

**SAMPLE**

**EMERGENCY RESPONSE PLAN**

<b>BUSINESS NAME (1)</b>	<b>Jones Automotive Repair</b>		
<b>SITE ADDRESS (2)</b>	<b>1000 First Ave., Any City, 92000</b>		
<b>BUSINESS PHONE (3)</b>	<b>(760) 555-1212</b>	<b>24 HOUR</b>	<b>(760) 555-1255</b>

**BRIEF DESCRIPTION OF PRODUCT MANUFACTURED AND/OR SERVICE PROVIDED: (4)**

<b>Automotive Repair</b>
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**EVACUATION PROCEDURES: (5)**

<b>Notify employees to evacuate by shouting or fire alarm. Employees will exit through nearest exterior door and meet at staging area located across Fern St. in front of Grocery Store. Emergency coordinator will be at staging area to assist Emergency Responders.</b>
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**NOTIFICATION PROCEDURES: (6)**

IN THE EVENT OF A RELEASE OR THREATENED RELEASE OF A HAZARDOUS MATERIAL THE FOLLOWING AGENCIES ARE TO BE NOTIFIED:

<ul style="list-style-type: none"><li>* <b>LOCAL EMERGENCY RESPONSE AGENCIES</b></li><li>* <b>Imperial County Department of Health, EHS Division</b></li><li>* <b>DTSC IMPERIAL CUPA</b></li><li>* <b>CA EMERGENCY MANAGEMENT AGENCY</b></li></ul>	<p style="margin: 0;"><b>911</b></p> <p style="margin: 0;"><b>(760) 336-8530 (911 AFTER WORK)</b></p> <p style="margin: 0;"><b>(760) 352-0381 (911 AFTER WORK)</b></p> <p style="margin: 0;"><b>(800) 852-7550 OR (916) 427-4341</b></p>
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**NAME OF PERSON (S) RESPONSIBLE FOR COMPLETING NOTIFICATION: (7)**

<b>Robert Jones/John Smith</b>
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**DESCRIBE NOTIFICATION PROCEDURES: (8)**

<b>As listed above and contact clean-up contractor ABC Environmental 555-1234 if needed.</b>
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**EMERGENCY PROCEDURES: (9)**

<b>Main Concerns: Fire or Chemical Spill, and Earthquakes</b>
<b>Fire - Employees will notify local Fire Department. If safe, mechanics will shut off Power and attempt to control fire using fire extinguishers.</b>
<b>Small Spill - Chemicals will be picked up with absorbent materials by employees using proper protective clothing and safety equipment. Waste will be placed in a labeled waste drum.</b>
<b>Large Spill - Employers will notify Fire Department. Trained employees using proper safety equipment will attempt to prevent spill from entering storm drain or running off-site. If safe, clean-up contractor will be called to remove spill as necessary.</b>
<b>Earthquakes- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.</b>



## **EMERGENCY RESPONSE PLAN FORM INSTRUCTIONS**

### **The Emergency Plan must include:**

1. Procedures for mitigating a hazardous material release.
2. Procedures and equipment for minimizing the potential damage of a hazardous material release.
3. Provisions for immediate notification of the Department of Toxic Substances Control IMPERIAL CUPA, Environmental Health Division, the Office of Emergency Services (OES), and other emergency response personnel as required (e.g. local fire department or paramedics).
4. Evacuation plans and procedures for notification of personnel at the business site.

### **To complete the Emergency Plan, please enter the following information:**

1. The business name.
2. The business address.
3. The business telephone number. Include a 24-hour number, if applicable.
4. A brief description of product manufactured and/or business operations (e.g. plating, storage, automotive repair, etc...).
5. Outline procedures for immediate evacuation of the facility. Include the following:
  - a) Type of alarm signals (bells, horns, sirens, shouting, etc.) used to start an evacuation and what alarms are used to give the all-clear signal.
  - b) If your facility is large or has several buildings, describe any different alarms for specific parts of the facility.
  - c) Evacuation routes, emergency exits, and staging areas. Include alternate routes, exits, and staging areas. Clearly note them on your site map.
  - d) Indicate if periodic evacuation drills are practiced to help employees become better prepared for emergencies.
6. The name of the person(s) responsible for completing emergency notifications.
7. Describe procedures for notifying appropriate agencies and cleanup contractor if needed.
8. Describe procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. Include equipment and resources for use in emergency situations such as communications and containment equipment, automatic monitoring or fire controls devices, on-site spill response teams or prearranged contracts with a spill response company. If any procedures are different for spills/emergencies of different magnitude, outline the procedures to be followed in each situation, including the criteria for using a particular procedure. Indicate the personnel who will assist emergency response agencies on-site and any information that would assist the response agencies once on-site. Also provide procedures for mitigation of a release and emergency evacuation in the event of an earthquake.