



EL DORADO COUNTY
ENVIRONMENTAL MANAGEMENT
SOLID WASTE & HAZARDOUS MATERIALS DIVISION
2850 Fairlane Ct., Bldg. C, Placerville, CA 95667 - (530) 621-5300
3368 Lake Tahoe Blvd., #303, So. Lake Tahoe, CA 96150 - (530)573-3450

CONTINGENCY PLAN

A. MATERIAL HANDLING Describe how hazardous materials are handled at your facility. For example: are they stored until sold, burned as fuel, used in a manufacturing process, etc...

B. SAFETY ORGANIZATION If your business has a department or an individual responsible for safety, then please indicate the organizational structure of that department here or that person's name here.

C. RELEASE CONTAINMENT PROCEDURES Describe how you deal with a large hazmat spill or release at your facility.

D. EQUIPMENT I List any personal safety equipment that you may have on hand (respirators, gloves, coveralls, etc...)

Equipment

Storage Location

E. EQUIPMENT II Control and Cleanup equipment (absorbent materials, kitty litter, shovels, empty containers, etc...)

Equipment

Storage Location

F. EQUIPMENT III Monitoring equipment (gauges, meters, pH paper, etc...)

Equipment

Storage Location

G. EVACUATION Number of employees per shift: Shift hours:

Method of employee notification (verbal, loudspeaker, radio, telephone, etc...)

Evacuation routes (if indicated on facility map so state, otherwise describe)

Where should employees assemble in order to be counted?

H. ADJACENT AREAS Identify surrounding structures within 2000 feet of your facility (schools, hospitals, residential, commercial, or open space)

North:

South:

East:

West:

TRAINING PLAN

State law requires that businesses must provide initial training and annual refresher training to all employees who handle hazardous materials and wastes. Records of the training sessions must be kept onsite. The training program shall at a minimum include the following:

- 1) Methods for the safe handling of hazardous materials.
- 2) Material safety data sheet use and location.
- 3) Procedures for contacting local emergency response agencies.

- 4) Proper use of all emergency response/spill cleanup equipment stored onsite.
- 5) All other aspects of this hazardous materials business plan.

Person responsible for training:

SIGN UP SHEET The following employees have received the appropriate training as outlined above.

SIGNATURE OF EMPLOYEE

DATE

EMERGENCY NOTIFICATION PROCEDURE

State and Federal laws require that the agencies listed below must be notified immediately whenever a hazardous materials spill or release occurs which presents an immediate threat to the health and safety of employees, the public or the environment. When in doubt, make these notifications:

Fire/Law/Medical	9-1-1 EMERGENCY
1) Environmental Management - Placerville Division	(530) 621-5300
South Lake Tahoe Division	(530) 573-3450
2) State Warning Center	(800) 852-7550
3) National Response Center	(800) 424-8802

When calling to report a release or a spill, be prepared to provide the following information:

- 1) Nature of the incident (spill, explosion, fire, etc...)
 - a. Give the name of the hazardous material(s) involved and the approximate quantity.
 - b. Estimate the number of injuries and cause of injuries or contaminated individuals.
 - c. Location of the incident.
 - * Name the street or road.
 - * Building number.
 - * Name the nearest cross street.
 - d. Your name.
 - e. Safe location near incident where the emergency responders can meet contact person.

You should then be prepared to perform the release containment procedures outlined in Part C of the emergency planning section of your business plan. Follow up written release reports must be made by all businesses to all agencies listed above. Post these notification procedures where they can be seen by all employees.

* Many chemicals have reportable quantities set by federal law in 40CFR302.4. Those quantities can be accessed via the Federal Government Printing Office website at www.gpoaccess.gov/cfr/index <http://www.epa.gov/tri/>.

If you have a release that exceeds these quantities, you must notify the National Response Center.

POST

ANNOTATED SITE MAP

Map

Business Name:

Site Address:

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									

Y ↑ X → North ↑ Not to Scale

Facility Site Map and Storage Map Instructions

A Site Map and Storage Map must be included with your HMBEP. For relatively small facilities, these documents may be combined into one drawing. Since drawings are intended for us in emergency

response situations, larger facilities (generally those with complex and/or multiple buildings) should provide an overall site map and a separate storage map for each building/storage area. All maps must be drafted in black ink on 8 ½" by 11" map grid. All lines must be neatly ruled and all writing, symbols, and notations must be clearly legible.

1. Provide a Facility Site Map, which includes the following elements:

- A. Scale of drawing (e.g., 1 inch = 10 feet);
- B. Site orientation (north, etc.);
- C. All streets bordering the facility;
- D. Access and egress points and roads;
- E. Internal roads and parking areas;
- F. Storm drains and sanitary sewer drains;
- G. Indicate locations of floor drains, sewers and sumps;
- H. Locations of all buildings and other structures;
- I. Location and names of adjacent streets and alleys;
- J. Hazardous materials loading and unloading areas;
- K. Outside hazardous materials storage or use areas;
- L. Primary and alternate evacuation routes;
- M. Primary and alternate staging areas;
- N. Location of any on-site fire hydrants and/or fire protection equipment;

2. Provide a Storage Map, which includes the following elements:

- A. Building floor plan including entrances, exits, interior walls partitions and doors;
- B. General purpose of each area within each building (i.e., office area, manufacturing, etc.);
- C. Location of each hazardous material/waste storage, dispensing use, or handling area. Each area shall be identifiable by a grid number, to be used in item #204 on the Hazardous Materials Inventory - Chemical Description pages of the HMBEP;
- D. Location of each emergency utility shut-off point (i.e., gas, water, and electric);
- E. Location of emergency response equipment (i.e., equipment for fire suppression, approach and mitigation, protective clothing, medical response, etc.).