

# ShopTalk

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## The New Evacuation Plan

In the upcoming weeks, employees at the 15th Street, Akridge, and Lennox Buildings will participate in a drill that will be a test of The Post's new evacuation procedures. Bells will ring and an announcement over the public address system will direct staff to evacuate the three buildings. Dozens of staff assigned

discussed the need for The Post to have an updated full-scale employee evacuation plan if there is another catastrophic emergency, or in the event of a bomb threat or fire.

Director of Operating Services, **GEORGE WATHEN**, and Administrative Services Manager, **RICK FLOYD**, have had the responsibility of developing the plan to ensure the safety of Post employees.

"It is very important that all employees take this drill very seriously," Wathen emphasized. "We need people to follow the lead of their emergency coordinator and get to their assigned evacuation location without delay."

Employees should review the following questions and answers provided by Wathen and Floyd to make sure you understand the evacuation procedure.

**Q: Who are the emergency coordinators?**

**A:** On page 2 of this issue of ShopTalk you will find a listing of the emergency coordinators that are assigned to your department or section. The Administrative Services Department has had several meet-



Emergency coordinators **CECELIA STEPHENS**, National Weekly; **PATRICK BURTON**, Information Technology, and **MONICA HARRISON** display the vests, megaphones and two-way radios that will be used by the emergency coordinators assigned to each department.



Administrative Services Manager, **RICK FLOYD**, and Operating Services Director, **GEORGE WATHEN**, have worked closely with the D.C. Fire Department in creating the new evacuation procedures.

as emergency coordinators will be wearing fluorescent green vests and with the assistance of megaphones will have the responsibility of shepherding hundreds of Post employees throughout the three buildings to assigned evacuation locations as quickly as possible. A night-side drill will also be scheduled in the near future.

Plans for a new evacuation plan were already underway prior to the terrorist attack on September 11. However, the events of that day un-

ings with the emergency coordinators since late this winter to make sure they understand their leadership role during an evacuation. Your emergency coordinator/s have designated a central meeting place in the department for staff to meet and then evacuate the building via the closest stairway. The list on page 2 also shows your depart-

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## Evacuation Breakdown *(Outside Locations)*

Department	Bldg	Head-count	Location	Emergency Coordinators
Accounting	Akridge	25	All Nippon Airways at 16th & L St.	Grace Carter/John Samuel
Accounting	L Street	85	All Nippon Airways at 16th & L St.	Donna Banks/Garland Christmas/John Wong/ Scott Miller/Sandra Hayes/Luci Chaffier
Accountng/Frnt Countr	Main	3	All Nippon Airways at 16th & L St.	Pamela Mitchell-Scott/Greg Jones
Advertising	Lennox	102	Corner of 16th & K St.	Joe Teipe/Angela Green
Advertising	Main	135	Marshall B Coyne Bldg at 15th & M St.	David Sanders/Kelvin Dale
Advertising	Main	117	SOHO at 15th & M St.	Vance Dippold/Dexter Phillips
Ad/Operations	Main	59	NW Corner of 14th & K St. (New Blake Building)	Bill Simmons/Terry Thornton
Bldg Services	Main	10	NEA Building at 16th & M St.	Mack Edwards/Walter Fletcher/David Jefferson
Carpenters	L Street	5	NEA Building at 16th & M St.	Bob Flynn/Steve Ernest
Circulation - 12th Fl	Akridge	60	Marriott Residence Inn at L St. & Vermont (East Side)	Chris Kassis/Vic Capece
Circulation - 11th Fl	Akridge	70	Christian Science Monitor at 16th & K (West Side)	Gregg Fernandes/Jose Abbey
Classified	L Street	120	Thomas Circle near CVS at Corner of Vermont Ave.	Clarence Seegars/Martin Kady
Corporate	Akridge	50	Christian Science Monitor at 16th & K (West Side)	Dan Lynch/Dean Rohrbaugh
Corporate	Main	12	National Geographic at 16th & M St.	Pam Gazenski/WendyBannahan
Electricians	Main	3	NEA Building at 16th & M St.	Robert Wooten/Steve Bresnahan
Engineers	Main	4	NEA Building at 16th & M St.	Wayne Harne/Foremen
Executive	Main	26	A.M.E. Church at 15th & M St. (Command Cntr)	Lionel Neptune/Allen Hounshell/Megan Rupp
Health Center	L Street	4	A.M.E. Church at 15th & M St.	Phyllis Waslo/Shift Nurse
Human Resources	Main	25	A.M.E. Church at 15th & M St.	Martha Lequeux/Edna Hornberger
IHT	Main	3	Apartment complex at 15th & Mass.	John Benner/Diane Weeks
IT	Akridge	66	Bank of America at L St. & Vermont (South Side)	Derek Van Buren/James Spaith/Cynthia Page/Cindy Smith/ Jimmy Sprinkle/Perry Payne/Jim Guill/Barbara Hermanson
IT	L Street	25	Christian Science Monitor at 16th & K (West Side)	Mike Najarian/Rich Wilkins
IT	Main	117	National Geographic at 17th & M St. (West Corner)	Gary Adkins/Jamie Ward-Black/Cle Harrison/Patrick Burton
LAT/WP News Service	Akridge	6	Courtyard Sq. Embassy Row at 16th & Rhode Island	Bao Dang/Al Leeds
Marketing	Lennox	40	Hilton Hotel at the corner of 16th & K St.	Sharon Warden/Anne Suh/Mike Shenk/Linda Haskins-Wrenn
Marketing Admin	Main	21	SOHO at 15th & M Street	David Gray/Cindy Lee
National Weekly	Akridge	3	Courtyard Sq. Embassy Row at 16th & Rhode Island	Cecelia Stephens/TBD
Newsroom	5th Fl/Akridge	112	Sumner Sq. at 1615 M St. between 16th & 17th St.	Deborah Heard/Steve Reiss
Newsroom	5th Fl/L St.	106	Stan's Restaurant at Vermont & L St. (West side)	Emilio Garcia-Ruiz/Tracee Hamilton
Newsroom	5th Fl/Lennox	26	Sumner Sq. at 1615 M St. between 16th & 17th St.	Anne Ferguson-Rohrer/Mason McAllister
Newsroom	5th Fl/Main	122	Madison Hotel at 15th & M St.	Jill Grisco/Sandy Davis/Claudia Townsend
Newsroom	5th Fl/Main	142	Embassy of Tunisia at 15th & Mass.	Don Podesta/Monica Harrison/Chuck Babcock
Newsroom	5th Fl/Main	72	National City Christian Church at Thomas Circle	Keith Harriston/Jo-Ann Armao
Newsroom	4th Fl/Main	108	Apt. complex at 15th & Mass.	John Benner/Diane Weeks
Print Services	Lennox	5	A.M.E. Church at 15th & M St.	Nick Scafide/Glenn Carroll
Production	Main	25	NEA Building at 16th & M St.	Dennis Burton/Pete Gragnani
Public Relations	Main	12	A.M.E. Church at 15th & M St.	Gayle Giger/Lisa Jaczko
Purchasing	L Street	7	A.M.E. Church at 15th & M St.	Dave McKinnis/Glenn Carroll
Transportation	L Street	2	A.M.E. Church at 15th & M St.	Dave McKinnis/Glenn Carroll
Travel	Main	2	A.M.E. Church at 15th & M St.	David Sanders/Kelvin Dale
Writers Group	Main	13	Courtyrd Sq. Embassy Row at 16th & Rhode Island	Karen Greene/Jim Hill

### NIGHT SIDE 11:00 p.m. to 6:00 a.m.

Ad Operations	Main	50	Marshall B Coyne Bldg at 15th & M St. (West Corner)	Ron Prue/Bob Tamorria
Building Service	Main	30	Marshall B Coyne Bldg at 15th & M St. (West Corner)	Rich Valero/Donald Perry/David Johnston
Centrex	L Street	1	Marshall B Coyne Bldg at 15th & M St. (West Corner)	Shift Nurse
Engineers	Main	3	Marshall B Coyne Bldg at 15th & M St.(West Corner)	Foremen
IT	Main	6	Marshall B Coyne Bldg at 15th & M St. (West Corner)	Cliff Burrell/Roger Saucier/Jacque Beasley/Paul Seymour
IT	L Street	6	Marshall B Coyne Bldg at 15th & M St. (West Corner)	George Djaboury/Thorman Jerry
Newsroom	Main	58	Home Builders Assoc at 15th & M St. (North Corner)	Edward Thiede/Vincent Bzdek
Newsroom	L St.	11	Home Builders Assoc at 15th & M St. (North Corner)	Karl Hente/Matthew Rennie
Newsroom	Akridge	5	Home Builders Assoc at 15th & M St. (North Corner)	Rose-Marie Jacobius/Doug Norwood
Newsroom	Lennox	20	Home Builders Assoc at 15th & M St. (North Corner)	Thomas Shantz/Anne Ferguson-Rohrer
Production	Main	20	NEA Building at 16th & M St.	Tim Fitzsimmons/Luis Arias
Security	L Street	5	Marshall B Coyne Bldg at 15th & M St. (West Corner)	Shift Supervisor

### FALLBACK POINTS

**McPherson Park** - 15th & K St.

**Farragut Park** - Connecticut & K St.

**Franklyn Park** - 14th & K St.

ment's assigned meeting place around the perimeter of the buildings. Even if you get separated from staff in your department, go to that meeting place immediately.

**Q: What if I'm on a different floor when the alarm rings?**

**A:** There are color-coded locator maps throughout each floor that indicate your location and the nearest exit points. In the lower levels of the 15th Street Building where there is construction, red arrows point people in the direction of the closest exit.

**Q: What happens after I get to the evacuation location point for my department?**

**A:** Stay put. The emergency coordinator will do a head count and determine that everyone they have responsibility for is at the location. If someone is missing, or is having a medical emergency, etc., the emergency coordinators

the way or go to a different location, you may be putting lives at risk.

**Q: Why is my department's evacuation location so far from the building?**

**A:** To protect employees from falling debris. After the bomb scare in November, we determined that it was not safe for employees to stand right across 15th Street. We determined that employees should be at a minimum of 100 to 300 feet away from the perimeter of the three buildings. That is why, in some cases, the evacuation location point is two blocks away.

**Q: I work in Akridge and the doors to the stairways lock behind you. Should I go over to the 15th Street Building to evacuate?**

**A:** No. Employees have access to the ground floor exit via the stairs at all times. Post employees who work in Akridge are strongly encouraged to exit from Akridge and



Guardsmark officer Martha Chinn checks the mandatory ID displayed by **DANIEL UTHMAN**, Sports, in the outer lobby of the Northwest Building.

have two-way radios to alert Security staff. If someone is missing, fire and emergency response personnel will be looking for that person in the building. That is why it is very important for staff to go to their assigned location and stay there. If you stop along

do not cross over to the main Post building. This could unnecessarily delay your evacuation.



Rick Floyd displays the new evacuation chairs that will enable people who are unable to walk to get down the stairways.

**Q: I am handicapped and will not be able to evacuate by walking down several flights. What should I do?**

**A:** There are five emergency evacuation chairs that are stationed at the top of stairwells in all three buildings. If you are not able to walk down the stairs, your emergency coordinator should assign a "buddy" to you to get you to the closest evacuation chair location. You should wait at the chair location until everyone else has cleared the stairway. A security guard or emergency response personnel will place you in the chair and accompany the chair down to the ground floor. If you think you will need to use the chair, contact your emergency coordinator for more information. The chair has a weight limit of 300 pounds. A demonstration and instructions on the use of the chair can be provided through Administrative Services. The location of these chairs are in stairways located by elevators: L Street stairway, 7th floor (Southeast corner); main elevator stairway, 9th floor; Lennox Building, 7th floor; Lennox Building, 5th floor by Sports, and 12th floor of Akridge Building.

**Q: How will we know when it is OK to go back into the building?**

**A:** The emergency coordinators will receive an "all clear" on their two-way radio as a signal for employees to return to their building.

**Q: What if I left my ID in my purse at my workstation? How do I get back in the building?**

**A:** It is a company policy that all employees, contractors and visitors wear a Post ID at all times in the build-

ing. Your ID should be on you and visible. Security will be checking identification as people come back in the building. Wearing your ID enables us to keep the buildings secure and employees safe.

**Q: How can I find out what happened if there is an emergency and we are evacuated?**

**A:** Call the Security Information Line at x4-7772. The information is updated by Administrative Services with information about what took place and other pertinent information.

**Q: How will it be determined if the new evacuation plan is successful?**

**A:** We have used the Fire Prevention Division of the D.C. Fire Department as a resource in creating the evacuation plan. They will have personnel on hand to witness and evaluate the drill and provide us with feedback. We will then provide information to the emergency coordinators to share with the staff in their departments or section.



# POST SCRIPTS



The first managing editor of The Post was Colonel John Cockerill who held the same position at the *Cincinnati Enquirer* and the *New York World*. Although he was only at The Post for 18 months, he suggested the newspaper's name, and hired its first female reporter, Calista Halsey in 1878.

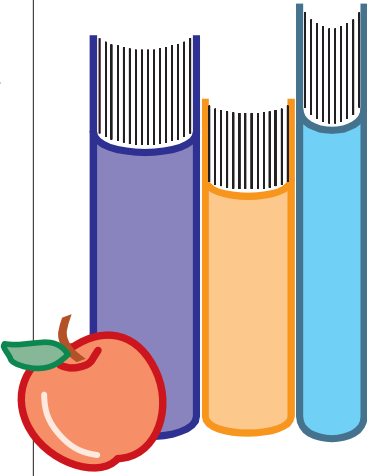
*- In the Shadow of Power, The Story of The Washington Post, by Chalmers Roberts.*

During the six-month celebration of the 125th Anniversary, ShopTalk will feature a look back at the events and people that have shaped the history of the newspaper.

## EDUCATION FAIR

Have you considered going back to school or continuing your education to advance your career? Tomorrow, Friday, June 14, the Human Resources Department is hosting a program featuring presentations from several area colleges and universities, including information on their programs and upcoming term schedules.

The event will take place from 11 a.m. to 1 p.m. in the Northwest Building's ninth floor community room. For more information, contact Vonda at x4-5435.



Distinguished All-Met award winner Monty Williams addresses the audience at the All-Met Awards luncheon. To the left of Williams is Deputy Managing Editor **MILTON COLEMAN** and Sports editor **JON DeNUNZIO**. To Williams' right is AME/Sports **GEORGE SOLOMON** and Maryland men's basketball coach Gary Williams.

## ALL-MET AWARDS

The Post hosted the All-Met Awards on Wednesday, June 5 at the Renaissance Hotel in the District. Close to 1,000 high school student athletes, parents and coaches attended the annual luncheon, which honors high school athletes that have been named to The Post's All-Met teams. The featured speaker for the event was Gary Williams, coach of the University of Maryland's National Championship men's basketball team. Monty Williams, a

1989 All-Met basketball player, was the recipient of the Distinguished All-Met Award. Introduced by Deputy Managing Editor **MILTON COLEMAN**, the Maryland native talked to the audience about his journey to becoming an NBA player for the Orlando Magic.

# MARKETPLACE

**CAR WASH:** Detailing, waterless car wash, we come to you. For more information, call Rhonda Snead at x4-8306 or (301) 233-7069.

**FOR SALE:** File cabinet, 5-drawer lateral. Almond color, 42" wide, 64" high, 18" deep. \$1,000+ when new, asking \$250. Call Barbara at x4-6143 or (703) 359-9898.

**FOR SALE:** Nordic Track Pro w/monitor. Great cond. Features a patented fly-wheel, adjustable elevation for variable slope, adjust. indep. resistance controls, a heart/mileage monitor/computer, sideboards and skis, and durable molded footpads. Folds up and rolls away for easy storage. Sold new for over \$1,200, willing to let it go for \$250/OBO, contact Diane at x4-5968.

**FOR SALE:** Beautiful 4 story, 3 BR, 2 BA Townhouse. Lovely hardwood flrs., new w/w carpet, finished bsmt., 1 car gar. & deck. Close to Metro & Beltway. See [www.dniproductions.com/home](http://www.dniproductions.com/home) for more info. Call Marc or Curtis at x4-7071 or call (571) 220-1616.

**FOR SALE:** 1 NEXTEL i1000 plus (10 months old with original charger) leather "see thru" case, extra travel charger, headset, package deal for \$125. Call Marc or Curtis at x4-7071 or call (571) 220-1616.

**FREE:** 3-year-old tan and white Collie. Winnie is a 75 lb.-spaded female that is in search of a good home. She has not spent much time around children, but she loves playing with other dogs. Moving and unable to take her. If interested, please contact Teia at x4-8308.

**RIDESHARE:** Available to Michigan in August via Pennsylvania and Ohio turnpikes, thru Detroit area, to Traverse City in the NW lower peninsula. Contact photographer Gerald Martineau at x4-4838 or (703) 931-0628.

**SAVE \$600!** Beautiful Beach House in Corolla, N.C. (OuterBanks) half block from beach, sleeps 10, located in Corolla Light Resort. Many resort activities. Near Currituck Club championship golf. Rent by the week June 23-29, July 6-27 and August 10-17. (Save \$\$\$ in June and early July) Call Larry Fox, x4-6552 or (301) 946-0249.

**FOR SALE:** Electric guitar and amplifier. As new, Paul Reed Smith McCarty Hollowbody. Sunburst with birds. \$1,600. Original Orange, 2-12, combo. 120 watts, mint. \$1,500. Call Tracy at (703) 443-6919 or email, [woodwardt@washpost.com](mailto:woodwardt@washpost.com).

**FREE! FREE!:** Ads in marketplace are free to employees of The Washington Post. Join thousands of satisfied customers who have bought and sold through Marketplace. The deadline is Friday at noon for the next Thursday's issue of ShopTalk. Send your ad with your extension and home phone number via e-mail to ShopTalk, or fax to x4963.

**MARKETPLACE DEADLINE:** Noon Fridays. Please include your name, extension and home phone number. **ADS ARE FOR POST EMPLOYEES ONLY.** Send ads to ShopTalk, 7th floor, or call x6803. To send ads via fax dial x4963; via e-mail send to **shoptalk**. Ads run two issues unless otherwise requested. One ad per employee, please.

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