



Emergencies at Work

Emergencies can happen at any time, night or day. Do you know what to do if you are at work during an emergency? If not, you should have a plan! The following list will help guide you to some of the basics of developing your own plan:

FAMILY – Are they safe?

Your first concerns during emergencies are typically your own personal safety and then the safety and health of your family. Your family's schedule and contact phone numbers should be readily at hand so that you can communicate with them quickly, if needed. Have a plan!

RESOURCES – What is available to you?

The best resource for information about emergencies at OHSU is your department's Emergency Management Plan. Also, the OHSU Emergency Resource Book should be posted in your area. These color-tabbed, flip charts are the best reference in the first 10 minutes of any emergency, including fire, utility failure, medical emergency, and earthquake. More information is available on the OHSU Emergency Response O-Zone site, which is found online at: <http://ozone.ohsu.edu/emergency/> The American Red Cross has excellent personal preparedness resources and supplies at www.redcross.org

CONTACT – Who do you call to report an emergency?

Marquam Hill Campus: 4-4444

West Campus: 9-911

Off-campus buildings and clinics: 9-911

Also, check in with your supervisor following an emergency.

MINIMIZE POTENTIAL HAZARDS – What can I do?

Work to minimize hazards in your work area. Separate and properly store incompatible chemicals. Anchor equipment and tall cabinets to the wall to prevent movement or tipping. Back up critical information from your computer to the OHSU network.

PREPARE TO EVACUATE – What do I need to know?

Always know where your closest building exit is. Red or green lighted exit signs point the way out of a building. Following an earthquake, only leave a building after shaking stops. Know the specific evacuation procedures for your work area.

Hospital and clinic buildings are built to limit the spread of fire, smoke, and fumes. In these buildings, you "Defend in Place" unless instructed to evacuate. If you hear fire alarms in any other building on campus, evacuate immediately.

Planning ahead can reduce the impacts of a disaster and help you recover quickly! Questions may be routed to 503 494-7795.

