

DEPARTMENT OF THE ARMY  
NORTH PACIFIC DIVISION, CORPS OF ENGINEERS  
P.O. BOX 2870  
Portland, Oregon 97208-2870

CENPD-ET-OE  
Regulation  
No. 500-1-3

1 November 1996

Emergency Employment of Army and Other Resources  
Natural Disaster Procedures  
CONTINUITY OF COMMAND AND CONTROL

**History.** This issue publishes a new North Pacific Division regulation.

**Summary.** This regulation provides details on the Headquarters, North Pacific Division's (HQNPDP) continuity of command and control in the event of a disaster, or the necessity to reconstitute HQNPDP and the tasking of Portland (NPP) and Walla Walla (NPW) Districts if it occurs.

1. **PURPOSE.** Maintain HQNPDP staff and facilities integrity for command and control over activities during emergency conditions that may include circumstances in which the Commander and/or the Custom House is not available for temporary or prolonged periods of time. The primary focus of this document is for the non-availability of the Custom House.
2. **APPLICABILITY.** This regulation is applicable to all elements of HQNPDP. It is also applicable to Portland and Walla Walla Districts in the paragraphs which are annotated.
3. **SCOPE.** A spectrum of threats to HQNPDP command continuity including facility integrity exist. Threats range from a local event resulting in loss of access to the headquarters facility due to an accidental or terrorist caused building fire or power outage through the maximum threat, permanent facility loss due to a catastrophic disaster or wartime acts which also disable other nearby U.S. Army Corps of Engineers facilities.
  - a. Recent geological theory indicates a high potential for a regional earthquake that would affect the Portland area resulting in major damage to the HQNPDP building structure, and disrupting transportation access as well as provision of utilities to the HQNPDP facility.
  - b. HQNPDP must be prepared to carry out its responsibilities at all times under all conditions. These conditions could exist as a result of a major disaster, accidental facility loss, or other threats, including but not limited to, acts of war, terrorism or civil disobedience.
  - c. The present headquarters building could be damaged by a natural event, such as flood, fire or earthquake or man produced events such as war and acts of terrorism. This poses a threat to staff and equipment continuity as well as safety.

d. Assumption of command will be accomplished as directed by the Division Commander.

4. PLANNING ASSUMPTIONS. Continuity of North Pacific Division command, staff and facilities is critical and development of staff and headquarters facility contingency plans and/or procedures for HQNPD command continuity is a requirement. Key HQNPD staff officials will develop and maintain personal instructions in their Crisis Action Books relating to specific roles in support of continuity of command and control. Key HQNPD staff include, for the purposes of this regulation, members of the Crisis Management Team (CMT), Command Staff (CS), and Contingency Deployers (CD).

5. PROCEDURES.

a. When reconstitution of HQNPD is necessary, it will be accomplished by use of Assembly Areas (AA) for staging personnel and equipment for subsequent movement to replacement office facilities. All HQNPD staff will assume that AA activation is underway if they are unable to reach or contact the present HQ facility. All staff members are directed to attempt establishment of contact with HQNPD officials IAW their home organization's procedures and policies for initiating contact between employees and their supervisors. After or failing initiation of contact, all staff members will move to a predesignated replacement or alternate headquarters facility. Staging at the AA will continue only until replacement office space can be located by Real Estate officers.

b. (NPP) Responsibility for locating and obtaining space resides with Portland District.

c. (NPP) Appendices A and B show the initial staff movement and reporting concept, designed to result in rapid HQNPD reconstitution. A loss of transportation across the two major rivers converging in Portland, Oregon is expected. The AA sites will be capable of rapid set up of minimum equipment, especially communication equipment, for the marshaling of staff, from which the Commander will direct, initial and subsequent response activities and begin reconstitution actions. Staging of minimum equipment and supplies for AA sites is the responsibility of Logistics Management working with sector coordinators. These sectors are outlined as follows at Appendix B.

d. (HQNPD) The following location specific instructions apply:

(1) In the event that the Custom House cannot be used and the Portland District Headquarters remains functional, staff will attempt to report for duty at the Portland District Office.

(2) When a disaster causes such widespread damage in the Portland area that it disrupts utilities, transportation, and communication, and renders the current headquarters and the Portland District Headquarters facilities unusable or inaccessible, staff will, after having assured the safety of their families and homes, report to the AA which will function as sector staging sites

that have been selected based on their location outside of the expected high-damage area with access to transportation routes. These sector locations are: Washington Square, Clackamas Town Center and Vancouver Mall parking lots. See Appendix A.

(a) Upon arrival at an AA site, first priority will be to establish communication between the sectors, NPD's Districts, HQUSACE, FEMA Region X, other federal, state, and local agencies. Because land line based telephone service may be disrupted, NPD must be prepared to accomplish the above by other communications modes, i.e. radio and cellular phone. The transportable HF Harris radio is initially staged at the Vancouver Veterans Hospital EOC. This will be the relay point for the radio net.

(b) Concurrent with re-establishment of communications, next priority will be to locate office space from which to execute command and control of NPD activities in facilitating disaster response and recovery as well as other on-going mission support.

6. ADMINISTRATION AND LOGISTICS. See Appendix B.

7. COMMAND AND COMMUNICATIONS.

a. Command. The HQNPD Emergency Operation Center (EOC) will be established either at the primary headquarters facility in Portland, Oregon or at an alternate location as designated by the Commander following assembly and reconstitution of the Command and Staff.

b. Communications. Radio communications will be established division-wide as soon as possible as outlined in the HQNPD Emergency Communication Master Plan. For emergency communications information, call HQNPD Communications Coordinator, CENPD-IM-T, at (503) 326-5394.

c. (NPW) The greatest disaster threat to command integrity is considered to be a Cascadia subduction zone earthquake during normal duty hours, which would cause considerable losses to HQNPD staff. Regardless of the cause, loss of communications with HQNPD command and staff during a disaster necessitates that the Commander, Walla Walla District will be Acting Deputy Commander, NPD and the NPW staff and facility will serve in support of HQNPD command and operational continuity. This role will continue pending reconstitution of HQNPD command and control from a new location to be determined following the event. Responsibilities and actions relating to the trans and post nuclear wartime attack are classified and published separately.

d. Assumption of command will be accomplished as provided by governing regulation by the Division Commander.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.  
Executive Assistant

2 Appendices  
App A - Assembly Area Designation  
App B - Assembly Area Instructions

DISTRIBUTION:  
Crisis Management Team Members  
Directors and Office Chiefs  
CENPA-EOC  
CENPP-EOC  
CENPS-EOC  
CENPW-EOC  
CECW-OE-EOC  
CESPD-EOC  
CEMRD-EOC  
CEPOD-EOC

APPENDIX A  
Assembly Area Designation

A-1. INTRODUCTION

Portland, Oregon lies along and at the confluence of the Willamette and Columbia Rivers. This geographic configuration results in a high probability that three separate sectors will be disconnected as a result of a major earthquake's effect on the transportation system. In order to effect successful activation of AA sites in the Portland area, one assembly area in each of three sectors is required:

A-2. COLUMBIA RIVER, NORTH

a. Readiness Coordinator. (TBD)

b. VANCOUVER MALL PARKING LOT

c. VANCOUVER, WASHINGTON VETERANS HOSPITAL. The Vancouver, Washington, Veterans Administration Hospital is the designated alternate HF radio communication center for support of command and control activities for North Pacific Division. This site is critical to CENPD continuity of Command and Control in support of USACE mission accomplishment during all hazard threat conditions.

A-3. WILLAMETTE RIVER, WEST

a. Readiness Coordinator. (TBD)

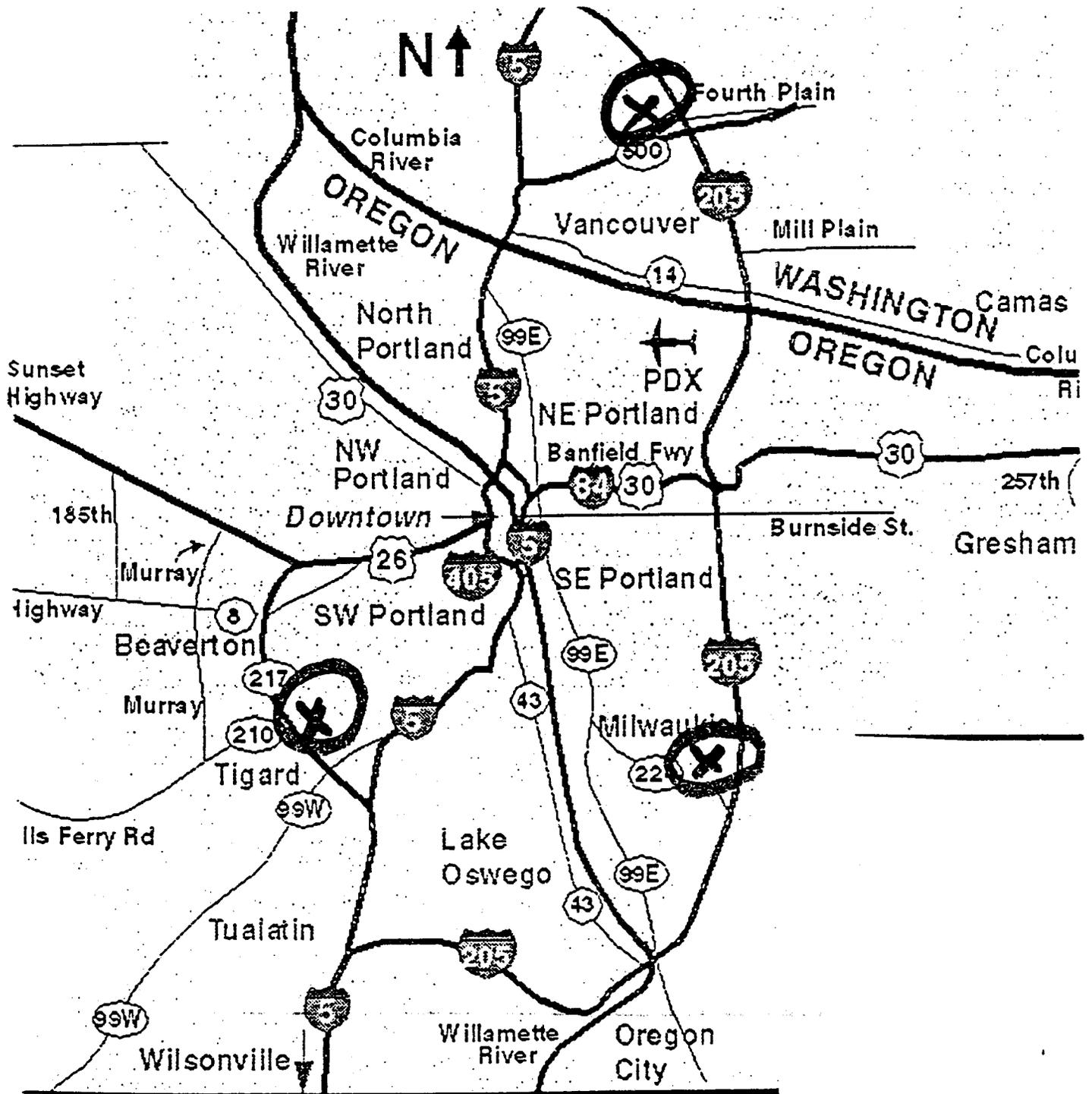
b. WASHINGTON SQUARE SHOPPING CENTER PARKING LOT.

A-4. WILLAMETTE RIVER, EAST

a. Readiness Coordinator. (TBD)

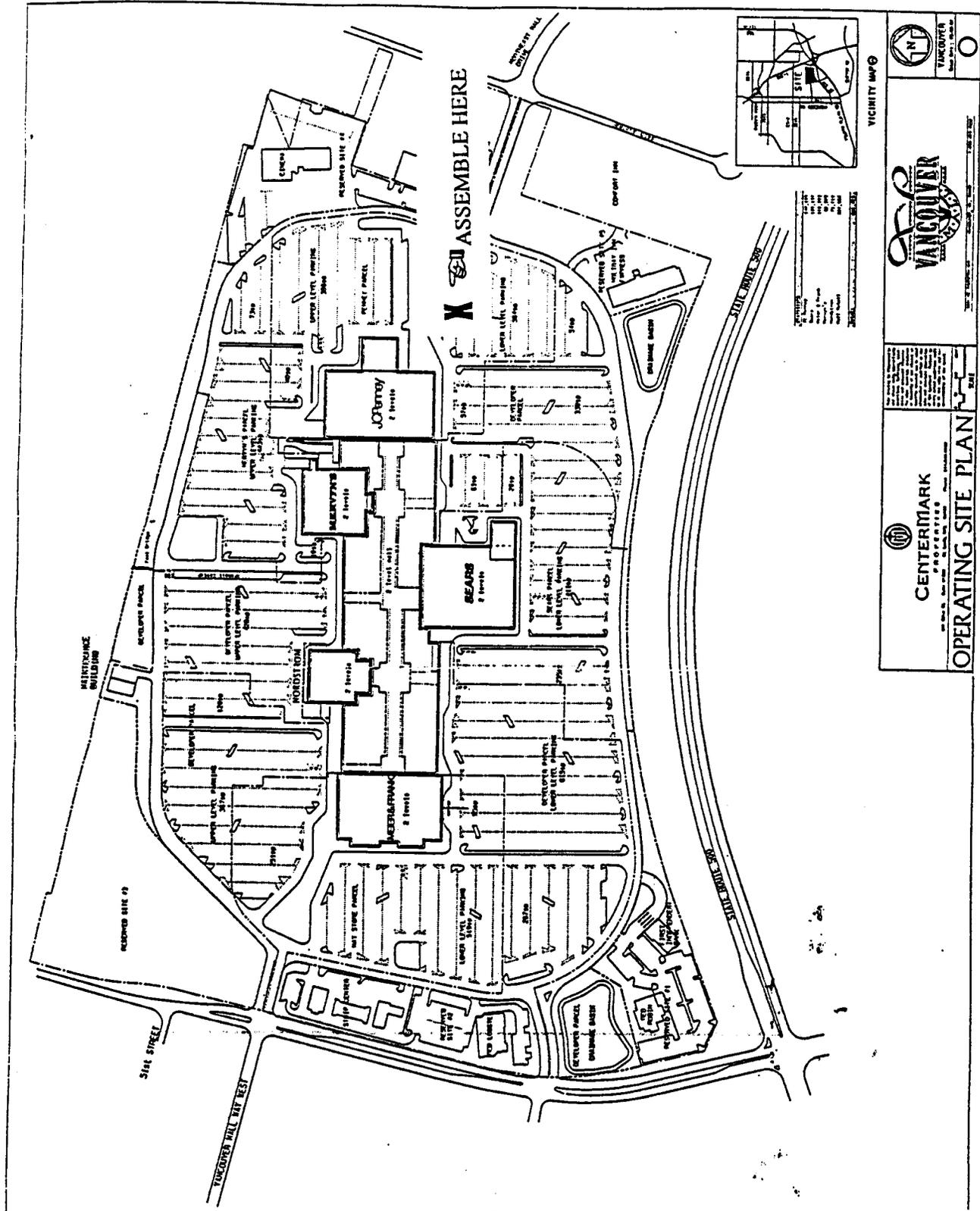
b. CLACKAMAS TOWN CENTER PARKING LOT

Assembly Area Designation

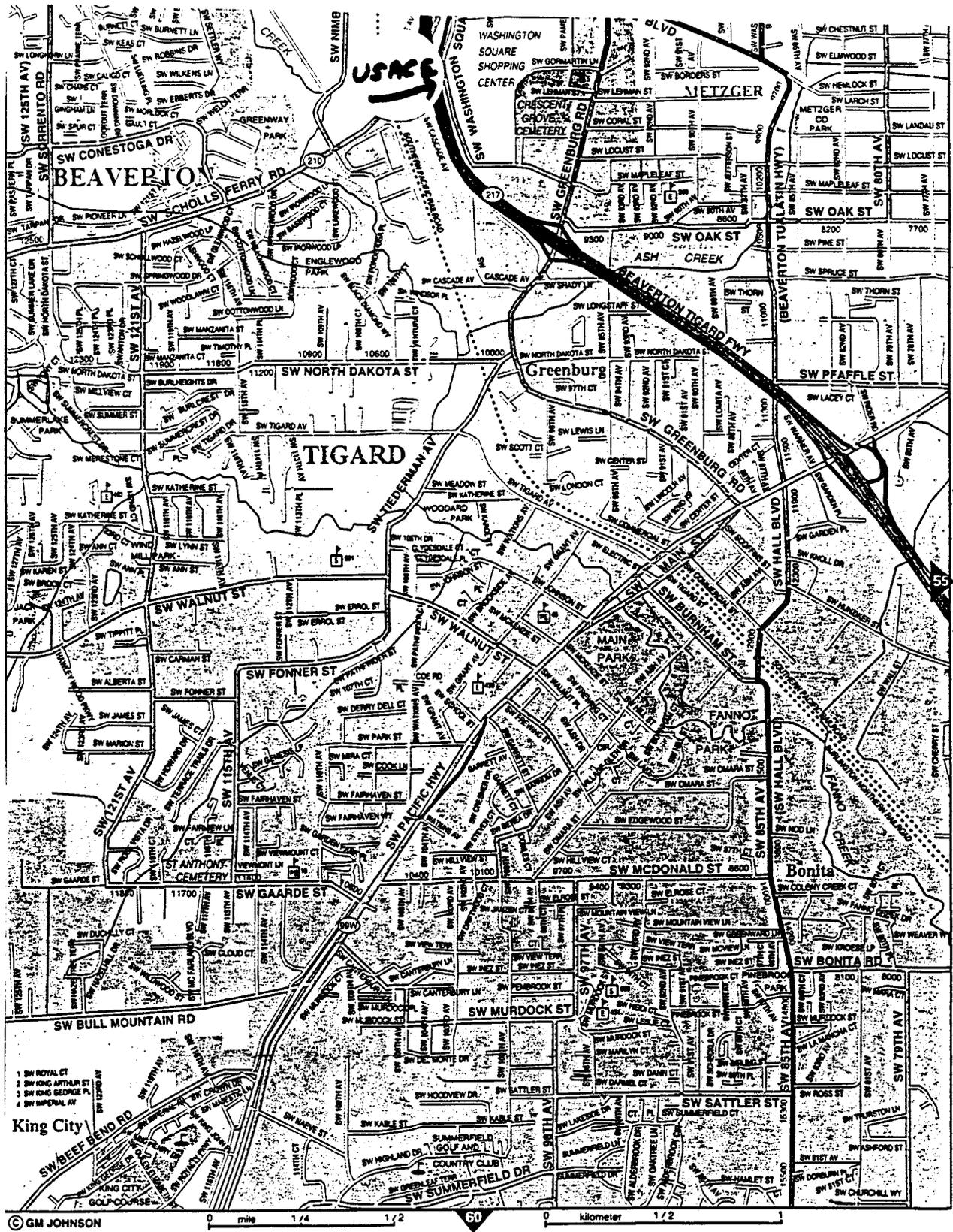




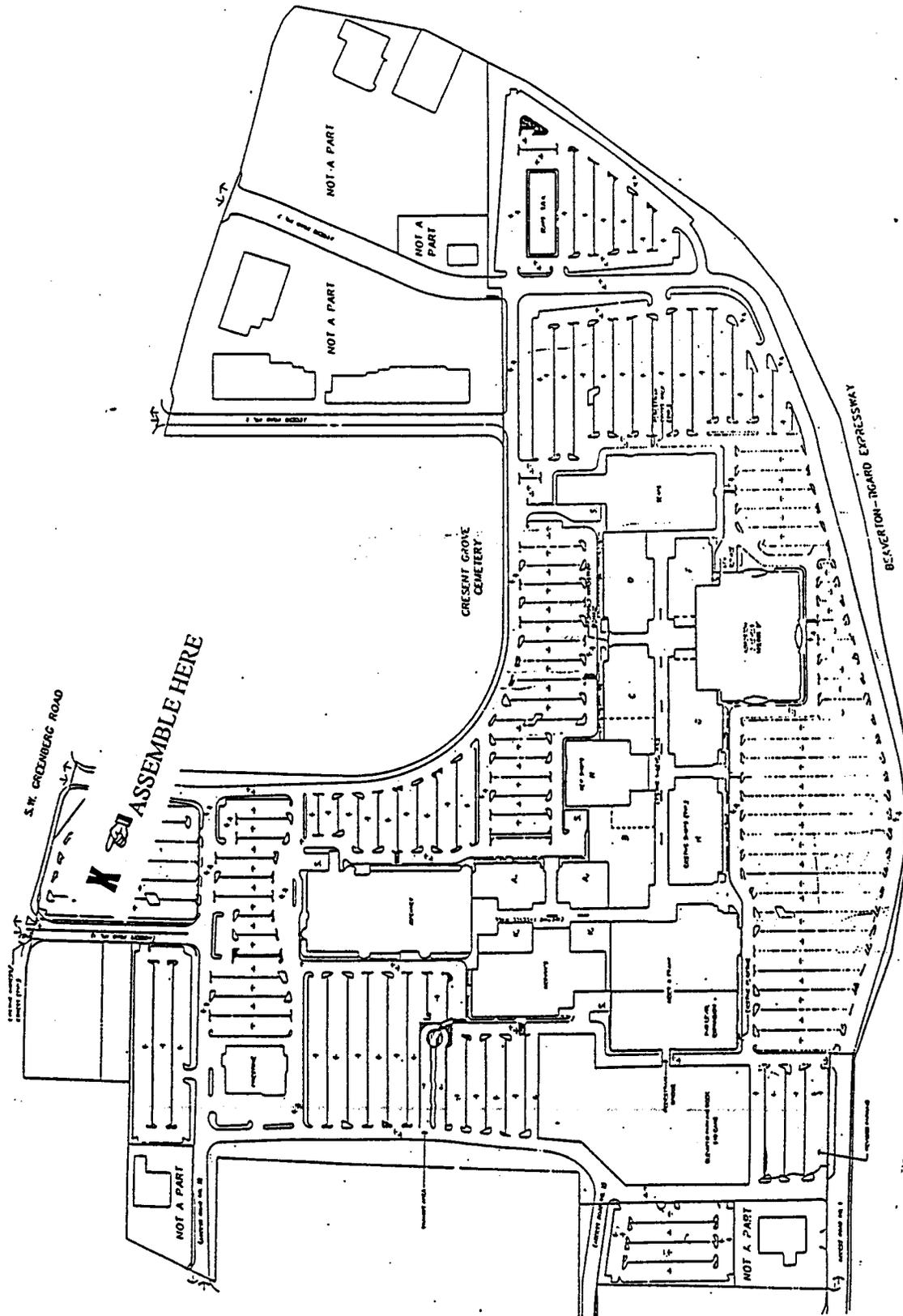
Vancouver Mall Assembly Area  
in Mall Parking Lot



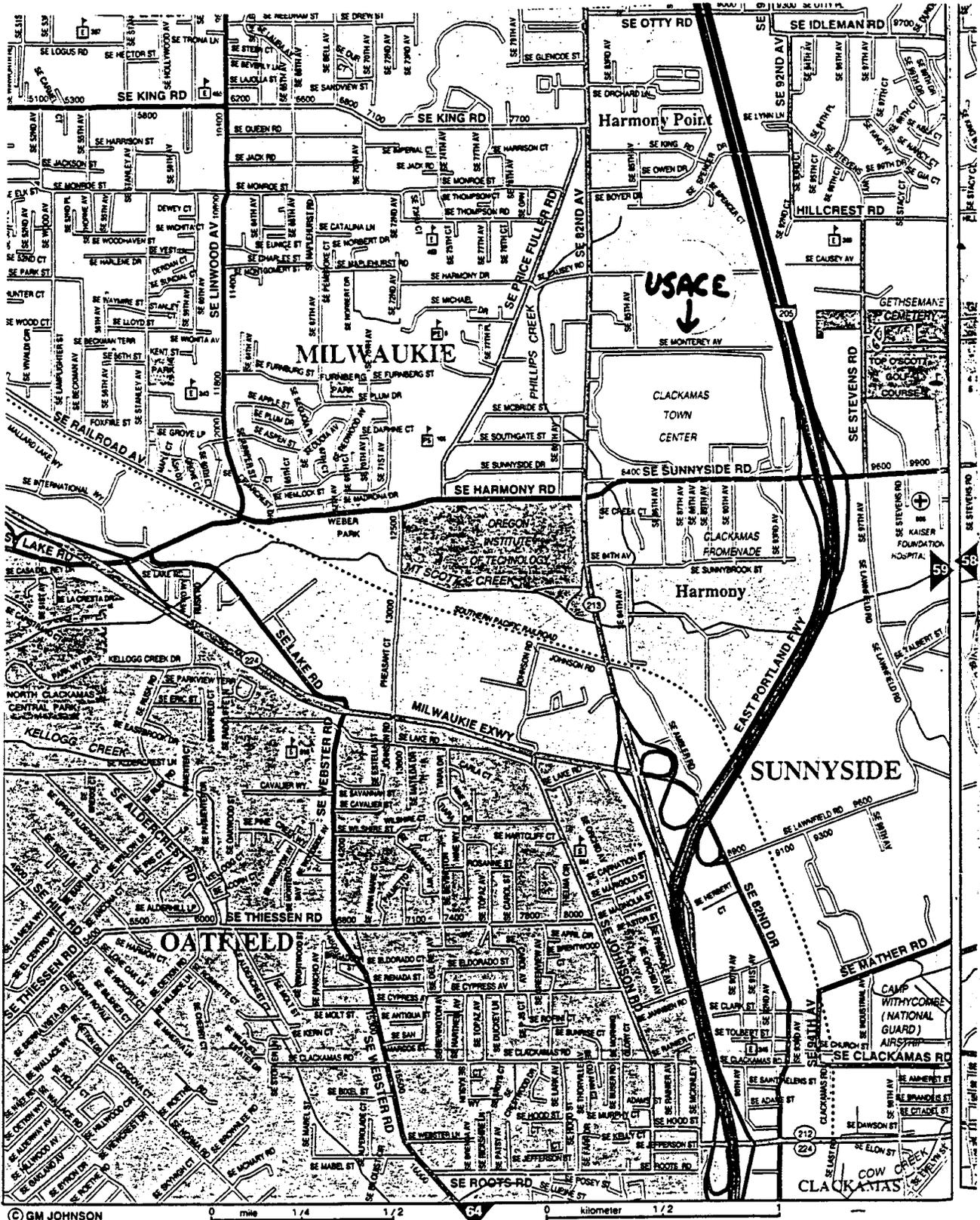
Washington Square Assembly Area (WAA)



Washington Square Assembly Area  
in Mall Parking Lot

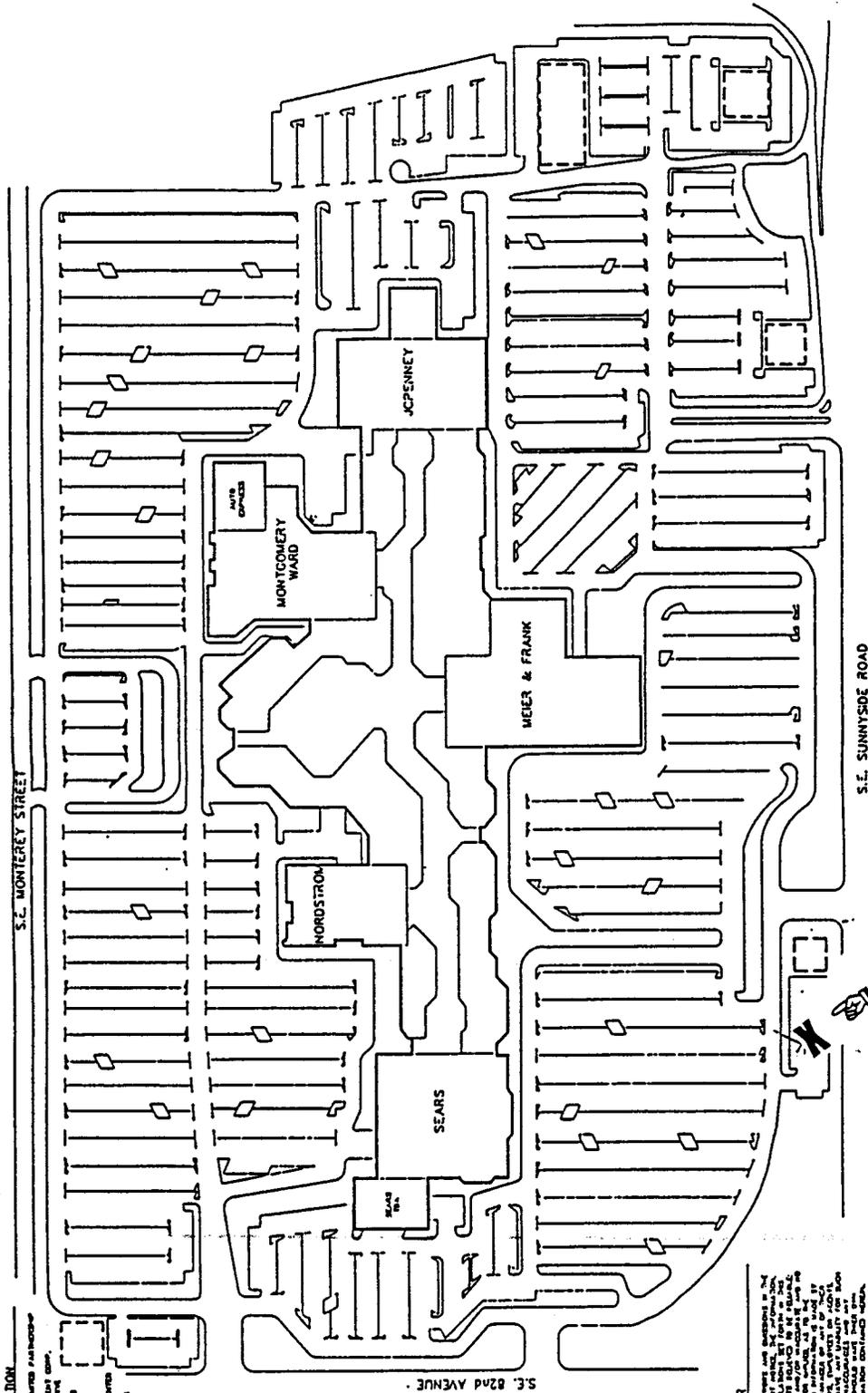


Clackamas Town Center Assembly Area (CAA)



### Clackamas Town Center Assembly Area (CAA) in Mall Parking Lot

CLACKAMAS TOWN CENTER  
SITE PLAN



**GENERAL INFORMATION**

CLACKAMAS TOWN CENTER  
 1100 S.E. 82nd Avenue  
 Clackamas, OR 97015  
 503/646-1100

SEARS  
 1100 S.E. 82nd Avenue  
 Clackamas, OR 97015  
 503/646-1100

NORDSTROM  
 1100 S.E. 82nd Avenue  
 Clackamas, OR 97015  
 503/646-1100

JCPENNEY  
 1100 S.E. 82nd Avenue  
 Clackamas, OR 97015  
 503/646-1100

MEIER & FRANK  
 1100 S.E. 82nd Avenue  
 Clackamas, OR 97015  
 503/646-1100

MONTGOMERY WARD  
 1100 S.E. 82nd Avenue  
 Clackamas, OR 97015  
 503/646-1100

JAVIS OFFICES  
 1100 S.E. 82nd Avenue  
 Clackamas, OR 97015  
 503/646-1100

**DISCLAIMER**

This site plan is a general representation of the information contained herein. It is not intended to be used as a legal document. The information contained herein is for informational purposes only and should not be used as a basis for any legal action. The information contained herein is subject to change without notice. The information contained herein is not intended to be used as a basis for any legal action. The information contained herein is subject to change without notice.



ASSEMBLE HERE

HPMC  
Hahn Property Management Corporation

APPENDIX B  
Assembly Area Instructions

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B-1. INTRODUCTION

a. The Corps of Engineers must be prepared to respond immediately to a major disaster such as a powerful earthquake that causes massive destruction in the greater Portland area. HQNPD employees must be prepared to support an effort to reconstitute the Command and form up quickly into a viable work force that will implement emergency response activities and mitigate impacts.

b. The HQNPD office is in an area that may also be made inaccessible by such a catastrophic event. Assembly Areas (AA) have been designated and will be used for the purpose of making initial non-duty hours contact with HQNPD employees and disseminating instructions for reporting to a new work place location. This document has been developed to provide guidance for access to and utilization of established predesignated AA sites. This guidance also addresses the organization, staffing and operation of the AA sites.

c. Although this information was developed primarily for activation of an AA after an earthquake, the information may also be applied to other situations that render the normal work place uninhabitable.

d. Initial responders will establish the actual location for assembly and commo operations based on conditions when the disaster strikes. Non-communications employees arriving at the mall areas will roam around the perimeter of the mall parking lot until the communications cadre is found, and will assist in setting up for radio communications. Communicators are anticipated to be the first to arrive and therefore, in addition to setting up for radio communications, they will set up to serve as a visible USACE presence, establishing strong visibility for the location that HQNPD/NPP employees are attempting to report in to.

## B-2. ASSEMBLY AREA DETAILS

a. General. Rapid and effective Corps of Engineers response following a catastrophic event, like an earthquake, will be contingent upon reassembling the work force. Procedures must be in place to quickly compile strength and capability assessments. Therefore, on notification of or occurrence of an earthquake, it will be necessary for the Commander to immediately determine the health and welfare of his employees and establish command and control before initiating emergency actions. To expedite the process of communicating with all employees, predesignated assembly areas where employees may report have been established. AA sites are integral to the response and recovery effort. An assembly area is a location where key HQNPD command and control personnel will perform a clearing house function for personnel, reporting their status and availability for work.

b. Location and Number of AA Sites Selected. HQNPD AA sites are geographically dispersed over the region to minimize the possibility of any or all of the sites being adversely affected in a catastrophic event. The number of AA sites needed for HQNPD was based on the size, and physical characteristics of the area over which the work force is dispersed.

c. Accessibility. It has been determined that the designated AA sites are likely to remain the most easily accessed sites for employees within the entire area, regardless of where they may be at the time of the event. A preliminary risk assessment was made of the vulnerability of structures such as bridges, major overpasses, tunnels, roads, etc., that might be damaged during the event and consequently limit access to designated AA sites. Availability of public transportation to the designated AA sites is expected to be maintained or rapidly reestablished following the largest event postulated.

d. Facilities Proponency. It is the responsibility of NPP Real Estate and Logistics Management Officials to identify, acquire and set up replacement office facilities for use by HQNPD Staff to carry out response and recovery activities. This cannot be accomplished prior to the disaster event since space available that survived the disaster must be evaluated. It is a command goal to announce predesignated AA sites in advance and to ensure that each employee is assigned to a specific AA and provided a map showing it's exact location. It was determined to be advantageous to establish the AA sites with a dual purpose in mind; use as a temporary Tactical Operations Center (TOC) and Emergency Relocation Site (ERS), while replacement facilities are located. This dual purpose for facilities has a definite advantage since employees could report to these facilities and immediately begin assistance in the response or recovery effort.

e. Safety. Once replacement office facilities have been identified, a structural inspection shall be conducted, considering the geological location as well as the structural design of the facility to be utilized. Safety inspections should be conducted in coordination with the Safety Officer and GSA or other appropriate facilities management representatives. Safety hazards will always present a potential problem following a disaster. All work sites in an impacted area must be re-inspected immediately after each event.

f. Memorandums of Agreement/Understanding/Long Term Lease. Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) and/or Long Term Lease should be sought and entered into with the management/agency of the facility. Agreements should include provisions for access to the AA for the purpose of rotating and inventorying stockpiled supplies and for exercises at the facilities. Exercise access to the site should be conditional on prior notice or coordination with the site's management.

g. Staged Supplies and Equipment. Depending on a number of factors, such as the location of the AA relative to storage sites, availability of funds, size of staff, and personal preference, the supplies and equipment requirements will vary. A suggested list of supplies and equipment that may be used during active periods at AA follows. The Chief of Logistics Management (CENPP-LM) and/or logistic staff representatives in consultation with Portland District Contracting Office (CENPP-CT), will serve as lead point of contact for supplies and equipment at each location for HQNPD Command and staff assembly and reconstitution. Fly-away kits, maintained and kept by individual key C2 staff members at their place of residence or other appropriate location, should be considered. These would be especially valuable since AA sites are initially parking lots. The kits would contain the AA personnel roster, telephone directories, cellular telephones and other items deemed appropriate for the location.

### B-3. (NPP) SUPPLIES AND EQUIPMENT

a. Supplies. In support of NPD, Chief, CENPP-LM will determine appropriate quantities, package and maintain three sets of the following items from the "Supplies and Equipment" listing.

- Paper, pens, pencils
- 5 each flashlights/spare batteries
- Emergency jackets, hats, vests and hard hats, 10 sets
- Tools (hammer, pliers, screwdriver)
- Fire extinguisher
- Sanitary supplies
- Markers, 1 box
- Masking Tape, 5 rolls
- 2 each stapler, staples
- Paper clips
- Post Its
- 2 each extension cords - (25 feet)
- SF 63, Memorandum of Call
- 2 each First Aid Kit

Costs for obtaining the above supplies will be funded by HQNPD Readiness Team, Operations/Construction/Readiness Division, Directorate of Engineering & Technical Services.

b. Communications. Many communication arrangements have been made by HQNPD Directorate of Information Management and are outlined in the HQNPD Emergency Communication Master Plan. All staff offices and individuals need to review that plan and develop personal and official functional SOPs linking individuals and offices with the Command communications fabric outlined above.

c. Exercises. The AA staff and facility will be exercised at least annually. For this reason, access to the AA sites during non-emergency periods should be clearly defined and understood by the primary tenant and an element of the MOU/MOA developed by the Portland District Real Estate Office (CENPP-RE).

#### B-4. PERSONNEL ROSTERS

a. All staff offices will develop and maintain complete personnel rosters. Past experience indicates that maintaining current HQ wide personnel rosters is a major problem. Therefore, each office will include updated rosters in their Crisis Action books.

b. Rosters will contain an introductory narrative describing procedures for contacting each employee, including a telephone notification tree for downward staff call up initiated by Directors and Office Chiefs. Instructions will be developed and contained with the roster that guide staff members relative to reporting their status to the AA either by telephone or in person as soon as possible after the event.

c. Individuals possessing skills or in positions "vital" to public health, safety, welfare, national defense, or the operation of essential functions should be identified on the roster in some manner so that priority may be given to contacting those elements. Incumbents of such positions must also be briefed in advance regarding their emergency duties and responsibilities.

d. Obtaining and distributing personnel data for Corps employees is a serious matter. Therefore, "Privacy Act Statement" will be completed and on file before rosters are published. (See Figure 1.) It must also be noted that these personnel roster compendiums are to be distributed on a "need to know" basis and include a "For Official Use Only" cover sheet (DA Label 87).

e. The personnel roster must, as a minimum, include each employee's:

- Name
- Address
- Work Phone Number
- Home Phone Number
- Position Title
- Duty Station
- Assigned AA Locations
- "Vital" Skill

B-5. PRIVACY ACT STATEMENT (Figure 1)

OFFICE SYMBOL: (Type or print full name)  
NAME:

1. Authority: Title 10 U.S.C. Section 3013.

2. PRINCIPAL PURPOSES: To obtain personal data on all U.S. Army Engineer personnel eligible to be developed or contacted at work or home for emergency operations, following a disaster. This form will not be published within any NPD publications.

3. ROUTINE USES: One or several of the following uses will be applicable:

- a. Determining eligibility of personnel for specific emergency management related missions.
- b. Keeping an up-to-date list of personnel with emergency related training, expertise and experience.
- c. Updating the District Radio Call Number listing.
- d. Developing Alert Rosters
  - To notify personnel of national emergency conditions
  - To alert personnel of a natural disaster
  - To request information concerning natural disasters
  - To notify personnel for emergency relocation
  - To be listed as functional point of contact in NPD publications related to emergency operations.

4. DISCLOSURE: Disclosure of the data requested is voluntary.

5. DISTRIBUTION: Distribution of Emergency Personnel listings are for internal Emergency Management activities use only.

6. Please initial one of the following:

\_\_\_\_\_ a. I give my continuing consent to have my name and home phone number listed in publications related to Emergency Management.

\_\_\_\_\_ b. I give my continuing consent to have my name and home phone number listed in publications related to Emergency Management except for those lines in paragraph 3 above that are marked out.

\_\_\_\_\_ c. I withhold my consent for the publications of my home phone number.

\_\_\_\_\_(Signature of above name) \_\_\_\_\_(Date Signed)

**B-6. ACTIVATION, STAFFING AND OPERATION**

a. **ACTIVATION:** Activation of the AA is automatic and referenced in Division emergency response plans. The AA will begin to function immediately and continue for approximately 72 hours. It is assumed that the AA will operate an extended schedule (i.e. 0700-2200), and continue until all employees have been accounted for or are notified to terminate AA utilization.

b. **STAFFING:** When possible, at least one employee should be assigned to each designated AA. That individual must be designated as the “functional lead” person to the AA. While it is suggested here that at least one employee be assigned to each AA, consideration must be given to the identification and training of several more individuals in all facets of their command and control (C2) responsibilities at the AA. This will ensure that there will be a sufficient number of employees to fulfill C2 requirements at the AA for extended periods of time.

c. **OPERATIONS:**

(1) **Disaster Preparedness Responsibilities:**

(a) Prior to the actual event, all staff offices will make preparations in order to ensure that the AA will function properly. As a minimum, the designated AA activation team should meet periodically to review procedures and update personnel rosters. It cannot be emphasized enough that an accurate roster will be an extremely important asset of the team during an operation and will require frequent updating. (See Personnel Roster, Paragraph B-4). Upon AA activation, it is essential that both the AA lead person and assistant have a complete personnel listing. It will become their responsibility to ensure that the list is kept current, especially for those employees assigned specifically to their AA. The AA staff must be kept advised of essential personnel and/or functions that are required to expedite reconstitution. Priority may then be given to contacting those personnel or functional elements. The lead person together with his/her team should be given the responsibility of developing and maintaining rosters, stocking and inventorying the facility.

(b) The team will also be responsible for collecting and maintaining important telephone numbers of emergency services, specific to each geographical area and designated AA. Completing and maintaining such a list in advance, with as much data as possible concerning each agency, will greatly enhance the AA team’s ability to gather and disseminate needed information to employees.

(c) The team should prepare the documents that will be used to record contacts and become familiar with their use. Two documents are suggested, a Personnel Check-In Sheet and a Contacted Personnel Log. The Personnel Check-In Sheet, Figure 2, will be completed as each individual contacts the AA and will be used as a basis for completing the second suggested record, the Contacted Personnel Log, Figure 3.

(d) In order to provide a listing of Corps personnel who have contacted or who have been contacted by one of the AA locations and reported their work availability schedule and duty function, a Contacted Personnel Log (CPL), should be kept as current as possible at each AA. The CPL will be forwarded to the primary Emergency Operations Center (EOC) for consolidation as major changes occur or as specified by the EOC. Sample messages, developed prior to the event, to be used when making contact with the employees, will help to obtain and disseminate uniform information. An example of such a message is provided in Figure 4. A procedure and information type notebook, with checklists, developed prior to the disaster phase will be useful when operating the AA. Checklists, in order of priority for accomplishment, would contain such items as (1) establish communications with the EOC/ROF and adjacent AA sites, (2) obtain as much operational information as possible, (3) open logs, (4) record and initiate call, etc. The instructional book could also contain the emergency services numbers referred to earlier in this document.

(2) Disaster Duties: After the occurrence of a major event, each lead person, assistant and alternate will proceed to their assigned AA location as soon as they have ensured the safety and well being of their own families and property.

PERSONNEL CHECK-IN SHEET

NAME \_\_\_\_\_ OFFICE POSITION \_\_\_\_\_  
CURRENT TELEPHONE NUMBER \_\_\_\_\_

Will you be at this number for the next 72 hours? \_\_\_Yes\_\_\_No.  
If no, please call back when you change locations. Are you available to come to work if needed?  
\_\_\_Yes\_\_\_No. If not, when? 1 hour, 1 day, etc. Have you been in contact with any other Corps  
Staff?

Name(s)      Phone Number

Name(s)	Phone Number

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORDER \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

POSTED TO CPL \_\_\_\_\_ DATE/TIME \_\_\_\_\_

**Figure 2**  
B-8



Figures 2 and 3 Instructions

Immediately upon activation of the AA, it is imperative that communication be established with the chain-of-command, either by radio or telephone, to obtain pertinent instructions to be relayed to employees. Communications with other AA sites will also need to be established and emergency information exchanged.

The leader should be the main point of contact for each AA, and all information regarding the AA (i.e. telephone numbers, locations, questions, etc.) should be coordinated through him/her. The leader should be familiar with how to contact the Emergency Broadcast System (EBS) Radio Stations. This service could be used to remind Corps employees to contact the AA and reiterate the location of the AA sites.

It is anticipated that many employees will initiate and make contact with the AA as previously instructed, either by telephone or in person. As each person contacts the AA, information pertinent to their location, condition and work availability should be recorded. To help facilitate this, the Personnel Check-In sheet, Figure 2, is used. The sheet contains additional questions regarding other employees that may have been contacted and a remarks area that may be used to record additional information. An adequate supply of these forms should be available at the AA during its operation.

The critical job of contacting employees that have not reported should be initiated as soon as possible, giving priority to contacting personnel assigned to critical functions or mission.

SAMPLE TEXT FOR AA CALLUP  
(Figure 4)

This is \_\_\_\_\_ from AA \_\_\_\_\_. We experienced an earthquake at approximately \_\_\_\_\_. We understand that the HQNPD Building has been damaged by this event. The damage in the area appears to be extensive. I am calling to verify your condition. (If the employee or his family has suffered injury or loss: Is there anything we can do to help?) You will not be required to report for work until you have stabilized your personal situation. The Division does need to begin responding to the emergency and we need to know when you will be available for work. The EOC has been activated and the Commander is assessing our situation. The EOC has provided us some information:

Employees should report to work at \_\_\_\_\_ hours and be prepared to work a \_\_\_\_\_ hour shift. There appears to be (#s/no) telephones, public transportation or food service in the area where you will be working. PLEASE be sure your family is adequately provided for before you report to work.

B-7. EMPLOYEE ORIENTATION AND RESPONSIBILITIES

Previous disasters reveal that there is a lack of clear communication between supervisors and employees as to the necessity of the employees reporting their status and availability to report for work. Therefore, steps should be taken to familiarize employees with their obligation for reporting their availability.

One of the main purposes of the AA sites is to make sure that all employees are accounted for and are safe. In most cases, responding to the AA and apprising the AA of their condition will not necessarily mean that an individual will be required to report to work immediately. Employees must first ensure the safety of their family and personnel property and then make every effort to report to their assigned AA.

It is imperative that employees know in advance the location of their assigned AA sites as well as other AA sites. Employees should be provided maps and encouraged to visit individual locations and map out several routes to the sites.

Employees should be made aware that the AA sites may be able to provide information or instructions if they have suffered any serious damage or injury during the event. If the information needed is not readily available, the AA may be able to gain further guidance through the functional elements in the EOC.

All personnel are to be thoroughly briefed on AA reporting requirements and other pertinent emergency instructions. Employees are responsible for keeping supervisors informed of any changes in address, telephone number, etc.

B-8. TELEPHONE CONTACTS AND AA LOCATIONS Attempt contact in the order given. You need contact only one office and must keep trying until you report to one of the locations either by telephone or in person.

1. Division EOC (503-326-4100)
2. Assigned AA (TBP)
3. Other AA sites (TBP)
4. Walla Walla District EOC (509-527-7141)