ATTACHMENT 3

Employment Accountability During Emergencies

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, DC 20314-1000

REPLY TO
ATTENTION OF

CECS

4 August 2006

MEMORANDUM FOR STAFF PRINCIPALS, COMMANDERS AND DIRECTORS

SUBJECT: Personnel Accountability During Emergencies

1. Reference DoD Instruction 1400.32, 24 April 1995, subject: DoD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures.

2. Accounting for personnel and providing valuable situational and safety information is the top priority of the U.S. Army Corps of Engineers (USACE) during emergencies. As such, Commanders and Directors are required to establish mechanisms to ensure the accountability of civilian and military employees and maximize their situational awareness.

3. It is USACE policy to attain 100% accountability as soon as possible after a large-scale emergency, disaster or Command-ordered evacuation. The unprecedented and catastrophic damage caused by Hurricane Katrina rendered both the accountability and back-up accountability processes useless for multiple districts. Accordingly, USACE has established a toll-free phone number/email for personnel accountability during emergencies when local personnel accountability procedures cannot be followed. The personnel accountability number is **1-877-HI-USACE (1-877-448-7223)**. Alternatively, the personnel accountability email is 877.hi.usace@usace.army.mil and can be used by those unable to access the phone line.

4. Personnel accountability is the responsibility of each local Command. The accountability policy and establishment of 1-877-HI-USACE in no way eliminates any accountability or notification procedures implemented at the Division/District/Center level. **In the event of an emergency, personnel should first make every effort to contact their supervisors in accordance with locally established plans.** The purpose of the toll-free number and email address is to provide a redundant emergency accountability and reporting system for times when local procedures cannot be followed.

5. All USACE emergency/contingency plans shall require all employees to call the toll-free number or email address within 72 hours of an emergency or an evacuation if they are unable to follow local personnel accountability procedures. The message on the phone and the automatically generated email response both ask employees to identify themselves and their home organization and to provide contact information. Once the magnitude of the emergency is known, the message can be updated to provide

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information and procedures on leave and/or reporting to work or to designate an alternate work location. Local emergency management offices are responsible for providing the USACE Operations Center (UOC) with up-to-date information to transmit to affected employees via the toll-free number or email address when they are operational.

6. In the event of a large-scale disaster, emergency or Command-ordered evacuation, the impacted Division/FOA/Center will notify the UOC, when possible, that accountability assistance using the toll-free number and email will be needed. The UOC will then notify the Directorate of Human Resources (CEHR). CEHR will track all employee contact from the toll-free number and email until 100% accountability of military and civilian employees from the impacted organization(s) has been achieved. If there has been no notice of an event and employees begin calling/emailing, the UOC will attempt to contact the impacted organization for an assessment of the situation. If contact cannot be made, the UOC will assume there is an emergency situation and notify CEHR to track personnel until otherwise informed.

7. Districts/FOAs/Centers are responsible for ensuring employee awareness of **1-877-HI-USACE** and 877.hi.usace@usace.army.mil and when this system should be utilized.

8. Districts/FOAs/Centers must provide an accountability roster of names of military and civilian employees to the UOC in the event of a large-scale disaster, emergency or Command ordered evacuation. Local emergency management plans should provide for a back-up organization charged with providing this information to the UOC when the impacted organization is unable to do so.

9. Questions regarding this policy may be addressed to Mr. Seth Shulman, CEHR-D, at (202) 761-7277.

FOR THE COMMANDER:

YVONNE J. PRETTYMAN-BECK
Colonel, Corps of Engineers
Chief of Staff