

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ VTC Room

Date: Tuesday, May 13, 2008

Time: 1:30 PM

1. Review and approve April meeting minutes – All
2. Welcome New Members – Removal of Old
3. Review of Evacuation Plan Status – TAB G thru TAB K – Robin
4. Review of Accident/Incident Reports for April 08 – Robin
5. First Aid & CPR Training – Dennis
6. Hazard Log Review/Non Hazard Log - Robin
7. Evacuation Committee Update – Robin
8. Earthquake Drill Follow-up – Robin
9. Health Fair Follow-up - Robin
10. New Business
  - a. PPE – Bruce Vollstedt
  - b. Reminder on OSHA Log 300's



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

3 June 2008

**MEMORANDUM FOR RECORD**

Subject: Safety Meeting for May, 2008

The Oregon Military Department Safety Committee met on 13 May, 2008, at the Military Department in the VTC Room. The meeting convened at 1:30 PM. The status of the Member attendance was as follows:

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

1. The first order of business was to review the Safety Meeting minutes from the April, 2008 meeting. Minutes were approved as recorded. Bruce motioned and Frank seconded.

2. **Welcome New Members:** Dan Hinkley in Pendleton, Region 8, is a new member, welcome Dan. JoAnne Manson will be removed from the committee as she has not attended any meetings.

3. **Review of Evacuation Plan Status:** Robin stated TAB A through TAB F had been approved in the last meeting and passed out final copies for each member's binder. We are now looking at TAB G thru TAB K.

TAB G – John indicated AGI has a policy on Fire Extinguisher maintenance and check list, and suggested cross referencing AGI policy. Bruce indicated there is a

monthly check on the Fire Extinguisher tag. Mike Wiley indicated as of August 2008 the annual checks will be required to be completed by a certified inspector. Robin questioned if the AGI policy will be changed to reflect the change in August. Tim indicated it has already been changed. Bruce will send Robin a copy of the 420-10 as Robin does not have access to AGI policies. She will then incorporate the Policy under TAB G.

TAB H – Robin indicated this TAB is being addressed in a State Agency wide policy in which smoking won't be allowed in any state building.

TAB I – Mike Wiley indicated the TAB indicates Bomb Threat Cards, where do we get them? Robin stated she is still working on that. There was a card used 10 years ago when she started but has no idea where it came from. She is working with the Security Officer in HQ STARQ to see if it can be resurrected. Under Section 5, Responsibilities, Mike Wiley suggested switching number 2 and 3, call 911 first. Get the First Responders on scene first, then call 911. John indicated under 5 (b), confidential papers should be "classified". Managers/Supervisors are also listed as TAB 5 (b), this needs to change to 5 (c).

TAB J – John indicated the word "Responsibility" is incorrect. Robin will make change. Mike Wiley indicates on page two, Decontamination Guidelines, you should check to see if the Civil Support Team fits into this process.

TAB K – Robin indicated she would also check on the Civil Support Team for this one.

4. **Review of Accident/Illness Report:** Robin indicated there were no accident/incident reports for the month of April to report for our area.
5. **First Aid and CPR Training:** Dennis indicated he is still working on that. Robin is working with Janelle Bennett. This item is tabled again until the next meeting.
6. **Hazard Log Review:** Robin indicated nothing new on the Hazard Log. The Non-Hazard Log still has the fire hydrant listed. Tim indicated this has been corrected. Let the minutes show it's been corrected.
7. **Evacuation Committee Update:** Robin indicated she is still waiting for Ramona Treat to relay information from the Chief of Staff as he is assigning delegates.
8. **Earthquake Drill:** Robin passed out the After Action Report on the Earthquake Drill performed on April 15<sup>th</sup>. Everything went pretty well. No decisions to make on this, information only.
9. **Health Fair Follow-Up:** Robin indicated the same with this After Action Report. No decisions to be made, just information purposes.

**10. New Business:**

- a. PPE – Bruce indicated he sent an email out to his guys on his side of the mountain reminding them it's time to start outside work, make sure you are using safety glasses and ear plugs. Look at your ladders, the feet, are they non-skid? Check the rated weight load on your ladders and don't exceed it. If you are on a roof you need to have your harness, shock cord and if you have an additional rope you use for fall protection, it's dedicated. You can't use it for other purposes.
- b. Dennis reminded everyone that OSHA 300 logs needed to be removed from bulletin boards the end of April.
- c. Mike Wiley asked if Marilyn Woodward or Terry Swartout had put out a list of inspections yet. Robin indicated she had one for Marc Snook but not the rest. She will follow up with Marilyn and Terry to see if one is posted.

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

/s/  
Robin Sawvel  
Safety Manager & Recorder

OREGON MILITARY DEPARTMENT  
JOINT FORCE HEADQUARTERS  
June 1, 2008

**FIRE EXTINGUISHERS**

**TAB G**  
**ANNUAL FIRE EXTINGUISHER INSPECTION CHECKLIST**  
To be completed July of each year or as needed

1. ENSURE YOU HAVE A 10 LB ABC. UNITS CORRECT GAUGE PRESSURE SHOULD READ IN THE GREEN:

YES \_\_\_\_\_ NO \_\_\_\_\_

2. DISCHARGE HORN IS ATTACHED TO THE BODY:

YES \_\_\_\_\_ NO \_\_\_\_\_

3. DISCHARGE HORN IS FREE OF FOREIGN MATERIAL:

YES \_\_\_\_\_ No \_\_\_\_\_

4. FIRE EXTINGUISHER IS NOT DAMAGED OR CORRODED:

Yes \_\_\_\_\_ NO \_\_\_\_\_

5. FIRE EXTINGUISHER SEAL IS IN PLACE:

YES \_\_\_\_\_ NO \_\_\_\_\_

6. FIRE EXTINGUISHER ACCESS IS NOT BLOCKED:

YES \_\_\_\_\_ NO \_\_\_\_\_

Other Comments:

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*Return completed document to AGP & AGI Operation and Maintenance for corrective action.*

**TAB H  
SMOKING PLAN**

- 1. PURPOSE:** To establish operational guidelines for the Joint Force Headquarters and the Building Manager to use in developing a NO SMOKING Plan for tenants of the JFHQ.
- 2. RESPONSIBILITY:** It is the responsibility of the State Safety Manager and the Director of Installations to ensure compliance with this guideline.
- 3. GENERAL INFORMATION:** The State Safety Manager and Building Manager will partner in the required development of a NO SMOKING Plan for this facility. This will ensure a smoke free environment for the facility, establishment of a proper designated smoking area properly sized with a certified cigarette disposal container.
- 4. REFERENCES:** 29 CFR, 1910 – Occupational Safety and Health Standards
- 5. INSTALLATION DIVISION:**
  - a. Ensure No Smoking signs are posted in the facility and are inspected quarterly.
  - b. Ensure the facility is established as a smoke free environment.
  - c. Ensure that smoking is allowed only in designated smoking areas (2).
  - d. Ensure that designated Smoking Areas are marked “Designated Smoking Area Only”.
  - e. Ensure proper type, size, and location for all smoking containers.
- 6. ANNUAL REVIEW:** It is the responsibility of the State Safety Manager and Installation Branch to review the No Smoking Plan annually.

**TAB I  
BOMB THREATS**

- 1. PURPOSE:** To establish an operational procedure for the Joint Forces Headquarters in Salem, Oregon as used in implementing an Emergency Action Plan (EAP) for the assigned facility.
- 2. RESPONSIBLE DIRECTORATE:** The Director of State Personnel (AGP) and Director of Installations (AGI) are responsible for the maintenance of this Emergency Action Plan.
- 3. REFERENCES:** FEMA, <http://www.fema.gov/hazard/terrorism/exp/index.shtm>
- 4. GENERAL INFORMATION:** Each workstation shall have a Military Department or Oregon State Police bomb threat card next to the phone for easy access. In addition, the mail area shall have a postal bomb threat card clearly posted.
- 5. RESPONSIBILITIES:**
  - a. All Employees.
    - (1) Complete bomb threat card with the information provided to you including time of call, sex, and words of the caller. Describe the voice (e.g. calm, nervous, accent, and speech impediment), background noise (e.g.; music, running motor, traffic noise, aircraft noise).
    - (2) Notify your Emergency Evacuation Coordinator or supervisor/manager immediately.
    - (3) Calls 911
  - b. Directorates.
    - (1) Ensure employees within the directorate are trained and familiar with this operating instruction.
    - (2) Ensure employees have a bomb threat card near their phones
    - (3) Designates an Evacuation Coordinator.
    - (4) Evacuation of their specific portion of the facility if necessary.
    - (5) Safeguard confidential papers, files, and documents.
  - b. Managers/Supervisors.

- (1) Immediately notify Directorate and Site Evacuation Coordinator of bomb threat.
  - (2) Notifies AGI at ext 3530 who will notify EOC at ext 2800, AGP at ext 3581 and Chief of Staff at ext 3639.
  - (3) Evacuate all employees if necessary.
- c. 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 if necessary.
  - (4) Compile an accurate head count of all employees or visitors that are present and accounted for.
  - (5) Report information to Site Emergency Coordinator either by phone/radio or in designated spot in Parking Lot if evacuated.
- d. 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 if evacuated.
  - (5) Report this information to the COT.
  - (6) Documented roster should be used and forwarded to the State Safety Manager.
- e. 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 if evacuation is necessary.
  - (3) Release tenants to return to the building or to go home.
  - (4) Work with on-scene investigators
- f. State Safety Manager.
- (1) In coordination with the COT and Security Officer, collect and write down all information available for use in future investigations and be prepared to provide a report if needed to investigating police officers.
- g. State Security Officer.

- (1) In coordination with the COT and State Safety Manager, collect and write down all information available for use in future investigations and be prepared to provide a report if needed to investigating police officers.

**6. EXIT THE FACILITY:**

- (a) When exiting, follow the designated escape routes. Take any visitors you may have with you.
- (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) Assemble in the pre-designated safe area (see diagram at Enclosure XX-1).  
**DO NOT RE-ENTER THE FACILITY FOR ANY REASON.**
- (f) Site Emergency Coordinator must report personnel status to the COT or designated representative on the northwest side of the JFHQ as quickly as possible.
- (g) Stay in your assembly area until released by the COT or the fire department.

**7. DAILY SECURITY CHECKS:** Tenants are required to conduct daily inspections at the end of the each workday to include the following:

- (a) Ensure arms vaults are locked and IDS has been activated and the SF 702 has been properly annotated.
- (b) Ensure classified containers are closed, locked, and the SF 702 has been properly annotated.
- (c) Ensure vehicles and vehicle compounds are locked.
- (d) Ensure lights have been turned off and security light is on.

**TAB J  
CHEMICAL THREATS**

**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 State Personnel (AGP) and Director of Installations (AGI) are responsible for the maintenance of this Emergency Action Plan.

**3. REFERENCES:** FEMA, <http://www.fema.gov/hazard/terrorism/exp/index.shtml>

**4. GENERAL INFORMATION:** Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (2 to 48 hours). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce.

A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing, experiencing eye irritation, losing coordination, becoming nauseated, or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

**5. RESPONSIBILITY OF ALL:**

If you suspect a chemical attack, notify your supervisor immediately. The senior person will delegate or call 911 and the EOC at ext 2800, then notify AGI at ext 3530. AGI will notify AGP at ext 3581 and COS at ext 3639.

- (1) If you are instructed to remain in the building, you should:
  - (a) Secure the room by closing all doors, ventilation ducts and systems.
  - (b) Seal all cracks leading into the room with whatever is available, tape, rags, clothing, drapes 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.

(2) If you are exposed to a Chemical Attack

- (a) Seek immediate medical attention from a professional, call 911. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.

(3) Decontamination guidelines are as follows:

- (a) If helping another employee who has been exposed to chemical agents, use extreme caution.
- (b) Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put contaminated clothing and items into a plastic bag and seal it. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them and then rinse and dry.
- (c) Flush eyes with water.
- (d) Gently wash face and hair with soap and water before thoroughly rinsing with water.
- (e) Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- (f) Change into uncontaminated clothes.
- (g) Proceed to a medical facility for screening and professional treatment.

**TAB K**  
**BIOLOGICAL THREATS**

**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 State Personnel (AGP) and Director of Installations (AGI) are responsible for the maintenance of this Emergency Action Plan.

**3. REFERENCES:** FEMA, <http://www.fema.gov/hazard/terrorism/exp/index.shtm>

**4. GENERAL INFORMATION:** Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans and by contaminating food and water.

1. Delivery methods include:

- (a) Aerosols - biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- (b) Animals - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- (c) Food and water contamination - some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- (d) Person-to-person - spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

2. If you become aware of an unusual and suspicious substance nearby:

- (a) Move away quickly.
- (b) Wash with soap and water.
- (c) Contact your supervisor immediately.
- (d) Seek medical attention if you become sick.
- (e) Complete Injury Accident Report if seek medical treatment.

If you suspect a biological threat, notify your supervisor immediately. The senior person will delegate or call 911 and EOC at ext 2800, then notify AGI at ext 3530. AGI will notify AGP at ext 3581 and COS at ext 3639.







## Earthquake Drill After Action Report

Department of Administrative Services has designated April as Earthquake Drill month. The Oregon Military Department, JFHQ building, participated in having a drill on April 15, 2008. AGI pulled the alarm at 10:00 AM. This report is to indicate what worked and what did not.

There are 16 offices that are represented on our contact list for emergencies. Each one of those offices is assigned two Evacuation Coordinators who are instructed in the case of an Earthquake Drill to ensure employees Drop, Cover and Hold during the drill process. The list of offices is as follows:

- |            |          |
|------------|----------|
| 1. DCISM   | 9. AGP   |
| 2. DCSLOG  | 10. AGC  |
| 3. DCSOPS  | 11. AGI  |
| 4. DCSPER  | 12. PA   |
| 5. RRC/ARR | 13. CMDG |
| 6. HHD     | 14. IG   |
| 7. HRO     | 15. JAG  |
| 8. USPFO   | 16. SRAA |

Out of the 16 offices listed above, 11 of them have reported all parties participated as required.

The following offices have not yet replied as to the status of the Earthquake Drill or if there was any participation:

1. DCSOPS
2. RRC/ARR
3. HHD
4. JAG
5. SRAA

I chose to stand at the front desk during the Earthquake Drill as it was near the alarm station. What I witnessed was employees leaving the building on personal issues and not participating.

This event was added to the TAG One-liners on April 2, 2008 as to the date, time and Earthquake protocol.

### *Conclusion*

My suggestion for future drills would be that participation be mandatory with top down support. If supervisors/managers are not willing to be role models by participating, the employees feel it's not important. We should be taking safety serious by setting the right examples for our employees.