

## SEMO MISSION STATEMENT

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The DFD Security and Emergency Management Office (SEMO) provides DFD mission readiness for emergency management, contingency operations, security services and awareness training to ensure the safety and welfare of DFD personnel and building tenants.

## SEMO DIRECTORY

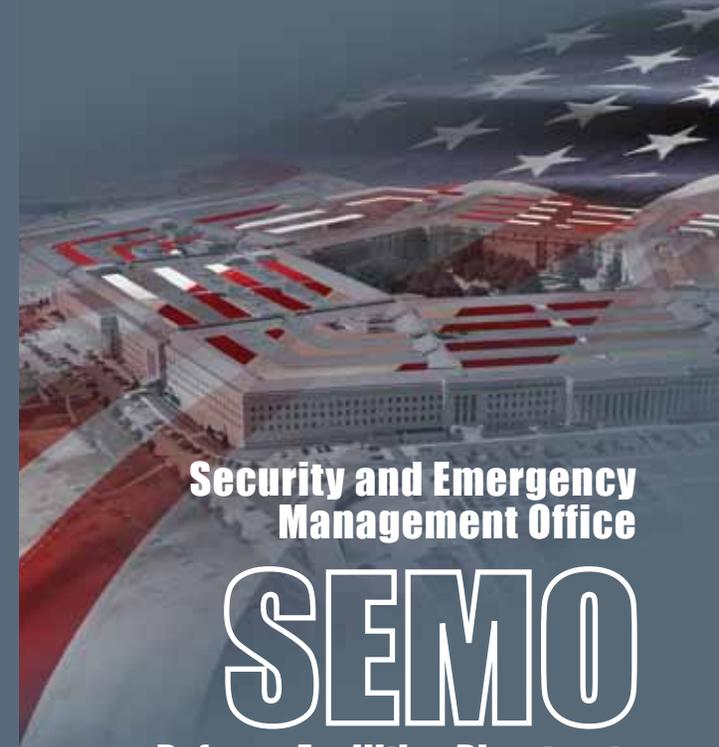
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Director 703-614-4057  
DFD Security Manager 703-695-2963

SEMO INTRANET: <https://scgip.whs.mil>

SECURITY  
AND EMERGENCY MANAGEMENT  
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Washington, D.C. 20330-1155



**Security and Emergency  
Management Office**

**SEMO**

**Defense Facilities Directorate  
Washington Headquarters Services**



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**Customer Service Information**

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# What We Do:

## Security Services

The Security and Emergency Management Office (SEMO) oversees the Information Security Program, Personnel Security Services and Industrial Security Services for Defense Facilities Directorate (DFD) divisions.

**Information Security.** SEMO ensures compliance with security guidelines relative to classified material access, marking, storage, reproduction, transportation, training and destruction.

**Personnel Security.** SEMO coordinates position security access requirements based on assigned position sensitivities, as well as initiating and tracking background investigations of DFD employees. Additionally, SEMO recommends and implements new policy impacting long-term personnel security requirements and future needs.

**Industrial Security.** The office assists in the step-by-step process for obtaining facility clearances for companies doing work for DFD and requiring access to classified national security information.

## Continuity of Operations (COOP)

Continuity of Operations refers to DFD's ability to continue to operate in an effective and timely manner in the wake of a catastrophic event. SEMO is responsible for creating and maintaining COOP plans and procedures as well as:

- Managing emergency preparedness and vulnerability assessments.
- Managing and developing emergency exercises with DoD, local, state and federal partners.
- Ensuring National Response Framework (NRF) and National

Incident Management System (NIMS) protocols are integrated into DFD's plan

- Developing Directorate COOP plans for mobilization

SEMO also plays an integral part in identifying Mission Essential Functions (MEFs), lines of succession, and coordinates resources for deployment.

## Emergency Management

DFD has a large part in the WHS Emergency Response Plan (WHS ERP) and works to support the DA&M staff on security and emergency management initiatives. With support from WHS and PFFA, SEMO has been instrumental in the development and maintenance of the Situation Response Reference (SR2) in order to facilitate emergency response preparedness. SEMO has worked with other local, state, & federal agencies on facility preparedness issues and works to ensure details like emergency egress signage have been posted in tenant work spaces.

## Training and Awareness

SEMO conducts and monitors DFD's required security training and exercises. It participates in National Level Exercises and hosts the Autumn Fox exercise series as well as coordinates senior level Roundtable Discussions.

Additionally, SEMO conducts and monitors Emergency Support Functions (ESF) personnel training.

