



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
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SALEM, OREGON 97309-5047

AGP

30 July 2009

MEMORANDUM FOR RECORD

Subject: Evacuation Coordinator Meeting

The Oregon Military Department's Evacuation Coordinators met on 30 July 2009, at the Anderson Readiness Center in conference room 114. The meeting convened at 9:05 AM. The status of the Coordinator attendance was as follows:

LTC Kelly Smothers	DCSIM	Absent
JD Powers	DCSIM	Absent
CW William Chaney	DCSIM	Absent
LT Chris Nicely ( <b>Michael Porter</b> )	DCSIM (Stand in)	Present
CW2 Paul Dole	DCSLOG	Absent
<b>SSG Dennis Mack</b>	<b>DCSLOG</b>	<b>Present</b>
SGM William Elfering	DCSOPS	Absent
<b>SFC Debby O'Donnell</b>	<b>DCSOPS</b>	<b>Present</b>
MSG Rudy Hernandez	DCSPER	Absent
CPT Gregory Fernandez	DCSPER	Absent
CW5 Scott O'Donnell	DCSPER	Absent
SGM James Richards	DCSPER	Absent
<b>SFC Scott Dickey</b>	<b>RRC/ARR</b>	<b>Present</b>
SGT James Treat	RRC/ARR	Absent
<b>LT Daniel Fay</b>	<b>HHD</b>	<b>Present</b>
LTC Laura Garren	HHD	Absent
<b>CMSgt Dave Gardner</b>	<b>HRO</b>	<b>Present</b>
<b>SMSgt Thomas Prosser</b>	<b>HRO</b>	<b>Present</b>
SSG Stacey Lyman	USPFO	Absent
SSG Deannie Darrow	USPFO	Absent
SSG Aaron Powers	USPFO	Absent
LTC Kathy Nicholson	USPFO	Absent
Jason Kroker	AGP	Absent
Steve Petit	AGP	Absent
<b>Bob Freeman</b>	<b>AGC</b>	<b>Present</b>
Debbie Stratman	AGC	Absent
<b>Jeff Beck</b>	<b>AGI</b>	<b>Present</b>
Tim Gilbert	AGI	Absent
<b>Kay Fristad</b>	<b>AGPA</b>	<b>Present</b>
SGT Kevin Hartman	AGPA	Absent
<b>Terri Kroecker</b>	<b>CMDGP</b>	<b>Present</b>
SGT Joe Barto	CMDGP	Absent
COL Robert Oliveras	IG	Absent
<b>MSG Shannon Compton</b>	<b>IG</b>	<b>Present</b>

LTC Rudy Murgo	JAG	Absent
CPT Bryan Libel	JAG	Absent
COL Paul Disney	SRAA	Absent
<b>MSG Jerry Glesmann</b>	<b>Guest</b>	<b>Present</b>

**1. Welcome and Meeting Purpose:** The purpose of the meeting was to review the Emergency Action Plan and make a determination on evacuation routes within the building and meeting locations outside of the building.

**2. Review of Emergency Action Plan Binder:** There were a few suggested changes to the Evacuation Coordinator list at the front of the book. DCISM will be changed to DCSIM, a name correction and a flip on color codes for the IG and JAG offices.

Robin explained the Coordinator list and evacuation maps (second item in binder) are colored coded for easy use. This alleviates the necessity of changing the evacuation maps each time there is an office move, name change or number change. The Introduction page of the binder still needs to be approved by the TAG so Robin will send that forward. TAB A was reviewed which indicates the responsibilities of the Evacuation Coordinators. The remainders of the Tabs were also reviewed.

**3. Roles of Evacuation Coordinators:** This was covered in number 2 in review of the binder.

**4. Guest Speakers:** MSG Jerry Glesmann gave a short presentation on Security Issues. He indicated that if you find a suspicious package or get a Bomb Threat via telephone to make sure you take down all the information on the Bomb Threat Card. Keep that person talking as long as possible and alert someone else you have a potential bomb threat caller on the phone. Althea Turner from Office of Emergency Management (OEM) gave a short presentation on Earthquake issues. She passed out some information indicating there are currently small earthquakes occurring in Oregon on an ongoing basis. She also reminded everyone that you need to have a clear spot under your desk in your work area in case we have an earthquake. It's important to remember to Drop, Cover and Hold during an earthquake. She stated we are way overdue in having a large earthquake so it's important to be prepared. She suggested having a 72 hour kit at home, at work and in your car as it could be days or weeks before there is clean water, passable roads etc. She also indicated that because of phone service issues in the middle of a crisis you may not be able to reach loved ones. She suggested having a contact person in another state that everyone in your family can reach and report to. That way if you have one call, you will know through that point person that other family members have checked in. She also indicated when making decisions on where to evacuate in the parking lot to take into account any overhead power lines or trees.

LTC Chris Ferrell was unable to attend due to a previous engagement. He did relay in his absence to be sure to talk about a back up assembly area in case the currently one is unavailable.

**5. Evacuation Routes:** The group first reviewed the second floor escape route. It was decided that the second floor layout as printed was sufficient. The group then reviewed the first floor escape routes. There was a mention that there is another exit door not listed on the map in DCSPER. Robin will have that added to the plans.

The assembly area in the parking lot was then reviewed. It was decided to keep it down to two designated areas as shown on the plot.

**6. Conclusions:** Robin reminded everyone that as Evacuation Coordinators it is their responsibility to inform their co-workers in their offices of what evacuation routes they need to take. A suggestion of passing the booklet around for everyone in each office to review was suggested. There were questions on which evacuation route should people take, it was decided that each area needs to determine which route is the closest to their location. It is imperative that co-workers know where their assembly points are and who to report to. It was also suggested that each area make up a checklist so they can account for their co-workers or use the one under TAB F.

Because we have not had a Fire Drill for 2009 yet, it was decided to schedule one in August/September timeframe. Robin will coordinate dates with the TAG and Facilities and let everyone know.

There is another CPR/AED/First Aid training scheduled for the end of October, Robin will send out the exact date for those who may want to attend. The class is free to everyone.

The group also decided they would like Fire Extinguisher training and Jeff indicated there is an ample supply of extinguishers that are being replaced. Robin will contact the Fire Department to schedule this training.

Orange vests and radios have been ordered. As soon as those items are in, Robin will get them distributed. She will also connect with those offices that were not able to attend today's meeting to brief them on this group's current status.

**7. Next Meeting:** A tentative date has not yet been scheduled but will happen after the future fire drill in order to assess feedback and determine necessary changes.

/s/

Robin Webb  
Safety Manager & Recorder

## AGENDA

### Evacuation Coordinator Training

Location: ARC, Room 114

Date: Thursday, July 30, 2009

Time: 9:00 AM

1. Welcome and Meeting Purpose
2. Review of Emergency Action Plan Binder
3. Roles of Evacuation Coordinators
4. Guest Speaker – Althea Turner, Geologic Hazards Program Coordinator – OEM
5. Evacuation Routes
6. Questions