

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
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April 30, 2003

E-Mail Transmission
Information Bulletin No. BC-2003-051

To: All National Centers Employees

From: Director, National Business Center

Subject: Required Review of the Employee Emergency and Fire Prevention Plans

In accordance with 29 CFR part 1910.38, a **required** review of the above plans must take place every three years. This review, which encompasses all National Centers employees and BLM Contractors, is scheduled to take place during the month of June 2003 in the East Conference Room in Building 50. The review is 30-60 minutes long, depending on questions and answers. Please note schedule below for the date and time you are scheduled:

June 10	9:30 a.m.	All Zone Monitors & Assistants
June 11	9:30 a.m.	Bldg. 50 BC employees
June 11	1:30 p.m.	Bldg. 50 ST employees
June 12	9:30 a.m.	Bldg. 50 HR & WO Staff employees
June 12	1:30 p.m.	Bldg. 40 & WO Staff employees
June 13	9:30 a.m.	Bldg. 41 employees
June 13	1:30 p.m.	Bldg. 53 employees

If you have any questions, please contact Vickie Smejkal, Collateral Duty Safety Officer, at (303) 236-6367.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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