



# Emergency Action Plan



**East Multnomah Soil & Water Conservation District**  
5211 N Williams Ave.  
Portland, OR 97217

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***In an emergency:***

- ***Dial 9-911 from a desk phone or 911 from a cell phone.***
- ***Follow the directions of emergency personnel.***
- ***Lacking directions from emergency personnel, take immediate necessary actions to make yourself and others safe.***

## **1.0 Emergency Notification**

If an immediate evacuation or lock-down of the building is necessary, staff should use the easiest and quickest method below to notify other staff and occupants to evacuate or lock-down the building, including:

- YELLING LOUDLY;
- Announcing via “all call” feature on our phone system;
- Using the air horn in Scot’s office on the shelf (for evacuation only); and
- Any other method available.

## **2.0 Evacuation Routes**

Each staff member is responsible for knowing at least two evacuation routes. Evacuation route maps are posted on each floor. Evacuation maps are located at the end of this document. They can also be found on the T Drive at <T:\Administrative\Policies\Workplace Safety Policies\Emergency Action Policy\Evac Maps 2016.pdf>. **In the event of an evacuation, program supervisors and/or the executive director should grab an AED on the way out of the building.**

The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Assembly site
- Emergency shut-offs

The emergency supply shed in the driveway contains the following supplies:

- First aid kit
- Emergency supplies
- Blankets
- Water
- Food

**Emergency Supply Shed Code: *WATER***

Keypad is located on the south side of the shed, along the fence.



### 3.0 Emergency Contact Names and Numbers

| GENERAL EMERGENCIES                                   |                | Address                                    | Alternative Phone                    |
|---|----------------|--|--------------------------------------|
| <b>FIRE &amp; AMBULANCE</b>                           | 9-911          | 1905 NE Killingsworth<br>Portland, 97211   | 503-823-3700<br>(Request Station 14) |
| <b>POLICE</b><br><i>N Portland Precinct</i>           | 9-911          | 449 NE Emerson St<br>Portland, OR 97211    | 503-823-5700                         |
| <b>HOSPITAL</b><br><i>Legacy Emanuel</i>              | 9-911          | 2800 N Vancouver<br>Portland, OR 97227     | 503-413-4340                         |
| <b>VETERINARIAN</b><br><i>Alberta Veterinary Care</i> | 503-206-7700   | 1737 NE Alberta #102<br>Portland, OR 97211 |                                      |
| <b>POISON CONTROL</b>                                 | 1-800-222-1222 |  |                                      |
| <b>SPILL CLEANUP</b><br><i>Chemtrec</i>               | 800-424-9300   |  |                                      |
| UTILITY COMPANIES                                     |                |  |                                      |
| <b>ELECTRIC</b><br><i>Pacific Power</i>               | 866-870-3419   |  |                                      |
| <b>WATER</b><br><i>Portland Water Bureau</i>          | 503-823-7770   |  |                                      |
| <b>GAS</b><br><i>NW Natural Gas</i>                   | 503-226-4211   |  |                                      |
| OTHER   |                |  |                                      |
| <b>HOMELAND SECURITY</b>                              | 877-437-7411   |  |                                      |
| <b>BUILDING SECURITY</b><br><i>Simple Security</i>    | 503-574-2254   |  |                                      |

After the call to emergency services has been activated, and any required safety precautions have been taken, staff should inform the individuals below if they are not present when the emergency takes place.

| Title                 | Name          | Phone        |
|-----------------------|---------------|--------------|
| Designated Official   | Jay Udelhoven | 206-595-5078 |
| Supervisors           | Andrew Brown  | 503-964-7968 |
|                       | Julie DiLeone | 503-913-9012 |
|                       | Kathy Shearin | 971-271-3312 |
|                       | Lissa Adams   | 619-884-1978 |
| Emergency Coordinator | Scot Wood     | 503-913-1736 |



## 4.0 Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by staff are listed below. For each type of emergency, a section follows highlighting specific reporting and evacuation procedures related to that type of emergency.

- MEDICAL
- INTERNAL/EXTERNAL THREATS
- FIRE
- EXTENDED POWER LOSS
- CHEMICAL SPILL
- TELEPHONE THREAT/BOMB THREAT
- SEVERE WEATHER/NATURAL DISASTERS

### 4.1 Medical Emergencies

Staff should call medical emergency phone number **9-911** and provide the following information:

- Nature of medical emergency
- Building address
- Your name and phone number from which you are calling

When assisting someone with a medical emergency:

- Do not move victim unless absolutely necessary.
- Call a staff member trained in CPR/First Aid to provide assistance prior to the arrival of the professional medical help. ***See page 11 for list of staff & training they have received.***
- If there are no trained staff available, provide the best care to your ability given the training you have received.

#### First Aid Kit & AED Locations

- **AED is mounted on the wall of the front entryway by the front door.**
- **First Aid Kits are located in the following areas:**
  - Main Floor Copy Room (South wall)
  - Upstairs Kitchen (in closet)
  - Basement Workbench room (in cubby on the right)



## 4.2 Internal versus External Threats

Situations that threaten the safety of staff will be handled differently depending on if it is an external threat or an internal threat. See examples of each type of threat below:

- External threats: armed person outside of building, outside emergency / police activity, etc.
- Internal threats: violent intruders, armed robbery, hostage incident, hostile employee, etc.

### 4.2.1 External Threats

Situations that require isolation from an external threat will result in a lockdown. A lockdown will involve the entire building. During a lockdown, any staff member can and should:

1. Notify all staff by yelling loudly, using the “all call” feature on our phone system, or other method;
2. Lock all doors and windows, pull shades to all windows;
3. Ensure staff remain in the safest identified indoor location away from windows and doors; and
4. Notify all of the staff in the field by phone and warn them to stay away from the building.

### 4.2.2 Internal Threats

In the event that a threat is coming from within the building, any staff member can and should:

1. Notify all staff by yelling loudly, using the “all call” feature on our phone system, or other method;
2. Evacuate by any means possible;
3. If unable to evacuate, then hide; and
4. If unable to hide, then fight back.

As soon as possible after evacuating building or seeking safe shelter, a designated staff member (by individual or group decision) will notify all staff in the field by phone and warn them to stay away from the building.



## 4.3 Fire

### ***When fire is discovered:***

1. All staff should be immediately notified;
2. THE BUILDING SHOULD BE EVACUATED; and
3. The local fire department should be called at **9-911**.

### ***Staff should consider fighting the fire ONLY if:***

1. The fire department has already been notified;
2. Staff are safe and will remain safe from harm;
3. The fire is small and is not spreading to other areas;
4. There is a reasonable expectation that the fire can easily be extinguished;
5. Escaping the area is possible by backing up to the nearest exit and
6. The fire extinguisher is in working condition and staff are trained to use it.

### ***Upon being notified about a fire emergency, occupants and dogs must:***

1. Leave the building using the designated escape routes;
2. Assemble in the designated area (north entrance to the parking lot); and
3. Remain outside until the competent authority announces that it is safe to re-enter.

### ***Designated Official / Emergency Coordinator / Supervisors must:***

1. Coordinate an orderly assembly after evacuation and perform a head count of staff and dogs reported in the designated area;
2. Provide the fire department with the necessary information about the facility and any missing staff members;
3. Disconnect utilities and equipment unless doing so jeopardizes his/her safety; and
4. Perform assessment and coordinate office emergency closing procedures.

## 4.3 Extended Power Loss

In the event of extended power loss, staff should turn off electrical equipment and appliances.

### ***Upon restoration of heat and power:***

- Potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



#### 4.4 Chemical Spill

Chemicals commonly stored on site include gas, herbicides, and paint. All of these supplies are stored in the basement. If a spill were to occur, it would most likely be in the basement. Therefore the following emergency equipment related to spills is located in the NW corner of the basement:

- *Spill Containment and Security Equipment*
- *Personal Protective Equipment (PPE)*
- *Material Safety Data Sheet (MSDS)*

##### ***In the event of a Chemical Spill:***

1. Tend to injured staff;
2. Call 911 if necessary;
3. Evacuate building as necessary;
4. Immediately notify the designated official and Emergency Coordinator;
5. Secure the area with cones or flagging so nobody will enter the area; and
6. Alert all staff by the best available means.

**NOTE:** Do not attempt to clean spill unless you are trained to do so. If you have been trained, then:

1. Deal with the spill in accordance with the instructions described in the MSDS;
2. Small spills must be handled in a safe manner, while wearing the proper PPE; and
3. Contain the spill with available equipment (pads, booms, absorbent powder, etc.).
4. After it is deemed safe to return to building, staff should call Chemtrec (phone number listed above).



### 4.5 Telephone Threat/Bomb Threat Checklist

If staff receives a call informing of a bomb threat or other type of threat, staff should:

1. Notify the nearest co-worker and tell them to call 911;
2. Remain calm, be courteous, and listen;
3. Not interrupt the caller, but try to keep them on the line as long as possible;
4. Gather as much detail about the caller as you can, keeping in mind the checklist below;
5. If caller seems agreeable to further conversation, ask questions like:
  - When will it go off?
  - Where is it located?
  - What kind of bomb?
  - What kind of package?
  - How do you know so much about the bomb?
  - What is your name and address?
  - Inform caller that detonation could cause injury or death.
6. After hanging up, call **9-911** and relay information about the call; and
7. Notify a supervisor immediately.

#### Threat Checklist

| Voice/Speech Characteristics |         | Manner |            | Background Noises |           |
|------------------------------|---------|--------|------------|-------------------|-----------|
|                              | Loud    |        | Calm       |                   | Traffic   |
|                              | Soft    |        | Coherent   |                   | Office    |
|                              | Raspy   |        | Angry      |                   | Machinery |
|                              | Deep    |        | Panicky    |                   | Street    |
|                              | Nasally |        | Irrational |                   | Animals   |
|                              | Fast    |        | Emotional  |                   | People    |
|                              | Slow    |        | Laughing   |                   | Quiet     |
|                              | Slurred |        | Crying     |                   | Music     |
|                              | Other   |        | Other      |                   | Other     |
| NOTES:                       |         | NOTES: |            | NOTES:            |           |





## 4.6 Severe Weather and Natural Disasters

In case of an **Earthquake**, staff should:

1. DROP, COVER, HOLD ON;
2. Assist people with disabilities in finding a safe place;
3. Stay put, await instructions from the Emergency Coordinator or the designated official; and
4. Evacuate only as instructed by the Emergency Coordinator and/or the designated official.

In case of a **Tornado or Extreme High Winds**, staff should:

1. When a warning is issued, seek inside shelter on the lowest floor possible, away from outside walls and windows;
2. Use arms to protect head and neck;
3. Continue to monitor local TV and radio stations for instructions; and
4. Remain sheltered until the tornado/high wind threat is announced to be over.

In case of a **Flood**, staff should:

If indoors:

1. Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official; and
2. Follow the recommended primary or secondary evacuation routes.

If outdoors:

1. Climb to high ground and stay there;
2. Avoid walking or driving through flood water; and
3. If car stalls, abandon it immediately and climb to a higher ground.



## 5.0 List of Staff by Completed Safety Training

### First Aid, CPR, AED

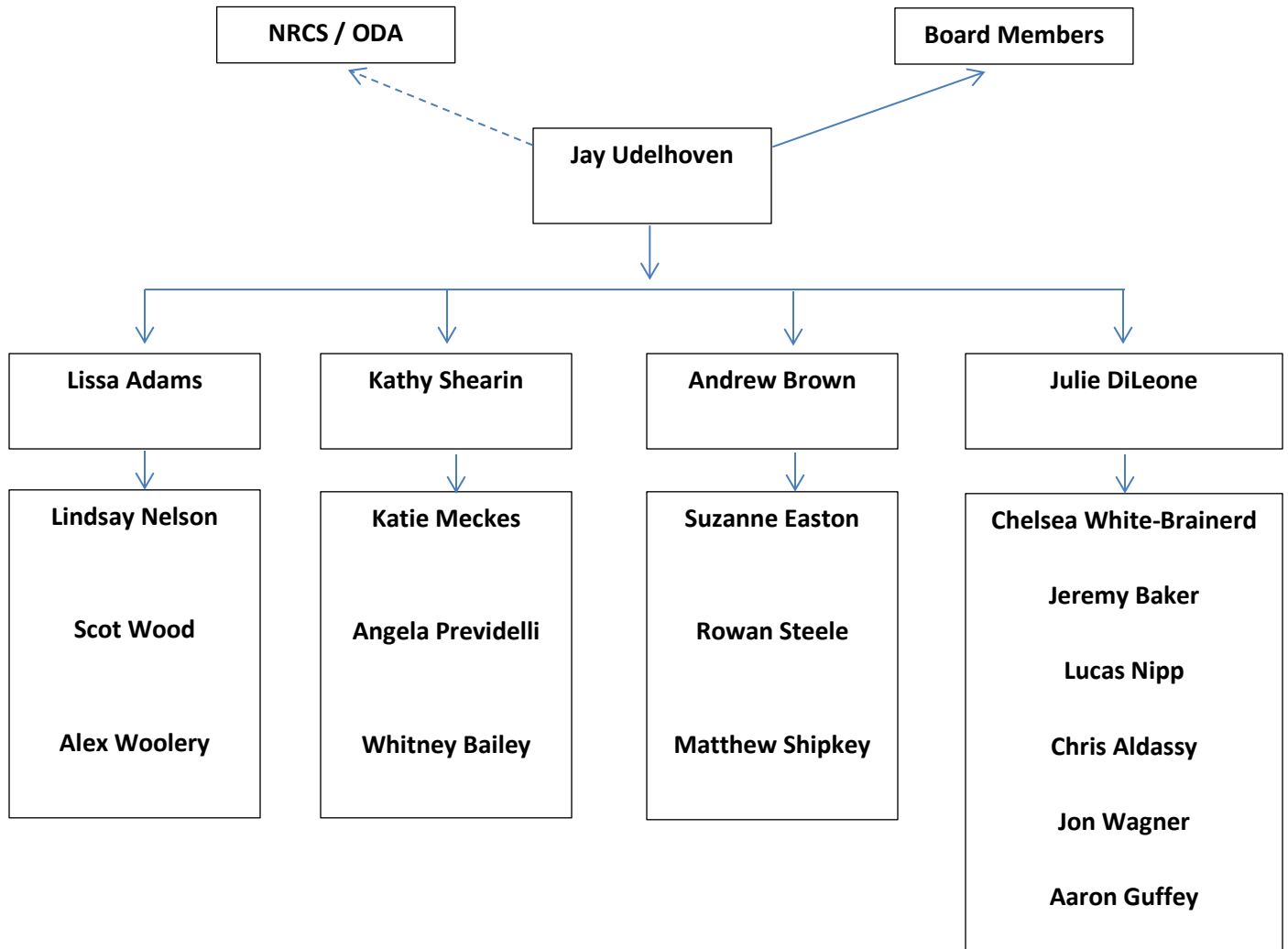
It is required for staff who frequently work in the field to maintain 1<sup>st</sup> aid, CPR and AED certifications. All other staff members are *encouraged* to receive these trainings and to maintain their certifications. The District will cover the cost of the above listed safety trainings for all staff. First Aid, CPR & AED certifications are valid for 2 years. The table below lists which staff have completed their training, as well as the certification and expiration dates.

| Staff                  | First Aid, CPR & AED |                 |
|------------------------|----------------------|-----------------|
|                        | Issue Date           | Expiration Date |
| Aaron Guffey           | 11/2017              | 11/2019         |
| Alex Woolery           | 11/2017              | 11/2019         |
| Andrew Brown           | 1/2016               | 1/2018          |
| Angela Previdelli      | 11/2017              | 11/2019         |
| Chelsea White-Brainard | 11/2017              | 11/2019         |
| Chris Aldassy          | 11/2017              | 11/2019         |
| Jay Udelhoven          | 11/2017              | 11/2019         |
| Jeremy Baker           | 11/2017              | 11/2019         |
| Jon Wagner             | 11/2017              | 11/2019         |
| Julie DiLeone          | --                   | --              |
| Kathy Shearin          | 11/2017              | 11/2019         |
| Katie Meckes           | 4/2016               | 4/2018          |
| Lindsay Nelson         | 11/2017              | 11/2019         |
| Lissa Adams            | 11/2017              | 11/2019         |
| Lucas Nipp             | 11/2017              | 11/2019         |
| Matt Shipkey           | 11/2017              | 11/2019         |
| Rowan Steele           | 11/2017              | 11/2019         |
| Scot Wood              | 11/2017              | 11/2019         |
| Suzanne Easton         | --                   | --              |
| Whitney Bailey         | 11/2017              | 11/2019         |



## 6.0 Emergency Phone Tree

In the event of an emergency, staff should use this phone tree below to disseminate information related to the emergency to all staff in as timely a fashion as possible.



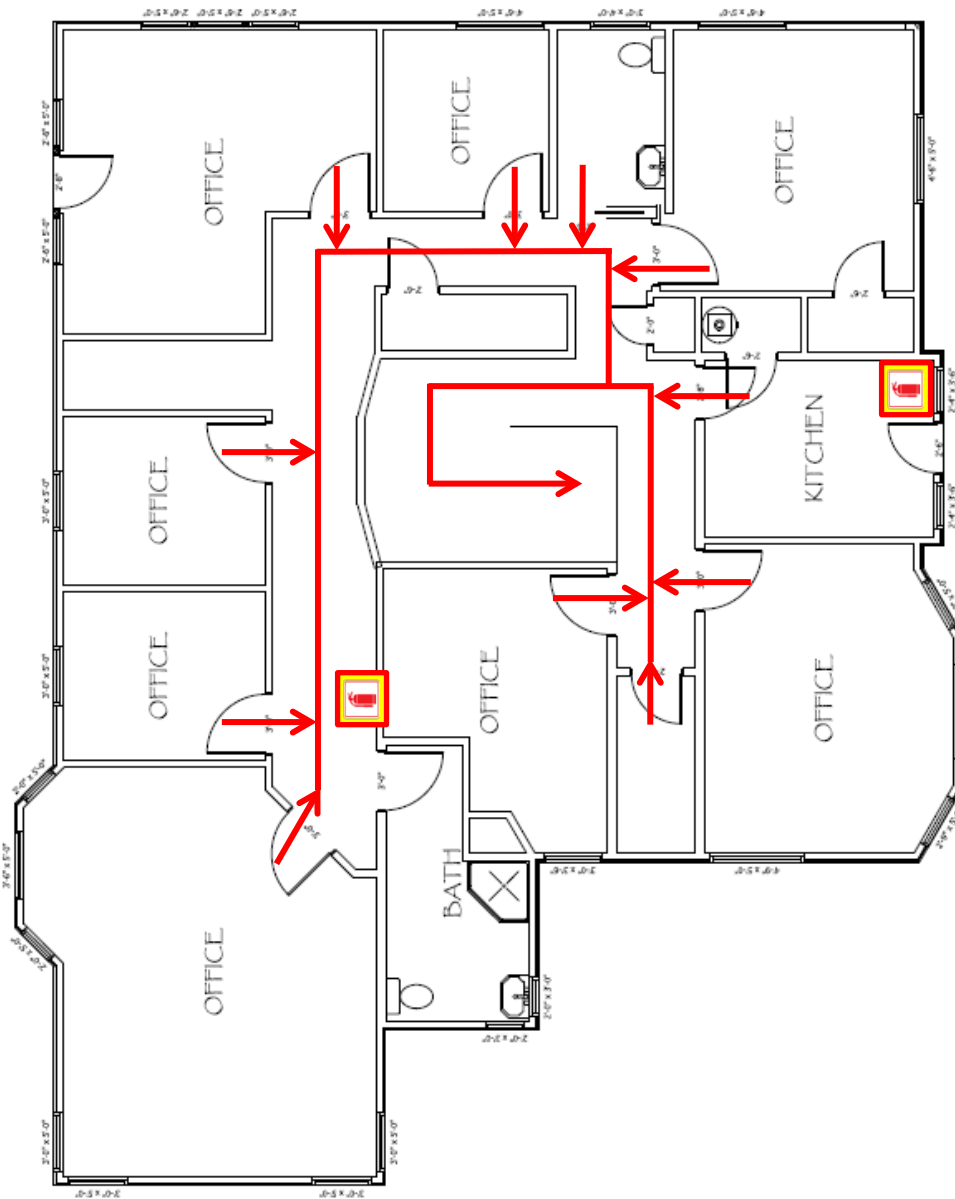


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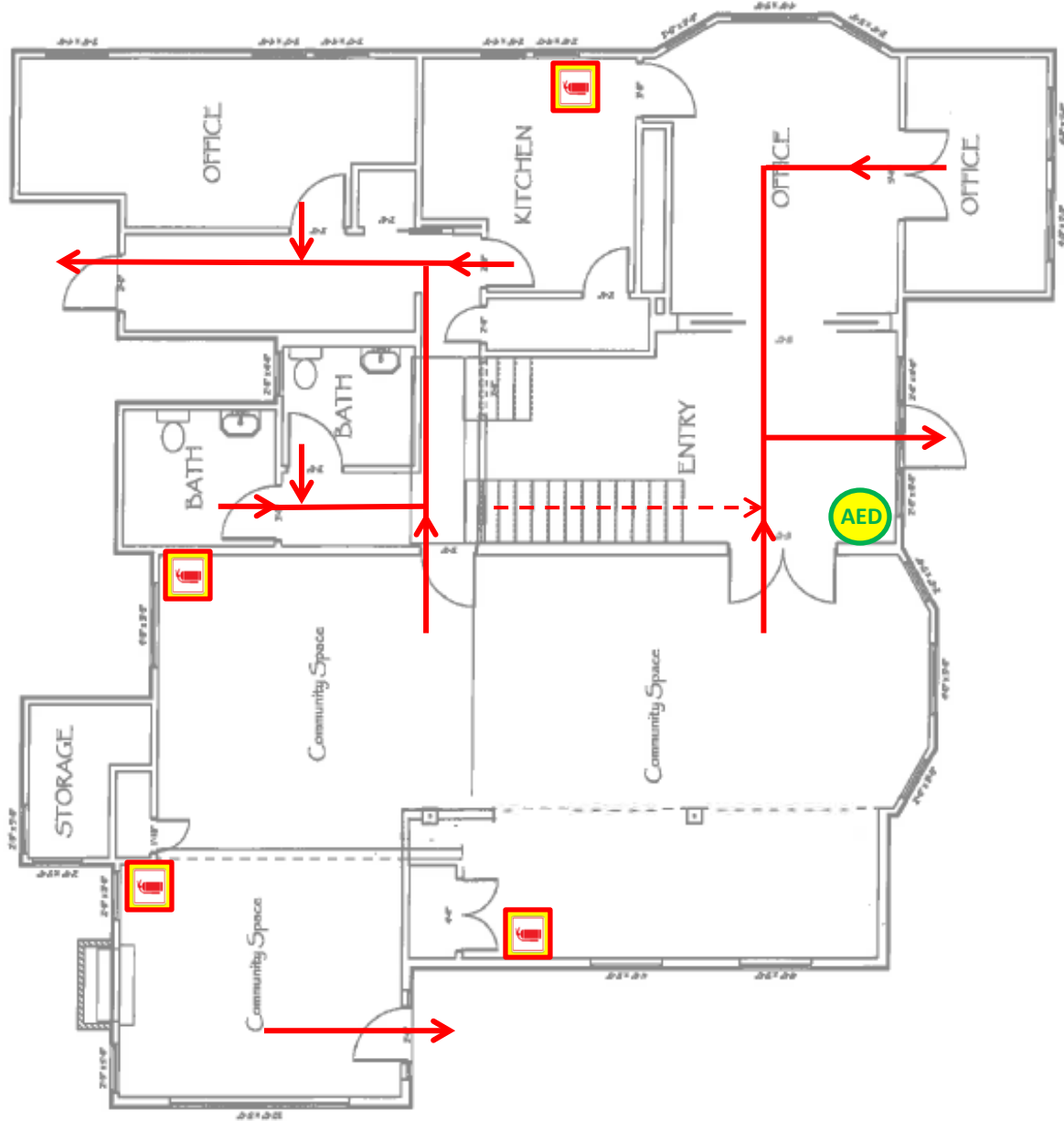
## 7.0 Evacuation Route Maps

### Second Floor Evacuation Map



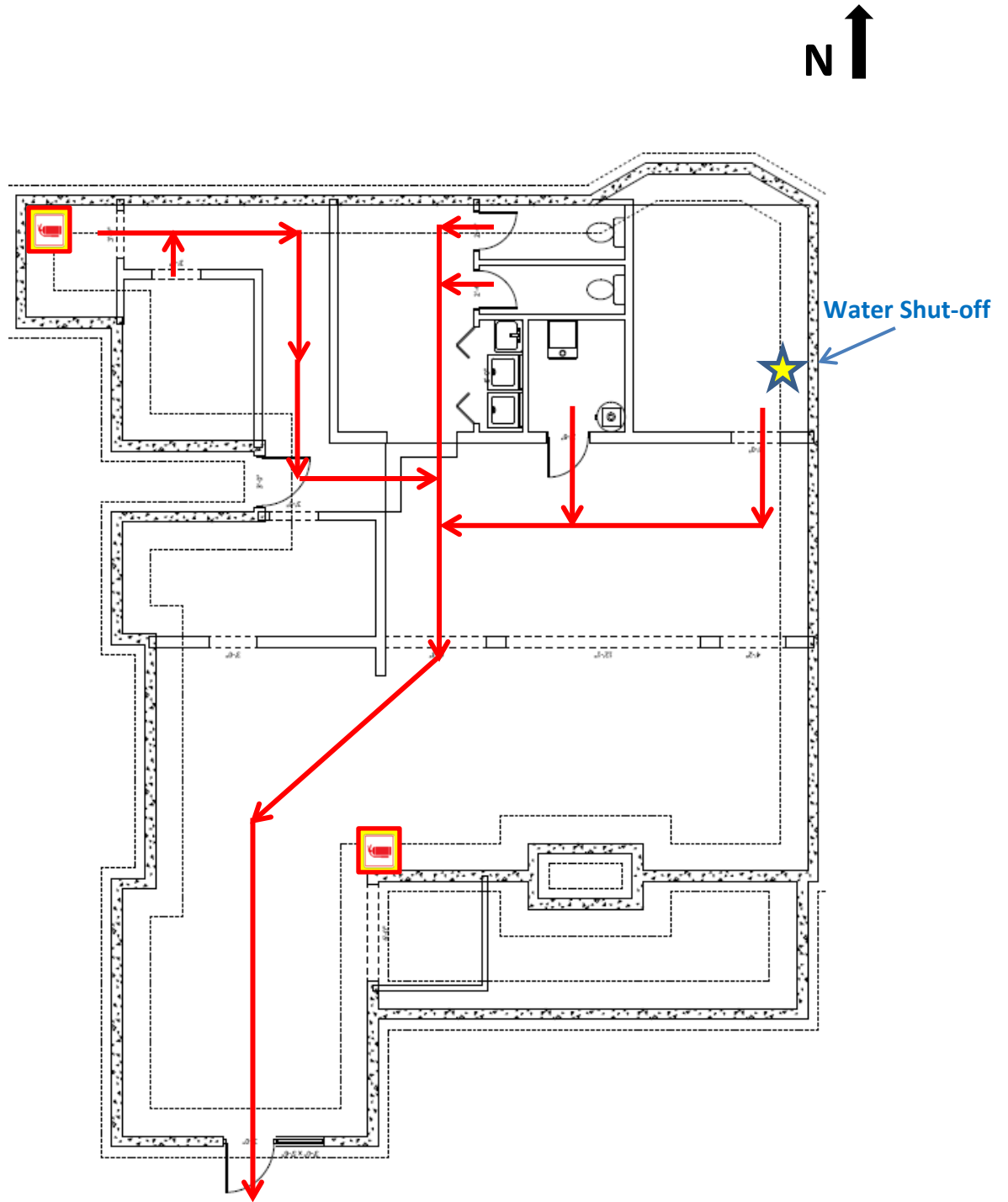


### Main Floor Evacuation Map





## Basement Floor Evacuation





### Outside Meeting Spot

