

Supervisor's Guide: Workplace Emergency Preparedness and Response

Important Note: This document provides general guidance for supervisors and managers. It does not contain a complete set of response procedures and is not a substitute for any processes or procedures identified in your facility's Occupant Emergency Plan.

Use the form on page 3 to record important information such as facility contacts, your assembly area, and a roster of your staff. For questions, contact the Division of Emergency Management at orsdem@nih.gov.

General Emergency Preparedness

1. Comply with and enforce all applicable requirements in the facility's [Occupant Emergency Plan \(OEP\)](#).
2. Maintain current information for your employees and contractors including:
 - A full roster of names.
 - Telework schedule and/or alternative work schedule for each employee or contractor.
 - Reliable contact information (work and/or personal cell phone number and email).

Note: A [fillable staff roster](#) can be found online.

3. Encourage your staff to verify that their contact information and work location in the [NIH Enterprise Directory \(NED\)](#) are complete and accurate.
4. Participate in and encourage the participation of subordinates in training and exercises.
5. Ensure that all staff are aware of emergency procedures including:
 - During evacuations all on-site staff should proceed directly to the assembly area.
 - Where to meet and who to check in with.
 - Designate an alternate for day(s) when you are not on site. Those alternate staff members must be trained to perform the supervisor's responsibilities on days when the supervisor is not present at the workplace.
6. Ensure that your staff who have self-identified as requiring assistance during an emergency have a customized plan and designated aide(s) in accordance with the OEP. Plans should be coordinated and shared with the Occupant Emergency Coordinator (OEC) and be reviewed regularly to ensure they are current. A plan template can be found on the [Workplace Emergencies website](#).

During Emergencies

1. For emergency evacuations, ensure all on-site occupants exit immediately and check in with their supervisor at the designated assembly area.
2. For a Shelter-in-Place (SIP) order for emergencies such as severe weather and release of hazardous materials outside the building, proceed to a nearby SIP location.
3. Supervisors should report any missing person(s) (i.e., there is reasonable suspicion that the person remains in the building) to the OEC.
 - If on the main Bethesda Campus or if the OEC is not reachable, make the report to an Emergency Responder.
 - If you cannot find an Emergency Responder, call 911.
4. For occupants who have self-identified as requiring assistance, complete any tasks assigned to you in their customized plan. Report any issues to your OEC or Emergency Responders.
5. Ensure that all staff and visitors comply with any instructions given by the Occupant Emergency Organization members or Emergency Responders.
6. Reentering the building after an evacuation:
 - Inform personnel they can reenter the facility after the “all clear” is given.
 - Communicate management’s decisions if the facility cannot be reoccupied.

References

1. NIH Manual Chapter 1430, NIH Occupant Emergency Management Program, <https://policymanual.nih.gov/1430>
2. HHS Facility-Centric Emergency Management Policy, August 24, 2023. Issued by HHS, Office of the Assistant Secretary for Administration, Program Support Center, Real Estate Logistics and Operations, Physical Security, Emergency Management, and Safety Directorate. (not available online)
3. HHS Occupational Safety and Health Manual, <https://intranet.hhs.gov/manual/safety-manual/chapter-9>
4. Occupant Emergency Programs: An Interagency Security Committee Guide, <https://www.cisa.gov/resources-tools/resources/isc-occupant-emergency-programs-guide>
5. NIH Workplace Emergency Preparedness, <https://ors.od.nih.gov/ser/dem/workplace-emergencies/Pages/default.aspx>
6. NIH Facility-Specific Plans Lookup, <https://nih.sharepoint.com/sites/NIH-WorkplaceEmergencyPreparednessPlans>
7. IC Emergency Coordinator Roster, <https://ors.od.nih.gov/ser/dem/Pages/emergency-coordinators-by-institute-center.aspx>