

THESE PARAGRAPHS CONTAIN ADDITIONAL SECURITY REQUIREMENTS, AND, UNLESS INDICATED OTHERWISE, ARE TO BE PRICED AS PART OF THE **TENANT IMPROVEMENTS** WHERE THEY ARE IN CONFLICT WITH ANY OTHER REQUIREMENTS ON THIS LEASE, THE STRICTEST SHALL APPLY.

---

**DEFINITIONS:**

**CRITICAL AREAS AND SYSTEMS** - The areas that house systems that if damaged or compromised could have significant adverse consequences for the facility, operation of the facility, or mission of the agency or its occupants and visitors. Critical areas do not necessarily have to be within Government-controlled space (e.g., generators, air handlers, electrical feeds which could be located outside Government-controlled space).

**SENSITIVE AREAS** – Sensitive areas include patient care spaces, or any area that houses medical, mental, or other services that require patient privacy. Sensitive areas are primarily housed within Government-controlled space.

**SUPPORTING AND REFERENCED DOCUMENTS:**

The Interagency Security Committee Risk Management Process (RMP), 2016 Edition  
The Interagency Security Committee RMP Appendix A: Design-Basis Threat Report, 10<sup>th</sup> Edition  
The Interagency Security Committee RMP Appendix B: Countermeasures, 2<sup>nd</sup> Edition  
VA Physical Security Design Manual for Life Safety Protected Facilities (PSDM), 2015 Edition

**OVERVIEW**

The VA Physical Security Design Manual (PSDM) stipulates that any existing lease space less than 150,000 square feet must comply with the Interagency Security Committee requirements for risk management and countermeasure selection. For new lease construction, the PSDM for Life Safety Protected Facilities is to be used.

The requirements on this document are a blending of new construction and existing facility physical security countermeasures. These requirements were identified after a risk analysis of the proposed area, existing and emerging threats, and historical data. Countermeasures were adjusted based on probability of event versus potential cost for implementation.

---

## **SITES AND EXTERIOR OF THE BUILDING**

### **IDENTIFICATION AS FEDERAL FACILITY (SHELL)**

The lessor shall not post signage identifying a facility as a Federal facility unless necessary to achieve the mission of the tenants, or when the facility is readily identified or well-known as a government facility, as approved.

### **CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (SHELL)**

The Lessor shall separate from public access, restricted areas as designated by the Government, through the application of Crime Prevention Through Environmental Design (CPTED) principles by using trees, hedges, berms, or a combination of these or similar features, and by fences, walls, gates and other barriers, where feasible and acceptable to the Government.

### **LANDSCAPING REQUIREMENTS (SHELL)**

The Lessor shall maintain landscaping (trees, bushes, hedges, land contour, etc) around the facility. Landscaping shall be neatly trimmed in order to minimize the opportunity for concealment of individuals and packages/containers. Landscaping shall be maintained to prevent obstructing views of the security guards and CCTV cameras, or interfering with lighting or IDS.

**SITE LIGHTING: Existing Facility (SHELL)**

The Lessor shall install exterior lighting at entrances, exits, parking lots, garages, and walkways from parking areas to entrances which shall be illuminate to a minimum of \_5\_ lumens, at all times.

**SITE LIGHTING: New Construction**

The Lessor will provide site lighting in all locations designated in chapter 3.6.2 of the 2015 PSDM for Life Safety Protected Facilities. In addition, lighting will be installed to meet the luminance levels and other general requirements of chapter 3.6.1 of the PSDM for Life Safety Protected Facilities.

**VEHICLE SETBACK REQUIREMENTS: New Construction**

For new construction, the Lessor shall ensure that no vehicle can park or approach closer than 25 feet to any side of the facility in accordance with Chapter 3.1 of the VA Physical Security Design Manual for Life Safety Protected Facilities.

**PERIMETER FENCE: New Construction**

The Lessor shall ensure the site perimeter is enclosed with a perimeter barrier consisting of fences, walls, or a combination of these and gates as needed for access. The fences, gates, and walls shall meet the requirements of Chapter 3.2 of the VA PSDM for Life Safety Protected Facilities.

**VEHICLE ANTI-RAM BARRIERS: Existing Facility**

The Lessor shall ensure vehicle barriers are provided to protect pedestrian and staff entrances to the facility, critical utilities/areas and any other restricted area from penetration by a vehicle meeting the Design Basis Threat (DBT) provided by the 2016 Interagency Security Committee DBT Report. In addition, anti-ram barriers shall be installed to protect any portion of the facility wall exposed to a perpendicular vehicular roadway length equal to or greater than 200 feet on which a vehicle can achieve a high approach speed. Anti-Ram rated barriers can be natural or manmade.

**VEHICLE ANTI-RAM BARRIERS: New Construction**

The Lessor shall ensure vehicle barriers are installed in locations outlined in chapter 3.4 of the PSDM for Life Safety Protected Facilities. In addition, these barriers shall be constructed to meet the anti-ram resistance requirements of chapter 7.5 of the PSDM for Life Safety Protected Facilities.

**PARKING AND VEHICLE ACCESS: Existing Facility (SHELL)**

The Lessor shall ensure parking is designated and limited to employee vehicles, authorized visitor vehicles, approved government vehicles, and other authorized parkers. Signage shall be provided to assist with enforcement (reserved parking and towing of unauthorized vehicles). The Lessor shall ensure

all parking areas are free of concealment areas and monitored by closed-circuit television (CCTV) or video assessment and surveillance (VASS) system as directed by VA Police.

**PARKING AND VEHICLE ACCESS: New Construction**

The Lessor shall ensure parking and parking access meets all of the requirements of chapter 3.5 of the 2015 PSDM for Life Safety Protected Facilities.

**UNDERGROUND OR UNDER BUILDING PARKING: Existing Facility**

The Lessor shall ensure all vehicle access to underground/in-building parking is controlled all times through active screening or access control systems to allow only authorized staff or other vetted parties access for parking. No public parking access will be allowed under a Government space.

In addition, the Lessor must demonstrate to the Government that the building is structurally capable of withstanding a blast to the Design Basis Threat definition provided in the 10<sup>th</sup> Edition of the ISC Design Basis Threat Report.

**UNDERGROUND OR UNDER BUILDING PARKING: New Construction**

In accordance with the PSDM for Life Safety Facilities, the Lessor will ensure no parking structure, whether on- or offsite, and whether above or below grade, is constructed closer than 25 feet (7.6 m) of the facility. In addition, parking in or under a VA leased facility shall be restricted. No unscreened vehicles shall be permitted to be parked within or under any VA facility.

**SIGNAGE: SENSITIVE AREAS (If Applicable) (SHELL)**

The Lessor shall ensure no signs identify sensitive areas unless required by others standards/Codes.

**PROPER LOCATING OF HAZARDOUS MATERIAL (HAZMAT) STORAGE (If Applicable)**

The Lessor shall locate HAZMAT storage in a restricted area at least 50 feet away from loading docks, entrances, and uncontrolled parking.

**RECEPTICLE AND CONTAINER PLACEMENT (SHELL)**

The Lessor will ensure trash containers, mailboxes, vending machines, or other fixtures and features that could conceal devices are at least 25 feet away from building entrances.

**FACILITY ENTRANCES, LOBBY, COMMON AREAS, NON-PUBLIC, AND UTILITY AREAS**

If the leased Space is greater than 75% of the space in the Building (based upon ABOA measurement), the requirements of FACILITY ENTRANCES AND LOBBY Section below shall apply to the entrance of the Building. If the leased Space is less than or equal to 75% of the space in the Building (based upon ABOA measurement), then the requirements of FACILITY ENTRANCES AND LOBBY Section below shall apply to the entrance of the leased Space.

**PATIENT DROP-OFFS: New Construction**

The Lessor shall provide a patient drop off area that meets the requirements of chapter 4.2 of the PSDM for Life Safety Protected Facilities.

**SECURING CRITICAL AREAS (SHELL)**

The Lessor will secure areas designated as Critical Areas to restrict access:

- A. Keyed locks, keycards, or similar security measures shall strictly control access to mechanical areas. Additional controls for access to keys, keycards, and key codes shall be strictly maintained. The Lessor shall develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas.
- B. Roofs with HVAC systems shall also be secured. Fencing or other barriers may be required to restrict access from adjacent roofs based on a Government Building Security Assessment. Roof access shall be strictly controlled through keyed locks, keycards, or similar measures. Fire and life safety egress shall be carefully reviewed when restricting roof access.
- C. At a minimum, Lessor shall secure building common areas including sprinkler rooms, electrical closets, and telecommunications rooms.

**EMPLOYEE ACCESS CONTROL AT BUILDING ENTRANCES (SHELL)**

The Lessor shall provide key or electronic access control for all Government employees under this lease to the entrance of the building (Including after-hours access)

**POSTING OF REGULATORY SIGNAGE (SHELL)**

The Lessor will post necessary regulatory, statutory, and/or site specific signage.

**LIMIT ON ENTRY POINTS (SHELL)**

The Government may elect to limit the number of entry points to the Building or to the Government occupied Space to the fewest number practicable.

**VISITOR ACCESS CONTROL (SHELL)**

Entrances are open to the public during business hours. After hours, visitor entrances are secured, and have a means to verify the identity of persons requesting access prior to allowing entry into the Space.

**PUBLICALLY ACCESSIBLE RESTROOMS (SHELL)**

The Lessor will provide a means to control access to public restrooms if requested by the Government

**FORMAL KEY CONTROL PROGRAM (SHELL)**

The Government reserves the right to implement a formal key control program. The Lessor shall have a means of allowing the electronic disabling of lost or stolen access media, if electronic media is used.

## INTERIOR (GOVERNMENT SPACE)

### DESIGNATED ENTRANCES: (SHELL)

The Government shall have a designated Main Entrance.

### IDENTITY VERIFICATION (SHELL)

The Government reserves the right to verify the identity of persons requesting access to the Space prior to allowing entry

### ENTRANCE DOORS AND HARDWARE TO GOVERNMENT SPACE: Existing Facility (SHELL)

The Lessor will ensure doors leading into the Government space are equipped with non-removable hinges and meet the following specifications:

- Entrance Doors shall be capable of being remotely locked and unlocked from the reception desk or other designated position
- Locks will meet VA Police requirements
- Glass for entrance and egress doors shall have shatter-resistant material not less than 0.18 millimeters (7 mil) thick– Film composite strength and elongation rate measured at a strain rate not exceeding 50% per minute shall not be less than the following:
  - Yield Strength: 12,000 psi
  - Elongation at yield: 3%
  - Longitudinal Tensile strength: 22,000 psi
  - Traverse Tensile strength: 25,000 psi
  - Longitudinal Elongation at break: 90%
  - Traverse Elongation at break: 75%

### ENTRANCE DOORS AND HARDWARE: New Construction

In accordance with the PSDM for Life Safety Protected Facilities, the Lessor shall provide exterior doors in size, operation, and other characteristics in compliance with applicable regulatory requirements. Where doors are lockable, they shall comply with emergency egress requirements. Refer to Program Guide (PG-18-14) Room Finishes, Door, and Hardware Schedule, and Appendix A, Security Door Openings, for additional requirements.

- Glass for entrance and egress doors shall have shatter-resistant material not less than 0.18 millimeters (7 mil) thick– Film composite strength and elongation rate measured at a strain rate not exceeding 50% per minute shall not be less than the following:
  - Yield Strength: 12,000 psi
  - Elongation at yield: 3%
  - Longitudinal Tensile strength: 22,000 psi
  - Traverse Tensile strength: 25,000 psi
  - Longitudinal Elongation at break: 90%
  - Traverse Elongation at break: 75%

- Entrance doors shall be capable of being remotely locked and unlocked from the reception desk in the main lobby, the security control center (SCC), or other designated position.
- Public entrance doors may be manually or power operated and may be swinging doors, horizontal sliding doors (power operated only), or revolving doors.
- Staff entrance doors shall prevent unauthorized access.
- Residential facilities requiring 24-hour access shall be provided with electronic or mechanical locks on exterior doors as well as visual monitoring and voice communication with connection to information desk or security office.
- Staff entrance door hardware shall include either mechanical or electronic locks.
- Means of egress doors that do not also function as entrances shall

**PUBLIC ENTRANCES AND LOBBIES: New Construction**

The Lessor shall provide a public entrance and lobby that meets all of the requirements outlined in chapter 4.1 of the PSDM for Life Safety Protected Facilities.

**SCREENING VESTIBULE: New Construction**

The Lessor will provide sufficient space and provide that space with power, telecommunications, and data connection for the installation of access control and screening equipment if the need arises, in accordance with chapter 4.1.2 of the PSDM for Life Safety Facilities.

**EMPLOYEE ENTRANCES**

The Lessor shall ensure staff entrances are located independently of main entrance lobbies and be convenient to staff parking. Employee entrances shall be equipped with access control, visual monitoring devices, and intrusion detection system that meet VA Police specifications.

**LOBBY AND ENTRANCE POSITIVE PRESSURE**

The Lessor shall provide positive pressure in lobbies and entrance areas.

**SECURING NON-PUBLIC/PROVIDER AREAS**

The Lessor will create a protected partition between the leased space lobby and the non-public provider area in order to require visitors to be sponsored by a tenant and either approved for unescorted access or escorted at all times. The doors leading to the non-public area will meet the same specifications as the perimeter. The doors will have electronic locks to allow escorted visitors into the non-public space.

**FUNCTIONAL AREAS: New Construction**

If any of the following functional areas are to be constructed within the facility, the Lessor shall utilize the PSDM for Mission Critical Facilities for construction requirements.

- 5.1 Agent Cashier
- 5.2 Cache
- 5.3 Childcare/Development Center
- 5.4 Main Computer Room

- 5.5 Emergency Department
- 5.6 Emergency and/or Standby Generator Room
- 5.7 Energy Center/Boiler Plant
- 5.8 Fire Command Center
- 5.9 Incident Command Center
- 5.10 Loading Dock and Service Entrances
- 5.11 Mailroom
- 5.12 Pharmacy
- 5.13 Police Operations Room and Holding Room
- 5.14 Records Storage and Archives
- 5.15 Research Laboratory and Vivarium
- 5.16 Security Control Center

### **BUILDING ENVELOPE: New Construction Only**

The Lessor shall ensure new construction meets the building envelope requirements of chapter 6 in the PSDM for Life Safety Protected Facilities.

## **STRUCTURAL SYSTEM**

### **BLAST RESISTANCE: New Construction**

The Lessor shall construct the facility to meet all requirements of chapter 7.1 of the PSDM for Life Safety Protected Facilities.

### **BLAST RESISTANCE-WINDOWS: Existing Facility**

At a minimum, the Lessor shall install acceptable fragment retention film, or preferred glazing systems to reduce the glass fragmentation hazard.

### **BLAST RESISTANCE – FAÇADE: Existing Facility**

The Lessor will demonstrate facility was constructed with materials which have inherent ductility and which are better able to respond to load reversals (e.g., cast in place reinforced concrete column construction).

### **PROGRESSIVE COLLAPSE: New Construction: Three Stories or Higher**

The Lessor will provide a structure that meets the requirements of chapter 7.2 of the PSDM for Life Safety Protected Facilities.

### **PROGRESSIVE COLLAPSE: Existing Facility Three Stories and Higher**

For buildings over three stories, the Lessor will show the building is constructed of materials which have inherent ductility and which are better able to respond to load reversals (e.g., cast in place reinforced concrete and steel construction).

**COLUMN PROTECTION: New Construction**

The Lessor shall ensure columns are protected in accordance with chapter 7.3 of the PSDM for Life Safety Protected Facilities.

**WALL PROTECTION: New Construction**

The Lessor shall ensure walls are protected in accordance with chapter 7.4 of the PSDM for Life Safety Protected Facilities.

**BLAST RESISTANCE – UNDER BUILDING PARKING: Existing Only**

Under building parking is highly discouraged. However, if under building parking is required; the Lessor will provide proof that the building was constructed with architectural or structural features that deny contact with exposed primary vertical load members with a minimum standoff of at least 150 mm from these members. In addition, the Lessor will ensure access to under building parking is limited with the Lessors guarantee that all parking under the structure will be controlled through active screening or another access control method to ensure only authorized, vetted personnel may park under the building. No public parking access will be allowed.

**LOCK GROUND FLOOR WINDOWS (SHELL)**

The Lessor shall lock all ground floor windows with L-brackets using security screws, or equivalent measure, acceptable to the Government.

**INOPERABLE GROUND FLOOR WINDOWS: New Construction (SHELL)**

**PREVENT VISUAL OBSERVATION INTO “SENSITIVE AREAS”**

The Lessor shall provide blinds, curtains, or other window treatments in “sensitive areas” that can be employed to prevent visual observation of that area that is acceptable by the Government.

**BUILDING SYSTEMS**

**BUILDING SYSTEMS: New Construction**

The Lessor shall follow the criteria set forth in Chapter 9 of the PSDM for Life Safety Protected Facilities.

**SECURE NON-WINDOW OPENINGS (SHELL)**

The Lessor shall secure all non-window openings, such as, mechanical vents, utility entries, and exposed plenums to prevent unauthorized entry.

**SECURING AIR INTAKE GRILLES: Existing Facility (SHELL)**

The Lessor shall ensure all air intakes are located so that they are protected from external sources of contamination by locating them away from publicly accessible areas, minimizing obstructions near the intakes that might conceal a device, and using intrusion alarm sensors to monitor the intake areas.

- Locate all outdoor air intakes a minimum of 50 feet (15 m) from areas where vehicles may be stopped with their engines running.
- Locate all outdoor air intakes a minimum of 30 feet (9 m) above finish grade or on roof away from the roof line.

**HVAC CONTROL: Existing Facility**

The Lessor will install an emergency shut-off and exhaust system for air handlers. Control movement of elevators and close applicable doors and dampers to seal building.

**EMERGENCY GENERATOR PROTECTION**

The Lessor will ensure any generator is secured against unauthorized access and located with the fuel tank at least 25 feet away from loading docks, entrances, parking, or implement standoff, hardening and venting methods to protect utilities.

**SECURING ON-SITE PUBLICLY-ACCESSIBLE UTILITIES**

The Lessor shall secure the water supply handles, control mechanisms and service connections at on-site publicly-accessible locations with locks and anti-tamper devices acceptable to the Government.

**SECURITY SYSTEMS**

**Security Systems: New Construction**

The Lessor shall ensure security systems and communication/public address systems are selected and installed in accordance with chapter 10 of the PSDM and with consent of the VA Police.

**SECURITY SYSTEMS: Existing Facility**

The following requirements are for existing facilities.

**CLOSED CIRCUIT TELEVISION SYSTEM (CCTV) VIDEO ASSESSMENT & SURVEILLANCE SYSTEM (VASS)**

ACTION REQUIRED: LEASING SPECIALIST MUST CHOOSE 1 OF THE 2 FOLLOWING PARAGRAPHS (LESSOR PROVIDED OR GOVERNMENT PROVIDED) AND DELETE THE OTHER PARAGRAPH.

**LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE OF CCTV/VASS - LEVEL III**

The Lessor will design, install, and maintain a CCTV/VASS coverage capability for screening checkpoints, pedestrian and vehicle entrances, exits, loading docks, and lobbies. The systems will record CCTV views using time-lapse video recording and digital image storage. This Closed Circuit Television (CCTV) system shall provide the Government with unobstructed coverage pedestrian entrances and exits. The Lessor shall permit twenty-four hour CCTV coverage and recording, provided and operated by the Government. The Government will centrally monitor the CCTV surveillance. The Lessor will post signage advising of CCTV surveillance when required.

**GOVERNMENT PROVIDED PRODUCT, INSTALLATION, AND MAINTENANCE OF CCTV/VASS**

The Government shall provide and install an entry control system with time lapse video recording that will allow Government employees to view and communicate remotely with visitors before allowing access. This Closed Circuit Television (CCTV) system shall provide the Government with unobstructed coverage for screening checkpoints, pedestrian and vehicle entrances, exits, loading docks, and lobbies. The Lessor shall permit twenty-four hour CCTV coverage and recording, provided and operated by the Government. The Government will centrally monitor the CCTV surveillance. Government specifications are available from the Contracting Officer. The Lessor shall post necessary regulatory, statutory, and/or site specific signage as determined by the Government. The Lessor, at the notice to proceed stage of the procurement, shall advise the Government of the appropriate time to install the equipment during the construction of the Space and shall facilitate the installation, including access to electrical panels and other areas of the building, as necessary.

**INTRUSION DETECTION SYSTEM (IDS)**

ACTION REQUIRED: LEASING SPECIALIST MUST CHOOSE 1 OF THE 2 FOLLOWING PARAGRAPHS AND DELETE THE OTHER PARAGRAPH.

**LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE OF IDS - LEVEL III**

The Lessor shall design, install, and maintain IDS covering the perimeter entry/exit doors, and all ground-floor windows. This system will be monitor at a central station (onsite or offsite) with notification to law enforcement or security responders. This IDS will be monitored in accordance with VA Police requirements. The Lessor will allow any applicable access to the building for installation, testing, and maintenance.

**GOVERNMENT PROVIDED SCOPE, PRODUCT, INSTALLATION, AND MAINTENANCE**

The Lessor shall permit the installation of an IDS system to be provided and operated by the Government.

**DURESS ALARM**

ACTION REQUIRED: LEASING SPECIALIST MUST CHOOSE 1 OF THE 2 FOLLOWING PARAGRAPHS (LESSOR PROVIDED OR GOVERNMENT PROVIDED) AND DELETE THE OTHER PARAGRAPH.

**LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE OF DURESS - LEVEL III**

The Lessor shall design, install, and maintain a duress alarm system as described. THE GOVERNMENT SHALL PROVIDE A SCOPE OF WORK FOR A DURESS ALARM SYSTEM. (LCO SHOULD ADD SPECIFIC SCOPE HERE)

**GOVERNMENT PROVIDED SCOPE, PRODUCT, INSTALLATION, AND MAINTENANCE**

The Lessor shall permit the installation of a duress alarm system to be provided and operated by the Government.

### **BUILDING COMMUNICATION SYSTEM OR OVERHEAD PAGING SYSTEM**

ACTION REQUIRED: LEASING SPECIALIST MUST CHOOSE 1 OF THE 2 FOLLOWING PARAGRAPHS (LESSOR PROVIDED OR GOVERNMENT PROVIDED) AND DELETE THE OTHER PARAGRAPH.

#### **LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE OF BUILDING COMMUNICATION**

The Lessor shall design, install, and maintain a communication/Nurse Call System. The Nurse Call System shall be installed per the Federal Guidelines Institute (FGI), For the Design and Construction of Hospitals and Outpatient Facilities, latest edition. THE GOVERNMENT SHALL PROVIDE A SCOPE OF WORK FOR A DURESS ALARM SYSTEM. (LCO SHOULD ADD SPECIFIC SCOPE HERE)

#### **GOVERNMENT PROVIDED SCOPE, PRODUCT, INSTALLATION, AND MAINTENANCE**

The Lessor shall permit the installation of a communication/paging system that is capable of reaching every room, hallway, and common areas in the government space.

### **PHYSICAL ACCESS CONTROL SYSTEM (PACS)**

ACTION REQUIRED: LEASING SPECIALIST MUST CHOOSE 1 OF THE 2 FOLLOWING PARAGRAPHS (LESSOR PROVIDED OR GOVERNMENT PROVIDED) AND DELETE THE OTHER PARAGRAPH.

#### **LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE OF PACS**

The Lessor shall design, install, and maintain a PACS in accordance with the VHA Physical Design Manual for Life Safety Protected Facilities, 2015: Section 10.2, Page 50 -51. THE GOVERNMENT SHALL PROVIDE A SCOPE OF WORK FOR A DURESS ALARM SYSTEM. (LCO SHOULD ADD SPECIFIC SCOPE HERE)

#### **GOVERNMENT PROVIDED SCOPE, PRODUCT, INSTALLATION, AND MAINTENANCE**

The Lessor shall permit the installation of a PACS in accordance with the VHA Physical Design Manual for Life Safety Protected Facilities, 2015: Section 10.2, Page 50 -51.

### **POWER FOR SECURITY SYSTEMS**

The Lessor shall provide uninterruptible emergency power to essential electronic security systems for a minimum of four hours.

### **SECURITY SYSTEM MAINTENANCE**

The Lessor will allow access to allow maintenance and repair for all security systems that become inoperable to ensure replacement or repairs within five business days.

## **OPERATIONS AND ADMINISTRATION**

#### **DESIGNATED OFFICIAL**

The Lessor shall identify the Designated Official who is responsible for the security, safety, and emergency management of the facility.

**ACCESS TO BUILDING INFORMATION (SHELL)**

Building Information-including mechanical, electrical, vertical transport, fire and life safety, security system plans and schematics, computer automation systems, and emergency operations procedures- shall be strictly controlled. Such information shall be released to authorized personnel only, approved by the Government, by the development of an access list and controlled copy numbering. The Contracting Officer may direct that the names and locations of -Government tenants not be disclosed in any publicly accessed document or record. If that is the case, the Government may request that such information not be posted in the building directory.

**OCCUPANT EMERGENCY PLANS (SHELL)**

The Lessor is required to cooperate, participate and comply with the development and implementation of the Government's Occupant Emergency Plan (OEP) and if necessary, a supplemental Shelter-in Place (SIP) Plan. Periodically, the Government may request that the Lessor assist in reviewing and revising its OEP and SIP. The Plan, among other things, must include an annual emergency evacuation drill, emergency notification procedures of the Lessor's building engineer or manager, building security, local emergency personnel, and Government agency personnel.