

WHATCOM COUNTY COUNCIL AGENDA BILL

NO. 2017-297

CLEARANCES	Initial	Date	Date Received in Council Office	Agenda Date	Assigned to:
Originator:	<i>[Signature]</i>	09/29/2017	RECEIVED OCT 03 2017 WHATCOM COUNTY COUNCIL	10/10/2017	Intro
Division Head:				10/24/2017	Finance Committee; Council
Dept. Head:	<i>[Signature]</i>	09/29/2017			
Prosecutor:	<i>[Signature]</i>	10/02/17			
Purchasing/Budget:					
Executive:	<i>[Signature]</i>	10-2-17			

TITLE OF DOCUMENT:

Ordinance to repeal the 1996 Accident Prevention Program (Ordinance 96-008)

ATTACHMENTS:

Ordinance

Administrative Policy – Accident Prevention Program

SEPA review required? () Yes (X) NO
 SEPA review completed? () Yes (X) NO

Should Clerk schedule a hearing? () Yes (X) NO
 Requested Date:

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE: (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

The County’s Accident Prevention Program (APP), as required by Washington Administrative Code (WAC) 296-800-140, has been updated in the form of an administrative policy approved by the County Executive to meet current law and safety requirements of Whatcom County Code Chapter 3.04 (Personnel System).

This ordinance would repeal the APP previously in effect which was adopted by the County Council in 1996.

As administrative policy posted on-line, the APP contains links to policies, rules, regulations, and resources to help employees, supervisors, and managers maintain safe work environments free from hazards and can be more easily updated to reflect rule changes and update best safety practices.

COMMITTEE ACTION:

COUNCIL ACTION:

Related County Contract #:

Related File Numbers:

Ordinance or Resolution Number:

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.

SPONSORED BY: Executive Louws
PROPOSED BY: Executive Louws
INTRODUCTION DATE: _____

ORDINANCE NO. _____

REPEALING ORDINANCE NO. 96-008, ACCIDENT PREVENTION PROGRAM

WHEREAS, Whatcom County complies with Washington Administrative Code (WAC) 296-800-140 (formerly WAC 296-24-040) to “establish, supervise and enforce an accident prevention program (APP) that is effective in practice”; and

WHEREAS, the Whatcom County Council adopted the Accident Prevention Program by Ordinance No. 96-008 on February 6, 1996; and

WHEREAS, the Accident Prevention Program has been updated to match current law and safety requirements of Whatcom County Code Chapter 3.04 (Personnel System); and

WHEREAS, because the programs described by the Accident Prevention Program evolve continuously, best practice is to maintain this program as an administrative policy that can be easily updated to reflect new rule changes and safety practices; and

WHEREAS, the Accident Prevention Program has been approved as an administrative policy by the County Executive September 28, 2017.

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that Whatcom County Ordinance No. 96-008 is hereby repealed in its entirety.

ADOPTED this ____ day of _____, 2017.

ATTEST:

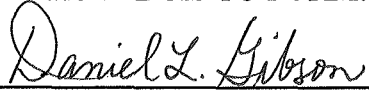
WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Clerk of the Council

Barry Buchanan, Council Chair

APPROVED AS TO FORM:

Approved Denied



Daniel Gibson, Chief Civil Deputy Prosecutor

Jack Louws, County Executive

Whatcom County



ACCIDENT PREVENTION PROGRAM

Approved: September 28, 2017

INTRODUCTION

Whatcom County places a high value on the safety of its employees and is committed to providing a safe workplace. This updated Accident Prevention Program applies to all County departments and uses new on-line tools to enhance communication of the program. The Accident Prevention Program sets forth our shared responsibility as employees, supervisors, and managers for maintaining a safe workplace free from hazards. It presents basic concepts from State law in Plain English for ease of reading and use. The links provide quick access to policies, rules, regulations, and resources applicable to employees' particular work environments.

The **Accident Prevention Program** will be periodically modified to meet best safety practices and to comply with state and federal laws. It is published on-line in two formats:

1. The OFFICIAL program polices are contained within APPOL (Administrative Policies & Procedures On-Line) on Inside Whatcom.

On the home page, click the "Policy" button:



Policies

Go to the Human Resources section, then to "[Employee Safety & Health.](#)"

2. A portable document format (PDF) is posted on-line as a reference document at the bottom of the Employee Safety & Health page. It contains links to forms and more detailed information and resources.
3. Departments may print copies to post on their Safety Bulletin Board and to share with new employees, however keep in mind the most current version is in APPOL, so printed copies should be replaced when updates are announced.

Please direct questions and suggestions to Karen Goens, HR/Risk Manager at hr@co.whatcom.wa.us.

Whatcom County Accident Prevention Program

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PROVIDING A SAFE WORKPLACE AND PREVENTING ACCIDENTS - AD144100Z

This policy applies to all employees and volunteers.

1. Whatcom County Follows WAC 296-800-140 "Accident Prevention Program"

The County has adopted a formal, written accident prevention program.

2. Whatcom County Maintains Safe and Healthy Workplaces

Employees in all positions will comply with applicable health and safety rules to provide a work environment as free as possible from identified hazards.

3. Employees Work Together to Foster Safe Work Environments

Supervisors will provide a general safety orientation to all new employees and on-going job-specific safety training. Employees will promptly discuss safety issues and concerns with their supervisors.

NOTE: Several County departments follow particular safety policies related to special business operations, for example, Facilities, Health, Juvenile Detention, Parks, Public Works, and the Sheriff (including Jail).

TASK Preventing Accidents - Department Heads – AD344100A

Department Heads will:

- Understand safety requirements for operations under their direction.
- Ensure supervisors and employees receive training in safe work practices.
- Enforce safety rules and discipline for safety violations.
- Investigate incidents promptly and thoroughly.
- Take corrective action to prevent hazardous conditions or behaviors from recurring.
- Provide and support department's representative to Safety Committee.
- Evaluate staff performance of safety responsibilities.
- Plan for foreseeable emergencies.
- Post notices required by law.

TASK Preventing Accidents - Supervisors – AD344100B

Supervisors will:

- Understand safety requirements for operations under their direction.
- Inspect work areas daily and remove any hazards.
- Train each employee in safety rules and practices.
- Observe employees' work and correct unsafe behaviors.
- Prohibit an employee from performing work if the employee appears impaired.
- Investigate and take corrective action as necessary.
- Review reports of accidents and injuries and find ways to prevent future incidents.
- Anticipate risks or hazards that may arise from changes in equipment or methods.

TASK **Preventing Accidents - Employees** – AD344100C

Employees will:

- Learn and practice general safety and special requirements for their position.
- Cooperate and assist co-workers in following safe work practices.
- NOT operate equipment without training or authorization.
- Use ALL required safety devices.
- NEVER remove or disable safety devices or safeguards.
- Obey safety warning signs.
- Immediately report all work-related injuries or illness, regardless of severity.
- Immediately report unsafe conditions and actions and near-miss events.
- Use seat belts and avoid distractions from personal devices while driving on the job.
- Keep work areas clean and aisles clear.
- NEVER stand on chairs, desks, or other furniture.
- Treat all body fluids as infectious and apply universal precautions.
- NOT work while under the influence of drugs or alcohol.

POSTING SAFETY INFORMATION - AD144120Z

This policy applies to all County departments.

1. Department Heads Install and Maintain Safety Bulletin Boards

The Department Head or designee will install a Safety Bulletin Board in each major work location with:

- Fire/evacuation plan and exit route diagram
- Job Safety and Health Law and Notice to Employees (Self-Insurance) posters
- OSHA 300 Summary of Work Related Injuries (February 1 to April 30)
- Safety bulletins, newsletters and/or other safety educational material

2. Whatcom County Posts Safety Information on InsideWhatcom

The Human Resources Manager and Facilities Manager will post and regularly update safety information for all employees on the County's intranet: Inside Whatcom.

REQUIRING SAFETY TRAINING - AD144130Z

This policy applies to supervisors in all departments.

1. Supervisors Orient New Employees and Volunteers

On the first day of work, the Supervisor will conduct a safety orientation which covers:

- Security issues (keys, badges, access, panic button)
- Fire extinguisher & first aid locations
- Emergency warden & safety committee member
- Fire/Emergency evacuation plan & route to rally point
- Responding to emergencies (County Phone Directory pp. 28-32)
- Safety information & bulletin board
- Accident Prevention Plan

- Reporting injuries & accidents

2. Supervisors Provide Position-Specific Safety Training

The Supervisor will review working conditions and, prior to assigning work, will train employees about potential job hazards:

- Driving
- Lifting
- Using equipment
- Using tools
- Potential exposures
 - Bloodborne pathogens
 - Heat
- Hazardous materials

3. Supervisors Document Department's Safety Training

4. Supervisors Assign Relevant County-Wide Safety Training

The Supervisor will review policies for relevant topics and frequency and will assign training:

- For frequent drivers, Defensive Driving
- For jobs with risk of exposure to blood, Bloodborne Pathogens
- For first aid responders within a work group, First Aid/CPR

The Human Resources Office Coordinator will document employees' county-wide safety training attendance.

FORMING A SAFETY COMMITTEE - AD144140Z

This policy applies to general Whatcom County employees. County departments will conduct additional safety meetings and follow safety policies specific to their special business operations: Facilities, Health, Juvenile, Parks, Public Works, and the Sheriff's Office.

1. Whatcom County Follows WAC 296-800-130 "Safety Committees"

The Safety Committee reviews incident reports, identifies safety problems, and evaluates the effectiveness of safety practices in preventing accidents.

2. Employees and Department Heads Select Members

Employees and Department Heads select at least one member and one alternate member to represent their department on the Safety Committee. Employee-selected members will be in the majority. Large departments with multiple work locations may have more than one Safety Committee member.

If a vacancy occurs, department employees or the Department Head will make a new selection before the next scheduled meeting.

3. Safety Committee Sets Regular Meetings and Elects Officers

The members of the Safety Committee will decide the frequency, date, hour, and location of meetings and, annually, will elect officers by majority vote:

- Chair – approves agenda, leads meetings
- Vice Chair -- leads meetings in absence of Chair
- Recording Secretary – drafts agenda, documents attendance, takes notes, posts minutes on-line

For each meeting, members:

- Attend (or have alternate member cover absence).
- Review and approve minutes from previous meeting.
- Review the incident log and identify unsafe conditions.
- Evaluate accident investigations to see if cause of unsafe situation was corrected.
- Recommend improvements.
- Receive training about safe work practices.

Between meetings, members:

- Encourage safe work practices.
- Perform monthly inspections of the area they represent.
- Communicate safety issues to employees they represent.
- Assist in the coordination and evaluation of emergency drills.

USING EQUIPMENT SAFELY - AD144150Z

This policy applies to all employees and volunteers.

1. Whatcom County Keeps Machinery and Equipment Safe to Operate

The Department Head requires preventive maintenance to keep machinery and equipment safe to operate.

2. Whatcom County Provides Required Personal Protective Gear

Depending on the work, the Supervisor will provide and require the use of:

- Hard hats
- Gloves
- Hearing protection
- Eye protection
- Respirators
- Other protective clothing and equipment

3. Supervisors Provide Job-Specific Safety Training

Before work starts, the Supervisor or designee will make sure each employee is competent and receives training on safe operation of equipment and machinery.

The Supervisor or designee will provide instruction on the use of personal protective gear including:

- What gear is necessary and why
- How to put on, take off, adjust, and wear gear
- Limitations of personal protective gear
- Proper care, maintenance, useful life, and disposal of gear

4. Employees Using Equipment Follow Job-Specific Safety Rules

The employee will follow safety rules and will wear protective gear while using equipment and performing work. The employee will ask questions and make suggestions for improving safety.

5. Whatcom County Requires Lock Out for Service and Maintenance

When servicing machines which can cause injury from unexpected release of energy, authorized employees will:

- Make sure the machine or equipment is stopped
- Isolate machine from potentially hazardous energy sources
- Lock machine out before beginning work
- Not attempt to start, energize or use any machine that is locked out

For more information, see [Department of Labor & Industries - Personal Protective Equipment \(PPE\) Guide](#)

IDENTIFYING & USING HAZARDOUS CHEMICALS - AD144160Z

This policy applies to all departments where employees use potentially hazardous chemicals on-the-job.

1. Whatcom County Limits Use of Hazardous Chemicals

Where available, Department Heads will substitute non-toxic or least toxic products [see also Controlling Pests in County Courthouse].

2. Department Head Lists & Labels Chemicals Used

The Department Head or designee will maintain lists of hazardous chemicals in the workplace and will label all containers including hazard warnings.

3. Supervisor Trains Employees To Prevent Exposure to Hazardous Chemicals

The Supervisor will maintain Safety Data Sheets (SDS) for each chemical used in the work area for employee review.

The Supervisor will train employees on the safe handling of chemicals, including:

- Operations where chemical hazards are present
- List of chemicals and safety data sheets
- Precautionary measures to lessen hazards, including ventilation, respirators, presence of another employee
- Emergency procedures in the event of exposure

REPORTING ACCIDENTS & INCIDENTS - AD144200Z

This policy applies to all employees and volunteers.

1. Employees Report ALL Accidents and Incidents

By the close of the work shift, the employee or volunteer will report to his or her supervisor any accident or incident that causes personal injury or damage to equipment, to property, or to vehicles.

If there is a personal injury, the employee or volunteer will complete the Injury/Illness Incident Report form. If someone is unable to complete the form, another person may do so noting why the employee or volunteer did not complete it.

For non-injury incidents, the employee will complete a Non-Injury Incident Report.

For incidents or accidents involving members of the public, the employee will complete a Citizen Incident Report.

2. Supervisors Investigate and Respond to ALL Accidents and Incidents

For all events, the Supervisor will investigate and take corrective action as applicable. If an employee requires medical treatment, within 24 hours the Supervisor will follow the procedure for filing a claim for a work-related injury.

3. Drivers Immediately Report Vehicle Accidents

Regardless of estimated damage or whether in a county or personal vehicle, the driver will immediately report accidents which occur while on county business to law enforcement and to his or her supervisor. (Driving Vehicles – AD113001Z)

When an accident involves a county vehicle, the supervisor will immediately notify the Equipment Services Manager.

TASK Investigating Accidents & Incidents - Supervisors – AD344250A

Upon receipt of a report of incident, accident, or “near-miss” event, the **Supervisor** will:

1. Review and complete the supervisor section of the applicable form:

- Injury/Illness Incident Report
- Non-Injury Incident Report
- Citizen Incident Report

2. Investigate the incident:

- Preserve and document the scene
- Collect information
- Determine root causes
- Document investigation and results

3. Implement corrective action to prevent recurrence.

For more details, see: OSHA Incident Investigations: A Guide for Employers

REPORTING UNSAFE CONDITIONS - AD144220Z

This policy applies to all employees and volunteers.

1. Employees and Volunteers Immediately Report ALL Unsafe Conditions

If an employee or volunteer observes a potentially unsafe condition or practice, he or she will immediately report it to the supervisor.

To report facility-related problems, the employee will submit a Facilities Work Order. If the facility-related request is an emergency, the employee or supervisor will call (360) 778-5360 during business hours or (360) 410-7358 after-hours.

2. Supervisors Investigate and Respond to ALL Reports of Unsafe Conditions

The Supervisor will take corrective action as applicable.

3. AS-Facilities Manager Assigns Priority to Safety-Related Repairs

MANAGING FIRST AID READINESS - AD144300Z

This policy applies to all Whatcom County employees.

1. Department Head Assigns and Trains First Aid Responders

The Department Head or designee will complete a Hazard Assessment to identify the department's first aid needs and will assign first aid responder duties. The Department Head will assign enough employees to adequately cover the department's potential first aid needs.

Departments with construction employees will follow special requirements. The Department Head or designee will require first aid responders to attend First Aid training.

2. Whatcom County Conducts First Aid Training According to State Standards

Administrative Services (A.S.) Human Resources will offer first aid training sessions each year and will log participants' attendance. The curriculum will cover topics recommended by the American Red Cross, American Heart Association, or other professional organization.

If a department's first aid responders cannot attend, the Department Head or designee will register responders in a comparable course.

3. Department Head Makes First Aid Supplies Readily Available

The Department Head or designee will provide first aid kits in easily accessible, well-marked areas with supplies that match the work setting. Public Works Equipment Services provides first aid kits for County vehicles. The Department Head or designee will restock supplies after use.

The Department Head or designee will regularly inspect kits (in the office and in County vehicles) to assure that:

- Kits contain all mandatory contents, including protective equipment for potentially infectious materials.
- First aid materials are stored in containers to prevent damage, deterioration, or contamination.
- Containers are clearly marked and, if sealed, they are not locked.
- Containers are portable and can be carried where needed.

4. Supervisor Informs ALL Employees of First Aid Kit Locations

The Supervisor will conduct a safety orientation, including first aid kit locations, for all newly hired employees.

5. Some Departments Provide Emergency Washing Facilities

Where there is potential for an employee's body or eyes to contact corrosives, irritants, or toxic chemicals, the Department Head will ensure that emergency showers and/or eyewashes are accessible within ten minutes' reach.

The Department Head or designee will ensure that emergency washing facilities are:

- Kept free of obstacles that could block their use.
- Functioning correctly, and provide satisfactory quality and quantity of water.
- Inspected regularly.

6. Whatcom County Safety Committee Evaluates First Aid Program

The Whatcom County Safety Committee will evaluate the first aid program as an element of its regular review of reported incidents.

PREVENTING EXPOSURE TO BLOODBORNE PATHOGENS - AD144320Z

This policy applies to employees working in jobs with exposure to blood or other infectious materials.

For purposes of this policy, "occupational exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral (needles, bites, cuts) contact with blood that may result from performance of an employee's duties.

1. Whatcom County Complies with WAC 296-823 Occupational Exposure to Bloodborne Pathogens

2. Department Heads Determine Which Job Classifications Have Exposure

3. Whatcom County Conducts Bloodborne Pathogen Training Annually

Administrative Services (A.S.) Human Resources will offer at least one county-wide BBP training option annually about employees' risk of exposure to bloodborne pathogens and ways to protect themselves. The Department Head or designee will provide alternative training if an employee cannot participate in the county-wide option.

Important Resources

[BBP Exposure Checklist \(PDF\)](#)

[BBP Exposure Control Plan \(PDF\)](#)

[Blood Spill Clean Up \(PDF\)](#)

[OSHA BBP Fact Sheet \(PDF\)](#)

See also [Bloodborne Pathogen](#) page

PREVENTING HEAT-RELATED ILLNESS - AD144350Z

This policy applies to all Whatcom County employees and volunteers who work outdoors, except for incidental outdoor work, such as travel or forklift operations.

1. Supervisor Evaluates Potential for Heat Exposure

Each year by June, the Supervisor will evaluate factors that could cause heat-related illness for employees who work outdoors:

- Air temperature
- Relative humidity
- Radiant and conductive heat
- Air movement
- Workload intensity and duration
- Personal protective equipment

2. Supervisor Monitors and Adjusts Working Conditions

The Supervisor will limit employee exposure to heat-related illness by:

- Checking daily weather reports
- Encouraging employees to drink water in small quantities, at the rate of one quart or more per hour
- Adjusting frequency, timing and duration of rest breaks to environmental factors
- Using devices to reduce heat effects, such as cooling vests or misting stations

3. Supervisor Responds Immediately to Signs and Symptoms of Heat-Related Illness

The Supervisor will respond immediately if an employee or volunteer shows signs or reports symptoms of heat-related illness. The Supervisor may:

- Relieve employee from duty
- Help the employee reduce body temperature by providing:
 - Rest in shaded areas
 - Misting stations
 - Temperature controlled environments (i.e. air conditioning)

The Supervisor will call emergency medical services if the employee needs medical assistance.

4. Whatcom County Provides Heat-Related Illness Training

The Public Works Safety and Training Specialist will provide training and information to the organization about heat-related illness and prevention measures.

Supervisors will require training for employees who work outdoors on the signs, symptoms, and prevention of heat-related illness.

TASK Evacuating Buildings for Emergencies & Drills – Employees - AD310500B

When ordered to evacuate for emergency or drill, each **Employee**:

1. **Secures** cash or valuable documents, unless it would compromise personal safety.
2. **Takes** personal items:
 - ID badge
 - Coat
 - Wallet or purse
 - Car keys
3. **Looks** around work area.
4. **Reports** to supervisor or Emergency Warden:
 - Unusual or unattended items - DO NOT TOUCH
 - Injuries
 - Hazards or damage to building
5. **Does NOT** turn off or on any electrical equipment.
6. **Does NOT** use radio transmitters or receivers or cell phones.
7. **Closes** doors and windows.
8. **Follows** evacuation route with Emergency Warden to Rally Point.
9. **Waits** at Rally Point until released by Emergency Warden.
10. **Returns** to work area with Emergency Warden.
11. **Follows** alternative instructions from Emergency Warden.

TASK Responding to Fire & Smoke – Employees - AD310550B

In cases of fire or smoke, the **Employee**:

1. If first to notice fire or smoke, **calls** 911.
2. If first to notice fire or smoke, **activates** fire alarm.
3. **Notifies** supervisor and/or Emergency Warden.
4. When alarm sounds, **secures** cash or valuable documents, unless it would compromise personal safety.
5. **Takes** personal items:
 - ID badge
 - Coat
 - Wallet or purse
 - Car keys
6. **Shuts** doors and windows.

TASK Responding to Earthquakes – Employees - AD310560A

During an earthquake and earthquake aftershocks, the **Employee**:

1. **Takes** shelter (“drop, cover, and hold”) under tables or desks.
2. **Stays** away from windows, shelves, and heavy equipment.
3. **Remains** in place through aftershocks.
4. **Waits** for instructions from Emergency Warden.
5. If ordered to evacuate, **follows** Emergency Warden to Rally Point. **Does NOT** use the elevator.

TASK Responding to Hazardous Spill or Release – Employees - AD310570A

In the event of an internal or external hazardous material spill or release, the **Employee**:

1. **Closes** all windows and doors.
2. If visible smoke, fire, vapor cloud, or ash:
 - **Covers** mouth and nose with cloth.
 - **Remains** in place.
 - **Waits** for instructions from Emergency Warden.
3. If ordered to evacuate, **follows** Emergency Warden to Rally Point.

TASK Responding to Suspicious Mail – Employees - AD310570B

Upon identification of a suspicious item (letter or package) addressed to Whatcom County, the **Employee**:

If Suspicious Item is **UNOPENED**:

1. **Remains** calm.
2. **Alerts** others in vicinity of suspicious package.
3. **Places** article in biohazard bag.
4. **Remains** in office or immediate work area.
5. **Notifies** Supervisor.
 - 5a. Supervisor or Designee **notifies** Sheriff Deputy at (360) 410-9928.
6. **Calls** Facilities Manager at (360) 410-7358 and provides exact location of incident and description of package.
7. **Does NOT** touch anyone.
8. **Minimizes** physical contact with anything else.
9. **Keeps** hands away from face to avoid contamination.
10. If possible (without leaving work area), **washes** hands with soap and water.
11. **Waits** for further direction from appropriate authority.

If Suspicious Item is **OPENED**:

1. **Remains** calm.
2. Immediately **stops** handling item.
3. **Alerts** others in vicinity of suspicious package.
4. If possible, **places** an object over the package without disturbing it (e.g. a large waste bin).
5. **Notifies** Supervisor
6. **Calls** Facilities Manager (360) 410-7358.
7. **Stops** anyone else from entering the room/work area.
8. Does NOT touch anyone.
9. **Minimizes** physical contact with anything else.
10. **Keeps** hands away from face to avoid contamination.
11. If possible (without leaving work area), **washes** hands with soap and water.
12. **Closes** all doors and windows.
13. **Waits** for further direction from appropriate authority.

CHECKLIST Responding to Bomb Threats – Employees - AD310550B

In the event of a bomb threat, the **Employee**:

1. **Follows** the checklist to collect information
2. **Calls** 911 to report the information
3. **Calls** the Executive's Office (360) 778-5200.

Checklist (fill-in form on-line)

- Date and time reported
- How reported (phone, mail, other)
- Exact words of caller
- Questions to ask:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Where are you calling from?
- Description of caller's voice
 - Gender?
 - Accent?
 - Tone of voice?
 - Is voice familiar?
 - Background noise?
 - Time caller hung up
- Your information
 - Name
 - Location (be specific)
 - Other