardens must find a volunteer among passersby during the evacuation, if this is not done in advance).

If it is raining on Monday morning, the drill will be postponed until the next morning favored by dry weather.

DOT TENNIS GROUP ORGANIZED

With the endorsement of the Office of the Secretary, a DOT Tennis Council has been formed. The Council will conduct the following tennis programs:

- . Participating in the Inter-Department Tennis League
- . Directing tennis clinics and instruction programs
- . Conducting tennis tournaments and operating tennis ladders

Participation in any of the programs is open to all employees of the Department of Transportation. Anyone wanting to try out for the team or to participate in any of the other activities should contact the coordinator for his administration listed below:

OST	Larry Shipp	64244	FRA	Donald Johnson	60865
USCG	Jack Crawford	62299	NHTSA	Ezio Cerrelli	61503
FAA	Owen Birnbaum	63480	UMTA	Naomi Harris	64063
FHWA	Constantine Ben	60237	NTSB	Harry Morgan	68688