



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

MAR 15 2005

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: DAN G. BLAIR *Dan G. Blair*
ACTING DIRECTOR

Subject: 2005 Emergency Preparedness Survey

Thank you for your many efforts to improve the nation's emergency preparedness.

A key factor in ensuring the government can continue its operations is protecting the safety of our employees. For the third year, the Office of Personnel Management (OPM) is conducting an Emergency Preparedness Self Assessment Survey of efforts to protect employees.

In June 2004, the Department of Homeland Security issued *Federal Preparedness Circular 65* (http://www.fema.gov/onsc/docs/fpc_65.pdf). The circular's *Annex H – Human Capital*, developed in partnership with OPM, describes agencies' responsibilities to design, update, and carry out comprehensive plans to take into account and respond to the threats that its employees are most likely to face. The need for such guidance and for OPM's surveys was supported by an April 2004 report of the Government Accountability Office.

OPM has also issued three emergency guides for Federal managers, employees, and their families to use in their emergency preparedness. The guides are available at our Web site at <http://www.opm.gov/emergency/>.

As in the past, we have identified your Chief Human Capital Officer (or, in a small, independent agency, your Human Resources Director) as the official most appropriate to complete the Emergency Preparedness Survey. We are sending information to that official to allow completion of the survey on-line. The survey is to be completed by April 5, 2005.

If you have questions, do not hesitate to contact Marta Brito Perez, our Associate Director for Human Capital Leadership and Merit System Accountability. She may be reached at (202) 606-1575 or at Marta.Perez@opm.gov.

cc: Chief Human Capital Officers
Human Resources Directors