



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
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AGP

11 March 2008

**MEMORANDUM FOR RECORD**

Subject: Safety Meeting for March, 2008

The Oregon Military Department Safety Committee met on 11 March, 2008, at the Military Department in Conference Room 200. The meeting was convened at 1:00 PM. The status of the Member attendance was as follows:

Dennis Farley	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Present
Robin Sawvel	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Absent
Paul Geck	AGI	Member	Absent
Terry Larson	SMW	Member	Present
Terri Kroeker	DS-Air	Member	Present
Frank Wallace	SMW	Member	Present
Mike Wiley	Region 4	Member	Present
John Unger	Region 5	Member	Present
Owen Pence	Region 6	Member	Present
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 February, 2008 meeting. There was one correction to the minutes. Terri Kroeker was not counted as an Evacuation Coordinator. Minutes will reflect the change from one volunteer to two. Remainder of minutes was approved as recorded.

2. **Review Draft Safety Committee Bylaws:** Robin passed out a rough draft with highlighted areas reflecting add in language from the last meeting with the exception of Objective 5: Meetings. Tim indicated Objective 2, second paragraph states "Safety Committee Chairperson will brief Deputy Director of State Affairs and AGP Personnel Director if there are other potential areas/activities ...." What did we see the brief being and was this necessarily the correct person to be doing it? Robin indicated bottom of page 2, Objective 3, states "Safety Committee Chairperson states (hazards/issues unresolved at local levels). This is what would be briefed. Tim asked if we foresaw

problems with getting people to volunteer to be the Chair of this committee if they have had to or potentially would have to brief General Caldwell and/or the Director of AGP. Robin stated the By Laws were directly from OSHA and the only thing changed was reporting to the Agency Head, in this case, it would be the TAG, so it went to Caldwell and Director of AGP. Dennis stated he did not have a problem briefing either person as long as he was prepared. Tim questioned if the chairperson was the right person or should it be the safety officer who would make those briefings as it's part of the Safety Officer's job. Robin indicated she would accompany the Chairperson to any briefings. Tim questioned whether it would be better to have a professional brief these people on a regular basis. Robin indicated hopefully there will not be any unresolved issues to have to meet on. Robin suggested a change be done to the last line on page 2 stating "Safety Committee Chairperson and/or Safety Officer (hazards/issues unresolved at local levels.)"

Terry indicated a typo on page 3, number b, the word disrupted needs to be changed to distribute.

Tim questioned what would be voted on by the committee that would not be resolved by a vote that would have to be directed to the Deputy Director of State Affairs. Robin indicated everything addressed in the minutes that would require a vote should be voted on. Again, this is out of OSHA's By Laws. Terri stated "what if a supervisor thinks something is not a hazard and wouldn't deal with it?" John indicated "maybe if there isn't a consensus?" Mike Wilson stated there may be a situation in which the committee takes a vote and a Director takes exception to it, in that case, the Deputy Director would make the final determination. Tim indicated a Safety Committee is not a governing or a ruling body, it's a recommending body so when would there be disagreements in votes? If one person on the committees says it's a safety hazard, it gets channeled up to the appropriate manager to be dealt with and analyzed. Robin indicated sometimes those things sent up the chain don't get dealt with. The safety committee is responsible in assuring all safety concerns brought to the committee are resolved in a sense. Tim asked if it was the committees responsibility to override management if an issue wasn't being dealt with. Robin stated if management can't repair something, then the committee has addressed it but there needs to be follow up on safety hazards to be corrected in one form or another. In an OSHA inspection they are going to look at our Safety Minutes. If someone gets hurt because a hazard brought up to the committee wasn't addressed or was addressed and tabled, it would come back at the safety committee as to why this issue was not followed up on. Telling them it was given to the supervisor is not sufficient.

Terry indicted Objective 3 states "if some hazards are not corrected within 60 days, notify Safety Committee Chairperson." If you completed a, b, c, d, and e, and things are still the same, on page two, under inspection report, it would go further up the chain. Tim indicated safety committee members don't negotiate solutions for hazards but identify and forward hazards and concerns. Robin stated the committee is not negotiating; Caldwell would make the ultimate decision. Tim stated Objective 3, c. states "negotiates/coordinates..." Robin suggested taking the word negotiate out and leave coordinate. The committee agreed the word negotiate would be taken out.

Approved with four corrections to By Laws as stated: Frank, Robin, Dennis, Terri, Owen, Terry, Mike Wilson, Mike Wiley and John – YES. There were no “NO” votes.

3. **Review of Evacuation Plan Status:** Robin stated this was tabled as she is working with several other agencies to see how involved their Safety Committees are. She received an email back from DCBS indicating their Evacuation Coordinators are the biggest part of their plan but their Safety Committee still approves and reviews their evacuation plan periodically. She will make those changes and resend TAB A and TAB C so the committee can take a look and discuss at the next meeting.

4. **Review of Accident/Illness Report:** Robin passed out the 2007 workers compensation graphs showing the types, cost and age groups of last years claims. Tim asked if last years numbers were lower and Robin indicated they were fairly close. There were approximately 36 claims in 2007 and 35 in 2006. There were no incident/accident reports for this building in February.

5. **Status of Fire Alarm System Fix:** Tim indicated a testing of the alarms was scheduled today and all but one was fixed. Robin stated the alarm sound was monitored in AGP with a decibel meter and it registered at 95 on the 3<sup>rd</sup> test. Tim indicated if this was a problem AGI could look at having it mounted outside the office door. Tim indicated this problem has been taken care. Let the minutes reflect this.

6. **Update on Fundraiser Information:** Robin stated she talked with Caldwell who has given the committee the authority to raise money for a lunch and learn. She also spoke with Caldwell about OMD having a Safety Awareness Day once a year in which we dedicate a day to safety. Caldwell thought it was a great idea we just need to come up with a plan. Tim suggested we do like a 10 to 15 minute power point on safety. Robin stated a Safety Awareness day doesn't mean you have to spend the entire day talking about safety; you just do something that relates to safety. For instance we do the safety lunch and learn and have a speaker come in and talk to people while they are eating a lunch we provide. Robin indicated she would take the guys out in the field offices to lunch so they are a part of this when she visits the armories. Tim suggested making a power point to send out to the field so we are giving them the safety awareness. Robin indicated the committee needs to pick a date and what to do. John stated he would volunteer to do some preparation like a PowerPoint. Owen indicated there are videos that we can email to the field. Mike Wilson suggested incorporating this into the FMS conference as there are a lot of safety speakers out there. Dennis asked for suggestions on a date. Tim indicated right before Memorial Day, 101 days of Summer. Memorial Day is the 26<sup>th</sup>. Robin suggested no Friday or Monday. Tim suggested May 21<sup>st</sup> as Awareness Day, 101 Days of Summer. Type of stuff we could include needs to be safety related. Off work safety is as important as work safety which could include topics like heat exhaustion, etc.

May 21<sup>st</sup> was agreed upon by the committee. The decision on having it annually will depend on how this one goes. The what will be discussed at the April meeting.

7. **Update on First Responder Training:** Robin talked to Tina Villalobos who indicated she has gotten a list of training time from the medical unit but is waiting for the number of students they will accept. This training covers CPR, AED and First Aid.

8. **Eye Wash Station Update:** John indicated the eye wash station was in place and just received approval for purchasing the fittings. The eye wash station and faucet are all on the same piping. Should be completed by the next meeting.

9. **AED Update:** Robin indicated the federal side purchased enough AED's for every armory. There was some concern in the Federal Safety Meeting that not everyone had them yet. The question was raised as to whom was responsible for maintaining them. Robin indicated in her conversations with Richard Wirfs, the federal side has a trained person who part of his drill should be working on AED's. The federal side is therefore responsible for checking those and is working on putting something together in writing.

10. **Status of federal computer in AGP:** Tim explained this subject was brought up as to how Robin would have visibility to our Safety Inspections because he discouraged having employees send them to her. He indicated if the safety committee minutes reflect where those are kept electronically; it met the intent of the quarterly inspections. Mike Wiley asked if those reports were visible to everyone and Tim replied no. Robin is on a state computer and therefore can't access Share Point. Tim indicated what needs to be done is after a years worth on OKO, have region supervisors burn their inspections to a CD and add those as part of the official safety minutes. If Robin wants to review them, we can make arrangements. Mike Wiley asked why they can't be emailed to her. Terri asked why they can't be put on AKO or GKO? Tim indicated he was told it could not be done; the reports are on an internal SharePoint system. John asked why we can't email Robin a copy of the inspections and Tim stated copies should be posted on OKO so we follow the Director's guidelines on not emailing attachments, that was the whole intent. John asked if the Safety Officer needed copies of the inspections for review and Tim stated supervisors should bring those things to this committee if they are out standing, unwarranted or unrepairable but not the day to day stuff. It's only the outstanding ones that involve the federal side that the committee needs to intervene to get the appropriate people involved. If you have a broken receptacle, hopefully we just fix it; it wouldn't necessarily need to be reviewed by this committee, only a matter of record on the OKO website as part of the safety minutes that have to be retained for so many years. No federal computer will be provided.

11. New Business:

- a. Hazard Logs – Robin indicated OSHA states all Safety Committee's should have a Hazard Log to track Safety concerns brought up to the committee. The Fire Alarm system is listed on this. Tim stated he will make sure the alarm system was completed. Terri suggested listing a site on the log for each section. Mike Wilson asked if hazards listed on the log were strictly reported to the committee and FMS's or did it include all hazards reported to FMS's to their supervisor? Robin stated this is the committee's log, only items brought

to the committee would be reflected. Frank requested under description a slash and then location be listed. Robin indicated she will make changes.

- b. Safety Committee Training - Robin stated OSHA states all safety committee members shall receive training, as a minimum a) hazard identification in the workplace and b) principals regarding accident and incident investigations. Robin strongly suggested committee members also take safety committee basics and if anyone has certificates for previous safety training, to please send her a copy. Robin passed out the OSHA training schedule and reminded members all OSHA classes are free. Tim indicated the Facility Maintenance Specialists are required to attend four specific training classes every year. For FMS's that are safety committee members, they may take one of these in place of one of the required ones. Robin reminded members OSHA training locations are listed on their website.
  - c. Drivers Program – Robin indicated the Drivers Safety Program which used to be the Safer Driver has been resurrected through Chemeketa. She is still waiting to hear from DAS as to registration, cost and location. Should have more information by the next meeting. Everyone will need to start attending those classes again. Robin indicated her and Tim will resurrect the Driver Vehicle Policy that was tabled due to the driver check records issue.
12. There was no further new business; the meeting was adjourned at 2:30 PM.

/s/  
Robin Sawvel  
Safety Manager & Recorder

AGENDA  
STATE SAFETY MEETING

Location: JFHQ VTC Room

Date: Tuesday, March 11, 2008

Time: 1:30 PM

1. Review and approve February meeting minutes – All
2. Review updated draft of Safety Committee Bylaws - All
3. Review of Evacuation Plan Status – TAB A & TAB C – Robin Sawvel  
Evacuation Coordinators
4. Review of Accident/Incident Reports and update on Workers Comp Claims for February 08 – Robin Sawvel
5. Status of Fire Alarm System Fix – Paul Geck
6. Update on Fundraiser information – Robin Sawvel
7. Update of First Responder Training – Robin Sawvel
8. Eye Wash Station update (tabled from last meeting) – John Unger & Paul Geck
9. AED Update – Robin Sawvel
10. Status of federal computer in AGP – Tim Gilbert
11. New Business
  - a. Hazard Logs – Robin
  - b. Safety Committee Training Rqmts – Robin
  - c. Drivers Program - Robin

**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.

May 1, 2008

**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 (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; AFI 32-2001 Oct 2002
4. **GENERAL INFORMATION:** Directorates will partner in the required development of an Emergency Action Plan for their offices. This will ensure the employees working inside the facility understand and can perform the Emergency Action Plan. The 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 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. 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.

g. Exit 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 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:
  - (a) Brace shoulder and foot against the door, and turn your face to the side;
  - (b) Open door slowly;
  - (c) If pressure is felt against the door, flames may be present or large amounts of smoke, CLOSE DOOR IMMEDIATELY and DO NOT RE-OPEN.
  - (d) 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.
- (6) 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 i.e. tape, rags, clothing, drapes (wet when possible), etc....
  - (c) 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.
  - (d) Wait calmly.
- (7) 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.
- (8) Assemble in the pre-designated safe area (see diagram at Enclosure XX-1). DO NOT RE-ENTER THE FACILITY FOR ANY REASON.
- (9) Report to your Site Emergency Coordinator any personnel taken to the medical collection area or missing personnel.
- (10) Site Emergency Coordinator must report personnel status to the COT or designated representative on the northwest side of the JFHQ as quickly as possible.
- (11) Stay in your assembly area until released by the COT or the fire department.

May 1, 2008

**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](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 annual earthquake drill (April) will be conducted to 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 Emergency 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 Manager 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 personal for all emergencies.

e. Site Evacuation 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. 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.

g. 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 site plan).
- (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.



May 1, 2008

**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](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?**

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.

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.

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
<b>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.</b>			
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?			
<b>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.</b>			
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**

<b>Directorate's Name:</b>	
<b>Phone Number:</b>	
Alternate Manager's Name:	
Alternate's Phone Number:	
<b>Evacuation Coordinator Name:</b>	
<b>Phone Number:</b>	
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.*



