

In the event of an incident during field work, the following protocol describes how information gets to the CRC project office and is distributed to appropriate staff. Each field crew has a plan that includes safety and notification information related to situations which could emerge during their work. Field crews are responsible for notifying any necessary permitting, regulatory or other responsible agency as dictated in their scope of work. Field crews are also responsible for notifying in-office field staff for internal distribution of information.

After an incident occurs:

1. **Field crew** contacts **Inspector** (Todd Nelson c 360-601-8929 or Daniel Teran w 360-816-2205; c 360-690-5664) and takes necessary action related to their work plan and the situation at hand.
2. **Inspector** personally, not by voice mail, notifies one in-office **field staff** on the following list:
 - Mark Degenhart (w 360-816-8876; c 360-601-8913)
 - Frank Green (w 360-816-8855; c 360-600-2632)
 - Laura Peterson (w 360-816-2197; c 360-600-8114)
 - If none are available, contact the Front desk (V 360-737-2726; P 503-256-2726; TF 866-396-2726)
3. **Field staff** notifies other office staff including **discipline specialists, leadership** and **communications**. Notification should be made to a person(s) in each applicable category. **Field staff** and **discipline specialists** determine any external notifications necessary (i.e. traffic management centers, regulatory agencies and/or affected jurisdictions) and coordinate with **leadership**.

Discipline specialists: Task Lead and Expert

- *Archaeology:* Tom Becker, Archaeological (w 360-816-8862)
Heather Wills, Task Lead (w 360-816-2199; c 360-635-1967)
- *Environmental (permit violation, hazardous material, erosion control, spills, etc):*
Steve Morrow, Permit (w 360-816-8892; c 360-624-5378)
Heather Wills, Task Lead (w 360-816-2199; c 360-635-1967)
- *Media (in the event of media on-site without advance notice):*
Mandy Putney, Task Lead (w 360-816-2163; c 206-914-3206)
- *Structures:* Laura Peterson (w 360-816-2197; c 360-600-8114)
Frank Green, Task Lead (w 360-816-8855; c 360-600-2632)
- *Survey:* Mike Nichols, Task Lead (w 360-816-2162)
- *Utilities:* Devin Reck, Task Lead (w 360-816-8879; c 360-601-0457)

Leadership:

- Doug Ficco (w 360-816-2200; c 360-903-8733)
- Don Wagner (w 360-816-8873; SWR 360-905-2002)

Communications:

- Anne Pressentin (w 360-816-2161; c 503-939-8375)
- Mandy Putney (w 360-816-2163; c 206-914-3206)
- Audri Bomar (w 360-816-2168; c 503-347-8622)

4. **Field Staff** determine and assign necessary contact with sponsor agencies (ODOT/WSDOT) related to technical notification.
5. **Leadership** determines and assigns necessary contact with sponsor agencies (ODOT/WSDOT) related to communications and management.