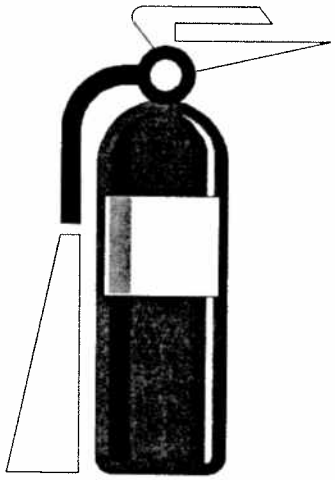
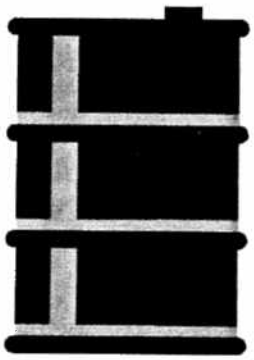
Sample Contingency Plan

Appendix C





ABC FACILITY
EMERGENCY RESPONSE CONTINGENCY PLAN

ABC Facility
123 Blank Road
Cleveland, Ohio 44___.

September 1994

This SAMPLE Contingency Plan has been prepared by Ohio EPA for instructional purposes only. Hazardous waste generators should be aware that this sample contingency plan is not intended as a substitute for carefully reading the hazardous waste regulations and seeking Ohio EPA Division of Hazardous Waste Management's interpretations of the regulations.

TABLE OF CONTENTS

ABC FACILITY
EMERGENCY RESPONSE CONTINGENCY PLAN

General Facility Information

The scope of this Emergency Response Contingency Plan for the ABC Facility includes less than 90-day drum storage and less than 90 day tank storage. The information contained herein is submitted in accordance with OAC Rules 3745-65-50 to 3745-65-56.

The address of the ABC Facility is:

ABC Facility
123 Blank Road
Cleveland, Ohio 44___.

The property consists of approximately four acres. Operations at the site started in 1975 and the facility currently employs 50 people. This facility produces sponges for commercial and residential use. **Figure 1** provides the location of the ABC facility.

Manufacturing processes at the ABC Facility, located in Building B, include taking cellulose pulp paper and mixing it with caustic, sodium sulfite and carbon (for bubble texture) to make sponges. Repair operations may result from the manufacturing operations. Hazardous wastes generated from the manufacturing and repair operations include ignitables, corrosives, toxic characteristics and listed waste. **Exhibit 1** provides a detailed list of all hazardous waste generated at the ABC Facility.

The manufacturing building has two 500-gallon tanks, called tanks 1 & 2, located outside building B within secondary containment, for the collection of hazardous wastes generated during the production of sponges. (**Figure 2**) Hazardous wastes are also collected in drums to which the contents are either pumped into the tanks or remain in the drums for less-than-90-day accumulation storage. The drum accumulation area is located inside the Northwest corner of Building B. (**Figure 2**) All other spent materials are collected in satellite accumulation areas throughout the manufacturing process and within the main repair operations area.

The ABC Facility is considered a large quantity generator.

Site Contact: **Mr. John Doe**
123 Blank Road
Cleveland, Ohio 44___.
(216) xxx-xxxx

Intent and Purpose

The following Emergency Response Contingency Plan has been prepared for the ABC Facility. The purpose of this plan is to protect the safety and welfare of the employees and the community in the event of an emergency response incident and to comply in every way with

Federal and State laws pertaining to hazardous waste facility operations with respect to preparedness and prevention of emergency events.

The Emergency Response Contingency Plan is intended as a guide of emergency procedures in the event of hazardous material/waste spill or release. This document is also intended as a reference source to familiarize local emergency response agencies, fire and police departments, and area hospitals on operations relating to hazardous materials/wastes and emergency response at the ABC Facility.

Emergency Internal Notification Process

In the event of a chemical emergency at the ABC Facility, after sounding the facility emergency alarm, contact the Emergency Coordinator listed in **Exhibit 2**. If, during non-routine hours (nights, weekends, holidays, etc.) an emergency situation occurs at the facility, contact the Emergency Coordinator listed in **Exhibit 2**.

Emergency Coordinators have been supplied with appropriate communication devices to alert them in the occurrence of an emergency (at least one of the following): pager, two-way radio, or portable cellular phone system. The primary emergency coordinator will be contacted first; if he is not available, the alternate Emergency Coordinators should be called in the order listed.

The Emergency Coordinators have been selected based on their familiarity with the ABC Facility, the Emergency Response Contingency Plan, operation and activities at the facility, the location and characteristics of the wastes handled, the location of records within the facility, and the facility layout.

The Emergency Coordinators have complete authority to commit all resources of the company to carry out the Emergency Response Contingency Plan in the event of an emergency. **Exhibit 3** "Emergency Telephone List" provides organizations (police, fire, etc.) that may be contacted by the Emergency Coordinator in the event of an emergency.

Identification of Hazardous Materials

Any emergency involving the container storage area or tanks 1 and 2 will be an emergency involving hazardous waste. The material being stored is ignitable, corrosive, toxic characteristic and listed. **Exhibit 1** provides a detailed list of all hazardous wastes generated at the ABC Facility. In the event of a fire/explosion and/or spill, the source will be identified visually to determine:

- The character of the released material;
- The exact source of the released material; and
- The amount of the released material.

If needed, references to facility records and reports from employees will also be made.

Once the material is identified, control measures are implemented.

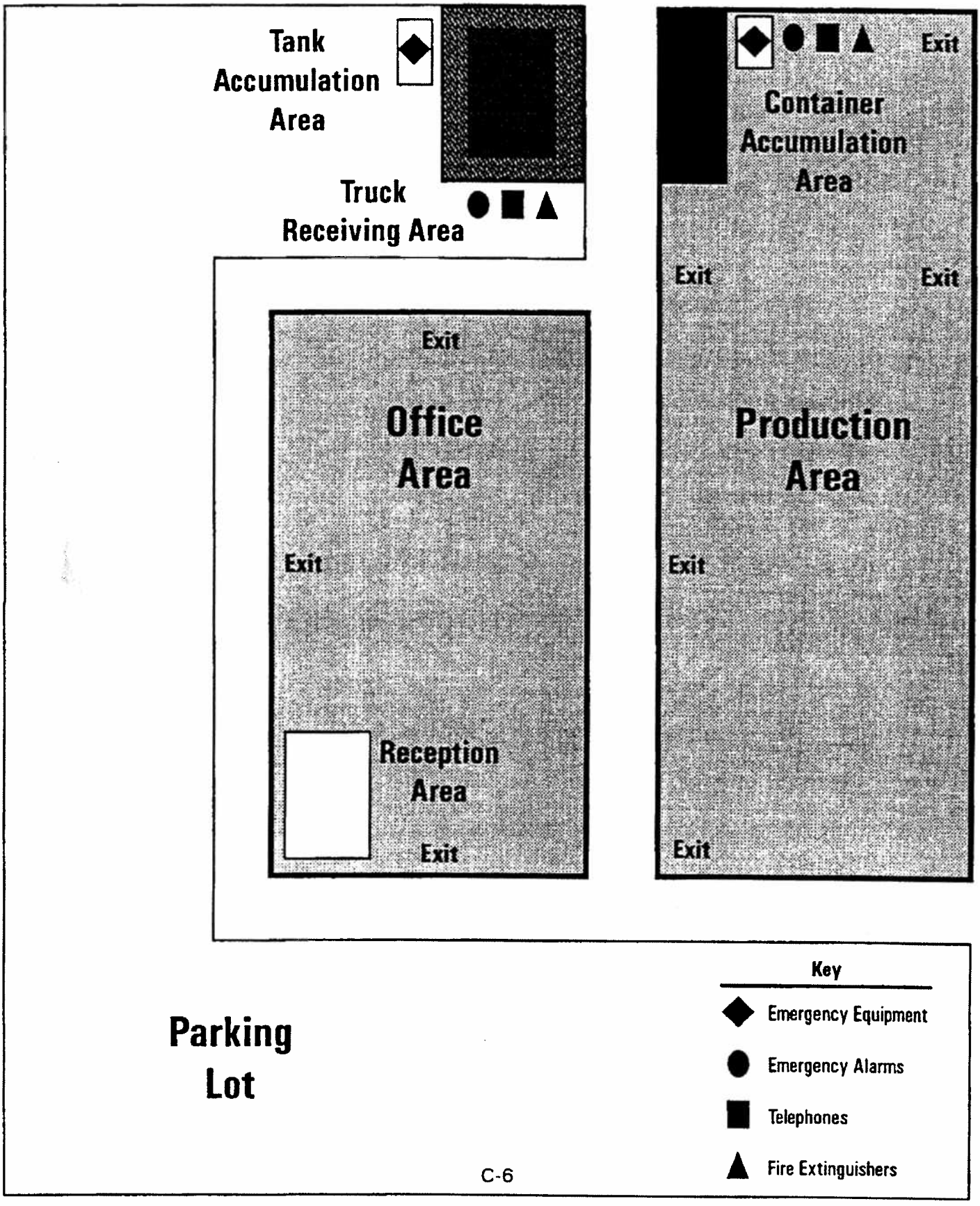
NOTE: BASE MAP FROM USGS 7.5 MIN. QUADRANGLE, CLEVELAND SOUTH, OHIO, 1979.

C-5

FIGURE 1	Dwn. by:
	Date:
	Proj.#

FIGURE 2

ABC Facility
Emergency Equipment Locations



Control Procedures

This Emergency Response Contingency Plan will be implemented in the event of a spill of hazardous waste, fire, any explosion, or a combination of these. Additionally, the Contingency Plan will be implemented if the Emergency Coordinator determines that a threat to human health or the environment exists. Implementation of this Emergency Response Contingency Plan is intended to mitigate or protect facility and neighboring personnel from injury; contamination of storm sewers with hazardous waste materials; damage to equipment; damage to the environment; or a combination of these.

This section of the Emergency Response Contingency Plan addresses control procedures relative to hazardous waste emergency episodes arising from tanks 1 and 2 or the container accumulation area:

Tanks 1 and 2: Tanks 1 and 2 are located outside Building B in an area that is diked to contain any spills or leakage. The secondary containment area for the aboveground tanks is sloped to a sump equipped with a fixed dedicated sump pump to be used to remove liquids resulting from leaks or spills. **See Figure 2**.

Container Accumulation Area: The hazardous waste container accumulation area is located within the Northwest corner of Building B. The area can potentially store 450 gallons. The largest container is 55 gallons. This area consists of a concrete pad with a three-inch berm for secondary containment, and a collection sump. Drummed materials are stored on pallets stacked two high. **See Figure 2**.

Control Procedures: Fire/Explosion (Tanks or Containers)

The following actions will be taken in the tank accumulation area or container accumulation area affected by fire or explosion:

1. The facility emergency alarm is sounded either from pull boxes located in the container and tank accumulation areas, or by telephone or internal communication to the main office. Hazardous work in all areas will be shut down until the area is safely restored.

2. The Emergency Coordinator will be contacted.

3. The Emergency Coordinator shall immediately identify the character, exact source, and extent of any released materials. This information must be obtained without entering the contaminated area. The Emergency Coordinator will obtain the following information:

   a. Person(s) injured and seriousness of injury.

   b. Location of the spill or leak, material involved, and source.

   c. Type of material that has spilled or is leaking.

   d. The approximate amount of material spilled, an estimate of the liquid discharge rate and the direction of the liquid flow.

e. If it is necessary and practical to shut down operating equipment.

4. If the Emergency Coordinator determines that an area or site evacuation is required, the duty security officer shall be notified to make the proper sounding of the alarm. The evacuation plans are shown on **Figure 3**.

5. All injured persons will be removed, and medical treatment will be administered by trained personnel.

6. Emergency Response employees will only respond to chemical incidents where proper chemical identification and concentrations can be determined.

7. The Emergency Coordinator shall evaluate the facility's emergency response equipment to determine if ABC personnel can handle the corrective action and clean-up. A list of the emergency response equipment is found under **Exhibit 6**.

8. If ABC personnel <u>can</u> safely and effectively perform corrective action and clean-up, the following steps are to be taken under the authorization of the Emergency Coordinator (ONLY AFTER THE RESPONSE PERSONNEL PUT ON THE APPROPRIATE PROTECTIVE CLOTHING):

   a. Eliminate all possible sources of ignition.

   b. Use nearby fire fighting equipment to provide early containment of the fire to significantly reduce the total damage. HOWEVER, DO NOT PERFORM FIRE FIGHTING ACTIVITIES THAT MAY CAUSE INJURY TO THE PERSONS INVOLVED.

9. If ABC personnel <u>cannot</u> safely and effectively perform corrective action in the event of a fire and/or explosion, the Emergency Coordinator must:

   a. Activate internal facility alarms or communication systems where applicable and notify all involved facility personnel. Plant security will be utilized for this notification.

   b. Assess possible hazards to human health and the environment that may results in the fire and/or explosion.

   c. Contact the emergency response organizations as listed under **Exhibit 3**.

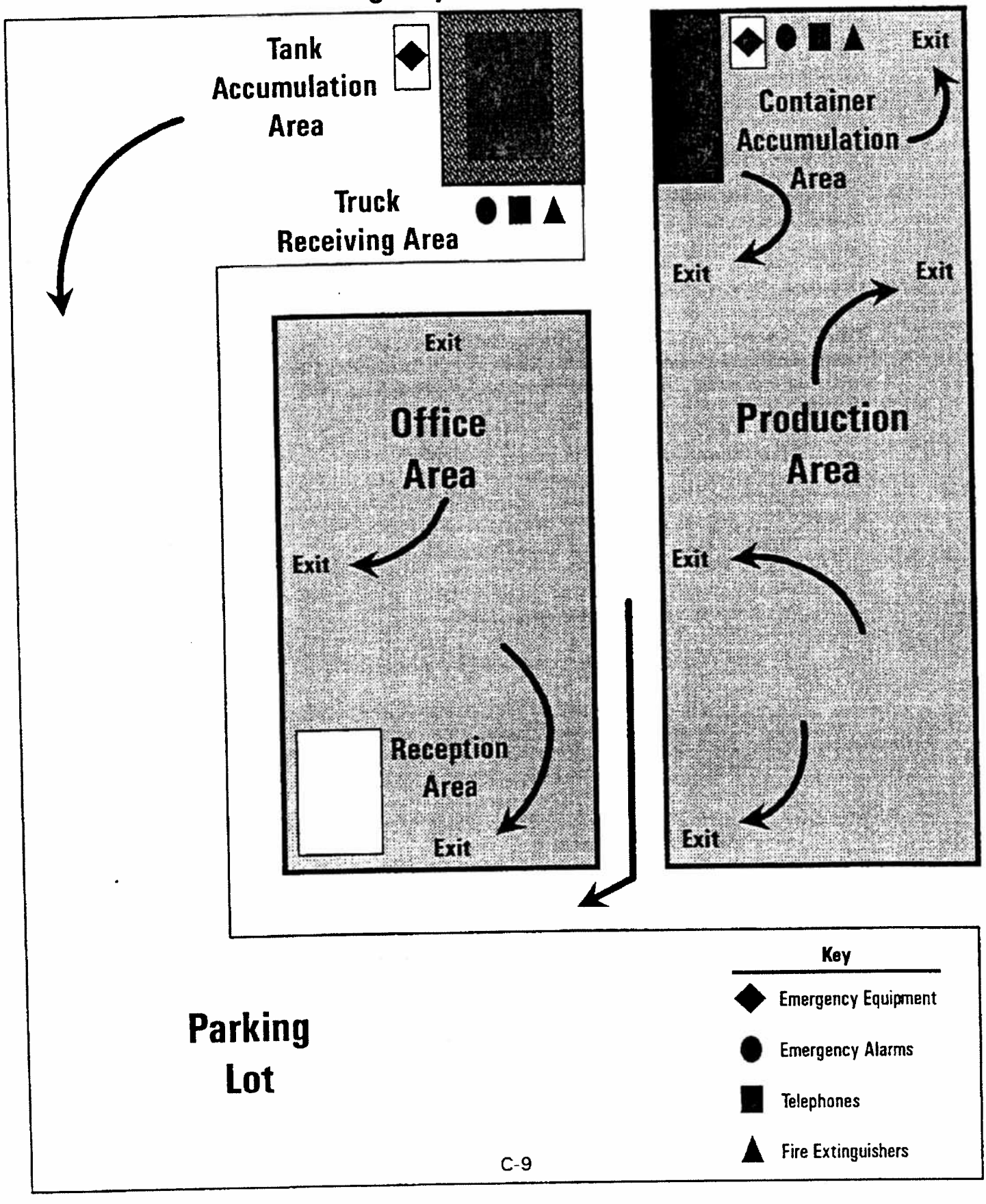
10. During an emergency, the Emergency Coordinator shall take all reasonable measures necessary to ensure that fires and explosions and releases do not occur, recur, or spread to other hazardous material/waste at the facility. These measures shall include, where applicable, stopping processes and operations, collecting and containing released waste, and removing and isolating containers.

11. After cleanup has occurred, the Emergency Coordinator shall ensure that, in the affected area of the facility:

    a. No waste may be incompatible with the released material stored.

FIGURE 3

ABC Facility
Emergency Evacuation Plans



b. All emergency equipment listed in the Emergency Response Contingency Plan is cleaned and fit for its intended use before operations are resumed.

c. All disposable equipment used during the incident is recorded/replaced in its appropriate area.

Control Procedures: Spills (Containers)

The following actions will be taken in the container accumulation area affected by a spill:

1. The facility emergency alarm is sounded either from pull boxes located in the container and tank accumulation areas, or be telephone or internal communication to the main office. Hazardous work in all areas will be shut down until the area is safely restored.

2. The Emergency Coordinator will be contacted.

3. The Emergency Coordinator shall immediately identify the character, exact source, and extent of any released materials. This information must be obtained without entering the contaminated area. The Emergency Coordinator will obtain the following information:

   a. Person(s) injured an seriousness of injury.

   b. Location of the spill or leak, material involved, and source.

   c. Type of material that has spilled or is leaking.

   d. The approximate amount of material spilled, an estimate of the liquid discharge rate and the direction of the liquid flow.

   e. Whether or not a fire is involved. In the event of a fire:

      i. If ABC personnel can safely and effectively perform corrective action and clean-up, the following steps are to be taken under the authorization of the Emergency Coordinator (ONLY AFTER THE RESPONSE PERSONNEL PUT ON THE APPROPRIATE PROTECTIVE CLOTHING):

      ii. Immediately set up a barrier to alert unauthorized personnel to keep out, if evacuation has not occurred.

      iii. Eliminate all possible sources of ignition.

      iv. Use nearby fire fighting equipment to provide early containment of the fire to significantly reduce the total damage. HOWEVER, DO NOT PERFORM FIRE FIGHTING ACTIVITIES THAT MAY CAUSE INJURY TO THE PERSONS INVOLVED.

f. If ABC personnel cannot safely and effectively perform corrective action in the event of a fire and/or explosion, the Emergency Coordinator must:

i. Assess possible hazards to human health and the environment that may results in the fire and/or explosion.

ii. Contact the local fire department and other emergency response organizations as listed under **Exhibit 3**.

4. Operating equipment will be shut down, as necessary and practical.

5. If the Emergency Coordinator determines that an area or site evacuation is required, the duty security officer shall be notified to make the proper sounding of the alarm. The evacuation plans are shown on **Figure 3**.

6. All injured persons will be removed, and medical treatment will be administered by trained personnel.

7. Emergency Response employees will only respond to chemical incidents where proper chemical identification and concentrations can be determined.

8. The Emergency Coordinator shall evaluate the facility's emergency response equipment to determine if ABC personnel can handle the corrective action and clean-up. A list of the emergency response equipment is found under **Exhibit 6**.

9. For small spills: If ABC personnel can safely and effectively perform corrective action and clean-up, the following steps are to be taken under the authorization of the Emergency Coordinator (ONLY AFTER THE RESPONSE PERSONNEL PUT ON THE APPROPRIATE PROTECTIVE CLOTHING):

a. Immediately set up a barrier to alert unauthorized personnel to keep out, if evacuation has not occurred.

b. Eliminate all possible sources of ignition and leakage.

c. Immediately begin containment by placing absorbent material on the spill within the secondary containment.

d. Setup decontamination zone to ensure proper decontamination procedures.

e. Shovels and/or heavy equipment available at the facility will be used to place contaminated absorbent into open top D.O.T. approved drums.

f. Any drummed cleanup materials is to be managed as hazardous waste until proper analysis has shown otherwise.

g. Drums of cleanup material are to be properly labeled.

h. Assigned personnel are to continue to cleanup and remove all residue until all contamination hazards are eliminated.

10. For large spills: If ABC personnel cannot safely and effectively perform corrective action in the event of a spill, the Emergency Coordinator must:

    a. Assess possible hazards to human health and the environment that may results in the spill.

    b. Contact the local fire department and other emergency response organizations as listed under **Exhibit 3**.

11. For small or large spills, the Emergency Coordinator shall make the necessary reports as outlined in **Exhibits 4 and 5**.

12. During an emergency, the Emergency Coordinator shall take all reasonable measures necessary to ensure that fires and explosions and releases do not occur, recur, or spread to other hazardous materia;/waste at the facility. These measures shall include, where applicable, stopping processes and operations, collecting and containing released waste, and removing and isolating containers.

13. After cleanup has occurred, the Emergency Coordinator shall ensure that, in the affected area of the facility:

    a. No waste may be incompatible with the released material stored.

    b. All emergency equipment listed in the Emergency Response Contingency Plan is cleaned and fit for its intended use before operations are resumed.

    c. All disposable equipment used during the incident is recorded/replaced in its appropriate area.

Control Procedures: Spills (Tanks)

The following actions will be taken in the tank accumulation area affected by a spill:

1. The facility emergency alarm is sounded either from pull boxes located in the container and tank accumulation areas, or be telephone or internal communication to the main office. Hazardous work in all areas will be shut down until the area is safely restored.

2. The Emergency Coordinator will be contacted.

3. The Emergency Coordinator shall immediately identify the character, exact source, and extent of any released materials. This information must be obtained without entering the contaminated area. The Emergency Coordinator will obtain the following information:

    a. Person(s) injured an seriousness of injury.

    b. Location of the spill or leak, material involved, and source.

    c. Type of material that has spilled or is leaking.

d. The approximate amount of material spilled, an estimate of the liquid discharge rate and the direction of the liquid flow.

e. Whether or not a fire is involved. In the event of a fire:

i. If ABC personnel can safely and effectively perform corrective action and clean-up, the following steps are to be taken under the authorization of the Emergency Coordinator (ONLY AFTER THE RESPONSE PERSONNEL PUT ON THE APPROPRIATE PROTECTIVE CLOTHING):

ii. Immediately set up a barrier to alert unauthorized personnel to keep out, if evacuation has not occurred.

iii. Eliminate all possible sources of ignition.

iv. Use nearby fire fighting equipment to provide early containment of the fire to significantly reduce the total damage. HOWEVER, DO NOT PERFORM FIRE FIGHTING ACTIVITIES THAT MAY CAUSE INJURY TO THE PERSONS INVOLVED.

v. If ABC personnel cannot safely and effectively perform corrective action in the event of a fire and/or explosion, the Emergency Coordinator must:

vi. Assess possible hazards to human health and the environment that may results in the fire and/or explosion.

vii. Contact the local fire department and other emergency response organizations as listed under **Exhibit 3**.

4. Operating equipment will be shut down, as necessary and practical.

5. If the Emergency Coordinator determines that an area or site evacuation is required, the duty security officer shall be notified to make the proper sounding of the alarm. The evacuation plans are shown on **Figure 3.**

6. All injured persons will be removed, and medical treatment will be administered by trained personnel.

7. Emergency Response employees will only respond to chemical incidents where proper chemical identification and concentrations can be determined.

8. The Emergency Coordinator shall evaluate the facility's emergency response equipment to determine if ABC personnel can handle the corrective action and clean-up. A list of the emergency response equipment is found under **Exhibit 6**.

9. For small spills: If ABC personnel can safely and effectively perform corrective action and clean-up, the following steps are to be taken under the authorization of the Emergency Coordinator (ONLY AFTER THE RESPONSE PERSONNEL PUT ON THE APPROPRIATE PROTECTIVE CLOTHING):

a. Immediately set up a barrier to alert unauthorized personnel to keep out, if evacuation has not occurred.

b. Eliminate all possible sources of ignition and leakage.

c. Immediately begin containment by placing absorbent material on the spill within the secondary containment.

d. Setup decontamination zone to ensure proper decontamination procedures.

e. Corrective actions and cleanup will include the following:

Overfilling of Tanks: Pumps will be shut down and spilled materials will be removed from the diked area and placed in drums. Excess material will be removed from the overfilled tank and defective alarms and controls will be repaired before the tank is restored to normal operation.

Rupture of Tanks: Feed lines and pumps to any tank that ruptures will be shut down and spilled materials will be removed from the diked area and placed in drums. Material remaining in the tank below the point of rupture will be removed to another storage tank or to drums. Any ruptured tank will be removed from service until it can be repaired, or if repair is not feasible, be replaced.

Leaks in Tanks: Leaks will be temporarily plugged, patched, or stopped, if possible. Any leaking tank will be removed from service until it can be repaired, or if repair is not feasible, be replaced.

Leaks in Containment Dikes: Repairs to containment dikes will be made as soon as loss of dike integrity is discovered by either routine inspection or loss of materials in a spill incident. If a spill is involved, spilled materials will first be removed, the area decontaminated, and dike repairs of a permanent nature will be performed.

Leaks From Pump Seals and Maintenance. Leaks occurring in pumps will result in shutting down the pump any lines that feed into the tank. Leaked materials will be properly cleaned up and placed into drums. Decontamination of the pump and the leak area will be performed if necessary. The defective seal will be replaced before returning the pump to service.

f. Shovels and/or heavy equipment available at the facility will be used to place contaminated absorbent into open top D.O.T. approved drums.

g. Any drummed cleanup materials is to be managed as hazardous waste until proper analysis has shown otherwise.

h. Drums of cleanup material are to be properly labeled.

i. Assigned personnel are to continue to cleanup and remove all residue until all contamination hazards are eliminated.

10. For large spills: If ABC personnel cannot safely and effectively perform corrective action in the event of a spill, the Emergency Coordinator must:

a. Activate internal facility alarms or communication systems where applicable and notify all involved facility personnel. Plant security will be utilized for this notification.

b. Assess possible hazards to human health and the environment that may results in the spill.

c. Contact the local fire department and other emergency response organizations as listed under **Exhibit 3**.

11. For small or large spills, the Emergency Coordinator shall make the necessary reports as outlined in **Exhibits 4 and 5**.

12. During an emergency, the Emergency Coordinator shall take all reasonable measures necessary to ensure that fires and explosions and releases do not occur, recur, or spread to other hazardous materia;/waste at the facility. These measures shall include, where applicable, stopping processes and operations, collecting and containing released waste, and removing and isolating containers.

13. After cleanup has occurred, the Emergency Coordinator shall ensure that, in the affected area of the facility:

    a. No waste may be incompatible with the released material stored.

    b. All emergency equipment listed in the Emergency Response Contingency Plan is cleaned and fit for its intended use before operations are resumed.

    c. All disposable equipment used during the incident is recorded/replaced in its appropriate area.

Post-Emergency Equipment Maintenance

Immediately after an emergency event requiring the activation of the Emergency Response Contingency Plan, all emergency equipment utilized will be inspected for proper function, completeness and condition. The equipment used for spill clean-up will be documented on the Emergency Report form. **See Exhibit 5.** The equipment will be evaluated for hazardous characteristics, decontaminated, or properly disposed of in containers. Decontamination procedures include a pressurized water rinse, scrubbing equipment with brushes and water-compatible solvent cleaning solutions, or steam cleaning. If the equipment remains contaminated, additional decontamination efforts will be completed. Contamination will be determined through visual observation and sampling, if necessary. See **Exhibit 5**.

Rinseates from the decontamination of equipment will be collected in containers. The rinseates which contacted hazardous waste and resulting residue will be managed as hazardous waste unless laboratory results indicate otherwise. Other rinseates will be managed in accordance with all applicable laws.

Processes which generate hazardous wastes that the emergency equipment will service shall not be resumed until the equipment has been properly decontaminated and has been checked for proper operation.

Coordination Agreements

The Emergency Response Contingency Plan promotes routine contact with the area police and fire departments and hospitals. **Exhibit 7** provides a list of contacts for the Contingency Plan distribution. **Exhibit 8** provides a sample distribution letter that accompanies the Contingency Plan distribution.

The Fire Station is the responding authority in the event of a fire at the ABC Facility. The Fire Department makes periodic inspections of the ABC Facility and is appraised of facility rearrangements. The Fire Department has full authority as soon as they arrive at the site. The ABC Facility utilizes the Hospital whenever medical emergencies occur.

The ABC Facility has submitted under SARA Title III, emergency and hazardous chemical inventory forms to the local, county and state agencies.

The Police Department is the responding authority should an event materialize at the Cleveland site. In addition the State of Ohio Highway Patrol is aware of the associated activities at the ABC Facility.

Emergency Response Contingency Plan Revisions/Amendments

This plan must be revised if a change in any of the following occur:

1. Hazardous waste generator status
2. Plan fails in an emergency
3. Facility (that may increase the chance of a fire, explosion, or release of hazardous waste):
    a. Design
    b. Construction
    c. Operation
    d. Maintenance Practices
4. Emergency Coordinator
5. Emergency Equipment

Exhibit 1

ABC Facility
Emergency Response Contingency Plan

Waste Characteristics Table

Waste	Typical EPA Codes	DOT Description	Description
Sulfuric acid	D002		Process waste
Sodium hydroxide	D002		Process waste
Carbon disulfide	D002		Process waste
Sodium hypochlorite	D002		Process waste
Chromium	D007		Process waste
Xylene	F003, D001		Maintenance waste
Methyl ethyl ketone	F003, D035, D001		Maintenance waste

Exhibit 2

ABC Facility
Emergency Response Contingency Plan

Emergency Response Coordinators

Emergency Coordinator		Telephone Numbers		Location
PRIMARY				
(1)	John Doe 123 Red Drive Euclid, OH 44___.	Business: Residence: Pager:	(216) xxx-xxxx ext-zzzz (216) xxx-xxxx (216) xxx-xxxx	Cleveland Euclid
SECONDARY				
(2)	Joe Doe 456 Blue Road Mentor, OH 44___.	Business: Residence: Pager:	(216) xxx-xxxx ext-zzzz (216) xxx-xxxx (216) xxx-xxxx	Cleveland Mentor
(3)	Jane Doe 789 Green Avenue Parma, OH 44___.	Business: Residence: Pager:	(216) xxx-xxxx ext-zzzz (216) xxx-xxxx (216) xxx-xxxx	Cleveland Parma

Exhibit 3

ABC Facility
Emergency Response Contingency Plan

Emergency Telephone List

Police Department

Cleveland Police	xxx-xxxx
Cuyahoga County Sheriff	xxx-xxxx
Ohio State Highway Patrol	xxx-xxxx

Fire Department

Cleveland Fire Department	xxx-xxxx

Hospitals

Deaconess Hospital	xxx-xxxx
Emergency Room	xxx-xxxx
Saint Vincent Charity	xxx-xxxx
Emergency Room	xxx-xxxx
U.S. Coast Guard (Cleveland)	xxx-xxxx
U.S. Coast Guard (National Response Center)	xxx-xxxx
Ohio EPA (Emergency Response)	800-282-9378
Ohio EPA Twinsburg (District Office)	xxx-xxxx
Cuyahoga County Health Dept.	xxx-xxxx
Northeast Ohio Regional Sewer District	xxx-xxxx
Electric Company	xxx-xxxx
Gas Company	xxx-xxxx

Exhibit 4

ABC Facility
Emergency Response Contingency Plan

Reporting Form for Emergency Events

_____

Name, address, and phone number of owner or operator

_____

Name, address, and number of facility

_____

Date, time, and type of incident (e.g. fire, explosion, etc.)

_____

Name and quantity of material(s) involved

_____

Extent of injuries (if any)

_____

Assessment of actual or potential hazards to human health or the environment (if applicable)

_____

Estimated quantity and dispositions of material recovered from the incident

Send To:

1. (Name) _____
   U.S. EPA, Region V
   Regional Administrator (EPA)
   Chicago, IL 60604

2. Chief
   Environmental Emergency Branch
   U.S. EPA, Region V

3. Director
   Ohio EPA
   Watermark Drive
   Columbus, OH

Exhibit 5

ABC Facility
Emergency Response Contingency Plan

Emergency Report
Incident No. _____

1. Type of emergency: Fire _____, Spill _____, Other _____
2. Alarm: Date _____, Time _____, Shift _____
3. Alarm sounded: ☐ Yes, ☐ No, By _____
4. Location of emergency _____
5. Description of emergency and property involved _____

   _____
6. Materials involved and their hazards _____

   _____
7. Cause of emergency _____

   _____
8. If fire, source of ignition _____
9. Narrative account of Fire/Spill control measures _____

   _____
10. Extinguishing agents used (itemize) _____
11. List other equipment used _____

    _____
12. All clear announced by _____
13. Alarm station reset _____
14. Emergency equipment restored to operating condition _____

    _____
15. Recommendations and remarks _____

    _____
16. Report Submitted By _____, Title _____

Exhibit 6

ABC Facility
Emergency Response Contingency Plan

Emergency Equipment

Personnel Protective Equipment:

- Disposable coveralls
- Gloves (inner & outer)
- Goggles
- Face shields
- Hard Hats
- Ear protection
- Duct tape
- Air purifying respirators
- Disposable air purifying respirator cartridges
- SCBA (includes full oxygen tank)
- Boots
- Fire blanket
- Assorted first aid supplies
- Safety showers and eyewashes

Fire Response Equipment:

- Sprinkler system (A local water motor alarm will sound when the sprinklers activate; alarms will also sound in the Fire Station and the ABC Facility offices.)
- Fire extinguishers

Spill Response Equipment:

- Sorbent booms, pads & pillows
- Squeeges, brooms, buckets, mops
- Spark-proof shovels
- Sorbent sand
- Speedi-dry
- Acid neutralizing materials
- Base neutralizing materials
- Empty 55-gallon open head drums
- 85-gallon disposable (repack) drums
- Drum repair kit
- 1.5" diameter, 35 gpm stainless steal air pump

Communication Equipment:

- Telephones
- Alarm Pull Boxes Connected to Alarm System
- 2-way radios
- Pagers

Exhibit 7

ABC Facility
Emergency Response Contingency Plan

Emergency Response Contingency Plan Distribution

- On-Site Personnel
- Local Fire Department
- Local Police Department
- Local Sheriff Department
- Local Hospitals
- Ohio EPA, Emergency Response
- Northeast Ohio Regional Sewer District

Exhibit 8

ABC Facility
Emergency Response Contingency Plan

Distribution Letter

ABC Facility
123 Blank Road
Cleveland, OH 44___.

August 18, 1994

Certified Mail
Return Receipt Requested

Chief James Doe
Cleveland Police Department
Cleveland, OH 44___.

Dear Chief Doe:

The ABC Facility is a local sponge specialty company that supplies sponges for commercial and residential use. ABC Facility performs its operations in Cleveland, Ohio. As part of these operations, the ABC Facility generates and manages hazardous wastes. The ABC Facility requests your agreement to respond to hazardous waste emergencies at the ABC Facility, as is appropriate for your function, upon request by ABC Facility personnel.

Enclosed for your information is a copy of the ABC Facility's Emergency Response Contingency Plan which can be used to familiarize your emergency response personnel with the layout of the ABC Facility, properties of hazardous wastes handled at the facility and associated hazards, places where facility personnel would normally be working, entrances to and roads inside the facility, and possible evacuation routes.

Please respond to this request in writing. A stamped self-addressed envelope is also enclosed for your use.

If you should have any questions, please call me at (216) xxx-xxxx.

Sincerely,

The ABC Facility
Mr. John Doe
Primary Emergency Coordinator

_____
Print/Type Name

_____ _____ _____
Signature Title Date