

COMES/Astoria Action Plan

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SECTION 1 -- PURPOSE AND MAINTENANCE

a. Purpose

This plan identifies procedures for the response and recovery in the event of an emergency. It outlines responsibilities for the performance of functions that are essential for the protection of life and property of the OSU Seafood Lab.

b. Maintenance

This plan will be reviewed annually by the Safety Committee.

Drills are encouraged. They are an effective way to ensure that building occupants recognize the evacuation alarm, know how to respond and what steps to take. Practicing an evacuation during a non-emergency provides training that will be valuable in an emergency.

After a drill concludes, take the time to review this plan and revise as needed.

SECTION 2 -- INVOLVEMENT/DECISION MAKERS/TEAMS

a. Oversight

The lead for decision making of the OSU Seafood Lab is Christina DeWitt, Director.

b. Teams

Two teams are designated: one female and one male on each floor to make sure that their assigned areas (including washrooms, mechanical rooms and elevator) are evacuated during an emergency.

First floor team: Craig Holt & Angee Hunt

Second floor team: Sue Hansell & Yi-Cheng Su

SECTION 3 -- COMMUNICATION PLAN

In the event of an emergency: for immediate outside help (police, fire, ambulance) call 911.

To evacuate the buildings activate a fire alarm pull station found at every building exit.

In other cases the OSU Seafood Lab Director will notify faculty, staff & students using the teams noted above and/or by email and/or the OSU Seafood Lab website <http://osuseafoodlab.oregonstate.edu>.

In the event that the OSU Seafood Lab Director is not available in an emergency, it will fall upon Jae Park, Yi-Cheng Su, Sue Hansell, or Craig Holt to disseminate information (in the order listed).

The best course of action will be made using information given by outside agencies including the Clatsop County Sheriff's Office and Clatsop County Emergency Management which is the central location of emergency response and serves as the main coordination effort during a major emergency.

Section 4 -- Emergency Procedure

The following section will provide procedures to follow during specific emergencies. It should be noted that these are basic steps to take and not all emergencies are the same. In addition, this section will also provide information regarding building specific response and actions to take for those with disabilities.

a. Building Specific

Laboratory fume hood sashes should be lowered and all doors closed. Check elevators for stranded passengers.

b. Persons with Mobility Concerns

Personal Limitations: Employees are encouraged to make their supervisor/manager aware of medical conditions they may have that potentially necessitate the need for assistance during an evacuation and/or emergency (i.e. respiratory and/or cardiac conditions, reduced stamina, limitations that interfere with walking or using stairs, vision or hearing loss or limitations, temporary limitations, lifting restrictions, etc.)

Self-identification is voluntary and made available to emergency assistance personnel, if necessary.

Bomb Threat

TELEPHONE THREAT

Remain calm

Do not hang up; keep the caller on the line as long as possible, and listen carefully

Obtain as much information as possible

Ask questions such as:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

What will cause it to explode?

Why did you place the bomb?

What's your name?

Take notes about the call, such as:

Identity: Male, female, age

Voice: Loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant

Background noise: Office, factory, street, traffic, train, airplane, animals, party, music

Speech: Accented, deliberate, fast, slow, lisp, slang, taped/recorded, stuttered, slurred

Manner: Calm, angry, rational, irrational, coherent, incoherent

Time of call

Exact words

Phone number (Caller ID)

Any other pertinent information

Call, or have someone else call, the Police at 911

State your location and report the information you noted

If unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation

WRITTEN THREAT

Call the Police at 911 (emergency) or 503-325-4411 (non-emergency) depending on the situation

State your location and report the information in the written threat

Stay on the phone until released by the dispatcher

Don't touch or move the letter; it should NOT be altered or destroyed

Preserve the scene for the police

Prevent others from handling or going near the letter

Building Evacuation

Seafood Lab personnel should assemble in the Astoria Swimming Pool parking lot upon building evacuation.

Building Evacuation Check List

Leave the building immediately when an alarm sounds.

Call 911 to report the alarm.

Do not re-enter the building until fire, police or emergency personnel give permission to do so.

More Details

Some emergencies require the evacuation of buildings. Evacuation should be signaled by a sounding of the fire alarm system in the building.

If a building is to be evacuated, all personnel should move at least 100 feet from the building. Exits are marked in all buildings. Never use an elevator to exit a building. Once the building has been evacuated, no person will be permitted to re-enter the building until authorized personnel have given approval.

Personnel Responsibilities

Team members (Section 2) to lead everyone safely out of the building.

Two people shall be assigned to each person with disabilities to assist in their safe evacuation from the building.

Check any adjoining areas, such as restrooms and mechanical rooms to be sure that everyone is notified to vacate the building.

People with disabilities, and those assisting these persons should be the last individuals evacuated from the building.

Make sure that all persons are at least 100 feet from the building.

Check to see that there is no one missing. If someone is unaccounted for, the authorities on the scene should be advised immediately. http://www.oregon.gov/OMD/OEM/Pages/plans_train/earthquake.aspx

Earthquake

The following are steps that can be taken in the event of an earthquake. The unique feature of an earthquake is that steps to prepare for it can occur. Please visit the Oregon Emergency Management webpage for an excellent source of various earthquake tips and information:

Before An Earthquake:

In the office:

Ensure that no heavy or breakable items - such as bicycles or stereo or television equipment - are stored high up in the room.

Bolt tall bookcases to the wall.

Secure computers, televisions and stereo equipment with QuakeGrip Velcro.

Secure hanging plants and heavy pictures with closed-eye hooks.

Install latches on cabinet doors

Locate safe spots and danger spots. Safe spots include: under a table or desk, braced in an interior corner away from shelves and windows.

Danger spots include: near windows, glass doors, mirrors, hanging objects, tall, unsecured furniture and kitchen areas.

Become familiar with alternate exit routes in the building as well as with the emergency assembly point outside the building.

Keep all exit routes clear and unblocked.

Other things to consider while preparing:

Maintain backup copies of important data (electronic as well as hard-copy).

Store chemicals properly to avoid spills, and regularly remove waste chemicals.

Secure gas cylinders in an upright position, and keep fume hood sashes closed as far as possible.

Use flexible hose connections for lab equipment, especially gas supply lines.

Provide backup power for freezers and refrigerators.

Keep storage cabinets closed and latched.

Equip storage shelves with lips or restraints to keep chemicals and glassware in place.

Keep safety systems (fire extinguishers, safety showers, eye washes) accessible and in proper operating condition.

If you are indoors when shaking starts:

“DROP, COVER AND HOLD ON.” If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.

Avoid windows, hanging objects, mirrors, tall furniture (filing cabinets and bookshelves), large appliances and cabinets filled with heavy objects.

It may be safe to remain inside a building after an earthquake unless there is a fire or gas leak. However, if the structure seems unsafe, and it is safe to exit, do so carefully.

Do not use elevators.

If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors when shaking starts:

Move to a clear area if you can safely walk. Avoid overhead power lines, buildings and trees.

If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards or near buildings.

Once the earthquake shaking stops:

Be prepared for aftershocks—they may be frequent and could be just as powerful as the first quake.

Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger of a gas leak, hazardous material spill, fire or falling debris.

Check around you for dangerous conditions such as fires, downed power lines and structure damage.

If you have fire extinguishers and are trained to use them, put out small fires immediately.

Check your phones to be sure they have not shaken off the hook and are tying up a line.

Inspect your residence and work areas for damage.

Crime

Police Phone Numbers:

Emergencies: 911

Non-Emergencies: 503-325-4411

Crimes in Progress Check List

Move to a safe location.

Call Police with a description of the suspect/vehicle.

Do not interfere with the persons committing the crime.

Meet the police when they arrive.

More Details

Do not attempt to apprehend or interfere with the criminal except in case of self-protection.

If safe to do so, attempt to get a good description of the criminal. If the criminal is entering a vehicle, note the license number, make, model, color and outstanding characteristics of the vehicle.

Call 911.

Give your name and location (OSU Seafood Lab, 20th & Marine Drive). Advise the dispatcher of the situation, and remain where you are until contacted by authorities.

In the event of a civil disturbance, after you have called 911, continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.

Do not interfere with those persons creating the disturbance, or with the authorities on the scene.

Instructions

In the event of a robbery, do not resist.

If you observe a crime or are a victim, call 911 and give the following information:

Location of incident

Describe the person (clothing and physical features)

Observe the person's direction of travel and vehicle description.

While the authorities are en route, stay calm; write down all the information that you can remember before discussing the details with anyone.

Crime Prevention Tips

Remember to lock your living quarters, office and vehicle whenever you leave.

Avoid walking or jogging in poorly lighted areas.

Engrave your Driver's License number on all valuables. Keep a record of all credit card numbers and the serial numbers on all personal property.

When walking at night to the parking lot, have your keys and whistle ready. If you need to get into your vehicle quickly to avoid trouble or attract someone's attention for help, valuable time will be wasted searching for these items.

Avoid leaving keys in the ignition, and valuables on the seat. Lock all valuables (backpack, laptop, stereo equipment, camera, brief case) in the trunk if possible

Fire

When a fire or evacuation alarm is activated, all persons inside are required to leave the building immediately.

It is the responsibility of everyone to familiarize themselves with proper fire and emergency evacuation procedures.

When an alarm sounds, follow these guidelines:

Close room doors and windows.

Wear shoes and carry or wear a coat.

Don't panic - move quickly outside the building to at least 100 feet away from the structure and to the designated assembly point, and let others know of your presence.

Do not use elevators as exit routes. Be aware of nearby exits - large rooms have two exits. Use exterior stairs. As a second option, use the central staircase.

If you are on an upper floor and are not able to escape from your room:

Close your door and seal it off with a towel or blanket. Duct tape often works well to seal cracks.

Dial 9-1-1 and report your situation to the dispatcher. Don't hang up until directed to do so.

Hang a bright colored sheet or towel from your window to alert emergency crews to your location.

Open your upper window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.

Wait for rescue. You can be safe inside your room for a long time as long as you don't panic and open the door or prematurely jump from your window.

Hazardous Substance Release

Call Fire/Police Department: 911

EVACUATE

Leave the area immediately and move approximately 1/2 mile away (8 to 10 blocks)

Keep others away from the affected area

STAY UPSTREAM, UPHILL, AND UPWIND OF THE ACCIDENT

Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits

Turn off all ignition and heat sources

Try not to inhale gases, fumes, or smoke

Cover mouth with a cloth while leaving the area

Call 911 (Fire/Police Department) and tell the dispatcher:

Location of the leak or spill

Type of substance

Amount spilled/leaking

Any injuries

Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance

WET CHEMICALS:

Flush with water and soap, if possible, being sure not to rub the chemical into your skin

DRY CHEMICALS:

Using gloves, brush from skin

Remove all contaminated clothing

Once the chemical is removed, flush skin with cool water

Those with information on the chemical should leave the immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area.

Assist by providing information about the incident, the chemical involved, Material Safety Data Sheets (MSDS), and the chemical's common use.

Follow evacuation instructions from emergency personnel

Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles

Return to the spill/leak site only when permitted by emergency officials

If you are unable to evacuate, or if you are instructed to stay indoors, SHELTER IN PLACE

SHELTER IN PLACE (INSTRUCTED TO STAY INDOORS)

Close and lock all exterior doors and windows

Close vents and as many interior doors as possible

Turn off ventilation systems (switches located in Mechanical Rooms).

Go to a pre-selected shelter room above ground; select a room that has the fewest openings to the outside

Seal gaps under doorways and windows with wet towels, plastic sheeting and duct tape

Use material to fill cracks and holes in the room, such as those around windows and air conditioning units

If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel

Avoid eating or drinking any food or water that may be contaminated

Call 911 to report your location

IF IN A VEHICLE

Stop and seek shelter in a safe building

If you must remain in your car, close windows and air vents, and shut off the air conditioner

Breathe through a cloth covering your mouth

Injury/Illness

Ambulance:

Emergencies: 911

Non-Emergencies: 503-325-4411

Serious Injury / Illness Check List

DO NOT move the victim.

Call 911

Provide first-aid.

Meet the ambulance when it arrives

More Details

DO NOT move a seriously injured person unless it is a life-threatening situation for that person to stay where they are.

Call 911 for Emergency Medical Services (EMS), give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, and whether or not the victim is conscious, etc.

Return to the victim. Administer first aid (if properly trained), and keep the victim as calm and comfortable as possible.

Remain with the victim until assistance arrives.

If the injured person is an employee initiate the reporting procedures as directed by the department head and/or supervisor.

Protect yourself from potential bloodborne pathogens (human blood and other body fluids). If you think you have been exposed, contact the OSU Department of Public Safety at 541-737-3010 and you will be connected with the appropriate department for assistance.

Power Outage

GENERAL TIPS

Remain calm, and stay where you are

Evacuate if instructed to do so by emergency personnel or supervisor

Call Pacific Power at 1-877-548-3768 or the Astoria Police Dept. at 503-325-4411 (non-emergency) depending on the situation and tell the dispatcher:

Your location

What areas are affected by the power outage

How long the power has been out

Any significant water damage, flooding, gas leak, or any other major utility failure

Any injuries

Stay on the phone until released by the dispatcher

Also

Turn off all electrical devices such as computers (Damage can occur once power is restored)

Laboratory personnel should secure all experiments and unplug electrical equipment before leaving

All chemicals should be returned to their proper storage place

Provide appropriate ventilation by opening all windows and doors

Evacuate immediately if you are unable to provide appropriate ventilation for chemicals

DO NOT open cold-rooms, refrigerators, or other temperature-sensitive areas

DO NOT USE ELEVATORS

If caught inside an elevator during a power outage:

Remain calm

DO NOT attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel

Press the emergency button or call 911 and tell the dispatcher:

Your location

What floor you are near

Any injuries

Stay on the phone until released by the dispatcher

Suspicious Object

If you encounter a suspicious object

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a object is dangerous, but if in doubt, call the Police.

Remain calm

Stay away from the object

DO NOT allow anyone to handle or go near the object

If a suspicious object is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the object down in a secluded area that has been evacuated

DO NOT use any cell phones, radios, or other wireless devices around the object

Call the Police at 911 (emergency) or at 503-325-4411 (non-emergency) depending on the situation:

State the location of the object and provide a description

Stay on the phone until released by the dispatcher

If you touched the object, immediately wash your hands, arms, etc. with soap and water for 15 minutes

CHARACTERISTICS OF A SUSPICIOUS PACKAGE

- Package or envelope with suspicious powdery substance
- Unexpected package sent by someone unfamiliar to you
- Excessive postage
- Poorly written or typed address
- Incorrect title(s) with no names
- Misspelling of common words or names
- Addressed to someone no longer at the address
- Outdated postmarks
- No return address or one that can't be identified as legitimate
- Return address not consistent with postmark
- Unusual weight, given package size; lopsided; or oddly shaped
- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive labels like "fragile," "personal," "confidential," or "rush-do-not-delay"
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.)
- Appears to contain electrical wire or aluminum foil
- Mailed from foreign country unfamiliar to recipient

Suspicious Person

If you encounter a suspicious person:

- Remain calm
- DO NOT let anyone into a locked room or building without proper authority
- DO NOT engage in a physical confrontation with the person
- DO NOT block the person's exit

Call the Police at 911 (emergency) or at 503-325-4411 (non-emergency) depending on the situation and tell the dispatcher:

- Your location
- Person's behavior
- Person's physical description

Person's location and direction of travel

What you saw

Where and when it happened

Stay on the phone until released by the dispatcher

SIGNS OF SUSPICIOUS PERSON OR ACTIVITY

Anything out of the ordinary

A person(s) running or leaving quickly - as if he or she were being watched or chased

A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location

A person(s) trying to open office rooms

A person(s) pulling on car door handles or looking into multiple vehicles

A person(s) forcibly entering a locked vehicle or door

Car or person(s) repeatedly circling an area

A person(s) being forced into a vehicle

Strange(s) noises - arguing, yelling, gunshots, etc.

A person(s) exhibiting unusual mental or physical symptoms - person may be injured or under the influence of drugs

A person(s) who photographs, videotapes, sketches or asks detailed questions about the lab.

A person(s) who doesn't belong, gaining, or trying to gain access to a restricted area

SECTION 5 -- RECOVERY

This section should outline steps to be taken after the emergency has been resolved.

In addition, it should outline what steps need to be taken to address various issues that may or may not arise including, but not limited to, loss/inaccessibility to staff, relocation to another building/facility, and access to work/files/research etc.

LINKS:

Department of Public Safety and Oregon State Police

<http://oregonstate.edu/dept/security/>

Oregon Emergency Management

<http://www.oregon.gov/OMD/OEM/>

Federal Emergency Management Agency (FEMA)

www.fema.gov

<http://www.ready.gov/>

American Red Cross - Oregon Pacific Chapter

<http://redcross.org/or/eugene>

Center for Disease Control and Prevention - Emergency Preparedness & Response

<http://www.bt.cdc.gov/>