

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of the DDA Emergency Planning Group on 27 January, 10, 15, and 22 February 1983

MEETING ON 27 JANUARY 1983

1. This was the first meeting of the DDA Emergency Planning Group (EPG) and consisted of a presentation on the current status of Emergency Planning in the Directorate. This was followed by a review of the DPG's task which is to prepare a Directorate Emergency Plan that covers both local, short duration emergencies and national level disasters. To accomplish this, EPG will proceed with planning on two levels: local short duration emergencies will be completed by 31 December 1983 and the national disaster planning will be studied for six months at the end of which a recommendation for appropriate action will be made.

MEETING ON 10 FEBRUARY 1983

1. All members of the group provided social security numbers which will be used to request CS clearances.
2. The group was then reminded of their individual responsibility to produce a written emergency plan to provide for the continuation of the critical functions of their office. They were also requested to contribute their various expertise and experience to the activities of the group as a whole and to maintain a Directorate focus.
3. A tentative outline of the DDA plan was reviewed by the group and a general discussion evolved as to what should or should not be included. Basically this outline is:

SECTION I - OMS, OS AND SAFETY STAFF will provide base planning for centralized security and medical emergencies which will provide standardized instructions and procedures for dealing with four categories of emergency:

<u>NATURAL</u>	<u>SPECIAL</u>	<u>PERSONNEL</u>	<u>BUILDING/INDUSTRIAL</u>
Fire	Suspect Package	Medical Emergency	Elevator
Flood	Terrorist Attack	Medical Evac	Power Outage
Lightening	Hostage	Arrest	Burst Pipe
Hurricane	Hold-up	Death	Smoke/Noxious Fumes
Blizzard	BombThreat	Missing Person	Flood/Water Contam
	Hi-jacking	Political Asylum	Major Catastrophe

A working group with representatives of the Offices of Security, Logistics and Medical Services will meet separately from the Emergency Planning Group and will update the current procedures for responding to the above emergencies. Once these procedures are current and coordinated fully within the organizations responsible for providing the response, they will be distributed to all members of the EPG for comment and suggestions. When the EPG is satisfied that all Directorate concerns have been adequately addressed, procedures for coping with the above emergencies will be incorporated as the base for the Directorate Emergency Plan.

Section II: Each office in the Directorate will add to the above base, a section to cover their own unique responsibilities and services, i.e., Communications will add procedures for emergency communications; ODP will add a section for emergency computer operations; OF will add emergency payroll procedures and funding; OIS will add a revised vital records program , etc.

Section III: This section will provide (if possible or practical) contingency planning for single points of failure which have the potential to seriously disrupt Agency operations. For instance, if the Key Building cannot be inhabited for a period of several weeks, we must provide for alternate workspace with adequate equipment and furniture for the displaced Key building personnel to carry out critical functions. We will have to make provisions for a variety of different scenarios. It may in fact not be possible to cover all possibilities but we should identify the single points of failure and try to establish work arounds.

Section IV: This section will deal with Nuclear Disaster.

4. After various discussions, the group agreed that the above outline would serve as a starting point and could be modified as we develop the various details. In the meantime, each member will begin to develop his section of the plan and will not wait for the base to be finalized.

MEETING ON 15 FEBRUARY

1. This meeting was called on short notice to take advantage of the recent snow emergency as a real life problem in emergency planning. The DDA/Executive Officer tasked the Emergency Planning Group to submit a written report of the events that occurred during the storm as well as suggestions on how to prevent the problems from reoccurring. The individual members discussed the problems that occurred and a general exchange of ideas and suggestions resulted. The members were tasked to submit their individual responses to the Chairman by COB 18 February.

MEETING ON 22 FEBRUARY

1. [redacted] of the NIEPS briefed the group on the current STAT state of planning in his organization. As the group has not recieved the appropriate clearances this briefing was very general. However, the group was unanimous in evaluating the presentation as very worthwhile, and look forward to recieving the classified part of this briefing.

[redacted]

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