SITE EMERGENCY COORDINATOR HANDBOOK

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GLOSSARY

ADA – Americans with Disability Act

DAS – Department of Administrative Services

EA – Evacuation Assistant

EC – Evacuation Coordinator

Emergency Responder – Local Fire Department, city, county or State Police

Employee – State of Oregon worker

Employer – State of Oregon

SEC – Site Emergency Coordinator

Statewide Emergency Entities – Fire Marshal, Emergency Management, ORNG, etc.

RESOURCES

Administrative Rule for Earthquake Drill (SB13)

Earthquake Drill Procedure/Resource List

Earthquake Preparedness and Mitigation Guidance for Oregon State Agency Offices and Warehouses

Earthquake Evaluation Guide

Earthquake Evacuation Evaluation

Mitigating Non-Structural Hazards

Other Earthquake Information

Emergency Evacuation Planning Guide for People with Disabilities

NOTES

The DAS EGS Risk Management ToolKit “Sound the Alarm”, written per a 1993 legislative mandate, calls for one building-wide evacuation per year. Since a fire is the most likely emergency event you will experience, we suggest your building participate in a fire evacuation drill at least every other year, if not every year. If you wish, you may use the annual earthquake drill as the cause of the evacuation drill in the off year. If you prepare for emergencies according to the ToolKit, your agency also meets the requirements of the local fire department and OR-OSHA rules. If there is more than one agency in your building, the ToolKit says “agencies sharing a building must agree upon and use a single plan, tailored to the building and its occupants.”

Before you have your drill, give individuals with disabilities an opportunity to self-disclose that they need assistance to evacuate. “Respecting the person’s right to confidentiality” means the person’s specific handicap is not identified without the individual’s approval. It does not mean their needs cannot be discussed in order to arrive at a plan.

When you plan a fire drill, contact the following people:

- DAS Facilities if you occupy a DAS-owned building. They will test your alarm and lights during the drill. They let the fire department know that it is a drill and not real. They can also time how long it takes your building to evacuate.
- Capitol Mall Police so they can respond to calls from adjacent buildings to let them know why your building is evacuating.
- Local Fire Department to participate if available.
- DAS RM to update your building’s drill date on the website.

After the drill, do a debriefing with the ECs and EAs to share what was learned. Do not minimize the importance of the debriefing. It was from a drill some years ago at the Executive Building that we learned some valuable lessons. Some DAS employees returned from breaks, not knowing we had evacuated. They just walked into the building from the opposite side of the assembly area, out of site of evacuees. To prevent future mistaken entries, ECs now post a warning sign at each entry. The sign states “DO NOT ENTER – EVACUATION IN PROGRESS.” Some ECs had trouble finding their evacuees who were milling about, chatting with friends and feeding squirrels. Now they ask their groups of evacuees to go their designated assembly spots. And, Facilities decided to put in louder fire alarms with flashing lights.

Drills help you locate snafus. Through regular practice, you reduce their number and get people out in the minimum time. You practice evacuations in order to save lives in the event of an actual emergency.

False Alarms

False alarms happen. What is the protocol when your building may have a false alarm? Evacuate. There’s always the possibility of it being the real thing. The time needed to determine whether it’s real or false, may be the difference in everyone getting out alive or not.

Isn’t it a waste of time? No. Mark it down as the year’s required annual evacuation drill. In fact, your Evacuation Team may learn more in responding to an unplanned drill rather than a planned one. Admittedly, with the unplanned drill, it may be unsettling to the SEC. Nonetheless, it is a valuable experience if a debriefing is done and then shared with all involved.

SITE EMERGENCY COORDINATOR (SEC)

The Site Emergency Coordinator (SEC) and one back-up SEC must be appointed for each office building. The SEC leads and coordinates all who have a role in an emergency. The SEC must be given time to carry out the duties of the position and must take all required training for ECs. The SEC must meet the same qualifications as ECs.

SECs keep emergency plans up-to-date, arrange annual drills and make sure enough ECs and back-up ECs are appointed. SECs coordinate emergency plan training and orientation of ECs and occupants. They assure that any occupants who may need evacuation assistance know to ask for assistance and then prepare for it with the appropriate EC.

In an emergency, the SEC and the facilities person are the main links to emergency authorities at the scene. SECs meet the responders and provide floor plans and current information about the building. They assist in evacuation, release, shelter decisions and communication between ECs and the authorities.

Qualifications

- Employees who are physically able to walk, stand, crawl and climb about even when fallen material may litter the evacuation route.
- Employees who are able to successfully direct people.
- Employees who work in the building at least 70-80% of the time.
- They are available for 8-16 hours of training, coordination meetings and drills per year. They cannot be given other emergency duties that would interfere with their EC duties.
- EC's must be appointed in writing in the Plan, in their Position Description or elsewhere.
- Knowledge of all possible exits and the hazards of the building is a plus.

Duties

- Provide required training of Evacuation Coordinators (ECs).
- Coordinates plans with both the Salem Fire Department and the Capitol Mall Police.
- Keeps emergency plans up-to-date and arranges annual drills.
- Ensures that managers appoint a sufficient number of ECs and back-ups.
- Assists ECs with how to procure uniforms and equipment.
- Assures that occupants in need of assistance know to ask for assistance and to plan for it with the appropriate EC.
- In an emergency, the SEC and a facilities person meet the local responders at the scene. The SEC informs them of any people still in the building or in need of medical attention and provides floor plans and current building information. The SEC is the main link between the ECs and the emergency responders.

EVACUATION COORDINATOR (EC)

Evacuation Coordinators (ECs) direct evacuations and account for people. ECs can volunteer or Managers appoint ECs. Emergency evacuations rely on ECs knowing their building and the plans well. They assist occupants in their work area with where to go and what to do. ECs propose evacuation details for their area, including specific plans for any individuals requesting assistance. The ECs area plans integrate into the building plan. To do this, ECs must know the exits, hazards and safe areas of the building. ECs orient building occupants to the plan. They alert the SEC to plan revision needs.

In an emergency, ECs guide and direct occupants out of the building to assembly areas and check to make sure all occupants have left the building. They account for evacuees once they reach the assembly area. They report injured or missing evacuees and other important information to the SEC at the instruction area. If a route or assembly area is unsafe, ECs direct evacuees to back-up areas. ECs communicate between their group and the SEC and authorities. If the SEC or alternate is not on scene, any EC needs to ready to do the SEC tasks until the SEC arrives.

In an emergency, ECs will not do anything that impairs their ability to direct the evacuation and assembly. This means that, unless their primary duties are completed, they are not to render first aid or physical assistance to evacuees. They are not expected or authorized to take any uncommon personal risk or perform professional emergency services.

Qualifications

- Employees who are physically able to walk, stand, crawl and climb about even when fallen material may litter the evacuation route.
- Employees who are able to successfully direct people.
- Works in the building at least 70-80% of the time.
- Available for 8-16 hours of training, coordination meetings and drills per year. They cannot be given other emergency duties that would interfere with their EC duties.
- EC's must be appointed in writing in the Plan, in their Position Description or elsewhere.
- Knowledge of all possible exits and the hazards of the building is a plus.

Duties

During evacuation of building:

- Put on Blue Vest and Blue Helmet.
- Tell evacuees to take small personal necessities with them.
- Look to see if adjacent area is evacuating. If not, send Alternate EC.
- Make sure EAs are helping assigned evacuees.
- First EC checks to see if evacuation route is clear.
- Second EC sweeps the area for missed occupants.
- Mark on floor plan any room not able to check and any occupants unable to evacuate.
- Mark on doors with an "X" with a Post-It Note to show it was checked.
- DO NOT ENTER A ROOM ALONE. Start farthest away and work toward exit.
- Except in explosions, bomb threats and armed intruder situations, close doors as you leave.

After employees evacuate building:

- Guide evacuees to designated assembly area.
- Account for evacuees on the Employee Roster Form, including visitors. (Train employees beforehand to repot to EC first in assembly area.)
- On Employee Roster Form, note people still in building; where and why.
- Write down any critical information given and who reported it. (Information might be location of a person or important item.)
- Send a **pair** of messengers with completed Employee Roster Form to SEC at instruction area.
- Stand-by for re-entry or release.

Duties Specific to Fire

- Do not let a person enter a room or area that is on fire.
- In smoke and heat, keep people near the floor.
- If your ears are tingling or hot, get people closer to the ground; stoop or crawl if needed.
- Feel closed doors before opening. DO NOT OPEN DOOR IF WARM.

If you must pass through a room on fire in order to evacuate the building:

- Make sure you can see a clear way out.
- Make sure smoke is no higher than door knob level.
- Make sure you can see the fire and it is no larger than a desk.

What to do if you cannot get out in a fire?

- Keep doors closed.
- Stuff door cracks with coats, blankets, etc. to keep smoke out.
- If available, signal for help from window.
- Only break a window if there is no clear air to breathe.
- Move to roof only if necessary and able.
- Stay near the floor in smoke and heat.
- Do not open a door that is warm to the touch.

What do you do if someone else or your clothes catch on fire:

- **STOP ~ DROP ~ ROLL**

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BASIC PLANNING INFORMATION FOR SECS AND ECS

Basic Principles: All SECs and ECs must be very familiar with this basic information.

- Plans are specific to the building and the type of emergency. They are approved by the local fire department and contain back-up plans for all key elements.
- Plans do not depend on all occupants knowing where to go and what to do. They depend on occupants following ECs directions.
- Office workers, SECs and ECs are not expected or authorized to take any uncommon personal risk or perform professional emergency services.
- Each person's first responsibility is to maintain his or her own safety. Only then can they help others.
- Everyone is responsible to cooperate and use their best efforts to get out of the building.
- Fire alarms mean ***EVACUATE***. They do not mean to try to find out whether an evacuation is needed.
- Given planning choices, choose the simplest and safest options for safety of the greatest number of people.
- Emergency responders, particularly the fire department, take charge upon arrival.
- Once out, ***STAY OUT***.
- Safety in pairs. Whenever sending messages or sending anyone anywhere for any purpose, ECs should always send them in pairs, *never singly*.
- Do not use physical force to evacuate or restrain people from entry. Never give consent to anyone proposing to endanger their life or the lives of others. Anyone disregarding instructions of an EC, moving an emergency barrier or entering an evacuated state building or structure may face appropriate consequences. These may include criminal or civil liability and disciplinary action.

Basic Evacuation Procedures

These are the basic the basic procedures for typical emergencies. Emergency plans are specific to different kinds of emergency. Some duties may vary in some cases.

1. **Plan Primary and Alternate Actions.** Prepare and follow tailored, coordinated pre-plans written in accordance with this guide. Include back-ups or alternatives for every important part. That includes back-up SECs, ECs, EAs, routes, assembly areas and back-up plans to help any disabled persons. Give the local fire department, for its concurrence, your written plan. It must contain all the information the fire department needs for the building, including floor plans and where to meet them near their staging area.
2. **Anyone who discovers an immediate threat to occupants may activate an office building's fire alarm and call 911 or 9+911**. In a few kinds of emergencies, fire alarms or mass evacuations may be harmful. But, if you do not know, err in favor of sounding the alarm. "False alarms" in regular office buildings, unless malicious or grossly careless, must not be the cause of discipline. (Custodial and security-risk facilities normally have specific protocols that dictate how alarms and 911 calls are to be made and by whom.) If the alarm fails or should not be sounded, be ready to warn occupants door to door by a pre-planned messenger tree, phone tree or whistles.

3. **Phone Tree (Optional)**. A phone tree consists of each EC or alternate having a list of about three EC numbers he or she calls to alert occupants in other areas. Call receivers then call three others and evacuate their area. Trees can be designed so that a call can originate with any EC system and reach everyone in one or two minutes. Trees can be designed to just call to each floor with messengers alerting the ECs of the floor. Tree messages must be extremely simple and brief*: "This is an emergency telephone tree call. Do you understand? Instructions are to evacuate the building, there is a chemical spill in the lobby. Do not use the front door. Do not pull the alarm."* For messenger trees, one messenger per floor is usually sufficient. Whistles can be used when quiet is not needed.
4. **Disasters Can Impact Other Buildings.** Chemical spills in a building or on the street or railroad, gas leaks, explosions and threats of explosion have the potential to affect nearby buildings. If ECs believe the disaster may affect occupants in nearby buildings, *notify them*. Call from a safe place or send messenger pairs. On the Capitol Mall, also call State Police Executive Security and DAS Facilities. Be sure to tell them what and where the danger is, so they know to move away from it. Tell them if you have already alerted 911
5. **Call 911 or 9+911 Whenever the Fire Alarm is Pulled.** An alarm does not mean the fire department knows you have an emergency or what it may be. If it is dangerous to remain in the building to call, call from another building. Stay on the line. If the SEC does not know whether an event was called in, he or she should send a pair of people to the nearest safe building to make the call. If the alarm is known to be false or no reason is found for it, tell that to 911.
6. **Evacuate** whenever the fire alarm sounds and whenever staying in the building appears less safe than leaving. Do not wait to find out where or how bad the problem is.
7. **Assure Safe, Prompt Evacuation.** ECs and/or alternates put on blue vests and blue helmets. If it is safe to do so, ECs tell occupants to quickly pick up small personal necessities that are at hand (purse, medications, keys, glasses, coat, umbrella, etc.). These may be important to evacuee's health and safety. Evacuees may not be able to return. If anyone attempts to carry large items tell them not to. If they refuse, ask them to let all others go first. Make note, but do not remain. Do not give consent to anyone to stay behind with them.
8. **ECs Look or Signal to the EC in the Next Area.** Make sure they are evacuating. If not, send an alternate EC to direct their evacuation. ECs coordinate with and support each other.
9. **Make Sure Evacuation Assistants are Helping Their Assigned Evacuee.** If the EAs are not present, move to back-up plans. If occupants with disabilities pre-plan to stay behind for professional evacuation help, the waiting area must comply with all laws and codes and with the resources of local emergency services. No one is to remain with them except for real necessity. Fire departments recommend against staying behind.
10. **Sweep.** Leaving the area, ECs and alternates or volunteers sweep it for missed occupants. Do not enter any room alone. Sweepers stay in verbal contact with each other. Do not backtrack. Start at the area farthest away and work toward the exit. Call out as you pass rooms or cubicles. Mark on your floor plan any room that was not checked because it was locked or dangerous. In most cases, close all doors as you leave. Do not lock them. Once it is determined that the building is empty and will not be re-entered that day, it must be locked or secured.

11. **Routes.** Routes and alternative routes out of the building and to assembly areas must be pre-planned. Choose routes likely to be safe under expected circumstances. Think about those expected circumstances. Then, inspect the routes for hazards. Plot interior routes on floor plans and exterior routes on area maps. **Note:** In many emergencies (not earthquake), tunnels to parking structures can be safe evacuation routes. On the Capitol Mall, the underground parking structure has sprinklers, has stairs and separate elevator access to the surface. As an underground structure, it can withstand severe quakes as well. However, it is preferable not to rely on any structure in an earthquake unless lives are in danger by not doing so. It is also preferable to avoid basements, tunnels and other low-lying areas when gas or fumes may be present. ECs see if the evacuation route is clear then guide evacuees by pre-planned routes to assembly areas. If routes or exits are blocked or hazardous, ECs direct evacuees to secondary routes. The EC or alternate usually place themselves at the front and tail of the group. One may stand at the building exit to direct evacuees to the assembly area. While evacuating inside, do not run. Move quickly, but safely. Use the entire hall or stairway. Stay to the right only if emergency responders are moving past. Do not obstruct or interfere with emergency workers. Once outside, normally, use sidewalks and crosswalks.
12. **Assembly Areas.** Pre-select areas that protect evacuees from each specific type of emergency. Emergencies may occur when heat, rain, cold or wind will endanger evacuees left out in the open for an hour or more. Pre-plan for shelter or release of evacuees. Make reciprocal plans with nearby buildings to serve as shelter. Assembly areas must be an adequate distance from the hazard and away from items that may be affected by the event. Warn evacuees to remain in the assembly area and not to interfere with emergency workers or equipment. If the assembly area is unsafe, move to an alternate assembly area. If no area is safe, release the evacuees for the day. Some buildings may prefer to use the same primary assembly areas for all or most emergencies. To do so, these areas must be upwind, clear of earthquake risks, at least 300 feet away and out of a line of sight from the evacuated structure. The area must meet needs of all emergencies for which it will be used.
13. **Accounting for People.** ECs account for evacuees through roll call using the accounting form. (Keep an up to date copy in ECs vest pockets.) If the form is not available, take names on any piece of paper. Include names of visitors or other evacuees that assemble with you. Ask employees to report to the EC first before anyone decides on their own to leave the area. That way, they will not be listed as missing. Reporting to an EC does not mean a person has approval to leave. *Most important* is to know and make note of anyone still in the building, where they are and why. If someone tells you they know where someone else is, take down the reporter's name and what was said. Put the critical information on the emergency report form.
14. **Never Use Physical Force.** Use only verbal persuasion with evacuees refusing to follow directions. Get their names if possible.
15. **Report**. ECs promptly send a *pair* of people with the emergency report form to the SEC at the designated instruction area. (The ECs keep their evacuee accounting form.) The SEC, with the help of a volunteer or back-up, checks that each area EC has submitted an emergency report. The SEC gives to the emergency command any emergency reports showing that occupants are in need of help in the building. The SEC may also give the ECs information from the emergency responders. The SEC can complete a full building accounting after the crisis ends or as time allows. The important action is to tell the responders who have been reported to be in immediate need of help.

16. **Staging and Instruction Areas.** Pre-plan with local fire department for staging and instruction areas. Staging areas are where emergency responders plan to set up their equipment and control. Everyone must stay clear of these areas. Instruction areas are where facilities personnel and the SEC pre-plan to meet fire officials out the way of responders. Facilities people and the SEC will report building and evacuation information to the responders. The SEC will convey information to the ECs.
17. **Re-Entry or Release.** Once out, stay out. Do not go back into the building to search for anyone. Do not re-enter a building until emergency officials approve re-entry. Management and the SEC will tell ECs when re-entry has been approved.
18. **Release of Evacuees.** All written plans must provide that evacuees are to be released on their own when it has been determined that re-entry will not be permitted within a specified time and whenever the employer cannot provide shelter from dangerous emergency conditions or weather. Plans must include provisions for learning whether the building will be open for re-entry the next day. ECs remind evacuees of the plan. The best plan for large buildings is to tell evacuees to listen to the radio stations that are designated to carry storm closings to find out if the building will open the next day. No news should mean report to work. Smaller offices may plan a calling tree or have employees call the manager. Certain events, like hostage situations, explosions, or those causing death or serious injury to people, can cause emotional problems. Studies show that employers who provide employees with de-briefing sessions and counseling within 24-48 hours after an event reduce employee health problems, stress level, time-loss and insurance claims.
19. **Training and Orienting Employees.** Office emergency plans and this guide to planning must be available to and explained to all employees, new and existing. Employees must know what to do to protect themselves in an emergency. Written emergency plans must be readily available to employees in each work area. However, rather than every employee remembering what to do and where to go, state office emergency plans are designed to rely on trained ECs knowing their roles and responsibilities in detail and directing employees according to the needs of the event. Employees do not have to know and remember all the plans and principles.
20. **Annual Drills.** SECs schedule and carry out at least one building-wide evacuation drill each year. They may choose the type and time of drill. Drills must be coordinated with DAS Facilities and the local fire department.

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Evacuation, Route and Assembly Area Summary

Emergency	Evacuation Requirements	Assembly Area Requirements
All Types	Evacuate whenever it is more dangerous to remain.	Clear of emergency services and hazards.
Fire	Evacuate quickly through the closest exit.	Same as high risk hazardous material releases. Clear of utility lines & pipes.
Hazardous Material Release	**Low Risk:** Appearing clearly benign. Move back from the hazard. **High Risk:** Obviously dangerous. Evacuate. Avoid affected areas. May have to use alternate route.	At least 50 feet away from the hazard. May remain in the building. Out of affected building at least 300 feet, next block preferred. Upwind, uphill, or upgrade from the spill. Watch clouds, dust, or flags for wind direction and be ready to move.
Earthquake	Wait out earthquake, then evacuate by nearest safe exit. May have to alter routes. Stay clear of falling and collapse hazards, power lines, lamp posts, buildings, signs, trees and underground structures.	Clear, sound, open away from any structure by at least half its height. Out of range of falling debris and underground tunnels or structures. Away from gas lines, transformers, storage tanks and bridges. Coordinate areas with nearby buildings.
Explosion Threat	**Immediate Hazard:** Evacuate by the closest exit. **Threat Message:** Police and management will decide when to evacuate.	At least 300 feet from the building. May be in another structure.
Explosion	Evacuate by nearest safe exit. May have to alter routes. Stay clear of affected area and hazards of collapse or falling debris.	Same as explosion threat.
Armed Intruders	May need to evacuate in small groups by any route. Choose routes out of sight of the incident. Be quiet.	Move to other buildings or areas away from and out of sight of the incident.

EMERGENCY ROLES OF OTHER ENTITIES

Evacuation Assistants (EAs)

Evacuation Assistants (EAs) are co-workers who agree to help someone evacuate. Two EAs are normally needed for each person that has requested evacuation assistance. They are workers who are normally present at the site, physically able to carry out the planned aid and acceptable to their manager and the person they will help. Assistance may mean guiding someone with impaired vision, alerting someone with hearing difficulty, carrying breathing apparatus for someone or whatever is needed. If carrying someone is proposed, EAs must show that they clearly have the ability to do it for the required distances without injury to anyone. They also must have training in carry techniques recommended by the fire department.

Facilities Personnel

Facilities personnel are critical to emergency planning and response. They know their buildings' features best. This role description uses the example of the Department of Administrative Services Facilities on the Capitol Mall. Any state facility has similar people or units doing similar work. They maintain fire extinguishers, alarm systems, signage, property security and other building systems. In leased and shared space, the facilities expert may be the owner, lease administrator, manager or other. For planning, the facilities unit provides SECs with building details. This includes floor plans and building information that evacuation planners and emergency responders will need.

During an emergency, Facilities personnel go to the affected building. Facilities personnel turn off manual, mechanical and electrical systems in buildings that automatically don't shut off. They provide emergency responders with keys or other means of access to buildings. They answer responder's questions on building details and assist as required. They check systems and structures for damage and inspect for gas leaks, water leaks, collapse risks, etc. They shut off elevators and inspect for damage. They check electrical systems, breakers and control centers for damage. They may test utility and power systems.

Facilities personnel can assist ECs by reporting people who are missing or needing emergency help. They carry cell phone to communicate with each other. If power and telephone service are out in the mall area, Facilities will try to set up emergency cell phone communications with the mall. This communication is dependent on cell phone coverage at the time and my not be completely reliable.

After evacuation, Facilities has the lead role in physical security for DAS owned or managed buildings on the Capitol Mall. This includes admitting or keeping people out of a building and responding to police and fire requests after hours. They secure buildings until inspected for damage and safety.

Facilities personnel perform preliminary damage assessment of DAS owned buildings and parking structures after earthquakes. Normally, buildings and parking structures are closed after a serious earthquake. They are not re-entered until found structurally sound by engineers. But, facilities personnel will check buildings and okay re-entry after very minor earthquakes, especially in bad weather. They also guide inspectors and engineers through buildings to help them with their evaluations. Agencies leasing private facilities must make arrangements for security and damage assessment services.

State and Agency Managers
Management's key role in local office evacuations is to appoint employees to plan and carry out emergency evacuations. Management approves the plans and ensures that SEC and EC duties are performed. But, for the few hours while an emergency is immediate, the normal chain of command is replaced by the emergency plan. A clerk who is a trained and prepared evacuation coordinator may direct a senior manager where, when and how to evacuate. Management fulfills its emergency role before and after the immediate, local emergency.

After an emergency, the DAS Director determines if an event was so severe that is warrants closing Salem area offices. DAS communicates closure information to the appropriate news media and to affected agency heads. Agency heads control local decisions around the state to send employees home or reassign them to other buildings when a building cannot be re-entered. Continuity of essential services and recovery from disrupted service is also management's responsibility. But, those are outside of the scope of this guide.

Office of Emergency Management (OEM)
Under OAR 104, OEM sets standards and guidelines and advises agencies on state office emergency plans. OEM may choose to review or audit state agencies' plans and planning. OR-OSHA, the State Fire Marshal and local fire departments may also make inspections or audits. They may set universal plan requirements.

Oregon State Police (OSP) and its Executive Security Office
The Oregon State Police are responsible for all law enforcement in all state owned buildings. Their Executive Security unit is on contract to DAS Facilities to provide full time security in Capitol mall buildings and grounds. When a wide area emergency requires it, OSP will activate a Communications Operations Center for mall area buildings. They will help direct traffic and provide first aid. Following crime-related emergencies, they authorize any re-entry to affected buildings. Local police provide normal services to all facilities leased and not owned by the state.

Local Fire, Emergency and Police Services
The most important entity to coordinate office emergency planning with is the local fire department. When most emergencies occur, they are the ones who respond. The next most important are the local police and emergency management offices. In certain emergencies, they will have the key role. For criminal actions or threats in state owned buildings, State Police have the lead. If your building is on the Capitol Mall, call 503-375-3555 for Capitol Mall State Police, otherwise call 911 or 9+911. They will probably dispatch State Police, but the caller can ask them to do so. For non-urgent matters, call State Police non-emergency 503-986-1122. The local police respond to all criminal activities in all leased facilities. Local and State Police and fire departments coordinate with and assist one another.

Statewide Emergency Entities: State Police, Fire Marshal, OEM, ORNG, etc.
State emergency office and agencies like the State Police, Fire Marshall, Emergency Management units, the National Guard and others exist primarily to manage public safety. They assist and advise DAS Risk Management and other state agencies in many ways, but their focus is the public.

ASSISTING INDIVIDUALS WITH DISABILITIES

The Expectation and the Dilemma

When you hear or see a fire alarm, you are required to get out of the building without using the elevators. It doesn't matter if the alarm signals a drill, a false alarm, or a true emergency; the emergency authorities want you out. Officials point out that waiting to learn why the alarm is sounding can kill you or the people who risk their lives to rescue you. They also teach that safety depends on people practicing in drills just what they will do in the real thing. They add that circumstances may prevent fire fighters from evacuating all who do not evacuate themselves. This risk increases with the size of the building and the number of people who need help. Though fire fighters have often elected to risk their lives to try to get people out of a building, they are not responsible to do so.

To most people, drills just mean a minor interruption. But, to some people with disabilities, this whole issue is critical. Some people depend on elevators. They can be injured just by going through an evacuation, unable to use elevators. If they know for sure there was no life threatening emergency, they would prefer to just stay where they are. However, if their lives or the lives of others depended on it, they would want to get out by any possible means. Because buildings have different designs, and no two disabilities are alike, no single option provides a satisfactory solution.

Select the Best Options

The worth of most plans depends on each person's specific circumstances. Some people cannot be moved from their wheelchair or other mobility device. Some may require their equipment, other support or assistance upon leaving the building. It may not be enough to simply get them out. Some may be particularly vulnerable to sunlight or temperature. Some may need medication or other assistance on a frequent basis. Some may be unable to navigate stairs due to vertigo or phobias. ECs must consult with each person who informs them of a need for assistance. ECs must develop specific plans and alternate plans for each one. Basic options include the following. Later discussions go into more detail on some options.

1. **Assist the person to the safety areas** in the building to await evacuation by emergency responders. (*Problems:* For some events, no areas are safe. There can easily be too many people waiting and too few fire fighters to assist them and fight the fire. Any plan to wait in a building must be pre-arranged with the fire department. Mark the location of waiting areas on evacuation route floor plans. *Advantage:* Statistically, most alarms do not signal immediate threats to life.)
2. **Carry the person** up or down stairs and out of the building. (*Problems:* Few offices have workers who are physically able to safely carry anyone more than a short distance. Many people do not want inexperienced, questionably fit non-professionals to carry them. Carrying someone out does not mean they will safely reach an assembly area. *Advantage:* On *very* short runs, this option has a higher likelihood of success. On short runs with a light-weight device, it may be practical to simply carry the person in their wheelchair or mobility device, giving them mobility once past the stairs.)

3. **Use evacuation equipment** to carry people up or down stairs and out of the building. (*Problems:* Carriers can be too flimsy, too slow or too heavy. They can block or constrict stairs, halls and exits. Most carriers can only get one person out in most emergencies. They can be very costly. *Advantage:* Some equipment may be used to carry the evacuee to the assembly area too.)
4. **Help them out of the building on their own.** (*Problem:* Some people simply cannot evacuate on their own because of their personal situation or the building's features. *Advantages:* Most people know their own abilities better than anyone. Most people prefer to be as independent as possible. In every case, ECs should ask and listen to the person about what they think should be done.)
5. **Deliberately locate mobility impaired people on ground level floors.** (Problem: Separation from co-workers can interfere with a person's ability to do their job and to develop their career. In that case, this approach would be unlawfully discriminatory under The Americans with Disabilities Act (ADA) and must not be used. However, all meeting rooms and visitor services could be deliberately placed on ground floors for safety and convenience of visitors. This would not be discriminatory. Placing some meeting rooms there and restricting people with disabilities to them could be discriminatory.)

Who Decides?

The person most qualified to make decisions about their evacuation plan is the person who needs assistance. By law, no one can be required to identify themselves as having a disability. However, everyone who works in a building must be advised to talk to their EC if they think they may need assistance during an evacuation. Agencies must tell all new hires and remind all occupants every year who to ask for help. Some people are completely at ease discussing their needs and others are not. But all discussions require a mixture of courtesy and practicality. Even if someone seems at ease in discussions, they likely do not want things to become common knowledge. When a person suggests they will need help, respect their right to confidentiality. ECs must know The Americans with Disabilities Act (ADA) well enough to protect people's rights. They may also consult with personnel officers as needed.

The EC and the person needing assistance must come to agreement about emergency plans for that person. Once told that someone needs evacuation assistance, the ECs must arrange for and develop evacuation plans and back-up plans specifically for that person.

Individual plans must reflect:

- The needs and preferences of the person needing assistance.
- The safety and structural features of the building.
- The types of emergencies that is likely to occur.
- The limits of local emergency services and agency budgets and staffing.
- The safety and physical capabilities of co-workers who, as Evacuation Assistants (EAs), would provide help.

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Visitors with Disabilities

ECs cannot write a plan for each visitor that comes into the building. They must however, work with safety committees, building managers and program managers to pre-plan for the protection of visitors during emergencies. One option is to keep all visiting, meeting, and training areas on the ground floor. Another is to do special emergency planning and preparation for meetings that are likely to involve many people whose mobility is limited.

ECs and EAs must never use physical force to evacuate or restrain anyone. Anyone who, when given a reasonable choice, chooses on their own to stay in or to re-enter a building must accept personal responsibility for the risks. ECs should warn those who choose not to evacuate that it may be dangerous in the building.

Safe Havens in the Building

"Safe havens" are myths. Buildings are neither safe nor a haven against many kinds of emergencies. A fire wall, sprinklers and external ventilation may provide temporary protections against fires and smoke, but not against earthquakes, explosions, some chemical hazards or armed intruders. In some circumstances, a person may prefer to move to a safer area of the building than to risk being carried out of the structure.

It *may* make sense for people with certain kinds of disabilities to remain in the building if a properly designed safer area is provided, and:

1. It is certain that a partial evacuation of the building is all that is necessary. (This will be rare.)
2. There is **no** safe means of exit for the person except by elevator.
3. The exercise is a drill, and pre-planned rescue-carry techniques can be practiced by carrying a bag of sand or some other equally heavy or bulky object. EAs must also drill in transferring and carrying the person they will assist. Drills that do not practice the real thing do not prepare people for the real thing. Therefore, this exception is not recommended.

It *does not* make sense to remain in the building when:

1. Staying there means an immediate threat of death or serious injury to the person or rescuers.
2. A serious, wide-spread event makes it unlikely that help will arrive in time to remove everyone. Even in the case of a single building fire, there are major risks in remaining behind. Modern fire fighters rely more on equipment than on numbers of fire fighters. An engine "company" may be three or four people. A "two alarm" response may mean fewer than 16 personnel. Those will include commanders, pump operators, and others who cannot leave their posts. Leaving people waiting on several floors could mean lost lives
3. The person is able to get out of a building using their own resources and abilities.
4. There are people or carrying devices that are clearly able to safely handle the extreme task of carrying someone downstairs and to a safe area.
5. The local fire department says it will not have sufficient resources to evacuate people and perform their duty to suppress the fire.

ADA Areas of Rescue Assistance

If a safer waiting area is to be used, it must be designed to meet existing laws and codes. The ADA requires new buildings that are not protected throughout by a supervised automatic sprinkler system and do not have accessible exits, to provide areas of rescue assistance. The ADA Accessibility Guidelines define an area of rescue assistance as *"an area that has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to wait for further instructions or assistance during an emergency evacuation."*

The Act took effect in January 1994. Most state office buildings were already built. Most of them do not have qualifying areas of rescue assistance. The ADA provision for areas or rescue assistance does not alter the fact that no place in the building is safe in some emergencies. The Oregon Disabilities Commission has joined with many others opposing the idea that a sprinkler system is a reasonable alternative to full-featured areas of rescue assistance. Just to give some indication of what the ADA says about rescue areas, excerpts and summaries from some of the ADA requirements follow. These are just a sampler. See the ADA for details and talk to the Disabilities Commission, local fire department and local building authorities. All areas of rescue assistance must meet local fire and building codes, too:

1. Areas or rescue assistance may consist of:
   - A portion of a stairway landing within a smoke-proof enclosure.
   - A portion of an exterior exit balcony located beside an exit stairway when the balcony complies with local requirements for exterior exit balconies.
   - A portion of a one-hour, fire-resistive corridor located immediately adjacent to an exit enclosure.
   - A portion of a stairway landing within an exit stair that is vented to the exterior and is separated from the interior of the building with not less than one-hour fire-restrictive doors.
   - An area or room separated from other portions of the building by a smoke barrier. Smoke barriers shall have a fire-resistive rating of not less than one-hour and shall completely enclose the area or room. Doors in the smoke barrier shall be tight-fitting smoke and draft-control assemblies having a fire-protection rating of not less than 20 minutes and shall be self-closing or automatic closing. The area or room shall be provided with an exit directly to an exit enclosure.
   - An elevator lobby, when the elevator shafts and adjacent lobbies are pressurized for smoke proof enclosure, and when complying with requirements for size, communication and signage. Pressurization equipment and its duct work within the building shall be separated from other portions of the building by a minimum two-hour fire-resistive construction.
2. Each area of rescue assistance must be at least 30 inches by 48 inches, plus any required exit width. If provided, the minimum areas per floor are at least one for every 200 calculated occupants.
3. Each stairway adjacent to an area of rescue assistance shall have a minimum clear width of 48 inches between handrails.
4. Two-way communication, visible and audible, is required between the area and the primary entry.
5. Each complying area shall be identified by a sign that states "AREA OF RESCUE ASSISTANCE" and display the international symbol of accessibility. Signage shall also be installed at all inaccessible exits and where otherwise necessary to clearly indicate the direction to areas of rescue assistance. Instructions shall be posted for use of the two-way communication system.

Areas that are well designed for rescue assistance make the most sense for fire emergencies in multi-floor buildings that have sprinkler systems, but are without emergency exits suitable for people with mobility problems. Building owners or managers must ensure that ***IF*** a building provides areas of rescue assistance, they meet *all* laws and codes.

Carrying People

Firefighters use evacuation carrying techniques to remove people from buildings. Many of their techniques can be useful in helping some people with disabilities to evacuate. The drag, carry and assist can be the best to get some people out of some buildings. Carrying someone in a lightweight wheelchair may work. However, carrying presents a risk injury to the carriers and to the carried. And, getting out of a building is not enough; evacuees must also reach a safe assembly site.

Injury grows more likely with the weight of the person to be carried, the distance and difficulty of the route, and the carriers' lack of training and lack of above average physical condition. SECs and ECs must not allow people to carry people unless the carriers are of sufficiently superior physical condition and have carry technique training and practice.

People who volunteer to carry others must be trained to carry. Local fire and rescue personnel can do the training. Volunteers must convince their SEC, the person to be carried, the agency safety officer and their managers that they are clearly fit for the job. Carrying someone up or down flights of stairs to a place of safety is an extreme physical demand. It is unlikely that office workers have the experience to judge their own abilities in such extreme situations. People may offer to help without knowing whether they can perform. Question volunteers carefully as to how they know they can lift and carry someone. Talk to experts. Decide by consensus of all involved. Require practice. Reassess at least every year.

Using Evacuation Equipment

The most widely advertised evacuation equipment is evacuation-chair devices to carry people down stairs. These devices may not be suitable. Most do not carry people from basements. Although some people are medically unable to move from their own equipment, most of these devices do not connect to many kinds of wheelchairs. Many models weigh more than 100 pounds. They are bulky to store and slow to assemble. One or more people must guide or control each unit. EAs must have thorough knowledge in all aspects of using the device to prevent serious injury to the evacuee, the EA or others. These devices range widely in cost, up to a few thousand dollars.

Anyone who plans to use evacuation-chair devices must provide a separate device for each person who needs one. Using one device for two assists would require someone to return from the assembly area, re-enter the building and haul the equipment back up the stairs. No one should take that risk. Much of the equipment is cumbersome, heavy, and if it climbs stairs, climbs very slowly.

While evacuation chairs do not generally appear to be a solution to evacuating people, some cases may call for them. Technology keeps improving. Any agency obtaining these devices is asked to keep DAS Risk Management informed. That way, everyone will have access to current information.

Evacuation Chairs and Lifts (*DAS RM does not endorse any of these products, for info only*)
AcornStairlifts.com: Acorn Stairlifts are World leaders in the manufacture, installation and innovation of stairlifts. Acorn Stairlifts have the Arthritis Foundation's Ease-of-Use Commendation.

Evac Chair: Evac+Chair is a universal evacuation solution for smooth stairway descent during an emergency. This one person operation ensures no heavy lifting or manual handling is required during emergency evacuation procedures.

Garaventa Lift: Garaventa Lift has a long-standing commitment to design and manufacture safe and reliable accessibility products. Our goal is to provide our customers with innovative products to solve their accessibility challenges. This dedication has enabled our design team to tackle the most challenging access situations and develop innovative solutions for schools, places of worship, offices, hotels, airports, subways and a wide range of public and private buildings around the world.

Stryker: With evacuation needs for medical conditions, service interruptions, emergencies and accidents escalating, Stryker's evacuation equipment offers facility managers the ideal solution. Our evacuation equipment enables first responders to quickly move an incapacitated person to safety from multi-story facilities in urgent situations. Through patented design features that deliver handling confidence and maximize mobility, Stryker's equipment exceeds fire safety requirements and emergency response guidelines established by the Americans with Disabilities Act.

Back-Up Evacuation Assistants and Plans
All EAs must have back-ups or alternates to help with the unexpected or replace someone who is absent. If the plan is to have two EAs carry someone, a third EA must be assigned as a back-up. If two people are required to manage a carry device, a third EA must be back-up. A pre-plan that depends on nobody being absent or ill at the time of emergency is not adequate. If back-up EAs are impossible, make back-up plans. Back-up plans are plans you intend to follow if the first plan cannot be followed.

Order of Evacuation
In general, the order of evacuation should be an EC leading the general population first, EAs and back-up EAs with assisted people second and an EC or alternate at the tail. There are two goals of this order. First, slow moving or assisted evacuees will not block exit for large numbers of people. Second, EAs and the people they are assisting are not left on their own. If an EA needs help, the back-up EAs are at hand.

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Need Help to Evacuate? Suggested Wording

Fire fighters teach that safety depends on people practicing in drills just what they will do in the real thing. Circumstances may prevent them from evacuating those who do not evacuate themselves. Though fire fighters often elect to risk their own lives to try to get people out of a building, they are not responsible to do so. They expect us to make our best effort to get everyone out that we can.

To some people with disabilities, the whole issue is critical. They can be injured just by going through an evacuation. If there is no life threatening emergency, some may prefer to stay where they are. But if their lives or the lives of others are at risk, they may want to get out by any possible means. Since no two disabilities are alike, no single option provides a satisfactory solution.

If you are concerned that you may have a disability that may hamper your ability to evacuate, contact your supervisor, the building SEC or your section EC. A plan will then be mutually developed to specifically address the method and means for your safe evacuation. Respecting your right to confidentiality, each individual's evacuation (or rescue) plan is to include:

- Each person's needs
- The safety and structural features of our building
- Courses of action to take specific to fire, earthquake and other emergencies
- Limits of local emergency services, of our budget and staffing
- The safety and physical capabilities of EAs"

Visitors with Disabilities

Plan for a possible evacuation of visitors that have disabilities. Have a process to identify visitors in need of assistance. Train your employees in how to assist visitors in case an evacuation becomes necessary. To minimize loss of life when evacuation time is critical, EAs shall not remain behind if the person insists on waiting for professional assistance.

FIRE EMERGENCIES: FOR SECs, ECs AND EMPLOYEES

ANYONE who discovers fire or smoke may pull an office building's fire alarm. **Call 911 or 9+911** whenever the alarm is pulled. A mistaken alarm is better than a fire without an alarm. If gas odor is smelled, it is best to evacuate without the alarm. Alarms are electrical and may ignite the gas. **Evacuate WHENEVER the fire alarm sounds.** Do not wait to find out where or how bad the fire is.

Basic Fire Evacuation Procedure

1. **Evacuation.** ECs and/or alternates put on blue vests and blue helmets. If it is safe to do so, ECs tell evacuees to quickly pick up small personal necessities that are at hand (purse, medications, keys, glasses, coat, umbrella, etc.). Evacuees may not be able to return. Make sure the EC in the next area is evacuating and EAs are helping if necessary.
2. **Sweep Area.** When leaving, the EC and alternate or volunteer sweep for missed occupants. Feel closed doors before opening. If a door is warm or hot, do not open it. Mark on your floor plan any room that was not checked. Close all doors as you leave.
3. **Evacuation Routes.** Use sidewalks. Keep the streets clear for emergency vehicles. Plan routes that avoid the staging area, power lines and gas lines to the building.
4. **Assembly Areas.** Assembly areas must be at least 300 ft or about one block away from the fire and away from utilities, power lines and transformers that may be affected by the fire. If the area is unsafe (fumes, smoke or other hazards), move to an alternate area. In bad weather, assemble in the buildings pre-arranged for shelter.
5. **Accounting for People.** ECs account for people. Promptly send a *pair* of people with the completed emergency report to the SEC at the information area. The SEC will give the emergency responders the reports that show people are in need within the building.
6. **Instruction Area.** Facilities personnel meet SECs and fire officials at the pre-planned fire instruction area for the building out of the way of the fire staging area.

IF CAUGHT IN A FIRE

- Do not let a person enter a room or area that is on fire.
- If smoke and heat are present, stay near the floor.
- Follow your ears, if they are tingling or hot, get closer to the ground, stoop or crawl.
- Feel closed doors before opening. If a door is warm or hot, do not open it.
- Never enter a room or area that is on fire unless you must to get out of the building. In that event, be sure that:
    1. There is a clear way out of the room or area.
    2. The smoke is higher than door knob level. (The lower area is clear.)
    3. You can clearly see the fire and it is not larger than a desk.
- If unable to escape, keep doors closed. If smoke is entering, stuff coats or material in the cracks around the door. Signal for help from windows. Do not break window out as long as there is clear air to breathe. Move to roof if necessary.

IF YOUR CLOTHES CATCH FIRE:

- **STOP. DO NOT RUN.** Running fans the fire, causing it to burn hotter and faster.
- **DROP.** Lie down on the floor or ground.
- **DO NOT SIT UP.** Lying down slows the fire and helps keep flames from your face.
- **ROLL.** Cover your face with your hands and roll slowly from side to side. Continue until the fire is out. Immediately remove the burned clothing.

EARTHQUAKES: TWO LEVELS OF RISK

- **Always DUCK, COVER, and HOLD until the shaking stops.**
- **Do not automatically pull the fire alarm because of an earthquake.** Upon leaving cover, the first response in a modern office building should be to assess the situation. Minor shakes may not warrant evacuation. Serious shakes call for people to distrust all exits until they look them over for instability or hazards.
- **Do not automatically call 911 or 9+911 because of an earthquake.** Call only if you know that immediate lifesaving, fire suppression or hazardous materials help is needed. Local emergency services know that an earthquake has occurred.
- **Prevention.** You cannot prevent earthquakes, but you can prevent needless injury from minor to moderate earthquakes. In the office, securing items from tip-over is the best, low-cost and highly effective preventative measure. Secure together all free-standing furnishings and equipment that, by themselves, could tip over in an earthquake. These items will be moved many times. And, many office walls are just panels, without structural strength. Therefore, it is less damaging, less costly, and usually just as effective to secure items to each other instead of securing them to the walls. Bolt or connect things together at right angles, back to back, or in other ways that produce a wide base with a low probability of tipping. For example, secure file cabinets together so they form an asterisk, an “L”, or a square. Also, remove any heavy objects from the walls or from above people’s heads. These simple measures will save lives.
- **Knowledge.** Study and know your building. What is weak? What is likely to fall or collapse and what is likely to withstand shaking? Will glass breakage be a problem? Are exterior fascia panels likely to fall outward or straight down or to stay in place? Which exits will likely be safest? Study your routes and assembly areas in the same way.

LEVEL 1: Minor Earthquakes

Minor earthquakes cause no apparent structural damage, no serious equipment damage, and only few and minor injuries. Little or nothing moves, falls, or tips over. Minor earthquakes leave offices able to operate normally upon completion of safety checks. Prompt safety checks assure that gas lines and other building components are undamaged. A severe earthquake may follow by minutes, hours, or days.

Response to Minor Earthquakes

1. In all earthquakes, **DUCK, COVER**, and **HOLD** until the shaking stops. You do not know if an earthquake is minor or major until it is over. Next, assess the situation. Check the area for immediate hazards. Tell co-workers it is all right to come out of cover. Have them check on each other and their immediate area and report any injuries or building damage. ECs tell trained people to give any needed first aid. Do not call 911 or 9+911 for injuries that do not really need their response.
2. It is usually safer to remain inside if the building appears sound, the weather is bad, and the fire alarm is not sounding. Evacuate with special care when a fire alarm starts during an earthquake. Earthquakes can set off fire alarms. Assure that the route is safe for evacuation. If the alarm is not sounding, report to the SEC the condition of your area. SEC and ECs then quickly concur on whether evacuation is needed. When in doubt, evacuate. Don not re-enter until facilities personnel or the SEC and ECs verify that there is no evidence of structural damage. If there is evidence of possible structural damage, treat the earthquake as major rather than minor.

3. Arrange prompt inspection by facilities to look for hidden damage to the building or utilities. Warn occupants to be alert for odors of natural gas or smoke and to be ready to evacuate.
4. Warn occupants that they should be ready for after-shocks. Clean up the area. Take simple precautions against after-shocks. Those may include turning off some equipment, closing drapes or blinds against flying glass, setting some items on the floor, taping or tying cupboard doors shut, roping off areas of risk. Expect to maintain those temporary precautions for as long as a week.
5. The pre-plan for an earthquake must allow non-essential employees to take leave after a minor earthquake to attend to their own homes or families. Tell employees how to learn whether the building will be opened the next day.

LEVEL 2: Major Earthquakes

Major earthquakes appear to have caused structural damage, serious equipment damage, or serious injuries. Some office furnishings may move, fall, or tip over. Light fixtures may come loose. Windows or mirrors may break. Assume that staying inside or re-entering the building is too dangerous. Occupants may not re-enter until professionals have inspected it. There may be hidden damage to the structure, gas lines, electrical, water, sewer, or other building components. Serious earthquakes can be followed by more or less severe ones in minutes, hours, or days. Other signs of serious earthquakes include:

- Chunks of fallen plaster or paint.
- Wall cracks more than ¼ of an inch wide.
- Cracks that extend clear through any wall.
- "**X**" shaped cracks in exterior walls.
- Arcing wires or equipment
- Collapsed or tilted floors or walls.
- Holes in the floor.
- Sudden loss of phone or power

Basic Earthquake Evacuation Procedure. Also see section on extreme emergencies.

1. **Evacuation with special care when a fire alarm starts during an earthquake.** Earthquakes can set off fire alarms. Wait until the shaking stops and select the safest route. ECs put on blue vests and blue helmets. Unless it is hazardous to do so, tell evacuees to quickly pick up small personal necessities that are at hand (purse, medication, keys, glasses, coat, umbrella, etc.). Evacuees may not be able to return. If safe to do so, turn off equipment. Tell evacuees to watch for hazards and be ready to duck, cover and hold if aftershocks occur en route. See if the evacuation route is clear. If the exit is blocked or hazardous, direct to secondary routes. Make sure the EC in the next area is evacuating and EAs are helping. ECs standing at exits to guide people should stand inside or more than 30 feet from the building on the outside. This should keep them clear of debris that may fall or glass that may shatter.
2. **Sweep Area.** Leaving the area. EC and alternate or volunteer sweep it for missed occupants. Look at ceilings and surrounding for hazards. Mark on your floor plan any room that was not checked because it was locked or inaccessible. Close exterior doors as you leave.
3. **Evacuation Routes.** Damage hazards may require unplanned routes to be used. Watch carefully for hazards above or beside you or at your feet.

4. **Once Outside.** Use sidewalks unless they place evacuees under hazards. If the street must be used, stay in a compact parade 30 feet or more from buildings. Do not spread out and block the street. Keep lookout for emergency vehicles and panicked drivers. Plan and follow routes that are as clear as practical of falling and collapsing hazards, power lines, lamp posts, buildings, signs, trees and underground structures.
5. **Assembly Area Shelter.** Pre-plan to shelter in particularly strong, low-risk buildings. If the weather makes it dangerous to stay outside, carefully evaluate the nearby buildings you pre-planned. Enter them only if it appears safer than remaining out in the weather. Allow evacuees to choose to remain outside.
6. **Exterior Assembly Areas.** Must be clear, open areas away from any building or structure. The danger is not in a building tipping over. Glass and debris can fall and sail outward a considerable distance. Danger declines with distance. The extreme danger zone is out to at least 30 feet from a taller building. Safest, is beyond a distance of about half the buildings height. Some things can tip over. Tall trees pose limited risk of tipping, but chimneys, signs, towers, poles, or other tall and narrow structures may fall all the way over rather than collapse upon them or drop debris. Some old masonry buildings also have walls that may tip all the way over. The safe zone around tip-over hazard is equal to their full height. The area should be away from gas lines, transformers, storage tanks, and bridges. Warn evacuees to remain in the assembly area and not to go into any structure to retrieve their cars or belongings. If the assembly area becomes unsafe, move to an alternate assembly area. Turn on a portable radio. (Emergency broadcast stations will report on damage and available services and shelters.) If evacuees cannot be protected, they must be released on their own.
7. **Accounting for People.** ECs account for people. Promptly send a pair of people with the completed emergency reports to the SEC at the instruction area. The SEC will give the emergency responders the reports that show people are in need in the building or assembly areas. On the Capitol Mall, the SEC will compile a building accounting form as the crisis permits and send a two person team to take that form to the State Police communication center.
8. **Instruction Area.** Facilities personnel meet SECs and fire officials at the instruction area for the building out of the way of the fire staging area. Turn on a portable radio.
9. **Re-entry or Release.** Facilities (on the Capitol Mall), the fire department, the Fire Marshal, or an engineer must evaluate the structure before anyone can re-enter. Management and the SEC will tell the ECs when re-entry has been approved. Employees must not enter any office the morning after a night time earthquake unless it has been inspected and approved for re-entry.

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EARTHQUAKE INSTRUCTIONS FOR OFFICE WORKERS

During an Earthquake

Try to be calm. Panic will endanger rather than preserve you. Call out to remind others, "Earthquake! Duck, Cover and Hold!" Look for a safe place to DUCK under and wait out the shaking. In the office a safe place means:

- Under a desk or table. In systems furniture, with partitions and no four-legged desk, move to the corner where partitions are connected at right angles. Partitions can be very sturdy if they are firmly attached and have plenty of 90 degree angles.
- Near a solid or sound interior wall.
- Away from things that can tip, fall or drop on you, like windows, mirrors, cabinets, book cases, shelves, file cabinets, chimneys, overhead lights or flimsy walls.
- *Get to know your office now.* Is there a light above your head? Where are the sound walls? Many office walls appear to be strong and permanent, but are temporary and weakly attached to the structure. What could tip over? Where are protected spots?

Duck, Cover, and Hold On

- **Duck** under a sturdy table, desk, or other protection.
- **Cover** your head. If you are not under something, cover head with your arms.
- **Hold** on to your cover or brace against the wall until the shaking stops.
- **If your mobility is limited:** Move, if you can, to an interior wall or 90 degree partition corner and away from windows or objects that can fall on you. Lock any wheelchair wheels. If seated, bend over your knees. If you must stand, lean into the wall. Cover your head with your hands or arms.
- **During the earthquake:** Buildings may sway, jerk, or roll like waves. It may be noisy. Earthquakes can make doors slam open and shut and tip over office files and bookcases. They can start fire alarms. Items hung on the wall my drop. Ceiling panels and light fixtures may fall. Flimsy partitions may fall over. Windows and mirrors may shatter.

When the Shaking Stops

- **Do not automatically pull the fire alarm because of an earthquake.** Upon leaving cover, the first response in a modern office building should be to assess the situation. Minor shakes may not warrant evacuation. Major shakes call for people to distrust all exits until they look them over for instability or hazards. Fire alarms call for careful evacuation.
- **Do not automatically call 911 or 9+911 because of an earthquake.** Call only if you know that immediate lifesaving, fire suppression or hazardous materials help is needed. Local emergency services know that an earthquake has occurred.
- **Some people may be nervous and upset.** Some could be injured or trapped by falling items. Power may have failed. Lights may not work. Elevators may be stuck, inoperable, or dangerously damaged (even if the building appears okay). The fire alarm may be sounding.
- **Stop and think.** People may need help. On ground floors and basements, gas may be leaking. Equipment may be running. You may not be able to return. Strong or weak after-shocks may quickly follow. More items may fall. Exits may be dangerous. Weather may be hazardous. The building may, but is unlikely to be, at risk if imminent collapse. Think before you act.
- **Follow your Evacuation Coordinator's directions.** Even if the fire alarm is ringing, the EC may ask you to carefully take some steps to prepare before you evacuate.

- **Do not rush outside.** Inside may be safer. The area outside of a building poses the greatest danger of falling debris like window glass, facades, cornices and veneers. The extreme danger zone extends at least several car lengths from the building. Danger from falling glass and debris may extend as far out as half the height of the building or more. Severe weather can add to the dangers outside. As the evacuation decision is being made, your EC may ask you to check halls and stairways near your area and to prepare for evacuation.
- **Help injured people or people trapped by fallen furnishings.** Seriously injured people should be moved only if immediate danger requires it.
- **Get ready to leave whether evacuating or not.** Find your car keys, coat, glasses, medication, umbrella, etc. You may not be able to return. DO NOT take any items that are not important to your health and safety. If safe to do so, (upper floors, no gas line near or immediate safety issue) turn off computers and equipment. Do it even if the power is off.
- **Electrical shorts can cause fires.** Use fire extinguishers to put out any small fire at its first hint. Do not try to deal with any fire that you cannot immediately suppress. While you remain inside, keep watch for smoke, fire, gas, broken pipes or other hidden damage. Do not use matches, lighters or any other open flame devices. If you suspect spilled flammables or gas to be present do not operate any electrical switches.
- **Avoid any spilled flammable liquids, drugs, medicines, poisons, and other harmful substances.** Treat fires, explosion risks, hazardous material spills and other emergencies appropriately.

Evacuation

- Your EC will direct you through the pre-planned evacuation route to a pre-planned safe assembly area. The ECs also know alternate routes and areas.
- Watch out for falling objects as you leave the building. Watch for downed utility lines and any object in contact with them. If your route has to be in the street, stay in a compact line and look out for emergency vehicles and panicked drivers.
- Go to the assembly area and report for roll call. Do not leave until you have been checked off by the roll taker. People's lives could be endangered searching for you. Wait for information about building safety, road conditions and shelters. If you decide on your own to leave the area, make sure your EC knows you have gone.
- If your agency cannot provide shelter and safety for you, all employees will be released on their own. Do not re-enter the building that day or the next day unless it has been checked and cleared.
- Do not go back into your building.

Earthquake on Your Own

- **In a car.** Pull off in an open area well away from traffic and preferably away from steep banks, bridges, overpasses, power lines, signs, trees or poles. Stay in the car. When the earthquake stops and you resume driving, be alert for collapsed road surfaces, bridges or overpasses, downed power lines, panicked drivers, emergency vehicles. Listen to the radio.
- **In an auditorium or other crowded place.** Stay put until you see what is happening. When you leave, choose your path carefully.
- **Outside.** Move to an open area well away from buildings and walls. Move beyond where falling glass is likely to sail. Stay clear of chimneys, power poles, power lines, lamp posts, trees or other structures that may tip or fall. Avoid fallen power lines. If you have to walk in the street, stay alert for panicked drivers or emergency vehicles.

CHEMICAL SPILL EVENT: INSIDE BUILDING

Low-Risk Chemical Spill Events

Low-risk chemical spill events are those that are *known or provide clear evidence* that they are not dangerous. They involve odors or spills in the office that are known to be easily managed without harm to anyone and without the need for special precautions or protections. The risk may be low because the amount spilled is small and contained. Risk may be low because the chemical spilled cannot cause serious harm in their present state and are stable in that state. Additionally, to be low-risk, no one must appear to be affected.

Response to Low-Risk Chemical Spill Events

1. If you, or your staff, know what spilled and how to safely clean it up, just do it. Otherwise, clear the immediate area. Assure that there is no risk of worsening or additional hazards.
2. If you know they can safely clean it up, call the custodial or facilities personnel for clean-up assistance.
3. If you are uncertain, move people at least 50 feet from the hazard area and call your SEC and/or Safety and Health Coordinator to assess the situation. They will decide whether public safety or professional help is needed.
4. If you have reason to fear that the spill may be immediately dangerous, *it is **not** a low-risk event.* Flammable or explosive spills are never low-risk. Whenever people are visibly affected, the spill is not low-risk. Spills that will spread through the HVAC system are not usually low-risk, even if the material is low-risk. The reason is that people respond physically to some odors even though the material causing them is not harmful. Panic, illness and injury can result if the building is not evacuated and ventilated.

High-Risk Chemical Spill Events

High-risk chemical spill events are likely or obviously dangerous beyond the immediate area of spill or release. They include odors, visible fumes, or spills that are known to be immediately dangerous or that have clear warning signs. Signs may include:

- Smoke, fire, visible fumes or warning odors.
- People collapsing, gasping, choking, vomiting or having difficulty breathing.
- Recognized hazardous material names or icons on the spilled container.
- People running from the area.

Response to High-Risk Chemical Spill Events

ANYONE who discovers a high-risk chemical spill event in an office building, one that poses danger beyond the immediate spill area, may sound the alert and call 911 or 9+911. **Fire alarms may be harmful.** It is critical that you alert people to what and where the danger is so they can avoid it or move away from it. A fire alarm may result in people moving into or through the danger zone or moving down wind where fumes will be carried. Some chemical spill releases are flammable or explosive. In these risks, alert the ECs to spread the word through the building to evacuate safely. **Call 911 or 9+911.** You will likely need to call from another building. Stay on the line. If the SEC does not know whether the spill event was called, they should send *a pair* of people to the nearest safe building to make the call.

Basic Chemical Spill Event Evacuation Procedure

1. **Evacuation.** ECs and/or alternates put on blue vests and blue helmets. If it is safe to do so, ECs tell people to quickly pick up small personal necessities that are at hand (purse, medication, keys, glasses, coat, umbrella, etc.). Evacuees may not be able to return. Make sure the EC in the next area is evacuating and EAs are helping. As ECs learn what and where the hazard is, adjust routes and assembly areas for safety.
2. **Sweep Area.** When sweeping for missed occupants, if there is reason to believe that air is unsafe in a room, do not open or enter it. Mark on your floor plan any room that was not checked because it was locked or thought to be contaminated. Close all doors as you leave.
3. **Evacuation Routes.** Divert to avoid affected areas. Use sidewalks.
4. **Assembly Areas.** Pre-plan to assemble upwind (according to prevailing winds). Unless ECs know the spill will be contained within the building, move upwind or uphill from the affected site. Look at clouds, smoke, dust or flags to determine which way the wind is blowing. If the weather is bad, assemble in buildings you pre-arranged as shelter. Assembly areas must be at least 300 feet from the affected building. Continue to monitor the assembly area for smoke, fumes or other hazards. If needed, move to an alternate assembly area. The fire department may expand the evacuation area. Tell your group to check for injuries and provide basic first aid to the best of their training. Keep any contaminated people away from others. Call 911 or 9+911 if in need of emergency medical care at the assembly area. If 911 or 9+911 is not available, alert the SEC of your needs.
5. **Accounting For People.** ECs account for people. Promptly send a *pair* of people with the completed emergency report to the SEC at the instruction area. The SEC will give the emergency responders the reports that show people are in need in the building or assembly areas.
6. **Instruction Area.** Facilities personnel meet SECs and fire or hazmat officials at the pre-planned hazmat instruction area for the building out of the way of the staging area.

IF CAUGHT IN A CHEMICAL SPILL EVENT:

Whenever you are not equipped or do not know for certain what to do:

- Do not enter a possibly contaminated room or area.
- Do not enter a room where you see smoke or a cloud.
- Do not sniff, taste, test or touch unknown material.
- Do not enter a contaminated area to pull someone to safety. Many have died trying.
- Move upwind or to an area of fresh air.
- Remove contaminated clothing.
- Flush contaminated skin or eyes with plenty of water.

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CHEMICAL SPILL EVENT: OUTSIDE BUILDING

Risks

Flammable materials, poisonous gasses and toxic chemicals are hazardous materials that pass through Salem by rail car or by truck. Due to the volume of rail and highway traffic, a chemical spill event is a possibility that requires emergency planning.

Ground Spill Event (LOW RISK)

Low-risk chemical spill events are those known or reported to not be dangerous. They involve odors or spills that are easily managed without harm to anyone and without the need for special precautions or protections. The risk may be low because the amount spilled is small and contained or the spilled chemicals cannot cause serious harm in their present state and are stable in that state. To be low risk, no one must appear to be seriously affected.

Low Risk Spill Event Response

- If a spill occurs within sight of your building, call 911 or 9+911. (If outside, move away from the site immediately.)
- Notify your SEC to assess the situation.
- If you have reason to fear that the spill may be immediately dangerous, it is not a low-risk event. Flammable or explosive spills are never low risk. Whenever people are visibly affected, the spill is not low risk.

Airborne Release of Toxic Fumes (HIGH RISK)

Warning signs of high risk may include:

- Smoke, fire, visible fumes or warning odors.
- People collapsing, gasping, choking, vomiting or having difficulty breathing.
- Recognized hazardous chemical names or icons on the spilled car or truck.
- People running from the area.

High Risk Spill Event Response

If you discover a spill near an office building that poses danger beyond the immediate spill area, alert people to what and where the danger is so they can avoid it. **Call 911 or 9+911. Do not use the fire alarm since it may be harmful.** (A fire alarm may move people into a danger zone or downwind where fumes may be carried. Some chemical releases are flammable or explosive, that could be triggered by a fire alarm.)

Shelter-In-Place Protocol

1. **Secure Ventilation.** Shut down air systems. If DAS owns your building, contact them to do it for you. **Call 503-378-3664, Monday – Friday 7am – 5pm, and ask immediately for EMS. Notify that you have an HVAC emergency**. **If after hours, call 503-986-1122.** Use your judgment. Only in a last ditch effort, use the building's "Emergency Stop Switch" to shut down air systems. Ordinarily, DAS can do it faster than the time it takes you to reach the switches. See box at end of section.
2. **Shelter-In-Place.** Alert your ECs to spread word through the building to shelter-in-place. Do not evacuate unless told to do so by an emergency response official.

3. **Alert other SECs.** Contact SECs of nearby buildings or contact their Director's Office.
4. **Close Up Windows and Doors.** Tell people to stay inside until told it is safe to leave. Listen to media reports for further instructions. Listen to KBZY 1490 or TV Channel 32.
5. **Evacuate if Directed.** If the emergency responder determines it necessary of if there is obvious danger to life to remain inside, evacuate.
   - **ECs put on blue vests and blue helmets.** If safe to do so, tell evacuees to quickly pick up small personal necessities that are at hand (purse, keys, medication, glasses, coat, umbrella, etc.). Evacuees may not be able to return. Make sure the EC in the next area is evacuating.
   - **Sweep for missed occupants.** If there is reason to believe the air is unsafe in a room, do not open or enter it. Mark on your floor plan any room that was not checked because it was locked or is thought to be contaminated. Close all doors as you leave.
   - **Assembly area is likely to be decided by the emergency responder.** You may assemble upwind or uphill from the affected site. Look at clouds, smoke, dust or flags to determine which way prevailing winds are blowing. Assemble at least 150 feet upwind from affected area. Monitor assembly area for smoke, fumes or other hazards. If needed, move to another site. Tell you evacuees to check for injuries and provide basic first aid to the best of their training. Keep contaminated people away from others. Call 911 or 9+911 for emergency medical care. If unable, alert the SEC.
   - **Accounting for people.** ECs account for people. Promptly send a *pair* of people with the completed emergency report to the SEC. The SEC will give emergency responders the reports that show people who are in need in the building or at assembly area(s).

THE "EMERGENCY STOP SWITCH"

The purpose of the stop switch is to isolate, by mechanical means, the building HVAC system from the outside environment in a toxic chemical spill. By depressing the stop button, a program within the building control system activates. It initiates a shutdown of outside air dampers, air supply fans, exhaust fans, pumps, chillers, etc. Once pushed, it will take at least an hour to reset everything in the building. There may also be some damage to the HVAC system as well. For this reason the button should be used for EMERGENCY ONLY.

In the event communications to the O&M HVAC control shop has been severed, use the switch if directed by the emergency response agency. The SEC can use the switch if a hazardous condition has been observed and immediate action is necessary. This will be a judgment call on the part of the building SEC.

Here's when to use and when not use the stop switch.

- Use only for toxic chemical spills outside the building.
- DO NOT use for chemical spills inside the building. If a spill in the building affects the health of occupants, evacuate at once. After calling 911 or 9+911, call DAS EMS at 503-378-3664. DAS can verify the position dampers are in. They can open outside air and building exhaust dampers to purge the building. However, using the building's stop switch could trap chemicals within the building and thereby cause more harm.
- DO NOT use to prevent non-toxic odors from entering the building. Such odors include, but not limited to, those from field burning, vehicle exhaust, asphalt and roofing tars.

Add the stop switch location to your plan maps and share them with your local fire department.

ARMED AND DANGEROUS INTRUDERS

The Real Risk and the Real Solution

Any public building could be the target of an armed and dangerous intruder. However, the risk is often exaggerated. News stories make it sound like murder of office workers is a common occurrence. It is not. Most of the articles on murder in the workplace fail to mention that workplace murders occur mostly during robberies at small retail outlets or banks. Workplace murder statistics include all murders of law enforcement and security employees. They include people killed by relatives or acquaintances for personal reasons unrelated to the workplace. The statistics even count workers killed by animals in zoos and in the field. General attacks on offices are rare, headline-grabbing events. But, it makes sense to do some planning.

Prevention is the most effective step. Agencies should plan the lay-out of buildings, floors, entrances, exits and offices with routine security in mind. Receptionists and some other employees should be trained. They need to know how to deal with angry people, what things to be alert for and what to do about them. Effective prevention requires consultation with police or other experts. For buildings on the Capitol Mall, talk to the State Police Executive Security Office.

Put routine, low-cost measures in place. Few offices need extensive security measures. However, because of their work, some higher risk offices should use surveillance cameras, a single entrance and restricted waiting rooms. They may require visitors to record their names and destinations before admission to some areas. A few may issue keys or magnetic cards to employees and keep doors to some areas locked. They may have all employees and visitors wear identification badges. And, a very few should prepare and provide still more extensive security.

This guide assumes routine security measures are in place. It deals only with actions immediately upon the occurrence of an event until the police take over. However, prevention is the best action. There are very few organized and effective things that office staff can do in responding to an armed and dangerous intruder. There are even fewer options for unprepared offices.

Response to Immediate Risks

Fire alarms may be harmful. It is critical that you alert people quickly and quietly as to what and where the danger is so they can avoid it or move away from it. A fire alarm may panic the intruder or result in people moving into the danger zone. Spread the word by a pre-planned messenger tree to evacuate quietly and safely. If they know, the messengers will need to tell people what locations to avoid. Call 911 or 9+911 from a secure room or from another building.

Basic Armed Intruder Evacuation Procedure

If the fire alarm sounds, evacuate. As ECs learn that it is an armed and dangerous intruder, adjust evacuation routes and actions. It may be impossible to follow any organized pre-plan. Isolated people will have to make the best of their situation. That means escaping if a means is available that is out of the line of the intruder. Or, it may mean locking doors and staying low on the floor. It may mean calling 911 or 9+911 to let the authorities know where in the building the intruder is (if the intruder is unlikely to intercept or hear the call). It may mean signaling to the police from a window.

1. **Evacuation.** If an intruder is known to be the danger, do not draw attention to the evacuation. ECs and/or alternates **should *not* put on vests and blue helmets.** ECs tell evacuees to move quickly and quietly. They may pick up small personal necessities that are at hand (purse, medication, keys, glasses, coat, umbrella, etc.). Evacuees may not be able to return.
2. **WATCH OUT as you leave.** The task is to stay out of the intruder's view. *Immediately upon exiting,* ECs will get reports to the SEC that the areas that they passed in leaving either appeared clear or contained people who could not evacuate. They will report any suspicious persons by description and last known direction of travel or location. The SEC will report this to the police. ECs, or anyone who knows where the intruder is, direct evacuees to evacuation routes. If the intruder could have the evacuation route in view, direct evacuees to other routes.
3. **Sweep.** As you leave the area, if it is safe to do so, ECs and alternates or volunteers sweep for missed occupants. Be quiet, do not call out if there is reason to believe a room or hall is exposed to the intruder's sight. Do not close doors as you leave. If safe to do so, leave all doors to unoccupied areas open. This may aid the police's view and access to the intruder.
4. **Routes.** ECs lead evacuees by any safe route to assembly areas. Routes must not expose evacuees to the view of the intruder. Routes along the building and sharply moving away at the corners may work best. Routes at an angle may reduce visibility from all but exterior rooms. Quickly turn corners or put landscape or structures between the route and building.
5. **Assembly Area.** Assembly area should be at least 300 feet from the building. It must be out of a line of sight with it. In bad weather, assemble in the buildings you pre-arranged as shelter. Alert the ECs in those buildings to the situation so occupants can move out of sight of the problem building. Warn evacuees to remain in the assembly area and not to move where they can see or be seen from the evacuated building. The police or fire department may expand the evacuation area.
6. **Accounting for People.** Do not wait to take roll before alerting the SEC to any knowledge the evacuees have concerning who the intruder is, where they are, how they are acting, how they are armed or who they have as hostages. Report that knowledge at once.
7. **Instruction Area.** Facilities personnel meet SECs and officials at the instruction area for the building out of the way of the staging area pre-planned for criminal emergencies at the building. The police may need assistance from personnel that have working knowledge of the building's tunnels, exits, escape routes and mechanical systems. They may need telecommunications personnel. In fact, if any person who manages phones, security, or utilities in the affected area is present, they should go at once to the instruction area.
8. **Re-entry or Release.** Armed intruder emergencies may take more than an hour to resolve. Some people can be emotionally disturbed about re-entering the building that day. Agencies should allow sick leave or vacation time to be taken by people who are affected in that way. Criminal investigations at the scene will follow. Re-entry to areas that are not closed off for investigation should not be a problem once the emergency is over.

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THREAT OF EXPLOSION: TWO LEVELS OF RISK

Delayed or Low-Risk

Delayed or unlikely bomb risks are those in which there is little evidence of any threat of good reasonable indication that the threat is not immediate or is a hoax. However, if any circumstances lead you to feel the threat is immediate, treat it as immediate. Examples of low-risk indicators:

- A threatening call sounds like children playing, what they might think is a prank.
- A threatening caller is recognized from prior threats that were hoaxes.
- A package is only suspect and questionable: Not clearly a bomb and without accompanying threat.
- A threatening call or note threatens an explosion at a time more than an hour away.

Response to Delayed or Low-Risks

1. Inform SEC and your management, but do not spread needless alarm.
2. Call State Police (on the Capitol Mall, call their Executive Security Office), explain situation and follow their instructions.
3. Telephone messages: Complete a "Bomb Threat Checklist." These are available from the State Police and should be located beside everyone's phone in the building.
4. Written messages: Protect the message and envelope from handling. If possible, keep it where it was found.
5. For packages: Do not handle, move, prod or try to open it. Keep people away from it. Treat it like it will explode, even though you are not sure.

Immediate Risk

Immediate risks are any circumstances that lead you to believe an explosion or similar harm may be imminent. For example:

- An obvious or apparent bomb is found.
- Strong natural gas odor is present.
- A pint or more of highly volatile chemical is spilled inside the building.
- A boiler or pressure vessel is exceeding its safe pressure level.
- An apparently serious threatening phone call or note gives no time for an explosion or suggests it is an hour away or less.

Responses to Immediate Risks

FIRE ALARMS MAY BE HARMFUL. It is critical that you alert people wisely. A fire alarm may result in people moving into or through the danger zone. A fire alarm electrical system, electrical field, or light and sound could conceivably trigger an explosive device or volatile gas. Pre-plan to use a person-to-person messenger tree to alert people. If known, the messengers will need to tell people what type of objects that should be avoided, what to report or what locations to avoid. If they know what and where the danger may be, they can avoid it or move away from it. **Call 911 or 9+911 from another building.** In immediate explosive risks, you evacuate first and then call emergency responders. Send a pair of people immediately to the nearest safe building to make the call. Stay on the line.

Basic Explosion - Risk Evacuation procedure.

1. **LOOK as you leave.** ECs and/or alternates put on blue vests and blue helmets. If it is safe to do so, ECs tell evacuees to quickly pick up small personal necessities that are at hand (purse, medication, keys, glasses, coat, umbrella, etc.) They may not be able to return. Report any employee who insists on taking any large item. Treat it as a suspicious activity or package. Unless told otherwise or unless the threat is a bomb that has already been found, instruct everyone to quickly check their work area for any unrecognized bags or packages as they evacuate. Tell them not to disturb any packages they find. Immediately upon exiting, ECs get reports to the SEC that their area either appears clear or contains suspicious items. They will report any unknown or suspicious item by its location and description. Also report any suspicious persons by description and last know direction of travel or location. The SEC will report this to the police. The police may want to speak to whoever saw an unknown package or suspicious person.
2. **Sweep Area.** Leaving the area, ECs, alternates or volunteers sweep it for missed occupants. If there is reason to believe a room contains an explosive, do not open or enter it. Report it immediately upon exiting. Do not close doors as you leave. If possible, leave all doors open. This may reduce damage by relieving pressure if an explosion occurs.
3. **Evacuation Routes.** Routes should move quickly and directly away from the building. Use sidewalks. Keep the streets clear for emergency vehicles. Plan routes that are not under power lines or near gas lines serving the building.
4. **Assembly Areas.** Generally pre-plan to assemble at least 300 feet from the building, out of a line of sight with it. In bad weather, assemble in the nearby buildings pre-arranged for shelter. Alert the ECs in those buildings to the emergency in case people should move away from window facing the evacuated building. The police or fire department may expand the evacuation area.
5. **Accounting for People.** Do not take roll before alerting the SEC to the presence or absence of any suspicious items, activities or persons. Report those at once. ECs then account for people. The SEC will give the emergency responders emergency reports that show people are in need within the building.
6. **Instruction Area.** Facilities personnel meet SECs and police and fire officials at the instruction area for the building out of the way of the staging area.
7. **Re-entry or Release.** Bomb threats may take more than an hour to resolve. Some people can be emotionally disturbed about re-entering the building that day. Agencies should allow sick leave or vacation time to be taken by people who are affected in that way.

Dealing with a Suspected Bomb

- Do not touch, move or prod it.
- Do not activate the fire alarm.
- Make a mental note of the following:
  - *Where it is and how big it is.*
  - *What it looks like, type of container or wrapping.*
  - *Any sound coming from the object.*
  - *Any liquid coming from the object.*
- Follow the instructions for responding to Immediate Explosive Risks.

EXTREME EVENTS

Emergency planning is a process of being constantly ready to preserve life in events that may rarely or never occur. For that reason, emergency preparations compromise between current demands on time and resources and the likelihood of possible emergencies. Rare and extreme event means events that disrupt or over-tax local emergency, communication, utility and transport services for days. Offices cannot be really ready for rare and extreme events, but they can do some planning.

Extreme Evacuations and Life Saving Assistance

In extreme cases, some rules and procedures could be discarded and replaced with on-the-spot innovation and teamwork. All options involve those with ability and resources helping those without.

- Volunteers may need to assist people who are injured or trapped before they evacuate themselves. Teams could split into two groups with an EC or alternate evacuating all who are not aiding others. Some people could need teams to carry or help them over long, difficult routes.
- On the Capitol Mall, if phones and Facilities radio repeaters are out, ECs and SECs would designate pairs of volunteers as runners. SECs would send runners to report their building's status to the State Police communications center or other emergency center and carry information back. The center could move, depending on structural damage.
- Teams may have to use whatever resources are available to find, rescue and render aid to people who are trapped. Car tools and jacks, gardening tools and other material might be used.
- Employees who are nurses, doctors, or EMTs could gather office first aid kits and set up aid stations.
- It could be necessary to share prescription drugs among people with chronic conditions. Someone with a heart condition may have lost their nitroglycerin. Someone else may share from their supply.
- Water could be critical need for one or more days. Facilities personnel or volunteers may be able to access water by draining a building's water lines where valves are accessible.

Extreme Transportation and Shelter

In a disaster, it could be impossible for many commuters to drive home for several days. Bridges may be out. Cars may be inaccessible. Also, ambulances and fire trucks may be over-taxed.

- Volunteers could assist people by driving them to a hospital or aid station. Buildings with stretchers should make them available. State cars should be put into use to transport the injured.
- Agencies may permit employees and visitors and the public to shelter at suitable state buildings.
- Volunteer co-workers could take stranded out-of-town commuters home with them.

Extreme Communication

In a disaster, even cellular phones may be out of service.

- Employees with bicycles could volunteer to help with local messages.
- Employees with Citizen Band or Amateur radio gear in their cars could help with critical communications.
- If it is operating, the Emergency Broadcast System will announce the location of shelters, water and essential services. Most cars have radios.
- Employees with cellular phones will be able to help if cellular phones are working. If they are working, calls should be initially limited to critical emergency communications.

Offices are not required to pre-plan for extreme and rare disasters. Some may wish to do so and to identify in advance any specially qualified volunteers among their employee ranks. However, to make extreme disaster pre-planning work, volunteers must pre-plan for their own families' welfare. That will allow them to remain on scene, helping people in or near the workplace.

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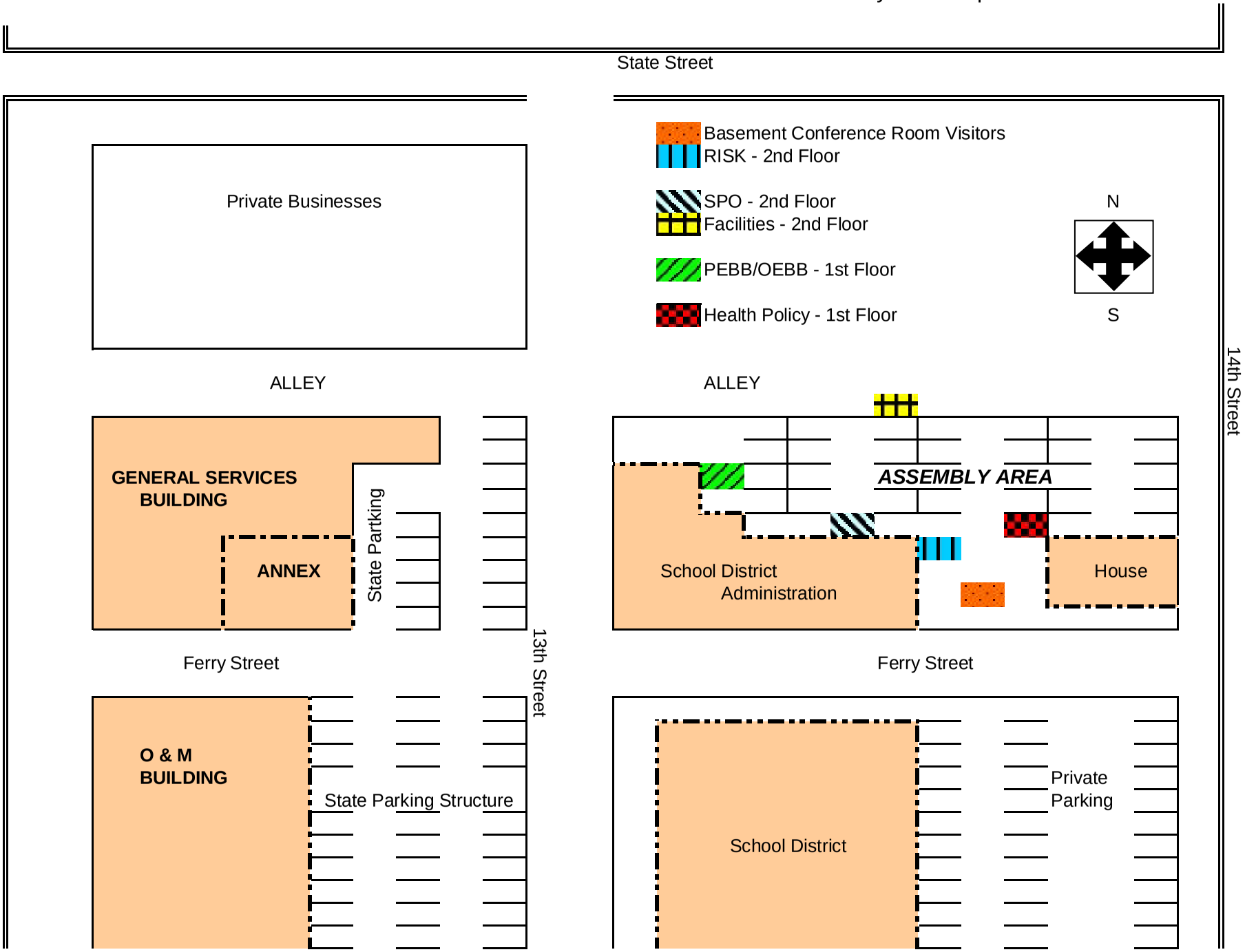
DO NOT ENTER

EVACUATION IN PROGRESS

DAS East Evacuation Assembly Area Map



DAS_EastAssemblyArea.xls - 2/1/12

Capitol Mall Building Drills and Site Emergency Coordinators

Mall Wide Evacuation Coordinator **Web updates**	**Randy Morris** **Luella Ackerson**	503-373-2343 503-373-7003	Email: Randy.B.Morris@oregon.gov Email: Luella.ackerson@oregon.gov
Salem Fire Dept Contact for approval of Evacuation Plan	**Dep. Fire Marshal John Stroebel**	503-588-6390	Email: JStroebel@cityofsalem.net
Fire Marshal (Salem F.D.)	**Chief Jim Stewart**	503-589-2130	Email: JStewart@cityofsalem.net
Capitol Mall Patrol 900 Court Street NE, Room 60C	**Lt. Terri Davie**	503-378-3539	Email: Terri.Davie@state.or.us
Fire Drills **Building Information**	**Randy Morris** **Meril Craig**	503-373-2343 503-373-2348	Email: Randy.B.Morris@oregon.gov Email: Meril.P.Craig@oregon.gov

Building	FTE Floors	SEC Alternate EC's	Phone #	Salem Fire Dept Plan Approved	Annual Evac Drill (make it a fire drill at least once a biennium)	Annual Earth-quake Drill
***Agriculture Building** 635 Capitol St NE	222 4	Dan Hilburn	503-986-4663	**YES**	*08/28/2007*	*10/22/2008*
***Archives Building** 800 Summer St NE	45 2	Mary Beth Herkert Kathy Gannon	503-378-5196 503-378-5798	**YES**	*09/02/2010*	*09/04/2010*
***Commerce Building** 158 12th St NE	94 3	UNKNOWN AT THIS TIME		***NO***	*09/14/2009*	*06/21/2007*
***Employment Building** 875 Union St NE	600 5	Pat Sangster Bonnie Robbins Angie Skidmore	503-947-3005 503-947-1706 503-947-1251	**YES**	*09/04/2013*	*09/04/2013*
Energy Building 625 Marion St NE	91 2	Jan Lemke	503-378-2843	**YES**	10/16/2014	10/16/2014
***Equitable Building** 530 Center St NE Ste 200	90 1	UNKNOWN AT THIS TIME		**YES**	*10/10/2005*	*05/11/2005*
***Exec Building DAS West** 155 Cottage St NE	166 5	UNKNOWN AT THIS TIME		**YES**	12/16/2014	*05/20/2009*
***Gen Svcs Building DAS East** 1225 Ferry St SE 1240 Ferry St SE (OPS) 1257 Ferry St SE (ANNEX)	313 3	Luella Ackerson *(RISK)* Kluane Baer *(RISK)* Mary Nekuda *(RISK)* Vicki Simonsen *(PS)* Keri Ashford *(PS)* Laurant Beauregard *(PS)* Elaine Schacher *(RES)* Joshua Crain *(RES)* Nora Leahy *(APCM)* Jeni DeJesus *(APCM)* Meril Craig *(OPS)* Dora Ledezma *(OPS)* Heath Swartwout *(ANNEX)* Tammie Kingsley *(ANNEX)* Teri McClain *(OEBB/PEBB)* Tim Newell *(OHPR)*	503-373-7003 503-378-5467 503-373-1037 503-378-5216 503-378-4680 503-378-6546 503-373-7192 503-373-1968 503-373-7169 503-373-2129 503-373-2348 503-378-3664 503-373-7031 503-373-7001 503-378-3961 503-689-4708	**YES**	12/16/2014	10/16/2014
***Human Services Building** 500 Summer St NE	1400 6	EVACUATION TEAM DISBANDED: LIABILITY ISSUE FOR DEPARTMENT		**YES**	*09/14/2010*	*09/01/2008*

Updated 9/18/2015

Building	FTE Floors	SEC Alternate EC's	Phone #	Salem Fire Dept Plan Approved	Annual Evac Drill (make it a fire drill at least once a biennium)	Annual Earth-quake Drill
Justice Building 1162 Court St NE	270 5	Bryan Flannery Evan West	503-986-5882 503-986-5635	**YES**	01/01/2014	08/01/2014
Labor & Industries Building 350 Winter St NE	905 5	Nancy Cody *(DCBS)* Bonnie Vinyard *(Treasury)* Lane Fougler *(DCBS)*	503-947-7289 503-378-4000 503-947-7058	**YES**	08/18/2014	10/16/2014
Lands Building, State 775 Summer St NE	250 3	Vickie Nokleby Jim Paul Jim Cunningham	503-986-5243 503-986-5279 503-986-0147	**YES**	06/25/2015	*10/18/2012*
***Library Building, State** 250 Winter St NE	70 5	UNKNOWN AT THIS TIME		***NO***	*07/24/2013*	*05/03/2007*
Mill Creek Office Building 555 13th St NE	250 2	Connie Sparks	503-986-4204	**YES**	10/16/2014	10/26/2014
North Mall Office Building 725 Summer ST NE	400 3	Tracy Louden *(WRD)* Robert Smith *(OPRD)* Sandy McDonnell *(OHCS)*	503-986-0920 503-986-0665 503-986-2012	***NO***	09/24/2014	10/16/2014
Public Service Building 255 Capitol St NE	780 6	Jeff Morgan Rick Retzman	503-986-2239 503-986-2246	**YES**	*10/17/2013*	*10/17/2013*
Public Utility Building ~~550 Capitol St NE~~ 3930 Fairview Industrial Dr.	315 3	Jenn Coffin *(ODOT)* Marilyn Intveld *(PUC)*	503-378-6655 503-378-7949	**YES**	*10/04/2013*	10/16/2014
***Real Estate Building** 1177 Center St NE	30 1	UNKNOWN AT THIS TIME		***NO***	*07/29/2010*	*01/01/2006*
***Revenue Building** 955 Center St NE	934 6	UNKNOWN AT THIS TIME		**YES**	*07/17/2013*	*06/26/2008*
Robertson Building 1215 State St	215 5	Mandy Collingham *(DOJ)* Kyle Martin *(DOJ/1st FL)* Tina Thompson *(Rob2/1st FL)* Susan Baker *(DOJ/DCS/1st FL)* Kathy Humphreys *(DOJ/DCS/1st FL)*	503-947-4540 503-947-4520 503-947-4600 503-947-4307 503-947-4320	**YES**	05/30/2014	05/30/2014
***State Capitol(Building)** 900 Court St NE Legislative Admin Comm	737 4	UNKNOWN AT THIS TIME		**YES**	*02/05/2009*	*04/16/2008*
***Supreme Court Building** 1163 State St NE DCBS	60 5	UNKNOWN AT THIS TIME		**YES**	*10/23/2008*	*06/25/2003*
***Transportation Building** 324 Capitol St NE	600 6	Gary Keys Chris Warden	503-986-5370 503-986-3273	**YES**	09/16/2015	*04/27/2005*
Veterans' Affairs Building 700 Summer St NE	304 3	UNKNOWN AT THIS TIME		**YES**	07/22/2014	*07/14/2004*

FIRE DRILL TIMELINE

Item #	Item	Date Scheduled	Date Completed
	Develop Fire Drill strategy with timelines.		
	Meet with supervisor for input regarding Fire Drill.		
	Meet with building top manager or executive team to inform and obtain consent and support for Fire Drill.		
	Put EC Team together. Contact managers to fill EC vacancies.		
	Follow-up with managers if no feedback.		
	Ask department head to send "thank you" memo to EC Team.		
	Schedule 1st Evac Team Meeting with EC's: Introductions & EC Roles.		
	EC's update employee rosters.		
	EC's update floor plan areas.		
	Develop/update Building Evacuation Plan.		
	Get plan approval from Salem Fire Department for Fire Drill.		
	Provide Capitol Mall Police with copy of approved Building Evacuation Plan.		
	Update posted evac plan routes.		
	Schedule 2nd Evac Team Meeting with EC's: Basic Planning Information and Basic Plan for Fire Emergencies.		
	Get approval from top management to schedule Fire Drill.		
	Set date for Fire Drill.		
	Coordinate the date with DAS Facilities.		
	Inform Capitol Mall Police of Fire Drill date.		
	Invite State Fire Marshal. Optional		
	Inform EC's with an approximate date for Fire Drill.		
	Schedule 3rd Evac Team Meeting with EC's: Assisting People with Disabilites.		
	Give all employees in building opportunity to self-disclose if assistance during Fire Drill is needed/wanted. (Confidential)		
	Schedule 4th Evac Team Meeting with EC's: Review EC duties and discuss plans for those employees that need assistance.		
	Ask DAS Facilities/State Fire Marshal to time the Fire Drill.		
	Meet with Evac Team to discuss Fire Drill.		
	Develop report regarding Fire Drill outcomes for management.		

EARTHQUAKE DRILL TIMELINE

Item #	Item	Date Scheduled	Date Completed
	Develop Earthquake Drill strategy with timelines.		
	Meet with supervisor for input regarding Earthquake Drill.		
	Meet with building top manager or executive team to inform and obtain consent and support for Earthquake Drill.		
	Put EC Team together. Contact managers to fill EC vacancies.		
	Follow-up with managers if no feedback.		
	Ask department head to send "thank you" memo to EC Team.		
	Schedule 1st Evac Team Meeting with EC's: Introductions & EC Roles.		
	EC's update employee rosters.		
	EC's update floor plan areas.		
	Develop/update Building Evacuation Plan.		
	Provide Capitol Mall Police with copy of approved Building Evacuation Plan.		
	Update posted evac plan routes.		
	Schedule 2nd Evac Team Meeting with EC's: Basic Planning Information and Basic Plan for Earthquake Emergencies.		
	Get approval from top management to schedule Earthquake Drill.		
	Set date for Earthquake Drill.		
	Coordinate the date with DAS Facilities.		
	Inform Capitol Mall Police of Earthquake Drill date.		
	Invite State Fire Marshal. Optional		
	Inform EC's with an approximate date for Earthquake Drill.		
	Schedule 3rd Evac Team Meeting with EC's: Assisting People with Disabilites.		
	Give all employees in building opportunity to self-disclose if assistance during Earthquake Drill is needed/wanted. (Confidential)		
	Schedule 4th Evac Team Meeting with EC's: Review EC duties and discuss plans for those employees that need assistance.		
	Ask DAS Facilities/State Fire Marshal to time the Earthquake Drill.		
	Meet with Evac Team to discuss Earthquake Drill.		
	Develop report regarding Earthquake Drill outcomes for management.		

ARMED INTRUDER DRILL TIMELINE

Item #	Item	Date Scheduled	Date Completed
	Develop Armed Intruder Drill strategy with timelines.		
	Meet with supervisor for input regarding Armed Intruder Drill.		
	Meet with building top manager or executive team to inform and obtain consent and support for Armed Intruder Drill.		
	Put EC Team together. Contact managers to fill EC vacancies.		
	Follow-up with managers if no feedback.		
	Ask department head to send "thank you" memo to EC Team.		
	Schedule 1st Evac Team Meeting with EC's: Introductions & EC Roles.		
	EC's update employee rosters.		
	EC's update floor plan areas.		
	Develop/update Building Evacuation Plan.		
	Provide Capitol Mall Police with copy of approved Building Evacuation Plan.		
	Update posted evac plan routes.		
	Schedule 2nd Evac Team Meeting with EC's: Basic Planning Information and Basic Plan for Armed Intruder Emergencies.		
	Get approval from top management to schedule an Armed Intruder Drill.		
	Set date for Armed Intruder Drill.		
	Coordinate the date with DAS Facilities.		
	Inform Capitol Mall Police of Armed Intruder Drill date.		
	Invite State Fire Marshal. Optional		
	Inform EC's with an approximate date for Armed Intruder Drill.		
	Schedule 3rd Evac Team Meeting with EC's: Assisting People with Disabilites.		
	Give all employees in building opportunity to self-disclose if assistance during Armed Intruder Drill is needed/wanted. (Confidential)		
	Schedule 4th Evac Team Meeting with EC's: Review EC duties and discuss plans for those employees that need assistance.		
	Ask DAS Facilities/State Fire Marshal to time the Armed Intruder Drill.		
	Meet with Evac Team to discuss Armed Intruder Drill.		
	Develop report regarding Armed Intruder Drill outcomes for management.		

CHEMICAL SPILL DRILL TIMELINE

Item #	Item	Date Scheduled	Date Completed
	Develop Chemical Spill Drill strategy with timelines.		
	Meet with supervisor for input regarding Chemical Spill Drill.		
	Meet with building top manager or executive team to inform and obtain consent and support for Chemical Spill Drill.		
	Put EC Team together. Contact managers to fill EC vacancies.		
	Follow-up with managers if no feedback.		
	Ask department head to send "thank you" memo to EC Team.		
	Schedule 1st Evac Team Meeting with EC's: Introductions & EC Roles.		
	EC's update employee rosters.		
	EC's update floor plan areas.		
	Develop/update Building Evacuation Plan.		
	Provide Capitol Mall Police with copy of approved Building Evacuation Plan.		
	Update posted evac plan routes.		
	Schedule 2nd Evac Team Meeting with EC's: Basic Planning Information and Basic Plan for Chemical Spill Emergencies.		
	Get approval from top management to schedule a Chemical Spill Drill.		
	Set date for Chemical Spill Drill.		
	Coordinate the date with DAS Facilities.		
	Inform Capitol Mall Police of Chemical Spill Drill date.		
	Invite State Fire Marshal. Optional		
	Inform EC's with an approximate date for Chemical Spill Drill.		
	Schedule 3rd Evac Team Meeting with EC's: Assisting People with Disabilites.		
	Give all employees in building opportunity to self-disclose if assistance during Chemical Spill Drill is needed/wanted. (Confidential)		
	Schedule 4th Evac Team Meeting with EC's: Review EC duties and discuss plans for those employees that need assistance.		
	Ask DAS Facilities/State Fire Marshal to time the Chemical Spill Drill.		
	Meet with Evac Team to discuss Chemical Spill Drill.		
	Develop report regarding Chemical Spill Drill outcomes for management.		

EXPLOSIONS DRILL TIMELINE

Item #	Item	Date Scheduled	Date Completed
	Develop Explosions Drill strategy with timelines.		
	Meet with supervisor for input regarding Explosions Drill.		
	Meet with building top manager or executive team to inform and obtain consent and support for Explosions Drill.		
	Put EC Team together. Contact managers to fill EC vacancies.		
	Follow-up with managers if no feedback.		
	Ask department head to send "thank you" memo to EC Team.		
	Schedule 1st Evac Team Meeting with EC's: Introductions & EC Roles.		
	EC's update employee rosters.		
	EC's update floor plan areas.		
	Develop/update Building Evacuation Plan.		
	Provide Capitol Mall Police with copy of approved Building Evacuation Plan.		
	Update posted evac plan routes.		
	Schedule 2nd Evac Team Meeting with EC's: Basic Planning Information and Basic Plan for Explosiosns Emergencies.		
	Get approval from top management to schedule a Explosions Drill.		
	Set date for Explosions Drill.		
	Coordinate the date with DAS Facilities.		
	Inform Capitol Mall Police of Explosions Drill date.		
	Invite State Fire Marshal. Optional		
	Inform EC's with an approximate date for Explosions Drill.		
	Schedule 3rd Evac Team Meeting with EC's: Assisting People with Disabilites.		
	Give all employees in building opportunity to self-disclose if assistance during Explosions Drill is needed/wanted. (Confidential)		
	Schedule 4th Evac Team Meeting with EC's: Review EC duties and discuss plans for those employees that need assistance.		
	Ask DAS Facilities/State Fire Marshal to time the Explosions Drill.		
	Meet with Evac Team to discuss Explosions Drill.		
	Develop report regarding Explosions Drill outcomes for management.		

EXTREME EVENTS DRILL TIMELINE

Item #	Item	Date Scheduled	Date Completed
	Develop Extreme Events Drill strategy with timelines.		
	Meet with supervisor for input regarding Extreme Events Drill.		
	Meet with building top manager or executive team to inform and obtain consent and support for Extreme Events Drill.		
	Put EC Team together. Contact managers to fill EC vacancies.		
	Follow-up with managers if no feedback.		
	Ask department head to send "thank you" memo to EC Team.		
	Schedule 1st Evac Team Meeting with EC's: Introductions & EC Roles.		
	EC's update employee rosters.		
	EC's update floor plan areas.		
	Develop/update Building Evacuation Plan.		
	Provide Capitol Mall Police with copy of approved Building Evacuation Plan.		
	Update posted evac plan routes.		
	Schedule 2nd Evac Team Meeting with EC's: Basic Planning Information and Basic Plan for Extreme Events Emergencies.		
	Get approval from top management to schedule a Extreme Events Drill.		
	Set date for Extreme Events Drill.		
	Coordinate the date with DAS Facilities.		
	Inform Capitol Mall Police of Extreme Events Drill date.		
	Invite State Fire Marshal. Optional		
	Inform EC's with an approximate date for Extreme Events Drill.		
	Schedule 3rd Evac Team Meeting with EC's: Assisting People with Disabilites.		
	Give all employees in building opportunity to self-disclose if assistance during Extreme Events Drill is needed/wanted. (Confidential)		
	Schedule 4th Evac Team Meeting with EC's: Review EC duties and discuss plans for those employees that need assistance.		
	Ask DAS Facilities/State Fire Marshal to time the Extreme Events Drill.		
	Meet with Evac Team to discuss Extreme Events Drill.		
	Develop report regarding Extreme Events Drill outcomes for management.		

STATE BUILDING SUMMARY

Building Name:	**General Services Building**
Address:	1225 Ferry ST SE Salem OR 97301
Date:	2/23/2015 Updated, 05/01/2008 Original
Type of Construction:	Zone Standard 2 or Less
Year Built:	1954
Total Number of Floors:	3
Basement:	Yes
Basement Exits:	4
Daily Population:	250
Maximum Capacity:	442

Does HVAC automatically shut down when fire alarm is activated?

No. It has its own fire alarm to shut itself down.

Does the building have elevators?

Yes, one.

What happens to it when the fire alarm is activated?

Nothing. The elevator is in the front of the building. It opens to the south at street level and to the north on the basement, first and second levels.

Outside assembly areas for evacuees:

School District Administration, 14th Street and Ferry Street.
School Administration building evacuates to same location (about 100 people).

Hazardous weather assembly areas:

Parking structure.

EMERGENCY NUMBERS

Building Maintenance and After Hour Contacts:

1) **Phil Teague** (Operations and Maintenance Manager)
   - Work: 503-378-3664
   - Pager: 503-918-2001
   - Home: 503-838-4326

2) **Randy Morris** (Electrical Manager)
- Work: 503-373-2343
- Cell: 503-932-8721
- Home: 971-217-2068

3) **OSP Capitol Mall Patrol Office**
- 503-375-3555 Emergency number

Building Site Emergency Coordinator:

Luella Ackerson (Risk Control Analyst) DAS RM
Work: 503-373-7003
Cell: 503-476-6037

Building Evacuation Coordinators:

EAM APCM Nora Leahy	503-373-7169	EAM OPS Dora Ledezma	503-378-3664
EAM APCM Jeni DeJesus	503-373-2129	EAM OPS Tom Barrows	503-373-7019
EAM MNTC Meril Craig	503-373-2348	EAM RES Elaine Schacher	503-373-7192
EAM MNTC Heath Swartwout	503-373-2343	EAM RES Joshua Crain	503-373-1968
EAM MNTC Tammie Kingley	503-373-7001		
		EGS RISK Mary Nekuda	503-373-1037
EGS PS Vicki Simonsen	503-378-5216	EGS RISK Kluane Baer	503-378-5467
EGS PS Keri Ashford	503-378-4680		
EGS PS Laurent Beauregard	503-378-6546	OHA OEBB Teri McClain	503-378-3961
OHPR Tim Newell	503-689-4708		

Fire Department: 911
City Police: 911
Medical Emergency: 911
Hazardous Materials Control: 911

OSP Capitol Mall Non-Emergency:	503-986-1122
OSP General Headquarters:	503-378-3720
DAS Facilities Maintenance:	503-378-3664
Suicide Hotline:	800-433-2320
Agency Weather Hotline:	503-986-2342
Health Department:	503-945-5944
Oregon Emergency Management:	503-378-2911
Red Cross:	503-585-5414
Employee Assistance Program:	800-433-2320
Poison Control:	800-222-1222
National Weather Service:	503-261-9246 (Portland)

FIRE, MEDICAL AND TARGET HAZARD INFORMATION SHEET

BUILDING NAME General Services Building
Address 1225 Ferry Street, Salem OR 97301

DESIGNATED INSTRUCTION AREA?	FIRE STAGING AREA?	WHERE IS FIRE AERIAL ACCESS?	WHERE IS FIRE EQUIPMENT ACCESS?	MEDICAL STAGING AREA?	WHERE MEET FOR MEDICAL?
Front Entrance Ferry Street	None	Front Entrance Ferry Street		None	Front Entrance Ferry Street

STANDPIPES (Where are they located?)

Located east of main entrance – dry – feeds the basement sprinkler system.

SPRINKLERS (Which areas of the building have sprinklers and what type are they?)

Basement/wet system.

TUNNELS (Where, what size and type are any tunnels under streets or grounds surrounding the building,)

3' square mechanical tunnel between 1225 and 1240 Ferry Street.

VENTILATION FANS (Where are all ventilation fans located.)

6 in the basement SW and SE corners.
4 on the roof.

HAZMAT (Where are any reportable quantities of hazardous material stored. What kind?)

None. MSDS books are located at 1240 Ferry Street through the main entrance on the west side under the fire control panel.

ELECTRICAL (Where are electrical disconnects and circuit breakers located?)

Basement: North end – 208 Volt main circuit breaker, locked
Basement: East end – 480 Volt main circuit breaker, locked.

WATER SUPPLY (What type of water supply system? Where are fire hydrants?)

Sprinkler and potable in South side of basement/East of elevator.
Fire hydrant – corner of block, left of main entrance.

AREA OF RESCUE ASSISTANCE (Where will people be waiting for rescue assistance?)

No designated area at this time.

Copy to local fire Department for their concurrence and their files.

STATE BUILDING SUMMARY

Building Name:	**General Services Building Annex**
Address:	1257 Ferry ST SE Salem OR 97301
Date:	05/01/2008
Type of Construction:	Block
Year Built:	1967
Total Number of Floors:	1
Basement:	No
Basement Exits:	N/A
Daily Population:	14
Maximum Capacity:	?

Does HVAC automatically shut down when fire alarm is activated?
No.

Does the building have elevators?
No.

What happens to it when the fire alarm is activated?
N/A.

Outside assembly areas for evacuees:
School District Administration, 14th Street and Ferry Street.
School Administration building evacuates to same location (about 100 people).

Hazardous weather assembly areas:
Parking structure.

EMERGENCY NUMBERS

Building Maintenance and After Hour Contacts:

1) **Phil Teague** (Operations and Maintenance Manager)
- Work: 503-378-3664
- Pager: 503-918-2001
- Home: 503-838-4326

1) **Randy Morris** (Electrical Manager)
   - Work: 503-373-2343
   - Cell: 503-932-8721
   - Home: 971-217-2068

2) **OSP Capitol Mall Patrol Office**
   - 503-986-1122

Fire Department:	911
Hazardous Materials Control:	911
City Police:	911
Medical Emergency:	911
Oregon State Police:	503-375-3555
Poison Control:	800-222-1222
National Weather Service:	503-261-9246 (Portland)

Site Emergency Coordinator:

Luella Ackerson (Risk Control Analyst)
Work: 503-373-7003
Cell: 503-476-6037

Evacuation Coordinators:

Heath Swarthout:	503-373-7031
Tammie Kingsley:	503-373-7001
Dan Canales (B/U):	503-373-7025

FIRE, MEDICAL AND TARGET HAZARD INFORMATION SHEET

BUILDING NAME General Services Building Annex
Address 1257 Ferry Street, Salem OR 97301

DESIGNATED INSTRUCTION AREA?	FIRE STAGING AREA?	WHERE IS FIRE AERIAL ACCESS?	WHERE IS FIRE EQUIPMENT ACCESS?	MEDICAL STAGING AREA?	WHERE MEET FOR MEDICAL?
Front Entrance Ferry Street	None	Front Entrance Ferry Street		None	Front Entrance Ferry Street

STANDPIPES (Where are they located?)

None.

SPRINKLERS (Which areas of the building have sprinklers and what type are they?)

None.

TUNNELS (Where, what size and type are any tunnels under streets or grounds surrounding the building,)

VENTILATION FANS (Where are all ventilation fans located.)

None.

HAZMAT (Where are any reportable quantities of hazardous material stored. What kind?)

None.

ELECTRICAL (Where are electrical disconnects and circuit breakers located?)

Kitchen area off hall.

WATER SUPPLY (What type of water supply system? Where are fire hydrants?)

Fire hydrant – corner of block, left of main entrance.

AREA OF RESCUE ASSISTANCE (Where will people be waiting for rescue assistance?)

See cover sheet.

Copy to local fire department for their concurrence and their files.

STATE BUILDING SUMMARY

Building Name:	**Operations & Maintenance**
Address:	1240 Ferry ST SE Salem OR 97301
Date:	05/01/2008
Type of Construction:	Block
Year Built:	1939/1954
Total Number of Floors:	1
Basement:	No
Basement Exits:	N/A
Daily Population:	20
Maximum Capacity:	100

Does HVAC automatically shut down when fire alarm is activated?
No.

Does the building have elevators?
No.

What happens to it when the fire alarm is activated?
N/A.

Outside assembly areas for evacuees:
School District Administration, 14th Street and Ferry Street.
School Administration building evacuates to same location (about 100 people).

Hazardous weather assembly areas:
Parking structure.

EMERGENCY NUMBERS

Building Maintenance and After Hour Contacts:

1) **Phil Teague** (Operations and Maintenance Manager)
- Work: 503-378-3664
- Pager: 503-918-2001
- Home: 503-838-4326

1) **Randy Morris** (Electrical Manager)
   - Work: 503-373-2343
   - Cell: 503-932-8721
   - Home: 971-217-2068

2) **OSP Capitol Mall Patrol Office**
   - 503-986-1122

Fire Department:	911
Hazardous Materials Control:	911
City Police:	911
Medical Emergency:	911
Oregon State Police:	503-375-3555
Poison Control:	800-222-1222
National Weather Service:	503-261-9246 (Portland)

Site Emergency Coordinator:

Luella Ackerson (Risk Control Analyst)
Work: 503-373-7003
Cell: 503-476-6037

Evacuation Coordinators:
Meril Craig: 503-373-2348
Dora Ledezma: 503-373-2319

FIRE, MEDICAL AND TARGET HAZARD INFORMATION SHEET

BUILDING NAME **O&M Building**
Address **1240 Ferry Street, Salem OR 97301**

DESIGNATED INSTRUCTION AREA?	FIRE STAGING AREA?	WHERE IS FIRE AERIAL ACCESS?	WHERE IS FIRE EQUIPMENT ACCESS?	MEDICAL STAGING AREA?	WHERE MEET FOR MEDICAL?
Front Entrance Ferry Street	None	Front Entrance Ferry Street		None	Front Entrance Ferry Street

STANDPIPES (Where are they located?)

None.

SPRINKLERS (Which areas of the building have sprinklers and what type are they?)

None.

TUNNELS (Where, what size and type are any tunnels under streets or grounds surrounding the building,)

3” square mechanical between 1225 and 1240 Ferry Street.

VENTILATION FANS (Where are all ventilation fans located.)

Above office – one is above the copy room, the other is above the electrical supply room.

HAZMAT (Where are any reportable quantities of hazardous material stored. What kind?)

MSDS books located through the main entrance on the west side wall under the fire panel.

ELECTRICAL (Where are electrical disconnects and circuit breakers located?)

SE corner of Store Room; 1st level SW corner of parking structure are main circuit shut-offs. Natural Gas shut-off is on the SW corner of the Store Room (outside).

WATER SUPPLY (What type of water supply system? Where are fire hydrants?)

In front of the Store Room door NW corner of the building and NE corner of the parking structure.

AREA OF RESCUE ASSISTANCE (Where will people be waiting for rescue assistance?)

See cover sheet.

Copy to local fire department for their concurrence and their files.

Evacuation Coordinator List of Supplies

NEED	DESCRIPTION
	Blue Bump-Cap (hard hat)
	Blue Bump-Cap Replacement Insert
	Whistle with Lanyard
	Blue Evacuation Team Vest – Specify Size _____
	Large Duracell Rubberized Flashlight
	D-cell Batteries, 4/pk
	Masking Tape, ¾”
	Post-it-Note pad, 3” x 3”
	Black Ball Point Pen
	Black Sharpie Marking Pen
	Pocket Memo Book
	Do Not Enter Sign

SANDERSON

Sanderson Safety Supply Co.
1101 SE 3rd Avenue
Portland OR 97214

Phone: 503-238-5700

ORDER FORM

Date

State Agency:

PCA:

Quantity	Item Code	Description	Each	Total
	MK2V-BL	MSA BLUE V-GUARD HARD HAT	Call	
	MKHB	REPLACEMENT HARD HAT INSERT	Call	

Grand Total

Please note: Prices may change without notice. Please confirm at time of order.

Notes/Comments:

ShangrLa Corportation (Contract #0484)

dba ARK Manufacturing
4080 Reed Road SE, Ste 110
Salem OR 97302

Phone: 503-581-6702

ORDER FORM

Date

State Agency:

PCA:

Quantity	Item Code	Description	Each	Total
	OREV-S	Evacuation Team Vest - Small (34-36)	35.95	
	OREV-M	Evacuation Team Vest - Medium (38-40)	36.56	
	OREV-L	Evacuation Team Vest - Large (42-44)	37.16	
	OREV-XL	Evacuation Team Vest - Xlarge (46-48)	38.10	
	OREV-2X	Evacuation Team Vest - 2XLarge (50-52)	38.40	
	OREV-3X	Evacuation Team Vest - 3XLarge (54-56)	39.55	
	OREV-4X	Evacuation Team Vest - 4XLarge (58-60)	40.27	

Grand Total

Please note: Prices may change without notice. Please confirm at time of order.

Notes/Comments:

OFFICE MAX (Contract #9803) OfficeMax
Phone:

ORDER FORM
Date

State Agency: PCA:

Quantity	Item Code	Description	Each	Total
	23857596 - 10500	Bright Star Industrial Flashlight	5.99 EA	
	12011912 - MN1300R4Z	Duracell Coppertop D Batteries, 4/PK	8.49 PK	
	20581194 - 260034	3M Highland Masking Tape, 3/4" x 2160"	1.79 RL	
	09001518 - 654YW	Post-It Notes, 3" x 3", 12/PK	13.29 PK	
	10011006 - GSM11-BK	BIC Round Stic Pen, Black, Medium	1.69 DZ	
	10014398 - 30665PP	Sharpie, Black, Fine Point, 5/PK	4.89 PK	
	21185717 - OM96730	OfficeMax Pocket Memo Book, 3" x 5"	8.29 DZ	

Grand Total

Please note: Prices may change without notice. Please confirm at time of order.

Notes/Comments:

EMPLOYEE ROSTER
EC EVACUEE ACCOUNTING FORM

Building: _____ **Floor/Area:** _____

Worksheet for Ecs to account for evacuees and whether anyone is known to need help. Keep it up-to-date with names of people who work in the assigned area and any visitors. Make especially **bold and clear** entries about anyone known to be inside or needing help. EC retains this form until the emergency ends.

EMPLOYEE & VISITOR NAME(S)	OUT ✓ INSIDE X UNKN ?	NEED HELP	NOTES	FIRST AID CARD
EC:				
EC:				
EC:				