



National Emergency Training Center Standard Operating Procedure

Number	Date	Organization
119-4	September 11, 2019	FA

Vehicle Registration and Parking at NETC

I. Purpose

This National Emergency Training Center (NETC) Standard Operating Procedure (SOP) provides 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, Authorities and References. See Additional Information on page 5.

III. Responsible Office

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

IV. 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 the Badging Office, Monday – Friday. Contact the Badging Office at 301-447-1179 or 7211 to schedule an appointment. Government and contract employees will:
 - a. Complete all information in the unshaded areas of a parking registration application. Current vehicle registration and insurance card are required at the point of issue.
 - b. Receive a parking permit (one per employee) for the assigned area(s) and visibly display permit on the rear view mirror or dashboard visible from the front windshield of the registered vehicle.

- c. Park the registered vehicle in accordance with Vehicle Parking Guidance, paragraph IV.B of this SOP.
 - d. Register each vehicle that will be parked at NETC.
 - e. Notify the Badging Office of changes in information when they occur, such as change in employment location at NETC, change in vehicle information, termination of assignment to NETC, etc.
2. Students, contract instructors, and other individuals assigned lodging will report to Building C for housing assignment 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 the rear view mirror or dashboard 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 compliance with the parking map with temporary parking permit visibly displayed at all times while vehicle is parked at the NETC facility.
3. Intermittent or part-time contractors will:
 - a. Report to Security at the Main Gate and complete a temporary parking permit card for each vehicle used on NETC.
 - b. Visibly display the temporary parking permit on the rear view mirror or dashboard 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. Only those with state-issued Disabled Parking permits will be authorized to park in handicapped or disabled person's parking spots. Others that require parking closest to lodging and classrooms may be granted temporary approval, however, are not authorized for handicapped or disabled person's parking. Contact Student Services to request a temporary permit; approval is based on the NETC Security Manager's discretion.
5. All delivery vehicles and courier service vehicles must register at the Main Gate, and may only park for a maximum of 10 minutes in those zones so designated.
6. Authorized visitors at NETC will be issued a visitor's pass and temporary parking permit at the Main Gate. The temporary parking permit will be displayed on the dashboard or 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 five 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 categories. Vehicle registration permits are coded by the following categories: 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 ages 16 and older will render a government approved ID. They will be issued a Memorial parking permit by Security which is valid for thirty minutes. Family members of NETC employees shall be granted access to drop off and or pick up passengers following the same procedures as a Memorial visitor.

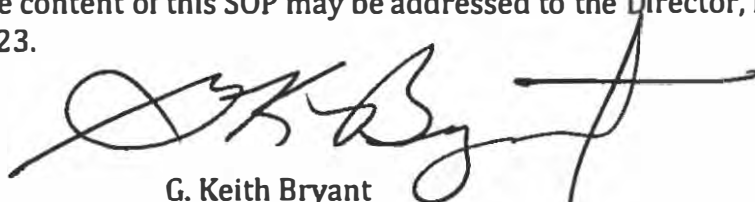
1. Parking is permitted in designated parking areas only as indicated in the attached parking map.
2. Parking is prohibited as follows:
 - a. On grassy surfaces, unless directed to do so by a security official, and as noted in the attached parking map;
 - b. In reserved spaces, except for the individual 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 State issued disabled 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; or
 - 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.

- b. Students, contractors, visitors and vendors who receive a written violation notice: If attempts to locate the owner are unsuccessful, the vehicle will be towed at the owner's expense.
- c. Personnel permanently assigned to NETC who receive three written violations in a 12 month period will receive a reminder that three violations have accumulated and that another violation will result in immediate towing at the owners expense. Revocation of campus parking privileges can occur.
- d. Any vehicle parked in any prohibited area or found to be hazardous for any reason is subject to immediate tow without further notice. Some examples of hazardous vehicles include those that are disabled, not drivable, abandoned, or leaking fluids of any kind.
- e. Vehicles operated at an excessive speed or in an unsafe or reckless manner in accordance with Maryland Code Transportation Title 21 (Vehicle Laws), may be cited by NETC Security personnel and/or civil authority contacted.
- f. NETC reserves the right to suspend or revoke all vehicle and parking privileges of any person accumulating excessive violations, at the discretion of the Director, NETC MOSS.
- g. NETC Security personnel are responsible for the enforcement of this directive, including the towing of any non-compliant vehicles.
- h. 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 citation and/or receipt for towing charges attached. All appeals will be processed through the Security Office to the NETC Security Contracting Officer Representative. 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.

C. **The NETC Parking Plan.** The attached map details the parking spaces available for vehicle use at NETC. The map is available to all NETC employees, students, and guests.

V. Questions

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



G. Keith Bryant
U.S. Fire Administrator
U.S. Fire Administration

ADDITIONAL INFORMATION

Supersession and Review

NETC SOP 119-4, Vehicle Registration and Parking Policy at NETC, dated 20 January 2016, is hereby superseded. This SOP expires four years from the date of issue.

References and Authorities

- A. 41 CFR 102-74, Facility Management
- B. CFR 44, Chapter 1, Part 15, Subpart A, Section 15.14
- C. Maryland Code Transportation Title 21 (Vehicle Laws)

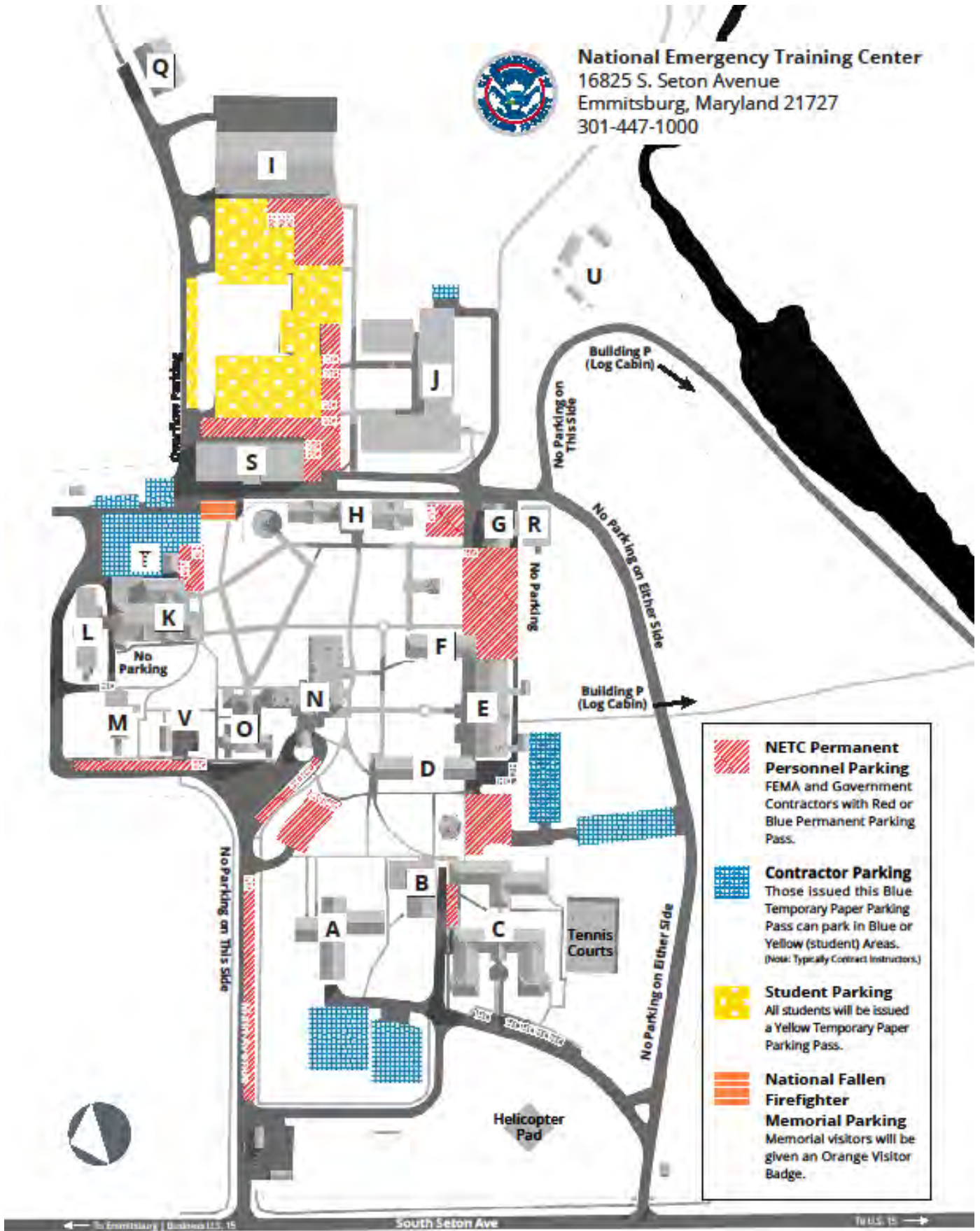
Attachments

NETC Parking Map

NETC Campus Parking Map



National Emergency Training Center
 16825 S. Seton Avenue
 Emmitsburg, Maryland 21727
 301-447-1000



-  **NETC Permanent Personnel Parking**
 FEMA and Government Contractors with Red or Blue Permanent Parking Pass.
-  **Contractor Parking**
 Those issued this Blue Temporary Paper Parking Pass can park in Blue or Yellow (student) Areas.
 (Note: Typically Contract Instructors.)
-  **Student Parking**
 All students will be issued a Yellow Temporary Paper Parking Pass.
-  **National Fallen Firefighter Memorial Parking**
 Memorial visitors will be given an Orange Visitor Badge.