

Emergency Action Plan

OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY

**Eastern Region Pendleton Office
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**Prepared by:
Department of Environmental Quality
Health and Safety Section**

**Referenced material sources:
Homeland Security
US Postal Service
Department of Transportation
Department of Administrative Services
Risk Management Division
Office of Emergency Management
Department of State Police**



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Emergency Number Contact

Important: Always dial **9 first** for all phone numbers. .

Police/Fire..... 911

Police Non-Emergency 541-276-4411

Fire Non-Emergency 541-276-1442

Pendleton Office Manager

Lissa Druback 503-956-3128

Premises Safety Representative (PSR)

Fawn Sharlow 503-333-5284

Health and Safety

Chris Furrow.....503-

Dana Bailey 503-229-5319

Elliot Lioi..... 503-229-5776

Building Management

Josh Grass 541-276-7290

Mobile 541-240-1019

Oregon Emergency Response System

..... 1-800-452-0311

Emergency Alert System

For Emergency Information, monitor:

KUMA 1290 AM and KWHT 103.5 FM

Evacuation Routes

Exit through the nearest safe exit and make your way to the Assembly area. If you exit out the east side of the building, choose a safe route to the west side of the building towards the Assembly areas.

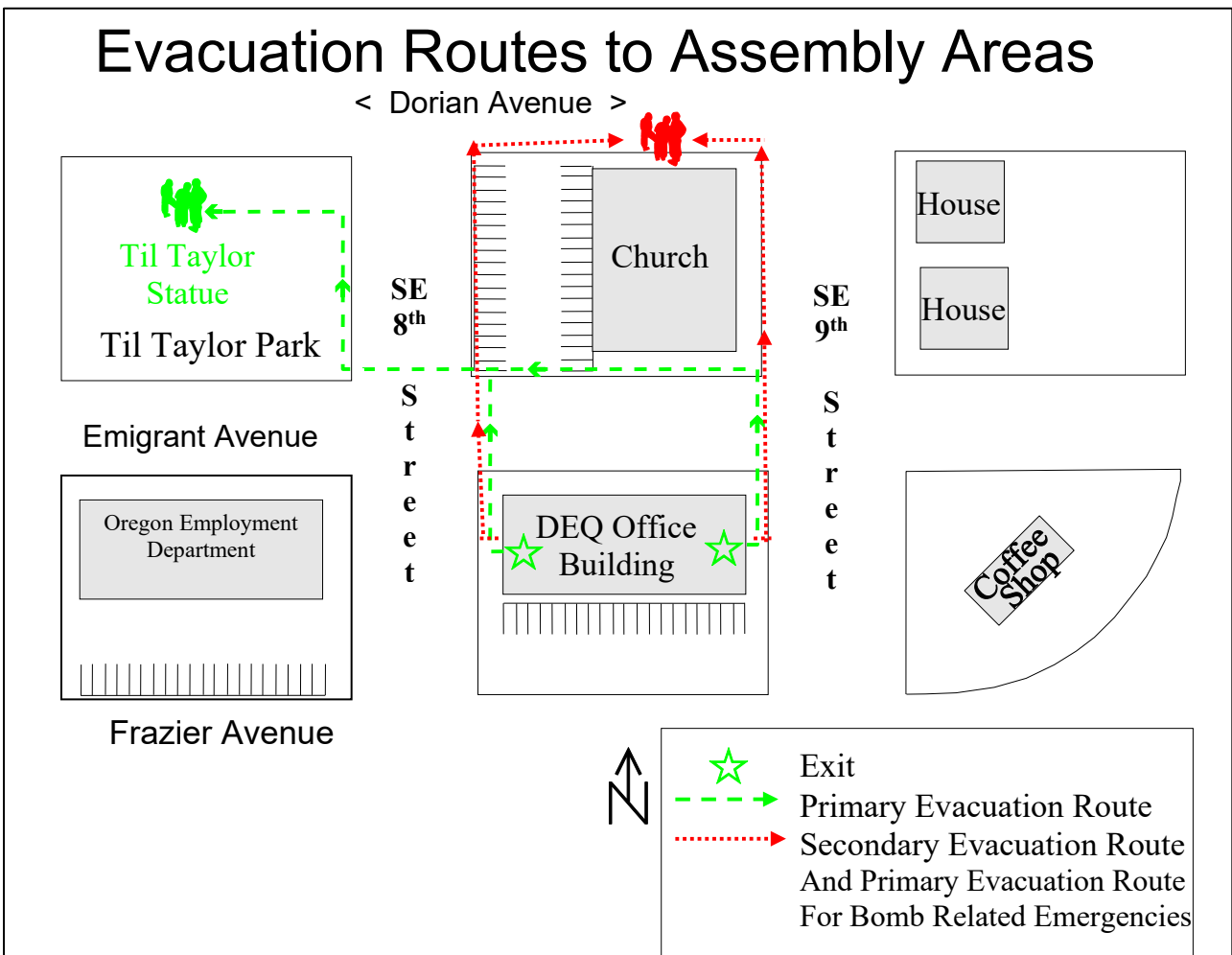


Primary Assembly Area

The primary designated meeting area for all emergencies except a bomb threat is the Til Taylor Statue located in the Til Taylor Park. In the event of a bomb threat the primary meeting area is the north side of the Catholic Church. Check in with your Emergency Coordinator and remain with your co-workers for further instructions

Secondary Assembly Area

If Til Taylor Park is not deemed safe, the secondary meeting place is the north side of the Catholic Church. This is also the primary meeting place for all bomb related emergencies.



Building Security

DEQ office is locked during non-business hours. Employee entrances to DEQ office are accessed through numerical keypad locks. Reception area is locked with bullet proof glass.

Fire Emergency Procedures

If a fire is noticed in its earliest stage, you may attempt to put it out with a fire extinguisher, if you have been trained to use one. If the extinguisher does not immediately extinguish the fire:

1. Call 9-911,
2. An audible buzzer and strobe light will be activated as soon as someone pulls the alarm.
3. Exit the building.

Remember: a fire will more than double in volume each minute.



If the fire involves electricity, such as a computer, copy machine, coffee maker or fan, pull the plug out of the wall socket if possible. This will usually stop the fire from spreading.

Know the location of the nearest Fire Extinguisher. The locations of the fire extinguishers can be found on the facility evacuation map on page 2. They are also identifiable by the "Fire Extinguisher" signs posted on the wall above the fire extinguisher. Directions for use can be found on the label on each extinguisher. Employees are not required to use the fire extinguishers; however, those who have received training may use them if they deem it is safe to do so.

If the fire is extinguished without the assistance of Emergency Responders, report it to the SEC anyway. The SEC will determine if the area needs to be inspected by Emergency Responders to determine if it is safe to occupy.

Evacuation Procedures

All employees are required to evacuate each time the alarm is activated,

1. If time allows:



- Take personal belongings, if you are at your desk.
- If you are not in your work station, **DO NOT RETURN TO YOUR WORK STATION**, but immediately proceed to the nearest exit.
- Close doors, but leave doors unlocked (a closed-door means the room has been checked and is empty).

2. To exit the building:

- Walk quickly but carefully.
- Exit the building as safely and quickly as possible.
- Do not remain near or block the building exits.

3. Proceed immediately to the Assembly Area and account for yourself by contacting your manager

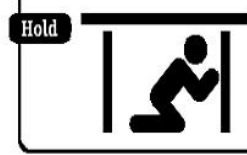
4. Wait at the Assembly Area for further instructions or until the ALL CLEAR is verbally given by the Site Emergency Coordinator or Emergency Response personnel to re-enter the building.

If your clothes catch fire:

- **STOP.** Do not run.
- **DROP.** Lie down on the floor or ground. Do not sit up.
- **ROLL.** Cover your face with your hands and roll slowly from side to side.
- Immediately remove burned clothing.

Earthquake Emergency Procedures

During An Earthquake, If You Are Inside:



Do not evacuate! Stay inside the building!

- Act quickly, move away from windows and/ or glass doors
- Duck or drop down to the floor
- If possible, take cover under a sturdy desk, table or other furniture.
- Alternatively seek cover against an interior wall with your back against it in a kneeling or crouching position, and protect your head and neck with your arms
- Stay put, remain in a protected position until you are certain that the earthquake is over.
- Be prepared for aftershocks, remain calm and do not go outside

After An Earthquake:

- Perform a quick check for injured or trapped persons. Provide first aid to those in need.
- Do not move seriously injured persons unless they are in immediate danger of further injury
- If anyone has stopped breathing, start cardio pulmonary resuscitation, CPR, and if possible, send someone for an automated external defibrillator (AED).
- If anyone is bleeding, apply direct pressure to the wound.
- Check for safety hazards such as fire, loose wires, structural damage, smoke, ruptured pipes or hanging ceiling tiles/ light fixtures.
- Wait for emergency personnel to contact your floor before considering evacuation

Earthquake Evacuation Evaluation & Guide

Is our building safe for occupancy after an earthquake?

State employees work in all kinds of buildings for all kinds of uses and in dozens of jurisdictions across the state. The earthquake risk varies across Oregon. Furthermore, earthquakes come in many magnitudes, making it difficult to predict the amount of damage that may occur.

In a minor quake it may not be necessary to evacuate the building. On the other hand, if there is significant damage it is best to evacuate.

The guide can be used for two purposes:

1. After a quake the Site Emergency Coordinator (SEC), with input from top management and Premises Safety Representatives, must decide about evacuation. The SEC & decision makers can use the guide to help decide whether it's safe or unsafe to remain inside a structure.
2. If evacuation takes place and there are no qualified persons available to verify that a structure is safe for reentry, decision makers on-scene should default to the safest & most prudent decision available to them at the time.

Occupancy is likely safe if . . .

1. the quake leaves little evidence of damage outside the building or across the neighborhood and town, and
2. the basic inspection finds no or little evidence of damage to the building and its interior components.

A quake that causes noticeable damage within the building and surrounding area calls for more care. If the Evaluation Guide is used and decision makers are still unsure the building is safe, then professionals should be consulted prior to reentry. Professionals include engineers, building inspectors, architects, contractors, or people with construction background that are familiar with building construction. Those who have been trained and registered by the Building Codes Division may also post a building as safe or unsafe to occupy. Registered inspectors work with the local building official who coordinates the review of buildings in their jurisdiction, based on priority ranking. Hospitals and care facilities, police and fire stations, emergency centers, water and sewer plants and schools are at the top of the list.

Since it may be some time before you can obtain a professional inspection, you may not be able to wait. If there are no facilities people on hand, make a judgment call based on circumstances. Consider such things as whether there are landslides, large fissures, or movement in the surrounding ground. Per Evaluation Guide, what is the extent of damage to the building? What do local authorities on radio or TV say about damage to utilities, roads, and adjacent buildings in the area? If your building appears to be unsafe, assume staying inside or re-entering is dangerous. There may be hidden damage to the structure, gas lines, electrical, water, sewer, or other building components. If there is damage, it may be worsened suddenly by an aftershock. If still unsure whether the building is safe to occupy, call in the professionals.

Instructions: Inspect your building for conditions listed below. Use the answers to help make your decision of whether the building is safe to occupy.

EARTHQUAKE EVALUATION GUIDE	YES	NO	MORE REVIEW NEEDED
Conditions 1-11 are critical life safety issues. If response to any item is YES, STOP and go report to your SEC or top manager and evaluate at once.			
1. Smell natural gas or overturned LPG tanks?			
2. Building collapsed, partially collapsed, or moved off its foundation?			
3. Roof or floor framing separated from vertical supports or broken open?			
4. Arcing wires or equipment?			
5. Large diagonal or stepped cracking in un-reinforced masonry walls?			
6. Collapsed, out of plumb, or tilted floors or walls?			
7. Collapsed suspended ceiling, lights or ducts?			
8. Significant cracks in beams or supports?			
9. Dislodged or buckled columns, support posts, or roof trusses?			
10. Danger from falling hazards from adjacent buildings that are damaged?			
11. Facades, windows, or parapets fallen from building or dislodged?			

EARTHQUAKE EVALUATION GUIDE	Yes	No	MORE REVIEW NEEDED
Continue inspection if answers to above are NO. Go through rest of the checklist. No condition below alone may be critical, but put together they are important in your evaluation decision. If your answer is NO for all, it is questionable that you need to evacuate.			
13. Water leaks?			
14. Chunks of fallen plaster or paint?			
15. Other fallen debris in building?			
16. Office furnishings have fallen or tipped over?			
17. Light fixtures have come loose?			
18. Office equipment damaged?			
19. Windows or mirrors have cracked?			
20. Wall cracks more than 1/4 of an inch wide?			
21. Cracks that extend clear through wall?			
22. "X" shaped cracks in exterior wall?			
23. Sudden loss of phone or power?			
24. Sticking doors?			

Post Earthquake Evacuation

If the decision is made to evacuate, the SEC will announce the evacuation by initiating the building fire alarm or otherwise communicating the intent to evacuate:

- Exit the building as safely and quickly as possible.
- Do not remain near or block the building exits.
- Proceed immediately to the Assembly Area and stay with your workgroup to assist in accounting for everyone in your section.
- Evacuation Assistants will assist disabled employees to the Assembly Area or notify the Emergency Coordinator of employee's location.
- Wait at the Assembly Area for further instructions or until the ALL CLEAR is verbally given by the Site Emergency Coordinator or Emergency Response personnel to re-enter the building.
- If communication from Emergency Response personnel is unattainable, locate a battery-powered radio and listen for instruction from public safety agencies.
- Be prepared to react to aftershock if the ground starts shaking again.

Shelter in Place Procedures

For some emergencies, remaining in the building may be safer than evacuating. Some possible scenarios may include: earthquake, report of violence in the nearby area, hazardous materials incident in the nearby area, terrorist release of chemical/biological weapons, severe winter storm.

- If you become aware of a situation that may warrant Shelter in Place procedures, notify the Site Emergency Coordinator (SEC) immediately, and provide all the information you have regarding the situation.
- The SEC will evaluate the report, contact Emergency Responders if necessary, and determine if Shelter in Place procedures should be initiated.
- Employees will be notified verbally or by e-mail. Notification will include any specific directions regarding the anticipated duration, when updates will be available, whether or not equipment should be shut off, and other details.
- Employees are encouraged to maintain a supply of snack foods and bottled water.
- Employees cannot be forced to shelter in place.

Medical Emergency Procedures

It is a best practice to offer assistance to any employee with a medical emergency. Depending on the level of urgency, assistance can range from providing first aid to contacting a family member, a health care provider, or Emergency Responders. First Aid/CPR/AED courses are available for employees who volunteer as First Responders, and those



Before administering First Aid, CPR or using an Automated External Defibrillator (AED), make sure it is safe to do so. Take basic Bloodborne Pathogens precautions by assuming all blood or other bodily fluid is contaminated with a pathogen, and use nitrile gloves, and CPR barrier devices to protect yourself. These supplies are located in the AED pouch. Training is provided in First Aid/CPR classes to ensure that responders know how to use these items to protect their own health and safety while assisting others.

The building first aid kit is located in the employee lunch room

Employees trained in First Aid, CPR and AED use are listed on Qnet at the following location:

<http://deq05/Intranet/MSD/HR/h&s/Emergency/defibrillator.htm>

If an individual is conscious:

- Ask the individual if they need help or if you should call a first aid provider, a family member, a health care provider, or an ambulance. If they say yes, accommodate their request. Coordinate with a co-worker to ensure that someone stays with the person while someone else summons the appropriate assistance.
- When the first aid provider arrives, he/she will take appropriate action after making sure it is okay with the person in need.
- If transportation is necessary, but the level of urgency does not require an ambulance, arrange for transportation to the employee's home.
- If the employee refuses assistance, evaluate whether Emergency Responders should be called anyway. If the following conditions exist, call Emergency Responders (9-911).
 - Severe bleeding or broken bones.
 - Their pupils are different sizes (evidence of a concussion or stroke).

- They have persistent chest pain, chest pains that radiate from the left shoulder or arm, shortness of breath, bluish color on the lips and fingernails, limp facial muscles, speech impairment or other signs of a heart attack or stroke.

The use of Automated External Defibrillators:

The AED is located in the break room near the restrooms.

Start CPR & use an AED when:

- A victim is unconscious
- A victim is not breathing
- A victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement.

Here are the steps to start CPR & use an AED:

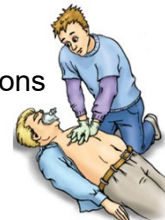
1. **Check breathing**- How? Listen for breath & look for chest rise



2. **Open airway**-How? Tilt the head back and lift the chin

3. **Engage other employees** to help you. For example: You! call 9-911 or get the AED!

4. **Start CPR** until an AED is available -How? Perform 30 chest compressions followed by 2 rescue breaths



5. **Turn on AED** – How? Press green button



6. **Remove clothes** from chest



7. Follow voice prompts from AED



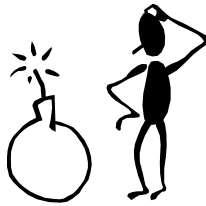
Bomb Threat Emergency Procedures

Person Receiving Call:

- Keep the caller on the phone as long as possible and use the Bomb Threat Checklist (Page 34) as a guide to gather as much information as possible.
- Get the attention of someone in the background. This person should immediately alert the Site Emergency Coordinator (SEC).
- Give the Bomb Threat Checklist to the SEC and remain available to answer questions.

Site Emergency Coordinator (SEC) will:

- Review the Bomb Threat Checklist and relay information to the Emergency Responders.
- Call the Police (9-911) and determine if evacuation is necessary.
- **DO NOT USE a CELL PHONE OR TWO-WAY RADIO'S. DO NOT SOUND THE ALARM.**



If explosion time is imminent:

- The Site Evacuation Coordinator, Premises Safety Representative or manager will direct employees to evacuate the building immediately by using stairways quickly but carefully. Stairs are located on the northwest and southeast corners of the building.
- Exit the building as safely and quickly as possible.
- Do not remain near or block the building exits.

If explosion time IS NOT imminent:

- The Site Evacuation Coordinator, Premises Safety Representatives or manager will direct employees to:
 - Check their immediate work area for anything unusual, such as a package, briefcase, etc... that they did not place there,
 - If you see anything unusual, **DO NOT TOUCH IT**; notify the Site Emergency Coordinator immediately upon exiting.
 - Evacuate the building immediately by using stairways quickly but carefully. Stairs are located on the northwest and southeast corners of the building.
 - Where possible, leave doors open.
 - Take personal belongings with you (prescriptions, purse, wallet, keys, etc.)
 - Leave all electrical equipment as is; do not change the lighting.
 - TURN OFF and DO NOT USE cell phones or two-way radios in or near building.
 - If you are not in your office, do not return, immediately proceed to the nearest exit and to the Assembly Area.
 - Exit building as safely and quickly as possible.

After evacuating the building:

- Proceed immediately to the Assembly Area and STAY WITH YOUR FLOOR to assist in accounting for everyone in your section.
- Wait at the Assembly Area for further instructions or until the ALL CLEAR is verbally given by the Site Emergency Coordinator or Emergency Response personnel to re-enter the building.

If an explosion occurs:

- Take cover under tables or desks, which will give some protection against flying glass and debris until the effects of explosion have subsided.
- Do not panic. Follow normal procedures to evacuate the building. Exit calmly and proceed to the Assembly Area for further instructions.
- Evacuation Assistants assigned to help disabled employees will assist them to the Assembly Area or inform the Premises Safety Representative or other responsible person of employee location.

Biological Threats

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans, and by contaminating food and water. Delivery methods include:

- Aerosols - biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- Animals - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- Food and water contamination - some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- Person-to-person - spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses

During a Biological Attack

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine what the illness is, how it should be treated, and who is in danger. Watch television, listen to radio, or check the Internet for official news and information including signs and symptoms of the disease, areas in danger, if medications or vaccinations are being distributed, and where you should seek medical attention if you become ill.

The first evidence of an attack may be when you notice symptoms of the disease caused by exposure to an agent. Be suspicious of any symptoms you notice, but do not assume that any illness is a result of the attack. Use common sense and practice good hygiene.

If you become aware of an unusual and suspicious substance nearby:

- Move away quickly.
- Wash with soap and water.
- Contact authorities.
- Listen to the media for official instructions.
- Seek medical attention if you become sick.

If you are exposed to a biological agent:

- Remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
- Wash yourself with soap and water and put on clean clothes.
- Seek medical assistance. You may be advised to stay away from others or even quarantined.

After a Biological Attack

In some situations, such as the case of the anthrax letters sent in 2001, people may be alerted to potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. The basic public health procedures and medical protocols for handling exposure to biological agents are the same as for any infectious disease. It is important for you to pay attention to official instructions via radio, television, and emergency alert systems.

Chemical Threats

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (2 to 48 hours). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce.

A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

During a Chemical Attack, If you are instructed to remain in your home or office building, you should:

- Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents, and fans.
- Seek shelter in an internal room and take your disaster supplies kit.
- Seal the room with duct tape and plastic sheeting.
- Listen to your radio for instructions from authorities.

If you are caught in or near a contaminated area, you should:

- Move away immediately in a direction upwind of the source.
- Find shelter as quickly as possible.

After a Chemical Attack

Decontamination is needed within minutes of exposure to minimize health consequences. Do not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.

A person affected by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.

Decontamination guidelines are as follows:

- Use extreme caution when helping others who have been exposed to chemical agents.
- Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put contaminated clothing and items into a plastic bag and seal it. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them, and then rinse and dry.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- Proceed to a medical facility for screening and professional treatment.

Radiological Dispersion Device AKA: “Dirty Bomb”

Terrorist use of an RDD—often called “dirty nuke” or “dirty bomb”—is considered far more likely than use of a nuclear explosive device. An RDD combines a conventional explosive device—such as a bomb—with radioactive material. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Such RDDs appeal to terrorists because they require limited technical knowledge to build and deploy compared to a nuclear device. Also, the radioactive materials in RDDs are widely used in medicine, agriculture, industry, and research, and are easier to obtain than weapons grade uranium or plutonium.

The primary purpose of terrorist use of an RDD is to cause psychological fear and economic disruption. Some devices could cause fatalities from exposure to radioactive materials. Depending on the speed at which the area of the RDD detonation was evacuated or how successful people were at sheltering-in-place, the number of deaths and injuries from an RDD might not be substantially greater than from a conventional bomb explosion.

The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb, the type of radioactive material used, the quality and quantity of the radioactive material, and the local meteorological conditions—primarily wind and precipitation. The area affected could be placed off-limits to the public for several months during cleanup efforts.

During a Radiological Dispersion Device Event

While the explosive blast will be immediately obvious, the presence of radiation will not be known until trained personnel with specialized equipment are on the scene. Whether you are indoors or outdoors, home or at work, be extra cautious. It would be safer to assume radiological contamination has occurred—particularly in an urban setting or near other likely terrorist targets—and take the proper precautions. As with any radiation, you want to avoid or limit exposure. This is particularly true of inhaling radioactive dust that results from the explosion. As you seek shelter from any location (indoors or outdoors) and there is visual dust or other contaminants in the air, breathe through the cloth of your shirt or coat to limit your exposure. If you manage to avoid breathing radioactive dust, your proximity to the radioactive particles may still result in some radiation exposure.

If the explosion or radiological release occurs inside, get out immediately and seek safe shelter. Otherwise, if you are:

Outdoors	Indoors
Seek shelter indoors immediately in the nearest undamaged building. If appropriate shelter is not available, move as rapidly as is safe upwind and away from the location of the explosive blast. Then, seek appropriate shelter as soon as possible. Listen for official instructions and follow directions.	If you have time, turn off ventilation and heating systems, close windows, vents, fireplace dampers, exhaust fans, and clothes dryer vents. Retrieve your disaster supplies kit and a battery-powered radio and take them to your shelter room. Seek shelter immediately, preferably underground or in an interior room of a building, placing as much distance and dense shielding as possible between you and the outdoors where the radioactive material may be. Seal windows and external doors that do not fit snugly with duct tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity nor from blast effects of a nearby explosion. Listen for official instructions and follow directions.

After a Radiological Dispersion Device (RDD) Event

After finding safe shelter, those who may have been exposed to radioactive material should decontaminate themselves. To do this, remove and bag your clothing (and isolate the bag away from you and others), and shower thoroughly with soap and water. Seek medical attention after officials indicate it is safe to leave shelter.

Contamination from an RDD event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from an RDD will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

Follow these additional guidelines after an RDD event:

- Continue listening to your radio or watch the television for instructions from local officials, whether you have evacuated or sheltered-in-place.
- Do not return to or visit an RDD incident location for any reason.

Workplace Threats and Violence

For an angry or hostile customer or co-worker:

- Stay calm. Listen attentively to what is being said and clarify that you understand.
- Maintain eye contact, but do not stare. Staring can be perceived as a challenge.
- Be aware of your body position. Stand at least 1 ½ to 3 feet away and at an angle off to the side. This is less confrontational, and places you one step closer to the exit.



- Allow the person to vent, but set limits when there is a lull. Some examples of setting limits are:
 - “Please lower your voice.”
 - “Please do not use that kind of language here.”
 - “Please have a seat and I’ll get my manager.”
- Accept criticism, if appropriate. “You’re probably right,” can go a long way towards calming down an angry person.

For a person shouting, swearing and threatening:

- Signal a co-worker to contact a manager and/or the Site Emergency Coordinator (SEC).
- Do not make any calls yourself. Stay with the angry person while a co-worker reports the incident and asks for assistance.
- Stand at least 3-5 feet away from the angry person, and turn your body to an angle out of attack range.
- Be aware of the closest exit, and try to position yourself so you can reach it quickly.
- If the situation warrants, the manager or SEC will call the Police
- The manager or SEC will serve as the key contact for police, and determine if evacuation or shelter in place is necessary.

For someone threatening you with a weapon:

Procedures are the same as those noted above, and:

- Follow instructions from the person who has weapon.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.

Preventing Theft

Keep your purse or wallet with you or locked in a secure drawer or cabinet. If strangers are roaming the building, ask if you can help them find an office. Go with them to the right office or call the person they're looking for and ask that person to come get the stranger. If the visitor is uncooperative, call a manager, the Site Emergency Coordinator (SEC) or call 9-911.

When theft or an act of vandalism occurs, you should call the Police at (9-911). If you've witnessed a theft or vandalism, STAY CALM, call the Police, jot down the description of person: height, weight, race, sex, age, color of eyes and hair, facial hair, scars or other unusual marks, eyeglasses, clothing and jewelry.

Hazardous Materials Emergency Procedures

Due to the nature of DEQ's work, citizens may believe that it is appropriate to bring hazardous materials to a DEQ office for analysis or disposal. Regardless of the person's intention, hazardous materials must be handled in such a way that contamination and exposure is minimized.

Person Discovering or Receiving Hazardous Material:

- If possible, block off the immediate area and/or ask assistance from others in keeping the area clear. The size of the immediate area will vary depending on the type of material, and whether it is contained.
- Contain the hazardous material by covering it with a bucket or placing it in a bucket or zip lock baggie.
- Notify the Site Emergency Coordinator (SEC) of location of material, spill, leak, or odor immediately. Be prepared to give all pertinent information as to location, type and extent of event.



The SEC will:

- Notify the Oregon Emergency Response System, any other appropriate Emergency Responders.
- Notify Premises Safety Representatives if evacuation is necessary.
- Serve as the primary contact with Emergency Responders.

All Staff:

- If the decision is made to evacuate, the SEC will announce the evacuation by initiating the building fire alarm or otherwise communication that an evacuation is necessary.
- Evacuate the building as safely and quickly as possible.
- Do not remain near or block the building exits.
- Proceed immediately to the Assembly Area and STAY WITH YOUR FLOOR GROUP to assist in accounting for everyone in your section.
- Evacuation Assistants will assist disabled employees to the Assembly Area or notify the Site Evacuation Coordinator of employee's location.

- Wait at the Assembly Area for further instructions or until the ALL CLEAR is verbally given by the Site Emergency Coordinator or Emergency Response personnel to re-enter the building.

Assessing Unknown or Questionable Substances

In the recent past, concern about unknown substances has been heightened. Incidences have occurred where white powders, unlabelled containers or packages have been discovered and caused alarm. While it is unlikely that these instances will turn out to be real threats, it is important to assess the situation quickly and carefully and manage it according to the risks that you find.

- Unknown substances are to be considered hazardous until it has been determined that they are not. Follow the Hazardous Materials Emergency Procedures (page 43) until it has been determined that the substance is not a hazard.
- When an unknown substance is discovered, assess the area and talk with people working nearby to determine if there is a logical explanation. For example, if you notice a white powder on the table in a conference room, look around and see if there are clues, such as a box from donuts in the trash can. If you see a briefcase left unattended, ask around to see who was just there, or who may have left it.

Strange / Suspicious Mail or Parcels

Hazardous materials can sometimes arrive by mail or courier delivery.

General Mail Handling

- Be observant for suspicious envelopes or packages.
- Open all mail with a letter opener or method that is least likely to disturb contents. Do not use hands.
- Open packages/envelopes with a minimum amount of movement.
- Do not blow into envelopes
- Do not shake or pour contents out
- Keep hands away from nose and mouth while opening mail.
- Wash hands after handling mail.

Guidelines for identifying potentially dangerous mail or parcels:

U.S. Postal Inspectors and the FBI indicate that suspicious mail or parcels could include one or more of the following characteristics:

- Is unexpected or from someone unfamiliar to the recipient.
- Is outdated or addressed to someone no longer with the organization,
- Has no return address, or has one that can't be verified as legitimate.
- Is of unusual weight, given their size, or are lopsided or oddly shaped.
- Is marked with restrictive endorsements such as "*Personal*" or "*Confidential*."
- Has protruding wires, strange odors, or stains.
- Shows a city or state in the postmark that doesn't match the return address.
- Is Foreign Mail, Air Mail, or Special Delivery.
- Has excessive postage.
- Has a hand-written or poorly typed address.
- Includes incorrect titles.
- Includes titles but no names.
- Contains misspelled common words.
- Is a rigid envelope.
- Has excessive securing material such as masking tape, string, etc.
- Contains visual distractions.
- Is leaking unidentified powder.

Reporting and Handling Suspicious Mail or Parcels:

- Stay calm
- Do not shake or empty the contents of any suspicious package or letter
- Keep hands away from mouth, nose and eyes
- Isolate the package or letter
- Gently cover the envelope or package with anything available nearby (e.g. clothing, paper, inverted trash can, etc.) and do not remove cover
- If an unknown substance spills from the package/envelope, do not try to clean up substance
- Avoid creating air currents
- Do not handle package or envelope any further

- If material spills on floor avoid stepping near it. Avoid tracking any spilled materials to other locations
- Wash hands with soap and water
- Do not remove any potentially contaminated items from area
- If contaminated, keep movements within the building to a minimum. This will keep contamination from building to a minimum. Remove heavily contaminated clothing as soon as possible and gently to minimize dispersal. If shower facilities are available, remove clothing in shower under water stream. Place clothing into a plastic bag or other container that can be sealed. This bag should be given to responders for proper handling/disposal.
- Notify the Site Emergency Coordinator (SEC) and the manager immediately.
- Provide all pertinent information regarding location, type, and extent of event.
- If possible, block off the immediate area (cubicle or office where mail or parcel was identified as suspicious) and/or ask assistance from others in keeping the area clear.
- Contain the package by covering it with a bucket or placing it in a bucket or zip lock baggie.

The SEC or Management will:

- Notify others in the room, turn off any fans/portable heaters, evacuate the room and close the door.
- Ensure no one enters the room until proper authorities arrive.
- Report incident to facility management so they can shut down the room's ventilation system.
- Notify the Oregon Emergency Response System, any other appropriate Emergency Responders.
- Identify and document all employees who may have handled the package, provide all available information about its contents, and suggest washing procedures.
- Notify Premises Safety Representatives if evacuation is necessary.
- Serve as the primary contact with Emergency Responders.

FBI *Advisory*

If you receive a suspicious letter or package

What should you do?

- 1** Handle with care
Don't shake or bump
- 2** Isolate and look for indicators
- 3** Don't Open, Smell or Taste
- 4** Treat it as Suspect!
Call 911



If parcel is open and/or a threat is identified...

For a Bomb

Evacuate Immediately
Call 911 (Police)
Contact local FBI

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)
Contact local FBI

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)
Wash your hands with soap and warm water
Contact local FBI



Police Department _____

Fire Department _____

Local FBI Office _____

(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)

GENERAL INFORMATION BULLETIN 2000-3
Produced by: Bomb Data Center
Weapons of Mass Destruction Operations Unit

Bomb Threat Checklist

TO REPORT A BOMB THREAT:

- Signal for someone to contact the SEC
 - Do NOT Inform anyone else
 - KEEP THE CALLER ON THE LINE:

Try to obtain the following information:

1. When will the bomb explode?
2. Where is the bomb? Which floor? Which side of the building?
3. What kind of bomb is it? How powerful?
4. What does the bomb look like?
5. What is your name?
6. What is your address?
7. Why was the bomb placed?

BACKGROUND SOUNDS:

- | | |
|---|--|
| ☐ Street Noises | ☐ Factory machinery |
| ☐ Voices | ☐ Animal noises |
| ☐ Crockery | ☐ Clear |
| ☐ Horn/whistle | ☐ Static |
| ☐ PA System | ☐ Local |
| ☐ Music | ☐ Long distance |
| ☐ House Noises | ☐ Booth |
| ☐ Vehicles | ☐ Other |
| ☐ Motor | |
| ☐ Office machinery | |

THREAT LANGUAGE

- | | |
|--------------------------------------|--|
| ☐ Well spoken | ☐ Incoherent |
| ☐ Irrational | ☐ Taped by threat maker |

EXACT WORDING OF THE THREAT:

Try to remember the characteristics of the caller's voice.

Male/Female

Age

REMARKS:

Number at which call is recorded:

Time:

Date:

Report call immediately to:

CALLER'S VOICE:

- | | |
|-----------------------------------|--|
| ☐ Calm | ☐ Nasal |
| ☐ Angry | ☐ Stutter |
| ☐ Excited | ☐ Lisp |
| ☐ Slow | ☐ Raspy |
| ☐ Rapid | ☐ Deep |
| ☐ Soft | ☐ Ragged |
| ☐ Loud | ☐ Clearing throat |
| ☐ Laughter | ☐ Deep breathing |
| ☐ Crying | ☐ Cracking voice |
| ☐ Normal | ☐ Disguised |
| ☐ Distinct | ☐ Accent |
| ☐ Slurred | ☐ Familiar |

Phone number

Date

Name

Position

Phone number

If voice is familiar, who did it sound like?

DEQ EMERGENCY REPORT FORM

PEOPLE REPORTED TO BE IN THE BUILDING AND IN NEED OF HELP

Reporting EC:

Area:

Building:

Current Assembly Area:

Clearly enter "NONE" if no one is reported to be in the building and in need of emergency help to evacuate or for medical care. If you have injured people in your assembly area, arrange for their care directly. Do not report on this form.

	Location in Building of Person Reported to Need Help	T = Trapped W = Waiting R = Refused	Need Medical Help (Yes/No)	NOTES (E.g., what help is needed, special needs, hazards, etc.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

13				
----	--	--	--	--

Keep in **Evacuation Coordinator** vest pocket.

Fill out and promptly give to **Site Emergency Coordinator**.

List of required supplies/equipment for Evacuation Coordinator emergency vests on reverse side

Evacuation Coordinator Vest Supplies/Equipment List

- **Emergency Vest (bright green)** marked with floor number
- **Hard Hat** marked with floor number
- **Emergency Report Form/Clipboard/Pen**
- **Floor Plan**
- **Portable First Aid Kit**
- **Carton of Garbage Bags** (for emergency protection of evacuees from bad weather or clean up)
- **Whistle**
- **Flashlight**
- **Portable Radio or Two Way Radio**
- **Goggles**
- **Work Gloves**
- **Latex Gloves**
- **Dust Masks**
- **Space Blanket (2)**