

Expecting the **UN**expected

What to consider in planning for workplace emergencies



About this guide

Expecting the UNexpected is an Oregon OSHA Standards and Technical Resources Section publication.

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Can it happen at your workplace?

Emergencies happen to other people, right? We see emergencies reported on television and on the Web and we read about them in the news. We think emergencies won't happen to us. But what would you do if you had to respond to a bomb threat, an earthquake, or a fire? This guide asks you to think about such events where you work – events that could affect you, your employees, your customers, or the public – and helps you plan for them now.

What is a workplace emergency?

The standard definition of an emergency goes something like this: “A *sudden, unforeseen crisis*, usually involving *danger*, which requires *immediate action*.” Most workplace emergencies fit this definition, but not all of them. For example, a health-related crisis – such as a flu pandemic – may not happen suddenly or require immediate action but could become an emergency over a matter of days or weeks. And unlike personal emergencies, workplace emergencies require an immediate, coordinated response from many individuals in an organization who may have little information about the crisis.



Photo illustration by Patricia Young

Managing workplace emergencies

The incident-management system

Professional emergency responders can teach you a lot about planning for workplace emergencies. When you call 911 to report an emergency, you connect with a local network of fire, police, and other emergency service professionals who respond as quickly as possible.

This network is part of a larger incident-management system that:

- Identifies, locates, and determines the extent of the emergency.
- Determines the resources necessary to manage and control the emergency.
- Coordinates command-and-control responsibilities between police and fire departments, hospitals and other medical service providers, government agencies, and on-site responders.
- Establishes and maintains communication between on-scene emergency responders and other emergency service providers.
- Provides for the safety of victims.

An incident-management system for your workplace

You can create a small-scale version of the incident management system used by professional responders. Your workplace will be ready to respond to any emergency – from a heart attack to an earthquake – and manage it in the most effective, efficient way possible. The essential parts of this system are your employees, your emergency plan, and communication and emergency-response equipment.

How a workplace-incident management system works during an emergency

Trained employees, operating under a chain of command and following procedures in the emergency plan, determine the nature and extent of the emergency. They determine whether an evacuation is necessary, carry out critical emergency-scene activities to ensure the safety of others at their workplace, and communicate with professional responders, sharing critical information about the nature of the emergency.

Developing your emergency plan

Your goal is to create a plan that ensures the well-being of everyone at your workplace in the most effective, efficient manner possible. But if you've never had to respond to a workplace emergency, how do you begin? Start by involving employees in identifying emergencies that could affect your workplace, establishing an emergency chain of command, and developing emergency-response policy and procedures.

Involve employees in the planning process

The most important element of emergency planning is getting employees involved in the process. When employees participate, they will take the plan seriously and be more likely to respond appropriately during an emergency. From the start, they should be aware that the plan is for their safety.

- Form a team to help you develop the plan – ask for volunteers.
- Review the plan with your employees so that they know what procedures to follow during an emergency. Each employee should have a copy of the plan or know where to review it.
- Encourage employees to report hazards and unsafe practices that could contribute to an emergency.

Identify emergencies that could affect your workplace

Identify external incidents (outside your workplace) that could threaten employees or the public and internal incidents that could cause an emergency. Examples include:

- Medical: internal and external.
- Fire: external or internal.
- Earthquake: external.
- Explosion: external or internal.
- Hazardous-substance release: external or internal.
- Weather-related event: external.
- Threat of violence: external or internal.



Electrical, heating and cooling, and telecommunication-system failures can disrupt workplace activities and contribute to emergencies. What effect would each have on your workplace?

Establish a chain of command

A chain of command links one person with overall responsibility for managing an emergency to others who are responsible for carrying out specific emergency-response tasks. A chain of command establishes who's in charge and ensures that everyone in the chain responds to emergencies in an organized way. At the top of the chain is the emergency scene commander, a trained employee who has overall responsibility for managing emergencies. Just below the emergency scene commander are the volunteer emergency scene coordinators.

In an organization that has multiple buildings or workplaces, the chain of command might also include a facility manager, an emergency director, and other management units, as shown in **Figure A** (page 9) – Chain of command for a large workplace.

At many small- to medium-sized workplaces, the chain of command consists of an emergency scene commander and one or two volunteer emergency scene coordinators as shown in **Figure B** (page 9) – Chain of command for a small workplace.

The responsibilities of the emergency scene commander

The emergency scene commander has overall command of a workplace emergency, including:

- Assessing incidents to determine if it is necessary to order emergency response.
- Supervising emergency scene coordinators' activities during an emergency.
- Maintaining communication with professional responders such as ambulance, police, and fire departments.
- Directing shutdown of critical workplace equipment or operations.
- Determining if an evacuation is necessary and managing an evacuation.



The emergency scene commander should be an employee who has experience managing others, assessing complex events, and making effective decisions under difficult circumstances.

Figure A

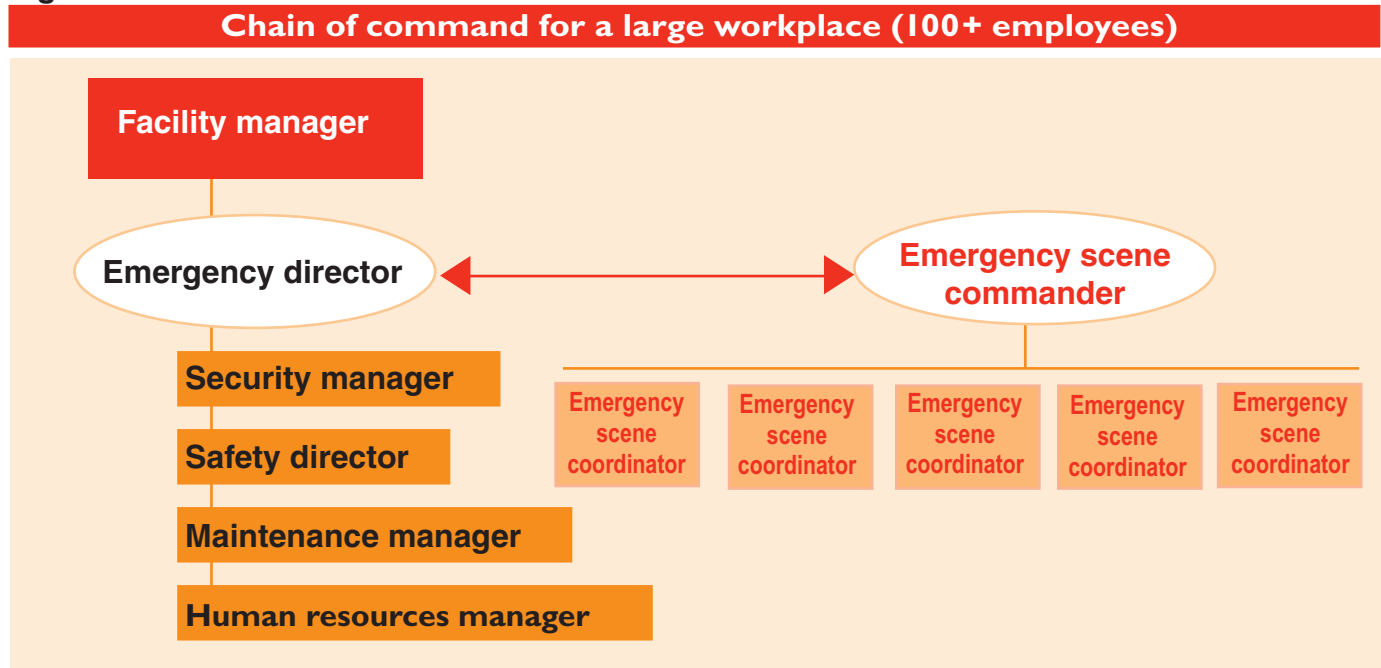
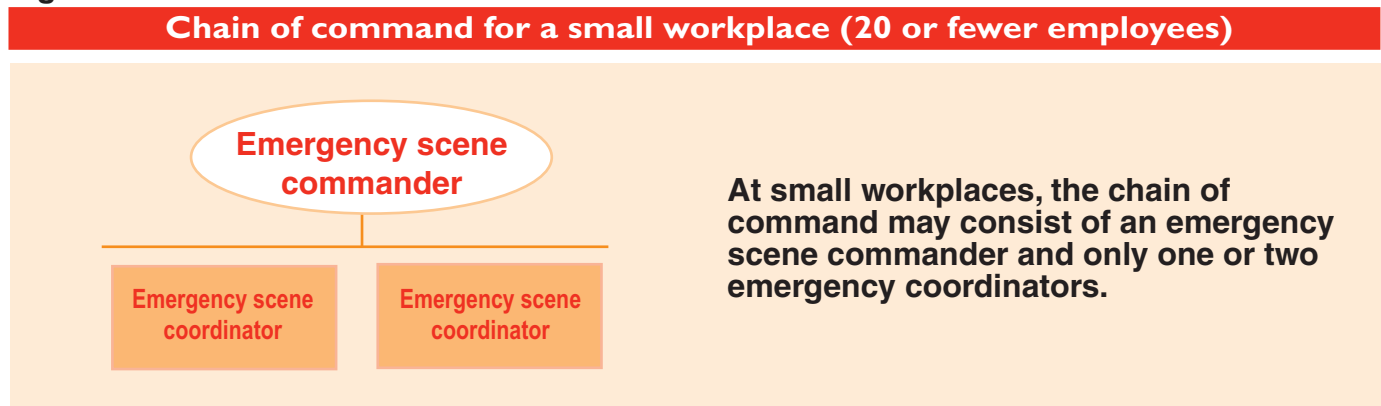


Figure B



The role of the emergency scene coordinators

Emergency scene coordinators are responsible for coordinating other employees' activities during an emergency (guiding them to appropriate exits and safe areas during an evacuation, for example) and for other emergency-response tasks for which they have volunteered and been properly trained.

Generally, each coordinator should be responsible for about 20 employees within a designated work area, as shown in Table 2.

Table 2: Number of emergency scene responders for typical workplaces

Total employees in your workplace	Emergency scene commanders	Emergency scene coordinators
11-19	1	1
20-49	1	1-2
50-99	1	2-5
100-249	1	5-12
250+	1	12+

Emergency scene coordinators must know how to respond to all emergencies identified in your emergency plan, the evacuation procedures for your workplace, and how to use emergency communication equipment. They should also know CPR, first aid, and how to respond to threats of violence. Their primary responsibilities include:

- Checking rooms and other enclosed spaces for employees who may be trapped or unable to evacuate during an emergency.
- Knowing who may need assistance during an evacuation and how to assist them.
- Coordinating the emergency activities of employees.
- Ensuring that employees understand how to respond to workplace emergencies.
- Knowing the workplace layout, appropriate escape routes, and areas that employees must not enter during an evacuation.
- Verifying that employees are in designated safe areas after an evacuation.



Establishing a chain of command minimizes confusion during an emergency. An effective chain of command helps ensure that responders manage an emergency in the most efficient way possible.

Develop a policy and procedures for responding to emergencies

The policy

Create a short, written policy that states the purpose of the plan and emphasizes that you are committed to ensuring the safety of employees and others at your workplace. Here's an example:

It is the policy of this organization to protect employees from physical harm, harassment, and intimidation. This organization is committed to an effective emergency plan that ensures the safety of all employees. The plan is based on an incident management system (IMS) that consists of volunteer employees trained to respond to any workplace emergency. The system is modeled on the IMS system used by fire, police, and emergency medical-service responders. It provides for overall command and control of any emergency. It improves communication between IMS personnel and the fire, police, and medical personnel who respond to a call for help. It provides appropriate emergency assistance before professional emergency responders arrive.

The procedures

Procedures are instructions for accomplishing specific tasks. Procedures are important because they tell employees exactly what to do to stay safe during an emergency. Your plan should describe how you will:

- Report emergencies to local fire and police departments.
- Inform the emergency chain of command of an emergency.
- Warn employees about an emergency.
- Conduct an orderly, efficient workplace evacuation.
- Help employees with disabilities or limited English-speaking skills during an evacuation.
- Shut down critical equipment, operate fire extinguishers, and perform other essential services during an evacuation.
- Account for employees at a designated safe area after an evacuation.
- Perform rescue and first-aid activities that may be necessary during an emergency.

Other critical information

Include the following in your procedures:

- The names of the emergency scene commander, the emergency scene coordinators, and others responsible for carrying out the plan, and how to contact them during an emergency.
- The name of the person who has the authority to order a workplace evacuation (typically, the emergency scene commander).
- The names and phone numbers of those who understand the emergency plan and will inform others about it (typically, the emergency scene commander and the emergency scene coordinators).
- How to obtain critical information about the organization and its employees after an evacuation or when a disaster makes it impossible to return to the workplace.

Planning considerations

Accounting for employees after an evacuation

Designate a meeting area away from the emergency site and ensure that employees know they must meet there after they evacuate the workplace. An emergency scene coordinator should take a roll call to identify employees not present.

Alerting employees to an emergency

You can use a public address system, portable radio, alarm, or any other means that you know will warn everyone at your workplace. Alarms must be distinctive, recognized by all employees, and have a back-up power supply in case the primary power fails.



You may need alarms that employees can hear and see.

Conducting employee rescues

It takes more than good intentions to save lives. Untrained rescuers can endanger themselves and those they are trying to rescue. Leave rescue work to professional responders who are appropriately trained and equipped.

Jobs such as handling hazardous substances or working in confined spaces could cause emergencies for which fire or police departments are not trained. Find out what kinds of emergencies local responders are trained and equipped to do. If they can't respond to emergencies unique to your workplace, your employees must be trained, equipped, and able to respond promptly.

Coordinating with multi-employer workplaces

If you share a building with other employers, consider working with them to develop a building-wide emergency plan. If a buildingwide plan isn't feasible, be sure that your plan doesn't conflict with the plans of the other employers in the building.

Developing quick-response teams

A quick-response team consists of volunteer employees trained to handle incidents that require immediate action such as medical emergencies, threatening or violent people, and hazardous substance releases. Consider the following in developing quick response teams:

- Incidents that require immediate action.
- Roles and responsibilities of team members.
- The team's communication and response procedures.

Educating employees about emergencies and evacuations

All employees should understand the key elements of your emergency plan, including:

- Roles of the emergency scene commander and coordinators.
- How to respond to threats and intimidation.
- Methods for warning employees of emergencies.
- Methods for contacting employees' next of kin after an emergency.
- Procedures for summoning emergency responders.
- Location of evacuation areas.
- How to respond to an emergency and an order to evacuate.

Educate new employees about the emergency plan when you hire them. Keep all employees informed about any changes to the plan.

Train emergency scene coordinators in first aid and CPR, bloodborne pathogen protection, and how to use rescue equipment.

Schedule drills so that employees can practice. Include outside fire and police departments in the drills when possible. Evaluate each drill and identify activities that need strengthening. Share the results with all employees.

When an emergency requires an evacuation, all employees must know to leave, what emergency exits to take, and where to meet. Employees may also need to know how to shut down critical equipment during an evacuation.

Establishing evacuation exits

Your workplace should have a primary evacuation exit and an alternate exit. Post diagrams showing evacuation routes and exits. Make sure that all employees will see them. Identify the exits and the exit routes in your plan. Characteristics of exits:

- They're clearly marked, well lit, and visible under emergency conditions.
- They're wide enough to accommodate employees during an evacuation.
- They're unobstructed and clear of debris at all times.
- They're unlikely to expose employees to other hazards.

! *An essential part of your emergency plan is an evacuation diagram – a floor plan of your building that shows evacuation exits and describes the emergency evacuation procedure. Mark the exit routes and put a “you are here” tag on the diagram so they are easy to see.*

Providing medical assistance and first aid

Is there a nearby emergency clinic or hospital that will admit victims of emergencies from your workplace? If not, make sure that emergency scene coordinators have appropriate first-aid training and supplies. The American Red Cross, insurance companies, and fire departments usually offer such training.

Recording critical employee information

After a medical emergency, an employee may be unable to contact next of kin or other relatives. You should have access to employees' home phone numbers, the names and phone numbers of family members they want you to contact, physician names and phone numbers, and information employees give you about their medical conditions or medications. Many employers keep this information with employees' permanent employment records and update it yearly.

Reporting fires and other emergencies

Your emergency plan must have a procedure for reporting fires and other emergencies to professional responders. Fires are generally not reported to fire departments by fire alarms; most fire alarms warn only building occupants. Call 911 to report fires.

! *The emergency scene commander should stay in a safe location to relay relevant information to professional emergency responders.*

Selecting and using personal protective equipment

Personal protective equipment includes clothing and equipment that protects emergency responders against specific hazards. Examples include work gloves, goggles, hard hats, and respirators.

Properly used, personal protective equipment offers protection against a hazard but doesn't eliminate the hazard. If it fails or isn't appropriate for a particular task, the user risks exposure. Appropriate, effective protection depends on selecting, wearing, and using the equipment properly, which can be challenging. The following steps highlight one procedure for selecting personal protective equipment.

1. Identify emergency-related hazards for which personal protective equipment may be necessary.
2. Determine what kinds of personal protective equipment will protect users from the hazards.
3. Determine who will use the equipment; it's critical that the equipment fit the user and not cause allergic reactions or other health problems.
4. Determine the conditions under which responders will use the equipment; the equipment must not fail under those conditions.
5. Ensure that emergency responders know how to use their personal protective equipment. They must know how to wear it, how to maintain it, when to use it, how it protects them, and how to discard it if it becomes contaminated.



You'll find Oregon OSHA's requirements for personal protective equipment in 437-002-0134, Personal Protective Equipment.

Types of emergencies

These emergencies could affect workplaces in the Pacific Northwest. Consider factors such as workplace size and location, number of employees, and the nature of their work in determining how to respond.



Medical

The most likely workplace emergency is a medical emergency. A serious medical emergency such as cardiac arrest requires immediate attention – response time is critical.

When it happens

- Call 911. Tell the dispatcher the workplace location and the nature of the emergency.
- Do not move the victim.
- Notify an emergency scene coordinator for CPR or other first-aid tasks.
- Inform the emergency scene commander.
- Assist professional medical responders when they arrive.
- Inform the victim's supervisor.
- Consider purchasing an automatic external defibrillator (AED) to treat victims in cardiac arrest. Now they can be used by just about anyone after a short training session.

Fire

How will your employees respond to fire-related emergencies? Will they evacuate or will they use portable fire extinguishers to fight fires?

Oregon OSHA's portable fire extinguisher rule (437-002-0187), which applies to businesses that have portable fire extinguishers, has exemptions that may apply to your workplace. Use the table on page 17 to determine how the exemptions apply.



Note: You may need an emergency action plan, a fire prevention plan, or both for the rule's exemptions to apply. The requirements for both plans are explained at the end of this section.

How will your employees respond to fire-related emergencies?

IF	THEN
<p>All your employees will evacuate immediately; portable fire extinguishers are not accessible (in a locked cabinet, for example) and employees are not authorized to use them.</p>	<p>You are exempt from Oregon OSHA's portable fire extinguisher rule 437-002-0187 if you have:</p> <ul style="list-style-type: none"> • An emergency action plan. • A fire prevention plan. • A written fire safety policy that requires an immediate and total evacuation of employees in the event of a fire.
<p>All your employees will evacuate immediately; portable fire extinguishers are accessible but employees are not authorized to use them.</p>	<p>You must comply with paragraphs (1)-(3) in Oregon OSHA's portable fire extinguisher rule, 437-002-0187. You are exempt from paragraph (4) if you have:</p> <ul style="list-style-type: none"> • An emergency action plan. • A fire prevention plan.
<p>All your employees will evacuate immediately except designated employees who are authorized to use portable fire extinguishers to fight fires.</p>	<p>You must comply with paragraphs (1)-(4) in Oregon OSHA's portable fire extinguisher rule, 437-002-0187. You are exempt from the maximum travel distance requirements in 437-002-0187, Table I if you have:</p> <ul style="list-style-type: none"> • An emergency action plan designating which employees are authorized to use available fire extinguishers and requiring all other employees to evacuate.
<p>All your employees can use portable fire extinguishers to fight fires.</p>	<p>You must comply with paragraphs (1)-(4) in Oregon OSHA's portable fire extinguisher rule, 437-002-0187.</p>

The key parts of 437-002-0187 include:

- Paragraph (1) Fire extinguisher selection, placement, travel distance, and signage
- Paragraph (2) Fire extinguisher inspection and maintenance
- Paragraph (3) Fire extinguisher hydrostatic testing
- Paragraph (4) Employee training

Requirements for emergency action plans

Oregon OSHA's emergency action plan rule is **437-002-0042** [Division 2, Subdivision E].

An emergency action plan requires:

- Evacuation procedures that describe the evacuation type and identify exit routes.
- Procedures that account for all employees after they evacuate.
- Procedures for reporting emergencies.
- Procedures for shutting down critical plant operations and equipment before evacuation.
- Procedures for rescues and medical duties.
- Names or job titles of employees to contact for more information about the plan.
- A working alarm system.
- Designated, trained employees to assist in evacuations.
- A review of the plan with employees when they're hired and when the plan changes.

If your workplace has more than 10 employees, your emergency action plan must be in writing. Workplaces that have 10 or fewer employees don't need written plans but employees must know what procedures to follow during an emergency.

Requirements for fire prevention plans

Oregon OSHA's fire prevention plan rule is **437-002-0043** [Division 2, Subdivision E].

A fire prevention plan requires:

- A list of all major fire hazards, including handling and storage procedures for hazardous materials, potential ignition sources, and the fire protection equipment necessary to control each hazard.
- Procedures for controlling accumulations of flammable and combustible waste.
- Procedures for ensuring that heat-producing equipment doesn't accidentally ignite combustible material.
- Names or job titles of employees responsible for maintaining fire prevention equipment.
- Names or job titles of those responsible for controlling fuel hazards.

You must also tell employees about fire hazards in their work areas and review the plan with them before they begin their jobs for the first time.

If your workplace has more than 10 employees, your fire prevention plan must be in writing. Workplaces that have 10 or fewer employees don't need written plans, but employees must know what procedures to follow during an emergency.

Earthquake

People in most workplaces are at greatest risk from collapsing ceilings, windows, light fixtures, and other falling objects. If you're indoors, the safest response is to take cover and protect your head and neck.

When it happens

- If you're indoors, stay there. Take cover under sturdy furniture or against an inside wall.
- Do not use elevators.
- Stay away from windows, skylights, and other objects that could fall.
- Use stairways to leave the workplace if ordered to evacuate by the incident scene commander.
- Be ready to rescue victims when professional responders are not be able to respond; remove victims to a triage area, if possible.

Tsunami

A tsunami is a rapid increase in sea level – actually a series of waves – caused by an earthquake occurring near or underneath the ocean. Tsunami waves can reach the coastline in as little as five minutes after an earthquake.

People located in low-lying areas near the coastline are at greatest risk from tsunami flooding. A tsunami can flood inland areas well beyond the range of normal high water. Boats and ships in harbor are also at great risk from the extreme changes in sea level.

When it happens

- Follow the tsunami evacuation plans for your area. County and local emergency management authorities have developed specific evacuation procedures for Oregon coastal areas.
- For tsunamis generated in distant locations, such as Alaska or Russia, you will receive advance warning of the tsunami's arrival from your local emergency management office and the media. Follow their instructions.
- You will most likely be asked to evacuate to higher ground. Remember, you will not feel the earthquake that generates tsunamis from distant areas of the Pacific.
- Because a tsunami is a series of waves, the damaging effects can last for hours following the arrival of the initial wave. Do not return to lowlying areas susceptible to tsunami flooding until local authorities issue an "all clear" advisory.

Explosion

Any workplace that handles, stores, or processes flammable gasses, liquids, and solids risks an explosion. Explosions offer no warnings, causing disorganization and panic.

When it happens

- Try to establish communication with emergency scene coordinators.
- Assess damage to the workplace and estimate human casualties.
- Administer first aid if it's safe to do so.
- Do not use elevators.
- Evacuate following an established procedure.

Hazardous-substance release

Hazardous substances include solvents, pesticides, paints, adhesives, petroleum products, and heavy metals – any substance hazardous to health. If your workplace doesn't use hazardous substances, could it be affected by a nearby release or an accident on a local freeway? If so, make sure your emergency plan describes how the emergency scene commander and coordinators will respond and notify fire and police departments.

When it happens

- Inform the emergency scene commander.
- Evacuate the area surrounding the release.
- Call 911. Tell the dispatcher the workplace location and the nature of the emergency.
- If your workplace uses hazardous chemicals, our hazard communication rule requires you to inventory them, keep the manufacturer-supplied safety data sheets, label the chemical containers, and train employees to protect themselves from the chemicals' hazards. See *1910.1200, Hazard Communication* for the requirements.
- If your workplace is involved in hazardous-waste operations or responds to emergencies involving hazardous substances, you must have a written plan that describes how you will respond to hazardous substance emergencies. See *1910.120, Hazardous Waste Operations and Emergency Response*, for Oregon OSHA's requirements.
- If employees must wear personal protective equipment – chemical suits, gloves, hoods, boots, or respirators, for example – make sure the equipment will be available when they need it, that it fits them, and that they know how to use it. See *437-002-0134, Personal Protective Equipment*, for Oregon OSHA's requirements.

Weather-related event

Floods, wind, thunderstorms, and snow are likely to cause most weather-related workplace emergencies in Oregon. Many communities experience floods following warm spring rain. Winter storms often bring strong winds, freezing rain, and snow that can cause structural damage and power outages.

When it happens

- Wait for instructions from the emergency scene commander; a power failure will slow communication.
- Tune a battery-powered radio to a station that broadcasts local news.
- Do not evacuate the workplace unless ordered to do so.

Threats of violence

Threats of violence may be delivered in any form: face-to-face, by fax, email, phone, or in writing.

Threats can be directed toward the workplace or toward a specific person. Police departments, mental health professionals, and employee-assistance program counselors offer prevention information, security inspections, and employee training that can help reduce the risk of workplace violence.

When it happens

- Inform an emergency scene coordinator.
- Activate a silent alarm if your workplace has one.
- Isolate the threatening person if it's possible to do so safely.
- Inform the emergency scene commander.

Bomb threats

Take threats seriously. Don't use fire alarms or cellphones in the building – they generate radio waves that could trigger a bomb. Someone who finds a package that may be a bomb should note its size, shape, and whether it emits a sound, then tell the emergency scene commander. **Do not touch, move, or handle the package!** Call 911 from outside the building to report the emergency and determine if an evacuation is necessary. Use a communication method that doesn't generate radio waves to order the evacuation.

Consider offering threat-management training to one or more emergency scene coordinators and creating a bomb threat quick-response team.

Terrorism

Although terrorist acts pose minimal risks to most workplaces, the devastating effects of terrorist acts worldwide have changed the perception of a secure workplace and added a new dimension to emergency planning. What distinguishes terrorist acts is the use of threats and violence to intimidate or coerce.

How do others perceive the mission of your organization in the following contexts?

- Political activities
- Business activities
- Economic activities.
- Social responsibilities

How vulnerable are your critical resources from terrorist attack?

- Your employees
- Production machinery and equipment
- Mail and HVAC systems
- Electronic communication, power, data, and systems hardware
- Real estate and other physical property
- Finance and administrative transactions

Pandemic flu

A pandemic is a global disease outbreak. A flu pandemic happens when a new flu virus spreads quickly among people worldwide because they have little natural immunity.

The best preventive advice for everyone: Get an annual flu shot, which helps to prevent illness from seasonal influenza strains. Wash your hands regularly with liquid soap under running water for at least 20 seconds. If you're feeling flu-ish, stay home, rest, and drink plenty of fluids. Cover your mouth and nose with your sleeve or a tissue when you sneeze or cough. See a doctor if your condition gets worse.

When it happens

- Determine which tasks are essential and which ones can be delayed until the emergency is over.
- Determine which tasks can be accomplished through telework or other distance work.
- Determine what personal protective equipment (including respirators) you will require employees to use or will let them use voluntarily.
- Cross-train employees on critical tasks.
- Update return-to-work and medical leave policies so that employees will know how flu will be treated along with other serious health conditions.

Where to find more information

Sample written plans

You'll find a sample written emergency action plan and a sample written fire prevention plan on Oregon OSHA's "Forms" webpage (click on "Forms" under the A-Z topics list).

Rules

The following Division 2 (General Occupational Safety and Health) rules have requirements on planning and responding to workplace emergencies.

Subdivision E, Means of Egress

- 437-002-0041, Exits and exit routes
- 437-002-0042, Emergency action plan
- 437-002-0043, Fire prevention plan

Subdivision H, Hazardous Materials

- 1910.119, Process safety management of highly hazardous chemicals *
- 1910.120, Hazardous waste operations and emergency response *

Subdivision I, Personal Protective Equipment

- 1910.134, Respiratory protection
- 437-002-0134, Personal Protective Equipment

Subdivision J, General Environmental Controls

- 437-002-0146, Confined spaces

Subdivision K, Medical & First Aid

- 437-002-0161, Medical services and first aid

* Includes requirements for an emergency action plan

Subdivision L, Fire Protection

- 1910.156, Fire brigades
- 437-002-0187, Portable fire extinguishers
- 1910.158, Standard and hose systems
- 1910.159, Automatic sprinkler systems
- 1910.160, Fixed extinguishing systems, general *
- 1910.161, Fixed extinguishing systems, dry chemical
- 1910.162, Fixed extinguishing systems, gaseous agent
- 1910.163, Fixed extinguishing systems, and water spray and foam
- 1910.164, Fire detection systems *
- 1910.165, Employee alarm systems

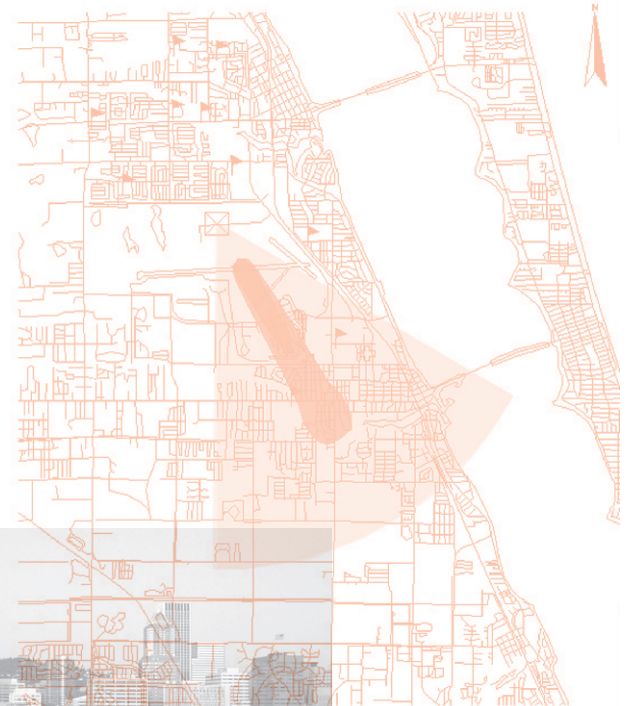
Subdivision R, Special Industries

- 1910.272, Grain handling facilities *

Subdivision Z, Toxic & Hazardous Substances

- 1910.1044, 1,2-dibromo-3-chloropropane
- 1910.1051, 1,3-Butadiene
- 1910.1045, Acrylonitrile
- 1910.1030, Bloodborne pathogens
- 1910.1027, Cadmium (incorrect spelling)
- 1910.1047, Ethylene oxide
- 1910.1200, Hazard communication
- 437-002-0161, Medical services and first aid
- 1910.1050, Methylenedianiline
- 1910.1017, Vinyl chloride

* Includes requirements for an emergency action plan



Websites

Our favorite links to more information on emergency planning

- American Red Cross: Be Prepared: http://www.redcross.org/services/disaster/0,1082,0_500_00.html
- Are You Ready? A Citizen's Guide to Preparedness: <http://www.fema.gov/areyouready/>
- Canadian Centre for Occupational Safety and Health: <http://www.ccohs.ca/pandemic/>
- CDC: Emergency Preparedness and Response: <http://www.bt.cdc.gov/>
- Community Response Grids (CRG): <http://www.cs.umd.edu/hcil/911gov/>
- Emergency Preparedness & Response: Mass Casualty Event Preparedness and Response: <http://www.bt.cdc.gov/masscasualties/>
- Federal Emergency Management Agency: <http://www.fema.gov/>
- Managing Emergency Preparedness: Academic Health Centers Organize and Innovate: http://www.aahcdc.org/policy/reports/AAHC_Emergency_Prep_08.pdf
- MEDLINEplus: Disasters and Emergency Preparedness: <http://www.nlm.nih.gov/medlineplus/disastersandemergencypreparedness.html>
- National Safety Council Emergency Preparedness - Natural Disasters: http://www.nsc.org/preparedness/natural_disasters.aspx
- Oregon Information on Swine Influenza (swine flu): <http://www.flu.oregon.gov/>
- OSHA Emergency Preparedness and Response: <http://www.osha.gov/SLTC/emergencypreparedness/index.html>
- PandemicFlu.gov: <http://www.pandemicflu.gov/>
- Pipeline and Hazardous Materials Safety Administration: <http://hazmat.dot.gov/pubs/erg/gydebook.htm>
- Promising Practices: Pandemic Preparedness Tools: <http://www.pandemicpractices.org>
- Ready: <http://www.ready.gov>
- Redefining Readiness: <http://www.redefiningreadiness.net/>
- US Chemical Safety and Hazard Investigation Board videos: http://www.csb.gov/index.cfm?folder=video_archive&page=index#launch

Oregon OSHA Services

Oregon OSHA offers a wide variety of safety and health services to employers and employees:

Consultative Services

- Offers no-cost, on-site safety and health assistance to help Oregon employers recognize and correct workplace safety and health problems.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, assistance to new businesses, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

Enforcement

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Inspects places of employment for occupational safety and health hazards and investigates workplace complaints and accidents.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.

Appeals, Informal Conferences

- Provides the opportunity for employers to hold informal meetings with Oregon OSHA on concerns about workplace safety and health.
- Discusses Oregon OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

Standards & Technical Resources

- Develops, interprets, and provides technical advice on safety and health standards.
- Provides copies of all Oregon OSHA occupational safety and health standards.
- Publishes booklets, pamphlets, and other materials to assist in the implementation of safety and health standards and programs.
- Operates a Resource Center with a video lending library, books, technical periodicals, and consensus standards.

Public Education & Conferences

- Conducts conferences, seminars, workshops, and rule forums.
- Coordinates and provides technical training on topics such as confined space, ergonomics, lockout/tagout, and excavations.
- Provides workshops covering management of basic safety and health programs, safety committees, accident investigation, and job safety analysis.
- Manages the Safety and Health Education and Training Grant Program, which awards grants to industrial and labor groups to develop training materials in occupational safety and health for Oregon workers.

For more information, call the Oregon OSHA office nearest you.

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