

Voluntary Emergency Assistance Request

Name: _____

Office/Organization: _____

Phone Number: _____ and Blackberry/Cell Number _____

Email Address: _____

Duty Hours: _____

Room Number: _____

Supervisor: _____ Phone Number: _____ Email _____

Buddy/Assistant #1 _____ Phone Number: _____ Email _____

Buddy/Assistant #2 _____ Phone Number: _____ Email _____

Buddy/Assistant #3 _____ Phone Number: _____ Email _____

Please describe the assistance you will require:

My current situation is: permanent temporary – will need assistance until (date): _____

Signature of Employee Requesting Assistance

Date

Who should complete this form?

Complete this form if you are an HCHB employee or contractor who has a temporary or permanent disability and you think that you may need assistance during an emergency, such as evacuating the building or re-locating to another part of the building during shelter-in-place activity. Those who fatigue or tire easily, or who have other limitations that interfere with walking or using the stairs are especially encouraged to identify themselves to emergency personnel by completing the form. Anyone having difficulty hearing fire alarms or hearing emergency instructions delivered over the public address system should also complete the form. Please request assistance if you have a short term or temporary condition, such as those affecting your ability to walk, see or hear due to a recent surgery, injury, or pregnancy. Disclosure of specific medical conditions is not necessary. Employees should provide only information that will be essential to those assisting them.

Why should I complete this form?

Completing the form will help individuals needing assistance to identify themselves to the Emergency Operations Center (EOC). The form will be disseminated on a periodic basis to gather current information from new and rehired employees, and from other employees who may have recently developed the need for assistance. Completing this form is voluntary but strongly encouraged for all individuals needing assistance. All information will be kept confidential and shared only with emergency personnel assigned to assist during building emergencies. (See the last page for more information on confidentiality protections under the Privacy Act of 1974.)

Developing Your Personal Emergency Preparedness Action Plan

Each employee should actively prepare for emergencies or disasters to the maximum extent possible. Your Emergency Preparedness Action Plan (EPAP) should be based on your specific needs. In addition to completing this form, you may also need to reach out to co-workers and supervisors to identify “buddies” who can assist you to evacuate the building, shelter-in-place, and respond to an emergency lockdown situation. Do not assume that someone will voluntarily help. You must be specific in arranging assistance, preferably in advance of an emergency. If you are here prior to 7:00 am or after 5:30 pm, contact 202-482-2222 for emergency assistance. If you have any concerns or questions, please contact your first line supervisor, or the Disability Policy Advisor for the Department of Commerce, at 202-482-8187.

Submission of this Form

When you have completed this form, please return it via e-mail to the EOC at eoc@doc.gov or regular mail to the Continuity and Emergency Preparedness Division (CEPD) at maildrop-H-1066. Should your situation change, please notify the EOC at 202-482-5100 and resubmit this form. Thank you for your cooperation.

Privacy Act Advisory Statement

The Privacy Act of 1974 requires that you be given certain information about this request for information. Completion of this form is voluntary. The information requested on this form is solicited pursuant to E.O. 12196 (Occupational Health and Safety for Federal Employees); as well as E.O. 13347 (Individuals With Disabilities in Emergency Preparedness). The Director, Emergency Operations Center, shall maintain a record of all emergency assistance requests. This information will be shared only with emergency personnel assigned to assist during building emergencies. Other routine uses are listed below.

Routine Uses:

A record in this system of records may be disclosed to appropriate agencies, entities, and persons when:

1. In the event that a system of records maintained by the Department to carry out its functions indicates a violation or potential violation of law or contract, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute or contract, or rule, regulation, or order issued pursuant thereto, or the necessity to protect an interest of the Department, the relevant records in the system of records may be referred to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or contract, or rule, regulation, or order issued pursuant thereto, or protecting the interest of the Department.
2. A record from this system of records may be disclosed to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information, or other pertinent information, such as current licenses, if necessary to obtain information relevant to a Department decision concerning the assignment, hiring, or retention of an individual, the issuance of a license, grant or other benefit.
3. A record from this system of records may be disclosed to a Federal, state, local or international agency, in response to its request, in connection with the assignment, hiring, or retention of an individual, the issuance of a security clearance, the reporting of an investigation of the individual, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
4. A record from this system of records may be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
5. A record in this system of records may be disclosed to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.
6. A record in this system of records may be disclosed to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).
7. A record in this system of records may be disclosed to a contractor of the Department having need for the information in the performance of a contract, but not operating a system of records within the meaning of 5 U.S.C. 552a(m).

8. A record in this system may be disclosed to the Office of Personnel Management for personnel research purposes; as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related manpower studies.

9. A record from this system of records may be disclosed to the Administrator, General Services Administration (GSA), or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs under authority of 44 U.S.C. 2904 and 2906. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose, and any other relevant (i.e. GSA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.

10. A record in this system of records may be disclosed to any source from which additional information is requested in the course of processing a grievance to the extent necessary to identify the individual, inform the source of the purposes(s) of the request, and identify the type of information requested.

11. A record in this system of records may be disclosed to officials of the Office of Personnel Management, Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel, or the Equal Employment Opportunity Commission, the Department of State, or the Department of Labor when requested in performance of their authorized duties.

12. A record in this system of records may be disclosed in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

13. A record in this system of records may be disclosed to officials or labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

14. A record in this system of records may be disclosed to commercial contractors (dept collection agencies) for the purpose of collecting delinquent debts authorized by the Debt Collection Act (31 U.S.C. 3718).

15. A record in this system of records may be disclosed to Senior State Department officials at U.S. Embassies, including the Ambassador, Deputy Chief of Mission, Administrative Counselor and Human Resource Officers, for matters relating to employment or security issues pertaining to Department of Commerce employees working in U.S. Embassies or facilities overseas.

16. It is suspected or confirmed that the security or confidentiality of information in the system of records has been compromised; the Department has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or programs (whether maintained by the Department or another agency or entity) that rely upon the compromised information; and the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.