

How to Develop a Written Contingency Plan

Dangerous Waste Contingency Planning Regulations for large quantity generators (LQGs) Washington Administrative Code (WAC) 173-303-350 and WAC 173-303-360

The goal of this document is to provide a basic framework for LQGs writing a contingency plan.

Step 1: List emergency coordinators.

List emergency coordinator names in the order they will assume responsibility with the primary/lead emergency coordinator first, then alternatives in order. Add addresses and phone numbers for each name.

Step 2: Make evacuation plan.

Make an evacuation plan for facility personnel where there is a possibility that evacuation could be necessary. Describe the signal(s) to be used to begin evacuation, evacuation routes, and alternate evacuation routes. Maps can be used to convey evacuation routes and alternate evacuation routes.

Step 3: Make a list of emergency equipment.

List all emergency equipment at the facility (such as fire extinguishing systems, eye wash stations, spill control kits and equipment, communications and alarm systems, and decontamination equipment). Include the location and a physical description of each item on the list, and a brief outline of its capabilities.

Step 4: Write actions.

Write a description of the actions facility personnel must take to comply with WAC 173-303-350 (Contingency Plan and Emergency Procedures) and WAC 173-303-360 (Emergencies).

Step 5: Write arrangements.

Write a description of the arrangements agreed to by local police departments, fire departments, hospitals, contractors, and state and local emergency response teams to coordinate emergency services as required in WAC 173-303-340(4).

Step 6: Submit plan to state and locals.

Submit plan to all local police departments, fire departments, hospitals, and state and local emergency response teams that may be called upon to provide emergency services. Keep records of submittals/refusals.

Step 7: Keep plan on site.

Keep a copy of the plan at your facility. Make the plan available during inspections.

Step 8: Amendments.

Review plan periodically and immediately amend the contingency plan, if necessary, whenever:

- Applicable regulations are revised.
- The plan fails in an emergency.
- The facility changes in a way that materially increases the potential for fires, explosions, or releases of dangerous waste or dangerous waste constituents or in a way that changes the response necessary in an emergency.
- The list of emergency coordinators changes.
- The list of emergency equipment changes.