

STATION SAFETY PLAN

YOUR FACILITY'S NAME

- I. OBJECTIVES.
- II. EMERGENCY TELEPHONE DIRECTORY
 - A. FACILITY PERSONNEL
 - B. FIRE
 - C. MEDICAL
 - D. LAW ENFORCEMENT AGENCIES
 - E. OTHER - SEARCH & RESCUE, TOWING SERVICE, ETC..
- III. EMERGENCY EQUIPMENT/TRAINING
 - A. FIRE SUPPRESSION EQUIPMENT
 - B. FIRE SUPPRESSION TRAINING
 - C. FIRST AID EQUIPMENT
 - D. FIRST AID TRAINING
 - E. SEARCH AND RESCUE
 - F. CIVIL DEFENSE/EVACUATION
- IV. STATION ACTION FIRE PLAN
 - A. FIRE
 - B. UTILITY CONTROL LOCATIONS
 - C. COOPERATIVE FIRE AGREEMENT(S)
- V. EMERGENCY PREPAREDNESS/DISASTER EVACUATION
 - A. NATIONAL EMERGENCIES
 - B. LOCAL DISASTER EVACUATION
- VI. STATION SAFETY ORGANIZATION
 - A. STAFF RESPONSIBILITIES
 - B. CHAIN OF COMMAND
 - C. SAFETY ORIENTATION
 - D. SAFETY MEETINGS
 - E. SAFETY INSPECTIONS
- VII. OPERATIONAL RULES AND GUIDELINES
 - A. GOOD HOUSEKEEPING
 - B. HAZARD COMMUNICATION PROGRAM
 - C. PERSONAL PROTECTIVE EQUIPMENT
 - D. PUBLIC SAFETY
 - E. EXPLOSIVES

- F. BOAT OPERATION
- G. FIRE EXTINGUISHER/SMOKE ALARM LOCATION & MAINT
- H. HAZARDS UNIQUE TO THIS FACILITY
- I. MOTOR VEHICLE/HEAVY EQUIPMENT OPERATION

VIII. ACCIDENT/INJURY REPORTING PROCEDURES

- A. REPORTING ACCIDENTS/INJURY
- B. SERIOUS ACCIDENTS
- C. PROPERTY DAMAGE/PUBLIC TORT CLAIMS
- D. MOTOR VEHICLE ACCIDENTS

I. The station safety plan will have the following objectives:

1. Provide a working tool for both employees and visitors when conducting business on this facility.
2. Provide a safe and healthful environment for both employees and visitors to the facility.
3. Identify procedures for handling situations of an emergency nature.
4. Outline safe procedures and techniques for station activities.
5. Identify precautionary measures concerning any unabated hazards or situations unique to the facility.

II. Emergency Telephone Directory

- A. Facility Personnel - list all staff with home telephone numbers - where someone can be reached for an after-hours emergency
- B. Fire - list local fire department(s), volunteer fire department, - what agency needs to be notified to fight structural and/or range fires?
- C. Medical - list name, address and telephone number for local physicians, hospitals, emergency clinics, poison control center, ambulance services, etc. - who is notified when an emergency situation occurs?
- D. Law Enforcement Agencies - list Police, Sheriff, Highway Patrol, FBI, etc.
- E. Other - telephone numbers for - Search & Rescue, Towing Service, Weather Bureau, contacts within the Regional Office, etc.

III. Emergency Equipment/Training

a. Fire Suppression Equipment - the following fire suppression equipment is available at the refuge/hatchery headquarters:

- 1) a 500-gallon, 5 ton, 4x4 pumper unit
- 2) a 100-gallon slip-on pumper unit kept on a portable loading stand in vehicle storage bay of shop
- 3) Caterpillar *D-5* crawler dozer
- 4) Assorted hand tools including - shovels, pulaskis, drip torches and backpack units (located in the shop next to pumper unit)

B. Fire suppression training

Only the following refuge/hatchery personnel are trained to operate fire suppression equipment or are qualified for "on-line" wild land fire suppression.

List the employees -

C. First Aid Equipment

First aid kits are maintained in the office (bottom shelf of the black cabinet), shop (on the south wall), and in all the vehicles.

An emergency eyewash/shower facility is located in the shop bathroom.

D. First Aid Training

The following employees have completed instruction in first aid treatment and cardiopulmonary resuscitation (CPR). Renewal of this training is required yearly for CPR and every three years for first aid.

Name	Course	Cert. Date	Due for Renewal
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E. Search and Rescue

In case of lost or missing persons, all search and rescue operations should be coordinated with _____ (LE agency). Binoculars, spotting scopes, and flashlights are located in the emergency containers in the pickups. Portable radios and four-wheel drive vehicles are available.

F. Civil Defense/Evacuation

Any and all refuge/hatchery equipment will be made available to civil defense authorities during any declared emergency.

IV. Station Action Fire Plans

A. Fire

Whenever smoke or fire is reported on FWS property, each employee must take immediate action and do the following:

- 1) Warn or evacuate people who may be in danger.
- 2) Call the fire department, give complete details of location, size, and nature of the fire.
- 3) Suppress the fire, if possible.
- 4) Remove equipment, records, and items of value – *only if your personal safety is not in jeopardy.*
- 5) Take action to prevent fire from spreading until help arrives.

B. Utility Control Locations

Give locations of electricity main breaker box, water and propane shutoffs, for example: (Don't forget locations for government housing, if appropriate).

Headquarters Office -

Electricity - main breaker located at the meter box on the power pole just north of the northeast corner of the building.

Water - main water shutoff valve located on the floor of the furnace room.

Propane - tank located 20 yards east the office. Shut-off valve on top.

C. Cooperative Fire Agreement

If, in addition to the facility's personnel and equipment, a cooperative agreement has been established with the local Fire Department or other entity - list it here in some detail.

V. Emergency Preparedness/Disaster Evacuation

A. National Emergencies

Depending on location, your local community may have little in the way of an organized Civil Defense Unit. If someone in the community has authority for this - list them. Also, designate the local fallout shelters - usually schools or a city government building.

B. Local Disaster Evacuation

Give this item some thought. What are the natural disasters that might threaten the safety of the employees and government property? Fire, flood, tornado, blizzard, earthquake, etc. How would such a disaster be handled? Evacuate staff? What if your site is located within the tornado belt and a twister is sighted coming your way. Where do people go for safety? What if an employee is doing fieldwork - how are they notified of the emergency and what do they do? This section of the safety plan must be unique for your specific location.

VI. Station Safety Organization

A. Staff Responsibilities

These are responsibilities as they apply to safety and occupational health factors. The following are just examples:

Refuge/Hatchery Manager: responsible for the station's overall safety and occupational health program and ensure all refuge/hatchery operations are conducted in a safe manner. Also ensure compliance with Service wide and Regional safety and occupational health program policies and goals. Appoint and provide training for a station safety officer.

Assistant Refuge/Hatchery Manager: works in complement with the Project Leader ensuring all activities is safely accomplished. (Many of the Assistant Project Leaders are the designated Collateral Duty Safety Officer - if this is the case, add those responsibilities too). Conduct station safety meetings. Provide safety orientation to new employees, temporaries, or volunteers. Initiate prompt abatement of hazardous conditions.

Maintenance workers, biologists, office staff/others - maintain a high degree of safety awareness in carrying out all their assignments and duties. Wear PPE that is provided. Report all accidents/incidents or job-related illnesses to the appropriate supervisor. Report all unsafe and unhealthful conditions.

B. Chain of Command

The chain of command at this station will be: (list personnel)

Any other instructions - such as - if an employee is notified of a problem or emergency after working hours, that he/she contacts the Refuge/Hatchery Manager and appropriate officials.

C. Safety Orientation

All new employees to this facility will receive an orientation to the station's safety and occupational health program, emergency procedures, and any special conditions of his/her working environment. This orientation will occur within the first week of work. The new employee can be briefed utilizing 240 FW 3, appendix 1. Upon completion, the employee and supervisor will sign and date the guidelines form and a copy will be retained to the file.

D. Safety Meetings

Safety meetings will be held, at a minimum, on a quarterly basis. Pertinent safety and occupational health subjects may be acquired from various sources. Time will be available for discussion of any station specific related topics. Each meeting's minutes will be recorded with a copy coming to the Region 6 Safety and Occupational Health Office. The minutes may be sent via cc:mail or hard copy.

E. Safety Inspections

A general safety inspection of all facilities and operations will be conducted annually. Problem areas will be identified and corrective action taken. The inspection will be

conducted by the collateral duty safety officer with other staff employees, as necessary. (Utilize the specific checklists that have been sent out in the past.)

VII. **Operational Rules and Guidelines**

A. Good Housekeeping

Good housekeeping reduces accidents, improves morale, and increases efficiency and effectiveness. It is a continuous process involving all employees. A good housekeeping program incorporates the housekeeping function into all processes, operations, and tasks performed at the facility. Everyone should see housekeeping as part of their job performance and not as an extra task that someone else should do.

B. Hazard Communication Program

All employees should be familiar with the Hazard Communication Program, which is located in the main office, in the file cabinet, under Haz. Comm. Program. The MSDS's are located in a blue binder on top of the shop desk. A second copy is hanging on the outside door of the flammables cabinet with the master copy in the main office. If someone takes a quantity of hazardous chemical to the field - a copy of the MSDS must accompany them after reviewing the sheet prior to going out.

Any newly obtained chemical must be added immediately to the station's listing of hazardous chemicals.

C. Personnel Protective Equipment

Review 241FW 3 Personal Protective Equipment.

D. Public Safety

Public safety is a major factor in designing and conducting refuge/hatchery operations. This is especially true with such activities as hunting, fishing, prescribed burning, hatchery viewing, law enforcement, picnic areas, hiking trails, and motor touring. All employees must think of safety in all aspects of public use. Brochures and signs will be made available or placed in visible sight informing the public of all use areas, laws, and regulations designed to protect the visitor. Informational signs, speed limit and hazard warning signs used on public roads will be used on the facility property.

In case of any public accident on government property, employees should take all possible precautions to prevent further injury or damage. See page ---, Section VIII. -"Accident/injury reporting procedures".

E. Explosives

Only include this section if you have explosives stored at your facility. If so, review chapter 241FW 4. Certainly a subject to discuss with your staff, and new employees.

F. Watercraft Operation

All employees should be familiar with 24AM 2 (this section has not been converted from the 24AM to the 240/241/241FM chapters) pertaining to watercraft safety. All boats will be properly equipped and maintained to meet all safe boating standards. All operators will adhere to the maximum weight, load or occupant limit of each boat. Personal flotation devices will be carried for communication with headquarters. Periodic radio contact should be made with the office throughout all work exercises over water. The airboat should be maintained daily to help prevent accidents on this piece of equipment. All

employees should review the airboat safety manual annually. A copy is available from the Assistant Refuge Manager.

The following personnel completed DOI Motorboat Operator's Certification Course:

G. Fire Extinguisher/Smoke Alarm Location and Maintenance

All government housing should have smoke alarms, which if properly maintained and tested should warn occupants and allow for safe evacuation. Regularly rehearse with your family, especially if young children are present, how to evacuate from the home and where to meet once everyone has left the house. At least every six months, test the batteries and replace if necessary.

Annually, inspect all fireplaces/wood stoves, furnaces, stovepipes and flues.

All facilities and vehicles are equipped with multi-purpose dry chemical extinguishers. All extinguishers will be visibly inspected for serviceability on a monthly basis. Any extinguishers found to be defective at any time will immediately be recharged or replaced.

Diagram of fire extinguishers and evacuation routes for main office and shop buildings is attached.

H. Hazards Unique to This Facility

Winter Travel - conditions may change rapidly with unpredictable severity. Over night travel during winter should be done in a 4-wheel drive vehicle, or a 2-wheel drive vehicle equipped with snow chains. Other required equipment includes personal survival gear and food, flashlight, jumper cables, sleeping bag or blankets, 2-way radio and snow shovel. Employees should leave a travel plan in the office for any winter work assignments away from the headquarters area.

Poison Ivy Sensitivity - employees who are known to be sensitive to Poison Ivy and may come in contact with the plant will be encouraged to get preventative treatment before the season.

Hanta Virus - a respiratory disease called hanta virus has come to national attention. Rodents, primarily deer mice are the primary host. Only authorized, trained and properly equipped employees may deal with major problems associated with rodent problems and cleanup.

Lyme Disease - this disease is caused by a bacteria transmitted by the bite of a tiny deer tick. Whenever possible, avoid areas where ticks live. If you can't avoid the areas - wear long pants with cuffs tucked into socks; brush off clothing and thoroughly check pets after being in an area where ticks live.

I. Motor Vehicle / Heavy Equipment Operation- ensure that employees can satisfactorily operate the vehicle/equipment for which they are authorized. You have the authority to restrict or terminate authorizations for poor/unsafe drivers.

Make sure you have informed employees regarding their responsibilities for operating Service motor vehicles:

a) mandatory seatbelt use, b) not driving under the influence, c) official passengers only, d) vehicle misuse, and e) accident reports (DI-135 Packet, SF-91, SF-94, and SF-95).

Ensure that all vehicles have first-aid kits and fire extinguishers. Additionally, evaluate the need for certain vehicles to be equipped with “survival kits” in areas where isolation, extreme temperatures, or other environmental conditions make such equipment valuable.

All vehicle operators must be provided specific equipment operational training, such as in the case of powered industrial trucks (forklifts) and four-wheel all-terrain vehicles (ATV5). Ensure that safety protection equipment and devices such as rollover protection (ROPS), seat belts, etc. are in working order.

Stress that operators must continually inspect their vehicles/machines for safe operating conditions. Vehicle operators shall inspect motor vehicles before placing them in operation. The operator inspection should be conducted to detect obvious vehicle malfunctions that render the vehicle unsafe and/or unserviceable (e.g., checking tires, battery, steering, brakes, lights, horn, etc.). Additionally, each motor vehicle must be inspected by qualified/competent mechanics for safety and operability (see 320 FW 6.9B). Operators must be provided the authority to discontinue use of their equipment if defects or unsafe operating conditions are found.

You will find more information on this references 320 FW 6—Service, Maintenance, and Inspection, and 9—Accidents and Accident Reporting; 321 FW 1—Requirements and Responsibilities; 485 DM 1; 29 CFR parts 1910, 1926, 1928

VIII. **Accident/Injury Reporting Procedures**

A. Reporting Accidents/Injury

Employees are responsible for reporting all accidents, incidents, and unsafe acts or conditions to their immediate supervisor. An automated SMIS submittal is required for each accident and injury. See Supervisor’s Accident Report Module for inputting the information.

Employees injured on the job should follow procedures outlined in the pamphlet “How to Help The Injured Employee” on file in the main office. If there are still questions or concerns, call the Region 6 Personnel Office.

B. Serious Accidents

A job-related fatality or imminently fatal injury of illness to an employee or to anyone else as a result of an employee action or Service activity; a Service related occurrence which results in five or more persons hospitalized or a property damage accident resulting in \$100,000 or more of loss, including clean-up costs is defined as a serious accident. Immediate notification of a serious accident shall be made to the Regional Safety and Occupational Health Manager. See 240FW 8 for additional information.

C. Property Damage/Public Tort Claims

All property damage/tort claims are reported on the DI-134 form. Employee property damage is initiated on the DI-570 form, complete with repair/replacement estimates and a supervisor's statement as to circumstances surrounding the loss. Public property damage, whether motor vehicle or other, is filed on the SF-95 form. This is a procedure, which involves review by the Regional Solicitor with additional input from the federal party. Don't assure the public that the government will pay for every loss. The Solicitor may reject the claim. Also, don't pay for public damages out of imprest funds! Contact the Regional Personnel Office for additional information.

D. Motor Vehicle Accidents

Motor vehicle accidents, whether involving the public or a single vehicle accident should be reported on the DI-134 (see 240FW7). In the glove compartment of every government vehicle should be the packet DI-135 containing the following forms: SF-91, SF-94, SF-95, and OF-26. In case of an accident involving more than one vehicle, do the following:

1)give basic first aid to injured and call police/ambulance if needed; 2)obtain names and addresses of witnesses; 3)exchange basic information with other drivers; 4)complete the form SF-91 at the scene, if at all possible. In the event of a Tort Claim, refer to section C. "Property Damage/Public Tort Claims.

E. Employee Reports of Unsafe or Unhealthful Conditions

Reports of unsafe or unhealthful conditions by employees are an important means of identifying potential hazards before accidents occur, and are encouraged at all levels. Review 240FW6 for procedures and further details.

F. Youth Conservation Corps (YCC), Volunteers, or Contractors

All those persons operating, or working on this refuge/hatchery will adhere to all safety rules and guidelines outlined in this station safety plan and the applicable chapters of the administrative manual. YCC enrollees will wear all personal protective equipment identified in the Job Hazard Analyses.

G. Heavy Equipment

Section 24AM 4, of the old administrative manual, deals with heavy equipment and all personnel working on construction and maintenance projects should periodically review this section. All safety devices on equipment should be used and maintained. Operators of heavy equipment must be trained in operation and demonstrate proficiency before being classified as a qualified operator.

H. Hearing Conservation

Review 242FW 3, appendix 1, for equipment and operations that require both audiometric testing and the use of hearing protection, unless it can be shown by actual noise measurement that the noise level is less than 85 dBA at the operator's ear. Any employee exposed to noise levels of 85dBA or above must obtain a baseline audiogram. An annual audiogram and exit audiometric test is required. These tests are routed through the Regional Safety and Occupational Health Office. Audiometric tests are paid out of station funds.