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IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF TENNESSEE  
EASTERN DIVISIONRobert R. Di Troilo  
CLERK, U.S. DIST. CT.  
W. D. OF TN. JACKSONAdministrative Order No. 2004-11ORDER ESTABLISHING COMMITTEE FOR DEVELOPMENT  
OF OCCUPANT EMERGENCY PROGRAMS

The U.S. General Services Administration is the agency responsible for insuring the safety and security of people while they are on federal property. The Federal Management Regulations specifically require the General Services Administration to assist federal agencies that occupy federal facilities in establishing and maintaining an occupancy emergency program. An occupancy emergency program is a short-term emergency response program that establishes procedures for safeguarding lives and property during emergencies in federal facilities. In order to assist the General Services Administration in meeting the requirements for an occupancy emergency program, the following are hereby appointed to develop an occupancy emergency plan:

1. Designated Official – Rugena Bivins
2. Alternate Designated Official – Sonya Pettigrew
3. Occupant Emergency Coordinator – Sonya Pettigrew
4. A building security committee will consist of:
  - a. Rugena Bivins as representative of the bankruptcy court.
  - b. Sonya Pettigrew as representative of the district court.

c. Mickey Sadler as representative of the court security officers.

d. Marshal David Jolley or his designated representative as the representative of the United States Marshal's Service.

e. Tina DuPree as representative of the Federal Protective Service.

The building security committee will develop procedures to protect life and property in the United States Courthouse for the Western District of Tennessee, Eastern Division, under certain emergency conditions. The committee will oversee the formation of an occupant emergency organization, consisting of employees designated to undertake certain responsibilities and perform the specific tasks assigned to them in the occupant emergency plan.

The clerk will provide a copy of this order to each person appointed herein.

IT IS SO ORDERED.

James D. Todd  
JAMES D. TODD  
UNITED STATES DISTRICT JUDGE

14 July 2004  
DATE