



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
1776 MILITIA WAY
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SALEM, OREGON 97309-5047

AGP

9 May 2008

MEMORANDUM FOR RECORD

Subject: Safety Meeting for April, 2008

The Oregon Military Department Safety Committee met on 8 April, 2008, at the Military Department in the VTC Room. The meeting was convened at 1:30 PM. The status of the Member attendance was as follows:

Dennis Farley	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Absent
Robin Sawvel	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present (VTC)
Vacant	AGI	Member	Absent
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Frank Wallace	SMW	Member	Absent
Mike Wiley	Region 4	Member	Absent
John Unger	Region 5	Member	Present (Tele)
Owen Pence	Region 6	Member	Present (VTC)
Jack Cassity	Region 7	Member	Absent
Vacant	Region 8	Member	Absent
Mike Wilson	AGI	Member	Present
Randy Luketmeyer	AGI	Member	Absent
Joanne Manson	AGI	Member	Absent
Cherie Zastoupil	OEM	Member	Absent

1. The first order of business was to review the Safety Meeting minutes from the March, 2008 meeting. Minutes were approved as recorded. Mike Wilson motioned and Terri Kroeker second.

2. **Review Updated Draft Safety Committee Bylaws:** Robin passed out a rough draft with highlighted areas reflecting add in language from the last meeting except for the Executive Safety Committee. Mike Wilson motioned bylaws stand approved as read and Bruce Vollstedt second.

3. **Review of Evacuation Plan Status:** Robin stated TAB A through TAB F had been tabled at the last meeting. There is no TAB B as its still being worked. The highlighted areas are changes from the last two meetings. Robin indicated she emailed these to Ramona Treat who is working the Evacuation Coordinator issue with COL Bond. She

agreed to look them over and make any recommendations. Unless she makes changes, Robin believes they were ready to go. Bruce indicated these are living documents so there will be changes and the committee should not have to vote on every change.

TAB A - Bruce motioned to approve and John second.
TAB C - Mike motioned to approve and Terry second
TAB D - Terry motioned to approve and Mike second
TAB E & TAB F - John motioned to approve and Mike second

Robin indicated Ramona state the Chief of Staff has chosen to task Directorates with assigning people for Evacuation Coordinators. Hopefully we will have all of that on board by the next meeting and can start setting up training.

4. **Review of Accident/Illness Report:** Robin indicated there were no accident/incident reports for the month of March to report for our area.
5. **Hazard Log Review:** The only item on the Hazard Log was the Fire Alarm System and Tim assured Robin it was corrected.
6. **Event for Safety Awareness Day:** Robin indicated an event has been scheduled for Safety Day. SAIF will be doing a training on Slips, Trips and Falls and a flyer was sent via email out to all supervisors/managers and the safety committee. The cost is nothing, so if there is any interest in the outlying areas and you can gather together several people, we can set up a time for SAIF to do a presentation. Camp Withycombe decided to do a Safety Day also in April.
7. **Update on First Responder Training:** Robin talked to Tina Villalobos who indicated the Red Cross would provide this training to the State side for \$40 a person. The federal side does an internal CPR class and is only aloud to train federal employees. Dennis indicated he would do some research. Otherwise Robin will check with the Fire Department at PANG to see if they can do training.
8. **AED Update:** Robin indicated she spoke with SGT Gassner on the federal side and the only thing our state employees need to be do with them is mount them to the wall. All maintenance is the responsibility of the federal side.
9. **New Business:**
 - a. **Executive Safety Committee** - Robin indicated GEN Caldwell decided to create this committee who will meet quarterly and the first meeting is scheduled for May 1st. The committee members are Caldwell, Jones, Jorgenson, Radabaugh, Kessinger, and Chilton. This committee will be responsible for making decisions as to issues that may have money tied to them or that the Safety Committee encounters stumbling blocks.

- b. Replacement Members - Bruce indicated he spoke with the new guy and is interested in participating in the meeting. Will add him at the next meeting.
 - c. Earthquake Drill – Robin indicated an Earthquake Drill is scheduled for OMD on April 15th around 10:00 AM. She will contact AGI for notice to Honeywell and EOC.
 - d. Studded Tires & OSHA 300 Log Reminders – Dennis reminded everyone that studded tires need to come off and OSHA 300 logs need to be taken off your bulletin boards the end of April.
 - e. Quarterly Inspections – Robin said this was a topic from the last meeting in which she was going to ask Tim when the next quarterly inspection for this building was going to be performed. We will table this topic again until the next meeting. Bruce indicated he does his inspections January, April, July, and October.
 - f. Non Hazard Log - Robin created a new log so there are now two. A Hazard Log and a Non Hazard Log. Because the safety committee addresses all issues related to safety whether they are a hazard or just a safety issue, we needed another log to track them separately. She indicated a fire hydrant in the parking lot has a stripped cap that the Fire Department did last fall, not that it's an emergency, but could be a problem in the future if it's not fixed. It's not time critical but still needs to be repaired. The non-hazard log also is a place to put non emergency issues employees bring to the safety committee.
 - g. OSHA Top 25 Violations for 2007 – Robin passed out a list of OSHA's Top 25 violations for 2007. The number one violation was Hazard Communication written programs. There were 2,272 total violations and a penalty of \$354,930. Machine Guarding was the second biggest one with 1,576 violations.
12. There was no further new business; the meeting was adjourned at 2:30 PM.

/s/
Robin Sawvel
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ VTC Room

Date: Tuesday, April 8, 2008

Time: 1:30 PM

1. Review and approve March meeting minutes – All
2. Review updated draft of Safety Committee Bylaws - All
3. Review of Evacuation Plan Status – TAB A thru TAB F – Robin
Evacuation Coordinators
4. Review of Accident/Incident Reports for March 08 – Robin
5. Hazard Log Review
6. Events for Safety Awareness Day – Robin
7. Update of First Responder Training – Robin
8. AED Update – Robin
9. New Business
 - a. Discuss evolution of Executive Safety Committee – Robin
 - b. Discuss replacement members - All
 - c. Earthquake Drill – Robin
 - d. Reminder on Studded Tires & OSHA 300 Logs – Robin
 - e. Quarterly Inspection
 - f. Non Hazard Log
 - g. OSHA Top 25 Violations for 2007

Oregon Military Department
JFHQ & Readiness Centers, Region 2 thru 8, Safety Committee Bylaws

Mission Statement: To provide input on any issue(s) that will improve safety and to elevate the awareness of safety throughout the Agency.

Goal: The goal of the JFHQ Safety Committee is to eliminate hazards which can cause worksite injuries and illnesses through the involvement of employees and managers, and to provide a platform for communication of safety issues within the Agency.

Objectives:

1. Encourage employees to communicate concerns regarding worksite safety matters, review safety concerns and make recommendations to the appropriate manager(s) for addressing those concerns within a specified period of time.
2. Review the results of all safety-related incident reports and worksite injuries/illnesses, accidents and death investigations in a timely manner. Provide recommendations and/or identify similar hazards/issues in various offices to appropriate management for long-term solutions.
3. Conduct quarterly walkaround inspections to monitor the safety of the Agency's worksite and collaborate on corrective measures with appropriate management.
4. Evaluate annually the Agency's safety management program accountability system and provide recommendations to ~~the Executive Safety Committee~~.
5. JFHQ Safety Committee will meet on the second Tuesday of each month except when the quarterly walk around inspections is made at 1:30 PM.

Definition:

Objective 1: Promote Employee Involvement in Safety Issues

Participation - The committee will encourage employee involvement in identifying ~~potential~~ safety issues. All safety concerns raised by employees will be presented to the committee either verbally or in writing and be reviewed at the next regularly scheduled Safety Committee Meeting.

Safety Log - The recorder will maintain a log of all issues received by the committee, including the date the issue was received, the decision made/action required and the date the issue was resolved. A copy of the log including unresolved issues will be available at all meetings.

Response - The committee will respond to employees in writing (Safety Committee Minutes) as to the status of their safety concerns and will work with the ~~Executive Safety Committee~~ to help ensure timely resolutions of all issues.

Objective 2: Review of Agency Safety-Related Incidents

Incident/Accident Review – Incident/accident investigation reports will be reviewed by the Safety Committee. The committee may make recommendations to eliminate any potential hazard(s) contributing to the incident/accident and evaluate the potential of that hazard(s).

Recommendations will be made in writing to the Executive Safety Committee. The Safety Manager will brief the Executive Safety Committee if there are other potential areas/activities that have similar or potential hazards that may require improvement as a result of the incident/accident review. Results of these meetings and written recommendations will be included on the action log and printed in the Safety Committee minutes.

Objective 3: Conduct Quarterly Walkaround Inspections of Agency Worksites

Schedule – The Safety Committee members and field office safety contacts will perform quarterly walkaround inspections of all OMD worksites.

Training – The Safety Committee will ensure that the persons designated to carry out quarterly walkaround inspections and investigations of safety incidents/accidents have received training in:

- a. Hazard identification in the workplace
- b. Workings of the Safety Committee
- c. Accident Investigations

Inspection Report and Follow-up – The findings of the quarterly walkaround inspections of the local offices will be handled as follows:

Safety Committee Member or field office contact:

- a. Conduct walkaround inspections of their work area
- b. Discuss with manager the results of the walkaround inspection
- c. Coordinate solutions to hazards/issues discovered during walkaround to include projected correction date and person(s) responsible for correction
- d. Provide copies to the appropriate manager and Safety Committee recorder for inclusion at next Safety Committee meeting
- e. Follow up with appropriate manager for final correction of hazards/issues within 60 days or less
- f. If some hazards are not corrected within 60 days, notify Safety Committee Chairperson

Safety Committee Chairperson (hazards/issues unresolved at local levels)

- a. Discuss situation(s) with Safety Manager who will report to Executive Safety Committee to resolve issues(s) and report results to Safety Committee
- b. Final results will be included in Safety Committee minutes and distributed via e-mail to all staff

Objective 4: Review of the Employer Safety Program

Evaluation – The Safety Committee will review the Agency's safety program system and make written evaluation of the program to the Executive Safety Committee.

The employer safety program will include the following items:

- a. Written procedures for reporting and investigating safety incidents
- b. Written procedures of tracking and reporting incident statistics
- c. Written requirements for safety training

Objective 5: Meetings

Schedule – The JFHQ Safety Committee will meet on the second Tuesday of each month except when the quarterly walkaround inspection is made.

Agenda – Committee meeting agendas will prescribe the order in which the committee business will be addressed. Each agenda will include the following items:

- a. Review of new safety concerns received
- b. Status report of employee safety concerns currently under review
- c. Review of any worksite incidents/accidents/illnesses/deaths occurring since the last Safety Committee meeting
- d. Review of action list

Minutes – Minutes will be made of each meeting reviewed by the chair for accuracy and when final, the minutes will be posted on the JFHQ website, Share Point and the JFHQ Safety Bulletin Board. Members will post a courtesy copy of the monthly minutes in each location outside the JFHQ building represented by this committee. The minutes will be retained by the recorder for three years for the Agency. All reports, action lists, evaluations and recommendations of the JFHQ Safety Committee will be made a part of the minutes. Additionally, the minutes will identify those committee members that were present and those members not in attendance.

Quorums – Six (6) voting members constitutes a quorum. All members of the Safety Committee are considered voting members. A simple majority of vote of committee members present is required for all decisions. Voting members will be identified by name in the minutes by a yay or nay vote due to participation by telephone and VTC. Any issue not resolved by a simple majority vote will be forwarded to the Executive Safety Committee for resolution. Alternates are considered voting members. Members who miss more than four (4) scheduled meetings in a 12 month period and have not sent alternates will be replaced on the Safety Committee.

TAB A
FIRE PROTECTION EMERGENCY ACTION PLAN

1. **PURPOSE:** To establish an operational procedure for the Joint Force Headquarters in Salem, Oregon as used in implementing an Emergency Action Plan (EAP) for the assigned facility.
2. **RESPONSIBLE DIRECTORATE:** The Director of Personnel (ADP) is responsible for the maintenance of this Emergency Action Plan as it pertains to the State Safety Manager.
3. **REFERENCES:** ORARNG PAM 385-9; AFI 32-2001 Oct 2002
4. **GENERAL INFORMATION:** Directorates will partner in the required development of a Directorate Emergency Action Plan for their offices. This will ensure the employees working inside the facility understand and can perform the overall Emergency Action Plan. The overall plan will meet the unique operations of the facility and members. This plan will provide direction to key personnel to quickly make better-informed decisions while responding to all emergencies. Directorates and employees will be evaluated on their knowledge of the overall plan, the ability to perform their respective duties as outlined in the plan, and how well the overall plan operates, through annual fire drills for the facility. It is the responsibility of all members assigned to the facility or doing business in the facility to be knowledgeable, trained, and in compliance with this plan.
5. **RESPONSIBILITIES:**
 - a. Chief of Staff.
 - (1) OR his designee will act as Commander of Troops (COT) for the JFHQ.
 - (2) The COT will be stationed in the NW corner of the parking lot and will receive headcounts from each Evacuation Coordinator.
 - (3) With support from AGI and the Facilities Security Officer (FSO), the State Safety Manager will coordinate and manage all emergencies associated with the facility.
 - (4) Release tenants to return to the building or to go home.
 - b. Safety Committee.
 - (1) Reviews emergency response plans periodically.
 - (2) Assists with two fire drills annually, one in April and one unannounced drill.
 - (3) Recommends changes and improvements to the Safety Manager for consideration and decision by the Executive Safety Committee.

- (4) Through quarterly safety inspections, ensures that evacuation plans are posted, readable and current. Makes sure employees have copies of the response plan for their work area.

c. State Safety Manager.

- (1) Ensure the Installation Division is notified of all problems and emergencies at JFHQ.
- (2) Notify EOC of pending drills or any emergencies.
- (3) Direct emergency vehicles when they arrive and leave as necessary.
- (4) As directed, provide security at entry points during and following an emergency.

d. Directorates.

- (1) Ensure employees within the directorate are trained and familiar with this operating instruction.
- (2) Ensure evacuation of their specific portion of the facility.
- (3) Designates an Evacuation Coordinator.
- (4) Safeguard confidential papers, files, and documents.

e. Evacuation Coordinator.

- (1) Will be appointed by their Directorates
- (2) Create plan for their designated office and ensure co-workers are aware of plan.
- (3) Responsible for ensuring employees in their designated work areas have left the building.
- (4) Compile an accurate head count of all employees or visitors that are present and accounted for.
- (5) Report information to Site Emergency Coordinator in designated spot in Parking Lot.

f. Site Emergency Coordinators.

- (1) Will wear an orange vest for ease of identification.
- (2) Responsible for the emergency radio for communication with the COT.
- (3) Compile an accurate head count of all employees or visitors that are present and accounted for.
- (4) Ensure employees are clear of the facility.
- (5) Report this information to the COT.
- (6) Documented roster should be used and forwarded to the State Safety Manager.

f. Employees Response.

- (1) Upon identifying a fire, **ALERT CO-WORKERS** in the immediate area.
- (2) **ACTIVATE the ALARM** using a **MANUAL PULL STATION** in the facility (know the type and location).
- (3) **DIAL 911**, even if the **ALARM IS SOUNDING**. **NOTE:** Leave the building, call

from another facility if it's not safe to remain.

- (4) Provide the following information, Name, Location, and Building Number.
- (5) Describe the Nature of the Emergency, Phone Number, and remain on line only if safe to do so.
- (6) If you decide to use a fire extinguisher on the fire, providing you are properly trained on how to use a fire extinguisher, ensure the above action has been completed first. Then ask yourself the following questions; Do I have the right type of fire extinguisher; Is the fire small enough to fight with a fire extinguisher; Will it grow slowly enough to fight with an extinguisher; Can I get out if the fire grows too rapidly?
- (7) Some critical operations or actions may be required prior to evacuation if time allows such as shutting down computers, securing classified documents, and shutting down special machinery or equipment.

6. EXIT THE FACILITY:

- (a) When exiting, follow the designated escape routes. Take any visitors you may have with you. **NOTE:** Know your primary escape route and a secondary escape route in case the first route is blocked (See Appendix B).
- (b) Avoid high Risk areas, when possible.
- (c) Close all doors as you leave a room.
- (d) Do not lock doors; the fire department may need access to that area.
- (e) Before opening any doors to exit, **ALWAYS** check the door with the back of your hand. If any heat is felt or smoke is entering around the door, perform the following:
 - (1) Brace shoulder and foot against the door, and turn your face to the side;
 - (2) Open door slowly;
 - (3) If pressure is felt against the door, flames may be present or large amounts of smoke, **CLOSE DOOR IMMEDIATELY** and **DO NOT RE-OPEN**.
 - (4) Smoke is extremely toxic; always move away from the smoke and flames. If this can't be avoided, drop and crawl on your hands and knees where the temperatures are cooler and the air will be cleaner. **NOTE:** Do not stand up, the temperatures will be higher and you can quickly be overcome by smoke and heat.
- (f) If you cannot exit the facility without moving through a lot of smoke or flame, perform the following actions:
 - (1) Secure the room by closing all doors, ventilation ducts and systems (if possible).
 - (2) Seal all cracks leading into the room with whatever is available i.e. tape, rags, clothing, drapes (wet when possible), etc....
 - (3) Call 911 and let them know where you are located. If you are by a window and cannot exit on your own, wave your arms to attract the fire crew's attention.
 - (4) Wait calmly.

- (g) Assist other personnel who may be confused or injured. Those who are injured should be moved outside and away from the fire area. **NOTE:** If a person's clothes are on fire, remember to **STOP, DROP, and ROLL.**
- (h) Assemble in the pre-designated safe area (see diagram at Enclosure XX-1). **DO NOT RE-ENTER THE FACILITY FOR ANY REASON.**
- (i) Report to your Site Emergency Coordinator any personnel taken to the medical collection area or missing personnel.
- (j) Site Emergency Coordinator must report personnel status to the COT or designated representative on the northwest side of the JFHQ as quickly as possible.
- (k) Stay in your assembly area until released by the COT or the fire department.

DRAFT

TAB C
EARTHQUAKE EMERGENCY ACTION PLAN

1. **PURPOSE:** To establish an operational procedure for the Joint Force Headquarters in Salem, Oregon as used in implementing an Emergency Action Plan (EAP) for the assigned facility.
2. **RESPONSIBLE DIRECTORATE:** The Director of Personnel (AGP) is responsible for the maintenance of this Emergency Action Plan as it pertains to the State Safety Manager.
3. **REFERENCES:** ORARNG Pam 385.9; Environmental, <http://www.fema.gov/>; OAR 104-020-0000, http://arcweb.sos.state.or.us/rules/OARS_100/OAR_104/104_020.html
4. **GENERAL INFORMATION:** Directorates will partner in developing an Emergency Action Plan for the Joint Force Headquarters. An earthquake drill conducted annually during the month of April will evaluate the directorates/tenants ability to quickly account for and evacuate the building. The drill will also evaluate the overall knowledge of the plan and the ability of key personnel to perform their duties in response to an emergency.
5. **RESPONSIBILITIES:**
 - a. Chief of Staff.
 - (1) OR his designee will act as Commander of Troops (COT) for the JFHQ.
 - (2) COT will be stationed in the NW corner of the parking lot and will receive headcounts from each Site Evacuation Coordinator.
 - (3) With support from AGI and the Facilities Security Officer (FSO), the State Safety Manager will coordinate and manage all emergencies associated with the facility.
 - (4) Release tenants to return to the building or to go home.
 - b. Safety Committee.
 - (1) Conducts annual review of plan or as needed and insures all directorates are trained.
 - (2) Assists with executing the evacuation plan annually - April.
 - (3) Recommends changes and improvements to the Safety Manger for consideration and decision by the Executive Safety Committee.

c. Safety Manager.

- (1) Ensures the Installation Division is notified of all problems and emergencies at JFHQ.
- (2) Direct emergency vehicles when they arrive or leave when necessary.
- (3) As directed, provide security at entry points during and following an emergency.

d. Directorates.

- (1) Train their respective staff sections on the initial action of DROP, COVER, and HOLD. Employees should protect their eyes by covering them with their arms until the shaking has stopped. Get away from windows, skylights, bookshelves, and other things that could fall.
- (2) Brief employees that if outdoors to move quickly and safely into open areas, away from electrical lines, trees, and buildings. Drop to the ground and wait for the shaking to stop.
- (3) Brief employees that while driving to carefully and slowly bring the vehicle to a stop at the side of the road away from traffic. Do not stop on or under bridges, under power lines or near roadway signs that might fall. Once shaking has stopped, continue driving, but watch carefully for possible damage to the roadway.
- (4) Designate an Evacuation Coordinator to be responsible for communication of headcounts and injuries to Site Emergency Coordinator.
- (5) Contact maintenance/Installations branch personnel for all emergencies.

e. Evacuation Coordinators.

- (1) Will be appointed by their Directorates
- (2) Create plan for their designated office and ensure co-workers are aware of plan.
- (3) Responsible for ensuring employees in their designated work areas have left the building if appropriate.
- (4) Compile an accurate head count of all employees or visitors who are present and accounted for.
- (5) Report information to Site Emergency Coordinator in designated spot in Parking Lot or by radio if not safe to leave the building.

f. Site Emergency Coordinators.

- (1) Will wear an orange vest for ease of identification.
- (2) Responsible for the emergency radio for communication with the COT.
- (3) Compile an accurate head count of all employees or visitors that are present and accounted for.
- (4) Ensure employees are clear of the facility.
- (5) Report this information to the COT.
- (6) Documented roster should be used and forwarded to the State Safety Manager.

g. Employee Response.

- (1) Upon feeling an earthquake, alert co-workers and visitors in the immediate area.
- (2) Stay indoors and **DROP, COVER, and HOLD**. Employees should protect their eyes by covering them with their arms until the shaking has stopped. Get away from windows, skylights, bookshelves, and other things that could fall.
- (3) DIAL 911 after the ground has stopped shaking.
- (4) Provide the following information: Name, Location, Building Number, the Nature of the Emergency and Phone Number. Remain on line only if safe to do so.
- (5) After the ground stops shaking the evacuation coordinator and the director of that department will do an evaluation using the checklist, to determine if you should evacuate.
- (6) Perform any critical operations or actions may be required prior to evacuation, if time allows:
 - (a) Shut down computers.
 - (b) Securing classified documents.
 - (c) Shut down special machinery or equipment.

6. EXITING THE FACILITY:

- (1) When exiting, follow the designated escape routes. Take any visitors you may have with you. NOTE: Know your primary escape route and a secondary escape route in case the first route is blocked.
- (2) Avoid high Risk areas, when possible.
- (3) Close all doors as you leave a room.
- (4) Do not lock doors; the fire department may need access to that area.
- (5) Before opening any door to exit, **ALWAYS** open the door slowly to ensure there is nothing heavy waiting to fall on you.
- (6) Do not open door if door knob feels hot to touch. (Back draft potential)
- (7) If you cannot exit the facility without moving through a lot of smoke or flame, perform the following actions:
 - (a) Secure the room by closing all doors, ventilation ducts and Systems (if possible).
 - (b) Seal all cracks leading into the room with whatever is available, tape, rags, clothing, drapes, and wet them if possible.
 - (c) Call 911 and let them know where you are located. If by a window and you cannot exit on your own, wave your arms to the fire crews for attention.
 - (d) Wait calmly.
- (8) Assist other personnel who may be confused or injured. Those who are injured should be assisted to medical attention outside and away from the damaged area. If a person's clothes are on fire, remember to **STOP, DROP, and ROLL**, then seek medical help.
- (9) Assemble in the pre-designated safe area (see Appendix B).

- (10) Report to your area Evacuation Coordinator.
- (11) Report personnel taken to the medical collection area or missing personnel.
- (12) Evacuation Coordinators will report personnel status to the Site Emergency Coordinator who will report it to the COT or designated representative located at the northwest side of the parking lot.
- (13) Stay in your assembly area until released by the Chief of Staff or the fire department.

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TAB D
EARTHQUAKE DAMAGE CHECKLIST

1. **PURPOSE:** To establish an operational procedure for the Joint Force Headquarters in Salem, Oregon as used in implementing an Emergency Action Plan (EAP) for the assigned facility.
2. **RESPONSIBLE DIRECTORATE:** The Director of Personnel (AGP) is responsible for the maintenance of this Emergency Action Plan as it pertains to the State Safety Manager.
3. **REFERENCES:** OAR 104-020-0000; Earthquake Preparedness Drills, http://arcweb.sos.state.or.us/rules/OARS_100/OAR_104/104_020.html

4. **GENERAL INFORMATION:**

Is our building safe for occupancy after an earthquake?

The EARTHQUAKE EVALUATION CHECKLIST can be used for two purposes:

- (1) After a quake the Chief of Staff (COS) with input from AGI, Evacuation Coordinators (ECs) and the State Safety Manager, must decide about evacuation. The COS and EC's can use the checklist to help decide whether it's safe or unsafe to remain inside.
- (2) If evacuation takes place and the facility employees or State Safety Manager is not available to check for safe re-entry, employees may have to decide for themselves, just as they would in their own homes.

Earthquake risks vary across Oregon. They come in many magnitudes, making it difficult to predict the amount of damage that may occur.

In a minor quake it may not be necessary to evacuate the building but on the other hand, if there is significant damage, it is best to evacuate.

Occupancy is likely safe if . . .

- a. The quake leaves little evidence of damage outside the building, and
- b. The basic inspection finds little or no evidence of damage to the building and its interior components.

If the building appears to be unsafe, assume staying inside or re-entering is dangerous. There may be hidden damage to the structure, gas lines, electrical, water, sewer, or other building components. If there is damage, it could worsen under sudden aftershocks.

Instructions: Inspect the building for conditions listed below. Use the answers to help make your decision of whether the building is safe to occupy.

EARTHQUAKE EVALUATION CHECKLIST	YES	NO	More Review Needed
Conditions 1-12 are critical life safety issues. If there is fire, pull alarm and evacuate. If response to any other item is YES, STOP and report to your Director, AGI Facilities or State Safety Manager at once.			
1. Fire? If yes, pull the fire alarm!			
2. Smell of natural gas?			
3. Building collapsed, partially collapsed, or moved off its foundation?			
4. Roof or floor framing separated from vertical supports or broken open?			
5. Arcing wires or smoking equipment?			
6. Large diagonal or stepped cracking in un-reinforced masonry walls?			
7. Walls collapsed, out of plumb, or tilted floors?			
8. Collapsed ceiling, lights or ducts?			
9. Significant cracks in beams or supports?			
10. Dislodged or buckled columns, support posts, or roof trusses?			
11. Danger from falling hazards from adjacent buildings that are damaged?			
12. Facades, windows, or parapets fallen from building or dislodged?			
Continue inspection if answers to 1-12 are NO. Questions listed with a NO condition alone may be critical, but put together, they are important in your evacuation decision. If your answer is NO for all, it is questionable that you need to evacuate.			
13. Water leaks?			
14. Chunks of fallen plaster?			
15. Other fallen debris in building?			
16. Office furnishings have fallen or tipped over?			
17. Light fixtures have come loose?			
18. Office equipment damaged?			
19. Windows or mirrors have cracked?			
20. Wall cracks more than 1/4 of an inch wide?			
21. Cracks that extend clear through wall?			
22. "X" shaped cracks in exterior wall?			
23. Sudden loss of phone or power?			
24. Sticking doors?			

TAB F
SECTION EMERGENCY ACTION PLAN CHECKLIST

Directorate's Name:	
Phone Number:	
Alternate Manager's Name:	
Alternate's Phone Number:	
Evacuation Coordinator Name:	
Phone Number:	
Alternate Evacuation Coordinator:	
Alternate Phone Number:	
Room Number (s):	
Are Emergency Fire, Medical, Security, Numbers Posted by Phones?	
Are Emergency Evacuation Plan Designed with Exits, Fire Alarm Pull Station, and Fire Extinguisher Locations, all marked on the plan and posted inside the Room?	
Who locks critical Areas? (Name & Extension)	
Who shuts down Critical Equipment? (Name and Extension)	
Special Protective Equipment on hand to shut down critical equipment:	
Internal designated Safe Assembly Areas known by all and posted to AGI's master map:	
Roll call designated Area for personnel to meet outside of building and posted to AGI's site map?	

To be completed by the Section Manager or designated representative, with a copy sent to AGI Facilities & AGP – State Safety Manager.

Sawvel Robin M

From: Sawvel Robin M
Sent: Friday, May 16, 2008 3:51 PM
To: Managers/Supervisors
Subject: FW: News Release Update from Oregon OSHA

FYI

From: Oregon Department of Consumer and Business Services [mailto:ordcbs@govdelivery.com]
Sent: Wednesday, May 14, 2008 9:46 AM
To: Sawvel Robin M
Subject: News Release Update from Oregon OSHA

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Oregon announces 2007 workplace deaths Numbers drop to third-lowest in state history

(Salem) – Thirty-five people covered by Oregon's workers' compensation system died on the job during 2007, according to data compiled by the Department of Consumer and Business Services (DCBS).

The 2007 total marks the third-lowest number of compensable workplace deaths in the state's history. In 2005, there were 31 deaths, which is the lowest number reported since the state started tracking workplace deaths in 1943. There was an average of 55 workplace deaths per year in Oregon in the 1990s and 81 per year in the 1980s.

"Because of the hard work and cooperation among Oregon's employers and employees, we have made great progress in recent decades in reducing deaths as well as workplace injuries and illnesses," said Cory Streisinger, DCBS director. "But, as the numbers show, not every Oregonian gets to come home to their family safely at the end of their shift – which means we all must continue to focus on safety each and every day."

The largest concentration of deaths occurred in construction (12 deaths), with the agriculture, forestry and fishing sector seeing the second highest numbers (five deaths). Nearly 29 percent of the total accidents were the result of falls.

"Construction continues to be very dangerous," said Michael Wood, Oregon OSHA administrator. "We need to reduce those risks, particularly those that lead to falls, because we know how to prevent them."

Oregon OSHA currently offers educational workshops, consultation services, training videos and Web site information to help Oregon employers create or improve their safety and health programs.

DCBS compiles fatality statistics from records of death claim benefits paid by Oregon workers' compensation insurers during the calendar year. The data reported may exclude workplace fatalities involving self-employed individuals, city of Portland police and fire employees, federal employees, and incidents occurring in Oregon to individuals with out of state employers. These workers are either not subject to Oregon workers' compensation coverage requirements or are covered by other compensation systems.

Deaths that occur during a prior calendar year may appear in the compensable fatality count for a later year because of the time required to process a claim. Complete data on all deaths caused by injuries in Oregon workplaces, regardless of whether they are covered by workers' compensation insurance are computed separately and reported in the annual Census of Fatal Occupational Injuries (CFOI) administered by the U.S. Bureau of Labor Statistics. The 2007 CFOI report is not expected for release until the fall of 2008.

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Oregon OSHA, a division of the Department of Consumer & Business Services, enforces the state's workplace safety and health rules and works to improve workplace safety and health for all Oregon workers. For more information, go to www.oroSHA.org.

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The Department of Consumer and Business Services is Oregon's largest business regulatory and consumer protection agency. For more information, visit www.dcsb.oregon.gov.

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