



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 24

March 15, 1971



BUILDING WARDEN ORGANIZATION READY FOR ACTION; ALARM
SYSTEM TESTS AND BUILDING EVACUATION DRILL BEING PLANNED

Nearly 200 employees in all parts of the building have now "decorated" their offices with shiny white helmets. They are members of the Building Warden Organization who have completed initial training and are ready to direct an orderly, safe building evacuation in an emergency. You can help in this program now: read and remember the emergency information and procedures in Notice DOT 1900.1 (any warden can get you a copy).

To familiarize you with the alarm system, and to give the wardens a chance to practice, there will be a TEST of the alarm system between 1:00 a.m. and 12:00 noon, on Thursday, March 25. DO NOT EVAUATE THE BUILDING for this test. If a real emergency should occur at the time of this test, the wardens will orally order you to evacuate the building.

A full-scale building evacuation drill is being planned for mid-April. You will be asked to participate in that drill. The date of the drill and full instructions will be announced by posters and other media in advance, when plans are completed.

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.

MICE?

From time to time, occupants of the Nassif Building have complained of local wildlife activity and have asked what action should be taken. The lessor of this building is fulfilling his responsibility for provision of exterminating service through a contract with a private firm. This company has a preventive pest control maintenance program which includes any areas when foods are prepared, all coffee-making areas, telephone closets, rooms containing pipe runs, slop sinks, and rest rooms. Each Wednesday the firm services each additional area in the Nassif Building where complaints have been reported. Should you be disturbed by any unwelcome, four-footed visitors report the problem to TAD-44, extension 62458.

SOUTHWEST TRANSPORTATION INFORMATION CENTER

The Washington Metropolitan Area Transit Commission has established a Southwest Transportation Information Center in the shopping promenade of L'Enfant Plaza at 10th & D Streets, S. W. This device displays the bus routes of D. C. Transit, AB&W, WV&M, and WMA transit companies which provide direct service to the Southwest Employment Area. It incorporates an innovative "self-service" system for providing bus routes, schedules, and car pool arrangements for employees in the Southwest Employment Area.

PARKING -- CAR POOLS

The active response to our recent notice that car pool memberships would be audited has improved and updated our records. One question raised rather frequently during this process was, "why must car pool membership be limited to DOT employees only?" Another way of asking that same question was, "why can't my wife who works for HUD (or Agriculture, or DOD, etc.) be counted as a member since she is also a government employee?" The answer is simply that the Department is leasing the garage space with monies specifically appropriated for DOT employee parking. While other passengers are not precluded from riding as a member of a car pool, the governing directive (DOT Order 1700.19) says only DOT members may be counted when establishing priority to either secure or retain a parking permit.

COMPLAINTS RELATING TO NASSIF BUILDING FACILITIES

Employees in the Nassif Building are encouraged to report any problems concerning elevators, rest room plumbing, or other building facilities to the Facilities Management Branch of the Support Services Division (TAD-443), extension 62458. Even minor deficiencies should be reported since this often avoids their growing into major problems.