

# CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

## Checklist Approach

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### SECTION I –PLAN INTRODUCTION ELEMENTS

#### 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 to which the plan is applicable. This brief 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 *California Records Inc.*

Briefly describe the principal facility activities:

Type of business (e.g., auto repair): *Compact Disc Manufacturer*

Ancillary operations (e.g., power generation): \_\_\_\_\_

Nature of hazards or events the plan will be used for (e.g., chemical releases, earthquake evacuation, etc.): *Chemical Releases, Earthquake, Evacuation, Fire*

#### List of Plans

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

Hazardous Materials Business Plan (HSC 6.95/CCR Title 19):

Emergency Response Contingency Plan (CCR Title 22/40CFR):

Underground Storage Tank Response Plan (HSC 6.7/CCR Title 23):

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

#### Period Monitoring Procedures used to identify a release

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

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### 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: \_\_\_\_\_

Individual(s) responsible for spreading the alarm: Ricardo Martin, William Clark or Ann Lenox

##### Facility External Notification\*

Local emergency response agency:.....911  
Local Unified Program Agency: *Star City or County CUPA*.....877-555-0123  
California Office of Emergency Services.....1-800-852-7550  
National Response Center.....1-800-424-8802  
Nearest medical facility/hospital: *Star Industrial Clinic*.....877-555-9669  
Your medical facility/hospital: *Star Hospital*.....877-555-7390

\*Refer to Section II.2.b and/or Annex II.2 to provide additional phone 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, in any.
- Possible hazards to human health, or the environment, outside of the facility.

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### SECTION II – CORE PLAN

#### 2. Initial Response – b. Response Management System

This section of the plan shall establish a specific chain of command and specify the responsibilities of facility employees, contract and local response agencies.

#### Personnel Responsibilities

Responsibilities	Emergency Contacts	Environmental Coordinator	Other (Specify)
Accountability for spill prevention	[x]	[x]	_____
Familiarity with chemicals and processes	[x]	[x]	_____
Preliminary assessment of the situation	[x]	[x]	_____
Initiating alarms	[x]	[ ]	_____
Notifying response agencies	[ ]	[x]	_____
Contacting facility responders	[x]	[x]	_____
Notifying contract service providers	[ ]	[x]	_____
Authorizing any spill response work	[ ]	[x]	_____
Organizing response activities	[ ]	[x]	_____
Interfacing with public agency responders	[ ]	[x]	_____
Other: (Specify)	[ ]	[ ]	_____

#### Arrangements for Emergency Service

Fire Department   
  Environmental Health Department   
  Local Police

Closest Hospital/Medical Facility                     
  Contractors/Haulers

Other: (Specify)

#### Additional Telephone List of Qualified Response Personnel and Emergency Services

Name	Telephone	Duties or Responsibilities
<i>Ann Lennox</i>	<i>(888) 555-1717</i>	<i>Director Environmental Safety</i>
<i>William Clark</i>	<i>(877) 555-1000</i>	<i>Plating Shop Supervisor</i>
<i>Ricardo Martin</i>	<i>(888) 555-3473</i>	<i>First Responder, Fire Fighting</i>

Additional notification lists provided in Annex III.2                     
  Yes                       No  
 Additional response management organization provided in Annex III.3                     
  Yes                       No

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### 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 checked="" type="checkbox"/> Hazardous Waste/Materials Storage areas | <input checked="" type="checkbox"/> Production floor |   |
| <input checked="" type="checkbox"/> Process lines                           | <input checked="" type="checkbox"/> Bench/Lab        | <input checked="" 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 checked="" type="checkbox"/> Utilities      | <input checked="" type="checkbox"/> Sprinkler Systems | <input checked="" type="checkbox"/> Cabinets         |
| <input checked="" type="checkbox"/> Shelves        | <input checked="" type="checkbox"/> Racks             | <input checked="" type="checkbox"/> Pressure Vessels |
| <input checked="" type="checkbox"/> Gas Cylinders  | <input checked="" type="checkbox"/> Tanks             | <input checked="" type="checkbox"/> Process Piping   |
| <input checked="" 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 checked="" 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) Not Applicable**

- |                               |                               |  |                                      |
|-------------------------------|-------------------------------|--|--------------------------------------|
| <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

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### 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 insure 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: *Emergency Door on Production Dept side of building*

Alternate evacuation route: *Emergency Door near front office*

##### 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: *California Environmental Services Inc.*  
 Other: \_\_\_\_\_

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

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

\*\*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.	<u>Ann Lennox</u> _____ _____
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.	<u>Star City Cupa &amp; Fire Dept</u> <u>Star City Cupa &amp; Fire Dept</u>
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.	<u>Same as above plus</u> <u>1. OES</u> <u>2. Anational Response Center</u> <u>3. Star Sanitation Dist</u> <u>4. Star Air Pollution Dist</u> <u>5. Cal OSHA</u>



# CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

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### 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 has 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

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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 \_\_\_\_\_

\*Additional prolonged response procedures included as Annex III.3. "Logistics"

Yes  No

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### 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

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### SECTION III – ANNEXES

#### Annex 1. Facility and Locality Information

<p><b>a. Facility site maps (Core Plan Requirement)</b></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 checked="" type="checkbox"/> Site Map</p>						
<p><b>b. Facility drawings (Program Specific Requirements)</b></p> <p>Drawings could include blueprints, additional maps, process diagrams, 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 checked="" type="checkbox"/> Blueprint of facility</p> <p><input checked="" type="checkbox"/> Process flow diagram(s)</p> <p><input checked="" type="checkbox"/> Piping and Instrumentation diagram(s)</p> <p><input type="checkbox"/> Site topography map</p> <p><input type="checkbox"/> Other</p>						
<p><b>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)</b></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> <table><tr><td><input type="checkbox"/> Oil spill (worst case)</td><td><input type="checkbox"/> Toxic release (alternative)</td></tr><tr><td><input type="checkbox"/> Oil spill (most credible)</td><td><input type="checkbox"/> Flammable release (worst case)</td></tr><tr><td><input type="checkbox"/> Toxic release (worst case)</td><td><input type="checkbox"/> Flammable release (alternative)</td></tr></table>	<input type="checkbox"/> Oil spill (worst case)	<input type="checkbox"/> Toxic release (alternative)	<input type="checkbox"/> Oil spill (most credible)	<input type="checkbox"/> Flammable release (worst case)	<input type="checkbox"/> Toxic release (worst case)	<input type="checkbox"/> Flammable release (alternative)
<input type="checkbox"/> Oil spill (worst case)	<input type="checkbox"/> Toxic release (alternative)					
<input type="checkbox"/> Oil spill (most credible)	<input type="checkbox"/> Flammable release (worst case)					
<input type="checkbox"/> Toxic release (worst case)	<input type="checkbox"/> Flammable release (alternative)					

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### 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:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Local emergency response agency           | <u>911 ** Star City/County Fire Dept</u>            |
| <input type="checkbox"/> Local fire department (if different than above)      | _____   |
| <input type="checkbox"/> Local administering agency (if different than above) | _____   |
| <input checked="" type="checkbox"/> Local CUPA/PA (if different than above)   | <u>(888) 555-2872 ** Star City/County Fire Dept</u> |
| <input type="checkbox"/> Governor's Office of Emergency Services (OES)        | <u>1-800-852-7550</u>                               |

##### As required, one or more of the following:

- |   |                       |
|---|-----------------------|
| <input checked="" type="checkbox"/> National Response Center    | <u>1-800-424-8802</u> |
| <input checked="" type="checkbox"/> Cal/OSHA                    | <u>888-555-7661</u>   |
| <input type="checkbox"/> Regional Water Quality Control Board   | _____                 |
| <input type="checkbox"/> Department of Toxic Substances Control | _____                 |
| <input type="checkbox"/> California Division of Oil and Gas     | _____                 |
| <input type="checkbox"/> State Fire Marshall                    | _____                 |
| <input type="checkbox"/> Public Utilities Commission            | _____                 |
| <input type="checkbox"/> U.S. Coast Guard                       | _____                 |
| <input type="checkbox"/> California Department of Fish & Game   | _____                 |

#### When to notify

##### By Telephone

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

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### 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 phone number for more information

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### 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 of 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

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### 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

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

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

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

<input checked="" type="checkbox"/> Records kept until facility closure <input checked="" type="checkbox"/> Former employee records kept three years <input checked="" type="checkbox"/> Employee name & job title <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Written job description <input checked="" type="checkbox"/> Description of required training <input checked="" type="checkbox"/> Documentation at the facility
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# 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: Year
- Functional exercises, conducted every: Year
- Full-scale exercises, conducted every: Year
- 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: Year

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

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### SECTION III - ANNEXES

#### Annex 7. Prevention

Some regulations that primarily address prevention of accidents include elements that relate to contingency planning (e.g., Business plan, 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 and Counter Measure Plan (continued)

<i>Facility drainage:</i>			
<input checked="" type="checkbox"/>	Drainage from diked areas restrained by:		
	<input type="checkbox"/> Valves	<input type="checkbox"/>	Manually activated pumps
	<input checked="" type="checkbox"/> Other drainage spill prevention		
<input type="checkbox"/>	Diked area drainage valve operations:		
	<input type="checkbox"/> Use of non-flapper type valves	<input type="checkbox"/>	Manual open & close design
	<input type="checkbox"/> Storm water inspected before drained		
<input type="checkbox"/>	Undiked drainage flows into:		
	<input type="checkbox"/> Ponds	<input type="checkbox"/>	Lagoons
	<input type="checkbox"/> Catchment basins	<input type="checkbox"/>	Diversion ditches
	<input type="checkbox"/> Treatment unit(s)		
<i>Bulk Storage Tanks:</i>			
<input checked="" type="checkbox"/>	Tank material compatible with:		
	<input checked="" type="checkbox"/> Substance stored	<input type="checkbox"/>	Temperature
	<input type="checkbox"/> Pressure		
<input checked="" type="checkbox"/>	Secondary containment:		
	<input type="checkbox"/> Drainage trench	<input checked="" type="checkbox"/>	Dikes
	<input checked="" type="checkbox"/> Containment curbs	<input type="checkbox"/>	Catchment basins
	<input type="checkbox"/> Holding pond		
<input checked="" type="checkbox"/>	Diked rainwater drainage protected by:		
	<input type="checkbox"/> Normally closed bypass valve	<input checked="" type="checkbox"/>	Inspection before draining
	<input type="checkbox"/> Supervised bypass valve operation	<input type="checkbox"/>	Records of all such drainage events
<input type="checkbox"/>	Buried metallic tanks protected by:		
	<input type="checkbox"/> Coatings	<input type="checkbox"/>	Cathodic protection
	<input type="checkbox"/> Regular pressure testing		
<input type="checkbox"/>	Partially buried tanks avoided unless coated		
<input checked="" type="checkbox"/>	Periodic tank integrity testing performed by:		
	<input type="checkbox"/> Hydrostatic testing	<input type="checkbox"/>	Non-destructive shell thickness test
	<input checked="" type="checkbox"/> Visual inspection	<input type="checkbox"/>	Tank support & foundation inspection
	<input type="checkbox"/> Comparison records	<input type="checkbox"/>	Frequent observation of tank sides
<input type="checkbox"/>	Internal heating coil leakage controlled by:		
	<input type="checkbox"/> Monitoring for contamination	<input type="checkbox"/>	Settling tank
	<input type="checkbox"/> Skimmer	<input type="checkbox"/>	Installation of external heating coil
	<input type="checkbox"/> Other separation or retention system		

# CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

## Checklist Approach

### SECTION III - ANNEXES

#### Annex 7. Prevention (continued)

#### Spill Prevention and Counter Measure Plan (continued)

<b><i>Containment Structures:</i></b>			
<input checked="" type="checkbox"/>	Dikes	<input type="checkbox"/>	Gutters
<input type="checkbox"/>	Wiers	<input type="checkbox"/>	Drip pans
<input type="checkbox"/>	Culverting	<input type="checkbox"/>	Retaining walls
<input type="checkbox"/>	Collection systems	<input type="checkbox"/>	Booms
		<input checked="" type="checkbox"/>	Berms
		<input checked="" type="checkbox"/>	Sumps
		<input type="checkbox"/>	Retention ponds
		<input checked="" type="checkbox"/>	Curbing
		<input type="checkbox"/>	Sorbent materials
<b><i>Fail-safe Engineered Devices:</i></b>			
<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 checked="" type="checkbox"/>	Visible leaks promptly corrected	<input checked="" type="checkbox"/>	Secondary containment for portable tanks
<input checked="" type="checkbox"/>	Visual or automatic tank gauge	<input checked="" type="checkbox"/>	Effluent disposal frequently monitored
<b><i>Facility Transfer Operations</i></b>			
<input type="checkbox"/>	Buried piping installations protected by:	<input type="checkbox"/>	Cathodic protection
	<input type="checkbox"/> Protective wrapping	<input type="checkbox"/>	Valves & piping regularly examined/tested
	<input type="checkbox"/> Coating		
	<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		
<b><i>Loading Rack Operations</i></b>			
<input type="checkbox"/>	Rack area drainage:	<input type="checkbox"/>	Treatment facility
	<input type="checkbox"/> Catchment basins	<input type="checkbox"/>	Secondary containment
	<input type="checkbox"/> Quick drainage system		
<input type="checkbox"/>	Interlock system:	<input type="checkbox"/>	Physical barrier
	<input type="checkbox"/> Warning light		
	<input type="checkbox"/> Warning signs		
<b><i>Onshore Oil Production Facilities:</i></b>			
<input type="checkbox"/>	Bulk storage tanks:	<input type="checkbox"/>	Secondarily contained
	<input type="checkbox"/> Compatible with stored material		
	<input type="checkbox"/> Visually inspected		
<input type="checkbox"/>	Fail-safe engineered:	<input type="checkbox"/>	Overflow accommodation
	<input type="checkbox"/> Adequate tank capacity	<input type="checkbox"/>	High liquid level alarms
	<input type="checkbox"/> Adequate vacuum protection		
<input type="checkbox"/>	Facility transfer operations:	<input type="checkbox"/>	Salt water disposal facilities inspected
	<input type="checkbox"/> Valves & pipelines inspected		
	<input type="checkbox"/> Flow line maintenance program		

# CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

## Checklist Approach

### SECTION III - ANNEXES

#### Annex 7. Prevention (continued)

#### Spill Prevention and Counter Measure Plan (continued)

<i>Oil Drilling &amp; Workover Facilities</i>	
<input type="checkbox"/> Equipment positioned to prevent spills	<input type="checkbox"/> Catchment basins to contain or divert spills
<input type="checkbox"/> Blowout prevention installed	
<i>Offshore Drilling &amp; Production</i>	
<input type="checkbox"/> Oil drainage collection equipment around:	
<input type="checkbox"/> Pumps	<input type="checkbox"/> Valves
<input type="checkbox"/> Hoses	<input type="checkbox"/> Drain lines
<input type="checkbox"/> Separators	<input type="checkbox"/> Treaters
<input type="checkbox"/> Tanks	<input type="checkbox"/> Flanges
	<input type="checkbox"/> Expansion joints
	<input type="checkbox"/> Allied equipment
<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	
<i>Security</i>	
<input checked="" 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 checked="" type="checkbox"/> Adequate facility lighting:	
<input checked="" type="checkbox"/> Sufficient to detect spills at night	
<input checked="" type="checkbox"/> Sufficient to deter vandalism	



# CALIFORNIA CONSOLIDATED CONTINGENCY PLAN

## Checklist Approach

### Annex 7. Prevention (continued)

#### Marine Facility Oil Spill Contingency Plan

***Regularly scheduled inspection & testing of:***

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

***Standard Procedures for transfers:***

- |                                     |                                      |                                     |   |
|-------------------------------------|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | Pre-transfer checklist               | <input type="checkbox"/>            | Review of transfer procedures           |
| <input checked="" type="checkbox"/> | Verification of oil levels & volumes | <input checked="" 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 checked="" type="checkbox"/> | Prior to each transfer                  | <input checked="" type="checkbox"/> | Monthly testing |
| <input checked="" type="checkbox"/> | Monthly inspection & annual testing     |                                     |                 |
| <input checked="" type="checkbox"/> | Clear communications during transfer    |                                     |                 |
| <input checked="" type="checkbox"/> | Protection of areas subject to flooding |                                     |                 |

**CALIFORNIA CONSOLIDATED CONTINGENCY PLAN**  
**Sample Plans**

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