



# Emergency Preparedness

No One Is Exempt From Disasters

# Acknowledgements



## Office of Compliance

*advancing workplace rights, safety and health, and accessibility in the legislative branch*

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# Objectives



Emergencies can occur at any time and with very little warning. This training is designed with the goal of achieving the following objectives to familiarize you with the basics of Emergency Management and to stress the importance of preparedness:

- ▶ Emphasize Necessity
- ▶ Raise Awareness
- ▶ Educate

# Why Should We Be Prepared?



- ▶ Legal requirement to establish and implement a plan to protect employees during emergencies in the workplace
- ▶ Reduces fear and anxiety among employees
- ▶ Protects people, assets, and production time
- ▶ Allows for the continuation of organizational operations
- ▶ Ensures adequate supply of emergency resources
- ▶ Your life is important!



# Fundamentals of Emergency Planning

The Emergency Management Cycle is comprised of four distinct phases:

- ▶ Mitigation
- ▶ Preparedness
- ▶ Response
- ▶ Recovery

# Mitigate



Mitigation is the process of eliminating a vulnerability or controlling the level of risk associated with it.

This can be accomplished by:

- ▶ Inspecting the workplace and researching historical events that have occurred in your region.
- ▶ Identifying existing and potential hazards and the vulnerabilities in your workplace that could be negatively impacted by the hazard.
- ▶ Implementing changes and procedures that would eliminate the vulnerabilities or lessen the impact of the risk associated with them.



# Prepare

Preparation addresses the affected environment after mitigation has occurred.

Preparation consists of:

- ▶ Creating and implementing an Emergency Action Plan (EAP).
- ▶ Effectively training employees regarding the EAP and conducting live drills and exercises.
- ▶ Procuring necessary resources and supplies and coordinating with stakeholders such as Emergency Management offices, USCP, local government officials, and first responders.



# Response

Response phase is the culmination of work that was conducted during the mitigation and preparation phases.

It involves:

- ▶ Initiating the EAP.
- ▶ Conducting life saving operations.
- ▶ Coordinating with USCP, state and local government, and private sector stakeholders.
- ▶ Restoring key utility and power services and continuing an organization's mission essential functions.



# Recovery



Recovery is the process of assessing the impact of the emergency and examining the execution of response operations.

This phase consists of:

- ▶ Allowing evacuees to return to their homes or workplace.
- ▶ Restoring primary and auxiliary functions and services.\*
- ▶ Determining level of disaster assistance, if necessary, and petitioning federal government for funding.
- ▶ Evaluating what known vulnerabilities were exploited and assessing if new vulnerabilities were exposed.
- ▶ Conducting an After Action Review with stakeholders to evaluate response and crafting a plan to mitigate identified weaknesses and shortcomings.



# Emergency Action Plan

The EAP details the procedures and responsibilities that shall be executed in the event of an emergency.

The plan should contain:

- ▶ Identified hazards and types of emergencies.
- ▶ Directory of emergency contact information.
- ▶ Responsibilities of those affected by the plan.
- ▶ Detailed evacuation procedures including but not limited to exit routes, primary and secondary assembly locations, and special instructions.
- ▶ When, where, and how to shelter-in-place.
- ▶ Accountability protocols.

# EAP Training



- ▶ Specific training for employees should occur that correlates with identified hazards.
- ▶ Live drills and exercises will proactively foster employee familiarity with the EAP and will reduce confusion and injuries during an event.
- ▶ Training should also incorporate stakeholders such as USCP and fire and EMS personnel to familiarize them with your procedures and workplace specific needs.
- ▶ Ensure vulnerable populations\* are identified and accounted for in training.

# What Could Possibly Happen?

## REGIONAL NATURAL DISASTERS

*Remember When...*

- ▶ 2009 Influenza H1N1 pandemic



# What Could Possibly Happen?

## REGIONAL NATURAL DISASTERS

*Remember When...*

- ▶ 2010 Snowmagedon blizzard



# What Could Possibly Happen?



## REGIONAL NATURAL DISASTERS

*Remember When...*

- ▶ 2011 East Coast Earthquake (Louisa County, Virginia)



# What Could Possibly Happen?



## REGIONAL NATURAL DISASTERS

*Remember When...*

- ▶ 2012 Hurricane Sandy



# What Could Possibly Happen?

## REGIONAL NATURAL DISASTERS

*Remember When...*

- ▶ 2016 Winter Storm Jonas





# What Could Possibly Happen?



## REGIONAL NATURAL DISASTERS

*Remember When...*

- ▶ 2017 D.C. Tornadoes



# What Could Possibly Happen?

## MAN-MADE DISASTERS

*Remember When:*

1998 Capitol Shooting



# What Could Possibly Happen?

## MAN-MADE DISASTERS

*Remember When:*

- ▶ 9/11 attack at the Pentagon



# What Could Possibly Happen?

## MAN-MADE DISASTERS

*Remember When:*

- ▶ 2001 Anthrax Attack



# What Could Possibly Happen?

## MAN-MADE DISASTERS

*Remember When:*

- ▶ 2013 Navy Yard Shooting



# What Could Possibly Happen?

## MAN-MADE DISASTERS

### *Remember When:*

- ▶ 2017 Baseball Practice Shooting of Members of Congress



# What Could Possibly Happen?



## Other Possible Man-Made Disasters:

- ▶ Office Fires
- ▶ Train, Rail, or Aircraft Accidents
- ▶ Accidental Chemical Spills/Releases/Explosions
- ▶ Attack on Cyber or Utility Systems



# Things to Remember...



- ▶ Know and maintain all emergency contact numbers.
- ▶ Know emergency evacuation routes, all assembly points, and shelter in place locations.
- ▶ Have some form of ID on you at all times.
- ▶ Persons with disabilities will need specific planning.
- ▶ Follow office procedures to check in with the office's emergency coordinator, and use text or social media when reaching out to friends, family, etc.
- ▶ Make a personal "go kit" that is separate from office supplies if you might need anything unique (medicine, contact solution, products, etc.).
- ▶ Prepare at Home - an emergency may require you to be stationary for extended periods of time.



# Questions?



Contact your designated **Emergency Coordinator**  
for site-specific procedures and planning

# Thank You and Stay Safe!

Questions, Comments & Contacts

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