



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

14 June 2010

AMSAC-S

**MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES**

**SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 101.11 -
USASAC Emergency Action Policy**

1. Directors/Division Chiefs/Separate Office Chiefs at respective locations, USASAC-Redstone (RSA), USASAC-Fort Belvoir, USASAC-New Cumberland and USASAC-St. Louis, will ensure that all assigned personnel and their visitors (escorted and/or unescorted) are evacuated safely from the building(s) and accounted for during all emergencies, including nonevacuation emergencies. All USASAC locations will ensure an up-to-date Emergency Action Plan (EAP) exists and is disseminated to all personnel. A copy of these plans will be furnished to the Command Safety Officer or his/her assigned safety representative.

2. The capability to rapidly and orderly evacuate or not evacuate all personnel from the building(s) in response to emergency situations remains critical to the safety of assigned personnel, contractors and visitors and is an essential element of the USASAC force protection program. The following guidelines apply to all USASAC locations.

a. Each location will create an EAP tailored specifically to their buildings and environment. The EAP should contain, at a minimum, the following criteria:

- (1) Explanation of audio/visual alarms and their meanings.
- (2) Specific duties and responsibilities for Directors/Division Chiefs or their assigned representatives.
- (3) Specific instructions for evacuation or nonevacuation of all personnel, contractors and visitors in the event of emergencies such as fire, terrorism, bomb or chemical attack or tornados and other weather-related emergencies.

(4) Emergency numbers.

b. Annexes should include:

- (1) Hallway evacuation routes.

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- (2) Evacuation/nonevacuation assembly points.
 - (3) Disabled employees and assistants evacuation roster.
 - (4) Evacuation Wardens.
3. This Policy Memorandum supersedes USASAC Policy Statement 101.11, 5 October 2005.


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Commanding