

HAZARDOUS MATERIALS UNIFIED PROGRAM

I.D. # \_\_\_\_\_

EMERGENCY RESPONSE PLAN

or Hazardous Waste Contingency Plan

Santa Barbara County

Date: \_\_\_\_\_

**SECTION I-A: BUSINESS IDENTIFICATION DATA**

BUSINESS NAME \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

ZIP CODE \_\_\_\_\_

FACILITY UNIT \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

BUSINESS MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

ZIP CODE \_\_\_\_\_

*If your business has a license or permit from any of the following agencies, please indicate the document number.*

1. Hazardous Materials  
Underground Storage # \_\_\_\_\_

3. Air Pollution Control  
District # \_\_\_\_\_

2. Hazardous Waste  
Generator # \_\_\_\_\_

4. Responding Fire Dept  
& Permit # \_\_\_\_\_

Please provide the following information as it pertains to your business and its location. You are not required to notify these companies in the event of an emergency. This information is provided for your reference and to assist emergency response personnel in responding to a hazardous materials emergency at your facility. List the name and phone number of the utility company.

Electric Service \_\_\_\_\_

Telephone # \_\_\_\_\_

Gas Service \_\_\_\_\_

Telephone # \_\_\_\_\_

Sanitation District \_\_\_\_\_

Telephone # \_\_\_\_\_

Water District \_\_\_\_\_

Telephone # \_\_\_\_\_

**SECTION I-B: OWNER CERTIFICATION OF DATA (Certify either 1 or 2)**

1. This is a  **NEW Plan**  **UPDATED Existing Plan**. I have personally examined the information it contains and am familiar with the operation of the plan. (If you check either of the above two options, continue to complete the remained of the Emergency Response / Contingency Plan).

2.  This plan **requires no change** and is on file with Santa Barbara County Hazardous Materials Unified Program and does not need any change. (If you check this section, please proceed directly to Form T, the Training Program.)

I certify under penalty of law that the above information is true and accurate.

PRINT NAME OF OWNER OR OPERATOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DOCUMENTS PREPARED BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**SECTION II: EMERGENCY RESPONSE PLANS AND PROCEDURES**

Note: Complete all sections of this Emergency Response Procedure below. Use of terms such as "N/A" (Not Applicable) will not be accepted.

**A. FIRE, SPILL OR RELEASE: The Fire Code requires immediate notification through dialing 911, by whomever first sights the incident. In the event of release or spill of hazardous materials, you must also notify:**

1. Santa Barbara County Hazardous Materials Unit (HMU) at (805) 686-8170. After business hours -- dial 9-1-1. CAER Spill Report forms can be faxed to (805) 686-8183
2. The State Office of Emergency Services -- (800) 852-7550 or (916) 262-1621.

List the individuals responsible for verifying that these calls have been made and also indicate their position in your company.

**FOR VERIFYING THE DIALING OF 911:**

NAME	POSITION
Individual responsible for calling Santa Barbara County HMU and the State Office of Emergency Services: (Normally the Emergency Coordinator of your business.)	
NAME	POSITION

**B. List the local emergency medical facilities that will be used by your business in the event of an accident or injury caused by a release or threatened release of hazardous materials.**

NAME	ADDRESS	CITY	PHONE
NAME	ADDRESS	CITY	PHONE

**C. List the Emergency Coordinator(s) at your facility.**

Primary:

NAME	TITLE	BUSINESS PHONE	24 HR PHONE	PAGER #

Secondary:

NAME	TITLE	BUSINESS PHONE	24 HR PHONE	PAGER #

**D. Does your business have an on-site emergency response team?  Yes  No If **yes**, describe procedures your business will follow to notify your on-site emergency response team in the event of a release or threatened release of hazardous materials.**

---



---



---



---



---



---



---



---



---



---

E. List (by name and address) adjacent neighboring businesses and residences, schools, hospitals, etc. **Include sensitive facilities (schools, hospitals and rest homes) within 1,000 feet (straight line distance from your property line).** List telephone numbers for all businesses; for apartment buildings, list manager's phone. Do not list telephone numbers for private residences.

---



---



---



---



---

F. Briefly describe your standard operating procedures **in the event of a release or threatened release of hazardous materials.** Emergency response procedures must comply with all Federal, State and local regulations. (Use additional sheets if necessary. Use our format if computerized.)

1. **Prevention** -- Describe the accident / release potentials associated with the hazardous materials present at your facility. What actions would your business take to reduce accident / release potentials? Include description of safety, storage and containment procedures. **Please Note: California Fire Code Section 8001.11 requires that hazardous material storage / handling areas be secured against unauthorized entry.**

---



---



---



---

2. **Equipment** -- List the emergency response equipment at your facility (e.g. fire extinguishing systems, spill control equipment, decontamination equipment). **Include summary of maintenance procedures.**

Item	Use	Location	Maintenance Procedure

3. **Evacuation** -- Describe how you will immediately notify and evacuate your facility. What communications or alarms are used? How will you operate these during power failure?

---



---



---



---



---

4. **Shutdown** -- Describe the shutdown for each site or facility.

---



---



---



---



---



---

5a. **Response** -- Describe what is done to lessen or mitigate the harm or damage to person(s), property, or the environment, and prevent the event from getting worse or spreading. What is your immediate response to:

Fire:

---



---

Explosion:

---



---

Spill:

---



---

Severe Ground Motion:

---



---

Major Power Failure:

---



---

Flood:

---



---

b. **Is this facility located on a 100 year flood plain?**    **Yes**    **No**

c. **Ground Motion** -- Identify facility areas and list mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

---



---



---

6. **Clean-Up** (Remove the Hazard) -- How do you handle the complete process of cleaning up, and disposing of related materials at your facility? Note: Notify the Hazardous Materials Unit when clean-up is complete.

---



---



---



---

G. **Location** -- Your business is required to keep a copy of the Business Plan and related MSDS sheets on-site. Describe where this information is located.

---



---

# HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN or Hazardous Waste Contingency Plan

## Section I-A: Business Identification Data

Although your business identification was entered on the California 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" -- Applicable for all facilities except LAB A and LINEAR ACCELERATOR. (Separate plans for Lab A and Linear Accelerator would be necessary.) For #4, enter name of fire agency issuing permit as well as permit number.

## Section 1-B: Owner Certification of Data

This section contains certifications relating to the accuracy of the Form E plans. Check appropriate box and sign 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, Santa Barbara County Hazardous Materials Unit, 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. 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, documentation, following the release of hazardous materials.
- G. Describe the specific location at your site where this Business Plan will be found.