



Port of Edmonds

Emergency Safety & Operations Manual

ESOP

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 GENCY TELEPHONE NUMBERS

SECTION 1.1

EMERGENCY CALL PLAN

CONTENT REVISED July 9, 2020
 TITLES REVISED November 15, 2023

SENIOR SUPERVISOR ON DUTY	
9-911 or 9-425-775-4545 (SNOCOM)	SEVERE ACCIDENT OR LOSS OF LIFE Executive Director Deputy Director Director of Facilities and Maintenance Director of Finance & Administration
EXECUTIVE DIRECTOR 1 ST CALL AFTER 9-911	BOAT DAMAGE/SINKING BOAT Port Operations Supervisor Deputy Director
SECURITY SUPERVISOR 1 ST CALL AFTER EXECUTIVE DIRECTOR	FLOATS/DOCKS STRUCTURAL Director of Facilities and Maintenance Executive Director
Note: Executive Director should be contacted by the Deputy Director or Security Supervisor depending upon the situation.	GAS PUMPS AND TANKS Director of Facilities and Maintenance Deputy Director
	BUILDING STRUCTURAL DAMAGE Director of Facilities and Maintenance
	ROOF/DECK HAZARD Port Operations Supervisor Deputy Director Director of Facilities and Maintenance
	WATER LINE BREAK Port Operations Supervisor Deputy Director Director of Facilities and Maintenance
	LIGHTING/ELECTRICAL Director of Facilities and Maintenance
	INSURANCE CONTRACT Executive Director Deputy Director

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EMERGENCY TELEPHONE NUMBERS

SECTION 1.2
EMERGENCY CALL LIST
REVISED November 15, 2023

**ALL OUTGOING CALLS MADE FROM PORT LAND LINES REQUIRES YOU TO
DIAL 9 BEFORE THE REST OF THE PHONE NUMBER**

POLICE & FIRE	Any incident requiring emergency response, any incident where fire or smoke is observed and a fire extinguisher was used. Fire Dept requires when hazardous waste spill occurs.	911
Battalion Chief on Duty Stn 15 - Lynnwood, Edmonds, Mt Lk Terrace	Any Question Regarding Safety Incident Follow-Up	425-563-9441
PORT SECURITY CELL	After hours for any question or incident	425-508-7490
COLEMAN OIL	Fuel distributor of unleaded and diesel to fuel tanks. Todd Huffman 360-340-4546	Call Brian then Brandon then Angela.
BURLINGTON NOTHERN SANTA FE RAILROAD		1-800-832-5452 206-625-6037
CHEVRON ENVIRONMENTAL	Emergency contact for old Unocal contract (Kim Jolitz)	925-842-0056
CITY OF EDMONDS	Report water main breaks and sewage leaks	425-771-0235
COAST GUARD	Report a marine emergency outside the marina, info updates on marina or uplands incident	206-217-6001
HVAC Repairs	Call Brian Menard first (206-618-1460). For HVAC repairs	
DEPARTMENT OF ECOLOGY (DOE)	Report serious spills	425-649-7000
DEPARTMENT OF NATURAL RESOURCES	Report serious spills (Don Olmsted)	360-902-1071
ELECTRICAL	Call Brian Menard first (206-618-1460)	
GLOBAL DIVING AND SALVAGE	Call Ian and Brandon First Boat sinking or hazardous waste spill clean up	1-800-337-7455 206-546-7150
STORM DRAIN & SEWER	Call Brian Menard first for storm drain/sewer issues (206-618-1460)	
NATIONAL SPILL RESPONSE TEAM (NSRT)	Report serious spills (NSRT will fax DOE and CG Seattle). Also call Washington Emergency Management Division	1-800-424-8802 1-800-258-5990
POISON CONTROL	For ingestion of poisons	1-800-222-1222
PUGET SOUND ENERGY	Report gas emergencies	1-888-225-5773
STRUCTURAL ISSUES	Brian -ANY STRUCTURAL PROBLEMS (206-618-1460)	
SNOHOMISH COUNTY PUD	Monday-Friday 7:30am-5:30pm Weekends/holidays/after 5:30pm	425-783-1000
MACHINERY	Call Brian Menard first (206-618-1460)	
VESSEL ASSIST		1-800-207-4681
WASHINGTON EMERGENCY MANAGEMENT DIVISION	24 hours, report all emergency situations	1-800-258-5990
WISHA	24 hours	1-800-423-7233

SECTION 1.3

EMERGENCY CALL LIST – EMPLOYEES

REVISED November 15, 2023

Administration (425-774-0549)

Angela Harris- Exec Director	425-475-7805	425-280-8609
Finance Director		
Karin Michaud	360-731-7889	
Chris Osterman	425-760-1902	
Rena Ebel	206-235-4110 (cell)	206-542-7483
Brittany Williams	206-321-2806	

Maintenance

Brian Menard- Director of Maint	206-618-1460	
Travis Cruz	206-510-8474	
Matt Padilla	425-480-9298	
Rick Riippa	206-276-5319	
Michael Guzman -Landscaping	928-750-2080	

Marina Operations (425-775-4588)

Brandon Baker- Deputy Director	206-779-6377	
Ian Todd- Supervisor	360-620-6059	
Jacob Barlow	425-280-0930	
Luke Brisse	425-381-1416	
Elliot Faley	206-947-5568	
Tristan Guempel	425-205-0321	
Anders Kvarnberg	425-314-2161	
Conner Laursen	425-319-2626	
Bill Mears	425-949-6394	
Nicholas Reeb	425-246-6473	

Dry Storage (206-940-1348)

Toradj Khosroabadi- Supervisor	503-805-5680	
Michael Westvold	206-557-8270	
Scott Wilderson	206-771-4708	

Security (425-508-7490)

Glenn Merryman - Supervisor	206-551-0035	
Norman Bush	937-305-8970	
Jerry Coleman	206-850-2884	
Jon Givens	206-724-9320	
Jim Philio	425-905-0808	

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EMERGENCY TELEPHONE NUMBERS

SECTION 1.4

EMERGENCY CALL LIST – PROPERTY LEASES

REVISED February 16, 2022

Anthony's Restaurant

(425-771-4400)

Blake Ulin

Arnies Restaurant (425-771-5688)

Fran Lumm:

206-542-8936 (home)

206-715-8311 (cell)

425-774-8661 (vm)

Best Western / Harbor Inn

Yesenia Molina (GM):

206-734-9885

Robin Martinez (Accountant)

425-771-5021

Business Line = 425-771-5021

Mark Raden (Owner)

The Landing, Coast Management

425-339-3638

Brett Carlton

Senior VP:

425-422-3483 (cell)

Edmonds Yacht Club

Diane 425-778-5499

John Stannard 425-501-3455

Al Smith: 206-819-3417

Rob Meldrum: 425-773-4884

Ron Coleman: 206-255-1662

Edmonds Yacht Sales

Scott Linnane: 206-713-2035 (cell)

Harbor Square

Brittany Williams

206-321-2806 (cell)

425-673-2016 (office)

Harbor Square Athletic Club

Jack Tawney: 206-595-4445 (cell)

Jacobsen's Marine

Tom Ross 206-353-9470

Greg Jacobsen 206-650-9627

Puget Sound Yacht Sales

Paul Waits: 206-660-3630

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EMERGENCY TELEPHONE NUMBERS

SECTION 1.5
EMERGENCY CALL LIST – LIVEBOARDS
Revised June 9, 2017

- It is important that liveboards (those persons who live on board their boat) be made aware of any emergency situation that may affect them.
- Security staff on duty or the senior supervisor on duty shall have the responsibility for informing liveboards of any emergency situations.

As of November 15, 2023 the following people live on board their boats:

	Slip #	Name	Phone #	Emergency Contact	Effective
1	G-33	John & Rebecca Pratt	530-662-0699 206-953-7282	Alex Wong 916-878-9533	12/1/2021
2	H-22	Travis Foxx	206-992-0066 cell 206-633-0063 work	Mark Belles 206-432-2833	2/18/2014
3	H-26	James Kisthard	(425) 301-6433 (425) 201-6563	Jason Cravevo 425-577-8049	5/6/2023
4	H-27	Joe Catalano	425-443-2915 cell 206-320-4196 work 206-425-4890 other	Mike Fitch 206-321-1735	5/1/2013
5	N-14	Brian & Terri Johnson	206-708-5157 427-971-4995	Mark Mayor 206-485-6619	9/3/22
6	N-15	Barry Andersen	206-227-0379	Dana Cristalli 206-290-3262	12/1/2007
7	N-24	Doug Murray Diane Murray	425-478-8884 425-345-9562 425-775-2761	Joe Brown 206-310-6578	11/1/2017
8	T-22	Joe Smith	206-409-0921	Sekai Senworset 206-496-8718	5/21/22

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EMERGENCY & DISASTER PLAN

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EMERGENCY & DISASTER PLAN

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SECTION 2.1

OVERVIEW OF PORT FACILITIES

REVISED APRIL 12, 2018

Port of Edmonds property encompasses just over 60 acres and is located a few blocks west of the downtown core of Edmonds. The Port of Edmonds operates a marina on Puget Sound for recreational boating. In addition to the Port's marina operations, the Port rents its land to commercial users who then build suitable facilities on the land. The Port also owns and manages eight buildings, renting portions of those buildings to approximately 60 tenants.

The Port property is adjacent to several important transportation programs which includes the Edmonds Ferry Terminal, Sound Transit bus stops, and the Amtrak/Sounder Train Station.

The following facilities and services are located on Port property:

- Twenty-five acres of wet moorage with approximately 660 slips
- Dry storage for approximately 230 boats
- Two Dry Storage hydraulic boat launchers for boats up to 15,000 pounds or 32-foot LOA, 10 feet wide
- 10,000 lb and 8,000 lb Public sling launchers
- Fifty-ton Travel-Lift
- Pressure washing area with wastewater treatment containment
- Environmentally friendly boatyard accessible to the public and Port tenants
- Marine fuel dock
- Guest Moorage
- Fifty commercial and light-industrial businesses including shops, restaurants, and office facilities
- Public parking for shoreline facilities and for train and ferry commuters
- Marine supply and engine repair services
- Two yacht sales establishments
- Private yacht club facilities
- "Recreational Fishing Charters"
- Whale watching vessels
- Recreational fishing charters
- A hotel
- An athletic club

SECTION 2.2

ALARMS IN PORT BUILDINGS AND BOAT ALARMS

REVISED April 12, 2018

Fire Alarm: Buildings on Port Property

When a fire alarm sounds in one of the Port buildings, staff is to:

- Staff is to call Fire Department (**9 - 911**)
- Verify that all staff members have left the building and are in their muster areas

Port staff is not authorized to turn off fire alarms in any buildings. The fire department will be dispatched and they will give staff clearance for reentry into the building.

The following Port buildings are fitted with monitored fire alarms:

- 456 Admiral Way: Anthony's Restaurant. Building and Port Operations.
- 120 West Dayton, Harbor Square Building No. 2.

The following Port buildings are not fitted with fire alarms or sprinklers:

- 110 West Dayton, Harbor Square Building No. 3
- 170 West Dayton, Harbor Square Building No. 5
- 180 West Dayton, Harbor Square Building No. 4
- 190 West Dayton, Harbor Square Building No. 1
- 336 Admiral Way: Port Administration Building
- Building occupied by Edmonds Yacht Club
- Dry Storage trailer
- Fuel dock shack
- Pressure wash building, the fuel dock
- Restroom buildings
- Other trailers and small buildings

The following Tenant buildings are fitted with monitored fire alarms:

- 130 West Dayton, Best Western/Harbor Inn
- 160 West Dayton, Harbor Square Athletic Club
- 300 Admiral Way, The Landing Building (primary tenant is Arnies Restaurnat)
- 326 Admiral Way, Edmonds Yacht Club
- 345 Admiral Way, Jacobsen's Marine (POE 2 LLC)

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EMERGENCY & DISASTER PLAN

Boat Alarm

When a boat alarm sounds in the marina during the day, staff is to:

- Notify the Marina Operations staff on duty
- A Marina Operations employee will notify the tenant and/or guest that an alarm is sounding on their vessel
- For safety reasons, staff is not to board the vessel to determine what type of alarm it is unless authorized by the tenant or guest. If the tenant or guest is unreachable, staff will contact the tenant's emergency contact person for assistance.

At night, Port security may use their discretion and may board a boat when an alarm is sounding. If it is necessary to contact the tenant immediately, they will do so. Otherwise, they will leave the information for Marina Operations staff to contact them in the morning.

Never risk your safety or the safety of anyone else to save a boat or property.

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EMERGENCY & DISASTER PLAN

SECTION 2.3

BOMB, ARSON, & PERSONAL THREAT

REVISED July 9, 2020

Title Changes 5/13/22

If a call is received regarding a bomb threat, arson threat or any other threat to the Port or its personnel, the person receiving the call is to take the following action immediately using the **Bomb, Arson, and Personal Threats Checklist located under Forms/Information Section.**

- Write down exactly what the caller said. Ask why the caller is making the threat.
- If able, write note to have someone contact **9 - 911** – “bomb threat” or “arson threat”
- Make note of any background noise that may be picked up.
- Note any indication of nationality, age or distinguishing factors that may help to identify the caller.
- Offer to transfer the call to the Executive Director or the Director of Marina Operations.
- After the call, make immediate notification to the Executive Director or the Director of Marina Operations. If they cannot be reached, notify the Director of Facilities & Maintenance, Security Supervisor, or Port Operations Supervisor. Contact **9 - 911**, if not already done. No further notification is to be made. Calls will not be discussed with anyone other than the above.
- Only the above personnel will make decisions regarding searches or evacuations. A bomb search team may be available from the Police Department by calling **9 - 911**.

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EMERGENCY & DISASTER PLAN

SECTION 2.4

CIVIL DISTURBANCE

REVISED JUNE 20, 2017

If and when, an activist group singles out the Port of Edmonds as a target, there should be sufficient warning signals to allow for preparation. In the event of such activity:

- All gates and other main entries (including office entries) will be locked or staffed by security staff.
- Any groups blocking access to Port facilities will be reported to Police **9 - 911** for removal and prosecution.
- Port Attorney may be instructed by Executive Director to obtain an injunction against the activist organization if it is identifiable.
- Activists may be openly photographed to let them know they are identifiable, to discourage illegal behavior.
- Port personnel will be instructed not to attempt to negotiate, converse or argue with members or leaders of the group. Activists must not be given access to protected Port areas or the possibility of prosecution for trespassing is lost.

Note: Refer to the Emergency Call Plan for telephone numbers which are located in front of the Emergency Manual.

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EMERGENCY & DISASTER PLAN

SECTION 2.5

EARTHQUAKE

REVISED MAY 3, 2018

UPDATED TOTE INFORMATION April 18, 2022

What to Do During an Earthquake

Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur.

If Indoors

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If Outdoors

- Stay there and move from buildings, streetlights and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects. Ground movement during an earthquake is seldom the direct cause of injury or death.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

What to do after the Earthquake - Assign Duties:

- As soon as it is possible, all staff should report in to their supervisor/lead for roll call.
 - If assigned a radio, check in by radio call

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- If not assigned a radio or radio is not functioning, respond to the pre-assigned muster point. All supervisors should report to his/her primary pre-assigned muster point to meet with personnel not reachable by radio.
- Supervisor/lead will assign personnel to contact personnel at the various muster points to ensure that everyone is accounted for.
 - If personnel are not accounted for the supervisor/lead should determine last known location and initiate a search and report to emergency responders.
 - Personnel should NOT enter buildings that are unsafe.
- Have qualified personnel shut off all unnecessary electrical power, air compressors, and gas at main meters. **See Map Section for electrical, water and fuel shut-off locations.**
- Plug in phone landline if possible, there is one located in the OPS office and one in the Admin office above the safe.
- If safe to do so, (shut off the gas and diesel lines) and check the integrity of fuel lines to the fuel dock. Turn off all electricity to the fuel dock. **See Map Section** for shut off locations.

NOTE: Community damage is normally wide spread after an earthquake and the response from the Fire, Police and Utility departments may be minimal or nonexistent.

- **Contact staff from the Emergency Call Plan which is located in the front of the Emergency Manual.**
- All employees will assist with recovery operations and report to the Marina Operations office.
- The Executive Director may choose to call in all available security and other personnel to maintain a 24-hour watch.
- If warnings are received from the U.S. Coast Guard, Snohomish County Department of Emergency Management or the local Police of a potential tsunami (tidal wave) all personnel will be evacuated. Supervisors will be responsible for notifying their personnel, by radio, personal contact or by phone if possible. Staff may utilize bullhorns throughout the area.
- If safe to do so, staff will check with all liveboards to verify that everything is “OK”
- When judged safe to do so, each building will be entered and inspected for necessary shoring and repairs by an engineering firm.

Emergency Equipment Locations:

- There are three generators located in the pressure wash building.
- Emergency Preparedness Kit is made up of four large plastic tote containers, one five gallon container and various other additional items. The emergency kit is located in the white conex box labeled emergency supplies.
- Access to the conex box can be made with a key stored in the combination lock box on the side of the conex box.

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Tote #1

Item	Quantity	Expiration Date
Ponchos		
Emergency Radio (uses 4 AA batteries)	1	
AA Batteries	4	March 2023
AA Batteries	4	December 2025
Water Cooler Bottle Hand Pump	1	Bottles in DS office, HS shop
Halogen Lights	3	
Megaphone (uses 8 C batteries)		
C Batteries	8	December 2027

Tote #2

Item	Quantity	Expiration Date
100 Foot Power Cord	2	
Small Flashlight (uses 3 D batteries)	3	
Large Flashlight (uses 1 6-volt battery)	3	
6 Volt Batteries	6	December 2024
D Batteries	12	December 2028
D Batteries	12	November 2027
Lines (Various Lengths)	5	
Leatherman Tool	1	
Propane Torch	1	
Matches/Box	12	

Tote #3

Item	Quantity	Expiration Date
Tool Kit	1	
First Aid Kit	1	
Ammonia Inhalants	10	August 2023
Eye Wash	1	April 2025
Antibiotic Ointment	5	September 2024
Thermal Blanket (5 in first aid kit)	10	
Wool Blanket	5	
Duct Tape Roll, 60 yards	2	
Caution Tape Roll 1000 feet	1	
Danger Tape Toll 1000 feet	1	

Tote #4

Item	Quantity	Expiration Date
Rain Boots (pair)	9	
Hard Hats	9	
Safety Vests	4	
Box of Nitrile Gloves: Medium (100)	1	

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EMERGENCY & DISASTER PLAN

Box of Nitrile Gloves: Large (100)	1	
Box of Nitrile Gloves: Extra Large (100)	1	
Atlas Work Gloves: Medium (pair)	12	
Atlas Work Gloves: Large (pair)	12	
Atlas Work Gloves: Extra Large (pair)	12	

Additional Items

Item	Quantity	Expiration Date
Plastic Sheeting 10ft x 100ft	2	
Bottled Water 16.9oz/24	8	April 30, 2023
Food Supply (23 people for 3 days)	1	June 30, 2023
Employee Phone List	1	November 23, 2021

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EMERGENCY & DISASTER PLAN

SECTION 2.6

EVACUATION PLAN

REVISED APRIL 29, 2011

Reviewed July 5, 2018

Evacuation Procedures:

In an emergency, it may be necessary to evacuate the building. The Port of Edmonds has identified procedures which include muster areas and instructions for staff to follow.

1. All evacuation of buildings will occur when either a fire alarm sounds and/or upon notification by Port of Edmonds Safety/Security or Supervisor.
2. When the fire is detected or earthquake is finished staff should immediately leave the building by the nearest marked exit and alert others to do the same.
3. As the building is evacuated, assist those with disabilities to exit the building. Remember that the elevators should not be used during a fire or earthquake.
4. Once outside, proceed to the Muster Area identified for your building on the **Attached maps**. Stay there until advised to return to the building, requested by a Supervisor to assist with coordination, or released to go home.
5. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency response vehicles and personnel.
6. DO NOT return to the evacuated building until you have been cleared to do so by the designated Emergency Response Coordinator. This will be the person who is Supervisor on site for the day.
7. An emergency command post may be set-up in the area. Stay away from the command post unless you have official business.

NOTE: FACILITY EVACUATION

Upon notification of a facility wide evacuation, evacuate the property as directed by a Port Official. Edmonds Police may be on hand to assist. Follow directions given by officers.

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SECTION 2.7

EXPLOSION

REVISED October 4, 2018

If there is an explosion on Port property:

- Notify the Fire Department by calling **9 - 911**. Give name, location, injuries and cause of the explosion if known or suspected. Request the Fire Department to notify the Police Department.
- Supervisor will designate an employee to be responsible and standby to guide Fire Department vehicles and prevent access by unessential people.
- Cooperate with Fire and Police Department to protect scene for necessary investigation.
- Take action to shut off electrical power to affected area, providing illumination is not an overriding factor. Once outside, proceed to the Muster Area identified for your building. **See Map Section for shut off locations.**
- If Police/Fire barricade is set-up, provide a knowledgeable person (security if available) to assist officials in clearing necessary Port personnel in and out of area.
- Call appropriate emergency phone numbers and staff per the Emergency Call Plan located in front of the Emergency Manual.

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SECTION 2.8

FIRE

REVISED MARCH 23, 2012

Reviewed FEBRUARY 27, 2019

Evacuation maps for Port of Edmonds buildings are posted on the safety bulletin boards. They show the location of exits and fire extinguishers. A fire evacuation drill will be conducted once a year. Employees will receive training in the use of fire extinguishers as part of their initial orientation.

See Map Section.

1. **IF YOU DISCOVER A FIRE**, notify another person immediately, call or have them call 9 - 911 and a supervisor.
 - A. Any smoke or fire that is observed and a fire extinguisher was used, or a fire that is out, requires a call to 9 - 911 for an inspection by Fire Department Personnel.
2. If the fire is small and there is minimal smoke, you may attempt to put it out with a fire extinguisher.
3. If the fire grows or if there is thick smoke, do not continue to fight the fire.
4. Notify other employees and the public in the area to evacuate.
5. Go to the designated gathering point outside the building.

Administration Building:

If you are a supervisor at the Administration Building, notified of a fire in your area, instruct your employees to evacuate to the mid marina parking lot on the south side of the Administration Building. Ensure that all employees have been evacuated from your area. **See Map Section.**

1. Verify that 9 - 911 has been called.
2. Determine if the fire has been extinguished. If the fire has grown or if there is thick smoke, evacuate any employees attempting to fight the fire.
3. Notify supervisors/employees in other areas to evacuate the building.
4. **Go to the mid marina parking lot on the south side of the Administration Building** and verify that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.
5. Station someone, if a person is available, to direct fire equipment to the location of the fire.

Marina Operations Building

If you are a supervisor at the Marina Operations building, notified of a fire in your area, instruct your employees to evacuate to the west trailer lot. Ensure that all employees have been evacuated from your area. **See Map Section.**

(Follow the above steps 1, 2, 3, 4 (with the change in evacuation location) and 5.)

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Harbor Square Business Complex

Port employees are to evacuate and meet at the West side of building 5 (170 West Dayton Street)
See Map Section.

EXPOSURE

As with any Fire situation, there may be instances in which employees are exposed to smoke related to the situation. Inhaling smoke for a short time can cause immediate (acute) effects. Smoke is irritating to the eyes, nose, and throat, and its odor may be nauseating.

To protect employees in an emergency response situation, there are a few important things that you can do to limit your exposure.

- **Modify work practices** – change your position relative to the smoke so that it doesn't go into your face. Stay up wind
- **Rotate employees** – Move employees in and out of the exposure area to keep their total exposure to a minimum
- **Drink plenty of water** – It is important to keep hydrated when providing emergency response

If you feel that you have been exposed to smoke while providing emergency response, notify your Supervisor/Manager and seek medical attention immediately.

SECTION 2.9

FIRE ACCESS WHEN TRAINS BLOCK ACCESS

REVISED February 27, 2019

Purpose:

To establish guidelines for Port of Edmonds employees in implementing our commitment to the City of Edmonds and South Snohomish County Fire and Rescue to provide a response with personnel and a vehicle to transport equipment in an emergency situation.

Procedure:

Port of Edmonds personnel are identified in the Fire Department Safety Operations Plan as one of the ten options for assistance if a train is blocking access to the waterfront area.

1. When a train is blocking, there is no good way to rapidly move personnel and equipment resources to an emergency incident scene west of the tracks. Below are a wide range of options for Incident Commanders to consider depending on each individual emergency situation until a more operationally sound procedure can be devised.
2. When the Fire Department arrives upon the scene, Incident Command is theirs.
3. Fire Department will ask the train crew to transport emergency responders, equipment and/or victims.
4. Fire Department may ask Port of Edmonds 24 hour security and personnel to respond in a vehicle to load personnel and equipment and transport them to the emergency scene.
5. Port of Edmonds response time should be immediate when possible. The Fire Department is aware that response time may be affected by time of day, distance, vehicle availability and other actions Port personnel are taking to mitigate the emergency such as moving exposed boats away from a boat fire.
6. The Fire Department will determine the most advantageous access point to move personnel and equipment through the blocking train via metal walkway and carry equipment to the emergency scene.
7. Be sure to leave the access parallel to the tracks clear so other emergency vehicles can utilize the access point.
8. There may be the possibility of Shoreline Fire Department responding from the South.

It may be necessary to lay a supply hose under the tracks. The Fire Department will dig under the rails with a crow bar and pick.

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**SECTION 2.10
FIRE ON A DOCK/BOAT**

**REVISED APRIL 12, 2018
Updated information February 16, 2022**

**If a fire is reported to you but not observed, call 9 - 911 then proceed to the site.
If you observe the fire proceed as follows:**

- **Never risk your safety or the safety of anyone else to save a boat or property.**
- If an employee or tenant is trapped on the outboard side of a fire, tell them to remain where they are and dispatch the workboat to pick them up.
- Boats on fire should never be cut loose. If it can safely be done, the boats on either side of the fire can be relocated. Staff will move boats if the situation is not hazardous to their safety or health. Supervisor in charge will make this determination.
- In case of fire, regardless of the size, notify the Fire Department by calling **9-911**. Calmly give your name, the Port's name, and exact location of the fire. Stay on the phone until the operator has all the necessary information.
- Check for any liveboards and others on docks and evacuate by land or by water as appropriate.
- If necessary, evacuate the dock and the docks immediately adjacent (north and south) to the dock where the fire is located to prevent injury and provide ready access by fire personnel.
- If possible, station a person or security vehicle at the street entrance as a guide for fire vehicles.
- If appropriate, shut off the electricity to any dock with a burning boat, provided illumination is not an overriding factor. Damaged cable that remains "hot" is a danger to the firefighters on the dock. Let the firefighters know that the power to the dock is off.
- Attempt to extinguish or contain the fire **only** if the fire is containable by use of an extinguisher. Fire extinguishers are located on each dock – approximately 100 feet apart. Each one is in a red box. **See Map Section.**

A dock	east/west	end of docks	2 locations
B dock	north side	odd numbered slips	5 locations
C/D docks	north side	odd numbered slips	5 locations each dock
E dock	north side	odd numbered slips	4 locations
F dock	north side	odd numbered slips	5 locations
G dock	north side	odd numbered slips	3 locations
H dock	south side	even numbered slips	3 locations
M dock	north side	odd numbered slips	2 locations
N/EYS dock	south side	even numbered slips	4 locations
P/Q docks	north side	odd numbered slips	4 locations each dock
R/S docks	north side	odd numbered slips	4 locations each dock
T/U docks	north side	odd numbered slips	3 locations each dock
V dock	north side	odd numbered slips	1 location

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- Reporting Requirements - Once the fire is under control or the Fire Department has assumed responsibility, notify staff from the Emergency Call Plan– **list is located in front of the book.**

Note: If workboat or travelift work is required in moving vessels, contact the most available employee listed below:

Ian Todd	360-620-6059 cell
Nick Reeb	425-246-6473 cell
Travis Cruz	206-510-8474 cell

- Cooperate with Fire Department to protect scene for investigation if necessary.

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SECTION 2.11

FLOOD

REVISED JUNE 20, 2017

Shoreline flooding is a possibility for the Port of Edmonds. Storm events are often accompanied by significant wave action, and this combined with heavy rains and run-off from overwhelmed stormwater systems, may cause some flooding on Port property. This will be of short duration and will, with the Port's topography, dissipate as soon as the waves and rainfall abate.

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SECTION 2.12

LANDSLIDES

REVISED April 12, 2018

Areas that have experienced landslides in the past are most susceptible to future landslides, especially during wet weather. In the past recent history, a series of wet winter storms delivered snow, freezing rain, and warm rain, producing floods and landslides. Prior to the storms, the late autumn months had above normal precipitation, building soil moisture and heavy snow packs. The combination of pre-existing soil moisture, heavy rain and rapid snow melt brought soils to saturation. On the gentler plains, perching of water and emergence of ground water from shallow aquifers caused flooding in low lying areas. In the steep bluffs that border Puget Sound, lateral movement of ground water toward the free faces caused water pressures that triggered hundreds of landslides. On January 15, 1997, Woodway experienced a landslide that cut the bluff back by 50 to 60 feet in places and dropped chunks of soil the size of small cars to the beach below. The landslide was of such a magnitude that it not only covered the beach area, but it pushed a freight train off the tracks and into Puget Sound.

In the event Port staff should be the first to see a landslide or soil displacement:

- Contact **9-911** immediately. Calmly give name, and exact location of the slide area. Stay on the phone until the operator has all the necessary information.
- Put on a safety vest.
- Attempt to evacuate the area, if on Port property.
- Cooperate with emergency service providers to secure the area.
- Maintenance or senior staff on duty shall determine if it is necessary to shut off electrical power, gas lines, or water lines that may be affected by the movement. **See Map Section for shut off locations.**
- If the soil surrounding and supporting fuel tanks and lines is displaced, the tank or line could rupture. In such a case, make sure that appropriate Hazardous Material spill procedures are followed and spill containment equipment is readily available.

If trains are affected by the slide and are blocking ingress and egress to the Port, follow the Fire Access When Trains are Blocking Access to Port Property emergency procedure in this manual.

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SECTION 2.13

NATURAL HAZARD IDENTIFICATION

REVISED MARCH 27, 2019

The Port of Edmonds has rated its risk of natural hazards following the Regional Hazard Mitigation Plans for King County and Snohomish County. The probability of hazards are as follows:

<u>HAZARD</u>	<u>RATING</u>
EARTHQUAKE	High
FLOOD	High
LANDSLIDE	Medium
SEVERE WEATHER	High
TSUNAMI & SEICHE	Low
VOLCANO	Low
WILDLAND FIRE	Medium

For the purpose of disaster preparedness, some of the rated hazards; Earthquake, Severe Weather, Landslide, Flood, and Tsunami are addressed in this plan.

The Probability of occurrence of a hazard is indicated by a probability factor based on likelihood of an actual occurrence:

- High – Hazard event is likely to occur within 25 years.
- Medium – Hazard event is likely to occur within 100 years.
- Low – Hazard event is not likely to occur within 100 years.

SECTION 2.14

Hazardous Waste Spill – FIRST RESPONDER

REVISED April 12, 2018

The following steps should be taken if you are the **FIRST RESPONDER**:

1. Evacuate the area and ensure personal safety if the spill poses a danger to anyone.
2. If injured, obtain medical attention for yourself. Obtain medical attention for other injured persons.
3. If no personal danger exists, attempt to shut off source of spill and prevent release of spill to stormwater drains and/or waterways.
4. If the spill is in the water and containable, boom off source unless spill is gasoline. If the spill is gasoline, do not boom off the spill and allow regulation agencies to handle it. Spills containing gasoline could isolate combustible material and cause a fire or explosion.
5. Notify senior staff on duty and provide the following information:
 - a. Injuries
 - b. Nature of spill
 - c. Location of spill
 - d. Material spilled or released (if known)
 - e. Potential for ignition or contamination
 - f. Estimated volume of spill or release
 - g. Your name
 - h. Any other relevant information
 - i. Stay on line until directed to hang up
6. Remain at the site until the spill response team arrives and identify yourself as the person who reported the spill.

SECTION 2.15

Hazardous Waste Spill – PORT OPERATIONS SUPERVISOR

REVISED April 12, 2018

The following steps should be taken if you are the **Port Operations Supervisor or Senior Supervisor**:

Immediately:

- Notify persons potentially affected by spill and evacuate the area if required.
- Obtain medical attention for injured persons.
- Coordinate shutoff of spill source.
- Notify spill response team.
- Assess possible hazards to human health or the environment. If evacuation of the local area is advisable, government authorities must be notified immediately.
- Federal and State law requires immediate reporting of any spill into surface waters and public storm or sanitary sewers. **Take action immediately using the Hazardous Substance Spill Response Log – Form 7-2 located under Forms/Information Section.**

Senior Supervisor on duty shall notify the following:

- U.S. Coast Guard **9-206 217-6000**
- Washington Emergency Management Division **9-1800 258-5990 (24hrs)**
- National Spill Response Team (NSRT) **9-1800 424-8802**
- Get name of operator who answers and the case number for future reference. National Spill Response Team (NSRT) will immediately fax to Group Seattle and to DOE.
- Department of Ecology (DOE) **9-425 649-7000**
- **Snohomish County Fire District #1 (Fire Marshal)*** 9-911 or 9-425 771-0213**
(***Depending on magnitude and severity)
- DNR (Dept. of Natural Resources) **9-1360 902-1071**

Provide the following information:

- Notify the agencies within two hours of the spill, if possible.
- Name of boat, registration or documentation number. Have owner's name, address and phone number, if known. Estimate the size of the spill or sheen on the water.
- Nature of emergency
- Location of emergency condition or spill
- Material spilled or released (if known)
- Estimated volume of spill or release
- Your name and organization as appropriate

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- Any other relevant information
- Coordinate containment and cleanup of released materials.
- Arrange for disposal of contaminated material.
- Most oil spills can be handled in-house. If necessary, coordinate the appropriate cleanup activities with NRC Environmental Services at **800 337-7455 or 206 546-7150**
- Review spill response plan for deficiencies.

SECTION 2.16

SEVERE STORMS

REVISED July 9, 2020

Titles Changed May 13, 2022

Severe weather poses a significant risk to life and property by creating conditions that disrupt essential regional systems such as public utilities, telecommunications and transportation routes. Severe winter storms can produce rain, freezing rain, ice, snow, cold temperatures, and wind. Anytime winds reach speeds of 40mph or greater, the region can expect to experience power outages in varying degrees.

HIGH WINDS

When warnings are received from the U.S. Coast Guard or Local Broadcast News of expected damaging winds: Port Staff will do their best to do the following:

- Visually inspect their areas of the Port to ensure that Port property is secure.
 - Check all docks, floats, piers, and yards for loose materials that could be blown into water, other boats or buildings.
 - Walk the docks to check boats are battened down and lines are secure.
 - Secure all garbage cans and dumpsters at risk for blowing away.
 - Check in with all liveboards during severe weather conditions to make sure all is “OK”.
- Additionally
- Dry storage staff will check boats and structures in the dry storage area. Dry Storage staff may shut down launcher operation during stormy weather or high winds.
 - If the stormy weather has caused a power outage Port wide, the Executive Director or Director of Marina Operations may release non-essential employee to go home.
 - If no warnings are received, but wind indicators show high winds and if lightning storms are severe the Port Operations staff may shut down the Launcher and Travel-lift operations.
 - If power outage has lasted longer than one hour; or heavy weather has damaged Port property, follow the Port of Edmonds Emergency Plan.
 - When winds are sustained at 30 MPH – staff must walk the docks in pairs.
 - During a power outage our phone system has battery backup and may work for eight to twelve hours. If the Security staff is not on duty, Marina Operations staff will obtain from the Security Office the Security cell phone (take it off call forward) and be prepared to respond to calls from tenants as needed.

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SECTION 2.17
SINKING VESSEL RESPONSE

REVISED July 9, 2020
Titles Changes May 13, 2022

Background/Purpose and Goals

On occasion Port staff has been called upon to respond to possible sinking and sunken vessels inside the harbor. It is the goal of our team to prevent vessels that have begun to sink from completely sinking and prevent vessels that have sunk from causing environmental, health or safety hazards.

Procedures:

- Once you have been notified of a possible sinking vessel your first response will be to notify the Port Operations Supervisor, if he/she is not present then notify the lead person on staff for that day.
- As soon as the location of the possible sinker has been identified one staff member should be dispatched to the boat via shore and two staff should respond on work boat #2. Work boat #2 should be taken in case the vessel does sink and causes a hazardous waste spill. The containment boom is located in work boat #2 and it has a flat top for easier working conditions.
- Gasoline is not to be boomed or contained in any way.
- Items that need to be taken to respond to a sinker.
 - At least one de-watering pump which is located in the fuel dock house
 - 100' of oil boom which is located in work boat #2
 - All responding to the incident should be carrying their hand held VHF radios for communication purposes.
 - PPE's: Gloves to protect the hands against any oil caused from the sinker, PFD's for all responding to the incident. Other PPE's will be brought to the scene by other staff depending on the severity of the incident.
- While in route to the sinker, while on the work boat, you must not panic or hurry and cause a major wake with the work boat, this can cause damage to other vessels along the way.
- Once at the scene of the sinker the Supervisor or Lead will make the determination of how to respond and call back to base to notify the owner of the vessel.

Procedures for Sunken Vessels

- If the vessel is just about to go down and there is no dry place to board the vessel to place a pump, under no circumstances will staff risk injury by boarding the vessel at this time. This call will be made by the lead person on duty.

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- If the vessel has gone down or is just about to, a containment boom will be placed around the vessel to prevent diesel or oil from leaving the area. Gasoline is not to be boomed or contained in any way.
- If there is a spill, normal Port of Edmonds procedures for hazardous waste spills will be followed.
- If the vessel has gone down, in most cases a diver will need to be called in to plug fuel vents and place air bags to float the boat. In the event a dive team is called you will need to give them the owner's information for billing purposes, so it is a good idea to contact the owner of the vessel so you can to authorize the dive team.
- If the owner can't be reached the Port Operations Supervisor or Director of Marina Operations have the authority to call in a dive team
- Contact NRC Environmental Services if a diver is required or a major spill occurs that we can't handle. Phone # 206-546-7150
- It is important to keep pedestrians out of the way of the salvage operation for their safety.
- Once the vessel has been raised to a safe point de-watering pumps will be placed on the vessel to pump as much water out of the vessel as possible. Unless there is a gas spill, this will be done while the containment boom is still around the vessel in case of contaminants.
- Once the Port Operations Supervisor has determined that the risk of a hazardous waste spill is no longer an issue and that the vessel can be towed safely to the haul out facility without sinking in route, staff will then tow the boat and haul it to the work yard or an owner's trailer. **Only the Port Operations Supervisor can make this call to tow the vessel. If he/she is not available he/she must be called and informed of the situation so a call to tow the vessel can be made.**

Procedures: Vessels Taking on Water But Have Not Sunk or Are Not in Danger of Sinking

- If the vessel has taken on water and there is a danger of the vessel sinking, the Port Operations Supervisor or Lead will make the determination if staff is to board the vessel and place a de-watering pump.
- Once the determination is made to place the pump on the vessel we need to make sure the water that needs to be pumped out is not contaminated with oil or any petroleum products. If it is contaminated we will either need to boom the boat or place oil mats in the bilge to clean the oil before pumping.
- Once the vessel has been pumped out, the determination to tow the vessel to the haul out facility will be made by the Port Operations Supervisor. **Only the Port Operations Supervisor can make this call to tow the vessel. If he/she is not available he/she must be called and informed of the situation so a call to tow the vessel can be made.**

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Example of a vessel that needs to be raised by a dive team.



Example of a vessel that was taking on water and needed to be pumped, but no dive team

SECTION 2.18

COLD WEATHER PROCEDURES

REVISED July 9, 2020

Titles Updated May 13, 2022

A. Snow Accumulation and Removal

Docks, Dock Roofs, Walkways (Operations & Maintenance)

1. Post “Danger – Snow / Ice signs on docks and walkways.
2. Senior staff on duty will determine if docks should be closed until snow has fallen off roofs.
3. When safe to do so, remove snow drifts from covered and open moorage walkways using snow shovels and push brooms.

Parking Areas (Maintenance)

1. Ice melting salt may be applied to parking areas, sidewalks, and boardwalks to avoid slip and falls.
2. Parking areas will have snow removed as appropriate with maintenance equipment.
3. In severe snowfall, main roads may be cleared by contract. Executive Director to make this decision.

B. Severe Weather Conditions (Director of Facilities and Maintenance)

The Director of Facilities and Maintenance or Maintenance Supervisor shall make the decision to implement appropriate emergency plans to protect Port assets, equipment and facilities.

C. Water Lines

During freezing weather, plumbing systems are of primary concern. The Port has a variety of water systems installed throughout its properties.

The Director of Facilities and Maintenance or Maintenance Supervisor will ensure that appropriate action is taken to prevent damage to water systems. Specific tasks and responsibilities may be delegated to maintenance and Port operations personnel. Prior to freezing weather, maintenance will inspect water systems to verify that valves, sensors, hangers and connections are in good working order.

This procedure gives guidelines for appropriately implementing freeze protection based upon predicted and/or actual weather conditions. If unsure about conditions, verify temperatures by looking at automatic freeze valves on the fuel dock and/or N-extension. If water is flowing from them, the system is in a freeze environment. Maps of water locations are in the back of the Emergency Manual.

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Below are the types of systems that exist in the marina:

1. Automatic Freeze Valves

These valves have sensors that cause them to open wider as the temperature drops allowing constant flow of water through the pipes. At time of this revision, the fuel dock and M and N dock are the only docks that have automatic freeze valves. All other areas require staff oversight.

- **Procedures:**

- a. Maintenance will make sure sensors are working properly.
- b. Tag the area where water is flowing to inform people that water is flowing to protect pipes from freezing.

2. Mainlines: Mainlines are purged when end faucets and spigots are opened.

3. Standpipes: Verify that no hoses are connected to the standpipes.

4. Spigots: Confirm a minimum of two spigots opened at the end of each dock.

5. Shut-offs: Know the location in case of emergency such major as water main break.

Areas throughout the marina are handled differently.

1. Boatyard:

When freeze is predicted, water lines will be purged and shut off for the duration of the freeze. The Director of Facilities and Maintenance or Maintenance Supervisor determines action and communicates shut-down in advance to Port Operations so vendors and tenants can be informed.

2. Marina and Dry Storage:

PROCEDURE A: (If temperatures are predicted to drop to 32 degrees or lower overnight, but warm-up during the day), - methods other than shut-off to ensure freeze protection may be activated by the Director of Facilities and Maintenance. One of those methods is ensuring that water remains running. Some spigots have automatic freeze valves that open wider as it gets colder, but others need to be manually turned on. General guidelines for freeze protection are below:

- a. Maintenance will notify Security Supervisor and Port Operations Supervisor that Procedure A has been activated.
- b. Facilities Maintenance Manager will direct that all hoses should be unscrewed and disconnected from the faucets.
- c. Responsibility for ensuring that water is kept running may be delegated to appropriate persons on each shift.
- d. Port Operations will create and post signage on gates informing the public and tenants that water is running to prevent freezing pipes.
- e. Tags will be attached to water spigots where water is running to prevent people from shutting the water off.

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- f. Turning water on and off may happen at the Director of Facilities and Maintenance or Maintenance Supervisor's discretion and direction for several days.

PROCEDURE B: (If temperatures are predicted to drop to 32 degrees or lower for more than 24 hours):

Maintenance personnel will:

- a. notify Port operations that water is being shut-off
- b. communicate specific locations that will be affected
- c. shut-off water and blow out lines
- d. leave water shut-off until temperatures rise above freezing and are predicted to stay above freezing for an extended period of time

Port Operations will:

- a. create signs and post gates accordingly
- b. leave notices on liveboard vessels
- c. assist with shut-off as directed

3. Frozen Pipes and/or Water Line Breaks:

Minor repairs such as water spigot breaks, small cracks to fittings may be corrected by Maintenance or Operations staff. For major breaks, notify the Director of Facilities and Maintenance first and follow his direction. The Director of Marina Operations should also be notified and will notify Executive Director.

D. Work Requirements Under Severe Weather Conditions (*Executive Director, Director of Marina Operations*)

- Staff shall report to work as scheduled – Executive Director and/or Director of Marina Operations shall determine if conditions are such that transportation is not available or safe travel is a concern, then employees may remain at home.
- Employees must contact office to let working staff know they are not reporting to work.
- Supervisor has authority to call in off duty or part time staff to meet operational needs. Staff should be prepared with change of clothing.
- Overtime may be a requirement, including overnight shifts

E. Security: (*Security Supervisor*)

- Security of the facilities during severe weather conditions will be a concern to the tenants as well as Port staff.
- Security personnel will be expected to be on duty during normal shifts
 - a. Additional security personnel may be called in
 - b. Supervisor may use other non-security staff to fill in as security personnel
- Liveboard Population
 - a. Security shall know who is in liveboard status

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- b. Security shall be prepared to announce to all possible persons on boats, on all docks that an emergency situation exists.
- c. Security will help with evacuation.
- Crowd Control
 - a. Security shall be prepared to activate crowd control measures
 - 1) Coordinate with local law enforcement agency.
 - 2) Put signs in place.
 - 3) Block off docks as directed.
 - 4) Lock gates with chains and Port keyed padlocks.

F. Equipment (*Director of Facilities and Maintenance*)

Emergency equipment is stored in pressure wash building and consists of:

1. Snow shovels, checked and in good working condition by Port Operations.
2. Portable lighting, checked and in good working condition by Port Operations.
3. Portable generators, tested and in good working condition Security.
4. First Aid kit, fully stocked and ready for use by Port Operations.
5. Flashlights have new batteries and ready for use, verified by Security.
6. Blankets are ready for use, verified by Security.
7. AM/FM Radio and back up batteries are ready for use, verified by Security.
8. Two way radios are in good working order, verified by Port Operations.
9. Spill pads in supply and ready for use, verified by Port Operations.
10. Fuel cans to be filled for generators by Port Operations.
11. Materials (supplies) shall be checked and verified that all materials are ready and available by November 1st of each year.

Safety Equipment

1. Life jackets in good condition (*Port Operations*)
2. Hard hats are available (*Port Operations*)
3. Lanyards, cables, chains are ready as needed for safety (*Maintenance*)
4. Equipment shall be checked and verified that all equipment is in good working condition by November 1st of each year.

Contract Services

If an emergency situation occurs and contract services are necessary, the Executive Director may authorize staff to contact one of the contractors or agencies listed on the Port's Emergency Call List, Section 1.2 of the ESOP Manual.

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SECTION 2.19

STRUCTURAL COLLAPSE

REVISED JULY 9, 2008

Reviewed September 6, 2018

- Notify Fire Department by calling **9 - 911**. Give name (s), location and known or suspected injuries or trapped personnel.
- Take action to shut off electrical power to affected area, provided the illumination is not an overriding factor. If there is major damage to the Harbor Square Buildings, the administration building or Anthony's Restaurant - P.U.D., Puget Sound Energy, and City of Edmonds will be called to turn off electricity, gas, and water.
- No one will be allowed to enter the collapsed area unless immediate rescue is necessary, authorized Port personnel will escort persons in and out of the area.
- Call appropriate emergency phone numbers and staff per the Emergency Call Plan.

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EMERGENCY & DISASTER PLAN

SECTION 2.20

TSUNAMI & SEICHE

REVISED APRIL 29, 2011

Reviewed November 1, 2018

Tsunamis are mostly a West Coast phenomenon in the United States and are common throughout the Pacific Rim countries. While not extremely likely to occur, if a tsunami event takes place, it is possible that the entire Port facility could be seriously damaged or destroyed. In such a case, it is very likely that there would be injuries and/or deaths. Most tsunamis are triggered by earthquakes in or near the ocean. The arrival of a Tsunami can be predicted quite accurately depending on how far from our location the earthquake may have occurred. Earthquakes in Alaska have caused tsunamis on the West Coast in the past. All low-lying coastal areas can be struck by tsunamis. Waves travel very quickly in deep water – up to 500 mph, and are imperceptible in the deep ocean, but build height in shallower waters. Tsunamis can move faster than a person can run. Waves arriving in one location may be mild compared to others not very far away. They can wrap around islands and into bays and otherwise protected waters which is why Puget Sound is considered at some risk for tsunamis.

A seiche is a standing wave in an enclosed or partially enclosed body of water. Seiches and seiche-related phenomena have been observed on lakes, reservoirs, swimming pools, bays and seas. The back and forth oscillation of a standing wave may be initiated by long period seismic waves, wind and water waves, or a tsunami can continue pendulum fashion after the generating force ceases.

Warnings are usually received through National Weather Service (VHF Channel 1 or 2), NOAA Weather Radio (WX1), Coast Guard (VHF Channel 16) commercial radio or television.

The key factor for public and employee safety is to:

- Secure a Port radio and turn it to the National Weather Service.
- **Evacuate everyone to a safe place on higher ground immediately upon hearing a warning.**
- Supervisors will be responsible for notifying their personnel, by radio, personal contact or phone if possible, depending on magnitude and epicenter of earthquake. Supervisors may direct non-essential personnel to go home if threat of tsunami is eminent
- Staff may utilize bullhorns throughout the area to notify liveaboards, moorage and land tenants.

SECTION 2.21

INFECTIOUS AND COMMUNICABLE DISEASE

MARCH 18, 2020

Titles Changed May 13, 2022

Background/Purpose and Goals

The purpose of these procedures is to identify protocols that will be put in place prior to and during an infectious or communicable disease event (i.e., outbreak, epidemic, pandemic) to protect the employees, tenants and guests of the Port, to maintain continuity of Port operations and to mitigate the impact of any business interruption that may result. Port of Edmonds places a high priority on safety and recognizes that all Port staff have varying levels of contact with the public during their workday. These procedures identify certain safety precautions that individual staff members should take to protect themselves, those they work with, and the public they interact with.

Infectious and Communicable Disease Defined

Infectious diseases are sicknesses caused by germs, such as bacteria, viruses and fungi that enter the body and grow in number; some of these germs spread from one person to another, and some spread in air, water, food, soil, insects or animals.

- Epidemic refers to a sudden increase in the number of cases of a disease above what is normally expected by that population in that area.
- Outbreak carries the same definition as an epidemic but is often used to describe a more limited geographic event.
- Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting many people.

Responsibilities

Individual responsibilities are outlined as follows:

Executive Director and/or designee

- Ensure appropriate actions have been made to maintain eligibility and/or apply for FEMA emergency funding.
- Initiate the Response Plan
- Assumes responsibility for the overall response and recovery operations
- Convenes a team of people representing all departments
- Authorizes the use of resources for recovery

Managers/Supervisors

- Responsible for ensuring the safety of their employees and the security of the work area during the incident
- Coordinates initial response assets for emergencies at the facility
- Provides employees and assets under their control to other work areas as needed
- Assigns essential staff

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Response Plan

Port of Edmonds takes multiple steps to minimize exposure to and spread of infection in the workplace. Employees are encouraged to follow personal health advice of their physician or other appropriate health or wellness professional. The following guidelines for personal safety, health & welfare as well as cleanliness of the workplace and public areas are required.

Personal Safety, Health & Welfare

- Avoid close contact with anyone. Maintain a 6-foot physical distance.
- Wash your hands often to protect from germs
- Avoid touching your face, eyes, nose or mouth
- Practice good health habits like; getting plenty of sleep, being physically active, managing your stress, drinking plenty of fluids, and eating nutritious food
- Cover your mouth and nose with a tissue when coughing or sneezing and/or cough into your sleeve so you are not transferring germs to shared surfaces.
- If you have a fever – stay home and consult your healthcare provider. Do not return to work until approved to do so by your healthcare provider. Infectious disease may result in required screening, testing, and/or self-quarantine per Snohomish County Health or Washington State Department of Health.
- Keep your supervisor updated on whether you are contagious and may have exposed anyone at work.
- If you think and confirm that you have been exposed to someone with a laboratory-confirmed infectious disease
 - Monitor your health for fever, cough and shortness of breath (symptoms of Covid-19)
 - If you have any of these symptoms you should isolate yourself at home and away from people. Contact your healthcare provider for instructions on where to get screened or tested.

Workplace Cleanliness

Please follow all precautions with regards to physical distancing, hand washing, and be sure to utilize the tools that the Port has provided to disinfect your workspaces.

- Wipe down surfaces and shared office equipment with disinfectant at a minimum daily. In some cases, it may be necessary to disinfect customer counters after each customer interaction.
- Wipe down all touch surfaces, door handles, water coolers, coffee pots, appliance handles, counter tops, phones, keyboards, radio mics, vehicle handles, steering wheels, knobs and buttons.
- If handling cash, consider wearing gloves and changing them on each transaction.
- Sanitize hands following customer transactions.
- Open doors and air out enclosed spaces regularly.

Public Areas

- Wear protective gear when cleaning common areas like disposable gloves, masks, safety glasses, and as warranted; hazmat suiting if cleaning up bodily fluids.

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- Wipe down gate entrances, restroom doors, dock cart handles daily.
- Sanitize restrooms and showers
- Wipe down; fuel dispensers, Petrovend payment pedestal, nozzle handles
- Wipe down gangway railings

Isolation and Quarantine

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.

- **Isolation** separates sick people with a quarantinable communicable disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. CDC may issue a federal isolation or quarantine order. Breaking a federal quarantine order is punishable by fines and imprisonment.

In addition to serving as medical functions, isolation and quarantine also are “police power” functions, derived from the right of the state to act affecting individuals for the benefit of society.

During pandemic/epidemic crisis, many public and private facilities and services may decide to close for an undetermined amount of time. Certain closures may affect employees and their families such as: school closures, daycare facilities, public gathering spaces, etc.

- It may be necessary for employees to stay home to care for family members in isolation. In these cases, the employee can utilize sick leave to cover their absence.
- Depending on the number of employees who are affected the Port may need to consider closing certain services. During a mandated closure, all employees may utilize sick leave hours.

Business Continuity:

Plan for maintaining business continuity will vary depending upon available staffing. Port Operations, Administration, Maintenance, and Harbor Square Properties may be affected by attrition of staff and result in partial or complete suspension of some or all services. Below are guidelines for Port employees to follow if there are required service closures and suspended operations:

MARINA OPERATIONS

Continued operations will occur based upon factors including:

- Safety of all employees
- Availability of healthy staff and respective skill levels
- Ability to maintain enough products/resources
- Government agency mandates

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Based upon the above criteria, services are listed in order from highest skill level to lowest skill level not necessarily order of suspended services. Procedures for partial or complete closure are listed below each service.

Travelift and Boatyard

1. Secure Travelift
2. Secure pressure wash building
3. Contact customers who are scheduled. Update e-mail address for communicating future status.
4. Determination should be made as to whether the boatyard should be emptied of all boats.
5. Individual boat owners and vendors should be contacted to notify them of the potential for restricted service for an undetermined amount of time
6. Locking boatyard

Dry Storage

1. Secure dry storage office and gates
2. Turn wash down valve to the bay
3. Walk-in gate should be chained and padlocked to restrict access
4. Secure Forklifts
5. It may be necessary to call APP and cancel automatic fuel deliveries and/or provide them with security and daytime phone number to call for access.

Workboats

1. Make sure boats are securely tied but in ship shape and ready for service in case of emergency such as:
2. Spill Response
3. Boat tows

Public Launch

1. Follow daily protocols for shut down
2. Bring launch controls into the marina office

Fuel Dock

1. Ruby and Petrovend should be shut down
2. There may be no ability to re-supply diesel and/or unleaded

Marina and Moorage office

1. During partial closure no walk-in visitors will be allowed in the office
2. In a full closure the Port will attempt to never leave the facility unattended. Supervisors will ask employees if they are willing and able to be the individual that is at the facility for the day. Individual will have a list of tasks that they can accomplish including restocking and cleaning restrooms, emptying promenade

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- garbage, dock cleaning and inspections, maintaining 24-hour channel 64 communications and carrying the security cell phone.
3. In a complete closure for an undetermined amount of time, staff should follow all the same guidelines for closing tills, signing off computers, locking offices, passing necessary information on to security.
 4. Follow communications plan guidelines for phone message, posting notices, standard out of office e-mail reply, contacting individual agencies, individual phone calls to liveboards, large quantity fuel users and service users and staff notifications.

Public Restrooms

1. If the Port is in a full closure mode, the public restrooms at the facility will be locked and closed to the public.
2. Tenant restrooms and laundry room will remain accessible for our tenants and liveboards with codes and will require cleaning and stocking on a regular basis. Appropriate protocols for protective gear should be followed when cleaning.

Operational Maintenance

1. Restroom cleaning/restocking
2. Promenade garbage
3. Dock cleaning
4. Dock inspections

Security

1. Security will maintain existing schedules as long as it is safe to do so and all officers are healthy
2. Coverage for certain security shifts may be needed and operations personnel who have been trained on security duties may be asked to cover shifts
3. Depending on circumstances of closure, it may be necessary to close all access to park and close and lock marina bridge gate. City of Edmonds Police and Parks should be notified if this happens.

In preparation for full closure, supervisors should obtain a current copy of the ESOP manual to take home with them upon departure giving them the ability to contact staff, liveboards and have emergency procedures and protocols at home for proper coordinating of communications with employees and emergency responders.

MAINTENANCE

Appropriate preparatory cleaning, disinfectant, and protective gear supplies will be ordered and kept in stock for use by all Port employees. Maintenance projects will be prioritized based upon critical demand related to pandemic and health recommendations.

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There are a lot of unknowns that would drive the response and direction of involvement from maintenance during a partial or full shutdown. Depending on the operational details of the situation, weather forecast, and time of year, a directive would need to be made as to:

- Utilities, if any, may require a shut down. In a worst-case scenario, water and power will be shut down to the docks and boatyard and all other facilities
- Maintenance staff may be asked to go to a voluntary call out list to address any issues encountered during the shutdown period. If an issue cannot be resolved over the phone, a maintenance staff member would be requested to respond, address the issues, and notify management of the impending issue and status.

ADMINISTRATION OFFICES

Administration office will continue with most regular duties with employees working rotating schedules to do portions of daily essential duties at different times.

Mail – If mail is delivered, it will be through the mail slot in the administration office door. Security/Staff person on site, will collect mail and place it in a box on the desk on the front counter. Mail will be gone through at minimum once per week and will be distributed to staff as appropriate.

Payroll – all payroll functions will still be performed as scheduled.

Accounts Payable – accounts payable invoices will be processed once per week with actual disbursement of payments once per month.

Accounts Receivable –

- Payments processed once per week including deposits to the bank
- Tenant files will be processed once per week.
- Statements will be processed according to regular schedule

Computer plan - IT staff will remote-in daily to confirm the server is functional, computers are being patched, backups have not failed and will be on call via email for tech challenges. An email would be setup for immediate issues that need attention. In the event of a hardware failure or a restriction to remotng, a personal visit to the premises would have to occur.

- A minimum of one visit a week would be required to check all hardware in the Port.
- The ManageOps consultant will be available via email and phone with a 24-hour response time but would have to be coordinated via staff. Those issued remote access will have phone number to the ManageOps consultant as a first call, then a call to the IT staff for follow up.
- Computers will be left on to be patched on a regular nightly schedule.

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Commission Meetings

Each commission meeting will be determined case by case as there is a possibility that precautionary measures may be employed to eliminate gatherings or government mandates may require suspension of gatherings.

HARBOR SQUARE PROPERTIES

- If possible, Security to maintain the lock/unlock schedule as needed. All tenants do have building and suite access under the circumstance the buildings do not get unlocked.
- If possible, the contracted janitorial company will continue bathroom and suite cleaning services as needed. If not, weekly bathroom supply stocking will be provided by the Property Manager or an identified Port staff member.
- If the Property Management office must close, the Property Manager can receive all tenant emails from an offsite location and address the tenant needs on a case-by-case basis.
- Monthly rent adjustments will need to be conducted during the first week of the month if rent statements are to be mailed to tenants as planned—this cannot be conducted offsite.
- If possible, Security or a single Port contact should conduct daily site visits to the Harbor Square property to monitor any activity.

Communications Plan

During a temporary suspension of certain services or operations, messages should be posted at the following locations and be standardized and consistent throughout the Port:

1. Website
 - a. The homepage, notice page, and if applicable, an incident-specific page (i.e. COVID 19 Response page) will be edited by the Marketing Manager with up to date information and guidance for customers.
2. Voicemail Message
 - a. To be left on MOPS main line and any other applicable phone lines, by MOPS staff.
 - b. SAMPLE: “Due to (describe reason) the Port of Edmonds is unable to operate (list services affected). We continue to operate with limited personnel. Please go to our website at www.portofedmonds.org for more information on when the Port will reopen these services. If this is an emergency, please dial 9-1-1.”
3. Posted Notices
 - a. To be posted at MOPS, Fuel Dock, Dry Storage, Work Yard, Marina Gates and Administration office by MOPS staff.
 - Partial Closure: SAMPLE: “Due to (describe reason) the Port of Edmonds is unable to operate (list services affected). We continue to operate with limited personnel.

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Please go to our website at www.portofedmonds.org for more information on when the Port will reopen these services.”

- **Full Closure:** SAMPLE: “Due to (describe reason) the Port of Edmonds is closed for business. This affects all services provided by the Port. Please go to our website at www.portofedmonds.org for more information on when the Port will reopen.”

4. Social Media

- a. The Manager of Properties and Economic Development will update all social media accounts with pertinent information and direct users to the website.

5. Email

a. Partial Closure:

- An email sent by the Office Manager, Director of Marina Operations or Manager of Properties and Economic Development will update all moorage and dry storage tenants on the current operational status.
- SAMPLE: Dear Port of Edmonds Tenant, Due to (describe reason) we are not able to provide (list of services) until further notice. We are doing what we can with limited personnel. We will do our best to keep you informed on the Port website at www.portofedmonds.org. We apologize for the inconvenience and will restore services as soon as we can.

b. Complete Closure:

- All staff will be provided with the specific messaging to use as their automatic email response, by the Office Manager, Director of Marina Operations or Manager of Properties and Economic Development.
- An email to all current moorage tenants will be sent by the Office Manager, Director of Marina Operations or Manager of Properties and Economic Development to update them on the current operational status. SAMPLE: Dear Port of Edmonds Tenant, Due to (describe reason) we must close the Port of Edmonds for business until further notice. This affects all services provided by the Port, including the Travelift, dry storage, public boat launch, fuel dock, boat towing, etc. There is no public access to the restrooms, but they will remain accessible to tenants using the code. There may be issues with resupply of essentials depending on usage and the time we remain closed. We will do our best to keep you informed on the Port website at www.portofedmonds.org. We apologize for the inconvenience and will restore operations as soon as it is safe to do so.
- An email to all current commercial tenants will be sent by the Manager of Properties and Economic Development to update them on the current operational status of the Port and Harbor Square Property Management Office. They will be instructed to contact the Manager of Properties and Economic Development by email.

6. Digital Message Board

- a. Messaging to be updated by Director of Marina Operations or Information Tech Person.

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b. Partial Closure:

- SAMPLE: “Due to (describe reason) the Port of Edmonds is unable to offer (list of services). Guest moorage is still available, please leave your payment at the kiosk. If you have an emergency, please dial 9-1-1.”

c. Complete Closure:

- SAMPLE: “Due to (describe reason) the Port of Edmonds is currently closed for business. Our fuel dock and launch are closed. If you stay in guest moorage, please leave your payment at the kiosk. If you have an emergency, please dial 9-1-1.”

7. Individual Phone Calls (contacted by MOPS Staff)

a. Partial Closure:

- Liveboards- if we cannot provide operational maintenance, explain the situation and ask them to be vigilant of their surroundings, contact Port Security or Emergency personnel (9-1-1) if necessary.
- Large Fuel Purchasers – if fuel docks close, let them know their fuel card will not work until further notice. Website will have status updates. (Puget Sound Express, Freedom Boat Club, Jacobsen’s)
- Large Service Users – if we must close the Travelift and launch, explain the situation to them so they can adjust their business as needed. (Jacobsen’s)
- Boatyard Vendors – if we must close the boatyard, explain the situation to them so they can adjust their business as needed. (Puget Sound Yacht Service, Edmonds Yacht Sales)

b. Complete Closure

- Staff will update all the above (liveboards, large fuel purchasers, large service users, boatyard vendors)
- The following individual agencies will be informed of our temporary suspension and closure of all services by the Executive Director or designee.
 - City of Edmonds – Parks Department: 425-771-0256
 - U.S. Coast Guard: 206-217-6001
 - Edmonds Police Department: 425-771-0207
 - Edmonds Fire Department: 425-551-1200
 - Testing agency if appropriate (Snohomish County Health?)

8. Staff

- Make sure that the Office Manager has your current phone number and e-mail
- Supervisors must call or contact all staff that report to them and inform them of the Partial and/or Full Closure status and any schedule adjustments.

Recovery Plan

The purpose of the recovery plan is to efficiently and effectively reestablish services at the Port.

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1. Arrange to have areas decontaminated
 - a. Administration offices
 - b. Marina Operations office
 - c. Maintenance Shop
 - d. Dry Storage office
 - e. Harbor Square offices and common areas
 - f. Fuel Shed and Dispensers
 - g. Tenant and Public Restrooms
 - h. Pressure Wash Building
 - i. DPOE shed
 - j. All Equipment touch surfaces
2. Contact personnel to determine who is returning
 - a. Based on availability and condition
 - b. Healthcare providers notes and test results for return
3. Evaluate returning personnel skills to determine what services can be reinstated
4. Resume Equipment Inspections for Safety and Port Asset protection
5. Establish a schedule with returning personnel
6. Utilize communications plan in this procedure to announce status of operations
7. Review emails, voice messages, and special requests from tenants who have faced hardship and respond promptly

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SAFETY POLICIES

SECTION 3

SAFETY POLICIES

REVISED APRIL 12, 2012

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SAFETY POLICIES

SECTION 3.1

SAFETY & HEALTH POLICY

REVISED APRIL 24, 2019

The Port of Edmonds believes in the self-respect and importance of the individual employee and his/her right to derive personal satisfaction from their job. The prevention of occupational injuries and illnesses is central to this belief and it will be given top priority at all times.

- The Port of Edmonds also believes in the safety of its tenants, clients and visitors that come to the Port property. It shall be the intent of this program to maintain the facilities and equipment, which will provide a reasonably safe and healthy environment for staff, tenants and visitors.

The Port of Edmonds will establish and require an Accident Prevention Program that emphasizes the integration of safety and health measures into each job task so that safety/health and job performance are inseparable. This program will be coordinated through the efforts of:

- Directors
- Managers
- Supervisors
- Employees
- Safety Orientation for Employees
- Timely and Appropriate Training
- A Management/Employee Safety Committee
- An Active Self-Inspection Program
- Proper Mechanical Guards
- Personal Protective Equipment (PPE)

By accepting responsibility to operate tools and equipment safely, all employees will contribute to the well-being of each staff member, tenants, clients, and visitors to the Port of Edmonds.

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SECTION 3.2

ACCIDENT PREVENTION PROGRAM

REVISED FEBRUARY 1, 2018

The Port of Edmonds is committed to eliminating or controlling workplace hazards that could cause injury or illness to the employees, contractors, vendors and visitors. This document is designed to help personnel in assuring that undesirable hazardous situations will not occur at the Port of Edmonds. The information provides guidance for the Port staff and helps in maintaining an accident free work environment.

Effective communication between staff, supervisors, and management is essential to the establishment and maintenance of everyone's health and safety. All personnel are responsible for ensuring their messages are received and understood by the intended receiver.

Supervisors are expected to integrate the procedures into the appropriate work environment and staff is expected to apply them to their particular job. Specific safety responsibilities for the Port of Edmonds management and staff are:

- The Port will meet the requirements of the Washington State Safety Standards where they have specific rules about a hazard or potential hazard in our workplace.
- Whenever possible the Port will modify or design facilities and equipment to eliminate employee exposure to hazards.
- Where these engineering controls are not possible, work practice controls will be instituted that effectively prevent hazards to the employee.
- To augment the aforementioned practice, workers may be required to use appropriate Personal Protective Equipment (PPE) such as but not limited to safety glasses, hearing protection, safety vests, harnesses, etc. for specific duties or tasks.
- The Safety Committee will conduct a review of potential workplace hazards (zone inspection) at least once per month.

MANAGEMENT'S RESPONSIBILITIES

Active participation and support of safety programs are essential. Management will participate in safety programs at every appropriate opportunity. To accomplish this responsibility, at least one manager will participate in the Port Safety Committee meetings. Management will also review each incident and accident report and aid in the investigation as appropriate.

SUPERVISORS' RESPONSIBILITIES

The primary responsibility of the supervisors is ensuring the safety of the employees they supervise. To accomplish this responsibility, supervisors will do the following:

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- Assure that all safety rules, regulations, policies and procedures are understood and observed.
- Require the proper care and use of all personal protective equipment.
- Conduct facilities and job site reviews to identify and eliminate job hazards.
- Inform and train staff on hazardous chemicals and/or procedures they may encounter under normal working conditions or during an emergency situation.
- Review and initiate appropriate action on staff suggestions.
- Train new staff in safe and efficient methods of accomplishing each job or task.
- Provide on-going training for experienced staff in safe and efficient methods of accomplishing each job or task.
- Review accident trends and establish prevention measures.
- Participate in investigations and inspections.
- Promote staff participation in safety programs.
- Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work.

EMPLOYEES' RESPONSIBILITIES

1. Observe all Port safety policies and procedures while performing duties and responsibilities.
2. Report any job-related injury or illness to your supervisor and promptly seek medical treatment if necessary. Complete Employee's Report of an Accident Form. The Supervisor will complete the Supervisor's section of an Accident Form and the Supervisor's Follow Up section of an Accident/Illness Form as found in the **Forms Section**.
3. Report acts of property damage and hazardous conditions (unsafe equipment or material) to the supervisor or Safety Committee representative. Complete Record of Hazard Observed Form.
4. Observe all hazard warnings.
5. Keep aisles, walkways and working areas clear of slipping and tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures as found in the **Emergency & Disaster Plan**, section 2 of the ESOP Manual.
7. Keep all emergency equipment, such as fire extinguishers, fire alarms, fire hoses, life rings, exit doors, and stairways, clear of obstacles.
8. Report to work free from the influence of alcohol, drugs, or prescription or over-the-counter medication that may affect your ability to perform your job safely. Immediately notify your supervisor if you have taken a prescription or over-the-counter medication that may affect your ability to perform your job safely.
9. Refrain from fighting, horseplay or distracting coworkers.
10. Operate equipment only after receiving training or authorization and observe safe operating procedures.
11. Follow proper lifting procedures at all times.
12. Fasten seat belts when riding in all vehicles equipped with seat belts.
13. Ensure all guards and other protective devices are in place before operating equipment.
14. Wear appropriate Personal Protective Equipment (PPE) for the task.
15. Do not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or around electrical equipment.
16. Actively support and participate in the Port's Safety Program.

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17. Support and participate in Port's ongoing safety and equipment training programs.
18. Understand and follow requirements of SDS, lockout/tagout procedures, and hazardous material handling procedures.

SAFETY COMMITTEE MEMBERS

Members are to actively participate in Safety Committee meetings as outlined in this document.

DISSEMINATION OF DOCUMENT

A copy will be maintained in appropriate offices.

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SECTION 3.3
ACCIDENT INVESTIGATION
REVISED MAY 30, 2019

Whenever there is an accident that results in serious injuries, a preliminary investigation will be conducted by an investigation team. This team will consist of the immediate supervisor of the injured person (s), a person designated by management, an employee representative of the Safety Committee and any other persons whose expertise would aid the investigation.

The investigation team will take written statements from witnesses, photograph the accident scene and equipment involved, and note the conditions of equipment and the work area that may have had a bearing on the accident as soon as possible after the accident. The team will make a written report of its findings, including a sequence of events leading up to the accident, and specific facts relating to the accident. The Safety Committee at its regularly scheduled meeting will review the report and make possible recommendations. **Employers by law MUST report to L&I the death or in-patient hospitalization of any employee (within 8 hours) and any non-hospitalized amputation or loss of eye (within 24 hours) due to an on-the-job injury by calling 1-800-423-7233.**

The notification must report the following:

- Name
- Location
- Time of the accident
- Number of employees involved
- Extent of injuries or illness
- Brief description of what happened
- Name and phone number of a contact person

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the Supervisor will prepare a Supervisor's Report of an Accident Form to accompany the Employee's Report of an Accident Form and forward them to the Department Manager. The Supervisor must also fill out the Supervisor's Follow up Report Form of an Accident/Illness. Once received, the forms will be forwarded to HR and the Executive Director. **See Form/Information Section.**

Whenever there is an incident that did not but could have resulted in serious injury to an employee (near miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The Supervisor's Report of an Accident form will be used to report the incident that occurred. The report will be forwarded to HR to record on the incident log.

SECTION 3.4

BLOODBORNE PATHOGEN STANDARD

REVISED September 9, 2019

Bloodborne Pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Purpose of the Bloodborne Pathogen Standard

- a. When there is a spill of blood or body fluids, the area must be cleaned and disinfected to protect staff and the public from the transmission of pathogens.
- b. Universal precaution requires that for complete safety, all spills of blood or other body fluids must be treated as if they were contaminated.
- c. Hypodermic needles may contain bloodborne pathogens, and should be treated as if they are contaminated.

Bloodborne Pathogen Minor Spill Kits

Spill kits are located in the break room at Marina Operations, fuel dock, maintenance shop, boatyard office, dry storage office, administration office and the Harbor Square maintenance office.

A spill kit contains an assortment of disposable tools and personal protective supplies that are suitable for the cleanup of bloodborne pathogens and other potentially infectious substances. Kits are single use and must be reordered after use.

Other items available for clean up:

- a. Tongs
- b. Dust pan, broom, and hand brush
- c. Trigger spray bottle
- d. "Wet floor" signs
- e. Single use sharps disposal container (located in security vehicle or with First Aid kits/stations)

Procedure for the Bloodborne Pathogen Standard

In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, face shields, mouth-to-mouth resuscitation masks, and other barrier devices. Clean up Procedures will vary depending on the location of the spill. The following procedures will help to minimize personal exposure in all situations.

- a. Put on two pairs of gloves and any other personal protective equipment necessary.
- b. Using tongs, pick up any sharp items and place in sharps container. These are considered medical waste and should not be placed in land waste container. Sharps containers can be dropped off at Edmonds Police Department during regular business hours. If found and packaged after hours, leave for maintenance staff to transport to Edmonds Police Department.

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- c. Using the dust pan and hand brush or tongs, pick up debris in the spill, such as blood soaked gauze. Place in biohazard bag.
- d. Soak up as much of the spill as possible using the absorbent material. Place saturated cloths or paper in the biohazard bag.
- e. With the trigger spray bottle, liberally cover the soiled area with diluted disinfectant solution. Allow to stand for ten minutes.
- f. Pick up disinfectant solution with a clean, absorbent cloth and allow to dry. Equipment such as tongs, brooms and dustpans, **must be** disinfected before being put away.

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SECTION 3.5

CONFINED SPACE

REVISED NOVEMBER 21, 2011

Titles updated April 18, 2022

The Port of Edmonds has nine (13) areas that are classified as “Confined Space” on Port property. The following identifies the spaces and requirements associated with having confined space on property.

PERMIT REQUIREMENT

The Executive Director for the Port of Edmonds has reviewed the spaces that fall under the confined space requirements and has designated nine (13) spaces as “confined”. The following shall constitute the written permit program as required by WAC 296-62-145.

CONFINED SPACE LOCATIONS (See Map Section)

- Areas 1, 2, 3 and 4 near dry storage facility
- Area 5 between E and F docks
- Area 6 east of G dock in road
- Area 7 west of pressure wash building near sidewalk
- Area 8 pressure wash valve vault
- Area 9 collection vault
- Area 10 hazardous waste shed
- Area 11 hazardous waste shed
- Area 12 oil/water separator
- Areas 13 near R & S docks

SIGNAGE

Spaces that have been designated as “Confined Space” have been signed with the appropriate language designating the space.

RESPONSIBILITIES OF STAFF

- Director of Facilities and Maintenance shall be designated as the responsible person for training and maintenance of confined spaces.
- Director of Facilities and Maintenance shall verify that each employee involved in the confined space program has been properly trained in: the maintenance of the space, hazards, entry, and protection from unauthorized persons, testing, and respiratory requirements.
- Director of Facilities and Maintenance shall ensure all appropriate records are maintained and filed.
- Director of Facilities and Maintenance or the designated staff member shall be responsible for ensuring that the confined space has been properly tested and ventilated prior to entry.
- Director of Facilities and Maintenance or designated staff member shall ensure that confined space entry test results shall be maintained according to WAC 296-62-145.

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GENERAL REQUIREMENTS

A space which has been determined to be a confined space must be assumed to be a permit required confined space unless it can be documented to be a non-permit confined space.

RECLASSIFICATION TO A NON-PERMIT CONFINED SPACE

- A confined space may be classified as a non-permit confined space under the following conditions and procedures: The confined space poses no actual or potential atmospheric hazards
- The confined space has no other recognized health or safety hazards including engulfment in solid or liquid material, electric shock, or moving parts
- If all hazards within the space are eliminated without entry into the space
- If it is necessary to enter the space to eliminate the hazards, it must be assumed to be a permit space
- Documentation that all hazards in the space have been eliminated must be recorded on a certification that includes the date, location, and signature of the person making the determination. **The Non-Permit Reclassification Worksheet is located under Forms/Information Section.**

All spaces shall be considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise. Any employee(s) required or permitted to pre-check (This pre-check will be done by the City of Edmonds Public Works Department.) or enter an enclosed/confined space shall have successfully completed training so that the employee(s) has the understanding, knowledge, and skills necessary for the safe performance of the duties assigned. Training and entry shall be done by Director of Facilities and Maintenance or employee designated and trained by Director of Facilities and Maintenance.

If a hazard arises within a permit space that has been declassified to a non-permit space, each employee shall exit the space immediately. The space shall be reevaluated to determine whether it must be reclassified as a permit space. All confined spaces that have entrance covers shall be tested prior to cover removal. (City of Edmonds Public Works Department staff shall be responsible for this test.) Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.

When entrance covers are removed or opened, the opening shall be guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect the employee(s) working in the space from foreign objects entering the space.

Before entering a permit space, the atmosphere in the space must be tested with a calibrated gas detector. The space must be tested for:

1. Oxygen content below 19.5% or above 21.5%
2. Flammable gases and vapors in excess of its lower flammable limit (LFL)
3. Potential toxic air contaminants

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When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the space shall be reevaluated and, if necessary, reclassified as a permit required space.

The employees shall be trained to acquire the knowledge and skill necessary for the safe entry into permit required confined spaces. After training the employees will receive a certification which will contain the employee's name, signature of the trainers, and the dates of training.

PERMIT REQUIRED CONFINED SPACE

- The following procedures must be implemented if any answer was “no” to the questions asked when trying to reclassify a permit space to a non-permit space.
- Follow the same procedures contained in reclassification of a permit space to a non-permit confined space plus the following:
- Provide at least one attendant outside the permit space for the duration of the entry.
- Before entry into a permit space is allowed, the entry supervisor identified on the permit shall sign the entry permit to authorize entry. (An entry supervisor is a person responsible for determining if entry conditions are acceptable, authorizing entry, and terminating entry into a permit space.)
- The completed permit shall be made available to all authorized entrants so that the entrants can confirm that pre-entry preparations have been completed.
- The permit may not exceed the time required to complete the job identified on the permit.
- The Port shall keep each canceled permit for at least one year.

ENTRY PERMITS SHALL CONTAIN THE FOLLOWING INFORMATION

- Permit space to be entered (name or address)
- Purpose of the entry
- Date and duration of the entry permit.
- Authorized entrants within the space by name.
- Names of personnel serving as attendants.
- Name of entry supervisor and a space for signature.
- Hazards of the permit space to be entered.
- Measures used to eliminate or control permit space hazards before entry.
- Acceptable entry conditions.
- Results of initial and periodic tests with the names of the testers and the time of the test.
- Rescue and emergency services and phone numbers along with any special equipment needed.
- Communication procedures used by attendants and entrants.
- Equipment, such as personal protective equipment, testing equipment, communication equipment, alarm systems, and rescue equipment.
- Any other information ensuring employee safety.
- Additional permits such as for hot work in the permit space.

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DUTIES OF EMPLOYEES ENTERING A PERMIT SPACE (ENTRANTS)

- Know the hazards that may be encountered during entry including signs or symptoms and consequences of exposure.
- Proper use of equipment.
- Maintain communication with the attendant in the event of a possible evacuation alert.
- Alert the attendant whenever any warning sign of exposure to a dangerous situation is recognized.
- Exit from the permit space as quickly as possible whenever the attendant or entry supervisor says to evacuate or when a warning sign or symptom of a dangerous situation is recognized.

DUTIES OF ATTENDANTS

- Know the hazards that may exist, including signs or symptoms and consequences of exposure.
- Be aware of possible behavioral effects of hazard exposure in entrants. Continuously maintain an accurate record of entrants in the permit space.
- Remain outside the permit space while entrants are in the permit space until relieved by another attendant.
- Communicates with and alerts entrants to evacuate space if needed.
- Orders entrants to evacuate the space if:
 - a prohibited condition develops or is observed;
 - behavioral effects of hazard exposure are noted;
 - a situation outside the space arises that could endanger the entrants;
 - the attendant cannot safely perform all duties needed.
- Summons rescue or other emergency services if entrants need assistance.
- Takes the following actions when unauthorized person(s) approach or enter a permit space while entry is underway:
 - warn the unauthorized person(s) that they must stay away from the permit space
 - advise the unauthorized person(s) that they must exit immediately if they have entered the permit space
 - inform the entrant(s), the entry supervisor, and the appropriate Port supervisor if unauthorized persons have entered the permit space
 - perform non-entry rescues
 - performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants

DUTIES OF ENTRY SUPERVISORS

- Knows the hazards including signs or symptoms and consequences of exposure.
- Verifies that the appropriate information is filled out on the permit, that all the tests are completed, and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- Terminates the entry and cancels the permit if entry operations have been completed or if a condition arises in or near the permit space that is not allowed under the entry permit.
- Verifies that rescue services are available and the means for summoning them are operable.
- Removes unauthorized individuals who enter or attempt to enter the permit space.

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- Verifies that the conditions of the permit are being met.
- No employee shall be permitted to enter any confined space that does or did contain toxic, flammable, or corrosive materials until such space has been tested, evaluated, and deemed safe by an entry supervisor.
- In such cases where noise hazards may be present hearing protection shall be worn by personnel entering the space.

VENTILATION

The effectiveness of ventilation is dependent on the number of air exchanges and the efficiency of mixing of air with the gasses in the space. Ventilation by supply provides more efficient mixing than by exhaust but cannot be used if it creates a hazard near the discharge point. A minimum of five air exchanges are required before entry into a permit space.

Confined space ventilation is only approved when ventilating with a NFPA approved fan.

Atmospheric Testing – (To be done by the City of Edmonds, Public Works Department). Calibration of the gas detection units will be completed by trained personnel before each detector use. Follow the procedures outlined in the manufactures handbook for operation and calibration (located in the detectors case).

The City of Edmonds, Public Works Department employee tests for three separate gases prior to opening and/or entering a confined space. These are Oxygen (O₂), Carbon Monoxide (CO), and Hydrogen Sulfide (H₂S). The atmosphere of the space is also checked for flammability (L.E.L.).

If at all possible, the atmosphere within the confined space should be tested prior to opening the entry cover. Install the aspirator bulb (or pump) onto the detector and test through the hole in the lid. If the tests pass, open the lid. If the tests fail, determine the cause of the hazard, eliminate the hazard and re-test.

In the event that the air may be contaminated by an unknown gas, the atmosphere shall be considered highly toxic and/or flammable.

CONFINED SPACE ENTRY EQUIPMENT

Personnel protective equipment includes:

- Gloves
- Appropriate footwear
- Hard hat
- Rain gear
- Safety glasses
- Appropriate respiratory equipment
- Multi-gas detector
- Approved ventilator
- Body harness

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- Tripod with winch or other approved extraction device

PROCEDURES

- Test the atmosphere around the entry cover prior to opening. (City of Edmonds, Public Works Department responsibility).
- Open the space.
- Barricade the opening to prevent injuries.
- Provide positive ventilation to the space.
- Test the atmosphere in the space.
- Evaluate the safety of the space including atmospheric hazards, fall hazards, or any other safety hazards.

ALWAYS PROTECT THE ENTRY OPENING FROM UNAUTHORIZED PERSONNEL

There must be at least one attendant outside the space at all times. The attendant must:

- Remain alert
- Operate and monitor the ventilator
- Maintain verbal contact with the entrant (s)
- Keep away all unauthorized personnel
- Safely raise and lower tools and equipment
- Have the ability to summon help

The entrant (s) must:

- Wear all necessary personal protective equipment
- Be trained in the work to be completed
- Obtain the signature of the entry supervisor for approval of entry

If all the requirements have been met, the space may be entered.

The area will be evacuated if any indications of ill effects such as dizziness, irritation, or excessive odors are noted.

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SECTION 3.6

FIRST AID TRAINING, KITS, and AED's

REVISED November 18, 2022

All Port of Edmonds Staff will receive annual training for first aid, AED, and CPR.

First aid training kits and procedures will be in accordance with the requirements of the safety and health core rules (WAC 296-800)

First Aid kits are located at:

Administration	through kitchen door to back hallway wall
All Port Vehicles	
Dry Storage	through door - left sidewall of the Dry Storage office
Fuel Dock Shack	through door - left side of shack
Harbor Square	Maint. Office bldg. #2, west wall by water cooler
Maintenance Shop	on south wall
Marina Operations	lunchroom/breakroom - east wall
Pressure Wash Bldg.	on wall by breaker box
Travelift	under seat

Port of Edmonds staff will ensure that the first aid kits and AED's are properly maintained and stocked.

Automated External Defibrillators (AED) are located at:

Administration	Commission meeting room – west wall	See Map Section
Marina Operations	Lunchroom/breakroom – east wall	See Map Section
Dry Storage	Northeast corner of office	See Map Section
Harbor Square	Building #2, center hall by public restroom	See Map Section

List of emergency numbers, emergency procedures, maps with first aid kit locations and AED locations are located in the Port's ESOP Manual. ESOP Manuals are available to employees at Port Offices.

See first aid and AED locations in Map Section.

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SECTION 3.7

HAZARD REPORTING

REVISED JULY 9, 2008

Any employee who observes a safety hazard must immediately report the hazard to the supervisor of the area where the hazard was observed, to his or her own supervisor, and to a member of the Safety Committee, if the Safety Committee member is not one of the aforementioned.

- **A Record of Hazard Observed Form is located under the Forms/Information Section.**
- The supervisor or person who takes final action on the hazard must indicate on the form what action was taken to eliminate or control the hazard.
- A copy is to be given to the employee who filed the report.
- A copy is to be forwarded to the Safety Committee for review at the next scheduled meeting.
- The original is provided to management for action and/or review.
- year. The minutes will contain the monthly meeting agenda.

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SECTION 3.8

HEARING SAFETY

REVISED JUNE 7, 2018

Background/Purpose and Goals

The Port of Edmonds recognizes that many workers are exposed to excessive noise levels at work. These excessive noise levels may cause permanent hearing loss if controls / or personal protective equipment are not used. In an attempt to prevent cases of permanent hearing loss or damage, the Port of Edmonds has created this manual to aid its employees.

Procedures

First it is important to know which pieces of equipment you are operating that requires hearing protection and what type of protection to use. In an attempt for all employees to understand which we will break it down to departments.

- Port Operations (Pura-Fit Soft Foam Ear Plugs)
 - All pressure washers from start to finish.
 - All power tools when operating for more than 30 consecutive minutes at a time. Exceptions to this rule where you would need to wear them all the time are while operating Chainsaws, Blowers, all Table Saws, Grinders, Tillers and Lawn Mowers.
 - All forklifts when operating for more than 30 consecutive minutes in any given day.
 - 50 ton marine travelift when operating for more than 4 hours in a day.
 - When working in the pressure wash building for long periods of time with the air compressor constantly running.
- Dry Storage (Soft Foam Ear Plugs)
 - All forklifts when operating for more than 30 consecutive minutes in any given day.
 - All pressure washers from start to finish.
 - All power tools when operating for more than 30 consecutive minutes at a time. Exceptions to this rule where you would need to wear them all the time are while operating Chainsaws, Blowers, all Table Saws, Grinders, Tillers and Lawn Mowers.
- Maintenance (Soft Foam Ear Plugs)
 - All forklifts when operating for more than 30 consecutive minutes in any given day.
 - All pressure washers from start to finish.
 - All power tools when operating for more than 30 consecutive minutes at a time. Exceptions to this rule where you would need to wear them all the time are while operating Chainsaws, Blowers, all Table Saws, Grinders, Tillers and Lawn Mowers.

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What causes hearing loss from running equipment?

When noise is too loud, it begins to kill the nerve endings in the inner ear. Prolonged exposure to loud noise destroys nerve endings. As the number of nerve endings decreases, so does your hearing. There is no way to restore life to dead nerve endings; the damage is permanent. The longer you are exposed to a loud noise, the more damaging it may be. Also, the closer you are to the source of intense noise, the more damaging it is. (From the American Academy of Otolaryngology – Head and Neck Surgery).

SECTION 3.9

OUTDOOR HEAT EXPOSURE

REVISED AUGUST 18, 2022

Workers and Supervisors share responsibility for safety at the jobsite. This includes watching out for yourself and others because heat illness can quickly become a life-threatening condition if unnoticed or ignored. Speak up if you notice anything that could be unsafe or result in someone getting hurt or sick.

When heat exhaustion hits the body there are several indicators to look for that can tip you off that you or a co-worker are experiencing heat exhaustion.

- Headaches, dizziness, or light headedness
- Weakness
- Mood changes, irritability, or confusion
- Feeling sick to your stomach, vomiting or fainting
- Extreme sweating
- Muscle cramps
- Decreased and/or dark colored urine
- Pale clammy skin or heat rash

Employees most likely to be affected by outdoor heat exposure include anyone working outdoors more than 15 minutes in any 60-minute period when temperatures are:

- As low as 52°F and up to 76°F if you are wearing non-breathable clothing or clothing that provides a vapor barrier like rain gear or chemical-resistant suits.
- Between 77°F and 88°F if you wear double-layer woven clothing like sweatshirts, coveralls, or jackets on top of other clothes.
- At or higher than 89°F when you wear any other type of clothing like typical shirts and pants.

Environmental factors increase risk for heat-related illness such as higher temperatures, humidity, sunlight (working under direct sunlight makes it feel significantly hotter), additional sources of heat like powered equipment and asphalt, no wind, level of physical activity, and wearing of personal protective equipment (PPE) or layers of clothing.

There are also personal factors that may increase susceptibility to heat-related illness including age, not being acclimatized, having medical conditions such as hormonal and heart issues and diabetes, dehydration, and use of substances that can affect the body's response to heat.

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I. RESPONDING TO HEAT-RELATED ILLNESS

1. Move the person to a cool, shaded area to rest.
2. Don't leave the person alone. If the person is dizzy or light-headed, lay him/her on their back and raise their legs about 6 to 8 inches. If the person is sick to their stomach lay them on their side.
3. Loosen and remove any heavy clothing including PPE.
4. Have the person drink some cool water (small cup every 15 minutes) if he/she is not feeling sick to their stomach.
5. Try to cool the person by fanning them. Cool the skin with a cool spray mist of water or wet cloth.
6. Let a supervisor or someone nearby know if you or a co-worker is experiencing any signs or symptoms of heat-related illness and take immediate action to ensure things don't get dangerously worse. Time is critical.
7. If the person does not feel better in a few minutes or becomes unresponsive call for emergency help – **call 911**. If heat exhaustion is not treated, the illness may advance to heat stroke. *If the employee receives medical attention, Supervisors must get a written authorization from the provider that the worker can get back to work and whether there are any restriction or limitations.*

II. PROTECTIVE MEASURES

A. Adjusting to Heat

It can take 7-14 days to fully adjust to hot working conditions. Most of this adjustment, also called acclimatization, happens in the first 4-5 days. Acclimatization is lost if you are away from hot conditions for a week or more. Acclimatizing workers will be closely observed for signs and symptoms of heat illness for a 14-day period.

B. Shade

The purpose of shade is to cool your body down to prevent or recover from the heat. The best places to cool down on Port property include the following air-conditioned locations:

- Marina Operations Office
- Dry Storage Office
- Administration & Maintenance Building
- Harbor Square Leasing Office

If you are unable to immediately access one of these indoor locations, please seek out outdoor shade on Port Property, such as covered docks, restrooms, or the covered entrances of surrounding buildings.

C. Hydration

It is important to stay hydrated when working in the heat of the outdoors. Don't wait to be thirsty to drink. You should drink small amounts of water often and throughout the day to stay hydrated.

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Cold water can be found at the following Port locations:

- Dry Storage Office
- Marina Operations Office
- Pressure Wash Building
- Fuel Dock
- Administration Building
- Harbor Square Leasing Office – 120 W. Dayton Suite B-6

Other tips for staying hydrated:

- Avoid drinks with caffeine and high sugar content like soda.
- Drink at least one cup of water every 15-20 minutes when experiencing extreme heat exposure.

D. Cool-down Rest Periods

You are encouraged to take a cool down rest period at any time to prevent overheating. Furthermore, **when the temperature reaches 89°F, every worker is required to take at least a 10-minute cool down rest period every 2 hours.** All cool-down rest periods are paid time unless taken during a meal period. Any worker who starts to experience heat illness must be relieved of duty, allowed to safely cool down, and be closely monitored to verify they are okay or need prompt medical attention. **Removing heat-retaining PPE such as non-breathable chemical resistant clothing during all breaks is necessary to allow their body to cool down.**

III. TRAINING

Each year, safety training on the dangers of outdoor heat exposure, our protective measures, and actions you and supervisors must follow to prevent heat-related illness will be provided to new hires and seasonal employees who spend time working outdoors. Additional training can be scheduled and provided to anyone who needs a refresher.

Training is based around reviewing this policy to be aware of the signs, symptoms, preventative measures, and actions needed to prevent or respond to heat exposure.

For more information, handouts, online videos, and other training resources can be found at [Lni.wa.gov/HeatSmart](https://lmi.wa.gov/HeatSmart) and [Lni.wa.gov/videos](https://lmi.wa.gov/videos).

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SECTION 3.10
LOCKOUT/TAGOUT PROGRAM

REVISED APRIL 13, 2018
Titles Updated April 18, 2022

INTRODUCTION

Employees of the Port of Edmonds shall comply with policies and procedures for the Lockout and Tagout program.

- A. The Port recognizes that serious injuries can result from exposure to hazardous conditions and power sources that are not identified as active or inactive.
- B. Port employees shall receive training on Lockout/Tagout procedures with program review conducted by the Safety Committee **on an annual basis**.
- C. Director of Facilities and Maintenance shall be responsible for the overall program.

DEFINITIONS

Affected Employee – an employee who is required to operate, use, or be in the area where a machine or piece of equipment could be locked or tagged out for services or maintenance.

Authorized Employee – an employee who locks or tags out a machine or piece of equipment to do service or maintenance.

RESPONSIBILITIES

- A. The Safety Committee shall:
 - 1. Ensure that a Lockout/Tagout program is implemented.
 - 2. Ensure that all Authorized Employees receive proper training as required in the Port of Edmonds Lockout/Tagout program.
 - 3. Conduct annual inspections to ensure proper procedures are being followed. Mandatory inspections shall be conducted if injury or death occurs.
- B. Director of Facilities and Maintenance shall:
 - 1. Ensure that staff receives the mandatory training.
 - 2. Ensure that staff follows the Lockout/Tagout procedures.
 - 3. Ensure that locks, tags, and tag attachment devices are available for Authorized Port Employees.
 - 4. Maintain appropriate records to meet program requirements.
 - 5. Maintain a list of all Authorized Employees.
 - 6. Provide guidance as necessary to ensure compliance with OSHA'S Regulations.
- C. Port Operations Supervisors shall be trained and responsible for their areas as directed by the Director of Facilities and Maintenance.

LOCKOUT PROCEDURES

- 1. Always follow the equipment manufacturer's recommended Lockout/Tagout procedures.
- 2. Notify Affected Employees that vehicle, equipment or machines will be locked out or tagged out for maintenance or repair. Clear employees from equipment.

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3. Shut down operating vehicle, equipment or machines by normal stopping procedures. Turn off breaker and isolate with a single lockout device that is controlled only by the Authorized Employees.
4. Apply a Lock and Lockout Tag at each energy-isolating device.
5. Never perform any repairs until all energy sources have been identified and isolated.
6. Verify that isolation and de-energization of equipment have been accomplished by first checking that no employees are exposed, and then operate the normal controls by testing to make certain that the equipment will not operate.
7. Each lockout or tagout device shall be removed from each energy-isolating device only by the Authorized Employee who applied the device or by the Director of Facilities and Maintenance.

TAGOUT PROCEDURES

- A. In a situation where a lockout device cannot be used, a tagout device and tag will be attached at the same location that the lockout device would have been attached.
- B. EMPLOYEES ARE CAUTIONED THAT:
 1. Tags are warning devices and do not provide the physical restraint that is provided by a lock.
 2. When a tag is attached to an energy-isolating device, it is not to be removed without permission of the Authorized Employee responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
 3. Tags must be legible and understandable by all employees who may come across them in order to be effective.
 4. Tags and their means of attachment must be made of materials, which will withstand the environmental conditions where they are used.
 5. Tags must be securely attached to energy isolating devices so that they can't accidentally fall or be pulled off.

RESTORING MACHINE, EQUIPMENT OR SYSTEM TO SERVICE

When servicing/maintenance are complete and the machine, equipment or system is ready to return to normal operating conditions, the following steps will be taken.

1. **CHECK** the equipment and the immediate area around the equipment to ensure that nonessential items have been removed and that the equipment or its components are operationally intact.
2. **CHECK** work area to ensure that all employees have been safely positioned or removed from the area.
3. **VERIFY** that the controls are in "NEUTRAL" or "OFF" position.
4. **REMOVE** the lockout/tagout devices and reenergize the equipment.
5. **NOTIFY** Affected Employees that the servicing/maintenance is complete and the equipment is ready to use.

OUTSIDE CONTRACTORS

Whenever an outside contractor does work at this workplace that requires the use of a lockout procedure, the Port of Edmonds will exchange information with the outside contractor about each company's energy control program. It is the responsibility of the

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outside contractor to ensure that their employees comply with the restrictions of our energy control program procedures.

TRAINING

The Port of Edmonds will provide training to all employees as outlined below. A training record will be maintained to document that each employee has received the appropriate training and refresher program.

- A. All Employees should be trained to:
 - 1. Understand the purpose and function of energy control (Lockout/Tagout) program.
 - 2. Have the knowledge and skills necessary to carry out their program responsibilities
 - 3. Recognize Lockout/Tagout devices.
- B. Affected Employees should be trained to:
 - 1. Understand the purpose and use of energy control procedures (Lockout/Tagout Program).
 - 2. Understand the procedures being used.
 - 3. Recognize Lockout/Tagout devices.
 - 4. Understand that starting or otherwise energizing a machine, equipment, or system after lockout or tagout procedures have been initiated is prohibited.
 - 5. Understand that they must vacate the work area when directed.
 - 6. Understand that failure to follow Lockout/Tagout Procedures will be cause for disciplinary action.
- C. Authorized Employees shall be trained to:
 - 1. Understand the type and magnitude of energy available in the workplace.
 - 2. Recognize hazardous energy sources that apply.
 - 3. Understand the methods and means to isolate and control energy.
 - 4. Distinguish exposed live parts from other parts of electrical equipment.
 - 5. Determine the voltage of exposed live parts.
 - 6. Work safely on energized circuits.

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SECTION 3.11

LOCKOUT/TAGOUT RECORD OF TRAINING

REVISED April 18, 2022

Titles Updated April 18, 2022

AUTHORIZED EMPLOYEES

Name	Position	Date of Training
Brian Menard (primary)	Director of Facilities and Maintenance	April 2018
Travis Cruz (primary)	Facilities and Maintenance Supervisor	April 2018

AFFECTED EMPLOYEES POSITION

Drennan, Tina	Administration	April 2018
Ebel, Renae	Administration	April 2018
Khosroabadi, Toradj	Dry Storage	April 2018
Kvarnberg, Anders	Marina Operations	April 2018
McChesney, Robert	Administration	April 2018
Mears, William	Marina Operations	April 2018
Michaud, Karin	Administration	April 2018
Osterman, Christopher	Administration	April 2018
Todd, Ian	Marina Operations	April 2018
Williams, Brittany	Administration	April 2018

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SAFETY POLICIES

SECTION 3.12

PERSONAL PROTECTIVE EQUIPMENT (PPE)

REVISED APRIL 13, 2012

A hazard assessment of workspaces has been performed for Personal Protective Equipment (PPE) for the Port of Edmonds. Employees are required to wear the following PPE when engaged in the listed activities.

Personal Protective Equipment

Required

Chemical Resistant Gloves

when cleaning up or containing chemical spills & when using landscape chemicals

Dust Mask

when dumping boat bottom sandings into the 55-gallon waste drum

Earplugs

when pressure washing, chain sawing, using tiller, weed whacker, and hedge trimmers, and around air compressors

Leather Gloves

when working in the boatyard.

Life Vest (PFD)

when on any of the docks, access to docks, on the workboat, when assisting with the travelift while on the travelift dock, and when working near or over the water.

Full Body Harness

only when working on top of the public launcher

Respirator

when working in situations where you could be overcome with hazardous fumes, and when spraying certain types of pesticides

Safety Glasses

when operating pressure washer, dumping or spraying chemicals, using tiller and weed whacker, or engaging in any other activity where you could get something in your eyes

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Safety Vest when directing traffic in street or parking area and as a traffic guide when leading travelift across Admiral Way

Ballistic Nylon Leg Protection when using a chain saw and weed whacker

Tyvek Suits when cleaning up or containing chemical spills.

Welding Hood whenever performing work with an arc welder, gas welding requires different eye protection

I hereby verify that the workspaces at the Port of Edmonds have been inspected and the above equipment has been certified as required by:

Brian Menard, Director of Facilities and Maintenance
Port of Edmonds
336 Admiral Way, Edmonds, WA 98020

Date

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SAFETY POLICIES

SECTION 3.13

RECORDKEEPING & REVIEW

REVISED SEPTEMBER 25, 2019

Employees are required to report any injury to their immediate supervisor regardless of severity. Employees are required to complete the following:

1. **Employee's Report of an Accident Form** reporting an injury. The supervisor will investigate the accident using procedures in the section "Accident Investigation" and complete a
2. **Supervisor's Report of an Accident.** The Supervisor must complete the **Supervisor's Follow Up Report of an Accident/Illness Form.**
3. **These reports are located under the Forms/Information Section**

These reports will be forwarded to the Office Manager who will determine, from these reports, if any Labor and Industries claim form is to supplement the incident and whether it should be recorded on the OSHA 300 log of injury and illness according to the instructions for that document. Items will be recorded within six days after the employee's supervisor becomes aware of the incident. If the injury is not recorded on the OSHA 300 log, it will be added to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.

Each month before the scheduled Safety Committee meeting, the Office Manager will make each new accident/incident report available to the Safety Committee for review. The Safety Committee will review the reports and may decide to conduct a separate investigation of any incident or accident.

A signed copy of the OSHA 300A summary for the previous year will be posted by the Office Manager on the safety bulletin boards from February 1st to April 30th of each year. Any employee can view the current OSHA 300 log upon request at any time during the year.

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SECTION 3.14

RIGHT TO KNOW BULLETIN BOARD

REVISED SEPTEMBER 25, 2019

The Port of Edmonds has a “Right to Know Bulletin Board” in the Administration office lunchroom. Required workplace notices can also be found on the public drive G:Port:Required Workplace Posters. Notices as required by law and other information that may help to make the Port of Edmonds a safe workplace will be posted in both locations. Employees and Supervisors should check the Bulletin Board or the public drive folder regularly for new notices. The Port will also post on this board any Citation and Notice Documents received from the Department of Labor and Industries.

Required posters and other information displayed on the board include:

Federal Requirements

- OSHA Job Safety and Health It’s The Law
- Equal Employment Opportunity Is The Law
- Employee Rights Under the Fair Labor Standards Act
- Employee Rights Under the Family and Medical Leave Act
- Your Rights Under the Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Employee Rights – Employee Polygraph Protection Act
- OSHA 300A Summary of Work Related Injuries and Illnesses for the previous year-posted February 1st through April 30th

State Requirements

- L&I Notice to Employees – If A Job Injury Occurs
- L&I Job Safety and Health Law
- L&I Your Rights as a Worker
- Current Minutes of Safety Committee Meeting
- ESD Unemployment Benefits

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL
SAFETY POLICIES

SECTION 3.15

SAFETY COMMITTEE

REVISED November 17, 2021

The Port of Edmonds has formed a Safety Committee to provide a method for employees and management to work together in identifying safety issues, develop solutions to safety problems, review accident reports, and evaluate the effectiveness of our overall safety program. The Committee is made up of designated representatives from each department or combined departments. The Committee shall also include a management representative.

Assignments for representation on the Port of Edmonds Safety Committee shall occur at the December Safety Committee meeting.

- Management from each department will select or accept a volunteer representative to be on the committee. The safety representative cannot be a manager.
- The term for representatives is one year. If a vacancy occurs, the above process will be repeated before the next scheduled meeting to fill the balance of the term.
- A chairperson will be selected by majority vote of the committee members each year. If a vacancy occurs, the same method will be used to select a replacement.
- A staff person will be designated to keep minutes. A copy will be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will be filed for one year. The minutes will contain the monthly meeting agenda.

In addition to the committee responsibilities explained above, the duties of Safety Committee members include:

- Performing monthly self-inspections of the area they represent.
- Communication with the employees they represent on safety issues.
- Encouraging safe work practices among co-workers.
- Attending the monthly Safety Committee Meeting in the Commission room. Schedule of dates to be announced.

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HAZARDOUS WASTE MANAGEMENT

SECTION 4

HAZARDOUS WASTE MANAGEMENT

CONTENTS:

Hazardous Waste Policy	4.1
Boatyard Best Management Practices (BMP)	4.2
Dry Storage Best Management Practices (BMP)	4.3
Marina Best Management Practices (BMP)	4.4
Plan of Operation for Solid Waste Handling Moderate Risk Waste	4.5
Emergency & Spill Response Equipment	4.6
Emergency & Spill Response Team Contact	4.7
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HAZARDOUS WASTE MANAGEMENT

SECTION 4.1
HAZARDOUS WASTE POLICY

REVISED May 13, 2022

Titles Updated April, 27, 2022

Policy

To ensure that information about the dangers of all-hazardous chemicals and materials used by the Port of Edmonds are known by all affected employees, the following hazardous materials information program has been established.

All work units of the Port will participate in the Hazard Communication Program. This written program will be available at the Maintenance, Marina Operations, Dry Storage, and Administration offices.

Container Labeling

The Director of Facilities and Maintenance and Port Operations Supervisors are responsible to verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the name and address of the manufacturer.

The Director of Facilities and Maintenance and Port Operations Supervisors are responsible to ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning. The Port Operations Supervisors will review the Port's labeling procedures annually and update as required.

Safety & Data Sheets (SDS)

The Port Operations Supervisor is responsible for maintaining and monitoring the Port's SDS Program. This person will make sure procedures are developed to obtain the necessary SDS's and will review incoming SDS for new or significant health and safety information. He/she will see that any new information is passed on to affected visitors, employees, contractors, and vendors.

Copies of SDS for hazardous chemicals in use will be kept in the Maintenance, Marina Operations, Dry Storage, and Administration offices. A master list of all chemicals is kept in the Marina Operations SDS Binder. SDS's will be available to all employees during each work shift. If SDS's are not available, immediately contact the Port Operations Supervisor. **See attached Labor & Industry information regarding SDS requirements.**

Employee Training and Information

The Office Manager will initiate the training/orientation certification form. All supervisors have a responsibility to meet and review program requirements of these areas with a new employee. Department supervisors are delegated the responsibility to ensure training is provided in accordance with the current policy.

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HAZARDOUS WASTE MANAGEMENT

The orientation program covers the following safety/health issues:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his/her workplace.
- Physical and health risks of the hazardous chemicals.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his/her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- Steps the Port has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDS to obtain hazard information.
- Location of the SDS file and written Hazard Communication Program.
- Prior to introducing a new chemical hazard into any section of the Port, each employee in that section will be given information and training by the training coordinator as outlined above of the new chemical hazard.

Hazardous Non-Routine Risk

Periodically, employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks are confined space entry, tank cleaning and painting vessels. Prior to starting work on such projects, each affected employee will be given information by their Supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the Port is using to reduce the hazard, including ventilation, respirators, presence of any other employee and emergency procedures.

Multi-Employer Workplaces

It is the responsibility of the Director of Facilities and Maintenance and/or the Director of Marina Operations to provide onsite contractors or vendors copies of the SDS's (or make them available at a central location) for any hazardous chemicals that the contractor or vendors may be exposed to while working on Port property. The Directors will also inform other non Port contractors or vendors of any precautionary measures that need to be taken during normal operating conditions or in foreseeable emergencies, and provide them with an explanation of the labeling system that is used at the worksite.

List of Hazardous Chemicals

The SDS books containing a listing of chemicals used in the various work areas and the Safety Data Sheet are located at the following locations:

- Administration Office
- Maintenance Office
- Marina Operations
- Dry Storage
- Harbor Square Business Complex

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HAZARDOUS WASTE MANAGEMENT

These data sheets must be available to you at any time, especially if you accidentally become exposed to a hazardous chemical.

Each SDS is required to contain certain standard information to fully inform you about the product, its manufacturer, hazards to which you may be exposed, what precautions you should take to protect yourself and how to treat an individual who is exposed. Each section will be reviewed below.

Section I. Product Information

1. The product name
2. Manufacturers name and address
3. Emergency, 24 hour telephone number

Section II. Hazardous Ingredients

1. Specific chemical ingredient names, along with its common name
2. Worker safe levels of exposure, expressed as
 - a. OSHA's permissible exposure limit
 - b. American Conference of Governmental Industrial Hygienists (ACGIH) threshold limit value
3. CAS (Chemical Abstract Services) numbers for the chemicals are also listed

Section III. Physical Data

1. Examples of the physical and chemical characteristics listed about the product are:
 - a. boiling point
 - b. melting point
 - c. product odor and appearance under normal condition
 - d. pH
 - e. type of material (liquid, solid, gas, paste or powder)

Section IV. Fire & Explosion Hazard Data

1. This section relates to the physical hazards of fire or explosion.
2. The flash point is listed. This is the temperature at which the product ignites.
3. The extinguishing medium is also listed. It lists what will safely put out the fire and any special fire fighting procedures.

Section V. Health Hazard Data

1. This section informs users of how they can be exposed to chemicals.
For example:
 - a. inhalation
 - b. ingestion
 - c. skin contact
 - d. absorption, etc.
2. Also listed are possible health hazards, along with the signs and symptoms of exposure, such as:
 - a. eye irritation
 - b. nausea
 - c. dizziness
 - d. skin rash, etc.

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3. Emergency and first aid procedures are also explained here.

Section VI. Reactivity Data

1. How stable is this product? What other products are incompatible with it? This information is listed here.
2. Never mix one product with another unless it is stated on the manufacturer's label.

Section VII. Spill or Leak Procedures

1. Section VII. covers what to do if the substance spills or leaks.
2. No matter what the product, always notify your supervisor immediately should a spill or leak occur.
3. This section also covers proper disposal of the spilled chemical.

Section VIII. Special Protection Information

1. This section lists special protection equipment required when using the particular product.
 - a. goggles
 - b. gloves
 - c. face mask, etc.

Section IX. Special Precautions

1. These are special precautions to be taken when handling and storing products.
2. This section includes the tools and materials needed to pick up spills or put out a fire.
 - a. Safety signs such as "Do not store near heat"
 - b. "Keep from freezing"

Any other precautions are listed in the SDS.

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HAZARDOUS WASTE MANAGEMENT

SECTION 4.2

BOATYARD BEST MANAGEMENT PRACTICES (BMP)

REVISED May 13, 2022

BMP-1	Before commencing any work, boatyard occupants are required to read and understand the BMP's and sign off on them.
BMP-2	Conduct all boatyard activities in accordance with the listed environmental Best Management Practices, to prevent water, soil and air pollution.
BMP-3	When stripping, sanding, scraping, painting, coating and/or varnishing any portion of the vessel, all particles, oils, grits, dusts, flakes, chips, drips, sediments, debris and other solids shall be collected and managed to prevent release into the environment. Drop cloths, tarps, drapes, shrouding or other protective devices are required to collect and manage such material and must be adequately secured around the vessel to resist wind from causing a release of collected solids. Port Employees will provide tape and plastic for use as drop cloths and enclosures. Any lose material on ground must be cleaned immediately following work.
BMP-4	Boatyard spaces must be cleaned daily, the Port will charge a clean up fee if spaces are not cleaned at the end of the day, as per the rate schedule in effect on the date of the clean up.
BMP-5	Drip pans or other containment devices shall be used during all petroleum product transfer operations. A spill response kit is available in the boatyard. Use oil absorbent pads to contain and clean up spills. Promptly notify the Port of any spills that enter or threaten to enter the storm drain.
BMP-6	No storage of paints, solvents and other chemicals is allowed on the ground under or around the boat.
BMP-7	No containers larger than 5 gallons allowed in the boatyard.
BMP-8	Bilges must be cleaned prior to doing work that penetrates the hull. Absolutely no bottom washing allowed.
BMP-9	No toxic, hazardous, or volatile material can be used in the boatyard or while boat is in slings. No oil, fuel, bilge, sewage or greywater shall be discharged from the vessel. A list of vendors providing holding tank pump out services is available in the operations office.
BMP-10	Contractors/vendors are responsible for disposing of all waste, no dumping of waste in the storm drains. Customers must dispose of collected waste solids in the waste solids drum provided by the Port and can dispose of used plastic or drop cloths to the dumpster once the collected solids have been removed.
BMP-11	All spray painting must be pre-approved by Port Operations Supervisor prior to starting work.
BMP-12	Only vacuum sanders or rotary tool meeting minimum performance standards for all antifouling paint removal are allowed. Non-vacuum grinders are prohibited.
BMP-13	Abrasive grit blasting and ice blasting are prohibited.
BMP-14	Boatyard occupants shall coordinate disposal of hazardous waste with Port employees who can assist with proper disposal of; absorbent pads, boat bottom sandings, oil filters and recycling of; fuel, used oil, antifreeze, transmission fluid, paints, solvents, varnish, bilge water and batteries. A complete list of recyclable items can be found in the operations office.
BMP-15	The use of antifouling paint containing Tributyl Tin is prohibited. Non-copper bottom paint is encouraged.
BMP-16	Brooms, dust pans, and shop vacuums are available for check-out. If vacuums, dust pans and brooms are checked out it is the owners responsibility to return them when work is completed or the owner of the boat will be charged a replacement fee. Do not clean area by hosing down with water.

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BMP-17	Zincs used as sacrificial anodes shall not be disposed of into the water or into the trash. Spent zincs are to be placed in the Port's covered container for recycling.
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Note: Boatyard users will be charged a \$100.00 violation fee for any violation of the above BMPs.

Customer Initials: _____ Date: _____

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HAZARDOUS WASTE MANAGEMENT

SECTION 4.3

DRY STORAGE BEST MANAGEMENT PRACTICES (BMP)

REVISED AUGUST 8, 2016

The Port of Edmonds is committed to preserving the surrounding environment and encouraging best management practices (BMPs) in accordance with the guidelines issued by the Washington State Department of Ecology and the requirements of the Federal Clean Water Act. You can obtain a full copy of the Marina, Boatyard and Dry Storage BMPs from Port staff.

Vessel Cleaning

If cleaners are used, no visible suds or discoloration of the water is permitted. Use small amounts of phosphate-free and biodegradable soaps. Otherwise, use alternatives such as baking soda and vinegar as all-purpose cleaners.

Surface Prep and Refinishing of Boats not allowed

No sanding, no painting above or below water line, no thinners or varnish, no pressure washing of boats. Any sanding, painting, use of thinners or varnish, pressure washing of the boat must be done in the boatyard.

Engines, Bilges, and Hazardous Waste Disposal

Never drain oil, anti-freeze or other liquids into the bilge. Use pumps to drain oil, anti-freeze and other liquids directly. The Port will accept up to five gallons of oily bilge water, anti-freeze, batteries, fuel, oil, as well as spent absorbent pads or filters at the hazardous waste station located in the northeast corner of the boatyard. Please contact Port staff for assistance. For larger amounts contact a private contractor.

Sewage

Y-valves must be safety wired to ensure sewage flows into holding tank only. Pump-out stations are located on the end of B-dock and on I-dock.

Boat Refueling

No fueling of boats anywhere except at the fuel dock.

Commercial Activity

All contractors must have Port approved insurance and a copy of the Port's BMPs before performing any work on Port property. Contractors must dispose of their own waste off-site. The Port is not permitted to handle hazardous wastes generated by commercial operators or maintenance contractors.

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SECTION 4.4

MARINA BEST MANAGEMENT PRACTICES (BMP)

REVISED AUGUST 8, 2016

The Port of Edmonds is committed to preserving the surrounding environment by implementing and enforcing the Marina Best Management Practices (BMP) in accordance with the guidelines issued by the Washington State Department of Ecology and the requirements of the Federal Clean Water Act. The Port enforces source control measure, which helps prevent untreated materials from entering the storm drain system.

The attached Marina BMPs are the requirements for persons using the Port of Edmond's boatyard and disposing of hazardous materials.

Best Management Practices (BMPs) are intended to be practical and affordable actions that can reduce pollution at the source. Source control measures avoid more expensive technological requirements being placed on the Port and Port users by regulatory agencies. The Port of Edmonds is committed to preserving the surrounding environment by implementing Best Management Practices in accordance with the guidelines issued by the Washington State Department of Ecology and the requirements of the Federal Clean Water Act.

Commercial Activity

- All contractors and divers must have Port approved insurance and a copy of the Port's BMPs before performing any work on Port property. Copies of the BMPs are available at the Marina Operations office and the Port Administration building.
- Boat hulls with anti-fouling paint may not be scrubbed or cleaned in the marina by divers. Approved haul-out facilities must be used.
- Divers are not allowed to leave any sort of material in the water including film, debris or zinc. All divers must sign-in at the Marina Operations office before performing any work.
- Contractors must dispose of their own waste off site. The Port is not permitted to handle hazardous wastes generated by commercial operators or maintenance contractors.

Engines and Bilges

- **Absolutely no oil, fuel, or anti-freeze is to be discharged into the marina.** Use absorbent pads to soak up oil and fuel in bilges. Pads are available, for purchase, from the fuel dock attendant.
- **Do not pump bilge water into the marina.** Port personnel can take up to five gallons of bilge water. For larger amounts contact a private contractor. Install a manual bilge pump shutoff switch to avoid discharging contaminated bilge water.
- Never drain oil, antifreeze or other liquids into the bilge. Use pumps to drain engine oil directly. Recycle all waste oil and antifreeze on shore.
- **Do not dispose of fuel, oil or filters in the dumpsters.** Dispose of spent absorbent pads and recycle oil, antifreeze and oil filters at the Port's accumulation facility

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located at the northeast corner of the boatyard. Do not mix any other fluid with waste oil when pouring into recycling tanks. Waste oil contaminated with other materials cannot be readily recycled and disposal costs increase dramatically.

- **Do not use detergents or soaps to clean up fuel and oil spills.** While enzyme-based cleaners are safe to use, it may take some time before the oil sheen is gone. It is best to remove contaminated water and dispose of it appropriately at on shore facilities. The discharge of emulsified oil is a violation of state law. Use absorbent pads.
- In Washington State, boats that are over 26' in length are required to display an "Oil Discharge is prohibited" placard near the bilge pump switch (placards are available at most marine supply stores). Fines for discharging oil from a bilge can amount to as much as \$20,000 per day per violation.

Boat Fueling

- Report oil and fuel spills immediately to Marina Operations, Washington State's hotline at 1(800) OILS-911 and the National Response Center 1-800-424-8802. If you cause a spill, stop it at the source and start to clean it up immediately. Do not pour liquid detergent onto the spill; this is illegal, makes recovery impossible and makes the spill worse under the surface.
- **Do not "top-off" or overfill tanks.** Know your fuel tank capacity and don't wait for fuel to spill out of the overflow vent to indicate full. Remember warm weather and direct sunlight can cause expansion and a fuel vent spill. In-line fuel/air separators and indicator whistles can be installed to reduce fuel vent spills. Place a bucket or an absorbent pad at the fuel vent in case of accidental overflow. Special no-spill containers are available for this purpose.
- **Do not hose down accidental fuel spills.** Use absorbent pads when feasible.

Sewage

- **Do not discharge sewage directly overboard.** Discharge within three (3) miles of the coast (anywhere in Puget Sound) is illegal and subject to fines up to \$2,000.
- Y-valves must be safety wired to ensure sewage flows into holding tank only.
- Store sewage in holding tanks and dispose of properly at the pump-out station, located on the south side of the fuel dock, or use a pump-out service.
- Gray Water: Minimize detergent usage in on-board sinks and showers, use shore side facilities whenever possible.

Vessel Cleaning

- If cleaners are used, **no visible suds or discoloration of the water are permitted.**
- Scrub and rinse your boat often. A quick rinse after each outing reduces the need to scrub top-side with harsh cleaners. Use small amounts of phosphate-free and biodegradable soaps. Otherwise, use alternatives such as baking soda and vinegar as all-purpose cleaners.

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HAZARDOUS WASTE MANAGEMENT

Surface Preparation and Refinishing

- Report to Marine Services when beginning a maintenance project to get the latest information regarding in-water maintenance.
- Cleaning, repair, modifications, and surface preparation or coating of any portion of a vessel's hull while the vessel is afloat is prohibited.
- Major work which involves more than 25% of the boat's topside surface must occur on land. Schedule cosmetic work during annual haul-outs. Copies of the Boatyard Best Management Practices are available at the Marina Operations Office.
- When stripping, sanding, scraping, painting, coating and/or varnishing any topside deck or superstructure of a vessel in-water, all particles, oils, grits, dusts, flakes, chips, drips, sediments, debris and other solids must be captured to prevent their release into the environment and entry into waters of the State. Painting and refinishing of boats topside (when in the water) is limited to minor touch ups.
- Tarps must be used to capture spilled paint. Any discharge to marina waters is a potential violation of state and federal law. Airborne particles may damage adjacent boats. The open water area between the hull and the dock must be tarped during rail work.
- Do not work from a float or small boat.
- Use of paint, thinners and varnish on dock is limited to containers of one (1) gallon in size or smaller.
- All paint mixing must be done on the shore, not the dock or the deck of the vessel. Pint cans should be placed inside some type of secondary containment that will catch spills. A five gallon plastic bucket works well for this purpose.
- Spray painting is not allowed while boats are in the water.
- **Do not dispose of paint or solvents in the Port dumpsters or any solid waste container.** Contact Port personnel for proper disposal or take to an off-site disposal facility. Use up remaining paint by spreading on the paint board in the Port's boatyard. Dry empty cans may be placed in the dumpster.

Hazardous Wastes

- **All hazardous waste must be disposed of properly.** Contact the Marina Operations Office for more information (425) 775-4588. No commercial wastes are acceptable.
- Do not dispose of the following in the dumpsters or leave on the dock:
 - Fuel, used oil, used oil filters, antifreeze or transmission fluid
 - Paints, solvents or varnish
 - Batteries
 - Wet shop rags
- Buy only the amount of materials you need. Take excess paints and chemicals home or dispose of them at the hazardous waste facility on site. **Do not discard these materials in the sewer or storm drains.**

Solid Waste Disposal

- Store all garbage for shore-side disposal. "If it goes aboard, it comes ashore."

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HAZARDOUS WASTE MANAGEMENT

- Dispose of all garbage in the dumpster located at the head of each dock.
- Collect all pet waste in plastic bags and dispose of in the dumpster.
- Let empty paint cans dry out completely before disposing of them in the dumpsters.
- Recycle aluminum, cardboard glass and newspapers in containers provided by the Port.

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HAZARDOUS WASTE MANAGEMENT

SECTION 4.5

PLAN OF OPERATION FOR SOLID WASTE HANDLING

MODERATE RISK WASTE

REVISED July 10, 2020

Purpose and Background

The Port of Edmonds (Port) has a conditional permit to allow the collection of moderate risk waste. This Plan of Operation for Solid Waste Handling has been prepared for the marina and boatyard activities at the Port of Edmonds and has been written to comply with state and county regulations. The Snohomish Health District Sanitary Code Chapter 3.1 states that moderate risk waste (MRW) includes, but is not limited to, antifreeze, oils, batteries, gasoline, oil based or petroleum based paint, pesticides, pool chemicals, and wood preservatives. This Plan of Operation for Solid Waste Handling has been prepared in accordance with state moderate risk waste handling regulations [WAC 173-350-360(6)(e)], and the applicable sections of these regulations are referenced in this Plan:

(e) Develop, keep and abide by a plan of operation approved as part of the permitting process. The plan shall describe the facility's operation and shall convey to site operating personnel the concept of operation intended by the designer. The plan of operation shall be available for inspection at the request of the jurisdictional health department. If necessary, the plan shall be modified with the approval, or at the direction of the jurisdictional health department.

Types of Solid Waste Handled at the Port

WAC 173-350-360(6)(e)(i) [Provide] a description of the types of solid wastes to be handled at the facility;

At the Port there are two distinct sources of waste: from household use (boaters) and from Port related activities such as boat maintenance and repair. This distinction is important in that household wastes are exempted from the volume limitation which applies to the Port or any other business. Materials may be stored on site in quantities less than 2,200 lbs. The Port collects the following types of waste materials from tenants and boatyard customers:

Unlimited	Up to 5 Gallons*	Up to 1 Gallon*	
Waste oil	Gasoline	Paint thinner	Other paint & solvents
Oil filters	Diesel fuel	Turpentine	Epoxy resins
Used absorbent materials	Oily bilge water	Acetone	Varnishes
	Antifreeze	Teak oil	Wood stains

* The one and five gallon limits are set by the Port to avoid the cost of handling large volumes of materials. Port employees may accept larger volumes of wastes if the situation warrants it.

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HAZARDOUS WASTE MANAGEMENT

Handling of Moderate Risk Waste

(ii) A description of how **moderate risk waste (MRW)** will be handled on-site during the active life of the facility

Port tenants must contact the Port's Marina Operations to deliver wastes to the dangerous waste area. The Port employee stores it in the appropriate drum and records the deposit on the drum inventory sheet inside the Hazardous Waste Facility. Drum Inventory sheet is Form 6.7 found in the Port of Edmonds Emergency, Safety & Operations Procedures (ESOP) manual.

The Port stores waste materials in a self-contained and manufactured storage unit. The unit meets all applicable fire code and solid waste management specifications and has built in secondary containment. The building is also equipped with a vapor sensor and alarm. The drums and containers stored in the waste building are labeled and situated in a pre-established order. Waste oil is stored in a double-walled storage tank with a draining funnel for oil filters. The tank is covered to prevent oily runoff and the area is enclosed with a concrete curb. The waste oil facilities can be accessed by tenants through the use of their dock keys. Non-leaking used batteries are stored on a secondary containment pallet in the boatyard shed before recycling.

As the tank and/or drums become full the Port's waste disposal contractor (currently Stericycle) is contacted by Port staff to empty the facility. The transport manifest is filled out by the contractor and Port staff. A copy is kept with the drum record sheets in the Marina Operations office. Protective clothing, gloves, respirators, and eye protection are available to employees who handle wastes.

(A) Methods for managing and/or identifying unknown wastes; (B) Procedures for managing wastes that arrive in corroded or leaking containers or when MRW is left at the gate when the facility is unattended;

Leaking or mislabeled materials are not accepted by the Port. The waste storage building is only accessed through a Port employee. Tenants and boatyard customers are advised through signs and the distribution of Port best management practices (BMPs) that containers without manufacturer's labels cannot be accepted by the Port. Boaters are directed to the household hazardous waste pickup in the county they live. Appointments are generally required or disposal is only allowed at specific drop-off dates. Some information for these sites is listed below:

Disposal Facility / Service	Phone Number	Type of Program
Snohomish County	(425) 388-6050	Wednesday -Saturday
King County	(206) 296-4692	Drop off by appointment
Fuel Care Services	(206) 527-5883	Bilge water and fuel filtration
Safety Kleen Corp	(253) 939-2022	Pick-up Bilge Water & Oil
Clean Earth / Harsco	(425) 204-7032	Hazardous Waste Pick up

If unknown wastes or wastes in leaking or corroded containers are left on Port property, and it is not obvious by visual inspection what the waste material is – The Port has a waste contractor (currently Stericycle) that is qualified to characterize, contain, transport, and appropriately dispose of unlabeled waste. The contractor and/or the Fire Department are contacted for immediate response. Port employees may suit up with appropriate Personal Protective Equipment (PPE's) such as; clothing, gloves, masks, splash shield, goggles and begin

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to create secondary containment around the unknown waste until responders are able to arrive. For large spills the Port may also work with:

NRC Environmental Services
9520 10th Ave S, Suite 150 Seattle, WA 98108
1-800-899-4672
Contact Person: Neil Doherty 206-607-3000 (non-emergency)
1-206-607-3000 (office non-emergency)
ndoherty@nrcc.com

(C) Protocol for sorting, processing and packaging MRW;

The Port has a covered and enclosed collection facility which houses seven (7) fifty-five (55) gallon drums. Drums are labeled to reflect the contents. The seven drums contain; gasoline, bilge water, anti-freeze, loose pack (items with original labels and in original containers), oil filters, oil pads and paint sandings. Each barrel is labeled with a start date, the contents, and a bright orange Moderate Risk Waste (MRW) sticker for Household Hazardous Waste (HHW). In addition to the MRW/HHW sticker, the Gasoline drum has four (4) flammable stickers on it. Port tenants must contact Marina Operations to deliver wastes to the collection facility. The Port employee receiving the waste stores it in the appropriate drum and records the deposit on the drum inventory sheet. (see form located on Port computers G:\marinaoperations\marinaoperationsdocs\boatyard\hazmat\hazardouswasteinventorylogin). Once a drum becomes full it is sealed. It is labeled with permanent markers indicating the date that the drum was sealed (end-date) and that the drum is full. The drum is removed from the collection facility and placed in the adjacent covered and enclosed holding facility. It is held in this facility until enough waste is generated to call for a pick-up. Current quantities require pick-ups to happen approximately twice per year. The Port contracts with a qualified waste contractor (currently Stericycle) that can sort, process, and properly package Port-stored MRW. Staff contacts the contractor to request that they empty the facility. The transport manifest is filled out by the contractor and port staff. A copy is kept with the drum record sheets in the Marina Operations office.

(D) Procedures to protect containers of MRW susceptible to damage from weather and temperature extremes;

The Port Waste Facility is a covered and enclosed container that is fully equipped with secondary containment. The facility is properly vented for air circulation and is also equipped with a vapor sensor and alarm. Each drum inside the facility has a ground wire attached to it to prevent potential for fire from spark or static.

(E) Maximum quantities of MRW to be safely stored in each area at any time;

The Port stores no more than 2,200 lbs of MRW onsite at any one time that has been generated from Port activities (not including household generated waste). The volume of wastes generated from Port operations, not including household hazardous wastes, cannot exceed 220 lbs per month, on average, under the current permit.

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(F) Waste acceptance protocol to preclude and redirect fully regulated dangerous waste and any unacceptable waste types, such as explosives and/or radioactive materials;

Port tenants are informed that dangerous wastes such as tributyl tin, explosives, or other such unacceptable materials are not allowed at the Port and cannot be disposed at Port facilities.

(G) For facilities that offer material exchanges, a procedure for determining what MRW is suitable for exchange and how the materials exchange will be operated;

The Port of Edmonds does not offer material exchanges.

Inspection and Maintenance

(iii) A description of how equipment, structures and other systems are to be inspected and maintained, including the frequency of inspection and inspection logs;

Port staff does a daily boatyard check which includes a visual inspection of the outsides of the shed. Security crews at night also do a walk thru and check for anything that may be out of place. Port staff is regularly in the hazardous waste facility when accepting wastes from tenants. If anything is out of place it is corrected immediately. The inspections are documented weekly on POE form 4-1 located on Port computer at

G:\marinaoperations\marinaoperationsdocs\boatyard\hazmat\hazwasteinspectionchecklist.doc.

The following items are inspected, and repairs or corrective action is taken if necessary:

- Check building to make sure it is locked
- Are any materials left outside the building?
- Are containers properly labeled?
- Are proper containers being used?
- Are containers damaged or leaking?
- Is there any liquid in secondary containment?
- Are rows at least 30 inches apart?
- Are lids and bungs in place?
- Is there clear access inside the building?
- Is safety equipment in place?
- Is the building structurally sound (not leaking)?
- Are leaked or spilled materials present?
- Are the signs readable?
- Is gas monitoring system functioning properly?
- Do spill supplies need to be replenished

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The following table lists the inspections and other actions that contribute to overall sound management practices and maintenance of the facilities:

Action	Frequency	Reporting Date	Table / Form
Application for Solid Waste Facility Permit	Annual	Expires June 30 each year.	Snohomish Health District (SHD) Application for Solid Waste Site Permit Renewal Form
SHD Inspections	2 to 3 times a year	Upon inspection	SHD Evaluation for Solid Waste Handling Facility.
Check-in of waste material	As needed	On request	Drum Inventory Sheet
Waste Storage Area Inspection	Weekly	On request	POE Form 4-1
Hazardous Waste Manifest	Each load taken offsite	File for five years	Uniform Hazardous Waste Manifest EPA Form 8700-22
Application for Fire Permit renewal and walk-thru inspection.	Annual	January 1	Edmonds Fire Department Application for Permit Renewal
Training	Annual update	On request	ESOP 5.5
Calibrate Vapor Monitor	Monthly	On request	POE Form 4-1

Emergency and Spill Plan

(iv) Safety and emergency plans including:

(A) A list of all on-site emergency equipment with its capability, purpose, and training requirements;

A list of emergency and spill response equipment is provided in POE Emergency Safety and Operations Procedures (ESOP) Section 4.6.

(B) A description of actions to take if leaks in containers, tanks, or containment structures are suspected or detected and for other releases (e.g., failure of runoff containment system, gases generated due to chemical reactions or rapid volatilization);

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The Port has a spill Prevention and Response Plan in its Environmental Manual and its ESOP that describes the actions to take if a leak from a tank, drum, or other container occurs. This plan contains a list of the emergency and spill response team and their contact phone numbers (POE Table 7-1 and ESOP Section 5.5). The Spill Prevention and Response Plan also contains a hazardous substance spill response log (POE Form 7-2 – ESOP 6.8).

Drum Inventory Form

(v) The Forms used to record weights and volumes;

As indicated in the table in the inspections section above, the Port maintains a drum inventory form that is used to record weights and/or volumes of marina and boatyard related wastes that are left with the Port by tenants (see drum inventory form ESOP 6.7) located in the Port of Edmonds Emergency Safety & Operations Manual.

Training

(vi) [Provide] other such details to demonstrate that the facility will be operated in accordance with this subsection as as required by the jurisdictional health department.

All permanent employees attend hazardous waste operations (HAZWOPER) training to Technician Level III. After the initial 24 hour training an annual 8 hour refresher course is required. A record of employee training is kept in the ESOP Manual Section 5.5.

In Case of Proposed Closure

(8) Moderate Risk Waste Facilities – Closure requirements

Should the Port of Edmonds decide to close the Solid Waste Handling Facility, the Port of Edmonds will prepare a closure plan and obtain approval of the plan from Snohomish County Health District. The Port of Edmonds will notify the Snohomish County Health District no later than 180 days prior to the projected date of the final receipt of moderate risk waste, of the intent to implement a closure plan in part or whole. The facility will close in a manner that meets all Washington State Requirements for closure of moderate risk waste facilities as specified in WAC Solid Waste Handling Standards Chapter 173-350-360(8).

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HAZARDOUS WASTE MANAGEMENT

SECTION 4.6

EMERGENCY & SPILL RESPONSE EQUIPMENT

REVISED APRIL 12, 2011

EMERGENCY AND SPILL RESPONSE EQUIPMENT

Item	Quantity	Capabilities
Fire Extinguisher Class A-B-C	1	Suitable for fighting all types of fires
First Aid Equipment	1 Kit	Suitable for treating minor cuts, abrasions, illnesses, and burns
Emergency Eyewash	2	Suitable for washing injurious material from eyes
Rubber Rain Suit	2	Suitable for protection against liquids, such as oil and chemical spills
Tyvek Suits	10	Suitable for protection against contaminated dirt and other dry materials
Disposable Rubber Gloves	20 Pairs	Suitable for protection against liquids, such as oil and chemical spills
Rubber Boots	1 Pair per team member	Steel toe, suitable for protection against liquids, such as oil and chemical spills
Face Shields	2	Plastic with securing straps, suitable for protection against splashes of liquid
Respirator with organic vapor cartridge	2 with 2 pair cartridges per mask	Rubber mask, suitable for protection against organic vapors in atmosphere with normal oxygen levels. NOT SUITABLE FOR OXYGEN DEFICIENT ATMOSPHERE
Absorbent Pads	300 minimum	Suitable for absorbing oil and other chemicals
Absorbent Granules	2 bags	Suitable for absorbing oil and other chemicals
Shovel	2	Steel with wood handles
Flashlights	2	Large, with fresh batteries
55-Gallon Drum	2	Steel drum, good condition, suitable for holding liquids, solids, etc.
85-Gallon Overpack Drum	2	Plastic drum, suitable for containing a 55 gallon drum

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Oil Boom	400 ft	Floating spill containment in water. Book kept on Port boat at fuel dock
Boat	1	For boom deployment and spill response
Vapor Monitoring System	1	For detecting dangerous levels of explosive gas

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HAZARDOUS WASTE MANAGEMENT

**SECTION 4.7
EMERGENCY & SPILL RESPONSE TEAM CONTACTS**

REVISED November 18, 2022

Updated List of Names November 15, 2023

The Emergency and Spill Response Team members and contact phone numbers are shown below. The Emergency Coordinator shall be the highest ranking person present at the Port during the spill response effort.

POSITION	NAME	CONTACT NUMBER	
Executive Director	Angela Harris	425-475-7805 (use 1 st)	
	Angela Harris	425-280-8609	
Deputy Director	Brandon Baker	206-779-6377	
Port Operations Supervisor	Ian Todd	360-620-6059	
Environmental Coordinator	Ian Todd	360-620-6059	
Environmental Coordinator	Brian Menard	206 618-1460	
Spill Response Team Members:			
Travis Cruz	206 510-8474	Toby Black	425-231-4045
Ian Todd	360 620-6059	Michael Guzman	928-750-2080
Toradj Khosroabadi	503-805-5680	Anders Kvarnberg	425 314-2161
Bill Mears	425-949-6394	Michael Guzman	928-750-2080
Norman Bush	937-305-8970		

Emergency and Spill Plan

(iv) Safety and emergency plans including:

(A) A list of all on-site emergency equipment with its capability, purpose, and training requirements;

A list of emergency and spill response equipment is provided in POE Emergency Safety and Operations Procedures (ESOP) Section 4.6.

(B) A description of actions to take if leaks in containers, tanks, or containment structures are suspected or detected and for other releases (e.g., failure of runoff containment system, gases generated due to chemical reactions or rapid volatilization);

The Port has a spill Prevention and Response Plan in its Environmental Manual and its ESOP that describes the actions to take if a leak from a tank, drum, or other container occurs. This plan contains a list of the emergency and spill response team and their contact phone numbers (POE

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL HAZARDOUS WASTE MANAGEMENT

Table 7-1 and ESOP Section 5.5). The Spill Prevention and Response Plan also contains a hazardous substance spill response log (POE Form 7-2 – ESOP 6.8).

Drum Inventory Form

(v) The Forms used to record weights and volumes;

As indicated in the table in the inspections section above, the Port maintains a drum inventory form that is used to record weights and/or volumes of marina and boatyard related wastes that are left with the Port by tenants (see drum inventory form ESOP 6.7) located in the Port of Edmonds Emergency Safety & Operations Manual.

Training

(vi) [Provide] other such details to demonstrate that the facility will be operated in accordance with this subsection as as required by the jurisdictional health department.

All permanent operations and maintenance staff will attend annual HAZWOPER training courses. A record of employee training is kept in the ESOP Manual Section 5.5.

In Case of Proposed Closure

(8) Moderate Risk Waste Facilities – Closure requirements

Should the Port of Edmonds decide to close the Solid Waste Handling Facility, the Port of Edmonds will prepare a closure plan and obtain approval of the plan from Snohomish County Health District. The Port of Edmonds will notify the Snohomish County Health District no later than 180 days prior to the projected date of the final receipt of moderate risk waste, of the intent to implement a closure plan in part or whole. The facility will close in a manner that meets all Washington State Requirements for closure of moderate risk waste facilities as specified in WAC Solid Waste Handling Standards Chapter 173-350-360(8).

SECTION 4.8

**PLAN OF CLOSURE FOR SOLID WASTE HANDLING MODERATE
RISK WASTE**

REVISED APRIL 29, 2012

(8) Moderate Risk Waste Facilities – Closure requirements

The Port of Edmonds has established this closure plan in compliance with WAC Solid Waste Handling Standards Chapter 173-350-360(8). Should it be necessary to close the Solid Waste Handling Facility at the Port of Edmonds, this closure plan approved from Snohomish County Health District, will be implemented so that the facility is closed in a manner that does not pose a threat to human health or the environment. The Port of Edmonds will notify the Snohomish County Health District no later than 180 days prior to the projected date of the final receipt of moderate risk waste, of the intent to implement the closure plan in part or whole. The facility will close in a manner that meets all Washington State Requirements for closure of moderate risk waste facilities as specified in WAC Solid Waste Handling Standards Chapter 173-350-360(8).

Description of the activities and procedures that will be used to ensure compliance with subsection (8)

Upon activation of this plan the following procedures will be implemented.

1. No further waste will be accepted at the facility 30 days prior to closure.
2. All existing waste will be added to appropriate accumulation containers prior to closure.
3. Secondary containment will be inspected for free liquids and if free liquids are present they will be removed to properly marked containers for testing and disposal. Debris within the secondary containment will be removed and containerized. Waste will be disposed of according to its classification.
4. All accumulation containers will be closed and shipped off site to appropriate facilities for recycle or disposal.
5. All areas where Moderate Risk Waste (MRW) has been handled, including, but not limited to, secondary containment, buildings, tanks, equipment and property will be appropriately decontaminated.
6. Snohomish Health District will be consulted to determine whether further cleaning or decontamination is necessary.
7. Remove all MRW and ensure delivery of the MRW to a facility that conforms with the applicable regulations for handling the waste.

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An estimate of the maximum volume of MRW on-site at any time during the active life of the facility:

TYPE	ESTIMATED ANNUAL VOLUME	MAX. VOLUME/WEDIGHT AT ANY ONE TIME	RECYCLED OR DISPOSED
Gasoline	100 gallons	50 gallons	A-fuel
Antifreeze & Water	100 gallons	50 gallons	Recycle
Oil & Water Mixed Discharge/Recycle	100 gallons	50 gallons	Separate
Absorbent Pads	200 pounds	100 pounds	Landfill
Boat Sandings	400 pounds	200 pounds	Landfill
Oil Filters	500 pounds	250 pounds	Landfill
Waste Oil	1260 gallons	500 gallons	Recycle
Batteries	35-40	15-20	Recycle
Fluorescent/HID Bulbs	5-10	10	Recycle

Closure cost estimates:

Cost estimates and financial assurance are only required if over 9000 gallons a year are processed at the facility.

SECTION 5

TRAINING

CONTENTS:

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SECTION 5.1

TRAINING SCHEDULE

REVISED November 18, 2022

Training is an essential part of the Port's plan to provide a safe work place at the Port of Edmonds. To ensure that all employees receive the required training before they assume their duties, we have designated the Port Operations Supervisor as the Training Coordinator. He/she is responsible for verifying that all employees have received an initial orientation by their supervisors, have received the required training to do the job safely, and that training documents for employees are filed, and that an outline and materials list is available for each training course that we provide. The following training courses are provided:

Training Course	Who Must Attend	Timeline
Basic Orientation	All employees (provided by supervisor)	At employment
Chemical Hazards (Hazwoper)	All permanent operations, security and maintenance staff	Annually
Fire Extinguisher	All employees	Annually
First Aid & CPR	All employees	Annually
Forklift	All employees who operate a forklift	Every three years
Fuel Dock	All employees who operate the fuel dock	As hired
Ladder	All employees	One time
Launcher	All employees who operate the launch	Marina Ops
Lock/Tagout Awareness	All staff	Annually
Lockout/Tagout Advanced	All employees who service equipment	Maintenance
Oil Spills	All permanent operations staff	Annually
Scissor Lift Training	All Employees who operate Scissor Lift	As needed
Tractor	All Employees who operate Tractor	As needed
Travelift	All employees who operate the Travelift	As needed
Workboat	All employees who operate the workboat	As needed

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL
TRAINING

SECTION 5.2

EMPLOYEE SAFETY ORIENTATION CHECKLIST

REVISED APRIL 29, 2011

Instructions: Each employee shall receive a safety orientation before beginning work. This checklist documents that each required item was covered in the orientation. The supervisor is to initial each box to indicate that the item was covered. **Employees are not to sign this form unless all items have been covered and all questions have been answered satisfactorily.**

Employee: _____ has been:

- Informed about the elements of the written safety program that outlines the Port's safety efforts.
- Given a copy of the employee safety manual and general safety rules and has read it.
- Told whom his/her elected Safety Committee representative is.
- Told to report all injuries and shown how to do this.
- Told to report all hazards to his/her supervisor and shown how to do this.
- Shown where the first aid supplies are located and who to call for first aid.
- Shown where the emergency exits are located and the route from the assigned workstation.
- Shown how to operate a fire extinguisher.
- Trained on chemical hazards according to the Hazardous Chemical Communication Program training requirements and:
 - Knows the location of the SDS file and program documents.
 - Knows how to read labels and use the SDS sheets.
 - Knows generally what kind of chemicals are used at this Port and their hazards.
 - Knows specifically about the hazards and precautions related to the chemicals he/she will be using.
- Trained on the safe methods to perform the specific job the employee was assigned, including any hazards associated with that job. Initial job assignment: _____
- Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job: _____
- Provided any formal training required to do his/her job such as proper lifting, forklift operation, etc. Initial formal training given: _____

The signatures below document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Employee: _____

Date: _____ Supervisor: _____

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TRAINING

SECTION 5.
EMPLOYEE ORIENTATION & TRAINING CERTIFICATION

REVISED July 10, 2020
Updated Titles November 15, 2023

NAME: _____

POSITION: _____

DATE HIRED: _____

ORIENTATION	DATE
Position Description & Overview	
Port Facilities & Area Tour	
Meet Executive Director*	
Meet Deputy Director*	
Meet Director of Finance & Administration*	
Accounting Office Orientation*	
Personnel Policy Document	
Benefit Program Orientation (full time only)*	
Administration Office Orientation	
Marina Operations Program Orientation	
Moorage Office Orientation*	
Parking Rules & Permit	
Maintenance Area Orientation*	
Security Program Orientation*	
Dry Storage Program Orientation*	
Boatyard Program Orientation*	
Telephone & Computer Use	
Safety Training	
- Safety Data Sheets (SDS)	
- Hazardous Material Training	
CPR Certification (FTE)	
Customer Service Program	
Port of Edmonds Regulations*	
Port of Edmonds Policy Manual*	
Attend Commission Meeting	

*Abbreviated program for part time staff. Some areas have a more detailed employee training and orientation program.

I, the employee, agree that I have received the training and program overview as noted above:

I, the supervisor, agree that the above training and program overview has been completed:

Employee: _____

Supervisor: _____

Date: _____

Date: _____

SECTION 5.4

RESPIRATORY PROTECTION PROGRAM

REVISED JULY 10, 2008

Washington State Administrative Code requires that the Port have a respirator program in place to prevent illness from inhalation of toxic substances. The following are provisions that must be included in the respiratory protection program:

1. The Port anticipates that it could have the following respiratory hazards: toxic insecticide chemicals, pesticides, toxic smoke due to burning fiberglass and toxic smoke due to burning diesel. These hazards produce polluted, but oxygenated air. For each employee properly fitted for a respirator the Port supplies a Premier 6100M medium half mask respirator, or the equivalent, with Uni-sorb Multiple Containment cartridges. Any respirator must be NIOSH certified.
2. Port employees will not use “atmosphere-supplying” respirators and will not enter a location where there might be a lack of oxygen.
3. Before an employee is fit tested or required to use a respirator in the workplace, he or she must provide a medical evaluation from a licensed physician or health care practitioner (LPHCP). The medical evaluation is based upon a questionnaire completed by the employee and taken or mailed to their LPHCP. When the employee receives the LPHCP’s completed evaluation the evaluation will be retained by the Accounting Supervisor in the employee’s personnel file.
4. Medical questionnaires are confidential.
5. A future medical evaluation may be required if the nature of the employee’s workplace condition changes dramatically, the employee develops respiratory ailments, if the LPHCP establishes a periodic re-evaluation or if the employee’s supervisor deems that an employee needs to be re-evaluated.
6. All employees using a respirator must be annually fit tested according to WISHA-accepted protocol.
7. Respirators are issued to each employee qualified to use a respirator. The device is theirs and theirs alone. It is the employee’s responsibility to keep the respirator clean and disinfected. Should the respirator become defective it is the employee’s responsibility to contact the Port Operations Supervisor responsible for respirators.
8. Respirators must be stored in a dry area of moderate temperature. They may be stored individually in the employee’s locker or collectively in a clearly marked storage container near the work area.
9. Respirators maintained for emergency use must be inspected monthly and checked for proper function before and after each use. Inspections must be documented with the date, the name of the inspector, the findings and the remedial action taken, if needed. The information must be noted on a tag kept attached to the storage compartment, or may be stored as paper or electronic file. Cartridges must be traded out after prolonged, or heavy, use.
10. All other respirators must be inspected before and after each use by the employee using it.
11. To clean a respirator after use, remove the cartridge and wash in warm water with a mild detergent. Rinse in warm water. Bleach at one ml per liter of water may be used. Hand dry. Add a new cartridge and test the respirator.

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL TRAINING

12. The components of proper respirator training for Port employees are:
 - when and why to use a respirator;
 - what are the capabilities and limits of the respirator;
 - how to properly fit the respirator to the face; how to inspect the seals;
 - how to store the respirator;
 - how to recognize the medical signs and symptoms that may limit or prevent the effective use of a respirator.
13. Port management will institute a program of evaluation of the effectiveness of the respiratory protection program. A supervisor will periodically monitor employees who wear respirators to see that they are being worn properly. The employees must be asked annually and in writing to comment on the program's effectiveness, the fit of their respirator, the appropriateness of the respirator that they wear, the use of respirators in their workplace and the maintenance of the respirator. The supervisor's and the employee's evaluations will be kept on file by the Port Operations Supervisor in charge of respirators.

TRAINING AND EDUCATION

- A. The user will be instructed in the nature of the hazard or hazards for which the respiratory protection is being provided and informed of possible consequences which may occur, if exposed to the hazard without adequate protection. The user will also be made aware that every reasonable effort is being made to reduce or eliminate the hazard.
- B. Instruction will include a discussion of the respirator capabilities, limitations, discussion of the parts of the device, functions and possible malfunctions of each part.
- C. A detailed discussion of the user's responsibility for inspection of equipment prior to use and the appropriate points of inspection will be included. Each user will have access to a respirator during this part of training.
- D. Instruction and training will include guidance on proper storage, method of obtaining cleaning and maintenance service, and methods to assure adequate fit and function of the device each time it is donned.
- E. Instructions on obtaining equipment, donning methods, proper fitting and adjustment of the equipment will be given. Each user will then don the equipment in an atmosphere of normal air, prior to a fit testing exercise.
- F. Qualitative fit testing.
- G. A record of employee names and the dates and type of initial training and subsequent refresher training will be maintained.
- H. Responsibility for training and education/storage and maintenance shall be the designated Port Operations Supervisor.

MAINTENANCE AND STORAGE

Cleaning of the respirator is recommended after each use. **DO NOT** clean cartridges or filters. These should be removed from the respirator and either discarded or stored for future use.

1. Disassemble the respirator by removing the cradle suspension, cartridge connector, inhalation valve, and exhalation valve assemble. Remove the inhalation valve and exhalation valve from their respective matching components.

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL TRAINING

2. The face piece and other component parts should be washed with soft brush in mild detergent. Face pieces may be sanitized in either of these easily prepared disinfectant solutions for two minutes.
 - a. Two tablespoons of household bleach mixed with one gallon of water.
 - b. One teaspoon of tincture of iodine with one gallon of water. Rinse thoroughly and dry at room temperature in a clean area.
 - c. Cotton swabs dipped in rubbing alcohol.

Note: Air and water temperature should not exceed 120 degrees Fahrenheit.

3. The respirator component parts should be inspected for wear defects, damage, and deterioration and replaced when necessary.
4. Assembly instructions:
 - a. Replace the exhalation valve body into the face piece, visually making sure that it is seated properly (no gaps around the sealing flange).
 - b. Replace the exhalation valve into the valve body, pulling the rubber stem through until it pops into place. It should be seated against the valve body without any signs of distortion.
 - c. Replace the exhalation valve cover.
 - d. Install the two cartridge connectors in the side ports of the face pieces, making sure that the retainer lugs are seated correctly inside that face piece.
 - e. Install the inhalation valves by stretching them over the cartridge connector. Severely warped inhalation valves should be replaced.
 - f. Replace the suspension assembly by pushing the yoke keyhole slot onto the raised key and post on the face piece. Make sure the post ridges are fully above the yoke ensuring a positive hold.

Respirators, filters and cartridges should be stored and sealed in the plastic bags provided with the respirator. They should be stored in a clean, dry place that protects against dust, sunlight, moisture, extreme temperatures and physical distortion. Airtight storage is not essential for some types of cartridges.

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL
TRAINING

SECTION 5.5

HAZARDOUS MATERIALS TRAINING (HAZMAT)

REVISED July 10, 2020

Names Changed September 19, 2022

POSITION	NAME	DATE OF TRAINING
Environmental Coordinators	Ian Todd	June 2022
	Brian Menard	June 2022
Boatyard Operators	Ian Todd	June 2022
Fuel Dock & Underground Storage Tank Operations	Ian Todd	June 2022
	Brian Menard	June 2022
Spill Response Team	Brandon Baker	ALL COMPLETED 6/1/2022
	Ian Todd	
	Travis Cruz	Brian Menard
	Jacob Barlow	Matt Padilla
	Toby Black	Rick Riipa
	Norm Bush	
	John Givens	
	Tristan Guempel	
	Scott Jones	
	Toradj Khosroabadi	
	Anders Kvarnberg	
	Conner Laursen	
	Bill Mears	
	Glenn Merryman	
	Jim Philio	
	Nick Reeb	
	Michael Westvold	
	Scott Wilderson	
Luke Brisse		
Michael Guzman		

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL
TRAINING

SECTION 5.6

FUEL & OIL TRANSFER TRAINING

REVISED July 10, 2020

Titles Changed May 13, 2022

Names Updated October 7, 2022

Class 4 Facility/Employees Trained in Oil Transfer Operations

POSITION	NAME	DATE OF TRAINING
Port Operations Staff	Brandon Baker	ALL COMPLETED 6/1/22
	Ian Todd	
	Toby Black	
	Jacob Barlow	Bill Mears
	Luke Brisse	Nick Reeb
	Tristan Guempel	
	Anders Kvarnberg	
	Conner Laursen	
Maintenance Staff	Brian Menard	
	Travis Cruz	Matt Padilla
	Michael Guzman	Rick Riipa
Security Staff	Norman Bush	
	John Givens	
	Scott Jones	Jim Philio
	Glenn Merryman	
Dry Storage Staff	Toradj Khosroabadi	
	Michael Westvold	Scott Wilderson
Administration Staff		

Scope of Training

- Dangers and safe practices regarding the petroleum products transferred at this location
- Safe and effective use and handling of response and recovery equipment and spill notification
- All trained employees have been provided a wallet sized card with spill notification phone numbers

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL
FORMS

SECTION 6
FORMS

CONTENTS:

Bomb, Arson, Personal Threat Checklist	6.1
Emergency & Spill Response Team Contacts	6.2
Emergency & Spill Response Equipment	6.3
Employee Orientation & Training Certification	6.4
Employee Report of an Accident	6.5
Employee Safety & Orientation Checklist	6.6
HAZMAT Storage Facility Plan for Receiving & Packing Waste	6.7
Hazardous Substance Spill Response Log	6.8
Non Permit Reclassification Worksheet	6.9
Record of Hazard Observed	6.10
Supervisor Follow Up Report of Accident/Illness	6.11
Supervisor Report of An Accident	6.12

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

BOMB, ARSON, & PERSONAL THREAT CHECKLIST (6.1)

Employee Name: _____
Time & Date Reported: _____
How Reported: _____
Where Reported From: _____
Exact Words of Caller: _____

Questions to Ask: Bomb Threat

When is bomb going to explode? _____
Where is bomb right now? _____
What kind of bomb is it? _____
What does it look like? _____
Why did you place the bomb? _____
Description of caller's voice: _____
Male _____ Female _____ Young _____ Middle Age _____ Old _____
Accent _____ Accent Type: _____
Tone of Voice: _____
Background Noise: _____
Is voice familiar? _____ Who does it sound like? _____
Other voice characteristics: _____

Questions to Ask: Arson

Location of fire: _____
Time it started? _____
Anyone in building/boat? _____
Why was fire started? _____
Your name: _____
Phone: _____
Address: _____

Questions to Ask: Personal Threat

Why the threat? _____
Description of caller's voice: _____
Male _____ Female _____ Young _____ Middle Age _____ Old _____
Accent _____ Accent Type: _____
Tone of Voice: _____
Background Noise: _____
Is voice familiar? _____ Who does it sound like? _____
Other voice characteristics: _____

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

EMERGENCY AND SPILL RESPONSE EQUIPMENT (6.3)

Item	Quantity	Capabilities
Fire Extinguisher Class A-B-C	1	Suitable for fighting all types of fires
First Aid Equipment	1 Kit	Suitable for treating minor cuts, abrasions, illnesses, and burns
Emergency Eyewash	2	Suitable for washing injurious material from eyes
Rubber Rain Suit	2	Suitable for protection against liquids, such as oil and chemical spills
Tyvek Suits	10	Suitable for protection against contaminated dirt and other dry materials
Disposable Rubber Gloves	20 Pairs	Suitable for protection against liquids, such as oil and chemical spills
Rubber Boots	1 Pair per team member	Steel toe, suitable for protection against liquids, such as oil and chemical spills
Face Shields	2	Plastic with securing straps, suitable for protection against splashes of liquid
Respirator with organic vapor cartridge	2 with 2 pair cartridges per mask	Rubber mask, suitable for protection against organic vapors in atmosphere with normal oxygen levels. NOT SUITABLE FOR OXYGEN DEFICIENT ATMOSPHERE
Absorbent Pads	300 minimum	Suitable for absorbing oil and other chemicals
Absorbent Granules	2 bags	Suitable for absorbing oil and other chemicals
Shovel	2	Steel with wood handles
Flashlights	2	Large, with fresh batteries
55-Gallon Drum	2	Steel drum, good condition, suitable for holding liquids, solids, etc.
85-Gallon Overpack Drum	2	Plastic drum, suitable for containing a 55 gallon drum
Oil Boom	400 ft	Floating spill containment in water. Book kept on Port boat at fuel dock
Boat	1	For boom deployment and spill response
Vapor Monitoring System	1	For detecting dangerous levels of explosive gas

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

EMPLOYEE ORIENTATION & TRAINING CERTIFICATION (6.4)

NAME: _____

POSITION: _____

DATE HIRED: _____

	ORIENTATION	DATE
	Position Description & Overview	
	Port Facilities & Area Tour	
	Meet Executive Director*	
	Meet Director of Marina Operations*	
	Meet Manager of Finance and Accounting*	
	Accounting Office Orientation*	
	Personnel Policy Document	
	Benefit Program Orientation (full time only)*	
	Administration Office Orientation	
	Marina Operations Program Orientation	
	Moorage Office Orientation*	
	Parking Rules & Permit	
	Maintenance Area Orientation*	
	Security Program Orientation*	
	Dry Storage Program Orientation*	
	Boatyard Program Orientation*	
	Telephone & Computer Use	
	Safety Training	
	- Material Safety Data Sheets (MSDS)	
	- Hazardous Material Training	
	CPR Certification (FTE)	
	Customer Service Program	
	Port of Edmonds Regulations*	
	Port of Edmonds Policy Manual*	
	Attend Commission Meeting	

*Abbreviated program for part time staff. Some areas have a more detailed employee training and orientation program.

I, the employee, agree that I have received the training and program overview as noted above.

I, the supervisor of this employee, agree that the above training and program overview has been completed.

Employee

Supervisor

Date

Date

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

EMPLOYEE REPORT OF AN ACCIDENT (6.5)

(To be filled out for all occupational injuries or illnesses)

Employee's Name: _____

Job Title: _____

Exact Time of Injury: _____ Date of Injury: _____

Location Where Injury Occurred: _____

Name of Person to Whom this Incident was Reported: _____ Time: _____

Names of Witnesses: _____

Summarize What Happened: _____

Was First Aid Required? If yes, what: _____

Did the Accident Require a Doctor's Treatment? If yes, what: _____

What Could Have Been Done to Avoid This Accident? _____

Explain in Detail & Be Specific:

What Part of Your Body was Injured: _____

Is This and Original Injury or a Re-injury: _____

If a Re-injury, When and Where was Previous Injury: _____

Who Was the Employer: _____ Claim Number: _____

Date and Time You Sought Medical Attention: _____

Whom Did You See: _____ Office/Hospital: _____

Employee Signature

Date

This form is to be returned to your supervisor as soon as possible.

Date Supervisor Received Report: _____ (To Be Completed By Supervisor)

Note: Washington Administrative Code Number 296-24-025(6) states: Employee's responsibility: "Employees shall make a prompt report to their immediate supervisor of each industrial injury."

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

EMPLOYEE SAFETY & ORIENTATION CHECKLIST (6.6)

Instructions: Each employee shall receive a safety orientation before beginning work. This checklist documents that each required item was covered in the orientation. The supervisor is to initial each box to indicate that the item was covered. **Employees are not to sign this form unless all items have been covered and all questions have been answered satisfactorily.**

Employee: _____ has been:

- Informed about the elements of the written safety program that outlines the Port's safety efforts.
- Given a copy of the employee safety manual and general safety rules and has read it.
- Told whom his/her elected Safety Committee representative is.
- Told to report all injuries and shown how to do this.
- Told to report all hazards to his/her supervisor and shown how to do this.
- Shown where the first aid supplies are located and who to call for first aid.
- Shown where the emergency exits are located and the route from the assigned workstation.
- Shown how to operate a fire extinguisher.
- Trained on chemical hazards according to the Hazardous Chemical Communication Program training requirements and:
 - Knows the location of the SDS file and program documents.
 - Knows how to read labels and use the SDS sheets.
 - Knows generally what kind of chemicals are used at this Port and their hazards.
 - Knows specifically about the hazards and precautions related to the chemicals he/she will be using.
- Trained on the safe methods to perform the specific job the employee was assigned, including any hazards associated with that job. Initial job assignment: _____
- Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job: _____
- Provided any formal training required to do his/her job such as proper lifting, forklift operation, etc. Initial formal training given: _____

The signatures below document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Employee: _____

Date: _____ Supervisor: _____

**HAZ-MAT STORAGE FACILITY PLAN FOR
RECEIVING AND PACKING WASTE (6.7)**

1. After receiving waste read labels carefully to determine the proper disposal drum for the waste. Make sure the container is closed tightly and non-leaking.
2. Each drum has an inventory sheet: record waste name, brief description, name and slip number or tenant or boatyard user, and quantity of waste.
3. Place waste in the proper drum in the upright position.
 - DRUM #1: Boat bottom sandings.
 - DRUM #2: Bulked Antifreeze
 - DRUM #3: Bulked Bilge water
 - DRUM #4: Bulked petroleum related products
 - Gasoline
 - Paint thinners
 - Acetone
 - DRUM #5: Loose pack paint solvents-in original containers only
 - Varnish
 - Teak oil
 - Wood stain
 - Solvent
 - Epoxy resin
 - Paint thinners
 - Acetone
 - Turpentine
 - DRUM #6: Used oil pads
 - DRUM #7: Used oil filters
 - WASTE OIL BUILDING: Dump used oil in waste oil tank, place oil filters on oil filter drain. Allow filters to drain for 48hrs and then place them in drum #7.
 - USED MARINE BATTERIES: Non leaking, store on plastic covered pallet behind waste oil tank.

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

HAZARDOUS SUBSTANCE SPILL RESPONSE LOG (6.8)

Date: _____ Time: _____

Supervisor: _____ Location: _____

Type of Spill: _____ Amount of Spill: _____

CALLING TREE CONTACT INFORMATION	TIME	CASE #
1. National Response Center (NRC) 1-800-424-8802	_____	_____
2. Dept. Of Ecology 425-649-7000	_____	_____
3. Superiors	_____	_____
4. Fire Department. New call for every spill 425-551-1200	_____	_____
5. US Coast Guard 206-217-6001	_____	_____
6. DNR (Dept. of Natural Resources) 360-902-1071	_____	_____

ITEMIZED LIST OF UTENSILS USED TO CONTAIN AND CLEAN UP SPILL

REASON AND SOURCE OF SPILL

All Employees will wear protective gear: rain gear, gloves, eye protection, suits as needed, etc.

EMPLOYEES RENDERING ASSISTANCE

HEALTH CONDITIONS (monitored in half hour intervals)

By: _____ Safety officer initial: _____

RESPONSE TIME: _____ (circle one) _____ (circle one)

Spill occurred at: _____ AM/PM _____ Spill cleaned up at: _____ AM/PM

Spill contained at: _____ AM/PM _____ Disposal of material: _____ AM/PM

Disposal Site/Facility: _____

Attending Supervisor's Log of Spill/Additional Info:

Note: This report is to be kept on permanent file with the Port of Edmonds.

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

NON PERMIT RECLASSIFICATION WORKSHEET (6.9)

This worksheet is intended to be used to certify that the hazards have been eliminated and the space is safe for entry. If an entry is necessary to eliminate or verify the elimination of a hazard, then the full permit required confined space program must be used. Once it has been determined that all hazards have been eliminated, then the space can be reclassified as a non-permit space.

See Forms/Information Section.

Permit space location: _____

- Have employees received permit space training? Yes No
- Have all hazardous atmospheres been eliminated? Yes No
- Has atmospheric testing equipment been calibrated? Yes No
- Date calibrated: _____

Atmospheric Testing Record

Substance	Acceptable Level	Reading
Oxygen	19.5% - 21.5%	
Explosive Gas/Vapor	<10% LFL	
Carbon Monoxide	<35 PPM	
Hydrogen Sulfide	<10 PPM	

- Have all engulfment hazards been eliminated? Yes No
- Have all hazardous energy sources (including chemical and physical hazards) been eliminated? Yes No
- None present Yes No
- List method of isolation if present: _____
- Have all employees who will enter the space been instructed to immediately evacuate the space if a hazard is detected? Yes No
- Have all employees participating in the entry operation had an opportunity to review this safe entry certification form? Yes No

IF ANY ANSWER IS “NO”, THEN THE SPACE IS CONSIDERED A PERMIT REQUIRED SPACE.

Signature of Certifying Individual

Date

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

PORT OF EDMONDS RECORD OF HAZARD OBSERVED (6.10)

Date: _____

Reported by: _____

Nature of location: _____

Date and action taken: _____

Print name

Signature

Labor & Industries
Consultation Services
P O Box 44640
Olympia, WA 98504-4640

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

**SUPERVISOR FOLLOW UP REPORT OF AN ACCIDENT / ILLNESS
(6.11)**

Employee: _____

Job Title: _____

Date of injury or onset of illness: _____

Location where the injury occurred: _____

Describe the injury or illness and parts of the body affected and the object / substance that directly injured or made the employee ill:

Using the four categories, check ONLY the most serious result for each case:

_____ Death

_____ Days away from work

_____ Job transfer or restriction

Enter the number of days the injured or ill worker was:

Away from work: _____ days

Job transfer or restriction: _____ days

Employee's current status:

_____ Away from work

_____ Job transfer or restriction

_____ Returned to full duties

Supervisor's Signature: _____ Date: _____

Please complete and return to the Human Resource Office as soon as possible.

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL

SUPERVISOR REPORT OF AN ACCIDENT (6.12)

(To be filled out for all occupational injuries or illnesses)

Supervisor's name: _____

Job title: _____

Name of injured employee: _____

Exact time of injury: _____ Date of injury: _____

Location where injury occurred: _____

To whom was this incident reported to: _____ Date: _____ Time: _____

Names of witnesses: _____

Summarize what happened (use additional sheets if necessary):

What could have been done to avoid this accident?

Was first aid required? If so, what: _____

Recommendations to prevent this type of accident/injury in the future:

Do you recommend light-duty work during the recovery period? Yes: _____ No: _____

If yes, what type of duty? _____

Supervisors Signature

Date

This form is to be turned into your manager as soon as possible.

Date management received report: _____ (To be completed by manager)

PORT OF EDMONDS EMERGENCY & SAFETY OPERATIONS MANUAL
MAPS

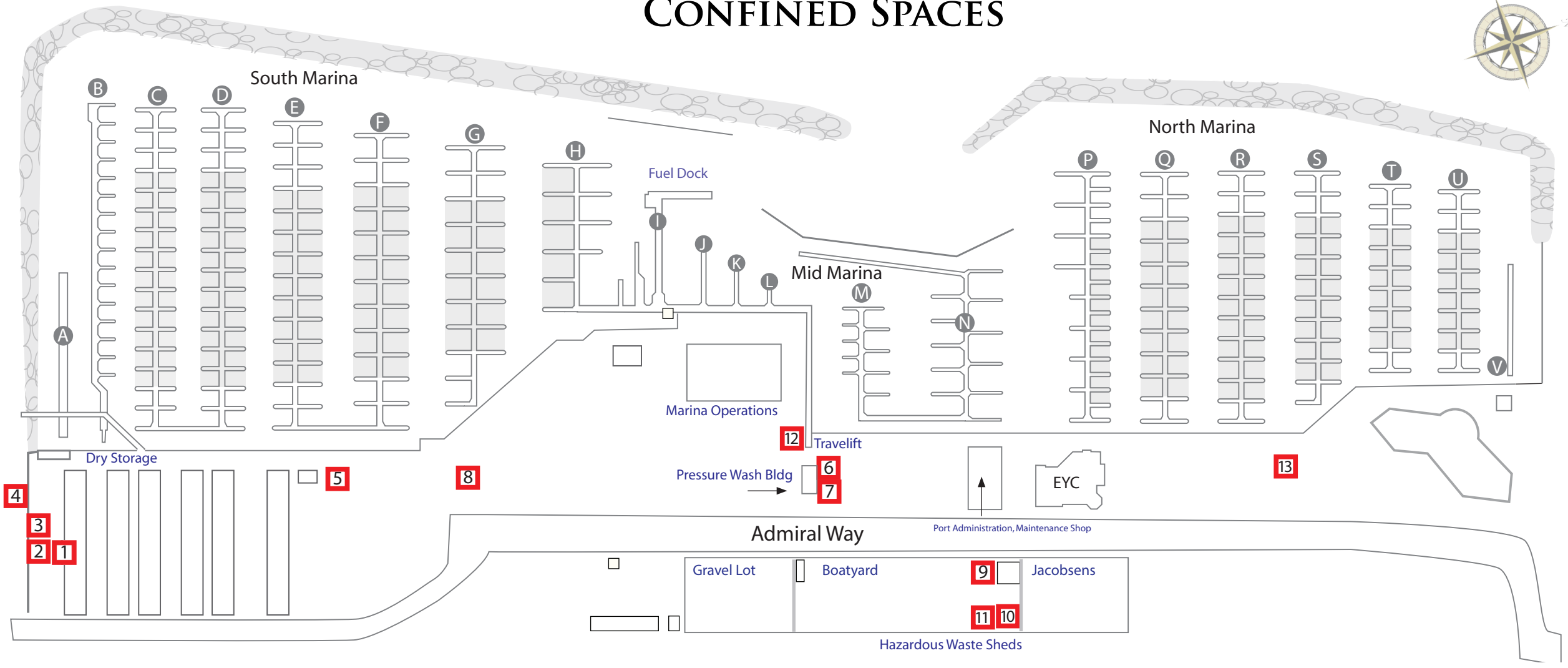
SECTION 7

MAPS

CONTENTS:

Confined Spaces	7.1
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Drains & Separator Vaults	7.3
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Evacuation Route: Dry Storage & Security Office	7.13
Evacuation Route: Marina Operations	7.14
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Evacuation: Harbor Square 120 W Dayton	7.18
Evacuation: Harbor Square 170 W Dayton (1 st Floor)	7.19
Evacuation: Harbor Square 170 W Dayton (2 nd Floor)	7.20
Evacuation: Harbor Square 180 W Dayton (1 st Floor)	7.21
Evacuation: Harbor Square 180 W Dayton (2 nd Floor)	7.22
Evacuation: Harbor Square 190 W Dayton (1 st Floor)	7.23
Evacuation: Harbor Square 190 W Dayton (2 nd Floor)	7.24

CONFINED SPACES



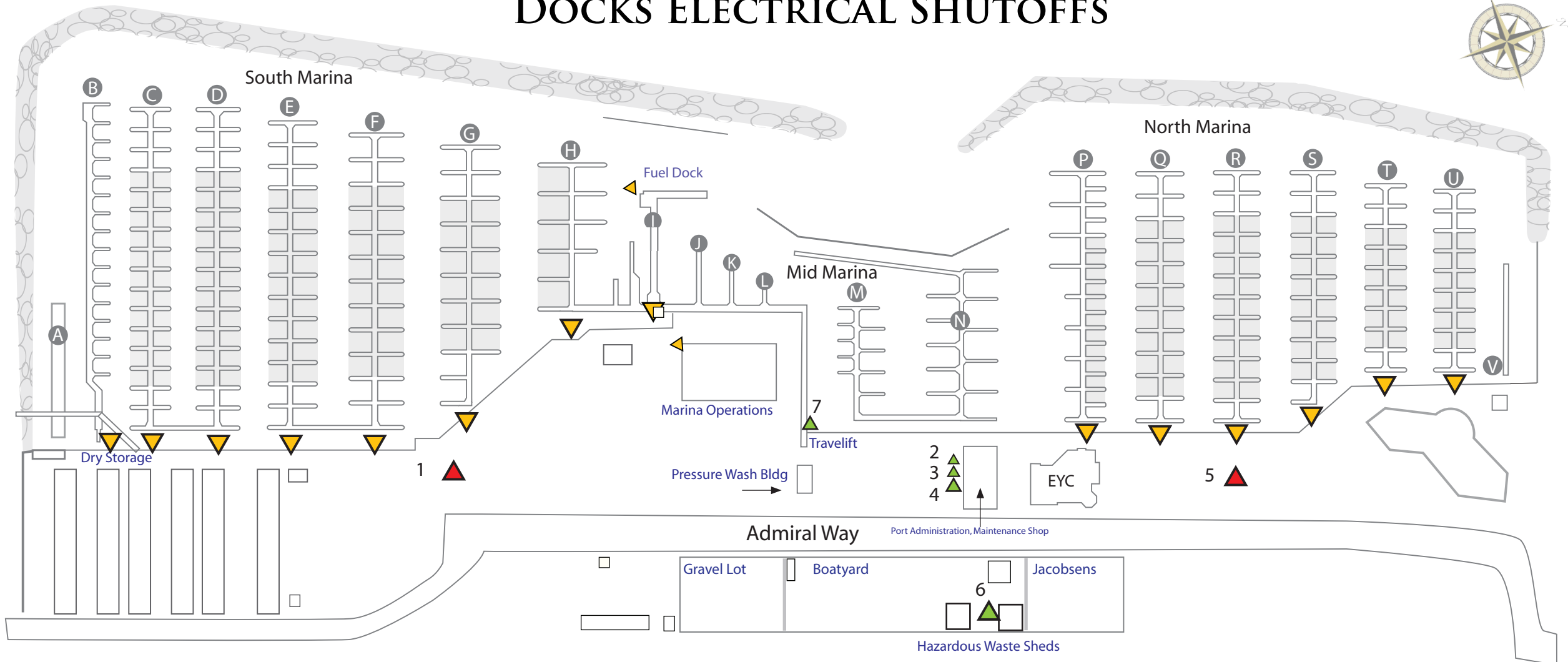
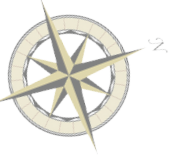
Locations

 Confined Space

- 1. Dry Storage Area
- 2. Dry Storage Area
- 3. Dry Storage Area
- 4. Dry Storage Area
- 5. E&F Docks
- 6. Pressure Wash Valve Vault
- 7. Collection Vault
- 8. East of G Dock in road
- 9. Oil/Water Separator
- 10. Hazardous Waste Shed
- 11. Hazardous Waste Shed
- 12. West of Pressure Wash Building near sidewalk
- 13. R&S Dock Area

Not to scale. For informational purposes only.

DOCKS ELECTRICAL SHUTOFFS



Locations

- Individual Dock Shutoff
- Master Electrical Shutoff
- Master Electrical Shutoff locked
- Emergency Shut-off Fuel System

Not to scale. For informational purposes only.

Individual Dock Electrical Shutoff

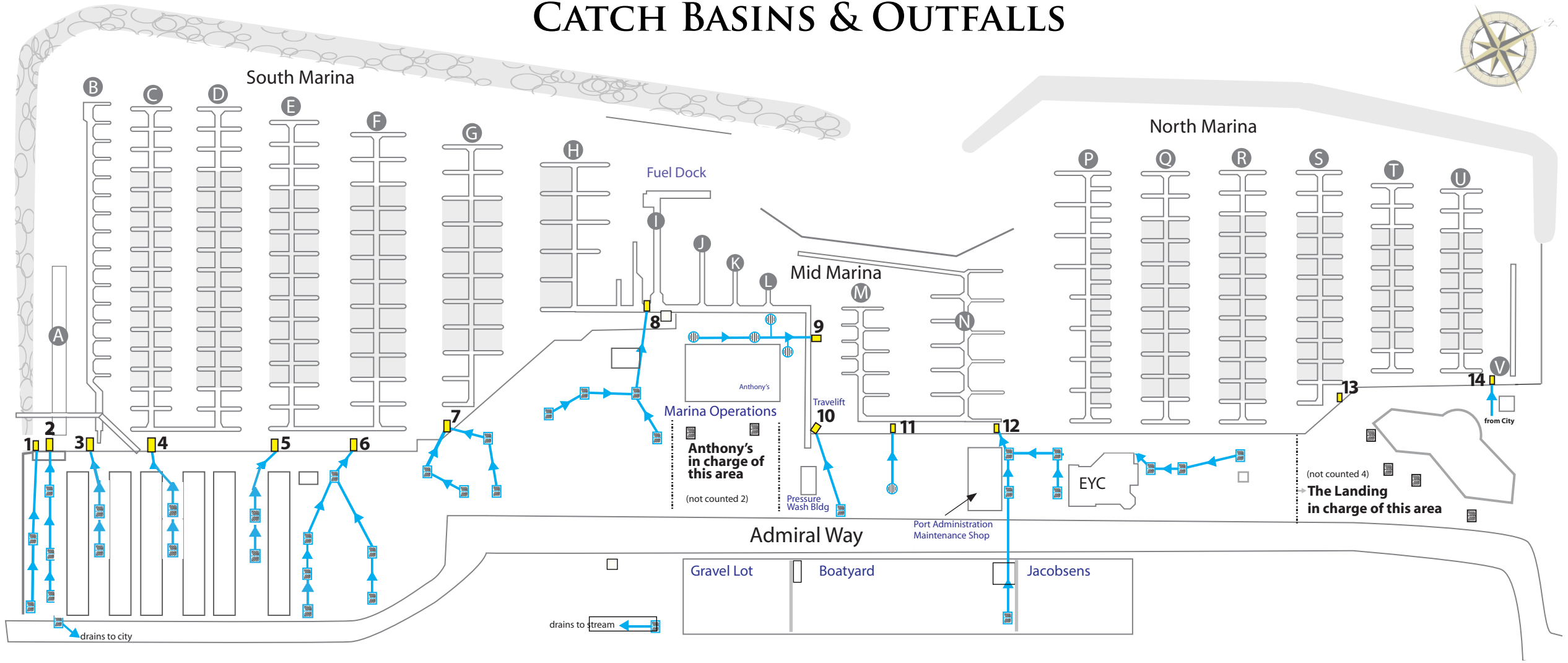
- B Dock: Head of Gangway
- C Dock: Head of Gangway
- D Dock: Head of Gangway
- E Dock: Head of Gangway
- F Dock: Head of Gangway
- G Dock: Head of Gangway
- H Dock: Head of Gangway
- I Dock: Fuel Dock Service Panel

- P Dock: Head of Gangway
- Q Dock: Head of Gangway
- R Dock: Head of Gangway
- S Dock: Head of Gangway
- T Dock: Head of Gangway
- U Dock: Head of Gangway
- A Dock, V Dock: No Power

Master Electrical Shutoff

1. Near G Dock in Parking Lot turns off South Marina
(Three separate boxes on south side of Admin Bldg)
2. Panel Turns off Fuel Dock \ I Dock
3. Panel Turns off Parking Lot Lights
4. Panel turns off:
 - a. Guest Moorage
 - b. Mid Marina
 - c. Turns off #2 Fuel Dock\I Dock panel
 - d. Turns off #3 Parking lot lights panel
5. Master North Lot
Turns off North End of Marina P thru V
6. Master Boatyard
Turns off Pedestals & Lights
(Between the two Hazmat Buildings)
7. J, K, L Docks

CATCH BASINS & OUTFALLS



Legend

- Catch Basin
- Flow Direction
- Outfall

Catch Basins - 43

(2 near Anthony's not counted, 4 near Landing not counted but shown on map)

Outfalls - 14



Public Plaza



Public Plaza, Mid Marina



Catch Basin

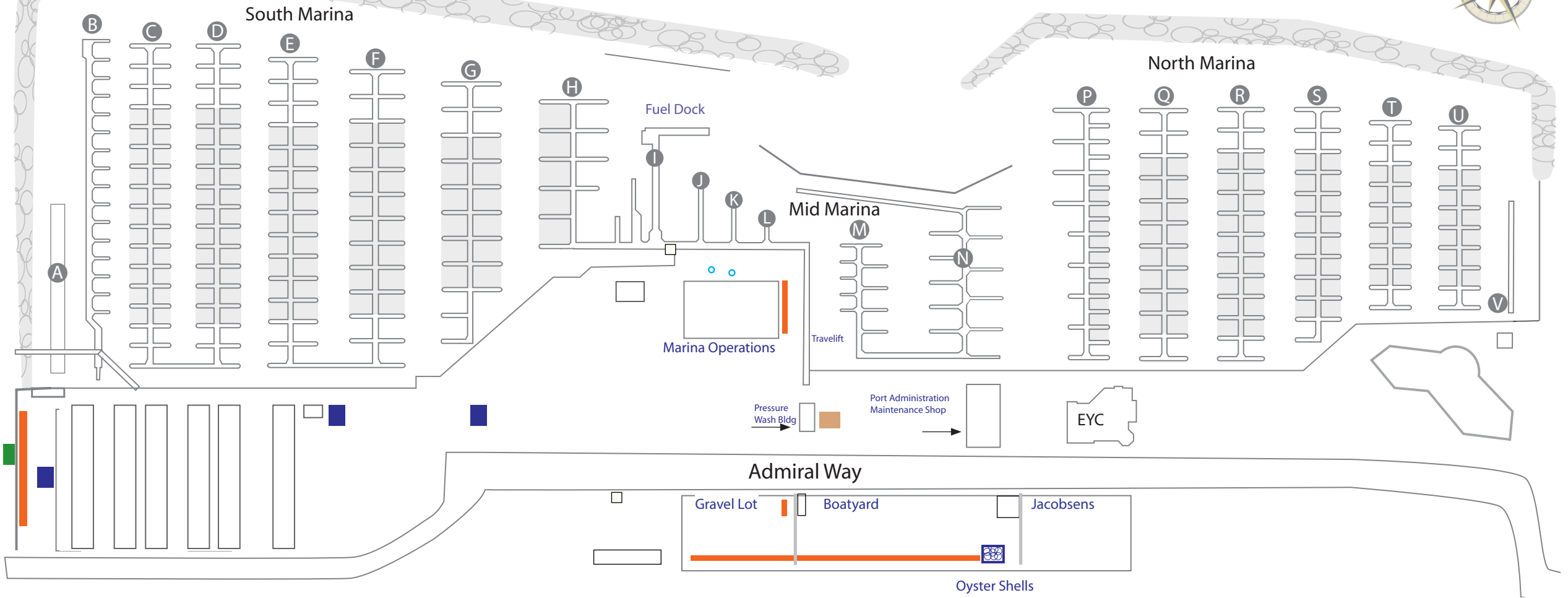
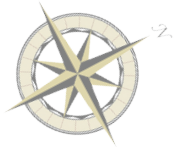
Not to scale. For informational purposes only. Refer to as built drawings for exact location.

2/13/2020



Trench Drains, Oil Water Separators, Vaults on back

DRAINS, OIL/WATER SEPARATORS, VAULTS



Legend

- Oil/Water Separators
- ⊠ Oyster Shells
- Public Plaza Drains
- Pre-Treatment Tank
- PW Vault
- Trench Drains

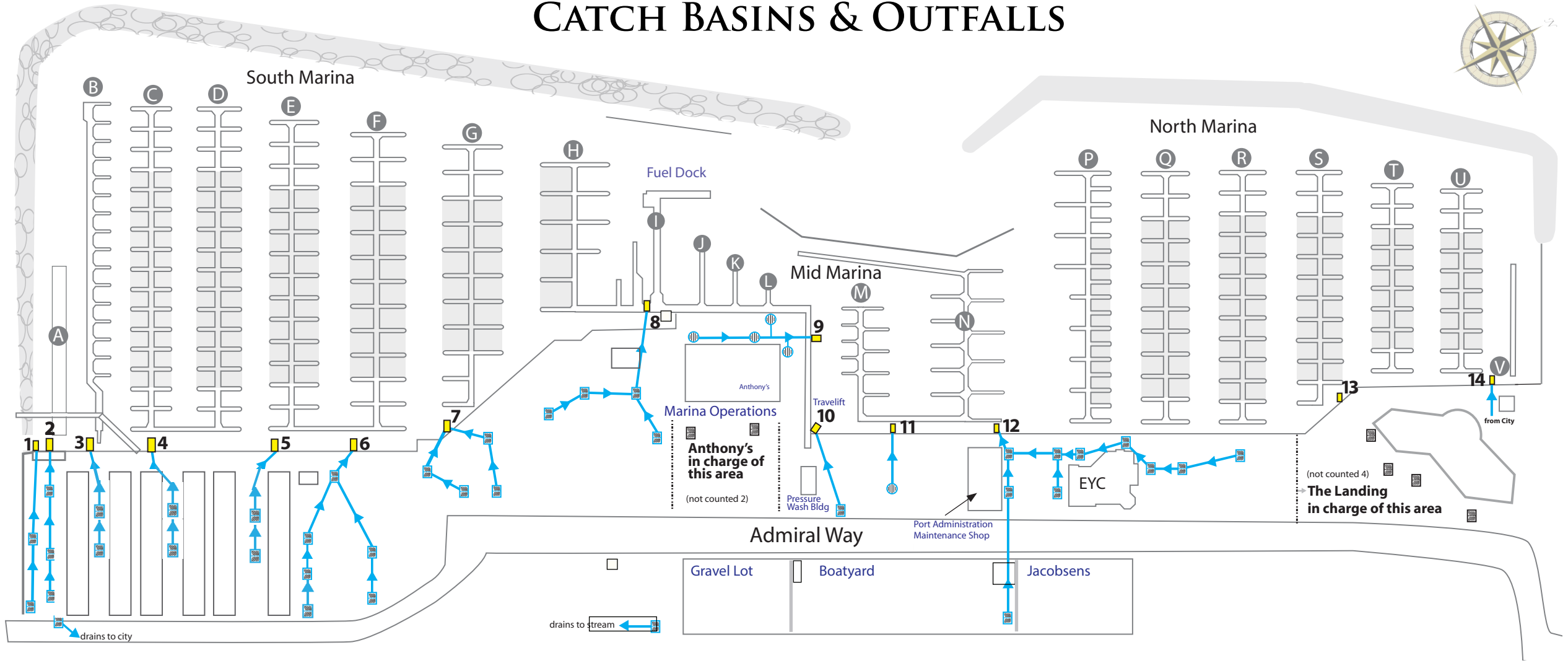
Oil/Water Separators - 3
 Plaza Drains - 2
 Trench Drains - 4

Drain flow direction on other side

Not to scale. For informational purposes only.
 Refer to as built drawings for exact location.



CATCH BASINS & OUTFALLS



Legend

- Catch Basin
- Flow Direction
- Outfall

Catch Basins - 43

(2 near Anthony's not counted, 4 near Landing not counted but shown on map)

Outfalls - 14



Public Plaza



Public Plaza, Mid Marina



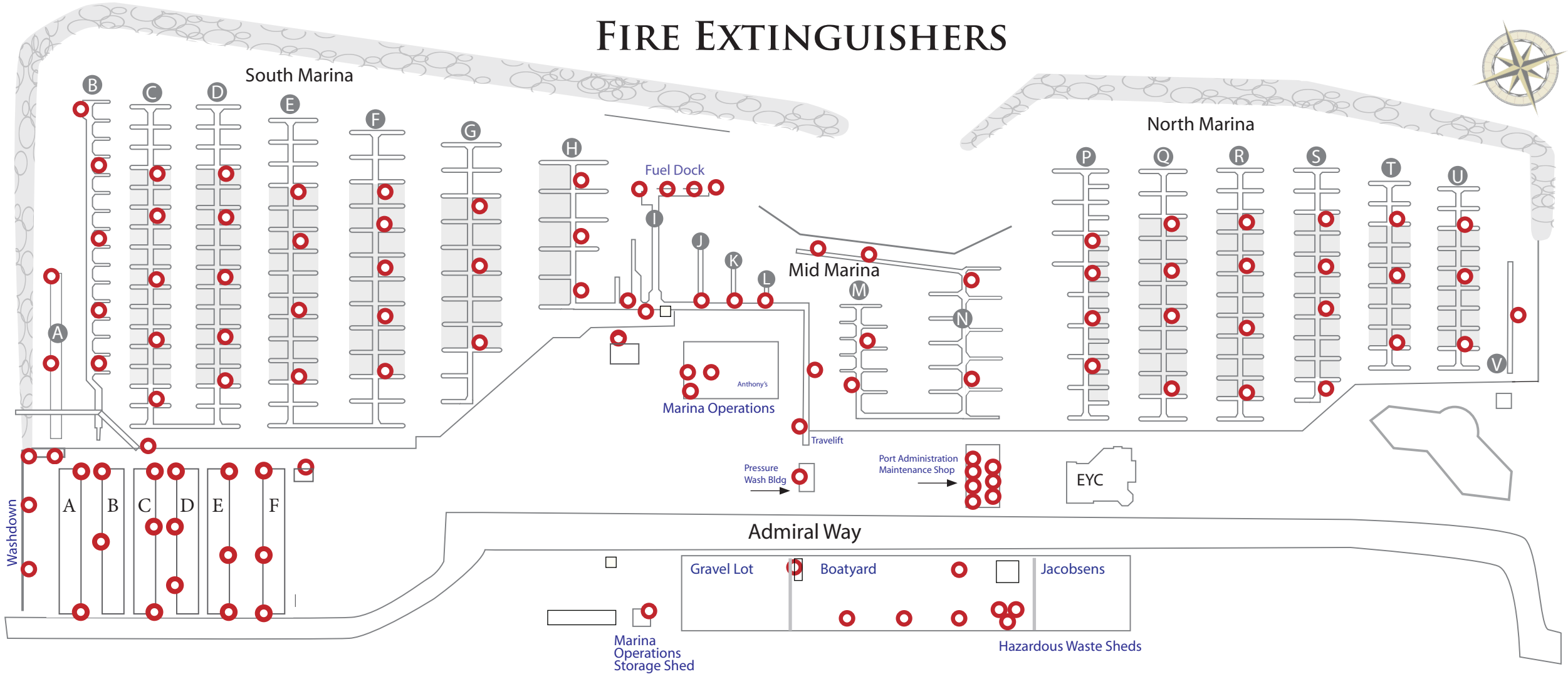
Catch Basin

Not to scale. For informational purposes only. Refer to as built drawings for exact location.



Trench Drains, Oil Water Separators, Vaults on back

FIRE EXTINGUISHERS



Locations

○ Fire Extinguishers

Marina Operations

Fuel Dock

Travelift

Boatyard

Hazardous Waste Sheds

Pressure Wash Building

Work Boats

Administration Office

Maintenance Shop

All Vehicles

All Forklifts

All Docks

Dry Storage Office

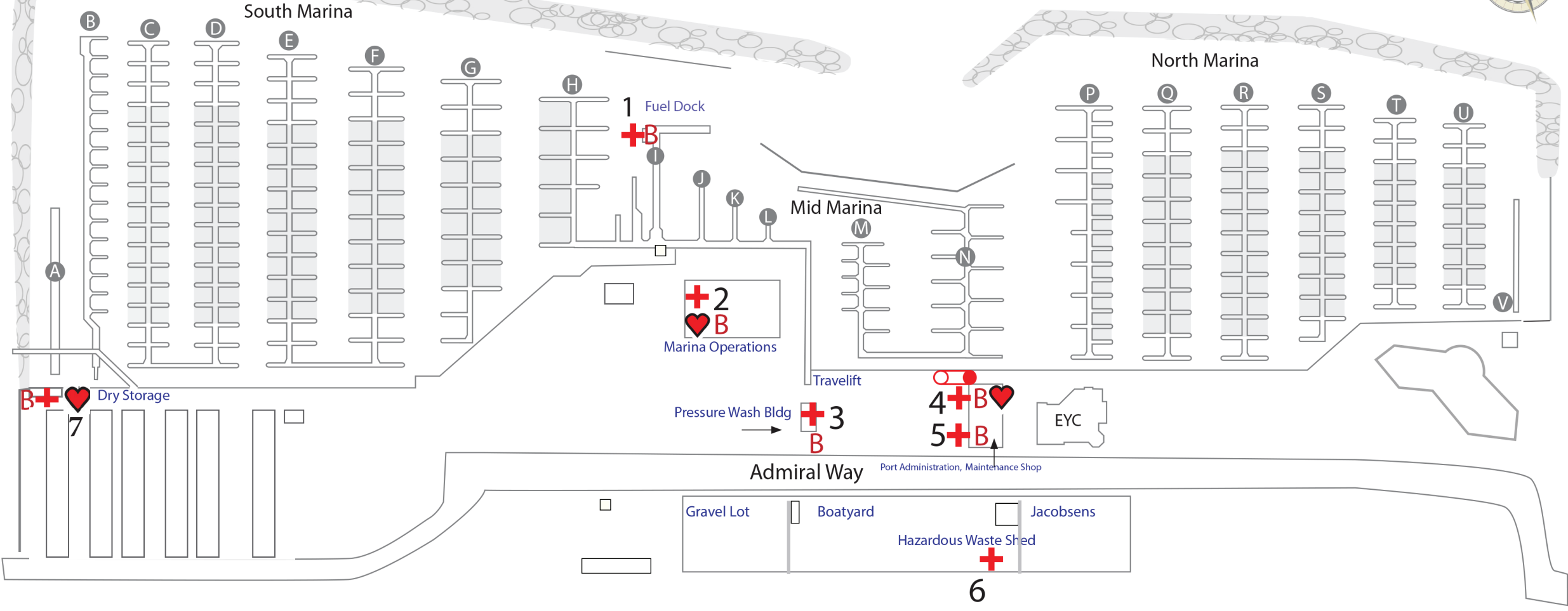
Dry Storage Washdown Area

Security Office

Restrooms Taos, Cheyenne

Dry Storage Racks

FIRST AID, BLOODBORNE PATHOGEN KIT & AED



Locations

First Aid Kit

AED

Bloodborne Pathogen Kit

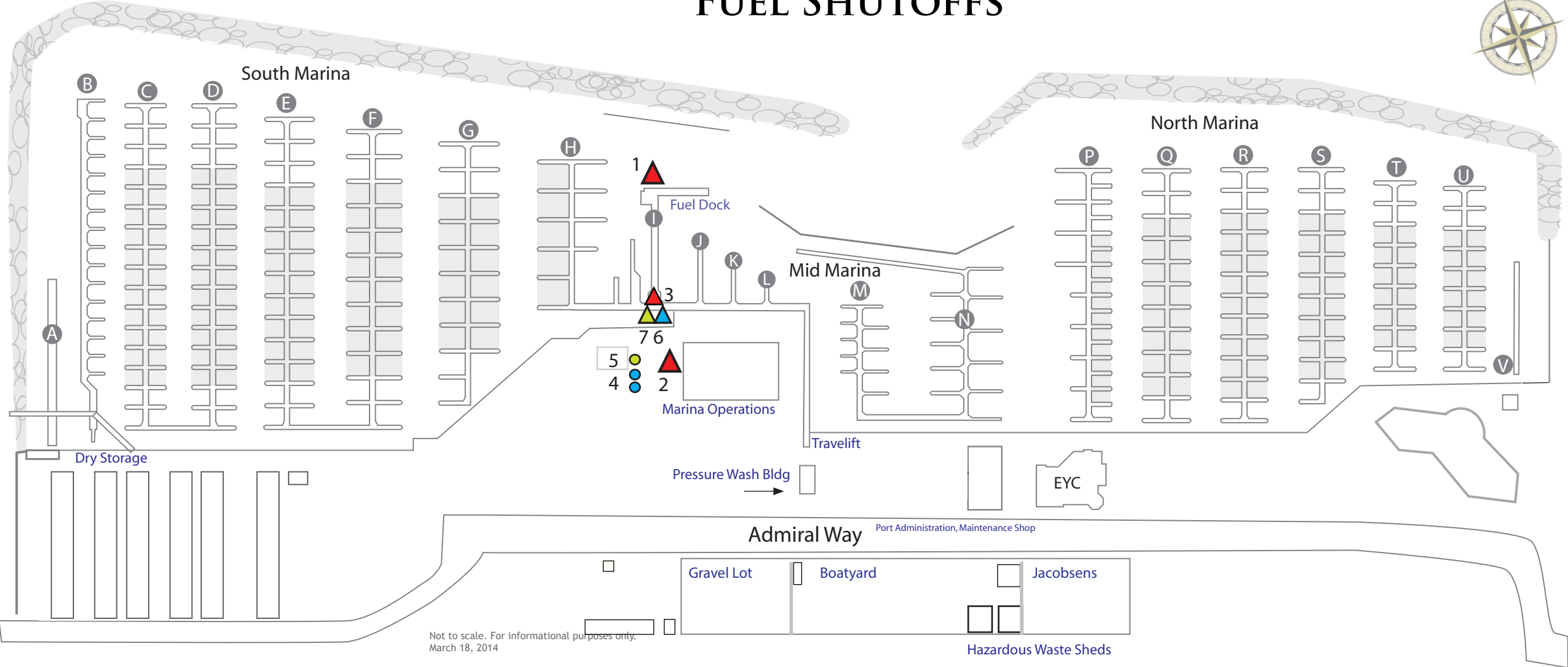
Sharps Container

- 1. Fuel Dock
- 2. Marina Operations
- 3. Pressure Wash Building
- 4. Port Administration

- 5. Maintenance Shop
- 6. Hazardous Waste Shed
- 7. Dry Storage
- 8. All Port Vehicles

Not to scale. For informational purposes only.

FUEL SHUTOFFS



Not to scale. For informational purposes only.
March 18, 2014

Locations

- ▲ Electrical Shutoff
- ▲ Diesel cutoff valve
- ▲ Unleaded cutoff valve
- Unleaded Fuel tank
- Diesel Fuel tank

Electrical Shutoffs

1. Emergency fuel shutoff located on west wall of fuel dock building
2. Gasoline turbine shutoff located on outer South wall of Marina Operations building
3. Master Electrical shutoff for both Gasoline and Diesel head of I dock

Fuel Tanks

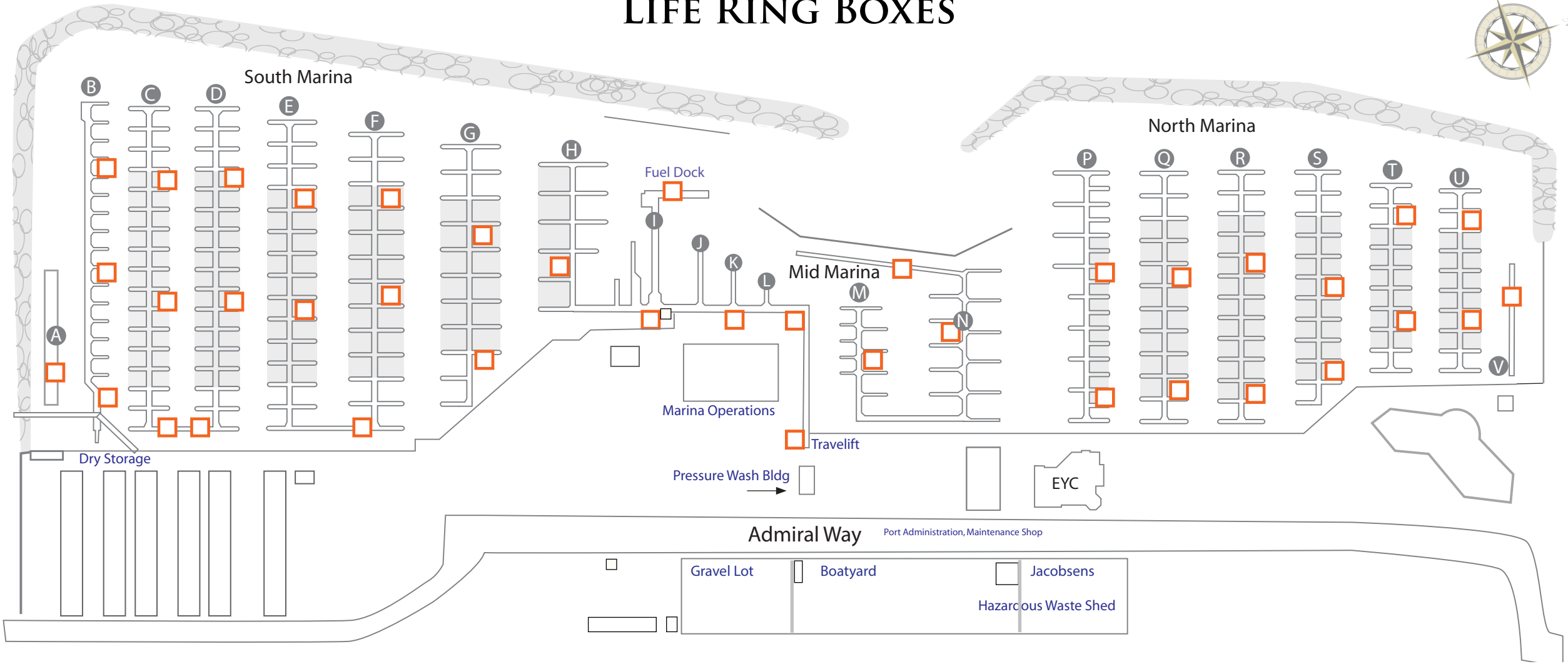
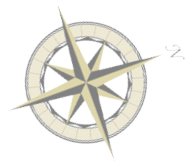
4. Tank 1 Unleaded 12,000 gallons , Tank 2 Unleaded 12,000 gallons
5. Tank 3 Diesel 12,000 gallons

Cutoff Valves for Fuel Tanks

6. Unleaded fuel flow cutoff valve
7. Diesel fuel flow cutoff valve



LIFE RING BOXES



Locations

□ Life Ring Box Location

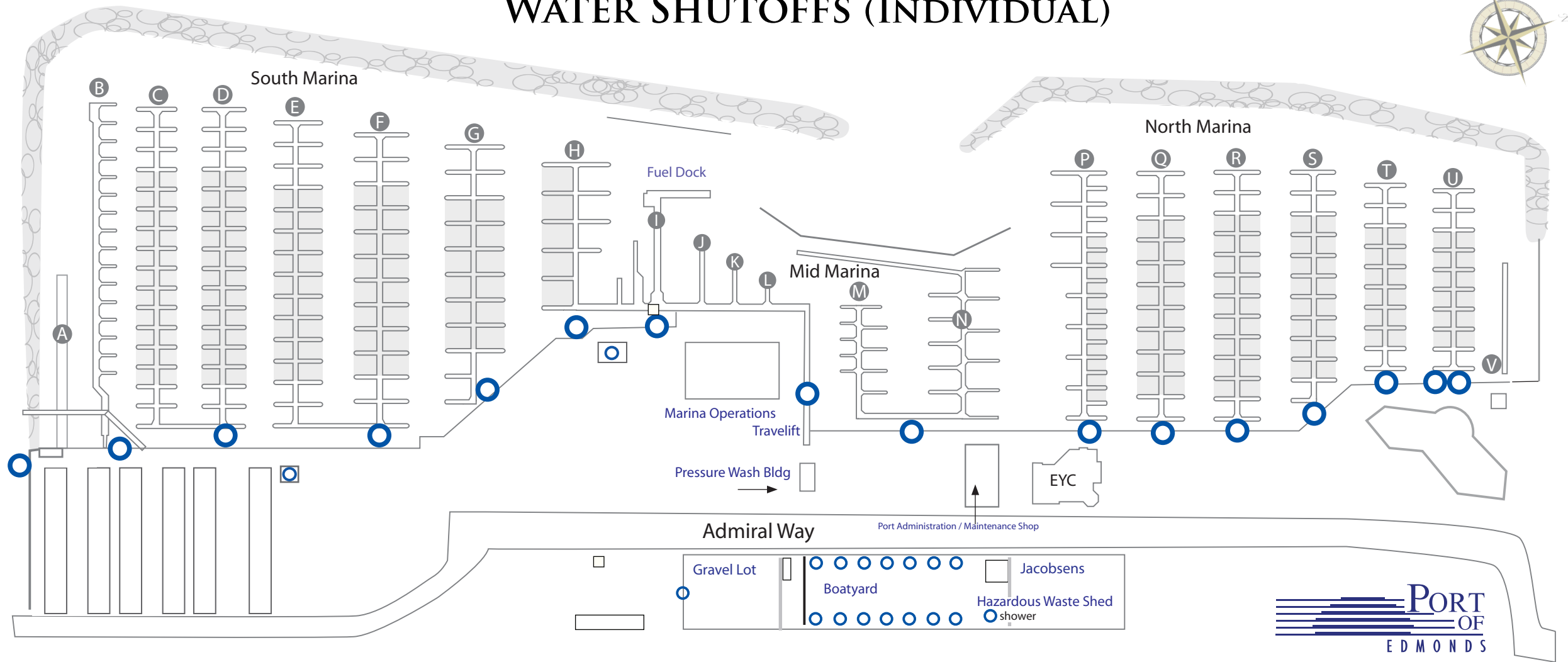
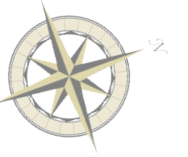


Life Ring Boxes

- | | | | |
|----------------------------|----------------------------|----------------------------------|--------------------|
| A Dock | E Dock: E-23, E-43 | F/D, East K, TL, M-15, N-16, EYS | S Dock: S-5, S-25 |
| B Dock: East B, B-29, B-53 | F Dock: East F, F-23, F-39 | P Dock: P-7, P-39 | T Dock: T-11, T-31 |
| C Dock: East C, C-27, C-51 | G Dock: G-9, G-31 | Q Dock: Q-7, Q-27 | U Dock: U-11, U-31 |
| D Dock: East D, D-27, D-51 | H Dock: H-12, East Launch | R Dock: R-7, R-31 | V Dock: V |

Not to scale. For informational purposes only.

WATER SHUTOFFS (INDIVIDUAL)



Locations

Individual Water Shutoff

B Dock, C & D Dock, E & F Dock, G Dock, H Dock:
Head of Gangway
I Dock: Head of Fuel Dock in Ground
J,K,L, City Boat Docks: Bottom of Travelift Gangway
M & N Docks: Head of Gangway
Taos & Cheyenne Restrooms

P Dock, Q Dock, R Dock, S Dock, T Dock,
Head of Gangway
U Dock: Head of Gangway
V Dock: At Head of U Dock Gangway
Boatyard: In ground near pedestals
Dry Storage: In park south side of fence
(wash down only)



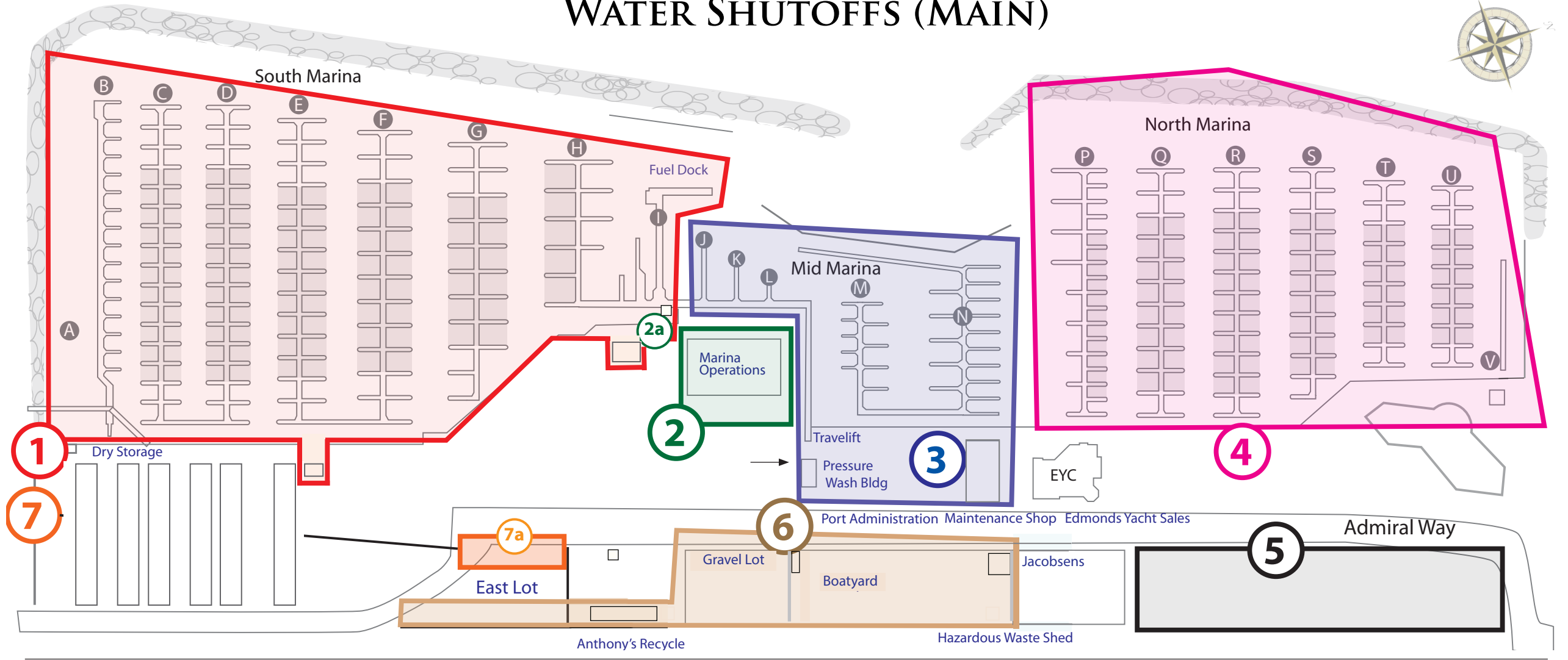
Near Boatyard Pedestals



Docks

Not to scale. For informational purposes only.

WATER SHUTOFFS (MAIN)



- | | |
|--|---|
| Zone 1: B dock - I dock Taos & Cheyenne Restrooms..... | Location: South side of Dry Storage office in enclosure |
| Zone 2: Marina Operations & Anthony's building | Location: Outside Marina Operations office |
| Zone 3: J dock - N dock & Admin, PW, & north end irrigation | Location: South side of Administration building in enclosure |
| Zone 4: P dock to V dock | Location: East side of R dock in parking lot in enclosure |
| Zone 5: Old north workyard gravel lot | Location: West side middle in ground near sidewalk |
| Zone 6: Workyard & East side of east lot | Location: Near Workyard shack in ground west sidewalk |
| Zone 7: West side of East lot & South end irrigation | Location: South side of Dry Storage office in enclosure |

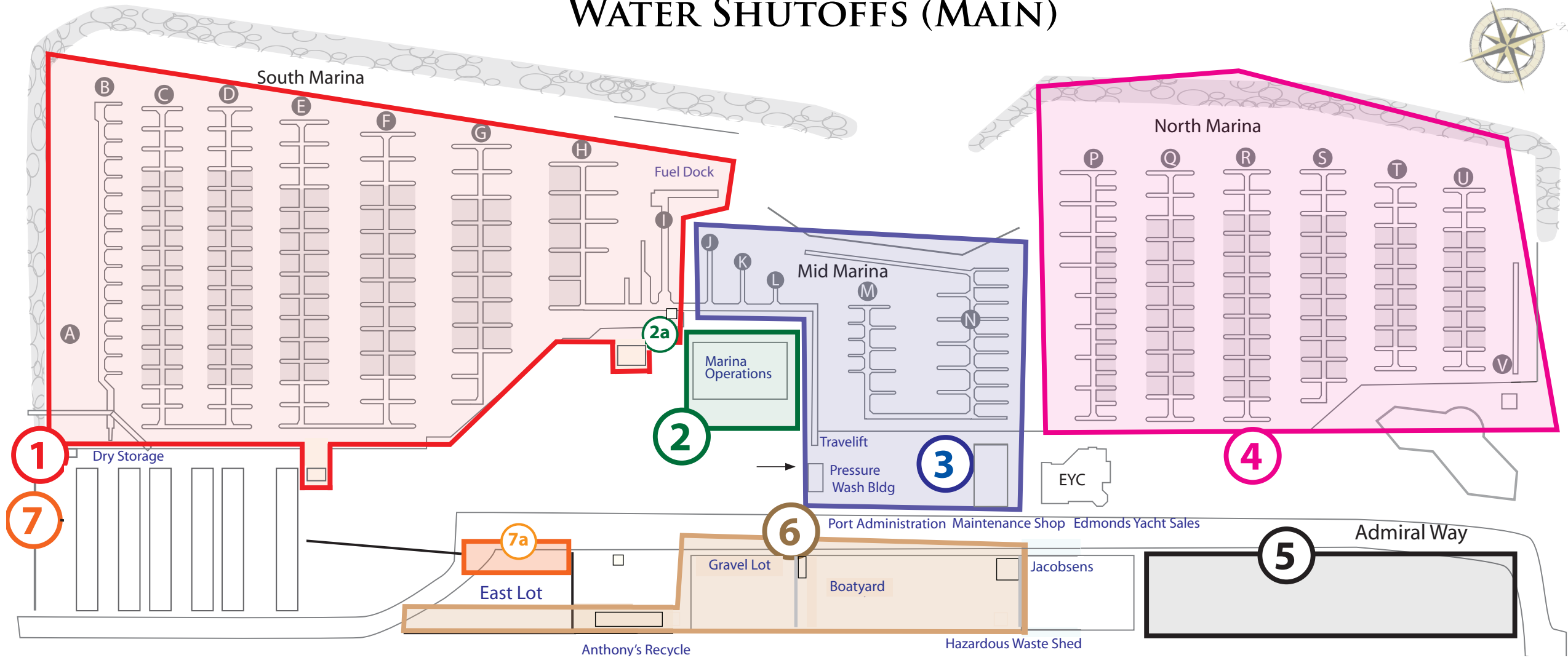
See reverse for photos



Not to scale. For informational purposes only.

2/13/2020

WATER SHUTOFFS (MAIN)



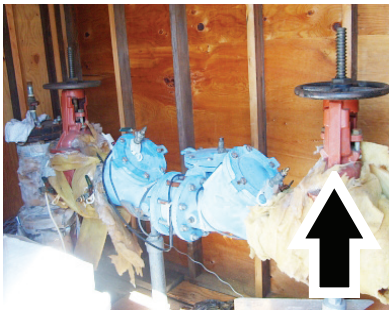
- Zone 1:** B dock - I dock Taos & Cheyenne Restrooms..... Location: South side of Dry Storage office in enclosure
- Zone 2:** Marina Operations & Anthony's building Location: Outside Marina Operations office
- Zone 3:** J dock - N dock & Admin, PW, & north end irrigation Location: South side of Administration building in enclosure
- Zone 4:** P dock to V dock Location: East side of R dock in parking lot in enclosure
- Zone 5:** Old north workyard gravel lot Location: West side middle in ground near sidewalk
- Zone 6:** Workyard & East side of east lot Location: Near Workyard shack in ground west sidewalk
- Zone 7:** West side of East lot & South end irrigation Location: South side of Dry Storage office in enclosure

See reverse for photos



Not to scale. For informational purposes only.

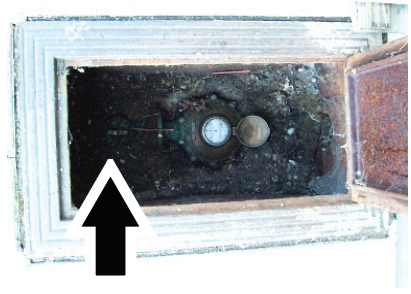
1



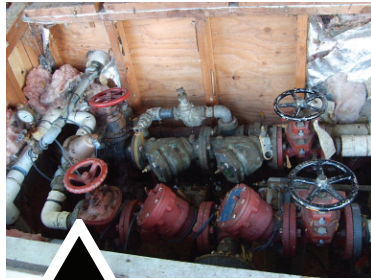
2



Taos & Cheyenne Restrooms



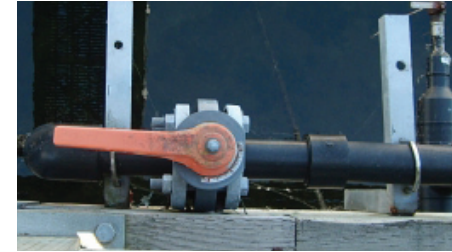
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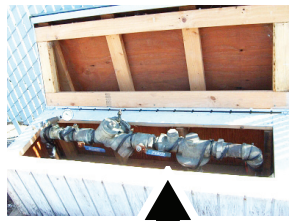
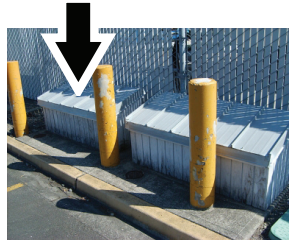
4



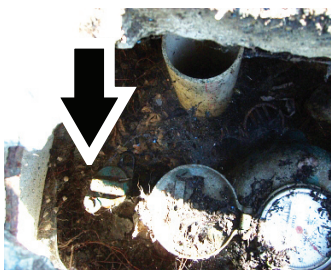
Shutoff at head of docks



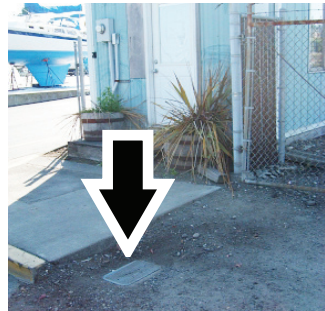
Dry Storage Washdown south side of fence



5



6

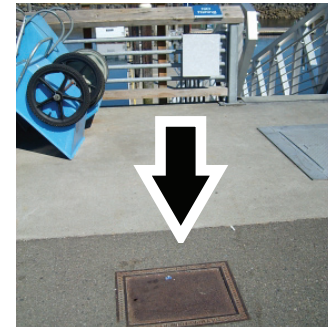


7



2a

Fuel Dock & I Dock



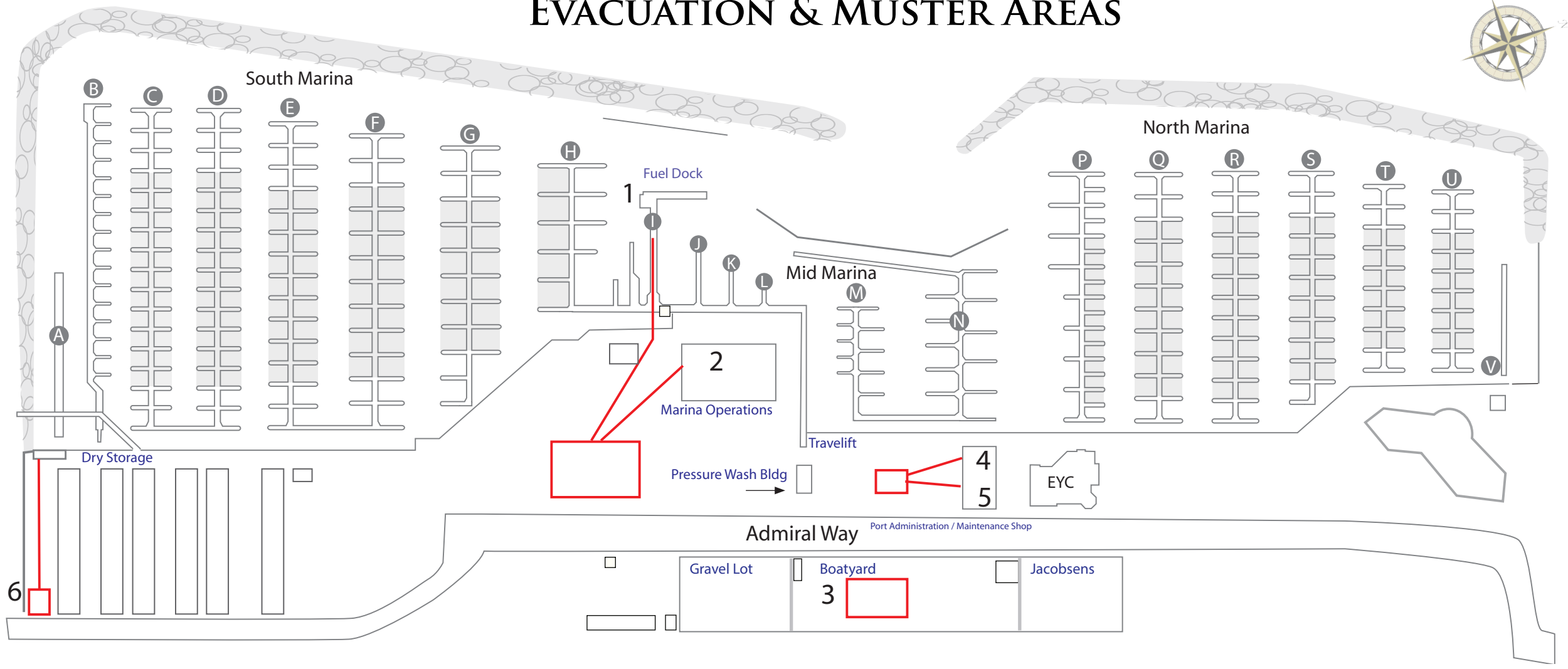
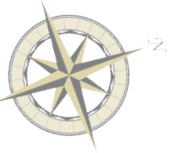
West Side East Lot 7a



Workyard Pedestal



EVACUATION & MUSTER AREAS



Locations

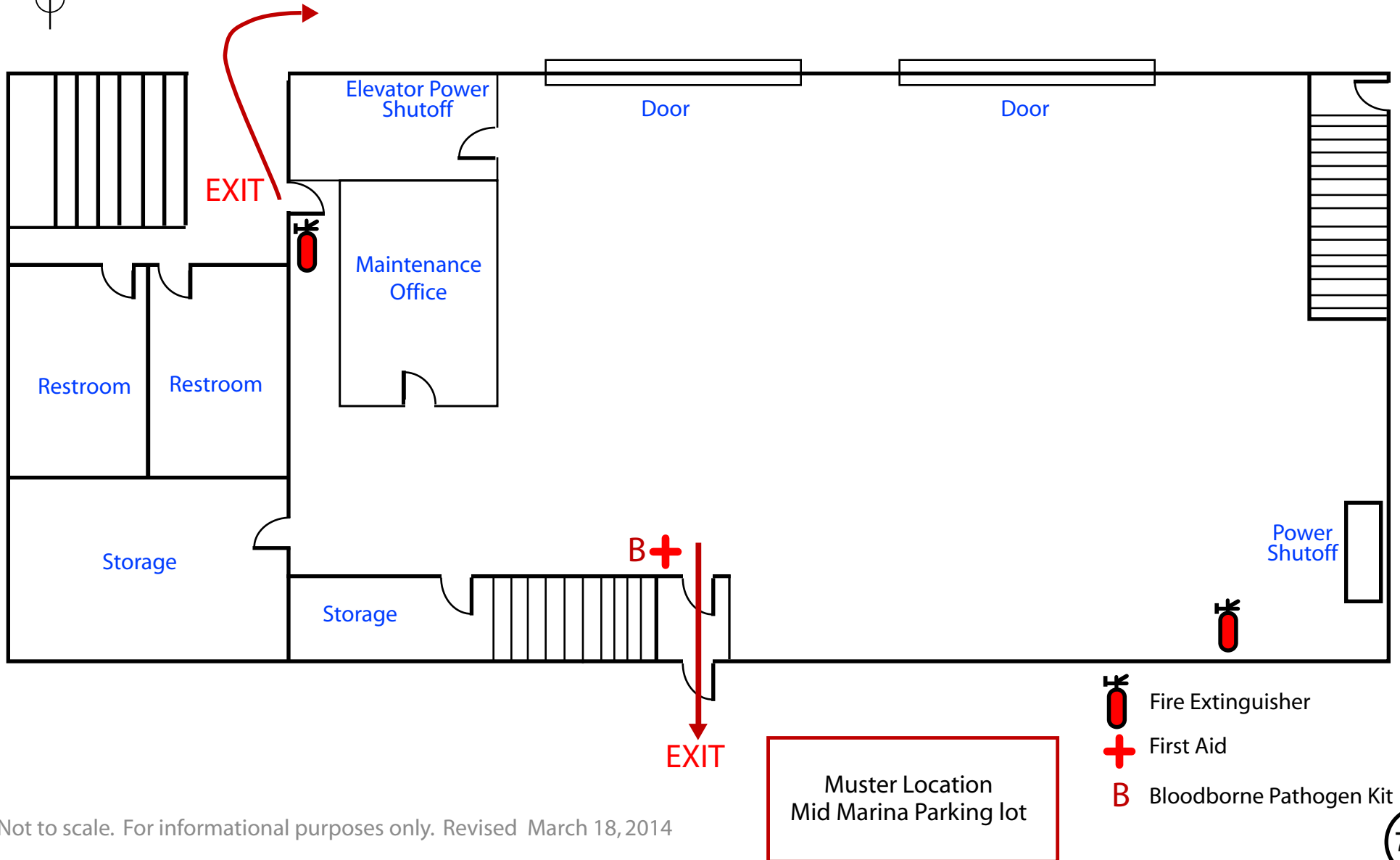


1. Fuel Dock - **West Trailer Lot**
2. Marina Operations - **West Trailer Lot**
3. Boatyard - **Center of Boatyard**
4. Port Administration - **Mid Marina Parking Lot**
5. Maintenance Shop - **Mid Marina Parking Lot**
6. Dry Storage - **Southeast Corner by Admiral Way**




EVACUATION ROUTE

MAINTENANCE SHOP

336 ADMIRAL WAY 1ST FLOOR



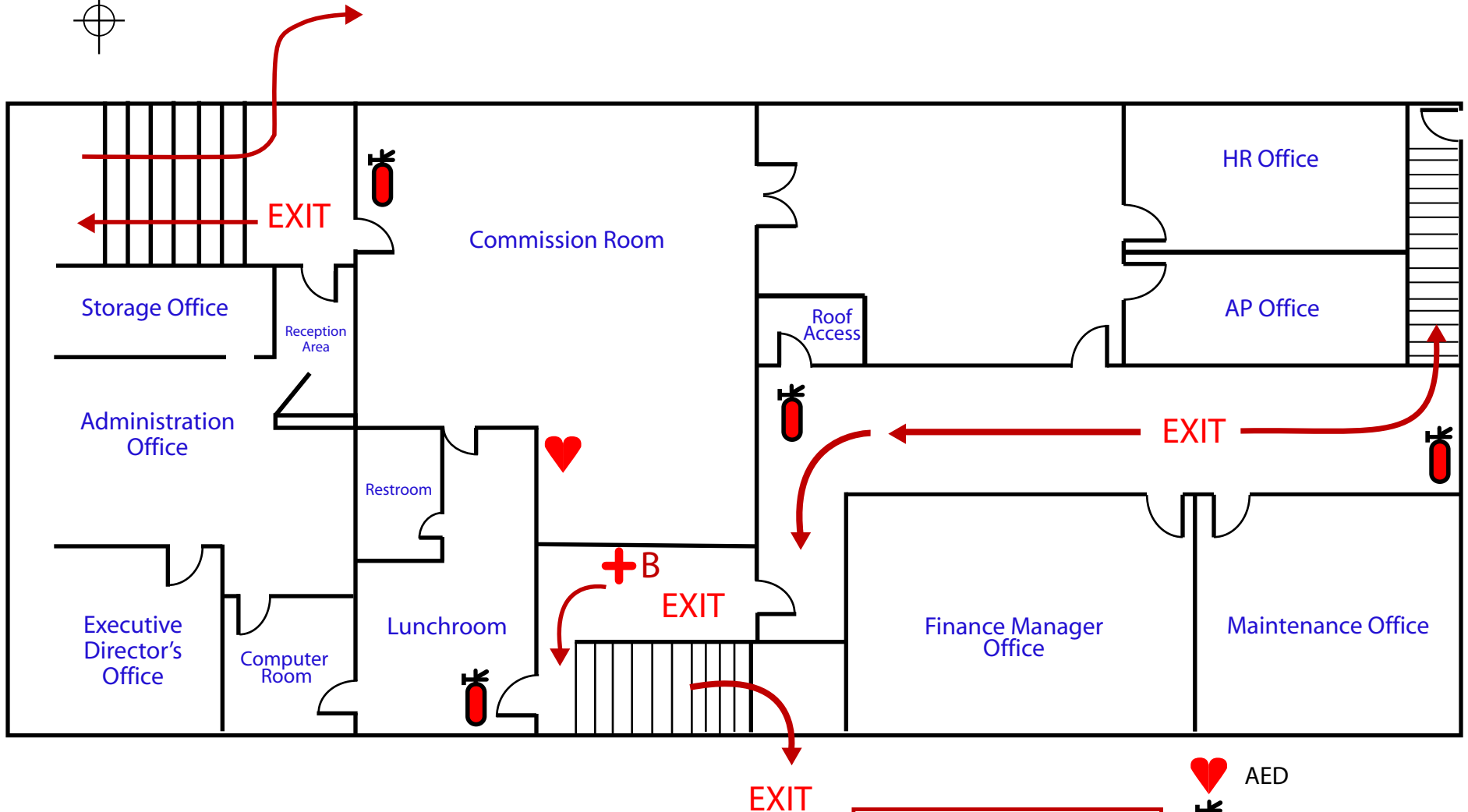
Not to scale. For informational purposes only. Revised March 18, 2014

-  Fire Extinguisher
-  First Aid
-  Bloodborne Pathogen Kit





EVACUATION ROUTE

ADMINISTRATION OFFICE

336 ADMIRAL WAY 2ND FLOOR



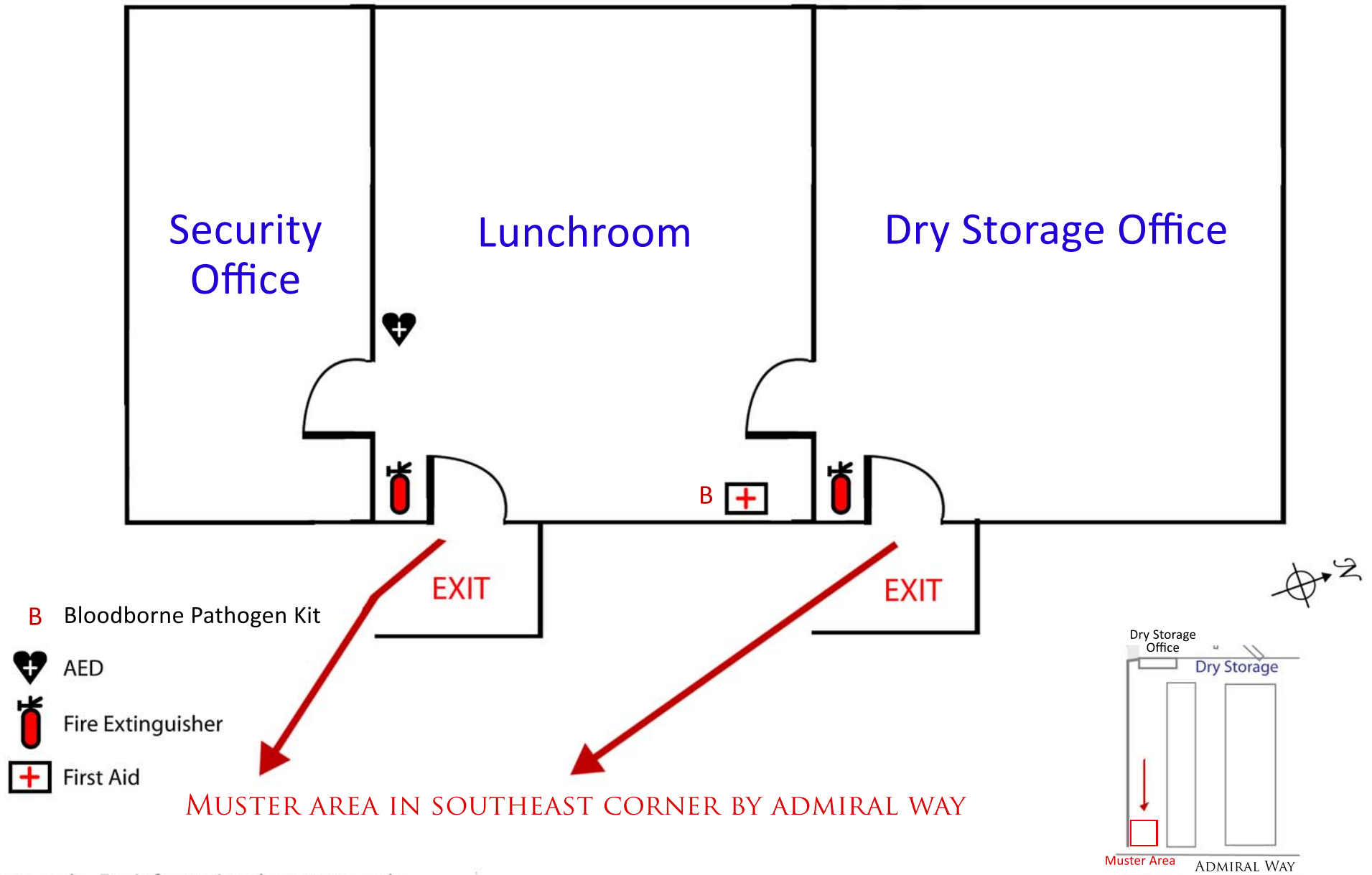
Muster Location
Mid Marina Parking Lot

-  AED
-  Fire Extinguisher
-  First Aid
-  Bloodborne Pathogen Kit

7.12

Not to scale. For informational purposes only. Revised February 2014

DRY STORAGE EVACUATION MAP

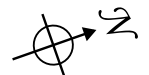
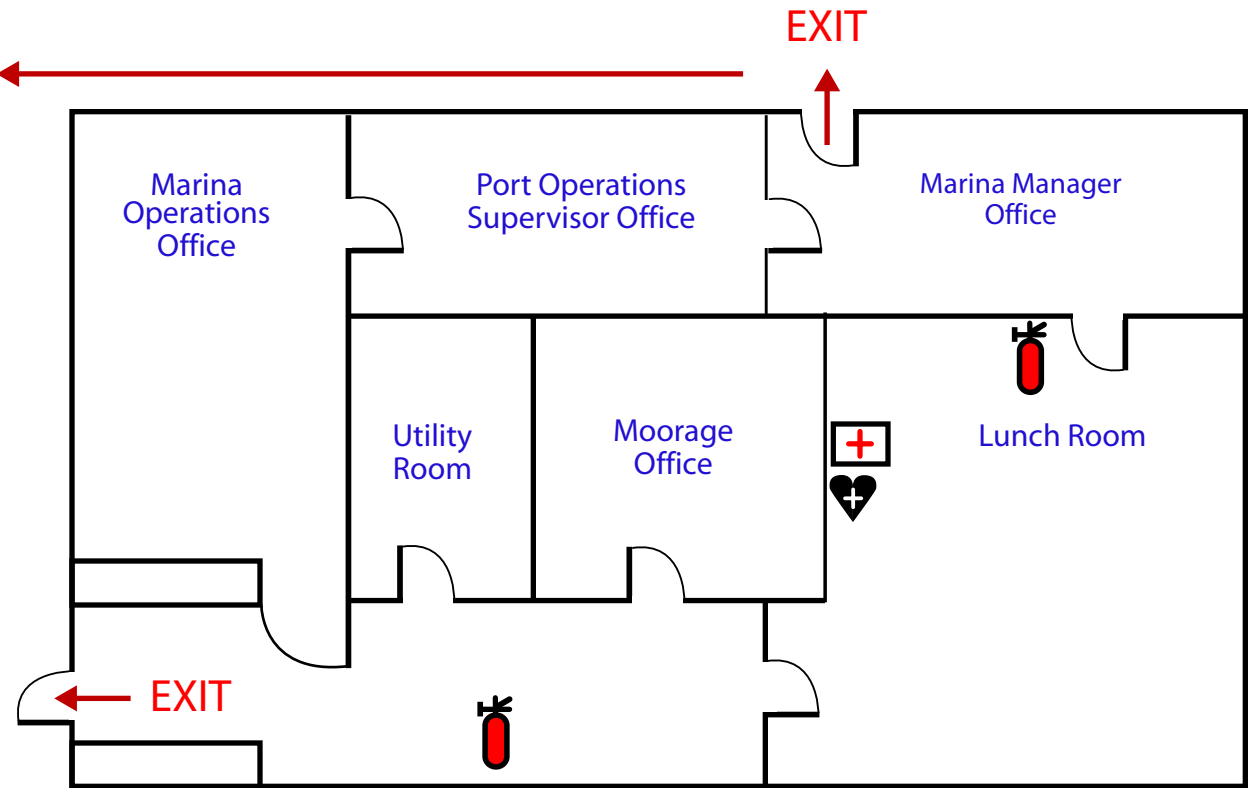


MARINA OPERATIONS EVACUATION MAP

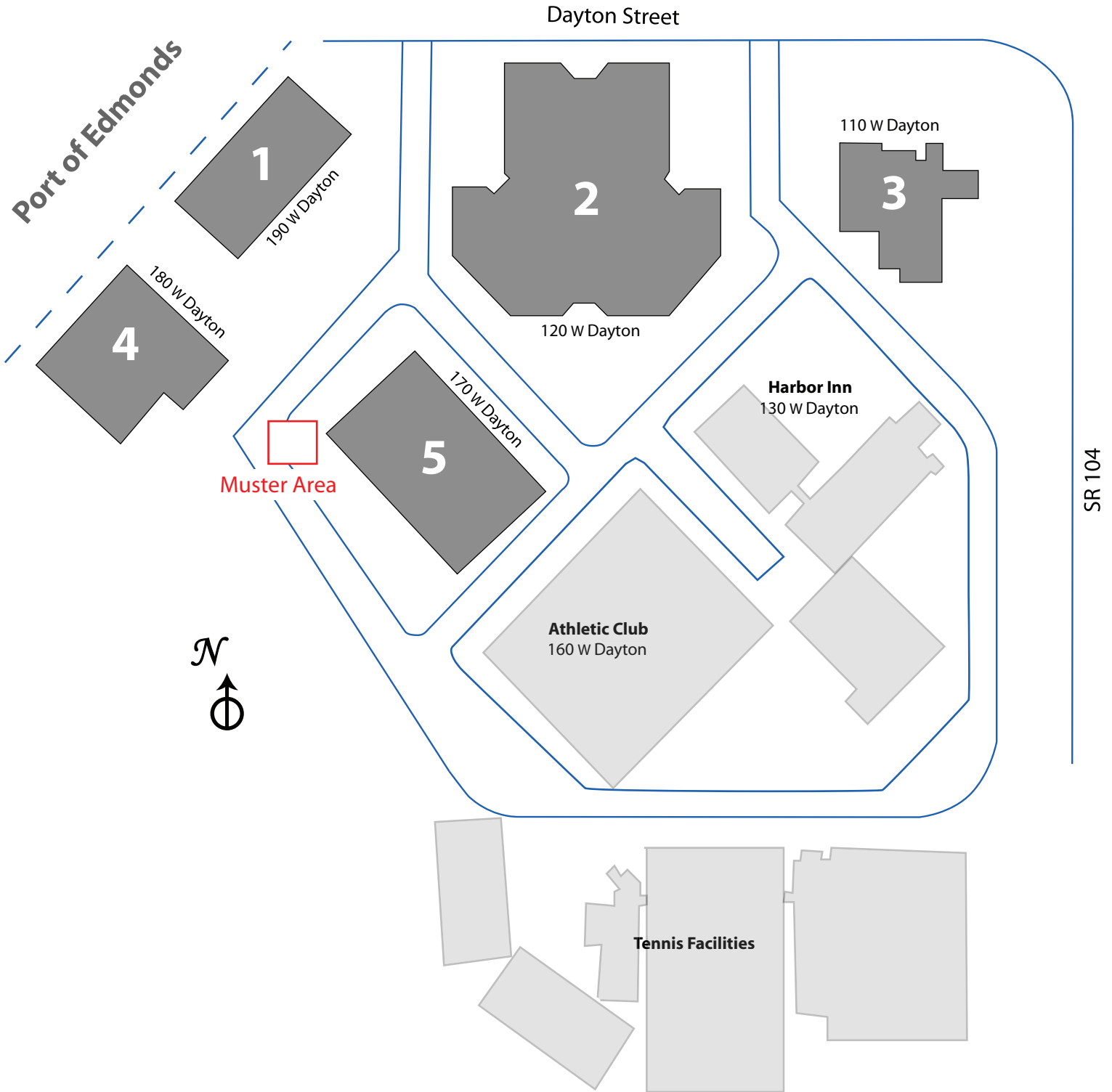


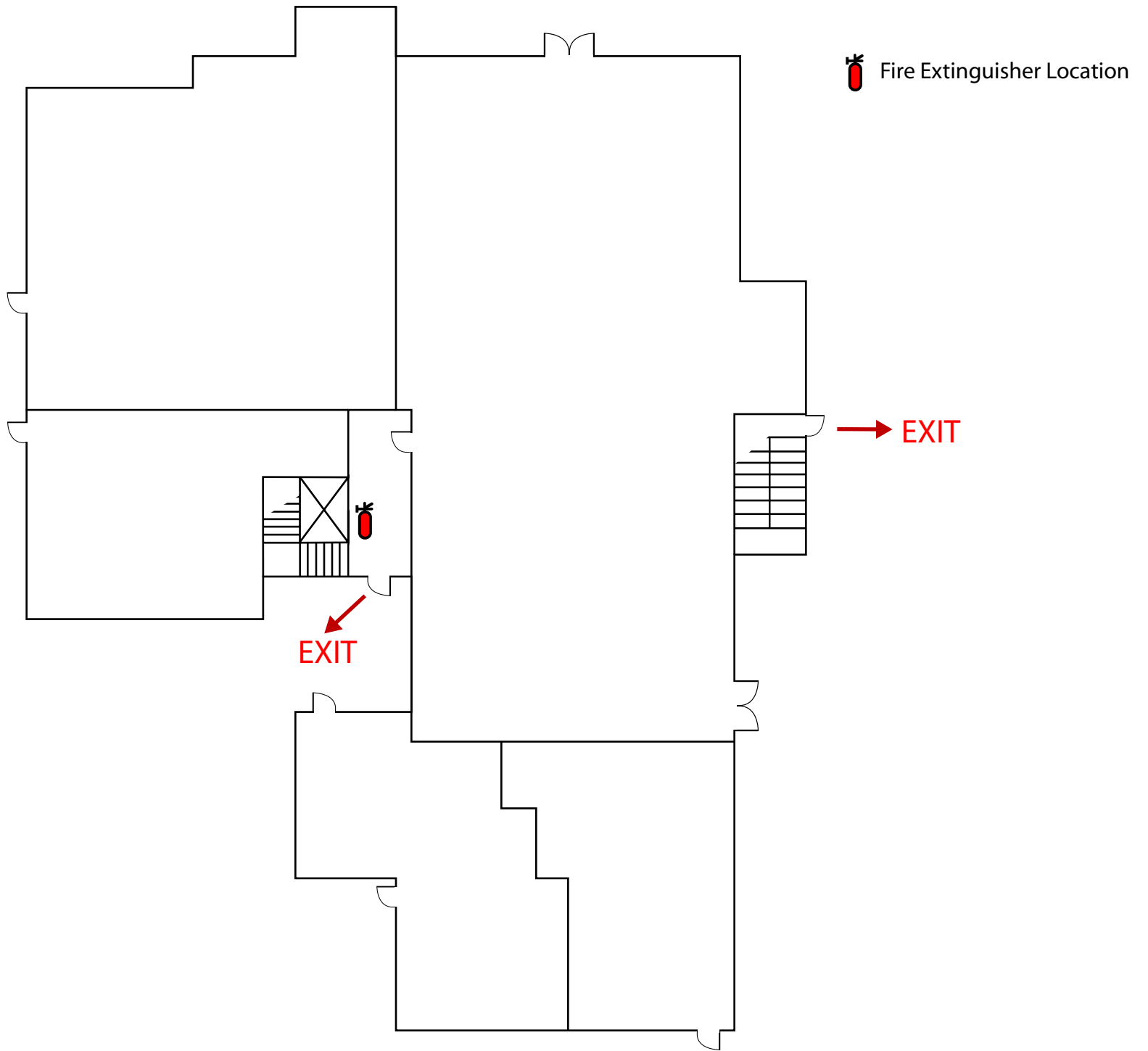
- AED
- Fire Extinguisher
- First Aid

Muster Location
West Trailer Lot




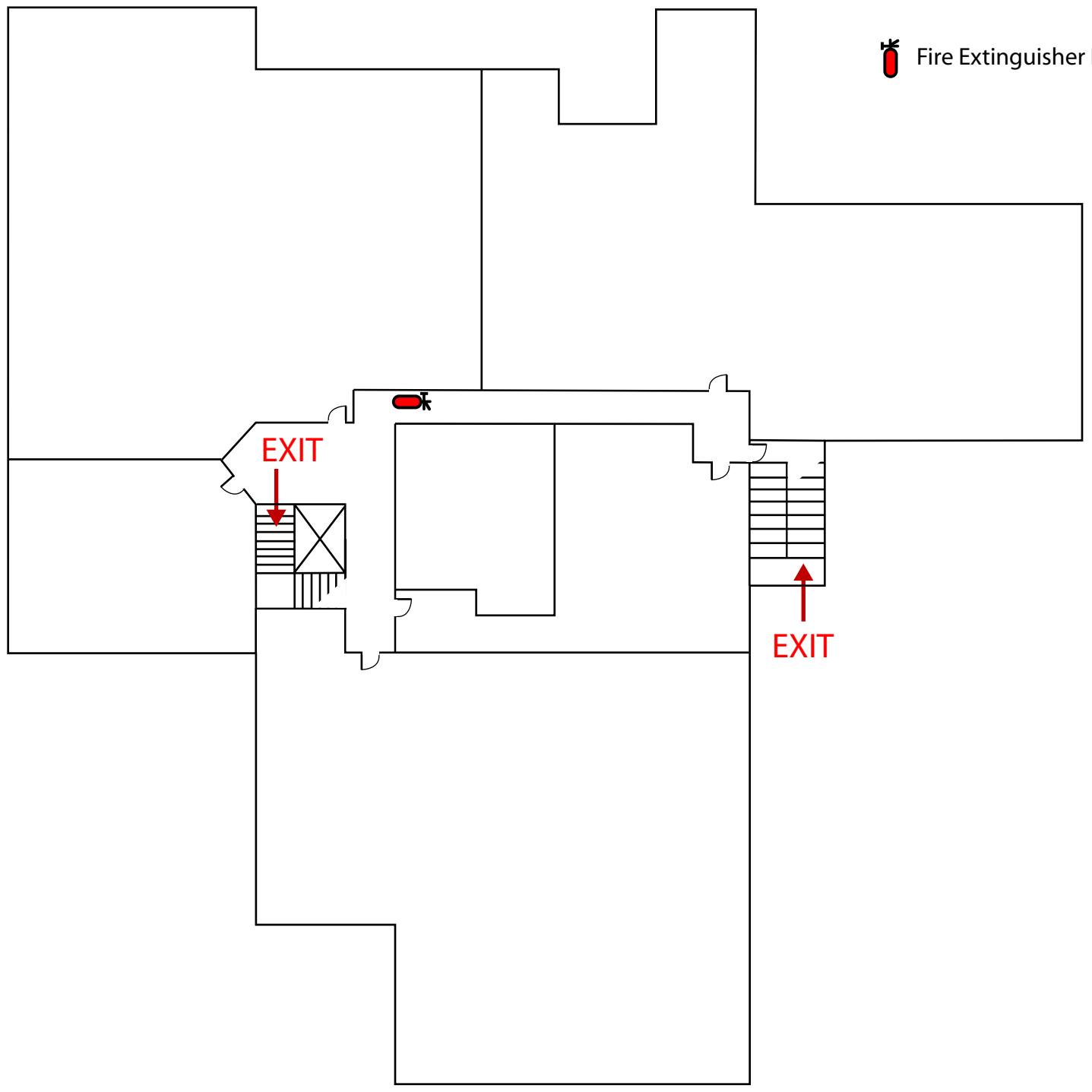
HARBOR SQUARE EVACUATION MAP & MUSTER AREA









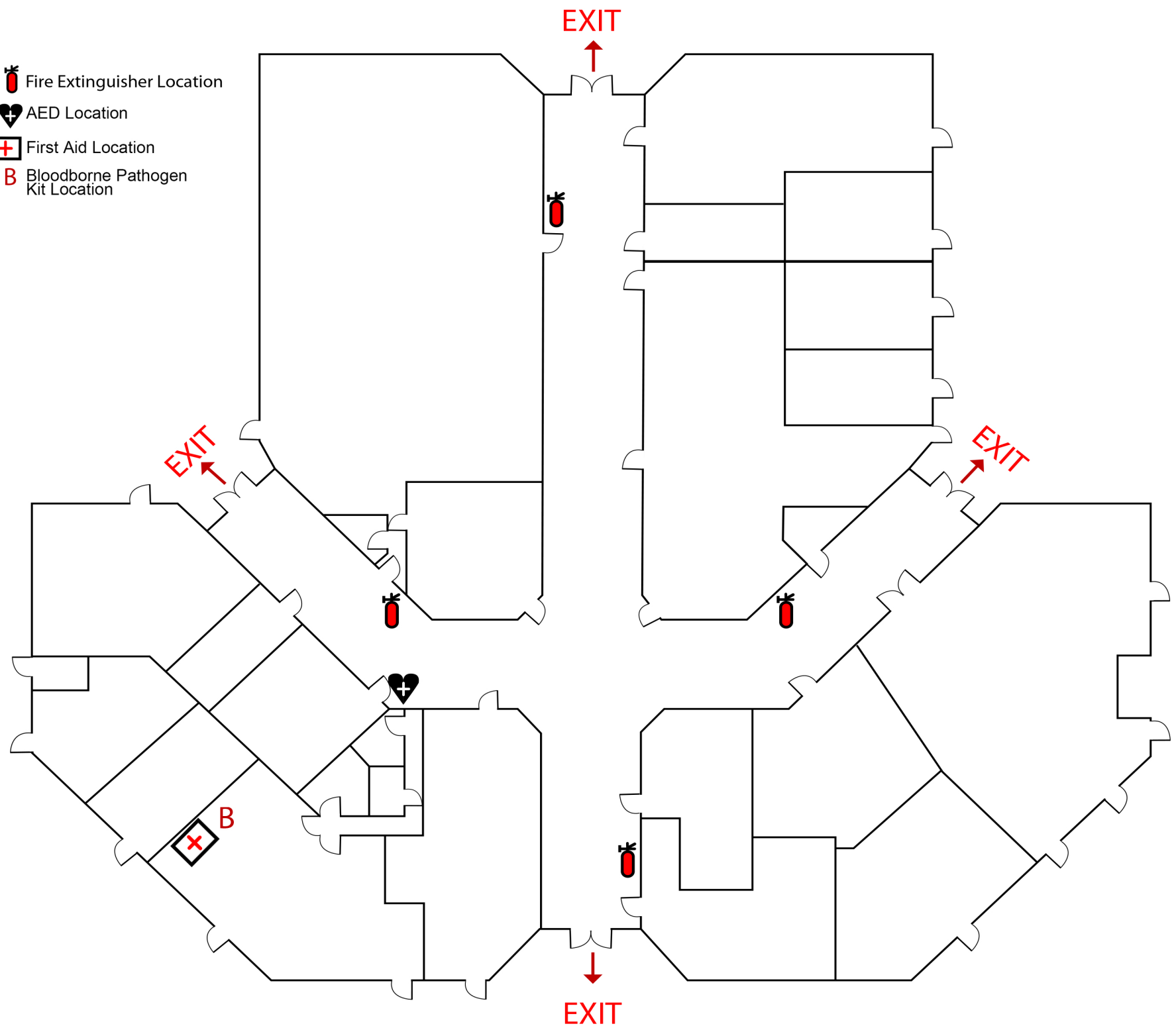


 Fire Extinguisher Location

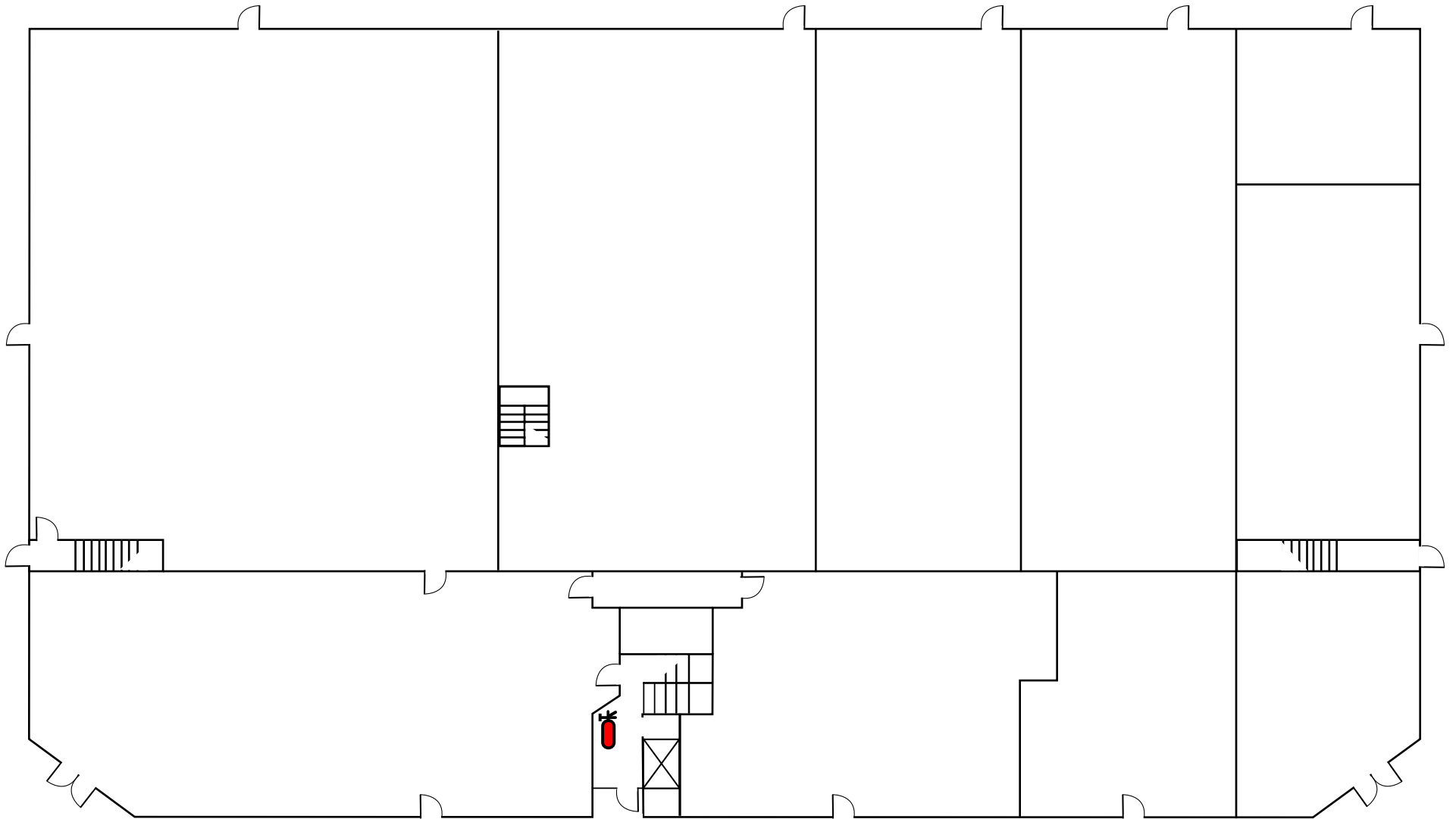




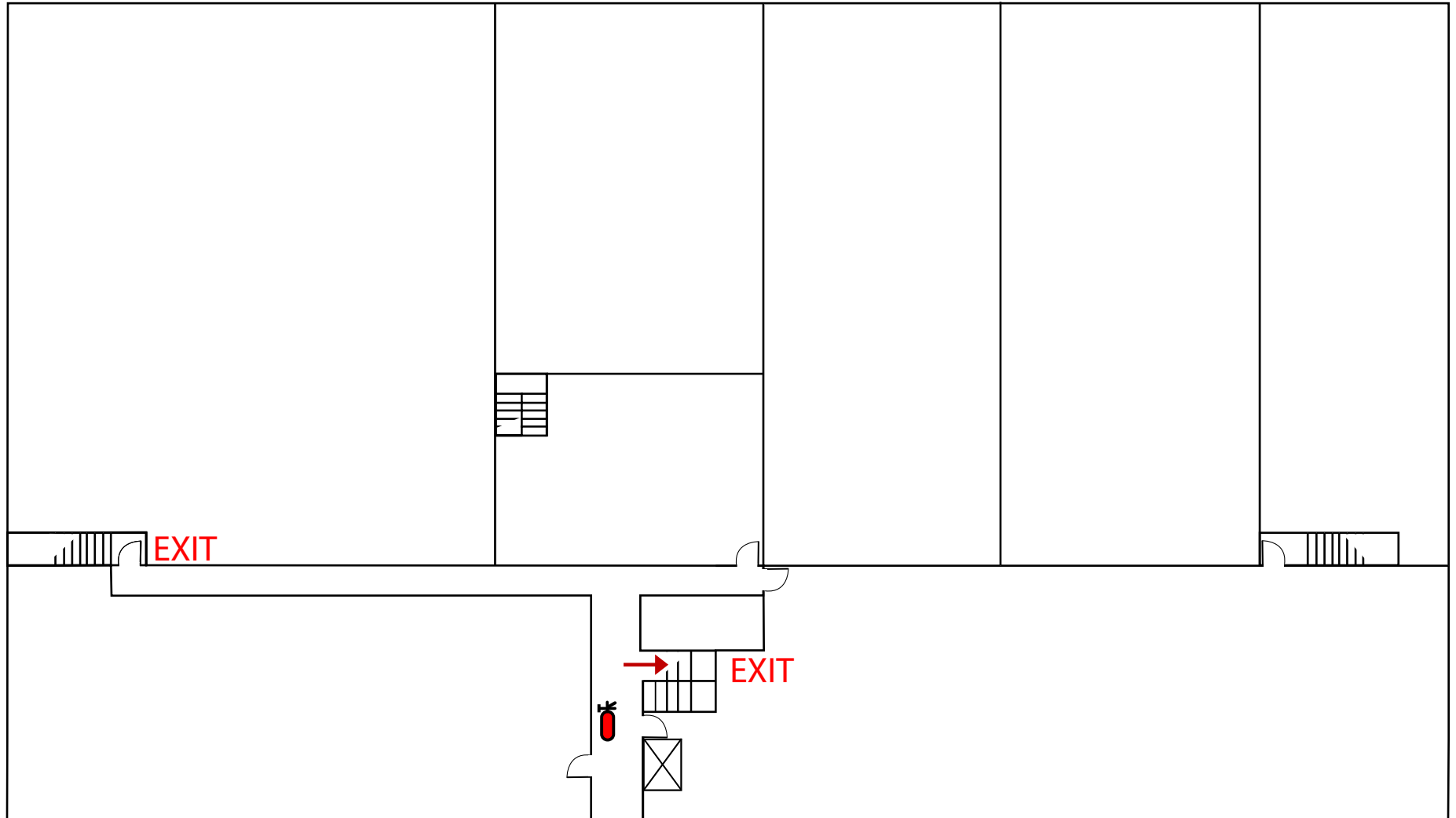
-  Fire Extinguisher Location
-  AED Location
-  First Aid Location
-  Bloodborne Pathogen Kit Location




HARBOR SQUARE 120 W. DAYTON

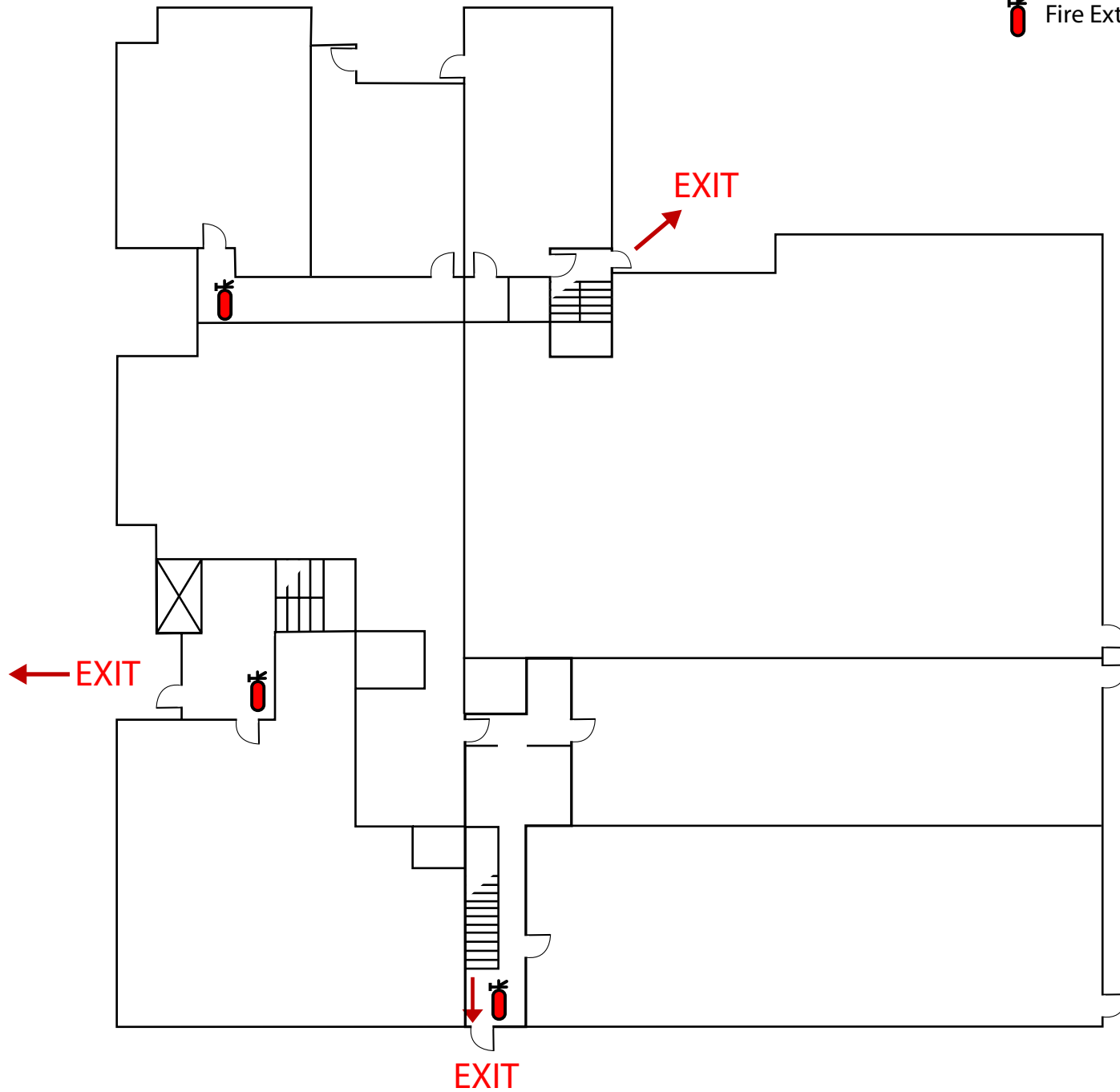


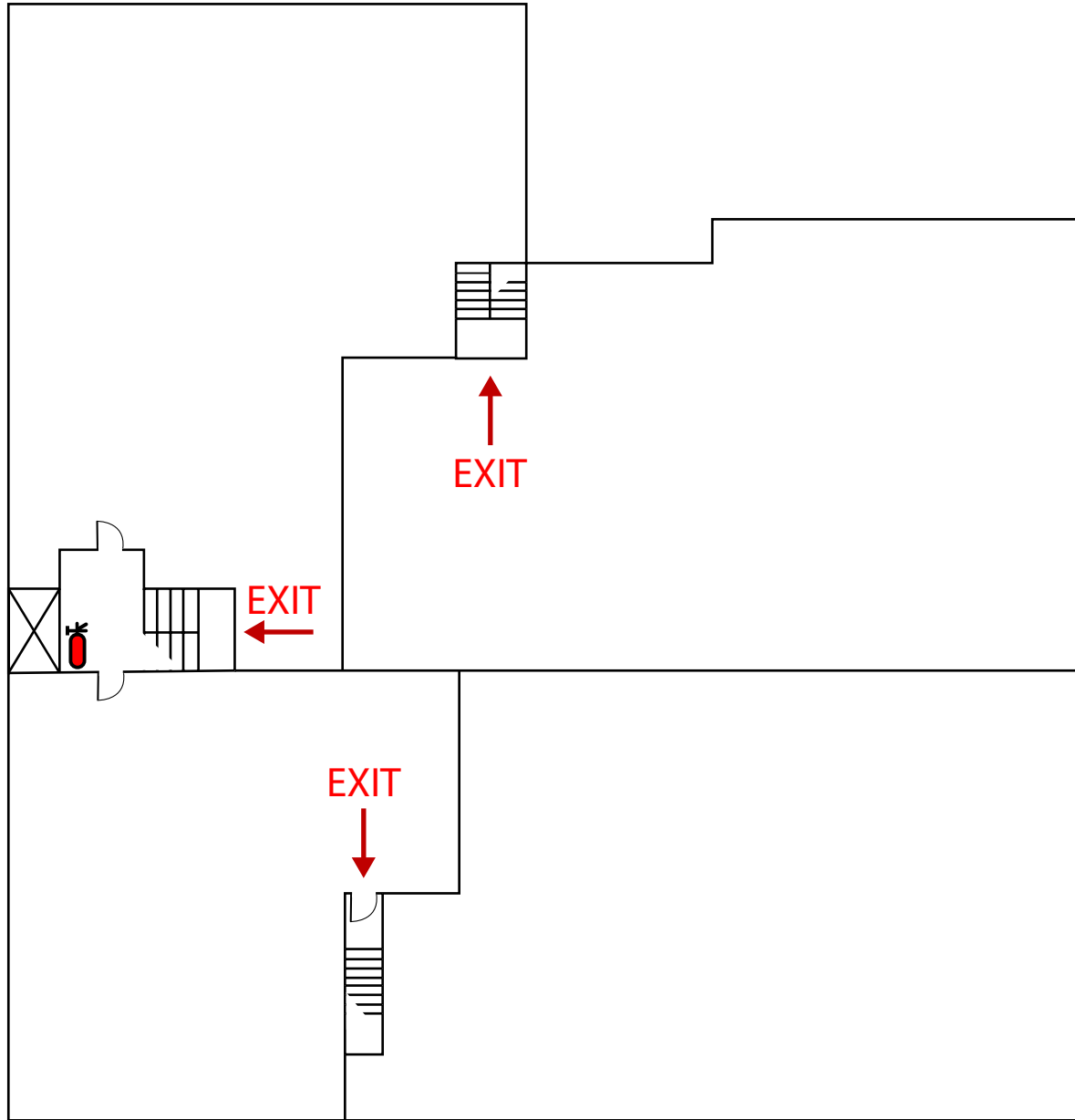
EXIT

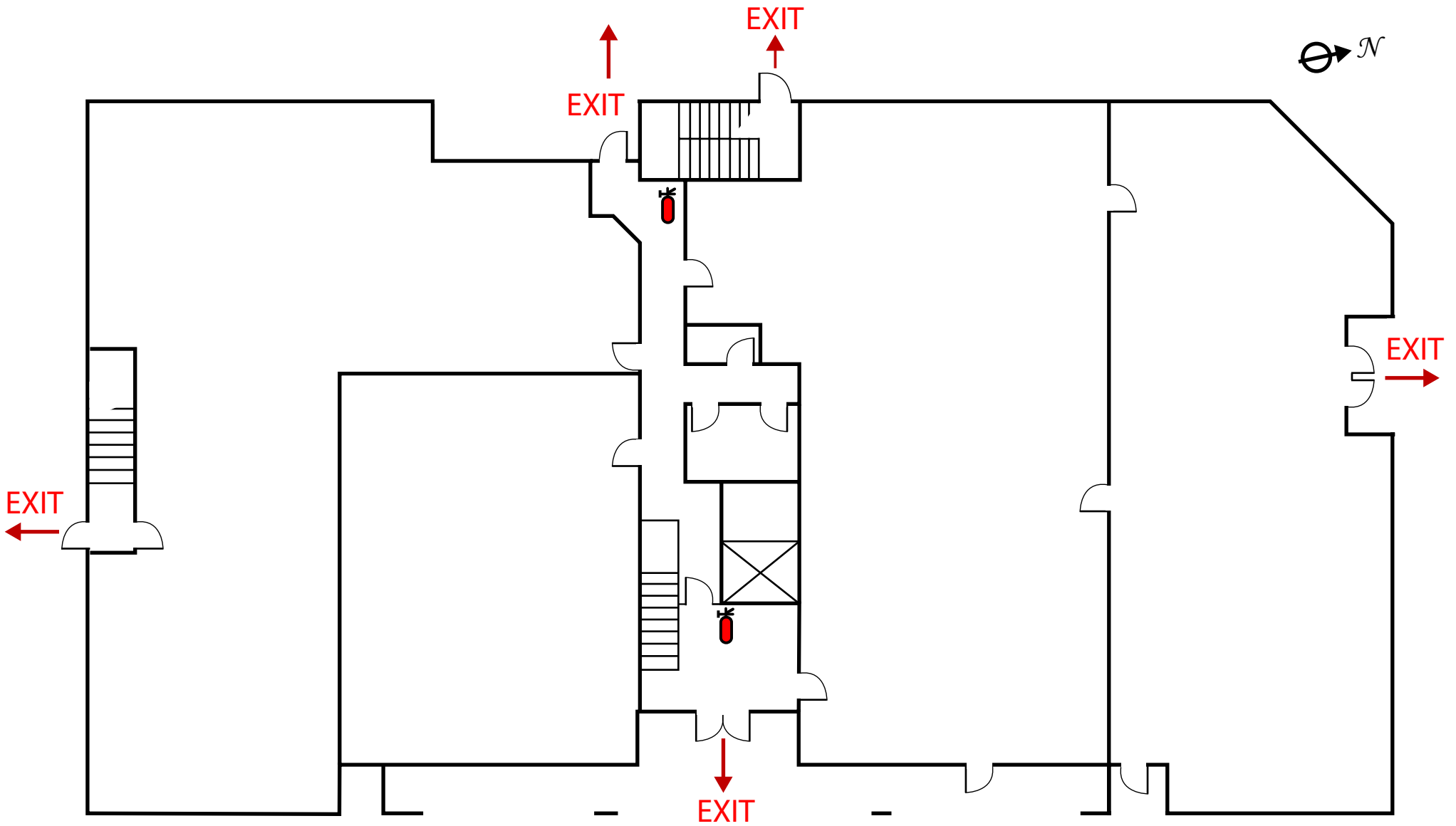





 Fire Extinguisher Location

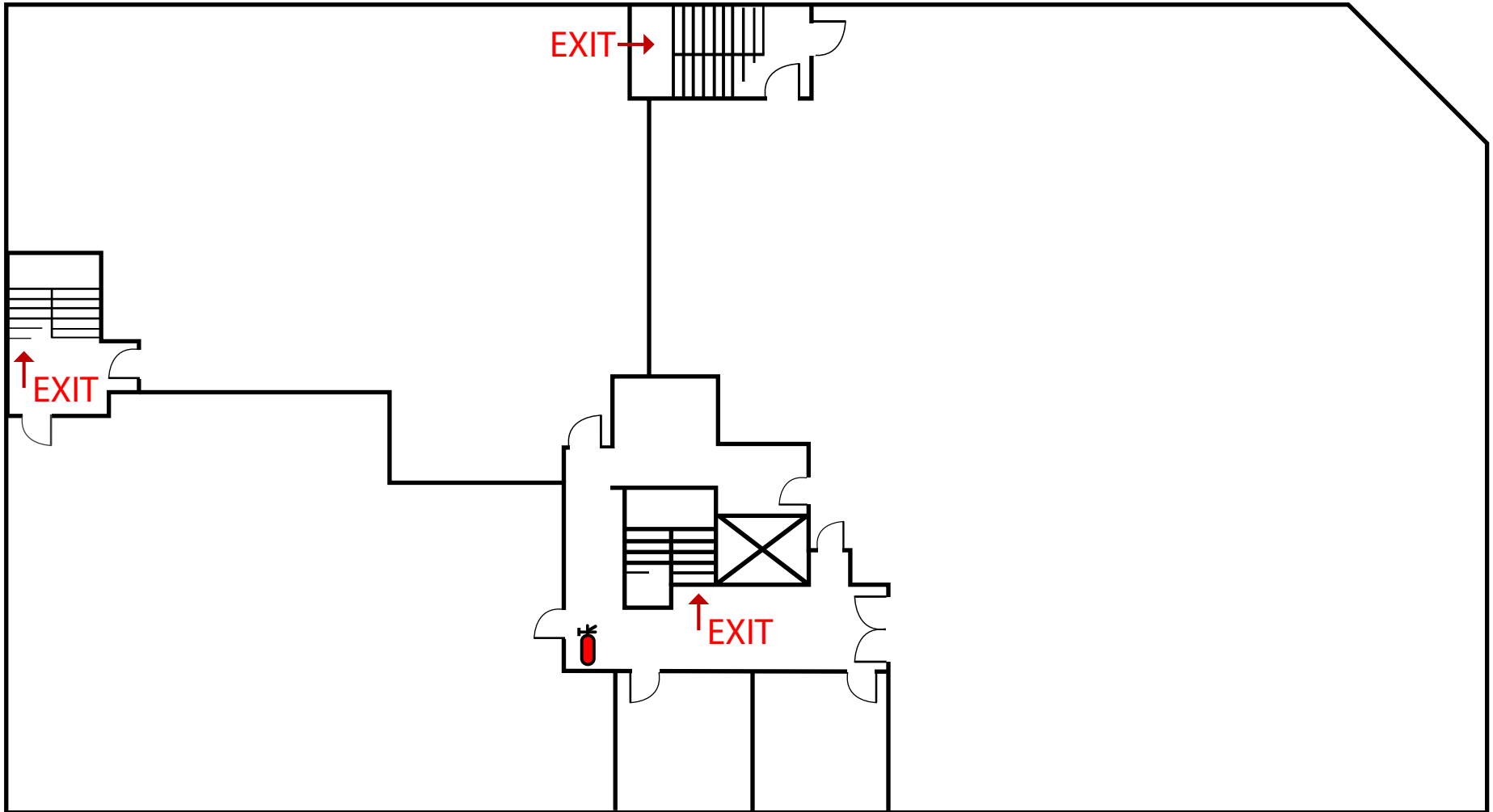







HARBOR SQUARE 190 W. DAYTON
First Floor

 Fire Extinguisher Location



HARBOR SQUARE 190 W. DAYTON
Second Floor

 Fire Extinguisher Location