

Emergency Procedures:

Emergency Coordinator Responsibilities:

1. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the emergency

coordinator (or his/her designee when the emergency coordinator is on call) shall:

- a. Identify the character, exact source, amount, and areal extent of any released hazardous materials.
 - b. Assess possible hazards to human health or the environment that may result from the explosion, fire, or chemical release. This assessment must consider both direct and indirect effects specific to the properties of the released hazardous material.
 - c. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
 - d. Notify appropriate local authorities (i.e., call 911).
 - e. Notify the State Office of Emergency Services at 1-800/852-7550.
 - f. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
 - g. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.
2. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
- a. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from a explosion, fire, or release at the facility.
 - b. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
 - c. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.

Responsibilities of Other Personnel:

List any emergency response functions not covered in the "Emergency Coordinator Responsibilities" section above. Next to each function, list the job title or name of each person responsible for performing the function.

Function	Name/Job Title

Describe activities and response actions personnel will take in the event of a hazardous materials release, fire or explosion.

Emergency Equipment:

EMERGENCY EQUIPMENT INVENTORY TABLE

Equipment Category	Equipment Type	Location and Capabilities *
Personal Protective, Equipment, Safety Equipment, and First Aid Equipment	Air Purifying Respirators	
	Chemical Monitoring Equipment (<i>describe</i>)	
	Chemical Protective Aprons/Coats	
	Chemical Protective Boots	
	Chemical Protective Gloves	
	Chemical Protective Suits (<i>describe</i>)	
	Face Shields	
	First Aid Kits/Stations (<i>describe</i>)	
	Hard Hats	
	Plumbed Eye Wash Stations	
	Portable Eye Wash Kits (<i>i.e., bottle type</i>)	
	Respirator Cartridges (<i>describe</i>)	
	Safety Glasses/Splash Goggles	
	Safety Showers	
	Self-Contained Breathing Apparatuses (SCBA)	
Other (<i>describe</i>)		
Fire Extinguishing Systems	Automatic Fire Sprinkler Systems	
	Fire Alarm Boxes/Stations	
	Fire Extinguisher Systems (<i>describe</i>)	
	Other (<i>describe</i>)	
Spill Control Equipment and Decontamination Equipment	Absorbents (<i>describe</i>)	
	Berms/Dikes (<i>describe</i>)	
	Decontamination Equipment (<i>describe</i>)	
	Emergency Tanks (<i>describe</i>)	
	Exhaust Hoods	
	Gas Cylinder Leak Repair Kits (<i>describe</i>)	
	Neutralizers (<i>describe</i>)	
	Overpack Drums	
	Sumps (<i>describe</i>)	
	Other (<i>describe</i>)	
Communications And Alarm Systems	Chemical Alarms (<i>describe</i>)	
	Intercoms/ PA Systems	
	Portable Radios	
	Telephones	
	Underground Tank Leak Detection Monitors	
	Other (<i>describe</i>)	
Additional Equipment (Use Additional Pages if Needed)		

* Describe equipment location and its capabilities.

Training:

Check all boxes which apply.

1. **Personnel** are trained in the following procedures:

Internal alarm/notification
Evacuation/re-entry procedures & assembly point locations
Emergency incident reporting
External emergency response organization notification
Location(s) and contents of Emergency Response/Contingency Plan

2. **Chemical Handlers** are annually trained in the following:

Safe methods for handling and storage of hazardous materials
Location(s) and proper use of fire and spill control equipment
Spill procedures/emergency procedures
Proper use of personal protective equipment
Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (<i>i.e. inhalation, ingestion, absorption</i>)
Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (<i>e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.</i>)

3. **Emergency Response Team Members** are capable of and engaged in the following:

Personnel rescue procedures
Shutdown of operations
Liaison with responding agencies
Use, maintenance, and replacement of emergency response equipment
Refresher training, which is provided at least annually
Emergency response drills, which are conducted at least (<i>specify; e.g., "Quarterly", etc.</i>)

Amendment of Contingency Plan:

This plan must be reviewed, and immediately amended, if necessary, whenever:

- a. Applicable regulations are revised.
- b. The plan fails in an emergency.
- c. The facility changes its design, construction, operation, maintenance, or other circumstances in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency.
- d. The list of emergency coordinators changes.
- e. The list of emergency equipment changes.

Emergency Coordinator Signature

Date