San Bernardino County Fire Department • Hazardous Materials Division

620 South "E" Street, San Bernardino, CA 92415-0153 • PHONE (909) 386-8401 FAX (909) 386-8460 www.sbcfire.org

EMERGENCY RESPONSE PLANS & PROCEDURES – AGENCY NOTIFICATION

BUSINESS NAME (Same as FACILITY NAME or DBA)
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POST BY TELEPHONE

Agency Notification: **<u>If a situation is an emergency, call 911 first</u>.** Additionally, a handler of hazardous materials is required to immediately report any release or threatened release of a hazardous material to San Bernardino County Fire Department, Hazardous Materials Division and the Governor's Office of Emergency Services. Spills exceeding Federal reportable quantities require additional notification to the National Response Center. However, California statute does not limit the requirement to report to any specific quantity. **Also note that calling 911 does not meet the requirement for the handler to report a release and that the local fire department cannot make required notifications on behalf of the handler.** This CUPA requires a written report within 15 days after any reportable release or threatened release. Contact the CUPA for further guidance.

Agency (* Indicates mandatory notification)	**Phone Number**
1. ***Local Emergency Response Agency (if an emergency)	**911**
2. ***San Bernardino County Fire Department Hazardous Materials Division	**(800) 33-TOXIC** or **(909) 386-8425**
*Note: (800) 33-TOXIC does not work nationwide; non-local callers must use (909) 386-8425 to report **any** release or threatened release.*	
3. ***California Emergency Management Agency (Cal EMA)	**(800) 852-7550** or **(916) 845-8911**
4. National Response Center	**(800) 424-8802**
5. Other Agencies *(Cal OSHA, Regional Board, Air Quality, as applicable)*	

Agency Name	*Phone Number*
Agency Name	*Phone Number*
Agency Name	*Phone Number*

EMERGENCY INFORMATION REQUIRED: BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION

- Name & phone number of person reporting
- Name and street address of the business
- Location of the incident or threatened release
- Type of incident or threatened release
- Hazardous materials involved & physical state
- Hazards to human health and/or environment
- Actions taken or planned
- Contractor or cleanup company name
- Estimate of the quantity released
- Media (soil, water, air) into which release occurred
- Precautions to take (if known)
- Time and duration of the release
- Is the chemical an extremely hazardous substance?
- Extent of injuries, if any
- Is any assistance required?

<u>Release reporting citations (California Health and Safety Code):</u>

§ 25501. Definitions:
(r) "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.
(u) "Threatened release," means a condition creating a substantial probability of harm, when the probability and potential extent of harm make it reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment.

§ 25507(a) … the handler or any employee, authorized representative, agent, or designee of a handler shall, upon discovery, immediately report any release or threatened release of a hazardous material to the administering agency, and to the office, in accordance with the regulations adopted pursuant to Section 25503. Each handler and any employee, authorized representative, agent, or designee of a handler shall provide all state, city, or county fire or public health or safety personnel and emergency rescue personnel with access to the handler's facilities.

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EMERGENCY RESPONSE PLANS AND PROCEDURES

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State Law requires your business to complete all sections of the Emergency Response Procedure listed below:

For each of the following, **briefly** describe your business's standard operating procedures relating to the release or threatened release of hazardous materials located at your facility. You may attach additional pages if necessary, but do not include copies of facility manuals unless requested to do so by this Department. You may reference manuals that are used by your facility for these procedures, but you must still give a brief description here.

EVACUATION/NOTIFICATION: Indicate location(s) where employees, customers, visitors or others on site are to evacuate in an emergency. Describe how your business will immediately notify people and evacuate the facility in the event of a release or threatened release of hazardous materials. Include the route and meeting place.

PREVENTION/MITIGATION/ABATEMENT: Describe what policies and procedures your business will follow to prevent, reduce and/or remove the hazard to persons, property or the environment caused by a release or threatened release of hazardous materials and/or hazardous wastes. (√ Check those items that apply and write additional information in the space provided).

- ☐ Reduction of containers on site if not used or needed
- ☐ Containers are properly labeled and closed when not in use
- ☐ Compressed gas cylinders are properly secured
- ☐ Use of monitoring system Type: _____
- ☐ Other:

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EMERGENCY RESPONSE PLANS AND PROCEDURES

BUSINESS NAME (Same as FACILITY NAME or DBA)

FACILITY TRAINING PLAN: Describe employee and operator training including local emergency response coordination, use of facility emergency equipment, and provisions for initial and refresher training. In addition, describe training for hazardous materials/waste handling as required by OSHA. (√ Check those items that apply and write additional information in the space provided)

- ☐ New employee training
- ☐ Annual training & periodic refresher courses
- ☐ Familiarization with the Emergency Response Plans and Procedures of this Business Plan
- ☐ Spill control equipment
- ☐ Monitoring system
- ☐ Personal Protective Equipment
- ☐ On the job training (Described below)
- ☐ Other:

EMERGENCY PROCEDURES: Describe duties of the Emergency Coordinator and how implementation of Facility Emergency Response will be accomplished. (e.g. Notification, evacuation, emergency coordination) (√ Check those items that apply and write additional information in the space provided)

Emergency Coordinator will:

- ☐ Identify potential hazards and determine whether a release has occurred
- ☐ Activate local emergency systems (e.g. manual shutoff devices) and take appropriate immediate actions based on level of training and the ability to act safely
- ☐ Coordinate the notification and evacuation of employees, customers, and other visitors from the facility
- ☐ Make required agency notifications and request needed assistance
- ☐ Assist responding agencies by providing access to the facility and information about the facility
- ☐ Other:

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FACILITY EMERGENCY EQUIPMENT: List facility emergency equipment on site (e.g. fire extinguisher, fire alarms, spill control equipment, SCBA, first aid kits, etc.). Include test/maintenance plan. (√ Check those items that apply and write additional information in the space provided)

Equipment	Quantity/Type	Maintenance Schedule/Frequency
☐ Fire extinguisher(s)		
☐ First aid kit(s)		
☐ Fire alarm(s)		
☐ Spill control equipment		
☐ Monitoring system		
☐ Personal Protective Equipment		
☐		
☐		
☐		
☐		

FACILITY EARTHQUAKE RESPONSE: Identify areas of the facility as well as mechanical or other systems that require immediate inspection due to their vulnerability to earthquake related ground motion. (e.g. Hazardous materials or waste storage locations, vessels, piping, pipe and tank supports, valves, gauges, etc.) (√ Check those items that apply and write additional information in the space provided)

- ☐ Chemical Storage Locations – Product and Waste
- ☐ Process vessels
- ☐ Aboveground storage tanks
- ☐ Emergency shut-off systems
- ☐ Piping and pipe supports
- ☐ Utility connections
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

ARRANGEMENTS/AGREEMENTS: Describe any arrangements or agreements that you have with private emergency response teams, waste haulers, disposal companies, recyclers, local hospitals, police and/or fire. If you have no arrangements or agreements, state that fact in the space provided. (√ Check those items that apply and write additional information in the space provided)

- ☐ Hazardous waste hauler _____
- ☐ Emergency response team _____
- ☐ Local hospitals _____
- ☐ Other: _____
- ☐ No arrangements or agreements at this time