

## **FORM E - EMERGENCY RESPONSE PLAN or Hazardous Waste Contingency Plan**

SUBMIT COMPLETED FORMS ONLY WITH YOUR BUSINESS PLAN. DO NOT SUBMIT INSTRUCTIONS OR SAMPLES.

### **Section I-A: Business Identification Data**

Although your business identification was entered on Form S, the San Luis Obispo County Certified Unified Program Agency Business Owner/Operator Identification Page, please also complete the entire section here. You will note that the form asks for both "Site Address" and "Facility Unit". Some businesses are large enough to have several facilities on one site. In your plan preparation, you may be able to design a "generic" plan, but for certain facilities you may also need to develop a more specific subplan. Therefore, you might, as an example, indicate in the block designated "Facility Unit" that Subplan A is applicable to Buildings X, Y, and Z and Subplan B is applicable to Buildings A, B, and C. For #s 1-4, enter name of agency issuing permit as well as permit number, if any.

### **Section 1-B: Owner Certification of Data**

This section contains certifications relating to the accuracy of the Form E plans. Check the appropriate boxes and sign the certification. If you are submitting a new plan or making substantive changes to an existing Emergency Response Plan, please check the appropriate box and complete Section II. If your existing Emergency Response Plan is already on file with the county and local fire agency and the Plan does not need any change, certify as such and then proceed to Employee Training Program - Form T.

### **Section II: Emergency Response Plans and Procedures**

- A. Reporting requirements for release, spill, or fire (requirements as stated). "Release" means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency. Please include both the name(s) and company position(s) for individual(s) responsible for verifying calls to: 911, San Luis Obispo County Certified Unified Program Agency, and the State Office of Emergency Services.
- B. Local emergency medical facility information is for your reference in the event of an emergency.
- C. An Emergency Coordinator must be appointed and be responsible for managing hazardous material emergencies, coordinating all emergency response measures, and must be thoroughly familiar with the site and facility emergency response plan, the site or facility's operations, its hazardous materials, and its layout. Other tasks of the Emergency Coordinator may include writing the emergency response plan, updating it when necessary, and training personnel in its use. This information must be kept up-to-date.
- D. Indicate whether or not your business has an on-site emergency response team for responding to hazardous materials emergencies. Describe the procedures used to notify the members of this team in the event of an emergency.

- E. If you have Acutely Hazardous Materials (see CALIFORNIA LIST OF ACUTELY HAZARDOUS MATERIALS provided in this packet) stored onsite above threshold planning quantities, list the neighboring properties and include sensitive facilities such as hospitals, schools, and rest homes that are within 1,000 feet of your business property. Include the compass direction from your facility - north, south, east and west.
- F-1. Describe the prevention actions and accident potential risk reduction procedures to be taken by your business to reduce and prevent hazardous material emergencies from occurring.
- F-2. List the available equipment at your facility, e.g., fire extinguishing systems, spill control equipment, decontamination equipment, etc. Specify equipment use, location and maintenance requirements.
- F-3. Enter the description of your evacuation procedures to immediately notify and evacuate employees and/or customers. It is also important to specify emergency exits, alternatives, and staging areas.
- F-4. Describe the specific shutdown procedures where applicable. For example:
1. If a hazardous material release occurs, how do you shut off the source of the release, consistent with common sense and safety.
  2. Indicate the posting location of emergency shutdown procedures. These should be posted in a conspicuous location wherever hazardous materials are present.
  3. For flammable materials, how do you eliminate all ignition sources, shut off the electricity, gas, and motorized equipment.
- F-5a. Describe the actions taken to reduce or stop any harm or damage resulting from the release. Example: If the release is in the form of a spill, and it is safe to handle, indicate how the spill would be directed to a safe location through diking with inert (chemically non-reactive) materials such as dry sand, dirt, or kitty litter. Directions on how you will handle different types of spills (e.g., use of absorbent, shoveling dry material, or by referring to the Material Safety Data Sheet) should be outlined.
- F-5b. Indicate whether your facility is located in a 100-year flood plain. Indicate how you will protect hazardous materials in the event of a flood.
- F-5c. Also, identify areas of the site/facility and mechanical or other systems that require immediate isolation, inspection, or shutdown in the event of an earthquake or severe ground motion.
- F-6. Describe the procedures your personnel will follow to remove and clean up a hazardous materials spill/release. Detail the steps to be taken for clean up, disposal, and documentation, following the release of hazardous materials.
- G. Describe the specific location at your site where this Business Plan will be found.