



U.S. Office of Personnel Management

March 18, 2003

MEMORANDUM FOR FEDERAL EXECUTIVE BOARDS

FROM: KAY COLES JAMES
Director

SUBJECT: Level Orange Alert: Testing of Emergency Communications Plans

As you know, the Department of Homeland Security has elevated the terrorism risk index to level Orange. This means that we must be ready to respond to any situation in a timely and efficient manner.

My memorandum to you, dated February 13, 2003, requested Federal Executive Boards (FEB) to verify that FEB Communications Plans are up-to-date and ready for activation. This involved immediate action to test and reconfirm technology, contact numbers, pagers, email addresses and other means of assuring availability of essential personnel on a 24-hour basis, and making all appropriate changes.

As a next step, I am now asking that you test your Communications Plans for accuracy and efficiency. Testing your Plan is critical to ensure the ability to communicate important and time-sensitive information at a moment's notice. Please run a test of your Plan and make the necessary corrections for a smooth activation.

Thank you for your cooperation. Please know that the role you are playing to better prepare your Federal communities for emergency situations is a critical piece of our national preparedness.