



NETC Standard Operating Procedure (SOP)

Number	Date	Organization
119-4	May 22, 2013	FA

Vehicle Registration and Parking Policy at NETC

I. Purpose

The purpose of this National Emergency Training Center (NETC) Standard Operating Procedure (SOP) is to continue the policy for vehicle parking and registration seven days a week, 24 hours per day at NETC. It applies to all personnel assigned to, employed by, visiting, or attending functions and activities at NETC.

II. Supersession

NETC SOP 119-4, Vehicle Registration and Parking Policy at NETC, dated March 6, 2011. This SOP expires 3 years from the date of issue.

III. References

- A. CFR 41, Chapter 101 FPMR 101-20.104.
- B. CFR 44, Chapter 1, Part 15, Subpart B, Section 15.14.
- C. Maryland Vehicle Law, Article 11 (Transportation).

IV. Responsible Office

The Director, NETC Management, Operations, and Support Services (MOSS) Division, has responsibility for administering the NETC Parking Policy, for the issuance of parking permits based on the policy, and for determining appropriate action in special circumstances.

V. Standard Operating Procedures

- A. Vehicle Registration. NETC parking permits are required on all vehicles operated at NETC, including those owned by government or contract employees working full time at NETC. Temporary parking permits are required on vehicles operated at NETC by visitors, students and intermittent or part-time contractors. All vehicles that will be on the NETC facility must be registered as follows:
 - 1. Federal Government and full-time NETC contractor employees will report to Key Control/ID, adjacent to the Main Avenue Gate, Monday – Friday, between 9:00 a.m. and 3:00 p.m. Government and contract employees will:
 - a. Complete all information in the unshaded areas of a parking registration form.
 - b. Receive a parking permit (one per employee) for the assigned area(s) and visibly display permit on the mirror inside the front windshield of the registered vehicle.

- c. Park the registered vehicle in accordance with Vehicle Parking Guidance, paragraph V.B. of this SOP.
 - d. Register each vehicle which will be parked at NETC.
 - e. Notify Key Control/ID of changes in registration information when they occur, such as change in employment location at NETC, transfer of ownership of vehicle, termination of assignment to NETC, etc.
 2. Students, contract instructors, and other individuals with “Special Groups” are to report to Building C for a class or housing, and follow these procedures:
 - a. Fill out a temporary parking permit card at Building C check-in desk.
 - b. Visibly display the temporary parking permit on rear view mirror inside of the windshield so the permit can be read from the front of the vehicle at all times while parked at the NETC facility.
 - c. Park in Area "S" or "Q" with temporary parking permit visibly displayed at all times while vehicle is parked at the NETC facility.
 3. Intermittent or part-time contractors:
 - a. Report to Security at the Main Gate and complete a temporary parking permit for each vehicle used on NETC.
 - b. Visibly display the temporary parking permit on the rear view mirror inside the windshield so the permit can be read from the front of the vehicle at all times while parked at the NETC facility.
 4. Appropriate, verifiable information, e.g., State issued vehicle tag or authorization letter, must be provided to the Housing or Security staff in order to obtain an NETC disabled parking permit for utilizing NETC disabled parking spaces. In the event of a temporary disability with an expected duration of less than 6 calendar weeks, a temporary disabled permit may be issued upon provision of an official physician request.
 5. All delivery vehicles and courier service vehicles must register at the Main Gate and display a temporary permit and may only park for a maximum of 10 minutes in those zones so designated.
 6. Short Term Visitors. Authorized visitors at NETC for a day or less will be issued a visitor’s pass and temporary parking permit at the Main Gate. The temporary parking permit will be displayed in the front of the vehicle on the inside rear-view mirror at all times while the vehicle is at NETC.
 7. Motorcycles must be registered. The requirement to display an NETC parking permit is waived, but all information must be on file at the Security Office.
 8. Permanent permit holders who have forgotten or lost their permit will be required to complete a temporary vehicle registration upon facility entry. Permanent permits that have not been recovered within 5 calendar days must be replaced. An incident report will be completed by Security for the lost permit.
- B. Vehicle Parking Guidance. Parking areas are designated by organization, employee, or individual categories, and by proximity to work location. Vehicle registration permits are coded by lot to match the designated organizational parking areas. The following categories apply: government vehicles; government employees; disabled; contractor staff including contract instructors; students and visitors. All vehicles must display a permanent NETC Parking Permit, or a temporary staff, contractor, student or visitor permit. Staff permits are color coded: blue for government staff, red for

contractor. Parking signs are appropriately marked. Visitors to the Memorial or the cafeteria will be issued a memorial or cafeteria parking permit by Security which is valid for thirty minutes.

1. *Designated Parking Areas.* Parking is permitted in designated parking areas only as indicated by the color of the parking permit (blue for government employees and red for NETC duty-stationed contractor staff.) Categories of employees and individuals authorized to use these designated areas are as follows:
 - a. *Area "Z" Main Avenue.* There are 16 spaces in Area "Z," located along the inbound lane of Main Avenue from South Seton Avenue to the entrance of Area "B." One space immediately before the entrance of Area "B" is reserved for the disabled with a state disabled license plate or a valid state issued disabled mirror hanger. The remaining 15 spaces are designated for government employees and contract staff assigned to NETC.
 - b. *Area "B".* Located off the Main Avenue between Buildings A and N, there are 26 spaces available that are designated for government staff assigned to NETC.
 - c. *Area "N".* There are 10 spaces located in Area "N." One space is reserved for the Fire Administrator for the U.S. Fire Administration (USFA) and one for the Deputy Fire Administrator for USFA. One space is reserved for the Emergency Management Institute (EMI) Superintendent, and one space is for the EMI Deputy Superintendent. One space is reserved for visiting FEMA Headquarters staff. Four spaces are designated for government employees assigned to NETC. One space is reserved for 10-minute loading and unloading activities.
 - d. *Area "O".* There are seven spaces located in Area "O," located in front of Building O. Five spaces are designated for government employees and contract staff assigned to NETC. There are two 10-minute spaces located on the west side of the island.
 - e. *Area "M".* There are ten spaces located in Area "M," with eight spaces located in front of Building M and two spaces south of Building V driveway. Nine of these spaces are designated for government employees and contract staff assigned to NETC, and one for disabled with permit.
 - f. *Area "V".* There are six spaces located in Area "V," located next to Building V. One space is reserved for the NETC Security vehicle. One space is reserved for the Security Project Manager, three spaces are reserved for 15-minute visitor parking and one space is reserved for an "in-service" emergency vehicle.
 - g. *Area "K".* There are 45 spaces located in Area "K," located on the east side of Buildings K and T. Forty-two spaces are designated for government employees and contract staff assigned to NETC, and one space is for the Food Service delivery vehicle. Two spaces are reserved for the disabled with permit.
 - h. *Area "L".* There is one space located on the west side of Building L reserved for the disabled with permit.
 - i. *Area "T".* There are ten spaces located in Area "T," located on the south side of Area "K" near the Memorial. Seven spaces are reserved for contract staff assigned to NETC, and three spaces are for Memorial visitors.

- j. Area "Q". There are 26 spaces in Area "Q," located at the northwest corner of "Q" road and on the in-bound (going to the barn) lane of "Q" road. Fifteen spaces at the northwest corner are for contract personnel assigned to NETC. Eleven spaces along "Q" road are to be utilized by anyone displaying an NETC decal or permit (includes government employees, contract staff, instructors, students and visitors).
- k. Area "S". There are 167 spaces in Area "S," located on the north side of Building J and on the south and east sides of Building S. There are 23 spaces on the east and south sides of Building S. Two spaces on the south side are designated for the disabled with permit, the remaining 21 spaces are designated for government employees and contract staff assigned to NETC. The remaining 144 spaces are to be utilized by anyone displaying an NETC permit (includes government employees, contract staff, instructors, students and visitors).
- l. Area "I". There are 71 spaces in Area "I," located east of Area "S" and west of I Building. Three spaces are reserved for disabled parking, five spaces for official government vehicles. The remaining 63 spaces are designated for government employees and contract staff assigned to NETC.
- m. Area "J". There are 40 spaces in Area "J," located north of Building J. Three spaces are reserved for disabled parking. Twenty-two spaces are for government employees assigned to NETC. The remaining 10 spaces are for vehicles utilized by anyone displaying an NETC permit (includes FEMA government, contract staff, instructors, students and visitors). Five spaces located east of Building J are for any government employee or contract staff assigned to NETC.
- n. Area "H". There are 18 spaces in Area "H," located between Buildings G and H. One space is reserved for the disabled. Seventeen spaces are designated for government employees assigned to NETC.
- o. Area "F". There are six spaces in Area "F," located at the south and east ends of Buildings E and F. These are designated for government employees and contract staff assigned to NETC.
- p. Area "G". There are 32 spaces in Area "G," located adjacent to Buildings G and F. One space is for the disabled with permit and the remaining 31 spaces are for government employees and contract staff assigned to NETC.
- q. Area "E". There are 111 spaces in Area "E," located in the area of Buildings E, D, and C and accessible from the south avenue. Two spaces, near Building E's elevator tower, are reserved for disabled parking, and the remaining 109 spaces are reserved for government employees and contract staff assigned to NETC. Spaces are provided near Building D for motorcycles and bicycles.
- r. Area "C". There are 12 spaces in Area "C," located on the north and west sides of Building C-West accessible from the lower drive. Six spaces on the west side are reserved for visitors with disabled marked vehicles, 3 spaces for Command Post Pub employees, and 3 spaces for contract personnel assigned to NETC Housing/Transportation Office in Building C.
- s. Area "A". There are 43 spaces available in Area "A," located west of Building A, accessible from the lower drive. Forty spaces are reserved for government employees and contract staff assigned to NETC. Three spaces are reserved for contract transportation vehicles.

- t. Overflow Parking. Areas along the road to the log cabin and the north side of lower drive, with half of the vehicle removed from the roadway, will be used for overflow parking when "Overflow Parking Open" signs are posted. Grass area between buildings J and I will be used for overflow parking when "Overflow Parking" signs are posted.
- u. Designated parking spaces may be assigned to personnel at the discretion of the Senior Staff member (i.e., Fire Administrator; Deputy Fire Administrator; Superintendents, Division Directors). Personnel not assigned parking spaces will utilize unreserved parking within the area designated for their organization on a first-come, first-served basis.

2. *Prohibited Parking*. Parking is prohibited as follows:

- a. On grassy surfaces, unless directed to do so by a security official, and as noted above in paragraph VI.B.1.;
- b. In reserved spaces, except for the individual for which the space is designated;
- c. In loading and unloading spaces for more than 10 minutes;
- d. In areas posted as "No Parking" areas;
- e. In disabled designated parking areas without disabled license plates or an NETC disabled temporary parking permit;
- f. In areas required to protect the safety or security of facility occupants and/or buildings, including but not limited to fire lanes, hydrant and/or stand-pipe access, building egress/evacuation routes, blocking normal traffic flow, or in any area that may interfere with any potential emergency response;
- g. Any vehicle determined to be unsafe or hazardous, including but not limited to those leaking fluids of any kind.

3. *Violations and Towing*.

- a. Individuals parked in areas not assigned to them will be given a written violation notice for each instance of violation.
- b. After an individual has received three written violations in the most recent 12-month period, he/she will receive a reminder that three violations have accumulated and that another violation resulting in four violations in 12 consecutive months will result in unannounced towing of the vehicle at the owner's/operator's expense and/or revocation of parking privileges.
- c. Any vehicle parked in any prohibited area or found to be hazardous for any reason is subject to immediate tow without further notice, in accordance with the Maryland Vehicle Law, Article 11 (Transportation). Some examples of hazardous vehicles include those that are disabled, not drivable, abandoned, or leaking fluids of any kind.
- d. Vehicles operated at an excessive speed, or in an unsafe or reckless manner, in accordance with the Maryland Vehicle Law, Article 11 (Transportation), may be cited at the discretion of NETC Security personnel.

- e. NETC reserves the right to suspend or revoke all vehicle and parking privileges of any person(s) accumulating excessive violations, at the discretion of the Director, NETC MOSS.
 - f. The NETC Security Force is responsible for the enforcement of this directive, including the towing of any non-compliant vehicle(s), and is equally responsible, at the discretion of the Director, NETC MOSS, for the reimbursement of any towing or storage fees resulting from an inappropriate tow.
4. *The NETC Parking Plan.* The attached map details the parking spaces available for vehicle use at NETC. The map is made available to all NETC employees, students, and guests.
- C. Citation Appeals. Any citation received or towing charges incurred may be appealed through the NETC Security Office. Appeals must be received by the Security Office within 48 hours of the citation, in writing, with the original citation and/or receipt for towing charges attached. All appeals will be processed through the Security Office to the NETC Contracting Officer Representative (COR). Final disposition remains at the discretion of the Director, NETC MOSS. Additional information may be obtained by contacting the Security Office in Building V, or by calling NETC extension 1111.

VI. Questions

Questions regarding the content of this FEMA SOP may be addressed to the Director, NETC MOSS, at (301) 447-1223.

VII. Attachments

- A. Parking Location
- B. Campus Parking Map



Ronald E. Face, Jr.
Director
NETC Management, Operations, and
Support Services Division

Attachment A:**Parking Location Chart**

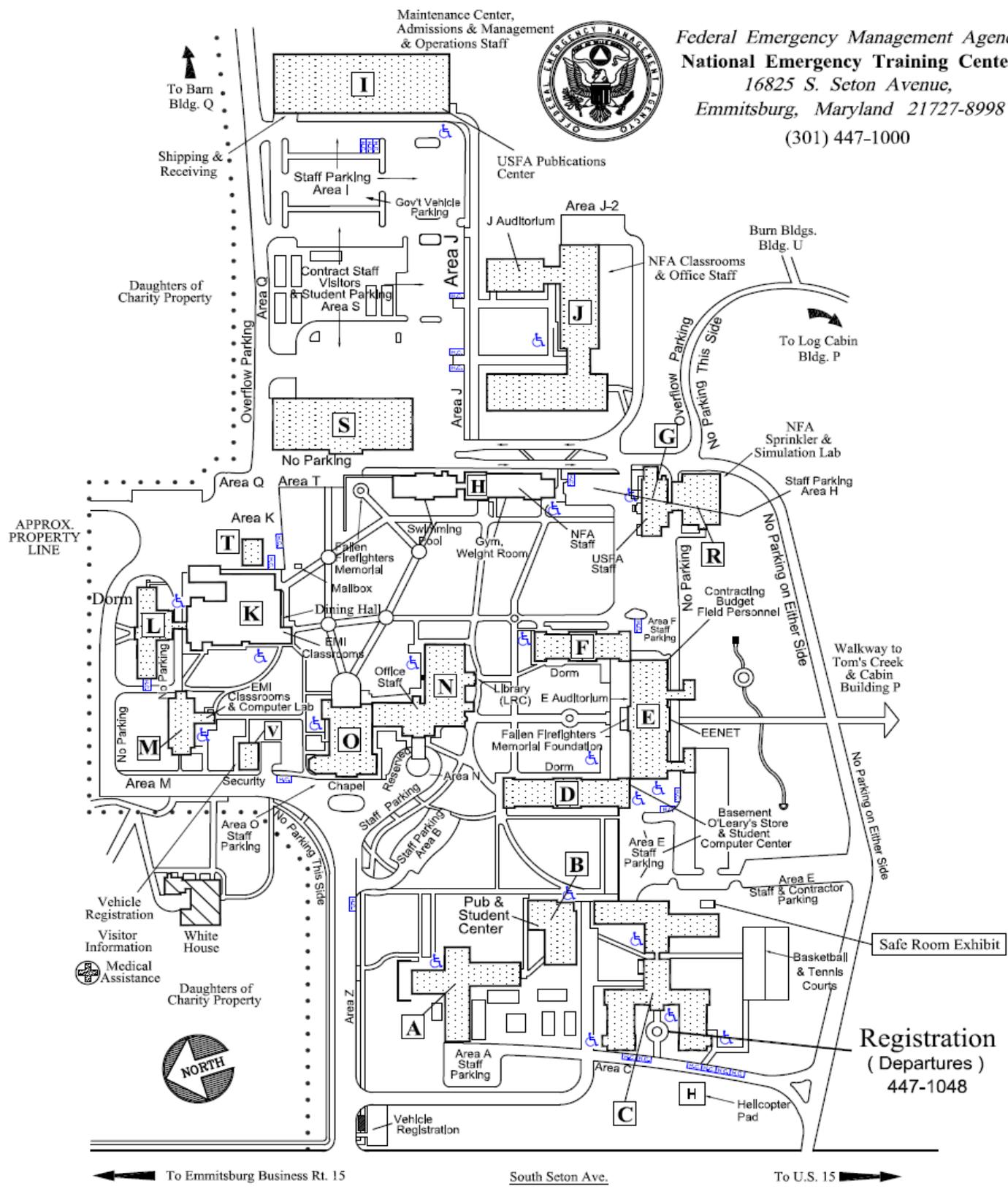
<u>Area</u>	<u>Location</u>	<u>Spaces</u>	<u>Distribution</u>
Z	Main Avenue	16	15 Government employees and contract staff assigned to NETC 1 Disabled visitor displaying State disabled license plates or mirror hanger
B	Off Main Avenue, between Buildings A and N	26	26 Government employees assigned to NETC
N	Entrance to and including N Circle	10	1 Fire Administrator for USFA 1 Deputy Fire Administrator for USFA 1 EMI Superintendent 1 EMI Deputy Superintendent 1 Visiting HQ staff 4 Government employees assigned to NETC 1 10-minute loading zone
O	In front of Building O	7	5 Government and contract staff assigned to NETC 2 10-minute spaces
M	In front of Buildings M and south of Building V	10	9 Government employees and contract staff assigned to NETC 1 Disabled with permit
V	South of Building V	6	1 Security vehicle 1 Security Project Manager 3 15-minute visitor 1 "In-Service" Emergency Vehicle
K	East side of Buildings K and T	45	42 Government employees and contract staff assigned to NETC 1 Food Service delivery vehicle 2 Disabled with permit
L	West side of L	1	1 Disabled with permit
T	South side of Area K near the Memorial	10	7 Contract staff assigned to NETC 3 Memorial visitors
Q	Inbound (to the barn) lane of Q Road	26	11 Anyone displaying an NETC decal or permit
	At the northwest corner of Q Road		15 Contract staff assigned to NETC
S	East and South of S and North of J	167	144 Anyone displaying an NETC permit (students) 2 Disabled with permit on south end of Building S 21 Government employees and contract staff assigned to NETC

I	Warehouse and Offices	71	3 63 5	Disabled with permit Government employees and contract staff assigned to NETC GSA/Government vehicles
J	North side of Building J	40	3 22 10	Disabled with permit Government employees assigned to NETC Any vehicle displaying an NETC decal or permit
	(J2) East side of Building		5	Government employees and contract staff assigned to NETC
H	Between Buildings G and H	18	1 17	Disabled with permit Government employees assigned to NETC
G	Adjacent to Building G and F	32	31 1	Government employees and contract staff assigned to NETC Disabled with permit
F	South and east sides of Buildings E and F	6	6	Government employees and contract staff assigned to NETC
E	Vicinity of Buildings E, D, and C	111	2 109	Disabled with permit Government employees and contract personnel assigned to NETC
C	West side of Building C	12	6	Disabled with permit
	North side of Building C		3 3	Pub staff Contract staff assigned to NETC
A	West of Building A	43	40 3	Government employees and contract staff assigned to NETC Contract transportation vehicles
O/F	Overflow Parking Along the north side of the cabin road and north side of lower avenue with half of the vehicle removed from the roadway, main avenue and lower "E" area in open spaces, grass between J and I buildings when the Overflow sign is posted.			

Total: 657



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