



Cascade Energy Emergency Action Plan and Garden Valley Bulk Storage Site

Emergency Coordinator/Location Manager:

Location Manager

Name: George Fields
Address: 206 N Main
Cascade, Idaho 83611

Business Phone: 208-382-6222

Name: Caleb Van Dyk
Address: 206 N Main Cascade Idaho, 83611

Business Phone: 208-382-6222

EAP document locations: Facility Office (Paper), George Fields (Electronic), Dylan Sarenana (Electronic), Cascade Fire Department (Paper) Garden Valley Fire Department (Paper), Craig Hinchman (Electronic), George Barron (Electronic), Jake Astorquia (Electronic), Dave Holtom (Electronic)



Valley Wide Cooperative
206 N main St.
Cascade, Idaho 83611
208-382-6222

Cascade Office

Primary Emergency Assembly Area: Vacant lot across Main at Pine St

Alternate Emergency Assembly Area: Parking lot at Grandma's Restaurant

Garden Valley Storage Site 44.086018 -115.963292

Primary Emergency Assembly Area: East Side of Severance Rd

Alternate Emergency Assembly Area: Infront of scale house approximately 300 Ft. South

1. Reporting Fire and Other Emergencies

In an emergency such as fire, earthquake, flood, workplace violence or hazardous spill, all employees within the facility are to exit the building, assisting all customers, vendors, and visitors to the nearest safe exit. *NOTE: In the event of an active shooter situation, follow Shelter in Place procedures.*

If a fire can safely be extinguished with an appropriate fire extinguisher, follow all applicable procedures. A fire extinguisher is a first aid fire device only.

The first person aware of the emergency should call 911 and contact the **Location Manager** immediately following.

In his/her absence, the **Assistant Manager** needs to be notified.

Promptly notify ALL affected employees of the situation. Examples of emergency communication systems include, but not limited to the following:

Voice Commands
Intercom
Cellular Telephones

NOTE: Identify what method your location is using and train your employees on how to use them.

If safely possible, locate the source of the emergency, follow emergency shut-off procedures, close all doors, and remove the forklift(s) (if any) to a designated safe area.



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EMERGENCY RESPONSE AGENCY LISTING

Fire Department.....	911
Police Department.....	911
Sheriff	911
EMS/Ambulance.....	911
Hazard Material Spill.....Hazmat Response Team.....	911
Poison Control Center.....	800-222-1222
Idaho Emergency Response System.....	208-258-6500
State Environmental Agency.....D.E.Q.....	208-373-0502
National Response Center.....	800-424-8802
CHEMTREC.....	800-424-9300
Idaho Power.....	800-488-6151

Other Emergency Numbers: _____

Establishing a relationship with your local FD, Law Enforcement, and medical providers is critical to the success and deployment of your Emergency Action Plan and overall response to a crisis at your work site.

After calling **911**, call your **Location Manager** if not on the scene, then call:

Craig Hinchman, Dir EHS
Dave Holtom, CEO
Jake Astorquia VP Energy

Cellular



2. Evacuation Plan and Procedures

In an emergency and the need for evacuation, all personnel shall be trained and directed to evacuate to a designated assembly point away from any hazard zone.

Create evacuation maps/diagrams for each building/facility at your respective locations and post them on your safety boards or in a location where all employees and visitors have access.

Each employee should become familiar with the location of all exits in your work area and especially familiar with the closest exit. All doors shall remain unlocked during regular business hours.



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For the Cascade Office:

Primary Emergency Assembly Area: Vacant lot across street at Pine and Main

Alternate Emergency Assembly Area: Parking lot Grandma's Restaurant

3. Accountability Process and Procedures

Office Personnel shall take the **Emergency Action Plan** book and Sign In sheet as the facility is evacuated and will take accountability of personnel at the assembly area to ensure all employees and visitors are present.

4. Rescue Operations

The Location Manager will be responsible for coordinating any rescue or medical duties which may be needed until local medical services and/or fire services arrive on premises and serve as coordinator to other emergency personnel as needed. **ONLY WHEN RESONABLE, WITHOUT RISKING ADDITIONAL CASUALTIES, SHOULD EMPLOYEES ATTEMPT RESCUE EFFORTS UNLESS SPECIFICALLY TRAINED IN THAT AREA.**

Administer first aid following all company policies and safety requirements.

Coordinate and/or establish written agreements with local FD, Law Enforcement, and medical providers to assist with response and rescue efforts. At least annually, invite these groups to your location to assess operations and facilities that will assist them in response and rescue situations.

Establish a relationship with a local ambulance service so transportation is readily available for emergencies.

If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite person(s) have adequate first-aid training. The American Red Cross, some insurance providers, local safety councils, fire departments, or other sources may be able to provide this training. Treatment of a severe injury should begin within three to four minutes of the accident. Consult with a physician or other professional to order appropriate first-aid supplies for emergencies.

5. Shelter in Place

"Shelter-in-place" means selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place via TV or radio.

Managers, do we have a designated “shelter in place” for your locations?

List “Shelter in Place” Locations:

- Back Storage Room (Cascade Office)
- Shed/Office (Garden Valley Storage Site)

If you are notified to “shelter in place” follow the below procedures:

- Close the business
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay - not leave
- Proceed to your designated “shelter in place”
- Do not drive or walk outdoors
- When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately
- Take your emergency supplies and go into the room you have designated
- Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand
- Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents
- Print the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer)
- Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate
- Local officials may call for evacuation in specific areas at greatest risk in your community.

Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe. Other precautions include, but not limited to:

- Turn on call-forwarding or alternative telephone answering systems or services
- If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave
- Quickly lock exterior doors and close windows, air vents, and fireplace dampers
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems, and clothes dryers
- Some systems automatically provide for exchange of inside air with outside air



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- These systems need to be turned off, sealed, or disabled.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags\
- When selecting a room for “shelter in place” consider the following:
- Select interior room(s) above the ground floor, with the fewest windows or vents
- The room(s) should have adequate space for everyone to be able to sit
- Avoid overcrowding by selecting several rooms if necessary
- Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors
- It is ideal to have a hard-wired telephone in the room(s) you select

6. Public Relations and Media Communication

MEDIA SPOKESPERSON

Refer all media inquiries to Dave Holtom, CEO. If requested by the media for information, simply say “I do not have any at this time, please contact our CEO, Dave Holtom”. DO NOT say “No Comment”. This is a response that could be perceived in a negative way.

	Office	Home	Cellular
Name: ☐			
Dave Holtom, CEO			
George Barron, VP HR			
Craig Hinchman, Dir EHS			
Jake Astorquia VP Energy			

Full Time Employee Roster

George Fields (Cascade Office)
Caleb Van Dyk (Garden Valley Storage Site)
Elliot Martin (Cascade Office)
Brock Wagner (Cascade Office)
Amy Hyten (Cascade Office)
Jennifer Musgrave (Cascade Office)



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MISCELLANEOUS INFORMATION HELPFUL IN THE RESPONSE TO AN EMERGENCY SITUATION

SURROUNDING OCCUPANCIES AND LAND USE: (Describe surrounding land use in all four directions for one-mile radius.)

Cascade Office

North: Valley County Court House, Businesses and Church

South: Businesses

East: Residences and Fire Station

West: Businesses, Church, and School

Garden Valley Storage Site

North: Banks Lowman Rd

South: Severance Sand and Gravel

Northeast: Garden Valley High School, St Judes Church, Jennifer Huddleston Properties

East: Subway, Several Buildings and businesses along Banks Lowman RD

West: Payette River

RETENTION PLAN: (Describe procedures to be followed for retaining runoff. Include equipment required and how used. Note storm drains, runoff ditches and flow direction.)

Cascade Office

City street and storm drains

Garden Valley Storage Site

Drainage: West Toward Payette River



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NEARBY EVACUEES: (List names & telephone numbers of neighbors who might be required to evacuate during a facility emergency. Note those requiring special assistance to evacuate or who may be handicapped.)

Name: ☐

Telephone: ☐

Concerns:

None noted at this time

Site Runoff Control: SITE RUNOFF CONTROL:



GENERAL FIRE FIGHTING PROCEDURES: (General strategies should be discussed with the local fire department(s) along with any special instructions.)

Do not put water on chemical, fertilizer, or petroleum fires. Allow only authorized emergency personnel into affected areas. Ensure that all other personnel (employees and customers) evacuate the area and stay clear of smoke plumes. Only authorized and trained personnel are to use fire extinguishers, all other employees are to report to the assembly area and wait for further instructions.



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EMERGENCY RESPONSE AGREEMENTS: (List any arrangements made with other companies to share personnel and/or equipment and supplies during an emergency.)

<u>Organization</u>	<u>Nature of Agreement</u>	<u>Phone Number</u>
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No Contracted services currently.

LOCATION AND TYPES OF WATER SUPPLIES: (Hydrants, ponds, irrigation wells, etc. Verify hydrant hose fittings, water pressure and flow rates.)

Cascade Office

Hydrants: Located at Main and Spring St, and on Pine St. between laundry mat and Cascade Community Church

Garden Valley Office

No hydrants noted in the general area would rely on FD Tankers

LOCATION OF EMERGENCY EQUIPMENT AND SUPPLIES: (Available 24 hours a day, including phone numbers and primary contacts.)

Fire Extinguishers	On-Site	Attached map and list
Self-contained Breathing Apparatus	Fire Department	911
Spare Compressed Breathing Air Tanks	Fire Department	911

Hazardous materials located on site

Cascade Office

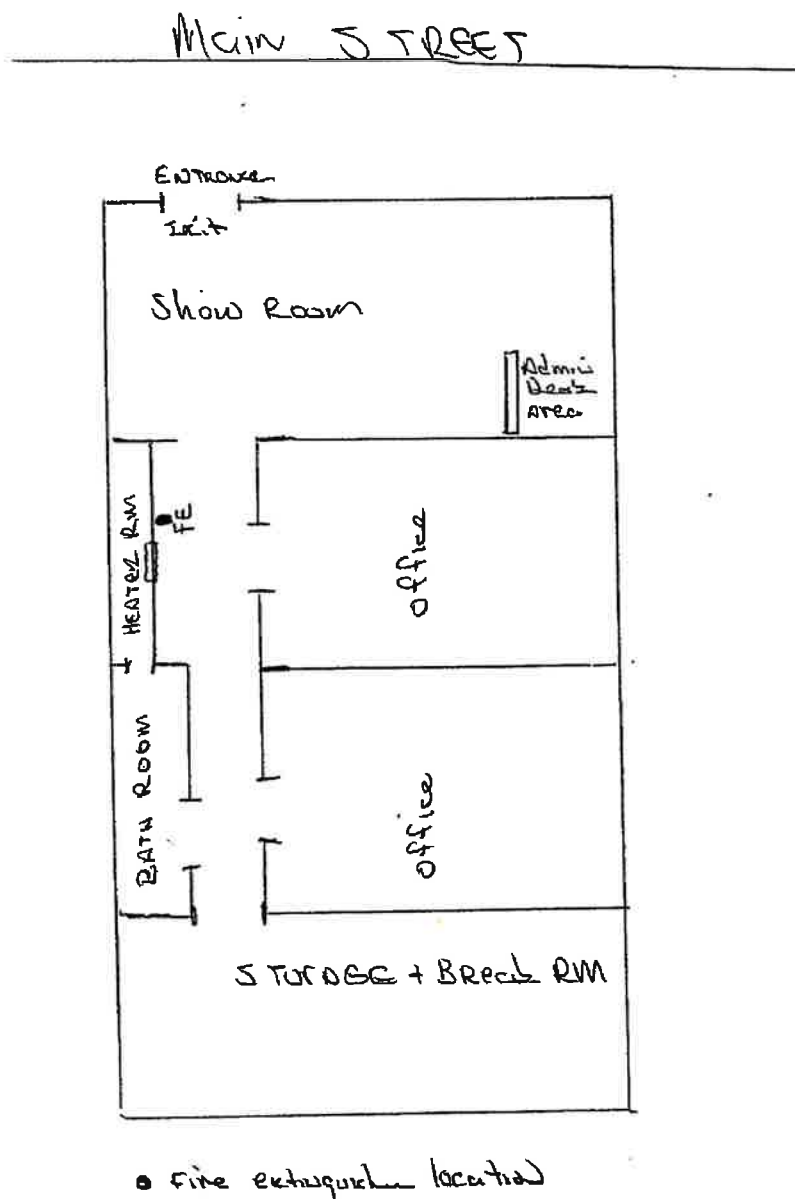
Propane canisters located outside front of building entrance

Note: Valley Wide Cooperative shares a portion of the property at 572 Railroad St in Cascade and has (1) 30,000-gal bulk Propane tank and a 55-gal drum of methanol stored at that site. This is storage only no employees work at this site other than to load and unload propane trucks.

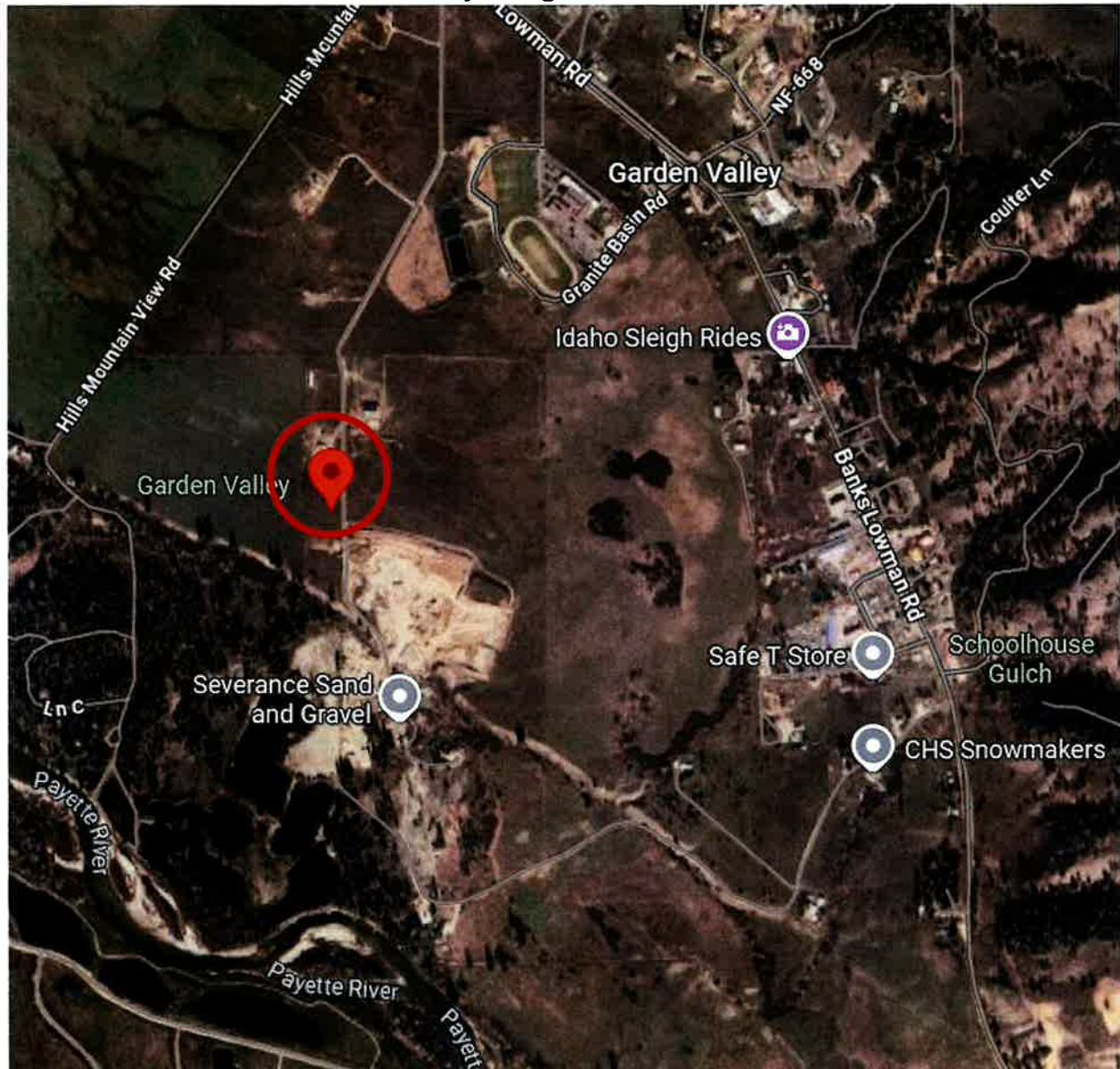
Garden Valley Storage Site

This site will have a 30,000 WC Propane Tanks, the site is typically unmanned with intermittent activity for Load in and load out of Propane, There is an Service Technician that is sometimes at the site.

Cascade Office



Garden Valley Storage Site



Severance Rd Garden Valley Idaho

44.086018 -115.96329

