

Occupant Emergency Plans

| Term | Definition/Description |
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| ASSIGN AND TRAIN OEP OFFICIALS | Assignment based on GSA requirement that largest tenant in facility maintain OEP responsibility. Officials should be assigned, trained and a contingency plan established to provide for the possible absence of OEP officials in the event of emergency activation of the OEP. |
| ANNUAL TENANT TRAINING | All tenants should be aware of their individual responsibilities in an emergency situation. |

Day Care Center

| Term | Definition/Description |
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| RE-EVALUATE CURRENT SECURITY AND SAFETY STANDARDS | Conduct a thorough review of security and safety standards. |
| ASSESS FEASIBILITY OF LOCATING DAY CARE WITHIN FEDERAL FACILITY | If a facility is being considered for a day care center, an evaluation should be made based on the risk factors associated with tenants and the location of the facility. |

B.4 Security Planning

Intelligence Sharing

| Term | Definition/Description |
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| ESTABLISH LAW ENFORCEMENT AGENCY/SECURITY LIAISONS | Intelligence sharing between law enforcement agencies and security organizations should be established in order to facilitate the accurate flow of timely and relevant information between appropriate government agencies. Agencies involved in providing security must be part of the complete intelligence process. |
| REVIEW/ESTABLISH PROCEDURES FOR INTELLIGENCE RECEIPT/DISSEMINATION | Determine what procedures exist to ensure timely delivery of critical intelligence. Review and improve procedures to alert agencies and specific targets of criminal/terrorist threats. Establish standard administrative procedures for response to incoming alerts. Review flow of information for effectiveness and time critical dissemination. |