U.S. ARMY

Emergency Preparedness

WE ARE THE ARMY'S HOME

Garrison Safety Office (GSO)
U.S. Army Installation Management Command

Emergency Preparedness

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What You Must Consider

- Emergency Preparedness in the Work Place
  - Emergency Coordinator
  - Occupant Emergency Program (OEP)
- Emergency Preparedness at Home
  - Plan
  - Understanding
  - Kit

Emergency Coordinator

- Knowledge of facility operations and wastes
- Locations and capabilities of spill response equipment
- Must have the authority to mobilize personnel and resources
- On site or on call 24 hours a day- backup or secondary coordinator may be required but is definitely a good idea
- In the event of a fire, call the fire department or attempt to extinguish the fire if it feasible and safe.
- In the event of a spill, contain the hazardous waste and clean up the waste and any contaminated surfaces, materials or soils; and
- In the event of fire, explosion, or any other incident, contact DES

Emergency Preparedness in the Work Place

Written Plan Must:

- Define an emergency action plan
- Define an emergency response plan
- Describe a Minimum emergency response plan
- Describe procedures for handling small releases
- List the three levels of emergency response
- List procedures for emergency evacuation
- List requirements of alarm systems
- List training requirements

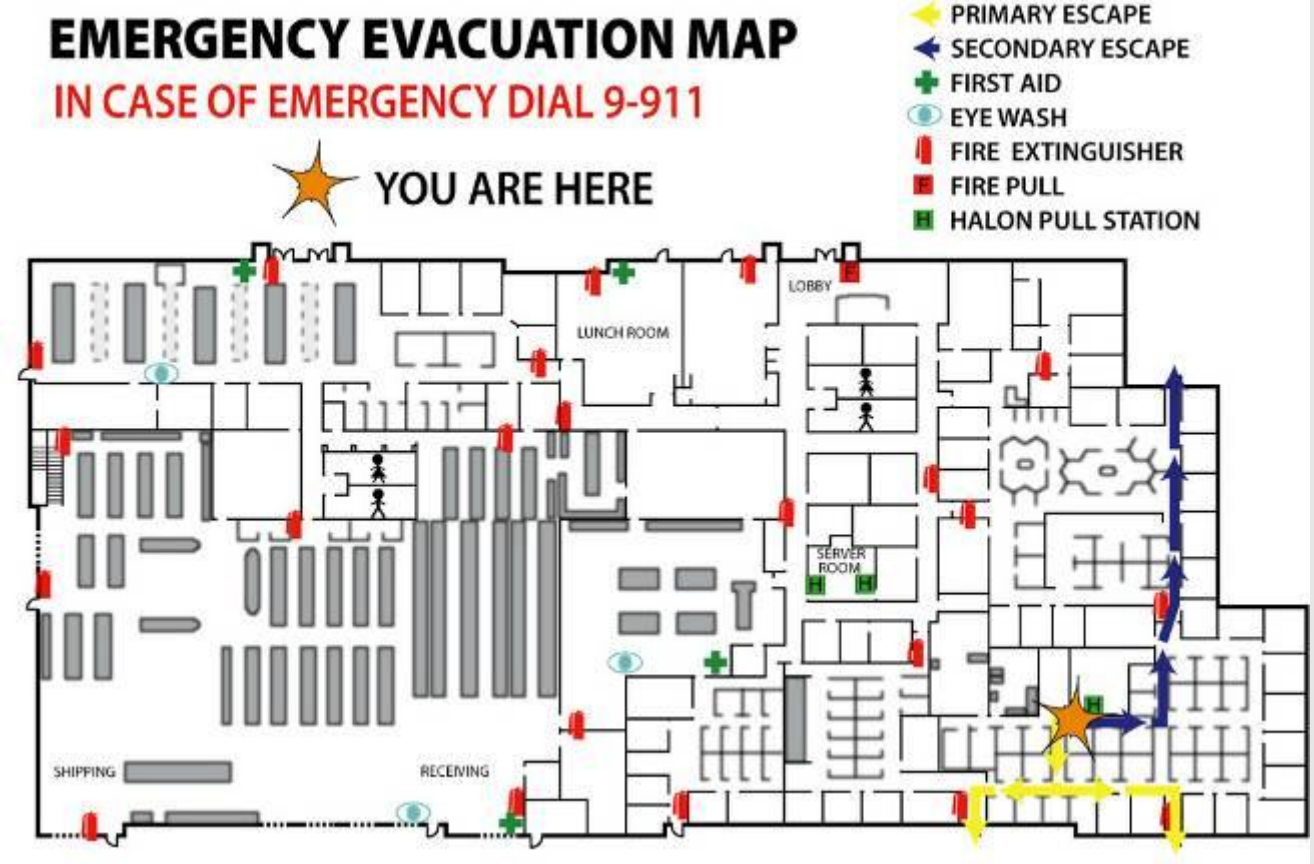
What is an OEP?

- Occupant Emergency Program:
  - Short-term emergency response program
  - Procedures for safeguarding lives and property during emergencies in particular facilities

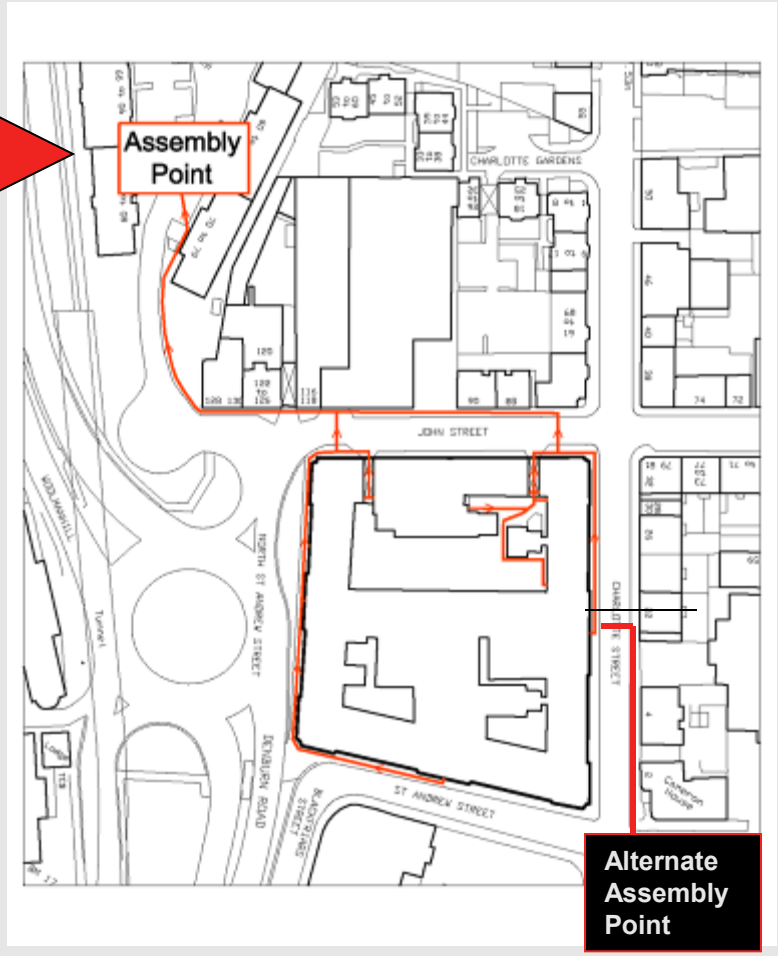
What must an OEP contain?

- No regulatory requirement for content
- “Procedures developed to protect life and property in a specific federally-occupied space under stipulated emergency conditions”
- Fit the workplace
- Comprehensive
- Brainstorm all possible emergencies

Emergency Preparedness
Evacuation Maps



Emergency Preparedness Assembly Points



Alternate Assembly Points Depending on Prevailing Weather Affecting Release

4 Steps to OEP

1. Organize Staff, Information, Capabilities and Resources
2. Address Emergency Planning Considerations
3. Develop OEP
4. Distribute, Implement, Evaluate and Maintain the OEP

1- Prepare

- Emergency Management
  - Occupant Emergency Organization
  - Command, Communication, Liaison
  - Occupant Life Safety
  - Facility Protection
  - Administration & Logistics
- Facility Specific Information
  - Facility Characteristics (consider HAZMAT)
  - Occupant Information
  - Incident Command Post Locations

Posting Emergency Information Next to the Telephone

- The name and telephone number of the emergency coordinator (and backups)
- Location of fire extinguishers and spill control material, and, if present, fire alarms
- Telephone number of the fire department, unless the facility has a direct alarm
- Telephone number of emergency response contractor
- Make sure information is accurate (update when necessary)

2- Respond

- Emergency notification and contact information
- Emergency actions
  - Evacuation
  - Shelter in Place
  - Active Shooter
  - Specific Emergency Situations

Emergency Preparedness
Emergency PPE

- Hazardous Chemicals May Require Emergency PPE to be Worn
  - FRP
  - Escape Respirators
  - Eye Protection i.e.. Goggles

Emergency Preparedness Drills

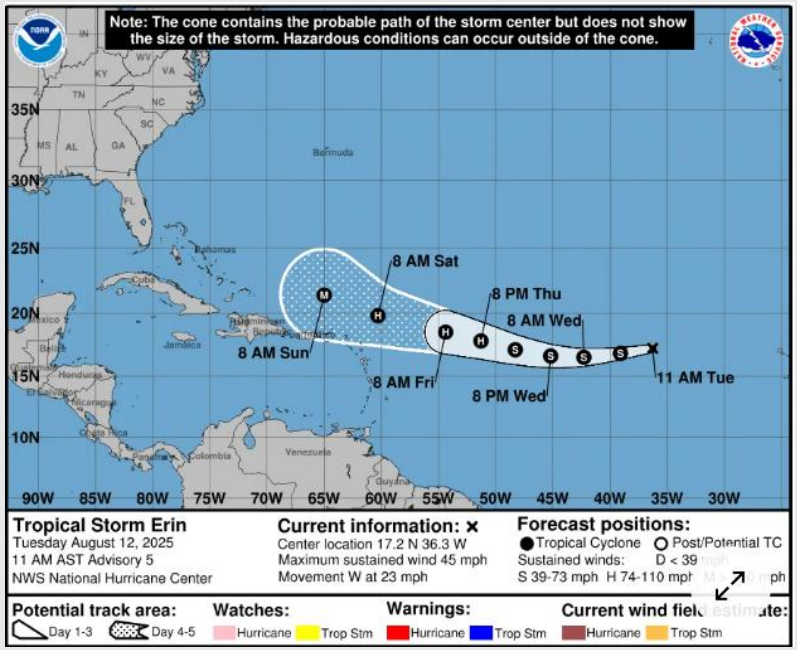
- At Least Annual Emergency Preparedness Drills
- This is not Just an Emergency Evacuation…
- but Could Include HAZWOPR Response
- Must Document Results

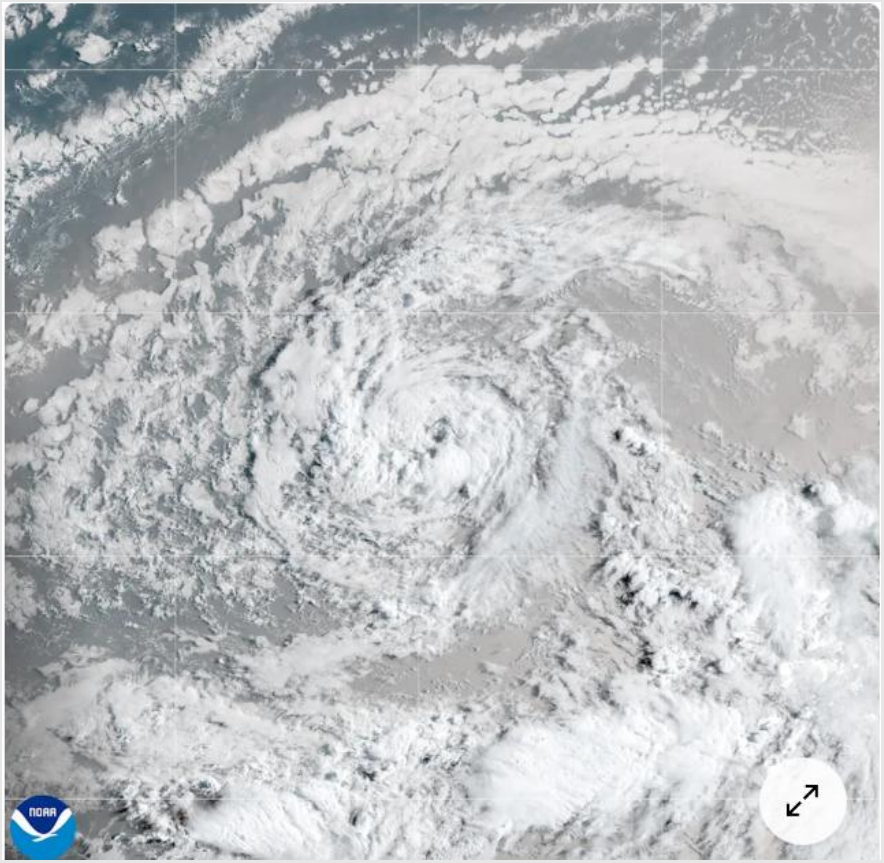
3 - Recover

- When is it safe to re-enter the facility?
  - Who is going to give the “All Clear”?
- When is it safe to return to work?
- Does the COOP need to be activated?
- Contact Employee Assistance Program (EAP)?

Emergency Preparedness at Home

- Have a plan
- Have an understanding of your environment and hazards
- Have a kit





"The Big 3"

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Medicine, at least three days worth. (First Aid Kit)

"Basic Disaster Supplies Kit"

- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- Extra batteries
- Whistle (to signal for help)
- Dust mask (to help filter contaminated air)
- Plastic sheeting and duct tape (to shelter in place)
- Moist towelettes, garbage bags and plastic ties (for personal sanitation)
- Wrench or pliers (to turn off utilities)
- Manual can opener (for food)
- Local maps
- Cell phone with chargers and a backup battery

"Personalize Your Kit"

- Prescription medications
- Non-prescription medications
- Prescription eyeglasses and contact lens solution
- Infant formula, bottles, diapers, wipes and diaper rash cream
- Pet food and extra water for your pet
- Cash or traveler's checks
- Important family documents
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for your climate and sturdy shoes
- Fire extinguisher
- Matches in a waterproof container
- Personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

"Maintaining Your Kit"

After assembling your kit remember to maintain it so it's ready when needed:

- Keep canned food in a cool, dry place.
- Store boxed food in tightly closed plastic or metal containers.
- Replace expired items as needed.
- Re-think your needs every year and update your kit as your family's needs change.

"Kit Storage Locations"

- Since you do not know where you will be when an emergency occurs, prepare supplies for home, work and cars.

- Home: Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
- Work: Be prepared to shelter at work for at least 24 hours. Your work kit should include food, water and other necessities like medicines, as well as comfortable walking shoes, stored in a "grab and go" case.

- Car: In case you are stranded, keep a kit of emergency supplies in your car.

BE PREPARED!!

Questions?