

**CONTINGENCY PLAN FOR SMALL QUANTITY GENERATORS**

# EMERGENCY PROCEDURES - POST NEAR TELEPHONE

In case of a fire, spill, or other emergency involving hazardous chemicals or waste, do the following:

## Major Emergency

- Evacuate the affected areas per the facility Evacuation Plan
- Call 911** and report the emergency to DEH-HMD and Cal EMA
- Report the emergency to the facility Emergency Coordinator

## Minor Emergency

- Try to control the emergency if you are trained to do so and can do it safely
- Report the emergency to the facility Emergency Coordinator (EC)

For Release Reporting see Emergency Contacts below

Facility Emergency Coordinators	NAME	WORK PHONE	CELLULAR PHONE/PAGER	HOME PHONE
Primary		( )	( )	( )
Alternate #1		( )	( )	( )
Alternate #2		( )	( )	( )

### EMERGENCY CONTACTS

AGENCY	Telephone Number
Fire Department, Ambulance, Police	<b>9 1 1</b>
San Diego County Hazardous Materials Division	(858) 505-6657
California Emergency Management Agency (Cal EMA) (California State Warning Center)	(800) 852-7550 (916) 845-8911
Local Non-emergency Police/Sheriff/Fire (Optional)	( )
Hazardous Waste Clean-Up Contractor (Optional)	( )
Medical Facility (Optional-Hospital, Urgent Care Clinic, etc.)	( )

### EMERGENCY EQUIPMENT

Locations of fire extinguishers, fire alarms (if any), and equipment for controlling chemical spills are shown on the facility site plan posted with this notice. Locations (optional) of electrical gas and water shut-offs, are also shown on the posted facility plan.

**NOTE: Ensure that employees are familiar with these emergency and evacuation procedures. An emergency coordinator must be available 24-hours to assist emergency response personnel.**

## **HAZARDOUS WASTE CONTINGENCY PLAN REQUIREMENTS**

### **Hazardous Waste Generators Only**

Every hazardous waste generator is required to have an emergency contingency plan. A written Hazardous Waste Contingency Plan is a program designed to minimize hazards to human health and the environment from fires, explosions or an unplanned sudden release of a hazardous waste. This program is developed by the facility owner or operator and establishes actions that must be immediately implemented during an emergency situation. The type of contingency plan depends on the amount and types of waste generated at the facility.

#### **Contingency Plan Requirements for Large Quantity Generators**

A Large Quantity Generator (LQG) must complete a Contingency Plan as described in Title 22 of the California Code of Regulations, including the following components:

1. Emergency Procedure to be initiated by Emergency Coordinator including Spill Notification
2. A Coordination with Emergency Responses agencies
3. List of Emergency Coordinators
4. List of Emergency Equipment and required Maintenance/Testing
5. Evacuation Plan
6. Current phone of the California Emergency Management Agency **(916) 845-8911; 800-852-7550**
7. A written Employee Training Program, including documentation.

This plan must be maintained at your facility and you must coordinate with the Department of Environmental Health, Hazardous Materials Division (DEH-HMD). During routine inspections this plan will be reviewed. It is your responsibility to ensure that the plan is kept current and that emergency coordinator changes are submitted to DEH-HMD within 30 days. The DEH-HMD works in conjunction with first response agencies integrating the information provided into the area emergency response plan.

#### **Contingency Plan Requirements For Small Quantity Generators**

Generator must post the following information next to the telephone:

1. The name and telephone number of the emergency coordinator;
2. Location of fire extinguishers and spill control material, and, if present, fire alarm; and
3. The telephone number of the fire department, unless the facility has an alarm that goes directly to their local fire department.

Training Requirements: To meet the contingency plan requirements, SQGs must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.

Emergency Response Requirements: The Emergency Coordinator or the Emergency Coordinator's designee must respond to any emergencies that arise. The applicable responses are as follows:

1. In the event of a fire, call the fire department or attempt to extinguish it using a fire extinguisher;
2. In the event of a spill, contain the flow of hazardous waste to the extent possible, and as soon as is practicable, clean up the hazardous waste and any contaminated materials or soil;
3. In the event of a fire, explosion, or other release which could threaten human health outside the facility or when the generator has knowledge that a spill has reached surface water, the generator must immediately notify the California Emergency Management Agency (using their 24-hour toll free number (800) 852-7550) and the San Diego County DEH-HMD at (858) 505-6657.

The report must include the following information:

- The name, address, and U.S. EPA Identification Number of the generator;
- Date, time, and type of incident (*e.g.*, spill or fire);
- Quantity and type of hazardous waste involved in the incident;
- Extent of injuries or exposures, if any; and
- Estimated quantity and disposition of recovered materials, if any.