



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

AGP

November 7, 2009

MEMORANDUM FOR RECORD

Subject: Safety Meeting for October, 2009

The Oregon Military Department Safety Committee met on 13 October 2009, at the Military Department in room 236. The meeting convened at 1:30 PM. The status of the Member attendance was as follows:

Frank Wallace	SMW	Chairman	Present
Timothy Gilbert	AGI	Member	Present
Robin Webb	AGP	Safety Manager/Recorder	Present
Bryce Dohrman	AGC	Risk Manager	Absent
Bruce Vollstedt	AGI	Member	Present
Jeff Beck	AGI	Member	Present
Terry Larson	SMW	Member	Absent
Terri Kroeker	DS-Air	Member	Absent
Mike Wiley	Region 4	Member	Absent
John Unger	Region 5	Member	Present
Owen Pence	Region 6	Member	Present
Jack Cassity	Region 7	Member	Absent
Dan Hinkley	Region 8	Member	Absent
Terry Sevey	RTI	Member	Absent
Cherie Zastoupil	OEM	Member	Present

1. Review of Minutes: The first order of business was to review the Safety Meeting minutes from the September, 2009 meeting. The minutes were approved as written by Bruce and Jeff.

2. Review of Accident/Incident Reports for March: There was no new Report of Incident/Accident/Illness for September. Robin passed out a copy of the "Workers Compensation Claims Characteristics for Calendar Year 2008" she received from DCBS. This information she shared with the Executive Safety Committee. It shows all state agencies and industry averages as they track them. The Pie Chart issue was brought up again, need one showing the injuries broken down by each program so we can compare. Bruce indicated his Incident Report was not reviewed by the committee. Robin indicated she will look into it as she thought it had been. Bruce explained his injury and reminded everyone they needed to be careful.

3. Workers Comp Statistics: The committee moved to the SAIF quarterly report. Robin indicated she believed we were up to 35 claims for 2009. For awareness purposes it was discussed as to whether all Incident Reports is reviewed by this committee and the decision was yes. Therefore, Robin will bring them each month to the meetings.

4. Hazard/Non Hazard Log Review: No new issues have been added to either log.

5. Fire Extinguisher & Fire Drill Follow-up: Robin indicated there were 15 people who showed up for the Fire Extinguisher training. Everyone showed up outside and the Fire Dept. received a call and had to go. They returned about a ½ hour later so we were able to complete the training. While we were all outside we did a Fire Drill follow up meeting in which some people were concerned about the Fire Exit signs not having a “you are here” sticker on the maps so Robin bought colored stars and stared each map. Robin did indicate that she had concerns which she brought up to the Executive Safety meeting about two areas in the building that have not attended any of the Evacuation Coordinator meetings. Because of this there will be issues with offices standing out side who will not know the protocol of where to go or what to do.

Tim asked John and Owen as to their status on egress signs in their facilities? Owen indicated he has a site plan mat of “you are here” in every room. There are exit signs on the wall with arrows pointing to the direction of the exit. They also have the lighted exit signs and a policy manual they had out to all renters or people using the facility that says “this is what you have to go through with your people in case of evacuation”. Owen indicated he is working that issue with the other facility he handles.

John indicated that was pretty similar to Grants Pass and Roseburg. Tim requested Owen to give Bruce a copy or send it electronically to him for the committee to review for possible use in all facilities.

6. CPR/AED/First Aid Training Reminder: Robin just wanted to remind everyone there is another CPR/AED/First Aid Training scheduled for Tuesday, October 27th at 9:00 AM at the ARC. There are 60 people signed up so we are looking at doing another in the spring. So far, we had about 40 people in the last class and about 30 at Camp Withycombe. We have had a really good turnout.

7. Job, Safety Health & Wellness Event reminder: Robin reminded everyone that this event is scheduled for Friday and Saturday. She will be there all day so come and visit. It turns out that the Flu Shot lady now can not do flu shots for Tri-Care now as the Salem Auditorium is not considered a “medical facility”. Therefore, she will be calling everyone who signed up to make sure they do not have Tri-Care coverage.

8. New Business:

A. Robin introduced our Guest Speaker, Josh Hardage from DCBS Safety. He volunteered to come and talk about how they do things at DCBS. Josh indicated he is the Emergency and Management Coordinator. Josh went over their procedures and left a DCBS Emergency Employee Handbook and a list of their 2010 schedule for training. He also left a CDDBS Incident Management System. He mentioned their do a safety break annually that encourages general safety of employees which includes OSHA and OSP, Salem Fire, internal safety team and IMS team all put together a booth for training and

awareness. Awards are given to individuals that based on the type of work they do, managers sponsor the employee for the reward. They do annual trainings in which scenarios are done or table top exercises.

B. Safety Goals: Robin indicated the question came up as to what is the required training by OSHA. Robin gave the information to Bruce, Jeff and Frank. There is no straight answer to that question; OSHA has a book that indicates by job type. Robin also mentioned that as of January 1, 2010 she would like to put together a Safety Calendar for the year with Safety Topics. Robin passed out a 2010 Think Safety Monthly Planner. If she orders them, how many would we need?

C. Robin also passed out the new OSHA appendix in which the list is broken down by NICS numbers. Our number is 928110 so if you look at the list you can see that we are in the I tier with A being the worst and J being the end. There is a one in 30 chance we will be put on an Inspection list. It will no longer be driven by accidents.

8. Next Meeting: The next meeting is scheduled for Tuesday at 1:30 PM, November 10, 2009 in the VTC room. The call in number is 1-866-308-7464. The conference number will need to be determined in the future as it changes each month (possibly 97309).

/s/
Robin Webb
Safety Manager & Recorder

AGENDA

JFHQ & Readiness Centers, Region 2 thru 8

Safety Committee Meeting

Location: JFHQ VTC Room

Date: Tuesday, October 13, 2009

Time: 1:30 PM

1. Review and approve September meeting minutes – All
2. Review of Accident/Incident Reports for August - Robin
3. Workers Comp Statistics – Robin
4. Hazard Log Review/Non Hazard Log – Robin
5. Fire Extinguisher & Fire Drill Follow-up – Robin
6. CPR/First Aid Training Reminder – Robin
7. Job, Safety Health & Wellness Event reminder - Robin
8. New Business
 - a. Guest Speaker – Josh Hardage, DCBS Safety
 - b. Safety Committee Goals & Training

8. Next Meeting Date

The Workers' Compensation Division received notification of 21,660 accepted disabling claims in 2008, a decrease of 1,773 claims from 2007. Employment increased by 13,700 workers. This resulted in a claims rate of 1.2 claims per 100 workers, and a record low claims rate in 2008.

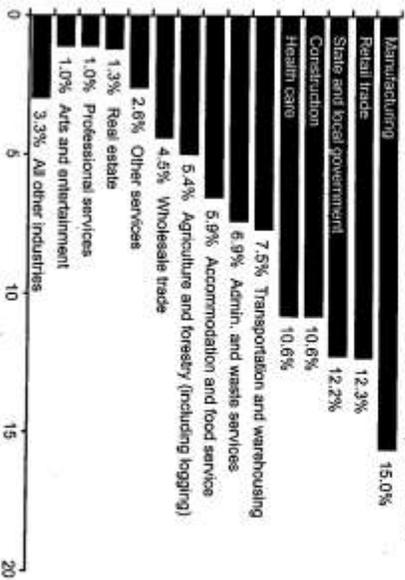
ACCEPTED DISABLING CLAIMS 1999-2008

1999	1,602,700	25,759	1.6	47
2000	1,627,600	25,325	1.6	45
2001	1,616,400	24,607	1.5	34
2002	1,596,100	23,484	1.5	52
2003	1,585,800	21,823	1.4	41
2004	1,630,500	22,320	1.4	45
2005	1,677,500	22,111	1.3	31
2006	1,734,400	23,370	1.3	37
2007	1,762,700	23,431	1.3	35
2008	1,749,000	21,660	1.2	45

Note: Employment figures based on data from Oregon Employment Dept. Claims rates represent the number of claims per 100 workers. Disabling claims include fatal cases.

In 2008, there were 73 years separating the oldest and youngest claimants. The youngest was a 14-year-old camp counselor. The oldest was an 87-year-old office worker.

OREGON INDUSTRIES by percent of 2008 workers' comp. claims



Note: Excludes 68 claims in which the industry was not reported. Because of rounding, percents may not sum to 100.

INJURY/DISEASE FACTS, OREGON, 2008

- ▶ Occupational diseases comprised 9.7 percent of the accepted disabling claims.
- ▶ Workers in their first year with an employer filed 6,580 claims, 30.4 percent of the total accepted in 2008.
- ▶ Of the total 21,660 accepted disabling claims, 112 were for workers younger than 18 and 462 were for workers 65 or older. The average age of claimants in 2008 was 41.
- ▶ Claims filed by women totaled 7,495 (34.6 percent).
- ▶ The average weekly wage at time of injury for 2008 claimants was \$623.65. The average weekly wage for Oregon workers, excluding federal employees, was \$771.14.
- ▶ Eighty-eight percent of the accepted disabling claims came from private industry.
- ▶ Claims tend to be centered on areas of the state with dense population. The Portland metropolitan area (Multnomah, Clackamas, and Washington counties) had 41.2 percent of all accepted disabling claims in 2008.

OREGON OCCUPATIONAL SAFETY AND HEALTH DIVISION (Oregon OSHA)

The Oregon Occupational Safety and Health Division (Oregon OSHA) offers a wide range of services to Oregon's employers and workers to improve workplace safety and health:

- Consultations
- Education/Conferences
- Technical resources, publications, and video/DVD library
- Educational grants
- Hazard abatement assistance

For more information, contact:

Oregon OSHA
350 Writer St. NE, Rm. 430
P.O. Box 14480
Salem, OR 97309-0405
503-378-3272 or 800-922-2699
www.oregoshpa.org

Visit the DCBS Web site: <http://dcbs.oregon.gov> and select the "Statistical Reports" link for additional claims data and statistical reports, or call 503-378-8254.

In compliance with the Americans with Disabilities Act (ADA), this publication is available in alternative formats. Call 503-378-8254.



CLAIMS CHARACTERISTICS

NATURE OF INJURY	Number of Claims	Percentage of Total
Sprains, strains, tears	10,135	46.8%
Fractures	2,590	12.0%
Multiple injuries	1,675	7.7%
Both injury and illness	1,309	6.0%
Bruises, contusions	1,194	5.5%
Cuts, lacerations	844	3.9%
Musculoskeletal disease	837	3.9%
Dislocations	700	3.2%
Hernias	528	2.4%
Open wounds, other	284	1.3%

Sprains or strains of the back were the most common injury in 2008, accounting for 3,893 claims — or 18.3 percent — of the 21,660 accepted disabling claims. Most sprains, strains, or tears resulted from workers overexerting themselves.

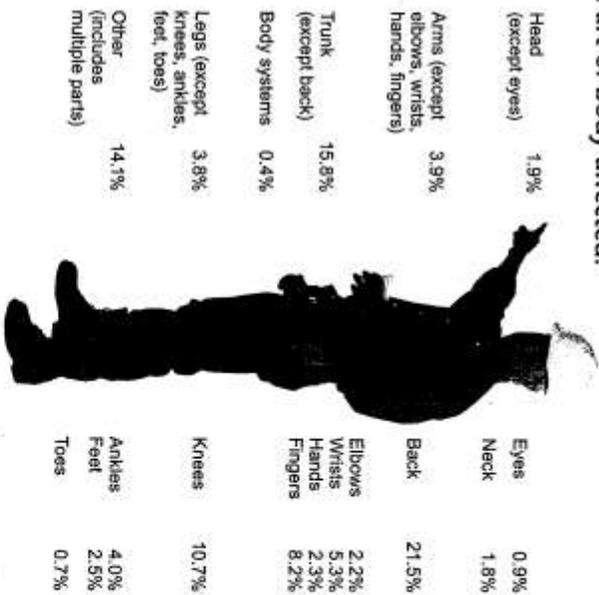
EVENT	Number of Claims	Percentage of Total
Overexertion	5,155	23.8%
Struck by or against	2,997	13.8%
Bodily reaction	2,959	13.7%
Fall on same level	2,633	12.2%
Repetitive motion	2,129	9.8%
Fall from elevation	1,423	6.6%
Caught in, under, between	827	3.8%
Highway motor vehicle accident	627	2.9%
Assault or violent acts	370	1.7%
Contact with temperature extremes	202	0.9%

Overexertion with containers accounted for 1,394 accepted disabling claims. Machinery was a factor in nearly half of the claims in which the worker was caught in or between objects.

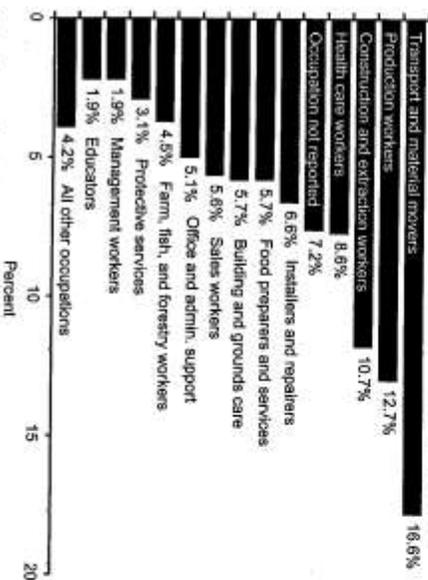
SOURCE OF INJURY	Number of Claims	Percentage of Total
Bodily condition, motion	5,105	23.6%
Floors, walks, ground	3,777	17.4%
Containers	1,836	8.5%
Vehicles	1,642	7.6%
Machinery	1,191	5.5%
Other person	1,188	5.5%
Hand tools	759	3.5%
Furniture and fixtures	685	3.2%
Building materials, excluding lumber	599	2.8%
Wood and lumber	283	1.3%

Workers coming into contact with the ground or a floor surface most often sustained sprains, fractures, and/or bruising (2,937 claims). These injuries are typical for falls or tripping accidents.

Part of body affected:



OCCUPATION OF INJURED OREGON WORKERS by percent of 2008 workers' comp. claims



Note: Because of rounding, percents may not sum to 100.

155927 - Oregon Military Department & 517078 Emergency Personnel

Safety Management Consultant Return to Work Consultant Agency Contact
 Gordon Baldwin Susan Stamps Robin Webb



Year to Date as of 9/30/2009

FY Beg 7/1	Total Clm Cnt	Accepted Clm Cnt	Denied %	Incur Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Clm Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2009	7	5	14%	\$1,245	\$178	\$1,245	\$178	1	3	3.0	\$286	\$286

Trending data for past 5 fiscal years (valued 90 days after end of fiscal year)

FY Beg 7/1	Total Clm Cnt	Accepted Clm Cnt	Denied %	Incur Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Clm Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2007	37	30	19%	\$351,659	\$9,504	\$222,426	\$6,012	7	518	74.0	\$47,174	\$6,739
2006	39	37	5%	\$388,607	\$9,964	\$258,879	\$6,638	9	527	58.6	\$48,502	\$5,389
2005	32	24	25%	\$126,845	\$3,964	\$68,250	\$2,133	10	176	17.6	\$14,634	\$1,463
2004	32	28	13%	\$36,754	\$1,149	\$29,466	\$921	11	49	4.5	\$4,049	\$368
2003	41	31	24%	\$220,320	\$5,374	\$156,745	\$3,823	15	386	25.7	\$21,095	\$1,406

All STATE AGENCIES trending data for past 5 fiscal years (valued 90 days after end of fiscal year)

FY Beg 7/1	Total Clm Cnt	Accepted Clm Cnt	Denied %	Incur Losses	Avg Inc Losses	Paid Losses	Avg Pd Losses	TL Clm Cnt	TL Days	Avg TL Days	Paid TL Losses	Avg TL Paid
2007	2,525	2,048	19%	\$11,001,628	\$4,357	\$6,580,005	\$2,606	625	16,544	26.5	\$1,399,601	\$2,239
2006	2,450	2,059	16%	\$11,400,133	\$4,653	\$6,286,951	\$2,566	600	16,309	27.2	\$1,425,386	\$2,376
2005	2,630	2,149	18%	\$10,143,499	\$3,857	\$5,552,325	\$2,111	560	14,378	25.7	\$1,182,019	\$2,111
2004	2,596	2,147	17%	\$9,592,179	\$3,695	\$5,018,528	\$1,933	523	14,014	26.8	\$1,079,262	\$2,064
2003	2,697	2,124	21%	\$9,912,722	\$3,675	\$5,033,470	\$1,866	518	13,513	26.1	\$1,010,121	\$1,950

Timely Filing - 7/1/08 to Current

Timely Filing Band	Your Clm Cnt	Year % Timely	Timely Filing Band	All State % Timely
0-5	39	71%	0-5	79%
6-14	15	27%	6-14	18%
15-30	1	2%	15-30	2%
Totals	55	100%	31+	1%

TOP 10 Open Claims by # TL Days where Paid Losses > 0

FY Beg 7/1	Nature	Work Status	TL Days	Incur Losses	Paid Losses	FY Beg 7/1	Your EATP Paid
2007	Fracture	Modified work - eal	462	\$453,465	\$212,866	2008	\$35,275
2007	Laceration	Modified work - new	252	\$270,905	\$60,822	2007	\$8,762
2008	Strain	Modified work - eal	42	\$42,542	\$10,756	2006	\$4,975
2007	Dislocation	Regular work - eal	18	\$39,543	\$25,024	2005	\$9,925
2008	Strain	Modified work - eal	16	\$30,767	\$9,305	2004	\$19,464
2009	Strain	Modified work - eal	12	\$34,273	\$15,461	Total	\$76,401
2007	Strain	Not working	3	\$286	\$286		
2008	Strain	Modified work - eal	0	\$23,035	\$17,894		
2008	Strain	Modified work - eal	0	\$2,081	\$2,081		

Report: S:\Wendy's Improvment Reports\ODAS Reports\Directors Reports\Military Directors Report 3-13-9-1.mr
 Includes policies: 155927 Military Department - State of Oregon & 517078 OR Military Dept Emergency Personnel

NICS 928110
SIC 9711

APPENDIX A
Safety Inspections for Fixed Places of Employment
(See Separate Attachment for Current Work in Progress)

NAICS Code	NAICS description	Tier	%
1111	Oilseed and grain farming	I	2.50%
1112	Vegetable and melon farming	I	2.50%
1113	Fruit and tree nut farming	I	2.50%
1114	Greenhouse and nursery	I	2.50%
1119	Other crop farming	I	2.50%
1121	Cattle ranching and farming	G	7.50%
1123	Poultry and egg production	H	5%
1124	Sheep and goat farming	G	7.50%
1125	Animal aquaculture	I	2.50%
1129	Other animal production	F	10%
1131	Timber tract operations	I	2.50%
1132	Forest nurseries	F	10%
1141	Fishing	I	2.50%
1151	Support for crop production	F	10%
1152	Support for animal production	F	10%
2111	Oil and gas extraction	I	2.50%
2123	Nonmetallic mineral mining	I	2.50%
2131	Support activities for mining	I	2.50%
2211	Electric power utilities	G	7.50%
2212	Natural gas distribution	I	2.50%
2213	Water, sewage, and other systems	I	2.50%
3111	Animal food manufacturing	F	10%
3112	Grain and oilseed milling	G	7.50%
3113	Sugar and confections manufacturing	G	7.50%
3114	Fruit and vegetable preserving	G	7.50%
3115	Dairy product manufacturing	G	7.50%
3116	Animal slaughtering and processing	C	20%
3117	Seafood preparation and packaging	F	10%
3118	Bakeries and tortilla manufacturing	G	7.50%
3119	Other food manufacturing	F	10%
3121	Beverage manufacturing	I	2.50%
3131	Fiber, yarn and thread mills	I	2.50%
3132	Fabric mills	I	2.50%
3133	Textile and fabric finishing	I	2.50%
3141	Textile furnishings mills	I	2.50%
3149	Other textile product mills	I	2.50%
3159	Apparel accessories	I	2.50%
3161	Leather and hide tanning and finishing	I	2.50%
3162	Footwear manufacturing	I	2.50%
3169	Other leather and allied products	I	2.50%
3211	Sawmills and wood preservation	G	7.50%
3212	Veneer, plywood manufacturing	I	2.50%
3219	Other wood product manufacturing	A	30%

NAICS Code	NAICS description	Tier	%
3222	Converted paper product manufacturing	I	2.50%
3241	Petroleum and coal products man.	I	2.50%
3255	Paint, coating and adhesive man.	I	2.50%
3261	Plastics product manufacturing	H	5%
3262	Rubber product manufacturing	G	7.50%
3271	Clay product and refractory manufacturing	G	7.50%
3272	Glass and glass product manufacturing	G	7.50%
3273	Cement and concrete product man.	E	12.50%
3274	Lime and gypsum product manufacturing	I	2.50%
3279	Other Nonmetallic mineral manufacturing	G	7.50%
3311	Iron and steel mills and ferroalloy	H	5%
3312	Steel product manufacturing	E	12.50%
3313	Aluminum production and processing	F	10%
3314	Nonferrous metal production	F	10%
3315	Foundries	A	30%
3321	Forging and stamping	F	10%
3322	Cutlery and hand tool manufacturing	G	7.50%
3323	Architectural and structural metals	F	10%
3324	Boiler, tank and container manufacturing	F	10%
3325	Hardware manufacturing	I	2.50%
3326	Spring and wire product manufacturing	G	7.50%
3327	Machine shops, turned product man.	I	2.50%
3328	Coating, engraving, heat treating	F	10%
3329	Other fabricated metal product man.	G	7.50%
3331	Ag, construct and mining machinery	I	2.50%
3333	Commercial and service machinery man.	I	2.50%
3334	Ventilation, heating, AC manufacturing	I	2.50%
3335	Metalworking machinery manufacturing	I	2.50%
3336	Engine, turbine, and power equip. man.	I	2.50%
3339	Other general purpose machinery man.	I	2.50%
3361	Motor vehicle manufacturing	F	10%
3362	Motor vehicle body and trailer man.	C	20%
3363	Motor vehicle parts manufacturing	F	10%
3364	Aerospace products and parts man.	G	7.50%
3365	Railroad rolling stock manufacturing	G	7.50%
3366	Ship and boat building	F	10%
3369	Other transportation manufacturing	G	7.50%
3371	Furniture and kitchen cabinet man.	I	2.50%
3372	Office furniture manufacturing	I	2.50%
3379	Other furniture related products	I	2.50%
4231	Motor vehicle wholesalers	H	5%
4232	Home furnishings wholesalers	I	2.50%
4233	Construction materials wholesalers	H	5%
4234	Commercial equipment wholesalers	I	2.50%
4235	Metal and mineral wholesalers	G	7.50%
4236	Electronic goods wholesalers	I	2.50%

NAICS Code	NAICS description	Tier	%
4237	Hardware supplies wholesalers	I	2.50%
4238	Machinery supplies wholesalers	I	2.50%
4239	Misc. durable goods wholesalers	H	5%
4241	Paper product wholesalers	I	2.50%
4244	Grocery wholesalers	G	7.50%
4245	Farm product wholesalers	I	2.50%
4246	Chemical product wholesalers	I	2.50%
4247	Petroleum product wholesalers	I	2.50%
4248	Alcoholic beverage wholesalers	I	2.50%
4249	Misc. nondurable goods wholesalers	I	2.50%
4411	Automobile dealers	I	2.50%
4412	Other motor vehicle dealers	I	2.50%
4413	Automotive parts and tires stores	H	5%
4421	Furniture stores	I	2.50%
4441	Bldg material and supplies dealers	G	7.50%
4442	Lawn and garden stores	I	2.50%
4451	Grocery stores	I	2.50%
4452	Specialty food stores	I	2.50%
4453	Beer, wine and liquor stores	I	2.50%
4521	Department stores	H	5%
4529	Other general merchandise stores	I	2.50%
4531	Florists	I	2.50%
4533	Used merchandise stores	I	2.50%
4539	Other misc. store retailers	I	2.50%
4541	Electronic shopping and mail order	I	2.50%
4542	Vending machine operators	F	10%
4543	Direct selling establishments	E	12.50%
4811	Scheduled air transportation	D	15%
4812	Nonscheduled air transportation	F	10%
4821	Rail transportation	I	2.50%
4832	Inland water transportation	I	2.50%
4841	General freight trucking	B	25%
4842	Specialized freight trucking	D	15%
4851	Urban transit systems	A	30%
4852	Interurban and rural bus transit	D	15%
4853	Taxi and limousine service	G	7.50%
4854	School and employee bus transit	F	10%
4855	Charter bus industry	F	10%
4859	Other ground passenger transportation	F	10%
4869	Other pipeline transportation	I	2.50%
4871	Scenic transportation, land	H	5%
4872	Scenic transportation, water	I	2.50%
4879	Scenic transportation, other	I	2.50%
4881	Support for air transportation	I	2.50%
4882	Support for rail transportation	I	2.50%
4883	Support for water transportation	I	2.50%

NAICS Code	NAICS description	Tier	%
4884	Support for road transportation	I	2.50%
4889	Other support for transportation	I	2.50%
4921	Couriers	F	10%
4922	Local messengers and delivery	G	7.50%
4931	Warehousing and storage	F	10%
5611	Office administrative services	I	2.50%
5612	Facilities support services	I	2.50%
5613	Employment services	I	2.50%
5616	Investigation and security services	I	2.50%
5617	Services to buildings and dwellings	I	2.50%
5619	Other support services	I	2.50%
5621	Waste collection	H	5%
5622	Waste treatment and disposal	H	5%
5629	Remediation and other waste services	I	2.50%
6221	General medical and surgical hospitals	I	2.50%
6222	Psychiatric and subs. abuse hospitals	H	5%
6223	Other specialty hospitals	I	2.50%
6231	Nursing care facilities	F	10%
6232	Substance abuse, mental health facilities	G	7.50%
6233	Facilities for the elderly	G	7.50%
6239	Other residential facilities	G	7.50%
6243	Vocational rehabilitation services	I	2.50%
7111	Performing arts companies	I	2.50%
7112	Spectator sports	H	5%
7113	Promoters of events	I	2.50%
7114	Agents and managers	I	2.50%
7115	Artists, writers and performers	I	2.50%
7121	Museums and historical sites	I	2.50%
7131	Amusement parks and arcades	H	5%
7132	Gambling industries	I	2.50%
7139	Other amusement and recreation	I	2.50%
7211	Traveler accommodation	I	2.50%
7212	RV parks and recreational camps	I	2.50%
9211	General government support	I	2.50%
9221	Justice, public order, and safety	I	2.50%
9241	Environmental quality programs	I	2.50%
9251	Urban planning, and community dev.	I	2.50%
9261	Economic programs	I	2.50%
9281	National security and international affairs	I	2.50%

Note: Refer to Appendix 1 of the Explanation of Rulemaking for a description of the factors used to select industries for ranking.

DCBS

Emergency

Employee Handbook



TABLE of CONTENTS

Division Emergency Contacts	1
1. DCBS Incident Management System Overview.....	2
2. Medical Emergencies	4
3. Evacuation Routes and Assembly Area.....	4
4. Threats	5
• Face-to-Face	5
• Threats in the Lobby	6
• Phone Threats	6
• Written Threats.....	6
5. Suspicious Mail	7
6. Fire.....	7
7. Loss of Electrical Power	8
8. Earthquakes	8
9. Extreme Weather.....	9
10. Hazardous Materials/Environmental Emergency	10
11. Explosions	10

Division Emergency Contacts:

DCBS – Department-wide

Building Codes Division – IMS Contacts

Director's Office – IMS Contacts

Division of Finance and Corporate Securities – IMS Contacts

Fiscal and Business Services – IMS Contacts

Information Management Division – IMS Contacts

Insurance Division – IMS Contacts

Occupational Safety and Health Division – IMS Contacts

Workers' Compensation Board – IMS Contacts

Workers' Compensation Division – IMS Contacts

1. DCBS Incident Management System (IMS) Overview

The IMS is an emergency management system designed to respond to emergencies that might occur in DCBS facilities. The system makes use of specially trained staff members who will respond, communicate, and direct fellow workers to safety in the event of an emergency. The system is activated when 911 is called or an emergency is detected. A central "Command" person directs DCBS' overall response. Division Emergency Coordinators (DECs) and other responders take instruction from Command and lead each division's response. The IMS is based on the same Incident Command Systems used by ambulance, police, and fire departments.

The purpose of IMS is to:

- Ensure worker safety during an emergency.
- Identify potentially dangerous emergency situations and communicate those situations to a central decision-maker.
- Ensure adequate "command and control" during an emergency.
- Respond to emergency situations from single person to whole building evacuations.
- Ensure timely and efficient communications.
- Interface with external agencies (Fire, Police, Red Cross, etc.).

IMS responds to:

- Medical emergencies
- Fire
- Earthquake
- Hazardous materials release
- Violence (customers, estranged family, or internal)
- Suspicious packages or bomb threats
- Building failure
- Weather emergencies
- General evacuations
- Others as directed by Command, Building Manager, Threat Management Team

IMS Structure:

There are two basic levels to IMS: "Command-level" responders and "Division-level" responders.

The Command positions as defined by our system include:

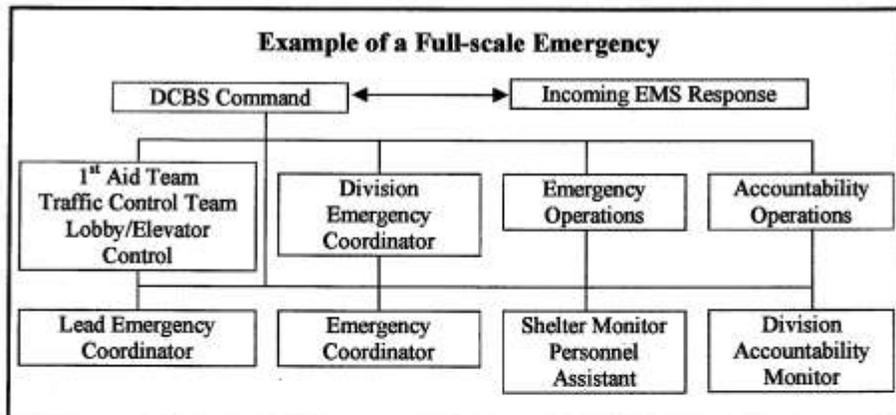
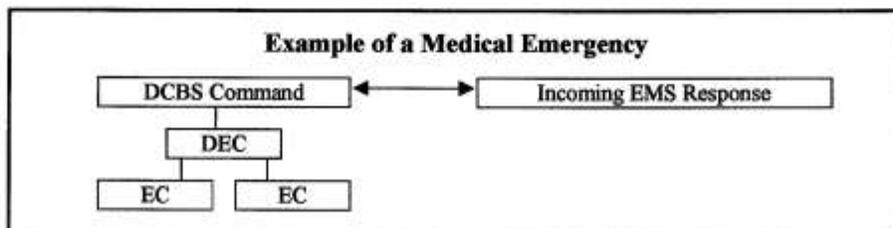
- Command
- Emergency Operations Manager (EMO)
- Facilities Coordinator (FAC)
- Accountability Operations (AO)
- Division Emergency Coordinators (DEC)

Division positions as defined by our system include:

- Lead Emergency Coordinators (LEC)
- Emergency Coordinators (EC)
- Division Accountability Monitors (DAM)
- Personnel Assistants (PA)
- Shelter Monitors (SM)

The system also includes the 1st Aid Team, which provides quick response to medical emergencies. 1st Aid Team members are trained in first aid and CPR.

Contact your Division Emergency Coordinator (DEC) if you need more details on the IMS system.



2. Medical Emergencies

If you or a co-worker is having a medical emergency, call (9) 911. Whenever possible use a desk phone, not a cell phone, when calling 911. Using a desk phone will automatically trigger the IMS system. When that happens, a member of DCBS' 1st Aid Team will respond and help the patient until paramedics arrive.

Immediate actions to take:

- ALWAYS call (9) 911 for all medical emergencies.
- There may be a slight delay in your call connecting to 911. DO NOT hang up.
- Stay calm. Speak slowly. Identify yourself.
- Provide dispatcher with location description. Labor & Industries Building at 350 Winter St. NE (Corner of Center & Winter)
- State the nature of emergency (chest pain, not conscious, not breathing, etc.).
- Do not hang up until told to by the 911 dispatcher.

After you make the call:

- DO NOT MOVE THE VICTIM, unless there is immediate environmental threat.
- Provide immediate CPR and first aid if you are trained.
- Immediately notify a CPR/first-aid responder closest to the emergency scene. Members of the 1st Aid Team have Red Cross "tents" on their cubicles.
- Command will notify the IMS team via the Nextel radio to dispatch help and to secure the area.
- Notify your Division Emergency Coordinator (DEC).
- You may be requested to give information for the incident report. (Available in Human Resources Services (HRS) or on the DCBS Web site)
- For more information see DCBS Policies [SAF 12](#) "Medical Emergency Response Plan."

3. Evacuation Routes & Assembly Area

Building evacuation drills may be held once or twice a year. There may also be a building evacuation during a real emergency. Some emergencies may involve structural damage, so it's important to know how to protect yourself.

The stairwells are your primary emergency exits. Know how to get to each one from your normal work area. There are two just off the elevator lobby areas, and there is one at the south end of the building. Use the nearest one in the event of evacuation, unless otherwise directed by your IMS team. If you are in the basement, you can also exit through the Café Today doorway to the ramp or through the loading dock exit.

The underground parking structure is NOT an emergency exit. A situation resulting in a building emergency may also have caused damage to the parking structure. If you are near the parking structure, exit through the loading dock, the Café Today exit, or upward through the stairwells to the first floor.

Here are some things to remember:

- Use the stairs. Do NOT use the elevators. They may be damaged or malfunction during an emergency.
- Once outside, keep clear of the building to avoid potential falling glass or marble slabs.
- Go to the Yellow Parking Lot (north of the building). See this link: <http://inside.cbs.state.or.us/bad/docs/ims/yellowlot.pdf>
- Avoid walking above the underground parking structure; it could be damaged and collapse. If you must exit toward the parking structure, walk only to the line of street lamps and vehicle barriers. Then, turn left and walk on the grass toward the Yellow Lot. Look for IMS Traffic Controllers to help guide you. Stay off the paved walkway — it's directly above the parking structure.
- Report to your Division Accountability Monitor (DAM) in the Yellow Lot, and remain in your assigned area until you receive further instructions from the IMS team. This is mandatory. You must check in so we can determine a head count.
- Do not return to the building until told to by the IMS team.

Know your evacuation routes, and follow the instructions of the IMS team.

4. Threats

Any verbal or written threat or act of violence by anyone toward DCBS staff members or another agency or organization must be treated seriously and immediately reported as indicated below. This includes domestic violence that spills over into the workplace. Employees need to review and be familiar with Preventing Violence in the Workplace policy [SAF-04](#).

All employees at any level of the organization must report any potential and all actual workplace violence to their supervisor so the Threat Management Team can take appropriate steps to protect employees. (Use [Attachment A](#) of policy [SAF-04](#) to report threats.)

Remember, if you feel threatened, consider yourself threatened!

Face-to-face threats

When you are confronted by someone showing escalating anger and/or making threats of violence, follow these guidelines:

- Stay calm and don't panic.
- Get the attention of someone in the background. That person should move from the area unnoticed and get help.
- If you can, call your supervisor or Command at (503) 932-6399.
- If you feel the need to get away from the situation, and can exit safely, do so.

Threats in the lobby (triggering the yellow light)

Each reception area has yellow lights that receptionists can trigger to communicate there is a potentially threatening person in the lobby. If the yellow light is flashing, the IMS team will be notified and respond appropriately.

Staff members in the affected work areas need to stay away from the reception area if the alarm system displays the flashing yellow light.

Employees should avoid going to:

- The reception area
- The lobbies
- Restrooms
- Main stairwell areas (adjacent to the elevators)

If staff members enter an affected area via stairwells, they should immediately reenter the stairwell if they can safely do so. Those coming off elevators should attempt to step back into the elevator and manually close the doors if they can safely do so.

Staff members in work areas should remain at their desks and await instructions from IMS team members.

Telephone Threats (including bomb threats)

All Threats

- If you can, while the caller is on the line, get someone's attention letting them know you have a threat. That person should get your supervisor.
- Write down all the information immediately.
- Report all threats immediately to your supervisor once the call is finished.
- DO NOT discuss the call with any unauthorized person to avoid panic and rumor control.

Bomb Threats

- Wave the yellow BOMB THREAT CARD to alert others that you have a bomb threat call.
- Complete the yellow bomb threat card located by your phone, while keeping the caller on the line, or complete the questionnaire immediately after the call is terminated.
- Notify Command immediately: (503) 932-6399.

Written Threats (including bomb threats)

- Protect the evidence. Handle the written document as little as possible in order to preserve fingerprints. If possible, leave the document where you found it.
- DO NOT allow anyone else to handle the document before turning it over to the police.
- Notify your supervisor who will notify Command at (503) 932-6399.

5. Suspicious Mail (letters and parcels)

The following traits describe what may be interpreted as suspicious mail. If you receive a letter or parcel that meets one or more of the descriptions on the following list and raises your suspicion, notify Command:

(503) 932-6399

Traits to watch for:

• Oily stains or discoloration	• Visual distractions
• No return address	• Misspelling of common words
• Excessive weight	• Handwritten or poorly typed address
• Rigid envelope	• Incorrect titles; titles but no names
• Lopsided or uneven envelope	• Protruding wires or tinfoil
• Excessive securing materials such as masking tape, string, etc.	• Restricted markings such as "Confidential" or "Personal"

Take the following steps if you find or receive a suspicious parcel/piece of mail:

All pieces of mail and parcels must be opened in the mailroom, under secure conditions by trained employees. If you find an unopened or suspicious object:

- DO NOT touch or move it.
- DO NOT touch or adjust anything in the area. Leave the area exactly how you found it.
- DO NOT use cell phones, 2-way radios, or other devices emitting a radio signal within 50 feet of a threatened building if you suspect the object is an explosive device.
- If the building is evacuated, do not leave the assembly area. Employees may not go home until given authorization.

6. Fire

If you discover smoke or fire:

- DO NOT yell "fire," unless you are trapped in a remote area, cannot escape, and need help.
- Pull the fire alarm.

Fire Alarm Pull Station Locations:

- 1st floor, located at the East and West building entrances.
- 2nd, 3rd, and 4th floor, located at the entrance of the three stairwells (West, East, & South).
- Basement, located at North Exit in Café, North East Exit - Loading Dock, West Stairwell/Exit, East Exit to Parking Structure, South Stairwell Exit.

Once the fire alarm goes off, we will evacuate the building. Remember the following:

- Follow the instructions of your Division Emergency Coordinator (DEC).
- Do not panic, run, or push.
- Do not use the elevators.
- If smoke becomes heavy, crawl. Stay close to the floor and take short breaths. Stay calm and proceed toward the exit. Place a cloth, preferably wet, over your nose and mouth for comfort.
- Personnel Assistants (PA) will provide assistance to employees needing evacuation help and will assemble at the Shelter Areas in the East Stairwell of each floor. The basement shelter is outside the OSHA Resource Center.
- Emergency Coordinators (EC) are assigned to check the conference rooms, restrooms, storage rooms, and training areas to make certain all persons have evacuated the building.
- When outside, go to assigned waiting/assembly area, **report to your Division Accountability Monitor (DAM)**, and remain there. Do not return to the building or leave the waiting/assembly area until told to do so.

7. Loss of Electrical Power

Buildings are rarely evacuated due to loss of power. Power will usually be restored within a few minutes to a few hours.

If the building loses power:

- Stay calm.
- Do not evacuate the building unless an IMS team member instructs you to do so.
- Stairwells within the L&I Building are equipped with emergency lighting. If emergency lighting fails, wait for an IMS team member or other personnel with flashlights before using the stairs.
- Turn off computers and other electrical equipment to prevent damage when the power is restored.

When the power is restored, do not turn equipment back on until directed to do so by an IMS team member. Information Management Division staff members will communicate with IMS team members regarding the status of the computer room and when employees are authorized to turn computers back on.

8. Earthquakes

In the event of an earthquake, IMS team members will instruct you to "Duck, Cover, and Hold."

- Take shelter under sturdy desks or tables. If there is systems furniture, move to a corner where partitions are connected at right angles. Next best is near a solid wall.

10. Hazardous Materials/Environmental Emergency

This includes chemical spills, leaks, fumes, powder substances, and other hazardous incidents in the Labor and Industries Building or workplace. If you or any person experiences nausea, dizziness, headache, or shortness of breath due to a hazardous or environmental incident, leave the area immediately and take the following steps:

- **Call (9) 911 immediately.**
- Contact your Division Emergency Coordinator (DEC) (see Emergency Contact page).
- Until help arrives, alert people to stay out of the affected area.

11. Explosions

If there is an explosion in the building, stay calm and do not panic. Follow these instructions:

- Do not exit the building until instructed to do so. IMS team members will check the building prior to any evacuation process. Once the safest evacuation route is determined, the IMS team will inform all building occupants.
- DO NOT use the elevators.
- DO NOT go to any underground locations, particularly the underground Capitol Mall parking structure.
- If building evacuation is necessary, follow IMS team instructions and evacuate in an orderly manner following established IMS evacuation procedures.

DCBS

Incident Management System

(Revised)

July 2008

EXECUTIVE SUMMARY

IMS System

The Incident Management System (IMS) has a proven track record in managing emergency incidents. It controls all aspects of the incident, which allows for more efficient and decisive action, improved safety, and single point of command.

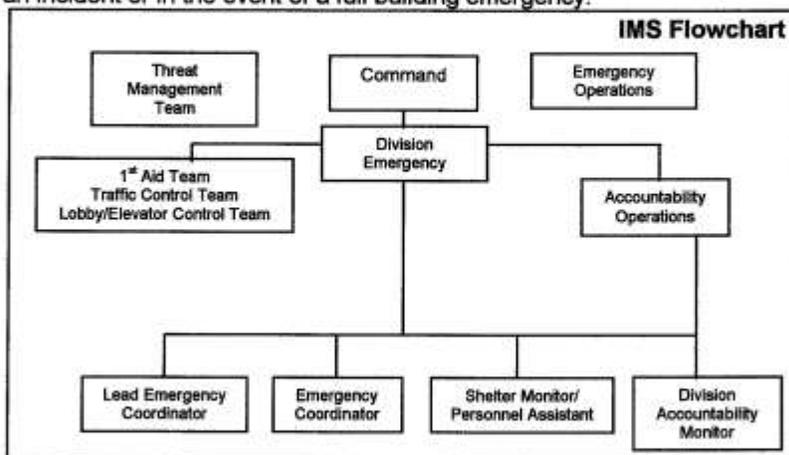
The IMS is a tool that can be used in almost infinite diversity and can be tailored to any emergency situation no matter how large or small. Elements of the IMS consist of a central Command person, who is empowered to make decisions on how to handle an emergency and direct the overall goal of the operation. Command can handle the actual operations of a small incident or build an incident management structure under him or her as the incident expands. The IMS can also expand and contract as the incident progresses.

Part of the IMS System is the Threat Management Team, which is comprised of people from the Director's Office, Human Resources, and Safety & Facilities sections. This team reviews threats and makes the decisions on what actions to take to best bring the threat under control and maintain a safe work environment.

Overview of Structure

The structure uses a formal hierarchical structure that places an incident commander at the top of the IMS organization. Every incident has a "Commander" in charge. This person, equipped with a radio that can communicate with other IMS personnel, has the authority to activate other IMS units, order up additional outside emergency resources, and evacuate all or part of the L & I Building.

Each division in the L&I Building has a Division Emergency Coordinator (DEC), or in some cases, a Lead Emergency Coordinator (LEC). These positions are key in coordinating emergency operations for their division. They report directly to Command during an incident or in the event of a full building emergency.



Emergency Coordinators conduct searches and sweeps through the building to be sure everyone evacuates the building. They work under the direction of the DEC's and LEC's. Other positions that answer to DEC's include Personnel Assistants, who help physically impaired to shelter areas, and Shelter Monitors, who may stay in the shelter areas with those needing rescue.

On the accountability side of the command structure, Division Accountability Monitors (DAM) coordinate the collection of information from each division at the meet site. They report their lists to the Accountability Operations person. This position then reports to Command.

Specialized units also exist within the IMS structure at DCBS. These units, or "teams," include a 1st Aid Team to respond to major medical emergencies, a Traffic Control Team to gain control of busy city streets in the event an evacuation is ordered, Lobby/Elevator Control, and Personnel Assistants to help physically challenged workers down the stairway.

Training - IMS

Training for the IMS team is held on an on-going basis and covers the following topics:

CPR/First Aid	IMS Overview & Protocols
Radio Protocol	Traffic Control
Personnel Assistance for Responders	

On-going training includes drills, some localized, with others being building-wide. Initial classes are targeted to occur annually or as needed as personnel change.



Command: The individual in this position is in charge of directing IMS personnel in an emergency. Personnel include: the DCBS Threat Management Team, Emergency Operations (EMO), and the Department of Administrative Services (DAS). Command interacts with emergency services (police, fire, and medical) to coordinate the safety of building occupants and the quick and efficient mitigation of the emergency. Command will work with EMO to make appropriate requests

of DAS to restore the building and its operations as quickly as possible.

Command notifies the Division Emergency Coordinators (DEC) of an emergency via radio. If the emergency is medical in nature, 1st Aid Team members may also be dispatched to the scene. In cases of violence in the workplace, Command will consult with DCBS Threat Management Team members

There are several designated command staff able to perform duties of Command should an emergency occur. These individuals are trained in Command procedures which have been approved by DCBS management.

Helmet Color: White

Communications: Radio for consulting with Threat Management Team, EMO, DECs, and LECs; face to face with liaison officers from outside agencies

Command Location: Varies depending on type, time, and location of incident

Recommended Training:

IMS Overview & Protocols	Traffic Control
Safe Lifting	Accountability Orientation
CPR/First Aid	Radio Protocol
Workplace Violence	Fire Extinguisher
Personnel Assistance for Responders	



Emergency Operations (EMO): The individual in this position is in charge of the "operations" portion of the emergency. He or she provides Command with updates on physical conditions of the building, coordinates with DAS Maintenance and local rescue personnel, and assists Command in decision making on what actions to take. If Command is unavailable, Emergency Operations can take the role of Command and coordinate the emergency response. This position also works with Command following an incident to ensure the building and its operations are restored in a proper and timely manner. When an incident is developing, often Emergency Operations is the first to know. The person will notify Command immediately to respond to the incident and coordinate the IMS team appropriately.

Helmet Color: White

Communications: Radio for communication with Command and occasionally DECs and LECs; face to face with liaison officers from outside agencies

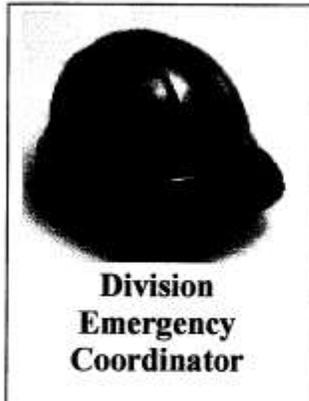
Communicates with: Command and Threat Management Team

Location: Varies depending on type, time, and location of incident

Recommended Training:

IMS Overview & Protocol
CPR/First Aid
Fire Extinguisher
Safe Lifting
Accountability Orientation

Traffic Control
Radio Protocol
Personnel Assistance for Responders
Workplace Violence



Division Emergency Coordinator

(DEC): This position is at the division level and during an emergency is responsible for coordinating emergency operations for that division. The DEC works with and directs the Lead Emergency Coordinators, Emergency Coordinators, 1st Aid Team, Personnel Assistants, and Division Accountability Monitors in his or her division. The DEC communicates with Command via radio and interacts with division emergency responders on the floor (EC, PA, DAM, etc.) using face-to-face communication.

Command will notify the DEC of any emergency in his or her division. If a general building evacuation is ordered, the DEC will station themselves in the lobby on the main

floor of their divisions or other designated area. For small emergencies (no building evacuation), the DEC will respond to the location of the emergency, along with other ECs, if needed, and report the situation to Command via radiophone. The DEC should ensure that workers are being helped, hazards are isolated, and personnel are evacuated as the situation demands.

The DEC should also meet with other DEC's on the floor and pre-plan searches of common areas and protocols for special situations. The DEC's are responsible for keeping their LECs, ECs, PAs, and DAMs apprised of new DCBS emergency protocols, upcoming training, or other IMS-related information.

Helmet Color: Red

Communications: Radio for communication with Command, Emergency Operations, or LEC; face to face with ECs, PAs, and DAMs

Reports to: Command or Emergency Operations

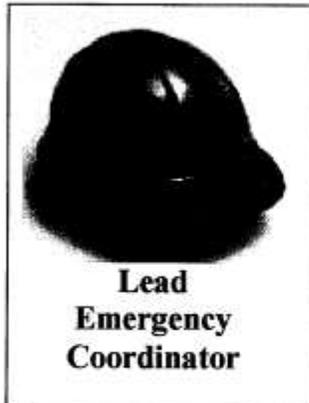
Reported to by: LECs, ECs, PAs, and DAMs

Location: In the lobby of the main floor of the division during a large emergency or at the division location for small isolated emergencies

Recommended Training:

IMS Overview & Protocols
Personnel Assistance for Responders
Fire Extinguisher

CPR/First Aid
Radio Protocol



Lead Emergency Coordinator

(LEC): The individual in this position acts as a "lead" for Emergency Coordinators for divisions that have offices on multiple floors. In a large incident, this position would direct emergency operations on his or her floor if not already occupied by the DEC.

In the event a large incident occurs, the LEC would assume many of the same duties of the DEC. In small emergencies, the DEC might alert the LEC of the emergency via radio if the emergency occurred on a floor other than the main floor of the division. Otherwise, the LEC acts as a backup to the DEC.

Helmet Color: Red

Communications: Radio and face-to-face with the DEC, ECs, DAMs, and PAs

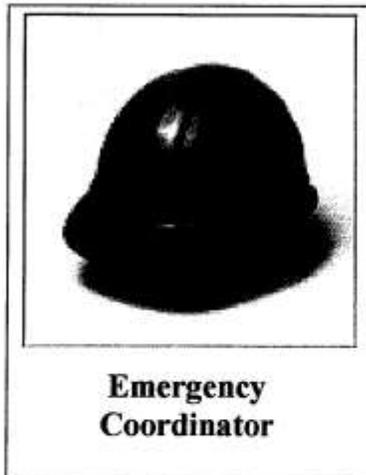
Reports to: DEC

Reported to by: ECs, PAs, DAMs

Location: On the floor or section of responsibility

Recommended Training:

IMS Overview & Protocols	CPR/First Aid
Personnel Assistance for Responders	Radio Protocol
Fire Extinguisher	



Emergency Coordinator (EC):

This position is at the division level and during an emergency is responsible for searching a pre-planned and pre-assigned area of the office or floor.

In an emergency of any size, the DEC will contact EC members or order an evacuation sweep. If an evacuation is ordered, the ECs will immediately don blue hardhats and vests and begin to carry out their assigned sweep duties. The ECs will also search common areas as needed or directed by the DEC. Once the search is completed, the ECs will report an "all clear" for their search area to their DEC or LEC.

Emergency Coordinators may also be assigned to bring outside emergency responders into the emergency scene, assist with crowd control in a medical emergency, or act as runners when radio silence is necessary.

Helmet Color: Blue

Communications: Face to face to DEC, ECs, PAs, and DAMs

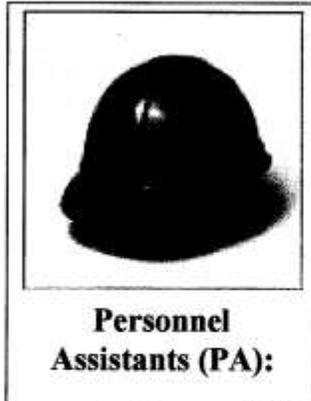
Reports to: DEC or LEC

Reported to by: None

Location: Assigned floor or sections of that floor.

Recommended Training:

- IMS Overview & Protocols
- Radio Protocol (if backing up DEC or LEC)
- Fire Extinguisher



Personnel Assistants (PA): The individual in this position is in charge of escorting pre-identified co-workers who have mobility issues to the designated rescue areas inside the building. The Personnel Assistants are activated when the alarm sounds or by the DEC or LEC. When necessary, Personnel Assistants (if trained and physically able) may help transport mobility challenged workers down stairways to safety outside of the building.

The Lead Personnel Assistant will descend from the fourth floor and take a count of people awaiting rescue from each area. The person will then relay that information to Command who will arrange for their evacuation from the building.

Helmet Color: Green

Communications: Face to face with DEC, LEC and LPA

Reports to: DEC or LEC

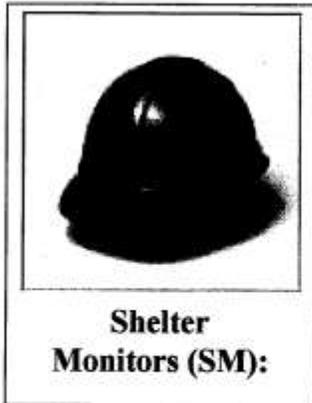
Reported to by: None

Location: Pre-planned/pre-determined rescue area

Recommended Training:

IMS Overview & Protocols
Fire Extinguisher

Personnel Assistance for Responders



Shelter Monitors (SM): This individual is responsible for manning the rescue area for co-workers who have mobility issues.

The Shelter Monitor is also responsible to stay in the rescue area to help employees until rescue help arrives or the building has been cleared for re-entry, and to ensure the stairwell is clear for access and egress by organizing co-workers in an orderly manner.

Once re-entry has been approved, those in the rescue areas may return to their workstations. The Shelter Monitor is responsible for returning the lifting devices after drills.

The Lead Personnel Assistant will descend from the fourth floor and take a count of people awaiting rescue from each area. The person will then relay that information to Command who will arrange for their evacuation from the building.

Helmet Color: Green

Communications: Face to face with DEC, LEC, LPA

Reports to: DEC, LEC, LPA

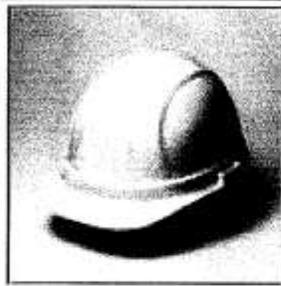
Reported to by: None

Location: At the appointed rescue area or shelter

Recommended Training:

IMS Overview & Protocols
Fire Extinguisher

Personnel Assistance for Responders
CPR/First Aid



Accountability Operations

Accountability Operations (AO): The individual in this position is in charge of accounting for L&I Building occupants at the time of an evacuation. This position is responsible for working with Division Accountability Monitors (DAM) to account for and create lists of people entering the evacuation area. The Accountability Operations position keeps Command informed of occupants whose status is unknown.

Helmet Color: White

Communications: Radio to Command; face to face with DAMs

Reports to: Command

Reported to by: DAMs

Location: At the evacuation area

Recommended Training:

IMS Overview & Protocols

Accountability Orientation



Division Accountability Monitors

(DAM): These are division-level positions who maintain a current list of personnel working in their division within the building. Upon evacuation, the DAMs will take their division sign and list of their division's personnel and proceed to the evacuation area to do a roll-call. The DAMs will check in with the Accountability Operations person immediately after roll call to ensure the names of any staff or guests unaccounted for are relayed to Command for action.

Helmet Color: Yellow

Communications: Face to face with evacuated employees

Reports to: Accountability Operations

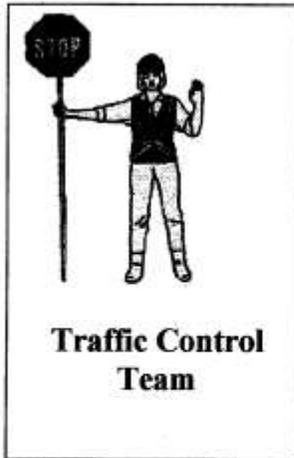
Reported to by: Evacuated employees

Location: At the evacuation area

Recommended Training:

IMS Overview & Protocols

Accountability Orientation



Traffic Control Team (TC): This group is responsible for executing the DCBS emergency traffic plan to allow safe crossing of streets by DCBS personnel in the event of an evacuation.

This group is specially trained in traffic control procedures. Whenever an evacuation is required, the team will set up and provide emergency closure of streets. They will also station themselves at various locations outside the building to provide directions to the evacuation area.

When the emergency has concluded, the TC team will not close streets, but aid in enforcement of crosswalk signals.

Helmet Color: Orange

Communications: Radio to Command; radio to Traffic Team Leader

Reports to: Command, Emergency Operations

Reported to by: None

Location: As needed

Recommended Training:

IMS Overview & Protocols
Radio Protocol

Traffic Control

IMS Schedule for Training | 2010

January 2010	February 2010	March 2010
<p>IMS Radio Protocols Jan 21, 2-4pm, Rm 260 Entire IMS Team</p>	<p>DEC Quarterly Meeting February 18, 2-3pm, Rm. B DEC's and Backups</p> <p>CPR/AED Training, February 9, 8:30-3pm, Rm. 260</p>	<p>IMS Meet-N-Greet w/ OSP & Salem Fire Department March 18, 2-4pm, Rm. 260 Entire IMS Team</p> <p>Personal Assistant Training T.B.D. PA Teams and the persons they are responsible for assisting</p>
April 2010	May 2010	June 2010
<p>Earthquake Drill Surprise! Entire Building</p> <p>*National Earthquake Preparedness Month*</p>	<p>DEC Quarterly Meeting May 13, 2-3pm, Rm. F DEC's and Backups</p> <p>Safety Break, May 12, 11:30- 1pm, Rm. 260, IMS Booth</p>	<p>Fire Extinguisher Training, June 25, 11am-12pm, Rm. 260</p> <p>Traffic Control Training T.B.D. TC Team</p> <p>1st Aid/CPR/AED Training, June 9, 8:30-3pm, Rm. 260</p>
July 2010	August 2010	September 2010
<p>IMS Position Overview July 15, 2-4pm, Rm. 260 Entire IMS Team</p>	<p>DEC Quarterly Meeting Aug. 19, 2-3pm, Rm. B DEC's and Backups</p> <p>Accountability Monitor Training T.B.D. DAM Teams</p> <p>CPR/AED Training, August 10, 8:30-3pm, Rm. 260</p>	<p>Building Fire Drill Surprise!</p> <p>*National Disaster Preparedness Month*</p> <p>CPR/AED Training, Sept. 8, 8:30-3pm, BCD</p>
October 2010	November 2010	December 2010
<p>IMS Protocols – Various Emergencies, October 14, 2-4pm, Rm 260, Entire IMS Team</p> <p>CPR/AED Training, October 13, 8:30-3pm, Rm. 260</p>	<p>DEC Quarterly Meeting November 11, 2-3pm, Rm. F DEC's and Backups</p>	<p><i>Holiday Break</i> No meetings or training</p>

Call Toll Free:
1-800-635-2666

You are here:
[Home](#) » [2010 Think Safety Monthly Planner \(Laminated\)](#)

Request a Catalog
For a Free Catalog
Click Here

Free Newsletter
Receive special offers and promotions via email
Your email

DISCOUNTS & SPECIALS % OFF
» [CLICK HERE FOR MORE](#)

CALENDAR OF EVENTS 
» [CLICK HERE FOR MORE](#)

WE'LL FIND IT SERVICE 
» [CLICK HERE FOR MORE](#)

CONTEST INFO CENTER 
» [CLICK HERE FOR MORE](#)



Powered by
MERCURY PLATFORM™



[Larger image](#)

[Tell a Friend about this item](#)

[Wondering how to send us your artwork?](#)

2010 Think Safety Monthly Planner (Laminated)

Item #: ITP-10V

As low as
\$1.05
each!

Handy monthly planner offers important workplace safety tips for each month including back safety, protective equipment, emergency preparedness, fire prevention and more. Also includes special section for recording accidents, an emergency-care guide, a safe-home checklist and 2009 at-a-glance calendars. Cover features Laminated cover and room for your personalized imprint. Includes clear vinyl sleeve.

Minimum Order Quantity: 50
Minimum Imprint Quantity: 50
Product Size: 3 3/4" WIDE X 6" HIGH. 36 PAGE BOOKLET.
Imprint Size: 3" X 1 1/2", UP TO 5 LINES TEXT ONLY (NO LOGOS) *

#ITP-10V 2009 Think Safety Monthly Planner (Laminated)
Personalization Setup Fee: \$25.00
Production Time: 5 days [\(info\)](#)

Choose Your Options for This Item:

Imprint Message: (up to 5 lines)

Logo (clear logo selection)

I am sending camera-ready art [\(info\)](#)

I am emailing my artwork [\(info\)](#)

I do not want an Imprint or Logo

Qty:	50-99	100-249	250-499	500+	1000+	2500+	5000+	Qty to Order:
Each:	\$1.87	\$1.62	\$1.49	\$1.37	\$1.23	\$1.15	\$1.05	<input type="text"/>

Customers That Viewed This Item Ultimately Bought

Call Toll Free:
1-800-635-2666

You are here:
[Home](#) » [2010 Think Safety Calendar](#)

Request a Catalog
For a Free Catalog
Click Here

Free Newsletter
Receive special offers and promotions via email
Your email

DISCOUNTS & SPECIALS % OFF
CLICK HERE FOR MORE

CALENDAR OF EVENTS 
CLICK HERE FOR MORE

WE'LL FIND IT SERVICE 
CLICK HERE FOR MORE

CONTEST INFO CENTER 
CLICK HERE FOR MORE

Recently Viewed
[2010 Think Safety Calendar](#)
[2010 Think Safety Monthly Planner \(Laminated\)](#)



ABOUT SSL CERTIFICATES



2010 Think Safety Calendar

Item #: hfd-1

As low as
\$1.55
each!

Each monthly calendar page features an effective safety slogan, along with a clever cartoon that shows both the safe way and the wrong way to perform various tasks at work or home. Each month also includes "Safety Smarts" tips and safety facts and stats. There's even a full page Emergency Care Guide, plus room to fill in emergency phone numbers for easy reference.

Minimum Order Quantity: 25
Minimum Imprint Quantity: 50
Product Size: 10 3/4" WIDE X 18 1/2" HIGH (OPEN).
Imprint Size: 6 1/2" WIDE X 1 1/4" HIGH.

[Larger image](#)

[Tell a Friend about this item](#)

[Wondering how to send us your artwork?](#)

#HFD-1 2010 Think Safety Calendar
Personalization Setup Fee: \$25.00
Production Time: 4 days [\(info\)](#)

Choose Your Options for This Item:

Imprint Message: (up to 5 lines)

Logo (clear logo selection)

I am sending camera-ready art [\(info\)](#)

I am emailing my artwork [\(info\)](#)

I do not want an Imprint or Logo

Qty:	25-	50-	100-	200-	300-	500+	1000+	Qty to Order:
	49	99	199	299	499			<input type="text"/>
Each:	\$2.14	\$2.10	\$1.99	\$1.88	\$1.77	\$1.66	\$1.55	<input type="text"/>

ADD TO CART

Customers Who Viewed This Item Also Viewed