

EVERGREEN MUSEUM CAMPUS



SAFETY MANUAL

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INTRODUCTION

Safety is your number one priority as an Evergreen Aviation & Space Museum (EASM) employee. We have the responsibility of making sure all of our locations are properly maintained and safe for guests at all times. For the purposes of this manual, the term “employee” shall refer to all paid staff and unpaid volunteers.

You are the vital key to our **total** safety program. You will be trained at each location that you will be required to work or operate. You have to remember that our guests visit the campus to learn and have a good time, and do not always pay attention to their actions. You have to politely remind our guests of the rules and make sure that they don’t endanger themselves or others.

One other area of safety that you need to be concerned with is your own personal safety and that of your fellow team members while working at your location. It is possible that not following the rules or not using good judgment could cause injury to yourself or someone else. It is important that you conduct yourself in a safety conscious manner at all times. It is important that you perform your job as trained and as instructed. You must always pay close attention to every guest and employee within your field of vision while at your location, and act in a mature, responsible manner to ensure the safest possible operation.

Safety comes first. Notify management of any observed safety hazards or concerns immediately. Remember to always think **S-A-F-E-T-Y**.

- S** Safe operation of the location
- A** Attention to what you and our guests are doing
- F** Follow all safety rules
- E** Emergency procedures – Know and follow all emergency procedures as trained and as instructed
- T** Teamwork – Be aware of those around you
- Y** You are the first and last safety factor

GENERAL SAFETY

Guest Safety

Every employee at EASM is responsible for the safety of our guests. You must be assertive, polite, and consistent in your policy enforcement if you are able to be credible and successful in this area of your job. Always enforce rules in a positive and friendly manner. Some examples are as follows:

- “Walk Please” instead of “No Running”
- “For your safety, please do not climb on that table” instead of “Get off of the table”

Lost Guests

Separated parties may be a common occurrence, but lost children present special concerns. A few of these concerns are that the children can wander out of the buildings/campus, be kidnapped, or become very frightened.

In the event that a parent or guardian approaches you stating that he/she has lost their child, you need to direct him/her to the front desk (EASM employees) immediately. It is likely that their child is already in our care and is probably waiting for their parent/guardian to come and get them.

In the event that a child approaches you stating that he/she is lost, you need to escort him/her to the museum front desk and contact your supervisor immediately. There will be times when children are lost, but they do not approach anybody for assistance. If you see a child that looks upset, confused, or is alone; it is part of your job to stop and ask the child questions, such as, “Are your mommy and daddy lost?” If the child is indeed lost or separated from their party, you need to find out important information such as their name, description of their parent/guardian and escort them to the museum front desk.

Office Safety

It is important to remember that hazards exist in every environment, even those we think pose little or no danger. The following are general office environment safety guidelines:

1. Close all drawers to filing cabinets as soon as you are through with them and before opening another.
2. Use the handle for opening and closing drawers.
3. Do not open more than one of the top drawers at the same time.
4. Heavier materials should be kept in lower drawers of filing cabinets
5. Do not use electrical cords which are frayed or defective.
6. Power cords should be attached directly to the wall or floor outlet, whenever possible.
7. Do not place cords, cables, or telephone wires across walkways as they create tripping hazards.
8. Extension cords may not be used to connect permanent electrical equipment. The only exception to this are "fused" multi-outlet strips which are "UL listed."
9. Keep floors and walkways clear of clutter.
10. Do not use a chair with wheels, box, bucket, shelf, etc. as a ladder to reach items up high.
11. When removing a heavy object or box (25 lbs. or more) from a high shelf (shoulder height or higher), call a fellow employee to help you lift it down.

Infectious Disease Prevention and Response

Every employee at EASM is responsible for the safety of our guests. You must be assertive, polite, and consistent in your policy enforcement if you are able to be credible and successful in this area of your job. Always enforce rules in a positive and friendly manner. Some examples are as follows:

- "Please remember to wear your mask."
- "For your safety, please remain 6 Feet Apart."

Evergreen Aviation & Space Museum is committed to providing a safe and healthy workplace for all its employees, guests and vendors. To ensure we have a safe and healthy workplace, we have developed the following Infectious Disease Control Plan in response to COVID19. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID19 in our workplaces and communities. This requires full cooperation among our employees, management, customers and clients. Only together can we establish and maintain the safety and health of our employees and workplaces. Management and employees are responsible for implementing and complying with all aspects of this Infectious Disease Control and Reopening Plan. Our employees and customers and clients are important. We are serious about safety and health and keeping them safe. Employee involvement is essential in developing and implementing a successful Infectious Disease Control and Plan.

Witness Statements

Witness Statements are a firsthand account of an incident by an employee, or a guest who witnessed an accident. It is important that a Witness Statement be completed as quickly as possible after an accident so that the details can be recalled. If a situation arises where a Witness Statement is needed your supervisor will contact you. When filling out a statement, only the facts should be documented. Speculation of any sort should never be included in a Witness Statement.

Employee Injuries

ALL EMPLOYEE INJURIES MUST BE REPORTED TO A SUPERVISOR OR EWW FIRST AID NO MATTER HOW MINOR. As an employee, your health and safety is our number one priority. Whether you are shift, or on company property you need to report any injury to your supervisor. Evergreen Wings and Waves First Aid is open during all hours of waterpark operation and can be reached by calling extension 2464 or 503-687-2464. If you happen to get injured when EWW First Aid is closed, your supervisor will arrange for treatment and care of your injuries. **If you are taking any kind of medication you MUST report this to Human Resources.**

First Aid Kit & AED Locations – Wall-mounted first aid kits are maintained in the following locations:

- Admissions Desk, Aviation Museum
- Admissions Desk, Space Museum
- Admissions Desk, Theater
- Theater Break Room, 1st floor
- Aviation west side south exterior wall (Restoration Center)

In addition, a first aid station is located in the EWW Safety Office and is staffed during waterpark operating hours.

Automated External Defibrillators (AED) are portable electronic devices that automatically diagnose life-threatening cardiac arrhythmias and deliver the appropriate levels of defibrillation (shocks) to resuscitate a patient in cardiac arrest. AEDs are maintained in the following locations:

- Admissions Desk, Aviation Museum
- Admissions Desk, Space Museum
- Admissions Desk, Theater

Bloodborne Pathogens

Bloodborne Pathogens are micro-organisms present in blood that have the ability to cause bloodborne diseases in human beings. EASM has developed and implemented procedures designed to control and/or prevent occupational exposure to potentially hazardous bloodborne pathogens. The most important thing that each of us can do to prevent accidental exposure to bloodborne diseases is to always practice UNIVERSAL PRECAUTIONS. This means that we should approach all human blood and other bodily fluids as though they are contaminated with bloodborne pathogens. Personal Protective Equipment, such as rubber gloves, etc., will be provided to occupationally exposed employees. Employees are required to wear this protective equipment whenever they are at risk. Another way to prevent infection from bloodborne diseases is to remember to wash your hands thoroughly with soap and water immediately after exposure. Remember, how you deal with a situation involving blood and bodily fluids will determine whether you will be at risk of contracting a bloodborne disease. Be smart, be safe, and always practice UNIVERSAL PRECAUTIONS and utilize your Personal Protective Equipment.

Hepatitis B Vaccination – These shots are available to all employees who are at risk of being exposed to Hepatitis B. These vaccinations are free of charge and administered by a contracted medical provider.

Safety Data Sheets

The Safety Data Sheets (SDS) for every hazardous chemical in your work area can be found in the Janitorial Office and Restoration Center. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. SDS files are located at each work area where the chemical is stored. Each SDS may look a little different, but they all give you the same basic information.

Chemical Safety

The following are general safety guidelines for working with chemicals:

1. Know the hazardous properties of all chemicals with which you work; review the SDS.
2. Read the label on the container and follow the manufacturer's instructions.
3. Know what the first aid treatment is for each chemical used and be prepared to carry out treatment, if needed.
4. Store chemicals in a designated area and in accordance with the manufacturer's recommendations.
5. Keep containers closed when not in use.
6. Inspect containers and pipelines for corrosive materials at regular intervals.
7. Appropriate skin, face, eye and hand protection must be worn when moving or handling chemicals.
8. Do not open chemical containers that have been stored in the sun unless proper care is taken. Many chemicals will build up pressure in the container when exposed to heat.
9. Clean up chemical spills immediately if you can do so safely, otherwise, notify management.

Fire Safety

The following are general fire safety guidelines:

1. Know the location of all fire alarm pull stations, extinguishers, and exits in your area.
2. Keep all electrical panels free from obstructions.
3. Burning decorative candles is prohibited.
4. Smoking in the building is prohibited; you must be 10 feet from all building entrances and in a designated smoking area.
5. Do not hang items on fire sprinkler systems.
6. Do not block or cover extinguishers, sprinkler heads or fire alarms.
7. Do not block open fire doors, aisles, passageways, hallways, stairways, or exits.

Fire Extinguishers

EASM has specific locations where fire extinguishers are located should you need one. Fire extinguishers are located either on a wall hanger or in a fire extinguisher case; always be aware of the nearest fire extinguisher to your work location. Fire extinguisher and fire alarm pull stations locations are depicted on the individual building evacuation maps.

The campus currently uses two types of fire extinguishers: A-B-C and A-K. The letters correspond to the classes of fire for which the extinguisher can be used. The classes are as follows:

- A – Ordinary combustibles, such as trash, wood, paper
- B – Flammable liquids and gases
- C – Electrical equipment
- K – Cooking oil or fat

The facilities maintenance staff is responsible for verifying each fire extinguisher is in the proper location, it is fully charged and has a current inspection tag on it each month. In addition, an outside vendor conducts annual inspections and updates the inspection tags. If a fire extinguisher is located in your work area, be sure to visually inspect the extinguisher and its gauge daily.

When using a fire extinguisher ensure that it is the right extinguisher for the right type of fire. Always follow the instruction on the label. Never try to extinguish a fire unless you have a safe exit from the area. When you are ready to use the extinguisher remember to **P-A-S-S**.

- P** Pull the safety pin
- A** Aim the nozzle at the base of the fire, starting back 10 feet
- S** Squeeze the handle
- S** Sweep the spray back and forth

If a person is on fire, use the ABC fire extinguisher instead of the AK fire extinguisher. Avoid spraying the fire extinguisher in or towards the face.

Should the building fire alarm go off, follow the instructions of management and the automated safety announcements. If the alarm instructs everyone to evacuate the building then you must do so. It is your responsibility to ensure that all guests safely exit your area.

Lock Out / Tag Out

“Lock Out / Tag Out” is a system of securing a source of energy and preventing unauthorized start up. A locking mechanism and tag indicates that someone from Maintenance or Management has closed the unit for service. In the case of an attraction, the attraction must not be operated in any way when the tag is present. Notify your supervisor should you find a “Lock Out / Tag Out” device on your attraction. **Only the person whose name appears on the tag may remove the tag!**

Restricted Areas

There are many restricted areas throughout the property. It is important that you stay out of restricted areas unless trained properly and have full permission to enter. Otherwise, these areas are dangerous and anyone entering without permission and proper training will be subject to disciplinary action, up to and including termination. The following are examples of restricted areas:

- Chemical storage rooms
- Pump/mechanical rooms
- Wave pool blower room
- Electrical rooms
- Locked storage rooms
- Elevator equipment rooms

Safety Meetings

Safety meetings will be held verbally or in written format on a continual basis. The meeting will consist of a safety topic to be discussed and you will sign documentation upon receipt of this information. If you ever have an idea for a good safety topic, inform your supervisor.

Inclement Weather

At times, inclement weather may adversely impact the campus; you will be directed as to what to do by a supervisor. Stay at your location until given direction. Follow procedures as outlined in the Inclement Weather Appendix of this manual.

The COO and Admissions Supervisor will utilize ODOT and Local Weather Reports, in addition to conferring with the MMP Facilities Director, to determine the severity of the conditions on campus and direct the appropriate response.

The President & CEO/COO will make the determination to close the campus and employees will be notified per EASM’s call alert process as needed. If the President/CEO or COO are not available the Day Captain and Sr. Staff member on-site will have authority to take action based on the procedure as outlined in the Inclement Weather Appendix 4. It is the employee’s responsibility to stay up to date of when the campus will reopen.

General Equipment Safety

In some of your job functions, you may use equipment such as ladders, fire extinguishers, power-driven machinery, etc. You will be trained to correctly operate these items. Before using any equipment, ensure that you understand how to operate them properly and never use any piece of equipment in a manner for which it was not designed. In addition, you must follow the manufacturer’s recommended safety guidelines. Ask for training or help on any piece of equipment you may encounter.

Ladder Safety

Ladders can easily become unstable when not set up or used properly. The following are general safety guidelines for using ladders:

1. When working on or near electrical circuits, power lines, or live electrical apparatus, use non-conductive ladders.
2. When using a ladder in front of a door that can open towards the ladder, make sure the door is blocked, locked, or guarded.
3. If a ladder has broken or missing steps, rungs, cleats, or rails, immediately remove it from service.
4. When climbing up or down, face the ladder and grasp the side rails or rungs with both hands. Avoid carrying heavy loads up or down ladders; use hoisting equipment instead.
5. Do not reach for objects off center, take time to move the ladder closer to work.
6. Do not straddle the space between the ladder and another object.

Forklift Operations

The following are general safety guidelines for forklifts:

1. Only trained and authorized personnel shall operate forklifts.
2. Passengers are forbidden to ride on forklifts.
3. Before the start of each shift, a visual inspection must be made to ensure that the horn, lights, brakes, tires, gas supply, hydraulic lines, etc. are in a safe and working condition. Employees shall not operate an unsafe forklift at any time.
4. Do not exceed the safe load capacity of a forklift at any time.
5. Do not counterweight a forklift to increase lifting capacity.
6. Both hands must be on the steering wheel, when in operation.
7. Do not drive with wet or greasy hands.
8. Forklifts should be driven on the right side of the road or aisle-way.
9. Sound horn before rounding corner or backing up.
10. Do not get on or off a forklift while it is in motion.
11. The forks should be resting on the ground and the engine turned off before getting off forklift.
12. No forklift shall be driven in a fast or reckless manner. Drive defensively and legally.
13. ALL forklift accidents, whether involving injury or not, must be reported to your supervisor.
14. Report any equipment malfunction or failure to supervisor.

Material Handling & Warehousing

The following are general safety guidelines for storing and handling materials:

1. Wear appropriate personal protective equipment when exposed to chemicals which are toxic, corrosive, or irritating.
2. Use protective gloves when handling sharp items.
3. Wear approved eye protection if eye hazards exist, e.g., flying particles or hazardous substances.
4. Use approved ladders, platforms, and lifting devices to reach elevated storage areas, and do not climb on racks.
5. Keep areas clear in front of firefighting equipment, alarm boxes, electrical control panels, exits, and main aisles.
6. Throw away any broken pallets and keep boards with nails out of traffic areas.
7. Store moving equipment (floor trucks, hand trucks, dollies, etc.) out of the way when not in use.

8. Put packing material directly in recycling or waste containers as soon as possible.
9. Store material in a stable position.
10. Pay attention to posted stacking height limits determined by shelf manufacturers or warehouse staff.
Correct weaknesses or signs of shelf failure.
11. Maintain a minimum of eighteen inches of clearance around all fire sprinkler heads.
12. Chock round or irregular material to prevent rolling.
13. Mark all bar stock, pipes, lumber, or other material that project beyond racks with flags or similar warnings.

Aerial Lifts

Aerial lifts are vehicle-mounted, boom-supported aerial platforms, such as cherry pickers or bucket trucks, used to access utility lines and other aboveground job sites. The major causes of fatalities are falls, electrocutions, and collapses or tip overs. The following are general safety guidelines for aerial lifts:

1. Only trained and authorized personnel shall operate aerial lifts.
2. Maintain and operate elevating work platforms according to the manufacturer's instructions.
3. Never override hydraulic, mechanical, or electrical safety devices.
4. Never move the equipment with personnel in an elevated platform unless this is permitted by the manufacturer.
5. Do not position the platform between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker(s).
6. Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest energized overhead lines.
7. Always treat power lines, wires and other conductors as energized, even if they are down or appear to be insulated.
8. A properly fitted and secured body harness with a lanyard attached to the boom or basket is required at all times during operation.
9. Set the brakes and use wheel chocks when on an incline.
10. Use outriggers, if provided.
11. Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools and materials.

PERSONAL SAFETY

Your safety and the safety of others is very important. The environment that you work in may be climate-controlled, but can be uncomfortable due to the variation from the normal Oregon climate. It is very important that you take care of yourself.

Hydration – Drink plenty of water during the day. Regardless of where you work on campus, it is very important that you keep yourself hydrated. If you start to feel faint or weak you need to let your supervisor know immediately.

Eating Habits – Make sure that you practice good eating habits. Breakfast is a very important meal and you should not skip it. When you go on break, be sure to eat something that will hold you over but won't make you sick.

Sunblock – Even though most of our attractions are indoors, many of the walls contain large glass windows. For your protection you should apply sunscreen on sunny days.

Horseplay – Horseplay may seem harmless but it is forbidden at work and on company property. Pushing, shoving, jumping, etc. is dangerous and will not be tolerated. Any form of horseplay will result in disciplinary action, up to and including termination.

Sunglasses – Only lifeguards are required to have polarized sunglasses available, should glare develop on the pool surface, but we recommend them for all employees who may be exposed to direct and indirect sunlight.

Employee Alertness – All employees must be well rested and alert before performing their job. Employees should report to a supervisor or Human Resources if ill or taking any medications before performing their duties.

Comfortable Computing

Repetitive tasks, such as typing on a keyboard, can cause injury over time. In order to reduce the risk of repetitive strain injuries, follow these general guidelines:

1. Use correct hand position while typing.
2. Take frequent breaks, stop typing for a few minutes, look away from your screen, get up and walk around the office.
3. Ease up on your grip and hold the mouse lightly.
4. Relax your hand and let go of the mouse when it is not being used.
5. Keep your posture upright and yet relaxed while working.

Lifting

Proper lifting is a very important skill that you need to learn. Always try to limit yourself to loads of 25 lbs. or less. NEVER lift a load of more than 50 pounds without help from a co-worker.

Before you lift anything, think about the loads you will be lifting. Ask yourself, "Can I lift it alone?" or "Do I need help from a co-worker?" If the load is manageable, follow these rules for safe lifting:

1. Plan your path and make sure it is free of obstructions.
2. Watch out for pinch points - doorways, etc.
3. Examine the object to decide where and how to hold it.
4. If you need to reach an item that is up high, stand on a platform instead of a ladder.
5. Push the load to see how heavy and stable it is.

6. Pushing is preferred over pulling because it requires less muscle effort to the lower back plus it increases your visibility.
7. Lighten the load when possible.
 - a. Lift the load in smaller pieces if possible.
8. Hold the load close to your body so you can see over it.
9. Face the way you will be moving.
10. Slide the load as close to your body as possible before lifting up or down.
11. Use leg, stomach, and buttocks muscles to lift - not your back.
 - a. Keep back straight, stomach muscles tight.
 - b. Place your feet shoulder width apart.
 - c. Push buttocks out behind you.
 - d. Bend your knees.
12. Maintain neutral posture and do not bend/twist at the back.
13. Keep the load balanced.
14. Get help when needed to avoid an injury.

Remember to put loads down the same way you lifted them. Bend at the knees and slowly slide the load down your body until you can comfortably put the load down.

Don't overdo it!! For example, take two small loads instead of one big one. Get help for large objects or use a dolly or cart.

Slips and Falls

The most common type of on-the-job injury results from falls. Most falls can be prevented by using good judgment and learning how to recognize and correct typical fall hazards. The following are some tips on how to prevent slip and trip hazards:

- Look before you walk – make sure your pathway is clear
- Clean up spills immediately
- If you see anything on the floor, walkway or pool deck, (paper, food, trash) pick it up
- Report trip hazards like ice, water puddles, and potholes immediately. Direct employees and guests around the hazard until the problem can be corrected or blocked off
- Make sure walkways are well lit and report any burned out lights
- Position cords and wires out of areas where people walk
- Never use a trash can or other makeshift article in place of a step stool. Always use a stepladder for overhead reaching
- Walk at all times, never run

Safety Violation Policy

As you can see, safety and how you conduct yourself is an important part of your job. If mistakes are made, it is our primary concern to correct them. We use a positive progressive system for dealing with disciplinary situations. When a situation arises that does not meet our expectations, your supervisor works with you by providing coaching and counseling in order to correct the situation. Depending on the severity of the infraction, you may be terminated from your job. Be sure you know and understand your responsibilities and the expectations of your job by reading and understanding your training manuals. Pay attention during "hands on" location training and ask questions for clarification when you do not understand.

The following are a few safety violations, but are not limited to:

- Failing to report potential safety hazards
- Performing unsafe acts (jumping over rails, etc.)
- Not delivering proper safety brief
- Deviating from established operating procedures
- Allowing a person to ride who does not meet or exceeds any rider requirements, such as weight or height
- Allowing a guest to ride against the rider restrictions
- Horseplay
- Failure to use proper hand signals
- Entering a restricted area
- Setting off the fire alarm
- Failure to maintain the 10/20 Protection Standard (Lifeguards)

The above safety violations will result in disciplinary action, up to and including termination.

PERSONAL PROTECTIVE EQUIPMENT

All EASM personnel must wear appropriate personal protective equipment (PPE). It is the responsibility of each department to provide PPE as required by the specific task being performed, the potential hazards that personnel will be exposed to, and the specifics of the job site. Employees must adhere to the PPE requirements recommended on the Safety Data Sheets (SDS) for the material they are handling.

Working Without Appropriate PPE – If an employee does not have the appropriate PPE for the job, management must send the employee to retrieve the appropriate equipment or stop work. In addition to personal accountability, management and supervisory staff will be held accountable for the use of proper PPE by their employees.

Head Protection

Welding helmets must be provided during welding operations and hardhats provided when overhead hazards exist. The only exception to this guideline is when the welding helmet poses a hazard to welders due to body positioning while performing their work. This exception to the policy, along with an explanation, must be documented by the responsible manager and a discussion of risk mitigation must take place prior to beginning work.

Hearing Protection

To prevent permanent or temporary hearing loss resulting from employee exposure to workplace noise and to comply with Occupational Noise Exposure requirements of 29 CFR 1910.95, the following guidelines for hearing protection are established:

1. Hearing protection must be worn when the exposure to loud noise exceeds 10 seconds.
2. The threshold where permanent hearing loss can occur is 90 dB. Considering this, a loud noise will be defined as noise in which a normal person has to raise their voice to communicate with another normal person. For example, 85 dB is roughly the sound level of surrounding traffic inside a car.
3. Hearing protection is always required in the proximity to turning aircraft or machinery.

Hand Protection

The following tasks have been identified as having a reasonable probability of hand injury which can be prevented by hand protection:

1. Leather gloves shall be worn when performing sheet metal work with non-powered tools and welding.
2. Chemical protective gloves must be worn when using solvents, degreasers, petroleum based lubricants and when servicing battery electrolytes.

Eye Protection

1. All safety eyewear (prescription and non-prescription) must have side shields or wrap-around protection that meet the ANSI standard Z87.1. This includes prescription eyewear being utilized as the only source of eye protection.
2. Personnel should always shield their eyes from arc rays, including reflected rays from another surface, such as water. In addition, personnel must wear goggles when helping or working near welders.
3. Safety eyewear above and beyond safety glasses may be required for certain tasks.

EMERGENCY RESPONSE PLAN

In any emergency situation, our guests will look to you for guidance. In general, remember the following guidelines:

- Remain calm. Stop and remember the three R's – Relax, Reason, and React.
- Life safety is always the number one priority. Your safety and the safety of guests always come first. Get any guests and employees away from the area of danger.
- Contact your supervisor as soon as it is possible to do so.
- Do not make any comments unless authorized by a supervisor. Refer any inquiries to the management.

Training and Testing

The most highly organized and fully implemented plan is destined to fail unless the people it is designed to serve understand and take an interest in it. Any effective Emergency Response Plan (ERP) depends on key personnel to make it function. There are many tasks to be completed in an emergency situation; each person must do his/her job correctly and without hesitation.

Directors – All directors will be thoroughly familiar with the ERP. The Human Resources Director shall ensure management personnel receive training annually. All management personnel must be prepared to assume positions of authority during an emergency.

Managers – Each manager is an internal spokesperson for the company. It is vital that all managers be thoroughly acquainted with the ERP and prepared to carry out direction and guidance from the command center. Managers will ensure that the Safety Manual is issued to their employees upon hire and readily available to all personnel in each work location. Managers are responsible for providing and documenting annual training on the Safety Manual for all of their employees. Managers will ensure their employees are familiar with all location specific safety procedures as well as evacuation routes and designated assembly areas. In addition, they must also be prepared to provide leadership in an emergency situation

New Employees – New employees will be made aware of the existence of the Safety Manual as soon as they begin work with the company. They must also know where the Safety Manual is located in their work area and that they become familiar with it. Since an emergency can arise at any time, it is necessary that a new employee know what is expected of him/her in an emergency. Employees will turn to their managers for information and leadership in an emergency situation.

Personnel need to be ready to execute the ERP at any time.

Testing the Emergency Response Plan – Testing of the emergency plan and organization requires the actual execution or simulated execution of every element of the plan applicable to the training emergency scenario. A good test not only measures the level of plan execution but also provides valuable training opportunities that must be capitalized upon. These training opportunities, if captured, make for a much better learning experience. Tests or drills for all employees should be conducted at least annually. Records are maintained so that any deficiencies following the test may be corrected.

Emergency Contacts

Ops Emergency Cell Phone - The EASM Emergency cell phone is carried by the COO. The Ops cell phone serves as a single contact point in the event of any emergency situation where it is necessary to relay time-sensitive information. All employees should program the Ops Cell number, (971) 724-5051, into their cell phones for quick access.

Important Phone Numbers

| | |
|--|----------------|
| Emergency – Police/Fire/Medical | 911 |
| Non-Emergency – Police/Fire/Medical (Yamhill County Communications Dispatch) | (503) 434-6500 |
| Waterpark First Aid | (503) 687-2464 |
| Operations Cell Phone | (971) 724-5051 |
| McMinnville Power & Light | (503) 472-6158 |
| Campus Facilities Director (CFD) | (503) 798-0623 |
| CEO/President (Cell) | (808) 284-9480 |
| McMinnville Properties Management | (503) 781-2975 |
| CEO/President (Office Extension) | Ext. 2445 |
| COO (Office Extension) | Ext. 2417 |
| Space Admissions Extension | Ext. 2452 |
| Museum Operator/Receptionist | Ext. 2411 |
| Restoration Manager | (503) 864-7374 |
| InformationTech (IT) | Ext. 2474 |

Key Personnel

CEO/President – The CEO has the responsibility and overall authority and responsibility for Museum Safety and coordination of activities to cope with emergencies that may occur at the facility. However, the COO will be the first point of contact. OPS will coordinate and keep the CEO apprised of all emergency situations.

The CEO also has the sole responsibility for releasing information to the media. Therefore, refer all requests for information to the CEO (or OPS in his absence). Never make any comments to the media unless directed by the Public Relations Director. In the event of an evacuation or other emergency, the CEO will be notified and will:

1. Ensure accurate information concerning the incident is given through the media.
2. Keep designated company representatives informed of the incident.
3. Obtain approval of the CEO or Ops for release of information requiring security clearance.
4. Coordinate with the Human Resources Manager to maintain necessary communication with employees.

Chief Operating Officer (COO) – The COO has the responsibility and authority for the coordination of activities to cope with emergencies that may occur at the facility. In the absence of Ops, the CEO, or the Campus Facilities Director will serve as the alternate point of contact for all emergency incidences. It is imperative that someone be available to make decisions and give direction. In the event of an evacuation or other emergency, OPS will be notified and will:

1. Proceed to the incident to assume control and establish a command center.
2. Help determine the action to be taken and assist or direct, as required, employees and other available resources to minimize personal injury and property damage and arrange for care and treatment of all injured guests and personnel. This may include coordinating with and assisting local police, fire, medical, or other government agencies.
3. Notify the CEO of the incident.
4. Notify the Campus Facilities Director (CFD).
5. During an evacuation, report all unaccounted employees to the Fire Department/responding agency Incident Commander.

If OPS is unavailable to assume control, the CEO or Campus Facilities Director will assume control of facility-wide activities.

Campus Facility Director (CFD) – The CFD will, depending on the situation, have the final say in all decisions that impact facility operations and/or safety systems, to include but not limited to elevators, emergency generators, alarms, and fire suppression systems. They will be on property during normal business hours to deal with breakdowns in facility operations and emergency procedures.

Manager of the Day – The Duty Manager (Operations) is the designated manager for any given day. This normally falls to the senior most manager on campus. They have the final say in decisions that impact guest experience, overall safety, and following emergency procedures. The MOD is responsible for successful operation each and every day.

In an emergency the MOD (or designated Person in Charge) shall:

1. Call 911 and report incident to EMS dispatch to include details on the injuries and any important patient information.
2. Document all patient contact on the appropriate incident forms.
3. Assist in coordination of the emergency management with local health officials and emergency personnel.
4. Ensure incident is reported to Ops, who is responsible for reporting the incident to the CEO and following up with the injured party(s).

NOTE: If there are any injuries the manager or PIC is to stabilize the situation and the patient and provide basic medical treatment as needed.

In the event of an evacuation or large scale emergency, the MOD will be notified and will:

1. Proceed to the incident scene to assist OPS or manage the situation until OPS, CEO, or the CFD is available.
2. Take direction from the OPS, CEO or CFD.
3. If requested, transfer control to a higher authority (superior or department director).
4. Work directly with the Day Captain (Evacuation Marshall) to ensure the evacuation is conducted as directed in the Emergency Procedures section of this instruction.
5. During an evacuation, report any missing personnel to the OPS or CEO.

Evacuation Marshall – Each building on the campus will designate either the Admissions Manager, Person-in-Charge (PIC), or Lead Volunteer (Day Captain and/or 1st Lt.) as the Evacuation Marshall. In the Aviation Museum the Day Captain will serve as the Evacuation Marshall. The Day Captain will also designate a 1st Lt to act as Evacuation Marshall in the Space Museum. And the Theater manager or designated PIC will serve as the Evacuation Marshall when operational. The Evacuation Marshall is responsible for:

1. Clearly understanding the evacuation plan and safety procedures.
2. Ensuring an orderly shutdown of equipment or processes, when time permits, and evacuation of all personnel to the designated assembly area.
3. Taking accountability of all personnel assigned to the facility.
4. Reporting any missing personnel to the MOD.

EMERGENCY PROCEDURES

Medical Emergency Procedures

In the event of an illness or injury:

1. For any **life-threatening** situation:
 - a. Direct a bystander or other employee to call 911 immediately, so you can attend the injured party. If alone, call 911. *In the case of a guest or staff suffering a seizure, refer to Appendix 5 for special guidelines for assisting their special situation.*
2. Notify Waterpark First Aid immediately by calling extension 2464 or 503-687-2464. Notify your supervisor if incident occurs outside of Waterpark operating hours. Give the following information regarding the situation:
 - a. The location of the incident.
 - b. A brief description of the situation.
 - c. Your name and telephone extension from which you are calling.
 - d. Do not hang up until the First Aid staff/supervisor does so first.
3. Do not move the patient unless imminent danger exists (fire, chemical exposure, etc.).
4. Only provide first aid for which you have been properly trained by EASM.
5. Remain with the patient until relieved by First Aid staff or management.
6. If possible, ask any witnesses to remain at the scene to provide a statement.
7. First Aid staff/supervisor will provide necessary treatment and decide what additional action is required.
8. Avoid unnecessary conversation with, or about the patient. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurance.
9. **Do not discuss the possible cause of the accident or any condition that may have contributed to the cause.**
10. Do not discuss any insurance information.
11. After the person has been given aid and the incident is over, remain available to help the investigating supervisor, gather pertinent information for a medical report or, if applicable, a Worker's Compensation Report.

Fire Procedures

The risk of fire on campus is low. The buildings are constructed of non-combustible material and significant preventive measures have been taken to assure a safe working environment. EASM has fire detection and suppression systems that are monitored 24 hours a day, and in the event of a major fire, will activate and extinguish the fire.

All fires, however, regardless of the size and scope, can become deadly if quick action is not taken. Oregon law requires that the Fire Department shall be notified if a fire is detected, even if it is extinguished quickly.

If a **fire** occurs in your area:

1. Remove people from immediate danger.
2. Confine the fire by closing doors.
3. If available, activate the nearest fire alarm pull station.
4. Notify your supervisor immediately and provide the following information:
 - a. Location of the fire.
 - b. Severity of the fire.
 - c. Your name and telephone extension from which you are calling.
 - d. Other possible concerns (caustic chemicals in area, etc.).
 - e. Do not hang up until the supervisor does so first.
5. If it is safe to do so, attempt to put out a small fire with a fire extinguisher.
6. If you are unable to put out the fire, evacuate all guests and employees from your area and report to the designated assembly area.

NOTE: See False Alarm Procedures in Appendix 3

Other considerations during a fire:

1. Use the stairs, not elevators.
2. Disconnect electrical equipment that is on fire. If it is safe to do so, pull the plug or throw the circuit breaker.
3. Never allow the fire to come between you and the exit.
4. Stay clear of smoke and/or fumes. If the area is smoky, stay close to the ground and crawl if necessary. If your clothes or those of another are on fire, STOP, DROP, and ROLL.
5. Do not break windows unless absolutely necessary for evacuation as oxygen feeds a fire. Before opening any door, touch it near the top; if the door is hot or smoke is visible, do not open the door.
6. Take your car keys, purse, and/or wallet if you evacuate. If you are the last one to leave, close doors behind you to confine the fire but do not lock them. Do not attempt to save possessions at the risk of personal injury.
7. Do not return to the emergency area until instructed to do so by a supervisor.
8. If you become trapped inside a room or your office:
 - a. Wedge cloth material along the bottom of the door to keep smoke out.
 - b. Close as many doors as possible between you and the fire.
 - c. If windows open and you need air, open the window. If possible avoid breaking the window as it will become impossible to close it if necessary.

Camp or Classroom Fire Procedures:

1. Students and staff will exit via the rear stairs and proceed to the Boy Scout Monument.
2. Students/staff unable to exit via the stairs will remain in the stairwell and await Fire Department assistance. Stairwell will provide safety from fire for approximately 40 minutes.
3. Staff will take roll and call the Operations Emergency Cell Phone (971-241-1503) to provide status of accountability. The number of missing students/staff, or those waiting in the stairwell, will be communicated to the Fire Department by Ops or the CEO/President.

| | | |
|----------------------|---|---|
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| | | Approved by: Terry Howell |
| SAFETY MANUAL | | |

Power Outage Procedures

Each building is equipped with an emergency generator that will activate during an outage, to control fire suppression systems and provide emergency lighting, making it possible for you to safely evacuate in the event of a power outage.

If a power outage occurs:

1. Safely Evacuate all the effected buildings:

- Provide assistance to guests and staff in your immediate area.
- If operating an attraction, follow the procedures stated in the attraction standard operating procedures manual to ensure guests are safely egressed from the ride.
- Clear all guests and employees and move to the designated assembly area.
- Ensure all elevators, rides, and restrooms are clear. If you are in an elevator that stops running, stay calm and use the red phone or emergency button to signal assistance.
- Staff and volunteers will move through all public spaces, escorting staff and guests to safety.
- Staff will also secure all galleries and collection storage areas from vandalism, intrusion, and theft.

Note: Emergency Flashlights are located at Aviation & Space admissions desks, Gift Shop, Aviator Cafe, Restoration, Theater Concessions, and Office Reception desk.

2. Evaluate Situation:

The decision to reopen should not be taken lightly. The power failure may be the result of a fire. Reentering the building could be fatal.

| Step | Steps to Determining the Safety of Reopening during Power Failure: |
|------|--|
| 1 | <p>Determine the location or cause of the outage: Contact McMinnville Power & Light by phone at 503-472-6158 to report the outage and ask about the source and location of the outage.</p> |
| 2 | <p>IF: The outage is not isolated to the campus AND: The emergency backup systems are operating properly AND There is enough ambient light to provide a safe guest experience AND There is agreement between the manager(s), staff, and the Day Captain. NOTE: If any staff member feels unsafe the museum shall remain closed until power is restored, or the concerns are mitigated.</p> |
| 3 | <p>THEN: The MOD may determine it is safe to re-enter the building(s) and reopen to the guests. With the following provisions:</p> <ul style="list-style-type: none"> • Contact the Ops or CEO to confirm permission to reopen. • Only allow guests with wristbands to return – No new guests until power is restored. • Place signage directing guests to the Theater for restrooms. • Close gift shop, until power is restored. • Contact Ops and IT to report situation and subsequent status updates |

Flooding and Water Damage Procedures

Serious water damage can be caused by a number of situations; burst pipes, clogged drains, broken skylights or windows, or construction projects.

If a **water leak** occurs:

1. Notify your supervisor the Campus Facilities Director. Be ready to provide the following information:
 - a. Location of the leak.
 - b. Severity of the leak.
 - c. Your name and telephone extension from which you are calling.
 - d. Indicate whether any people, collections, or valuable equipment are involved or whether they are in imminent danger.
 - e. Do not hang up until the supervisor does so first.
2. If there are electrical appliances or outlets near the leak, avoid contact. If there is any danger to guests or employees, evacuate the area.
3. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
4. Be prepared to help in protecting objects that are in jeopardy. Only under proper direction from trained personnel, carefully move small or light objects out of the emergency area.

Active Shooter Procedures

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

An active shooter may be a current or former employee. Alert Human Resources or management if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

How to Respond to an Active Shooter – Call 911 and then the Operations Emergency Cell Phone (971-241-1503) as soon as it is safe to do so. Quickly determine the most reasonable way to protect your own life. Guests are likely to follow the lead of employees and managers during an active shooter situation.

1. Run!
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind.
 - c. Keep your hands visible
2. Hide!
 - a. Hide in an area out of the active shooter's view.
 - b. Block entry to your hiding place and lock the doors.
3. Fight!
 - a. As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter.
 - b. Act with physical aggression and throw items at the active shooter.

How to Respond to Law Enforcement – When law enforcement arrives on scene, follow these guidelines:

1. Remain calm, and follow officers' instructions.
2. Immediately raise hands and spread fingers.
3. Keep hands visible at all times.
4. Avoid making quick movement towards officers such as attempting to hold onto them for safety.
5. Avoid pointing, screaming and/or yelling.
6. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises.

Information you should provide to law enforcement or 911 operator:

1. Location of the victims and active shooter.
2. Number of shooters, if more than one.
3. Physical description of shooter(s).
4. Number and type of weapons held by the shooter(s).
5. Number of potential victims at the location.

Chemical Spills, Gas Leaks, and Suspicious Odors Procedures

Chemical spills, gas leaks, and suspicious odors are often the source of larger, more catastrophic situation like explosions and poisonings. Early recognition and notification can eliminate the hazards associated with these incidents.

If a **chemical spill** occurs:

1. Notify your supervisor immediately and provide the following information:
 - a. The location of the spill.
 - b. The severity of the spill.
 - c. Your name and telephone extension from which you are calling.
 - d. Indicate whether any people, collections, or valuable equipment are involved or whether they are in imminent danger.
 - e. Do not hang up until the supervisor does so first.
2. If there is any danger to guests or employees, evacuate the area.
3. If toxic chemicals contact your skin, immediately flush the affected area with clean water for at least 15 minutes. Use an eyewash or shower station, located in all areas where chemicals are normally used.

If you **detect gas, chemical fumes, or any suspicious odor**:

1. Clear all guests and employees from the area immediately.
2. Notify your supervisor immediately from a phone outside of the affected area and provide the following information:
 - a. The location of the odor.
 - b. The nature of the odor.
 - c. Your name and telephone extension from which you are calling.
 - d. Do not hang up until the supervisor does so first.

All hazardous material spills and suspicious odors, no matter how small, must be reported to your supervisor. The supervisor will notify the Staff Officer/Duty Manager, who will immediately notify the Fire Department and COO (971-724-5051).

Phone Threats, Mail Threats, and Suspicious Objects Procedures

It is possible that any staff member might receive a threatening telephone call, letter, or suspicious parcel, or may discover a suspicious object somewhere on the premises. Most of these threats turn out to be hoaxes or misunderstandings. However, we must treat these threats as authentic until we can ensure the threat is not valid.

If you receive a **telephone threat**:

1. Listen carefully and take notes. Be polite and show interest and try to keep the caller talking so that you can gather more information.
2. Notify your supervisor immediately or signal another employee to notify a supervisor for you. If alone, call as soon as the caller hangs up. The supervisor will notify appropriate law enforcement and public safety agencies.
3. Promptly complete a Phone Threat Report (see form attached) writing down as many facts and details as you can remember.
4. Standby for instructions from your supervisor.
5. Do not:
 - a. Discuss the threat with others.
 - b. Evacuate until police arrive and evaluate the threat.
 - c. Activate the fire alarm.
6. If instructed to evacuate, clear all guests and employees and move to the designated assembly area.

If you receive a **written threat**:

1. Notify your supervisor immediately and provide the following information:
 - a. Your name and telephone extension from which you are calling.
 - b. The type of threat, i.e., handwritten, typed and printed, email, etc.
 - c. Do not hang up until the supervisor does so first.
2. Standby for instructions from your supervisor.
3. Do not:
 - a. Discuss the threat with others.
 - b. Evacuate until police arrive and evaluate the threat.
 - c. Activate the fire alarm.
 - d. Excessively handle the note.
 - e. Delete email threats.
4. If instructed to evacuate, clear all guests and employees and move to the designated assembly area.

If you find a **suspicious object**:

1. Prevent anyone from touching or going near the object.
2. Notify your supervisor immediately and provide the following information:
 - a. The location of the object.
 - b. A description of the object.
 - c. Your name and telephone extension from which you are calling.
 - d. Do not hang up until the supervisor does so first.
3. The supervisor will notify appropriate law enforcement and public safety agencies.
4. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object, police investigators will need this information.
5. Do not discuss the threat with others.
6. Stand by for instructions from your supervisor. If instructed to evacuate, clear all guests and employees and move to the designated assembly area.

7. Do not:
 - a. Use two-way radios or cellular phones near the object
 - b. Evacuate until police arrive and evaluate the threat.
 - c. Activate the fire alarm.

Earthquake Procedures

If you are **inside a building** during an earthquake:

1. Stay inside and watch for falling objects.
2. Crawl under a table or desk and hold on to it. If not possible, get against an interior wall and protect your head and neck with your arms; do not go into a doorway.
3. Stay near the center of the building, away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. Stay away from the large interior spaces, those in the large interior spaces should move to inside walls, away from exterior glass.

If you are **outside** during an earthquake:

1. Stay outside and move to an open area away from buildings, trees, and power lines.
2. If forced to stand near a building or other structures, watch for falling objects.

If you are **inside a vehicle** during an earthquake:

1. Stop your vehicle in the nearest open area. Don't stop under bridges, overpasses, or overhead wires.
2. Stay in the vehicle until the shaking subsides.

Steps After an earthquake:

1. Be prepared for aftershocks.
2. Notify your supervisor if there is an emergency (medical emergency, fire, water leak, etc.) and provide the following information:
 - a. A description of the emergency.
 - b. Your name and telephone extension from which you are calling.
 - c. Indicate whether any people, collections, or valuable equipment are involved or whether they are in imminent danger.
 - d. Do not hang up until the supervisor does so first.
3. Do not move an injured person unless imminent danger exists (fire, threat of building collapse, etc.).
4. Stand by for instructions from your supervisor. If instructed to evacuate, clear all guests and employees and move to the designated assembly area.
 - a. The designated assembly area for staff/students following an earthquake is the field just beyond the large berm to the north of the Space Museum.

Other considerations following earthquakes:

1. Open doors carefully and watch for falling objects.
2. Do not use elevators or plumbing/gas lines until they have been checked.
3. Do not use matches or lighters.
4. Replace the telephone handsets in the cradles and avoid using the telephone for non-emergency purposes.
5. Discourage the spreading of rumors as they can cause confusion and panic.

Elevator Emergency Procedures

Take the following steps in response to a call for help from stranded guests in elevator.

| Step | Action to take |
|------|---|
| 1 | Respond calmly as the guests will likely be in a panic. Your tone can help reduce their stress. |
| 2 | Inform them that they can press the "DOOR OPEN" button, which should open the doors even in the event of a power failure. |
| 3 | IF: The doors fail to open. |
| | THEN: Ask the guest to verify which elevator they are calling from, and proceed to contact the Campus Facilities Director at (503) 798-0623 or Ops at (971) 724-5051. |
| | IF: You are unable to contact either of those options and the guests remain trapped |
| | THEN: Call 911 to notify the Fire Department of the situation. |
| 4 | Instruct the guests to remain calm that help is on the way. |

NOTE: The elevators will always lower to the bottom floor in case of a power failure or other system issues.

See Appendix 4 for further Elevator Safety Procedures.

Explosion Procedures

Chemical accidents, gas leaks, faulty equipment, or even explosive devices could all be the cause of life-threatening explosions. Explosions usually result in falling debris and structural damage that can cause serious injuries. Fire, flood, and power outages often accompany explosions.

In the event of an **explosion**:

1. Remove people from immediate danger. Evacuate the area of the explosion.
2. Notify your supervisor immediately and provide the following information:
 - a. The location of the explosion.
 - b. A description of the extent of the explosion and damage.
 - c. Your name and telephone extension from which you are calling.
 - d. Indicate whether any people, collections, or valuable equipment are involved or whether they are in imminent danger.
 - e. Do not hang up until the supervisor does so first.
3. Do not move an injured person unless imminent danger exists (fire, threat of building collapse, etc.).
4. Stand by for instructions from your supervisor. If instructed to evacuate the rest of the building, clear all guests and employees and move to the designated assembly area.

Other considerations following an explosion:

1. Be prepared for possible additional explosions. Crawl under a table or desk.
2. Open doors carefully and watch for falling objects. Before opening any door, touch it near the top. If the door is hot or smoke is visible, do not open the door.
3. Stay away from electrical equipment.
4. Assume smoke and/or fumes are hazardous.
5. Do not use elevators, matches, or lighters.
6. Do not return to the emergency area until instructed to do so by the Supervisor.

EMERGENCY EVACUATION

In the event that a building needs to be evacuated, first ensure that all guests safely exit your area. All employees must immediately evacuate after their area is clear of all guests.

Evacuation Procedures

When you hear the evacuation alarm, hear the voice evacuation system, or are told to evacuate the building by your supervisor or other staff:

1. Immediately shut down all hazardous operations, i.e., seal chemicals, turn off equipment/press emergency-stop button, etc.
2. Clear your area of all guests and employees, directing them to the designated assembly area.
3. If safe to do so:
 - a. Close (do not lock) all doors/windows behind you.
 - b. Quickly check nearby restrooms, copy rooms, closets, etc. for other employees and guests.
4. Leave quickly by the nearest safe exit.
5. Assist other employees and guests during the evacuation process as necessary.
6. Go directly to the designated assembly area.

Other considerations during emergency evacuations:

1. Take your car keys, purse, and/or wallet if safe to do so. Do not attempt to take large or heavy objects.
2. Proceed as quickly as possible, but in an orderly manner. Do not push or shove.
3. Remove high heel shoes to avoid tripping. Move to the right if you encounter Emergency Personnel.
4. Once out of the building, move away from the structure. Do not block streets or driveways.
5. Group with other members of your department and remain in the assembly area.
6. Assist your supervisor in completing a headcount of your department and be sure to relay the information to the Evacuation Marshall.

If instructed to leave the premises:

1. Drive carefully. Extra caution is required anytime you are excited, worried, or distracted by an emergency. Watch for pedestrians, obstructions, and emergency vehicles.
2. Where roads intersect, merge alternatively with vehicles from the other road. Expect traffic back-ups and be patient. Follow traffic direction from safety officials. If normal exits are blocked, you will be directed to an alternate route.
3. If you are in doubt about whether to report back to work, call the EASM main number (503-434-4185) or log onto the ADP website and check for recent bulletins.

Guests and Employees with Disabilities

Guests and employees with disabilities may require assistance during building evacuations. During non-fire-related building evacuations, guests and employees with disabilities may use the elevators if they are operational. If the elevators are not operational, or during fire-related building evacuations, employees and guests able to assist may be called to:

- Provide directions or escort those with disabilities.
- Offer an arm to assist with travel or open doors.
- Operate a stair-descent device.
- Participate in carrying a wheelchair down the stairs.
- Carry a person down the stairs.

Assembly Areas

There are two evacuation assembly areas (AA) on the campus. One AA is at the Boy Scout Arch, located directly across the main parking lot from the Theater building. The other AA is located in the Oak Grove in front of the Chapel building.



During an evacuation, the employees and guests from the building will move to the primary assembly area. In the event that the primary assembly area is unavailable, unsafe, or inaccessible, employees and guests will move to the secondary assembly area. The following table lists the primary and secondary assembly areas for each building:

| Building | Primary Assembly Area | Secondary Assembly Area |
|-----------------|------------------------------|--------------------------------|
| Aviation Museum | Boy Scout Arch | Oak Grove |
| Space Museum | Boy Scout Arch | Oak Grove |
| Theater | Boy Scout Arch | Oak Grove |
| Waterpark | Oak Grove | Boy Scout Arch |
| Chapel | Oak Grove | Boy Scout Arch |

The designated emergency evacuation area is the Boy Scout Arch in front of the Oak Grove camping area and/or the Evergreen Chapel, whichever is closest to your location. If a building or the campus is instructed to evacuate all of the employee's need to move quickly and quietly to the closest evacuation area. Assist with evacuating the guests unless instructed to not do so by the Evacuation Marshall. Instruct all of the guests you see to come with you to the evacuation area.

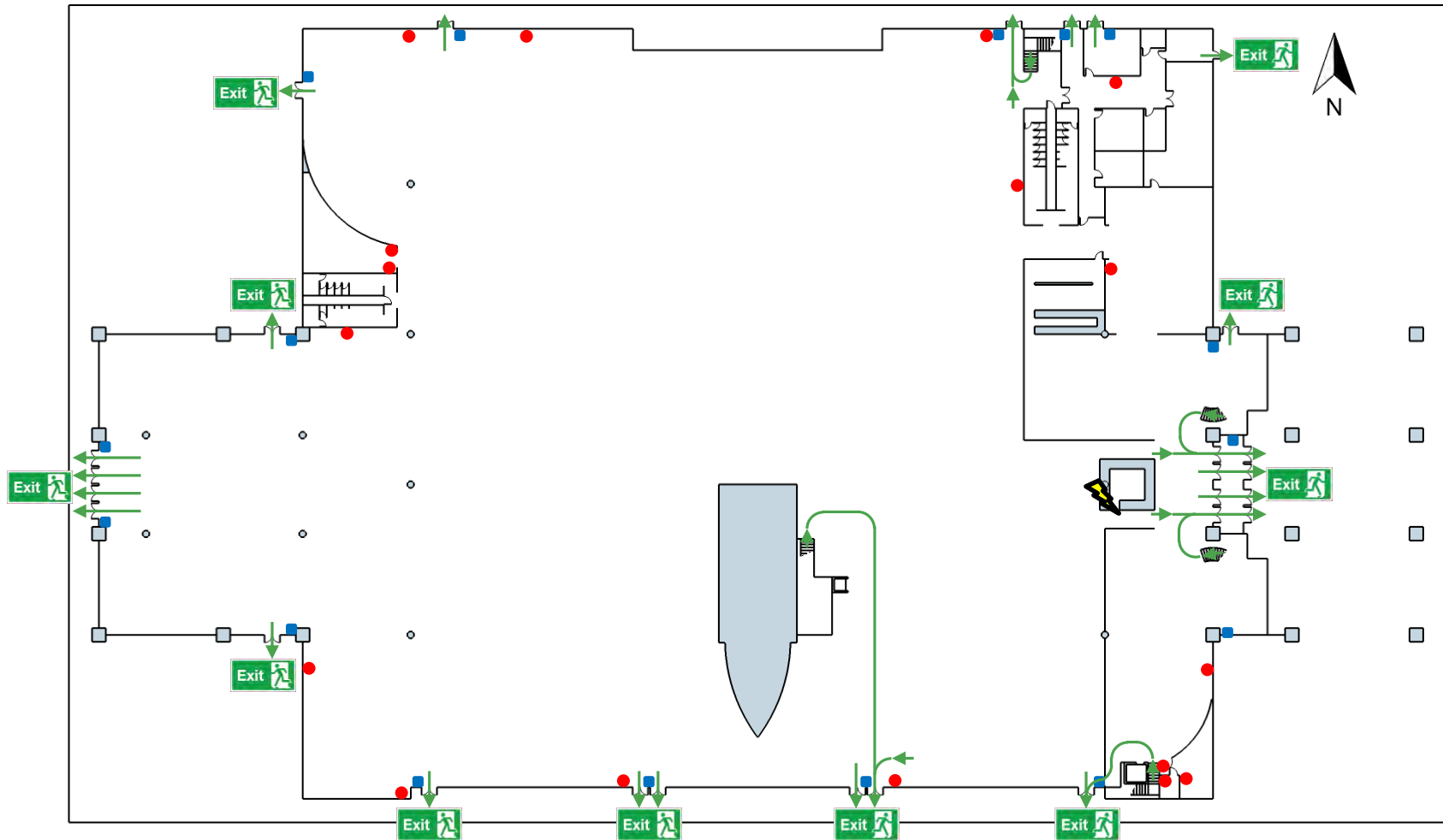
Accountability – Each supervisor is responsible for accounting for every employee assigned to that supervisor by conducting a headcount. Each employee will be accounted for by name. Each employee is responsible for reporting to

his or her supervisor so an accurate headcount can be completed. All supervisors are required to report their headcount (by name) to the Evacuation Marshall who will communicate with the Manager of the Day (MOD). A list of any unaccounted employees will be given to the Fire Department/responding agency Incident Commander.

Re-Entry After Fire Alarm – Once the building is evacuated, no one is to re-enter the building for any reason. Rescue personnel (if designated and properly trained) are excluded from this rule. When the Fire Department, other responsible agency, or individual who ordered the evacuation notifies the Evacuation Marshall the building is safe for re-entry, then, and only then, will employees be able to re-enter.

After re-entry is permitted, management will coordinate facility reopening. If attraction operation is to resume, it will do so only after each attraction has gone through its opening procedures and these procedures have been documented on the appropriate checklists. In the event of significant weather, an earthquake, or any other event that may affect the structural integrity of the attractions, management will coordinate a structural inspection in accordance with manufacturer recommendation.

BUILDING EVACUATION MAP - AVIATION MUSEUM LEVEL 1



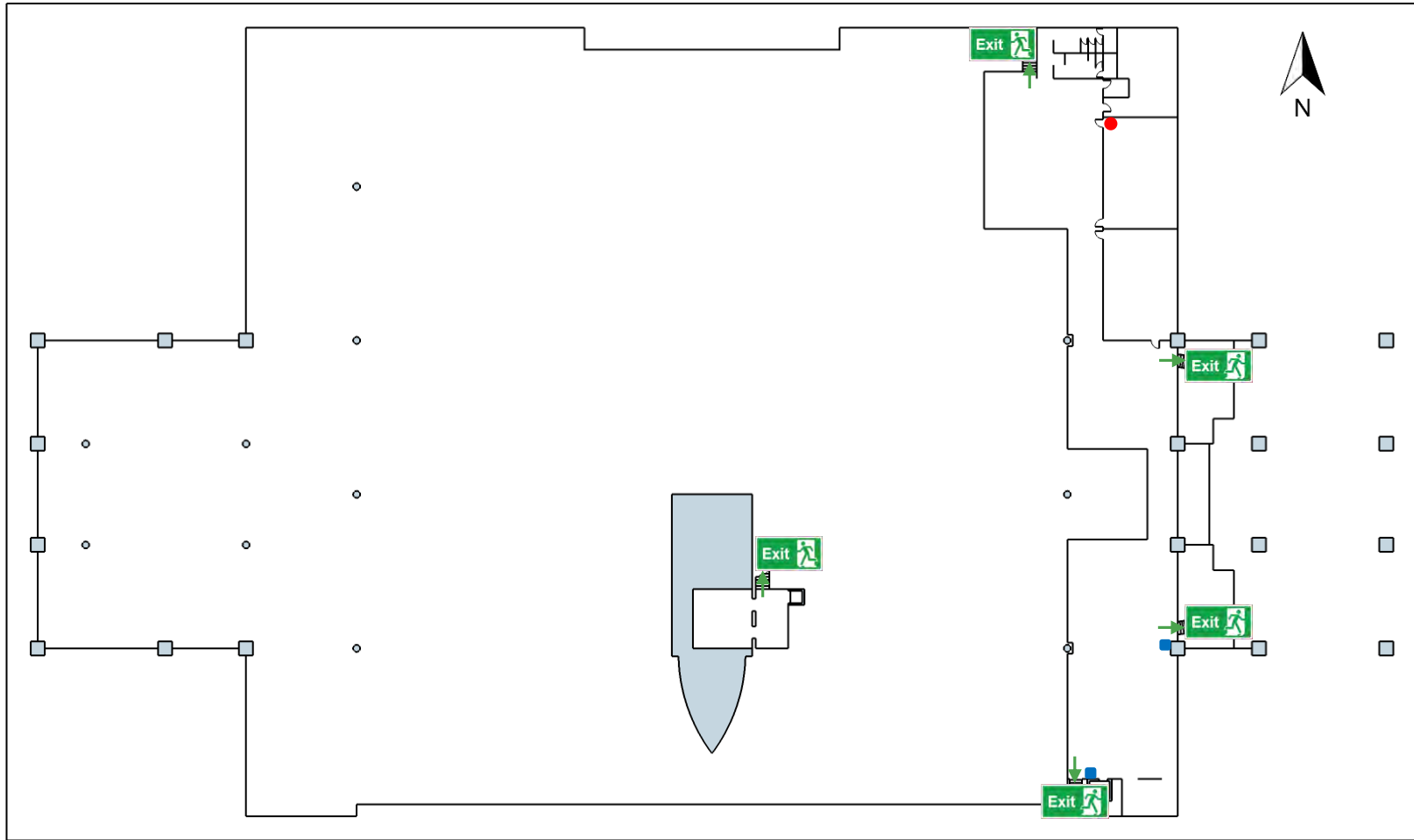
There are 15 emergency exits located on this level:

- East Lobby Doors – 4 Sets of Double Doors
- Wine Bar Doors – 1 Set of Double Doors
- Electrical Room Door – 1 Single Door
- Sprinkler Room Doors – 1 Set of Double Doors
- Northeast Employee Doors – 1 Set of Double Doors
- Northeast Doors – 1 Set of Double Doors
- Northwest-North Doors – 1 Set of Double Doors
- Northwest-West Doors – 1 Set of Double Doors
- West Wing North Doors – 1 Set of Double Doors
- West Wing East Doors – 4 Sets of Double Doors
- West Wing South Doors – 1 Set of Double Doors
- 4 South Exhibit Floor Doors – 6 Sets of Double Doors

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.

| LEGEND | |
|--------|----------------------------------|
| | Emergency Exit |
| | Exit Route |
| | Automated External Defibrillator |
| | ABC Fire Extinguisher |
| | AK Fire Extinguisher |
| | Fire Alarm Pull Station |
| | Kitchen Hood System Pull Station |
| | Your Location |









BUILDING EVACUATION MAP - AVIATION MUSEUM LEVEL 2



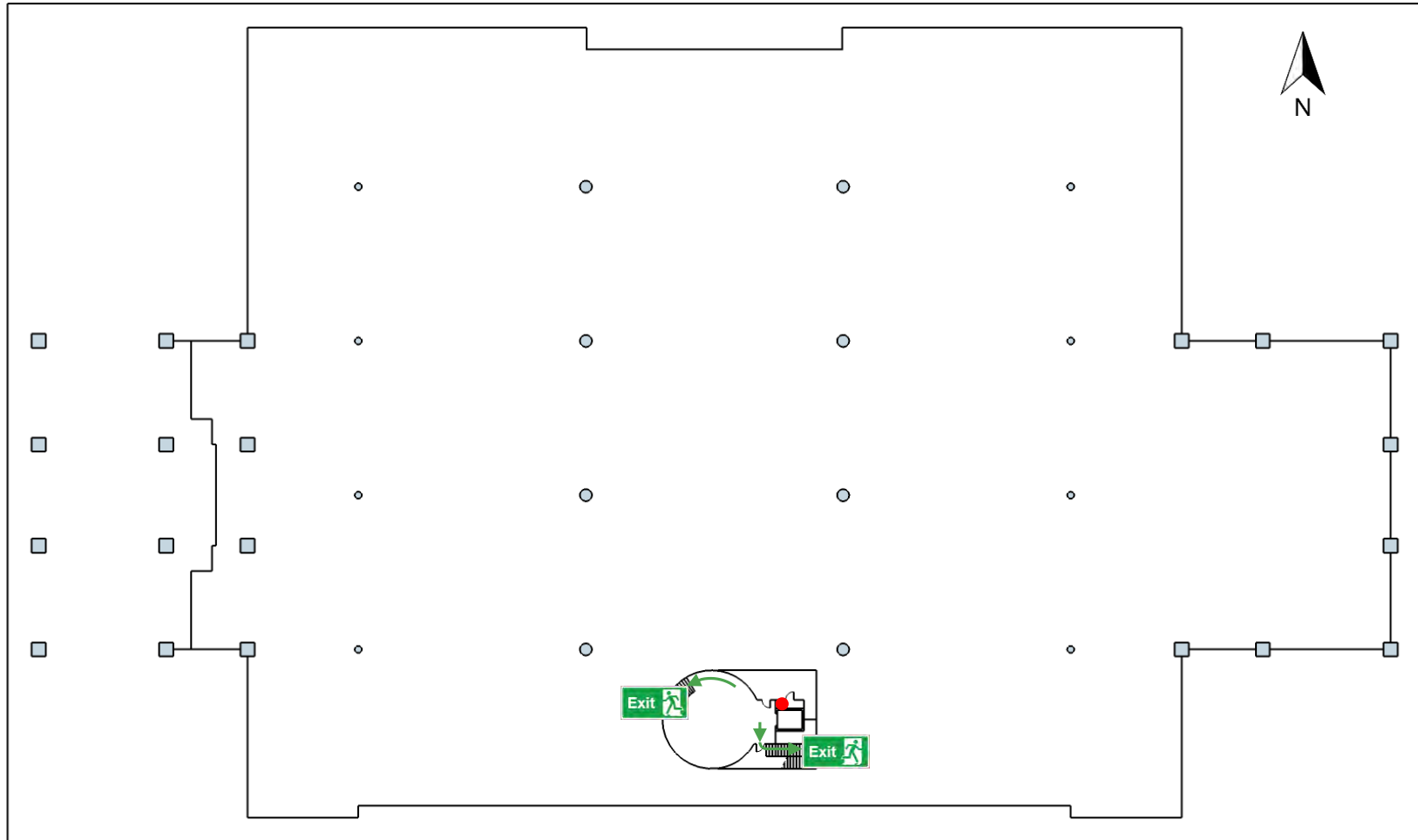
There are 5 emergency exits located on this level:

- Spruce Goose Staircase – Exits to Aviation Museum Level 1/South Exhibit Floor Doors
- North Mezzanine North Staircase – Exits to Aviation Museum Level 1/Northeast Doors
- North Mezzanine East Staircase – Exits to Aviation Museum Level 1/East Lobby Doors
- South Mezzanine East Staircase – Exits to Aviation Museum Level 1/East Lobby Doors
- South Mezzanine South Staircase – Exits to Aviation Museum Level 1/South Exhibit Floor Doors

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.

| LEGEND | |
|---|----------------------------------|
|  | Emergency Exit |
|  | Exit Route |
|  | Automated External Defibrillator |
|  | ABC Fire Extinguisher |
|  | AK Fire Extinguisher |
|  | Fire Alarm Pull Station |
|  | Kitchen Hood System Pull Station |
|  | Your Location |

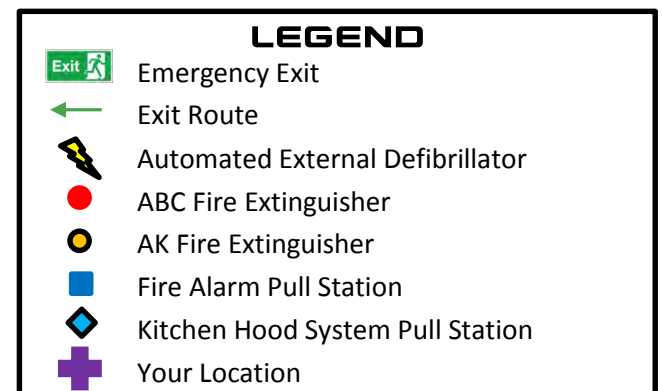
BUILDING EVACUATION MAP - SPACE MUSEUM LEVEL B2



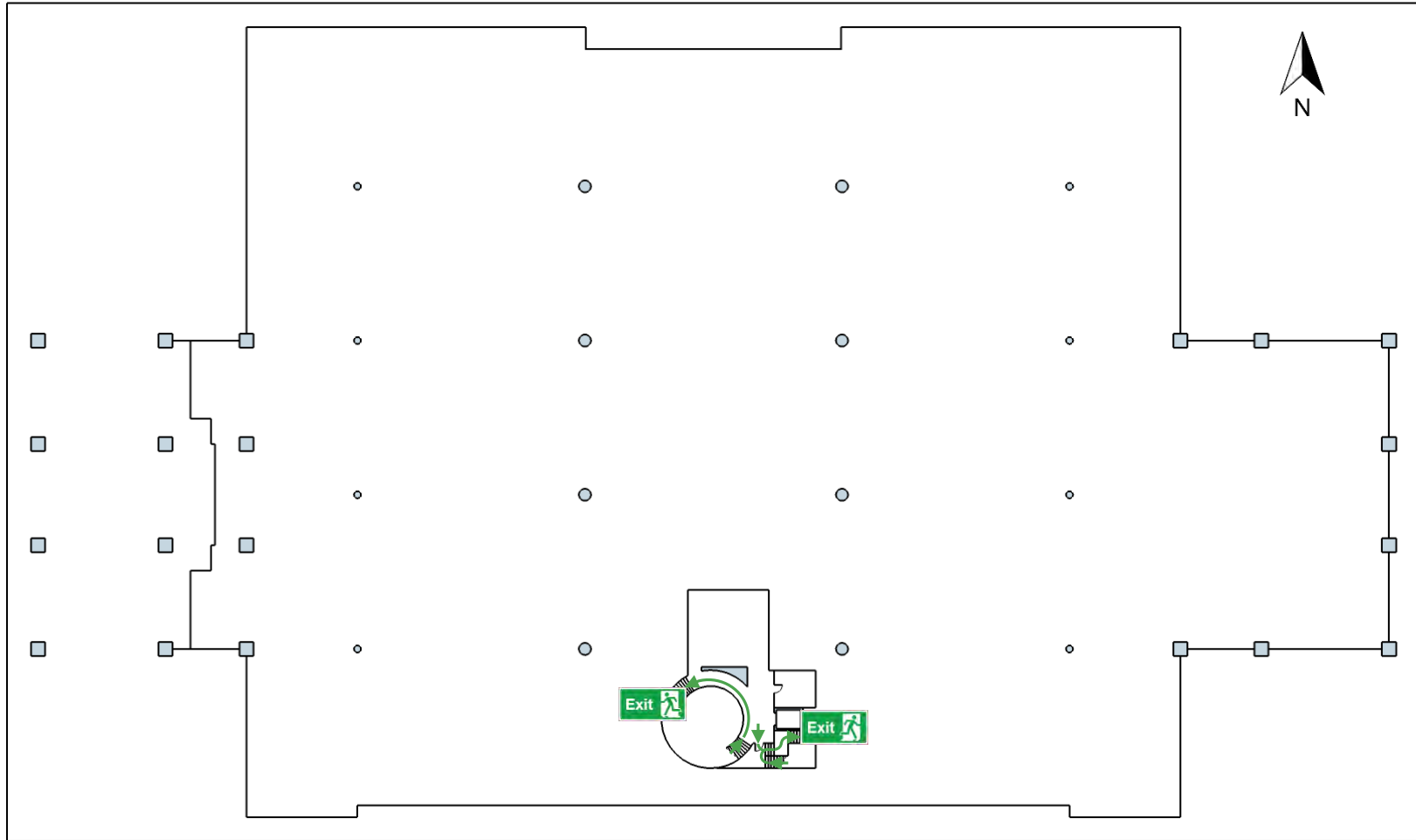
There are 2 emergency exits located on this level:

- Titan Pit Main Staircase – Exits to Space Museum Level 1/South Exhibit Floor Doors
- Titan Pit Emergency Staircase – Exits to Space Museum Level 1/South Exhibit Floor Doors

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.



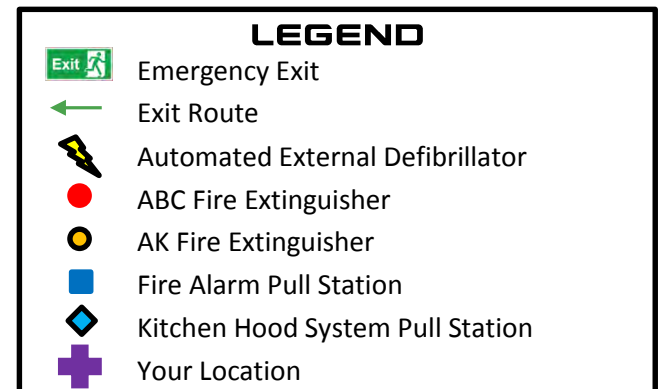
BUILDING EVACUATION MAP - SPACE MUSEUM LEVEL B



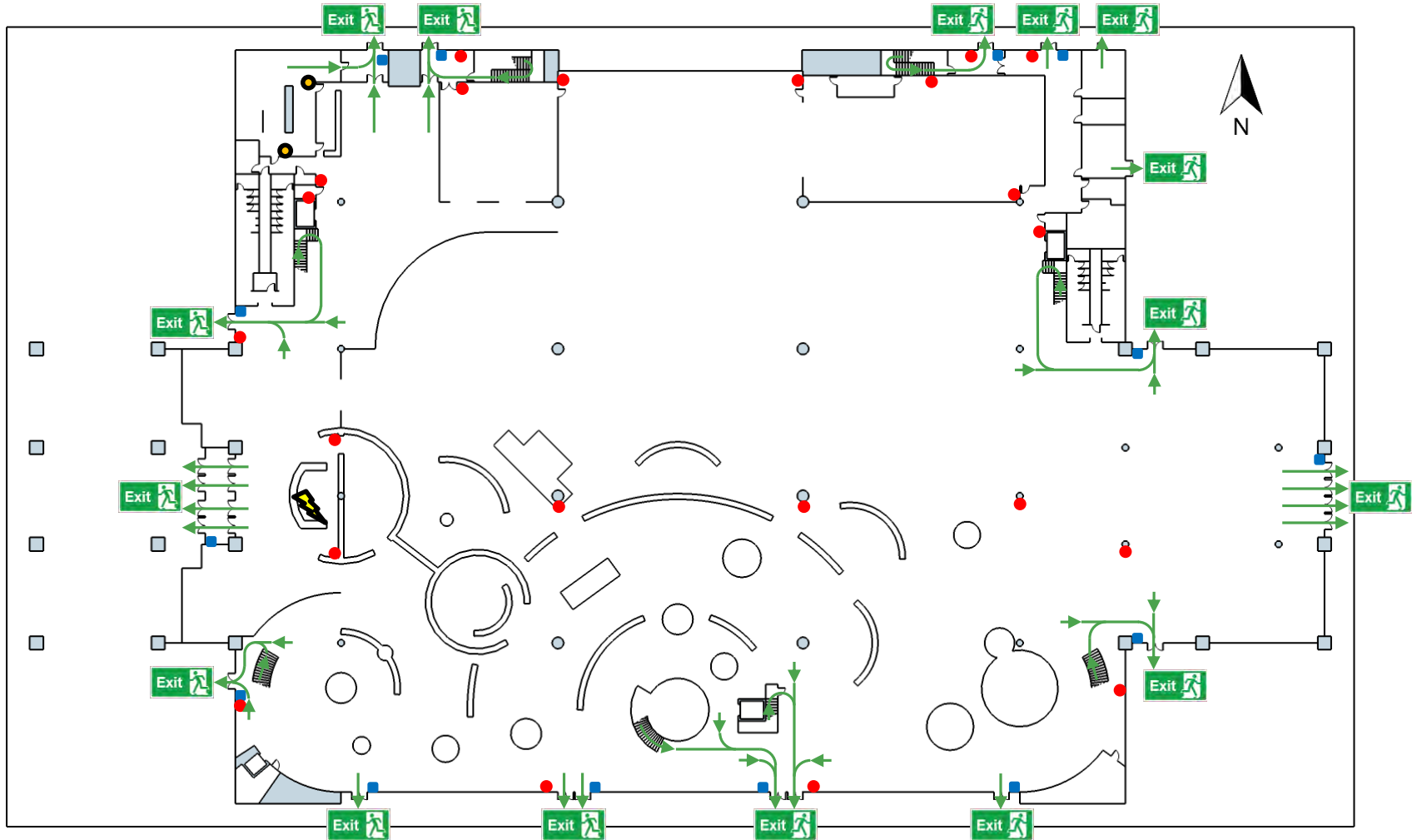
There are 2 emergency exits located on this level:

- Titan Pit Main Staircase – Exits to Space Museum Level 1/South Exhibit Floor Doors
- Titan Pit Emergency Staircase – Exits to Space Museum Level 1/South Exhibit Floor Doors

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.



BUILDING EVACUATION MAP - SPACE MUSEUM LEVEL 1



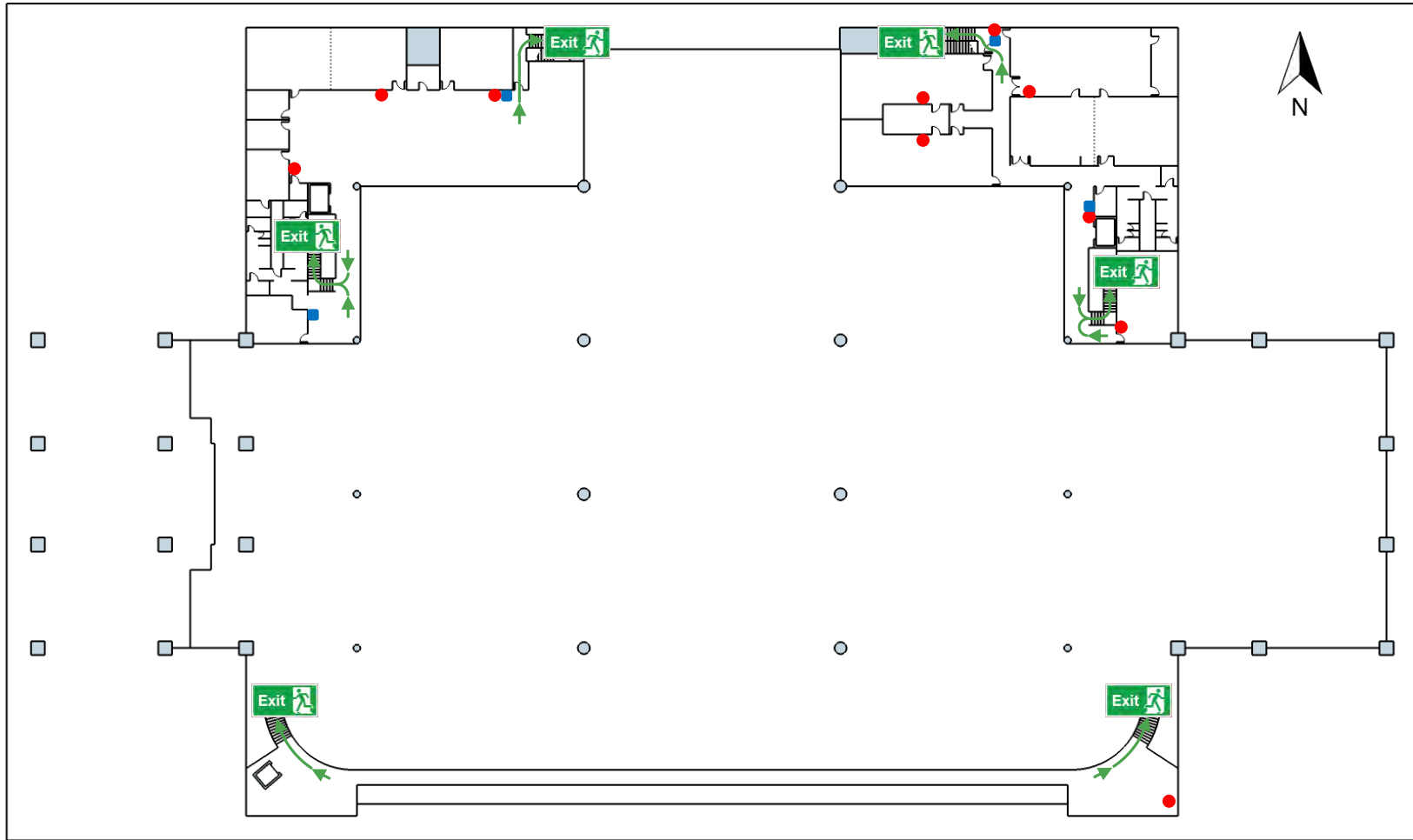
There are 16 emergency exits located on this level:

- West Lobby Doors – 4 Sets of Double Doors
- North Lobby Doors – 1 Set of Double Doors
- Café Doors – 1 Set of Double Doors
- Northwest Staircase Exit Doors – 1 Set of Double Doors
- Northeast Staircase Exit Doors – 1 Set of Double Doors
- Northeast Hallway Doors – 1 Set of Double Doors
- Sprinkler Room Door – 1 Single Door
- Electrical Room Doors – 1 Set of Double Doors
- East Wing North Doors – 1 Set of Double Doors
- East Wing East Doors – 4 Sets of Double Doors
- East Wing South Doors – 1 Set of Double Doors
- 4 South Exhibit Floor Doors – 6 Sets of Double Doors
- Southwest Exhibit Floor Doors – 1 Set of Double Doors

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.

| LEGEND | |
|--------|----------------------------------|
| | Emergency Exit |
| | Exit Route |
| | Automated External Defibrillator |
| | ABC Fire Extinguisher |
| | AK Fire Extinguisher |
| | Fire Alarm Pull Station |
| | Kitchen Hood System Pull Station |
| | Your Location |









BUILDING EVACUATION MAP - SPACE MUSEUM LEVEL 2



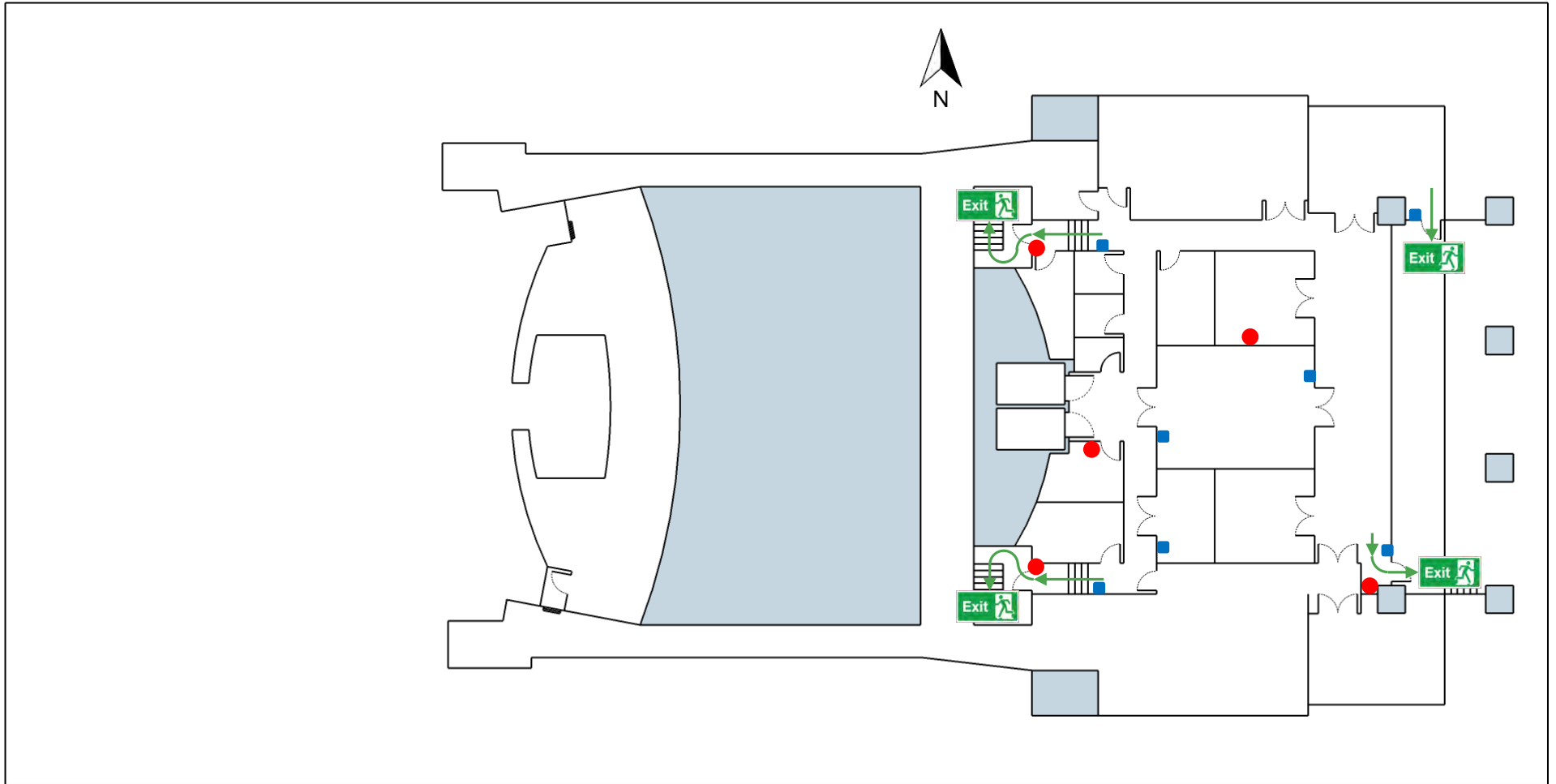
There are 6 emergency exits located on this level:

- West Mezzanine Staircase – Exits to Space Museum Level 1/North Lobby Doors
- Northwest Staircase – Exits to Space Museum Level 1/Northwest Staircase Exit Doors
- Northeast Staircase – Exits to Space Museum Level 1/Northeast Staircase Exit Doors
- East Mezzanine Staircase – Exits to Space Museum Level 1/East Wing North Doors
- Southeast Bridge Staircase – Exits to Space Museum Level 1/East Wing South Doors
- Southwest Bridge Staircase – Exits to Space Museum Level 1/Southwest Exhibit Floor Doors

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.

| LEGEND | |
|---|----------------------------------|
|  | Emergency Exit |
|  | Exit Route |
|  | Automated External Defibrillator |
|  | ABC Fire Extinguisher |
|  | AK Fire Extinguisher |
|  | Fire Alarm Pull Station |
|  | Kitchen Hood System Pull Station |
|  | Your Location |

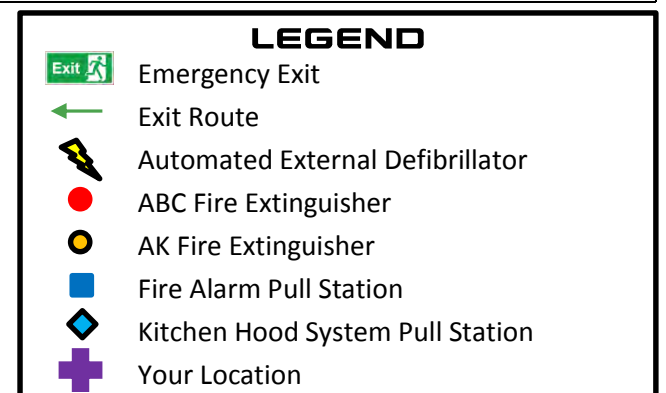
BUILDING EVACUATION MAP - THEATER LEVEL B



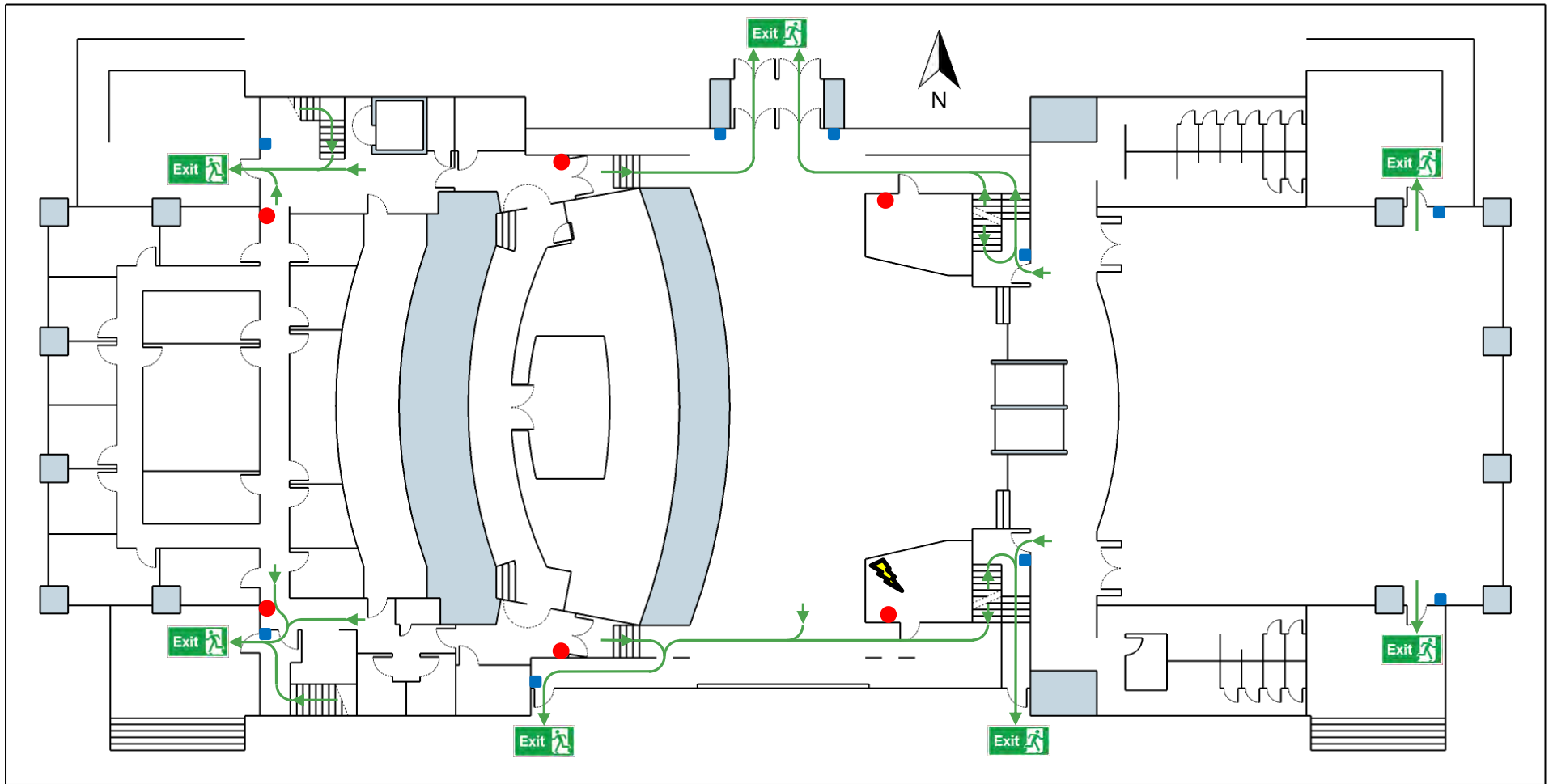
There are 4 emergency exits located on this level:

- North Staircase – Exits to Theater Level 1/North Lobby Doors
- Electrical Room Door – 1 Single Door
- Southeast Loading Dock Door – 1 Single Door
- South Staircase – Exits to Theater Level 1/South Lobby Door

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.











BUILDING EVACUATION MAP - THEATER LEVEL 1



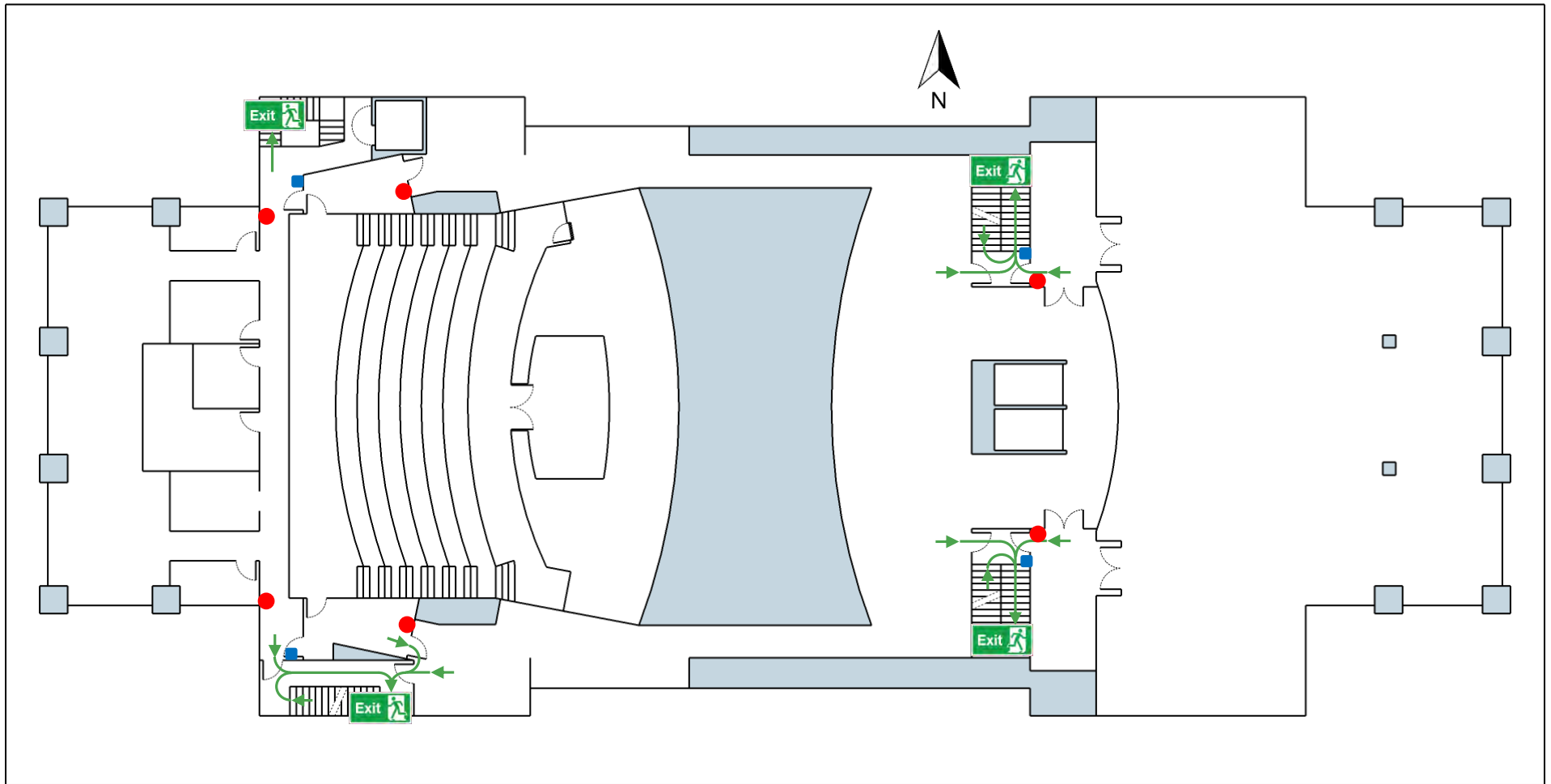
There are 7 emergency exits located on this level:

- North Lobby Doors – 2 Sets of Double Doors
- Northeast Door – 1 Single Door
- Southeast Door – 1 Single Door
- South Staircase Door – 1 Single Door
- South Lobby Door – 1 Single Door
- Southwest Door – 1 Single Door
- Northwest – 1 Single Door

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.

| LEGEND | |
|---|----------------------------------|
|  | Emergency Exit |
|  | Exit Route |
|  | Automated External Defibrillator |
|  | ABC Fire Extinguisher |
|  | AK Fire Extinguisher |
|  | Fire Alarm Pull Station |
|  | Kitchen Hood System Pull Station |
|  | Your Location |

BUILDING EVACUATION MAP - THEATER LEVEL 2



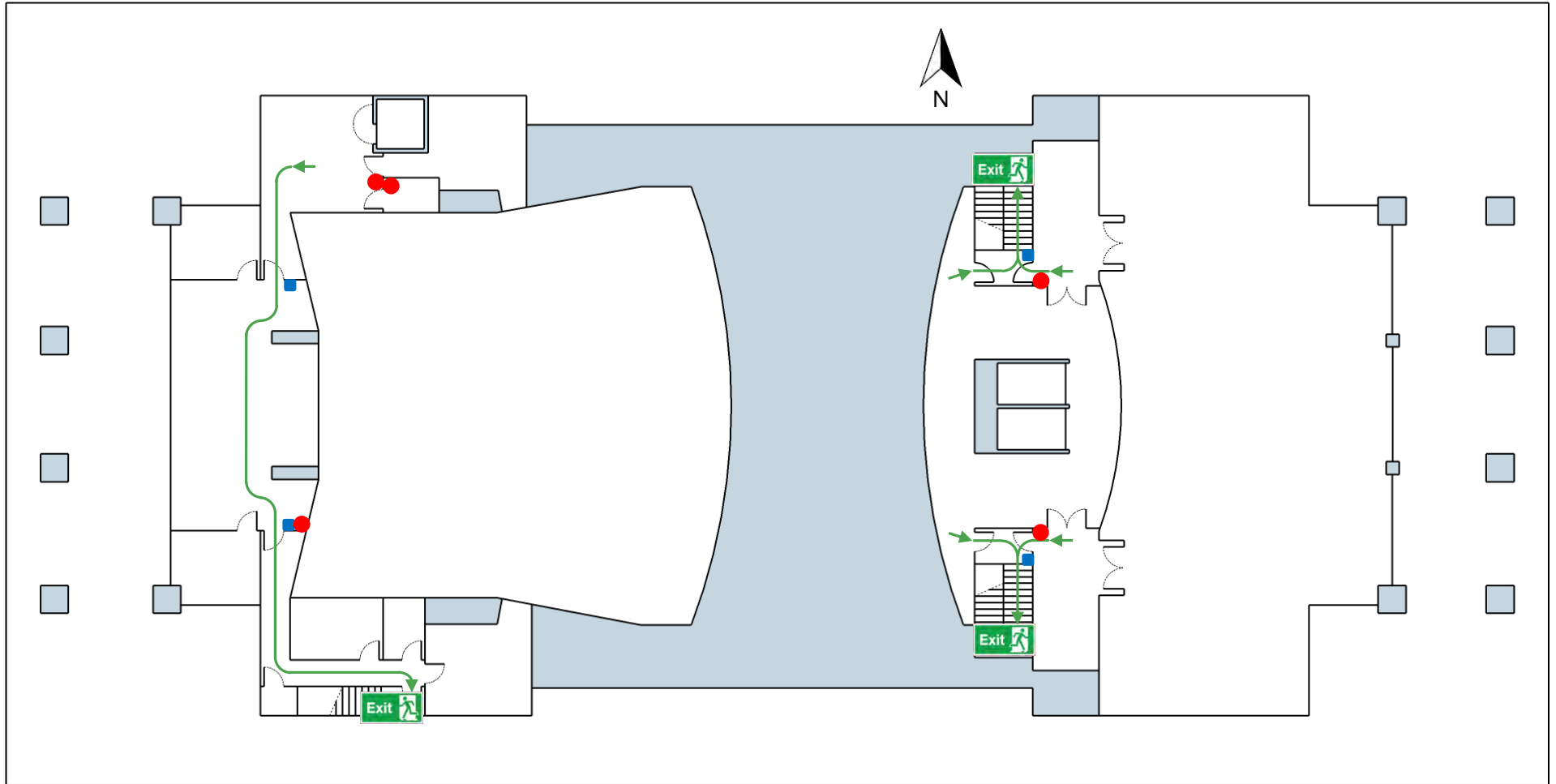
There are 4 emergency exits located on this level:

- Northwest Staircase – Exits to Theater Level 1/Northwest Door
- North Staircase – Exits to Theater Level 1/North Lobby Doors
- South Staircase – Exits to Theater Level 1/South Lobby Door
- Southwest Staircase – Exits to Theater Level 1/Southwest Door

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.

| LEGEND | |
|--------|----------------------------------|
| | Emergency Exit |
| | Exit Route |
| | Automated External Defibrillator |
| | ABC Fire Extinguisher |
| | AK Fire Extinguisher |
| | Fire Alarm Pull Station |
| | Kitchen Hood System Pull Station |
| | Your Location |

BUILDING EVACUATION MAP - THEATER LEVEL 3



There are 3 emergency exits located on this level:

- North Staircase – Exits to Theater Level 1/North Lobby Doors
- South Staircase – Exits to Theater Level 1/South Lobby Door
- Southwest Staircase – Exits to Theater Level 1/Southwest Door

Always use the nearest available exit. Some exits involve using the stairs. In the event of a fire, always use the stairs, not the elevator.

| LEGEND | |
|--------|----------------------------------|
| | Emergency Exit |
| | Exit Route |
| | Automated External Defibrillator |
| | ABC Fire Extinguisher |
| | AK Fire Extinguisher |
| | Fire Alarm Pull Station |
| | Kitchen Hood System Pull Station |
| | Your Location |

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BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

| | | |
|--|--|--|
| Caller's Voice <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter | Background Sounds: <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance | Threat Language: <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken |
|--|--|--|

Other Information: _____



Homeland Security

APPENDIX 2 – Elevator Emergency Procedures

This procedure is to ensure the safe and effective rescue of personnel that may become trapped in an elevator on campus. It does not cover unoccupied elevators that are out-of-service.

This procedure covers all elevators throughout the EASM campus.

Elevator Maintenance Responsibilities:

- McMinnville Properties is responsible for managing the elevator service contract and ensuring appropriate safety measures are followed.
- The EASM Facilities Dept. is responsible for reviewing this procedure and communicating changes with the appropriate departments.
- The Campus Facilities Director (McMinnville Properties) is responsible for securing the elevator and assisting various organizations such as Elizabeth City Fire Department, Elevator Service Contractor, Facilities Management etc.
- The KONE Elevators and Escalators is responsible for providing timely response, assisting in rescues, repairing elevator and following proper safety procedures.
- In the event of a medical emergency, local EMS will take command of the incident.

Elevator Failure Procedures:

1. Personnel trapped in an elevator without a medical emergency.
2. Personnel trapped in an elevator with a medical emergency.
3. Lost items in elevator shaft.

Elevator Entrapment (Non-Medical) Response Steps:

1. Guest in elevator uses phone to call Operator or Admissions Desk.
2. The EASM Operator or Admissions Desk will instruct the guest on the procedure for safely opening the doors and exiting the elevator.
3. If they are unable to open the doors, ask the guest to verify which elevator they are calling from, and proceed to contact the Campus Facilities Director at (503) 798-0623 or Ops at (971) 724-5051.
4. The CDF or Ops will call the local EMS and the elevator service company for further action.
5. Contact the guest and let them know help is on the way.
6. Post "Out of Service" signage after the guest has been able to exit.

Elevator Entrapment (Medical Emergency) Response Steps

1. Personnel on elevator use phone to call help and indicate they are injured or ill.
2. Museum Operator or Admissions Desk walks them through the procedure for opening doors and calls the Campus Facilities Director and Local EMS.
3. Staff will secure the immediate area.
4. Police officer will stay on scene to verbally assist the personnel in the elevator. When the Elizabeth City Fire Department & Pasquotank EMS arrives, they will take command of the incident. Police officers should not under any circumstances try to open an elevator.
5. The CFD and EMS will take the necessary measures to assist the personnel in the elevator.
6. CFD will contact the elevator service company is contacted to make the necessary repairs if needed, and places the elevator back in service.

Procedure for Items Dropped Down Elevator Shaft:


1. Call Campus Facilities Director (CFD).
2. The CFD will call the Elevator Service Company for retrieval of property.
3. No museum personnel should attempt to retrieve property from an elevator shaft.

APPENDIX 3 - False Fire Alarm Procedures

Take the following 8 steps in response to a pull-station activated false fire alarm (no fire present).

Steps for Clearing a “False” Alarm

| Step | Description |
|------|---|
| 1 | Ensure all guests, volunteers, and employees have evacuated the building. |
| 2 | Verify there is no fire present and that the alarm is due to an errant activation (i.e. child activated alarm). |
| 3 | Call 911 to notify that the alarm is indeed a “False Alarm.” This will not stop them from rolling, but it will help them determine how to respond. |
| 4 | Go to the fire control room at the back side of the Space Museum or Control Panel near Docent Break Room in Aviation. |
| 5 | Open the fire control panel and press the “Acknowledge Alarm” button. |
| 6 | Identify the activated pull-station (as indicated on the fire alarm panel) |
| 7 | Get the Pull-Station key <ul style="list-style-type: none"> • Space Museum: Located in the control room (a spare is in the docent’s lock box – combo:1947) • Aviation Museum: Located in the admissions desk lock box. |
| 7 | Go to the tripped pull-station unlock and reset the pull station: <ul style="list-style-type: none"> • Unlock Fire Box (pull-station) • The face will drop open allowing the T-Handle to move back into the proper position. • Press the face back up with the T-Handle In the upright position. • Relock the box • Return the key to its original location. |
| 8 | Return the control panel and press “Silence Alarm” and then “Reset Alarm” the system will reset within a minute or two. |

| | | |
|--|--------------------------------------|--------------------------|
|  | Standard Operating Procedures | Revised Date: 07/10/2025 |
| | | Approved by: T.Howell |
| Inclement Weather Policies/Procedures | | |

APPENDIX 4 - Inclement Weather Closure Procedure

For most initial adverse weather incidences, the President & CEO/COO will rely on data from Yamhill County, ODOT, NOAA, and Local Weather Reports to help determine the most appropriate actions to be taken for a given situation.

If the weather and traffic reports indicate more than an inch of snow at the campus and/or forecast continued worsening, The President & CEO/COO will make the determination to close the campus and employees will be notified per EASM’s call alert process.

If the severe weather sets in after opening the museum, the Day Captain, and Sr. Staff member onsite are to contact the President & CEO or COO to report the conditions and assist in determining the proper response. If the President or COO are not available, the decision will fall to the Day Captain and Sr. Museum Staff member.

Dealing with Heat Conditions

Preserving health, safety, and well-being in the performance of your duties at the Museum is paramount all year round. However, the summer months can pose a more serious risk even while remaining indoors. For that reason, the following guidelines and procedures must be adhered to. Doing so is the responsibility of all employees and volunteers.

It is important to adhere to the OSHA training guidance described below and monitor how you are feeling throughout the day. The goal is to ensure you stay hydrated, alert, and aware of each other’s status to preserve our collective safety.

The risk is not simply based on the indicated temperature, the relative humidity (RH) also plays a critical role in measuring safe working conditions. The combination of temperature and RH results in the Heat Index (also known as the “feels like” temperature), which is the true metric that our safety guidelines are based on.

To preserve informed decision-making during periods of excessive heat, each employee or volunteer is encouraged (not required) to complete the online course below:

Oregon Occupational Safety and Health : Heat Illness Prevention online course : Online courses: <https://osha.oregon.gov/edu/courses/Pages/heat-illness-prevention-online-course.aspx>)

Museum Operating Guidance:

Unsafe conditions due to heat may require closing down Spruce Goose tours or early closure of a West Pavilion; these early closures are authorized on a case-by-case basis and with specific consideration for each of the three buildings: West Pavilion, Theater, and East Pavilion. If conditions force closure of the West Pavilion, offer the East Pavilion as a cooler alternative to maintain a positive experience for our remaining visitors. The Theater and East Pavilion may also serve as cooling shelter for those who remain on campus.



Standard Operating Procedures

Revised Date: 07/10/2025

Approved by:
T.Howell

Inclement Weather Policies/Procedures

APPENDIX 4 (Cont.)

Conditions that warrant early museum closure:

A Heat Index at or above 95° F for a sustained period of 30 min as measured by a designated and approved instrument that is in suitable operating condition.

Safety Instructions for Staff/Volunteers:

Operations personnel are to monitor the Heat Index in the location where you perform your duties and keep your supervisor informed if the Heat Index reaches 95° F. Staying hydrated and taking breaks when necessary are critical to preserve your safety. Supervisors will ensure breaks can be taken and that hydration stations are properly managed to support you in the performance of your duties.

Volunteer personnel Your health and safety will never be compromised in the performance of your volunteering services. Although we do offer cooling stations and hydration opportunities, if you are not feeling well do to the heat, you can choose to leave early, just be sure keep the Day Captain and/or supervisor and fellow volunteers informed.

Preserving everyone's safety and well-being is our top priority. The Leadership Team will support you in every way possible to find compliant locations to successfully perform your required duties.