

3. Arrangements With Emergency Responders:

If special (i.e., contractual) arrangements have been made with any police department, fire department, hospital, contractor, or State or local emergency response team to coordinate emergency services, those arrangements are described below:

4. Emergency Procedures:

The Emergency Coordinator must account for all on site employee and/or site visitors after an evacuation. The following locations is/are evacuee emergency assembly area(s):

Evacuation map is prominently displayed throughout the facility.

Note: A properly completed HMBP Site Plan satisfies contingency plan map requirements by being prominently posted throughout the facility in locations where it will be visible to employees and visitors. This drawing, or any other drawing, shall show primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas.

If there is more than one Emergency Coordinator, attach the list to this Plan. The primary emergency coordinator is to be named and the others are listed in the order in which they will assume responsibility as alternates.

Emergency Coordinator Responsibilities:

- a. Whenever there is a threatened or actual emergency situation such as an explosion, fire, or release, the emergency coordinator (or his/her designee when the emergency coordinator is on call) shall:
 - i. Identify the character, exact source, amount, and areal extent of any released hazardous materials.
 - ii. Assess possible hazards to human health or the environment that may result from the explosion, fire, or release. This assessment must consider both direct and indirect effects (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, the effects of any hazardous surface water run-off from water or chemical agents used to control fire, etc.).
 - iii. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel. Stop processes or procedures where appropriate and eliminate sources of ignition for flammable hazards (e.g. flammable liquids, propane).
 - iv. Notify appropriate local authorities (i.e., call 911).
 - v. Account for evacuated persons immediately after evacuation call
 - vi. Notify California Emergency Management Agency at 1-800-852-7550 and Napa County CUPA at 707-253-4471.
 - vii. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
 - viii. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.
- b. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
 - i. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from a explosion, fire, or release at the facility.
 - ii. 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.
 - iii. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.

Responsibilities of Other Personnel:

On a separate page, list any emergency response functions not covered in the "Emergency Coordinator Responsibilities" section, above. Next to each function, list the job title or name of each person responsible for performing the function. Number the page(s) appropriately.

5. Post-Incident Reporting/Recording

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record. Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident that triggers implementation of this plan, a written Emergency Incident Report, including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the Department of Toxic Substances Control (DTSC) and the local CUPA. The report shall include:

- a. Name, address, and telephone number of the facility's owner/operator;
- b. Name, address, and telephone number of the facility;
- c. Date, time, and type of incident (e.g., fire, explosion, etc.);
- d. Name and quantity of material(s) involved;
- e. The extent of injuries, if any;
- f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
- g. Estimated quantity and disposition of recovered material that resulted from the incident;
- h. Cause(es) of the incident;
- i. Actions taken in response to the incident;
- j. Administrative or engineering controls designed to prevent such incidents in the future.

6. Earthquake Vulnerability: [19 CCR §2731(e)]

Identify any areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake-related ground motion. Attach additional pages as necessary.

Vulnerable Areas (Check all that apply)	Location(s)
<input type="checkbox"/> Hazardous Materials/Waste Storage Area	
<input type="checkbox"/> Process Lines/Piping	
<input type="checkbox"/> Laboratory	
<input type="checkbox"/> Waste Treatment Area	
Vulnerable Systems (Check all that apply)	Location(s)
<input type="checkbox"/> Shelves, Cabinets and Racks	
<input type="checkbox"/> Tanks (Emergency Shutoff)	
<input type="checkbox"/> Portable Gas Cylinders	
<input type="checkbox"/> Emergency Shutoff and/or Utility Valves	
<input type="checkbox"/> Sprinkler Systems	
<input type="checkbox"/> Stationary Pressurized Containers (i.e. propane dispensing tanks)	

7. Hazard Mitigation/Prevention/Abatement [19 CCR §2731(c)]

Procedures are included here for the mitigation, prevention, or abatement of hazards to persons, property, or the environment. These procedures have been scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations. Applicable employees shall be familiar with the chemical properties of the chemicals stored/used at this facility. Material Safety Data Sheets (MSDS) will be made readily available and can be found at _____.

MSDS should be consulted for clarification of specific chemical properties, emergency first aid procedures, recommended employee protection and any special precautions relating to the use of the chemical. Procedures for responding to chemical releases will vary with the class of chemical. Both general and specific procedures are to be followed for a spill or release and can be found below.

General Procedures:

- ✓ Evacuate the area and restrict access
- ✓ Identify the chemical that has been released and obtain the MSDS
- ✓ Follow the procedures outlined in Section 4 of this Plan, Emergency Procedures.
- ✓ Personnel involved in the cleanup shall be trained in spill response, wear protective clothing and respirators where applicable. Only employees who have been trained and fit tested may wear respiratory protective equipment.
- ✓ Only when it is safe to do so, contain the spill by creating a dike with absorbent, sandbags, or other suitable materials. If a spill gets into a waterway, notify all departments or personnel to stop putting water down the drains so that the chemical can be contained in the pipes, sumps or other basins.
- ✓ Hire or consult with hazardous waste contractor for removal, if applicable

Specific Procedures: Indicate if there are any additional specific procedures to be followed in addition to the general procedures listed above. *Materials may be grouped together in this section by hazardous class or may be listed individually.*

Chemical Name: _____ Solid Liquid Gas (Check One)

Containment Procedures: _____

Disposal (Hazardous material/waste shall be disposal of according to local, state and federal requirements):

Chemical Name: _____ Solid Liquid Gas (Check One)

Containment Procedures: _____

Disposal (Hazardous material/waste shall be disposal of according to local, state and federal requirements):

Chemical Name: _____ Solid Liquid Gas (Check One)

Containment Procedures: _____

Disposal (Hazardous material/waste shall be disposal of according to local, state and federal requirements):

8. Plan Amendment

This Plan will be reviewed, and immediately amended, if necessary, whenever:

- a. Applicable regulations are revised;
- b. The Plan fails in an emergency;
- c. The facility changes its design, construction, operation, maintenance, or other circumstances in a way that will materially increase the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency;
- d. The list of emergency coordinators changes; or
- e. The list of emergency equipment changes.

9. Emergency Equipment

22 CCR §66265.52(e) [as referenced by 22 CCR §66262.34(a)(4) or 67450.3 (c)(9)(C)] requires that emergency equipment at the facility be listed. Completion of the following Emergency Equipment Inventory Table meets this requirement.

EMERGENCY EQUIPMENT INVENTORY TABLE

1. Equipment Category	2. Equipment Type	3. Location(s)	4. Description <i>(describe its capabilities and maintenance schedule, if applicable)</i>
Personal Protective Equipment, Safety Equipment, and First Aid Equipment	<input type="checkbox"/> Cartridge Respirators		
	<input type="checkbox"/> Chemical Monitoring Equipment (describe)		
	<input type="checkbox"/> Chemical Protective Aprons/Coats		
	<input type="checkbox"/> Chemical Protective Boots		
	<input type="checkbox"/> Chemical Protective Gloves		
	<input type="checkbox"/> Chemical Protective Suits (describe)		
	<input type="checkbox"/> Face Shields		
	<input type="checkbox"/> First Aid Kits/Stations (describe)		
	<input type="checkbox"/> Hard Hats		
	<input type="checkbox"/> Plumbed Eye Wash Stations		
	<input type="checkbox"/> Portable Eye Wash Kits (i.e., bottle type)		
	<input type="checkbox"/> Respirator Cartridges (describe)		
	<input type="checkbox"/> Safety Glasses/Splash Goggles		
	<input type="checkbox"/> Safety Showers		
	<input type="checkbox"/> Self-Contained Breathing Apparatuses (SCBA)		
	<input type="checkbox"/> Other (describe)		
Fire Extinguishing Systems	<input type="checkbox"/> Automatic Fire Sprinkler Systems		
	<input type="checkbox"/> Fire Alarm Boxes/Stations		
	<input type="checkbox"/> Fire Extinguisher Systems (describe)		
	<input type="checkbox"/> Fire Extinguishers (describe)		
	<input type="checkbox"/> Other (describe)		
Spill Control Equipment and Decontamination Equipment	<input type="checkbox"/> Absorbents (describe)		
	<input type="checkbox"/> Berms/Dikes (describe)		
	<input type="checkbox"/> Decontamination Equipment (describe)		
	<input type="checkbox"/> Emergency Tanks (describe)		
	<input type="checkbox"/> Exhaust Hoods		
	<input type="checkbox"/> Gas Cylinder Leak Repair Kits (describe)		
	<input type="checkbox"/> Neutralizers (describe)		
	<input type="checkbox"/> Overpack Drums		
	<input type="checkbox"/> Sumps (describe)		
<input type="checkbox"/> Other (describe)			
Communications and Alarm Systems	<input type="checkbox"/> Chemical Alarms (describe)		
	<input type="checkbox"/> Intercoms/ PA Systems		
	<input type="checkbox"/> Portable Radios		
	<input type="checkbox"/> Telephones		
	<input type="checkbox"/> Tank Leak Detection Systems		
	<input type="checkbox"/> Other (describe)		
Additional Equipment (Use Additional Pages if Needed.)	<input type="checkbox"/>		
	<input type="checkbox"/>		

10. Employee training

Employee training is required for all employees handling hazardous materials and hazardous wastes in day-to-day or clean-up operations including volunteers and/or contractors. Training must be:

- Provided within 6 months for new hires
- Amended as necessary prior to change in process or work assignment
- Given upon modification to the Emergency Response/Contingency Plan, and updated/refreshed annually for all applicable employees.

a. Personnel are to be trained in the following procedures:

- ✓ Material Safety Data Sheets
- ✓ Hazard Communication related to health and safety
- ✓ Methods for safe handling of hazardous substances
- ✓ Fire hazards of materials/processes
- ✓ Conditions likely to worsen emergencies
- ✓ Coordination of emergency response
- ✓ Notification procedures
- ✓ Applicable laws and regulations
- ✓ Communication and alarm systems
- ✓ Personnel protective equipment
- ✓ Use of emergency equipment (e.g. fire extinguishers, respirators, eyewash stations, etc.)
- ✓ Decontamination procedures
- ✓ Evacuation procedures
- ✓ Control and containment procedures
- ✓ UST monitoring system equipment and procedures (if applicable)

b. Large Quantity Generator (LQG) Training Records:

Large quantity generators (generate more than 270 gallons/1,000 kilogram of hazardous waste per month) must retain written documentation of employee hazardous waste management training sessions which include:

- ✓ A written outline/agency of the type and amount of both introductory and continuing training that will be given to person filling each job position having responsibility for the management of hazardous waste (e.g. labeling, manifesting, compliance with accumulation time limits, etc.).
- ✓ The name, job title and date of training for each hazardous waste management training session given to an employee filling such a job position, and
- ✓ A written job description for each of the above job positions that describes job duties and the skills, education or other qualifications required of personnel assigned to the position.
- ✓ Current employee training records must be retained until closure of the facility
- ✓ Former employee training records must be retained at least three year after termination of employment.