

STATE FACILITIES QUARTERLY

“Provide and protect public assets”

Official Newsletter of the National Association of State Facilities Administrators
An organization of planning, development, operations and maintenance officials

Nebraska State Capitol Gets Steamed

By Steve Hotovy, architect 3, Nebraska Division of Budget and Planning

Faced with a \$6 million bill to replace a 70-year-old steam line between the University of Nebraska and the Nebraska capitol, the Department of Administrative Services/State Building Division (DAS/SBD) took a hard look at alternatives. Thanks to the cooperation of a non-profit utilities corporation, the steam service is being replaced for nearly half that amount, about \$3.2 million.

When the capitol was constructed in the 1920's, it was decided that steam to heat the structure would be provided by the University of Nebraska power plant, about one-mile from the site. At the time, it was an economically sound decision since the university plant was generating excess steam, and the capitol could utilize this steam for much less than the cost of constructing a separate steam plant. However, seven decades later, the cost of replacing the steam lines serving the capitol became prohibitive. Much of the problem centered around the task of tearing up seven city blocks in the heart of downtown Lincoln to replace the lines that stretched from the campus boundary to the capitol and the cost in doing so. When DAS/SBD learned of the anticipated costs for replacement of the lines, they went to work to find an alternative service at a cost that was reasonable.

“There was no way we could go to the legislature and say, ‘It’s going to cost \$6 million, and no, we haven’t looked at alternatives,’” said Ken Fougeron, administrator of the Building Division.

Fougeron and his staff began the search for alternatives by looking at other major building projects and what those projects were doing for utilities. That led them to the District Energy Corporation (DEC), a non-profit corporation made up of city and county governments and utilities which provides service for Lincoln’s city-county government complex. DEC and DAS/SBD personnel worked with an engineering consulting firm to produce a study in February 1997 laying out various options that abandoned the existing steam service from the university and proposed building a new plant closer to the capitol at about half the cost of replacing the existing steam lines through downtown Lincoln. When the session of the state legislature concluded in June 1997, DAS/SBD was given the approval to proceed with the project abandoning the university service in favor of a new plant.

From that point, it took more than a year to get the project bid due to the time needed to search for an adequate site and to receive approvals from the city, neighbors and the Capitol Environs Commission, to design the project and work out legal contract details between the state and the DEC. The site eventually chosen for the new steam plant is adjacent to an existing state parking garage less than one block from the capitol, and from the Nebraska State Office Building, which will also be served by the new plant. Even though the university was providing steam to the state at a discount rate, actual energy costs of the new system are not projected to be significantly greater. In addition, the state will no longer be responsible for making costly repairs. If repairs are needed on the new system in the future, the DEC is responsible with maintenance being financed through the rates paid to DEC.

With the help and cooperation of local entities, the state legislature and the University of Nebraska, the problem is being resolved at a reasonable cost. The contractors have completed the project, and the new plant is ready to provide steam to the capitol and office building this heating season.

For more information contact Steve Hotovy, architect 3, Nebraska Division of Budget and Planning, at (402) 471-0428.

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This issue’s Focus Section:
Disaster Planning insert



PRESIDENT'S LETTER

This issue's focus section on disaster planning is a subject many states have been struggling with for years. Planning for natural disasters such as hurricanes in Florida, floods in North

Carolina and ice storms in New York has been evolving for many years. We have hardened our facilities against the force of the winds, located buildings out of flood zones and prepared our equipment to respond on short notice. Generally, these events all have some advanced warning, and we can ready ourselves to react. Other natural disasters such as earthquakes and tornadoes usually occur with little or no warning. The reaction to these must be with little or no notice and requires that work plans are in place.

Recent events have also prompted us to be concerned with man-made disasters in the form of terrorist attacks. Bombings such as those that occurred at the federal building in Oklahoma City and the World Trade Center in New York City dictate that we not only plan to react to these disasters after they occur but consider preventive measures in design, construction and operation of our buildings. Although these acts may not be totally avoidable, measures may be taken to reduce the risk of their occurrence. Proper siting of buildings and critical components of systems such as air intakes can reduce the accessibility to terrorists. A program of building security can help insure that only persons authorized to do business in a structure have access to it. Training of staff to identify individuals who act strangely and self defense and awareness

exercises aid in protecting our assets. Unfortunately, these disasters are totally unpredictable in terms of location and timing and require "incident command" or triage type response. Coordination of effort is essential to optimize the actions of the response team.

And finally, the ultimate in disaster planning, Y2K. We've known about it for years, have planned to avert it for years, and now the moment of truth is near. The new millennium has caused us to look at all of our systems, question all of our suppliers about their systems and put together contingency plans just in case there is a failure. We have all invested significant resources in our efforts to plan for this event.

All of the above illustrates that many of us are working on the same issues at the same time. In many cases, these are not affected by statute or policy and can be solved the same way in many different locations. Sharing our experiences, both successes and failures, with each other can certainly save valuable resources for all of us. Although this newsletter issue focuses on disaster planning, we can continue to share information using the *NASFA E-xtra*, articles in future newsletters, the listserv and the new discussion forums on the NASFA web site. All of our collective resources can certainly make the task easier.

A handwritten signature in black ink, appearing to read "Dick Thomas". The signature is stylized and cursive.

Dick Thomas (NY)
1999-2000 NASFA President

STATE NEWS

Increased Parking Capacity at West Virginia Capitol

Source: Governor Cecil H. Underwood press release, October 27, 1999

The opening of the new state capitol parking building on October 25, 1999 increased parking availability for state employees and visitors. The new parking garage offers 788 spaces with 587 spaces for state employees, 194 spaces for visitors on the first level and seven spaces for media representatives.

Prior to implementing a two-phase improvement plan, 19 parking areas provided 2,410 spaces, which did not satisfy the parking needs, said Dave Tincher, state purchasing director who oversees parking at the capitol.

An improvement plan, expected to be fully completed in the

spring of 2000, proposes an increase in the number of parking areas to 23 and the total number of spaces to 3,128. Phase one has been completed, which included renovating and paving certain smaller areas and constructing the parking garage.

Phase two includes additional parking lot renovation, reallocation of employee parking spaces on a departmental level, installation of parking gates, implementation of new access cards and decals and conversion of parking meters to pay-by-space machines. The pay-by-space machines make up a high-tech automated system that provides security and accuracy in the collection process of visitor parking fees.

Tincher said the percentage of state employees with assigned parking and the number of visitor spaces will dramatically increase when the second phase of the plan is complete.

For more information contact Janice Boggs, governor's press office, at (304) 558-0086.



Committee Chair's Corner

By Bob MacKenzie, manager, Washington Plant Operations Support

Partnering, partnership, joint-venture, enterprise teamwork, project collaboration; by whatever name it may be known, partnering among various facility staff, tenants and the private sectors has come into vogue and really works!

Caught in the ever-tightening financial squeeze that has defined much of the current decade, most state facility administrators are rethinking their structures, how they operate and their relationships with stakeholders, vendors, emergency responders and other interested parties. Increasingly, public sector organizations, including those involved in emergency preparedness, are paying attention to the opportunities linked to partnering.

Our elected leaders and public service managers have realized they no longer have the luxury of going it alone in calling the shots on public services. Traditionally, there was

never a strong motivation to consider business and industry as having any part to play in the delivery of public services, but that attitude is changing rapidly. With the crunch for public funding has come a new realization that cooperation not only makes good business sense but is probably the only way in which some public services are going to get delivered.

We hope you will enjoy reading this issue of the *Quarterly* and that you particularly find our focus section useful. Emergency preparedness should be a hot topic in all of our organizations, and developing partnerships enables better leveraging of limited resources. Whether it is Y2K preparations or promoting better tenant earthquake preparedness, it is partnerships and cooperation that will make it happen.

We want to thank all who contributed to this issue and wish NASFA members a happy holiday season and a safe, Y2K compliant New Year!



NASFA CALENDAR OF EVENTS AND UPDATES

(Visit the association's web site at www.nasfa.net for more information.)

CSG 1999 Annual Meeting and State Leadership Forum

December 3-7, 1999

Quebec City, Quebec

Contact: CSG Infoline, (606) 244-8099 or <www.csg.org>

NASFA 13th Annual Conference & Trade Show

June 24-28, 2000

Radisson Hotel

Burlington, Vermont

Contact: Tom Sandretto (VT), (802) 828-3515

New NASFA Listserv Address

Address all listserv messages to the following address:
state_facilities@nasfa.net

New Listserv for Department of Transportation

Address all DOT listserv messages to the following address:
state_dot@nasfa.net

NASFA 1999 Regional Meetings

Final results will be posted on the web site at <www.nasfa.net>.

NASFA State Facilities Discussion Forum

Post questions or topics of discussion or respond to other questions on the discussion forums on the NASFA web site at <www.nasfa.net>.

Washington State Prepares for the "Big One"

By Bart Potter, public affairs manager, Washington Department of General Administration

The July 2, 1999 earthquake in the Puget Sound region of Washington state was a gentle reminder of the need to be prepared for the "big one." However, the "big one" doesn't necessarily refer to an earthquake. Chemical spills, Y2K, terrorist attacks and fires are just some of the risks assessed in the new emergency response/disaster recovery plan of Washington State's Department of General Administration (GA). GA began developing the plan in 1998, and a final draft was approved by the management team just days after the earthquake.

All state agencies were directed by executive order in 1994 to prepare disaster recovery plans to support the governor in emergencies. The purpose of these plans is for each agency to identify its essential functions so it can set priorities for the services that must be resumed as quickly as possible after an emergency. Governor Locke's pledge of no disruption to essential state services associated with the year 2000 is an example of how disaster plans are intended to work in other emergencies.

The overall goal of the plan is "to protect people and property and to provide a framework for response and recovery," says Ron McQueen, assistant director of administrative services and the executive sponsor of the plan. Eight points define the mission of the document:

1. Protect its employees;
2. Provide continuous government services during emergency situations;
3. Reduce exposure to financial loss;
4. Shorten recovery time;
5. Minimize recovery costs;
6. Avoid confusion, reduce error, and set priorities for recovery;
7. Identify the parties responsible for recovery and explain their roles; and
8. Support statewide emergency management and disaster recovery efforts.

The plan is still being fine-tuned and much work remains to implement it. Volunteers are needed to staff the many teams responsible for response and recovery. Money has to be found to pay for training and the purchase of equipment, including duplicate equipment and supplies if one of the sites is not accessible.

Eventually the plan will be put on the state's Intranet so employees can review it, and an agency-wide exercise will be held before the end of the year. Each division will have to develop its own plan and it must be reviewed for compatibility with the agency plan.

As important as it is that state agencies have disaster plans, Ken Skillen, GA's safety manager, says that the plans won't work if people aren't there to make it happen. When disasters happen, Skillen points out, people, even fire, police and other

emergency officials, won't show up for work until their families are taken care of first. Therefore, it's important that each employee prepare a family emergency preparedness plan. Disasters may not be preventable, but their impacts on citizens' lives can be minimized with good planning.

For more information contact Bart Potter, public affairs manager, Department of General Administration, at <bpotter@ga.wa.gov>.

Georgia Emergency Officials Hold Y2K Rehearsal

Source: *The Atlanta Journal-Constitution*, October 14, 1999

A computer malfunction has opened the floodgates of a dam north of Columbus, Georgia, and Michael McGuinn is having a difficult time finding sandbags. Fortunately, this is only a drill. McGuinn, a colonel with the Georgia Defense Force, was among hundreds of people participating in a 12-hour drill to test the state's readiness to handle Y2K-related problems. Dozens of reports of fictitious disasters jammed the phone lines in the basement operations center of the Georgia Emergency Management Agency (GEMA).

The drill had the first hours of the new millennium in Georgia afflicted with everything but locusts. The scenario used to test GEMA and other agencies included a winter storm in the northwest, a blackout across the middle, a plane crash in the south and flooding in the west that sent McGuinn scrambling for sandbags. There's a prison riot at Reidsville, roads are closed across north Georgia, and a bridge is closed in Camden County. A fiery collision between a gasoline tanker truck and a tour bus kills at least 30 people.

The exercise wasn't a likely end-of-the-year scenario, but it was a worst-case example of bad luck run amok, designed to stretch the capabilities of the state agencies and private groups that would respond to an emergency. Although billed as a Y2K drill, the lessons learned apply to a wide array of disasters.

The drill included a number of touches to make it as realistic as possible. Trucks commandeered to haul water need gas and drivers, and faux newscasts provide gloomy updates of widespread panic. Extensive power outages—the script called for 30 counties to flicker dark—would disable hundreds of traffic signals. Restoring order to many of those intersections would be a job for the Georgia Department of Transportation, said Bryant Poole, assistant state maintenance engineer.

All the tools that GEMA plans to use are not yet available. The agency will broadcast Y2K news bulletins using the National Weather Service radio system, which is not yet operational, said Donna Martin, GEMA's Y2K contingency planning manager. The statewide radio network used to broadcast weather information will keep people informed of developments, good and bad, related to the Y2K bug.

For more information log onto Georgia's Year 2000 web site at <<http://www.year2000ga.org/>>.

Illinois Performs Statewide Y2K Drill

Source: Governor George H. Ryan press release, October 1, 1999

The Illinois Office of Technology and the state's emergency management agency led state agencies through a drill designed to better prepare for potential problems related to the Y2K bug and to help review procedures, performance and staffing concerns that may arise.

"Preparing state government for the new millennium is an important task that we take very seriously," Governor George H. Ryan said. "This drill is part of our on-going plan to do everything we can to make state government as ready as possible for Y2K. We're getting down to crunch time, and drills like this will hopefully minimize any problems that may occur at the turn of the century."

Agencies throughout the state participated in a daylong exercise that included a check of systems and procedures, according to Mary Barber Reynolds, chief technology officer for the state. The drill also included the participation of local government agencies and companies that do business with state agencies.

During the drill, the Federal Emergency Management Agency and several utility companies including GTE, Ameritech and Commonwealth Edison helped to funnel information to the emergency operations center for analysis by the assessment teams.

"This was only a test, but we operated on a generator and simulated reactions to events, some Y2K-related and others not," Reynolds said. "We learned some things and are confident that we will be better prepared if issues arise."

Each month, state agencies report to the technology office on the general state of preparedness of computer systems, programs, projects and personnel in anticipation of possible Y2K problems.

"The governor instructed each agency to make Y2K preparedness a top priority within each of their departments, which they have done," Reynolds said. "Now we have to test, retest and review our plans to make every effort to prepare for December 31 and the days to follow."

While some agencies have nearly completed Y2K conversion projects, others have additional testing and analysis to complete. All agencies will continue to provide monthly reports to the governor through January 2000.

For more information log onto Illinois' Year 2000 web site at <<http://www.state.il.us/y2k/>>.

Missouri Capitol Flooded

Source: Jefferson City News Tribune, August 24, 1999

Officials estimated more than a million gallons of water gushed into the Missouri state capitol basement on the morning of August 24, 1999 after a contractor apparently broke an 8-inch water main. Several basement offices were flooded, but damage was mostly limited to carpets and walls.

"The good news is, if there is any, it's all down here in the basement," said Mark Allen, assistant director of the Division of Facilities Management. "But we have a lot of computer equipment, print shops and office spaces that received some minor water damage."

The basement is also used for parking and storage. Near the water main break is a large room filled with stacks of paper products and other office supplies. Just outside, in the main garage, were stacks of dozens of Gateway computers still in their boxes. All of those storage items were stacked on wooden pallets, sustaining little if any damage.

The accident knocked out water service to the entire capitol building as well as the governor's mansion and other business or residential customers along Capital Avenue. Service was restored more quickly to the capitol than to the mansion, since the capitol is hooked into a deep well for an alternate water source. It was converted to the well within a couple hours.

Lt. Governor Roger Wilson found a small river between six and eight inches deep coming out of the capitol basement when he tried to park in his capitol basement parking space. Five employees who work in basement offices were there to get all the computer equipment off the ground. He said most of the damage in those offices was to the carpet and walls.

QuesTec Corporation, a Columbia contractor, was working to replace water lines in the capitol. The main break apparently happened when a water valve was being replaced in the mechanical room. Water poured out of the main for about 40 minutes before United Water Missouri was able to shut it off. Within a few hours, a six to eight-inch stream of water had subsided to less than an inch. About 60 workers, including facilities management employees and Jefferson City firefighters, were sweeping water out of the basement garage with brooms and were also using fans and water pumps. Firefighters laid a path of two hoses a few feet apart from the mechanical room to the basement garage door, trying to keep water in boundaries while sweeping it outside the building. The workers, including fire chief Bob Rennick, swept water at different sections along the hoses, creating an assembly line type of cleanup operation.

For more information contact Mark Allen, assistant director, Division of Facilities Management, at (573) 751-7835 or e-mail <allenm@mail.oa.state.mo.us>.

Salt Lake City Survives Tornado

Source: The Building Block, September 1999

Salt Lake City was shocked on August 11, 1999 when a tornado made its way through downtown near the capitol building. Fortunately, the city received limited damage with trees and cars near the capitol building representing some of the heaviest damage.

The staff of the Department of Facilities and Construction Management (DFCM) responded quickly to aid people, clear damage and repair buildings. Within an hour of the tornado, contractors brought trucks and equipment as well as supplies such as plywood. All buildings occupied by the state in the tornado's path were inspected before 4:00 p.m. The human services building, which had a panel of glass blown out, was boarded and secure by 7:30 p.m. All other windows that were broken were boarded before nightfall. The capitol hill staff had cleared State Street from the capitol to the city park within an hour.

Call it good fortune or good disaster preparedness, the DFCM had just rehearsed a disaster in the prior week. This drill taught the staff a lot about what they knew and, more critically,

what they didn't know. One of the needs identified was to have a list of sources for the various types of services and materials that would be needed in a disaster. A list of over 400 contacts for these services and materials was developed, including contact points within the firms. When the tornado struck, staff had a comprehensive list of vendors and suppliers they could readily call.

With no phones, including cellular, the DFCM quickly found radios to be the best answer. A timely recovery plan yielded such equipment as flashlights and red, yellow and green tags to mark access to buildings. Engineers and architects were immediately on their way to survey the state buildings.

The evening of the tornado, DFCM had an assessment of damage and a status of repair ready for Governor Michael Leavitt prior to 5:00 p.m. By the next day at 2:30 p.m., DFCM had its first estimate of cost to repair and the labor hours invested, separated into direct and overtime. DFCM employees toured with the Federal Emergency Management Association (FEMA) to assess the city's damage and to request federal aid from President Clinton. These assessments indicated that about \$337,500 in damage was incurred to the state of Utah's buildings.

The DFCM received a number of compliments for its outstanding work in dealing with the aftermath of the tornado. Lynn Samsel, director of regional operations, Department of Human Services offered this comment, "I want to thank everyone from the group at DFCM for the outstanding response to the tornado disaster. As a department, we are grateful for the professional and prompt assistance in assessing and mitigating the damage. DFCM deserves a medal for their work on this one."

For more information contact, Rich Byfield, director, Division of Facilities Construction and Management, at (801) 538-3261 or e-mail <rbyfield@state.ut.us>.

Treating Y2K as a Natural Disaster in Arkansas

By Donald Manes, deputy director, Arkansas State Building Services

Arkansas is located in the dreaded "Tornado Alley," so it has had more than its fair share of natural disasters. Governor Mike Huckabee, whether by premonition or by precaution, is treating the Y2K problem like a natural disaster, at least from the standpoint of emergency preparedness.

Like other states, Arkansas has a state emergency operations plan (SEO Plan) with the theme being, "... emergency preparedness is existing government in action." This short phrase is packed with meaning. The state police and national guard are to be responsive, the highways and rivers are to remain open. Schools, clinics and prisons are to maintain poise. State government owned and leased buildings are to be operational with air control, elevators, alarms and other systems behaving in an effective manner. The governor has informed state building services employees may have to work on Saturday, January 1st to coordinate a team inspecting all the buildings.

State building services will join the governor's office, the Department of Information Systems, parks and tourism and other critical agencies identified in the SEO Plan to form a joint

information center on December 31st. Each agency has designated a public information officer (PIO) who is to be in touch with other agency PIOs and with the Department of Emergency Management's State Emergency Operations Center, which is an underground facility located in nearby Conway, 30 miles north of Little Rock.

While all state agencies, public utilities and local governments have worked diligently to become Y2K compliant, the concern is that something may go wrong in the night after December 31st. If there is a breakdown in a state or local system, the state wants to provide a rapid response to this "natural disaster." The hope is that Y2K will not spawn an emergency, but if it does, having "existing government in action" will demonstrate the value of the emergency preparedness now underway.

For more information contact Donald Manes, deputy director, Arkansas State Building Services at (501) 682-5589 or e-mail <dmanes@asbs.state.ar.us>.

EMAC Ready When Disaster Strikes

Source: www.nemaweb.org

Since making landfall in September 1999, Hurricane Floyd has left 48 people dead, affected thousands of people and caused an estimated \$5.5 billion worth of damage. Despite the heroic efforts of state, local and federal agencies, additional assistance has been necessary to deal with the sheer magnitude of Floyd. To obtain that help, North Carolina, Virginia and Florida turned to the Emergency Management Assistance Compact (EMAC). Fourteen states from as far away as Montana provided assistance, including over 300 disaster specialists, donations managers, helicopter rescue units, crisis counselors, veterinarians and public safety personnel.

EMAC is a mutual aid agreement and partnership between states that exists because all states share a common enemy, the constant threat of a disaster. This system offers a quick and easy way for states to send personnel and equipment to help disaster relief efforts in other states. When local and state resources are overwhelmed, EMAC helps to fill such shortfalls. Since it was approved by Congress in 1996 as Public Law 104-321, 27 states and one territory have ratified EMAC, and several other states are in the process.

EMAC provides another way for states to receive interstate aid when a disaster strikes. Even when federal assistance is merited, EMAC assistance may be more readily available or cheaper. The assistance may supplement federal assistance when the latter is available or replace federal assistance when unavailable.

States may join EMAC by passing legislation approving the compact as written. This ensures that states that receive assistance under the terms of EMAC are legally responsible for reimbursing assisting states and liable for out-of-state personnel. Since EMAC is simply a legal mechanism and not an organization, there are no membership fees or annual dues.

EMAC continues to gain wide acceptance, with key endorsements coming from the National Governors' Association, the National Guard Bureau and the Federal Emergency Management Agency (FEMA). Testifying before Congress on EMAC in 1996, FEMA strongly encouraged the development of this mutual aid agreement pointing out that it would serve to

EMAC Ready When Disaster Strikes (continued)

support the self-reliance and interdependence of those states. FEMA has also assured states that accepting interstate aid will not reduce federal disaster assistance.

Thanks to EMAC, states are now joining forces and helping one another when they need it most—whenever a disaster strikes.

For more information on EMAC contact Trina Hembree, executive director, National Emergency Management Association (NEMA), at (606) 244-8233 or e-mail <thembree@csg.org> or log on to NEMA's web site at <www.nemaweb.org>.

Mitigation Aids in Disaster Preparedness

Source: www.fema.gov

Mitigation is defined as “sustained action that reduces or eliminates long-term risk to people and property from natural hazards and their effects.” It describes the ongoing effort at the federal, state, local, and individual levels to lessen the impact of disasters upon our families, homes, communities and economy. It is the cornerstone of emergency management and serves as the ongoing effort to lessen the impact disasters have on people and property. It also involves keeping homes away from floodplains, engineering bridges to withstand earthquakes, creating and enforcing effective building codes to protect property from hurricanes and more.

Through the application of mitigation technologies and practices, society can ensure that fewer Americans and their communities become victims of natural disasters. For example, business and industry can avoid damages to their facilities and remain operational in the face of catastrophe. Mitigation technologies can be used to strengthen hospitals, fire stations, and other critical service facilities so they can remain operational or reopen more quickly after an event. In addition, mitigation measures can help reduce disaster losses and suffering so that there is less demand for money and resources in the aftermath.

In practice, mitigation can take many forms. It can involve actions such as:

- Promoting sound land use planning based on known hazards;
- Relocating or elevating structures out of floodplains;
- Securing shelves and water heaters to nearby walls;
- Having hurricane straps installed to more securely attach a structure's roof to its walls and foundation;
- Developing, adopting, and enforcing effective building codes and standards;
- Engineering roads and bridges to withstand earthquakes; and
- Using fire-retardant materials in new construction.

For more information, log on to the Federal Emergency Management Association's (FEMA) web site at <www.fema.gov>.

Washington DOT Outlines Disaster Survival Plan

Source: Washington Department of Transportation

The employee disaster survival plan developed by the Washington State Department of Transportation (DOT) is a voluntary program supported and sponsored by the department's management team. Its purpose is to provide for employee emergency care should a disaster affect the operations of the department. The strategy is complementary to the department's overall disaster plan, which defines how the department will continue to operate following a major disaster.

The plan is divided into the functional areas listed below. Regardless of the type of disaster, the functions remain the same, even though different actions are taken for different types of events.

- **Evacuation Team** - Assures employees are evacuated from the building in the safest and quickest means possible.
- **Traffic Control Team** - Affirms the safety of the employees after they evacuate the building, and members are responsible for the transportation of employees as needed.
- **Staging Team** - Coordinates the temporary facilities services, such as tents to provide shelter, medical services, feeding, sanitation, etc.
- **Building Evaluation Team** - Assesses the operational and safety of the department's buildings for occupancy.
- **Search and Rescue Team** - Responsible for light urban search and rescue operations and works with first responders to provide limited technical rescue support.
- **Medical Team** - Takes care of the injured and deceased.

The teams are first responsible for the integrity of the operations and the assurance of the department's operational capabilities. Once these needs are met, resources can be made available to support other organizations as required. These teams meet and practice skills and updates to policy and procedure on a regular basis. Once a year the department performs as an integral unit of the governor's "Sound Shake" exercise where all agencies have the opportunity to interact in a statewide earthquake drill.

Each April the department conducts a statewide exercise to test the plan and associated procedures. The success of these exercises enables the department to remain collectively prepared to safeguard life and property and to carry out its vital missions. The department counts on the competency and professionalism of its employees to remain prepared to cope with natural or manmade disasters.

For more information contact Ron Sisson, manager, Department of Transportation, at (360) 705-7888 or e-mail <rsisson@wsdot.wa.gov>.

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State Facilities Quarterly

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The objective of the State Facilities Quarterly newsletter is to provide a broad perspective on issues affecting all aspects of state facilities management. Your ideas and topic suggestions are welcome at all times and will be invaluable to other state facilities managers. Please send information about studies, new projects, legislation, etc. to:

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The National Association of State Facilities Administrators is an organization which brings together state officials involved in the planning, development, operations and maintenance of state facilities. The association was formed in 1987 to provide a forum for sharing information on effective facility administration, as well as for the sharing of problems and solutions with peers on a national level.

Any state is eligible for membership in NASFA. Annual dues entitles your state to select the individuals you want to be involved with the association. All facility administration personnel can access the information network, receive the newsletter and other mailings, and attend the association's annual meeting. Many states have elected to divide the membership fee among several departments interested in active membership.

If you are interested in obtaining more information about NASFA, contact NASFA Staff, The Council of State Governments, 2760 Research Park Drive, P.O. Box 11910, Lexington, KY 40578-1910, (606) 244-8181

Attention States!!

Share your good ideas with your colleagues in the winter issue of *State Facilities Quarterly*.

The deadline is January 21, 2000.

Contact Lisa Anderson at (606) 244-8179 or e-mail her at landerson@csg.org for more details.

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