Emergency Action and Fire Prevention Plan

Prepared for

SDS Lumber Company
P.O. Box 266
Bingen, Washington 98605

Prepared by

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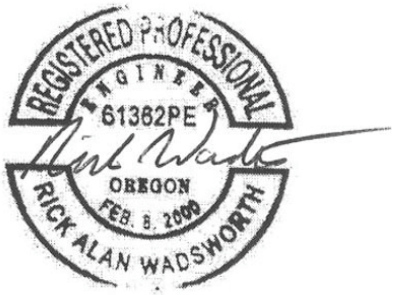
CITATION

Parametrix. 2023. Emergency Action and Fire Prevention Plan.
Prepared by Parametrix, Portland, OR. June 2023.

CERTIFICATION

The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.

Prepared by Rick Wadsworth



GENERAL INFORMATION

Name of Facility: SDS Lumber Company

Type of Facility: Wood Products Manufacturing

Location of Facility: 200 South Walnut
P.O. Box 266
Bingen, Washington 98605

Owner: The SDS Lumber Company
P.O. Box 266
Bingen, Washington 98605

Phone Number: (509) 493-2155

MANAGEMENT APPROVAL

The Emergency Action and Fire Prevention Plan and all incorporated plans will be implemented as herein described. The Operator has the authority to make appropriate expenditures in order to execute the provisions of this plan.

Name: _____ Title: _____

Signature: _____ Date: _____

OPERATOR APPROVAL

The designated person(s) is accountable for emergency planning and fire protection at this facility is:

Name: _____ Title: _____

Name: _____ Title: _____

I hereby certify that as the designated person, I have thoroughly examined this Emergency Action and Fire Prevention Plan, I understand it, and agree to put it into effect.

Signature: _____ Date: _____

Signature: _____ Date: _____

RECORD OF CHANGES OR AMENDMENTS

Date	Description of Changes	Initials
April 2017	Update 2014 Plan; additions/modifications of emergency staff	RW
January 2021	Update of emergency staff and contacts	RW
June 2023	Update of emergency staff and contacts. Update of facility infrastructure on site maps.	RW

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1. INTRODUCTION

On behalf of SDS Lumber Company, Parametrix has prepared this Emergency Action and Fire Prevention Plan for the SDS facility located in Bingen, Washington. The general facility layout is shown in Figure 1-1. Both flammable and hazardous substances are used at the facility, which could result in the activation of response activities. This plan outlines SDS Lumber Company's expectation of employees during emergency situations.

The SDS Lumber Company facility in Bingen, Washington, is an integrated lumber mill that receives logs for processing into lumber, plywood, and wood chips. Operations conducted at the site include production of finished lumber and plywood; storage and handling of logs, finished lumber, and wood chips; generation of steam and electric power from hog fuel; and vehicle and equipment maintenance. The facility currently operates 7 days per week, 50 weeks per year.

1.1 Purpose of Plan

SDS Lumber Company must prepare and implement an Emergency Action and Fire Prevention Plan as outlined in 29 Code of Federal Regulations (CFR) 1910.38, Occupational Safety and Health Act (OSHA) Emergency Action and Fire Prevention Standards, and Washington Administrative Code (WAC) 296-24-567. This plan has been developed to ensure proper pre-emergency planning and to detail how employees are expected to prevent or respond to emergency situations that could reasonably occur in the workplace.

This plan is to be used in conjunction with SDS Lumber Company Marine Division's Oil Spill Contingency Plan (Parametrix 2023) in the event that a release occurs or emergency response is required.

1.2 Assumptions and Situations

SDS Lumber Company assumes that, upon notification, local fire and police department will respond and assist with emergency response operations. In addition, as described in the Oil Spill Contingency Plan, it is assumed that other public and federal response personnel will participate in response depending on the level of the emergency.

1.3 Plan Update Procedures and Revisions

The Environmental Compliance Manager will review the plan annually and update as needed. Plan revisions may occur as a result of the annual review or as a result of a review performed following activation of the Emergency Action Plan elements. Revisions will be documented on the Record of Changes and Amendments located on page ii of the Plan.

1.4 Written Plan Availability

The plan will be made available to all employees and will, at a minimum, be located in the following areas:

- Environmental Compliance Manager's office,
- Emergency Coordinator's office,
- Plywood, Steam Plant, and Mill Superintendents' offices,

- Maintenance Manager's office,
- Fleet Manager's office, and
- Employee lunchroom.

2. GENERAL INFORMATION

2.1 Facility Operations

SDS Lumber Company currently operates its facility in Bingen, Washington, 7 days per week, 50 weeks per year. Logs arrive at the site primarily by truck, although some logs are delivered by barge. A large portion of the arriving logs is stacked on the Log Deck that occupies the southern portion of the site. Logs received from the Log Yard and Log Deck for processing through the facility are debarked, sized, and sorted in the Log Merchandising Plant, and then routed either to the Stud Mill or the Plywood Plant. Logs that cannot be processed into studs or plywood are stockpiled in the vicinity of the chipper, which is located on the western portion of the site. Logs destined for plywood generally pass through the steam vats on their way to the Plywood Plant. In the steam vats, logs are conditioned or softened by contact with heated water in concrete conditioning vats. Overflow from the vats passes through floor drains and into a 16,500 gallon concrete holding basin that is positioned alongside the vats. Water collected in the holding basin is recycled to the water distribution system. The recycled water is monitored for pH and the pH is adjusted continuously with caustic soda and soda ash.

The Plywood Plant employs two veneer lathes, two veneer dryers, layup line, and three plywood hot presses. Veneer is peeled from the logs in 4 and 8 foot widths. The 4 foot widths are eventually used to form the core of the finished plywood, while the 8 foot widths are used to make up the sheets. After the peeled veneer is clipped and dried, resin is applied and the veneer sheets are pressed to form finished rough plywood. Finished plywood sheets are transported to the Plywood Warehouse for storage and shipping. Resin and caustic are stored in two tanks located inside the Plywood Plant. Caustic and resin arrive by bulk and are offloaded through a fill port located inside the plant. The resin tank and fill ports are surrounded by a concrete containment basin.

Studs produced in the Stud Mill at the SDS Lumber facility may be either air or kiln dried. Air drying takes place in the yard north of the kiln, where cut lumber is stacked in rows by fork lift. Kiln-dried lumber may be temporarily stacked in the cooling shed, but is primarily stored in one of two dry sheds. Dried lumber is finished in the Stud Planer Mill, and the finished lumber is stored in the Dry Lumber Building.

Wood chips generated by the plywood plat, the stud mill, and the chipper are stockpiled on the western portion of the site behind a windscreen. The chips are segregated according to species into two stockpiles. Sawdust is accumulated in a third pile. From the stockpiles, chips are loaded onto barges by conveyor.

SDS Lumber also operates a wood-waste-fueled steam plant capable of producing 80,000 lbs/hr of steam at 400 psi. Hog fuel burned in the plant boiler drives three electric power turbines, and in addition provides steam to the remainder of the SDS facility. The hog fuel consists primarily of sawdust, bark, and sander dust. The two turbines are located on an elevated deck in the south end of the steam plant.

Equipment maintenance that is not performed in the operating facilities takes place in the Fabrication Shop, the Truck Shop, the Light Truck Shop, and the Le Tourneau Shop for fueling trucks and yard equipment, and a doubly-contained aboveground waste oil storage tank is located on the west side of this shop. A second doubly-contained aboveground fuel tank is located near the shoreline opposite the Fabrication Shop, and is used for fueling tugs.

2.2 Major Workplace Fire Hazards

Various fire hazards are located throughout the facility due to the nature of the facility operations. Chips, sawdust, hog fuel, logs, finished wood products, and petroleum products are stored throughout the facility. These fuel sources are stored separately in designated areas to prevent commingling. Large volume petroleum products are stored in tanks that are inspected on a regular basis. Additional description of the petroleum products and storage locations can be found in the Stormwater Pollution Prevention/Spill Prevention Control and Countermeasures Plan (SWPP/SPCC).

2.3 Response Equipment

SDS Lumber maintains a variety of response equipment at various locations throughout the facility. Tables A-1 through A-4 located in Appendix A provide a list of equipment available to facility employees for responses to releases of oil or chemical substances.

2.3.1 Personnel Responsible for Maintenance of Fire and Emergency Equipment

SDS Lumber Company's personnel inspect response equipment on a monthly basis. During inspection of the response equipment, the following items are checked:

- Inventory
- Storage location
- Accessibility
- Operational status
- Actual use and testing
- Shelf life

Fire extinguishers are located throughout the facility to allow for initial response to a minor fire. The local fire department will respond to large fires beyond the control of facility employees. Fire extinguishers are inspected by lubrication technicians monthly or following use. In addition, fire systems are inspected by a fire inspection contractor annually.

The equipment inspection checklist (Response Equipment Inspection Form) is located in Appendix A for documentation of inspections. The Maintenance Manager is responsible for ensuring response equipment maintenance is performed.

2.3.2 Personnel Responsible for Control of Fuel Source Hazards

Fuel source hazards including wood and petroleum products are controlled though inspection and maintenance. Tanks and storage areas are inspected regularly as described in the SWPP/SPCC Plan. The Mill Superintendent and the Steam Plant Superintendent are responsible for operations and the control of fuel sources located within their respective operating areas.

2.4 Major Workplace Chemical Hazards

The chemical stored in the largest quantity and/or of most concern on site is caustic (sodium hydroxide). Caustic is stored in a 1,000 gallon tank located in the Plywood Plant. Caustic has the characteristic of corrosivity; therefore, proper personal protective equipment (PPE) must be worn when handling caustic. Material Safety Data Sheets provide information on the appropriate PPE to be worn during response activities. SDS Lumber Company employees will not perform emergency response activities for release of hazardous substances.

3. HOUSEKEEPING

3.1 Control of Ignitable Material

General housekeeping is performed on a daily basis. Trash, scrap, and waste are removed during each shift to maintain the cleanliness of operation areas and prevent accumulation of ignitable materials. Waste receptacles are located throughout the facility, and employees are expected to maintain the cleanliness of their individual work areas.

3.2 Control of Chemical Substances

Routinely-used chemicals are controlled throughout the facility with the use of satellite accumulation areas. Spent materials containing hazardous substances are disposed of in satellite accumulation areas for collection and proper disposal. SDS Lumber Company's Dangerous Waste Procedures Manual provides information on the control and disposal of dangerous wastes.

4. EMERGENCY PROCEDURE ELEMENTS

SDS Lumber Company employees are trained to respond to fires and chemical releases to the extent of identifying the situation, stopping the release or extinguishing the fire if safe, impeding the spill flow by placing barriers and covering storm drains, and notifying appropriate personnel including supervisors or a qualified Emergency Coordinator. Responses to releases when the substance can be absorbed, neutralized, or otherwise controlled at the time of the release and responses to hazardous substance releases when there is no potential safety or health hazard are not considered emergency response activities per WAC 296-62-300. Employees are trained to respond to these types of release situations.

A select number of Marine Division employees are trained in hazardous waste operations and emergency response for immediate response to oil spills from the 15,000-gallon diesel fuel tank located at the mooring dock. The Marine Division Emergency Response Team will not perform emergency response activities for release of hazardous substances. In the event of a hazardous substance release requiring emergency response, the emergency response contractor will be contacted (Clean Harbors, 1-800-645-8265 [24-hr emergency number]). In the event of an emergency situation posing a threat to facility employees, an evacuation may be executed.

During development of evacuation plans for the SDS Lumber Company facility, the following factors were considered:

- Locations of stored materials.
- Hazards imposed by spilled material.
- Spill flow direction.
- Prevailing wind direction and speed.
- Water currents.
- Arrival route of emergency response personnel and response equipment.
- Evacuation routes.
- Alternative routes of evacuation.
- Transportation of injured personnel to the nearest emergency medical facility.
- Location of alarm and notification systems.
- The need for a centralized check-in area for confirming the success of evacuation.
- Selection of a mitigation command center.
- Location of a shelter at the facility, as an alternative to evacuation.

4.1 Emergency Escape Procedures

In the event of an emergency situation, the Emergency Coordinator, or designee, will determine the extent of the release and will evacuate those areas that may be affected. Table 4-1 below provides a list of qualified Emergency Coordinators, their phone numbers, and responsibilities. Upon notification that an evacuation is necessary, employees of the affected portions of the facility will exit immediately.

Table 4-1. SDS Lumber Company Emergency Coordinators (Qualified Individuals)

Name and Title	Phone Number	Responsibility During Response Action[a]	Response Training Type Required	Response Time
Main Emergency Coordinator (Qualified Individual)				
Chris Childers General Manager	Office: 509-493-2155 Cell: 509-637-0724		24-Hour	15 Minutes
Steve Gunn Marine Manager	Office: 509-493-2155 Cell: 425-923-3220		24-Hour	15 minutes
Qualified Secondary Emergency Coordinators (Alternate Qualified Individuals)				
Brian Weir Mill Superintendent	Office: 509-493-2155 Cell: 509-310-3536		24-Hour	15 minutes
Taylor Gross Plywood Superintendent	Office: 509-493-2155 Cell: 509-281-0293		24-Hour	15 minutes
James Patterson Steam Plant Superintendent	Office: 509-493-2155 Cell: 904-674-1000		24-Hour	15 minutes
Dusty Knowles Maintenance Manager	Office: 509-493-2155 Cell: 509-310-3047		24-Hour	15 minutes
Kevin Lueders Fleet Manager	Office: 509-493-2155 Cell: 541-380-1329		24-Hour	15 minutes
Vernon Buchanan Environmental Compliance Manager	Office: 509-493-2155 Cell: 541-490-3299		24-Hour	15 minutes
Fernando Perez Safety Manager	Office: 509-493-2155 Cell: 509-637-4595		24-Hour	15 minutes

a The following responsibilities during response action apply to all of the Qualified Individuals. The main emergency coordinator or qualified alternate will perform the following duties:

- Activate internal alarms and hazard communication systems in order to notify affected personnel.
- Notify the Emergency Response Contractor, as needed.
- Identify the character, exact source, amount, and extent of the release, as well as the other items needed for notification.
- Notify and provide necessary information to the appropriate federal, state, and local authorities with designated response roles, including the NRC, SERC, and LEPC.
- Act as the on-scene incident commander for emergency response operations.
- Assess the interaction of the spilled substance with water and other substances stored at the facility and inform response personnel at the scene of that assessment.
- Assess possible hazards to human health and the environment due to the release, considering both direct and indirect effects of the release.
- Assess and implement prompt removal actions for released substances.
- Access company funding as needed to initiate cleanup activities.
- Direct cleanup activities until properly relieved of this responsibility.

Upon notification that evacuation is necessary, employees of the affected portions of the facility will exit immediately.

As described in Section 5.1, notification will consist initially of an evacuation alarm or via radio. Upon activation of the alarm or radio instructions, employees are to proceed to the nearest inside gathering area. Once in the gathering area, the Emergency Coordinator will notify employees of the emergency, designated evacuation routes, and the location of the regrouping area via UHF radio frequency. The

primary routes to be used for evacuation and inside gathering area locations are detailed in Figure 4-1. Evacuations will be to an area that is out of danger, as determined by the Emergency Coordinator or designee, and on-scene emergency personnel.

The following actions will be taken when a site evacuation is ordered:

- The Emergency Coordinator, or designee, will immediately notify local emergency services, report any casualties, and arrange for emergency care. The Emergency Coordinator will coordinate activities with police, fire department, or other public emergency services as necessary.
- Personnel will evacuate using one of the evacuation routes indicated in Figure 4-1 as instructed by the Emergency Coordinator. The evacuation route selected by the Emergency Coordinator will depend on the location of the emergency.
- Evacuated personnel will group in an area specified by the Emergency Coordinator.
- The Emergency Coordinator will initiate a head count and coordinate with supervisors to identify absent personnel. All personnel will be accounted for at the regrouping area.

Personnel not involved with the emergency response will remain outside of the controlled area. The facility will be reoccupied by personnel only at the direction of the Emergency Coordinator or other Emergency Response Incident Commander. Plant activities will resume only when the hazard that necessitated the evacuation is controlled.

If the Emergency Coordinator's assessment indicates that evacuation of local areas surrounding the facility is advisable, this individual will communicate his assessment to the local police and fire departments. The local authorities or the Emergency Response Incident Commander will determine which areas are to be evacuated and which evacuation routes should be used. Local police and fire departments will proceed to the designated areas and commence the evacuations.

4.2 Critical Plant Operations

There are no plant processes that would require continued operation during an evacuation. All employees are expected to evacuate when instructed.

4.3 Accounting for Personnel

Personnel are generally accounted for during routine shifts by supervisors or other personnel. In the event of an evacuation, all employees will be accounted for at the regrouping area designated by the Emergency Coordinator.

4.4 Employee Rescue and Medical Duties

Employees are not expected to perform rescue or medical duties. Local emergency medical services and fire services will perform rescue and medical response activities.

4.5 Fire and Emergency Reporting Procedure

In the event of an emergency, an employee is to notify his or her supervisor immediately. The supervisor is responsible for obtaining the details of the situation and for notifying the department superintendent and the Emergency Coordinator immediately. The Emergency Coordinator will assess the situation,

decide if an evacuation is necessary, and make the proper notifications as described below. Appendix B contains a Spill and Emergency Response Flow Chart followed by a Field Document Emergency Call Out List, Spill Response Operations Checklist, and a Call-Out Procedures Test Document Log.

Depending on the nature of the release, state and federal offices that may be notified are as follows:

- National Response Center (NRC)
- Environmental Protection Agency (EPA)
- Washington Emergency Management Division (EMD)
- Washington State Department of Ecology

The release notification form located in Appendix D may be used for internal and external reporting of releases. Minor spills associated with normal operations that do not require notification to external agencies shall be reported to the Environmental Compliance Manager, the Mill Superintendent, the Plywood Superintendent, the Maintenance Manager, or the President. Responsible personnel shall complete a Release Notification form for all spills for distribution to the President and the Environmental Compliance Manager. The original copy of the completed Release Investigation form will be provided to the Environmental Compliance Coordinator within 24 hours of the discovery of a spill.

4.5.1 National Response Center

All spills of oil or hazardous substances into the Columbia River must be immediately reported to the NRC. The NRC phone number is as follows: 1-800-424-8802.

The NRC may request the following basic information:

- Name and telephone number of caller.
- Name and address of facility.
- Time and type of incident.
- Name and quantity of material released.
- Extent of injuries, if any.
- Possible hazards to human health or environment outside the facility.

The NRC will, if necessary, relay the spill information to the appropriate local U.S. Coast Guard (USCG) or EPA offices. Notifying state offices does not relieve SDS Lumber Company from federal requirements to notify the NRC.

4.5.2 Environmental Protection Agency

If the NRC's number is not answered, a reportable release or discharge should be reported directly to EPA Region 10. The EPA Region 10 phone number is as follows: 1-206-553-1263.

4.5.3 Washington Emergency Management Division

All spills of oil into Washington State waters must be immediately reported to the Washington State EMD. The Washington EMD 24-hour Emergency Spill Response phone number is as follows: 1-800-258-5990 or 1-800-OILS-911.

4.5.4 Washington Department of Ecology

The Washington Department of Ecology's Central Office must be notified of a hazardous substance spill. The Central Office phone number is as follows: 1-509-575-2490.

The initial notification report should include the following information:

- Name, address, and telephone number of the facility.
- Date, time, and type of incident.
- Name and quantity of materials involved.
- Extent of injuries, if any.
- Assessment of actual or potential hazards to human health or the environment.

4.5.5 Superfund Amendments and Reauthorization Act (SARA) Title III Section 304 Reporting Requirements

If a release of a SARA extremely hazardous substance or a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) hazardous substance equals or exceeds its specific reportable quantity (RQ), then the NRC, Local Emergency Planning Committee (LEPC), and State Emergency Response Commission (SERC) must be notified. This notification must take place immediately and should contain the following information:

- Name of the hazardous substances released.
- Estimated quantity of the release.
- Medium into which the substances were released (air, soil, surface water, or groundwater).
- Known or anticipated health risks and medical advice for exposed individuals.
- Proper precautions that should be taken as a result of the release.

A follow-up report shall be submitted within 15 days that updates the previously supplied information plus a description of the actions taken to respond to the release and known or anticipated health risks associated with the release.

For more detailed information on emergency reporting procedures and associated phone numbers, refer to the Field Document and Call Out List in Appendix B.

4.6 Additional Information Sources

A qualified Emergency Coordinator or the Environmental Compliance Manager can be contacted for additional information on the duties and responsibilities of employees during an emergency situation.

5. ALARM SYSTEM

5.1 Emergency Notification

Employees are notified of an emergency or an evacuation through radios. All employees are responsible for gathering in their department's respective inside gathering areas or nearest inside gathering area. The first employee to enter the inside gathering area will utilize the radio set to UHF frequency stored in the area to listen for directions from the Emergency Coordinator. Through the use of the radio system, the Emergency Coordinator will inform employees of the location and nature of the emergency and identify the designated evacuation route. The employee operating the radio will then inform the other personnel located in the gathering area of the emergency and evacuation instructions.

5.2 Fire Brigade

SDS Lumber Company does not support a company fire brigade. Employees are not expected to perform emergency response operations with the exception of operations as described in the Marine Division's Oil Spill Contingency Plan/Response Plan for Oil Facilities.

6. EXCAVATION

6.1 Fire or Chemical Release

In the event of a fire or chemical emergency, SDS Lumber Company's policy is to immediately evacuate all employees from the area affected by the release. Full plan evacuation is left to the discretion of the Emergency Coordinator.

As described in Section 5.1, employees are to report to their respective inside gathering areas in the event of an evacuation alarm notification. Inside gathering areas are identified in Figure 4-1 in addition to the designated evacuation routes.

7. TRAINING OF PERSONNEL

In order to ensure the safe and orderly evacuation of personnel during an emergency situation, all employees will be trained in the elements of this Emergency Action and Fire Prevention Plan.

7.1 Initial Training

Prior to implementation of the Emergency Action and Fire Prevention Plan, SDS Lumber Company will train the following personnel to assist with the safe and orderly emergency evacuation of employees: General Manager, Marine Manager, Mill Superintendent, Plywood Superintendent, Steam Plant Superintendent, Maintenance Manager, Fleet Manager, and the Environmental Compliance Manager.

Every employee will be trained upon implementation of this plan, and new employees will be trained upon employment. Training will include coverage of the elements of this plan that the employee must know for his or her protection in the workplace and in the event of an emergency.

Employees will be retrained if their duties or responsibilities change under the plan.

7.2 Periodic Review Training

The Emergency Action Plan will be reviewed with all employees annually and following updates or amendments to the plan.

Figures

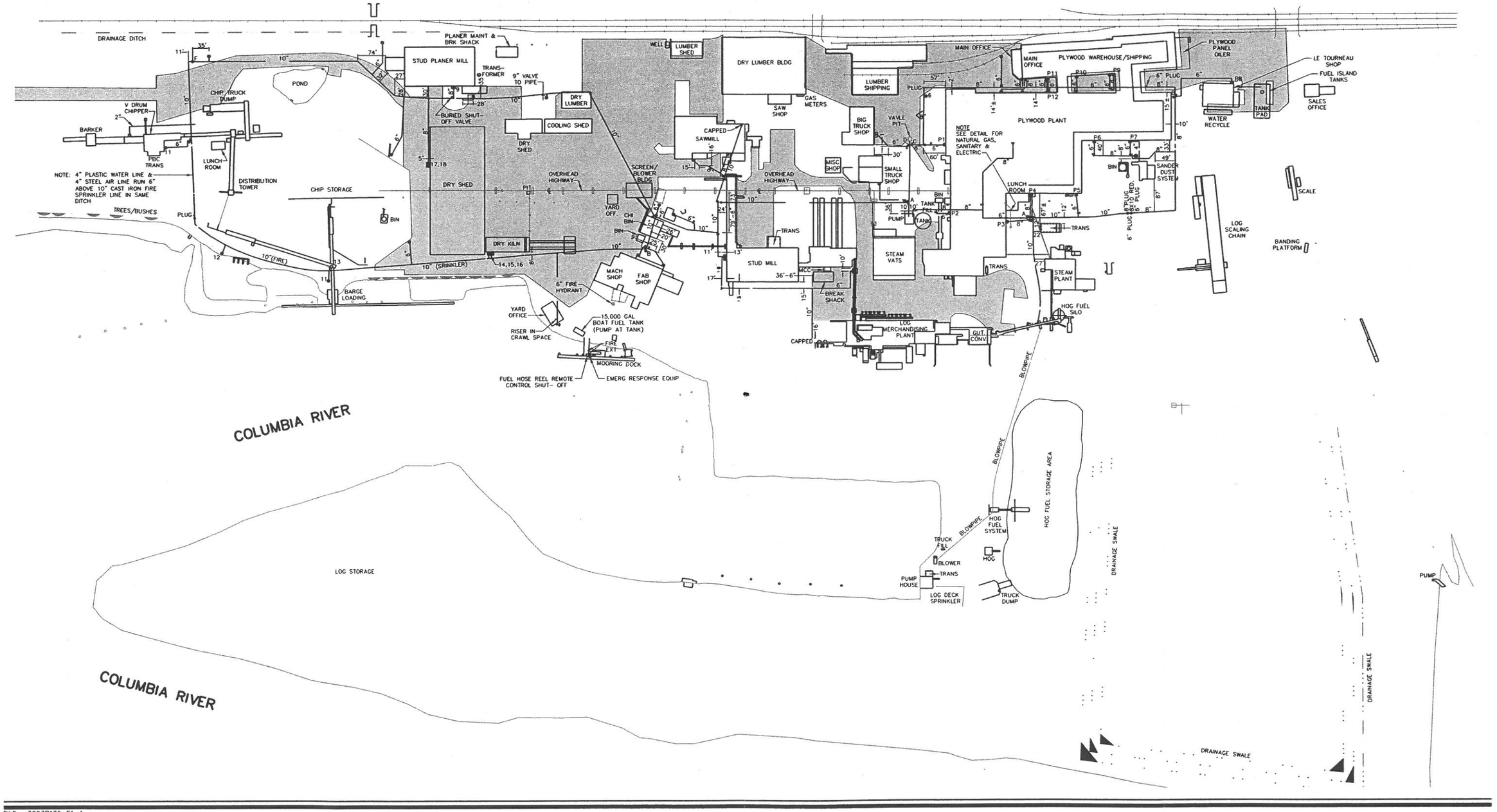

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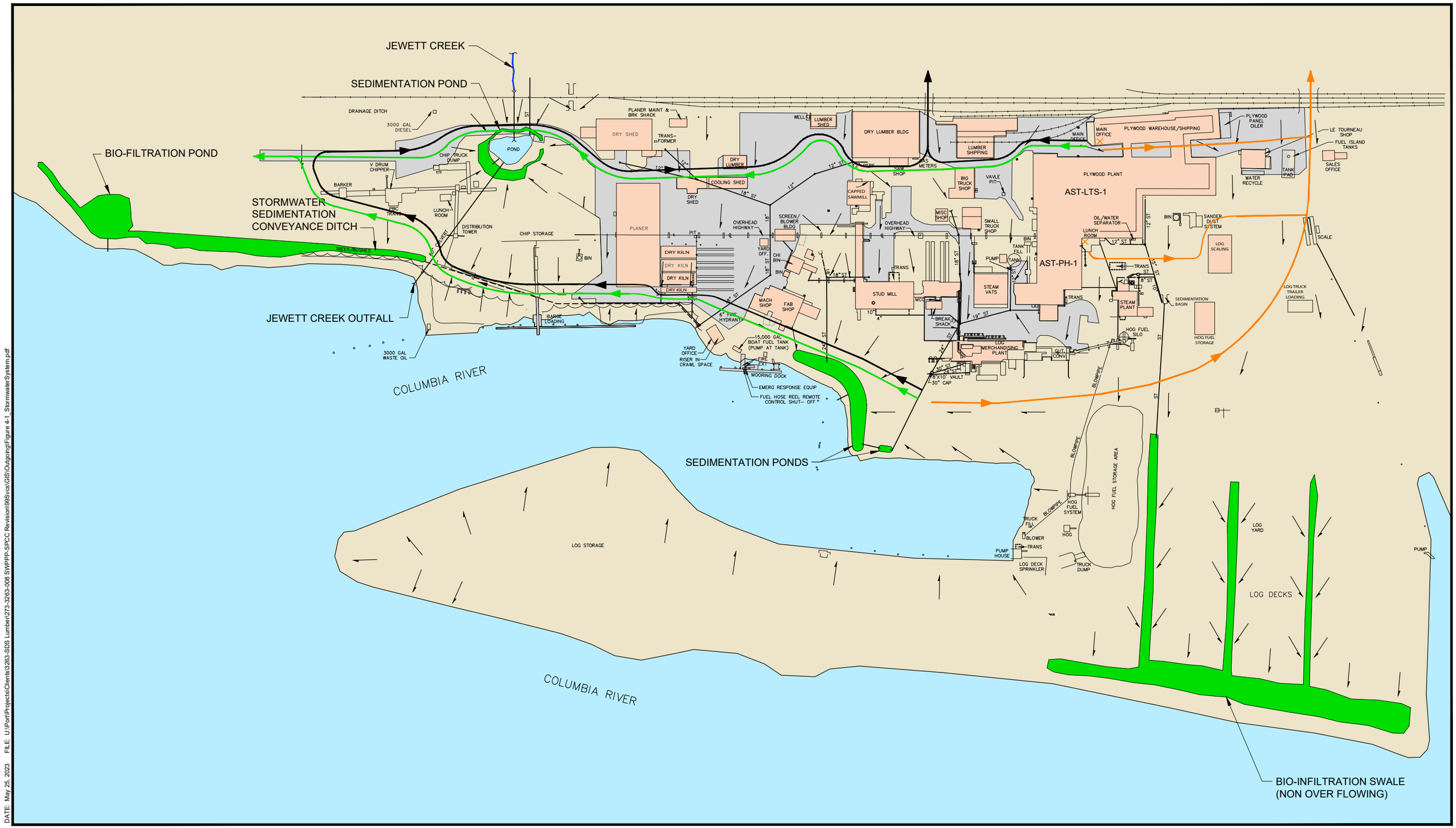
Figure 1-1
Site Layout
Fire Sprinkler System



DATE: May 25, 2023 FILE: U:\Port\Projects\Clients\3263-SDS Lumber\273-3263-008 SWPPP-SPCC Revision\99Svcs\GIS\Outgoing\Figure 4-1_StormwaterSystem.pdf

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LEGEND

- Bioswale Areas
- Asphalt Pavement
- Unpaved Area
- Pumped Stormwater Pressure Pipeline
- Storm Drain Pipe or Culvert
- Inside Gathering Area
- Evacuation Route 1
- Evacuation Route 2
- Evacuation Route 3

Figure 4-1
Site Layout
Evacuation Route

Appendix A

Response Equipment List and Equipment Inspection Form

FACILITY RESPONSE EQUIPMENT

Table A-1. Skimmers and Pumps

Number	Type	Model	Capacity	Daily Effective Recovery Rate (barrels per day)	Storage Location
1	2-inch trash	Homelite	140	960	Saw Shop
3	2-inch trash	Teel	124	854	(1) Saw Shop (2) Chip Facility
1	3-inch trash	Homelite	385	2,640	Saw Shop
1	2-inch trash	Wacker	256	1,752	Saw Shop
1	2-inch trash	Homelite	140	960	Saw Shop

Table A-2. Booms

Number	Type	Model	Size, Length (ft)	Containment Area (ft^2)	Storage Location
2	Contractor boom	American Marine	200	3,200	Tug Dock
1	16-inch skirt	Kepner	1,000	80,000	Tug Dock

Table A-3. Solvents

Type	Amount	Absorption Capacity	Storage Locations
Sorbent Booms	4 bales	n/a	Tug Dock
Sorbent Sweeps	1 bale	n/a	Tug Dock
Sorbent Pads	1 bale of 100	n/a	Tug Dock
Sorbent Pads	1 bale of 100	n/a	Tug Dock Fuel Island
Sorbent Pads	1 bale of 100	n/a	Le Tourneau Fuel Island
Sorbent Pads	1 bale of 100	n/a	Each Lube Truck

Table A-4. Equipment List

Type	Quantity	Storage Location
Hand Tools		
Complete Tool Box • Contains wrenches, saws, screwdrivers, etc.	1	Tug Dock
Complete Spares Kit • Contains plugs, fuel hose, propeller, o-rings, etc.	1	Tug Dock
Pike Pole – 10-foot aluminum	1	Tug Dock
Chain Saw – 16-inch bar	1	Tug Dock
Safety Lanterns with Batteries	2	Tug Dock
Push Brooms	2	Tug Dock
Shovels, Rakes, and Screened Pitch Forks	2	Tug Dock
16-pound Sledge Hammer	1	Tug Dock
4-foot Heavy-Duty Metal Stakes	30	Tug Dock
Coil 5/8-inch Polyline (300 feet)	1	Tug Dock
Fully Equipped Fabrication Shop	1	Within 200 feet of Tug Dock
Communication Equipment		
UHF Base Station	1	Main Office
UHF Portable Radios[a]	2	Tug Dock
Fire Fighting and Personnel Protective Equipment		
Hard Hats	Every Employee	Safety Room
Rain Gear (bib and jacket)	10	Tug Dock
Safety Glasses	6	Tug Dock
Rubber Boots	6	Tug Dock
Rubber Gloves (12 inches)	10	Tug Dock
Duct Tape	2 rolls	Tug Dock
Organic Vapor Respirator	6	Tug Dock
Other Equipment		
Tug Boats	3	Inlet
Pond Boats	3	Inlet
Heavy Machinery	Numerous	Facility Grounds
Tanker Trailers	One 4,000 gallon and one 5,000 gallon	Northwest Corner of Property

a Every Supervisor has a UHF portable radio and one portable radio is located in every inside gathering area. These radios can be used throughout the facility.

RESPONSE EQUIPMENT INSPECTION FORM

Check Response Equipment

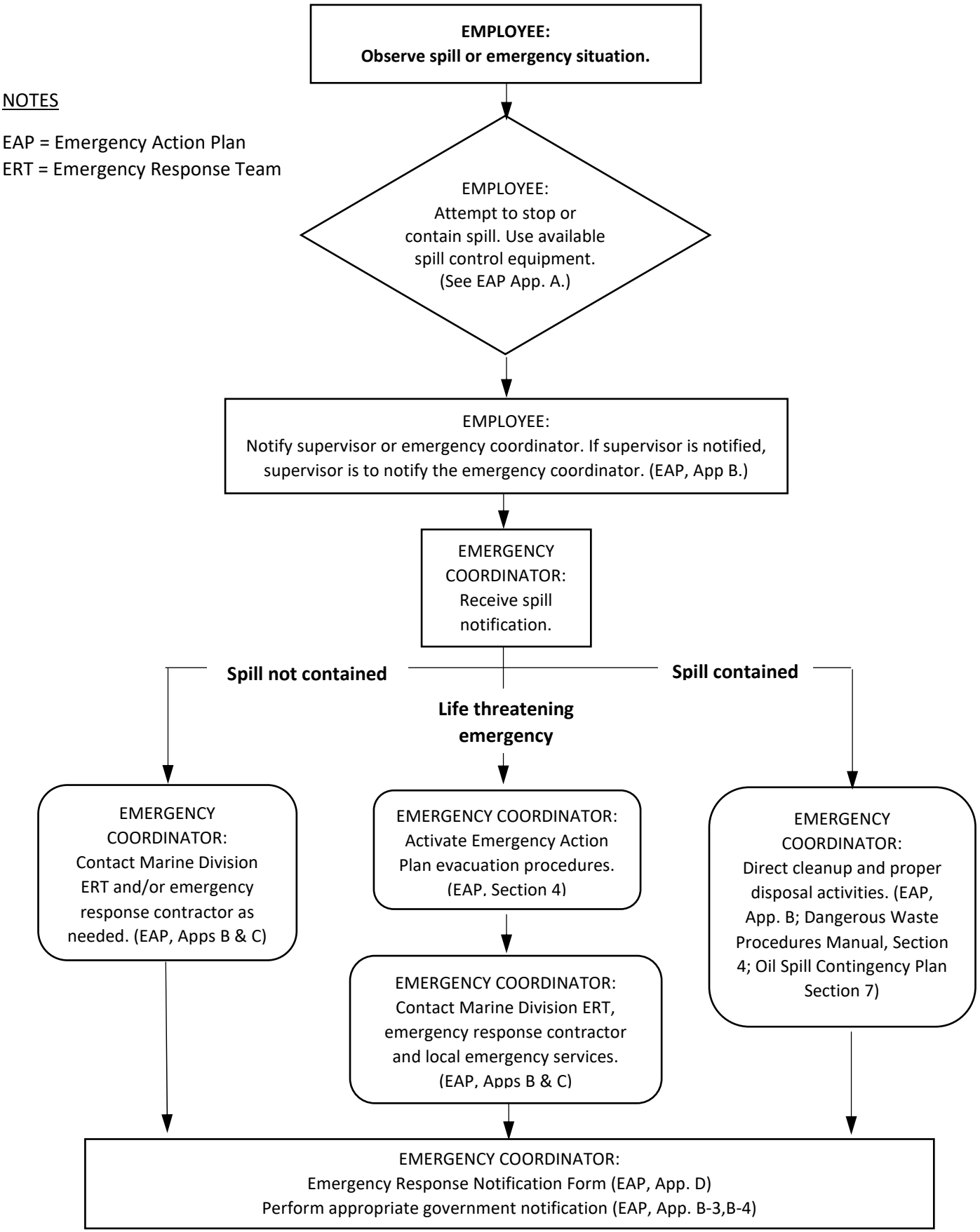
1. Inventory
2. Storage Location
3. Accessibility
4. Operational Status
5. Actual Use/Testing Dates
6. Shelf Life

Inspector	Equipment Inspected	Comments	Date Inspected

Appendix B

Spill and Emergency Response Flow Chart, Field Document and Emergency Call-out List, and Call-Out Procedure Test Log

SPILL AND EMERGENCY RESPONSE FLOW CHART



FIELD DOCUMENT AND EMERGENCY CALL-OUT LIST

EMPLOYEE RESPONSIBILITY

In the event of a spill, notify your supervisor immediately and try to stop or control release.

SUPERVISOR NOTIFICATION RESPONSIBILITY

In the event of an emergency notification, notify the Main Emergency Coordinator. If the Emergency Coordinator is not available, notify the next Qualified Emergency Coordinator. Contact the Superintendent responsible for the area in which the spill occurs, the Environmental Compliance Manager, and the Maintenance Manager.

EMERGENCY COORDINATOR RESPONSIBILITY

Assess the situation. Notify the Emergency Response Team (ERT) and perform the appropriate internal and external notifications.

Table B-1. Internal Notifications

Title	Name	Number	Notified
General Manager (Emergency Coordinator)	Chris Childers	Office: 509-493-2155 Cell: 509-637-0724	☐ Yes ☐ No
Marine Manager (Emergency Coordinator)	Steve Gunn	Office: 509-493-2155 Cell: 425-923-3220	☐ Yes ☐ No
Supervisors	(Vary)	Use UHF Radio	☐ Yes ☐ No
Environmental Compliance Manager[a]	Vernon Buchanan	Office: 509-493-2155 Cell: 541-490-3299	☐ Yes ☐ No
Steam Plant Superintendent[a]	James Patterson	Office: 509-493-2155 Cell: 904-674-1000	☐ Yes ☐ No
Mill Superintendent[a]	Brian Weir	Office: 509-493-2155 Cell: 509-637-0166	☐ Yes ☐ No
Plywood Plant Superintendent[a]	Taylor Gross	Office: 509-493-2155 Cell: 503-281-0293	☐ Yes ☐ No
Maintenance Manager[a]	Dusty Knowles	Office: 509-493-2155 Cell: 509-310-3047	☐ Yes ☐ No
Fleet Manager[a]	Kevin Lueders	Office: 509-493-2155 Cell: 541-380-1349	☐ Yes ☐ No
Safety Manager[a]	Fernando Perez	Office: 509-493-2155 Cell: 509-637-4595	☐ Yes ☐ No

a Qualified Emergency Coordinator

The Emergency Response Team consists of SDS employees who are trained in hazardous waste operations and emergency response. The Marine Division ERT is trained to respond to releases of diesel from the 15,000-gallon tank located near the mooring dock. The ERT is not required to respond to releases of hazardous substances and will not respond to hazardous substance releases requiring emergency response.

OUTSIDE PARTY NOTIFICATIONS

Outside party notifications are to be performed by the Emergency Coordinator or designee.

Agency	Number	Notified
National Response Center	1-800-424-8802	☐ Yes ☐ No
Washington Department of Ecology	1-509-575-2490	☐ Yes ☐ No
Environmental Protection Agency (EPA)	1-206-553-1263	☐ Yes ☐ No
Washington Emergency Management Division	1-800-258-5990 or 1-800-OILS-911	☐ Yes ☐ No
US Coast Guard Sector Columbia River Command Center	1-503-861-6211	☐ Yes ☐ No
Clean Harbors – OSRO/Emergency Response Contractor	1-800-645-8265	☐ Yes ☐ No

ADDITIONAL USEFUL NUMBERS (USE AS NEEDED)

Agency	Number	Notified
Local Response Team (Fire Department)	911	☐ Yes ☐ No
Fire Marshall	911	☐ Yes ☐ No
Sheriff's Office (Hood River County)	541-386-2098	☐ Yes ☐ No
Non-Emergency Klickitat County Dispatch (24-hr)	509-773-4545	☐ Yes ☐ No
Local Hospital (Skyline Hospital)	509-493-1101	☐ Yes ☐ No

SPILL RESPONSE OPERATIONS CHECKLIST

This checklist is to be used by spill response managers in the event of an oil spill.

EMERGENCY ACTION STEPS

- ☐ Stop the flow of oil from the source.
- ☐ Warn employees of the release with the radio system.
- ☐ Evacuate the area as appropriate following the Emergency Action Plan procedures.
- ☐ Shut off ignition sources.
- ☐ Contain the spill if possible.
- ☐ Notify agencies.
- ☐ Notify Oil Spill Response Organization (OSRO) (i.e. Emergency Response Contractor)
- ☐ Request assistance from the Emergency Response Contractor as necessary.
- ☐ Establish a command structure.

SPILL ASSESSMENT

- ☐ Determine the size of spill.
- ☐ Determine the type of spill.
- ☐ Determine equipment needs.
- ☐ Determine personnel needs.
- ☐ Predict spill movement.
- ☐ Assess the environmental sensitivity of the area.

CONTAINMENT

- ☐ For spills to the water, determine boom needs and availability.
- ☐ Develop a booming strategy.

RECOVERY

- ☐ Determine skimmer needs and availability.
- ☐ Determine sorbent needs and availability.

DISPOSAL

- ☐ Select appropriate interim storage material and location.
- ☐ Select permanent disposal options.

CALL OUT PROCEDURE TEST DOCUMENTATION LOG

Test Date	Comments/Corrections Needed	Date Corrections Completed	Initials

Appendix C

Emergency Response Team

EMERGENCY RESPONSE TEAM MEMBERS

Name	Title	Phone Number	Cell Number	Date Training Received

Appendix D

Emergency Response Notification Form

EMERGENCY RESPONSE NOTIFICATION FORM

National Response Center 1-800-424-8802

It is not necessary to wait for all information before notifying NRC.

	(A) Reporting Party	(B) Suspected Responsible Party
Name		
Phones	(___) ___-____	(___) ___-____
Company		
Position	Emergency Coordinator	
Address	200 South Walnut	
Address	P.O. Box 266	
City	Bingen	
State	WA	
Zip	98605	

Were Materials Discharged? ☐ Yes ☐ No

Calling for Responsible Party? ☐ Yes ☐ No

INCIDENT DESCRIPTION

Source and/or Cause of Incident:

Date:

Time:

Cause:

Incident Address: 200 South Walnut

Location of Nearest City: in Bingen, WA

Distance from Nearest City: 0 miles

Latitude (in degrees): 45° 39’ 36”

Longitude (in degrees): 121° 06’ 36”

Mile Post or River Mile: River Mile 171

FACILITY CAPACITY

Tank Capacity:

Storage Tank Container Type:

Above Ground? ☐ Yes ☐ No

Below Ground? ☐ Yes ☐ No

Unknown

MATERIALS RELEASED

Total Quantity (specify unit of measure):

Quality Released in Water (specify unit of measure):

RESPONSE ACTION

Actions Taken to Correct or Mitigate Incident:

IMPACT

Number of Injuries:

Number of Fatalities:

Were there Evacuations? ☐ Yes ☐ No ☐ Unknown

Number Evacuated:

Was there any Damage? ☐ Yes ☐ No ☐ Unknown

Damage in Dollars:

ADDITIONAL INFORMATION

Any information about the Incident not recorded elsewhere in the report:

CALLER NOTIFICATIONS

National Response Center 1-800-424-8802

USCG

Sector Columbia River Command Center

Watchstander: (503) 861-6211

Pacific Strike Team

Safety Officer: (206) 220-7242

EPA

Region 10 Spill Response (206) 553-1263

Washington State

Emergency Management Division (800) 258-5990

Department of Ecology (509) 575-2490

Appendix E

Emergency Action and Fire Prevention Plan Training Document Form

EMERGENCY ACTION AND FIRE PREVENTION PLAN TRAINING DOCUMENT FORM

Name	Training Date	Employee Signature	Type of Training