

**Oxnard Fire Department
 Certified Unified Program Agency**

**Emergency Response/Contingency Plan
 Hazardous Materials Training Plan**

At least one copy of the plan shall be maintained at the facility for use in the event of an emergency and for inspection by the local agency.

Facility Information:

Business Name: _____ Business Phone: _____

Site Address: _____ City: _____ Zip: _____

Emergency Coordinators:

List personnel qualified to act as the facility's Emergency Coordinator. *(Note: Emergency Coordinator responsibilities are described in Section F, below.)*

Primary Emergency Coordinator	Secondary Emergency Coordinator
Name: _____	Name: _____
Title: _____	Title: _____
Business Phone: _____	Business Phone: _____
24 Hour Phone: _____	24 Hour Phone: _____
Pager No.: _____	Pager No.: _____

(Check box only if applicable) Additional Emergency Coordinators are listed on page _____ of this plan.

Evacuation Plan:

1. The following alarm signal(s) will be used to begin evacuation of the facility *(check all which apply)*:

Bells Horns/Sirens Verbal *(i.e. shouting)* Other *(specify)* _____

2. Evacuation map is prominently displayed throughout the facility.

Emergency and Mandatory Release Reporting Contacts:

Fire/Police/Ambulance Phone No. **911**

State Office of Emergency Services Phone No. **(800) 852-7550**

Oxnard Fire/CUPA Department (Business Hours) Phone No. **(805) 385-7722**
 (After Hours) Phone No. **911**

Emergency Resource

Nearest Hospital:

Name: _____ Phone No.: _____

Address: _____ City: _____

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Arrangements With Emergency Responders:

List arrangements made with any police department, fire department, hospital, contractor, or State or local emergency response team to coordinate emergency services.

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Emergency Procedures:

Emergency Coordinator Responsibilities:

1. Whenever there is an imminent 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:
 - a. Identify the character, exact source, amount, and areal extent of any released hazardous materials.
 - b. Assess possible hazards to human health or the environment that may result from the explosion, fire, or chemical release. This assessment must consider both direct and indirect effects specific to the properties of the released hazardous material.
 - c. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
 - d. Notify appropriate local authorities (*i.e. call 911*).
 - e. Notify the State Office of Emergency Services at 1-800-852-7550.
 - f. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
 - g. 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.
 - h. Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake and related ground motion.
2. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
 - a. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility.
 - b. 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.
 - c. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.

Responsibilities of Other Personnel:

List any emergency response functions not covered in the "Emergency Coordinator Responsibilities" section. Next to each function, list the job title or name of each person responsible for performing the function.

Function

Name/Job Title

Describe activities and response actions personnel will take in the event of a hazardous materials release, fire or explosion.

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Emergency Equipment:

EMERGENCY EQUIPMENT INVENTORY TABLE

Equipment Category	Equipment Type	Location and Capabilities *
Personal Protective Equipment, Safety Equipment, and First Aid Equipment	Air Purifying Respirators	
	Chemical Monitoring Equipment <i>(describe)</i>	
	Chemical Protective Aprons/Coats	
	Chemical Protective Boots	
	Chemical Protective Gloves	
	Chemical Protective Suits <i>(describe)</i>	
	Face Shields	
	First Aid Kits/Stations <i>(describe)</i>	
	Hard Hats	
	Plumbed Eye Wash Stations	
	Portable Eye Wash Kits <i>(i.e. bottle type)</i>	
	Respirator Cartridges <i>(describe)</i>	
	Safety Glasses/Splash Goggles	
	Safety Showers	
Self-Contained Breathing Apparatuses (SCBA)		
Other <i>(describe)</i>		
Fire Extinguishing Systems	Automatic Fire Sprinkler Systems	
	Fire Alarm Boxes/Stations	
	Fire Extinguisher Systems <i>(describe)</i>	
	Other <i>(describe)</i>	
Spill Control Equipment and Decontamination Equipment	Absorbents <i>(describe)</i>	
	Berms/Dikes <i>(describe)</i>	
	Decontamination Equipment <i>(describe)</i>	
	Emergency Tanks <i>(describe)</i>	
	Exhaust Hoods	
	Gas Cylinder Leak Repair Kits <i>(describe)</i>	
	Neutralizers <i>(describe)</i>	
	Overpack Drums	
Sumps <i>(describe)</i>		

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	Other <i>(describe)</i>	
Communications and Alarm Systems	Chemical Alarms <i>(describe)</i>	
	Intercoms/ P.A. Systems	
	Portable Radios	
	Telephones	
	Underground Tank Leak Detection Monitors	
	Other <i>(describe)</i>	
Additional Equipment <i>(Use Additional Pages if Needed.)</i>		

* *Describe equipment location and its capabilities.*

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Training:

Check all boxes which apply.

1. **Personnel** are trained in the following procedures:

Internal alarm/notification
Evacuation/re-entry procedures & assembly point locations
Emergency incident reporting
External emergency response organization notification
Location(s) and contents of Emergency Response/Contingency Plan

2. **Chemical Handlers** are annually trained in the following:

Safe methods for handling and storage of hazardous materials
Location(s) and proper use of fire and spill control equipment
Spill procedures/emergency procedures
Proper use of personal protective equipment
Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (<i>i.e. inhalation, ingestion, absorption</i>)
Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (<i>e.g. container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.</i>)

3. **Emergency Response Team Members** are capable of and engaged in the following:

Personnel rescue procedures
Shutdown of operations
Liaison with responding agencies
Use, maintenance, and replacement of emergency response equipment
Refresher training, which is provided at least annually
Emergency response drills, which are conducted at least (<i>specify</i>) (<i>e.g. "Quarterly", etc.</i>)

Amendment of Contingency Plan:

This plan must 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 materially increases 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.
- e. The list of emergency equipment changes

Emergency Coordinator Signature

Date

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