



# Emergency Preparedness of the Federal Workforce

*Working for America*

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



# Message from the President

*“We accept the duties of our generation. We are active and resolute in our own defense.”*

**President George W. Bush**



# Message from the Director



*"The American people expect us to continue essential government services without undue interruption, no matter the contingency, and Federal agencies must have the human resources to accomplish their missions, even under the most extreme circumstances."*

**- Kay Coles James**



# Agenda

- OPM Emergency Preparedness Leadership
- Define Preparedness
- Agency Manager Responsibilities
- Resumption of Essential Functions
- Resumption of All Agency Operations
- COOP Facilitation
- Resources
- Questions and Answers



# OPM Emergency Preparedness Leadership

- Emergency Preparedness Forums
- Threat Assessment and Planning for Political Conventions
- Emergency Preparedness Survey
- Emergency Preparedness Training
- Emergency Preparedness Guidance to Agencies and FEBs



# Preparedness is Protection

- There is No Substitute
- Enemy Threatens
  - Our Citizens
  - Our Infrastructure
  - Our Way of Life



# Planning Outcomes

---

- Acknowledge Threats
- Reduce Vulnerabilities
- Encourage Confidence



# Training Outcomes

- React Quickly
- Realistic Assessment
- Responders Take Action Automatically with Speed and Efficiency



# Preparedness is Proactive

- Does Not Come to You, Not a Natural Action
- It Ensures Our Critical Functions and Missions Remain in Operation
- It is Mitigation, Keeping Something From Happening



# Agency Manager Responsibilities

- Be fully informed and understand human capital tools, flexibilities, and strategies
- Review regularly and update human capital information and resources
- Conduct regular exercises and simulations
- Ensure employees have a clear understanding of what they are to do in an emergency



# Agency Manager Responsibilities Continued

- Maintain specific protocols for designating and assisting special needs employees
- Develop, review, and update emergency guidelines as needed



# Resumption of Essential Functions

- Define essential functions according to agency mission
- Identify emergency employees to support essential functions



# Resumption of Agency Operations

- Foster a culture that values flexibility
- Invest in training and development to build skills and competencies to increase flexibility of the workforce
- Consider alternate assignments for non-emergency employees



# COOP Facilitation

- Leadership support
- Demonstrate sensitivity to employee needs
- Maintaining effective communication
- Scheduling flexibilities
- Planning, executing, and evaluating drills
- Build a process to identify and share lessons
- OPM guidance



# Maintaining Effective Communication

- Raise awareness of continuity efforts
- Guidelines
- Methods



# Scheduling Flexibilities

- Telework
- AWS
- Flextime and credit hours



# Planning, Executing and Evaluating Drills

- Shelter-in-Place
- Evacuation



# Resources

---

- [www.opm.gov](http://www.opm.gov)
- Federal Manager's/Decision Maker's Emergency Guide
- Federal Employee's Emergency Guide
- [www.telework.gov](http://www.telework.gov)





# Thank You

*Questions and Discussion*

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



# Contact Information

---

Visit us on the world wide web!

[www.opm.gov](http://www.opm.gov)

[Jeffrey.Risinger@opm.gov](mailto:Jeffrey.Risinger@opm.gov)



# U.S. DOT Emergency Preparedness

Ensuring the Safety of Individuals  
with Disabilities

# Presenter

- John P. Benison  
Disability Policy Advisor  
U.S. Department of Transportation  
Phone: (202) 366-5714  
E-mail: [john.benison@ost.dot.gov](mailto:john.benison@ost.dot.gov)

# U.S. Department of Transportation (DOT)

- DOT's Mission: *The national objectives of general welfare, economic growth and stability, and the security of the Nation require the development of transportation policies and programs that contribute to providing fast, safe, efficient and convenient transportation at the lowest cost consistent with those and other national objectives, including the efficient use and conservation of the resources of the United States.*
- The Department has 60,000 Employees world-wide.

# Implementation

- Secretary Norman Y. Mineta was a Co-sponsor of the Americans with Disabilities Act
- Throughout his distinguished career in public service, the Secretary has worked to improve transportation and employment for people with disabilities
- On August 12, 2003, Secretary Mineta implemented DOT's guidelines on emergency preparedness for people with disabilities, via Secretarial Memorandum
- The memorandum was addressed to the Department's Secretarial Offices and the Heads of Operating Administrations.

# Implementation

- Secretarial Offices and Operating Administrations were required to report on emergency plans for people with disabilities
- Plans are being reviewed by the Departmental Office of Civil Rights and the Office of the Assistant Secretary for Administration.

# The Guidelines

- Roles and Responsibilities
- Emergency Information Management
- Communication and Planning
- Training.

# Developing the Emergency Preparedness Guidelines

- DOT's Departmental Office of Civil Rights and the Office of the Assistant Secretary for Administration jointly led the development of the guidelines
- A Departmental workgroup was established to provide input and feedback on the guidelines
- The workgroup participants included representatives from DOT's Operating Administrations and the Department's employee groups for individuals with disabilities.

# Developing the Emergency Preparedness Guidelines

- In developing the guidelines, DOT utilized many government and non-government resources. For example:
  - National Organization on Disability;
  - Federal Emergency Management Agency;
  - The Job Accommodations Network; and,
  - The U.S. Access Board.

# Addressing the Needs of Individuals with Disabilities

- Post 9/11, the Department focused on the need to enhance general emergency preparedness procedures
- The Secretary directed his leadership to ensure the needs of people with disabilities are addressed
- Employees and others with disabilities should not feel any more vulnerable in the DOT workplace than those without disabilities.

# Lessons Learned

- Addressing the concerns of all individuals with disabilities (i.e., hearing, visual, mobility, cognitive, etc.)
- People with certain medical conditions
- Education
- Departmental and individual obligations

# Maintaining the Plan

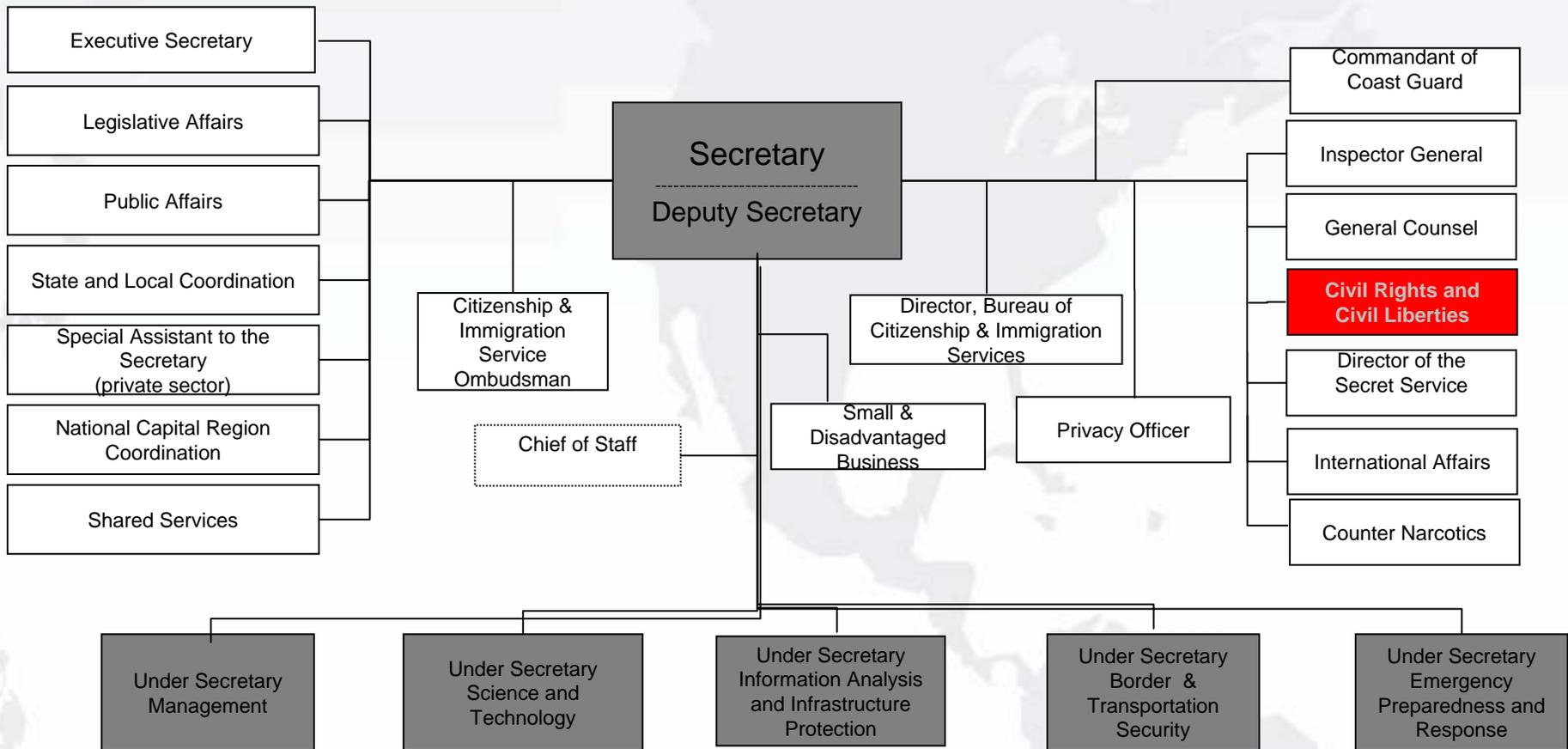
- Continual training of employees, managers, emergency and security personnel
- Routinely updating and publicizing the Department's guidelines
- Regular drills, which include using specialized equipment
- Updating equipment, as needed.

# **Department of Homeland Security**

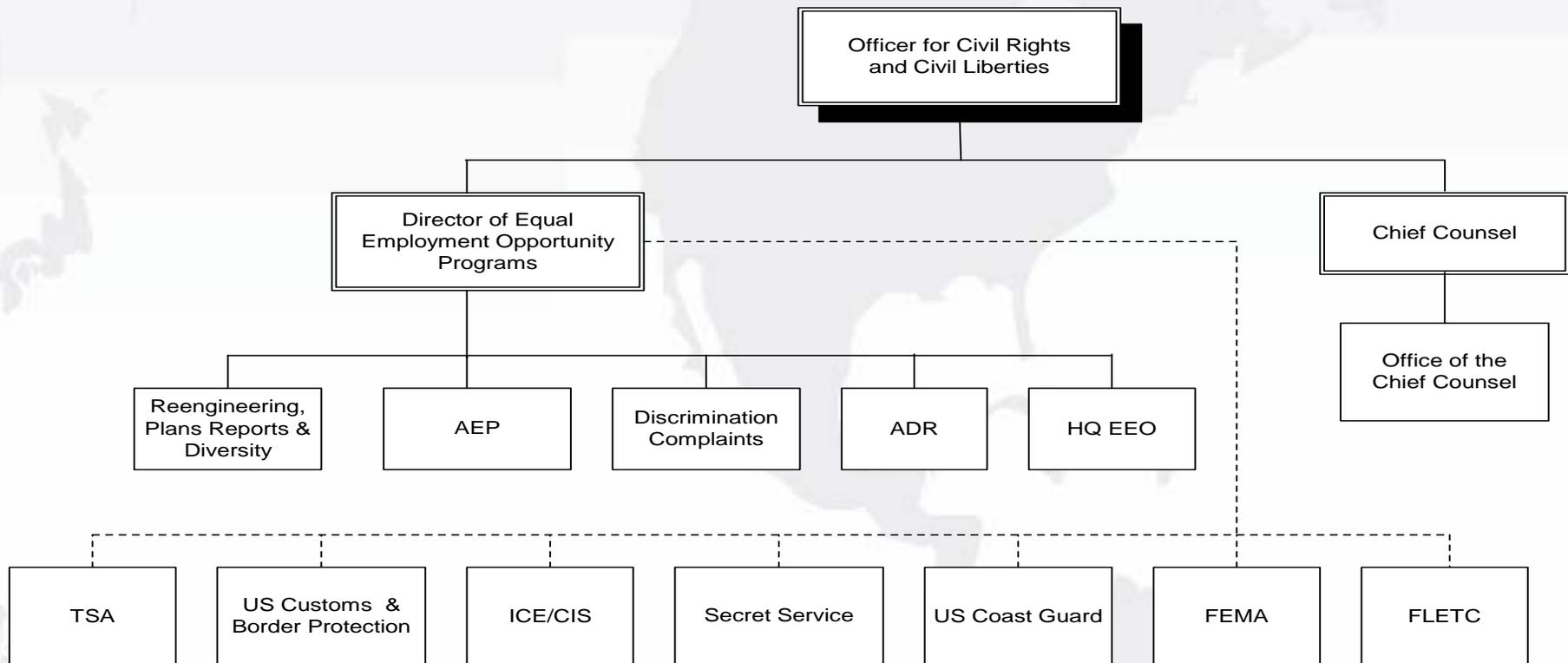


**Emergency Preparedness and  
People with Disabilities**

# Department of Homeland Security



# Office for Civil Rights & Civil Liberties





# The Mission

*“The mission of the Office is to protect civil rights and civil liberties and to support homeland security by providing the Department with constructive legal and policy advice on the full range of civil rights and civil liberties issues the Department will face, and by serving as an information and communication channel with the public regarding all aspects of these issues.”*

Source: Office for Civil Rights and Civil Liberties Strategic Plan; approved by Secretary Ridge, September 2003.

# Emergency Preparedness



## Goal:

- Enhance efforts to integrate people with disabilities into all phases of emergency planning & preparedness.

# Emergency Preparedness



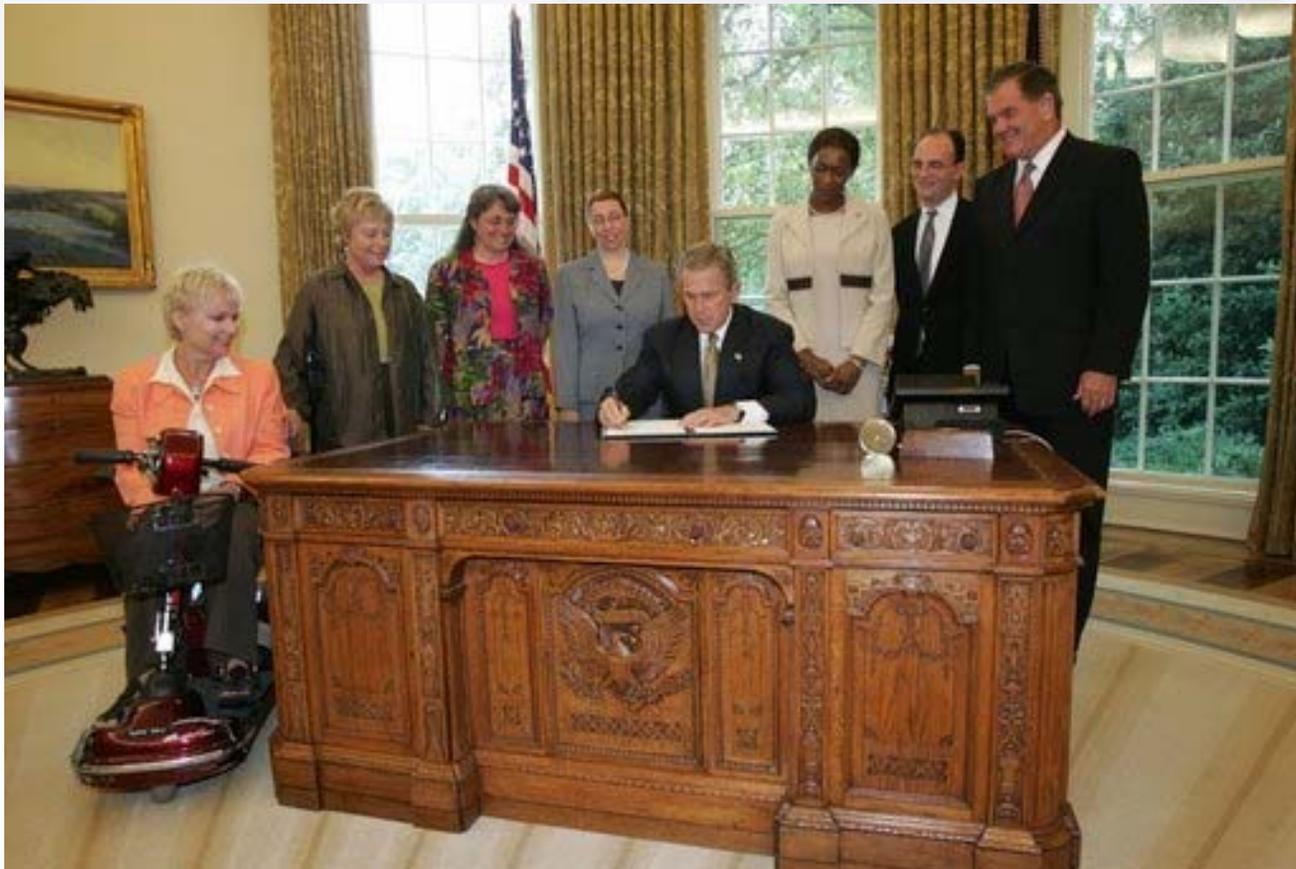
- ❑ Create an internal DHS Working Group on Emergency Preparedness and People with Disabilities.
  - Federal Emergency Management Adm.
  - Office for Civil Rights and Civil Liberties
  - Office of Domestic Preparedness
  - National Capital Region Coordination
  - Citizen Corps
  - Public Affairs
  - Ready.Gov
  - Transportation Security Administration (TSA) – Screening of Persons with Disabilities Program Office



# Emergency Preparedness

- ❑ Drafted an Executive Order on Emergency Preparedness and People with Disabilities:
  - Executive Order (#13347) was signed by President Bush on Thursday July 22, 2004.
    - Creates an “Interagency Coordinating Council on Emergency Preparedness and People with Disabilities.”

# Emergency Preparedness





# Executive Order #13347

## Policy Statement

To ensure that the Federal Government appropriately supports safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.



# The Council

“Interagency Coordinating Council on  
Emergency Preparedness and People with Disabilities.”

- Heads of Executive Departments
- Administrator of Environmental Protection Agency
- Administrator of General Services
- Director of Personnel Management
- Commissioner of Social Security

The Council will be chaired by Tom Ridge, the Secretary of  
Homeland Security.



# Functions of the Council

- ❑ **Coordinate** to ensure that the unique needs of individuals with disabilities are taken into consideration in emergency preparedness planning by:
  - Federal government agencies
  - State, local and tribal governments
  - Private organizations and individuals



# Functions of the Council

- Best Practice
- Technical Assistance
- Partnerships
- Research
- Central Information Clearinghouse
- Monitoring
- Reporting



# DHS: Immediate Next Steps

- ❑ Conference: The Office of National Capital Region Coordination, in partnership with the state and local jurisdictions within the National Capital Region and the National Organization on Disability, will host a conference on emergency preparedness and people with disabilities. The conference will take place from September 22-24, 2004, in Crystal City, Virginia. Secretary Ridge will deliver the keynote address.
- ❑ Grant: The Office for State and Local Government Coordination and Preparedness, as part of its Fiscal Year 2004 Competitive Training Grants Program, sought applications addressing training gaps related to prevention and preparedness. One of the issue areas specified included assistance for special needs populations.



# DHS: Immediate Next Steps

## □ Technical Assistance:

- FEMA has prepared a number of technical assistance materials on emergency preparedness for people with disabilities, and is committed to updating as well as publishing new guidance and assistance materials in the upcoming months.
- FEMA is providing technical assistance to the U.S. Access Board, which will hold a 2-days workshop on “Emergency Evacuation of People with Mobility Impairments from Buildings” - October 13-14, 2004, in Rockville, MD.



# DHS: Immediate Next Steps

- ❑ Information Clearinghouse: [Ready.Gov](http://Ready.Gov), the Department of Homeland Security's citizen preparedness web site, will include new and updated information to help people with disabilities prepare for and respond to emergencies of all kinds. The Council's work will lead to the inclusion of more comprehensive guidance for people with disabilities.
- ❑ Partnerships: Citizen Corps will establish a National Citizen Corps Council subcommittee on emergency preparedness and people with disabilities. This subcommittee will be a key component of the federal government's efforts to reach out to communities across the country on these issues.



# Contact Information

DHS CRCL Website:

[www.dhs.gov/civilliberties](http://www.dhs.gov/civilliberties)

DHS CRCL Email:

[civil.liberties@dhs.gov](mailto:civil.liberties@dhs.gov)

Claudia L. Gordon, Esq.

(202) 772-0910 Voice

(202) 358-2392 TTY

Email: [claudia.gordon@dhs.gov](mailto:claudia.gordon@dhs.gov)

# Emergency Preparedness:

## Individualizing Emergency Plans

Brian Parsons  
Supervisory Policy Advisor  
Office of Disability Employment Policy  
U.S. Department of Labor  
September 10, 2004

# Credits

- Job Accommodations Network. *Employers' Guide to Including Employees with Disabilities in Emergency Evacuation Plans.*
- Kailes, June Isaacson (2002). *Evacuation Preparedness: Taking Responsibility for Your Safety: A Guide for People with Disabilities and Other Activity Limitations.* Center for Disability and Health Professions, Western University of Health Sciences, Pomona, CA.
- Office of Disability Employment Policy. *Emergency Preparedness for People with Disabilities: An Interagency Seminar of Exchange for Federal Managers.*

# Emergency Avoidance

“ There is a universal human tendency to avoid thinking about possible emergencies. This avoidance has greater consequences for people with disabilities than for people without disabilities.”

(Kailes, 2000, p.6)

# Legal Context

- ADA does NOT require employers to have emergency plans.
- Federal employers are covered under the Rehabilitation Act.
- However, if a covered employer opts to have a plan, they are required to include people with disabilities.
- This issue may be included under the reasonable accommodations provisions of Title I of ADA.
- Occupations Safety and Health Act or other state or local laws may apply.

# Obtaining and Using Medical Information

- EEOC guidance states that federal disability discrimination laws do not prevent employers from obtaining and appropriately using information necessary for a comprehensive emergency evacuation plan.
- *Fact Sheet on Obtaining and Using Employee Medical Information as Part of Emergency Evacuation Procedures*, [www.eeoc.gov/facts/evacuation.html](http://www.eeoc.gov/facts/evacuation.html).

# Employee Responsibility

- Employees should self-assess their activity limitations.
- Employees should carry medical information and emergency contacts in multiple copies.
- Employees should plan ahead and preposition necessary equipment, medications, etc.
- Employees should establish a support network instead of relying on a single 'buddy.'

# What Can Managers Do?

- Identify accommodation needs and discuss with the Human Resources/Employee Relations Office
- Interact with employees
- Distribute and discuss emergency action plans with staff
- Act as a conduit to provide feedback to emergency planners

# Agency Planning Considerations

- Evacuation Chairs/Slides
- Communication Devices
- Alternative Formats
- Signs and Symbols
- SIP & Refuge
- Assistive Technology

# Integrate and Customize

- What is done for those needing assistance will help everyone
- Include people with disabilities in planning
- Work individually to customize agency plans for people with disabilities and other activity limitations
- Train all agency personnel on overall plans and those who will need individual information
- Create, Practice, Evaluate, and Revise

# Where to Get More Information

- Job Accommodation Network:
  - [www.janwvu.edu/media/emergency.html](http://www.janwvu.edu/media/emergency.html)
- DisabilityInfo:
  - [www.disabilityinfo.gov](http://www.disabilityinfo.gov)
- Center for Disability Issues and Health Professionals:
  - [www.cdihp.org](http://www.cdihp.org)
- Office of Disability Employment Policy:
  - [www.dol.gov/odep/](http://www.dol.gov/odep/)

# Presenter Contact Info:

Brian Parsons

Supervisory Policy Advisor

Office of Disability Employment Policy

U.S. Department of Labor

(202) 693-7858

[parsons.brian@dol.gov](mailto:parsons.brian@dol.gov)