



WASTE MANAGEMENT DIVISION

SUGGESTED OUTLINE FOR CONTINGENCY PLANS

Env-Wm 509.02(a)(5), 40 CFR Part 265, Subpart D

I) FACILITY IDENTIFICATION AND GENERAL INFORMATION

- a) Name and EPA Identification Number
- b) Location and Mailing Address
- c) Office Hours and Telephone Number
- d) Description of Hazardous Waste Activity

II) EMERGENCY COORDINATOR(S)

- a) Primary and Alternate Coordinators
 - (1) Name
 - (2) Address (home and office)
 - (3) Phone numbers (home and office)
- b) Coordinator's Responsibilities During an Emergency (see 40 CFR 265.56)

III) EMERGENCY EQUIPMENT

- a) Inventory
- b) Location
- c) Equipment Description and Capabilities
- d) Equipment Available from Other Sources

IV) EVACUATION PLAN

- a) When to Evacuate
- b) Signals to Begin Evacuation
- c) Alternate Evacuation Routes

V) COORDINATION AGREEMENTS

- a) Police Department
- b) Fire Department
- c) Hospital
- d) Other Emergency Response Units
- e) Copies of Plan Distributed

VI) IMPLEMENTATION OF THE CONTINGENCY PLAN

When will the plan be implemented?

VII) EMERGENCY RESPONSE PROCEDURES

- a) Immediate Notification - Include Phone Numbers of Local and State Agencies
- b) Control and Containment
- c) Follow-up
- d) Notification of Compliance Before Resuming Operation

VIII) REQUIRED REPORTS TO THE WASTE MANAGEMENT DIVISION

Written Incident Report- within fifteen (15) days {see 40 CFR 265.56(j)}