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AGP

15 April 2010

TO: General Mike Caldwell, Deputy Director of State Affairs

SUBJECT: Earthquake Drill After Action Report

Purpose: To determine what actions, if any, need to be implemented on full safety compliance in the event of an actual Earthquake.

1. Department of Administrative Services has designated April as Earthquake Drill month. The Oregon Military Department, JFHQ building, participated in having a drill on April 13, 2010. Facilities section pulled the fire alarm at 2:30 PM for approximately 45 seconds.

2. Sixteen (16) offices are represented on the Emergency Evacuation List. Each office is assigned two Evacuation Coordinators, a primary and a backup, who are instructed in the case of an Earthquake to ensure employees Drop, Cover and Hold. The lists of offices are as follows:

- | | |
|------------|----------|
| 1. DCISM | 9. AGP |
| 2. DCSLOG | 10. AGC |
| 3. DCSOPS | 11. AGI |
| 4. DCSPER | 12. PA |
| 5. RRC/ARR | 13. CMDG |
| 6. HHD | 14. IG |
| 7. HRO | 15. JAG |
| 8. USPFO | 16. SRAA |

3. The following offices reported some “non-compliance” employees who chose to continue working and not participate and offices I did not receive a response back from as of the date of this memo.

- | Non-Compliance | No Response |
|-------------------|-------------|
| 1. Public Affairs | 1. HRO |
| 2. USPFO | 2. DCSLOG |

4. An Earthquake drill was also performed by OEM for OEM at 9:30 AM April 13th. Efforts are being made to perform an entire ARC Earthquake Drill in the future. It is being encouraged that other locations perform Earthquake drills annually also. Camp Withycombe’s safety committee is working on performing an Earthquake drill the end of April.

5. Participation has greatly improved over previous years but still has room for improvement. Having radios and proper safety equipment, not to mention top down support, would be beneficial. This would eliminate Coordinators from having to run around checking on employees for participation. Also, if supervisors/managers are not willing to be role models by participating, the employees feel it’s not important. We should be taking safety serious by setting the right examples for our employees.

6. Suggestions from Coordinators on future drills are as follows:

1. Setting up a procedures for after a real Earthquake
2. Power off phone system and network, cut over to alternate site (Bend)
3. First Aid response/issues

4. Damage Assessment
5. Fire Control
6. Power generation
7. Security
8. Logistics
9. Have a separate sounding alarm for Earthquake other than Fire Alarm

Most of these items would test our Business Continuity and Disaster Recovery Plans.

7. Questions regarding this report may be directed to the State Safety Officer, (503) 584-3581.

Robin Webb
Safety Officer
State Personnel