

Section 6

Emergency Plans

This section describes emergency plans, including general requirements, what they must include, employee orientation, alert systems, emergency communications, and actions to resume normal operations.

6.1 General Requirements of Emergency Plans

Emergency plans must ensure employee and public safety, protection of property, and continuity of essential operations. These plans must address foreseeable emergency events, employee responsibilities, emergency response procedures, training, and equipment; must be in writing; and must be reviewed with all affected employees. Test emergency plans at least once every 12-month period to ensure effectiveness.

6.1.1 Where outside emergency services are used, provide at least the following information to the outside responders:

- Facility plans that provide the physical layout of the facility
- Locations of hazardous chemicals
- Locations of hazardous equipment
- Conduct periodic tours of the facility to familiarize the responders
- Function of the alarm, elevators, and communication systems
- Location and function of emergency equipment in the facility

6.1.2 Requirements for emergency responders include at least the following:

- Specialized training commensurate with actual tasks
- Specialized protective equipment and periodic drills with the equipment
- Specialized rescue equipment and periodic drills with the equipment
- Medical evaluations
- At least four employees to conduct an initial entry by two individuals
- Specialized, tested communications procedures and equipment
- A detailed written plan

6.2 Emergency Plans

Plans must include:

- Lines of authority for emergency procedures
- Training requirements, including PPE, for all assisting in the emergency evacuation of personnel

- Training requirements for communicating the plan to affected personnel
- Requirements for emergency equipment
- Escape procedures and routes
- Critical facility operations
- Employee accounting following an emergency evacuation
- Rescue and medical duties
- Means of reporting emergencies
- Contacts for information or clarification
- Communication systems and procedures

6.3 Employee Orientation

Review the plan with all affected employees when first developed, whenever employees' responsibilities change, when the plan changes, and periodically. Upon initial assignment, brief new employees.

6.4 Alert Systems for Emergency Situations

Alert systems are alarms or procedures designed to warn of existing or imminent emergency situations. They must be developed and tested to ensure all persons likely to be affected by emergency situations are familiar with the systems and will receive adequate warning to take appropriate actions. Alert systems may also be designed to alert and summon emergency response personnel.

6.5 Emergency Communications

Conspicuously post emergency telephone numbers and reporting instructions for ambulance, medical services, hospital, fire, and police. Familiarize all personnel with emergency communications procedures. Telephone lines and radio frequencies must be kept clear for use by those in charge during an emergency.

6.6 Resuming Normal Operations

Normal operations may resume only after appropriate actions have been taken to ensure that safe conditions exist before resuming normal operations. Do not jeopardize the safety of employees, the public, or property because of the urgency to resume operations or to restore service.

6.7 Emergency Response to Hazardous Substance Releases

In general, Reclamation requires a strategy for dealing with uncontrolled releases of hazardous substances. You are provided a choice which will determine the program elements and the complexity of implementation necessary to meet the

requirements of these standards. You need to address whether or not you expect your employees to respond to emergency hazardous material spills.

Emergency response is a response effort by employees from outside the immediate release area or by other designated responders to an occurrence that results, or is likely to result, in an uncontrolled release of a hazardous substance.

Incidental releases, where the substance can be absorbed, neutralized, or otherwise controlled at the point of release by employees in the immediate release area or by maintenance personnel, are not considered to be emergency responses within the scope of this standard, as long as there is no potential safety or health hazard.

6.7.1 General Requirements When Employees Are Expected to Respond.

If you expect employees to respond to hazardous substance releases at locations other than identified hazardous waste sites which fall under the requirements of the hazardous waste site operations section, you are required to develop an Emergency Response Plan and ensure that employees are designated, trained, and equipped to safely deal with the emergency.

a. Pre-planning. You must identify the types, quantities, and locations of hazardous substances; determine the relative hazard of each substance; and develop response procedures and training for worst-case scenarios.

b. Emergency Response Plan. You must have a written plan in place prior to commencement of emergency response operations. This plan will be incorporated into the broader Emergency Action Plan developed for your site, covering responses by all employees to a broad range of potential emergencies. The plan must include at least all the following elements:

- Pre-emergency planning and coordination with outside parties
- An outline of personnel roles, lines of authority, training, and communication
- Emergency recognition and prevention procedures
- Details about safe distances and places of refuge
- Site security and control procedures
- Evacuation routes and procedures
- Emergency alerting and response procedures
- Decontamination procedures
- Emergency medical treatment and first aid procedures
- Methods for evaluation of response and followup procedures

- Information on the location of Material Safety Data Sheets (MSDS), personal protective equipment (PPE), and emergency equipment

c. Incident Command System. You must develop a system that identifies your senior emergency response official (Incident Commander) who has ultimate site control responsibility and authority. Responsibilities of the commander include:

- Identifying, to the extent possible, all hazardous substances or conditions present
- Addressing site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and use of new technologies
- Implementing appropriate emergency operations
- Determining, through monitoring, when PPE or respiratory protection is required
- Assuring that PPE worn is appropriate for the hazards encountered during emergencies

d. Training. You are required to provide specialized training for responders based upon their duties and functions within your plan. The skill and knowledge levels required for all new responders must be conveyed to them through training before they are permitted to take part in actual emergency operations. There are a minimum of five types of responders, each with specific training expectations to be met. They are:

- First responder awareness level
- First responder operations level
- Hazardous materials technician
- Hazardous materials specialist
- Onsite incident commander

A first responder awareness level employee is an individual who is likely to witness or discover a hazardous substance release and who, through training, is expected to initiate a response sequence by notifying appropriate authorities of the release. They are not expected to take further action.

A first responder operations level employee is an individual who is expected to respond to releases as part of initial actions to protect nearby personnel, property, or the environment from the effects of the release. They are trained to respond defensively to a release without necessarily being expected to stop the release.

A hazardous materials technician level employee is an individual who is expected to stop the release. They assume a more aggressive role, perhaps

approaching the point of release in order to plug, patch, or otherwise stop the release of hazard substance.

A *hazardous material specialist level* employee is an individual who is expected to respond with and provide support to technician level responders. They require more specific knowledge of the substances they may be called upon to contain. They act as a liaison with other outside authorities in regard to site activities.

An *onsite incident commander* is an individual who is expected to assume control of the incident scene upon notification of release.

You must provide training which meets the following minimum expectations associated with each type of responder.

1. First responder awareness level. Training enabling the individual to demonstrate:

- Understanding of hazardous substances and their risks
- Ability to identify hazardous substances in an emergency
- Understanding of their role in the plan
- How to notify appropriate entities

2. First responder operations level. A minimum 8 hours of training enabling the individual to demonstrate:

- Knowledge of basic hazard and risk assessment techniques
- How to select and use proper personal protective equipment
- Understanding of basic hazardous materials terminology
- How to perform basic control, containment, and/or confinement operations within the capabilities of the resources and equipment available
- How to implement basic decontamination procedures
- Understanding of the established standard operating procedures

3. Hazardous materials technician. A minimum 24 hours of training enabling the individual to demonstrate:

- How to implement the emergency response plan
- Knowledge of the classification, identification, and verification of known and unknown material by using field survey instruments and equipment
- Ability to function within the assigned role in the incident command system
- Knowledge to select and use proper specialized chemical personal protective equipment provided

- Knowledge of hazard and risk assessment techniques
- Performance of advance control, containment, and/or confinement operations within the capabilities of the resources available
- Understanding of implementation of decontamination procedures
- Understanding of termination procedures
- Understanding of basic chemical and toxicological terminology

4. Hazardous materials specialist. A minimum 24 hours of training enabling the individual to demonstrate:

- How to implement the emergency response plan
- Knowledge of the classification, identification, and verification of known and unknown material by using field survey instruments and equipment
- Knowledge of the State emergency response plan
- Knowledge on selecting and using proper specialized chemical personal protective equipment provided
- Knowledge of in-depth hazard and risk assessment techniques
- Performing advance control, containment, and/or confinement operations within the capabilities of the resources available
- Understanding of implementation of decontamination procedures
- Understanding of termination procedures
- Understanding of basic chemical and toxicological terminology

5. Onsite incident commander. A minimum 24 hours of training with elements included meeting first responder training as well as enabling the individual to demonstrate:

- How to implement the incident command system
- How to implement the site emergency response plan
- Knowledge of the hazards and risks associated with employees working in chemical protective clothing
- How to implement local, State, and Federal emergency response plans
- Knowledge of decontamination procedures

e. Annual refresher training. You must annually provide training to maintain individual competencies and substantiate that employees can demonstrate competency in their level of emergency response. If time

periods lapse regarding these demonstrated competencies for more than 2 years, individuals must be provided training meeting the initial training requirements.

6.7.2 General Requirements When Employees Are Not Expected to Respond. If you do not permit employees to respond to hazardous substance releases, and you will evacuate the employees from the danger area when an emergency occurs, you are required to specify this in the comprehensive emergency action plan (employee emergency and fire prevention plans) as required in other parts of this section.