

THE  
K I N F O L K

EMERGENCY PLAN

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## **I. Emergency Action Plan**

### *A. Evacuation*

#### 1. Exit Route

It is extremely important that the primary exit path from our office remains unobstructed during operation. In the event that an evacuation is necessary, the main exit is the front door, which has several possible evacuation routes detailed below in figure 1.1.

If the primary method of exit is blocked or inaccessible, attempt to leave through the attached businesses.

#### 2. Procedures

- If you hear an alarm, verbal warnings, or see a fire begin evacuating
- Proceed to exit the building quickly and calmly
- Do not take extra time to save possessions or equipment
- Gather with the staff at the rendezvous point
- Do not attempt to re-enter the building until an all-clear signal has been given

#### 3. Rendezvous

Once you are clear of the building, head straight away from Kinfolk until you reach Failing Street and then turn left and **meet up with the office staff at the intersection of Failing and Garfield Avenue**. The Facility Emergency Coordinator (FEC) will check to see if everyone has safely evacuated. Remain at the rendezvous point until an all-clear signal is received, or the Fire Department has given approval. Begin follow-up procedures as outlined in section B-4.

### *B. Fire*

#### 1. Contact Information

Emergency: 9-1-1

Non-Emergency: (503)-823-3700

#### 2. Extinguishing the flame

Do not attempt to use the fire extinguisher if you have not had prior training or approval, simply sound the alarm and begin to evacuate. Kinfolk's fire extinguisher is located in the kitchen area above the sink as designated in figure 1.1. The following steps should be followed while extinguishing any flame.

- Classify the fire
- Locate extinguisher
- Pull the pin on the fire extinguisher

- Aim the nozzle at the base of the fire, not the flame
- Squeeze the handle to discharge the extinguisher
- Sweep side to side towards the fire

### 3. Evacuation

- Follow the listed evacuation procedures
- Isolate the fire by closing doors as you exit the building
- Verbally notify those around you of fire as you move to the exit
- Stay low, smoke and heat rises
- Sound the fire alarm AND **call 9-1-1** as soon as you are safe
- Do not attempt to fight a fire yourself unless you have been specifically trained and designated to do so

### 4. Follow-up

Examine the situation after immediate dangers have been avoided. Does anybody require medical attention? While burns are readily visible, smoke inhalation can be more difficult to evaluate and are potentially lethal. If you believe that you or anyone else inhaled an excessive amount of debris or smoke, seek medical attention immediately through 9-1-1.

If the fire was suppressed early, follow-up to make sure that the area is fully extinguished before continuing. Depending on the severity of the fire, you may want to still contact the Fire Department through their non-emergency number.

## *C. Medical*

### 1. Contact Information

Emergency: 9-1-1

Non-emergency: (503)-988-3674

Ambulance services: (503)-648-6656

Poison Control: 1-800-222-1222 or (503)-494-8968

### 2. Providing First-Aid

If you are assisting anyone else with their injuries, especially any open wound, use the enclosed gloves for their safety and your own. This basic first aid kit is equipped to treat very minor lacerations, burns and injuries. If the injury is beyond the scope of our first aid kit, it likely requires medical attention. Use the appropriate number to gain assistance depending on the severity or type of injury. See the first aid training section later in this document for more detail.

### 3. Follow-up

Document any injury that is inflicted while at the Kinfolk office or while acting in any capacity as an employee of Kinfolk. If the injury is serious, do what can be done to treat it while waiting for help to arrive. Even minor lacerations or open wounds can become infected and cause further damage, make sure to thoroughly clean and disinfect any such injuries.

#### *D. Earthquake*

If you feel strong shaking immediately drop to the ground and warn those around you. Take shelter during the initial shock and any aftershocks under a nearby doorframe or solid table, holding firmly onto a leg or wall. After the earthquake has fully subsided immediately evacuate the office, as there may be structural damage that has caused the building to become unsound.

#### *E. Other*

##### 1. Flooding

Portland Water Bureau: (503)-823-7700

In the event of flooding move any important equipment or files onto higher ground. Inform supervisors of the water and severity. The office may be closed.

##### 2. Intruder

Emergency: 9-1-1

Non-Emergency: (503)-823-3333

##### 3. Power Outage

Portland General Electric: (503)-464-7777

Pacific Power: 1-(877)-508-5088

## **II. Emergency Prevention Plan**

### *A. Fire*

#### 1. Potential Hazards

<b>Fire Hazards</b>	<b>Location</b>	<b>Prevention Strategy</b>
Candles	Kitchen, everywhere else	Keep in vision of at least 1 person at all times, Keep away from flammable surroundings
Microwave Oven	Kitchen	Never leave unattended for times greater than 1 minute, use exact cooking times.
Electrical Outlets	Everywhere	Keep cords firmly plugged in or

		completely unplugged, keep liquids away from electronics
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The two largest risks to fire that we have here at Kinfolk are candles and the microwave oven, although electrical fire always presents a risk. The fire extinguisher must be within 75 feet of any open flame within the office, and no more than 30 feet from the microwave.

## 2. Handling & Storage

The extinguisher **may not be stored on the floor, furniture or shelves.** Extinguishers are typically mounted on a wall at eye level, and need to be clearly marked.

Fire extinguishers, depending on type and model, require extensive inspections and maintenance. Each extinguisher needs maintenance annually from an OR-OSHA approved source. Records of these check-ups should be kept in case of formal request. A Kinfolk employee also needs to check for pressure and defects monthly.

In addition, every 5-12 years (depending on type) extinguishers require hydrostatic testing. It may be simpler to replace the extinguisher at this point, as hydrostatic testing is cumbersome and difficult.

## 3. Equipment

Our extinguisher is a one-use dry chemical 2.5 lb extinguisher for use on all type A, B and C fires. It is mounted on the wall of the kitchen and is to be kept within 75 feet of any possible fire hazards. After a single use the device is consumed and will need to be replaced. Currently we have a Kidde FA110 Multipurpose extinguisher, rated 1A10BC, with a warranty until 2020.

### *B. Medical*

#### 1. Potential Hazards

Medical Hazards	Location	Prevention Strategy
Kitchen cutlery	Kitchen	Practice safe cutting techniques, keep cutlery clean and sharp
Stairs	Stairway	Encourage use of handrails
Cars	Street	Cross streets at crosswalks, do not rush drivers on errands

## 2. First Aid Kit

The Kinfolk first-aid kit contains the following standardized materials:

Description	Quantity
Adhesive Strips	16
Fabric fingertip bandages	2
Fabric knuckle bandages	2
Gauze pads	4
Large wound bandages	1
Gauze bandage	1
Triangular Bandage	1
Adhesive tape roll	5 yards
Exam gloves	4
BZK antiseptic wipes	10
Burn cream packets	6
Triple antibiotic ointment packets	6
Scissors	1
Forceps	1
First aide guide	1
Weather-resistant plastic case	1

## 3. Maintenance

The first aid kit should be stored in a location safe from corrosion or degradation, a cool dry place that is clearly marked and accessible. Any used materials should quickly be replaced before they go out of stock.

## 4. Training

Lacerations:

**i. Stop the bleeding:** Minor cuts/scrapes usually stop bleeding on their own. If not, apply gentle pressure with a clean bandage. Hold the pressure continuously for 20-30 minutes without checking to see if it has stopped (this may dislodge the forming clot). If bleeding comes in spurts or shows no signs of slowing seek professional medical care.

**ii. Clean the wound:** Rinse the wound with clear water and clear any visible debris. Thorough cleaning reduces the risk of tetanus or infection. Use soap to clean the area around the wound, but not the wound itself.

**iii. Apply an antibiotic:** Apply a thin layer of antibiotic such as Neosporin to the cleaned wound.

**iv: Cover the wound:** Bandages will keep the wound clean and free from bacteria.



**v. Change the dressing:** Change the bandage at least once per day, or whenever it becomes wet or dirty.

**vi. Get stitches for deep wounds:** A wound that is more than ¼-inch deep, jagged or gaping usually requires stitches. Consult a medical professional.

**vii. Watch for signs of infection:** See your doctor if the wound is not healing or you notice any unusual redness, warmth, swelling, drainage or increased pain.

**viii. Get a tetanus shot:** A tetanus shot is recommended once every 10 years. If it has been over 5 years since your last tetanus shot and your wound appears deep or dirty, it is recommended that you receive a tetanus booster as soon as possible after the injury.

Burns:

**i. Minor burns:** These burns consist of first and second degree burns of a small amount of surface area (3 inches in diameter or less). Large burn sections of skin, especially face, hands, feet, groin or a major joint, require medical attention.

Do:

- Cool the burn: Put under cool (not cold) running water for 10-15 minutes
- Cover the burn: Use a sterile gauze bandage to keep air off the burn and reduce blistering
- Pain relief: Take an over-the-counter pain reliever if necessary
- Watch for signs of infection

Do NOT:

- Apply Ice: Apply ice directly to a burn can cause further damage and amplify pain
- Apply egg whites, butter or ointment: These treatments are ineffective and increase risk of infection and irritation
- Break Blisters: This will slow healing and increase risk of infection

**ii. Major burns:** Large or serious burns require professional medical care. Immediately call 9-1-1 or medical assistance, and follow these steps until care arrives:

- Make sure that the victim is no longer in contact with smoldering materials or exposed to heat or smoke, but **do not remove clothing**
- Do not immerse large/severe burns completely in cold water
- Check for signs of breathing or circulation
- Elevate the burned body part(s)
- Cover the area of the burn with a cool, moist, and sterile bandage

Sprains/twists and breaks:

**i. Sprains/twists**

- Rest: Avoid putting weight on the injury

- Ice: Use a cold pack as soon as possible to ice the area to reduce swelling. Ice for 15-20 minutes 4-8 times per day for the first 48 hours
- Compress: Wrap the injured area with elastic wraps or bandages
- Elevate: Raise the injured area above the head to limit swelling
- For breaks or serious sprains (or if you see no improvement in 48 hours) see your doctor

### **III. Safety Regulations**

#### *A. General*

##### 1. Color codes

**Red:** Danger. High priority alerts relevant to fire protection, immediate hazards or flammable materials. Can also mean STOP.

**Orange:** Warning.

**Yellow:** Caution. Beware of walking hazards.

**Neon:** Biohazard. Container for hazardous materials, although we do not have any of these labels at Kinfolk it is good to know the standard meaning of signs.

##### 2. Walking Hazards

All places of employment, passageways, storerooms and service rooms must be kept in a clean and orderly fashion. The floors of these areas must also remain clean, and so far as possible, dry. Any wet or slippery surfaces must be clearly labeled, preferably by a wet floor sign.

##### 3. Ladders

Any ladders used for practical purposes (such as climbing or reaching high edges) must comply with ANSI standards. Wood ladders must comply with ANSI A14.1-1994. There must be no sharp edges or splinters on wooden parts, and visual inspection must show no decay, shake, wane or wood irregularities and be constructed of high-density wood. Steps must be uniform, parallel, level and no more than 12 inches apart.

#### *B. Sanitation*

##### 1. Food

Any food served at Kinfolk for employees and guests must be stored, prepared and served hygienically. Food provided should be wholesome, free from spoilage and protected from contamination. Employees should eat in clean areas designated for that purpose, such as the break room and the dining area. Eating in the bathroom is prohibited.

## 2. Restrooms

Toilet facilities should be reasonably accessible at all times and not blocked or closed off. Our single restroom at this office can only accommodate up to 15 people, a second toilet facility would need to be provided if there are 16 or more employees on staff at the office any time. Washing facilities must have warm water (or hot and cold), soap, towels and be maintained in a sanitary condition at all times.

## 3. Trash

Unless unused, each receptacle containing food material must be emptied no less than once each work day. Enough bins should be provided to encourage use and prevent overfilling. These trash bins should have a solid cover and be maintained in a clean and sanitary condition.

## 4. Water

Clean water must be provided in the office for purposes of drinking, cleaning, cooking, washing of cooking or eating utensils, etc. Any stored water should have a lid or cover.

### *C. Electrical*

#### 1. Cables

Wires and cables should be tucked away and secured in a neat manner, away from where they would present a tripping hazard. No electrical equipment may be exposed to liquids or in wet/damp locations. Wires and cables should not be frayed or damaged. Computers and other electrical equipment should be adequately cooled and secured.

#### 2. Lighting

Adequate light must be provided in the office for all employees. Keep windows and skylights in a clean and working condition. Glare and high contrast or shadows should be avoided wherever possible.

## **IV. Employee Rights & Responsibilities**

Workers are entitled to working conditions that do not pose a risk of serious harm. To help assure a safe and healthy workplace you are provided the following rights:

- Ask OSHA to inspect your workplace
- Use your rights under the law without retaliation and discrimination
- Receive information and training about hazards and standards in a language you understand

- Get copies of test results to find hazards in the workplace
- Review records of work-related injuries and illnesses
- Receive copies of your medical records

If you feel that any aspect of your work environment or tasks is unsafe or unhealthy first attempt to resolve the issue with office supervisors. If the issue remains unresolved you can file a complaint on Oregon Occupational Safety and Health Administration. This can be done through phone, fax, or online.

Portland office: (503)-229-5910

Fax: (971)-673-2930

OR-OSHA Complaint Form: <https://www4.cbs.state.or.us/exs/osha/hazrep/>

If you feel that you were unfairly punished or retaliated against for exercising your rights as a worker you can file a discrimination complaint with OSHA within 30 days of the alleged reprisal.

Discrimination Complaint Form:

[www.osha.gov/whistleblower/WBComplaint.html](http://www.osha.gov/whistleblower/WBComplaint.html)

Sources:

American National Standards Institute, <http://www.ansi.org/>

City of Portland, <http://www.portlandoregon.gov/>

Mayo Clinic, <http://www.mayoclinic.org/first-aid>

Oregon Occupational Safety and Health Administration, <http://www.orosha.org/>

Underwriter's Laboratory, <http://www.ul.com/global/eng/pages/>

US Occupational Safety and Health Administration, <http://www.osha.gov/>