



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
1776 MILITIA WAY
P.O. BOX 14350
SALEM, OREGON 97309-5047

AGP

29 September 2009

MEMORANDUM FOR RECORD

Subject: Evacuation Coordinator Meeting

The Oregon Military Department's Evacuation Coordinators met in a stand up meeting on 24 September 2009, in the JFHQ parking lot. The meeting convened at 9:15 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	DCSIM	Absent
CW2 Paul Dole	DCSLOG	Absent
SSG Dennis Mack	DCSLOG	Absent
SGM William Elfering	DCSOPS	Absent
SFC Debby O'Donnell	DCSOPS	Absent
MSG Rudy Hernandez	DCSPER	Absent
CPT Gregory Fernandez	DCSPER	Absent
CW5 Scott O'Donnell	DCSPER	Absent
SGM James Richards	DCSPER	Absent
SFC Scott Dickey	RRC/ARR	Present
SGT James Treat	RRC/ARR	Absent
LT Daniel Fay	HHD	Absent
LTC Laura Garren	HHD	Absent
CMSgt Dave Gardner	HRO	Present
SMSgt Thomas Prosser	HRO	Present
SSG Stacey Lyman	USPFO	Present
SSG Deannie Darrow	USPFO	Present
SSG Aaron Powers	USPFO	Absent
LTC Kathy Nicholson	USPFO	Absent
Jason Kroker	AGP	Present
Steve Petit	AGP	Absent
Bob Freeman	AGC	Absent
Debbie Stratman	AGC	Present
Jeff Beck	AGI	Absent
Tim Gilbert	AGI	Absent
Christina Rock	AGI	Present
Carol Cotrell	AGI	Present
Kay Fristad	AGPA	Absent
SGT Kevin Hartman	AGPA	Absent
Terri Kroeker	CMDGP	Present
SGT Joe Barto	CMDGP	Absent

COL Robert Oliveras	IG	Absent
MSG Shannon Compton	IG	Present
LTC Rudy Murgo	JAG	Absent
(SGT Melanie Shaw – Stand in) JAG		Present
CPT Bryan Libel	JAG	Absent
COL Paul Disney	SRAA	Absent
Elisabeth Turner	Guest	Present
Frank Wallace	Guest	Present
Mike Wilson	Guest	Present

1. Welcome and Meeting Purpose: The purpose of the meeting was to review the feedback received from the Fire Drill performed on August 17, 2009. This meeting was combined with the Fire Extinguisher Training being performed by Station 6 Salem Fire Dept.

2. Fire Drill Feedback: Feedback received from the Evacuation Coordinators after the last Fire Drill was talked about and responded to as such:

- a. Changed assembly points caused confusion. Robin indicated that because this was the first fire drill in some time, people were confused as to where their assembly locations in the parking lot were. Robin reminded everyone that as Evacuation Coordinators it is their responsibility to educate their offices on where they need to go.
- b. Suggestion for Bull Horn or Air Horn to alert when safe to return to building. Robin indicated this was a great idea and will look into getting some canned air horns. Once the radios are in place it should alleviate the issue of employees not knowing when the coast is clear.
- c. Offices segregate within the larger crowd in order to do the accountability part more easily. A concern after the last drill was that the assembly areas may be too big for office to accurately get a head count. A suggestion was brought up that each office temporarily group in order to take roll call and then merge in with rest of employees.
- d. Lead Coordinators on each end of building to be liaison with emergency responders. Robin indicated there have been two changes in that regard. Christina Rock and Carol Cotrell have been appointed the new Evacuation Coordinators for AGI. Jeff Beck and Tim Gilbert will be that Emergency Responder coordinator who will work with the Fire Dept. /Ambulance in access to the building and such.

3. Comments on Evacuation Route Maps: It was brought to attention that the Evacuation Route Maps on the wall in the hall way do not have any identifying marks such as “You are Here”. The first floor maps have been revamped with colored stars indicating “You are Here”, Fire Extinguishers, AED and First Aid Kits. The second floor

maps are still being worked on and will include all of the above and also "Pull Stations". The first floor does not have any pull stations as of this date.

4. Status of Emergency Equipment: The status of emergency equipment is as follows:

- a. Orange Vests: All of the orange vests have been distributed. Some offices were given two depending on the size and number of Evacuation Coordinators.
- b. Radios: The radios are on hold until after the first of October due to funding issues.
- c. Emergency Supply Kits: It was decided that JFHQ should have two emergency supply kits, one on the first floor and one on the second floor. Those kits should contain items recommended by Homeland Security. There was talk in USPFO about doing a 3rd kit for their area. Funding for the containers and contents is on hold until after October 1st due to funding issues also.

5. Reminders: There will be another CPR/AED/First Aid training at the Anderson Readiness Center (ARC) on Tuesday, October 27, 2009 at 9:00 AM in room 114. For those who may be interested in attending the free class they need to call 503-584-3581 or send Robin and email at Robin.M.Webb@mil.state.or.us to get signed up.

6. Fire Extinguisher Training: Those Evacuation Coordinators listed as "Present" in these minutes also participated in Fire Extinguisher training. Salem Fire Dept. Engine 6 donated their time in providing us with hands on training. AGI provided the fire extinguishers that were used. Although the Fire Dept. received a call just prior to starting, they returned a little bit later and the training was completed.

7. Conclusions: I believe the Fire Extinguisher training went well and we were able to talk out the issues with regards to the last Fire Drill and Evacuation Maps. I do have some concerns with a few areas that have not participated in any meetings or email exchanges such as DCSIM and DCSPER. Without any participation employees will not know where to assemble or who or how they are supposed to report. A suggestion might be to assign the Evacuation Coordinator role to someone in those offices who have a lesser responsibility as it relates to meetings and training and can brief those of a higher rank in those offices.

8. Next Meeting: Originally, I would like to have performed one more fire drill before the rainy season but without the radios, not sure it would accomplish much. Therefore, the next fire drill will happen next spring sometime. In the meantime, once the radios are received, the Evacuation Coordinators and myself will work on getting the kinks out as they relate to location, how to report and testing the radios.

If anyone has any ideas, suggestions or comments, please let me know.

/s/
Robin Webb
Safety Manager & Recorder

Fire Drill Feedback
August 17, 2009

Here is the feedback I received from all of you on how you felt the fire drill on August 17, 2009 went:

1. Changed assembly points caused confusion
2. Suggestion for Bull Horn or Air Horn to alert when safe to return to building
3. Offices segregate within the larger crowd in order to do the accountability part more easily
4. Lead Coordinators on each end of building to be liaison with emergency responders

Comments on Evacuation Route Maps:

1. Need to put "You are Here" on the maps

Robin will work with AGI to change maps to second floor layout in order to accommodate "You are Here" labeling.

Status on Emergency Equipment

1. Received orange vests – Will follow up with those who have not picked theirs up yet.
2. Radios on hold until after 10/1/09
3. Emergency Supply Kits on hold until 10/1/09 (2 for JFHQ)
4. Reminder of CPR training on 10/27/09 at 9:00 AM at ARC, room 114