

**Important Information for Visitors & Guests
In the Argonne Washington DC Office**

*955 L'Enfant Plaza SW, Suite 6000
Washington, DC, 20024*

Office Hours and Access:

- Normal Access Hours: Monday-Friday 8:30 A.M. to 5:00 P.M.

Key Points of Contact:

- Operations Manager: Kittie Grant – (202) 488-2400 (x2489)
- Receptionist: Brenda Davis – (202) 488-2400
- Administrative Assistant: – (202) 488-2400 (x2438)
- IT Administrator: – (202) 488-2400 (x2480)

JBG Building and Office Security:

- Security Staff: L'Enfant Plaza Properties, Inc. provides 24-hour “strolling” security in the North building. If you require assistance or would like security to investigate an incident, call (202) 485-3350 (non-emergency) or (202) 553-3131 (emergency). Security will accompany you to your car if you request the service.
- Suite Doors: There are three doors to Suite 6000. They are locked at all times that requires the use of an access card to gain entry. Use of the emergency door is limited to evacuation of the suite and will sound our alarm. Leaving either of the other two doors open after 15 seconds will also trigger the alarm.

Wireless Access Availability:

- The office provides access to ANL-Chicago and the Internet. There is also guest wireless access as well. The IT administrator will provide any additional computer and network support as requested between 8:30am-12:30pm from Monday to Friday.

Office Support:

- For information, questions, and/or concerns regarding the ANL-DC Office, please contact the points of contacts listed above.

Evacuation Procedures:

- A diagram of the Argonne Office emergency exits is available in the next page.
- The need to evacuate the building will be signaled by loud alarms. When you hear the alarms, do the following:
 - o **Do not attempt to take the elevators**
 - o **Follow the building evacuation routes to the emergency stairs located next to the restrooms on this floor**
 - o Once inside the stairwell, follow the exit signs to **descend to the ground level** and a door marked FIRE EMERGENCY EXIT. If locked, continue to exert force and it will open after 15 seconds of constant pressure
 - o Once outdoors, you will exit the building onto D street and go to the assembly area located at the Metro Plaza area on D street towards 7th and D street SW

- Check in with the ANL emergency warden (**wearing an orange emergency jacket**) before reentering the building
- **DIRECTIONS TO ARGONNE NATIONAL LABORATORY (ANL) OFFICES**
955 L'ENFANT PLAZA, NORTH, SW, SUITE 6000
WASHINGTON, DC 20024-2168
(Receptionist: 202-488-2400)

ANL offices are located on the 6th floor of the L'Enfant Plaza North Building. The Hilton Washington DC National Mall is the center building in the Plaza. The North Building is the one closest to the Forrestal Building (DOE HQ); or, if you are in the Plaza and facing the L'Enfant Plaza Hotel, the North Building is to your left. The lowest level in the North Building is the Promenade level (shopping mall/food court), the First Floor or Plaza Level, serves as the main entrance from the outside and is one floor above the Promenade.

From the Metro:

L'Enfant Plaza is located at the L'Enfant Plaza metro stop and is served by the Orange, Blue, Green, and Yellow lines (only one stop from the Pentagon on the Yellow line). Use the "9th and D Street" exit from the metro and enter the Promenade Level (the underground shopping mall). After entering the Promenade, Then turn right at Roti and continue walking per the signage to D Street (turning right before California Tortilla) which will lead you to the two elevators located on the right just before the steps leading down towards the D Street exit of the promenade. Take the elevator to the 6th floor where you will see the entrance to the ANL DC office.

[More information about the Elevators in the North Building:

All four elevators in the North Building run between the main lobby on the Plaza level (the First Floor) and the 6th floor. Elevators 1 & 2 also serve the Promenade level (one floor below the Plaza level). The Plaza level is designated by the "1" on the elevator control panel; the Promenade level is designated by the "PR."

From Parking Garages (the street parking is almost non-existent):

Two parking garages are readily accessible to L'Enfant Plaza North; Ace Parking operates both. The first is located under the Aerospace Building at 903 D Street; the second is located under the L'Enfant Plaza complex itself.

If you use the Aerospace Building lot, exit the building from its lobby on D Street, and enter 955 L'Enfant Plaza via the glass doors directly across the street. If you are entering the North Building at the Promenade Level; walk up the stairs and 2 elevators are located on the left. Take the elevator to the 6th Floor. (Note: This garage closes at 7:00 P.M.)

If you would like to park in the parking garage under L'Enfant Plaza complex (ACE Parking), take D Street and turn south onto 10th Street. Follow the sign to "L'Enfant Plaza Parking" to enter the garage. (Note: This garage closes at 7:00 P.M.)

ANL-DC Conference Room B15 General Setup and Seating Capacity

General Setup	Seating Capacity
Big “U”	Up to 26*
Big “U”, Little “U”	Up to 36*
Rectangle Conference	Up to 40*
Classroom	Up to 36*
Theater	50 (chairs only)

* The above capacities include chairs/tables with the exception of the Theater setup (chairs only). Possible seating available on both sides of the conference room. Room maximum not to exceed 50 in total.

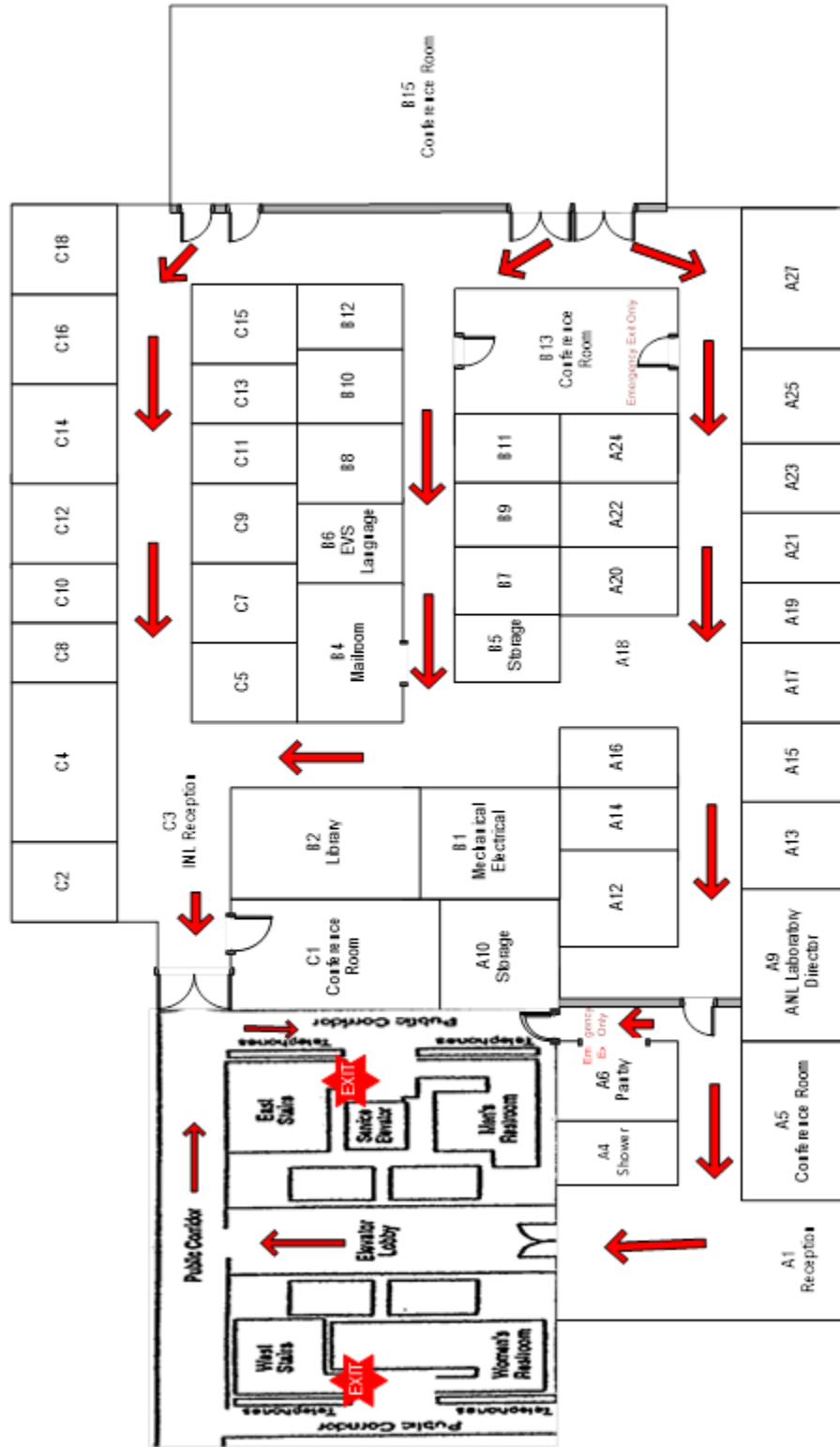
Additional setups maybe arranged per request.

Additional ANL-DC Conference Room Seating Capacity

Conference Room	Seating Capacity
A05	Up to 12
B13	Up to 20
C01	Up to 12

ARGONNE NATIONAL LABORATORY EMERGENCY EXIT MAP

EXIT - Primary Evacuation Routes/Emergency exit stairs





After parking, follow the signs on the pillars in the garage that read "Elevator Stairs" that leads to these painted signs:



Elevator entrance for garage level (G1)



Elevator entrance for garage level (G2)

Make sure to use the “470” elevators. If you go in the 490 elevators, you will end up on the opposite side away from the ANL office.

When you get into the elevator, push the PL “Plaza” button and it will lead you a set of glass doors going outside. When you do, you should see a glass atrium structure with the sign “L’Enfant Plaza” outside. Go outside and turn to your right. Enter the glass doors that read “955 L’Enfant Plaza”. When you enter inside, walk through the front lobby to the four elevators. From there, go up the 6th floor and you will see Argonne National Laboratory through the glass doors.