RED TPDF 2000

State of New Mexico
ENVIRONMENT DEPARTMENT
Hazardous Waste Bureau
2044 Galisteo St., Bldg. A
P.O. Box 26110
Santa Fe, New Mexico 87502-6110
Telephone (505) 827-1557
Fax (505) 827-1544

GARY E. JOHNSON
GOVERNOR

PETER MAGGIORE
SECRETARY

PAUL R. RITZMA
DEPUTY SECRETARY

FAX COVER SHEET

DATE: 12/19/00

TO: DALE GANDY

COMPANY:

FAX #: 396-6887

TELEPHONE #:

MESSAGE: THIS IN ADDITION TO SAMPLES OF CONTINGENCY PLANS WERE SENT TO MONTGOMERY WATSON DENVER VIA FED EX LAST FRIDAY, 12/15/00.

FROM: JOHN KIELING
827 1558 x1012

NO. OF PAGES: 2
(Including cover page)

If you did not receive all pages, please call me at (505) 827-1558 x1012

HAVE A GREAT DAY

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TO: Pat Corser, Montgomery Watson

FROM: John Kieling, Hazardous Waste Bureau

DATE: December 14, 2000

RE: CONTINGENCY PLAN

Through legal review it was determined that the requirements for the contingency plan as required by 20.4.1.500 NMAC incorporating §264.50 through §264.56 have not been adequately addressed and therefore the application for Triassic Park (Gandy Marley Inc.) is deficient.

I have included some partial examples of contingency plans from solid waste facilities that could help in formulating an appropriate contingency plan. I have also included the NASA contingency plan and some tables from the LANL permit that should also be helpful in providing a complete plan.

Information that is required in included in the attached CFRs for the contingency plan.

Below I have identified the key elements of the contingency plan:

The map of evacuation routes should also show the alternate routes and the location of emergency equipment located within the facility (e.g ., alarm system, fire hydrants, fire extinguishing systems).

Provide in the plan a list of emergency equipment, a physical description and its capabilities.

List the equipment that is located in vehicles (e.g., first aid kits, fire extinguishers, shovel) and its capabilities.

Identify an emergency coordinator that meets the requirements of §264.55

Also include in the plan procedures complying with §264.56

If you need to discuss further please do not hesitate in calling me at (505) 827-1558 ext. 1012 or Steve Pullen at (505) 827-1558 ext. 1020.

Subpart D -- Contingency Plan and Emergency Procedures

40 CFR 264.40 through 264.56

Subpart D -- Contingency Plan and Emergency Procedures

264.50 Applicability.

The regulations in this subpart apply to owners and operators of all hazardous waste facilities, except as 264.1 provides otherwise.

264.51 Purpose and implementation of contingency plan.

(a) Each owner or operator must have a contingency plan for his facility. The contingency plan must be designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water.

(b) The provisions of the plan must be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or hazardous waste constituents which could threaten human health or the environment.

264.52 Content of contingency plan.

(a) The contingency plan must describe the actions facility personnel must take to comply with 264.51 and 264.56 in response to fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water at the facility.

(b) If the owner or operator has already prepared a Spill Prevention, Control, and Countermeasures (SPCC) Plan in accordance with part 112 of this chapter, or part 1510 of Chapter V, or some other emergency or contingency plan, he need only amend that plan to incorporate hazardous waste management provisions that are sufficient to comply with the requirements of this part.

(c) The plan must describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and State and local emergency response teams to coordinate emergency services, pursuant to 264.37.

(d) The plan must list names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinator (see 264.55), and this list must be kept up to date. Where more than one person is listed, one must be named as

primary emergency coordinator and others must be listed in the order in which they will assume responsibility as alternates. For new facilities, this information must be supplied to the Regional Administrator at the time of certification, rather than at the time of permit application.

(e) The plan must include a list of all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external), and decontamination equipment), where this equipment is required. This list must be kept up to date. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities.

(f) The plan must include an evacuation plan for facility personnel where there is a possibility that evacuation could be necessary. This plan must describe signal(s) to be used to begin evacuation, evacuation routes, and alternate evacuation routes (in cases where the primary routes could be blocked by releases of hazardous waste or fires).

264.53 Copies of contingency plan.

A copy of the contingency plan and all revisions to the plan must be:

(a) Maintained at the facility; and

(b) Submitted to all local police departments, fire departments, hospitals, and State and local emergency response teams that may be called upon to provide emergency services.

Comment: The contingency plan must be submitted to the Regional Administrator with part B of the permit application under part 270, of this chapter and, after modification or approval, will become a condition of any permit issued.

264.54 Amendment of contingency plan.

The contingency plan must be reviewed, and immediately amended, if necessary, whenever:

(a) The facility permit is revised;

(b) The plan fails in an emergency;

(c) The facility changes -- in its design, construction, operation, maintenance, or other circumstances -- in a way that

materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency;

(d) The list of emergency coordinators changes; or

(e) The list of emergency equipment changes.

264.55 Emergency coordinator.

At all times, there must be at least one employee either on the facility premises or on call (i.e., available to respond to an emergency by reaching the facility within a short period of time) with the responsibility for coordinating all emergency response measures. This emergency coordinator must be thoroughly familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, the location and characteristics of waste handled, the location of all records within the facility, and the facility layout. In addition, this person must have the authority to commit the resources needed to carry out the contingency plan.

Comment: The emergency coordinator's responsibilities are more fully spelled out in 264.56. Applicable responsibilities for the emergency coordinator vary, depending on factors such as type and variety of waste(s) handled by the facility, and type and complexity of the facility.

264.56 Emergency procedures.

(a) Whenever there is an imminent or actual emergency situation, the emergency coordinator (or his designee when the emergency coordinator is on call) must immediately:

(1) Activate internal facility alarms or communication systems, where applicable, to notify all facility personnel; and

(2) Notify appropriate State or local agencies with designated response roles if their help is needed.

(b) Whenever there is a release, fire, or explosion, the emergency coordinator must immediately identify the character, exact source, amount, and areal extent of any released materials. He may do this by observation or review of facility records or manifests, and, if necessary, by chemical analysis.

(c) Concurrently, the emergency coordinator must assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment must consider both direct and indirect effects of the release,

fire, or explosion (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface water run-off from water or chemical agents used to control fire and heat-induced explosions).

(d) If the emergency coordinator determines that the facility has had a release, fire, or explosion which could threaten human health, or the environment, outside the facility, he must report his findings as follows:

(1) If his assessment indicates that evacuation of local areas may be advisable, he must immediately notify appropriate local authorities. He must be available to help appropriate officials decide whether local areas should be evacuated; and

(2) He must immediately notify either the government official designated as the on-scene coordinator for that geographical area, (in the applicable regional contingency plan under part 1510 of this title) or the National Response Center (using their 24-hour toll free number 800/424-8802). The report must include:

(i) Name and telephone number of reporter;

(ii) Name and address of facility;

(iii) Time and type of incident (e.g., release, fire);

(iv) Name and quantity of material(s) involved, to the extent known;

(v) The extent of injuries, if any; and

(vi) The possible hazards to human health, or the environment, outside the facility.

(e) During an emergency, the emergency coordinator must take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures must include, where applicable, stopping processes and operations, collecting and containing release waste, and removing or isolating containers.

(f) If the facility stops operations in response to a fire, explosion, or release, the emergency coordinator must monitor

for leaks, pressure buildup, gas generation, or ruptures in valves, pipes, or other equipment, wherever this is appropriate.

(g) Immediately after an emergency, the emergency coordinator must provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.

Comment: Unless the owner or operator can demonstrate, in accordance with 261.3(c) or (d) of this chapter, that the recovered material is not a hazardous waste, the owner or operator becomes a generator of hazardous waste and must manage it in accordance with all applicable requirements of parts 262, 263, and 264 of this chapter.

(h) The emergency coordinator must ensure that, in the affected area(s) of the facility:

(1) No waste that may be incompatible with the released material is treated, stored, or disposed of until cleanup procedures are completed; and

(2) All emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.

(i) The owner or operator must notify the Regional Administrator, and appropriate State and local authorities, that the facility is in compliance with paragraph (h) of this section before operations are resumed in the affected area(s) of the facility.

(j) The owner or operator must note in the operating record the time, date, and details of any incident that requires implementing the contingency plan. Within 15 days after the incident, he must submit a written report on the incident to the Regional Administrator. The report must include:

(1) Name, address, and telephone number of the owner or operator;

(2) Name, address, and telephone number of the facility;

(3) Date, time, and type of incident (e.g., fire, explosion);

(4) Name and quantity of material(s) involved;

(5) The extent of injuries, if any;

(6) An assessment of actual or potential hazards to human health or the environment, where this is applicable; and

(7) Estimated quantity and disposition of recovered material that resulted from the incident.

Subpart C -- Preparedness and Prevention

40 CFR 264.30 through 264.37

Subpart C -- Preparedness and Prevention

264.30 Applicability.

The regulations in this subpart apply to owners and operators of all hazardous waste facilities, except as 264.1 provides otherwise.

264.31 Design and operation of facility.

Facilities must be designed, constructed, maintained, and operated to minimize the possibility of a fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water which could threaten human health or the environment.

264.32 Required equipment.

All facilities must be equipped with the following, unless it can be demonstrated to the Regional Administrator that none of the hazards posed by waste handled at the facility could require a particular kind of equipment specified below:

(a) An internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to facility personnel;

(b) A device, such as a telephone (immediately available at the scene of operations) or a hand-held two-way radio, capable of summoning emergency assistance from local police departments, fire departments, or State or local emergency response teams;

(c) Portable fire extinguishers, fire control equipment (including special extinguishing equipment, such as that using foam, inert gas, or dry chemicals), spill control equipment, and decontamination equipment; and

(d) Water at adequate volume and pressure to supply water hose streams, or foam producing equipment, or automatic sprinklers, or water spray systems.

Comment: Part 270 of this chapter requires that an owner or operator who wishes to make the demonstration referred to above must do so with part B of the permit application.

264.33 Testing and maintenance of equipment.

All facility communications or alarm systems, fire protection equipment, spill control equipment, and decontamination equipment, where required, must be tested and maintained as necessary to assure its proper operation in time of emergency.

264.34 Access to communications or alarm system.

(a) Whenever hazardous waste is being poured, mixed, spread, or otherwise handled, all personnel involved in the operation must have immediate access to an internal alarm or emergency communication device, either directly or through visual or voice contact with another employee, unless the Regional Administrator has ruled that such a device is not required under 264.32.

(b) If there is ever just one employee on the premises while the facility is operating, he must have immediate access to a device, such as a telephone (immediately available at the scene of operation) or a hand-held two-way radio, capable of summoning external emergency assistance, unless the Regional Administrator has ruled that such a device is not required under 264.32.

264.35 Required aisle space.

The owner or operator must maintain aisle space to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of facility operation in an emergency, unless it can be demonstrated to the Regional Administrator that aisle space is not needed for any of these purposes.

Comment: Part 270 of this chapter requires that an owner or operator who wishes to make the demonstration referred to above must do so with part B of the permit application.

264.36 [Reserved]

264.37 Arrangements with local authorities.

(a) The owner or operator must attempt to make the following arrangements, as appropriate for the type of waste handled at his facility and the potential need for the services of these organizations:

(1) Arrangements to familiarize police, fire departments, and emergency response teams with the layout of the facility,

properties of hazardous waste handled at the facility and associated hazards, places where facility personnel would normally be working, entrances to and roads inside the facility, and possible evacuation routes;

(2) Where more than one police and fire department might respond to an emergency, agreements designating primary emergency authority to a specific police and a specific fire department, and agreements with any others to provide support to the primary emergency authority;

(3) Agreements with State emergency response teams, emergency response contractors, and equipment suppliers; and

(4) Arrangements to familiarize local hospitals with the properties of hazardous waste handled at the facility and the types of injuries or illnesses which could result from fires, explosions, or releases at the facility.

(b) Where State or local authorities decline to enter into such arrangements, the owner or operator must document the refusal in the operating record.

CITY OF LAS VEGAS

SOLID WASTE MANAGEMENT DEPARTMENT

TRANSFER STATION

EMERGENCY PROCEDURES CONTINGENCY PLAN

TABLE OF CONTENTS

Following Items located in Permit Attachments

101. AUTHORITY

The emergency contingency plan as per Section 811 of New Mexico Solid Waste Management regulations is to minimize hazards to the public health, welfare and the environment form fires, explosions, or any unplanned sudden or non-sudden release of contaminants or hazardous waste constituents to air, soil, surface water or ground water.

102. RESPONSIBILITY

It is the responsibility of each Transfer Station individual to know what to do in case of an emergency. That is the key to minimizing the hazards to human health, environment and property. Transfer stations and convenience centers pride themselves in providing the safest work environment possible for its work force and the public along with complying with all set regulations which help maintain a clean and safe environment for the entire community.

A contingency plan is only effective if it is read and understood. It will be the responsibility of every **SUPERVISOR** to ensure that the contingency plan is read by his or her assigned personnel. **SUPERVISORS** should also conduct drills on a regular basis to give his or her personnel the knowledge, experience and responsibilities assigned to each member in the contingency plan.

The potential severity of an accident involving fires, explosions, or hazardous waste release may be reduced through waste screening and response measures within this plan. **Be aware that when components or situations of an incident are unknown, it is advisable to act with extreme caution until further information is obtained from a professional source.**

103. EMERGENCY COORDINATORS

I. Las Vegas Transfer Station
Primary Emergency Coordinator

HAROLD GARCIA

Work: 454-1401

Home: 425-1858

103. Emergency Coordinators
(cont.)

II. **Las Vegas Transfer Station**
Secondary Emergency Coordinator

Adolpho Bachicha

Work: 454-1401

Home: 425-6701

104. EMERGENCY TELEPHONE NUMBER LIST

NEW MEXICO STATE POLICE	425-6771
FIRE DEPARTMENT	911 OR 425-6321
POLICE DEPARTMENT	911 OR 425-7504
SAN MIGUEL COUNTY SHERIFF	425-7589
BOMB DISPOSAL	911
HAZARDOUS MATERIALS INFORMATION	911
EMERGENCY RESPONSE TEAM	425-6190
SANTA FE OFFICE / NMED CHARLES HULES PROGRAM MANAGER	1 (505) 827-2924
HAZARDOUS & RADIOACTIVE MATERIALS BUREAU	1 (505) 827-1567
RCRA HOTLINE	1-800-424-9346
MEDICAL EMERGENCY	911
NORTHEAST REGIONAL HOSPITAL	425-6751

105. DUTIES FOR THE SITE SUPERVISOR

A. In accordance with New Mexico Solid Waste Management Regulations Section 811, the primary emergency coordinator will do the following:

1. During a release, fire or explosion he/she must immediately identify the character, exact source, amount and extent of any released materials, fire or explosion.

2. Immediately turn incident over to the City of Las Vegas Fire Department for purposes of hazard identification and recommendation.

3. Assess possible hazards to human health or environment resulting form releases, fires, or explosions.

4. If operation must stop in response to a release, fire or explosion, the City of Las Vegas Fire Department will check for leaks, pressure build-up, gas generation, ruptures in valves, pipes and equipment, when the area has been declared safe, operations will restart.

5. After the emergency the primary emergency coordinator must provide for sorting, treating or disposing of recovered waste, resulting from release, fire or explosion. The facility to be utilized for storing, treating or disposing must be authorized by the Secretary of the New Mexico Environment Department,

6. The Solid Waste Monitor will ensure, after an emergency, before any waste is released that it be treated, cleaned and stored using recovered waste methods that are approved by the Secretary of the Environment Department.

7. The site supervisor is responsible for emergency operations through the entire facility. Transfer Station manager will select and train an adequate staff. He prepares personnel prior to emergencies and directs personnel during emergencies. Also, he is the primary communication link between the facility and outside departments, i.,e., Fire Department, Police Department, Medical emergency Response Team, and Hazardous Material Response Team.

106. DUTIES FOR THE HAZARDOUS WASTE MONITOR

A. The primary duty of the hazardous waste monitor is to serve as a source of information to the primary emergency coordinator regarding hazardous waste contaminants, monitoring, assessing hazards, fires and explosions.

B. If clean up of contaminants is necessary the hazardous waste monitor will assume to lead in assessing and developing clean up, safety and operational procedures.

107. GENERAL RESPONSE TO EMERGENCY

A. If it is necessary to evacuate during an emergency, it is imperative that it is conducted in the most efficient manner as possible, while maintaining a strict order. A high level of importance should be placed on common sense in order to ensure a calm response to the emergency.

B. During evacuation, it will be the responsibility of the emergency coordinators, primary and secondary, to evacuate, and to account for all personnel.

C. A general assembly point has been designated by the emergency coordinator. Please refer to rendezvous Drawings in Attachment I for further detail.

108. SPECIFIC RESPONSE TO FIRE

1. If fire is considered **minor**

   a. Contact the site supervisor or alternate, and inform them of the situation.

   b. All personnel should be aware of the physical location of alarms and fire extinguishers, and evacuation routes. A diagram is provided in Attachment H showing locations of all safety equipment and alarms, along with primary and alternative evacuation routes. This same diagram will be posted in various locations throughout the facility, with, "*You are here*" references at each location. In addition, this same diagram will be provided to the Las Vegas Fire Department.

   c. Attempt to extinguish the fire. Activate pull alarm, if necessary.

   d. Always follow the contingency plan and allow common sense to dictate.

   e. Primary emergency coordinator will assess the situation and report to all proper authorities, as needed.

2. If fire is considered **major**

   a. Immediately activate pull alarm and proceed with evacuation plan.

   b. Contact primary or secondary emergency coordinator, if neither of the emergency coordinators can be reached anyone can and should call 911.

   c. As shown in Appendix I, evacuation routes have been established as well as predesignated assembly areas. After evacuation, primary or secondary emergency coordinators will account for everyone.

   d. The primary emergency coordinator will assess the situation according to his assigned duties.

   e. The contingency plan should be followed allowing common sense to dictate.

109. SPECIFIC RESPONSE TO EXPLOSIONS OR BOMB THREATS

A. EXPLOSION

1. Explosions can be caused by many different medium. They can result from chemical incompatibilities, unplanned pressure release due to machinery failure, up to device detonation. In any case, if an explosion occurs anywhere at the Transfer Station facilities proceed as follows:

109. Specific response to explosions or bomb threats
A.1. (cont.)

a. Immediately activate the alarm and begin evacuation of the premises.

b. Contact the site supervisor or alternate.

c. If fire occurs due to the explosion, do not attempt to extinguish the fire. It is not uncommon for secondary or chain reactive explosions to follow initial blast. Evacuation should be your primary concern.

d. In the event of injuries due to the explosion, when notifying site supervisor, ensure that he/she is made aware of the following:

1. Your name
2. Your location and location of injured.
3. The number of people injured and magnitude of injuries, how bad they are hurt.
4. Identify the source of explosion, if possible.
5. If source is identifiable, has it all been expended?

e. Follow the contingency plan always allowing common sense to dictate.

B. BOMB THREATS

1. If a bomb threat is received by anyone at the Transfer Station facilities, proceed with the following:

a. Immediately notify site supervisor. Provide him/her with as much information as you received in the threat.

b. Attached to this plan, you will find a bomb threat check list. It is highly recommended that personnel under every day operational procedures who answer the telephones familiarize themselves with the form. A copy should be visible on the desk at all times.

c. If site supervisor orders an evacuation, immediately evacuate premises.

d. Follow the contingency plan always allowing common sense to dictate.

110. RELEASE OF CONTAMINANTS

A. INVENTORY OF CONTAMINANTS

When the waste components are not know, it is advisable to assume that an industrial waste is hazardous and should be treated with due care until more information becomes available from reliable and professional sources.

1. COMBUSTIBLE REFUES: Refuse of highly combustible nature, such as solvents, saturated waste or excelsior.

2. FLAMMABLE LIQUIDS AND SOLVENTS: These liquids have variable flash points, hence varying levels of hazard, all depending on their composition. Most of the industrially or commercially generated flammable liquid and solvents are collected in 5 gallon cans or 55 gallon drums. Many of these liquids may contain solids, tar, waxes, and other materials that will impede flow, disguising the physical properties of liquid.

3. Polychlorinated biphenyl's (PCB's) were manufactured in the 1920's and used in a wide variety of lubrication and insulation applications. PCB's have been known o cause chloro-acne and are suspected carcinogens. Mode of entry into the landfill could be in old ballast's, some refrigerator compressors, or various transformers/capacitors.

4. COMBUSTILE OR REACTIVE METALS: The metals under this category that may be encountered at the Transfer Station are lithium, potassium, sodium, and magnesium. They may be found as chips, scraps, or clippings. These metals are water reactive some more reactive than others. Sodium will react violently with water and will produce sodium hydroxide as a product of the reaction.

5. OXIDIZING MATERIALS: Oxidizers simply supply oxygen that can become volatile under increased temperatures or pressures. Ammonium nitrate which is found in various fertilizers and herbicide is an oxidizer. Under confinement or temperatures exceeding 105 degrees fahrenheit, it can become explosive.

6. CORROSIVE MATERIALS: By definition a corrosive material is capable of corroding one quarter inch of steel per year, or has a pH equal to or less than 2.0, or equal to or greater than 12.5. There are many chemicals and combination of chemicals (solutions) that will fit into this category. Most of the corrosive materials coming into the Transfer Station will be in a liquid physical state.

7. PESICIDES, POISONS, INFECTIOUS MATERIALS: These are materials or viable organisms and their toxins that affect humans.

8. RADIOACTIVE MATERIAL: Any material or combination of materials that spontaneously emit ionizing radiation.

B. HAZARD PREVENTION AND CONTROL

Thorough engineering methods and preventive measures, the Transfer Station strive to reduce the probability of exposing personnel, the community, and the environment to hazardous materials. Engineering methods and preventive measures include the following:

1. Hazardous waste screening is performed on a daily basis and such screenings are recorded and constantly analyzed to meet compliance levels. The screenings are performed at the gate house and at the tipping floor by operators and spotters.

C. RESPONSE PROCEDURES

The response measures to a hazardous waste spill or release will be supervised by the hazardous waste monitor. He procedures are as follows:

1. If spill is minor, use appropriated protective equipment before any attempt of controlling.

2. Use appropriate detection devices to check for corrosively, flammability, or radioactivity.

3. Dike the area around he liquid of limit spread with a Basco 7 Gal. HazMat Spill Kit.

4. Control access to contaminated area.

5. Ensure proper decontamination is performed after cleanup is completed.

6. Call all authorities as indicated and take measures to remove the waste within 24 hours.

7. If spill is considered large, quickly evacuate area and give notice to the primary emergency coordinator or hazardous waste screener.

110. Release of Contaminants
C.9 (cont.)

8. The site supervisor, or hazardous waste monitor will contact the New Mexico State Police, the Las Vegas Fire Department, and the New Mexico Environment Department immediately.

9. If anyone was exposed or contaminated, quickly isolate person and hold for Las Vegas Fire Department. Ensure medical authorities are notified and avoid contaminating other personnel or equipment.

10. If clothes are removed, ensure that they are segregated and cannot contaminate anyone or anything else.

11. Record the incident to include all possible circumstance that lead to the incident. All the information gathered should be evaluated to help create preventive measures to avoid an incident of similar circumstance.

111. MEDICAL EMERGENCIES

A. Protect all wounds, familiarize yourself with the locations of all first aid kits..

B. If injury requires professional medical assistance. Ensure you have called the health center and informed them of the situation.

C. Contact the Transfer Station manager as soon as possible and inform him of the incident.

D. If professional emergency medical aid is required to dial 911. Ensure that the dispatcher is informed of the following:

1. Patient problem or type of incident

2. Approximate age of patient

3. Conscious: yes/no (or alert)?

4. Breathing: yes/no (or difficulty)?

5. Remain calm.

BOMB THREAT CHECKLIST
REMAIN CLAM

SECTION I – INSTRUCTIONS

1. Follow instructions received from your supervisor, Federal Protective Office, or the designated official.	2. If you are ordered to evacuate, take with you any drafts, form reports you may have prepared regarding the threat.

SECTION II – PERTINENT DATA

1. TIME BOMB IS SET TO EXPLODE _____A.M. _____P.M.	4. LOCATION OF BOMB a. Building _____ b. Floor _____ c. Area _____
2. DESCRIBE TYPE OF BOMB	5. EXPLAIN WHY CALLER WISHES TO INJURE OR KILL INNOCENT PERSONS

3. DID CALLER INDICATE KNOWLEDGE OF THE FACILITY?

_____NO _____YES (Explain) _____

SECTION III – DESCRIPTION OF CALLER'S VOICE

___MALE ___FEMALE ___YOUNG ___OLD ___MIDDLE-AGED ___CALM ___NERVOUS ___REFINED ___ROUGH ___ACCENT ___SPEECH IMPEDIMENT (DESCRIBE) _____	EXACT WORDS OF CALLER

DO YOU RECOGNIZE VOICE?

_____NO ____YES (Whose voice is this) _____

SECTION IV – BACKGROUND NOISE

____TRAFFICE _____HORNS ____WHISTLES ____MUSIC _____BELLS ____AIRCRAFTS ____TAPE RECORDER ____MACHINERY	____RUNNING MOTOR (Type)_____ ____OTHER _____

SECTION V – TELEPHONE LINE DATA

1. LINE ON WHICH CALL WAS RECEIVED _____LISTED NUMBER? _____UNLISTED NUMBER?
2. IS THIS A NIGHT NUMBER? _____NO ____YES (Whose Number?) _____
3. HAS A BOMB THREAT CALL BEEN PREVIOUSLY RECEIVED ON THIS NUMBER? _____ NO ____YES (Explain) _____

SECTION VI – REPORTING OF THREAT

(Caution: DO NOT TALK TO OTHERS about incident.)

1 a. NAME OF PERSON RECEIVING CALL	2. REPORT THREAT TO: a. FEDERAL PROTECTIVE SERVICE DIVISION
b. DIVISION AND TELEPHONE NUMBER	b. DESIGNATED OFFICIAL
c. TIME AND DATE CALL RECEIVED	c. BUILDINGS MANAGER