

Post Orders *Post Assignment Record*

POST INFORMATION							
Post #	Type of Post	Post Area	Post Hours and Days				
			Open		Close		Days

Authorized By	Signature	Date

PART I. GENERAL FACILITY INFORMATION			
Building #	Facility Name	Complete Address	
	NAME OF BUILDING, IF APPLICABLE, OR AGENCY	Street	PHYSICAL LOCATION OF BUILDING (NO P.O. BOX)
		City, State	
Facility Security Level	Type of Jurisdiction	Field Office	
		LOCATION OF THE AREA OFFICE	

Tenant Agencies in Facility	Location and Other Information
NAMES OF AGENCIES IN THE FACILITY	WHERE ARE THEY LOCATED, 1 ST FLOOR

Total # Floors	HOW MANY?	# Floors Occupied by State Agencies	HOW MANY?
Total # Employees	CIVILIAN AND STATE	Total # State Employees	NUMBER OF STATE
Total Square Feet	ENTIRE LOCATION	Total State Occupied Square Feet	OCCUPIED BY STATE
Av. # Daily Visitors	HOW MANY VISITORS?	Total Civilian Occupied Square Feet	

For Official Use Only

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PART II. GENERAL DUTIES AND RESPONSIBILITIES

FPO on duty will:

Recording Arrival/Start of Duty Tour

FPOs will record:

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PART II. GENERAL DUTIES AND RESPONSIBILITIES

Opening the Post

Post Area
<p>The Post Area is defined as [Facility-wide][Immediate Lobby Area][other]. DEFINE THE POST AREA; FACILITY WIDE WOULD BE PATROL AND RESPONSE; IMMEDIATE LOBBY AREA WOULD BE A POST WHERE THE FPO DOES NOT CONDUCT PATROL AND RESPONSE DUTIES. EXAMPLE: The Post Area is defined as Facility Wide. (Patrol and Response Post)</p>

Communications
<p>[Insert Post telephone number: TELEPHONE NUMBER OF DESK PHONE OR FPO CELL PHONE THAT IS ASSIGNED TO THIS LOCATION][Insert contact info for primary LEO response: MANAGER ASSIGNED TO THE FACILITY][Insert types of communications used at this post. If radio communications, insert frequencies, call signs, procedures, types, etc. If telephone/cellular phone, insert procedures and authorized users, contact lists for local law enforcement, COTR, Supervisor, Building Manager, Property Manager, ATR, etc.]</p> <p>EXAMPLE:</p> <p>[Post Telephone # (919) 599-1099][Primary Law Enforcement Contact is: Sergeant George Morris (404) 519-9948] [COTR is Sergeant Mary Jones, (404-519-9999] FPO shall inspect any issued communications device and ensure that it is in proper working order. The Contractor is responsible for providing communications devices, such as cellular phones for this location.</p> <p>Tennessee Highway Patrol Dispatch: (615) 743-7411 Metro Police Department: Danny Ross, (615) 893-5555 Facility Manager: Kenny Davis, (404) 893-5556</p>

<p>Facility telephones are for official use only:</p> <ul style="list-style-type: none"> The FPO will comply with phone usage policy of the facility. The FPO shall not divulge personal information about facility employees without authorization. The FPO shall not accept collect calls. Facility telephones are for official use only. The FPO will answer the telephone in a professional manner. Introduce yourself, state your locations, and ask how you may assist the person. <p>Transfer the caller to the appropriate person customer service representative. Do not answer any agency questions.</p>
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Reporting Methods/Procedures

Physical Security & Law and Order

Rules and Regulations

FPO Service Animal Guidance

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PART II. GENERAL DUTIES AND RESPONSIBILITIES

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FPO Gender-Specific Facilities

Recording Departure/End of Duty Tour

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Closing Post
<p>[Enter post closure procedures. Enter N/A if post operations are on a 24-hour schedule.] WHAT DOES THE FPO DO IN ORDER TO CLOSE POST? LOCK THE FRONT ENTRANCE, SET THE ALARM.</p>

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PART III. EMERGENCY PROCEDURES

OCCUPANT EMERGENCY PLAN

ACTIVE SHOOTER
Notification Procedures
Actions Required

EMERGENCY AND EVENT RESPONSE
Notification Procedures
DURING AN EMERGENCY AND/OR EVENT RESPONSE, WHO IS NOTIFIED?
Actions Required

CIVIL DISTURBANCES
Notification Procedures
Actions Required

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PART III. EMERGENCY PROCEDURES

ELEVATOR MALFUNCTION
Notification Procedures
Actions Required

EXPLOSION OR FIRE
Notification Procedures
Actions Required

HAZMAT INCIDENT
Notification Procedures
Actions Required

MEDICAL EMERGENCY
Notification Procedures
Actions Required

MISSING CHILD
Notification Procedures
Actions Required

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PART III. EMERGENCY PROCEDURES							

NATURAL HAZARD OR EVENT
Notification Procedures
Actions Required

POWER, WATER, NATURAL GAS DISTURBANCE
Notification Procedures
Actions Required

UNATTENDED/SUSPICIOUS PACKAGE
Notification Procedures
Actions Required

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PART III. EMERGENCY PROCEDURES							

BOMB THREAT
Notification Procedures
Actions Required

WORKPLACE VIOLENCE
Notification Procedures
Actions Required

EVACUATION
Notification Procedures
Actions Required

SHELTER-IN-PLACE
Notification Procedures
Actions Required