

MEMORANDUM

May 25, 2017

TO: Charles Moore, Security Programs Staff

FROM: Tracy J. Shycoff
Associate Director for Administration

SUBJECT: BICN Occupant Emergency Plan Comments

I have reviewed the draft of the BICN OEP and concur with the following additions/comments. The ARRB will cease operations and leave the building on September 30, 1998. However, until that time please add my name and number to the tenant agency emergency contact list on page 3. Additionally, please note that the ARRB exits the building during emergencies through Stairwell 2 and congregates in the alley next to the CarrPark across the street from the BICN building and awaits further instructions from the emergency staff. In accordance with the OEP draft, the staff will proceed as instructed on page 48 and relocate to the MCI Center through the F Street entrance when necessary.

Please let me know if you need any additional information. Thank you.