

## EMERGENCY PLANNING FOR WORKPLACE & HOME

### Planning for the Worst, and Hoping for the Best

Life is full of routine commitments, deadlines, unexpected surprises and even the occasional crisis. Emergency planning sometimes gets pushed aside because it takes time and attention. It may seem daunting and stressful when we consider possible catastrophic scenarios. This issue of SafetyNews can help kick start your planning. The big payoff is confidence that you and your family are prepared to weather major events should they come your way.



#### Where to Start?

Begin by identifying existing resources at work and in the community.

This will save time as well as provide good information on what goes on in the larger sphere during an emergency. Some resources offer step by step guides to help you to think through the necessary pieces of a good plan.

#### OHSU's Planning

Plans to notify and mobilize staff in case of any emergency that affects OHSU operations are in place. We take an "all-hazards" approach to emergency management. The plan is flexible enough to cover earthquake, fire, volcanic eruption and terrorist attack, as well as many emergencies.

OHSU is guided by *NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs 2004 Edition*, published by the National Fire Protection Association (NFPA). In it is an outline for effective business emergency plans. What follows are six key elements of this that also apply to home planning.

### Elements of an Effective Plan

- 1. Hazard Identification:** All potential hazards and their likelihood of occurrence are clearly identified.
- 2. Hazard Mitigation:** Once hazards are identified, a plan is developed to reduce their impact in the event of an emergency. An example of a mitigation effort is adding straps to a water heater.
- 3. Resource Management:** This part of the plan contains information on resources needed to carry out the plan such as backup energy or canned goods stored with a can opener.
- 4. Mutual Aid:** Organizations or households will often plan ahead to work together during an emergency. Good planning involves coordinating with others.
- 5. The PLAN Itself:** This consists of leadership, direction, coordination, communication, and financial considerations.
- 6. Continuity and Recovery:** Make a plan for continuing to address basic needs and strategies for returning to



normalcy as soon as the emergency has passed. For example, the hospital has generators that automatically activate in case of power failure to ensure delivery of critical services. Along these lines at home, filling the bathtub with water in

the event of an earthquake helps maintain the basic necessity of water.

### ARE YOU READY?

The Federal Emergency Management Agency (FEMA) provides excellent resources for home and community planning. You'll find links to all the information in their publication "Are You Ready? An In-Depth Guide to Citizen Preparedness" at:

<http://www.fema.gov/areyouready/>

Environmental Health & Radiation Safety 503-494-7795



Topic of the Month:

## EMERGENCY MANAGEMENT RESOURCES AT OHSU

### The Emergency Resource Book (ERB)

The Emergency Resource Book (ERB) provides information to guide you through the first few minutes of any emergency. It is designed to hang on a pushpin on the wall and should be posted in all common areas of each department or unit, preferably near a phone. Make sure there are



enough available that you can easily find it when needed.

The ERB contains information on many kinds of emergencies including: Medical Emergency and Injury, Overheard Announcements/Codes, Fire

and Fire Alarms, Evacuation, Earthquake, Hazardous Materials, Utility Failure, Violence and Crime.

Take a few moments to locate your Emergency Resource Book. Check to see if the books in your area have blank a page for including additional emergency information specific to your area.

There are several versions of the ERB. If you've traveled to other parts of campus or other OHSU locations, you may have seen the variety of ERB colors. Each is for a different area of service or function, depending on its emergency response needs. Some areas must consider patient care while others may be administrative offices, for example. There are also versions for OHSU locations outside of Central Campus. Each ERB cover is noted with areas in which it is applicable.

**To get the most current**

**ERB's for your area contact EHRs:**

**4-7795 or ehrs@ohsu.edu**

### The Emergency Management Manual

The Emergency Management Manual was created by the OHSU Healthcare Emergency Preparedness Committee to provide a resource for responders to an emergency. It provides guidance for various emergencies, and outlines the functions of the Incident Command Center and Threat Response Group.



Each administrative area in the OHSU Healthcare System should have one of these. The Emergency Management Manual should always be kept in a red three-ring binder in a readily accessible location and staff must know where to find this resource.

### The Ozone Emergency Response Website

You'll find a wealth of information on these resources and OHSU groups who manage emergencies on campus, as well as links to outside agencies at:

<http://ozone.ohsu.edu/emergency/>

### The Emergency Response Threat Level

On a daily basis, OHSU updates the current Emergency Response Threat Level. It is reflective of our national situation and other factors specific to OHSU operations.



**Green—No threat to OHSU.**

*No known threat of a high risk event affecting OHSU. (This is rarely the case at OHSU.)*



**Yellow—Elevated threat to OHSU.**

*Specific, credible threat that a medium-risk event will affect or has affected OHSU within the past 72 hours.*



**Orange—High threat at OHSU.**

*Specific, credible threat that a high-risk event will affect or has affected OHSU within the past 72 hours.*



**Red—Severe risk to OHSU.**

*An event that will affect OHSU is imminent, in progress or has happened within the past 24 hours.*

See the current threat level by visiting the OZONE's Emergency Response page (link noted above). There is also a list of community resources including the Department of Homeland Security and the American Red Cross.

## TOP 5 THINGS EMPLOYEES MUST KNOW ABOUT EMERGENCY PREPAREDNESS

(abbreviated from [http://ozone.ohsu.edu/emergency/top\\_five.pdf](http://ozone.ohsu.edu/emergency/top_five.pdf))

### 1. EMERGENCY RESOURCES

- Know your department's emergency response plan.
- Know how to locate and use the [OHSU Emergency Resource Book](#).
- Know what number to call for any emergency in your work area. (4-4444 on Marquam Hill Campus)



### 2. MINIMIZE HAZARDS IN THE WORKPLACE

- Reduce hazards in labs, offices and common areas.
- Store chemicals properly.
- Anchor equipment and cabinets to the wall.

### 3. BE PREPARED TO EVACUATE

- Know how and when to evacuate from your location.
- If you also work in a hospital or clinic building, review the evacuation information in the Healthcare Systems' [Emergency Management Manual](#).
- If you are in an unfamiliar building, follow lighted "EXIT" signs to safety.

### 4. ASSIST EMERGENCY RESPONDERS

- If emergency assistance is required, send someone outside the affected area or building or building to guide emergency responders to the area of need.
- Provide responders with the appropriate information.



### 5. PERSONAL PREPAREDNESS

- Visit OHSU's Emergency Response page at [ozone.ohsu.edu/emergency](http://ozone.ohsu.edu/emergency) to help you prepare for a community-wide emergency, such as earthquake, fire and inclement weather.
- Have a plan to communicate with your family and friends following an emergency. If you and your family members are separated, have a plan for getting back together. Plan for an out-of-state "family contact," Make sure every family member knows how to contact the "family contact".
- Have disaster supplies on hand, including flashlight, battery-operated radio, first aid kit, emergency food and water, essential medicines, cash, and sturdy shoes.



For a more thorough version of this list, visit:

[http://ozone.ohsu.edu/emergency/top\\_five.pdf](http://ozone.ohsu.edu/emergency/top_five.pdf)

## SafetyTeam Member Drive

Our goal for 2009 is to establish membership in all OHSU buildings and include all off-hill locations. Ideally, there would be members in each department at OHSU!

The beauty of reaching the goal is that "many hands make less work." A safe workplace is everyone's business. It's one of the building blocks for a great workplace.

Membership is on a volunteer basis, and requires less than 15 minutes per month to participate. SafetyTeam members receive a monthly email with a link to this newsletter and a few short questions to answer.

Members are asked to communicate any safety concerns in their departments or buildings to the SafetyTeam Coordinator by way of email or a phone call. Sharing SafetyNews in common areas is also highly encouraged.

**Do you know anyone who might like to volunteer 15 minutes of their month for workplace safety?**

If so, please contact the SafetyTeam Coordinator at [safeteam@ohsu.com](mailto:safeteam@ohsu.com) or 4-7795.



For a current issue of SafetyNews online, and for archives, visit:

<http://www.ohsu.edu/xd/about/services/integrity/ehrs/safety/gen/safetynews.cfm>

The SafetyTeam page is available at:

<http://www.ohsu.edu/xd/about/services/integrity/ehrs/safety/gen/safeteam.cfm>

These pages are updated regularly. If there are OHSU resources you'd like to see linked, please send suggestions to the SafetyTeam Coordinator at:

[safeteam@ohsu.edu](mailto:safeteam@ohsu.edu)

Questions? Ask Environmental Health & Radiation Safety:

**503-494-7795**

