

IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF TENNESSEE  
EASTERN DIVISION

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THOMAS M. GOULD  
CLERK, U.S. DISTRICT COURT  
WD. OF TENN. PHIS  
2011-02

Administrative Order No. 2011-02

**ORDER 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:

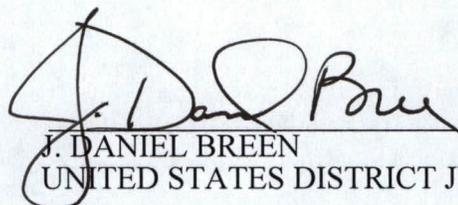
1. Designated Official - Rugena Bivins
2. Alternate Designated Official - Sonya Pettigrew
3. Occupant Emergency Coordinator - Sonya Pettigrew
4. A building security committee will consist of:
  - a. Rugena Bivins as representative of bankruptcy court.
  - b. Sonya Pettigrew as representative of the district court.
  - c. Joe Ted Scott as representative of the court security officers.
  - d. Marshal Jeffrey Holt or his designated representative as the representative of the United States Marshal's Service.
  - e. Inspector James Mason of the Homeland Security - 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.**

  
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J. DANIEL BREEN  
UNITED STATES DISTRICT JUDGE