



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

JUL 22 2005

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

From: LINDA M. SPRINGER
DIRECTOR

A handwritten signature in black ink, appearing to be "LMS", written over the printed name of Linda M. Springer.

Subject: Update on Security of Federal Workplaces Survey Results

Thank you for your response to the Office of Personnel Management's survey of security measures in place at Federal workplaces. We remain committed to helping agencies prepare for emergencies so that we can protect Federal employees and ensure the continuity of critical Government operations.

I am very pleased by the results of the survey. Each year we see a significant increase in agencies' emergency planning efforts. This year, a total of 85 responses were received. The 85 included all 15 cabinet level departments as well as 8 additional agencies that participate in the President's Management Council (PMC). This total includes an increase of 16 responses over last year's total of 69 responses.

Listed below are some of the highlights from the 2005 survey responses:

- Over 95 percent of all agencies and 100 percent of PMC agencies conducted evacuation drills in the past year;
- Sixty percent of all agencies and over 70 percent of PMC agencies have conducted shelter-in-place drills in the past year;
- Almost 95 percent of agencies have tested fire safety and public address systems;
- Almost 90 percent of agencies distributed emergency guides to employees;
- Over 75 percent of agencies met with employees to discuss risks and contingency plans;
- Roughly 90 percent of agencies sought employee input on improving emergency plans and procedures, and over 95 percent of agencies contact all employees when emergency plans or procedures change.

The survey results also show more Federal agencies utilizing telework arrangements:

- More than 60 percent of agencies utilize telework arrangements as an emergency preparedness tool;

- In addition to telework options, nearly 60 percent of agencies have arranged to transfer work to other agency locations. Also, more than 65 percent have made arrangements to conduct emergency operations using the space of other agencies. Finally, over 75 percent of agencies have plans to notify customers/clients of temporary alternative arrangements.

Please encourage your staff to continue to work closely with employees on security measures within your agency. We must all work diligently to protect our employees and prepare for the continuity of operations in the event of an emergency.

Results of the survey can be found at <http://www.opm.gov/emergency/EPSSurvey2005>

cc: Chief Human Capital Officers (CHCOs)