



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
1776 MILITIA WAY  
P.O. BOX 14350  
SALEM, OREGON 97309-5047

AGP

18 July 2008

MEMORANDUM FOR RECORD

Subject: Safety Meeting for July, 2008

The Oregon Military Department Safety Committee met on 8 July, 2008, at the Military Department in Conference Room 200. The meeting convened at 1:30 PM. The status of the Member attendance was as follows:

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

1. The first order of business was to review the Safety Meeting minutes from the May, 2008 meeting. No meeting was held in June due to the last Chairperson's resignation. Minutes were approved as recorded. Mike Wiley motioned and Mike Wilson seconded. Also due to problems with using the polycom phone system, we were only able to conference in one person from outside the building. This problem should be resolved by the next meeting.

2. **Welcome New Chairperson:** Frank Wallace was welcomed as the new Safety Committee Chairperson. He is replacing Dennis Farley as he resigned.

3. **Review of Evacuation Plan Status:** Robin indicated she has gotten some suggested changes back from Ramona Treat but has not had time to work this issue. She asked this be tabled until next meeting.

**4. Review of Accident/Illness Report:** Robin indicated she received an Incident/Accident Report in March but didn't bring it to the Safety Meeting. An employee in AGC bumped a white board hanging on the wall in the Director's office and it fell off the wall hitting his toe. A workers compensation claim has been filed. This has been added to the Hazard Log and believed AGI had not been notified. A 7/31/08 suspense date was put on the Hazard Log but if that is not realistic, it can be changed. Tim indicated he will have someone take a look at the board. He also indicated there are lots of items within the building that may have similar mountings. He suggested as facilities goes through the building with moves or are made aware of items with that type of mounting, that an extra screw be put in the wedge area to prevent them from falling.

**5. First Aid and CPR Training:** Robin indicated all State Employees have been invited to attend a CPR/AED Training. The cost is \$5.00 which covers the cost of the card. The training is on a Saturday so unless your supervisor grants overtime, the class is on your own. Also, she was told there was nothing scheduled in the future to do this class over the mountains.

**6. Hazard Log Review:** Robin indicated the Hazard Log was addressed with the white board issue and that there was nothing new on the Non-Hazard Log.

**7. Evacuation Committee Update:** Robin indicated she reminded Ramona Treat that she was still waiting for information from the Chief of Staff as he is assigning delegates. Tabled until next meeting. Cherie indicated there were some concerns about evacuations from the Anderson Readiness Center and new gate procedures. She was told to talk with Major Jennifer Parly who is responsible for the Evacuation of that building.

**8. After Action Report – Safety Day:** Robin indicated Safety Day lunch went well. About 20 employees showed up, there were 9 administration people, 2 state maintenance workers, 3 state supervisors, 1 state manager, 2 federal employees and 3 misc. AGI employees. She indicated Camp Withycombe did the same program on April 17<sup>th</sup> in which all employees were required to attend. SAIF broke out the presentation through out an entire day with no lunch involved. Portable ladder handouts were given from Mike Wolf at SAIF. Tom Hovie recorded the presentation but is still working on the video. When it's complete Robin will send it out to the armories.

**10. New Business:**

- a. Cross Walk Safety – Dennis Farley sent pamphlets on the new Cross Walk Safety Laws as they have changed. Pamphlets were given to Committee members to review.
- b. Summer Safety Reminders – Robin reminded everyone about leaving aerosol cans in your vehicles with the windows closed. They tend to be explosive and can damage vehicles and injure occupants. Another reminder about Heat Stroke and the dangers of working outside. She also indicated she will add this same information into the Quarterly Safety Newsletter that she is working on.

- c. Mike Wilson brought up speeding in the parking lot. Tim indicated there used to be speed limit signs but they were removed. He will check to see if there are any around or will check with ODOT to see if we can get a couple. Robin also indicated there has been a problem with a federal employee parking in the Fire Lane outside of Federal Supply for hours, not to unload. She indicated she reminded them that it was not a parking spot.
- d. "ICE" Program – ICE stands for In Case of Emergency. It's a program in which you can program your cell phone and in case of an emergency, emergency personnel can dial up whoever your contact is. A pamphlet on process and procedure was passed out to the group.

11. There was no further new business; the meeting was adjourned at 2:30 PM, motioned by Mike Wilson and seconded by Mike Wiley.

/s/  
Robin Webb  
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: Conference Room 200

Date: Tuesday, July 8, 2008

Time: 1:30 PM

1. Review and approve May meeting minutes – All
2. Welcome New Chairperson – All
3. Review of Evacuation Plan Status – TAB G thru TAB K – Robin
4. Review of Accident/Incident Reports for May/June 08 – Robin
5. First Aid & CPR Training – Robin
6. Hazard Log Review/Non Hazard Log - Robin
7. Evacuation Committee Update – Robin
8. After Action Report on Safety Day - Robin
9. New Business
  - a. Cross Walk Safety – Robin
  - b. Summer Safety Reminders – Robin
  - c. "ICE" - Robin



THIS SIDE TO BE COMPLETED BY SUPERVISOR

19. CONTRIBUTING FACTORS OF INCIDENT/ACCIDENT/ILLNESS:

UNSAFE ACTIONS: *N/A* UNSAFE CONDITIONS: *WHITE BOARD NOT HARD FASTENED*

- |   |   |
|---|---|
| <input type="checkbox"/> DISTRACTION, TEASING, HORSEPLAY<br><input type="checkbox"/> OPERATING WITHOUT AUTHORITY<br><input type="checkbox"/> MAKING SAFETY DEVICES INOPERATIVE<br><input type="checkbox"/> TAKING UNSAFE POSITION<br><input type="checkbox"/> FAILURE TO USE PERSONAL PROTECTIVE DEVICES<br><input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> INADEQUATE SUPERVISION<br><input type="checkbox"/> DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE<br><input type="checkbox"/> HAZARDOUS ARRANGEMENTS<br><input type="checkbox"/> SUB-STANDARD PHYSICAL CONDITIONING<br><input type="checkbox"/> UNSAFE CLOTHING<br><input type="checkbox"/> PREVIOUS INJURY<br><input type="checkbox"/> HAZARDOUS OBSTACLES<br><input type="checkbox"/> OTHER: _____ |
|---|---|

20. BACKGROUND:  
ARE THERE ANY CONTRIBUTING FACTORS, SUCH AS LEVEL OF TRAINING, PERSONAL CHARACTERISTICS, HABITS, FAILURE TO ADHERE TO SAFETY POLICIES, ETC. THAT CAUSED THE INCIDENT/ACCIDENT/ILLNESS?

*AGI NEEDS TO EITHER HARD FASTEN OR REMOVE THE BOARD*

GUIDES TO CORRECTIVE ACTION

21. IF AN UNSAFE ACTION AND/OR CONDITION WAS IDENTIFIED, LIST CORRECTIVE ACTION TAKEN:

*SAME AS ABOVE*

22. ADDITIONAL SUPERVISOR COMMENTS:

23. SUPERVISOR NAME (PRINT): <i>Karl D. Jorgenson</i>	24. SUPERVISOR SIGNATURE: <i>[Signature]</i>	25. DATE: <i>18 MAR 08</i>
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SAFETY COMMITTEE REVIEW

26. SAFETY COMMITTEE RECOMMENDATIONS:

*Need to put screws in to make permanent or take down.*

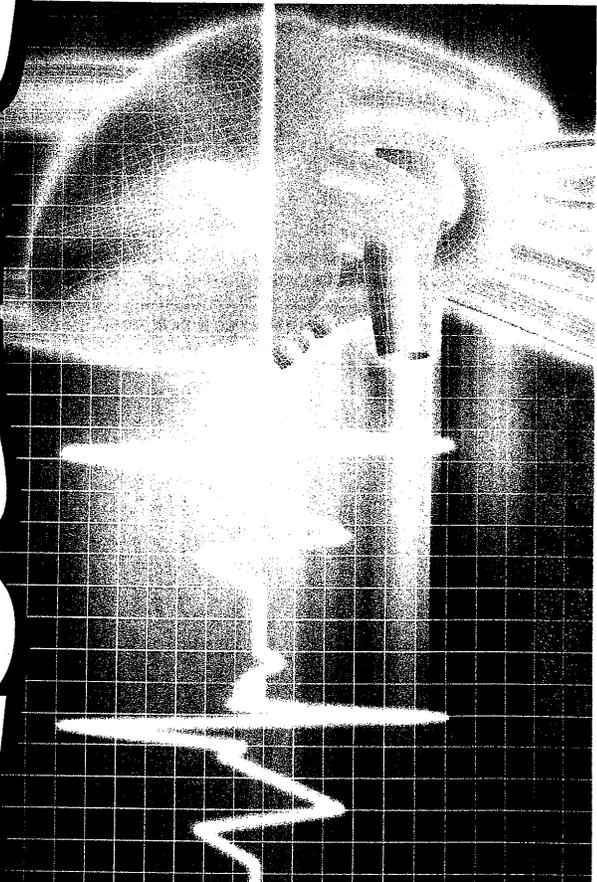
27. SAFETY CHAIR SIGNATURE:

*Frank W. Wallace*

28. DATE:

*08 Jul 08*

**This course is open to federal technicians, AGR, and state employees! Sign up now—class size is limited.**



**Get your CPR card and learn life saving skills from the Oregon Army National Guard's medical teaching command!**

# **CPR/AMED CLASS**

**12 July 2008, ARC, Salem**

**Room 220**

**Class 1 0800-1200 (Saturday)**

**Class 2 1300-1600 (Saturday)**

**To Register:**

**Email** [HRO.EDIS@orport.ang.af.mil](mailto:HRO.EDIS@orport.ang.af.mil)

Please be sure to put the course name—indicate either CLASS 2 or CLASS 2 in the subject line of your e-mail. Please include all of your contact information in the body of the e-mail (Name, Phone, E-mail, Work Unit, etc.).

For more information, contact:

Tina Villalobos, HRDS

503-584-3839, [tina.villalobos@orport.ang.af.mil](mailto:tina.villalobos@orport.ang.af.mil)

## Sawvel Robin M

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**From:** Sawvel Robin M  
**Sent:** Tuesday, June 24, 2008 1:24 PM  
**To:** Managers/Supervisors  
**Cc:** 'Villalobos, Tina'; 'Woodward, Marilyn K Ms CIV USA NGB'; 'Bjarnson, Dennis'; Brennan, Patrick J; Cassity, Jack; Dohrman Bryce E; Farley, Dennis; Gilbert, Timothy; Hinkley, Robert; Kroeker Terrilyn A; Larson, Terry L; 'Luetkemyer, Randall'; Neet, Darrell; Pence, Owen; Sawvel Robin M; Swartwout, Terry S; Unger, John; 'Vandrew, Gary'; Vollstedt, Bruce; 'Wallace, Frank'; Wiley, Michael; 'Wilson, Michael'; Woodward, Marilyn; Zastoupil, Cherie  
**Subject:** CPR/AED Class  
**Attachments:** CPR-AED Training.doc



CPR-AED  
training.doc (116 KB)

The federal side has opened up their CPR/AED training class to all state employees so please share this information with your employees. The cost of this class is \$5 for your CPR card. The class is scheduled to be held on Saturday, July 12th at the ARC in Salem. State employees are welcome to attend on their own time and the card is at their own expense. Supervisors may use their own discretion as to overtime.

Employees need to register ASAP so that Tina can have a headcount. Please let me know if you have any questions.





After Action Report  
Safety Day  
May 21, 2008

The Oregon Military Department's Safety Awareness Day was May 21, 2008 at Salem JFHQ. A presentation was performed by SAIF Corporation in which the topic was Slips, Trips and Falls. The presentation was video taped in order to share with employees located outside this building. There were 20 employees total who showed up for the presentation. The breakdown was as follows:

Administration: 9  
State Maintenance Workers: 2  
State Supervisors: 3  
State Managers: 1  
Federal Employees: 2  
Misc AGI employees: 3

Mike Wolff from SAIF was the presenter. He went through a power point slide on ladder safety and slips and trips. He reminded employees of the proper set up and use of ladders along with weight restrictions. He also talked about tripping hazards and showed some examples.

The feedback Mike received from OMD employees after the presentation was positive. He indicated employees stated they had learned some new information. The complete program ran for about 45 minutes which included a hotdog and chips lunch. Mike left copies of Portable Ladder use for me to share with other employees. That information will be shared with safety committees.

This same presentation was performed by SAIF and Mike Wolff at Camp Withycombe on April 17, 2008 in which they had a large attendance. This training was scheduled in shifts from 8:00 AM to 5:00 PM in order for all employees to attend. It was open to both federal and state employees.

#### Conclusion

Mike and I both were a little disappointed with the turnout of the number of employees who really should receive this training. Although 20 employees were in attendance, only two of them actually work with ladders as a part of their day to day duties.

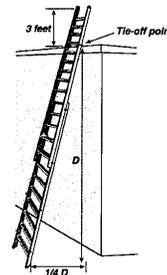
At Camp Withycombe the large attendance was partly due to upper management requiring employees to attend.

# Portable Ladders



**Most workers injured in falls from ladders are less than 10 feet above the ladder's base!**

- Inspect your ladder for tight joints between steps and side rails, cracks, rust, broken rungs and rails, and oily or greasy rungs.
- Ensure non-slip safety feet on each ladder or, secure ladder to prevent it from sliding on slippery surfaces.
- Step ladders must have a metal spreader bar.
- Extend ladder at least 36 inches (3 feet) above the surface served. See Diagram.
- Check the ladder's rating and don't subject it to a load greater than its rated capacity.
- Use only non-conductive ladders near electrical conductors.
- Set the ladder on solid footing, against a solid support.
- Place the base of non-self supporting ladders out away from the wall or edge of the upper level one foot for every four feet of vertical height (1:4). See Diagram.
- Never increase the height of a ladder by standing it on other objects, such as boxes, barrels, or by splicing two ladders together.
- Keep ladders away from doorways or walkways, unless they can be protected by barriers.
- Climb the ladder carefully, facing it and using both hands. Use a tool belt or hand line to carry materials.
- Keep your body centered. Never let your belt buckle pass beyond either ladder rail. If something is out of reach, get down and move the ladder.
- Never use ladders as sideways platforms, runways or scaffolds.



## Everyone is a pedestrian at some point each day!

Pedestrians account for 10-15% of traffic fatalities each year. Over 550 pedestrians were injured and 45 were killed in motor vehicle crashes in Oregon in 2004.

Oregon's streets and highways are becoming busier – roadways that must be shared by drivers and pedestrians alike.

Seventy-five percent of driver errors in motor vehicle-pedestrian crashes are a failure of drivers to yield to the pedestrian. And half of the pedestrians who are struck by vehicles are hit while they are in a crosswalk.

Pedestrians and motorists both share in the responsibility of pedestrian safety.



## Safety Tips

- Remember, under Oregon law there is a crosswalk at every intersection.
- Do not pass a vehicle stopped at a crosswalk. A stopped car may be a clue that a pedestrian is crossing. When stopping for a crosswalk on a multi-lane road, you should stop about 30 feet before the crosswalk so you don't block visibility to a driver in a second lane.
- When stopping at an intersection, do not block the crosswalk. This forces pedestrians to go around your vehicle and puts them in a dangerous situation.
- Watch for pedestrians, especially children, when exiting driveways or when backing out of parking spaces in parking lots.
- Pedestrians move at different speeds. Be alert for children who may suddenly dart into the street. Be patient with older adults who take extra time to cross the street.
- Around taverns and bars, be alert for people with slowed reaction times or impaired judgment.
- Be alert for people or animals during low-light conditions, especially in areas where they are likely to cross the road, or you might not see them until it is too late to stop.

## What you need to know about Oregon crosswalk laws



## The safety of pedestrians is in your hands...

Transportation Safety – ODOT

800-922-2022

[www.odot.state.or.us/transafety](http://www.odot.state.or.us/transafety)

## What's the problem?

Oregon's crosswalk laws were written to provide a buffer of safety for pedestrians in the roadway.

11 collisions with cars, pedestrians are always the losers. Studies show a pedestrian hit at 40 mph has an 85% chance of dying.

When you choose to drive, you are responsible for a lethal machine.

## What's the law?

A crosswalk<sup>1</sup> exists at any public street intersection, whether marked with paint or unmarked. Crosswalks also exist between intersections (mid-block) only if they are marked with white painted lines.

Under Oregon laws<sup>2</sup>, a driver has specific duties to a pedestrian in a crosswalk, whether marked or unmarked. Here's what you need to know:

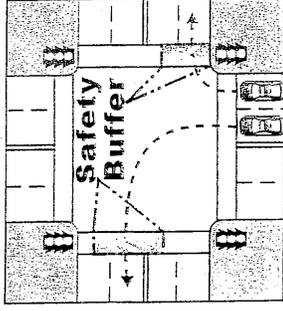
When turning at a traffic signal, drivers must:

- Stop and remain stopped for pedestrians until they have cleared the lane into which your vehicle is turning and at least 6 feet of the next lane.

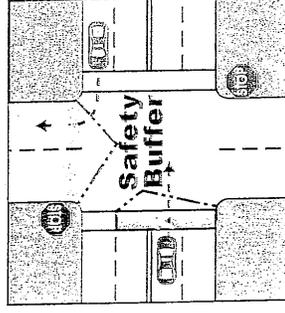
At any other crosswalks - whether marked with paint or unmarked - drivers must:

- Stop and remain stopped for pedestrians until they have cleared the lane in which you are traveling (or into which you are turning) and the next lane.
- Stop and remain stopped for students as you are directed by a crossing guard.
- Stop and remain stopped for a blind pedestrian using a white cane or a guide dog until the pedestrian is completely across the roadway.

If a pedestrian is in a safety buffer when the vehicle enters the crosswalk, the driver will be cited for a fine over \$200.



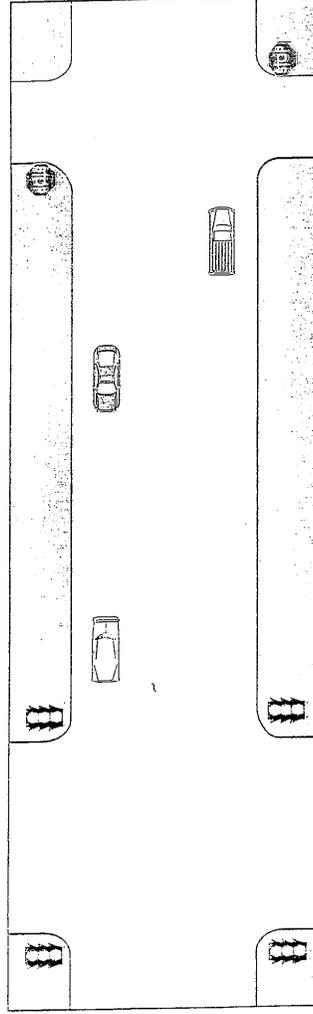
When turning at a signal, it's your lane plus six feet: Stop for the pedestrian, who must clear the lane into which the vehicle is turning and at least 6 feet of the next lane, before you proceed.



At any other crosswalk, it's your lane plus the next lane: Stop for the pedestrian, who must clear the lane in which the vehicle is traveling or turning and at least the next lane, before you proceed.

## Be prepared

Oregon laws<sup>3</sup> affect pedestrians, too. Pedestrians are required to obey traffic signals and walk safely. But, pedestrians are unprotected and vulnerable. You, as the driver, can prevent terrible injury by being prepared to stop and yield no matter who has the right of way. Saving a life is worth your time.



**Sawvel Robin M**

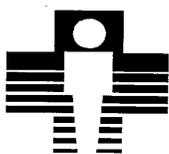
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**From:** Farley, Dennis K. CIV NG ORARNG [Dennis.k.Farley@us.army.mil]  
**Sent:** Tuesday, July 01, 2008 9:52 AM  
**To:** Sawvel Robin M  
**Subject:** Safety committee topic (UNCLASSIFIED)

Classification: UNCLASSIFIED  
Caveats: NONE

Robin I have a great topic for discussion at the safety committee. The new cross walk law. I was stopped yesterday in Dallas for not allowing enough distance for the person crossing the street in a cross walk. Luckaly I wasn't given a ticket. It could have cost me \$250.00. I have a pamphlet on the law if you would like to have it. Could save everyone a lot of money if stopped.

Classification: UNCLASSIFIED  
Caveats: NONE



## *On and Off-the-Job Safetygram*

Wood River Ethanol Plant  
Safety Department  
2008 April 16

### Beware of Aerosol Cans!



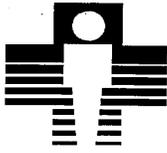
Do you keep WD-40, hair spray, Off, Fix-A-Flat, etc. in your vehicle or in your gang box ? If so, you might want to reconsider. The picture above is of a pressurized can that exploded in a person's vehicle and imbedded itself in the back seat of the car. The temperature outside of the closed up vehicle was about 100 degrees F. What if you or a loved one had been sitting in that seat? Do any of your family members keep aerosol cans in their vehicles? If they do, please pass this warning along to them!

The incident pictured on the next page happened at a refinery in Beaumont. A deodorant spray can was left in the back of the vehicle that was parked in an open space in the middle of a hot, sunny day.

Without warning, the can exploded inside the car. Fortunately, no one was inside or near the car when it happened.

#### Lesson:

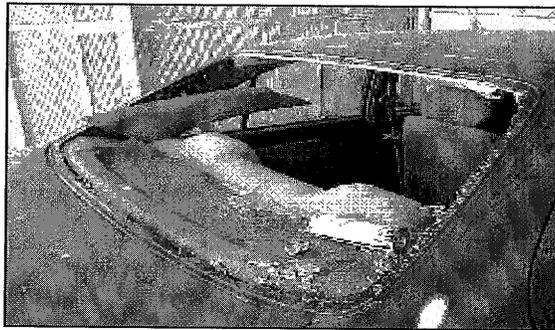
- Do **NOT** leave pressurized containers (of any kind) in your vehicle where they can be exposed to sunlight!
- You should always read and follow the manufacturer's safety recommendations and MSDS that come with the can.



## *On and Off-the-Job Safetygram*

Wood River Ethanol Plant  
Safety Department  
2008 April 16

- Reporting incidents such as this can help inform personnel of possible risks and dangers both inside and outside the workplace!
- Do not leave aerosol cans laying on the ground, if equipment were to run them over causing them to explode they can become missiles.
- Keep all aerosol can away from ignition sources (including sparks from grinding or welding).
- Do not store aerosol can in gang boxes, return them to the flammable storage cabinets.





DEPARTMENT OF  
CONSUMER  
& BUSINESS  
SERVICES

## **NEWS RELEASE**

Oregon OSHA, 350 Winter St. NE, Room 430, Salem, Oregon 97301-3878

For immediate release:  
June 26, 2008

Contact information:  
Melanie Mesaros, Public Information Officer  
503-580-5689  
[mclanic.l.mesaros@state.or.us](mailto:mclanic.l.mesaros@state.or.us)

### **Health risks rise with temperatures for outdoor workers**

*Know the signs of heat exhaustion; be proactive in preventing it*

When the mercury hits 90 degrees or more, working outdoors can be uncomfortable and, at times, unsafe. Workers run the risk of developing a heat-related illness when physical exertion is combined with high humidity.

Over the past five years, 32 workers received benefits through Oregon's workers' compensation system for heat-related illnesses. The workers who qualified for the benefit were disabled for three days or more. Oregon OSHA, a division of the Department of Consumer and Business Services, does not require companies to report less-severe cases of heat exhaustion.

Employers and workers should be familiar with some of the common indicators of heat exhaustion. A person overcome with heat exhaustion will still sweat but may experience extreme fatigue, nausea, lightheadedness, or a headache. The person could have clammy and moist skin, a pale complexion, and a normal or only slightly elevated body temperature. If heat exhaustion is not treated promptly, the illness could progress to heat stroke, and possibly even death.

Workers on construction sites may be at greater risk for heat illness due to heavy exertion, enclosed operator cabs with poor air circulation, and prolonged exposure to the sun.

#### **To help a person suffering from heat exhaustion:**

- Move them to a cool, shaded area. Don't leave them alone. If they are dizzy or light-headed, lay them on their back and raise their legs about 6-8 inches at the feet. If they are sick to their stomach, lay them on their side.
- Loosen and remove heavy clothing.
- Provide cool water to drink (a small cup every 15 minutes) if they are not feeling sick to their stomach.
- Try to cool them by fanning them. Cool the skin with a spray mist of cold water or a wet cloth.
- If they do not feel better in a few minutes, call 911 for emergency help.

Certain medications can increase a worker's risk. It's important to have workers check with their health care provider or pharmacy to see if their medicine affects them differently when working in a hot environment. People who have experienced a heat-induced illness in the past or who must wear personal protective equipment while on the job are at higher risk for heat illness.

Heat stroke is a different condition than heat exhaustion. There are several reactions that occur in the human body with heat stroke: dry, pale skin (no sweating); hot, red skin (looks like a sunburn); mood changes; irritability and confusion; and collapsing (person will not respond to verbal commands).

**Follow the same steps for responding to heat stroke as with heat exhaustion but take note of these critical differences:**

- Call for emergency help immediately (ambulance or 911).
- Keep the person in a cool area; if a seizure is under way, remove objects close to the worker that could be harmful.
- Try to find ice for cooling packs while medical services respond. Place ice packs in the armpits and groin area.

**The ideal situation to prevent heat illness is to protect workers. Here are some tips:**

- Learn the signs and symptoms of heat-induced illnesses and what to do to help other workers.
- Perform the heaviest, most labor-intensive work during the coolest part of the day.
- Slowly build up tolerance to the heat and the work activity (this usually takes up to two weeks).
- Use the buddy system to monitor the heat (work in pairs).
- Drink plenty of cool water (one small cup every 15-20 minutes).
- Wear light, loose-fitting, breathable clothing (such as cotton).
- Take frequent short breaks in cool, shaded areas — allow your body to cool down.
- Avoid eating large meals before working in hot environments.
- Avoid caffeine and alcoholic beverages (these beverages make the body lose water and increase the risk of heat illnesses).

A “Heat Stress Safety” pocket reminder card is available from Oregon OSHA. You can download the card, in both English and Spanish, from Oregon OSHA's Web site, [www.orosha.org](http://www.orosha.org), under “Publications”; look for “Heat Stress Card” (#3333E). The National Institute for Occupational Safety and Health (NIOSH) also has a booklet with heat-stress prevention tips called “Working in Hot Environments.” The booklet is available for download from NIOSH's Web site, [www.cdc.gov/niosh/hotenvt.html](http://www.cdc.gov/niosh/hotenvt.html).

###

## **IN CASE OF EMERGENCY "ICE"**

### **What is ICE?**

In Case of Emergency (ICE) is a proactive effort designed to provide emergency personnel with 'next of kin' contacts via a patient's mobile/cellular phone in emergency situations.

### **Did you know...**

The idea for ICE came about in early 2005 from an ambulance driver in England, and since then has spread throughout Europe and North America.

### **About ICE**

Police, fire and other emergency personnel across the U.S. are using this free service –checking cellular phones if those injured are incapable of providing the necessary medical information.

- Remember - ICE is a free tool to use with any cellular phone.
- This system only works if you and others; employees, peers and family add ICE information to their cellular phones.
- Making ICE a common practice for cellular phone users will also help make it a routine measure for emergency personnel to check cellular phones when necessary.

### **Why use ICE?**

Even when carrying ID , such as a driver's license, it is still a good practice to use ICE. Your ID doesn't contain your emergency list of contacts, medical history, primary care physician, etc, which your ICE contact persons should have on hand. This information could be become valuable to emergency personnel in providing care.

There are numerous scenarios that when using ICE could help emergency personnel quickly learn your medical history, taking minutes instead of hours to contact your next of kin. Accident victims, when unconscious or incapacitated cannot provide basic information such as their name or emergency contact information.

### **How to use ICE**

- ICE is easy to setup. On your cellular phone, add a new contact to your phone book and/or speed dial list.
- Enter the letters 'ICE'then type in your contact's name, followed by their phone number.
- In example...ICEjohndoe555-555-5555
- Choose a phone number for your emergency contact that is easy to reach them by.
- Remember: home phone numbers are not useful during the day if they are not actually at home. Day and evening numbers should both be listed.
- If you add more than one ICE contact, then add a numeric order, such as ICE1 for the primary contact, ICE2 for the second, etc.

### **Setting up ICE**

- Your ICE contacts should also be provided with your phone list of family members, primary care physician and also main work contact.
- Provide your ICE contacts with a list of your medical conditions, such as allergies, current medication and previous medical procedures.
- You must notify the individuals that you've added as ICE contacts, so they are aware and have agreed to this. This could be your spouse, parents, friend, etc.
- You need to keep the contact information current, and update your ICE contacts with any changes in your medical history.
- Individuals under the age of 18 should list their guardian, mother or father as their contact. Use full names, not nick-names like 'wife' or 'dad'.
- ICE should be used by everyone with a cellular phone, including those traveling or living alone.

**Common Scenarios**

- Suffering from a heart attack or stroke
- Unconscious from a concussion
- Blacking out/fainting
- Deceased
- Severe allergic reactions
- Joggers or bicyclers not carrying any ID and becoming injured
- Being injured while traveling abroad

ICE is becoming more of a common practice -so don't forget to add it to your cellular phone right now. This is a proactive tool that can save lives and time. Spread the word of ICE to family, friends, coworkers and fellow ASSE members so they too can use this important tool.

U.S. Dept. of Homeland Security [www.ready.gov](http://www.ready.gov) for emergency planning tips for businesses and families.

Check with your local area police and fire departments for more information and to advocate ICE use locally.

For more information contact  
American Society of Safety Engineers (ASSE) PR Dept.  
Diane Hurns 847-768-3413  
Michael Nowak 847-768-3404  
ASSE Customer Service 847-699-2929  
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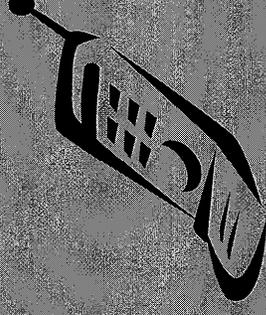
# ICE 'In Case of Emergency'



American Society of  
Safety Engineers (ASSE)

# What is ICE?

In Case of Emergency (ICE) is a new proactive effort designed to provide emergency personnel with 'next of kin' contacts via a patient's mobile/cellular phone in emergency situations.



## Did you know...



Over 190 million people in the U.S. subscribe to a cellular phone service.

The idea for ICE came about in early 2005 from an ambulance driver in England, and since then has spread throughout Europe and North America.

## About ICE...

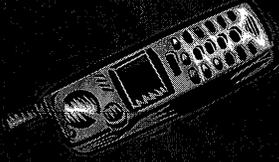
- Police, fire and other emergency personnel across the U.S. are using this free service – checking cellular phones if those injured are incapable of providing the necessary medical information.
- Remember - ICE is a free tool to use with any cellular phone.

## More about ICE...

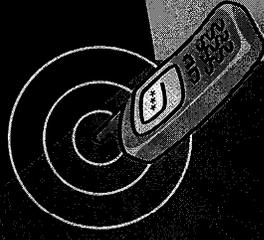
- This system only works if you and others like employees, peers and family add ICE information to their cellular phones.
- Making ICE a common practice for cellular phone users will also help make it a routine measure for emergency personnel to check cellular phones when necessary.

# Why use ICE?

- Even when carrying ID, such as a driver's license, it is still a good practice to use ICE.
- Your ID doesn't contain your emergency list of contacts, medical history, primary care physician, etc, which your ICE contact persons should have on hand. This information could be become valuable to emergency personnel in providing care.



# How to use ICE



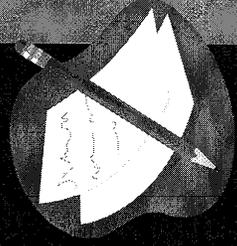
- ICE is easy to setup. On your cellular phone, add a new contact to your phone book.
- Enter the letters 'ICE' then type in your contact's name, followed by their phone number.
- In example...ICEjohndoe 555-555-5555.

# How to use ICE

- Choose a phone number for your emergency contact that is easy to reach them by.
- Remember: home phone numbers are not useful during the day if they are not actually at home. Day and evening numbers should both be listed.
- If you add more than one ICE contact, then add a numeric order, such as ICE1 for the primary contact, ICE2 for the second, etc.

# Setting up ICE

- Your ICE contacts should also be provided with your phone list of family members, primary care physician and also main work contact.
- Provide your ICE contacts with a list of your medical conditions, such as allergies, current medication and previous medical procedures.



# Setting up ICE

- You must notify the individuals that you've added as ICE contacts, so they are aware and have agreed to this. This could be your spouse, parents, friend, etc.
- You need to keep the contact information current, and also update your ICE contacts of any changes in your medical history.

# Setting up ICE



- Individuals under the age of 18 should list their guardian, mother or father as their contact.
- Use full names, not nick-names like 'wife' or 'dad'.
- ICE should be used by everyone with a cellular phone, including those traveling or living alone.

## **Be prepared: put ICE on your phonebook!**

If more individuals add ICE lists to their cellular phones it can help increase use of this system by emergency personnel.

**Just some of the places where emergency personnel are using ICE:**

- Georgia
- Illinois
- Iowa
- Michigan
- New Mexico
- Texas
- Wisconsin

## Why use ICE?

There are numerous scenarios that when using ICE could help emergency personnel quickly learn your medical history, taking minutes instead of hours to contact your next of kin.

Accident victims such as anyone unconscious or incapacitated cannot provide basic information such as their name or emergency contact information.

# Common scenarios

- Suffering from a heart attack or stroke
- Severe allergic reactions
- Joggers or bicyclers not carrying any ID and becoming injured
- Being injured while traveling abroad
- Unconscious from a concussion
- Blacking out/fainting
- Deceased

# Spread the word

- ICE is becoming more of a common practice - so don't forget to add it to your cellular phone **right now**. This is a proactive tool that can save lives and time.
- Spread the word of ICE to family, friends, coworkers and fellow ASSE members so they too can use this important tool.

