



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 32

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CAFETERIA IN DOT HEADQUARTERS BUILDING

As this issue goes to press, Drug Fair assures us they will open for business "during the week of August 1." Last minute requirements preclude their setting the exact date in time for this issue; however, announcements will be distributed at each Mail Stop in the Headquarters Building just as soon as the date is set.

On the first day of operation, Drug Fair plans to serve lunch only. Thereafter, the operating hours will be as follows:

Coffee and Snacks	7:30 a.m. to 3:00 p.m.
Breakfast	7:30 a.m. to 10:00 a.m.
Lunch	11:00 a.m. to 2:00 p.m.

Drug Fair will do all their own baking on the premises and will open a sales store where carry out bakery items may be purchased.

Watch for announcement of opening date!

TRANSPORTATION INFORMATION DISPLAY

The "Southwest Transportation Information Center" display has come to the DOT Headquarters Building and is located on the plaza level, southwest (7th and E Streets) lobby. Its purpose is to provide effective information on public transportation serving employees of the Southwest Employment Area and to coordinate formation of car pools to bring employees to work in this high density employment area. The display is making a tour of the office buildings in Southwest Washington and has previously visited L'Enfant Plaza and the James Forrestal Building. It will stay here at Headquarters until the latter half of September.

The display was developed as part of an Urban Mass Transportation Administration demonstration project, INT-MTD-16, and was conceived by the Southwest Employment Area Transportation Committee, an alliance of Federal and local Government agencies which reside or have jurisdiction over transportation facilities in the Southwest Employment Area. The DOT and GSA are co-chairmen of the Committee.

The project sponsor is the Washington Metropolitan Area Transit Commission and the prime contractor for the display is Design and Production, Inc., of Alexandria. The project participants welcome comments on the information center and have provided cards and a comment slot on the display for this purpose.

REPORTING SAFETY HAZARDS AND EMERGENCY SITUATIONS IN THE DOT HEADQUARTERS BUILDING

Each administration and OST has a listing of services listed with location and phone number under the Directory of Services in the DOT Telephone Directory. However, there are always some situations which do not clearly fall into any listed category or which are of such an emergency nature that the nicety of "proper channels" is dispensable. The Office of Administrative Operations, TAD-40, has an established point in its Support Services Division to receive such calls. The phone number is X62458 and this phone is manned from 7:00 a.m. to 6:00 p.m. Anyone wishing to report building hazards or emergencies is encouraged to use this facility.

RESTRICTED USE OF ELEVATORS DURING BUILDING EMERGENCIES

The Headquarters Building Warden Organization has now installed permanent red-and-white signs in all passenger elevators, giving instructions for the use of elevators during emergencies. If the alarm horns sound, signalling a building evacuation because of fire or other emergency, all elevators are immediately reserved for the evacuation of handicapped persons and use by emergency forces. If you are in an elevator when the alarm sounds, get off at the first stop and leave the building by the nearest stairway.