

§ 102-74.200

§ 102-74.200 What information are Federal agencies required to report to the Department of Energy (DOE)?

Federal agencies, upon approval of GSA, must report to the DOE the energy consumption in buildings, facilities, vehicles, and equipment within 45 calendar days after the end of each quarter as specified in the DOE Federal Energy Usage Report DOE F 6200.2 Instructions.

RIDESHARING

§ 102-74.205 What Federal facility ridesharing policy must executive agencies follow?

In accordance with Executive Order 12191, "Federal Facility Ridesharing Program" (3 CFR, 1980 Comp., p. 138), executive agencies must actively promote the use of ridesharing (carpools, vanpools, privately-leased buses, public transportation, and other multi-occupancy modes of travel) by personnel working at Federal facilities to conserve energy, reduce congestion, improve air quality, and provide an economical way for Federal employees to commute to work.

§ 102-74.210 What steps must executive agencies take to promote ridesharing at Federal facilities?

To promote ridesharing at Federal facilities, agencies must:

- (a) Establish an annual ridesharing goal for each facility;
- (b) Report to the Administrator of General Services by June 1 of each year the goals established, the means developed to achieve those goals and the progress achieved; and
- (c) Cooperate with State and local ridesharing agencies where such agencies exist.

§ 102-74.215 What specific ridesharing information must executive agencies report to the Administrator of General Services?

The head of each agency must submit to GSA by June 1 of each year a report that includes:

- (a) The name, address, title, and telephone number of the agencywide Employee Transportation Coordinator (ETC);

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(b) A narrative on actions taken and barriers encountered in promoting ridesharing within the agency;

(c) Information on any noticeable facility achievements; and

(d) A copy of instructions issued to the agency's facility ETC's for implementing the Federal Facility Ridesharing Program.

§ 102-74.220 Where should executive agencies send their Federal Facility Ridesharing Reports?

Agencies must send their Federal Facility Ridesharing Reports to the Office of Real Property (MP), General Services Administration, 1800 F Street, NW., Washington, DC 20405.

§ 102-74.225 Are there any exceptions to these ridesharing reporting requirements?

Yes, facilities with less than 100 full-time employees or less than 100 full-time employees on the largest shift are not required to submit an annual report. Agencies must not subdivide buildings, groups of buildings or work-sites for the purpose of meeting the exception standards.

OCCUPANT EMERGENCY PROGRAM

§ 102-74.230 Who is responsible for establishing an occupant emergency program?

The Designated Official (as defined in § 102-71.20 of this chapter) is responsible for developing, implementing and maintaining an Occupant Emergency Plan (as defined in § 102-71.20 of this chapter). The Designated Official's responsibilities include establishing, staffing and training an Occupant Emergency Organization with agency employees. Federal agencies, upon approval from GSA, must assist in the establishment and maintenance of such plans and organizations.

§ 102-74.235 Are occupant agencies required to cooperate with the Designated Official in the implementation of the emergency plans and the staffing of the emergency organization?

Yes, all occupant agencies of a facility must fully cooperate with the Designated Official in the implementation

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of the emergency plans and the staffing of the emergency organization.

§ 102-74.240 What are Federal agencies' occupant emergency responsibilities?

Federal agencies, upon approval from GSA, must:

- (a) Provide emergency program policy guidance;
- (b) Review plans and organizations annually;
- (c) Assist in training of personnel;
- (d) Otherwise ensure proper administration of Occupant Emergency Programs (as defined in §102-71.20 of this chapter);
- (e) Solicit the assistance of the lessor in the establishment and implementation of plans in leased space; and
- (f) Assist the Occupant Emergency Organization (as defined in §102-71.20 of this chapter) by providing technical personnel qualified in the operation of utility systems and protective equipment.

§ 102-74.245 Who makes the decision to activate the Occupant Emergency Organization?

The decision to activate the Occupant Emergency Organization must be made by the Designated Official, or by the designated alternate official. After normal duty hours, the senior Federal official present must represent the Designated Official or his/her alternates and must initiate action to cope with emergencies in accordance with the plans.

§ 102-74.250 What information must the Designated Official use to make a decision to activate the Occupant Emergency Organization?

The Designated Official must make a decision to activate the Occupant Emergency Organization based upon the best available information, including:

- (a) An understanding of local tensions;
- (b) The sensitivity of target agency(ies);
- (c) Previous experience with similar situations;
- (d) Advice from the Federal agency building's manager;
- (e) Advice from the appropriate Federal law enforcement official; and

(f) Advice from Federal, State, and local law enforcement agencies.

§ 102-74.255 How must occupant evacuation or relocation be accomplished when there is immediate danger to persons or property, such as fire, explosion or the discovery of an explosive device (not including a bomb threat)?

The Designated Official must initiate action to evacuate or relocate occupants in accordance with the plan by sounding the fire alarm system or by other appropriate means when there is immediate danger to persons or property, such as fire, explosion or the discovery of an explosive device (not including a bomb threat).

§ 102-74.260 What action must the Designated Official initiate when there is advance notice of an emergency?

The Designated Official must initiate appropriate action according to the plan when there is advance notice of an emergency.

PARKING FACILITIES

§ 102-74.265 Who must provide for the regulation and policing of parking facilities?

Federal agencies, upon approval from GSA, must provide for any necessary regulation and policing of parking facilities, which may include:

- (a) The issuance of traffic rules and regulations;
- (b) The installation of signs and markings for traffic control. (Signs and markings must conform with the Manual on Uniform Traffic Control Devices published by the Department of Transportation);
- (c) The issuance of citations for parking violations; and
- (d) The immobilization or removal of illegally parked vehicles.

§ 102-74.270 Are vehicles required to display parking permits in parking facilities?

When the use of parking space is controlled as in § 102-74.265, all privately-owned vehicles other than those authorized to use designated visitor or service areas must display a parking permit. This requirement may be waived in parking facilities where the