

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>OREGON MILITARY DEPARTMENT</b>   | <b>NUMBER: AGI-07</b>              |
| <b>INSTALLATIONS DIVISION</b>       | <b>EFFECTIVE DATE: 01 May 2015</b> |
| <b>SUBJECT: RECALL OF EMPLOYEES</b> |                                    |

1. **APPLICABILITY:** This policy applies to all Oregon Military Department (OMD) employees assigned to the Installations Division (AGI).

2. **AUTHORITY/REFERENCE:**

- a. DAS Policy 60.015.01, 24 Feb 15, Subject: Temporary Interruption of Employment
- b. Command Policy Memorandum #119 (Joint, Federal and State) - Facility Closures Due to Inclement Weather or Other Conditions, dated 30 Jan 15
- c. Command Policy Memorandum #125 (Joint) – Full Time Support (FTS) Personnel Status During State Emergencies, dated 01 Oct 14

3. **ATTACHMENT:**

- 1 - Regional Determining Official (RDO) Contact List
- 2 - AGI Essential Personnel List
- 3 - OMD Emergency Preparedness Checklist
- 4 - OEM Go-Kit Information Sheet (03 Apr 15)

4. **PURPOSE:** To provide guidance to employees at Joint Force Headquarters (JFHQ), Camp Withycombe, Camp Rilea, Camp Umatilla, and state-wide Readiness Centers when curtailment of operations, closure of facilities, or other emergency conditions occur. This version updates AGI-24800.007-14 dated 06 January 2014, which is hereby rescinded.

5. **BACKGROUND:** In times of disaster, Oregon relies on the men and women of the Oregon Military Department (OMD). Ensuring we are ready to answer the call is our highest priority. Reference (a) provides guidance to state agencies closure of facilities under hazardous conditions or inclement weather. Reference (b) cites “The Oregon Military Department has the responsibility to be available to serve the community, particularly during emergencies. The policy of the OMD is to reduce operations or close facilities only under the most adverse conditions.”

a. To meet requirements cited in references (a) through (c), AGI needs to have essential staff designated to sustain an operational readiness posture and carry on with key business functions during a wide range of situations. Attachment 2 designates essential staff for AGI. OMD management recognizes that no two situations will ever be the same and it’s unrealistic to try and detail every action to which employees will need to respond, or those that they could be confronted with. The key element for employees to keep in mind is to regularly communicate with your Supervisor/Manager when adverse conditions or other disaster-related situations arise.

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b. Per reference (b), a Regional Determining Official (RDO) is assigned specific areas of responsibility in the state and can recommend delaying the opening, or closure of a facility, only upon approval of the Adjutant General (TAG). See Attachment 1. RDOs who wish to recommend closure must obtain separate concurrence for Federal and State employees. For the latter, concurrence for the release of State employees must come from the OMD Deputy Director, or designated alternate, who obtains TAG approval.

c. Per reference (c), response may be required of OMD for emergencies in the state when declared by the Governor or the TAG. These situations may not rise to the level of a state emergency and are as a rule addressed on a case-by-case basis through command channels. In such instances, State employees could be assigned to assist within the scope of their normal work rules, duties and responsibilities for the duration of the situation.

d. Although any event can present challenges in the workplace, these challenges will also impact our families. Preparing our families for a disaster before it happens provides peace of mind to them, and each of us, knowing they have the resources to be self-sufficient in the immediate aftermath. It's suggested that employees discuss with their families the importance of emergency preparedness. Further, employees are encouraged to develop a family emergency plan and preparedness kit to help your family in case of disaster. Equally important, your emergency plan and kit should be tailored to meet your family's needs. Attachments 3 and 4 suggest ways to assist with developing your family's emergency plan and preparedness kit. Doing so will help give you and your family the necessary peace of mind while we focus on helping others. Your plans could be shared with your immediate neighbors too, who could also be invaluable resources in an emergency.

**6. GENERAL PROCEDURES:**

a. When inclement weather conditions, natural disaster, or other emergency situations arise, the OMD Deputy Director, in consultation with the TAG, will make the decision whether to announce whether State employees are to report to work, or to be sent home after reporting to work.

b. Unless an official closure announcement has been made by OMD officials - via broadcast media, internet postings, or personal notification of employees by their manager/supervisor - all employees are expected to make a reasonable effort to arrive at work on time.

1) All employees are responsible for calling the centralized regional messaging number to find out if there are any opening delays or facility closures. See Attachment 2.

2) The State of Oregon Department of Administrative Services (DAS) web site also disseminates information about building closure notices. Employees can receive notice of the unexpected closure of state government offices through the FlashAlert Messenger system. Notices can be received as text messages, e-mails, or Push Notification on Android or iPhone devices. Sign up for the service at this link: <http://www.oregon.gov/DAS/pages/form.aspx>

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c. Employees should exercise judgment whether they will be able to safely travel to work. If an employee determines they're unable to safely get to work, he/she has the responsibility to promptly contact their immediate supervisor. Given the wide geographic area where some employees live and/or commute to/from, a power outage could impact some employee's ability to communicate their status in a timely manner. Under such circumstances, employees are expected to periodically attempt to check in with AGI management.

1) Telephone communications is the preferred medium that employees shall use for making contact with AGI supervisors. If an employee's immediate supervisor cannot be reached, the employee is to call the AGI main telephone number **(503-584-3914)** and talk with an available manager.

2) If the employee has the capability to send email from home or text from a mobile device, a message can be sent via that medium as a backup. It's vital that employees take initiative to sustain contact with their immediate supervisor.

3) In the event that no AGI supervisor can be reached, the main telephone number for the agency front desk should then be called **(503-584-3980)**. During after-hours operations this telephone is automatically forwarded to the Joint Operations Center (JOC) **(503-584-2800)**. Once the Front Desk or JOC Battle Captain (or designee) has been contacted, request that a message be relayed to AGI management about your status.

d. If an employee decides to stay home despite their facility being open, he/she should advise their supervisor to put him or herself in an appropriate leave status (i.e., annual leave, compensatory time, or LWOP). Pay and use of leave for management and unrepresented service is in accordance with Reference (a) and in accordance with the relevant collective bargaining agreement.

e. Concerning situations related to non-weather related disasters, employees should take reasonable caution to ascertain and assess risk to life, whether serious injury has or could result, or any damage and/or potential damage to property has or could occur. As the situation dictates, employees should exercise judgment whether corrective action needs to be immediate, or if a slight delay in action can be taken so that guidance from their supervisor or other official in charge at the scene could be obtained. Immediate action shall be taken if the situation could result in injury to people. Employees will monitor and continue to report status up the AGI chain of command until reports are no longer needed.

e. Attachment 2 lists the roster of AGI employee positions (current incumbent is identified at the time this policy was issued) that are designated for recall and are considered to be essential personnel.

1) Its recognized there is a distinction between inclement weather conditions and other emergency conditions. The former could be of short duration and localized in nature, while the latter could have significant effects that could last many days or weeks. In either situation, disruption to transportation and communication systems is likely to occur. In certain instances the agency may be able to dispatch central transportation to convey an essential employee to and

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from their home if the designated employee is unable to report to work in their personal conveyance. This will be a case-by-case evaluation.

2) Depending on the specific nature, circumstances, and duration of the situation, the AGI Director could exempt select employees on the recall list from reporting to work; those staff would be notified of this decision by the quickest means possible.

3) The Camp Rilea Training Site Manager at is to keep the AGI Director apprised of situations that could result in a decision to delay opening or closure actions, or other emergency situations affecting AGI employees.

**7. SPECIAL REQUIREMENTS.**

a. To help facilitate communications with employees, AGI Managers and Supervisors are to keep a list of their employee telephone numbers and home addresses readily available. Every effort will be made by AGI management to promptly disseminate decisions to employees under their supervision, provided they also have the ability to communicate.

b. Managers and Supervisors are to be prepared to submit Situation Reports (SITREP) for their respective areas of responsibility to provide details on matters having an impact on OMD operations, damage to equipment, facilities, etc. The AGI Director will issue guidance on internal reporting requirements and frequency of submission. If required, the Division will submit a Serious Incident Report (SIR) to the Joint Operations Center.

c. Photographs shall be taken to document any damage sustained to OMD facilities, equipment, and their immediate surroundings. This is documentary evidence and it will be needed for use in command briefings, as well as validating damage claims when seeking funding for emergency replacement or repairs. Subsequent to the emergency, photographs should continue to be periodically taken to document progress of repairs through final completion of the project. The images are to be stored on the Division's main file server in the "Photos and Graphics" Directory. Images are to be stored in the appropriate facility folder and with a naming convention that is apparent during a search. Consult with the Support Branch Chief if there are additional questions where to place these images.

d. The Chief, Operations & Maintenance Branch (AGI-O) may be required to assemble and deploy a team of staff with skills that can assess OMD buildings and expedite temporary repairs to maintain structural integrity while waiting for contractor support.

e. The Chief, Construction Branch (AGI-C) should be prepared to have appropriate staff available to survey sites where construction projects are ongoing, or have other in-situ resources provide. Contractors may be performing work and there will be a need for a report on issues that could impact or delay the project and /or damage(s) that has occurred.

f. The Chief, Environmental Branch (AGI-E) should be prepared to have appropriate staff available to evaluate environmental hazards, discharge of pollutants, spills, or other contaminants

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as the situation warrants, and provide management oversight to commence efforts to mitigate and/or take corrective actions.

g. The Chief, Support Branch (AGI-S) is to ensure information system operations are sustained. To the extent that staffing and division priorities permit, temporary augmentation may be needed to assist the Director of Financial Administration (AGC) with procurement and contracting support for short-term emergency operations. Temporary assignment of GIS/CAD staff to the Oregon Emergency Management (OEM) or the Joint Operations Center (JOC) offices may be required for special product development.

6. **ACTION:** The Chief, Support Branch (AGI-S) is tasked to keep this memorandum updated. Managers/Supervisors are to submit all changes of staff to AGI-S and shall ensure their employees understand their responsibilities outlined herein. Questions are to be directed to the undersigned at 503-584-3596.



ROY D. SWAFFORD

MAJ (Ret)

Director, Installations

**Attachment 1  
Regional Determining Official (RDO) Contact List**

| <b>RDO and Region Assignments: Message numbers for Federal and State employees to obtain information about closures, or delayed openings</b>   |  |                                      |  |
|--|--|--------------------------------------|--|
| <b>Region</b>  | <b>County</b>  | <b>RDO</b>                           | <b>Closure Information<br/>Dial-in Number</b>              |
| 0  | Yamhill, Marion and Polk Counties                              | Director Joint Staff                 | 503-584-2980 option 0                                      |
| I  | Multnomah County   | 142 FW ICC                           | 503-335-4000 option 4                                      |
| II   | Clackamas, Washington, Columbia                                | 82 BDE Senior Full-Time Officer      | 503-584-2980 option 2                                      |
| III  | Clatsop County   | Camp Rilea Installation Director     | 503-584-2980 option 3                                      |
| IV   | Lane, Linn, Benton, and Lincoln Counties                       | 2-162 IN BN Senior Full-Time Officer | 503-584-2980 option 4                                      |
| V  | Jackson, Josephine, Douglas, and Coos Counties                 | 1-186 IN BN Senior Full-Time Officer | 503-584-2980 option 5                                      |
| VI   | Klamath and Lake Counties                                      | 173 FW ICC                           | 541-885-6350 option 5                                      |
| VII  | Deschutes, Crook, and Harney Counties                          | 1-82 CAV Senior Full-Time Officer    | 503-584-2980 option 7                                      |
| Employees of the Youth Challenge Program will be contacted if they will not be required to report to work. The Director of the Oregon Youth Challenge Program is the determining official for YCP, in concurrence with the Interagency Director. |  |                                      |  |
| VIII   | Union, Baker, Malheur, Umatilla, Wasco and Hood River Counties | AASF #2 Commander                    | 503-584-2980 option 8                                      |
| <b>Senior Staff Points of Contact for RDO Requests</b>   |  |                                      |  |
| <b>Army Points of Contact</b>  |  |                                      |  |
| Chief of Staff (Army)  |  |                                      | 0: (503) 584-3605<br>BB: (503) 990-0090                    |
| Joint Operations Center  |  |                                      | (503) 584-2800<br>(Non Duty Hours)                         |
| <b>Air Points of Contact</b>   |  |                                      |  |
| Director of Staff (Air)  |  |                                      | 0: (503) 584-3645<br>BB: (971) 404-7728                    |
| Joint Operations Center  |  |                                      | (503) 584-2800<br>(Non Duty Hours)                         |
| <b>State Employee Approval Contact Numbers</b>   |  |                                      |  |
| Interagency Director (Primary)   |  |                                      | 0: (503) 584-3884<br>BB: (503) 383-6334<br>DSN 355-3884    |
| AGP Director (Alternate)   |  |                                      | 0: (503) 584-3865<br>Cell: (503) 428-3549<br>DSN: 355-3865 |

**State Building Closure Notices for State Offices on the Internet can also be found at the State of Oregon Web Site: [http://www.oregon.gov/DAS/pages/bldg\\_close/index.aspx](http://www.oregon.gov/DAS/pages/bldg_close/index.aspx)**

**Attachment 2  
AGI Essential Personnel List**

| <b>CLASS TITLE</b>                | <b>POS NO</b> | <b>WORK LOCATION</b>             | <b>INCUMBENT</b>     |
|-----------------------------------|---------------|----------------------------------|----------------------|
| Director of Installations / PEM G | 0014022       | Salem JFHQ                       | SWAFFORD, ROY        |
| CFMO                              | *             | Salem JFHQ                       | SAFE, KEN            |
| <b>CONSTRUCTION</b>               |               |                                  |                      |
| PRINCIPAL EXECUTIVE/MANAGER E     | 0819001       | Salem JFHQ                       | WILLEFORD, JAMES     |
| PRINCIPAL EXECUTIVE/MANAGER D     | 0097023       | Salem JFHQ                       | DORAN, TOMMY         |
| <b>ENVIRONMENTAL</b>              |               |                                  |                      |
| PRINCIPAL EXECUTIVE/MANAGER E     | 9100001       | Salem JFHQ                       | HANEY, AMANDA        |
| NATURAL RESOURCE SPECIALIST 4     | 0001048       | Salem JFHQ                       | ARNOLD, JAMES        |
| <b>PLANNING &amp; PROGRAMMING</b> |               |                                  |                      |
| PRINCIPAL EXECUTIVE/MANAGER E     | 0001002       | Salem JFHQ                       | HUTCHISON, STANLEY   |
| <b>SUPPORT</b>                    |               |                                  |                      |
| PRINCIPAL EXECUTIVE/MANAGER E     | 0001047       | Salem JFHQ                       | RUTH, DENNIS         |
| PROCUREMENT & CONTRACT SPEC 3     | 0097029       | Salem JFHQ                       | GOFF, SAMUEL         |
| INFO SYSTEMS SPECIALIST 5         | 0099027       | Salem JFHQ                       | BAUGH, ROBERT W JR   |
| INFO SYSTEMS SPECIALIST 4         | 0003072       | Salem JFHQ                       | DAVIDSON, BRUCE      |
| INFO SYSTEMS SPECIALIST 5         | 0003008       | Salem JFHQ                       | HILL, KENNETH        |
| <b>OPERATIONS</b>                 |               |                                  |                      |
| PRINCIPAL EXECUTIVE/MANAGER D     | 0095011       | Salem JFHQ                       | GILBERT, TIMOTHY     |
| PRINCIPAL EXECUTIVE/MANAGER C     | 9200010       | Salem JFHQ                       | BAKER, SCOTT         |
| MAINTENANCE & OPERATIONS SUPV     | 0001054       | Salem JFHQ                       | MILLER, COLE         |
| MAINTENANCE & OPERATIONS SUPV     | 0001053       | Redmond COUTES                   | VOLLSTEDT, BRUCE     |
| MAINTENANCE & OPERATIONS SUPV     | 0005030       | Camp Withycombe 41 ID AFRC / FMS | WILSON, GEORGE M III |
| <b>CAMP RILEA</b>                 |               |                                  |                      |
| PRINCIPAL EXECUTIVE/MANAGER E     | 0803004       | Camp Rilea                       | MILLER, JAMES        |
| PRINCIPAL EXECUTIVE/MANAGER C     | 9200006       | Camp Rilea                       | SCHULKE, ROBERT      |
| MAINTENANCE & OPERATIONS SUPV     | 0007056       | Camp Rilea                       | INDICA, HENRY        |
| FOOD SERVICE MANAGER 2            | 0009001       | Camp Rilea                       | WILCOCK, DANNY       |
| ACCOUNTING TECHNICIAN 2           | 0099029       | Camp Rilea                       | BIRMAN, LORI LEE     |
| SUPPLY SPECIALIST 2               | 0803008       | Camp Rilea                       | HORN, BRADLEY        |
| PROCUREMENT & CONTRACT SPEC 2     | 0803011       | Camp Rilea                       | REDMOND, THOMAS      |
| ELECTRICIAN 3                     | 0803012       | Camp Rilea                       | WILSKI, JEROME       |
| FACILITY MAINTENANCE SPEC         | 0825020       | Camp Rilea                       | DAVIS, ZACHARY       |
| FACILITY MAINTENANCE SPEC         | 0097040       | Camp Rilea                       | HAYES, PATRICK       |
| FACILITY MAINTENANCE SPEC         | 0803007       | Camp Rilea                       | MATTHEWS, MICHAEL    |
| CARPENTER                         | 0803003       | Camp Rilea                       | KIMMEL, LEO          |
| PLUMBER                           | 0003010       | Camp Rilea                       | IVERSON, ALLEN       |
| FACILITY ENERGY TECHNICIAN 3      | 0803001       | Camp Rilea                       | STOWE, BRANDON       |

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|                                |         |                                  |                     |
|--------------------------------|---------|----------------------------------|---------------------|
| NATURAL RESOURCE SPECIALIST 1  | 0011046 | Camp Rilea                       | CALLAHAN, DANIEL    |
| NATURAL RESOURCE SPECIALIST 1  | 0007039 | Camp Rilea                       | HAAG, JOEL          |
| CUSTODIAN                      | 0099023 | Camp Rilea                       | BROWN, THERESA      |
| CUSTODIAN                      | 0007057 | Camp Rilea                       | MARSCH, JOANNA      |
| CUSTODIAN                      | 0099024 | Camp Rilea                       | NIEMI, YVETTE       |
| CUSTODIAN                      | 0001046 | Camp Rilea                       | NIEZGODZKI, JOLANTA |
| OFFICE COORDINATOR             | 0301001 | Camp Rilea                       | STARR, DEBRA        |
| <b>CAMP UMATILLA</b>           |         |                                  |                     |
| PRINCIPAL EXECUTIVE/MANAGER C  | 1315024 | Camp Umatilla                    | BEINERT, TIMOTHY    |
| MAINTENANCE & OPERATIONS SUPV  | 1315027 | Camp Umatilla                    | ELLIS, KEITH        |
| FOREST OFFICER                 | 1315031 | Camp Umatilla                    | BOZEMAN, MICHAEL    |
| WILDLAND FIRE SUPPRESSION SPEC | 1315041 | Camp Umatilla                    | DENNIS, JAMES       |
| CARPENTER                      | 1315032 | Camp Umatilla                    | CROW, JACK          |
| FACILITY MAINTENANCE SPEC      | 1315035 | Camp Umatilla                    | EBKER, PHILLIP      |
| ELECTRICIAN 2                  | 1315011 | Camp Umatilla                    | VACANT              |
| PLUMBER                        | 1315010 | Camp Umatilla                    | VACANT              |
| GROUND MAINTENANCE WORKER 2    | 1315040 | Camp Umatilla                    | VACANT              |
| <b>CAMP WITHYCOMBE</b>         |         |                                  |                     |
| PRINCIPAL EXECUTIVE/MANAGER A  | 0013035 | Camp Withycombe                  | CHILDS, MALIA       |
| CUSTODIAL SERVICES COORDINATOR | 0007016 | Camp Withycombe                  | DOYLE, JOHN         |
| PHYSCL/ELECTRNC SECRTY TECH 3  | 0820001 | Camp Withycombe                  | MARTINMAAS, TONY    |
| PHYSCL/ELECTRNC SECRTY TECH 2  | 0820002 | Camp Withycombe                  | BROWN, MICHAEL      |
| GROUND MAINTENANCE WORKER 2    | 0000031 | Camp Withycombe                  | DENNIS, CLIFFORD    |
| FACILITY ENERGY TECHNICIAN 3   | 0097022 | Camp Withycombe                  | RUFENER, AARON      |
| FACILITY MAINTENANCE SPEC      | 0001049 | Camp Withycombe                  | CHENG, KINGSLEY     |
| FACILITY MAINTENANCE SPEC      | 0000242 | Camp Withycombe                  | HAMILTON, ROBERT    |
| FACILITY MAINTENANCE SPEC      | 0013038 | Camp Withycombe                  | YEAMANS, KEVIN      |
| FACILITY MAINTENANCE SPEC      | 4104016 | Camp Withycombe 41 ID AFRC / FMS | STAUB, JOHN F       |
| FACILITY MAINTENANCE SPEC      | 0013028 | Camp Withycombe 41 ID AFRC / FMS | WALLACE, FRANK      |
| PLUMBER                        | 4104043 | Camp Withycombe                  | HUBER, JARED        |
| ELECTRICIAN 3                  | 4306001 | Camp Withycombe                  | GREEN, JOHN E       |
| Custodian                      | 0097016 | Camp Withycombe                  | LAUL, ANTHONY       |
| Custodian                      | 0003058 | Camp Withycombe                  | MARTIN, KARL        |
| <b>READINESS CENTERS</b>       |         |                                  |                     |
| CUSTODIAN                      | 0007003 | A.A.S.F #1                       | TRIPP, JOHN         |
| FACILITY MAINTENANCE SPEC      | 5011011 | A.A.S.F #1                       | DUNCAN, MARK        |
| FACILITY MAINTENANCE SPEC      | 0013032 | A.A.S.F #1                       | BISELL, TROY        |
| FACILITY MAINTENANCE SPEC      | 4106001 | Albany                           | MUCHA, MICHAEL      |

**Attachment 2**  
**AGI Essential Personnel List**

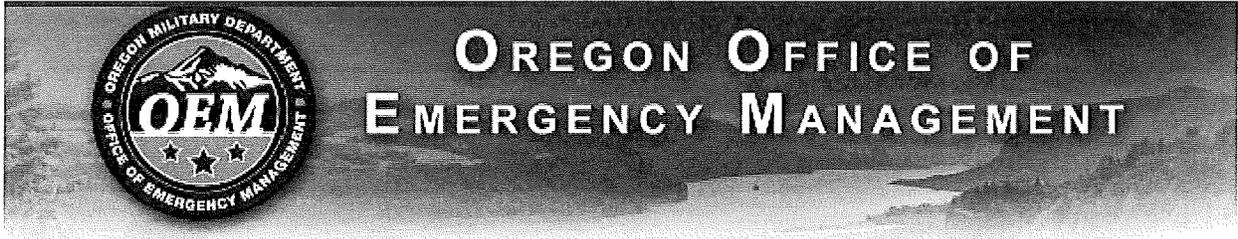
|                                |         |                                   |                     |
|--------------------------------|---------|-----------------------------------|---------------------|
| FACILITY ENERGY TECHNICIAN 3   | 0806016 | Anderson Readiness Center         | ROONEY, PATRICK     |
| FACILITY MAINTENANCE SPEC      | 0000025 | Anderson Readiness Center         | VENLET, PETER       |
| FACILITY MAINTENANCE SPEC      | 0013030 | Ashland                           | UNGER, JOHN         |
| FACILITY MAINTENANCE SPEC      | 0001033 | Baker City                        | TESTER, CONRAD      |
| FACILITY MAINTENANCE SPEC      | 0001051 | Bend HQ                           | WYATT, TERRY R      |
| FACILITY MAINTENANCE SPEC      | 0000026 | BIAK Training Center              | TURNER, RUSSELL     |
| FACILITY MAINTENANCE SPEC      | 0001051 | Burns                             | WYATT, TERRY        |
| FACILITY MAINTENANCE SPEC      | 0095009 | Coos Bay                          | DIETERICH, THEODORE |
| FACILITY MAINTENANCE SPEC      | 0802022 | CORC (Prineville)                 | DALY, TERRI         |
| FACILITY MAINTENANCE SPEC      | 0802021 | Corvallis                         | SEVEY, TERRY        |
| FACILITY MAINTENANCE SPEC      | 0013029 | Dallas                            | MCCLELLAN, DOUGLAS  |
| FACILITY MAINTENANCE SPEC      | 4104036 | Forest Grove                      | MAKELA, JOHNNY      |
| FACILITY MAINTENANCE SPEC      | 0013030 | Grants Pass                       | UNGER, JOHN         |
| FACILITY MAINTENANCE SPEC      | 4104036 | Gresham                           | MAKELA, JOHNNY      |
| FACILITY MAINTENANCE SPEC      | 0000283 | Hermiston                         | HINKLEY, ROBERT     |
| CUSTODIAL SERVICES COORDINATOR | 0007015 | Hillsboro                         | PERONA, PAUL        |
| FACILITY MAINTENANCE SPEC      | 4104036 | Hillsboro                         | MAKELA, JOHNNY      |
| FACILITY MAINTENANCE SPEC      | 4104111 | Hood River                        | ARNOLD, DAVID       |
| FACILITY MAINTENANCE SPEC      | 4105003 | Jackson                           | FRIES, ROY          |
| FACILITY MAINTENANCE SPEC      | 0001049 | Kliever / Kleiver FMS             | CHENG, KINGSLEY     |
| FACILITY MAINTENANCE SPEC      | 0001052 | La Grande / La Grande FMS         | HURD, RONALD        |
| FACILITY MAINTENANCE SPEC      | 4106001 | Lebanon                           | MUCHA, MICHAEL      |
| FACILITY MAINTENANCE SPEC      | 4104016 | Maison Readiness Center           | STAUB, JOHN         |
| FACILITY MAINTENANCE SPEC      | 0013029 | McMinnville                       | MCCLELLAN, DOUG     |
| CUSTODIAL SERVICES COORDINATOR | 0097019 | Medford                           | WHITEHEAD, DOUGLAS  |
| FACILITY MAINTENANCE SPEC      | 0000275 | Medford / Medford FMS             | OSBORN, RAYMOND     |
| FACILITY MAINTENANCE SPEC      | 0000283 | Milton-Freewater                  | HINKLEY, ROBERT     |
| FACILITY MAINTENANCE SPEC      | 0097052 | Najaf Training Center             | ADAMS, RICHARD      |
| FACILITY MAINTENANCE SPEC      | 0802021 | Newport                           | SEVEY, TERRY        |
| FACILITY MAINTENANCE SPEC      | 0000266 | Ontario Readiness Center          | FILLMAN, MARK       |
| FACILITY MAINTENANCE SPEC      | 0000078 | Pendleton / Pendleton AASF        | LONG, KENNETH       |
| FACILITY MAINTENANCE SPEC      | 0802022 | Redmond                           | DALY, TERRI         |
| FACILITY MAINTENANCE SPEC      | 0000026 | Redmond COUTES                    | TURNER, RUSSELL     |
| FACILITY MAINTENANCE SPEC      | 0095009 | Roseburg                          | DIETERICH, THEODORE |
| FACILITY MAINTENANCE SPEC      | 0802021 | RTI (Regional Training Institute) | SEVEY, TERRY        |
| FACILITY MAINTENANCE SPEC      | 4106003 | Salem - 17th. Street              | LORETO, DANIEL      |
| CUSTODIAL SERVICES COORDINATOR | 0097018 | Salem Auditorium                  | VACANT              |
| FACILITY MAINTENANCE SPEC      | 0007011 | Salem JFHQ                        | HAMMONDS, DANIEL    |
| FACILITY OPERATIONS SPEC 1     | 0005021 | Salem JFHQ                        | MILLSAP, MICK       |

**Attachment 2**  
**AGI Essential Personnel List**

|                            |         |                         |                  |
|----------------------------|---------|-------------------------|------------------|
| CUSTODIAN                  | 0000290 | Salem JFHQ              | WHITTAKER, JAMES |
| FACILITY MAINTENANCE SPEC  | 0013032 | Salem Reserve Center    | BISSELL, TROY    |
| CUSTODIAN                  | 0005013 | Springfield             | LINN, KEVIN      |
| CUSTODIAN                  | 0007105 | Springfield             | RICKETT, EDWIN G |
| FACILITY OPERATIONS SPEC 1 | 0013015 | Springfield             | OGAN, JAMES      |
| CUSTODIAN                  | 0013039 | Springfield             | ROACH, RONALD    |
| FACILITY MAINTENANCE SPEC  | 4105003 | St. Helens              | FRIES, ROY       |
| FACILITY MAINTENANCE SPEC  | 4104111 | The Dalles              | ARNOLD, DAVID    |
| FACILITY MAINTENANCE SPEC  | 0000078 | Umatilla Chemical Depot | LONG, KENNETH    |
| FACILITY MAINTENANCE SPEC  | 4106003 | Woodburn                | LORETO, DANIEL   |

**NOTE:** Facility Maintenance Specialists that are covering more than one location are to consult with their immediate Supervisor regarding the priority of coverage during an event. In the event no communication can be established with the Supervisor, report to the assigned "Home" facility.

**Attachment 3  
OEM Go-Kit Passport**



**Get a Go-Kit Passport**

An Emergency GO-Kit Passport contains your emergency information. Take the time to work through this passport and create a valuable family emergency action plan. You can print a copy of the Emergency Go-Kit Passport: [http://www.oregon.gov/omd/oem/plans\\_train/earthquake/go-kit\\_passport.pdf](http://www.oregon.gov/omd/oem/plans_train/earthquake/go-kit_passport.pdf), or pick one up at the Oregon Military Department front desk. You can also contact the Oregon Office of Emergency Management Public Information Office at [pio@oem.state.or.us](mailto:pio@oem.state.or.us).

**How to use an Emergency Go-Kit Passport**

Take the time with family members to fill out your passport with information you will need for an emergency. Your passport will create a record of important information. Keep current medical and communication information in one easy-to-find location. Put your passport with your emergency medications in your refrigerator or in your Go-Kit. Put a copy in your child's backpack. Keep a copy at work.

**Seven Step Emergency Action Plan:**

1. Identify Hazards in or around your home
2. Create a disaster action plan
3. Prepare Emergency Go-Kits
4. Identify Weaknesses
5. Protect yourself during a disaster
6. Evacuate, if necessary
7. Follow your plan

Oregon Office of Emergency Management

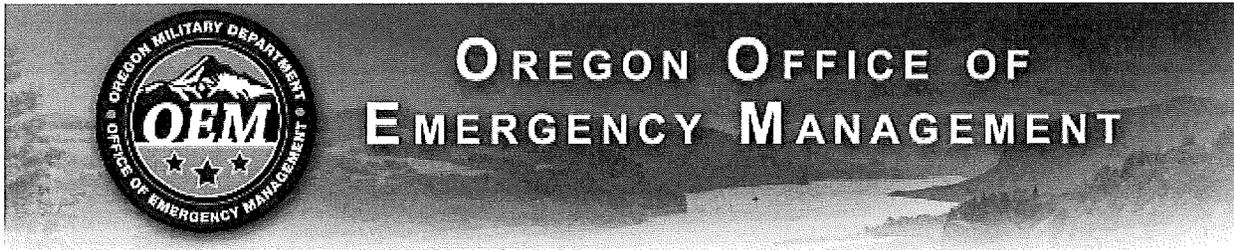
<http://www.oregon.gov/omd/oem/>

[pio@oem.state.or.us](mailto:pio@oem.state.or.us), (503) 383-6608

Twitter: @OregonOEM

Facebook: OMDOEM

Attachment 4  
OMD Emergency Preparedness Checklist



**How prepared are you?**

Take a look at this checklist to find out how prepared you are. Then start filling in the boxes to make you and your family safer. OEM recommends having at least 2-WEEKS of supplies. Be ready to respond to emergencies in duty status when called upon!

**Family Emergency Plan**

- List of everyone who lives with you (including pets) with name, relationship, and photo
- Emergency contact name, phone, email, social media
- Out of town contact name, phone, email, social media
- Neighborhood meeting place and phone #
- CERT or Neighborhood Watch Contact name, phone, email
- Two escape routes from each room
- Everyone knows where the gas shut off valve is & how to shut off
- Everyone knows where the water shut off valve is & how to shut off
- Draw a floor plan of your house
- Draw a map of your neighborhood with evac routes, assembly areas, etc.
- Maps of work and school with evac routes, assembly areas, etc.
- A two-week emergency kit

**What to put in a basic household emergency kit**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Water, one gallon per person per day | <input type="checkbox"/> Food, two weeks supply | <input type="checkbox"/> Radio, battery or hand-crank |
| <input type="checkbox"/> Flashlight with extra batteries      | <input type="checkbox"/> First aid kit          | <input type="checkbox"/> Whistle                      |
| <input type="checkbox"/> Dust masks                           | <input type="checkbox"/> Moist towelettes       | <input type="checkbox"/> Wrench, pliers               |
| <input type="checkbox"/> Can opener                           | <input type="checkbox"/> Local maps             | <input type="checkbox"/> Cell phone and chargers      |
| <input type="checkbox"/> Leather gloves and sturdy shoes      | <input type="checkbox"/> Books/toys             | <input type="checkbox"/> Medicine and glasses         |
| <input type="checkbox"/> Toiletries                           |   |   |

You can get your **Emergency Go Kit Passport** for free at the Oregon Military Department front desk  
Knowledge and preparation can mean the difference between life and death!

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