

Emergency Response Plan

Approval Date: June 11th, 2026

A Safety Message from the Port Commissioners

The objective of this Emergency Response Plan is to serve as the Port of Skamania County Emergency Action Plan and to comply with applicable emergency-action planning requirements, including OSHA 29 CFR 1910.38. This plan prepares employees for emergencies and outlines procedures for reporting, evacuation, accountability, medical response, fire, railway incidents, natural disasters, severe weather, workplace violence, off-site injuries, and related hazards.

Preparedness is a continuous process. This plan will be reviewed at least annually and updated when personnel, facilities, operations, laws, or hazards change. Together, we can enhance employee safety, protect visitors and tenants, and support continuity of Port operations.

Port of Skamania County Commissioners

Ray Broughton, Commissioner District 1

Andrew Taylor, Commissioner District 2

Todd Kingston, Commissioner District 3

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1. Business Contact Information

Company / Agency Name	Port of Skamania County
Physical Address	212 SW Cascade Ave, Stevenson, WA 98648
Telephone	509-427-5484
Primary Contact	Pat Albaugh, Executive Director
Plan Owner	Pat Albaugh, ED & Annette Sabourin, Office Manager

2. Plan Administration and Assigned Roles

The following roles should be confirmed and updated before the plan is finalized. Backups should be assigned so emergency duties are covered when the primary person is unavailable.

Role	Primary	Backup	Key Responsibilities
Executive Director	Pat Albaugh	[INSERT BACKUP]	Overall emergency direction; liaison with Commission and outside agencies.
Safety Officer	Annette Sabourin	[INSERT BACKUP]	Plan administration; emergency notifications; training coordination; employee accountability.
Evacuation Lead	Doug Bill	[INSERT BACKUP]	Direct evacuation, sweep assigned areas if safe, and report status.
First Aid / AED Responders	All employees	[INSERT BACKUP]	Bring first-aid kit/AED and provide care within training limits.
Utility / Facility Contact	Doug Bill	[INSERT BACKUP]	Assist with utility shutoff, site access, keys, maps, and facility information as directed by incident command.
Communications Lead	Annette Sabourin	[INSERT BACKUP]	Coordinate employee group text/radio updates and visitor/tenant messaging as directed.

3. Emergency Reporting

The following emergencies must be reported immediately to the Executive Director, Safety Officer, or designee after 9-1-1 has been contacted when emergency services are needed:

- Fire or smoke
- Natural disaster or severe weather event
- Medical emergency
- Train or railway emergency
- Workplace violence, threat, or suspicious activity
- Off-site injury or vehicle accident
- Utility failure, hazardous condition, or other emergency

4. Evacuation Plan

Evacuation may be required under several scenarios. The evacuation team will direct occupants to leave the building or Port area and account for employees and visitors at the designated assembly area.

Only designated personnel may delay evacuation to secure assigned critical items or equipment, and only when doing so does not create additional danger. Upon leaving the facility, designated personnel must report their status to the Executive Director or Safety Officer.

4.1 Notifications

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

- Mobile phone voice call and/or group text
- Two-way radios
- Verbal direction from the Executive Director, Safety Officer, Evacuation Lead, or emergency responders

The Safety Officer or designee will account for employees and visitors at the assembly area. The Executive Director or designee must be informed immediately if anyone is missing, injured, or known to have remained inside.

4.2 Evacuation Routes and Gathering Locations

Primary and alternate routes are shown in Appendix A. Routes may be modified by emergency responders, weather conditions, smoke, floodwater, train activity, downed utilities, blocked roads, or other hazards.

- Primary gathering location: Northeast corner of the Port office, 212 SW Cascade Ave.
- Secondary gathering location: North side of the Tichenor Building.
- If the Port area must be evacuated, proceed as directed to the safest available public route. If Russell Street is blocked by a train or other obstruction, use the alternate SW Cascade Ave route when safe.

5. Emergency Response Procedures

5.1 Medical Emergency

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 or emergency access point

Alert trained employees to respond to the victim location and bring a first-aid kit and/or AED if available. Employees who are not trained in advanced medical care should not provide care beyond their training level.

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

5.2 Fire Emergency

If a fire is reported, activate the fire alarm if available and not already activated, evacuate occupants, and dial 9-1-1. Provide the following information:

- Business name and street address
- Nature and location of fire

- Type and location of fire alarm, if known
 - Name of person reporting fire
 - Telephone number for return call
6. Evacuate building occupants using routes away from the fire.
 7. Redirect occupants away from smoke, flames, or unsafe exits.
 8. Account for employees and visitors at the assembly area.
 9. Meet the Fire Department Incident Commander and provide status, known injuries, facility information, keys, and maps as requested.
 10. Operate utility or protection systems only as directed by emergency responders or assigned facility personnel.

5.3 Train or Railway Emergency

If there is a train or railway emergency, notify personnel and call 9-1-1 if emergency services are needed. Provide the nature of the emergency, location, reporting person name, and telephone number for return call.

- Evacuated employees will gather at the designated location directed by the Executive Director, Safety Officer, or emergency responders.
- If Russell Street is blocked, use the alternate SW Cascade Ave route shown in Appendix A when safe.
- Do not cross tracks, pass around lowered gates, or approach rail equipment unless directed by emergency responders.

5.4 Natural Disasters and Severe Weather

The Executive Director, Safety Officer, or designee will monitor severe weather and public safety alerts and communicate protective actions using the notification methods in Section 4.1.

5.4.1 Tornado / Severe Wind

When a warning is issued or conditions become dangerous, seek shelter inside away from outside walls, glass, and overhead hazards. Remain in shelter until management or emergency responders communicate that the threat has passed.

5.4.2 Flood

When notified, be prepared to evacuate as directed. Avoid floodwater, low-lying areas, and roadways with unknown water depth. Follow recommended evacuation routes or emergency responder instructions.

5.4.3 Earthquake

In an earthquake, drop, cover, and hold on where appropriate. Keep away from windows, overhead fixtures, filing cabinets, and electrical hazards. After shaking stops, evacuate only when it is safe or when instructed by the Executive Director, Safety Officer, or emergency responders.

5.4.4 Wildfire Smoke / Air Quality

During wildfire smoke events, the Executive Director, Safety Officer, or designee will monitor air quality conditions and communicate protective measures. Protective measures may include limiting outdoor work, moving work indoors when feasible, using filtered indoor spaces, adjusting schedules, and providing respiratory protection when required by applicable Washington L&I wildfire smoke rules.

5.4.5 Outdoor Heat

For outdoor work during warm weather, supervisors will monitor conditions and implement heat-illness prevention practices as applicable, including drinking water access, shade or cooling options, rest periods, acclimatization awareness, and emergency response for heat-related symptoms.

5.5 Workplace Violence

Port 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, employees should be as specific and detailed as possible. Employees should not place themselves in peril or attempt to intercede during a violent incident. Call 9-1-1 immediately if there is an imminent threat.

5.6 Off-Site Injury or Vehicle Accident

If an employee conducting Port work at an off-site location experiences an accident or injury, the Executive Director or Safety Officer must be notified as soon as practical after emergency needs are addressed. Provide the location, nature of the accident, injury type, and transport destination if applicable.

For transportation accidents, contact the appropriate law enforcement agency and follow Port reporting, insurance, and workers compensation procedures.

6. Emergency Contacts

Contact / Service	Phone	Notes
Fire, Police, EMS Emergency	911	Call first for life-safety emergencies.
Police, Non-Emergency	509-427-9490	Verify current dispatch/non-emergency number.
Maintenance Lead	541-490-2578	Doug Bill
Water/Sewer, City of Stevenson	509-427-5970	
Water/Sewer, After-Hours Emergency	509-427-9490 ext. 0	
Electric, Skamania PUD	509-427-5126	Verify outage
Executive Director	541-399-2997	Pat Albaugh
Safety Officer	541-980-0742	Annette Sabourin
Facilities / Utility Shutoff Contact	541-490-2578	Doug Bill

7. Training and Drills

All current employees will receive instruction on this Emergency Response Plan, and the plan will be incorporated into new-hire orientation. Additional training will be provided when the plan or facility changes, when an employee responsibility changes, and at least annually as refresher training.

Training topics include:

- Proper housekeeping and fire-prevention practices
- Fire extinguisher locations, use, and limitations
- Threats, hazards, and protective actions
- How to report fires and other emergencies
- Individual emergency responsibilities
- Escape routes, evacuation procedures, and assembly locations
- Procedures for accounting for employees and visitors
- Wildfire smoke and outdoor heat protective measures when applicable

Training / Drill	Frequency	Responsible Person	Completion Record Location
New-hire plan orientation	At hire	Safety Officer / Supervisor	Safety Binder
Annual refresher	Annually	Safety Officer	Safety Binder

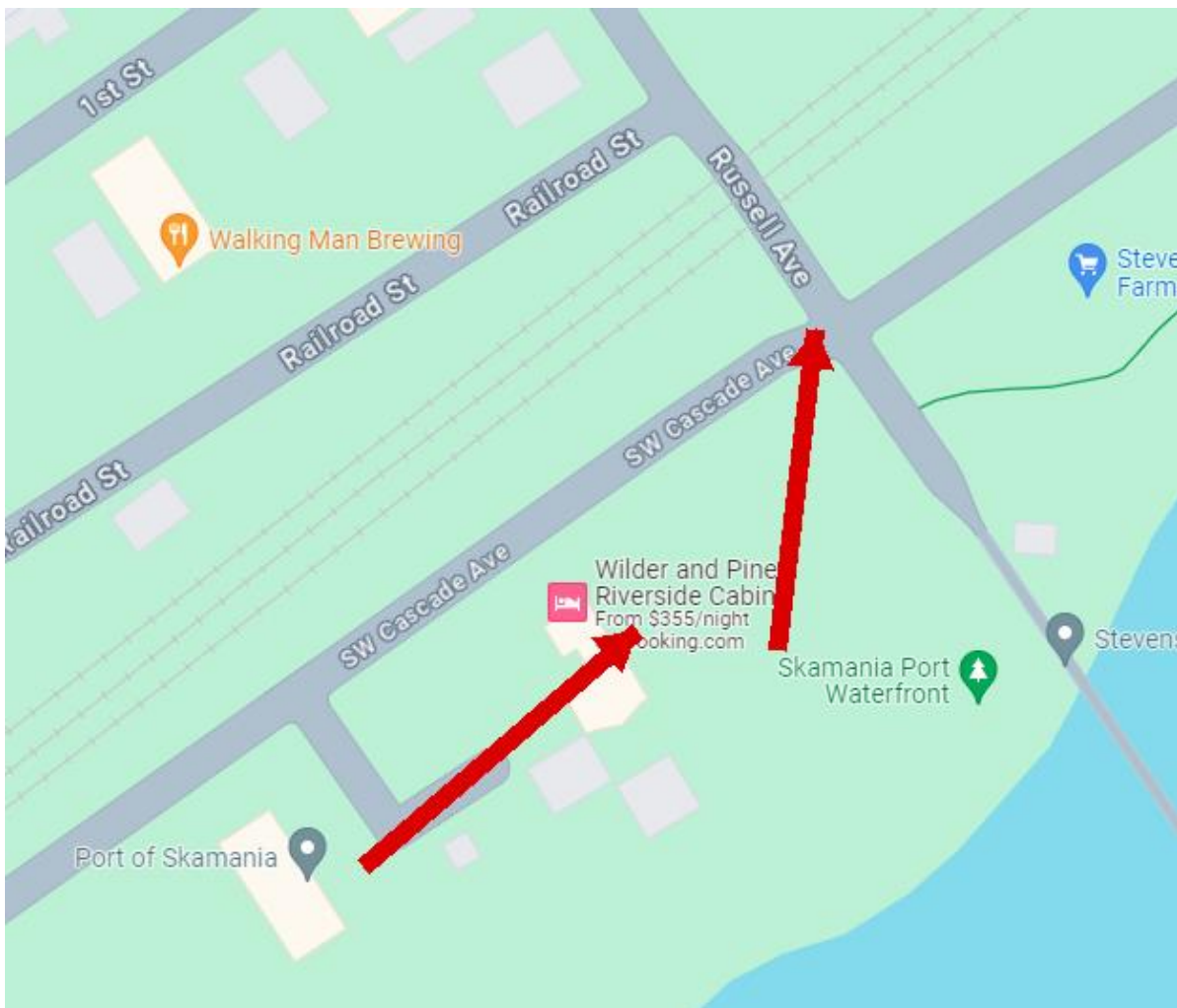
Evacuation drill	At least annually or as directed	Safety Officer / Evacuation Lead	Safety Binder
Plan review	Annually and after major incident/change	Executive Director / Safety Officer	Safety Binder

8. Review, Approval, and Revision Log

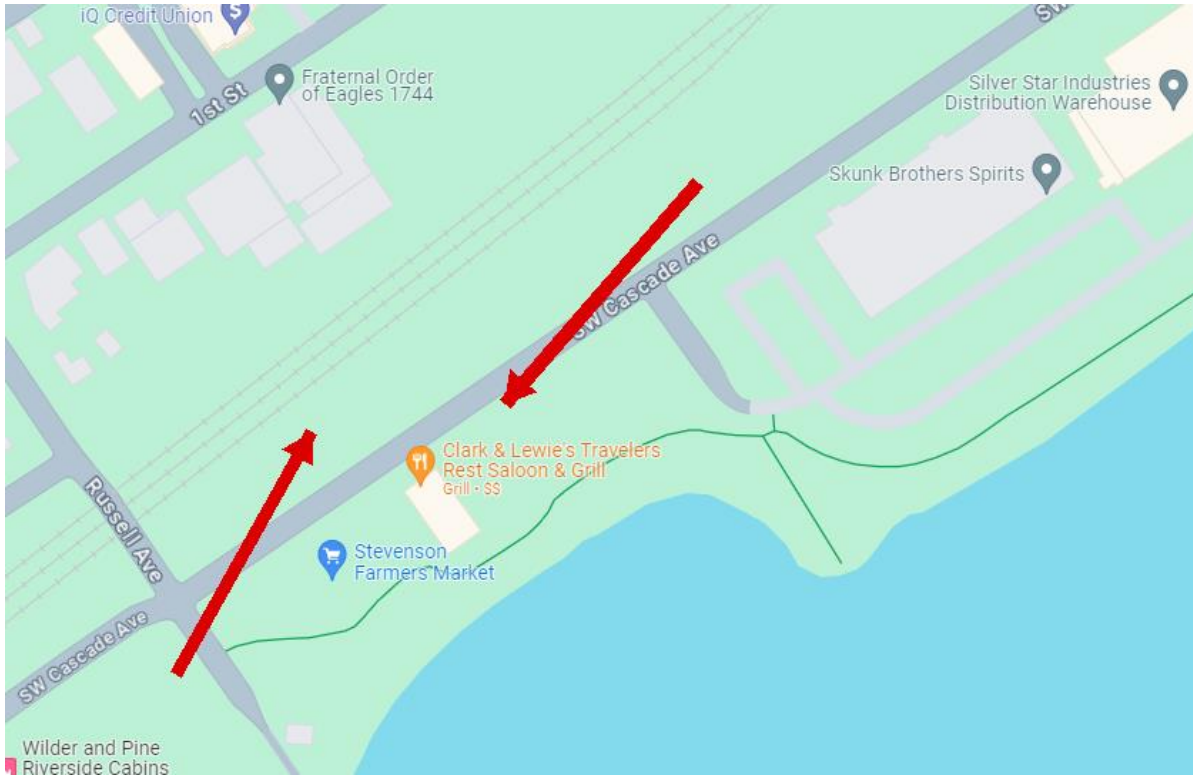
Version	Date	Action	Reviewed / Approved By	Notes
2024.08	August 2024	Original / prior working plan	Port Commission / Staff	Source document.
2026 Draft	[INSERT DATE]	Commission approval draft; updates to roles, maps, wildfire smoke, outdoor heat, formatting, and contacts.	Port Commission	Verify before adoption.

Appendix A. Maps and Gathering Locations

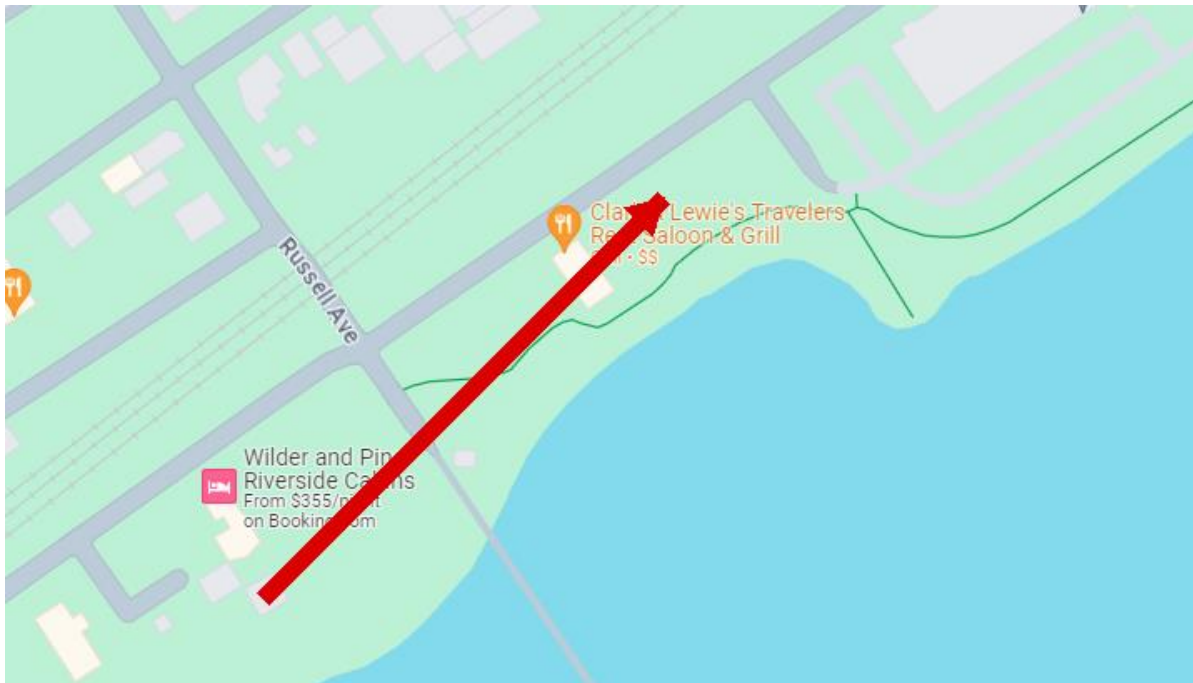
The following maps and diagrams are retained from the prior plan and formatted for this draft. Confirm that routes and gathering locations remain current before final adoption.



Map A-1. Port office / west-of-Russell evacuation route.



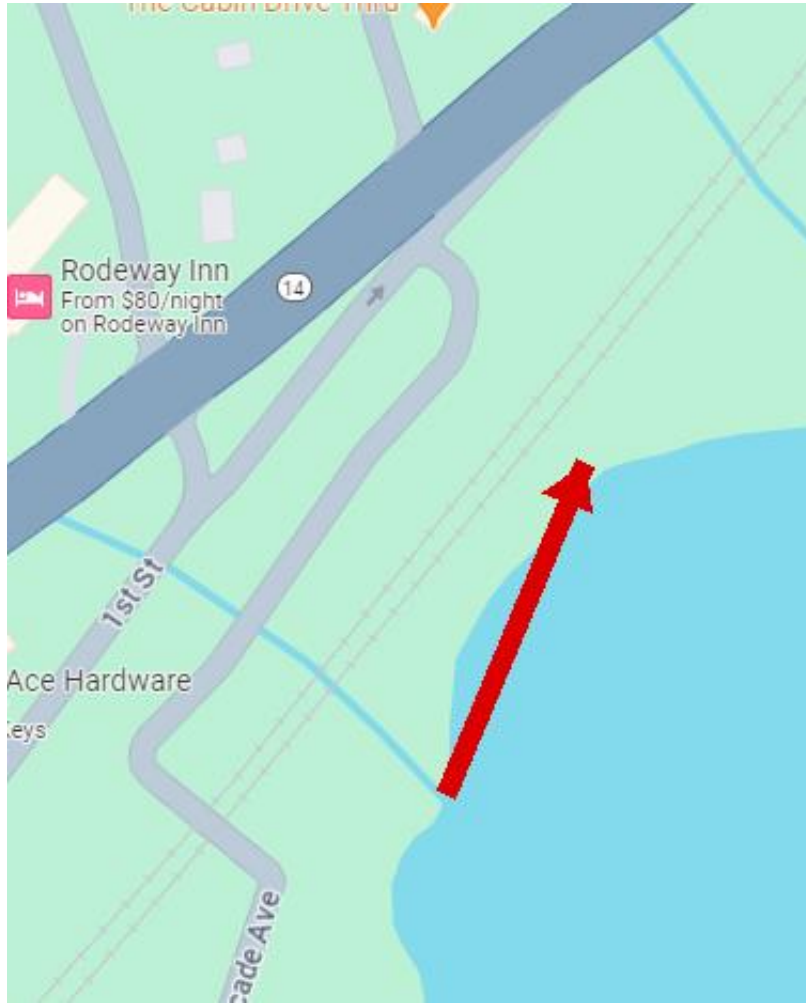
Map A-2. East-of-Russell evacuation route.



Map A-3. Alternate route if Russell Street is blocked by train or obstruction.



Map A-4. Cascade Business Park / east route reference.



Map A-5. First Street / Cascade Avenue route reference.



Diagram A-6. Port office floor plan and gathering space.

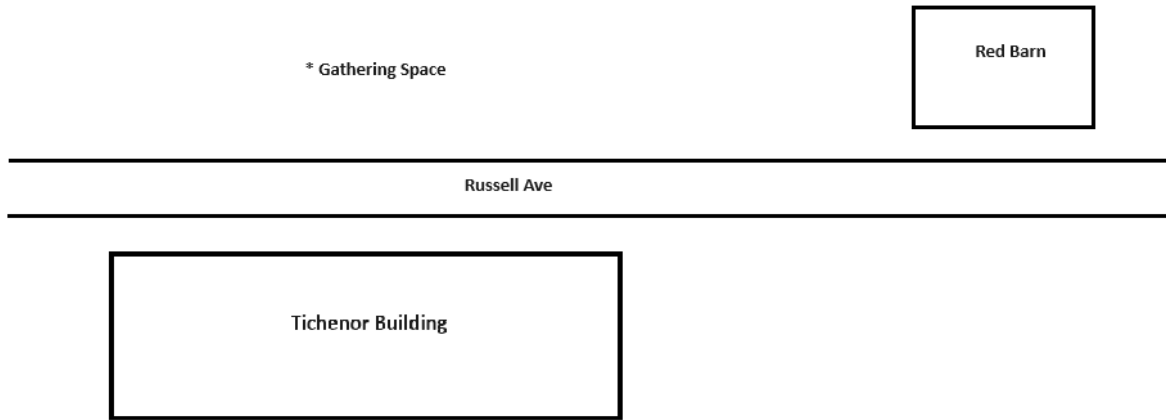


Diagram A-7. Tichenor Building / north-side gathering space.