

Sample Contingency Plan

What are Contingency Plans and Emergency Procedures?

Small quantity generators are required to develop a modified contingency plan and emergency procedures [40 CFR 262.34(d)]. These requirements are intended to ensure that your employees are adequately prepared to handle hazardous waste and to respond to any emergencies that might arise.

Contingency Plans and Emergency Procedures Requirements:

- An emergency coordinator must be on-site or on call at all times.
- Next to the telephone, post the name and phone number of the emergency coordinator, the location of fire extinguishers and spill control material, and the phone number of the fire department.
- Ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures.
- The designated emergency coordinator must respond to any emergencies that arise.
- When an emergency occurs that is serious enough to warrant help from the fire department (or if you have knowledge of a hazardous waste spill that could threaten the public health or the environment), you must:
 - √ Notify the Division of Emergency Management State Warning Point with Department of Community Affairs, 1-800-320-0519.
 - √ File a report with the appropriate DEP district office.
 - √ Notify the National Response Center, 1-800-424-8802.

Preparedness and Prevention Requirements:

- Maintain and operate your business to minimize the possibility of fire, explosion, or any unplanned release of hazardous waste into the environment.
- Be equipped with a telephone or similar communication device to summon help.
- Have fire extinguishers and spill control equipment on hand. This equipment must be tested and maintained to assure proper functioning.
- All persons involved in the handling of hazardous waste must have immediate access to either internal or external alarm or communication equipment.
- Maintain sufficient aisle space to allow the unobstructed movement of personnel and equipment in case of an emergency.
- Familiarize police, fire departments, state emergency response teams and hospitals with types of waste handled by your facility.

FACILITY EMERGENCY CONTACT LIST

WORKSHEET 1 FILL IN AND POST THIS INFORMATION NEXT TO YOUR TELEPHONE.

EMERGENCY RESPONSE INFORMATION

Emergency Coordinator

Name: _____

Telephone: _____

Fire Extinguisher

Location(s): _____

Spill Control Materials

Location(s): _____

Fire Alarm (if present)

Location(s): _____

Fire Department

Telephone: _____



WORKSHEET 2 FILL IN AND POST THIS INFORMATION NEXT TO YOUR TELEPHONE. MAKE SURE ALL EMPLOYEES READ AND ARE FAMILIAR WITH ITS CONTENTS.

EMERGENCY RESPONSE PROCEDURES

In the event of a spill:

Contain the flow of hazardous waste to the extent possible, and as soon as is possible, clean up the hazardous waste and any contaminated materials or soil.

In the event of a fire:

Call the fire department and, if safe, attempt to extinguish the fire using a fire extinguisher.

In the event of a fire, explosion, or other release that could threaten human health outside the facility, or if you know that the spill has reached surface water:

Call the National Response Center at its 24-hour number (800-424-8802).

Provide the following information:

Our Company name: _____

Our address: _____

Our U.S. EPA identification number: _____

Date of accident _____

Time of accident _____

Type of accident (e.g., spill or fire) _____

Quantity of hazardous waste involved _____

Extent of injuries, if any _____

Estimated quantity and disposition of recovered materials, if any _____



(Date)

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

999 Emergency Road
Jacksonville FL 32257

RE: My Company Inc., 191-Somewhere Road, Jacksonville Florida 32257

Dear Sir:

In accordance with the federal and state hazardous waste regulations, My Company Inc. is required to notify you of our facility's hazardous waste activities. My Company Inc. is required to give local police, fire departments, hospitals, and state or local emergency response teams a layout of the facility, so they may become familiar with entrances to roads inside the facility, and possible evacuation routes. A copy of the facility layout is enclosed for your review and should be kept on file at your organization.

My Company Inc. is also required to familiarize local hospitals with the properties of hazardous waste handled at the facility and the types of injuries or illnesses that could result from fires, explosions, or releases at the facility. My Company Inc. deals with _____ waste, and this type of waste could cause _____ if an employee is exposed to it. A list of all the chemicals handled is maintained at the facility and a Material Safety Data Sheet for each can be supplied at your request.

We have also enclosed a copy of our (full contingency/modified contingency) plan. The plan is designed to minimize hazards to human health and the environment from fires, explosions or any unplanned sudden or non-sudden release of hazardous waste to the air, soil or surface water. Please review and retain this plan in your files in the event of an emergency.

Thank you for your cooperation in this matter. Should you have any questions or desire to visit the facility, please contact me at (904) 999-9999.

Sincerely,

Bob Somebody
President
My Company Inc.

Enclosures

My Company Incorporated
191 Somewhere Road
Jacksonville, Florida 32257

Emergency Coordinator: _____ (904) 999-9999
Jacksonville Fire Department: (904) 999-9999
CHEMTREC: (800) 424-9300
Jacksonville Police Department: (904) 999-9999
Emergency Response: (904) 999-9999
Hospital: (904) 999-9999

 FIRST AID KIT

 FIRE EXTINGUISHERS

 SPILL KITS

 EXIT ROUTES

 FIRE ALARMS

