

Emergency Procedures
Printing & Copying Instructions:

- 1. Print document.**
- 2. Pages are numbered in the upper right-hand corner. Put all pages in numbered order “front” then “back” (there is a front and back for pages 1-6).**
- 3. Turn all “back” pages UPSIDE-DOWN, but keep them behind their corresponding “front” page.**
- 4. COPY double sided (example: now p. 1 back is upside-down on the back of p. 1 front). We recommend copying page 7 onto cardstock.**
- 5. Stack pages 1-6 so that only the title at the bottom of each page is visible. Fold all the pages (at the same time) at the dotted line on page 1. Now all the titles should be visible. Do not fold page 7.**
- 6. Staple the stack (at the fold through all pages) to page 7, on cardstock. You should be able to see “Emergency Contact Numbers” at the bottom of page 7.**

BUSINESS PREPAREDNESS

Emergency Procedures

FIRE EMERGENCY

Ilwaco

Long Beach

Naselle

Ocean Park

Raymond

South Bend

9-1-1

642-3145

642-3688

484-3300

665-4451

942-3442

875-5571

POLICE EMERGENCY

Long Beach and Ilwaco

Raymond

South Bend

9-1-1

642-3416

942-3456

875-5444

SHERIFF EMERGENCY

Administrative office

Administrative office

9-1-1 or 875-9397

NORTH 875-9395

SOUTH 642-9403

WA INFORMATION NETWORK

Health and Human Services information and contacts

2-1-1

ROAD CONDITIONS

North County

South County

DOT - (Raymond)

DOT - (Aberdeen)

DOT - (Oregon)

Oregon (road conditions)

Oregon State police

Washington State patrol (North)

Washington State patrol (South)

360-875-9380

360-642-9384

360-942-2092

360-533-9346

503-378-2299

503-588-2941

503-325-2231

360-533-5707

800-283-7808

DRUG TESTING

PACIFIC CO. HEALTH DEPT.

EMERGENCY MANAGEMENT

875-9343 or 642-9349

360-875-9340

EMERGENCY CONTACT NUMBERS

EMERGENCY: 911

Manager: _____

Phone: _____

Owner: _____

Phone: _____

Business Name:

Courtesy of:
Economic Development Council of Pacific County
530 Commercial Street
Raymond, WA 98577
(360) 875-9330
(360) 642-9330
www.pacificcdc.org

**Multiple Vehicle Accidents
Vehicle Accident
Pedestrian / Vehicle
Vehicle / Stationary Object
Vehicle Hit by Projectile
Water Accidents (Ocean/Bay)**

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Drug Testing (if applicable)

Post accident testing

Anytime one or more individuals receives injuries requiring immediate transport to a medical treatment facility.

Anytime one or more vehicles receives disabling damage requiring it to be towed from the scene of the accident.

If there is an injury, anytime the operator cannot be completely discounted as a contributing factor to the accident.

Upon discretion of the Supervisor to protect any claims against the company.

Reasonable suspicion

- **Breath or clothing smell of an alcohol type beverage and / or marijuana**
- **Slurred words, incoherence, speaking difficulty**
- **Lack of coordination, difficulty maintaining equilibrium**
- **Inability to make simple statements or follow simple instructions**
- **Flush face, bloodshot eyes, excessive sniffing, slovenly appearance**
- **Change from normal behavior (unusually boisterous, loud language, unusual depression, drowsiness)**
- **Apparent attempts to mask odor of alcohol and / or marijuana with mints, gum, smoking, etc...**
- **Observed or reported possession or use of prohibited substance**
- **Inappropriate verbal response to questioning or instructions**

CALL FOR DRUG TESTING

DRUG TESTING

Requirements

- **Call 911 (if needed)**
- **Due to dangerous currents, do not attempt to rescue someone from the ocean. Call 911**
- **Notify Supervisor _____**
- **Debrief**

See “Drug Testing” if applicable

ACCIDENTS / WATER SAFETY

Biohazard Body Fluids, Condoms, Injection Needles, Spat Upon, Vomit

Trigger Questions / Actions

- Keep away -
- Do not try to clean up
- What type of Biohazard?

Requirements

- * Identify location
- * Notify supervisor if large contamination

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Bomb Threat

Actions

- Remain calm
- Pretend difficulty with hearing
- Keep caller on the line as long as possible
- Follow **GUIDELINES** of **BOMB THREAT REPORT** while on line with caller
- Notify Supervisor _____
- **EVACUATE** building **DO NOT TAKE CHANCES!**

Requirements

- **FILL OUT BOMB THREAT REPORT FORM**
- **STAY CALM**
- **Call 911**
- Notify Supervisor _____
- **DO NOT TAKE UNNECESSARY CHANCES**
- If threat is to main building notify _____
- Debrief
- Appropriate paperwork
 - Incident report

BOMB THREAT

- **Are you or anyone else injured?**
 - **Are body fluids involved?**
 - **Have you been contaminated?**
 - **Where is the contamination?**
 - **How large of an area?**
 - **Is your Personal Protection Kit available?**
 - **Do you need aid?**
 - **Has assistance arrived?**
 - **Are they transporting / Where to?**
- * **Secure the area**
 - * **Call 911 if needed**
 - * **Use Blood borne Pathogen kit for small clean ups**

BIOHAZARD

**ADA Customer / Mental Health
Customer Disputes
Foul Language
Intoxicated Individuals
Lost Person
Sexual Misconduct
Suspects
Theft**

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ADDITIONAL CONTACTS:

WA Dept. of Emergency Management	(800) 258-5990
US Coast Guard National Response Center	(800) 424-8802
US Coast Guard Station at Cape Disappointment	(360) 642-2382
Dept. of Ecology, 24 Hr. Fuel Spill Response	(800) 645-7911
Dept. of Ecology, Southwest Region	(360) 407-6300

Departments of Transportation:

Raymond DOT	(360) 942-2092
Aberdeen DOT	(360) 533-9346
Oregon DOT	(503) 588-2941

Contact if needed:

Department of Labor & Industries	(360) 533-8200
Willapa Harbor Hospital	(360) 875-5526
Ocean Beach Hospital	(360) 642-3181

LAND or MARINE SPILLS / HAZARDOUS WASTE

**Hazardous Waste
Petroleum products / Transmission fluid
Power steering fluid / Hydraulic oils / Antifreeze
Fuel spill / Batteries**

- 1. ASSESS THE SITUATION** i.e., location and spill area. **Contact Manager and appropriate authorities.**
- 2. Provide for containment of spilled material if possible.**
 - **Isolate spill by surrounding with sweeps if in water, or absorbent material.**

For ALL SPILLS, Call:

Pacific County Emergency Management (360) 875-9340

For MARINE SPILLS, Call:

Nearest Port Office:

- **Port of Chinook (360) 777-8797**
- **Port of Ilwaco (360) 642-3143**
- **Port of Peninsula (Oysterville) (360) 665-4547**
- **Port of Willapa Harbor (Raymond & South Bend) (360) 942-3422**

Trigger Questions / Actions

- **What type of problem?**
- **Are you or anyone else injured?**
- **Is medical or police assistance needed? Call 911**

If YES see Medical Emergencies

Shoplifting

**Get a description
Call 911**

Burglary (of a building)

**Do not touch anything
Leave building
Lock all doors
Call 911**

Robbery (of a person)

**Ensure safety of person(s)
Go to a safe place
Call 911**

Requirements

- **Notify Supervisor _____**
- **Call 911 or non-emergency police station number _____**
- **Complete paperwork if needed**

CUSTOMER PROBLEMS / THEFT

Vehicle stuck in sand or surf
Animals (dead or alive)
Manhole covers (missing)
Overhead wires
Pot holes
Road debris
Trees and branches

Earthquake

Emergency Evacuation Procedures For The Office

- **EVACUATE BUILDING**
- **STAY AWAY FROM POWER LINES**

EARTHQUAKE

Tsunami Emergency Evacuation Procedures For The Office

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Medical Emergencies

Trigger Questions / Actions

- What type of problem?
- Is 911 needed?

911 Procedures

Call 911

- Tell 911 operator type of emergency
- Give location
- Report any injuries
- Give the license number, make & color of vehicle(s)
 - If necessary
- Tell them if you need medical assistance
- If traffic related let 911 know if vehicles are blocking lanes

National Poison Control Center

800-222-1222

National Domestic Violence Hotline

800-799-7233

MEDICAL EMERGENCIES

Load into the nearest COMPANY VEHICLE, Bus, Car, etc. and go to:

NORTH COUNTY

Bay Center: South Bend-Palix Road

**Raymond: Raymond-South Bend Road, Jackson Ave.,
Bloomhardt Rd., Fowler Rd., or US 101 North of Raymond**

South Bend: Palix Road, or Jackson Avenue

North Cove / Tokeland: Nearest High Ground

SOUTH COUNTY

Ilwaco: Hill Top School in Ilwaco

Long Beach: Hill Top School in Ilwaco

**Ocean Park, Surfside, Oysterville: "U" St. South of Bay Ave.,
Surfside Inn, or Douglas Drive**

TSUNAMI

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Fire

Procedure

- **Call 911**
- **Notify Supervisor** _____
- **Evacuate Building**
- **Assemble employees in a secured location**
Assembly Location _____
- **Stay Calm**

FIRE