

Notes:

The meeting began with a review of the general guidelines, composition and role of the Facility Security Committee (FSC). (b)(6), (b)(7)(C), GSA, was introduced as the Chairperson of the Committee.

(b) (5), (b) (7) Area Commander (b)(6), (b)(7)(C) stated that there was a need to hold meetings on a consistent basis. Going forward, there will be quarterly meetings of the Facility Security Committee. The next meeting is scheduled for **Thursday**, (b) (5) of the building.

The first item on the agenda was Inspector (b)(6), (b)(7)(C), (b) (5), (b) (7) reviewing the most recent Building Security Assessment from March 2009.

One of the items from the Mandatory Package on Countermeasures was Awareness Training. (b)(6), (b)(7)(C) US District Courts, asked for training by (b) (5), (b) (7) on security/safety procedures for the Intact Staff. (b)(6), (b)(7)(C) stated that he is available to provide training to all agencies on these types of topics and can tailor the presentation to the agency's needs.

Tenants should contact (b)(6), (b)(7)(C) directly (b) (5) to schedule training.

GSA will be holding Occupant Emergency Plan training for Command & Control Staff (agency leadership) and Floor Wardens on (b) (5). This training is open to ALL personnel in the building and is highly recommended to gain a good understanding of how to respond in the event of an emergency.

The main open item from the Mandatory Package is for (b) (5). The GSA Property Manager office will coordinate with GSA Real Estate to confirm square footage for each agency. A formal request to add funding to each agency's Occupancy Agreement to pay for these upgrades will be forthcoming from GSA.

(b) (5), (b) (6) explained that it would

(b) (5)

### Other topics discussed at the meeting:

(b) (6) (b) (5), (b) (7)(F), commented on the recent shootings at the Courthouse in Las Vegas, that although the system worked in preventing the assailant from entering the building, it was a high price to pay in losing the life of a CSO and injuries to a Deputy US Marshal. (b) (5), (b) (7)(F)

(b) (5), (b) (7)(F) (b) (5), (b) (7)(F) (b) (5), (b) (7)(F). There will be more information as the situation is reviewed and a decision made by (b) (5), (b) (7)(F).

There was a question as to maintaining accountability of Access/Key Cards to the building and who to inform if they are lost or not turned back in by a departing employee. (b) (5)

(b) (5) (b)(6), (b)(7)(C) (b) (5), (b) (7)(F), asked if there was a place to notify if an ID card is lost. (b) (5), (b) (7)(F) stated that agencies can contact the Denver Mega Center (1-877-437-7411) so that a record can be made of the incident.

The Committee then voted on the matter of whether or not to adjust the after hours access procedures to the parking garage. The current procedure is for an

(b) (5), (b) (7)(F)

(b) (5), (b) (7)(F) be fully functional.

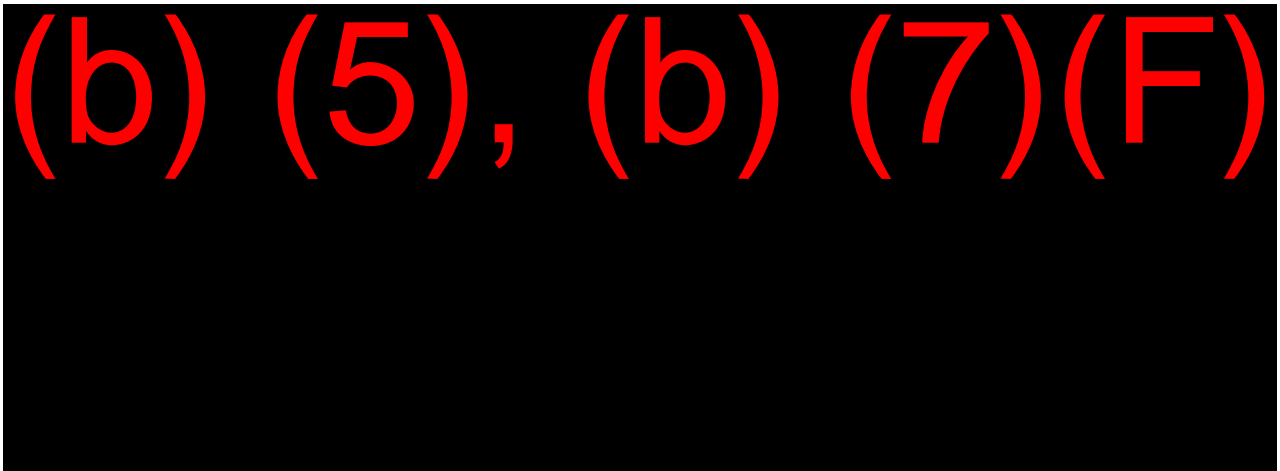
(b)(6), (b)(7)(C) (b) (5), (b) (7)(F), asked if there was a plan to upgrade the lobby entrances along the side of the building. GSA confirmed that there was a project in the planning stages. She asked that the initial design plans be shared at the next meeting so that members can have a better feel for what might occur in this area.

The group agreed to have the next meeting in the April timeframe. The meeting adjourned.

**Additional Information:**

**Mandatory Package Items for Building Countermeasures**

(b) (5), (b) (7)(F)



## Notes from FSC 12/1/10

### Review of Building Security Assessment (BSA) Report

(b)(5) In our process, we reversed the way we should have pursued action on the report. (b)(5)

(b) (5), (b) (7)(F)

The group then decided to formally vote on the countermeasures from the BSA.

(b) (5), (b) (7)(F)

The other optional countermeasures recommended were for training for building tenants on the following topics:

(b) (5), (b) (7)(F)

Agencies would pursue these training opportunities as they see fit.

Updated (b)(5) Plan for (b)(5)

(b) (5), (b) (7)(F)

Change from CSOs to PSOs at (b)(5)

(b) (5)

#### Enhanced Awareness

(b)(5) is on enhanced awareness since the discovery of explosive materials packages found on airplanes in late October. (b)(5)

They ask that occupants remain vigilant and report any suspicious situations.

(b)(5)

#### New Topics

##### Employee Only Entrance for Turk Street

(b)(5)

(b)(5)

- GSA Field Office and GSA Public Relations will develop a FAQ document and 'get the word out' to the tenants.

(b) (5)

#### Subbasement Access

(b)(6), (b)(7)(C), GSA, received an email from DEA (b)(6), (b)(7)(C) asking about how to limit access of the public to the parking garage. (b) (5)

(b) (5)

#### Access to the Parking Garage

(b) (5), (b) (7)(F)

#### Next Meeting

The next meeting is scheduled for ***Wednesday, March 30, at 1:30PM, in the Hawaii Conference Room, 2<sup>nd</sup> Floor Conference Center.***

Attachments:

- Agenda
- Sign-In Sheets

(b)(5)

## Notes from FSC 3/30/11

### Turk Street Employee Only Entrance Procedures

The procedures were presented to the entire group. The procedures had been reviewed by GSA, [REDACTED] prior to the meeting to establish guidelines that would be acceptable to all tenant agencies. In reviewing the document, the judges asked for two additional groups for exceptions – seated jurors and attorneys with bar cards. These two groups will be added; USDC and USMS will provide additional details on specifics for these groups.

The pilot program is slated to start on Monday, 5/2/11, and run for 3months/90days. The pilot will be reviewed after 30 days to see if there are any significant issues that would prevent continuation of the pilot. If there are, it will be abandoned to prevent further problems for the location. (b)(6), (b)(7)(C)  
(b) (5)

[REDACTED] Enforcement of the policy would become more stringent the further along it progresses as individuals become familiar with the change in access.

Additional discuss points:

For employees, there should be no change in how they are able to access the building. Employees with guests should use the Golden Gate entrance. (b)(5)  
[REDACTED]

(b)(6), (b)(7)(C), asked why we were making this change in access procedures. (b)(6), (b)(7)(C)

(b) (5), (b) (7)(F)

Non-Federal Law Enforcement (in uniform and with weapons) can be signed in through either entrance.

**USDC would be publicizing this change in procedures on their website and they would also post information in the parking garages across Turk Street. GSA will also provide communication to the press and to building tenants.** The GSA communication would be modeled after the USDC one so that we present a consistent message.

(b)(6), (b)(7)(C) made motion to implement the pilot program for an employee only entrance. (b)(6), (b)(7)(C) seconded. The motion passed unanimously.

Turk Street Security Concerns (b)(5)

(b) (5), (b) (7)(F)

(b) (5), (b) (7)(F)

(b) (5), (b) (7)(F). If more measures are needed, the FSC will provide direction.

### Floor Warden/Command & Control/Response Team Training

The Field Office is planning to provide webinar training this year for the Floor Wardens and Command & Control/Response Teams. The webinar will feature a live trainer for inaction with participants. For a live session, there are 200 connections. Group sessions can be held – a sign in sheet should be completed for any group locations so that all who attended are credited with the training. There is also on-line training without a live trainer that will be made available at any time to building occupants.

**For the webinar training, agencies are asked to check with their IT sections to ensure that the training can be accessed through any firewalls that might be in place.** If there are issues, please let the Field Office know and we can try to find an alternate solution. For the other training, there should not be any issues with access. **For both training types, the Field Office will need to have the email addresses for those who would like to attend.** Invites are sent to the email addresses (b)(5). **GSA will confirm current Floor Warden email addresses prior to the training sessions. Any additional addresses should be provided as soon as they are known.**

Training will be conducted after April 18<sup>th</sup> and before May 15<sup>th</sup>. The dates have not yet been determined.

### Fire Drill Dates and Procedures

The annual Fire Drill will be conducted after the above training sessions are conducted. The time frame is between May 16<sup>th</sup> and May 31<sup>st</sup>. **Agencies are asked to check their calendars to see if there are any “bad” dates due to meetings, conferences, trials, etc.** The courts will exempt the [REDACTED] on the 17<sup>th</sup> floor regardless of the date of the drill.

The fire drill will be conducted over two days so that it can be done in a more efficient manner. The building will be divided into two sections: (b) (5)

(b) (5)

(b) (5)

### Guard Post Instructions/Checking and Showing IDs

At the Larkin Street entrance to the garage, the Physical Security Officers (PSOs - Contract Guards through (b) (5), (b) (7)(F) are now physically touching IDs and visually confirming the information on the IDs. (b) (5), (b) (7)(F) said that the CSOs will be going to something similar to further enhance security at the building access points and to provide a consistent experience to all tenants no matter which point they enter the building. **The GSA Field Office will put out a communication to tenants letting them know of the change by the CSOs.**

(b)(6), (b)(7)(C) (b) (5), (b) (7)(F) mentioned that they are working on new post orders for controlling afterhours access to the parking garage. (b) (5), (b) (7)(F)



(b) (5), (b) (7)(F)

(b)(6), (b)(7)(C) 5)

(b) (5)

(b)(6), (b)(7)(C) asked

(b) (5)

As a reminder, (b) (7)(F)

(b) (5), (b) (7)(F) at a Federal Building in which they do random checks of access procedures and screening of building tenants.

### Polk Street Gate

The GSA Field Office has awarded a contract to repair/replace the Polk Street roll up gate to the garage. There is a 12-week lead time for materials and the target date for installation is the July 4<sup>th</sup> holiday weekend.

### Court Trials

There are two major trials for the courts:

1. Barry Bonds Perjury trial – started on March 21<sup>st</sup>, it should take 4 to 6 weeks
2. – scheduled to start on April 4<sup>th</sup>, it should take 6 months. For this trial, (b) (5), (b) (7)(F)

(b) (5), (b) (7)(F)

### New Items

(b)(6), (b)(7)(C) mentioned that there will probably be a need to have an FSC Charter in the near future. A GAO Audit outlines the need for a charter to be in place. The FSC at the New San Francisco Federal Building is currently having their charter vetted by the legal group. Once that is completed, we'll look to put one in place for our location.

(b)(6), (b)(7)(C) and (b)(6), (b)(7)(C) noted that (b)(6), (b)(7)(C) has set up a Court Security Committee as well. This is a separate body dealing more directly with court concerns.

### Next Meeting

The next meeting is scheduled for **Wednesday, August 10<sup>th</sup>, at 1:30PM, in the Hawaii Conference Room, 2<sup>nd</sup> Floor Conference Center.**

Attachments:

1 – Agenda, 2 – Sign-In Sheets, 3 – Employee Only Entrance on Turk Street Procedures

Notes:

The meeting began with (b)(6), (b)(7)(C), GSA, Chairperson of the Committee, starting the discussion on the guard service and costs for the building.

The first topic was the status on the **guards for the building**. There are two items to resolve with the guard security at 450 Golden Gate:

(b) (5), (b) (7)(F)

(b) (6), (b)(6), (b)(7)(F), (b) (5), (b) (7)(F)

(b) (5), (b) (7)(F)

(b)(6), (b)(7)(C) then gave a quick review of what agencies are paying for security at the building. There is a charge of \$0.66 per square foot for basic building security. This covers such items as FPS responses to incidents, building surveys, and alarm monitoring. There is also a charge of \$0.87 per square foot for building specific security. This covers such items as the maintenance of CCTV and cameras around the building, security fixtures (e.g., bollards), and the contract PSOs/guards. (b)(5)

**Regardless of what type of guards will be positioned at the entrances, the building specific security costs for all tenant agencies will be going up to cover the expenses for these posts.** Occupancy Agreements will eventually be adjusted to cover this increase in costs. GSA is aware that agencies will need to time to request and receive increases to their budget to cover these costs.

(b)(5)

(b) (5)

(b) (5)

The next topic was **Access Cards for the Turk Street After-Hours Door** that various agencies have for their personnel. (b) (5), (b) (7)(F) ,  
After the meeting, the lists were emailed to each of the agencies for review and updating.

(b) (5), (b) (7)(F)

The GSA Golden Gate Field Office conducted the **semi-annual training for Command & Operations and Floor Wardens**. This is very important training and all are highly encouraged to attend. The Command & Operations training is designed for those that attend the FSC and gives a solid overview of how the building responds in an emergency situation. The Floor Warden training is open to all personnel in the building, not just those designated as Floor Wardens (primaries or alternates). The next training session will be in October.

For **fire drills**, the **Field Office is looking at two for this calendar year** – one in the July/August timeframe and the other in October during Fire Prevention Month. More information to follow to make sure that the drills do not conflict with planned schedules of the tenants. (b)(6), (b)(7)(C) (b) (5)

(b) (5)  
of the use of elevators by disabled individuals during evacuations. Tenant agencies will be advised of any changes and adjustments needed. This point also highlights the need to be familiar with the emergency plan and how it helps to increase the safety of personnel in the building.

A friendly reminder was provided that **the area between** (b) (5), (b) (7)(F) (b) (5), (b) (7)(F) . This allows (b) (5) to more easily come and go from the building and respond to emergency calls as they arise. (b)(6), (b)(7)(C) from the (b)(6), (b)(7)(C) said that he would send out a reminder

(b) (5)

(b) (5), (b) (7)(F)

#### Other Topics Discussed at the meeting:

(b)(6), (b)(7)(C), Deputy Property Manager, GSA, asked if we **check for liquid explosives**, similar to the airports. This was a concern raised by a building tenant. (b)(6), (b)(7)(C) stated that the machines do screen for this and will provide a warning if the liquid in a container is something other than water. He

(b) (5)

(b)(6), (b)(7)(C) also brought to the attention of the group that there is someone or a group of individuals that are **spitting tobacco in the building and outside on Turk Street**. He asked that all assist in helping to identify the individual(s) to stop this activity. This is considered causing damage to the building and may be a felony due to the cost to clean the areas that have been defaced. (b)(6), (b)(7)(C) would also highlight this to the CSOs so that they can be on the look out as well.

(b) (5)

The discussion continued and reached that guidance that was provided on the first page of these meeting notes:

- The Building Specific Security Costs will go up for the location.
- Agencies should plan for an additional increase of \$1.10 per square foot for these increases in costs in their FY2012 budgets.

As more information becomes available, it will be provided to all agencies so that their national offices can respond accordingly.

The **next meeting of the FSC will be in the July/August timeframe** on a Tuesday, Wednesday, or Thursday. The meeting adjourned.

**Additional Information:**

**Guard Posts Currently Funded by Building Specific Security Charges**

(b) (5), (b) (7)(F)

Notes from FSC 8/19/10

The meeting started at approximately 1:45PM.

**Access Control Security – (b)(5)**

(b) (6) from (b) (5), (b) (7)(F) (b) (5)

(b) (5), (b) (7)(F)

(b) (5), (b) (7)(F)

There were a number of ideas on how to handle the changing of the Turk Street entrance to employee only access. (b)(5)

*The ad-hoc committee meeting date is scheduled for Friday, August 27, at 10AM on the 16<sup>th</sup> Floor in Conference Room A. If you and your agency would like to participate, (b)(6) to be included on the invitation.*

**(b)(5) Turk Street**

(b) (5)

(b) (5)

(b) (5)

### Other Topics

All agreed that the preplanning and response for the verdict in the Mehserle trial work very well. (b) (6) praised the agencies (b) (5), (b) (7)(F) for their efforts to quickly come together to meet the demands of the situation. There was good sharing of information, in particular (b)(6), (b)(7)(C) in Oakland, and the ease of communication between groups led to a successful outcome to the event.

(b) (5), (b) (7)(F) reported that it has been a mostly smooth transition to the change of authorized parking on Turk Street. One vehicle was towed and there were 15 near misses for towing, but overall no major issues. If a tenant needs to temporarily park along Turk Street for offloading of equipment/supplies, (b) (5), (b) (7)(F) advised to not leave the vehicle unoccupied.

(b) (5)

The next building Fire Drill/Evacuation is scheduled for Friday, October 29, at 1PM. Please do not share this information with your agency staff – the drill is meant to test the reaction/response of the tenants. This drill is currently planned to coincide with other buildings in the Civic Center area to include City Hall, the State building, and Hastings Law School. GSA has a meeting on Monday, August 23, to learn more about the combined drill and to assign evacuation assembly areas in the Civic Center plaza. The (b)(5) mentioned that they are looking at other areas for their employees to go to during an evacuation. (b)(5)

There will be Occupant Emergency Plan (OEP) training prior to the scheduled drill. The training is scheduled for:

- Command and Operations Training, Wednesday, October 20, at 8AM, in the Hawaii Room
- Floor Warden Training, Wednesday, October 20, at 1PM, in the Hawaii Room
- Floor Warden Training, Thursday, October 21, at 9AM, in the Hawaii Room

Agency leadership should attend the Command and Operations training. Everyone is encouraged to attend the Floor Warden training; you do not have to be a Floor Warden to attend. These training sessions are held twice a year. Designated Floor Wardens should attend an initial session in person and then plan to attend once a year for a refresher. GSA is working on putting the training online so that it is more accessible to all tenants. GSA hopes to have this in place before the end of the calendar year.

### New Topics

|(b)(5) It is  
scheduled for October 4-6.

(b) (5)

### Next Meeting

To provide agencies with the ability to request funding from their higher headquarters, the committee decided to meet again within the next month. ***The next meeting is scheduled for Thursday, September 16, at 1:30PM, in Room 7-5290/5334*** (this is a combined room on the 7<sup>th</sup> floor on the East side (Larkin Street) of the building). At this meeting, ***the following topics are to be addressed:***

| (b)(5)  
|  
|

The meeting adjourned at approximately 3PM.



Notes from FSC 9/16/2010

The meeting started at approximately 1:45PM.

(b)(5) Turk Street

(b)(5)  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

One main change to the Exhibit was the amortization period of the project. Instead of being amortized over 20 years, it is now amortized over 10 years since it is a small project. It is imperative to request funding for the project now to obtain funds for Fiscal Year 2012.

(b) (5)

(b)(6), (b)(7)(C) is going to Request (b)(6), (b)(7)(C) for square footage for each agency.

The meeting adjourned at approximately 2:05PM.

Notes from 450GG FSC Meeting on 2/14/13

The meeting saw the presentation of the results of the recent (b)(5) conducted by (b)(5) the building. In attendance was (b) (6), (b) (5), (b) (7)(F).

1. (b)(5) Presentation

(b) (5)

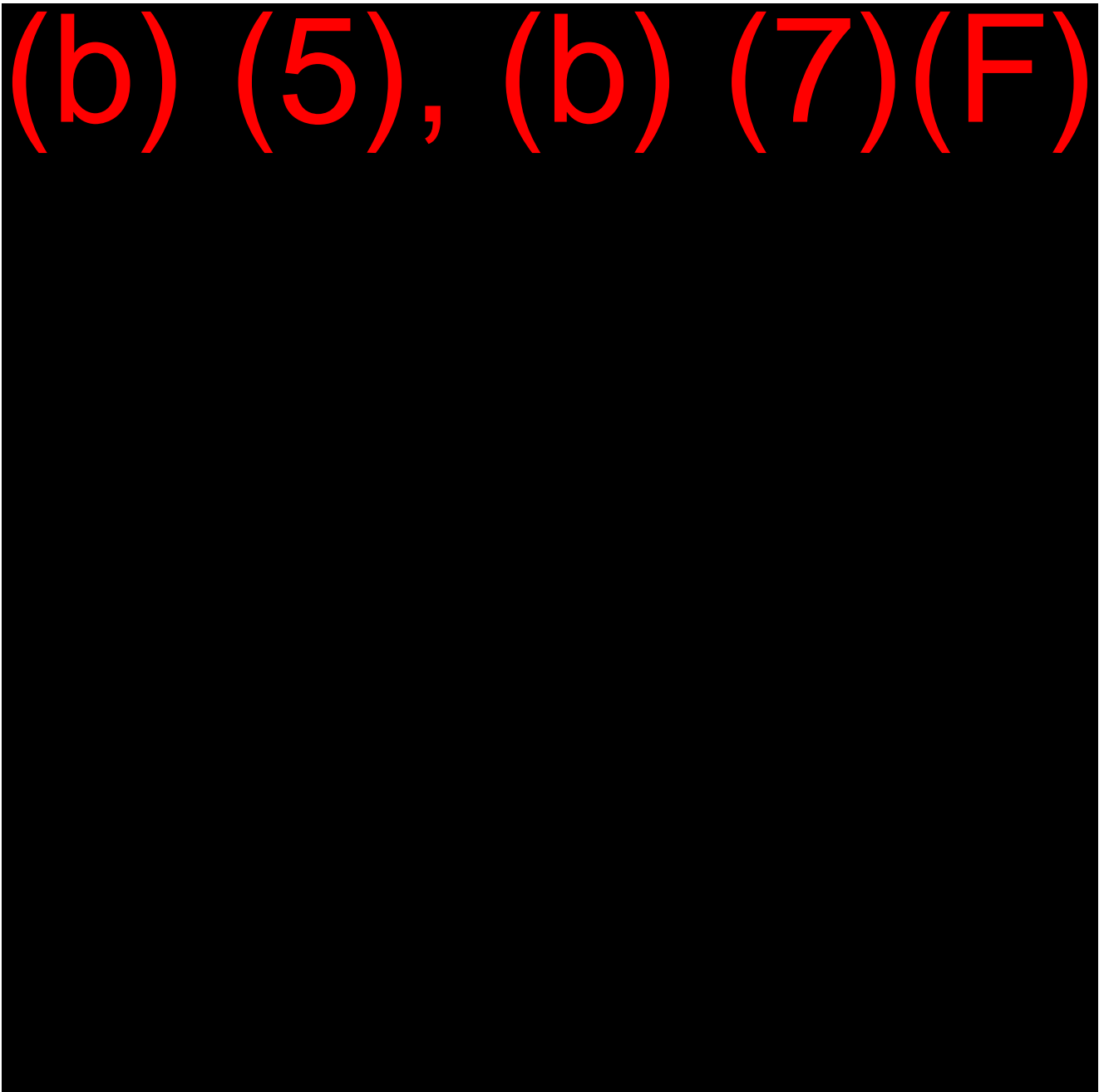
(b) (5)

(b) (5)

The following were areas presented for improvement and/or additional countermeasures needed:

(b) (5), (b) (7)(F)

(b) (5), (b) (7)(F)



(b) (5)



The GSA Golden Gate Field Office will work with (b) (5), (D) to develop these documents for review at the next meeting.

## **2. Change to Screening Location for Deliveries**

(b) (5)

## **3. Formal Designation of FSC Members and Training Requirements**

(b) (5), (b) (7)(F)

## **Contact information for HSIN to Create Account to Access Training Courses:**

(b) (5)

(b) (5)

#### Other ISC Training Modules

(b) (5)

This information will also be sent out in a separate email to all FSC members.

#### 4. FPS Awareness Training Classes

FPS is conducting training awareness classes at the New San Francisco Federal Building (90 7<sup>th</sup> Street). The next class is scheduled for March 5<sup>th</sup> and two sessions are held on each scheduled day at 8:00AM and 10:00AM. Please contact (b)(6), (b)(7)(C) for additional details.

#### 5. (b)(5) between Control Rooms

(b) (5)

#### 6. Fire Drill Dates for 2013

(b) (5)

(b) (5)

### **7. Public Nudity at Courthouse**

Recent City of San Francisco ruling was to disallow public nudity. Individuals appealed the ruling to the Federal court and they have protested in the plaza of 450 Golden Gate. There was concern over how to handle these individuals if they sought to enter the building without clothing on. There are no rules that specifically banned nudity in Federal buildings. (b) (5), (b) (7)(F) , provided a determination that “the appearance of nude people in the Courthouse will create a disturbance and disrupt the business of the Courthouse.” As such, the CSOs at the entrances to the building will not allow naked individuals to enter the location.

### **8. Additional Information**

The Field Office mentioned that there would be a power outage on May 25<sup>th</sup> and 26<sup>th</sup> for project work to building systems. This is Memorial Day Weekend. Formal notification will be made to the building.

Please let me know if there are any comments, changes, or questions to the information presented in these notes. The next meeting date of the FSC is TBD at this time.

Notes from 450GG FSC Meeting on 9/5/13

1. Review/Update of (b)(5) Items

There were five (5) main items from the (b)(5) that had the potential for additional countermeasures to mitigate and/or reduce the threats to the building.

The first item for discussion dealt with the (b)(5)

(b) (5), (b) (7)(F)

(b) (5), (b) (7)(F)

(b) (5)

**ACTION ITEM:** FPS and USMS, as the law enforcement agencies responsible for security at the facility, were tasked with relooking at the (b)(5) and to provide a presentation on (b)(5) GSA Field Office would also work with FPS and USMS on this item.

**ACTION ITEM:** Members of the FSC were also tasked with checking with their leadership on whether or not making the Turk Street Entrance an employee only entrance/no exceptions or if closing the entrance would be OK to their agencies.

(b) (5)

(b) (5)

(b) (5)

(b) (5)

(b) (5)

(b) (5)



(b) (5)

## 2. Parking on Golden Gate Avenue

GSA Field Office (b)(6), (b)(7)(C) related that the City of San Francisco had installed Bike Sharing Stations from the corner of Polk Street along Golden Gate Avenue to approximately the fourth tree from the corner. He also mentioned that the corner of Larkin Street along Golden Gate Avenue to approximately the third tree would soon be an inspection area for deliveries to the building. Both of these items have reduced parking areas for Law Enforcement vehicles around the building. (b)(6), (b)(7)(C)

asked that members relate to their personnel to not begin to park on Turk Street as this area is reserved for FPS vehicles only. (b)(6), (b)(7)(C), also asked that members relate to their personnel to not begin to park on Larkin Street as this area is reserved for USMS vehicles only. Signs are already in place on Turk and Larkin Street identifying these areas. Vehicles can/will be towed if parked in the wrong areas.

## 3. Designation Letters and Training of FSC Members

(b)(6), (b)(7)(C) reminded attendees that they need to designated as members of the FSC and to complete the related training. He will resend the links and material to attendees so that they can complete these items as soon as possible.

(b) (5)

(b) (5)

Contact information for (b)(5) to Create Account to Access Training Courses:

(b) (5)

(b) (5)

#### **4. Service Animals**

As information, it was presented to the FSC that only dogs and small horses are acceptable service animals. Individuals with other types of animals will not be allowed to bring them in even if they state that they are service animals. If an individual states that their dog/horse is a service animal, the CSOs can ask them what the animal does but the individual does not have to produce any certification, have animal perform the act, or have the animal wear something to designate it as a service animal. The

service animal must be kept under control by the individual. This means leash, tether, or similar device. Animal cannot be left unattended.

Please let me know if there are any comments, changes, or questions to the information presented in these notes.

The next meeting date of the FSC is TBD at this time.

## Notes from FSC 2/21/12

### New FSC Chairperson – (b) (6)

(b)(6), (b)(7)(C) is taking over for (b)(6), (b)(7)(C). (b)(6), (b)(7)(C) has transferred to another GSA Region. (b) (6) has held multiple positions in GSA and has a background in Facilities work. She looks forward to working with the group and helping to make sure that the building is as secured as possible.

### Comments/Questions from Workshop on Funding Security Projects

There were no additional questions regarding information from the Workshop in November.

### Comments/Questions on the Occupy Movement

With the recent Occupy Movement activities the group agreed that FPS and US Marshals are providing good information in advance and as these events develop. Most members of the FSC are receiving some type of notification through email. (b)(6), (b)(7)(C) asked if members wanted to receive the updates that he gets from FPS/USMS. The members did not have any issues with this and felt that it was good to get updates from multiple sources. In the future, updates for these types of events will be sent out to FSC members.

### (b)(5) Project for (b)(5) – (b) (5)

(b)(5)

(b)(5) As a reminder, Occupancy Agreements will not be modified to account for the project costs. (b)(5)

The cost would be prorated to each agency based on square footage.

### Polk Street High Speed Roll Up Gate Operation

The gate is now fully operational. The gate is raised/lowered during business and after hours time periods. (b)(6), (b)(7)(C), mentioned that his agency is very happy with the operation of the gate as this resolved an item listed on a (b)(5) on security. If the gate is able to continue to operate in a satisfactory manner, we'll look to upgrade the gate on the Larking Street entrance to the garage.

After Hours (b)(5)

(b) (5), (b) (7)(F)

**Training Dates for Floor Wardens and Command Group**

Tuesday, April 17, 2012 – 9AM to 12PM – Command & Control Group

Tuesday, April 17, 2012 – 1PM to 4PM – Floor Wardens

Wednesday, April 18, 2012 – 9AM to 12PM – Floor Wardens

The Command & Control Group session provides a more high level review on how emergencies are handled by the response team (primarily Field Office and Enovity staff). All are welcome to attend.

The Floor Warden sessions are open to attend by all tenants; you don't have to be a floor warden to attend. These sessions provide training on how the various levels and types of wardens respond in an emergency.

**Upcoming Fire Drills and Building Sections Involved**

(b) (5), (b) (7)(F)

(b) (5)

(b)(5) Garage Entrance (VOTE Item – Deferred/Not Needed)

(b)(5)

The group then had a discussion that touched on the wording of the Code of Federal Regulations (CFR) as it pertains to ID and entry to the building, how much the set up of driveway/entrance to the garage allows for quicker access, how long it takes for the barrier to drop (b)(5) the current procedures of 'no piggybacking' through the entrance and how it relates to when a vehicle can enter and whether this was even a topic the FSC should/could vote on. The most important item was regarding the wording of the CFR.

In reviewing the CFR (see attached, page 14, Subpart C, 41 CFR 102-74.375 paragraph (c)) after the meeting, the wording states that identification would need to be displayed by individuals "when requested". (b)(5)

(b)(5) This does not remove the responsibility of individuals to carry identification. All individuals should still have their government identification on them to present at any time when requested. (b)(5)

(b)(5) A vote by the FSC is not needed on this topic.

(b) (5)

Open Discussion/New Topics

(b) (5), (b) (7)(F)

Next Meeting

A date was not discussed for the next meeting. More to follow on possible dates.

Attachments:

- 1 – Agenda
- 2 – Sign-In Sheets
- 3 – 41 CFR Excerpt

## Notes from FSC 5/31/12

### New Chairperson/Designated Official

(b)(6), (b)(7)(C) is the new Chairperson of the FSC and Designated Official for the building. He takes over for (b)(6), (b)(7)(C) who retired. [REDACTED] was unable to attend the meeting, but will be at the next one.

### ISC Standard for FSCs (Procedures, Training, and Voting Pro Rata Shares)

The Interagency Security Committee (ISC) Standard is in the second half of its review/comment period. In this stage, the standard was expanded to include all buildings at .... And the review period will end in July (?) 2012. At that time, any comments or recommended changes would be vetted and then updated as appropriate to the Standard. Most of the current standard will probably be adopted and fully implemented with few changes.

**Voting:** A Pro Rata Voting Share sheet was provided to all attendees. The pro rata share is determined by the number of employees (60%) and amount of square footage (40%) for an agency. A quorum of 50% of the FSC members is required for a vote on a decision item. For example, if there are 15 members/agencies for the FSC, eight of those members must be present for a quorum to vote on a decision item. A decision item passes or fails with a majority of the facility's weighted (pro rata) vote.

**Training:** There are four courses that members of the FSC will need to take to serve on the committee. A timeline has not yet been established for when the courses will need to be completed. Each course takes 30-60 minutes. ***Links to the training courses will be sent to members once they are officially designated (see next paragraph).***

**Designation of FSC Members:** In order to track the training requirements and ensure the appropriate people from each agency is represented at the FSC, members will be asked to formally designate a primary and alternate representative to the FSC. A format will be developed and sent to POCs to make these designations.

### Federal Point of Distribution (POD) Program





(b) (5)

(b) (5)

*Agencies that are interested in being a part of the POD program should  
contac (b)(6), (b)(7)(C)*

#### Upcoming Fire Drills

The building has completed drills for two of the five zones of the building. The next drills are:

<u>Month</u>	<u>Zone/Floors</u>
June 27	3/Floors 12 – 14
July 25	2/Floors 15 – 17
August 22	1/Floors 18 – 20

### Upcoming Civic Center Exercise

Our building and others around the Civic Center plaza area work with the City of San Francisco (City Hall) to coordinate responses to emergency situations. The next

(b) (5) A date has not yet been decided. Once that is confirmed, it will be shared with the FSC to determine if the building would like to participate.

### Leak Detectors for After Hours

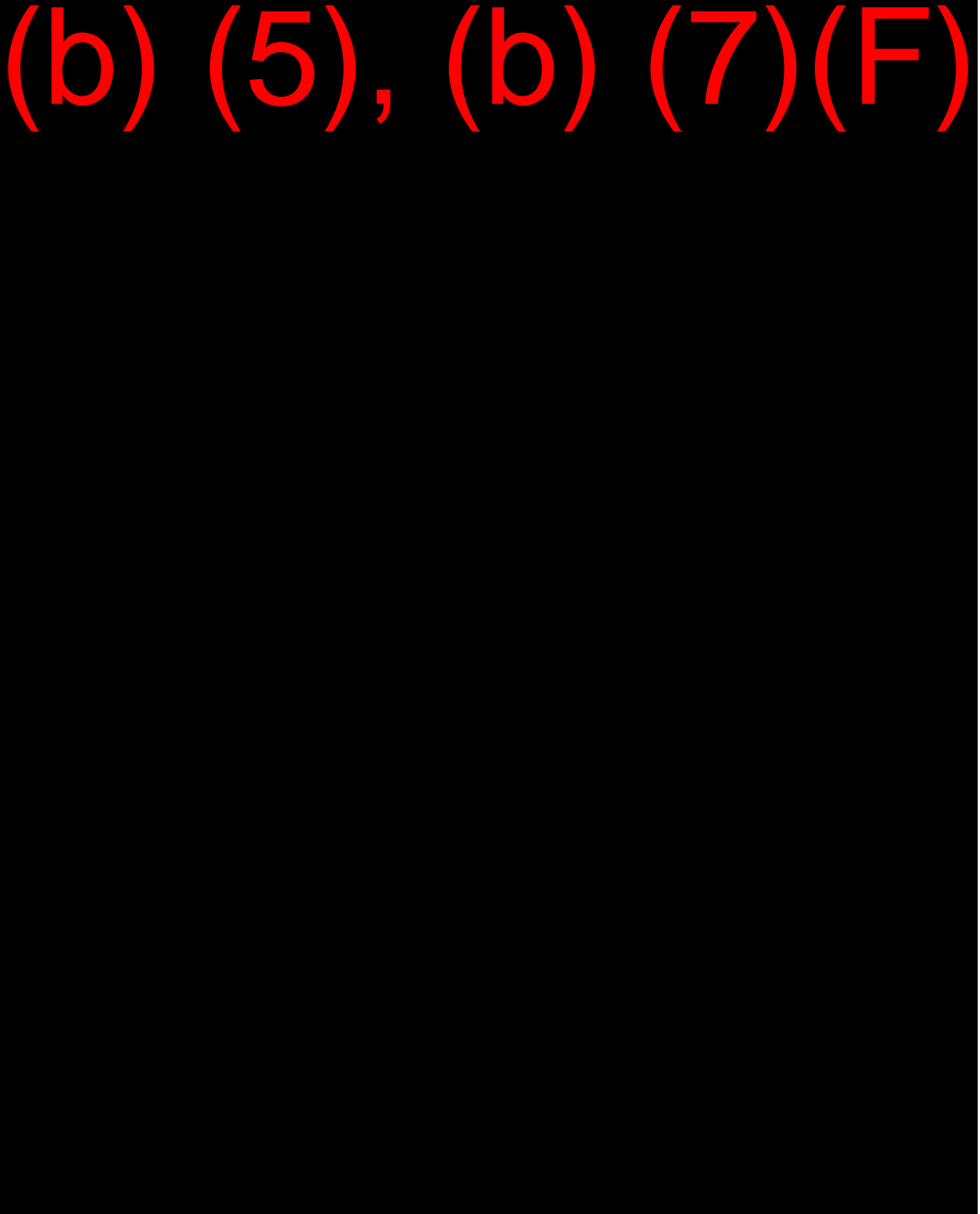
(b) (5), (b) (7)(F)

(b)(5) on Turk Street

(b) (5), (b) (7)(F)

USDOJ Security Compliance Review Follow-Up – US Marshals

(b) (5), (b) (7)(F)



## **Key Staff Coordinators**

For the Occupant Emergency Plan, there is a need to have additional support from agencies to assist in oversight of Floor Wardens and training. (b)(6), (b)(7)(C) asked if FSC members could also serve as the Key Staff Coordinators (KSCs) or appoint individuals in their agencies to fill this position. The KSCs would help to key Floor Wardens up to date and to also work with Floor Wardens and staff to do internal training and review of the Occupant Emergency Operations. FSC members appear to be open to this concept; additional communication will be sent to get names of KSCs.

## **Open Discussion**

1. (b)(6), (b)(7)(C), GSA Field Office, reminded members that it is one vehicle at a time through the delta barrier at the entrance to the garage at Larkin Street. We've had a couple of vehicles piggy-backing that were struck by the barrier. (b)(6), (b)(7)(C) asked for GSA to look at the stripe on the ground for re-painting so that personnel are more aware of where they need to stop when approaching. (b)(6), (b)(7)(C) (b)(5) (b)(6), (b)(7)(C) stated that the morning PSOs are doing a great job.
2. (b)(6), (b)(7)(C), stated that the Roll Up Gate on the Polk side is working very well. (b)(5) (b)(5).

## **Next Meeting**

A date was not discussed for the next meeting, but would target the next two months so that the USMS Survey items could be discussed again in more detail.

Attachments:

- 1 – Agenda
- 2 – Sign-In Sheets
- 3 – ISC Pro Rata Voting Share for 450GG Agencies
- 4 – Follow Up Security Items from DOJ Survey for USMS
- 5 – Key Staff Coordinators Duty Descriptions

## Notes from FSC 8/10/11

### Turk Street Employee Only Entrance – Review of Pilot Program

(b) (5), (b) (7)(F)

#### Fire Drill

From the most recent fire drill, (b) (5)

A number of options on the number of drills, how and when to hold them were presented to the group. The following were the guidance for the fire drills for the coming FY:

(b) (5)

#### Floor Warden/Command & Ops Training – Next Year's Training Plan

The most recent training was done online, rather than with a presenter at the building. There were some technology glitches that did not allow for an effective training environment. To offset this issue, training will be offered in the following manner for the coming FY:

- In the April timeframe, onsite training will be offered for both Floor Warden and Command & Ops personnel.
- Online training will be made available at all times to all tenants. This is a short (45 minutes) PowerPoint-type presentation that individuals can access once a log-in/password is obtained from the Field Office. This will allow for new personnel to get basic training or for continuing staff to get refresher training at any time.

The Field Office will check/confirm if the online training is building specific for 450 Golden Gate. Additional details on the training program will be provided to the FSC members and Floor Wardens for dissemination in the new FY.

Polk Street Gate Installation

(b) (5), (b) (7)(F)

Mirror for Turk Street Entrance

(b) (5), (b) (7)(F)

(b)(5) for (b)(5) – Estimate/Funding

(b) (5)

(b)(5) Plaza (b)(5)

(b) (5), (b) (7)(F)

### Civic Center Group Drill

(b) (5), (b) (7)(F)

### Suspicious Packages

(b) (5), (b) (7)(F)

### Court Trials

There are no new high profile trials scheduled. The MS-13 case continues and should be done within the next few weeks.

### ISC FSC Standards

The interim standards were recently published for review/comment and use. (b)(6), (b)(7)(C) highlighted that one of the main changes is how the voting process is handled. **FSC members will need to review the document and it will be discussed in more depth at the next FSC meeting.**

### **Open Discussion**

1. A reminder that Sunday Streets will occur on August 14<sup>th</sup>. Streets around the building will be closed for this event. Individuals will need to use the Polk Street entrance to access the garage.
2. (b)(6), (b)(7)(C) asked about setting up a workshop to review the security enhancement process for the Courts and how funding is requested. This would be for all of Courts areas in Northern California. (b)(6), (b)(7)(C) will take the lead to coordinate with assistance from (b)(6), (b)(7)(C). The workshop is targeted for the November timeframe, with 15-20 attendees and last 2-3 hours. At this time it would involve (b)(5). There will be more discussion on final attendee list and if it would be beneficial for other agencies to attend.
3. Additional reminder that on August 12<sup>th</sup> there will be work in the plaza to replace some of the trees that are need the garage ramps. There will be controlled/restricted access to the garage during this time.

### **Next Meeting**

A date was not discussed for the next meeting. More to follow on possible dates.

Attachments:

- 1 – Agenda
- 2 – Sign-In Sheets
- 3 – Fire Drill Building Zones for 450 Golden Gate
- 4 – ISC Facility Security Committee Guidelines



Notes from FSC 8/2/12

Increase in Pricing for (b)(5) (VOTE ITEM)

(b) (5)

Designation and Training of FSC Members and Assignment of Key Staff Coordinators

(b) (5)

Civic Center Working Group Evacuation Exercise (VOTE ITEM)

The Civic Center Working Group consists of the building around and near the Civic Center Plaza area. This group looks to coordinate activities for emergency responses for the area. The group is planning an “evacuation exercise” for (b)(5) (b)(5)

(b)(5)

(b)(5) (b)(5)

(b)(5) but was moved due to a multi-day event already scheduled for the plaza. (In checking with City Hall, the multi-day event is an X-Games type event sponsored by Mountain Dew.)

FSC Members were asked to vote on whether or not they wanted the building to participate in this exercise. Participation would involve a full building evacuation. The building is required to hold a full evacuation every years. (b)(5)

(b)(5)

Also attached is the map of the Civic Center Plaza showing the Federal Building's (b)(5) Building tenants can relocate to the plaza or can choose another location.

**USMS Priority of USDOJ Audit Items**

(b) (5)

**Federal Point of Distribution (POD) Program**

(b) (5)

**Open Discussion**

There were no new items presented for discussion.

**Next Meeting**

A date was not discussed for the next meeting.

**Attachments:**

- 1 – Agenda
- 2 – Sign-In Sheets
- 3 – Map of Civic Center Plaza Area with Federal Building Area
- 4 – Sample Letters for FSC Members Designations and KSC Assignments
- 5 – POD Program Handout
- 6 – USMS Priority List
- 7 – Info on Required Training for FSC Members