



Office of Foreign Missions

Disaster Response: What to Expect in Times of Trouble

Allyson E. King

Program Analyst,

Office of Foreign Missions



OFM disaster response can be categorized into three principal concerns:



- **Welfare of OFM office (personnel and property) and our ability to provide services to the foreign missions.**
- **Welfare of the foreign missions (personnel and property)**
- **Facilitating foreign mission efforts to assist their communities**

Welfare of OFM office (personnel and property): **Pre-emptive Measures**

- **Lines of Communication**
 - Review/validate phone tree numbers
 - Update emergency management contact information
 - Update information on website
- **Review post-disaster procedures and plans**
 - Who will check on facilities?
 - Who will provide status reports?
 - Reporting to work and tele-work contingency plans
- **Monitor OPM and OEM websites/news/notices**

Welfare of OFM office (personnel and property): **Post-disaster Response**

- **Check on employee welfare**
- **Check for facility damage and any impediments to building access**
- **Provide updates and daily status reports**
- **Promulgate COOP and/or work from home plans to Federal, local authorities and employees**
- **Monitor information from Federal, state, and local authorities**

Welfare of the foreign missions (personnel and property): **Pre-emptive Measures**

- **Outreach for disaster preparedness**
- **Update Foreign Mission contact information**
- **Communicate with Foreign Missions**
- **Attend Task Force teleconferences**
- **Ascertain/update contact info for response partners or information sources**

OFM DS-7675 Online Form



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U.S. Department of State

FOREIGN MISSION EMERGENCY AFTER-HOURS CONTACT

OMB APPROVAL NO. 1405-0105
EXPIRES: 11/30/2014
ESTIMATED BURDEN: 15 Minutes*

Emergency management is a discipline that involves preparing for a disaster before it occurs, responding to it (*i.e.*, *emergency evacuation*), and assisting after the disaster has occurred. For prompt contact with embassies and consulates to ensure the Department of State can deliver information and guidance in the event of an emergency, the Office of Foreign Missions is requesting after-hours emergency contact information of the senior officials for all diplomatic and consular missions in the United States. All information is treated as sensitive and will be shared only with agencies assigned to assist during a crisis situation. To that end, the Department would appreciate the following information:

GENERAL INFORMATION *(Please type or print the information requested in the spaces below)*

1. From (Name of Country/Organization)		2. Mission Physical Address	
[Redacted]		City	State
		<input type="text" value="Select"/>	
3. Mission Working Hours		4. Mission Phone Number	5. Mission Fax Number

CONTACT INFORMATION

Provide the names, titles, after-hours phone numbers (*including area codes*), and e-mails of at least two Senior Officials (*e.g.*, *Ambassador, Consul General, etc.*) who can be reached in the event of an emergency.

6. First Contact

Name	Title	Home E-mail
Phone Number 1 (<i>Specify Cell or Home</i>)	Phone Number 2 (<i>Specify Cell or Home</i>)	Home Fax Number
<input type="checkbox"/> Cell <input type="checkbox"/> Home	<input type="checkbox"/> Cell <input type="checkbox"/> Home	

7. Second Contact

Name	Title	Home E-mail
Phone Number 1 (<i>Specify Cell or Home</i>)	Phone Number (<i>Specify Cell or Home</i>)	Home Fax Number
<input type="checkbox"/> Cell <input type="checkbox"/> Home	<input type="checkbox"/> Cell <input type="checkbox"/> Home	

8. Third Contact (Optional)

Name	Title	Home E-mail
Home Phone Number	Cell Phone Number	Home Fax Number

9. 24-Hour Duty Office

Duty Officer Name	Duty Officer Title	Duty Officer Phone Number
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Comments (*If this is a rotational responsibility, please note and provide details.*)

PAPERWORK REDUCTION ACT STATEMENT

*Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: DS/OFM, 3507 International Place NW, Washington, DC 20008.

Welfare of the foreign missions (personnel and property): Post-disaster Response

- **Directly contact foreign missions (in regions)**
- **Ask about the welfare of your employees as well as your host country nationals residing within the impacted region**
- **Inquire about your operational status**
- **Do you have any relevant information you would like to share with the foreign mission community?**

Post-disaster Response Continued:

- **Do you require assistance in contacting local services?**
- **If applicable, we'll explain how your country can provide disaster assistance.**

Facilitating foreign mission efforts to assist their communities

- Key goals are to:
 - Gain an insight into the distribution of foreign population in affected areas to permit some estimation of the size, scope, and nature of OFM response required.
 - Ensure foreign missions are connected with the right people on the ground to assist them, including local city/state authorities, FEMA, Red Cross, NGOs and others as appropriate.
 - Ensure US responders understand the foreign mission responsibilities to their constituents and need for access/information.
 - Provide situational clarity to the Department and foreign missions.

OFM Contacts



- Allyson King, Program Analyst – (202)647-3417
- OFM e-mail: ofminfo@state.gov
- OFM Website: www.state.gov/ofm/index.htm
- OFM Emergency Management:
www.state.gov/ofm/emergency/index.htm

EMERGENCY PREPAREDNESS RESOURCES

- **American Red Cross**
 - <http://www.redcross.org/prepare/disaster-safety-library>
 - <http://www.readyrating.org/>
 - <https://safeandwell.communityos.org/cms/index.php>
- **Federal Emergency Management Agency**
 - <http://www.ready.gov/make-a-plan>

THANK YOU FOR YOUR TIME



- **Are there any Questions?**