

# SPILL CONTINGENCY PLAN

*(Sample template)*

Unit or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

## A. RESPONSIBLE PERSONS.

### 1. Primary Contact.

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Duty Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### 2. Alternate Contacts. *(One alternate is required; more is o.k.)*

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Duty Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Duty Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## B. SPECIAL PRECAUTIONARY MEASURES FOR BUILDINGS AND ASSOCIATED

**AREAS.** *(If this facility has no special precautionary measures to be noted, please insert a statement so stating. Otherwise, complete the following. If more than 2 buildings, complete another site specific spill plan form for those buildings.)*

Building Number: \_\_\_\_\_ Precautionary Measure: \_\_\_\_\_

\_\_\_\_\_

Building Number: \_\_\_\_\_ Precautionary Measure: \_\_\_\_\_

\_\_\_\_\_

**C. SPILL RESPONSE EQUIPMENT ON-HAND.** (e.g., dry sweep, brooms, absorbent booms, dust pans, spill kits, etc.)

Building # \_\_\_\_\_

Building # \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**D. HAZARDOUS MATERIAL INVENTORY.** (Hazardous material inventory must be included.)

1. Hazardous Material Inventory and quantities of hazardous material normally maintained on-hand are enclosed at Appendix A.
2. Material Safety Data Sheets are readily available and located at (Specific location is required.):

Building # \_\_\_\_\_

Building # \_\_\_\_\_

**E. AREA SITE LAYOUT.** (Attach a sketched site drawing of the area. The sketch must illustrate the locations of buildings with building numbers, North Arrow, building layout, location of MSDSs, locations of hazardous materials, locations of hazardous waste accumulation points, storm and surface water drains, locations of spill response equipment and materials, evacuation routes, and the routes a spilled material or waste will travel from the site.)

Area Site Layout is enclosed at Appendix B.

## F. SPILL RESPONSE AND NOTIFICATION PROCEDURES.

### 1. Spills 10 gallons or more:

- a. Assess the situation before attempting any action.
- b. If you can turn off a switch, turn a valve closed or up righting the container **safely** do so.
- c. If you can or cannot do the above action safely call and do the following in order:
  - 1) Warn others in the immediate area that a spill has occurred.
  - 2) Call **Fire and Emergency Services Division: 117 or 738-5200/5020** and provide the following:
    - a) Name
    - b) Telephone number
    - c) Type and estimated quantity of fuel/hazardous material
    - d) Date and Time
    - e) Location
    - f) Is there a hazard to life or property?
  - 3) Call the **Environmental Division: 724-6150/6151** and provide the same information as above.
  - 4) Return to a safe area where you can control access to the spill site and only allow trained responders into the area.
  - 5) Do not leave the area until you have talked to the Incident Commander (IC) and provided them with your spill information.

### 2. Spill less than 10-gallons:

- a. Assess the situation before attempting to contain any fuel or hazardous material spill.
- b. If you cannot stop the flow safely follow procedures 1c(1) thru 1c(5); or If you can stop the spill safely do the follow:
  - 1) Quickly contain the spill by turning off flow or up righting the container.
  - 2) Using Proper Protective Equipment use absorbent pads/material to soak up spilled fuel/hazardous material.
  - 3) Prevent fuel from spreading to storm drains by blocking flow using available absorbent material, if the fuel/hazardous material enters the storm drains follow procedures under 1c(2) thru 1c(5).
  - 4) Call immediately
    - a) During duty hrs 0800 to 1700 hrs, **Environmental Division, DPW: 724-6150/6151**
    - b) After duty hours call **Fire and Emergency Services Division: 738-5200/5020**

**3. Unit or Organization Notification:** The following people will be notified:

**a. Primary EO:**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone No. (Duty Hours): \_\_\_\_\_ Off-Duty Phone: \_\_\_\_\_

**b. Alternate EO:**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone No. (Duty Hours): \_\_\_\_\_ Off-Duty Phone: \_\_\_\_\_

**c. Commanding Officer or Supervisor Directed Contacts:** *(If required by the Commanding Officer or Supervisor, additional people to be notified within the chain-of-command. If not required, this section can be omitted.)*

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone No. (Duty Hours): \_\_\_\_\_ Off-Duty Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone No. (Duty Hours): \_\_\_\_\_ Off-Duty Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Phone No. (Duty Hours): \_\_\_\_\_ Off-Duty Phone: \_\_\_\_\_

**4. Spill Clean-up.**

a. Cleanup operations will normally be conducted by the Unit or Organization that created the spill.

**5. Disposal of Spilled Material.** All spilled material and other contaminated material (soil, gravel, absorbents, etc.) must be properly disposed.

a. Unit or Organization creating the spill has the responsibility for collecting and disposing of spilled material and residue.

b. DPW, Environmental Division will determine disposal method and provide guidance as needed.

c. Fuel or oil contaminated soil and organic absorbent materials will be placed in a DOT approved container. And then, the containers will be located in the Hazardous Waste Accumulation Point (HWAP) or appropriate locations directed by DPW, Environmental Division. Call DPW, Environmental Division at 724-6150 to dispose of them.

d. Other spill residues will be properly classified and disposed of as directed by the DPW, Environmental Division at 724-6150.

Prepared By: \_\_\_\_\_  
*(Name and rank of person preparing plan)*

Unit/Organization Approval: \_\_\_\_\_  
*(Unit Commander's or Supervisor's Signature Block)*

Environmental Division  
Review and approval: \_\_\_\_\_