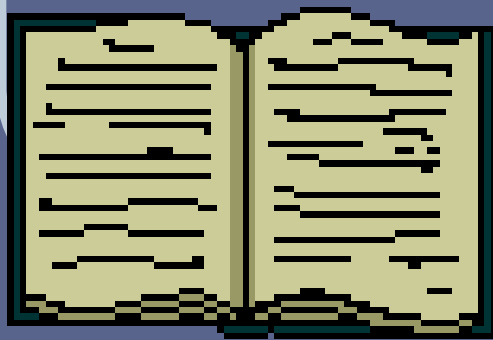


# Contingency Plan

What is it? Why do I need it?



# Contingency Plan

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“A written document setting out an organized, planned, and coordinated course of action to be followed in case of a fire, explosion, or release of hazardous waste or hazardous waste constituents which could threaten human health or the environment.”

Env-Hw 103.26

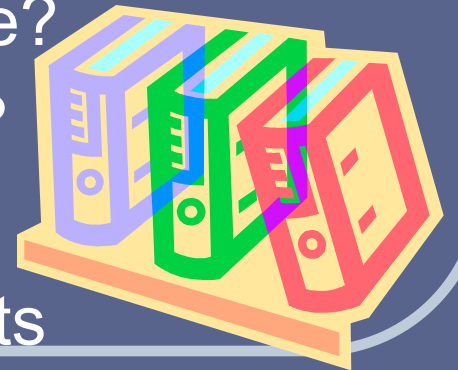
# Do you have an “emergency plan” already?

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- It probably isn't enough!
- Details, Details, Details
  - Your existing plan likely doesn't have it all
- Contingency Plans have site-specific information

# What's in a Contingency Plan?

- Arrangements made with local authorities
- Emergency Coordinators
- Emergency Equipment
- Facility Evacuation Plan
- Emergency Procedures
  - What emergencies can you have?
  - What will you do if they happen?
    - Be prepared!
  - **Specific** Notifications and Reports



# “Arrangements with Authorities”

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- Emergency responders need to be prepared too
- Provide them with a copy so they have that opportunity to learn the hazards they will encounter
- Information about your facility changes? Update the information to your emergency responders!

# Emergency Coordinator

- Designated Employee on-site or on call.
- Coordinates all emergency response measures.
  - Can reach facility in short amount of time.
  - When more than one, designate one person as the Primary Coordinator. (list call order)
- Name, address, phone – home and office
- Knows the Plan, operations, hazardous waste.
- Has authority to commit re\$ource\$.



# Emergency Coordinator Responsibilities

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- Activate internal alarms to notify personnel if evacuation necessary
- Notify state or local agencies when help needed
- Identify any releases, source, & amount.
- Assess hazards people/environment
- Report activation of plan
- Submit a report after clean-up

# Emergency Equipment

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- Your plan has to include:
  - A list of all the emergency response equipment (for hazardous waste events)
    - Spill control
    - Fire control
    - Communications and alarm systems
  - A description of what it is for
  - A description of where it is located
  - Up to date



# Evacuation Plan

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- How will employees know there is a hazardous waste emergency?
  - What will the alarm look/sound like? Say it in the plan!
- How will they respond?
  - What route will they take to get out of the building? Say in the plan!

# Emergency Procedures

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- First you have to anticipate the emergencies you could have
  - Fires, explosions, releases
  - Power outage, wind events, floods, strike...
- What do you have that is a hazardous waste, or could become one in an “event”?
- Ask “Then what?”

# Emergency /Remedial Action

- **REPORT** any discharge of hazardous waste if there is a **threat to human health or the environment**
- **EXAMPLES:** Storm Drains, Sewers, onto the Land, into the Air, Groundwater or Surface water

## **WHEN?**

Immediately, not to exceed one hour from discovery

## **WHO?**

Local Emergency Officials &  
Department of Environmental Services

## **HOW?** Emergency Response Numbers:

1. (603)-271-3899 M-F 8 a.m. to 4 p.m. (DES)
2. 223-4381 – State Police

# Notifying Emergency Responders

- Contact them again after the emergency has been corrected
- Specific information must be provided
  - List those items in your plan – inspectors will check!

# Cleanup

- Immediately contain and clean up, within 24 hours any discharge of hazardous waste or material which, when discharged, becomes a hazardous waste
- If the discharge can't be cleaned up within 24 hours, submit a cleanup plan to DES within 5 days
  - specific information must be in the plan

# Copy of Plan also:

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- Must be maintained at the facility
- Submitted to all local police, fire, and hospitals
- Submitted to state and local emergency response teams
- **THAT MAY** be called upon to provide emergency services

Each NH FQG is required to  
send a copy of their plan to DES

**NHDES/WMD**

**Attn: HWMB**

**PO Box 95**

**Concord, NH 03302-0095**

**[Timothy.prospert@des.nh.gov](mailto:Timothy.prospert@des.nh.gov)**

# Updating the plan

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- When it doesn't work
- When information in the plan changes
  - Such as emergency coordinator or phone #
  - Facility changes
  - New process added
  - Emergency equipment list changes
- Not required to be updated on any schedule
  - But how old is your plan?



# Closing thoughts

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- Don't write it by yourself
  - Too much to consider for most individuals
    - What ARE your hazards and threats?
- Test it!
  - Perform drills
- Review it and update it
  - Still the same emergency coordinator?
  - Still the same wastes?
  - Still the same facility design?