



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

AGP

18 May 2011

MEMORANDUM FOR RECORD

Subject: Evacuation Coordinator Meeting

The Oregon Military Department's Evacuation Coordinators met on May 4th and May 11th, 2011 to discuss the pending and after action of a Fire Drill held at JFHQ on May 5, 2011. Both meetings were held in room 236. The status of the Coordinator attendance was as follows:

LTC Kelly Smothers	DCSIM	Absent
JD Powers	DCSIM	Present
SFC Jason Bonczkowski	DCSIM	Present
2LT Kyle Shields	DCSIM	Absent
SGT Tim Cotter	DCSLOG	Present
SSG Dennis Mack	DCSLOG	Present
SGM Andres Turner	DCSOPS	Present
SFC Austin Robbins	DCSOPS	Absent
SGT Valarie Dean	DCSOPS	Present
SPC Matthew Karnes	DCSPER	Present
MSG Beau Lintner	DCSPER	Absent
MSG Ann Browning	DCSPER	Present
MSG Isreal Garcia	DCSPER	Absent
SFC Scott Dickey	RRC/ARR	Absent
SGT Ben Taylor	RRC/ARR	Present
SGT Mike Marugg	RRC/ARR	Present
1LT Daniel Fay	HHD	Absent
SSG Alford Partain	HHD	Present
SGT Nicolas Valleton	HHD	Absent
CMSgt Dave Gardner	HRO	Present
Thomas Prosser	HRO	Present
Diane Gooding	HRO	Present
SSG Stacey Lyman	USPFO	Present
SPC Sean Oeder	USPFO	Present
Teri Burris	USPFO	Present
Danette Lanzafami	AGP	Present
Steve Petit	AGP	Absent
Bob Freeman	AGC	Absent
Debbie Stratman	AGC	Absent
Christina Rock	AGI	Absent
SSG Teri Thomas	AGI	Present
Kay Fristad	AGPA	Absent
Patricia Marin	AGPA	Present

Terri Kroeker	CMDGP	Present
SSG Jedadia Powell	CMDGP	Absent
COL Robert Oliveras	IG	Absent
MSG Shane Bails	IG	Present
MAJ Bryan Libel	JAG	Absent
SGT Destiny Pence	JAG	Present
Gene Baker	Reset	Present
Jeff Beck	Facilities	Present
Mark Duncan	Facilities	Present
Dave Provost	Facilities	Absent

1. Welcome and Meeting Purpose: The purpose of the two meetings was to prepare for the Fire Evacuation drill held on May 5th and to review the feedback received from the Salem Fire Dept. in regards to the Fire Drill held on May 5, 2011.

2. AAR for September 2010 Fire Drill: The group reviewed the last AAR for the September 2010 fire drill. Issues discussed were as follows and recommendation given:

a. When operating the radio, remember to hold the button down for a few seconds when you are done speaking. The tail end of conversations was being cut off.

Recommendation: end the conversation with “Over” and “Out”.

b. Everyone calling into Command Center on the radio ended up walking over each other. **Recommendation:** to have Command Center call each section to get status.

c. Need a process to identify type of hazard, i.e. fire, medical, etc.

Recommendation: Set up a process with the phones to identify type of emergency.

d. Process to deal with casualties. **Recommendation:** assign a “Casualty Center” area for medical emergencies and a specific radio frequency.

e. Need to account for all employees/soldiers. **Recommendation** was given to have each section do their own head count and then wait for contact from Command Center.

f. Lead Coordinators to work with Fire Dept. (Facilities). **Recommendation** is that Facilities have their own radio and channel so that they can respond no matter where they are located.

g. Command post location. **Recommendation** is that Command Center be located near the front Gate in order to have access to emergency personnel coming and going from facility.

h. Copy of building plans at front Gate for Fire Dept. showing sprinkler hookups and FD connections. **Recommendation** is to have AGI print off plan showing all items listed and stored at Guard Shack.

3. AAR for May 2011 Drill: new issues that were brought up and Recommendations are as follows:

- a. A set of radios were given to each section.
- b. Call in procedures were set up and specific channels assigned to each section and what offices fall under what sections. (See attached)
- c. Evacuation took approximately 2 minutes and having everyone accounted for took about 5 minutes.
- d. Fire Dept estimates it would take them approximately 5 minutes to get here; we need to have an accountability of employees/soldiers at that time.
- e. Command Center needs to have a laminated building map for identifying locations of missing employees/soldiers to give to Fire Dept. (DONE)
- f. Need building map with equipment information and fire systems at Guard Shack.
- g. Need to set up Casualty Area on each end of building – Need volunteers to staff.
- h. Need to set up a procedure internally in how to set up alarm activation for first floor due to there being no alarm pulls.
- i. Procedure to make sure all doors are closed when leaving area during evacuations. Lots of doors were left propped open which reduces the fire rating for those areas.
- j. Need to emphasis the importance of evacuations even in a “drill” status. There were employees coming and leaving the parking lot during the drill. There were several others who refused to evacuate, i.e. Command Group. It is important that we have complete top down support.
- k. Status check on back up generators – will they kick in if the power is shut down?

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

- a. Orange Vests: All of the orange vests have been distributed. Extras are located in AGP if anyone needs one.

- b. Radios: Radio's have been distributed to each section. Two sets are on order for the Casualty Area.
- 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 being researched.

5. Earth Quake Drill: There will be an Earth Quake drill at JFHQ on Tuesday, May 24th at 1:00 PM. A reminder to everyone that you don't evacuate during an Earthquake. Remind everyone to crawl under their desks and remain until the Fire Alarm ends. At that time, you will be instructed to leave the building to your assigned Assembly points for a headcount and further instructions.

6. Fire Extinguisher Training: Salem Fire Dept. will be providing hands on training again for Fire Extinguishers on June 14th at 1:30 PM. Training will take place in the FMS parking lot at JFHQ. OSHA requires annual training for employees/soldiers if our agency has Extinguishers.

7. Conclusions: Overall, the event went well. There are a few bugs to work out but with each drill I feel things are getting better.

8. Due Outs:

- a. A laminated "Radio" procedure card will be produced along with a laminated roster sheet for each section.
- b. A floor plan of JFHQ with significant safety related items identified and a storage place at the Guard Shack to keep it.
- c. Procedure to eliminate employees/soldiers from coming on and leaving the facilities and grounds during an Emergency before having an actual headcount.
- d. Set up procedure/process on how to evacuate facility grounds and a location as to where employees/soldiers will go in the actual event of a real emergency.
- e. Set up Casualty Center and recruit for four volunteer Casualty Coordinators.
- f. Laminated building map for Command Center with room numbers to identify areas of trapped/wounded employees/soldiers. **(DONE)**
- g. Procedure for alerting tenants in building of emergency situation. Fire Alarm Pulls only located on 2nd floor.

h. Radio's for Casualty Center (2 sets)

i. Emergency Supply Kits – need to follow up on funding for supplies for 2 kits within the building, one on first floor, one of second floor.

j. Check status of fire door closures throughout the building at next drill to ensure they close automatically.

k. Check status of back up generators – will they kick on in the event of a power shut down?

9. Next Meeting: May 24, 2011 - Shortly after the Earthquake drill to do a check in. All Evacuation Coordinators should rally to the Command Center outside after receiving the “all clear” to discuss any safety issues.

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

/s/
Robin Webb
Safety Manager & Recorder