



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
1776 MILITIA WAY  
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SALEM, OREGON 97309-5047

AGP

9 September 2010

MEMORANDUM FOR RECORD

Subject: Evacuation Coordinator Meeting & After Action Report

The Oregon Military Department's Evacuation Coordinators met on Wednesday, September 8, 2010 in room 236 at JFHQ. The meeting convened at 10:00 AM and lasted approximately one hour. The status of the Coordinator attendance was as follows:

MAJ Gary Nash	DCSIM	Absent
<b>JD Powers</b>	<b>DCSIM</b>	<b>Present</b>
<b>CW William Chaney</b>	<b>DCSIM</b>	<b>Present</b>
<b>LT Chris Nicely</b>	<b>DCSIM</b>	<b>Present</b>
<b>CW2 Paul Dole</b>	<b>DCSLOG</b>	<b>Present</b>
<b>SSG Dennis Mack</b>	<b>DCSLOG</b>	<b>Present</b>
SGM William Elfering	DCSOPS	Absent
<b>SFC Austin Roberts</b>	<b>DCSOPS</b>	<b>Present</b>
Vacant	DCSPER	Absent
LTC Michael Gillett	DCSPER	Absent
<b>Ann Browning</b>	<b>DCSPER</b>	<b>Present</b>
<b>Mitchell Reed</b>	<b>DCSPER</b>	<b>Present</b>
MSG Cecil Owens	DCSPER	Absent
SFC Scott Dickey	RRC/ARR	Absent
SSG Mike Marugg	RRC/ARR	Absent
<b>LT Daniel Fay</b>	<b>HHD</b>	<b>Present</b>
LTC Laura Garren	HHD	Absent
Diane Gooding	HRO	Absent
<b>SMSgt Thomas Prosser</b>	<b>HRO</b>	<b>Present</b>
<b>SSG Stacey Lyman</b>	<b>USPFO</b>	<b>Present</b>
<b>SSG Deannie Darrow</b>	<b>USPFO</b>	<b>Present</b>
<b>SSG Aaron Powers</b>	<b>USPFO</b>	<b>Present</b>
<b>SPC Sean Oeder</b>	<b>USPFO</b>	<b>Present</b>
Vacant	AGP	Absent
<b>Steve Petit</b>	<b>AGP</b>	<b>Present</b>
<b>Bob Freeman</b>	<b>AGC</b>	<b>Present</b>
Debbie Stratman	AGC	Absent
Jeff Beck	AGI	Absent
Tim Gilbert	AGI	Absent
Christina Rock	AGI	Absent
SSG Teri Thomas	AGI	Absent
Kay Fristad	AGPA	Absent
SGT Kevin Hartman	AGPA	Absent
Terri Kroeker	CMDGP	Absent

SGT Adrian Gonzalez	CMDGP	Absent
COL Robert Oliveras	IG	Absent
MSG Shannon Compton	IG	Absent
<b>Jeff Copeck</b>	<b>IG</b>	<b>Present</b>
<b>SGT Melanie Sonnen</b>	<b>JAG</b>	<b>Present</b>
CPT Bryan Libel	JAG	Absent
Gene Baker	RESET	Absent

**1. Welcome and Meeting Purpose:** The purpose of the meeting was to prepare for a fire drill scheduled on Thursday, September 09, 2010 at 9:00 AM.

A run through of what the Fire Department's plan was for the fire drill was reviewed as follows:

- a. Fire Department will show up and initiate fire drill and command center.
- b. Feedback from Fire Department of what they feel worked or didn't work.

**2. Fire Drill Feedback:** Feedback received from the Fire Department was as follows:

- a. Alarm was pulled at 9:30 AM
- b. Roll call was started at 9:35 AM
- c. Everyone was accounted for at 9:40 AM
- d. When talking on the radio, hold the call button down until finished. There was a lot of lost communication due to letting go of call button too soon.
- e. Need only the command center to do the "check in". Too many sections were trying to talk at once.
- f. Evacuation points are ok – everyone is away from the building.
- g. Need to identify what type of hazard
- h. How many people are not accounted for
- i. Need to identify if you have injured soldiers/employees when calling in.
- j. What type of injuries do we have and the number
- k. Need to have some type of back up system if the radios don't work, such as a primary and secondary runner.
- l. Lead Coordinators on each end of building to be liaison with emergency responders. Jeff Beck and Tim Gilbert will be that Emergency Responder coordinator who will work with the Fire Dept. /Ambulance in access to the building, etc.
- m. Command Post – should be out front
- n. Command Post should have a copy of all sprinkler hookups and where the FD connection is located.
- o. Should have copy of floor plan of building located at Guard Shack
- p. Reminder that if you use the fire extinguisher, still call the Fire Dept.

**3. 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:** In this meeting 10 sets of radios were passed out to various sections. Due to the shortage of radio chargers, the location of radios may not necessarily be in office areas where needed. This problem should be alleviated with the purchase of several more radios.
- 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 3<sup>rd</sup> kit for their area. Funding for the containers and contents still needs to be determined.

**4. Conclusions:** I believe the Fire Drill went well. Having the Fire Dept. here to give feedback after the drill was extremely helpful. I continue to have concerns as they relate to coverage in office areas when Evacuation Coordinators are unavailable. Without having an Evacuation Coordinator present, employees will not know where to assemble or who/how they are supposed to report.

**5. Next Meeting:** It has been determined that two fire drills and one Earthquake drill will be performed annually. Earthquake drills are normally performed in April with a June and September timeframe for fire drills.

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

/s/  
Robin Webb  
Safety Manager & Recorder