

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

**CHANGE TRANSMITTAL SHEET**

- DIRECTIVE  
 REVISION  
 AMENDMENT  
 OTHER

THE USE OF THE FSIS SITUATION ROOM

1300.5  
Amendment 1

11/20/06

**I. PRINCIPAL CHANGE**

This amendment transmits revised pages 1, 2, and 3 to update abbreviation terminology from Continuity Operations Plan (COOP) to Emergency Management Committee (EMC).

**II. CANCELLATION**

This change transmittal is cancelled when contents have been incorporated into FSIS Directive 1300.5.

*for Karen A Messmore*  
Assistant Administrator  
Office of Management

**FILING INSTRUCTIONS**

**Remove Old Pages**

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# FSIS DIRECTIVE

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1300.5  
AMENDMENT 1

11/20/06

## THE USE OF THE FSIS SITUATION ROOM

### I. PURPOSE

This directive establishes policy and responsibilities for use of the FSIS Situation Room currently located in Room 1160-South Building.

### II. (RESERVED)

### III. (RESERVED)

### IV. REFERENCES

DM3510-000, USDA Information Technology (IT) Restricted Space  
DM3510-001, Physical Security Standards for Information Technology (IT) Restricted Space (08/19/04)

### V. ABBREVIATIONS

The following appear in their shortened form in this directive:

ASD	Administrative Services Division
DVD	Digital Video Disk
E-Mail	Electronic Mail
EMC	Emergency Management Committee
IT	Information Technology
OCIO	Office of Chief Information Officer
SMS	Space Management Section, ASD
VCR	Video Cassette Recorder
VGA	Video Graphics Adapter

### VI. POLICY

A. The primary use of the FSIS Situation Room is for video and audio conferences or meetings.

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B. EMC members have priority access to the Situation Room. The Situation Room is available to EMC members 24-hours a day, 365 days a year.

C. Other employees may reserve the room on a first come, first serve basis when EMC is not using the room. Contact SMS at (301) 504-3998 for reservations.

D. Food and beverages are prohibited.

E. The maximum capacity for attendees is 20.

## VII. **RESPONSIBILITIES**

### A. **ASD.**

1. Reserves the right to reschedule meetings planned in the FSIS Situation Room when a higher priority occurs.

2. Provides security and facility management of the room and equipment.

3. Maintains the meeting and conference schedule.

4. Schedules bimonthly cleaning.

### B. **OCIO.**

1. Ensures computer security and maintains IT equipment.

2. Provides training to program personnel on the use of the Situation Room equipment. The training session provides instructions on operating the following:

a. Video and audio call.

b. PowerPoint presentation.

c. DVD and VCR.

3. Provides technical assistance for malfunctioning electronic equipment. Telephone OCIO's Microsupport Helpdesk on (202) 720-4016.

### C. **Program Areas.**

1. Ensures that the room remains neat, and that furnishings and equipment are not abused.

2. Obtain and return the key to SMS.

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## FSIS DIRECTIVE

1300.5

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### VIII. AVAILABILITY

The FSIS Situation Room is available 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. The FSIS Situation Room is locked when not in use. The key is available from SMS, Room 2168-South Building. Return the key immediately after the meeting or conference is over. The FSIS Situation Room telephone number is (202) 205-3763.

A. Non-EMC employees may reserve the Situation Room no more than 2 months before the planned event. Contact SMS or review the calendar in the Outlook Public Folder or check the intranet web site.

B. Employees planning a video or audio conference have priority over employees who do not require the video or audio equipment.

C. Contact SMS as soon as possible to cancel or reschedule the room.

D. The FSIS Situation Room has the following equipment:

1. Two plasma screens with DVD and VCR. Access to all cable television channels offered through the Agency's cable service.

2. Three VGA connections, which allow individuals to display PowerPoint presentations and other programs (Internet) on the two plasma screens.

3. Telephones with voicemail capacity. Contact the Microsupport Helpdesk for the security code.

4. Computers with Internet and e-mail capabilities.

5. Eight microphones with individual controls for audio conferencing.

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for *Faren A Messmore*  
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