



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	January 22, 2001	RVI-1210.3 RD

VISITATION/TOUR POLICY

1. Purpose. This instruction sets forth the policy for scheduling and conducting visits and/or tours of the FEMA Region VI Federal Regional Center, Denton, Texas.
2. Applicability and Scope. The provisions of this instruction apply to all Region VI personnel and divisions.
3. Supersession. This instruction supersedes all previous guidance relative to this subject.
4. Responsibilities.
 - a. Requests from Federal departments and agencies, state and local emergency management agencies and civic groups who have a need to understand emergency management at the Federal regional level will be routed to the Regional Director's office.
 - b. The Regional Director or his designee may grant the request and schedule a date and time of visit. Individuals may join scheduled group tours.
 - c. The RD-PA will be responsible for coordinating and conducting tours with augmentation by other divisions as requested.
5. Recommended Group Size. 10-75 persons.
6. Dates for Visits/Tours. Scheduled during regular business hours.
7. Visit/Tour Format.

Briefing on Region VI functions and mission	15 minutes.
Tour of FRC Facility	45 minutes.

Gary Jones
Acting Regional Director

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