

# **Contingency Plan/Emergency Action Plan**

## **Clean Fuels of Florida**

**[FLD984171256]**

## OSHA COMPLIANCE MANUAL

### Emergency action plans (EAPs)

#### Introduction

Nobody expects an emergency or disaster — especially one that affects them, their employees, and their business personally. Yet the simple truth is that emergencies and disasters can strike anyone, anytime, and anywhere. You and your employees could be forced to evacuate your company when you least expect it. The best way to protect yourself, your workers, and your business is to expect the unexpected and develop a well-thoughtout emergency action plan to guide you when immediate action is necessary.

#### Workplace emergency

A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods,
- Hurricanes,
- Tornadoes,
- Fires,
- Toxic gas releases,
- Chemical spills,
- Radiological accidents,
- Explosions,
- Civil disturbances, and
- Workplace violence resulting in bodily harm and trauma.

The best way is to prepare to respond to an emergency before it happens. Few people can think clearly and logically in a crisis, so it is important to do so in advance, when you have time to be thorough.

Brainstorm the worst-case scenarios. Ask yourself what you would do if the worst happened. What if a fire broke out in your boiler room? Or a hurricane hit your building head-on? Or a train carrying hazardous waste derailed while passing your loading dock? Once you have identified potential emergencies, consider how they would affect you and your workers and how you would respond.

#### Emergency action plan

An emergency action plan covers designated actions employers and employees must take to ensure employee safety from fire and other emergencies. Even if you are not specifically required to do so, compiling an emergency action plan is a good way to protect yourself, your employees, and your business during an emergency.

Putting together a comprehensive emergency action plan that deals with all types of issues specific to your worksite is not difficult.

You may find it beneficial to include the management team and employees in the process. Explain your goal of protecting lives and property in the event of an emergency, and ask for their help in establishing and implementing the emergency action plan. Their commitment and support are critical to the plan's success.

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**SPILL PREVENTION & RESPONSE PLAN**

**CONTINGENCY PLAN FOR IN TRANSIT RELEASES**

**A. REFERENCE DOCUMENTS**

- I. Transportation Manual
- II. U.S. D.O.T. 1997 Emergency Response Guidebook
- III. Shipping Document

**B. GENERAL RESPONSE PROCEDURES**

In the Event of a release or threat of a release from a vehicle, the following procedures must be followed to mitigate or prevent the release of petroleum oil or other materials to the environment:

**I. Secure the area**

- a. Halt/shut down the operation ie:
  - Loading or unloading
  - Transporting
- b. Keep unauthorized people away from the release area by using physical barriers (i.e.: Safety Cones, Caution Tape) or with assistance from local officials on the scene.
- c. Stay upwind.
- d. Eliminate any ignition sources.

**II. Identify the magnitude of the situation**

- a. Determine the type of waste involved by reviewing the shipping papers.
- b. Refer to the Emergency Response Guidebook for properties of material including any potential evacuation distances.
- c. Utilize appropriate chemical protective clothing.
- d. Attempt to locate the source of the release and extent of the contamination.
- e. Determine the amount of the release (eg: slow leak up to a catastrophic failure).

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- f. Identify which category the release falls under:
  - 1. Minor Release: (e.g.: faulty valve) 0-5 gallons
  - 2. Serious Release (e.g.: container failure) 5-55 gallons
  - 3. Major Release: (e.g.: tank failure) 55 + Gallons

**REMEMBER** – the first priority of any emergency response is life and health. If you do not have adequate information or personal protective equipment, do not approach the release. Also, do not enter the waste-hauling portion of the vehicle under any circumstances. These areas may be defined as confined space and require specific health and safety safeguards before entering.

**III. Contain the release – Category 1**

- a. Undertake initial response actions to halt the release of the oil or other material and contain it's spread using absorbent materials, physical barriers, containment pail, etc.
- b. Look for storm drains, manhole covers and other vertical access points and dike off or dam to prevent material from entering these areas.
- c. Take those actions to protect public health, safety and the environment that can be taken without compromising your safety or the safety of others.
- d. Initiate notification procedures.

**Contain the release – Category 2**

- a. Undertake initial response actions to halt the release of the oil or other material and contain it's spread using absorbent materials, physical barriers, containment pail, etc.
- b. Look for storm drains, manhole covers and other vertical access points and dike off or dam to prevent material from entering these areas.
- c. Take those actions to protect public health, safety and the environment that can be taken without compromising your safety or the safety of others.
- d. Initiate notification procedures.

**Contain the release – Category 3**

- a. Look for storm drains, manhole covers and other vertical access points and dike off or dam to prevent material from entering these areas.
- b. Take those actions to protect public health, safety and the environment that can be taken without compromising your safety or the safety of others.
- c. Initiate notification procedures.

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**IV. Notification Procedures**

- a. The driver is to immediately notify CFI Personnel (see Attachment 1). If after hours, initial notification is to be made to CFI's 24 hour emergency response phone numbers. The driver is to provide the following information:
  - Exact Location of release
  - Identity of material being released
  - Type of vehicle involved in release along with type of container and volume contained within
  - Estimated amount of material released
  - Area material was released to (ie: asphalt, soil, storm drain, etc.)
  - Name and address of shipper
  - Shipping document and / or manifest numbers.
- b. CFI will make the appropriate notifications to local, state, and federal agencies (including National Emergency Response Center when applicable) listed in Attachment 1.
- c. CFI will then dispatch necessary equipment and personnel from the closest CFI service center to the scene.

**Priority Phone Numbers:**

Clean Fuels

1. 1-800 725-8711
2. 1-305 216-5576 (after hours)

If driver is unable to contact CFI or for any reason, he / she will be required to contact the following:

1. Local Fire and Police – 911
2. Applicable state or federal authorities (see Attachment 1)



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**V. Clean Up Procedures**

According to Federal Regulations, the transporter is responsible for the clean-up of a release that occurred during the course of transportation. Therefore, it is the responsibility of the driver to monitor the scene and take any necessary actions to contain the release and prevent its spread. The driver is required to be in attendance of the motor vehicle until such time that clean-up personnel arrive to conduct the clean-up operation. At this time, the motor carrier will make the determination as to the duty status of the driver.

**VI. SAFETY EQUIPMENT**

Every Vehicle must have the following equipment readily available and in working condition. Vehicles not found to be in compliance with this part will be placed out of service until such time that the required equipment is secured:

1. 2 pound all purpose fire extinguisher mounted in the cab of the truck
2. One 20 pound all purpose fire extinguishers mounted on side of the Clean Fuels Filter Flush™ system. Fire extinguisher must be inspected for a valid inspection date and to insure that it is fully charged.
3. Absorbent material (speedi dry and / or sorbent pads)
4. Small shovel & broom
5. 5 gallon bucket w/cover
6. First Aid kit
7. Personal protective equipment:
  - Oil resistance gloves
  - Eye and face protection
  - Hard hat
  - Oil resistance boots
8. DOT Emergency Response Guidebook (must be within reach of the driver while at the controls of the vehicle)
9. Pocket Guide To Hazardous Material
10. Federal Motor Carrier Safety Regulations
11. Applicable Manifest(s) or shipping document(s)
12. Safety Cones and reflective triangles

**NOTE: Drivers** – Please be aware that it is your responsibility to insure that all items on this list are available and in working order before trip. If any item is missing do not begin the trip until all required equipment is secured.

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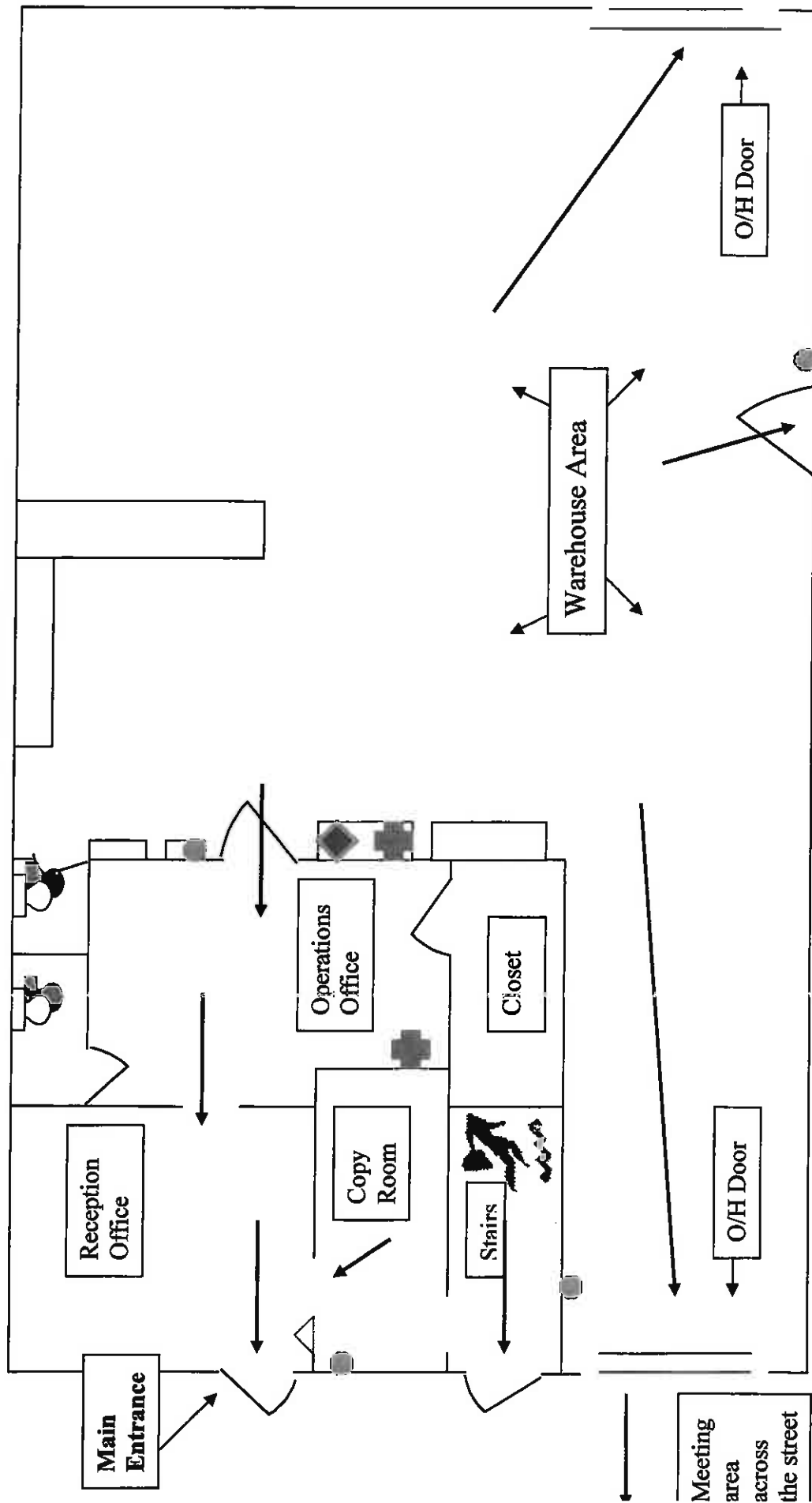
**ATTACHMENT 1**

Clean Fuels of Florida, Inc.	1-800-725-8711
	1-305-216-5576 (after hours)

**LOCAL STATE & FEDERAL RESPONSE PHONE NUMBERS**

Local Fire and Police	911
<b>Dade County</b>	
Department of Environmental Resource Management (DERM)	
Spill Response Coordinator	1-305-372-6955
<b>Broward County</b>	
Department of Natural Resource Protection (DNRP)	
Environmental Response	1-954-519-1400
<b>State</b>	
Florida Bureau of Disaster Preparedness	1-404-656-4863
<b>Federal</b>	
National Emergency Response Center	1-800-424-8802
	1-202-426-2675

South



Emergency Contacts:

(coordinator 1) Barry Fernandez	(305) 216-4941
(coordinator 2) Steven Becker	(305) 216-5576
Pompano Fire Dept.	(954) 786-4510
Broward Sherriff's Office	(954) 786-4204
N. Broward Hospital	(954) 941-8300
SWS Response	(877) 742-4215
ACT Response	(800) 226-0911

North

Evacuation Routes

Fire Alarm

Fire Extinguishers

First Aid Kits

Spill Kits & PPE