

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES



GUIDANCE DOCUMENT

For the

CALIFORNIA

CONSOLIDATED CONTINGENCY PLAN

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Disclaimer

This document provides guidance to help businesses comply with the emergency planning requirements of six specific California hazardous materials programs through the use of the California Consolidated Contingency Plan. This document does not substitute for any Governor's Office of Emergency Services (OES) or other state agency regulations, nor is it a regulation itself. Thus, it cannot impose legally binding requirements on local and state agencies or regulated businesses, and may not apply to a particular situation based upon circumstances. OES may change this guidance in the future, as appropriate.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

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CALIFORNIA CONSOLIDATED CONTINGENCY PLAN
Overview

OVERVIEW

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Overview

California Law Section 25503.4 of the California Health and Safety Code required the Governor’s Office of Emergency Services (OES) to adopt an emergency plan format. The format will allow a facility subject to two or more of the following planning requirements to meet those requirements in one document.

The following table outlines the six emergency plans and the applicable statutory and regulatory references.

Emergency Plan Required	Program Element	Statutory Reference	Regulatory Reference
Hazardous Materials Business Plan	Business Plan Program	H&SC, Chapter 6.95, Article 1	CCR, Title 19, Sec. 2729-2732
Contingency Plan	Hazardous Waste Generator Program		CCR, Title 22, Sec. 66264.24 - 66264.25
Spill Prevention Control & Countermeasure Plan	Above Ground Storage Tank Program	H&SC, Chapter 6.67	CCR Title 23, Sec.
Marine Facility Oil Spill Contingency Plan	Oil Spill Prevention and Response Program	Gov’t Code, Chapter, Sections 8670.29 and 8670.31	CCR Title 14, Sec. 816.02 - 817.02
Accident/Spill Prevention Plan	Underground Storage Tank Program	H&SC, Chapter 6.7, Section	CCR Title 23, Sec. 2632(d)
Risk Management Plan	California Accidental Release Prevention Program (CalARP)	H&SC, Chapter 6.95, Article 2	CCR, Title 19, Sec. 2745.8

Format philosophy The format adopted by OES in the California Code of Regulations, Title 19, Section 2731, establishes the standard for the organization of their consolidated contingency plan.

A facility has the option to use the consolidated contingency plan format adopted by OES or the format developed by their local Certified Unified Program Agency (CUPA).

The consolidated contingency plan format adopted by OES is modeled after the National Response Team’s Integrated Contingency Plan, the “One Plan.”

California’s Consolidated Contingency Plan format will effectively consolidate specific emergency response and planning documents. The "one plan" format will minimize duplication in the preparation and use of emergency response plans at the same facility.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Overview

The use of the Consolidated Contingency Plan format by a facility will eliminate confusion for facility first responders who often must decide which of their several plans is applicable to a particular emergency.

The guidance is designed to yield a highly functional document for use in varied emergency situations while providing a mechanism for complying with multiple agency requirements. Use of a single contingency plan should also improve coordination between facility response personnel and local, state, and federal emergency responders.

Purpose of guidance document

The purpose of this guidance document is to assist those regulated businesses, who choose to use the consolidated plan format, in meeting their statutory and regulatory emergency planning requirements by using the consolidated contingency plan format.

How this guidance is organized

Overview: The overview of the guidance provides a listing of California laws governing the six (6) emergency planning requirements, the philosophy behind the development of the Consolidated Contingency Plan format, the purpose of the guidance, how the guidance is organized, and agencies involved in the development of the guidance.

Chapter 1: This chapter introduces the Consolidated Contingency Plan format adopted by OES.

Chapters 2: This chapter further defines the Consolidated Contingency Plan format and provides descriptions of what should be contained in the plan for the data elements within each section.

Chapters 3: This chapter presents a compliance matrix that identifies the specific portions of the Consolidated Contingency Plan format that has to be completed to comply with the regulatory requirements for each of the emergency planning requirements.

Chapter 4: This chapter includes a series of checklists that provide potential answers for the data elements in each section of the Consolidated Contingency Plan format.

Chapter 5: This chapter contains examples of Consolidated Contingency Plans.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Overview

Who prepared this guidance document This guidance document has been prepared with the input and coordination from the following agencies and groups:

<u>State Agencies/Groups</u>	<u>Local Agencies</u>	<u>Private Agencies</u>
Office of Emergency Services	Los Angeles County	San Diego Business Group
Dept. of Toxic Substance Control	City of Bakersfield	Southern California Edison
State Water Resources Control Board	San Diego County	Metropolitan Water District
Dept. of Fish & Game	Chino Hills Fire District	
Cal/EPA	Santa Fe Springs Fire Dept.	
Unified Program Forms & Data Subgroup		

CHAPTER 1

CONSOLIDATED CONTINGENCY PLAN FORMAT

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Consolidated Contingency Plan Format

- Introduction** This chapter includes the Consolidated Contingency Plan format adopted by the Governor’s Office of Emergency Services (OES) pursuant to Health and Safety Code, Chapter 6.95, Section 25503.4. This format is based on the format contained in the National Response Team’s Integrated Contingency Plan (“the one plan”) guidance.
- Purpose** The purpose of the Consolidated Contingency Plan format is to consolidate similar data requirements from the six (6) Hazardous Materials and Waste Management programs, resulting in the facility developing one plan rather than six separate plans.
- “Format” definition** Format is defined as the general plan of organization, arrangement, or choice of material.
- Consolidated Plan Regulations** OES has formally adopted the Consolidated Contingency Plan format in the California Code of Regulations (CCR), Title 19, Chapter 4, Section 2531. Title 19 also contains language that:
- requires a facility to use the state adopted format or format adopted by a Certified Unified Program Agency (CUPA);
 - permits an Administering Agency to develop an alternate format that is consistent with the state adopted format;
 - requires a CUPA to accept the state adopted format; and
 - allows a CUPA the ability to not accept a format developed by another CUPA.
- The Department of Toxic Substances Control (DTSC) has promulgated regulations in the CCR, Title 27, Section 15190(b)(5) related to the Consolidated Contingency Plan format. These regulations mirror the CUPA requirements in Title 19.
- Format organization** The Consolidated Contingency Plan format is organized into three parts:
- Introduction - this part is designed to provide facility response personnel, external responders, and regulatory officials with basic information about the plan and the entity that it covers.
- Core Plan - this part is intended to reflect the essential steps necessary to initiate, conduct, and terminate an emergency response action.
- Annexes - The annexes are designed to provide additional key supporting information for conducting an emergency response. Annexes are not meant to duplicate information that is already contained in the core plan, but to augment core plan information.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Consolidated Contingency Plan Format

CONSOLIDATED CONTINGENCY PLAN FORMAT

Section I - Plan Introduction

1. Purpose and Scope of Plan Coverage
2. Table of Contents
3. Current Revision Date
4. General Facility Identification Information

Section II - Core Plan

1. Discovery
 - a. Release Detection Devices and Procedures
2. Initial Response
 - a. Procedures for Internal and External Notification
 - b. Establishment of a Response Management System
 - c. Procedures for Preliminary Assessment of Situation
 - d. Procedures for Development of Incident Action Plan
 - e. Procedures for Implementation of Tactical Plan
 - f. Procedures for Mobilization of Resources
3. Sustained Actions
 - a. Prolonged Mitigation and Recovery Action Procedures
4. Termination and Follow-up Actions
 - a. Demobilization and Incident Critique Procedures

Section III - Annexes

1. Facility and Locality Information
 - a. Facility Maps
 - b. Facility Drawings
 - c. Facility Description/Layout (Including identification of facility hazards and vulnerable resources and populations on and off the facility which may be impacted by an incident)
2. Notification
 - a. Internal
 - b. Community
 - c. Local, State and Federal Agencies
3. Response Management System
 - a. General

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Consolidated Contingency Plan Format

1. Emergency Response Organization Chart
 2. Response Team Job Descriptions
 3. Information Flow Description
 4. Unified Command Description
 5. Field Level and Emergency Operations Center Level Coordination
- b. Command
1. Incident Commander and Qualified Individual (if applicable)
 2. Safety Officer
- c. Operations
1. Operational Response Objectives
 2. Discharge or Release Control
 3. Assessment and Monitoring
 4. Containment
 5. Recovery
 6. Decontamination
 7. Non-Responder Medical Needs Including Information on Ambulances and Hospitals
- d. Planning
1. Hazard Assessment
 - a. Hazard Identification
 - b. Vulnerability Analysis
 - c. Prioritization of Potential Risks
 - d. Planning Scenarios (credible, worst case)
 2. Protection and Mitigation Procedures
 - a. Administrative and Operational Controls
 - b. Booming/Absorbents/Skimmers/Dispersant Use
 - c. Wildlife Rehabilitation
 3. Coordination with Natural Resource Trustees
 4. Waste Management
- e. Logistics
1. Medical Needs for Responders
 2. Site Security and Traffic Control
 3. Communications (Internal and External Resources)
 4. Transportation (Air, Land, Water)
 5. Personnel Support (e.g., Meals, Lodging, Equipment)
 6. Equipment Maintenance and Support
- f. Finance/Administration
1. Resource List
 2. Personnel Management
 3. Response Equipment
 4. Support Equipment

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Consolidated Contingency Plan Format

5. Contracting
4. Incident Documentation
 - a. Post-incident Investigation
 - b. Incident History
5. Training and Exercises
6. Response Critique, Plan Review and Modification Process
7. Prevention
8. Regulatory Compliance and Cross Reference Matrices
 - a. Certifications
 1. Owner/Operator/Management's Approval
 2. Registered Professional Engineer's Approval (SPCC)
 3. Qualified Person's Completion Review (RMP)
 - b. Regulatory Cross References

CHAPTER 2

**DATA
ELEMENT
DESCRIPTIONS**

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Data Element Descriptions

Introduction This chapter includes, for each element of the Consolidated Contingency Plan format, a description of what should be contained in the plan. The use of these data element descriptions will assist a business in identifying the level of detail and specific contents of their consolidated contingency plan.

Organization This chapter's organization is based on the Consolidated Contingency Plan format organization. The three sections are: plan introduction, core plan, and annexes. The specific elements for each section are listed, in bold, along the left column. The data that should be provided for each element is located to the right of the bolded element.

**In this
chapter**

Topic	See Page
Data Element Descriptions	
① Plan Introduction	2-8
② Core Plan	2-9
③ Annexes	2-11

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Data Element Descriptions

Section I - Plan Introduction

Purpose and scope of plan coverage	<p>The purpose and scope of the plan coverage section should provide the following information:</p> <ul style="list-style-type: none">• a brief overview of facility operations• a general description of the physical area• a general description of the nature of hazards or events in which the plan is applicable• a list of emergency planning requirements being addressed in the plan.
Table of contents	<p>The table of contents section should clearly identify the organization of the plan.</p>
Current revision date	<p>This section should indicate the date that the plan was last revised.</p>
General facility information	<p>The general facility information section should contain a brief profile of the facility and its key personnel to facilitate rapid identification of key administrative information.</p>

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Data Element Descriptions

Section II - Core Plan

Discovery

The discovery section should address the following:

- release detection equipment at the facility;
- initial actions the person(s) discovering an incident will take to assess the problem at hand;
- initial notification of proper personnel should be addressed in a manner that can be easily understood by everybody in the facility; and,
- monitoring, inspection, recognition, basic assessment, source control (as appropriate).

Initial response

The initial response section should describe the procedures for:

- the immediate internal and external notifications of the appropriate facility personnel and response organizations in the event of an accident. Notification should also include a description of the information that should be reported and the applicable reporting requirements.
- the establishment of a response management system including:
 - ◆ chain of command;
 - ◆ responsibilities of facility employees, contractors, and local response personnel; and,
 - ◆ the duties of emergency coordinator(s) or other qualified individuals, if applicable.
- the preliminary assessment of the situation, including:
 - ◆ an identification of incident type and hazards involved;
 - ◆ magnitude of the problem;
 - ◆ resources threatened; and,
 - ◆ inspection or isolation of areas vulnerable to seismic activity.
- the response resources and mitigating actions, including implementation of a tactical plan and mobilization of resources. Typically included are:
 - ◆ emergency equipment
 - ◆ emergency procedures
 - ◆ evacuation procedures
 - ◆ emergency medical assistance
- the activation of the response system following discovery of the incident.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Data Element Descriptions

Section II - Core Plan (continued)

Initial response (continued)

- the appropriate federal, state, and local notification requirements should be reflected in this section of the plan.
- the information on problem assessment, establishment of objectives and priorities, implementation of a tactical plan, and mobilization of resources.
- Mitigating actions must be tailored to the type of hazard present. For example, containment might be applicable to an oil spill (i.e., use of absorbents or booming strategies) but would not be relevant to a gas release. The plan holder is encouraged to develop checklists, flowcharts, and brief descriptions of actions to be taken to control different types of incidents.

Sustained actions

The sustained actions section should address the transition of a response from the initial emergency stage to the sustained action stage where more prolonged mitigation and recovery actions progress under a response management structure, if applicable.

Mobilization, evacuation, or shelter-in-place procedures that involve the surrounding community or areas of the facility other than the immediate vicinity of the release should be addressed in this section, if applicable.

Termination and follow-up actions

The termination and follow-up actions section should briefly address the development of a mechanism to ensure that the person in charge of mitigating the incident can, in coordination with federal, state, or local emergency responders, terminate the response.

The section should describe how the orderly demobilization of response resources will occur.

In addition, follow-up actions associated with termination of a response (e.g., accident investigation, response critique, plan review, follow-up reports) should also be outlined in this section.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Data Element Descriptions

Section III - Annexes

Facility and locality information This annex should provide detailed information to responders of the facility layout and the surrounding environment. The use of maps and drawings to allow for quick reference is preferable to detailed written descriptions. These should contain information critical to the response such as the location of discharge sources, emergency shut-off valves and response equipment, and nearby environmentally and economically sensitive resources and human populations (e.g., nursing homes, hospitals, and schools).

The facility and locality information annex should include the following elements:

- facility maps;
- facility drawings; and,
- facility description/layout, including identification of facility hazards and vulnerable resources and populations on and off the facility which may be impacted by an incident.

Notification This annex should detail the process of making people aware of an incident (i.e., who to call, when the call must be made, and what information/data to provide on the incident). The following elements should be included in this annex:

- Internal notifications
- Community notifications
- Federal, State and local agency notifications

Response System This annex should contain a general description of the facility's response management system as well as contain specific information necessary to guide or support the actions of each response management function (i.e., command, operations, planning, logistics, and finance) during a response.

General

In this section of Annex III.3, planners should briefly address either 1) basic areas where their response management system is at variance with the Incident Command System (ICS) or 2) how the facility's organization fits into the ICS structure.

If the owner or operators of the facility plan to respond to mitigated hazardous materials releases with their own personnel, they shall use the Incident Command System as specified in the California Code of Regulations, Title 8, Section 5192(9)(a). The facility owners or operators may adopt the Incident Command System by reference rather than detailing the system in the plan.

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Data Element Descriptions

Section III - Annexes (continued)

Response management system (continued)

Regardless of the response management system used, this section of the annex should include the following information:

- organizational chart;
- specific job description for each position;
- a detailed description of information flow; and
- description of the formation of a unified command within the response management system.

Command

This section of Annex III.3.b should:

- describe the command aspects of the response management system;
- identify the location(s) of predesignated command posts;
- list facility Incident Commander and Qualified Individual (if applicable) by name and/or title and provide information on their authorities and duties.
- include a process for ensuring the safety of responders or the affected community; and
- address procedures for protecting facility personnel and sensitive receptors (i.e., personal protective equipment, evacuations, or shelter in place).

Operations

This section of Annex III.3 should contain a discussion of specific operational procedures to respond to an incident, including:

- operational response objectives;
- discharge or release control;
- assessment/monitoring;
- containment;
- recovery;
- decontamination; and,
- non-responder medical needs, including information on ambulances and hospitals

Planning

Hazard Assessment - This section of Annex III.3 should present a detailed assessment of all potential hazards at the facility, an analysis of vulnerable receptors (e.g., human populations, both workers and the general public, environmentally sensitive areas, and other facility-specific concerns) and a discussion on which risks deserve primary consideration during an incident.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Data Element Descriptions

Section III - Annexes (continued)

Response management system (continued)

One approach required by certain regulations is to develop planning scenarios for certain types and sizes of releases (i.e., worst case discharge). Facilities may address such planning scenarios and associated calculations in this section of Annex III.3.d or as part of a separate annex depending on the size and complexity of the facility.

Protection - This section of Annex III.3.d should present a discussion of strategies for protecting the vulnerable receptors identified through the hazard analysis. Primary consideration should be given to minimizing risks identified as a high priority.

Coordination with natural resource trustees - This section should address coordination with government natural resource trustees. In their role as managers of, and experts in natural resources, trustees assist governmental responders in developing or selecting removal actions to protect these resources. A key area to address is interaction with facility response personnel in protection of natural resources.

Waste management - This section should address procedures for the accumulation and disposal of contaminated materials in accordance with all applicable federal, state, and local requirements.

Logistics

This section of Annex III.3 should address how the facility will provide for the operational needs of response operations in each of the areas listed below.

- Medical needs of responders
- Site security
- Communications (internal and external resources)
- Transportation (air, land, and water)
- Personnel support (e.g., meals, housing, equipment)
- Equipment maintenance and support

Finance/procurement/administration

This section of Annex III.3 should address the acquisition of resources (i.e., personnel and equipment) for the response and monitoring of incident costs.

Lists of available equipment in the local and regional area and how to procure such equipment as necessary should be included.

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Data Element Descriptions

Section III - Annexes (continued)

Response management system (continued)	<p>Information on previously established agreements / contracts with organizations supplying personnel and equipment (e.g., oil spill removal organizations) also should be included.</p> <p>This section should include the following elements:</p> <ul style="list-style-type: none">• resource list;• personnel management;• response equipment;• support equipment; and• contracting.
Incident documentation	<p>This annex should describe the company's procedures for conducting a follow-up investigation of the cause of the accident, including coordination with federal, state, and local officials.</p> <p>This Annex should also contain an accounting of incidents that have occurred at the facility, including information on cause, amount released, resources impacted, injuries, response actions, etc.</p> <p>In addition this Annex should include information to prove that the facility met its legal notification requirements with respect to a given incident, such as a signed record of initial notifications and certified copies of written follow-up reports submitted after a response.</p>
Training and Exercises/ Drills	<p>This annex should contain a description of the training and exercise program conducted at the facility as well as evidence (i.e., logs) indicating that training and exercises have been conducted on a regular basis.</p>
Response critique/ plan review/ modification process	<p>This annex should describe procedures for modifying the plan based on periodic plan review or lessons learned through an exercise or response to an actual incident. Procedures to critique an actual or simulated response should be part of the discussion. A list of plan amendments (i.e., history of updates) should be contained in this annex. Plan modification should be viewed as a part of a facility's continuous improvement process.</p>
Prevention	<p>Some regulations that specifically address accident prevention also include elements that relate to contingency planning as well (e.g., OES's Business Plan and Risk Management Plan, and EPA's SPCC regulations).</p>

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Data Element Descriptions

Section III - Annexes (continued)

Prevention

This annex is designed to allow facilities to include prevention-based requirements (e.g., maintenance, testing, in-house inspections, release detection, site security, containment, fail-safe engineering) that are required in contingency planning regulations or that have the potential to impact response activities covered in a contingency plan.

Regulatory compliance

This annex should include information necessary for plan reviewers to determine compliance with specific regulatory requirements. To the extent that plan drafters did not include regulatory required elements in the balance of the plan, they should be addressed in this Annex.

This annex should also include signatory pages to convey management approval and required certifications such as certification of completeness, certification of adequate response resources, applicability, and/or certification by a Registered Professional Engineer and/or a qualified person.

CHAPTER 3

REGULATORY COMPLIANCE MATRIX

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Regulatory Compliance Matrix

Introduction This chapter includes a regulatory compliance matrix. The matrix can be used by a business to identify the specific portions of the Consolidated Contingency Plan format they must complete to comply with the regulatory requirements for each of the programs.

Organization The matrix is organized by listing the elements of the Consolidated Contingency Plan format along the far-left column. The six programs are listed along the top row of the matrix. The specific regulatory citations are listed in the appropriate rows of the matrix. If a particular program requires an element to be included in the plan, the specific regulatory citation is listed in the row of the matrix.

**In this
chapter**

Topic	See Page
Regulatory Compliance Matrix	3-18

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Regulatory Compliance Matrix

Plan Elements:	Business Plan (19 CCR 2731)	Contingency (22CCR 66264)	UST Plan (23 CCR 2632d)	Marine Plan (14 CCR 816 and 817)	CalARP (19 CCR 2745)	SPCC (40 CFR 112)
Section I. Introduction:						
I.1 Purpose and scope	2731	66264.51		817.01(a)		
I.2 Table of contents	2731	66264.52		816.02		112.20(h)
I.3 Current revision date	2729(d)	66264.54		816.02	2745.8(a)(5)	
I.4 Facility information	2729(d)			817.02(a)(1)		112.20(h)(2)
Section II. Core Plan Elements:						
II.1 Discovery	2731(d)	66264.56(d)	2632(d)(1)	816.02(a)		112.7(e)(8) 112.20(h)(6)
II.2 Initial response						
a. Procedures for internal and external notifications	2731(a) 2731(d)	66264.52(e) 66264.52(f) 66264.56(d)	2632(e) 2652(b)	816.02(a)		112.20(h)(1)(iii) 112.20(h)(3)(iii) 112.20(h)(3)(iv)
b. Establishment of a response management structure	2731(a)(3) 2731(b)	66264.52(c) 66264.52(d) 66264.55	2632(d)(1)(D) 2632(d)(2)(B)	816.02(a)		112.20(h)(1)(v) 112.20(h)(3)(v)
c. Preliminary assessment of the situation	2731(e)	66264.56(b),(c)	2652(e)	816.02(a)		112.20(h)(3)(ix) 112.20(h)(4)

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Regulatory Compliance Matrix

Plan Elements:	Business Plan (19 CCR 2731)	Contingency (22CCR 66264)	UST Plan (23 CCR 2632d)	Marine Plan (14 CCR 816 and 817)	CalARP (19 CCR 2745)	SPCC (40 CFR 112)
Section II. Core Plan Elements (continued):						
d. Response resources and mitigating actions, including implementation of tactical plan and mobilization of resources	2731(b),(c)	66264.52(e)	2632(d)(2)(A) 2652(b)	816.02(a)	2745.	112.20(h)(1)(iv) 112.20(h)(1)(vii) 112.20(h)(3)(vi) 112.20(h)(3)(ix) 112.20(h)(7)(i) 112.20(h)(7)(ii)
II.3 Sustained actions	2731(d)	66264.56(e),(f)	2632(d)(2)	817.02(f)(3) 817.02(f)(4) 817.02(f)(5) 817.02(f)(6) 817.02(h) 817.02(i)		112.20(h)(7)(i)
II.4 Termination and follow-up actions	2731(c)	66264.56(g),(h) 66264.56(i),(j)	2632(e) 2652(c),(d)	817.02(f)(7)		112.20(h)(7)(iii)
Section III. Annexes						
III.1 Facility and locality information						112.20(h)(2)
a. Facility maps	2729(a)(4)			817.02(b)		112.4(a)(6) 112.20(h)(1)(viii)
b. Facility drawings	2729(a)(4)	66264.52(e)	2632(d)(1)(C)	817.02(b)(1)(A)		112.4(a)(6) 112.20(h)(3)(viii) 112.20(h)(9)

Plan Elements:	Business Plan (19 CCR 2731)	Contingency (22CCR 66265 and 66264)	UST Plan (23 CCR 2632d)	Marine Plan (14 CCR 816 and 817)	CalARP (19 CCR 2745)	SPCC (40 CFR 112)
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CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Regulatory Compliance Matrix

Section III. Annexes (continued)						
c. Areas of vulnerability				817.02(b)(1)(B) 817.02(b)(1)(C) 817.02(b)(1)(D) 817.02(b)(1)(E) 817.02(c)(1) 817.02(c)(2) 817.02(c)(3)	2745.6(e) 2745.7(e)	112.7(b) 112.20(h)(4)
III.2 Notification information						112.20(h)(1)(iii) 112.20(h)(3)(iv)
a. Internal		66264.56(a)		817.02(g)		112.20(h)(3)(iii)
b. Local agency	2703	66264.56(a)		817.02(g)		112.20(h)(3)(iii)
c. Federal & State agencies	2703 2705	66264.56(a)		817.02(g)		112.20(h)(3)(iii)
III.3 Response management system						
a. General		66264.52(d)	2632(d)(1)(D)	817.02(f)(1)	2745.3(a) 2745.3(f)	112.20(h)(1)(ii) 112.20(h)(1)(v) 112.20(h)(3)(v)
b. Command				817.02(f)(1) 817.02(f)(3) 817.02(f)(4) 817.02(f)(5) 817.02(f)(6) 817.02(f)(8)		
(1) Facility incident commander and qualified individual		66264.55		817.02(a)(2)		112.7(e)(10)(ii) 112.20(h)(1)(i) 112.20(h)(3)(ix)
(2) Information				817.02(f)(1)(B)		

Plan Elements:	Business Plan (19 CCR 2731)	Contingency (22CCR 66264)	UST Plan (23 CCR 2632d)	Marine Plan (14 CCR 816 and 817)	CalARP (19 CCR 2745)	SPCC (40 CFR 112)
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CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Regulatory Compliance Matrix

Section III. Annexes (continued)						
(3) Safety				817.02(f)(9)		112.20(h)(1)(vi) 112.20(h)(3)(vii)
c. Operations						
(1) Response objectives				817.02(d)(5)(G) 817.02(d)(6) 817.02(e)(4)		
(2) Discharge or release control		66264.56(e)		817.02(f)(5)		112.20(h)(1)(vii) 112.20(h)(3)(i) 112.20(h)(7)(iv)
(3) Assessment / monitoring		66264.56(c) 66264.56(f)				
(4) Containment		66264.56(e)				112.7(c) 112.20(h)(3)(i) 112.20(h)(7)(iv)
(5) Recovery				817.02(d)(6) 817.02(e)(4)		112.20(h)(3)(i)
(6) Decontamination		66264.56(h)(2)		817.02(f)(4)(D) 817.02(f)(8)		
(7) Non-responder medical needs				817.02(f)(4)(B)		

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Regulatory Compliance Matrix

Plan Elements:	Business Plan (19 CCR 2731)	Contingency (22CCR 66264)	UST Plan (23 CCR 2632d)	Marine Plan (14 CCR 816 and 817)	CalARP (19 CCR 2745)	SPCC (40 CFR 112)
Section III. Annexes (continued)						
d. Planning						
(1) Hazard assessment				817.02(c)(1) 817.02(c)(2) 817.02(c)(3) 817.02(d)(1) 817.02(d)(2) 817.02(e)(1)		112.20(h)(4) 112.20(h)(5)
(2) Protection				817.02(e)(2) 817.02(e)(4)		112.20(h)(7)(i)
(3) Coordination with natural resources trustees				817.02(i)		
(4) Waste management		66264.56(g) 66264.56(h)(1)		817.02(h)		112.20(h)(7)(iii)
e. Logistics						
(1) Medical needs				817.02(f)(4)(B)		
(2) Site security				817.02(c)(5)(F) 817.02(f)(4)(C) 817.02(f)(8)		112.7(e)(9) 112.20(h)(10)
(3) Communications				817.02(c)(4)(C) 817.02(f)(6)		112.20(h)(3)(vi)
(4) Transportation				817.02(d)(5)(E)		

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Plan Elements:	Business Plan (19 CCR 2731)	Contingency (22CCR 66264)	UST Plan (23 CCR 2632d)	Marine Plan (14 CCR 816 and 817)	CalARP (19 CCR 2745)	SPCC (40 CFR 112)
Section III. Annexes (continued)						
(5) Personnel support				817.02(b)(2)(E) 817.02(d)(5)(F)		112.20(h)(1)(vi) 112.20(h)(3)(vii)
(6) Equipment maintenance and support			2632(d)(1)(D) 2632(d)(1)(F)	817.02(d)(5)(B)(9)		112.7(e)(10)(i)
f. Finance / procurement / administration						
(1) Resource list		66264.52(e)		817.02(b)(2)(E)		112.20(h)(1)(iv) 112.20(h)(3)(i) 112.20(h)(3)(iii)
(2) Personnel				817.02(d)(5)(C)		
(3) Response equipment		66264.52(e)		817.02(d)(3) 817.02(e)(2)		112.20(h)(7)(ii)
(4) Support equipment		66264.52(e)		817.02(d)(5)(B)		
(5) Contracting				817.02(a)(4) 817.02(d)(5)(A) 817.02(e)(2)		112.20(h)(3)(ii)
III.4 Incident documentation						
a. Post-accident investigation				817.02(f)(7)	2745.6(j) 2745.7(l)	

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Regulatory Compliance Matrix

Plan Elements:	Business Plan (19 CCR 2731)	Contingency (22CCR 66264)	UST Plan (23 CCR 2632d)	Marine Plan (14 CCR 816 and 817)	CalARP (19 CCR 2745)	SPCC (40 CFR 112)
Section III. Annexes (continued)						
b. Incident history				817.02(c)(1)(A)	2745.5	112.7(a)
c. Record keeping			2632(d)(1)(E)	817.02(c)(1)(E) 817.02(c)(4)(A) 817.02(j)(4) 817.02(k)(5)		
III.5 Training and exercise / drills	2732		2632(d)(1)(G)	817.02(j)	2745.6(g) 2745.7(g) 2745.8(a)(6)	112.7(e)(10)(i) 112.7(e)(10)(iii) 112.20(h)(8) 112.21
III.6 Response critique, plan review, and modification process		66264.54		817.02(e)(7)	2745.8(a)(5) 2745.10(a) 2745.10(b) 2745.10(d) 2745.11	112.20(g)
III.7 Prevention	2731(c)		2632(d)(1)(F)	817.02(b)(1)(C)(E) 817.02(c)(4)(A3) 817.02(c)(4)(B) 817.02(c)(4)(F) 817.02(c)(5)	2745.6 2745.7	112.7(e)
(1) Drug & Alcohol Testing				817.02		
III.8 Regulatory compliance						
a. Certifications				817.02(a)(1)(D)	2745.9	112.3(d)
b. Regulatory cross references					2745.8(c)	

CHAPTER 4

CHECKLIST APPROACH

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

Introduction This chapter includes a series of checklists. These checklists are provided for businesses in completing the consolidated contingency plan. In most instances, the checklist provides potential answers to each section of the format, allowing a business to check-off the appropriate and applicable response. Some sections require short fill-in-the-blank responses.

Organization The checklists are based on the consolidated contingency plan format. They follow the organization of the format as provided in Chapter 1.

In this chapter

Topic	See Page
Checklist Approach	
① Plan Introduction	4-27
② Core Plan	4-28
③ Annexes	4-39

Disclaimer This checklist approach guidance document will provide facilities with the minimum forms and information they need to meet the California Consolidated Contingency Plan requirements. However, certain facilities, depending on their complexity or uniqueness, may need to further customize their plan to meet their individual needs.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION I –PLAN INTRODUCTION

1. Purpose and Scope of Plan Coverage

This section of the plan should provide a brief overview of facility operations and describe in general the physical area and nature of hazards or events applicable to the plan. This description will help users quickly assess the relevancy of the plan to a particular type of emergency in a given location. This section should also include a list of which plan(s) are being addressed in the California Consolidated Contingency Plan.

Overview of Facility Operations

Briefly describe the principal facility activities:

Type of business (e.g., auto repair): _____

Ancillary operations (e.g., power generation): _____

Nature of hazards or events the plan will be used for (e.g., chemical releases, earthquake evacuation, etc.): _____

List of Plans

I (Name/Title) hereby certify that this plan meets the requirements for the following:

- | | |
|--|--------------------------|
| Hazardous Materials Business Plan (H&SC 6.95/CCR Title 19): | <input type="checkbox"/> |
| Contingency Plan (CCR Title 22/40CFR): | <input type="checkbox"/> |
| Underground Storage Tank Response Plan (H&SC 6.7/CCR Title 23): | <input type="checkbox"/> |
| Spill Prevention Control & Countermeasure (H&SC/CCR Title 23): | <input type="checkbox"/> |
| Marine Facility Oil Contingency Plan (Government Code/CCR Title 14): | <input type="checkbox"/> |
| Risk Management Plan (H&SC 6.95/CCR Title 19): | <input type="checkbox"/> |

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II – CORE PLAN

1. Discovery

This section should address the initial action the person(s) discovering an incident will take to assess the problem at hand and access the response system. Recognition, basic assessment, source control (as appropriate), and initial notification of proper personnel should be addressed in a manner that can be easily understood by everybody in the facility.

Detection equipment used to identify a release

- | | |
|--|---|
| <input type="checkbox"/> Liquid leak monitoring device | <input type="checkbox"/> High/low pressure sensors |
| <input type="checkbox"/> Automatic tank level gauge | <input type="checkbox"/> High/low temperature sensors |
| <input type="checkbox"/> Flow totalizers | <input type="checkbox"/> High/low liquid level sensors |
| <input type="checkbox"/> System/flow shut-off device | <input type="checkbox"/> Groundwater/vadose zone monitoring |
| <input type="checkbox"/> Toxic gas emission monitoring | <input type="checkbox"/> Other: _____ |

Period Monitoring Procedures used to Identify a Release

- | | |
|---|--|
| <input type="checkbox"/> Daily visual inspection | <input type="checkbox"/> Daily inventory reconciliation |
| <input type="checkbox"/> Weekly visual inspection | <input type="checkbox"/> Periodic tank integrity testing |
| <input type="checkbox"/> Monthly visual inspection | <input type="checkbox"/> Monthly precision tank testing |
| <input type="checkbox"/> Waste discharge points monitored | <input type="checkbox"/> Storm water sampling |
| <input type="checkbox"/> Containers/raw materials inspected prior to acceptance | |
| <input type="checkbox"/> Other: _____ | |

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II – CORE PLAN

2. Initial Response – a. Internal and External Notification Procedures

This section of the plan shall describe the procedures for immediate internal and external notification of the appropriate facility personnel and response organizations in the event of an accident, including a description of the information requiring reporting.

Facility Internal Notification

i.) Facility emergency communication will occur through: (check all that apply)

Verbal warning Telephone (including cellular) Alarm system

Public address system Intercom Pagers Portable radio*

Other _____

*Marine oil facilities specify broadcast frequency and range: _____

ii.) Individual(s) responsible for spreading the alarm: _____

Facility External Notification*

Local emergency response agency:

Local Unified Program Agency:

California Office of Emergency Services:1-800-852-7550

National Response Center:1-800-424-8802

Nearest medical facility/hospital:

Your medical facility/hospital:

*Refer to Section II.2.b and/or Annex II.2 to provide additional telephone listings of facility response team members, contractors, or other necessary response resources.

Checklist of Information to be provided during Notification

- Your name and the telephone number from where you are calling.
- Exact location (address) of the release or threatened release.
- Date, time, cause, and type of incident (e.g. fire, release, etc.).
- Material and quantity, to the extent known (size and appearance if oil slick)
- Current condition of facility.
- Extent of injuries, if any.
- Possible hazards to human health, or the environment, outside of the facility.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II – CORE PLAN

2. Initial Response – c. Preliminary Assessment

This section of the plan shall define procedures for assessing an emergency situation, including an identification of incident type, hazards involved, magnitude of the problem, and resources threatened.

Identify areas of the facility where releases could occur or would require immediate inspection or isolation because of the vulnerability to earthquake related ground motion.

- | | |
|---|---|
| <input type="checkbox"/> Hazardous Waste/Materials Storage areas | <input type="checkbox"/> Production floor |
| <input type="checkbox"/> Process lines <input type="checkbox"/> Bench/Lab | <input type="checkbox"/> Waste Treatment |
| <input type="checkbox"/> Other: _____ | |

Identify mechanical systems where releases could occur or would require immediate inspection or isolation because of the vulnerability to earthquake related ground motion.

- | | | |
|---|--|---|
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Sprinkler Systems | <input type="checkbox"/> Cabinets |
| <input type="checkbox"/> Shelves | <input type="checkbox"/> Racks | <input type="checkbox"/> Pressure Vessels |
| <input type="checkbox"/> Gas Cylinders | <input type="checkbox"/> Tanks | <input type="checkbox"/> Process Piping |
| <input type="checkbox"/> Shutoff Valves | <input type="checkbox"/> Other : _____ | |

Accidental Release determined to impact areas outside the facility (only applies to Risk Management Plan and/or Marine Facility Oil Spill Contingency Plan). Not Applicable

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Oil Spill | <input type="checkbox"/> Regulated Toxic Substance | <input type="checkbox"/> Regulated Flammable Material |
|------------------------------------|--|---|

Mechanism for notifying off site receptors of potential accidental release (only applies to Risk Management Plan and /or Marine Facility Oil Spill Contingency Plan)

- | | | | |
|-------------------------------|-------------------------------|--|--------------------------------------|
| <input type="checkbox"/> LEPC | <input type="checkbox"/> CAER | <input type="checkbox"/> RMP Public Document | <input type="checkbox"/> Other _____ |
|-------------------------------|-------------------------------|--|--------------------------------------|

Type of Hazardous Analysis conducted to determine preliminary assessment.

- | | | | |
|---|----------------------------------|--|--|
| <input type="checkbox"/> Walk through of facility | <input type="checkbox"/> What-if | <input type="checkbox"/> Checklist | <input type="checkbox"/> What-if/Checklist |
| <input type="checkbox"/> Failure mode and effect analysis | <input type="checkbox"/> HazOp | <input type="checkbox"/> Fault tree analysis | |
| <input type="checkbox"/> Other _____ | | | |

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II – CORE PLAN

2. Initial Response – d. Procedures for Development of Incident Action Plan

This section of the plan shall describe the available resources and actions to be implemented to ensure the safety of the facility and to mitigate the release or threatened release of hazardous materials.

Immediate goals/tactical planning (e.g., protection of workers and public as priorities)

Evacuation

Signal: Verbal Phone Alarm Public address system

Primary evacuation route: _____

Alternate evacuation route: _____

Emergency response procedures (typical)*

- Assess situation.
- Isolate and deny entry to affected area, evacuate or shelter-in place.
- Provide emergency medical assistance, if necessary.
- Notify response agencies and facility response personnel, as appropriate.
- Control the release, if possible, to be done safely or remotely.
- Actively mitigate the release, if properly trained and equipped.
- Provide assistance to public agency responders, as necessary.
- Terminate the response with proper clean-up and disposal
- Follow-up, reporting, evaluation, and critique, as required

* Additional facility specific response procedures included as Annex III.3c "Operations" Yes No

Mitigating actions (e.g., discharge/release control, containment, and recovery, as appropriate)

Discharge/release control:

Automatic shut-off Pressure relief valves
 Water sprays Sprinkler systems Foam Other: (Specify)

Containment:

Blocking drains Diking with absorbent/other material
 Berm in storage/work area(s) Other _____

Recovery:

Cleanup procedures: _____
 Cleanup/disposal contractors and services: _____
 Other: _____

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II – CORE PLAN

2. Initial Response – d. Procedures for Development of Incident Action Plan (Continued)

Equipment Category	Equipment Type	*Location	**Frequency for Testing/ Inspecting
Personal Protective, Safety Equipment, & First Aid Equipment	<input type="checkbox"/> Chemical Protective Suits/Aprons/Coats	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Chemical Protective Gloves	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Chemical Protective Boots	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Safety Glasses/Splash Goggles/Shields	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Hard Hats	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Cartridge Respirators	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Self Contained Breathing Apparatus	B L Y O P W St	D W M Q A
	<input type="checkbox"/> First Aid Kits/Stations	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Plumbed Eye Wash Stations/Showers	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Portable Eye Wash Kits (i.e. bottle type)	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Other (describe)	B L Y O P W St	D W M Q A
Fire Extinguishing Systems and Emergency Response Detection Equipment	<input type="checkbox"/> Portable Fire Extinguishers	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Fixed Fire Systems/Fire Hoses	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Fire Alarm Boxes/Stations	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Chemical Monitoring Equipment	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Other (describe)	B L Y O P W St	D W M Q A
Spill Control Equipment, Decontamination Equipment, and Structural Equipment	<input type="checkbox"/> Absorbents	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Decontamination Equipment	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Berms/Dikes	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Sumps/Emergency Tanks	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Exhaust Hoods	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Gas Cylinder Leak Repair Kits	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Neutralizers	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Overpack Drums	B L Y O P W St	D W M Q A
<input type="checkbox"/> Other (describe)	B L Y O P W St	D W M Q A	
Communication and Alarm Systems	<input type="checkbox"/> Telephones (including cellular)	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Intercoms/ PA Systems	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Portable Radios	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Chemical Alarms	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Underground Tank Leak Detection	B L Y O P W St	D W M Q A
	<input type="checkbox"/> Other (describe)	B L Y O P W St	D W M Q A

*Location: B=building; L=laboratories; Y=yards; S=shops; O=offices; P=production areas; W=warehouses; and St=storage areas

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

****Frequency: D= daily; W=weekly; M=monthly; Q=quarterly; A=annual**

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II - CORE PLAN

2. Initial Response – e. Procedures for Implementation of Tactical Plan

This section of the plan describes the emergency response procedures and appropriate response level to implement the plan.

Implementation of the tactical plan (i.e., emergency response procedures and appropriate response level)

Emergency Response Procedures (typical)*

- ✓ Assess situation
- ✓ Isolate and deny entry to affected area, evacuate or shelter-in place
- ✓ Provide emergency medical assistance, if necessary
- ✓ Notify response agencies and facility response personnel, as appropriate
- ✓ Control the release, if possible to be done safely or remotely
- ✓ Actively mitigate the release, if properly trained and equipped
- ✓ Provide assistance to public agency responders, as necessary
- ✓ Terminate the response with proper clean-up and disposal
- ✓ Follow-up, reporting, evaluation, and critique, as required.

* Additional facility specific response procedures included in Annex III.3c "Operations" Yes No

Appropriate Response Level

Response Level	Description	Contact:
I. Potential Emergency Condition	An incident or threat of a release which can be controlled by the first responder and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.	<hr/> <hr/> <hr/>
II. Limited Emergency Condition	An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.	<hr/> <hr/>
III. Full Emergency Condition	An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation or an incident requiring the expertise or resources of county, state, federal, or private agencies/ organizations.	<hr/> <hr/> <hr/>

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II – CORE PLAN

2. Initial Response – f. Procedures for Mobilization of Resources

This section of the plan shall describe the procedures for mobilizing the appropriate resources to respond to an emergency response.

Resource means personnel, equipment, and facilities and other resources available for use in responding to hazardous materials emergencies

Personnel

- Sufficient trained personnel are available to maintain a given level of response capability
- Availability of special technical expertise necessary for a response has been identified (i.e., chemists, industrial hygienists, toxicologists, etc.).
- Limitations on the use of above personnel resources have been identified
- Notification procedures have been tested to ensure outside resources such as fire departments and environmental health can be contacted to assist in an emergency.
- Other _____

Equipment

- Response equipment requirements have been identified for a given level of responsibility
- Sufficient quantities of each type of equipment are available on a sustained basis
- Up-to-date equipment lists are maintained and available to all onsite responders
- Procedures necessary to obtain equipment on a 24-hour basis have been identified
- Sufficient communications equipment is available for notifying personnel or to transmit information
- Program exists to carry out required maintenance of equipment
- Maintenance and repair records are available for each piece of equipment
- Other _____

Facilities

- Adequate facilities exist for storage and cleaning/reconditioning of response equipment
- Facilities capable of performing rapid chemical analysis have been identified
- Locations or facilities have been identified for the storage, treatment, recycling, and disposal of wastes resulting from a release
- Adequate facilities exist for carrying out training programs
- Facilities exist that are capable of providing medical treatment to persons injured by chemical exposure
- Facilities and procedures have been identified for housing persons requiring evacuation or temporary relocation as a result of an incident _____
- Other _____

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

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SECTION II – CORE PLAN

3. Sustained Action

This section of the plan shall address the transition of a response from the initial emergency stage to the sustained action stage where more prolonged mitigation and recovery actions progress under a response management structure.

Measures to be taken during prolonged incidents*

Typical:

- Stopping processes and operations
- Collecting and containing released waste
- Removing and/or isolating containers
- Monitoring for leaks, pressure build-up, gas generation, ruptures, etc.
- Sufficient temporary storage of generated wastes
- Other _____

Ongoing incident assessment*

Unique:

- Field monitoring teams
- Provisions for environmental assessment
- Provisions for biological monitoring
- Provisions for contamination surveys
- Rehabilitation of oiled wildlife (if spill affects marine environments)
- Other _____

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

*Additional prolonged response procedures included as Annex III.3. "Logistics" Yes No

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION II – CORE PLAN

4. Termination and Follow-up Actions

This section should briefly address the development of a mechanism to ensure that the person in charge of mitigating the incident can, in coordination with the appropriate agencies, terminate the response.

Demobilization actions (typical)*

Operations shall resume after:

- Waste materials are transferred, treated, stored or properly disposed
- Emergency equipment is decontaminated
- Equipment is repaired or replaced, if necessary
- Additional measures are taken to prevent reoccurrence
- Other _____

*Additional procedures listed in Annex III.3.d “Waste Management”

Yes

No

Incident Critique (typical)**

Reports and Records:

- Follow-up reports submitted as soon as practical, to regulatory agency(s)
- Incident details noted in operating record
- Contingency plan reviewed and amended if necessary
- Other _____

**Additional follow-up procedures included in Annex III “Incident Documentation”

Yes No

**Additional follow-up procedures included in Annex III “Response Critique”

Yes No

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 1. Facility and Locality Information

<p>a. Facility site maps (Core Plan Requirement)</p> <p>A site map is used to allow first responders quick reference to location of hazardous materials, emergency shut-off valves, and drainage locations.</p> <p><input type="checkbox"/> Site Map</p>
<p>b. Facility drawings (Program Specific Requirements)</p> <p>Drawings could include blueprints; additional maps; process diagrams; and piping, and instrumentation diagrams. These provide more detailed facility information such as site topography, transportation routes, physical geographical features (such as ocean depths), tank diagrams, building layouts, etc.</p> <p><input type="checkbox"/> Blueprint of facility</p> <p><input type="checkbox"/> Process flow diagram(s)</p> <p><input type="checkbox"/> Piping and Instrumentation diagram(s)</p> <p><input type="checkbox"/> Site topography map</p> <p><input type="checkbox"/> Other _____</p>
<p>c. Facility description/layout, including identification of facility hazards and vulnerable resources and populations on and off the facility which may be impacted by an incident. (Program Specific Requirements)</p> <p>This includes site maps that identify the facility in relationship to potential resources and populations that could be impacted by a release. This includes details of nearby schools, hospitals, wetlands, etc.</p> <p><input type="checkbox"/> Oil spill (worst case) <input type="checkbox"/> Toxic release (alternative)</p> <p><input type="checkbox"/> Oil spill (most credible) <input type="checkbox"/> Flammable release (worst case)</p> <p><input type="checkbox"/> Toxic release (worst case) <input type="checkbox"/> Flammable release (alternative)</p>

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 2. Notification

This annex should detail the process of making people aware of an incident (i.e., who to call, when the call must be made, and what information/data to provide on the incident). Notification lists provided in the core plan need not be duplicated here but need to be referenced.

Who must be notified?

Notification must be given to the following agencies:

- Local emergency response agency _____
- Local fire department (if different than above) _____
- Local administering agency (if different than above) _____
- Local CUPA/PA (if different than above) _____
- Governor's Office of Emergency Services (OES) _____

As required, one or more of the following:

- National Response Center _____
- Cal/OSHA _____
- Regional Water Quality Control Board _____
- Department of Toxic Substances Control _____
- California Division of Oil and Gas _____
- State Fire Marshall _____
- Public Utilities Commission _____
- U.S. Coast Guard _____
- California Department of Fish & Game _____

When to notify

By Telephone

- Immediately report all significant spills and releases of hazardous materials, including oil.

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 2. Notification (continued)

When to notify (continued)

Written Reports

- Section 304 After Action report to OES
- Facility Incident or Tank System Release report to DTSC
- Fixed Facility Oil Spill report to California Division of Oil and Gas
- Serious Injury or Harmful Exposure to Workers report to Cal/OSHA
- Other _____

What information is required?

State notification requirements for a spill or release include:

- ✓ Identity of caller
- ✓ Location, date and time of spill or release
- ✓ Substance and quantity involved
- ✓ Chemical name (if known)
- ✓ Description of what happened

Federal immediate verbal reporting requires additional information for spills (CERCLA chemicals) that exceed federal reporting requirements:

- ✓ Medium or media impacted by the release
- ✓ Time and duration of the release
- ✓ Proper precautions to take
- ✓ Known or anticipated health risks
- ✓ Name and telephone number for more information

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 3. Emergency Response System

This annex should contain a general description of the facility's response management system as well as contain specific information necessary to guide or support the actions of each response management function (i.e., command, operations, planning, logistics, and finance) during a response.

General

If facility owners and operators choose to follow the fundamental principles the Incident Command System (ICS) then they may adopt ICS by reference rather than having to describe the response management system, in detail in the plan. If facility owners or operators must describe: (1) basic areas where the response management system is at variance with ICS; or (2) how the facility's organization fits into the ICS structure. This may be accomplished through a simple organizational diagram.

- Use ICS
- Use other response system
- Organization chart (attached)
- Specific job description for each position (attached)
- Detailed description of information flow (attached)
- Description of the formation of a unified command within the response management system (attached)

Command

The command function consists of those actions that involve directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

- Use ICS
- Use other response system
- Facility Commander, title, authority, and duties (attached)
- Description of how facility will communicate and disseminate information internally (attached)
- Description of how facility will communicate and disseminate information externally (attached)
- Description of the process for ensuring the safety of responders and protection of facility personnel (attached)
- Description by which the internal and external emergency response teams will interact (attached)

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN
Checklist Approach

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 3. Emergency Response System (continued)

Operations

The operations function is responsible for the management of all tactical operations at the incident.

- Use ICS
- Use other response system
- Description of the operational response objectives (attached)
- Description of the discharge or release control (attached)
- Description of assessing and monitoring the incident (attached)
- Description of how the incident will be contained (attached)
- Description of how the recovery process will be implemented (attached)
- Description of the decontamination procedures (attached)
- Description of the non-responder medical needs, including information on ambulances and hospitals (attached)

Planning

The planning function includes the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.

- Use ICS
- Use other response system
- Facility hazards identified (attached)
- Vulnerability analysis conducted (attached)
- Prioritization of potential risks (attached)
- Strategies for protecting the vulnerable receptors (attached)
- Description of interaction with natural resource trustees (attached)
- Procedures for disposal of contaminated materials (attached)

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 3. Emergency Response System (continued)

Logistics

The logistics function is responsible for locating, organizing and providing facilities, services, and materials for the incident.

- Use ICS
- Use other response system
- Medical needs of responders (attached)
- Site security (attached)
- Communications, i.e., internal and external resources (attached)
- Transportation, i.e., air, land, water (attached)
- Personnel support, e.g., meals, housing, equipment (attached)
- Equipment maintenance and support (attached)

Finance/procurement/administration

The finance function is responsible for tracking all incident costs and evaluating the financial considerations of the incident.

- Use ICS
- Use other response system
- Resource list (attached)
- Personnel management (attached)
- Response equipment (attached)
- Support equipment (attached)
- Contracting (attached)

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 4. Incident Documentation

This annex should describe the facility's procedures for conducting a follow-up investigation of the cause of the accident, including coordination with federal, state, and local officials. This annex should also contain an accounting of incidents that have occurred at the facility, including information on cause, amount released, resources impacted, injuries, response actions, etc.

Post-incident Investigation*

Post-incident investigations must be designed to determine how and why incidents occur.

- Investigating Procedures are available
- Investigation Team is identified
- Team is trained in Interviewing Techniques
- Problem Solving Techniques are in-place (i.e., Change analysis; Job Safety Analysis)
- Report responsibility has been assigned
- Mechanism in place to coordinate with regulatory authorities
- Other _____

Incident History*

Accounting of incidents that have occurred at this facility include the following information:

- Information on cause
- Amount of chemical released
- Resources impacted
- Injuries
- Response actions taken
- Log of notification to regulatory agencies
- Other _____

***Detailed information available on-site.**

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 5. Training and Exercise/Drills

This annex should contain a description of the training and exercise program conducted at the facility as well as evidence (i.e., logs) that required training and exercises have been conducted on a regular basis.

Type of Training

<input type="checkbox"/> Classroom <input type="checkbox"/> Vendor provided <input type="checkbox"/> Orally communicated <input type="checkbox"/> Applicable to job duties <input type="checkbox"/> Volunteers properly trained <input type="checkbox"/> Trained oil response team <input type="checkbox"/> Verification of competency	<input type="checkbox"/> On-the-job <input type="checkbox"/> Instruction by trained personnel <input type="checkbox"/> Written training plan <input type="checkbox"/> Spill prevention briefings <input type="checkbox"/> Contractors properly trained <input type="checkbox"/> Trained oil response coordinator <input type="checkbox"/> Other
--	---

Training Frequency

<p>Initial Training</p> <input type="checkbox"/> Prior to assignment <input type="checkbox"/> Prior to changes in process <input type="checkbox"/> <input type="checkbox"/> Upon modification of response plan <input type="checkbox"/> Other	<p>Refresher Training</p> <input type="checkbox"/> Conduct annually <input type="checkbox"/> Other
---	--

Training Content

<input type="checkbox"/> Emphasis on health & safety <input type="checkbox"/> Safe work practices <input type="checkbox"/> Decontamination procedures <input type="checkbox"/> Maintenance and equipment <input type="checkbox"/> Operation of UST monitoring equipment <input type="checkbox"/> Operation of UST system <input type="checkbox"/> Process hazard analysis <input type="checkbox"/> Coordinating emergency response <input type="checkbox"/> Use of emergency response equipment <input type="checkbox"/> Notification procedures <input type="checkbox"/> Control and containment procedures <input type="checkbox"/> Semiannual deployment drills <input type="checkbox"/> Employee evacuation procedures	<input type="checkbox"/> Methods for safe handling <input type="checkbox"/> Personal protective equipment <input type="checkbox"/> Fire hazards of materials/process <input type="checkbox"/> O & M spill prevention equipment <input type="checkbox"/> Standard operating procedures <input type="checkbox"/> Conditions likely to worsen emergencies <input type="checkbox"/> Applicable laws and regulations <input type="checkbox"/> Communication system and alarms <input type="checkbox"/> Use of fire fighting equipment <input type="checkbox"/> Termination procedures <input type="checkbox"/> Program drills and exercises <input type="checkbox"/> Annual tabletop exercises <input type="checkbox"/> Other
--	--

Training Record Keeping

<input type="checkbox"/> Records kept until facility closure <input type="checkbox"/> Former employee records kept three years <input type="checkbox"/> Employee name & job title <input type="checkbox"/> Other	<input type="checkbox"/> Written job description <input type="checkbox"/> Description of required training <input type="checkbox"/> Documentation at the facility
---	---

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III – ANNEXES

Annex 6. Response Critique, Plan Review and Modification Process

This annex should describe the facility's procedures for modifying the plan based on periodic plan review or lessons learned through an exercise or a response to an actual incident.

Response Critique

Exercises or drills are important tools in keeping a plan functionally up-to-date. These are simulated accidental releases where emergency response personnel act out their duties.

- Tabletop exercises, conducted every: _____
- Functional exercises, conducted every: _____
- Full-scale exercises, conducted every: _____
- Other: _____

Plan Review

Plan review and approval are critically important responsibilities of the planning team.

Internal Review

- Environmental Coordinator
- Response Team Members
- Others _____

External Review

- Peer Local Industry
- Regulatory Agency
- Consultant
- Other _____

Modification Process

Plan modification should be reviewed as part of the facility's continuous improvement process.

- Plan reviewed every: _____

Plan requires modification when:

- Changes to process or hazardous materials inventory
- Changes to emergency coordinator(s)
- Changes to emergency contact list
- Changes based on drills, exercises, or incident
- Changes in laws and regulations
- Other _____

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III - ANNEXES

Annex 7. Prevention

Some regulations that primarily address prevention of accidents include elements that relate to contingency planning (e.g., The Business Plan, The UST Response plan, RMP, SPCC, etc.). This annex is designed to allow facilities to include prevention-based requirements (e.g., maintenance, testing, in-house inspections, release detection, site security, containment, fail safe engineering, etc.) that are required in contingency planning regulations or that have the potential to impact response activities covered in a contingency plan. This annex may not need to be submitted to regulatory agencies for review.

Business Plan

- Prevention is scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations.

UST Emergency Response Plan

- Preventative maintenance of monitoring equipment in accordance with manufacturer's instructions

Risk Management Plan

- Prevention Program 2
- Prevention Program 3

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III - ANNEXES

Annex 7. Prevention (continued)

Spill Prevention Control and Counter Measure Plan

Facility drainage:

<input type="checkbox"/> Drainage from diked areas restrained by: <ul style="list-style-type: none"> <input type="checkbox"/> Valves <input type="checkbox"/> Other drainage spill prevention 	<input type="checkbox"/> Manually activated pumps
<input type="checkbox"/> Diked area drainage valve operations: <ul style="list-style-type: none"> <input type="checkbox"/> Use of non-flapper type valves <input type="checkbox"/> Storm water inspected before drained 	<input type="checkbox"/> Manual open & close design
<input type="checkbox"/> Undiked drainage flows into: <ul style="list-style-type: none"> <input type="checkbox"/> Ponds <input type="checkbox"/> Catchment basins <input type="checkbox"/> Treatment unit(s) 	<input type="checkbox"/> Lagoons <input type="checkbox"/> Diversion ditches

Bulk Storage Tanks:

<input type="checkbox"/> Tank material compatible with: <ul style="list-style-type: none"> <input type="checkbox"/> Substance stored <input type="checkbox"/> Pressure 	<input type="checkbox"/> Temperature
<input type="checkbox"/> Secondary containment: <ul style="list-style-type: none"> <input type="checkbox"/> Drainage trench <input type="checkbox"/> Containment curbs <input type="checkbox"/> Holding pond 	<input type="checkbox"/> Dikes <input type="checkbox"/> Catchment basins
<input type="checkbox"/> Diked rainwater drainage protected by: <ul style="list-style-type: none"> <input type="checkbox"/> Normally closed bypass valve <input type="checkbox"/> Supervised bypass valve operation 	<input type="checkbox"/> Inspection before draining <input type="checkbox"/> Records of all such drainage events
<input type="checkbox"/> Buried metallic tanks protected by: <ul style="list-style-type: none"> <input type="checkbox"/> Coatings <input type="checkbox"/> Regular pressure testing 	<input type="checkbox"/> Cathodic protection
<input type="checkbox"/> Partially buried tanks avoided unless coated	
<input type="checkbox"/> Periodic tank integrity testing performed by: <ul style="list-style-type: none"> <input type="checkbox"/> Hydrostatic testing <input type="checkbox"/> Visual inspection <input type="checkbox"/> Comparison records 	<input type="checkbox"/> Non-destructive shell thickness test <input type="checkbox"/> Tank support & foundation inspection <input type="checkbox"/> Frequent observation of tank sides
<input type="checkbox"/> Internal heating coil leakage controlled by: <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring for contamination <input type="checkbox"/> Skimmer <input type="checkbox"/> Other separation or retention system 	<input type="checkbox"/> Settling tank <input type="checkbox"/> Installation of external heating coil

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III - ANNEXES

Annex 7. Prevention (continued)

Containment Structures:

<input type="checkbox"/> Dikes	<input type="checkbox"/> Gutters	<input type="checkbox"/> Booms	<input type="checkbox"/> Berms
<input type="checkbox"/> Wiers	<input type="checkbox"/> Drip pans	<input type="checkbox"/> Sumps	<input type="checkbox"/> Curbing
<input type="checkbox"/> Culverting	<input type="checkbox"/> Retaining walls	<input type="checkbox"/> Retention ponds	<input type="checkbox"/> Sorbent materials
<input type="checkbox"/> Collection systems			

Fail-safe Engineered Devices:

<input type="checkbox"/> High liquid level alarm	<input type="checkbox"/> High liquid level shut off device
<input type="checkbox"/> Direct pumper/gauger communication	<input type="checkbox"/> Regularly tested monitoring devices
<input type="checkbox"/> Visible leaks promptly corrected	<input type="checkbox"/> Secondary containment for portable tanks
<input type="checkbox"/> Visual or automatic tank gauge	<input type="checkbox"/> Effluent disposal frequently monitored

Facility Transfer Operations

Buried piping installations protected by:

<input type="checkbox"/> Protective wrapping	<input type="checkbox"/> Cathodic protection
<input type="checkbox"/> Coating	<input type="checkbox"/> Valves & piping regularly examined/tested
<input type="checkbox"/> Alternative exposed pipe corridors	
<input type="checkbox"/> Vehicle clearance signs under overhead piping	
<input type="checkbox"/> Out of service pipes marked, capped, or blank flanged	
<input type="checkbox"/> Pipe supports minimize abrasion and corrosion and allow for expansion and contraction	

Loading Rack Operations

<input type="checkbox"/> Rack area drainage:	
<input type="checkbox"/> Catchment basins	<input type="checkbox"/> Treatment facility
<input type="checkbox"/> Quick drainage system	<input type="checkbox"/> Secondary containment
<input type="checkbox"/> Interlock system:	
<input type="checkbox"/> Warning light	<input type="checkbox"/> Physical barrier
<input type="checkbox"/> Warning signs	

Onshore Oil Production Facilities:

<input type="checkbox"/> Bulk storage tanks:	
<input type="checkbox"/> Compatible with stored material	<input type="checkbox"/> Secondarily contained
<input type="checkbox"/> Visually inspected	
<input type="checkbox"/> Fail-safe engineered:	
<input type="checkbox"/> Adequate tank capacity	<input type="checkbox"/> Overflow accommodation
<input type="checkbox"/> Adequate vacuum protection	<input type="checkbox"/> High liquid level alarms
<input type="checkbox"/> Facility transfer operations:	
<input type="checkbox"/> Valves & pipelines inspected	<input type="checkbox"/> Salt water disposal facilities inspected
<input type="checkbox"/> Flow line maintenance program	

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III - ANNEXES

Annex 7. Prevention (continued)

Spill Prevention and Control Counter Measure Plan (continued)

Oil Drilling & Workover Facilities

- | | |
|---|---|
| <input type="checkbox"/> Equipment positioned to prevent spills | <input type="checkbox"/> Catchment basins to contain or divert spills |
| <input type="checkbox"/> Blowout prevention installed | |

Offshore Drilling & Production

- | | | |
|--|--|---|
| <input type="checkbox"/> Oil drainage collection equipment around: | | |
| <input type="checkbox"/> Pumps | <input type="checkbox"/> Valves | <input type="checkbox"/> Flanges |
| <input type="checkbox"/> Hoses | <input type="checkbox"/> Drain lines | <input type="checkbox"/> Expansion joints |
| <input type="checkbox"/> Separators | <input type="checkbox"/> Treaters | <input type="checkbox"/> Allied equipment |
| <input type="checkbox"/> Tanks | | |
| <input type="checkbox"/> Sump and drain systems: | | |
| <input type="checkbox"/> Adequately sized | <input type="checkbox"/> Spare pump available | |
| <input type="checkbox"/> Spare pump available | <input type="checkbox"/> Preventative maintenance | |
| <input type="checkbox"/> Inspection & testing | <input type="checkbox"/> Redundant pumps and controls | |
| <input type="checkbox"/> Special precautions for separators and treaters: | | |
| <input type="checkbox"/> Flare within diked area | <input type="checkbox"/> High liquid level shuts in well | |
| <input type="checkbox"/> Parallel redundant dump valves | | |
| <input type="checkbox"/> Tanks equipped with high liquid level sensors | | |
| <input type="checkbox"/> Vessels equipped with high/low level sensors | | |
| <input type="checkbox"/> Tanks equipped with corrosion protection | | |
| <input type="checkbox"/> Written inspection and testing procedures | | |
| <input type="checkbox"/> Appropriately scheduled inspection & testing | | |
| <input type="checkbox"/> Well shut in procedures adequately described | | |
| <input type="checkbox"/> Adequate blowout prevention in place | | |
| <input type="checkbox"/> Appropriate well control measures | | |
| <input type="checkbox"/> Contractor safety agreements maintained | | |
| <input type="checkbox"/> Manifolds equipped with flowline check valves | | |
| <input type="checkbox"/> High pressure relief or shut in for over pressure | | |
| <input type="checkbox"/> All pipelines protected from corrosion | | |
| <input type="checkbox"/> Submerged pipes protected from stress & fishing | | |
| <input type="checkbox"/> Submerged pipelines adequately maintained | | |

Security

- | |
|---|
| <input type="checkbox"/> Fully fenced and locked when attended |
| <input type="checkbox"/> Valves locked in closed position |
| <input type="checkbox"/> Pump controls locked in "off" position |
| <input type="checkbox"/> Loading rack connections capped or blanked |
| <input type="checkbox"/> Adequate facility lighting: |
| <input type="checkbox"/> Sufficient to detect spills at night |
| <input type="checkbox"/> Sufficient to deter vandalism |

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Checklist Approach

SECTION III - ANNEXES

Annex 7. Prevention (continued)

Marine Facility Oil Spill Contingency Plan

Regularly scheduled inspection & testing of:

- | | | | |
|--------------------------|--------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Tanks | <input type="checkbox"/> | Pipelines |
| <input type="checkbox"/> | Storage equipment | <input type="checkbox"/> | Production equipment |
| <input type="checkbox"/> | Transfer equipment | <input type="checkbox"/> | Overpressure safety devices |
| <input type="checkbox"/> | Pumps | <input type="checkbox"/> | Valves |
| <input type="checkbox"/> | Flanges | | |

Methods of testing include:

- | | | | |
|--------------------------|---------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Hydrostatic testing | <input type="checkbox"/> | Visual inspection |
|--------------------------|---------------------|--------------------------|-------------------|
- Internal/External corrosion detection/repair
 - Damage criteria for equipment repair/replace
 - Maintenance & inspection records available

Standard Procedures for transfers:

- | | | | |
|--------------------------|--------------------------------------|--------------------------|---|
| <input type="checkbox"/> | Pre-transfer checklist | <input type="checkbox"/> | Review of transfer procedures |
| <input type="checkbox"/> | Verification of oil levels & volumes | <input type="checkbox"/> | Inspection of key components |
| <input type="checkbox"/> | Hook-up, start-up, & shut-down | <input type="checkbox"/> | Reduced loading rates at start & finish |
| <input type="checkbox"/> | Emergency shut-down of transfer | <input type="checkbox"/> | Wellhead or platform shutdown |

Overfill Detection Device Testing:

- | | | | |
|--------------------------|-------------------------------------|--------------------------|-----------------|
| <input type="checkbox"/> | Prior to each transfer | <input type="checkbox"/> | Monthly testing |
| <input type="checkbox"/> | Monthly inspection & annual testing | | |
- Clear communications during transfer
 - Protection of areas subject to flooding

CHAPTER 5

SAMPLE PLANS

CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

Sample Plans

Introduction This chapter includes three sample consolidated contingency plans:

- Simple Plan
- Moderate Plan
- Detailed Plan

These sample plans are provided to assist facilities in preparing their own consolidated contingency plan.

**In this
chapter**

Topic	See Page
Sample Plans	
① Simple Plan	
② Moderate Plan	
③ Detailed	