

## PORT OF HOOD RIVER Emergency Action Plan

### A. Application

All employees of the Port of Hood River.

### B. Purpose

To outline procedures in the event of a fire, natural disaster, work-place violence, intruder, or other emergencies.

This plan is a preparedness document. It is the **RESPONSIBILITY OF ALL EMPLOYEES AND VOLUNTEERS** to read and understand this information **BEFORE** an emergency. In the event of a major emergency or disaster the plan becomes an emergency management guide.

**Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.**

Because personnel and telephone numbers frequently change, this plan should be reviewed on a regular basis and updated as often as necessary. **(Revised April 2015)**

### C. When to Use the Plan

This emergency plan should be used during situations that require immediate response to protect lives or property as a result of an emergency or disaster at the Port of Hood River.

Consider this plan to be officially activated when:

- Serious or life threatening injury occurs.
  - Fire or smoke is discovered in a facility.
  - Natural events such as a storm or earthquake have damaged the facility or threatened the safety of its occupants.
  - Any toxic fumes or smoke may enter the facility.
  - Intruder/Active Shooter present
- (NOTE: Sometimes the best course of action to take is to not evacuate but to prevent entry of smoke and fumes through mechanical means – Shelter-In-Place).
- Emergency response authorities believe it is necessary to do so.

### D. Authority to Evacuate

When the need to evacuate the building arises, the decision to evacuate may be made by the **Executive Director as Incident Commander, unless unavailable, then the Chief Financial Officer or Maintenance Supervisor.**

***HOWEVER: All employees are expected to use common sense and good judgment. If evacuation is clearly, immediately necessary and the Executive Director, Chief Financial Officer or Maintenance Supervisor are not immediately present, do not hesitate to call for an evacuation yourself.***

The person making the decision to evacuate shall act as the Incident Commander (IC) for that incident, for the duration of the evacuation or until they hand off, or are relieved of, the responsibility.

The IC will make the decision to evacuate, with help, from the Police or Fire Department.

The IC's responsibilities will be (IC may delegate if needed):

- Decide if the **Port of Hood River Office Building (Marina Center), Maintenance, and/or Toll booth,** needs to be evacuated or should Shelter-In-Place. (See Earthquake response)
- Make the final decision regarding allowing people to return to the buildings, or have them sent home depending on the event.

- Receive and respond to reports from the building monitors (see J. for Building Monitor duties). This duty may be delegated to another supervisor as needed. If delegated, the designee will report to the IC when the evacuation has been completed and give updates as conditions change.
- Act as official contact person for the Law enforcement or Fire incident commander.
- Coordinate communications with the media.
- Notify any other organizations in the building of evacuations and medical emergency events that are happening within the building.

## E. Evacuation Guidelines

The decision whether to initiate a total evacuation, or a partial evacuation, should take into account the consideration of employee safety and business impact.

### 1. Total Evacuation

The need for a total evacuation of the building should be evaluated on a case-by-case basis. In some events, the protection of the employees and citizens within the building may be better served by keeping them in place. Below are some examples of times when the entire building may be evacuated.

- Law Enforcement or Fire Incident Commanders order the full evacuation of the building.
- In the event of a major fire where substantial structural damage could occur.
- A bomb threat
- After a bomb has been detonated and there is significant structural damage, poor air quality created by the blast or the possibility of another device being present.
- Intentional or accidental release of air borne hazardous chemicals.
- In the event of a fire that has compromised the quality of the air space throughout the entire building.
- **During an Earthquake:** Evacuation is what is recommended. For the magnitude of **earthquake** expected; shelter-in-place is **NOT an option**.

### 2. Partial Evacuation

The need for a total evacuation of the building may not always be necessary and, in some cases, can actually put people in more risk than if they remain in place. Some points to consider when making the decision to do a partial evacuation instead of a total evacuation are:

- Magnitude or size of event
- Potential impact of the event
- Area affected
- Likely duration of the event
- Safety of Evacuation route: Has the evacuation area become a danger?

Examples of when a partial evacuation may be appropriate:

- The event is isolated to one floor in one particular area of the building. The potential for the event spreading is unlikely.
- A hostage act or intruder is occurring and evacuation of the total building would place people in more danger than keeping them in place.
- A small fire has occurred and been extinguished with minimal damage and no air quality issues would affect the rest of the building.
- A hazardous chemical release has occurred outside the building making it unsafe for people to leave. Shelter In-Place would be appropriate.

### 3. Procedures for Evacuation

The IC should follow these procedures when an event occurs that calls for either a total or partial evacuation of the building. **Employees are expected to use common sense and good judgment.**

- a. Emergency Responders are notified. (911)
- b. Assess the situation and remove employees from immediate danger.
- c. Notify all Office Staff of the need for evacuation of the buildings.
- d. Decide which type of evacuation (partial or total) would be appropriate for the event.
- e. Physical contact, by voice, by intercom or phone will be used to notify people that an evacuation is in progress.
- f. If a partial evacuation, the IC will notify other patrons of the building (if any) of the circumstances.
- g. Building Monitors (see J.) will perform assigned duties and report to the IC.
- h. Employees and citizens are evacuated to designated evacuation areas.
- i. IC performs assigned duties until event is over or relieved of duty.

#### 5. Evacuation Notification Message

Physical contact, by voice, by phone, alarm, and/or instructions from emergency responders will be used to notify people that an evacuation is in progress.

### F. Evacuation Gathering Location

1. Total or Partial Evacuation Gathering Location(s):  
**Marina Parking Lot at the top of the boat launch.**

Always be sure people can be moved to the Evacuation Gathering location without placing them in further danger. Always consider the possibility of the event changing and be ready to move people to the primary location.

### G. Duties of Employees During an Evacuation

- Any employee that has a visitor with them during the event will escort them out of the building and to the designated Evacuation Gathering Location during the evacuation.
- All employees will assist in notifying any disabled person(s) of the need to evacuate the building and escort them to the nearest safe location (see F. 1.).

### H. General Rules to Follow During an Evacuation

- Stay calm
- Secure cash/important documents
- Collect personal valuables
- Close and lock all doors (unless it is a bomb threat)
- Evacuate using posted emergency routes, unless instructed otherwise by a building monitor
- DO NOT USE elevators
- Go directly to designated gathering area

### I. Care of Disabled Employees or Customers During an Evacuation

Employees or customers who are unable to use the stairs will be moved to the closest safe area and wait there until Fire or Law Enforcement personnel rescue them. Building monitors will notify Fire and Law Enforcement personnel of the need for a rescue.

### J. Duties of Building Monitors During an Evacuation

Building monitors will do a sweep of their assigned areas making sure that all people have evacuated the area. Building monitors will notify emergency responders of any rescues that are needed. . Building monitors will take roll of the employees and visitors that are present and report to the IC. All employees shall be accounted for.

## K. After Hours Responsibility

In the event of an emergency after business hours:

**1-Contact, Executive Director – (541) 380-0109**

**2-Contact, Maintenance Manager – (541) 399-9228**

**The Executive Director or Maintenance Manager will determine who will respond depending upon the type of emergency. Marina spills have a specific action plan.**

## L. Specific Hazard Response Procedures

### 1. Bomb/Chemical/Biological Threat

Objective: To establish consistent procedures for all employees in the event of a significant threat being received by telephone, fax, US mail, e-mail, intruder, or any other method.

**Employees are expected to use common sense and good judgment.**

#### a. General

The majority of threats are received by means of the telephone. It is important that each employee be aware of the possibility of significant threats and takes **each occurrence seriously**.

#### b. Employee Responsibility

If you receive a threatening call, notify local law enforcement (911) as soon as possible. Follow the directions of law enforcement. If an evacuation is to be conducted, as determined by law enforcement personnel, building monitors shall ensure that all employees and visitors evacuate the building.

#### c. Receipt of Significant Threat

If you receive a threat by phone call, it is important to have the caller stay on the line as long as possible and to obtain as much information as possible. The information obtained could greatly assist safety and law enforcement officials in evaluating the seriousness of the call and possibly reduce personal injury and property damage.

Do not leave your work site or start conversations that may lead to panic among your fellow employees. In all discussions regarding the threat, do not use the word "BOMB". The use of this word may cause unwarranted panic, which could lead to injury of your fellow employees. Refer to the threat as a DEVICE.

#### d. Threat Device Search

A search of the facility must be made whenever a threat is received. The type of search or evacuation to be made can be either total or partial. Law enforcement and fire officials will make the decision as to the type of search or evacuation on the scene.

Upon arrival, the Law Enforcement Bomb Squad/Fire or HazMat teams shall become joint Incident Command. All employees shall follow their direction.

**If a device is found, the location of the device shall be noted only. The device is not to be touched or moved by any Port of Hood River personnel for any reason.**

#### e. Evacuation

The decision to evacuate will be made by the Incident Commander after consulting with emergency response personnel – (Law Enforcement, Fire Department).

#### f. Notification of Evacuation

Physical contact, by voice, by phone, alarm, and/or instructions from emergency responders will be used to notify people that an evacuation is in progress.

When an evacuation is ordered employees shall immediately:

- Leave the building in a calm, safe manner and assemble as directed by the Incident Commander.
- Take with them any personal items they need.
- Conduct a very quick visual check for any suspicious objects or anything out of the ordinary and report it to the Building Monitor.
- The Building Monitors will work with the Police and Fire Departments to ensure no unauthorized personnel re-enter the building.

## 2. Earthquake

### a. General

Earthquakes occur without warning and can be of any magnitude. They can be very frightening. The damage done by an earthquake generally encompasses most of the scenarios addressed in this procedure (medical emergencies, fires, hazardous material, etc.).

### b. Preparation for an Earthquake

It is the responsibility for all employees to ensure that their immediate work area is kept in a clean, orderly state with all material secured that can potentially become dangerous during an earthquake.

Therefore, in preparation for a possible earthquake, all employees should:

- Mentally prepare for an earthquake disaster. Our buildings more than likely will not withstand a 6.0+ quake.
- Identify safe locations: under sturdy tables, desks, doorframes, or against inside walls.
- Identify items to fix: Tall bookshelves and file cabinets that are not secured, light fixtures that are not supported by diagonal wires, etc. (these items should be reported to Facilities Maintenance or your safety committee representative for repair)
- Practice your plan. All employees should develop a plan for their immediate work area (i.e. where to duck and cover, etc.)

Outside safe locations include open areas away from buildings, trees, light poles and overhead electric wires.

### c. Response during an Earthquake (SEE: Section E. & F.)

It is important for all employees to know how to respond properly to an earthquake in order to minimize panic and confusion. Normal emergency response systems will generally be overloaded in the event of a significant earthquake. As discussed below, all employees must plan to be self reliant in the early stages of the emergency.

The following are basic actions to follow during the shaking, regardless of where you are when the earthquake hits:

#### **REMAIN CALM**

- Earthquakes can be very frightening. Remaining calm will make it easier to respond appropriately.
- If you are indoors, stay there. **DO NOT RUN OUTDOORS.** Most deaths and injuries occur as people leave buildings. All employees should get under a desk or table or stand in a corner of an interior wall or doorframe. In a significant earthquake, movement will be very difficult. If you cannot get under something sturdy, duck and cover your head with your hands.

#### **STAY WHERE YOU ARE**

- If you are outdoors, get into an open area, away from trees, buildings, walls and power lines.

- If you are indoors, stay away from windows and outside walls.
- When driving, pull over to the side of the road and stop; but not under overpasses or power lines. Remain inside the vehicle until the shaking is over.

d. After an Earthquake/Aftershock

After the shaking has ceased, the following actions shall take place:

- Be aware of damage that may have occurred.
- Check for persons remaining in your area.
- Begin planning the evacuation procedures.

e. Event Evaluation

If initial inspections indicate damage to the facility or its contents, the following shall occur:

- All Building Monitors should remain in their areas of responsibility, assisting any injured personnel, and rendering first aid as needed. The Building Monitors should also check with visitors in the facility to see if they require assistance. Seriously injured persons should not be moved unless they are in danger of further injury.
- Follow the Port of Hood River evacuation procedures. When employees evacuate the facility they should watch for objects that may fall off the outside of the building such as pieces of concrete or window glass. If significant damage to the structure has occurred, the building should not be re-entered until inspected by a building inspector, structural engineer, or other authorized persons.
- If an employee or visitor is unaccounted for, the Incident Commander may direct a search and rescue of the facility.

All employees should be prepared to assist as necessary. While employees are not expected to take on any tasks that may endanger their safety, they may assist with first aid, to the level of their training.

### 3. Fire and Smoke Emergency

a. General

Fires in buildings produce extreme heat and toxic gases and smoke. Most deaths are directly attributed to the inhalation of the gases and smoke. Even small amounts of gases and smoke can be fatal and must be avoided.

b. Alarm System

The sprinkler system in the Administrative Office will activate; reducing water pressure and causing an exterior audio alarm system to sound and a strobe light directed at the Toll House to bring attention to the Toll House.

c. Fire Scene Priorities

- **Call 911** - Upon observance of any fire or smoke conditions in the facility, employees must report the condition to **911** first.
- **Evacuate** – Remove anyone in immediate danger. Follow the Port of Hood River evacuation procedures. **STAY LOW** (crawl if necessary), to avoid breathing the smoke.
- **Report** – Notify the **Executive Director, Chief Financial Officer, Incident Commander**
- **Confine** – Close off room/area burning.

## LIFE SAFETY IS ALWAYS THE NUMBER ONE PRIORITY

### 4. Medical Emergency

#### a. General

Medical emergencies are the most common event experienced by employees. Being prepared is the key to a quick response. Heart attack, stroke or any other life threatening event needs immediate attention so preplanning is a must for all employees.

#### b. Procedure

- Check the area that you find the sick or injured person to make sure it is safe for you to enter.
- Call for a coworker to come and help.
- Assess the persons condition (Air way open, breathing, bleeding, circulation)
- Call **911** to report a medical emergency.
- Notify the Maintenance Supervisor or Office Manager of the event.
- Send someone to meet the Paramedics and escort them to the person.

#### c. Bodily Fluid Spills

- Only certified maintenance crew is allowed to clean up any blood or other bodily fluid spills.
- Notify the Maintenance Supervisor or Office Manager of the bodily fluid spill.
- Report all exposure to blood or bodily fluids containing blood.
- Document the exposure route and try to identify the source individual.

### 5. Intruder/Active Shooter

A threat posed by an intruder could prevent the evacuation from the building. Staff should be prepared to take steps to isolate people from danger by instituting a lockdown.

A lockdown can serve several functions during an emergency, including the following:

- Removing people from the threat;
- Isolating the dangerous situation;
- Allowing for an accurate accounting of people; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

- a. **Lockdown with warning:** The threat is outside the building.
- b. **Lockdown with intruder:** The threat or intruder is inside the building.

#### 1. Suggested Lockdown with Warning Procedures

The following procedures should be followed when the threat is outside of the building:

- Building administrator orders and announces "lockdown with warning." Be direct. DO NOT USE CODES. This announcement should be repeated several times.

#### Important:

- Special attention should be paid to people outside of the building, due to lunches or breaks, who should be given notice to not approach the area.
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if people can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover windows.
- Move all persons away from the windows.

## 2. Suggested Lockdown with Intruder Procedures

The following procedures should be followed when the threat or intruder is inside the building:

- Building administrator orders and announces “lockdown with intruder.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Immediately direct all staff and visitors into the nearest room or secured space.
- People that are outside of the building SHOULD NOT enter the building.
- Move outside people to the primary evacuation site.
- Lock room doors if possible.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Sit on the floor, and turn off the lights.
- Make list of all people present include missing and extra people in the room.
- Prepare to take this list with you once you are directed to leave the building.
- DO NOT respond to anyone at the door until “all clear” is announced by Administrator or law enforcement.
- Keep out of sight.

## 6. Fuel/Oil Spills

### a. Fuel Spill in the water

- **Gasoline:**

For small quantities that can be readily dispersed/evaporated

- 1) Do not contain
- 2) Shut off electrical power to area
- 3) Guard the area until safe from fumes and fire
- 4) Report spill to US Coast Guard (1-800-424-8802) and State response agency (1-800-OILS911)

If gasoline has spilled into boat and poses an explosive threat

- 1) Do not energize bilge pump or engines
- 2) Shut off all electrical power in area
- 3) Evacuate area
- 4) Call 911, and notify US Coast Guard (1-800-424-8802 and State response agency (1-800-OILS911) if imminent risk of pollution or fire
- 5) If possible and safe, push boat away from fuel dock to isolated area.

For larger quantities spilled into water

- 1) Shut off electrical power to area
- 2) Evacuate all people and keep boat traffic away from area
- 3) Call 911 for assistance
- 4) Report details to US Coast Guard (1-800 424-8802) and State response agency (1-800-OILS911)
- 5) If possible and safe, deploy boom to keep gasoline from drifting under docks or around other boats
- 6) Guard the area until area cleaned and cleared of fumes



- **Diesel/Oil:**

Any quantity that produces a sheen.

- 1) Report details to U S Coast Guard (1-800-424-8802) and  
State response dept. (1-800-OILS911)
- 2) Remove boats and swimmers from contaminated area and stop anyone else from entering area.
- 3) Deploy spill boom to contain, deflect and/or absorb as necessary, add pillows/pads or use skimming device
- 4) Dispose of contaminated debris/absorbents safely

For larger quantities that cannot be contained and removed by trained marina staff, notify pre-designated spill response contractor:

**Belfor Environmental 24-hour Emergency 800-930-0011.**

**b. Fuel spill on Land:**

Any petroleum product – if quantity is over 25 gallons\* – must be reported to the USCG National Response Center (1-800-424-8802) and state/local agencies, as required.

\*The reporting threshold-under federal law, CERCLA, exempts spills less than 25 gallons unless they threaten navigable waters. State laws vary and impose differing reporting requirements.

\*DO NOT USE SOAPS OR CHEMICAL DISPERSANTS TO CLEAN UP SPILLS'

\*ALL MARINA STAFF (OR ANYONE EMPLOYED OR ASSISTING) MUST HAVE APPROPRIATE HAZWOPER CERTIFIED TRAINING TO RESPOND TO SPILLS

- **How to Report**

Reporting a hazardous substance release or oil spill takes only a few minutes. To report a release or spill, contact the National Response Center (NRC) at 1-800-424-8802.

If possible, you should be ready to report the following:

- Your name, location, organization, and telephone number
- Name and address of the party responsible for the incident
- Date and time of the incident
- Location of the incident
- Source and size of the release or spill
- Types of material(s) released or spilled
- Quantity of materials released or spilled
- Danger or threat posed by the release or spill
- Number and types of injuries (if any)
- Weather conditions at the incident location
- Any other information that may help emergency personnel respond to the incident

7. Fire at or on Dock - **CALL 911**

- a. Give Operator Marina Address: West Side of Marina Basin and include Ramp location
- b. Give Operator exact location of fire on the dock i.e.: Dock A, Dock B, Dock C-North, Dock 3-South, Boat Houses, North Dock, Transient Dock or Fuel Dock.
- d. Alert all people to evacuate the dock immediately.

- e. Assign someone to direct emergency vehicles in from the main road.
- f. Consider notifying boaters to stand off on Channel 16 VHF or CB 9.
- g. Consider stepped-up security in remainder of complex during the emergency.
- h. Electrical cutoff switch is located: Boat Docks-Top of Ramp; Transient Dock-Top of Boat Launch Ramp; Fuel Dock-Top of Ramp.
- i. Fuel cutoff switch is located: Top of Fuel Dock Ramp.
- j. Fire extinguishers are located: Boat Docks-One at the end of each dock; Fuel Dock-At storage building on dock.
- k. Fire hydrant that serves this dock is located: Boat Docks-West of gate; Transient Dock & Fuel Dock- East in Boat Parking Lot.
- l. Hazardous materials on this dock include: None.

**M. Orientation**

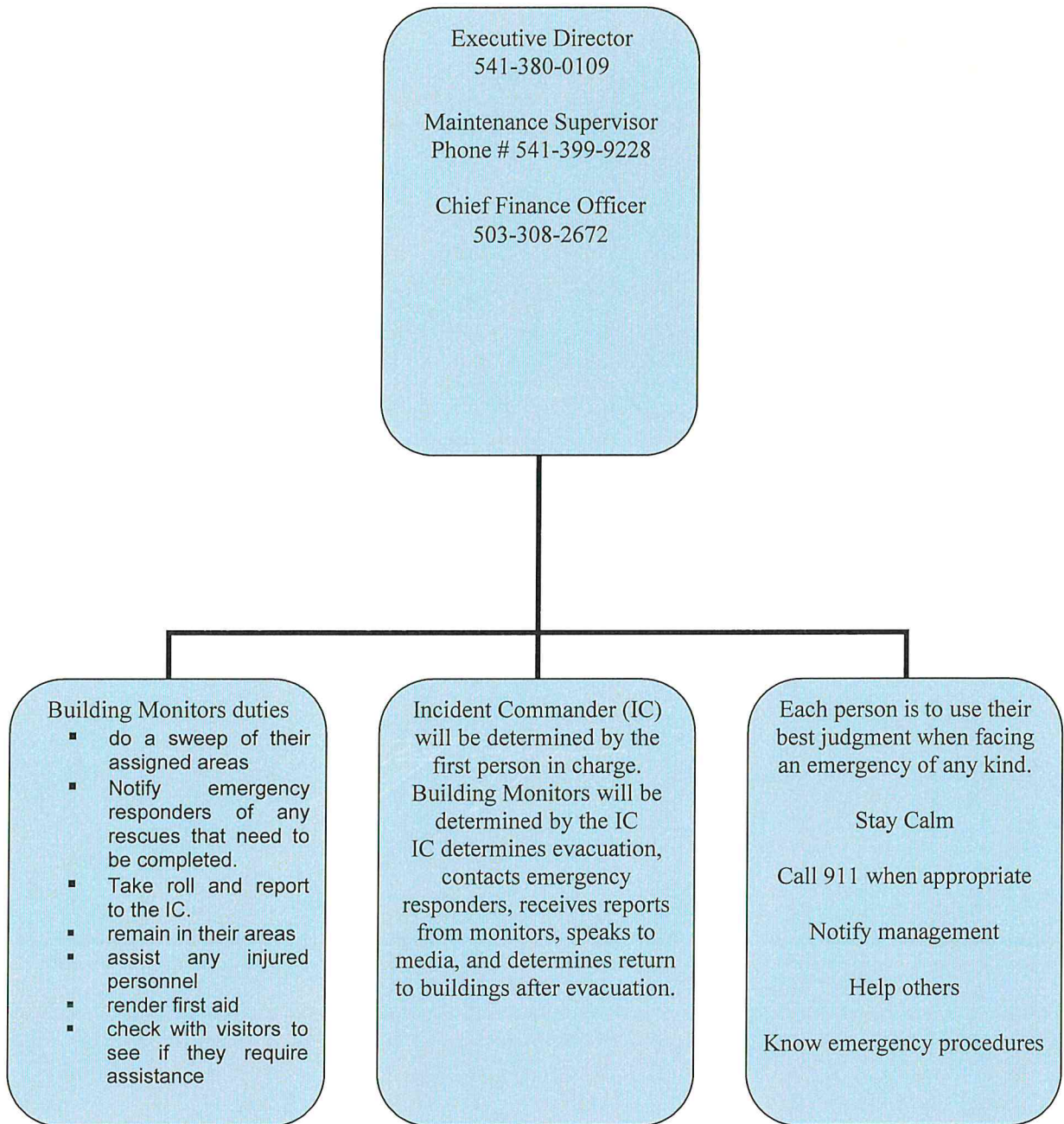
1. **The Port Executive Staff** or designee will conduct the employee orientation. Each employee attending an orientation session shall sign a form (included with this document) acknowledging receipt of orientation which will be placed in the employee's personnel file.

Adopted Date: 07/21/2009

Signed By: Executive Director Michael S. McElwee

Revised 4/2015 and signed: \_\_\_\_\_

  
Executive Director Michael S. McElwee



By signing below, you indicate that you have received a copy of the revised Emergency Action Plan from the Port of Hood River. The Port provided orientation, and you read and understand the procedures.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

This document will be placed in your personnel file.