CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)

# CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN

*Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN*

## A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW

| FACILITY ID # A1. | CERS ID # A2. | DATE OF PLAN PREPARATION/REVISION (MM/DD/YYYY) A3. |
|---|---|---|
| F A 0 0 | | |

BUSINESS NAME *(Same as Facility Name or DBA - Doing Business As)* A4.

BUSINESS SITE ADDRESS A5.

| BUSINESS SITE CITY A6. | | ZIP CODE A7. |
|---|---|---|
| | CA | |

| TYPE OF BUSINESS (e.g., Painting Contractor) A8. | INCIDENTAL OPERATIONS (e.g., Fleet Maintenance) A9. |
|---|---|
| | |

THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING (Check all that apply): A10.

☐ 1. HAZARDOUS MATERIALS; ☐ 2. HAZARDOUS WASTES

## B. INTERNAL RESPONSE

INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR BY (Check all that apply): B1.

☐ 1. CALLING PUBLIC EMERGENCY RESPONDERS (e.g., 9-1-1)
☐ 2. CALLING HAZARDOUS WASTE CONTRACTOR
☐ 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM

## C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS

In the event of an emergency involving hazardous materials and/or hazardous waste, all facilities must IMMEDIATELY:
1. Notify facility personnel and evacuate if necessary in accordance with the Emergency Action Plan (Title 8 California Code of Regulations §3220);
2. Notify local emergency responders by calling 9-1-1;
3. Notify the local Unified Program Agency (UPA) at the phone number below; and
4. Notify the State Warning Center at (800) 852-7550.

Facilities that generate, treat, store or dispose of hazardous waste have additional responsibilities to notify and coordinate with other response agencies. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator must follow the appropriate requirements for the category of facility and type of release involved:
1. Title 22 California Code of Regulations §66265.56. Emergency Procedures for generators of 1,000 kilograms or more of hazardous waste in any calendar month.
2. Title 22 California Code of Regulations §66265.196. Response to Leaks or Spills and Disposition of Leaking or Unfit-for-Use Tank Systems.
3. Title 40 Code of Federal Regulations §302.6. Notification requirements for a release of a hazardous substance equal to or greater than the reportable quantity.
4. Title 22 California Code of Regulations §66262.34(d)(2) and Title 40 Code of Federal Regulations §262.34(d)(5)(ii) for generators of less than 1000 kilograms of hazardous waste in any calendar month.

Following notification and before facility operations are resumed in areas of the facility affected by the incident, the Emergency Coordinator shall notify the local UPA and the local fire department's hazardous materials program, if necessary, that the facility is in compliance with requirements to:
1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and
2. 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.

| EMERGENCY RESPONSE PHONE NUMBERS: | | |
|---|---|---|
| | AMBULANCE, FIRE, POLICE AND CHP | 9-1-1 |
| | CALIFORNIA STATE WARNING CENTER (CSWC)/CAL OES. | (800) 852-7550 |
| | NATIONAL RESPONSE CENTER (NRC) | (800) 424-8802 |
| | POISON CONTROL CENTER | (800) 222-1222 |
| | LOCAL UNIFIED PROGRAM AGENCY (UPA) | (323) 890-4317 C1. |
| | OTHER (Specify): C2. | C3. |
| NEAREST MEDICAL FACILITY / HOSPITAL NAME: C4. | | C5. |

| AGENCY NOTIFICATION PHONE NUMBERS: | | |
|---|---|---|
| | CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC) | (916) 255-3545 |
| | REGIONAL WATER QUALITY CONTROL BOARD (RWQCB). | C6. |
| | U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA) | (800) 300-2193 |
| | CALIFORNIA DEPT. OF FISH AND WILDLIFE (CDFW) | (916) 358-2900 |
| | U.S. COAST GUARD (USCG) | (202) 267-2180 |
| | CAL OSHA | (916) 263-2800 |
| | CAL FIRE OFFICE OF THE STATE FIRE MARSHAL (OSFM) | (916) 568-3800 |
| | OTHER (Specify): C7. | C8. |
| | OTHER (Specify): C9. | C10. |

INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR BY (Check all that apply): C11.

☐ 1. VERBAL WARNINGS; ☐ 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; ☐ 3. TELEPHONE;
☐ 4. PAGERS; ☐ 5. ALARM SYSTEM; ☐ 6. PORTABLE RADIO

NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY (Check all that apply): C12.

☐ 1. VERBAL WARNINGS; ☐ 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; ☐ 3. TELEPHONE;
☐ 4. PAGERS; ☐ 5. ALARM SYSTEM; ☐ 6. PORTABLE RADIO

EMERGENCY COORDINATOR CONTACT INFORMATION: C13.

PRIMARY EMERGENCY COORDINATOR NAME: PHONE NO.: PHONE NO.:

ALTERNATE EMERGENCY COORDINATOR NAME: PHONE NO.: PHONE NO.:

☐ Check if additional Emergency Coordinator contact and address information is available onsite or by calling PHONE NO.:

Note: If more than one alternate emergency coordinator is designated, attach a list in order of responsibility.

## D. EMERGENCY CONTAINMENT AND CLEANUP PROCEDURES

Check the applicable boxes to indicate your facility's procedures for containing spills and preventing and mitigating releases, fires and/or explosions.

D1.

☐ 1. MONITOR FOR LEAKS, RUPTURES, PRESSURE BUILD-UP, ETC.;
☐ 2. PROVIDE STRUCTURAL PHYSICAL BARRIERS (e.g., Portable spill containment walls, built-in berms);
☐ 3. PROVIDE ABSORBENT PHYSICAL BARRIERS (e.g., Pads, spill pigs, spill pillows);
☐ 4. COVER OR BLOCK FLOOR AND/OR STORM DRAINS;
☐ 5. LINED TRENCH DRAINS AND/OR SUMPS;
☐ 6. AUTOMATIC FIRE SUPPRESSION SYSTEM;
☐ 7. ELIMINATE SOURCES OF IGNITION FOR FLAMMABLE HAZARDS;
☐ 8. STOP PROCESSES AND/OR OPERATIONS;
☐ 9. AUTOMATIC / ELECTRONIC EQUIPMENT SHUT-OFF SYSTEM;
☐ 10. SHUT OFF WATER, GAS, ELECTRICAL UTILITIES;
☐ 11. CALL 9-1-1 FOR PUBLIC EMERGENCY RESPONDER ASSISTANCE AND/OR MEDICAL AID;
☐ 12. NOTIFY AND EVACUATE PERSONS IN ALL THREATENED AND/OR IMPACTED AREAS;
☐ 13. ACCOUNT FOR EVACUATED PERSONS IMMEDIATELY AFTER EVACUATION;
☐ 14. PROVIDE PROTECTIVE EQUIPMENT FOR ON-SITE EMERGENCY RESPONSE TEAM;
☐ 15. REMOVE CONTAINERS AND/OR ISOLATE AREAS;
☐ 16. HIRE LICENSED HAZARDOUS WASTE CONTRACTOR;
☐ 17. USE ABSORBENT MATERIAL FOR SPILL CONTAINMENT;
☐ 18. VACUUM SUCTION USING APPROPRIATE VACUUM (e.g., Intrinsically safe) FOR SPILL CONTROL AND/OR CLEANUP;
☐ 19. DECONTAMINATE PERSONNEL AND EQUIPMENT WITHIN DESIGNATED AREA AND DISPOSE OF WASTEWATER AS HAZARDOUS WASTE;
☐ 20. PROVIDE SAFE TEMPORARY STORAGE OF HAZARDOUS WASTE GENERATED DURING EMERGENCY ACTIONS;
☐ 21. OTHER (Specify): D2.

## E. FACILITY EVACUATION

THE FOLLOWING ALARM SIGNAL(S) WILL BE USED TO BEGIN EVACUATION OF THE FACILITY (Check all that apply): E1.

☐ 1. BELLS; E2.
☐ 2. HORNS/SIRENS;
☐ 3. VERBAL (i.e., Shouting);
☐ 4. OTHER (Specify):

THE FOLLOWING LOCATION(S) WILL BE USED FOR AN EMERGENCY ASSEMBLY AREA(S) (e.g., Parking lot, street corner): E3.

Note: The Emergency Coordinator must account for all onsite employees and visitors after evacuation.

EVACUATION ROUTE S AND ALTERNATE EVACUATION ROUTES ARE DESCRIBED AS FOLLOWS: E4.

☐ 1. WRITTEN PROCEDURES DESCRIBING ROUTES, EXITS, AND ASSEMBLY AREAS;
☐ 2. EVACUATION MAP(S) DEPICTING ROUTES, EXITS, AND ASSEMBLY AREAS;
☐ 3. OTHER (Specify): E5.

Note: Evacuation procedures and/or maps should be posted in visible facility locations and must be included in the Contingency Plan.

## F. ARRANGEMENTS FOR EMERGENCY SERVICES

ADVANCE ARRANGEMENTS FOR LOCAL EMERGENCY SERVICES (Check one of the following): F1.

☐ 1. HAVE BEEN DETERMINED NOT NECESSARY;
☐ 2. THE FOLLOWING ARRANGEMENTS HAVE BEEN MADE (Specify): F2.

Note: Advance arrangements with local fire and police departments, hospitals, state and local emergency response teams, and/or emergency services contractors should be made for your facility, if necessary. Small Quantity Generators must document arrangements with local emergency response teams. Large Quantity Generators must describe arrangements in the Contingency Plan.

## G. EMERGENCY EQUIPMENT

**Check the applicable boxes to list emergency response equipment available at the facility, identify the location(s) where the equipment is kept, and indicate the equipment's capability, if applicable.**

| TYPE | EQUIPMENT AVAILABLE G1. | LOCATION G2. | CAPABILITY G3. |
|---|---|---|---|
| ***EXAMPLE*** | ☒ *CHEMICAL PROTECTIVE GLOVES* | *SPILL RESPONSE KIT* | *SINGLE USE, OIL RESISTANT ONLY* |
| **Safety and First Aid** | 1. ☐ CHEMICAL PROTECTIVE SUITS, APRONS, AND/OR VESTS | | |
| | 2. ☐ CHEMICAL PROTECTIVE GLOVES | | |
| | 3. ☐ CHEMICAL PROTECTIVE BOOTS | | |
| | 4. ☐ SAFETY GLASSES, GOGGLES, AND FACE SHIELDS | | |
| | 5. ☐ HARD HATS | | |
| | 6. ☐ AIR-PURIFYING RESPIRATORS | | |
| | 7. ☐ SELF-CONTAINED BREATHING APPARATUS (SCBA) | | |
| | 8. ☐ FIRST AID KITS | | |
| | 9. ☐ PLUMBED EYEWASH FOUNTAIN AND/OR SHOWER | | |
| | 10. ☐ PORTABLE EYEWASH KITS AND/OR STATION | | |
| | 11. ☐ OTHER | | |
| **Fire Fighting** | 12. ☐ PORTABLE FIRE EXTINGUISHERS | | |
| | 13. ☐ FIXED FIRE SUPPRESSION SYSTEMS AND/ OR SPRINKLERS | | |
| | 14. ☐ FIRE ALARM BOXES | | |
| | 15. ☐ OTHER | | |
| **Spill Control and Clean-Up** | 16. ☐ ALL-IN-ONE SPILL KIT | | |
| | 17. ☐ ABSORBENT MATERIAL | | |
| | 18. ☐ CONTAINER FOR USED ABSORBENT | | |
| | 19. ☐ BERM AND/OR DIKING EQUIPMENT | | |
| | 20. ☐ BROOM | | |
| | 21. ☐ SHOVEL | | |
| | 22. ☐ VACUUM | | |
| | 23. ☐ EXHAUST HOOD | | |
| | 24. ☐ SUMP AND/OR HOLDING TANK | | |
| | 25. ☐ CHEMICAL NEUTRALIZERS | | |
| | 26. ☐ GAS CYLINDER LEAK REPAIR KIT | | |
| | 27. ☐ SPILL OVERPACK DRUMS | | |
| | 28. ☐ OTHER | | |
| **Communi-cations and Alarm Systems** | 29. ☐ TELEPHONES (e.g., Cellular) | | |
| | 30. ☐ INTERCOM AND/OR PA SYSTEM | | |
| | 31. ☐ PORTABLE RADIOS | | |
| | 32. ☐ AUTOMATIC ALARM CHEMICAL MONITORING EQUIPMENT | | |
| **Other** | 33. ☐ OTHER | | |
| | 34. ☐ OTHER | | |

## H. EARTHQUAKE VULNERABILITY

Identify areas of the facility that are vulnerable to hazardous materials releases due to seismic motion. These areas require immediate isolation and inspection.

VULNERABLE AREAS (Check all that apply): H1.

- ☐ 1. HAZARDOUS MATERIALS AND/OR WASTE STORAGE AREAS
- ☐ 2. PROCESS LINES AND PIPING
- ☐ 3. LABORATORY
- ☐ 4. WASTE TREATMENT AREA

LOCATIONS (e.g., Shop, outdoor shed, lab): H2.

Identify mechanical systems vulnerable to releases / spills due to earthquake-related motion. These systems require immediate isolation and inspection.

VULNERABLE SYSTEMS AND/OR EQUIPMENT (Check all that apply): H3.

- ☐ 1. SHELVES, CABINETS AND/OR RACKS
- ☐ 2. TANKS AND SHUT-OFF VALVES
- ☐ 3. PORTABLE GAS CYLINDERS
- ☐ 4. EMERGENCY SHUT-OFF AND/OR UTILITY VALVES
- ☐ 5. SPRINKLER SYSTEMS
- ☐ 6. STATIONARY PRESSURIZED CONTAINERS (e.g., Propane tank)

LOCATIONS: H4.

## I. EMPLOYEE TRAINING

Employee training is required for all employees and/or contractors handling hazardous materials and/or hazardous wastes during normal and/or emergency operations. Most facilities will need to submit a separate Training Plan. However, your CUPA may accept this section as the Training Plan for some small facilities.
Employee training plans may include the following content:

- Applicable laws and regulations;
- Emergency response plans and procedures;
- Safety Data Sheets;
- Hazard communication related to health and safety;
- Methods for safe handling of hazardous substances;
- Hazards of materials and processes (e.g., fire, explosion, asphyxiation);
- Hazard mitigation, prevention and abatement procedures;
- Coordination of emergency response actions;
- Notification procedures for local emergency responders, CUPA, Cal OES, and onsite personnel;
- Communication and alarm systems;
- Personal protective equipment;
- Use and maintenance of emergency response equipment and supplies (e.g. Fire extinguishers, respirators, spill control materials);
- Decontamination procedures;
- Evacuation procedures and evacuation staging locations;
- Identification of facility areas, equipment, and systems vulnerable to earthquakes and other natural disasters.
- OTHER (Specify):

Check the applicable boxes below to indicate how the employee training program is administered.

☐ 1. FORMAL CLASSROOM ☐ 2. VIDEOS ☐ 3. SAFETY MEETINGS ☐ 4. STUDY GUIDES / MANUALS I1.

☐ 5. OTHER (Specify): _____ I2.

☐ 6. NOT APPLICABLE SINCE FACILITY HAS NO EMPLOYEES

☐ 7. CHECK IF A SEPARATE EMPLOYEE TRAINING PLAN IS USED AND UPLOADED TO CERS AS A PDF DOCUMENT I3.

☐ 8. CHECK IF EMPLOYEE TRAINING IS COVERED BY THE ABOVE REFERENCED CONTENT AND OTHER DOCUMENTS ONSITE I4.

**EMPLOYEE TRAINING FREQUENCY AND RECORDKEEPING TRAINING MUST BE:**

- Provided initially for new employees as soon as possible following the date of hire. New employees should not work in an unsupervised position that involves hazardous materials handling and/or hazardous waste management without proper training;
- Provided within six months from the date of hire for new employees at a large quantity generator;
- Ongoing and provided at least annually;
- Amended prior to a change in process or work assignment;
- Given upon modification to the Emergency Response/Contingency Plan.

**Large Quantity Generator Training:** Large quantity generators (1,000 kg or more) must retain written plan and documentation of employee training which includes:

- A written description of the type and amount of both initial and ongoing training that will be given to persons filling each job position having responsibility for hazardous waste management and/or emergency response.
- The name, job title and job description for each position at the facility related to hazardous waste management.
- Current employee training records must be retained until closure of the facility and former employee training records must be retained for at least three years after termination of employment.

**Small Quantity Generator Training:** Small quantity generators (less than 1,000 kg) must include basic hazardous waste management and emergency response procedures but a written employee training plan and training records are not required. In order to show that the facility has met the small quantity generator employee training requirement, an employee training plan and training records may be made available.

**Hazardous Materials Business Plan Training**: Businesses must provide initial and annual employee training that includes the content referenced above. The training may be based on the job position and training records must be made available for a period of at least three years.

## J. LIST OF ATTACHMENTS

Check one of the following: J1.

- ☐ 1. NO ATTACHMENTS ARE REQUIRED; or
- ☐ 2. THE FOLLOWING DOCUMENTS ARE ATTACHED: J2.