

EMERGENCY RESPONSE INFORMATION

Post this form near the telephone(s) in areas where employees should report a release of hazardous waste.

In case of a fire, spill, or other emergency involving hazardous chemicals or wastes, do the following:

Major Emergency

- Evacuate the affected areas per the facility evacuation plan
- Call 911 and report the emergency
- Report the emergency to the facility Emergency Coordinator

Minor Emergency

- Try to control the emergency situation if you are trained to do so and can do it safely
- Report the emergency to the facility Emergency Coordinator

Emergency Coordinator(s)

Work Phone

24-Hour Phone

Emergency Agencies

Fire Department

911

California Emergency Management Agency

800-852-7550

Union City Environmental Programs Division (CUPA)

510-675-5360

Hospital

Union Sanitary District (release to sewer)

510-477-7500

Bay Area Air Quality Mgt. District (airborne release)

800-334-6367 or 415-771-6000

Hazardous Waste Contractor (if used)

Location of Emergency Response Equipment

Fire extinguishers

Fire alarm (if present)

Spill control material

Gas & Electric Shut off

Other (list)

Nearest storm drain location

California Code of Regulations requires Small Quantity Generators of hazardous waste to post information and respond to hazardous waste related releases. In addition, the Union City Municipal Code Section 15.12.040(H) requires that all hazardous waste generators complete and submit emergency response information. This form has been developed to meet these requirements. Large Quantity Generators must have a full written plan, but may use this sheet for posting.

Generator Category	Definition
Conditionally Exempt Small Quantity Generators (CESQG)	Generate less than 100 kg (220 pounds) of hazardous waste per month
Small Quantity Generators (SQG)	Generate more than 100 kg (220 pounds) and less than 1,000 kg (2,200 pounds) of hazardous waste per month; or, less than 1 kg of acutely or extremely hazardous waste per month
Large Quantity Generators (LQG)	Generate more than 1,000 kg (2,200 pounds) of hazardous waste per month; or, more than 1 kg of acutely or extremely hazardous waste

EMERGENCY COORDINATOR(S)

Enter the name(s) of a representative that can be contacted in case of an emergency involving hazardous waste at the business site. Enter a secondary representative that can be contacted in the event that the primary emergency contact is not available. The contacts shall have FULL facility access, site familiarity, and authority to make decisions for the business regarding incident mitigation.

At all times, there must be at least one employee either on the premises, or on call and able to reach the facility within a short period of time, to respond to an emergency and coordinate all emergency response procedures. It is recommended that an alternative coordinator is identified to cover when the primary person is on vacation or not otherwise available. The emergency coordinator, or their designee, must respond as follows:

- In the event of a fire, call the fire department or attempt to extinguish it using a fire extinguisher;
- In the event of a spill, contain the flow of hazardous waste to the extent possible, and as soon as is practicable, clean up the hazardous waste and any contaminated materials or soil; and
- In the event of a fire, explosion, or other release which could threaten human health outside the facility or when the generator has knowledge that a spill has reached surface water, the generator must immediately notify the National Response Center (using their 24-hour toll free number 800-424-8802).

WORK PHONE

Enter the business number for both emergency coordinators, area code first, and any extensions.

24-HOUR PHONE

Enter a 24-hour phone number for both emergency coordinators. The 24-hour phone number must be one which is answered 24 hours a day. If it is not the contact's home phone number, then the service answering the phone must be able to immediately contact the individual listed above.

EMERGENCY TELEPHONE NUMBERS

The emergency coordinator shall immediately notify the listed agencies whenever a release, fire, or explosion threatens human health or the environment.

HOSPITAL

Enter the phone number of the hospital to be used for all medical emergencies.

HAZARDOUS WASTE CONTRACTOR

If applicable, identify the name and phone number of a local emergency response contractor used in the event of an emergency.

LOCATION OF EMERGENCY RESPONSE EQUIPMENT

Enter the location of fire extinguishers, spill control material, gas and electric shutoffs, and if present, fire alarm. If your facility has other emergency equipment, including personal protective equipment, first aid kits, or eye wash stations, you should also list those here.

NEAREST STORM DRAIN

Enter the location of the nearest storm drain.