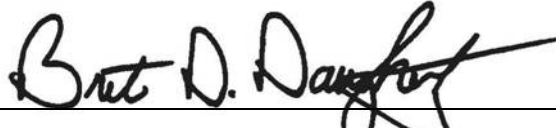




Department Policy No. SAF-610-19

Title:	Emergency Preparedness Policy and Procedures for WMD Facilities
Former Number:	01-030-07
Authorizing Source:	WMD Deputy Director
References:	WMD Form 6004-19, Example Emergency Reference Guide WMD Form 6005-19, Emergency Event / Drill Activity Report DA PAM 385-10, Army Safety Program AR 525-27, Army Emergency Management Program WAC 296-800-30025, Fire Extinguisher WAC 296-24-567, Employee Emergency Plans and Fire Prevention Plans State Safety Manual WMD Building Managers Handbook Other related
Information Contact:	Emergency Management Preparedness Coordinator (EMPC) Building #33 (253)512-8093
Effective Date:	September 15, 2007
Mandatory Review Date:	July 19, 2023
Revised:	July 19, 2019
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

To establish emergency preparedness procedures for the protection of Washington Military Department (WMD) staff, visitors, and property.

Scope

It is WMD's intent to have standardized and comprehensive safety, emergency management, risk management and accident prevention programs across the WMD. This policy applies to state employees and Washington National Guard personnel, including Active Guard Reservists, traditional guardsmen in a federal military status, and federal military technicians.

It is WMD's goal to properly integrate and interface these programs between divisions. This policy does not limit division or unit supervisors and management from preparing accordingly for their specific mission. The WMD expects cooperation and collaboration in these areas to ensure there are no gaps in our programs and that issues are effectively managed by affected members, safety managers and our respective safety councils.

Policy

The department recognizes the need for specific emergency preparedness/response procedures to guide employee response in any emergency. These emergency situations may require a variety of responses including building evacuation and shelter-in-place response. To be prepared for the conditions that triggers an emergency response:

1. All WMD facilities shall have an Emergency Plan consistent with the minimum elements identified in Procedure A. 2. of this document.
2. State employees, National Guard members and civil service employees shall be trained during New Employee Orientation (NEO) to understand and execute the emergency procedures.
3. Building managers or designee shall conduct informative/remedial training prior to a semi-annual drill for fire or earthquake evacuation or Shelter-in-place drill.
4. Training attendance for all personnel shall be documented on attendance sign-in sheets or rosters and/or applicable training documents specific to the State of Washington, Washington Army National Guard or, Washington Air National Guard regulations.

Procedures

A. Emergency Preparedness

1. The Adjutant General's intent is for all employees of the WMD to be Two-week's Ready. There are pamphlets available for Two-week's Ready and/or Ready Army for each facility. This information is also found at: <https://mil.wa.gov/preparedness> or <http://ready.army.mil>
2. The facility Emergency Plan shall address potential hazards that may occur. WMD Form 6004-19 "Example Emergency Reference Guide" is designed to assist with this effort. The form is not intended to be all-inclusive but to provide examples and potential formatting that may be used for individual facility emergency planning purposes. An emergency could happen spontaneously or via a Mass Warning Notification. The Emergency Plan shall address the following:
 - a. The notification of the appropriate emergency response agency using 9-1-1;
 - b. The immediate evacuation or shelter in place of staff and visitors, to include armory renters;
 - c. The identification of outside rally points;
 - i. Building Managers should contact the Building Manager(s) of all adjacent buildings to insure no conflict in rally point site selection occurs.

- d. A system to account for all staff and visitors;
 - e. Coordination to staff based on the scope of the incident; and
 - f. Spill response procedures as identified in the local Integrated Contingency Plan.
3. WMD facilities shall ensure access for the summoned emergency response agencies.
 4. Evacuation Maps shall be posted in a conspicuous location(s) and typically contain the following:
 - a. Floor plans;
 - b. Designation “You are Here” in relation to floor plan; and
 - c. Evacuation routes.
 5. Additional information that can be included on the Evacuation Map includes:
 - a. Location of first-aid kit(s) and AED, if facility is equipped;
 - b. Location of fire suppression equipment (e.g., water stand pipes, fire hoses, fire extinguishers, etc.);
 - c. Location of fire alarm pull-stations;
 - d. A direction indicator i.e., North, South, East, West; and
 - e. Other information deemed appropriate; (water, gas or electrical shut off).
 6. Evacuation Drills
 - a. The Building Manager of each WMD facility with six or more individuals assigned shall conduct an annual fire evacuation drill. This drill will typically be planned for the month of April as an agency-wide drill. The building manager may also include a Shelter-in-Place drill at this same time. The Executive Management Team will provide specific data annually.
 - b. The Building Manager with six or more individuals assigned shall conduct an annual Drop, Cover, and Hold drill. This drill will be typically planned for the month of October, to coincide with the Great Shake Out national earthquake drill.

B. Emergency situation

1. Staff discovering an emergency situation shall immediately:
 - a. Call 9-1-1 and follow instructions;
 - b. Evacuate the building or secure building as necessary consistent with the local Emergency Plan; and
 - c. Report the emergency to the Joint Operations Center (JOC) via Serious Incident Report (SIR) and the Safety Officer within 24 hours of the event. Army National Guard facilities will report to the Army Safety Officer, and State facilities will report to the state Safety Officer.

C. Shelter-in-Place

1. In the case of a hazardous materials, chemical event, or local emergency, authorities will

instruct personnel to seek shelter where they are and Shelter-in-Place. If the order is to “Shelter-in-Place” the following minimum steps are recommended:

- a. Move indoors or stay inside;
 - b. Close all window and doors;
 - c. Stay in the room until notified that it is safe to come out; and
 - d. Follow all instructions.
2. Documentation of Shelter-in-Place responses shall be recorded as outlined in Section D.
 3. Shelter-in-Place Drills:
 - a. The Building Manager of each WMD facility with six or more individuals assigned shall conduct a Shelter-in-Place Drill at least annually typically during the month of April to coincide with the annual fire evacuation drill. The Executive Management Team will provide specific data annually.
 - b. The annual Shelter-in-Place Drill shall be documented on the Emergency Event / Drill Activity Report (WMD Form 6005-19) and a copy sent to the Security office, Attention: EMPC and the original kept on file with the Building Manager’s book.
 - c. Employees are reminded to keep a 72-hour preparedness kit with them at their work station which should include, at a minimum: Change of clothing, food or nutrition bars, water, medication, and other items as necessary for their health and wellness.

D. Documentation

1. The Building Manager will submit a completed Emergency Event / Drill Activity Report (WMD Form 6005-19) to the Security Office, Attention: EMPC and retain a copy at the WMD facility / work site for a three-year period.
2. The Emergency Management Preparedness Coordinator will establish a summary document and provide a summary of all Emergency/Drill Response activity to the WMD Risk Manager and respective safety officer on a semi-annual basis.