**HAZWOPER—Emergency Response Plan**

**29 CFR 1910.120—HAZARDOUS WASTE OPERATIONS AND**

**EMERGENCY RESPONSE**

***Scope/Application:***  *This* [*standard*](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.120) *requires an Emergency Response Plan if employees are involved in clean-up operations involving hazardous substances [paragraph (b)-(o)]; operations at a treatment, storage, and disposal facility (paragraph (p), or have employees involved in emergency response (paragraph (q).* ***Note:*** *An emergency response plan has been provided for each separate operation.*

**29 CFR 1910.120(b)-(o)—HAZARDOUS WASTE OPERATIONS AND**

**EMERGENCY RESPONSE**

***Scope/Application:***  *This standard requires an Emergency Response Plan if employees are involved in clean-up operations involving hazardous substances.*

*The following standards are referenced in 29 CFR 1910.120(b)-(o)—HAZWOPER:*

* *29 CFR 1910.38—Emergency Action Plan*
* *29 CFR 1910.165—Employee Alarm Systems*
* *29 CFR 1910.134—Respiratory Protection*
* *29 CFR 1910.1020—Access to Employee Exposure and Medical Records*
* *29 CFR 1910.1200—Hazard Communication*

***Note:*** *29 CFR 1910.120(b)-(o)—HAZWOPER, requires an Emergency Action Plan that meets the requirements of 29 CFR 1910.38—Emergency Action Plan if employees are to evacuate only. An employee alarm system must meet the requirements of 29 CFR 1910.165—Employee Alarm Systems. 29 CFR 1910.120—HAZWOPER references 29 CFR 1910.134—Respiratory Protection for employees that wear respirators. 29 CFR 1910.1020—Access to Employee Exposure and Medical Records requires medical records to be retained for duration of employment plus 30 years and exposure records for 30 years. 29 CFR 1910.120—HAZWOPER requires training that meets the requirements of 29 CFR 1910.1200—Hazard Communication be implemented.*

***Standard Requirements for 29 CFR 1910.120(b)-(o)—HAZWOPER:***

* ***Programs/Plans:*** *HAZWOPER Safety and Health Program, Emergency Response Plan, New Technology Program, Air Monitoring Program, Decontamination Program, Material Handling Program, Medical Surveillance Program, Training Program*
* ***Procedures/Practices/Controls:*** *Work practice controls, exposure monitoring procedures, inspection procedures (Include in your HAZWOPER Program); material handling procedures (Include in your Materials Handling Program); new technology (Include in your New Technology Program); decontamination procedures (Include in your Decontamination Program), site control procedures (Include in your Site Control Program), PPE procedures (Include in your PPE Program)*
* ***Training:*** *Initially, annually*
* ***Inspections:*** *Prior to handling, regularly*
* ***Recordkeeping/Documentation:*** *Programs, plans, training, medical surveillance*

***Note:*** *Please reference 29 CFR 1910.120(b)-(o)—HAZWOPER to ensure that all the standard requirements are being met.*

***Example Plan:*** *The following example plan should be modified to be site-specific to your organization. This plan is based on 29 CFR 1910.120(b)-(o)—HAZWOPER.*

**HAZWOPER—Emergency Response Plan**

This emergency response plan will be used in all emergency situations that may occur in this facility. It will cover emergencies such as fires, medical emergencies, accidents, catastrophes, toxic releases and other emergency situations requiring the orderly evacuation of this facility and/or activation of our plant HAZMAT team. This plan does not apply to small leaks and mishaps that can be successfully covered under the written hazard communication program or other applicable program.

***Note:*** *The key points of a hazard communication response are that partial or total facility evacuation is not necessary and employees in the immediate work area of the spill or mishap can safely handle the situation. The written hazard communication program and employee training must be very clear to allow all employees to recognize when a spill or mishap requires emergency response versus local response under the hazard communication program.*

This plan will be reviewed annually and updated as necessary. A full evacuation drill covering all facility employees will be held every \_\_\_\_\_\_\_\_\_\_\_\_ months.

***Note:*** *In many worksites, drill frequencies at 3 or 6 month intervals is sufficient. If you have frequent employee turnover, you should do it more frequently.*

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible for the update, implementation, and drill/incident critique of this plan. All new employees will be trained on this plan before they begin their initial work assignments and told where the plan will be kept. An up-to-date copy of the plan is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where it is easily accessible to all employees.

**Hazard Evaluation**

The chemical(s) used in the plant which pose significant workplace or environmental hazard are as follows:

**Chemical Location Hazard**

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***Description and Detection Level***

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**Chemical Location Hazard**

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***Description and Detection Level***

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**PEL LEL STEL Action Level**

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Other potential emergency situations which may arise in the workplace include: fires, natural or man-made disasters, bomb threats, workplace violence and medical emergencies.

**Emergency Action**

**Gas Alarm***—*When the gas alarm sounds, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(describe alarm such as an intermittent bell ring accompanied by a yellow strobe or revolving light)* all employees except the HAZMAT team must evacuate the building. HAZMAT team will enact the emergency response plan.

***Instructions:***

* **S-Sound the alarm:** Either sound it yourself or call out to someone else to sound it. This allows the fire department to be on its way while other activities are being performed.
* **A-Alert others:** Quickly tell others in the area of the fire. Do this in a calm, firm manner. Do not cause a panic. Secure the area for the fire department. Call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to give them verification and location of the gas.
* **E-Evacuate the area:** Whenever the gas alarm sounds, everyone except the HAZMAT team will evacuate by designated routes to predetermined assembly areas. Upon the "all clear" signal, you may return to your workstations unless you are given different instructions from your supervisor or manager. Once an evacuation is begun it will be carried to completion even if it is known to be a false alarm. Reentry will not be permitted until the "all clear" signal is sounded.

**Fire Alarm***—*When the building fire alarm sounds, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_all building employees, without exception, shall evacuate the building. All non-gas hazards which require building evacuation will result in alerting by fire alarm.

***Instructions:***

* **S-Sound the alarm:** Either sound it yourself or call out to someone else to sound it. This allows the fire department to be on its way while other activities are being performed.
* **A-Alert others:** Quickly tell others in the area of the fire. Do this in a calm, firm manner. Do not cause a panic. Secure the area for the fire department. Close all doors and windows to prevent the spread of smoke and flames. Call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to give them verification and location of the fire.
* **F-Fight the fire:** Do this only in the case of a manageable fire, one that you have the training and experience to fight, for example, a fire in a wastebasket. If possible, two employees should fight the fire together using two fire extinguishers. If you have any doubt about your ability to fight the fire, then do not attempt to combat it. If you have not been trained on fire extinguisher use, evacuate the building.
* **E-Evacuate the area:** Whenever the fire alarm sounds, everyone except the HAZMAT team will evacuate by designated routes to predetermined assembly areas. Upon the "all clear" signal, you may return to your workstations unless you are given different instructions from your supervisor or manager. Once an evacuation is begun it will be carried to completion even if it is known to be a false alarm. Reentry will not be permitted until the "all clear" signal is sounded.

**Medical Emergencies***—*Whenever an employee or visitor is injured or develops a medical emergency condition on building property, follow the protocol below and notify your immediate supervisor as soon as possible.

***Instructions:***

* Dial \_\_\_\_\_\_\_\_\_ to inform them of the emergency and its location. *Note: this can be a plant nurse or other first aid/CPR designee, and 911.*
* Unless you have been designated by management to be a first aid responder, do not provide first aid. Make the victim as comfortable as possible until medical help arrives.
* Inform management and safety coordinator of the nature and location of the medical emergency.

**Plant Evacuation***—*Whenever the fire or gas alarm sounds, the entire plant will evacuate by designated routes to predetermined assembly areas.

***Note:*** *In many medium and large industrial facilities, partial evacuation may be acceptable in certain circumstances as addressed in the site emergency action plan.*

**Emergency Escape Procedures and Emergency Route Assignments**

Illustrations of the building (plant layout), emergency escape routes for each of the departments and the designated meeting locations for each of the departments are posted in each work area.

In the event of an emergency, employees shall activate fire pull stations without exposing themselves to serious hazards and leave the affected work area as soon as practical via the emergency route assignments posted in your immediate work area.

Employees shall normally leave their work areas through the primary route assignments unless the route is blocked by the emergency and not safely passable. An alternative route remote from the emergency incident shall be designated by the manager or supervisor and shall be used for emergency egress.

All primary emergency escape routes and designated meeting locations shall be provided to each employee by departmental managers as part of the emergency planning process. These primary route and designated meeting locations must be approved by the plant manager.

An orderly evacuation shall be supervised by departmental managers, line supervisors, and designated personnel who will check all rooms/enclosed spaces and report any problems via telephone or radio.

They shall also ensure that all fire doors are closed on their way out, and report to their designated meeting locations.

Each manager or supervisor shall provide for the specialized evacuation of any handicapped employees.

**Critical Plant and Process Operations**

If there are any critical plant or process operations that need to be shut down or inactivated before total evacuation is completed, department managers must designate such processes and the employees to accomplish the shut down in advance.

***Note:*** *Only process operators who are appropriately trained in 29 CFR 1910.120 may re-enter any area where the release is above the PEL, or unknown in concentration. This training must be at the HAZMAT technician or specialist level.*

Emergency shutdown procedures will be conspicuously posted on each machine or at each process where appropriate.

If a critical operation or process cannot be shut down or requires a substantial time delay, then the manager/HAZMAT incident commander must be so notified as soon as possible with the full particulars of the situation.

**Plant Processes to be Shut Down Responsible Party**

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**Accountability of All People Post Evacuation**

Once everyone has evacuated the facility and arrived at their designated meeting places, a head count must be taken as soon as possible.

* Each manager or supervisor is responsible to perform the head count and to account for any missing people.

A daily shift sign-in log shall be maintained for each operating unit of the organization. All persons entering the unit must sign in and note the time beside their name. All persons leaving the unit must sign out and note the time beside their name. These logs are located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* The manager, supervisor, or designee shall take the sign in/out log with them to the designated meeting location.
* After the evacuation alarm is sounded, ten minutes will be allowed for critical unit operators to shut down their equipment and reach the designated meeting location before attendance will be reported.
* The names and known or suspected facility locations for all people that are unaccounted for will be sent to the manager/HAZMAT incident commander.
* The arrival and condition of stragglers will be sent to the manager/HAZMAT incident commander immediately.
* The condition and location of any injured people will be sent to the manager/HAZMAT incident commander immediately.

**Rescue and Medical Duties**

No employee is expected to perform rescue or medical/first aid duties unless they are a designated first aid/CPR provider with current training.

If anyone is trapped and/or injured in the emergency or during the evacuation, then the situation and location shall be noted and communicated to the manager/HAZMAT incident commander as soon as possible.

Rescue, first aid, and remaining behind with a trapped or injured person by employees is voluntary and is governed by the rules of common sense.

**Preferred Means of Reporting Fires and Emergencies**

Pull the fire or gas alarm box levers as appropriate, then call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ and communicate the particulars of the incident as soon as possible.

Call 1-911 and give the particulars of the emergency to the Emergency Communication Center dispatcher.

**Persons to Contact for Information on this Emergency Response Plan**

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**Training**

All employees will be trained on the emergency response plan initially; refresher training will also be provided on an as needed basis or whenever there are changes to the plan.

Employees assigned to the HAZMAT team will be trained and certified at the appropriate emergency responder levels before assignment to HAZMAT duties. Training will be provided annually thereafter.

**Hazmat Team**

**Name Level Contact Team Duties**

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**Hazmat Team Communications**

**Radio***—*Channel \_\_ has been designated as the radio frequency for personnel on the HAZMAT team. All other onsite communication will use channels \_\_\_\_\_\_\_\_\_\_\_. The HAZMAT team must remain in constant radio or voice communication and within sight of their buddy or team leader. Any failure of radio or voice communication requires an evaluation of whether personnel should leave the hazardous area (Exclusion Zone).

**Telephone***—*Telephone communication will be established as soon as possible to the Fire Department to keep them abreast of what is happening onsite as soon as is practicable into the emergency.

**Exclusion Zone**

A system will be set up prior to entry into the Exclusion Zone to signal when an immediate evacuation of the Exclusion Zone is required.

**Alternate Evacuation Routes***—*Alternate evacuation routes will be designated for those situations where egress from the contaminated or involved area cannot occur safely.

**Reentry***—*In all situations, where an outside emergency results in evacuation of the Exclusion Zone, personnel shall not reenter until:

* The condition resulting in the emergency has been corrected.
* The hazards have been reassessed and are manageable.
* The site safety plan has been reviewed and revised if necessary.
* HAZMAT personnel have been fully briefed on any changes.

**Hazmat Emergency Procedures**

**Chemical:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Decontamination Procedures:***

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**Chemical:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Decontamination Procedures:***

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**Chemical:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Decontamination Procedures:***

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**Hazmat Team Personal Protective Equipment**

The HAZMAT team will be provided with appropriate personal protective equipment to include chemical protective clothing, gas monitoring equipment, self-contained breathing apparatuses, and other equipment deemed appropriate for their assigned duties.

**Levels of Protection**

**Chemical PPE**

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**Personal Protective Equipment (PPE) Failure***—*If any team member experiences a failure or alteration of PPE that adversely affects personal protection, they shall **immediately leave** the Exclusion Zone. Reentry shall **not** be permitted until the PPE has been repaired or replaced. If there is body contamination or known or suspected over exposure, then a medical evaluation of the team member **must** be made. In such cases, medical clearance is necessary before reentry to the Exclusion Zone is permitted.

**Other Equipment Failure***—*If any other equipment or apparatus fails to operate properly then the team leader and incident commander must be notified. They will determine the effect of this failure on continuing operations onsite. If the failure affects the safety of personnel or prevents completion of the work, then all affected personnel shall leave the contaminated area until the situation is evaluated, and appropriate actions taken.

**Maintenance and Certification of all Personal Protective and Emergency Equipment and Apparatus***—*All equipment must be maintained to ensure serviceability at all times. Complete records of PPE fit testing (if necessary), maintenance and certification for emergency equipment; and fire-fighting equipment shall be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Medical Surveillance**

The HAZMAT team will receive a baseline physical examination before being assigned duties to ensure fitness. Any employee that exhibits signs or symptoms resulting from an exposure to hazardous substances at the workplace will be provided with medical consultation at no cost to them.

**29 CFR 1910.120(p)—HAZWOPER**

***Scope & Application:*** *29 CFR 1910.120(p)—HAZWOPER requires an Emergency Response Plan for employees that conduct operations at treatment, storage and disposal facilities.*

*The following standard is referenced in 29 CFR 1910.120(p)—HAZWOPER:*

* *29 CFR 1910.38—Emergency Action Plan*
* *29 CFR 1910.165—Employee Alarm Systems*
* *29 CFR 1910.1200—Hazard Communication*

***Note:*** *29 CFR 1910.120(p)—HAZWOPER requires an Emergency Action Plan that meets the requirements of 29 CFR 1910.38—Emergency Action Plan if employees are to evacuate only. An employee alarm system must meet the requirements of 29 CFR 1910.165—Employee Alarm Systems. 29 CFR 1910.120(p)—HAZWOPER requires training that meets the requirements of 29 CFR 1910.1200—Hazard Communication be implemented.*

***Standard Requirements for 29 CFR 1910.120(p)—HAZWOPER:***

* ***Programs/Plans:*** *HAZWOPER Safety and Health Program, Emergency Response Plan, New Technology Program, Decontamination Program, Materials Handling Program, Medical Surveillance Program, Training Program*
* ***Procedures/Practices/Controls:*** *Work practice controls, material handling procedures (Include in your Materials Handling Program); new technology (Include in your New Technology Program); decontamination procedures (Include in your Decontamination Program); emergency procedures (Include in your Emergency Response Plan)*
* ***Training:*** *Initially, annually*
* ***Inspections:*** *None required*
* ***Recordkeeping/Documentation:*** *Programs, plans, training, medical surveillance*

***Note:*** *Please reference 29 CFR 1910.120(p)—HAZWOPER to ensure that all the standard requirements are being met.*

***Example Program:*** *The following example program should be modified to be site-specific to your organization. This plan is based on 29 CFR 1910.120(p)—HAZWOPER.*

**HAZWOPER***—***Emergency Response Plan**

This emergency response plan will be used for emergency situations involving our employees that conduct activities at treatment, storage and disposal (TSD) facilities.

***Note:*** *Such plans need not duplicate any of the subjects fully addressed in the employer's contingency planning required by permits.*

**Pre-Emergency Planning and Coordination with Outside Parties**

The following pre-emergency planning and coordination procedures will be followed:

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**Personnel Roles and Lines of Authority**

The following personnel have the following roles and lines of authority.

**Personnel Roles Lines of Authority**

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**Communications**

**Radio***—*Channel \_\_has been designated as the radio frequency for personnel on the HAZMAT team. All other onsite communication will use channels \_\_\_\_\_\_\_\_\_\_\_. The HAZMAT team must remain in constant radio or voice communication and within sight of their buddy or team leader. Any failure of radio or voice communication requires an evaluation of whether personnel should leave the hazardous area (Exclusion Zone).

**Telephone***—*Telephone communication will be established as soon as possible to the Fire Department to keep them abreast of what is happening onsite as soon as is practicable into the emergency.

**Emergency Recognition and Prevention**

The following procedures will be followed for emergency recognition and prevention:

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**Safe Distances and Places of Refuge**

The following procedures will be followed for identifying safe distances and places of refuge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Site Security and Control**

The following procedures will be followed for maintaining site security and control: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Evacuation Routes and Procedures**

The following procedures will be followed for identifying evacuation routes:

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**Emergency Alerting and Response Procedures**

The following procedures will be followed for emergency alerting and response:

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**Critique of Response and Follow-Up**

All emergency responses will be critiqued and corrective actions identified.

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**Decontamination Procedures**

We will follow the following decontamination procedures:

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**PPE and Emergency Equipment**

The HAZMAT team will be provided with appropriate personal protective equipment to include chemical protective clothing, gas monitoring equipment, self-contained breathing apparatuses, and other equipment deemed appropriate for their assigned duties.

***Levels of Protection***

**Chemical PPE**

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**Personal Protective Equipment (PPE) Failure:** If any team member experiences a failure or alteration of PPE that adversely affects personal protection, they shall **immediately leave** the Exclusion Zone. Reentry shall **not** be permitted until the PPE has been repaired or replaced. If there is body contamination or known or suspected over exposure, then a medical evaluation of the team member **must** be made. In such cases, medical clearance is necessary before reentry to the Exclusion Zone is permitted.

**Other Equipment Failure:** If any other equipment or apparatus fails to operate properly then the team leader and incident commander must be notified. They will determine the effect of this failure on continuing operations onsite. If the failure affects the safety of personnel or prevents completion of the work, then all affected personnel shall leave the contaminated area until the situation is evaluated, and appropriate actions taken.

**Maintenance and Certification of all Personal Protective and Emergency Equipment and Apparatus:**

All equipment must be maintained to ensure serviceability at all times. Complete records of PPE fit testing (if necessary), maintenance and certification for emergency equipment; and fire-fighting equipment shall be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Emergency Medical Treatment and First Aid**

The following procedures will be followed for medical treatment and first aid:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Medical Surveillance**

The HAZMAT team will receive a baseline physical examination before being assigned duties to ensure fitness. Any employee that exhibits signs or symptoms resulting from an exposure to hazardous substances at the workplace will be provided with medical consultation at no cost to them.

**Training**

Training for emergency response employees will be completed before they are called upon to perform in real emergencies. Such training will include the elements of the emergency response plan, standard operating procedures for the job, the personal protective equipment to be worn and procedures for handling emergency incidents.

The TSD facility emergency response organizations will be trained to a level of competence in the recognition of health and safety hazards to protect themselves and other employees. This will include training in the methods used to minimize the risk from safety and health hazards; in the safe use of control equipment; in the selection and use of appropriate personal protective equipment; in the safe operating procedures to be used at the incident scene; in the techniques of coordination with other employees to minimize risks; in the appropriate response to over exposure from health hazards or injury to themselves and other employees; and in the recognition of subsequent symptoms which may result from over exposures.

Training will be certified to ensure that each employee has attended and successfully completed the training. This training record will be maintained.

**Procedures for Handling Emergency Incidents**

The following procedures will address site topography, layout, and prevailing weather conditions before conducting operations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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We will use the following procedures for reporting incidents to local, state, and federal governmental agencies:

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Our procedures will be compatible and integrated with the disaster, fire and/or emergency response plans of local, state, and federal agencies.

**Program Review**

The site emergency response plan will be reviewed periodically and, as necessary, be amended to keep it current with new or changing site conditions or information.

**Employee Alarm System**

The employee alarm system will notify employees of an emergency situation, to stop work activities if necessary, to lower background noise in order to speed communication; and to begin emergency procedures.

**Incident Evaluation**

Based upon the information available at time of the emergency, we will evaluate the incident and the site response capabilities and proceed with the appropriate steps to implement the site emergency response plan. This responsibility has been given to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**29 CFR 1910.120(q)—HAZWOPER**

***Scope & Application:*** *29 CFR 1910.120(q)—HAZWOPER requires an Emergency Response Plan for employees that are engaged in emergency response no matter where it occurs.*

*The following standard is referenced in 29 CFR 1910.120(q)—HAZWOPER:*

* *29 CFR 1910.38—Emergency Action Plan*
* *29 CFR 1910.134—Respiratory Protection*
* *29 CFR 1910.156—Fire Brigades*
* *29 CFR 1910.1200—Hazard Communication*

***Note:*** *29 CFR 1910.120(q)—HAZWOPER requires that if plant or workplace employees are assisting in clean-up, that the employees must have completed training requirements of 29 CFR 1910.38—Emergency Action Plan, 29 CFR 1910.134—Respiratory Protection and 29 CFR 1910.1200—Hazard Communication. Personal protective equipment must meet the requirements of 29 CFR 1910.156—Fire Brigades.*

***Standard Requirements for 29 CFR 1910.120(q)—HAZWOPER:***

* ***Programs/Plans:*** *Emergency Response Plan*
* ***Procedures/Practices/Controls: E****mergency procedures, termination procedures, decontamination procedures (Include in your Emergency Response Plan)*
* ***Training:*** *Initially, annually*
* ***Inspections:*** *None required*
* ***Recordkeeping/Documentation:*** *Plans, training, medical surveillance, certification*

***Note:*** *Please reference 29 CFR 1910.120(q)—HAZWOPER to ensure that all the standard requirements are being met.*

***Example Program:*** *The following example program should be modified to be site-specific to your organization. This plan is based on 29 CFR 1910.120(q)—HAZWOPER.*

**HAZWOPER—Emergency Response Plan**

This emergency response plan will be used for emergency situations involving our employees. It will cover emergencies such as fires, medical emergencies, accidents, catastrophes, toxic releases and other emergency situations. This plan does not apply to small leaks and mishaps that can be successfully covered under the written hazard communication program or other applicable program.

***Note:*** *The key points of a hazard communication response are that partial or total facility evacuation is not necessary and employees in the immediate work area of the spill or mishap can safely handle the situation. The written hazard communication program and employee training must be very clear to allow all employees to recognize when a spill or mishap requires emergency response versus local response under the hazard communication program.*

This plan will be reviewed annually and updated as necessary. Emergency response organizations may use the local emergency response plan or the state emergency response plan or both, as part of their emergency response plan to avoid duplication. Those items of the emergency response plan that are being properly addressed by the SARA Title III plans may be substituted into their emergency plan or otherwise kept together for the employer and employee's use.

**Pre-Emergency Planning and Coordination with Outside Parties**

The following pre-emergency planning and coordination procedures will be followed:

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**Training Levels**

Training will be based on the duties and function to be performed by each responder of an emergency response organization.

**First responder operations plus level***—*First responders at operations plus level are individuals who respond to hydrocarbon fuel tank leaks where the leaking tanks contain a hydrocarbon fuel which is used to propel the vehicle on which the tank is located. Only those vehicles designed for highway use or those used for industrial, agricultural or construction purposes are covered. First responders at the operations plus level will have received at least training equal to first responder operations level and, in addition, will receive training or have had sufficient experience to objectively demonstrate competency in the following areas:

* Know how to select and use proper specialized personal protective equipment provided to the first responder at operations plus level;
* Understand basic hazardous materials terms as they pertain to hydrocarbon fuels;
* Understand hazard and risk assessment techniques that pertain to gasoline, diesel fuel, propane and other hydrocarbon fuels;
* Be able to perform control, containment, or confinement operations for gasoline, diesel fuel, propane and other hydrocarbon fuels within the capabilities of the available resources and personal protective equipment; and
* Understand and know how to implement decontamination procedures for hydrocarbon fuels.

**First responder awareness level (N.C. Requirement)***—*First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. First responders at the awareness level will have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas and the employer shall so certify:

* An understanding of what hazardous substances are, and the risks associated with them in an incident.
* An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.
* The ability to recognize the presence of hazardous substances in an emergency.
* The ability to identify the hazardous substances, if possible.
* An understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the U.S. Department of Transportation's Emergency Response Guidebook.
* The ability to realize the need for additional resources, and to make appropriate notifications to the communication center.

**First responder operations level***—*First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level will have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

* Knowledge of the basic hazard and risk assessment techniques.
* Know how to select and use proper personal protective equipment provided to the first responder operational level.
* An understanding of basic hazardous materials terms.
* Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
* Know how to implement basic decontamination procedures.
* An understanding of the relevant standard operating procedures and termination procedures.

**Hazardous materials technician***—*Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians will have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

* Know how to implement the employer's emergency response plan.
* Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.
* Be able to function within an assigned role in the Incident Command System.
* Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
* Understand hazard and risk assessment techniques.
* Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
* Understand and implement decontamination procedures.
* Understand termination procedures.
* Understand basic chemical and toxicological terminology and behavior.

**Hazardous materials specialist***—*Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regard to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

* Know how to implement the local emergency response plan.
* Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.
* Know the state emergency response plan.
* Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
* Understand in-depth hazard and risk techniques.
* Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
* Be able to determine and implement decontamination procedures.
* Have the ability to develop a site safety and control plan.
* Understand chemical, radiological and toxicological terminology and behavior.

**On scene incident commander***—*Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, will receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

* Know and be able to implement the employer's incident command system.
* Know how to implement the employer's emergency response plan.
* Know and understand the hazards and risks associated with employees working in chemical protective clothing.
* Know how to implement the local emergency response plan.
* Know of the state emergency response plan and of the Federal Regional Response Team.
* Know and understand the importance of decontamination procedures.

**Specialist employees***—*Employees who, in the course of their regular job duties, work with and are trained in the hazards of specific hazardous substances, and who will be called upon to provide technical advice or assistance at a hazardous substance release incident to the individual in charge, will receive training or demonstrate competency in the area of their specialization annually.

**Skilled support personnel***—*Personnel, not necessarily the department’s employees, who are skilled in the operation of certain equipment, such as mechanized earth moving or digging equipment or crane and hoisting equipment, and who are needed temporarily to perform immediate emergency support work that cannot reasonably be performed in a timely fashion by the department’s employees, and who will be or may be exposed to the hazards at an emergency response scene, will be given an initial briefing at the site prior to their participation in any emergency response. The initial briefing will include instruction in the wearing of appropriate personal protective equipment, what chemical hazards are involved, and what duties are to be performed. All other appropriate safety and health precautions provided to the employer's own employees will be used to assure the safety and health of these personnel.

**Trainers***—*Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. National Fire Academy, or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

**Refresher training***—*Employees will receive annual refresher training of sufficient content and duration to maintain their competencies or will demonstrate competency in those areas at least yearly.

A statement will be made of the training or competency, and a record of the methodology used to demonstrate competency will be maintained.

**Personnel Roles and Lines of Authority**

The following personnel have the following roles and lines of authority.

**Personnel Roles Lines of Authority**

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**Communications**

**Radio***—*Channel \_\_has been designated as the radio frequency for personnel on the HAZMAT team. All other onsite communication will use channels \_\_\_\_\_\_\_\_\_\_\_. The HAZMAT team must remain in constant radio or voice communication and within sight of their buddy or team leader. Any failure of radio or voice communication requires an evaluation of whether personnel should leave the hazardous area (Exclusion Zone).

**Telephone***—*Telephone communication will be established as soon as possible to the Fire Department to keep them abreast of what is happening onsite as soon as is practicable into the emergency.

**Emergency Response Procedures**

The senior emergency response official responding to an emergency will become the individual in charge of a site-specific Incident Command System (ICS). All emergency responders and their communications will be coordinated and controlled through the individual in charge of the ICS assisted by the senior official present for each employer.   
  
***Note:*** *The "senior official" at an emergency response is the most senior official on the site who has the responsibility for controlling the operations at the site. Initially it is the senior officer on the first-due piece of responding emergency apparatus to arrive on the incident scene. As more senior officers arrive (i.e., battalion chief, fire chief, state law enforcement official, site coordinator, etc.) the position is passed up the line of authority which has been previously established.*

The individual in charge of the ICS will identify, to the extent possible, all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and use of any new technologies.

Based on the hazardous substances and/or conditions present, the individual in charge of the ICS will implement appropriate emergency operations and assure that the personal protective equipment worn is appropriate for the hazards to be encountered. The personal protective equipment will be appropriate for firefighting operations beyond the incipient stage for any incident.

Employees engaged in emergency response and exposed to hazardous substances presenting an inhalation hazard or potential inhalation hazard shall wear positive pressure self-contained breathing apparatus while engaged in emergency response, until such time that the individual in charge of the ICS determines through the use of air monitoring that a decreased level of respiratory protection will not result in hazardous exposures to employees.

The individual in charge of the ICS will limit the number of emergency response personnel at the emergency site, in those areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations. However, operations in hazardous areas shall be performed using the buddy system in groups of two or more.

Back-up personnel will be standing by with equipment ready to provide assistance or rescue. Qualified basic life support personnel, as a minimum, shall also be standing by with medical equipment and transportation capability.

The individual in charge of the ICS shall designate a safety officer, who is knowledgeable in the operations being implemented at the emergency response site, with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand.

When activities are judged by the safety officer to be an IDLH and/or to involve an imminent danger condition, the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety official shall immediately inform the individual in charge of the ICS of any actions needed to be taken to correct these hazards at the emergency scene.

After emergency operations have terminated, the individual in charge of the ICS shall implement appropriate decontamination procedures.

When deemed necessary for meeting the tasks at hand, approved self-contained compressed air breathing apparatus may be used with approved cylinders from other approved self-contained compressed air breathing apparatus provided that such cylinders are of the same capacity and pressure rating. All compressed air cylinders used with self-contained breathing apparatus shall meet U.S. Department of Transportation and National Institute for Occupational Safety and Health criteria.

**Emergency Recognition and Prevention**

The following procedures will be followed for emergency recognition and prevention:

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**Safe Distances and Places of Refuge**

The following procedures will be followed for identifying safe distances and places of refuge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Site Security and Control**

The following procedures will be followed for maintaining site security and control: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Evacuation Routes and Procedures**

The following procedures will be followed for identifying evacuation routes:

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**Emergency Alerting and Response Procedures**

The following procedures will be followed for emergency alerting and response:

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**Critique of Response and Follow-Up**

All emergency responses will be critiqued, and corrective actions identified.

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**Exclusion Zone**

A system will be set up prior to entry into the Exclusion Zone to signal when an immediate evacuation of the Exclusion Zone is required.

**Alternate Evacuation Routes***—*Alternate evacuation routes will be designated for those situations where egress from the contaminated or involved area cannot occur safely.

**Reentry***—*In all situations, where an outside emergency results in evacuation of the Exclusion Zone, personnel shall not reenter until:

* The condition resulting in the emergency has been corrected.
* The hazards have been reassessed and are manageable.
* The site safety plan has been reviewed and revised if necessary.
* HAZMAT personnel have been fully briefed on any changes.

**Decontamination Procedures**

We will follow the following decontamination procedures:

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**PPE and Emergency Equipment**

The HAZMAT team will be provided with appropriate personal protective equipment to include chemical protective clothing, gas monitoring equipment, self-contained breathing apparatuses, and other equipment deemed appropriate for their assigned duties.

***Levels of Protection***

**Chemical PPE**

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**Personal Protective Equipment (PPE) Failure:** If any team member experiences a failure or alteration of PPE that adversely affects personal protection, they shall **immediately leave** the Exclusion Zone. Reentry shall **not** be permitted until the PPE has been repaired or replaced. If there is body contamination or known or suspected over exposure, then a medical evaluation of the team member **must** be made. In such cases, medical clearance is necessary before reentry to the Exclusion Zone is permitted.

**Other Equipment Failure:** If any other equipment or apparatus fails to operate properly then the team leader and incident commander must be notified. They will determine the effect of this failure on continuing operations onsite. If the failure affects the safety of personnel or prevents completion of the work, then all affected personnel shall leave the contaminated area until the situation is evaluated and appropriate actions taken.

**Maintenance and Certification of all Personal Protective and Emergency Equipment and Apparatus:**

All equipment must be maintained to ensure serviceability at all times. Complete records of PPE fit testing (if necessary), maintenance and certification for emergency equipment; and fire-fighting equipment shall be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Emergency Medical Treatment and First Aid**

The following procedures will be followed for medical treatment and first aid:

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**Medical Surveillance**

The HAZMAT team will receive a baseline physical examination before being assigned duties to ensure fitness. Any employee that exhibits signs or symptoms resulting from an exposure to hazardous substances at the workplace will be provided with medical consultation at no cost to them.