



Emergency Response Plan

August 2024

A SAFETY MESSAGE FROM THE PORT COMMISSIONERS

The objective of this Emergency Action Plan is to comply with OSHA's Emergency Action Plan Standard (29 CFR 1910.38) and to prepare employees for dealing with emergencies. This plan outlines the steps and procedures, enabling us to respond swiftly and effectively to various emergencies, from natural disasters to human-made crises.

Preparedness is a continuous process. As such, this plan will be regularly reviewed and updated to adapt to new challenges and lessons learned from past experiences. Together, we can enhance our resilience and ensure the safety and continuity of our operations. Thank you for your commitment to this crucial endeavor.

Port of Skamania County Commissioners

Ray Broughton, (District 1)

Jennifer Taylor (District 2)

Todd Kingston (District 3)

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1 BUSINESS CONTACT INFORMATION

Company Name: Port of Skamania County
Address: 212 SW Cascade Ave, Stevenson, WA 98648
Telephone: 509-427-5484
Contact Name: Pat Albaugh **Title:** Executive Director

2 EMERGENCY REPORTING

The following emergencies are to be reported to the Executive Director and/or Safety Officer:

- Fire
- Natural Disasters (tornado, flood, earthquake)
- Medical
- Workplace Violence
- Off Site Injury or Vehicle Accident
- *Other emergencies*

3 EVACUATION PLAN

Evacuation may be required under several different scenarios. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

If evacuation is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records). Only designated persons may delay evacuation to secure the property and equipment to which they have been assigned. Upon leaving the facility, they must notify the Executive Director/Safety Officer.

3.1 Notifications

Employees will be warned to evacuate a building using one or more of the following methods:

- Mobile phone utilizing voice and group text.
- 2-way radios

The Safety Officer will oversee accounting for all employees and visitors at the assembly area(s) to account for all evacuees. The Executive Director (or designee) shall be informed immediately if anyone is missing or injured.

3.2 Evacuation Routes

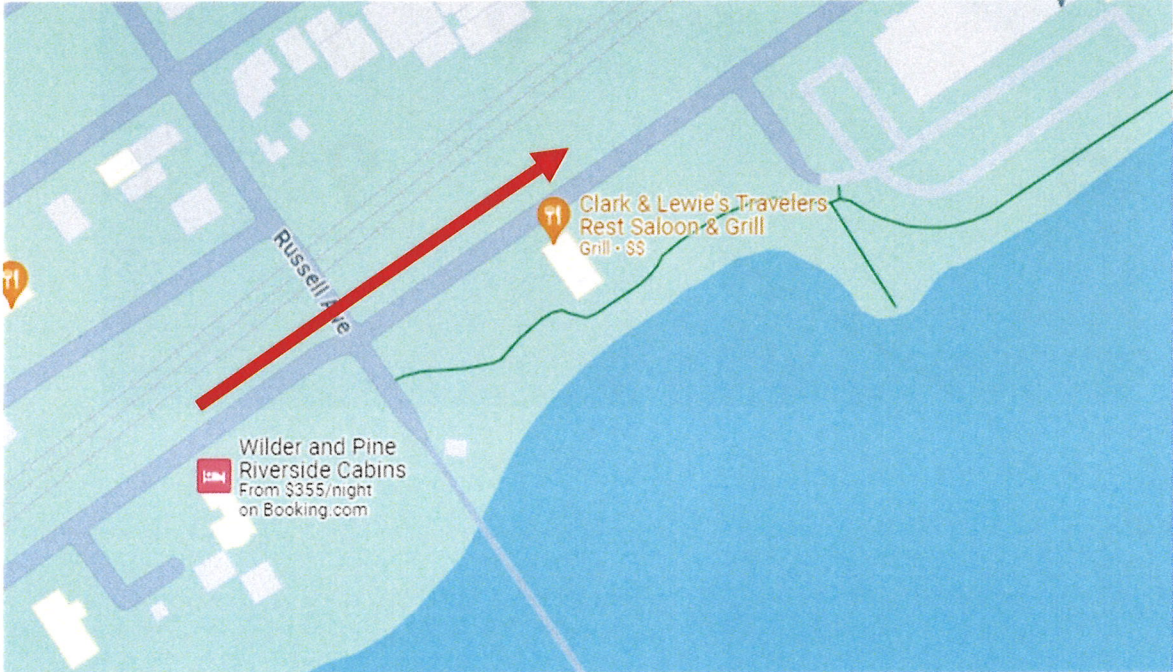
From the Port office, West of Russel Ave:



From the East of Russell Ave:



If there is a train blocking Russell Ave, alternate evacuation route:







4 EMERGENCY PLANS

4.1 Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees to respond to the victim's location and bring a first aid kit and/or AED. While Washington State has the Good Samaritan law, employees who

are not trained in advanced medical care and treatment should leave dire situations to professionals who have necessary training, equipment and experience.

Procedures:

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

4.2 Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 9-1-1 to alert Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor or nearest address)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and/or address)
- Name of person reporting fire
- Telephone number for return call

Procedures:

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to exits away from the fire.
- Safety Officer or Executive Director to account for all employees and visitors at the assembly area.
- Meet the Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.

- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

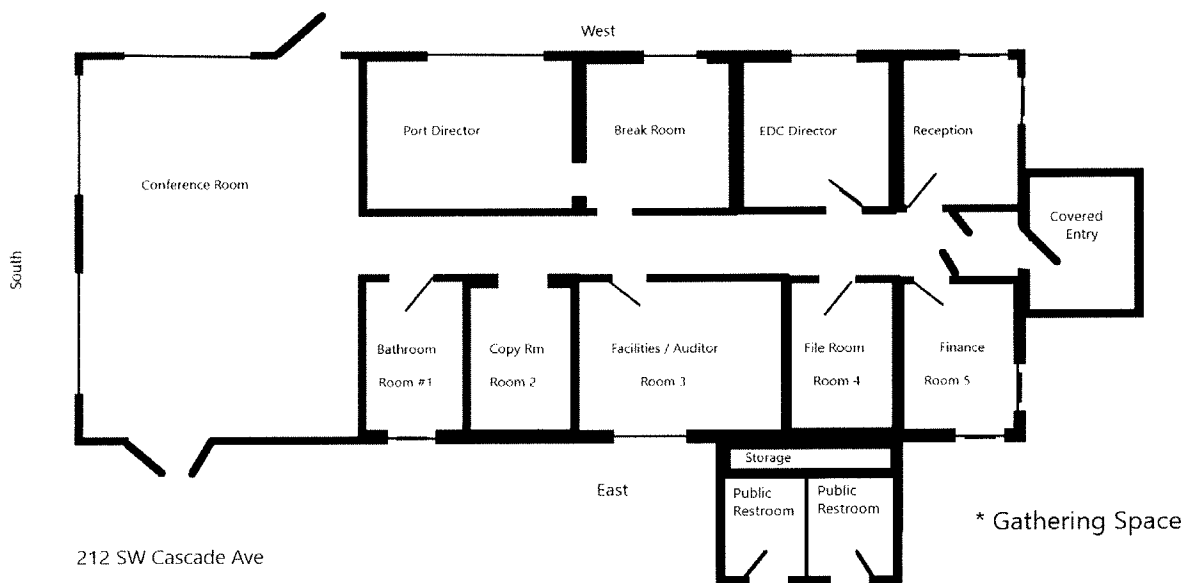
4.3 Train or Railway Emergency Policy

If there is a train or railway emergency, notify all personnel. Then dial 9-1-1 to alert emergency services if needed. Provide the following information:

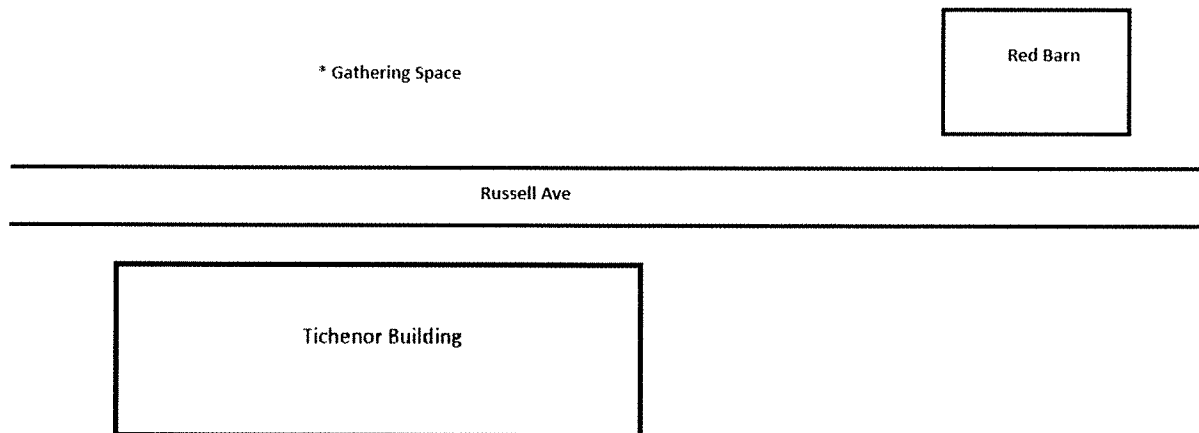
- Nature of the emergency (fire, derailment, etc.)
- Location
- Name of the person reporting the emergency
- Telephone number for return call

Procedures:

- Evacuated employees shall gather at one of the two gathering places as directed:
 - Northeast corner of Port office, 212 SW Cascade Avenue



- North side of Tichenor Building



If the Port area must be evacuated, all personnel must meet at a designated gathering location for head count and then proceed to evacuate utilizing the main entrance utilizing Russell Street. If a train is blocking Russell Street, evacuees shall utilize SW Cascade Ave toward the East. See Section 3.2 for evacuation maps.

4.4 Natural Disasters/Severe Weather

The Executive Director/Safety Officer will announce severe weather alerts (such as tornados) via a method noted in Section 3.1. All employees will immediately retreat to specified location until the treat of severe weather has passed as communicated by management.

4.4.1 Tornado

The Executive Director and/or Safety Officer will monitor the weather conditions. All site personnel will be notified about the emergency per section 3.1. When a warning is issued, seek shelter inside away from outside walls and windows.

4.4.2 Flood

When notified, be ready to evacuate as directed by the Executive Director and/or Safety Officer. All personnel will be notified about the emergency per section 3.1. Follow the recommended evacuation routes.

4.4.3 Earthquake

In the event of an earthquake, stay calm and await instructions from either the Executive Director and/or Safety Officer. Keep away from overhead fixtures, windows, filing cabinets, and electrical power. Evacuate as instructed via a safe route.

4.5 Workplace Violence

Port of Skamania County resources may not be used to threaten, stalk or harass anyone at or outside the workplace. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the Executive Director and/or Safety Officer. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

4.6 Off Site Injury or Vehicle Accident

In the event a worker is conducting working operations at any off-site location and experiences any accident or injury, the Executive Director/Safety Officer is to be notified immediately. State the location, the nature of the accident, type of injury and location being transported to. When appropriate, the Executive Director/Safety Officer shall notify the worker's emergency contacts. In the event of a transportation accident, in addition to the steps listed above, a report shall be made with the appropriate locality law enforcement.

5 Emergency Contacts

Fire, Police and EMS emergency.....	911
Police, non-emergency.....	509-427-9490
Maintenance Lead.....	541-490-2578
Water/Sewer, City of Stevenson.....	509-427-5970
Water/Sewer, After-hours emergency.....	509-427-9490 ext. 0
Electric, Skamania PUD.....	509-427-5126

6 Training

All current employees will receive instruction on this Emergency Action Plan and it will be incorporated into new-hire orientation. Additional training must be provided:

- When there are any changes to the plan or facility;
- When an employee's responsibilities change; and
- Annually, as refresher training.

Items that will be reviewed during the training include, but are not limited to:

- Proper housekeeping;
- Fire-prevention practices;
- Fire extinguisher locations, usage, and limitations;
- Threats, hazards, and protective actions;
- Means of reporting fires and other emergencies;
- Individual responsibilities;
- Escape routes and procedures;
- Procedures for accounting for employees and visitors.