



**Spokane International Airport**  
 BUSINESS PARK AND FELTS FIELD  
 9000 WEST AIRPORT DRIVE, SUITE 204  
 SPOKANE, WA 99224  
 www.spokaneairports.net



## EMERGENCY PROCEDURE CHECKLIST

### DEFINITION

Unforeseen circumstances beyond the control of the Airport that either (a) presents a real, immediate threat to the proper performance of essential functions or (b) will likely result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.

**Check the reason why the emergency is being declared (Check all the boxes that apply)**

- 1. The emergency is unforeseen and presents a real, immediate threat to the proper performance of essential functions.
- 2. The emergency is unforeseen and will likely result in material loss or damage to property if immediate action is not taken.
- 3. The emergency is unforeseen and will likely result in bodily injury or loss of life if immediate action is not taken.

RCW 39.04.280

If an emergency exists: the person or person designated by the governing body of the municipality to act in the event of an emergency may declare an emergency exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

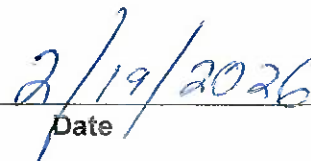
### Written finding of the existence of the emergency:

A recent wind storm caused damage to the HVAC duct work at the hangar owned by the airport and occupied by International Aerospace Coatings. This damage has the potential to disrupt IAC's business and create issues with the sophisticated air handling systems that filter the air being exhausted from the building during painting processes. Additionally, failure to repair the damage could result in further damage to airport property if not repaired as soon as possible.

### Declaration of Emergency:

I hereby declare an emergency as prescribed by RCW 39.04.280 and waive all competitive bidding requirements.

  
 Signature of Airport CEO

  
 Date

- If work is done other than by contract (e.g. by day labor) publication of the description and estimate of the work should be made within 7 day of the start of the work.
- Contracts awarded under this declaration must be ratified at the next regularly scheduled board meeting.
- A written finding of the emergency must be posted on the Airport website within 2 weeks of the emergency being declared.

Attach this document to the awarded contracts.