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Associate Director, Management   03-ADM-001

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM

Evacuation and Emergency Planning

It is the policy of the Department of Defense Education Activity (DoDEA) to prepare for emergencies and pre-plan for evacuation of staff and family members from areas of imminent danger. This policy and guidance applies to both Department of Defense Dependent Schools (DoDDS) and Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS).

School and office locations historically susceptible to natural disasters, such as hurricanes, typhoons, earthquakes, or volcanic activity, and those locations identified by the Department of Defense as having a terrorist threat of "Significant" or "High" shall pre-plan for these emergencies and prepare for evacuation of staff and family members. The respective DoDDS and DDESS Directors shall determine and identify those schools and offices qualifying for special emergency planning to the Director, DoDEA, within 30 days of the effective date of this memorandum, when a terrorist threat increase to "Significant" or "High" affects a new operating location, and annually thereafter.

Locations designated for this emergency planning shall have written pre-planning procedures and/or checklists in place to evacuate the area efficiently with minimal notice, and written school/office closure and startup procedures coordinated with Command support officials for immediate implementation. This special emergency planning shall be merged with the current Antiterrorism/Crisis Management planning required at all locations.

The respective DoDDS and DDESS Directors shall notify the Director, DoDEA, when the site-specific emergency planning is completed to their satisfaction. A higher headquarters review of the DoDDS and DDESS emergency planning efforts shall be conducted annually.

Joseph D. Tafoya
Director