

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting an Emergency Plan)
under ORS 654.025 and OAR 437-02-1910.38(a)(1))
_____)

ORDER NO. 18-02

WHEREAS, ORS 654.022 requires employers to obey and comply with all orders, rules and requirements promulgated relating to affecting safety and health in employment; and

WHEREAS, ORS 654.025(2) vests the Director of the Department of Consumer and Business Services with full power and jurisdiction over, and shall have such supervision of, every employment and place of employment in this state as may be necessary to enforce and administer all laws, regulations, rules, standards and lawful orders requiring such employment and place of employment to be safe and healthful, and requiring the protection of the life, safety and health of every employee in such employment or place of employment; and

WHEREAS, Oregon Administrative Rule (OAR) 437-02-1910.38(a)(1), adopted pursuant to ORS 654.025(2), requires an emergency action plan; and

WHEREAS, OAR 437-02-1910.38(a)(2) requires that emergency escape procedures and routes be identified; and

WHEREAS, the Columbia County Safety Committee has prepared a revised Emergency Plan, a copy of which is attached hereto, labeled Exhibit "A" and incorporated herein by this reference, which provides procedures for emergency escape, accounting for employees, reporting emergencies and emergency contacts.

NOW, THEREFORE, IT IS HEREBY ORDERED that the revised Emergency Plan is adopted; and

FURTHER, IT IS HEREBY ORDERED that the Columbia County Safety Committee may from time to time as needed, amend the appendices without further authorization from the Board of County Commissioners.

DATED this 27 day of March, 2002.

**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

By: _____
Tony Hyde, Chair

By: Rita M. Bernhard
Rita Bernhard, Commissioner

By: Joe Corsiglia
Joe Corsiglia, Commissioner

Approved as to form

By: Joan Kelly
Office of County Counsel

COLUMBIA COUNTY COUNTY EMERGENCY PLAN

Exhibit "A"

The Columbia County Board of Commissioners ("Board") is committed to the safety of the County's employees and the general public. During an emergency, it is the position of the Board that life safety is the first priority. The protection of resources is secondary to life safety. All supervisors are accountable for the safety of those employees under their direction, and, through this Emergency Plan, will share responsibility to ensure fulfillment of that responsibility.

All County departments, offices, and tenants are included in this Plan. For the purpose of this Plan, the Annex and the Old Courthouse are considered one building. The Plan will be available for review in each department, and it shall be the responsibility of all department heads to ensure that employees within their department are familiar with the Plan, receive appropriate training, and are provided with a copy of this document. Non-Courthouse facilities, such as the Justice Facility, Road Department buildings, Parks Department buildings, Animal Control building and Fairgrounds shall follow these instructions as they apply to their facilities and shall develop site-specific procedures as appropriate.

I. Purpose and Authority

The purpose of this Plan is to protect lives by providing information on what to do during an emergency. This Plan is issued by the Board of County Commissioners pursuant to the provisions of Oregon Revised Statutes Chapter 203.240.

II. Sounding the Alarm

It is every employee's responsibility to know the location of the nearest fire alarm and how to use that alarm in the event of an emergency. For those emergency situations which call for sounding the alarm, the following procedures generally apply:

- A. Pull the nearest fire alarm.
- B. Call 911 to report the emergency.
- C. Notify those around you that they must evacuate immediately.
- D. Follow the evacuation procedures outlined below.

The fire alarm will typically only be pulled in case of a fire. It **will not** be pulled in response to bomb threats or other general evacuation procedures.

III. Evacuation

Evacuation will occur when the fire alarm sounds, when directed to evacuate by a supervisor, or when directed to evacuate by emergency response personnel. In the event of a bomb threat, evacuation can only be authorized by the Bomb Scene Officer or an emergency responder who has assumed command of the scene (the Incident Commander). Employees at the Justice Facility and State Court employees shall evacuate according to internally developed departmental protocol.

A. Emergency/Immediate Danger to Life

Any emergency that requires immediate evacuation constitutes a danger to life and must be responded to immediately. When evacuating under these circumstances, *all personnel will evacuate the building immediately, without regard to securing property or personal possession.* Under no circumstances will time

be taken to secure documents, files, cash, or other business items.

B. Precautionary

Situations may occur when evacuation is ordered as a precaution. When evacuating under these circumstances, *all personnel will evacuate the building in an orderly fashion as quickly as possible*. Employees may gather personal items and close down their work areas, but this should occur as speedily as possible so as not to unduly delay their evacuation.

C. Procedures

When evacuating the building in case of fire or earthquake, **do not** use the elevator.

- A. KEEP CALM.
- B. Exit the building by the nearest exit or as directed.
- C. The last person out of a room will close the door except in response to bomb threats, in which case doors are to be left open.
- D. For an Emergency Evacuation: Go to your designated assembly area (for the Courthouse, see the evacuation map in Appendix A) and report to your supervisor.
For a Precautionary Evacuation: You will be notified by your supervisor or emergency responder whether to go to the assembly area or follow other instructions. If following other instructions, you should check in with your supervisor before leaving the department.
- E. Await instructions for further action. These could be to wait at the assembly areas, to go home for the day or to leave the area and come back after a certain time period has lapsed.
- F. Supervisors shall be responsible for accounting for all department/section personnel after evacuation.
- G. If any one is thought to still be inside the buildings, the supervisor shall notify emergency response personnel.
- H. If a non-exempt employee chooses to leave after reporting in to his/her supervisor, that employee will utilize paid accrued vacation or comp leave or unpaid leave.
- I. Employees who have been evacuated to the mass gathering area will be notified within one hour at the mass gathering area whether to leave, return to work or to continue to wait.

D. Assembly Areas

Assembly areas have been designated for each County facility. Unless instructed to assemble at the mass gathering area or elsewhere by an emergency responder or other authority, all personnel in the Courthouse will assemble at the following locations (see evacuation map in Appendix A):

- 1. All personnel in the **Old Courthouse** shall assemble at the **Plaza Park**.
- 2. All personnel on the **1st floor Annex** shall assemble at the **Columbia View Park** behind the Old Courthouse.
- 3. All personnel on the **2nd floor Annex** shall assemble at the **Plaza Park**.
- 4. All personnel on the **3rd floor Annex** shall assemble at the apartment **parking area** at the corner of 1st street and St. Helens street.
- 5. All personnel in a courtroom shall assemble as directed by the court.

All personnel and inmates at the Justice Facility, Road, Parks, Animal Control or Fairgrounds buildings shall assemble as directed by department protocol.

IV. Re-entry

Employees may be instructed to leave the area and return to work after a period of time has elapsed. If sent home after an evacuation, all employees are to return to work the following business day. If the work site is to remain

closed, that notice will be posted at the work site and attempts will be made by department heads/supervisors to contact their staff and notify them of any longer closures.

A call in number for department heads/supervisors will have a recording with any re-entry or extended closure announcements. Department heads and supervisors are responsible for calling in for this information and attempting to reach all staff members to notify them of this information. The call in number will have limited access ports so should not be used as a notification method for all employees. The Board will notify General Services staff of the appropriate message to record.

Employees are responsible for attempting to gain information from a supervisor, local radio or other media if a longer term closure is anticipated.

The Board will notify KOHI (503.397.1600) of any re-entry of extended closure decisions.

V. Rendering Assistance

During an evacuation or other emergency, no employee is required to render assistance except to call 911 to report the emergency, to help others find their way to evacuate the building, to assist a disable person out of the building, or otherwise responding appropriately to the emergency. Rendering assistance shall be the responsibility of emergency response personnel.

- A. If an injury prevents an employee from evacuating, that employee or a coworker shall call 911 for assistance.
- B. No employee is required to fight a fire. The use of a fire extinguisher shall be solely at the discretion of the employee. No employee shall use a fire extinguisher without first having had training on its safe and proper use.
- C. No employee shall utilize the courthouse built-in fire hose system.

VI. Emergency Procedures

A. EARTHQUAKES

- 1. Stay in the building.
- 2. Take shelter under tables, desks, doorways and similar places.
- 3. Keep away from windows, filing cabinets, bookcases and similar objects.
- 4. KEEP CALM — await emergency instructions.

CAUTION: There is a slight possibility that the fire alarm system could be activated by an earthquake. If the fire alarm sounds during, or immediately after an earthquake, DO NOT EVACUATE until directed to do so by your supervisor or an emergency service responder. If told to evacuate, follow the Evacuation Procedures listed above.

B. FLOODS

- 1. Stay in the building unless told to evacuate by your supervisor or an emergency services responder.
- 2. If told to evacuate, follow the Evacuation Procedures listed above.

C. POWER OUTAGES

If a power outage occurs, stay calm and locate the nearest flashlight (check your area and know where yours is kept for use in an emergency). Do not evacuate unless told to do so by your supervisor or an emergency

services responder. In the case of an evacuation, follow the procedures listed above.

D. FIRE

Call 911 and report any fire regardless of the size of the fire, even if you feel the fire will die on its own or that you or someone else readily available can eliminate the fire using fire extinguishers or other fire suppression activity.

1. Call 911 to report the fire.
2. Sound the alarm if the fire appears in danger of spreading.
3. Evacuate the building (if the alarm is sounded or if so instructed by your supervisor or an emergency services responder) following the Evacuation Procedures listed above.
4. Once the emergency is over, report the incident to your supervisor or a member of the Safety Committee.

E. MEDICAL EMERGENCY OR INJURY

Follow these procedures for any type of injury or illness, unless the person who is injured or ill requests that you not do so. If such a request is made, use your own judgement as to the necessity for emergency response.

1. Call 911 to report the emergency.
2. Notify those around you that there is an injury and that someone is injured or needs medical help.
3. Stay with the injured person until the emergency medical personnel arrive.
4. Keep the person as comfortable as possible.
5. Do not attempt to provide medical assistance to the injured person. This is the responsibility of emergency response personnel. If you are currently certified in first aid/CPR, you may assume personal responsibility if you wish to assist.
6. Follow basic procedures for preventing exposure to bodily fluids, if necessary (see Blood Borne Pathogens Policy).
7. Report the incident to your supervisor or a member of the Safety Committee.

F. WORKPLACE VIOLENCE

If, at any time, a person's behavior starts to escalate beyond your comfort level, walk away from the situation and notify your supervisor. This applies whether the person is a fellow employee or a member of the public. Call 911 immediately if you feel your personal safety or that of your co-workers is threatened. Do not hesitate to follow these instructions.

1. Call 911.
2. Notify your supervisor or someone else in the office who can help you.
3. Remove yourself from the vicinity of the violent person.
4. Warn nearby employees to stay away or move away from the violent person.
5. Report the incident (whether 911 was contacted or not) to your supervisor or a member of the Safety Committee by completing and submitting the Threat Incident Report form (copies available in Human Resources).

Ensure that you have read and understand the materials provided separately by the County on workplace violence, its signs and responses you can make to de-escalate the situation.

G. SUSPICIOUS PACKAGES/PERSON

If an employee notices a package that appears to be suspicious (such as a case left lying under a bench) or a

person acting suspiciously, the employee shouldn't hesitate to follow these instructions.

1. Call 911
2. Notify your supervisor, the Courthouse Security Deputy, and, in the case of a suspicious package, the General Services Department.
3. Await instructions from one of these parties.
4. Report the incident to your supervisor or a member of the Safety Committee.

H. BOMB THREATS

1. DEFINITIONS:

- a. **Bomb Threat:** A message delivered by any means (such as mail, messenger, or telephone) warning or claiming the presence of one or more bombs. A bomb threat may or may not specify the location of a bomb, include the time for detonation/ignition, and/or contain an ultimatum related to the detonation, ignition or concealment of the bomb. The threat may come directly to a County employee or may be relayed to the County after receipt by an external entity.
- b. **Bomb Scene Officer:** The Board of County Commissioners, as a group or individually or, in their absence, a Committee consisting of the General Services Director, Human Resources Director and Emergency Management Director. This Committee, as a group or any available individual if the other designees are not present, is granted the authority to make the decisions referred to in this Plan.
- c. **Incident Commander:** The individual from law enforcement or other emergency responder who is acting as the scene commander according to the responder agency's protocols.

2. RESPONSIBILITIES/REQUIRED ACTIONS IN EVENT OF A THREAT:

a. All Personnel:

- (1) Record the information on the bomb threat card supplied by each telephone. See Section 4 below for further instructions on recording information.
- (2) Notify the Bomb Scene Officer (see definition above).
- (3) Report all subsequent activities pertaining to the threat to the Bomb Scene Officer.
- (4) Notify supervisor of the threat and actions.
- (5) Stay calm and await instructions from the Bomb Scene Officer, supervisor or emergency services responder.

- b. **Bomb Scene Officer: UTILIZE DECISION MAKING FLOW CHART prepared and distributed by the Safety Committee.**

3. PUBLIC INFORMATION/MEDIA CONTACT

Only the Public Information Officer designated by the Bomb Scene Officer or Incident Commander may release information to the press or other media. All other personnel are instructed not to discuss the current situation with any outsiders, especially the news media. The purpose of this provision is to ensure that the news media be furnished with accurate information and that additional bomb-threat calls are not precipitated by irresponsible statements from uninformed sources.

4. RECORDING INFORMATION FROM A BOMB THREAT

Information regarding a bomb threat may come as a call from the perpetrator or may come as information received elsewhere and relayed by local law enforcement or other agency.

If the bomb threat is directly phoned in, the person making a warning or threatening call could reveal enough information about him/herself so that the recipient of the call could later identify the caller.

- (a) Try to keep the caller on the line long enough to notify 911 on another line and permit them to trace the call and obtain further information.
- (b) Attempt to get another person's attention in your area.
- (c) Indicate to that other person to call 911 to request tracing the call.
- (d) Complete the Bomb Threat Card
- (e) Record, in writing or by recorder, the exact words of the caller. Attempt to ascertain the location of the bomb, the type of device, what it looks like, and the expected time of detonation.
- (f) Attempt to determine the gender, approximate age, and mental attitude of the caller and the reasons or motives for placing the bomb.
- (g) Note any background noise that may provide a clue to the caller's location.
- (h) Note any accent or peculiarity of speech that may help to identify the caller.
- (i) If time permits, ask the caller a question such as "Who is this calling, please," or "What is your name?" In some instances, the caller may unthinkingly reply.
- (j) Upon completion of the call, notify the supervisor and Bomb Scene Officer.

5. SEARCH PROCEDURES/TECHNIQUES

Upon receiving information about a bomb threat, the Bomb Scene Officer may choose to order a search. There are many factors to consider before ordering a search:

- (a) Conduct the search before evacuation, after evacuation, or without evacuation
- (b) Conduct the search with supervisors, staff, or a special team
- (c) Conduct the search in what areas of the buildings

When the Bomb Scene Officer orders a search, each department will notify members of the public in their areas that they must leave the building due to an emergency situation. In the Courthouse, the State Court clerks will be responsible for clearing all Courtroom areas.

Normally, the occupants of the building will perform the search of their own work areas, as they know best what is normal and what is suspicious in those areas.

When conducting a detailed room search:

- (a) Move into the room or area, stand with eyes closed, and listen. Frequently, clockwork timing devices can be detected without special equipment.

- (b) Divide the room/area into equal parts according to the number of objects to be searched, not the size of the room.
- (c) The first sweep of the room/area includes a check of all objects from floor to waist level including items built into the wall. This sweep will require the most time and effort because it includes almost all items of furniture, and underneath rugs.
- (d) The second sweep, in most cases, will include all items from waist to ceiling. Under some conditions, false ceiling spaces, heating ducts and indirect lighting fixtures may be left for a third sweep.
- (e) Look for anything out of the ordinary:
 - (1) Ceiling tiles out of place.
 - (2) Tile flakes on a desk or floor.
 - (3) A box where it should not be.
 - (4) A suspicious person loitering
- (f) The room search is ended only when the person in charge is satisfied that an adequate search has been made.
- (g) Employees should notify their supervisor of the search results (e.g., nothing found or a suspected item was found). The supervisor will notify the Bomb Scene Officer of the results.
- (h) General Services personnel will inspect equipment rooms, locked storage closets and other concealed spaces.
- (i) The Courthouse Security Deputy will inspect the perimeter of the Courthouses. Other facilities will make this assignment in their individual protocols.

6. ACTION REQUIRED WHEN A BOMB OR SUSPECTED BOMB IS FOUND

Any suspected device or bomb should NOT be touched or handled in any way by the searchers. The Bomb Scene Officer should notify the law enforcement on site or call 911, who would then assume command of the scene.

In the case of an actual bombing, all personnel are warned not to tamper with the debris. It will be searched by proper authorities for clues and all foreign evidence will be removed for scientific analysis.

7. RE-ENTRY PROCEDURES (see Section IV above)

The Bomb Scene Officer or Incident Commander will give the 'all clear' sign that allows re-entry into the facility. Employees will be notified of the re-entry decision using the Notification Procedures outlined below.

The Bomb Scene Officer will notify General Services staff of the appropriate message to record. The Bomb Scene Officer will also notify KOHI (503.397.1600) of any re-entry of extended closure decisions.

VII. Notification Procedures

These notification procedures, though written specifically in reference to bomb threats, are to be used as appropriate for any emergency notification or evacuation needs.

When the Bomb Scene Officer decides to search or evacuate, s/he will contact one designate on each floor of the

facility. This designate, known as the Floor Contact, will immediately report to the Bomb Scene Officer and obtain a copy of the assigned floor plan with checklist of department head/supervisor names for the assigned floor. The Floor Contact will also pick up sufficient copies of individual area plans and check lists regarding search and evacuation procedures to distribute to each department contacted. These checklists and floor plans are included in the Emergency Response Resource Binder provided to each individual who could act as a Bomb Scene Officer per the definition above.

Once the Floor Contact has picked up the assigned floor sheet and other documents, s/he will return quickly to the assigned floor and notify each person listed (the primary contact or an alternate contact if the primary is unavailable) on that list of the decision (e.g., to search or evacuate). The Floor Contact will also provide each person contacted with a copy of the search and evacuation procedures.

Each department head, supervisor or secondary representative contacted will immediately comply with the decision (e.g., have staff begin a search or evacuate). In the case of a search, as soon as this is completed, the department head/supervisor/secondary contact will immediately check off the results on the area plan check list and take this to the Bomb Scene Officer as quickly as possible.

The Floor Contact will first ensure the appropriate search or evacuation is beginning in his/her own department, then will return the checked off floor plans and any area plans for areas that were unoccupied to the Bomb Scene Officer.

The Bomb Scene Officer will make a further decision after receiving the results of any search as to whether to evacuate or not. If the decision is to evacuate, the procedure outlined above will be used to notify all areas of that decision.

If no evacuation is ordered, then a follow up via email to all County employees regarding the incident and the findings of no threat will be distributed by the Bomb Scene Officer.

After re-entry following an evacuation, the Bomb Scene Officer will distribute an email to all County employees regarding what occurred, what was found and whether a bomb was found or not and the conclusion of the incident. No information that could be classified as evidence for a law enforcement or fire department investigation will be released.

VIII. Incident Reporting/Debriefing

A comprehensive report after any incident is essential, especially to the investigation of bomb threats. A sample format specifically for bomb threats is at Appendix B to this Plan. The Bomb Scene Officer or other manager/supervisor most directly involved in the incident is responsible for completing this report. A copy should be submitted to the Board of County Commissioners, the Safety Committee and appropriate law enforcement personnel. A follow up meeting of all involved parties to debrief the incident should be scheduled when appropriate.

VII. Point Of Contact

For more information on this plan, contact a member of the Safety Committee or the Human Resources Department.

APPENDIX B
BOMB THREAT INCIDENT REPORT

FROM: _____, Bomb Scene Officer
SUBJECT: Bomb Incident Report
DATE OF INCIDENT: _____
DATE OF REPORT: _____

PART I: BOMB THREAT

1. NATURE OF INCIDENT

- a. Who received call? (Attach Bomb Threat Card if available)
- b. Where was call received?
- c. Telephone number of line to which call was made.
- d. Date and time of call
- e. What caller said and the response of receiver, if any
- f. Was caller male or female? Approximate age of caller
- g. Any unusual speech characteristics of the caller such as accent, dialect, or lisp.

2. ACTION TAKEN

- a. Who was notified immediately after call was received?
- b. Time of evacuation, if applicable
- c. Search techniques employed.
- d. What was discovered, if anything?
- e. If there was an evacuation, at what time did personnel reenter the building?

PART II: INCIDENT OF BOMB DISCOVERY

1. NATURE OF INCIDENT

- a. How was bomb discovered?
- b. Place of discovery.
- c. Who discovered it?
- d. Date, time of discovery.
- e. Was it established that only one bomb existed?
- f. Description of the device.

PART III: INCIDENT OF BOMB DETONATION

1. NATURE OF INCIDENT.

- a. Where bomb exploded.
- b. Date and approximate time of explosion.
- c.. Who reported incident?

2. ACTION TAKEN

- a. What members of the search and EOD teams arrived on the scene? About what time?
- b. How were the injured, if any, treated/evacuated?

3. OUTCOME.

- a. Extent of property damage, if known.
- b. Was building secured for further investigation?
- c. Number of persons killed or injured.

4. ADDITIONAL INFORMATION

Give color and description of sound of explosion, if observed.