





**Emergency Response Plan**  
February 2018

This Plan provides guidance to Port staff about procedures to be used to protect life and property during a serious emergency. It should be reviewed and updated regularly by the Port Manager, Director of Operations and all department heads. Each employee should have a personal copy in addition to copies being readily available at all Port offices. Components of this Plan should be incorporated into the Port's yearly training and drill schedule for **all staff**.

**Adopted February 21, 2018**  
**Reviewed by Safety Committee**  
**Approved by Aaron Bretz, Director of Operations**

*Serving the Maritime & Recreational Communities*  
Newport International Terminal (541) 265-9651    Newport Marina at South Beach (541) 867-3321

## Basic Protocols for All Employees

1. Read and be familiar with this Emergency Response Plan.
2. Have important phone numbers handy – General Manager, Director of Operations, and Department Heads.
3. Willingly take instruction from the person in charge during an event.
  - a. The **person in charge** will be the highest ranking person at the site when the emergency occurs.
  - b. The person in charge will initiate the **basic notification procedure** for all events:
    1. Call 911 when appropriate and notify Department Head
    2. Department Head notifies Director of Operations
    3. Director of Operations notifies General Manager and LINCOM (if needed)
  - c. The person in charge will take immediate first steps as outlined in this Plan to protect life and property including evacuation if needed until help arrives.
    1. When evacuating, try to take a communication device, i.e. cell phone, Port radio with you.
    2. Ensure everyone is accounted for and stays together
    3. Delegate duties as necessary.
4. Work as a team with your fellow employees.
5. Know the location of all fire extinguishers and first aid kits in your building.
6. Learn how to use a fire extinguisher.
7. Participate in safety drills.
8. Know your building exits, evacuation routes and assembly places.

### Assembly Places:

North Side: On premises assembly place– outside by Administration Office

*Higher ground assembly place – Fogarty Street and SE 4th*

South Side: On premises – outside by R/V Park activities room

*Higher ground assembly area – Safe Haven Hill, just south of bridge on Hwy 101*

9. Never block or lock fire exits or block doorways, halls and stairways.
10. Do not go off on your own. Save unnecessary search, risk and worry because you are missing.
11. Talk about a safety plan with your family so they know what to do if you are not home during an emergency. Have a personal long term major disaster plan.
12. You are not a trained first responder. You will take actions you have planned and trained for and will defer to the trained first responders of other agencies as appropriate in emergency situations.
13. In life-threatening situations, Port staff may deviate from written plans and take independent actions to implement life-saving procedures whenever doing so is likely to reduce the risk of serious injury or death.

## Post Event

1. Department Head will provide the General Manager with an incident/assessment report.
2. For significant damage, General Manager will report to City of Newport. The City reports to County Emergency Management.
3. General Manager will conduct a debriefing with all staff; record lessons learned, and incorporate new information into this Plan

### Emergency Phone Numbers

<b>NW NATURAL Steve Hooker</b>	<b>503-213-0237 (cell) 541-265-9200 (office) 503-226-4211 (office) Ext. 4715</b>
<b>WVCC</b>	<b>541-265-4231</b>
<b>USCG YAQUINA BAY</b>	<b>541-265-5381</b>
<b>USCG Columbia River COTP</b>	<b>503-861-6211</b>
<b>TCB Security</b>	<b>541-574-2828 (24 hr.) 541-265-5265 (office) 888-811-8865 (fax) 541-961-4918 (Mobile Command Center)</b>
<b>NRC Environmental</b>	<b>1-800-337-7455 (24 hr.)</b>
<b>City of Newport</b>	<b>541-574-3366</b>
<b>Oregon Emergency Response System</b>	<b>800-452-0311</b>

## EARTHQUAKE / TSUNAMI

### EARTHQUAKE

**When you feel the ground shake, immediately take protective actions.**

1. If you are inside a building, stay there.
2. More people are injured during quakes while trying to run outside buildings than from staying inside and taking protective actions.
3. **DUCK, COVER, HOLD**
  - a. **DUCK** down to the floor in the room where you are.
  - b. Take **COVER** under something sturdy, a desk, table or other heavy furniture not easily crushed. If sturdy furniture is not available, crouch down on your knees near an interior wall or reinforced doorway and cover your head with your arms.
  - c. **HOLD** onto the furniture and be prepared to move with it. **HOLD** the position until the ground stops shaking.
  - d. If possible, stay away from mirrors, tall furniture, and other things that might fall on you. Turn away from windows, light fixtures and suspended objects.
4. If you are outdoors, find a clear spot away from buildings, trees and power lines, drop to the ground and cover your head and face with your arms.
5. If you are in a vehicle, drive slowly to a clear spot away from buildings, trees and power lines and remain in your vehicle.
6. If you are on the water in a Port owned vessel, wait until the shaking stops and then proceed to the nearest dock and immediately evacuate to the safest upland location or one of the Port's designated assembly places.

When the shaking stops, and it is safe to move about, evaluate yourself for injuries and take steps to protect yourself from the potential of further injury. Employees should help each other since there may be injuries.

1. Be prepared for aftershocks. Duck, Cover and Hold if the ground shakes, even after you've evacuated.
2. Leave the building and wait at your **on premises assembly place** (or higher ground assembly place if earthquake is very severe) until the Department Head or Director of Operations gives the all clear to re-enter the building. The person in charge will report status of all employees to the General Manager.

It is important to assemble at your designated assembly place so that all employees may be accounted for, guided by emergency response personnel, and receive treatment, services and information updates provided at those locations.

3. Once the immediate threat has passed, the Department Head will establish communications with Willamette Valley Communications Center (WVCC) to coordinate emergency response actions on Port property, if necessary.
  - a. The needs of Port tenants, customers and visitors must be assessed during the emergency response phase.
  - b. Managers should make every effort to allow Port employees the opportunity to ensure the safety of their families.
  - c. Should an event take place during the employee's time off, the employee should first ensure the safety of their family and then when it is safe, report to the Department Head for assignment.

4. **THE BIG ONE** – You will know when the big one strikes. There will be intense prolonged shaking and earth movement causing widespread destruction to structures, bridges, and roads.

***If an earthquake is strong enough to knock you off your feet or seems to go on for an unusually long time, Duck, Cover and Hold until the shaking stops and then immediately evacuate to your assembly place on higher ground. Tsunami waves can begin arriving between 15 and 25 minutes after the earthquake. Waves can continue to arrive for up to 12 hours.***

## **TSUNAMI**

All Port properties are in the tsunami inundation zone. **The immediate directive is to move to your designated high ground assembly place.**

1. If you feel an earthquake, Duck, Cover and Hold. If a very strong earthquake, immediately go to your higher ground assembly place once the shaking stops.
2. Due to the large amount of vehicle traffic exiting a tsunami inundation zone, it is advised that Port employees (South Side and North Side) get together and quickly evacuate in as few vehicles as possible. Be prepared to walk out – that may be quite a bit faster.
3. If possible, take communication equipment such as cell phones, Port radios, etc.
4. Stay with fellow Port employees and report to the Harbormaster.
5. Follow instructions given by the Department Head, Director of Operations, General Manager or emergency response personnel regarding when it is safe to return to Port property.

## **TSUNAMI WATCH OR WARNING**

A tsunami watch or warning may be issued by NOAA and broadcast via NOAA weather radios and the media. The alert is issued when a significant earthquake occurs elsewhere and NOAA determines a tsunami has been generated and is headed our way. There is more time (hours) to prepare for this type of event.

1. The warning will alert you to the estimated time and severity of the expected tsunami. You will not feel the earthquake since it is a distant event. Port facilities and designated personnel are equipped with NOAA weather alert radios. If a warning is issued, Port personnel should notify the Department Head immediately.
2. The Department Head will contact the Director of Operations, General Manager and WVCC to coordinate preparation with the City and County.
  - a. If time allows, Port employees will be dispatched throughout the Port facilities by the Department Heads to:
    - i. Notify moorage customers and RV Park guests of the expected event and appropriate response for their safety including evacuation routes (bull horns/reverse 911 system).
    - ii. Secure property and equipment against the potential of becoming hazardous flying or tumbling objects.
    - iii. Ensure all moored vessels are adequately tied to the dock.
  - b. Harbormasters will advise Port employees regarding any further steps to secure life and property.

- c. Port employees shall evacuate to their higher ground designated assembly place as soon as possible after the above steps have been considered, prior to the expected tsunami arrival with their cell phones and and/or Port radios.
3. When the all clear is given by WVCC and/or NOAA, Port employees shall:
  - a. If possible, return to the Marina and RV Park property or the Port Administrative Office property for assignment by the Department Head. Damage assessments are to be made and recovery operations begun including getting medical care for any injuries.
  - b. The Department Head will provide a situation analysis and damage assessment to the Port Management and to WVCC.
  - c. The Department Head will coordinate emergency response actions with WVCC on Port property.
    - i. The needs of Port tenants, customers and visitors will be assessed and reported to WVCC.
    - ii. Injuries to Port personnel or others are to be treated quickly by medical personnel if at all possible.
4. Supervisors should make every effort to allow Port employees the opportunity to ensure the safety of their families.
5. Should an event take place during the employee's time off, the employee should first ensure the safety of their family and then when safe, report to the Department Head for assignment.
6. Department Head(s) provides damage assessment report to Port Management.
7. Should an event take place that causes widespread major destruction, employees shall stay at their designated assembly places to get information and instructions regarding the situation. If no information is forthcoming, employees should do what they can to help themselves and others.

## FIRE

If there is a fire or a suspicion of fire with the sudden appearance or smell of smoke, yell – let everyone around you know, call 911, get all personnel evacuated and notify the Department Head. Because **most casualties in fires are due to smoke inhalation or toxic gases, time is of the essence.**

### STRUCTURE

1. Sound the alarm – let everyone in the building know there is a fire.
2. Call 911
3. If there is a small fire use fire extinguisher to put it out (if you are trained.)
4. DO NOT fight fire from anything unusual like chemicals, explosives, etc. because of possible toxic smoke or other injury.
5. Evacuate the building to the designated on premises outdoor assembly place if it is well away from the fire, otherwise gather well away from the fire.
6. Shut windows and doors as you leave if you have time and it is safe to do so.
  - a. Leave doors unlocked
  - b. Do not turn off lights – leave everything as is.
  - c. Make sure everyone is out.
  - d. Take communication equipment – cell phone, Port radio if safe to do so.
7. Call the Department Head.
  - a. Department Head notifies Port Management.
  - b. Department Head dispatches additional employees to secure the area, provide crowd and traffic control and assist emergency responders as needed.
8. The Fire Department has primary responsibility for logistics and firefighting and will take charge of the scene when they arrive.

### RECREATIONAL VEHICLE

1. Yell 'Fire!' to notify others, evacuate vehicle, call 911, and call the Department Head.
2. Port staff assists customers in moving other vehicles in close proximity if it can be safely done.
3. There is a high risk of explosion and/or toxic gas with this kind of fire. Stay well away.
4. Port staff will maintain emergency response access to the fire site.

### VESSELS AND DOCKS

1. Yell 'Fire!' to notify others, evacuate premises, call 911 and call Department Head.
  - a. Department Head calls US Coast Guard Station Yaquina Bay, day or night.
  - b. Department Head notifies General Manager.
2. If it can be safely done, Port staff may move adjacent vessels.
3. Port staff secures site and access for emergency responders.
4. **Do Not** cut a vessel on fire loose from the dock.
5. Use fire extinguisher if feasible.
6. Coast Guard and Fire Department have primary responsibility for firefighting.
7. Port staff deploy containment booms and absorbent pads if needed.

## **PERSON ON FIRE**

1. Instruct person to stop, drop and roll. Do not allow them to run.
2. Smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, blanket, etc.) and rolling the person on the ground. If fabric not available, roll the person on the ground unwrapped.
3. Call 911 and notify the Department Head.
4. Deluge with water.
5. Get medical assistance.
6. Department Head (s) provide an incident/damage assessment report to Port Management.

## Severe Weather Related Emergencies

Severe winter storms and high winds are generally prolonged events producing conditions that have destructive impacts to trees, power lines, utility service, vessel moorage and worse. Hurricane force winds, torrential rains and cold temperatures are not uncommon in our area.

### **ALERTS**

1. When a destructive event is expected, a severe weather alert is issued by NOAA.
  - a. NOAA weather alert radios are located at the Commercial Marina business office, the South Beach Marina and RV Park office, and in the International Terminal office.
  - b. A severe weather alert is defined by NOAA as:

*There are many forms of hazardous or severe weather. The primary mission of the National Weather Service is to provide forecasts and warnings for the protection of life and property. Forecasts can range from the climate and seasonal outlooks for agricultural interests provided by the Climate Prediction Center ([www.cpc.ncep.noaa.gov](http://www.cpc.ncep.noaa.gov)), to the daily county forecasts for the public issued by local NWS offices. The NWS issues warnings for heavy snow, freezing rain, high winds, flash flooding, river flooding, thunderstorms, tornadoes, tropical storms, and hurricanes. In a broad sense, these are all defined as severe weather as any of them can and do pose a threat to life and property.*
2. When an alert is issued, the Department Head will notify the Port Management.
  - a. Port operations staff will check vessel moorings, and secure any potentially hazardous materials and items which, if blown around, could cause damage.
  - b. Department Head will determine if additional staff will need to be called in to assist or to remain after business hours to be available in the event of an emergency.
  - c. Department Heads will oversee notification of guests at the South Beach RV Park, and people on docks and on vessels tied to Port docks using bull horns.
3. Port Management will communicate and coordinate with WVCC and communicate directives to Department Heads. Department Heads communicate directives to staff.
4. When the storm arrives, stay out of open areas and get inside as soon as possible.
  - a. Stay away from overhead electrical wires.
  - b. Do not stand under trees.
  - c. During an electrical storm stay off the water and do not use objects containing metal. Remove metal cleated shoes.
5. If you are inside:
  - a. Stay there.
  - b. Stay away from open doors, windows, metal objects, electrical appliances and plumbing.
  - c. Keep telephone use to a minimum.
  - d. Do not handle flammable liquids in open containers.
  - e. During very severe windstorms, the safest places to be are interior halls, lower floors and basements. Avoid windows and areas exposed to the windward force of the storm.
6. Following an event, the Department Head will make a damage assessment of Port property and report to Port Management.

## Oil and Hazardous Material Discharge

### OIL SPILLS

1. Department Head notifies Port Response Team Coordinator and Port Management. Staff on duty or Security notifies Department Head when Department Head is off duty.
2. Port Response Team Coordinator notifies the National Response Center, the Oregon Emergency Response System and U.S. Coast Guard Station Yaquina Bay.
3. Designated Port employees are trained as 40-Hour HAZWOPER emergency responders.
4. For minor spills on Port property, the Department Head will dispatch Port employees to deploy the containment boom and absorbent pads.
5. For major spills, Port staff will secure the area, wait for appropriate responders to arrive and follow the Port's Oil Spill Response Plan which incorporates the Yaquina Bay Geographic Response Plan. The Geographic Response Plan is used to guide the response and determine the priority areas for protection during the first 6 to 24 hours of a spill. The detailed response and cleanup guidelines located in the following documents are available at the Administration and Marina offices:
  - a. Port of Newport Oil Spill Response Plan
  - b. Lincoln County Contingency Plan
  - c. Yaquina Bay Geographic Response Plan
  - d. DEQ Oil and Hazardous material Spill Contingency Plan
  - e. ORS 468B.300 to ORS 468B.500.

### HAZARDOUS MATERIALS DISCHARGE

1. Do Not attempt to clean up hazardous materials.
2. Notify Department Head
3. Department Head:
  - a. Notifies Newport Fire Department.
  - b. Coordinates site securing until appropriate responders arrive.
  - c. Notifies Port Management.
  - d. Ensures department's SDS notebook available for first responders. During Department Head's off-duty hours, Security is to use best judgment, secure the site, and notify Department Head of situation.
4. If disposal by the Port is necessary, the Department Head will take timely action to utilize a cleanup contractor certified to dispose of the waste.

### Hazardous Material Spill Near Occupied Structures

1. If discharge occurs near occupied structures:
  - a. Immediately close all windows and doors and shut off HVAC system.
  - b. Evacuate building as needed.
2. If there is a discharge indoors or you smell the odor of rotten eggs or other unusual odors:
  - a. Yell, let others know in the building
  - b. Evacuate everyone immediately
  - c. Do not turn off lights because doing so could ignite hazardous materials. Leave everything as is.

3. Call 911
4. Call the Department Head
  - a. Department Head notifies Port Management.
  - b. Department Head secures the site for emergency responders.
5. Watch for persons exhibiting physical symptoms such as shortness of breath, dizziness or fainting, unexplained coughing or headache, etc. Get immediate medical attention.
6. Department Head(s) provide incident/damage assessment report to Port Management.

## Accident and Personal Injury

### **MOTOR VEHICLE, PERSONAL INJURY, AND FATALITY**

1. Call 911.
2. Notify Department Head.
  - a. Department Head will dispatch Port personnel to the scene to render emergency assistance, crowd and traffic control until first responders arrive.
  - b. Department Head will notify Port Management.
3. Department Head will prepare a Port Accident/Incident report and forward it to the General Manager.
4. All reporting forms are available in the Port Administration Office.

## **Appendices**

Port Priority Tree Call List  
NW Natural LNG Facility Information  
Evacuation Routes

### Other Actions

Earthquake/Tsunami Response and Evacuation Instructions posted on all docks, given to all fishermen and given to all guests at RV Park. All emergency phone numbers are to be posted on docks and given to RV guests. Include instructions about where to get emergency information via media and online.

**FOR TCB SECURITY - PORT OF NEWPORT - PRIORITY CALL TREE**  
**PLEASE CALL BY LOCATION**

Priority	ERP CALL	Name	1st Call	2nd Call	WHW 479 VHF CH 12	
<b>COMMERCIAL MARINA</b>						
1	*	<b>GIBSON, Kent</b> —NCom Harbormaster	541-270-5557	541-961-2559 (C)	3	
2		<b>BURKE, Aja</b> - Maintenance	541-270-5557	541-961-2115		
3		<b>BRETZ, Aaron</b> - Director of Operations	541-265-7758	541-961-3904 (C)		
<b>RECREATIONAL MARINA (SOUTH BEACH)</b>						
1	*	<b>URBACH, Chris</b> - SB Marina Harbormaster	541-270-5558	541-867-6657	8	
2		<b>ROBINSON, Kody</b> - Maintenance	541-867-6657			
3		<b>BRETZ, Aaron</b> - Director of Operations	541-265-7758	541-961-3904 (C)		
<b>RV PARK</b>						
1		<b>BROWN, Mark</b> - Director of Finance	541-265-7758	541-351-1904		
2		<b>URBACH, Chris</b> -SB Marina Harbormaster	541-270-5558	541-867-3321		
3		<b>BRETZ, Aaron</b> - Director of Operations	541-265-7758	541-961-3904 (C)		
<b>INTERNATIONAL TERMINAL</b>						
1	*	<b>MOON, Don</b> - NIT Supervisor	541-961-6010	541-265-9651		
2		<b>GIBSON, Kent</b> - NCom Harbormaster	541-270-5557	541-961-2559 (C)		
3		<b>BRETZ, Aaron</b> - Director of Operations	541-265-7758	541-961-3904 (C)		
<b>NOAA MOC - P</b>						
1	*	<b>DURKEE, Jim</b> - NOAA Facilities Manager	541-270-0545	n/a		
2		<b>URBACH, Chris</b> - SB Marina Harbormaster	541-270-5558	n/a		
3		<b>BRETZ, Aaron</b> - Director of Operations	541-265-7758	541-961-3904 (C)		
<b>ADMINISTRATION OFFICE</b>						
1	*	<b>GIBSON, Kent</b> - NCom Harbormaster	541-270-5557	541-961-2559 (C)		
3		<b>BROWN, Mark</b> - Director of Finance	541-265-7758	541-351-1904		
3		<b>BRETZ, Aaron</b> - Director of Operations	541-265-7758	541-961-3904 (C)		
<b>SECURITY</b>						
1	*	<b>TCB 24 Hour Dispatch Center</b>	541-574-2828			xxx
2		<b>TCB Office Phone</b>	541-265-5265			xxx
*Per Department - <b>MANDATORY</b> call for <b>emergency</b> events i.e.: Spills, sinking boats, fire, flood, etc. <i>Both the Director of Operations and the General Manager are to be notified for ALL <u>Emergency</u> events. In the event of <b>THEFT</b> or <b>BURGLARY</b>, also notify the Director of Finance.</i>						
	*	<b>BRETZ, Aaron</b> - Director of Operations	541-265-7758	541-961-3904 (C)		
	*	<b>MIRANDA, Paula</b> - General Manager	541-265-7758	541-961-1216 (C)		
		<b>BROWN, Mark</b> - Director of Finance	541-265-7758	541-351-1904 (C)		

## Emergency Call List

**In an uncontrollable emergency, call (9) 9-1-1.**

In an emergency, use the following as a priority guide for notifying personnel:

1. Gas Control x4613 (or 503-224-3532)

### LNG Plant Management

Steven M. Hooker	503-213-0237	503-213-0237
Kerry Shampine	360-910-3998	360-910-3998

### Emergency Responders

LINCOM Emergency Services Dispatcher		non-emergency	541-265-4231
Newport Fire Dept.	(9) 9-1-1	non-emergency	541-265-9461
Toledo Fire Dept.	(9) 9-1-1	non-emergency	541-336-3311
Lincoln County Sheriff	(9) 9-1-1	Oregon State Police	(9) 9-1-1
Hospital	(9) 9-1-1	Ambulance	(9) 9-1-1
U.S. Coast Guard	541-265-5381	City of Newport	541-574-0603
Central Lincoln PUD	541-265-3211	Port of Newport	541-265-7758
City of Newport Water Bureau	541-574-0611		

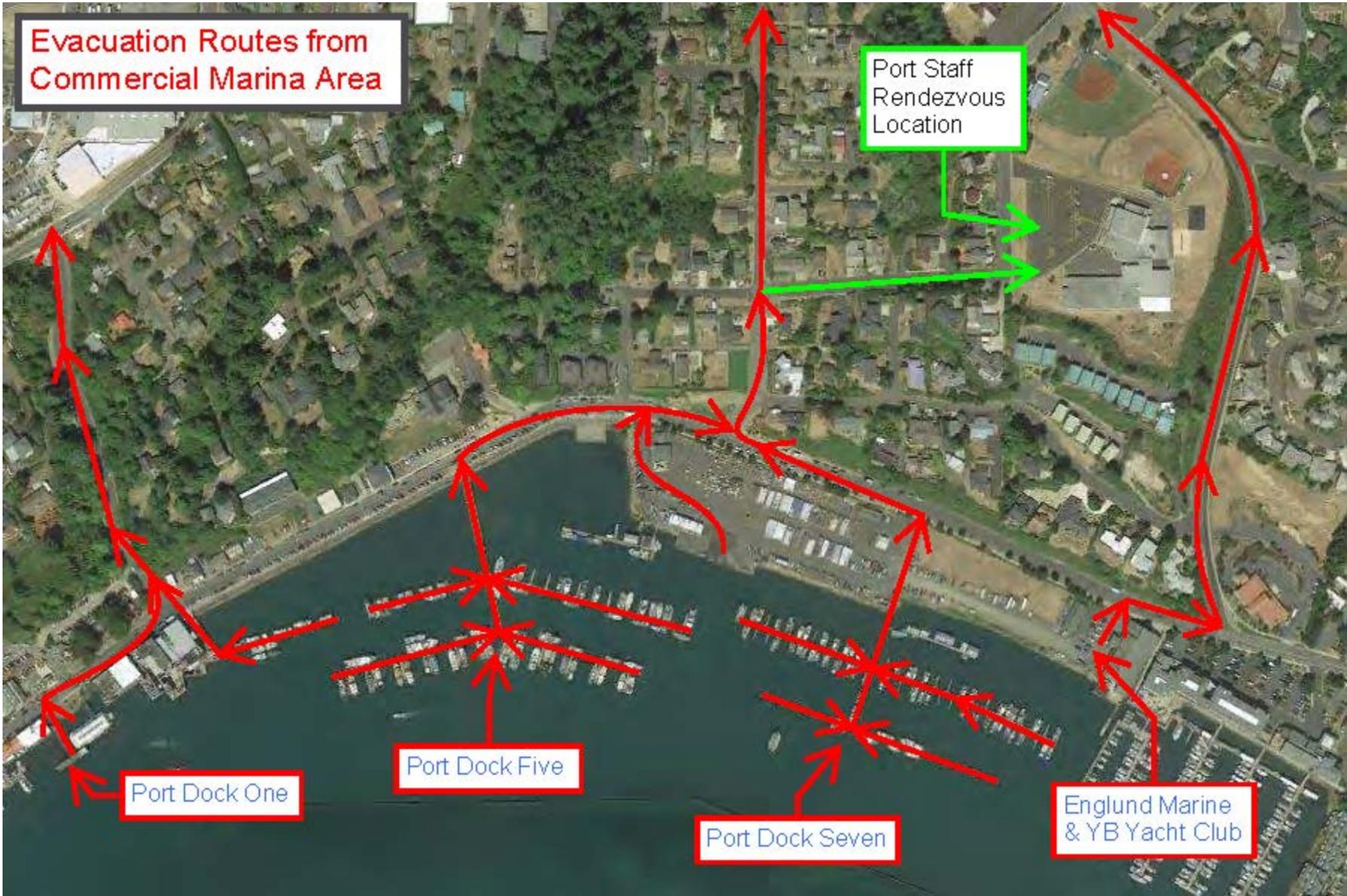


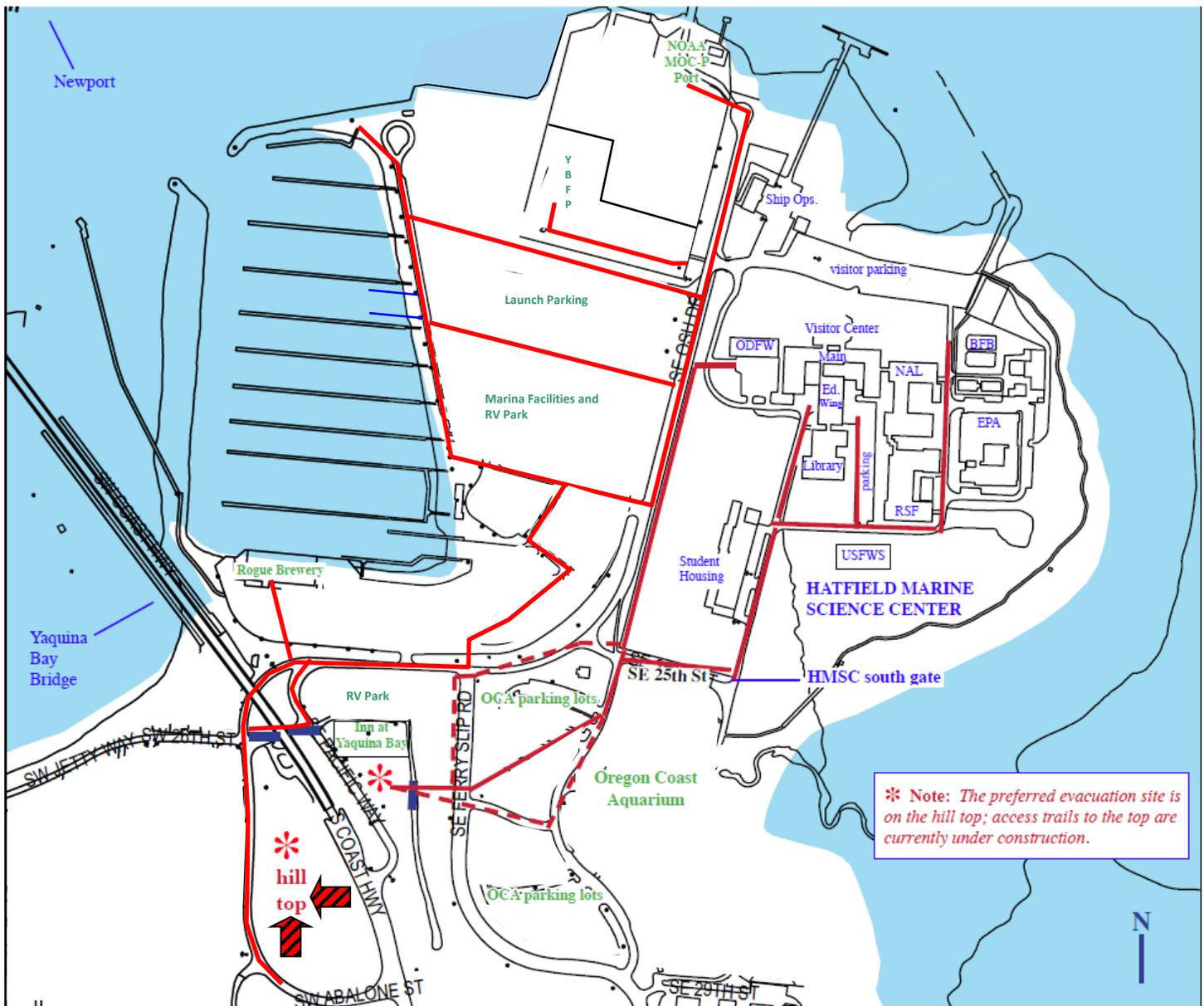
**Evacuation Route from International Terminal / McLean Point**

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**Evacuation Route from Port Docks 1, 3, 5 and 7**

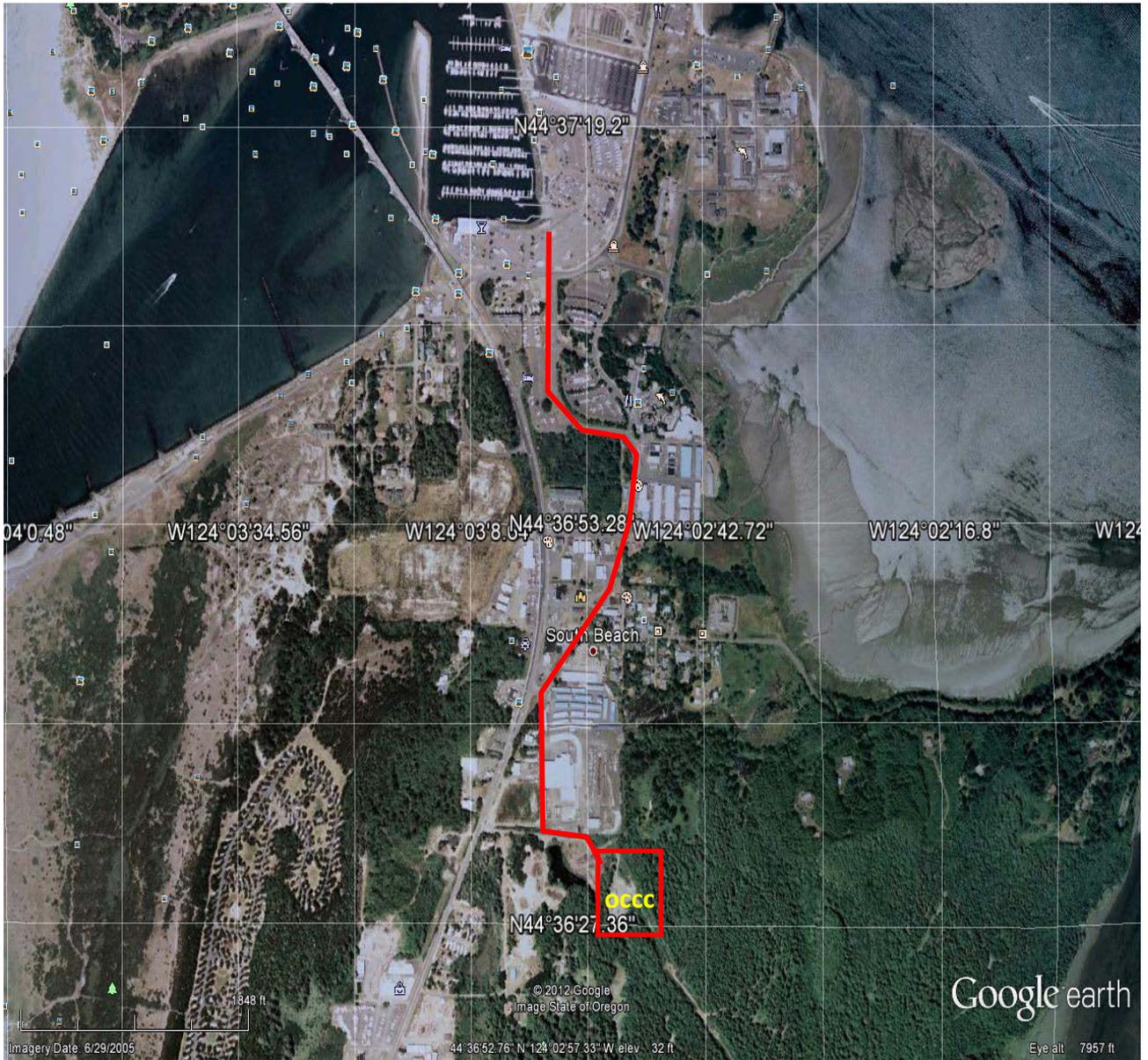
NCom Evac Map 2019.03.29 Final





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**MAP KEY:** — Evacuation Route    ..... Alternate Evacuation Routes    — Stairs



**— Evacuation Route to Oregon Coast Community College**

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