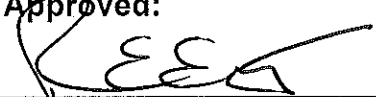




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Emergency Response Plans ODFW Fixed Facilities	HR_480_03
Supersedes:	HR_480_03, dated September 1, 2004	
Applicability:	All employees, volunteers, and contract service providers	
Reference:	OAR 437-2/ E-1910.38	
Effective Date:	November 1, 2011	Approved: 

I. PURPOSE

To ensure employees, contractors, visitors and property are protected in the event of an emergency.

II. POLICY

Every fixed worksite in the Department of Fish and Wildlife shall have emergency preparedness plans based upon the emergency probabilities and disaster vulnerabilities that exist at the specific fixed site.

A. At a minimum, the basic worksite emergency plan for a fixed site shall include:

1. An emergency telephone notification system if applicable;
2. Radio procedures, where radio communication systems are used;
3. Documented procedures for reporting various types of emergencies that could be experienced at the site, including fire and medical emergencies;
4. Call-out lists for key personnel, including provisions for call-out at night and on weekends and holidays if the facility operates 24 hours a day, 7 days a week year round;
5. An alarm system or equivalent method of alerting employees to signal the evacuation of a building or area;
6. Written plans and procedures for the shutdown of certain processes and vital equipment at a site;
7. Written plans for the shutdown of utilities (e.g., gas, electricity, water);
8. Provisions for emergency lighting and power for critical processes;
9. Adequate supplies of first aid, rescue, and other types of emergency equipment;

10. Personnel trained in first aid/CPR, fire extinguisher use, and use of other site-specific emergency equipment.

B. At a minimum, the basic fixed worksite evacuation plan shall include:

1. Method for communication evacuation procedures to all employees;
2. Assignment of key employees as monitors in each area or floor as appropriate, to direct evacuation traffic and ensure that the building or area has been cleared;
3. Alarm systems or other means of communicating evacuation notification to employees;
4. Up-to-date evacuation maps posted throughout the site that show a point of reference (e.g., "you are here"), routes of travel and designated exits;
5. Special plans and diagrams posted and maintained in high hazard areas that indicate the following:
 - a. Hazardous substances used, handled or stored;
 - b. Location of shut-off valves on lines supplying the substance, as appropriate;
 - c. Location of emergency equipment (e.g., fire extinguishers);
 - d. Emergency telephones and/or radios; and
 - e. Exit locations.
6. Evacuation drills shall be conducted at least annually or at any time there has been a significant remodel of the facility that would affect evacuation;
7. Earthquake drills shall be conducted once a year and a record of the event made and kept for three years;
8. Assignment of employees to assist disabled personnel; and
9. Procedures to account for all employees present at the site in the event of an evacuation.

C. Employees shall:

1. Be familiar with the emergency response procedures at their work site(s);
2. Know what actions to take when an alarm sounds or an evacuation order is given;
3. Assist other employees in handling the emergency according to training and instruction given; and
4. Participate fully in any evacuation or earthquake drill.

D. Site Supervisors shall:

1. Ensure that workable emergency response plans are developed for their worksite;
2. Instruct employees on emergency procedures, evacuations, alarms, exits, and other key elements of the plan;
3. Designate employees to carry out specific roles in the plan;
4. Ensure employees cooperate fully in any emergency drills, simulations, or table-top exercises;
5. Ensure that employees receive prompt first aid and/or medical treatment when necessary; and
6. Participate in critiques following drills and/or actual emergencies.

E. Site Safety Officers shall:

1. Develop and implement an emergency response plan that meets the requirements of this section;
2. Conduct emergency response drills (e.g., evacuations), in conjunction with the site supervisor;
3. Conduct incident critiques following drills and/or actual emergencies;
4. Perform follow-up record keeping and reporting requirements;
5. Provide guidance to the site supervisor in carrying out his/her emergency duties.

F. Region Managers shall:

1. Ensure that all sites are properly prepared for emergencies and disasters and have an emergency response plan in place; and
2. Support the activities of the sites in their emergency planning efforts.

G. The Department Safety and Health Manager shall:

1. Provide technical assistance and advice to all sites in the preparation and maintenance of emergency response plans; and
2. Assist in coordinating specialized training for site emergency response personnel as needed.