

REGULATORY BRANCH MEMORANDUM 2004-05

SUBJECT: Employee Personal Safety and Security

1. Purpose. To provide guidance on personal safety and security during field work.
2. Applicability. This applies to all Regulatory personnel in Sacramento District.
3. Guidance. Regulatory personnel must use maximum care and vigilance when traveling and conducting daily business at field locations. Your safety is far more important than any field work that you perform. Accordingly, you must implement the following procedures to provide maximum safety and security in field operations. The Section Chiefs are responsible for ensuring that these procedures are followed.
 - a. Inform your Section Chief and Office Chief of your travel plans, including a basic itinerary for TDY. Your TDY itinerary must include expected meeting locations, participants, arrival and departure times, and information on hotel accommodations. Itinerary information must be posted on your Outlook Calendar under an appointment.
 - b. If your itinerary calls for remaining in the field beyond normal working hours, contact your Section Chief by telephone prior to 4:00 pm each day to acknowledge your current schedule and to receive possible additional assignments. Call more often in unusual situations.
 - c. Do not confront or engage in discussions with abusive or threatening people. If individuals or groups become verbally abusive, make threats of bodily harm, or display other threatening behavior, you must excuse yourself and leave the area immediately. Immediately report any verbal abuse or threats to your Section Chief.
 - d. Do not trespass on private property. Obtain the landowner's permission to enter private property. If a private property owner directs you to leave his/her property, vacate the premises immediately.

e. Be cognizant of your surroundings and alert to anything that may appear unusual. Do not touch or handle strange or unusual objects. Report them to local authorities and your Section Chief.

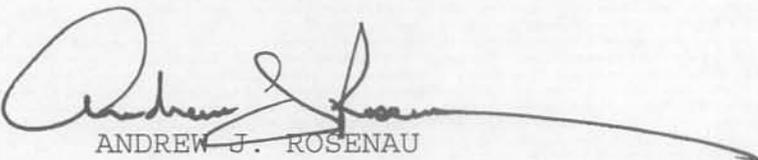
f. Avoid areas and situations of known or potential hostility and/or hazards. If such areas cannot be avoided, take extra precautions, analyze the hazards, and use alternative methods or routes. Discuss the situation with your Office or Section Chief. Consider traveling in pairs or with other agency representatives. As appropriate, coordinate your travel with local law enforcement or a State or Federal agency having jurisdiction in the area, such as the State Fish and Game or U.S. Forest Service.

g. Take a cellular telephone on trips of long duration or to remote areas. Before departing, ensure that the equipment is operating properly. Do not rely on cellular telephones in remote locations for your safety since coverage cannot be guaranteed.

h. Ensure vehicles are operating properly. Make sure the spare tire is properly inflated and tire chains are present, if traveling in snow. Practice defensive driving techniques, comply with safety rules regarding length of time on duty and operating a motor vehicle, and obey speed limits. Do not drive after consuming alcohol or taking drugs (consult your pharmacist about the use of certain prescription drugs).

i. Carry items for personal safety and protection such as drinking water, insect repellent, sun screen, and a hat.

4. At all times, be aware, use discretion, and apply common sense for your personal safety and security.



ANDREW J. ROSENAU
Chief, Regulatory Branch