

**EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

**for**

**THE CITRUS COUNTY CENTRAL LANDFILL**

**and**

**RELATED FACILITIES**

**for**

**CITRUS COUNTY, FLORIDA**

**COMMISSIONERS**

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John "JJ" Kenney, County Commission District 2  
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**DIVISION OF SOLID WASTE MANAGEMENT**

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Citrus County Division of Solid Waste Management  
Citrus County Central Landfill  
230 West Gulf to Lake Highway  
Lecanto, Florida 34461  
(352)527-7670

Revised May, 2013

# **EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

## **Citrus County Division of Solid Waste Management Facilities**

**Citrus County Central Landfill Active 80 Acre Site**  
**Citrus County Central Landfill Closed 60 Acre Site**  
**Citrus County Leachate Treatment & Storage Facilities**  
**Citrus County Operations Maintenance Building / Diesel Fuel Facility**  
**Citrus County Waste Separation Facility - "Citizen Service Area"**  
**Citrus County Hazardous Waste Collection Center and Storage Facility**

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## **EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

### **A. PURPOSE AND SCOPE**

The purpose of these plans are to provide information and guidance for managing emergency incidents which could affect the Citrus County Central Landfill Site(s) and to adopt those contingency plans which would avoid, mitigate, or lessen the severity of the situation.

### **B. PREPAREDNESS**

Local authorities have been notified, and should be kept apprised, of the operations at the Citrus County Central Landfill Sites, located at 230 West Gulf to Lake Highway, Lecanto, Florida. A site diagram should be provided to them, as well as a copy of the contingency plan for all revisions.

A current copy of this plan should be maintained at the Central Landfill Administrative Office and at the Hazardous Waste Collection Center. The Citrus County Fire/Rescue, the Department of Public Works and the Sheriff's Office should be given access to the Solid Waste Management Central Facility.

If it becomes necessary to have contact with an outside agency or department, the following information may be used;

<b>Emergency:</b>	Emergency Response 3425 West Southern Street Lecanto, Florida 34461	<b>Emergency – Dial 911</b>
<b>Emergency Medical:</b>	Nature Coast EMS 3380 E. Gulf to Lake Highway Lecanto, Fl 34461	<b>Emergency – Dial 911</b> (352) 637-4121
<b>Law Enforcement:</b>	Citrus County Sheriff's Office 1 South Park Avenue Inverness, Florida 34453	<b>Emergency – Dial 911</b> (352) 726-4488
<b>Fire and Haz-Mat:</b>	Citrus County Department of Fire/Rescue 3600 W. Sovereign Path, Suite 291 Lecanto, Fl. 34461	<b>Emergency – Dial 911</b> (352) 527-5406
<b>Hospital:</b>	Citrus Memorial Hospital 502 West Highland Boulevard Inverness, Florida 34453	<b>Emergency – Dial 911</b> (352) 726-1551

## **EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

**Environmental:** Department of Agriculture and  
Consumer Services (352) 796-5650  
Division of Forestry  
15019 Broad Street  
Brooksville, Florida 33512

Department of Environmental Protection  
Division of Waste Management (813) 632-7600  
13051 N. Telecom Parkway  
Tampa, Florida 33637-0926

Every effort should be made to operate the SWM facilities in a safe manner. All the necessary materials to contain or mitigate small spills, fires or releases should be inspected and maintained on site as outlined in the emergency supplies list. The tools, equipment and materials to clean up all residues should also be available. Daily supplies of material should be utilized to contain and cleanup any de minimus releases during normal operation. Good housekeeping will support a safer work environment.

### **Florida State Warning Point:**

The mission of the State Warning Point Watch Office is to provide the people of the State of Florida and the Division of Emergency Management with efficient and effective communications during normal periods as well as pre-and-post disaster periods and to serve as the contact point in Florida for communications between local Governments and Emergency Agencies, State Government Agencies and the Federal Government.

General Information: 850-245-2118

SPILLS: 800-320-0519 or 850-413-9911

Petroleum Spill - Reportable Quantities:

- Soil: Spills more than 25 gallons.
- Surface Water: All spills, regardless of quantity
- Release Notification Period: Within 24 hours
- Written Report: Yes: *Discharge Report Form*.

## **EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

### **C. EMERGENCY RESPONSE COORDINATOR / TEAM**

**Primary: Casey Stephens - Director - Solid Waste Management**

Address: 2994 West Beamwood Dr.  
Beverly Hills, FL 34465

Phone: (Work) (352) 527-7670  
(Work Cell) (352) 302-6980  
(Home) (352) 249-7912  
(Home Cell) (419) 367-1409

**Secondary: Sammie Walker – Field Crew Leader**

Address: P. O. Box 926  
Dunnellon, Florida 34430

Phone: (Work) (352) 527-7670  
(Home) (352) 489-8686  
(Cell) (352) 400-1646

**Secondary: Owen Carney – Recycling Coordinator**

Address: 1173 W. Legion Ct.  
Hernando, Florida 34442

Phone: (Work) (352) 527-7670  
(Home) (352) 270-3202  
(Cell) (352) 400-0674

**Emergency Response Coordinator Operations:** In the event that local emergency response agencies are called, the first arriving emergency response company should establish Incident Command. The Incident Commander who has taken charge should implement and expand, as necessary, the incident command structure.

The Solid Waste Management (SWM) Emergency Response Coordinator (ERC) and Secondary Coordinators should make up this Facility's Emergency Response Team (ERT). To the extent necessary, the Coordinators and Team should assist and be under the direction of the existing command structure. During large scale emergency operations, the SWM Emergency Response Coordinator and ERT may serve as or assign an individual to serve as part of a Unified Command Staff.

## **EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

### **D. Solid Waste Management Staff List**

#### **Administration:**

Casey Stephens,	Director, SWM
Claire Smith,	Sr. Secretary
Cathy Winter,	Contract Services Specialist
Sue Schulze	Accounts Receivable Clerk

#### **Programs:**

Caresse Kokosinski,	Customer Service Representative
Owen Carney,	Recycling Coordinator
Dan Sherlock,	Hazardous Waste Coordinator
Michael Holst	Hazardous Waste Specialist
Susan Heglund	Household Hazardous Waste Technician
Rick Pinson,	Code Compliance Officer
Gregory Smith,	Litter Compliance Supervisor
Ronnie Weinman,	Litter Compliance Supervisor

#### **Maintenance:**

Aaron Lake,	Maintenance Supervisor
John Schaeffer,	Equipment Services Worker

#### **Quality Control / Scalehouse Facility:**

William Gilmore	Solid Waste Supervisor
Jean Poore,	Solid Waste Technician
Tammy Bagley,	Solid Waste Technician
Neil Maves,	Solid Waste Technician
Heather Snyder,	Solid Waste Technician
Vacant,	Solid Waste Technician

#### **Landfill Operations:**

Sammie Walker,	Operations Crew Leader
Scott Palmer,	Heavy Equipment Operator, Lead
Rich Martone,	Heavy Equipment Operator
Harold Gravely,	Heavy Equipment Operator
Eric Pert,	Heavy Equipment Operator
Matthew Kernz,	Heavy Equipment Operator
Billy Black	Medium Equipment Operator
Mike Morvatz,	Medium Equipment Operator

#### **Leachate Treatment Plant: (contracted through the County Utilities Division)**

Gary Loggins	Chief Plant Manager
Jerry Nusbaum	Utilities Operator II

## **EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

### **E. PREVENTING EMERGENCY INCIDENTS**

Operations should be conducted at the Central Landfill Facilities in a manner, which maximizes both worker and environmental safety while minimizing negative impacts to the environment, this Facility and to fellow workers. No smoking should be permitted in the facility's designated compound areas and access should be restricted to authorized personnel in some areas as needed. NO SMOKING signs should be posted in areas around the facilities. Safety and operation plans should be followed at all times.

#### **(1) Leachate Treatment Facility / Scalehouse Operation Facility**

The enclosed portion of the scalehouse is outfitted with a methane gas alarm. The enclosed, electrical building is equipped with a methane gas detector and fire alarm. Fire extinguishers are located at both the above locations. In the event of an alarm, the Emergency Response Coordinator should be contacted. An emergency eyewash and shower facility is located at the leachate treatment facility. See Appendix One for material listing and site capacity.

#### **(2) Maintenance Building, Electronics Building and Diesel Fuel Facility**

Fire extinguishers are located at the above locations. See Appendix Two for material listing and maximum site capacity.

#### **(3) Waste Separation Facility - Citizen Service Area (CSA)**

Fire extinguishers are located at the Furniture collection site, Rimmed Tire collection site and oil collection site, which is in proximity to the wood waste storage site. The CSA is outfitted with an emergency water shower and eye wash station. See Appendix Three for materials accepted and maximum site capacity.

#### **(4) Methane Gas Collection System**

Methane Gas is a natural by-product of municipal solid waste decomposition. The system is designed and operated to collect and destroy flammable gases. The leachate collection system is connected to the gas collection system. The flare system has automatic shut-offs and can also be shut down manually. Appendix Four is a summary of methane gas hazard mitigation.

#### **(5) Hazardous Waste Collection and Storage Facility**

The Hazardous Waste Collection Center is outfitted with both inside storage and outside storage fusible-link fire extinguishment systems, along with portable BC and ABC extinguishers. The Facility is also outfitted with an emergency water shower and eye wash station. See Appendix Five for specific emergency

## **EMERGENCY INCIDENTS AND CONTINGENCY PLAN**

procedures, material listing and maximum site capacity.

### **F. IDENTIFYING EMERGENCY INCIDENTS**

The following situations should be considered emergencies:

- (1) Fire or smoke is detected
- (2) An explosion occurs
- (3) A serious leak or spill is detected
- (4) Personal injury/Medical Emergency
- (5) Approaching Hurricanes or Tornados
- (6) Any other incident which requires immediate attention, such as, but not limited to:
  - (a) vehicle accident
  - (b) vehicle disruption, or
  - (c) incidents which could disrupt the service of this facility

### **G. CONTINGENCY PLANS**

Whenever there is a perceived or actual emergency situation, the person who recognizes the emergency should notify the SWM Administrative Office, via radio or cell phone, who should advise the Emergency Response Coordinator (ERC). In the event the primary ERC is not available, an alternate ERC should be notified. The Emergency Response Coordinator should be responsible for implementing contingency plans. If necessary, the Emergency Response Coordinator should notify all facility personnel and provide for their response, safety and/or evacuation. If necessary, the ERC should implement the notification plan and/or evacuation plan. The Emergency Response Coordinator should direct staff in response procedures as the situation dictates.

The Emergency Response Coordinator should assess possible hazards to human health or the environment that may result from any spill, release, fire or explosion. This assessment should consider both the direct and indirect impact to such entities.

During an emergency, the Emergency Response Coordinator should take all reasonable measures necessary to ensure that fire; explosions, spills and releases do not occur, reoccur or spread to other parts of the facility.



## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

### **1. Fire**

The person who recognizes the emergency should also notify the Administrative Office, via radio/cell phone, who should in turn advise the Emergency Response Coordinator. In the event the primary ERC is not available, an alternate ERC should be notified. The Emergency Response Coordinator should determine if outside agencies need to be contacted and if so, dial 911.

In the event of a small fire, the personnel discovering the fire should determine if they have the proper training and if the fire could be extinguished safely and quickly with the available fire extinguishers. The first consideration should be given to the safety of all people within the facility.

If there is a fire within the chemical holding area of the Leachate Treatment Facility or in the area of the Hazardous Waste Collection Facility, an initial determination should be made concerning the safety of responders or response actions. If a fire is inside a building, the doors of the building should not be opened.

Regardless of whether staff or Fire/Rescue has been utilized to extinguish a fire, the Citrus County Fire/Rescue should be called to complete a Florida Fire Incident Report. In the event of a trash fire which requires offsite assistance the Operations Plan shall be implemented and the event shall be reported to FDEP.

### **2. Explosion**

If an explosion occurs, the person who recognizes the emergency should also notify the Administrative Office, via radio / cell phone, who should advise the Emergency Response Coordinator. The Emergency Response Coordinator should determine if the facility should be evacuated and outside agencies should be contacted. Under no circumstances should life or property be put in peril in attempting to handle explosions.

### **3. Uncontrolled Leaks or Spills**

In the event of an uncontrolled leak or spill, the personnel discovering the leak or spill should take the following actions, if it is safe to do so:

- Notify the Administrative Office, via radio/cell phone, who can advise the ERC.
- Ensure the safety of personnel in the area
- Eliminate sources of ignition
- Stop the flow of any material or gas leak at the source
- Contain the leak or spill

The Emergency Response Coordinator should direct facility staff in response procedures as the situation dictates. Actions may include, but not limited to:

Evacuate area, as needed;

- Initiate actions to notify local authorities, emergency response agency, and government agencies, as needed;

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

Confirm identification of spilled material and check available Material Safety Data Sheets or Safety Data Sheets and consult the Emergency Response Guide procedures;

- Confirm that additional personnel have been assigned to stop the flow of spilling product and secure leaks, if it can be done safely;
- Assess the spill threat, site safety, and parameters such as spill volume, extent and direction of movement;
- Follow up on containment efforts;
- Establish a Hot Zone and Cold Zone/Safe Work Area;
- Initiate clean up actions, after it has been investigated and if it can be done safely;
- Follow Clean / Decontamination procedures outlined in Item L. of this document.

### **4. Personal Injuries**

The personnel discovering the injured party should take the following actions:

- Notify the Administrative Office, via radio / cell phone, who should advise the Emergency Response Coordinator.
- Determine if the injured party needs assistance
- Apply First Aid in accordance with the care-giver's level of training or willingness to provide "Good Samaritan" treatment.

### **5. Approaching Hurricanes or Tornados**

Florida Division of Emergency Management flood maps show that the SWM facility is above the elevation and outside of the Storm Surge Level of a Category 5 hurricane. If ordered to evacuate, the ERC should notify staff of the actions to take, to where it is safe to evacuate, or the location of an alternative meeting site, if this facility becomes severely damaged or inaccessible.

Prior to Hurricane Season, which is June through November; the Emergency Response Team should survey facility structures to determine if there are any improvements to make the facility more safe. Staff should be apprised of what actions they can take to make their workplace more weather-tight and secure from wind and water damage. When it is determined that a hurricane is approaching the facility, staff should:

- Maintain and monitor a NOAA Weather Alert Radio in the office.
- Plan for a means of on-site communication, in case cell towers or portable radios are disrupted.
- Ensure that each employee understands the SWM call-down procedure for warning and post-storm communications.
- Secure buildings, cover windows, move integral equipment to a secured area.
- Secure or move hazardous waste equipment, drums, cubes and PPE to a secure area.
- Clear property or tie down any items that could become flying missiles in high wind, e.g. scrap metal, tires, cubic yard boxes, trash cans.

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

- Fill portable gas tanks, fleet vehicles and equipment gas tanks and generators; check oil, water and tires. Fuel pumps will not operate without electricity.
- Make plans to work with limited cash, and no water or power for up to two weeks
- Obtain sufficient cash and supplies for operations, recognizing that banks, ATMs and credit cards may be unable to transact business without electricity.
- Ensure important documents, files, backup tapes, emergency contact information, etc. are taken to a safer location.
- Ensure each employee has a photo ID and an authorization tag for returning to their residence and to locate to their authorized work location.
- Contact commercial customers and suppliers and share the communications and recovery plan in advance.
- Prepare a list of and make contact with vendors to provide disaster recovery services, before they obtain a prior agreement or contract with other businesses
- If evacuation is advisable, turn off unnecessary electricity, water and gas.
- Unplug all valuable electrical, computerized and electronic devices; elevate to a level not susceptible to water damage.
- Paperwork which will not be moved should be double bagged and elevated.
- Close the facility in sufficient time to allow employees to secure their homes, obtain needed supplies and temporarily evacuate, if necessary.
- **After the storm passes**, use caution before entering the facility. Check for down power lines, structural damage, and uncontrolled leaks or spills. If any electrical equipment is wet, contact an electrician. Prepare loss information for insurance claims and get independent estimates of damages. Take pictures.
- When power is lost, don't connect a portable generator to building wiring (this could kill or injure neighbors or electrical crews.
- Beware of snakes, insects or animals driven to higher ground by flooding.

### **6. Lightning Strikes**

The chances of being struck by lightning are one in 600,000 but can be reduced by following safety rules. Above all, employees' safety comes first.

- Postpone outdoor activities if thunderstorms or lightning are imminent.
- If an employee, community service worker or other individual is in an area without shelter, staff should check on and assist the member to safety.
- If you hear thunder, seek shelter. Move to a sturdy building or vehicle.
- Do not take shelter in a small shed or under isolated trees.
- Get away from bodies of water or from facility fencing.
- Staff should follow the 30 – 30 Rule:

**30 Seconds:** Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is an imminent threat. Seek shelter immediately.

**30 Minutes:** After hearing the last thunder, wait 30 minutes before leaving shelter. Half of all lightning deaths occur after the storm passes.

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

### **7. Other Miscellaneous Emergency Incidents**

For any other perceived, imminent or actual emergency situation, the person who recognizes the emergency should notify the Administrative Office, via radio or cell phone, who should advise the Emergency Response Coordinator (ERC). The ERC should take responsibility for implementing the contingency plans. If necessary, the Emergency Response Coordinator should notify all facility personnel and provide for their evacuation and the notification plan should be implemented. The Emergency Response Coordinator should advise their staff in response procedures, as the situation dictates.

The Emergency Response Coordinator should assess possible hazards to human health or the environment that may have resulted from any release, fire or explosion. This assessment should consider both the direct and indirect impact.

During an emergency, the Emergency Response Coordinator should take all reasonable measures necessary to ensure that fire, explosions, and releases do not occur, reoccur or spread to other parts of the facility.

### **H. NOTIFICATION PROCEDURE**

Whenever there is an imminent or actual emergency situation, the person who recognizes the emergency should notify the Administrative Office, via radio / cell phone, who should advise the Emergency Response Coordinator. In the event the primary Emergency Response Coordinator is not available, an alternate ERC should be notified.

The assigned Emergency Response Coordinator should take responsibility for implementing the contingency plans. If necessary the Emergency Response Coordinator should notify all facility personnel and provide for their evacuation. Generally, the most expedient method of notification should be by two-way radio. The Emergency Response Coordinator should direct the facility staff in response procedures, staging areas or evacuation routes, as the situation dictates.

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

### **I. CONTINGENCY EQUIPMENT AND SUPPLIES**

#### **Landfill Equipment**

- Bulldozer, Caterpillar D6T
- Compactor, Caterpillar 826 G
- Compactor, Caterpillar 826 H
- Excavator, Caterpillar 320EL, w/ 1.56cy bucket
- (2) Front-End Loader(s), Caterpillar, 950(H), w/ 3.75 cu yard multi-purpose bucket
- Fuel Truck, Ford F800 – with 420 gallon, double wall, diesel fuel tank and air compressor
- Water Truck, Freightliner M2106 w/ 2500 gallon tank
- Volvo (A25) Articulated Truck 6-Wheel
- ATV, Kubota RTV1100 CWX-H 4x4
- Toro Workman 1110 Utility Vehicle – Kohler 12 HP engine
- Roll-off truck, Mac with 30 cu yd box
- Multi-Track Loader, Bobcat T630 Skid Steer
- (2) Light Sets, Alamand, with 6kw generator (located in disposal cell and in boneyard)
- Dump Trailer, 8' x 14', Hydraulic
- Fork Lift, Caterpillar P6000, Diesel
- Drum Grabber Attachment for 55 Gal. Drums; to be attached to the Fork Lift
- Generator, 150 Kw Caterpillar (Olympian), Trailer mounted,
- Water Pump on Construction Trailer,
- Water Transfer Pump, 4" outlet, Mack, Hydraulic drive
- Water Transfer Pump, 4" outlet, Acme, Hydraulic drive
- Water Transfer Pump, 6" outlet, Yanmar, Centrifugal Trash Pump
- Hand Tools and Mechanics Tools, at both the Maintenance Building and HWCC
- Alternative Daily Cover machine, on trailer; 500 gallon tank w/ 18 H.P. pump motor

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

### **CONTINGENCY SUPPLIES - AT THE HAZARDOUS WASTE COLLECTION CENTER**

#### **Supplies**

Shovels	Poly, 65 Gal. Overpack Drum
Brooms	Poly, 30 Gal. Overpack Drum
Squeegee	Metal, 55 Gal. Drums
ABC & BC Fire extinguishers	Poly, 55 Gal. Drums
Bung Wrenches	Poly, 5 Gal. Pails
Hand Tools & Wrenches	Duct Tape
First Aid Kit	Scrub Bushes
PVC Hand Drum Pump (water & corrosives)	Poly Sheeting
Rotary Drum Pump (solvent-safe pump)	Emergency Eye Wash & Shower Station
pH Testing Tape	Drum Wrenches
H <sub>2</sub> O Testing Tape	Drum Labeling Materials

#### **Materials**

Mercury Absorbent	General Purpose Absorbent Pads
Vermiculite, Bagged Absorbent	Oil Absorbent Pads and Socks
Abzorbit, Bagged Absorbent	Sodium Bicarbonate neutralizer

#### **Personal Protection Equipment (PPE)**

Chemical Resistant Aprons	Personal Respirator
Chemical Resistant Coveralls	Face Shields
Chemical Resistant Shoe Covers	Both Neoprene and Nitrile Gloves
Chemical Resistant Smocks	Leather Work Gloves
Personally-Issued Hardhats	Clear & Sunglass Safety glasses

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

### **J. EVACUATION PROCEDURES**

In the event that the facility needs to be evacuated, the Emergency Response Coordinator should notify the Facility personnel by portable radio. All on-site personnel should be accounted for and verified by contacting each supervisor. Depending on the nature and location of the emergency, the Emergency Response Coordinator should advise facility personnel and citizens which evacuation route and plan to implement. Operations staff should take steps to inform all non-county personnel and citizens on site and assist with their safe exit.

Traffic on roads into the facility should be stopped and re-routed as necessary by Scalehouse personnel. Clear access for response personnel and vehicles to the emergency should be maintained by County personnel.

In the event of a chemical release, bomb threat, fire or other emergency and you are instructed to leave, evacuate immediately. Upon completion of the evacuation of the facility, all personnel are to proceed directly to a rally point, as designated by the Emergency Response Coordinator.

If personnel cannot make it to the primary or secondary rally point, they should evacuate the facility using the nearest up-wind gate.

**Primary Rally Point will be the Administrative Office.**

**Secondary Rally Point will be the Electronics Recycling Building**

**EMERGENCY INCIDENTS AND CONTINGENCY PLANS**



**EMERGENCY CONTACT CHART**

Updated May, 2013

**Casey Stephens**  
302-6980  
249-7912

**Owen Carney**  
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400-0674

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**Sammie Walker**  
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**Claire Smith**  
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302-3437

**Harold Gravely**  
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**Neil Maves**  
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220-1192

**Michael Holst**  
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302-7100

**Rich Martone**  
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220-2328

**Tammy Bagley**  
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697-2940

**Sue Schulze**  
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212-2766

**Sue Heglund**  
726-7287

**Matthew Kern**  
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422-3609

**Heather Snyder**  
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352-556-7933

**Rick Pinson**  
746-0428  
400-0609

**Eric Pert**  
220-4418

**Vacant**

**Greg Smith**  
344-5025

**Billy Black**  
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464-5574

**Ronnie Weinman**  
860-2004  
613-3871

**Mike Morvatz**  
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**Owen Carney**  
400-0674 (WC)

**Casey Stephens**  
302-6980 (WC)

**Sammie Walker**  
400-1646 (WC)



## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

### **K. CLEANUP AND DECONTAMINATION**

All residues from a release, fire or explosion should be contained and cleaned up in a manner consistent with the emergency spill procedure.

Immediately after the emergency, the Emergency Response Coordinator should 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.

The Emergency Response Coordinator should ensure that in the affected areas of the facilities:

- (1) No waste that may be incompatible with the released material is treated, stored or disposed of until clean up procedure are completed; and
- (2) All emergency equipment listed in these contingency plans are cleaned and fit for their intended use before operations are resumed.

Any contaminated equipment should either be cleaned with a suitable solvent, and the discarded solutions handled in an appropriate manner, or discarded with the spill clean up material.

Decontamination should be conducted in accordance with an appropriate decontamination program.

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

### **L. FOLLOW UP REPORTING**

1. Initially, whenever there is an imminent or actual emergency situation, the Emergency Response Coordinator (or their designee when the Emergency Response Coordinator is on call) should immediately:
  - a. Activate internal facility alarms or communication systems, where applicable, to notify all facility alarms or communication systems.
  - b. Notify appropriate state or local, emergency response agencies with designated response roles, if their help is needed.
2. In addition, whenever there is a spill/release, fire, or explosion, the Emergency Response Coordinator should immediately identify the character, exact source, amount, and the extent of any released materials. He or she may do this by observation or review of facility records, or if necessary, by chemical analysis.
3. Concurrently, the Emergency Response Coordinator should assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment should 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, or heat-induced explosions).
4. If the Emergency Response Coordinator determines that the facility has had a release, fire, or explosion, which could threaten human health, or the environment, outside the facility, he should report his findings as follows:
  - a. If his assessment indicates that evacuation of local areas may be advisable, he should immediately notify appropriate local authorities. The Emergency Response Coordinator should be available to help appropriate officials decide whether local areas should be evacuated; and
  - b. He/she should immediately notify either the government official designated as the on-scene coordinator for the area or the State Warning Point (using their 24-hour number 904/488-1320). Include:
    - i. Name and telephone number of person reporting;
    - 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.

## **EMERGENCY INCIDENTS AND CONTINGENCY PLANS**

5. During the emergency, the Emergency Response Coordinator should take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other areas of the facility. These measures should include where applicable, stopping processes and operations, collecting and containing release waste, and release waste, and removing or isolating containers.
6. During an emergency, the Emergency Response Coordinator should monitor for leaks, pressure buildup, gas generation, or ruptures in containers and/or equipment, wherever this is appropriate.
7. After an emergency, the Emergency Response Coordinator should provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material contaminated by a release, fire, or explosion at the facility.
8. The Emergency Response Coordinator should ensure that, in the affected area(s) of the facility;
  - a. No waste that may be incompatible with the released material is stored or handled until cleanup procedures are complete; and
  - b. All emergency equipment listed in the EMERGENCY INCIDENTS AND CONTINGENCY PLANS should be cleaned and fit for its intended use before operations are resumed.
9. The owner or operator of the landfill should notify appropriate State and local authorities, in writing, that the facility is once again functional before operations are resumed in the affected area(s) of the facility.
10. The owner or operator should note, in the operating record, the time, date, and details of any incident that requires implementation of the EMERGENCY INCIDENTS AND CONTINGENCY PLANS. Within 24 hours after the incident, the situation should be reported to the Department of Environmental Protection (SW District Office Compliance Assurance Supervisor), and a written report on the incident should be submitted within 7 days. The report should include:
  - a. Name, address, and telephone number of the owner or operator;
  - b. Name, address, and telephone number of the facility;
  - c. Date, time and type of incident (e.g., fire, explosion);
  - d. Name and quantity of material(s) involved;
  - e. The extent of injuries, if any;
  - f. An assessment of actual or potential hazards to human health or the environment, where this is applicable; and
  - g. Estimated quantity and disposition of recovered material that resulted from the incident.

# EMERGENCY INCIDENTS AND CONTINGENCY PLANS –

## M. SITE LAYOUT

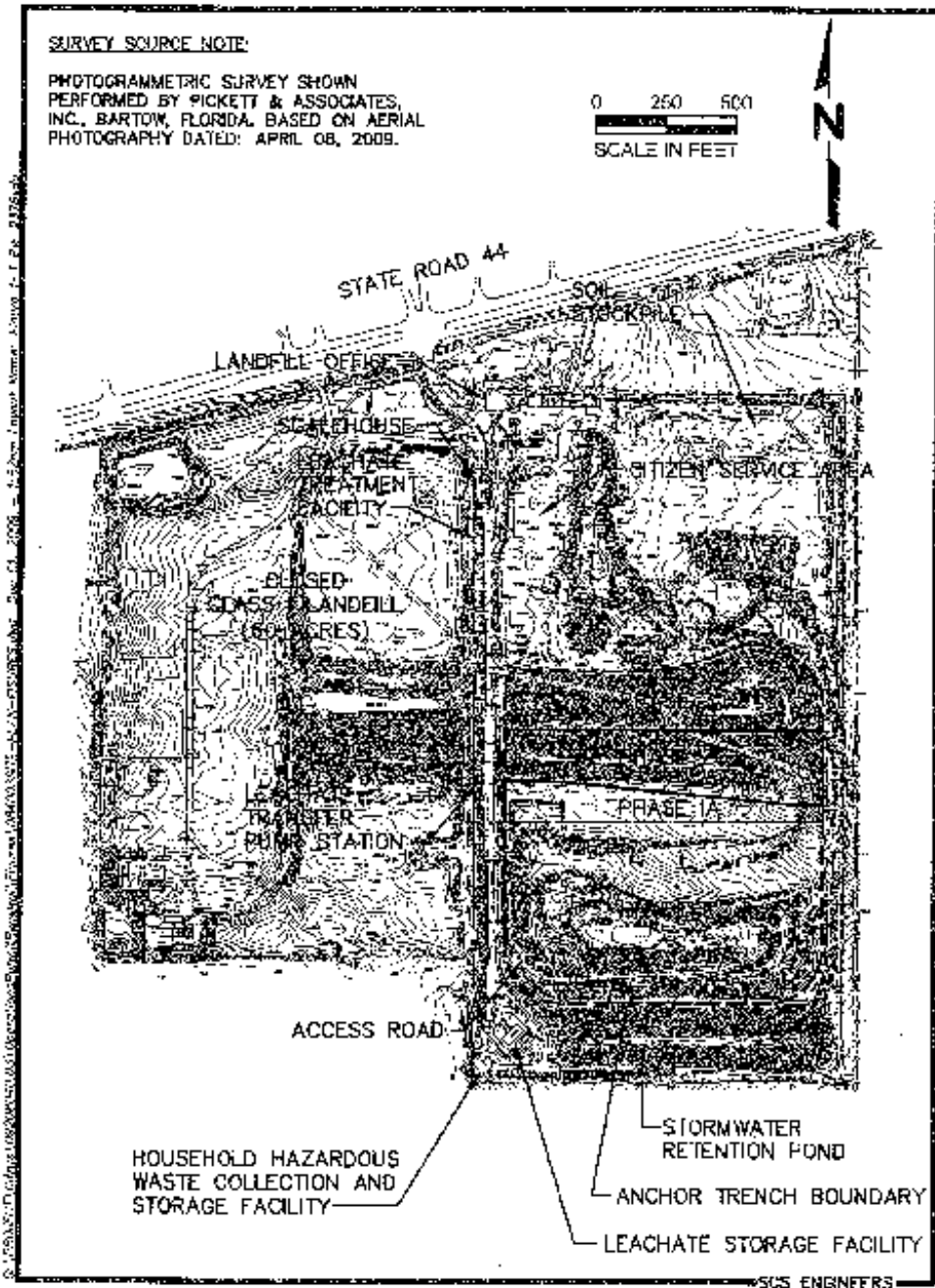


Figure 1-1. Site Plan, Citrus County Central Landfill.

## **APPENDIX ONE**

Leachate Treatment and Storage Facilities

Chemical Listing and Quantities

**LEACHATE TREATMENT AND STORAGE FACILITIES**

**Chemical Listing**

**Maximum Quantities on Site**

**Chlorine – Alkaline liquid**  
(Sodium Hypochlorite)

3 - 55 gallon drums  
(Approx. 1,400 lbs.)

**40% Phosphoric Acid**  
(Phosphoric Acid and  
Chlorinated Hydrocarbon)

2 - 55 gallon drums  
(Approx. 880 lbs.)

**Polymer**  
(Percol 788-N)

5 - 5 gallon containers  
(Approx. 200 lbs.)

**Powdered Activated Carbon**  
(Hydrodarco C)

360 - 50 lb. Bags (Max.)

**Liquid Methanol**

7,000 gallon tank

**Muratic Acid**  
(Hydrochloric Acid)

8 – 55 gallon drums  
(Approx. 3,520 lbs.)

## **APPENDIX TWO**

Operations Maintenance Building  
and Diesel Fuel Facility

**MAINTENANCE “OPERATIONS” BUILDING**

**DIESEL FUEL FACILITY**

## **MAINTENANCE BUILDING**

### **Chemical Listing**

### **Maximum Quantities on Site**

**Cans of Gasoline**

8 – 5 gallon cans

**Oil**

2 – 55 gallon drums

**Hydraulic Oil**

2 – 55 gallon drums

**Grease**

2 – 120 pound drums

**Adhesive for plastics**

5 – 5 gallon containers

**Fuel Truck (parked in building at night)**

420 gallons diesel fuel

**Diesel Exhaust Fluid (DEF)**

1 – 55 gallon drum

## **DIESEL FUEL FACILITY**

**Diesel fuel**

4 – 500 gallon tanks



## **APPENDIX THREE**

Citizen Service Area (CSA)

Material List and Maximum Site Capacity

**Material**

**Maximum Materials/Capacity**

<b>Garbage &amp; Trash Containers</b>	10 – 30 yd Dumpsters
<b>Recyclable Material Containers</b>	3 – 8 yd containers for Single Stream Recycling 1 – 30 yd container for Styrofoam 1 – 20 yd container flower pots
<b>Waste Oil Containers</b>	2 - 385 gallon, double-wall containers
<b>Anti-Freeze Container</b>	2 - 100 gallon, double wall container
<b>Waste Tires</b>	115 tons
<b>Scrap Metal</b>	50 tons
<b>Wood Waste</b>	Unprocessed 800 tons Processed 2,000 tons
<b>Lead Acid Batteries</b>	2 Pallets (50 – 75 batteries per pallet) within a secondary containment
<b>Propane Tank Container</b>	1 – 20 yard roll-off container, containing: 250 – 20# tanks 20 – 30# tanks 5 – 60# tanks 10 – 100# tanks 1 – 120 gallon tank
<b>Fluorescent Bulbs</b>	100 – 4' fluorescent tubes 30 – 6' and 8' fluorescent tubes 300 – compact fluorescent lights Up to 6 – 55 gallon drums of crushed bulbs kept in the fluorescent bulb building

## **APPENDIX FOUR**

Methane Gas

Hazard Data and Management Summary

## **Appendix Four – Methane Gas, Hazard Data and Management Summary**

### **Landfill Gas Hazards and Management**

#### **Introduction**

Inside a landfill, waste breaks down and produces gas, consisting mainly of methane and carbon dioxide. Methane is by far the main threat to safety at a landfill because it can occur in large enough concentrations to explode if a spark is present. Carbon dioxide is relatively nonreactive, but can present some risk of asphyxiation. Minor components include ammonia, benzene, and hydrogen sulfide, of which hydrogen sulfide is the most important because it is easy to detect, giving landfills the distinctive “rotten egg” smell. While methane itself is odorless, it usually occurs in the presence of hydrogen sulfide. These minor gasses are all flammable, but are unlikely to occur in sufficient quantities to explode.

#### **Explosion Hazard**

Methane is highly explosive when it makes up between 5% and 15% of the air volume. As the gas moves easily through loose soil, it can be a particular concern when it leaches into the confined spaces of a nearby building. Vapors can travel a considerable distance to an ignition source and flash back over the vapor trail. Contact may cause burns to skin and eyes.

#### **Other Health Hazards**

Landfill gas has a putrescent, noxious, odor that, in general, is more problematic to people than any real adverse health effects related to exposure. Breathing methane and carbon dioxide is only hazardous when it is present at high enough levels to significantly decrease the amount of oxygen in the air. In the event of a severe gas leak in a confined space, suffocation can occur. Symptoms of being in an oxygen deprived environment include sudden increased respiration (inability to catch one’s breath), racing heartbeat, poor muscular coordination, and rapid fatigue. In more severe cases, nausea and vomiting often precede loss of consciousness which can lead to death.

#### **Incident Response**

The landfill maintains a comprehensive gas management system (Attachment A) to continuously burn off methane gas and mitigate the risk of dangerous buildup. If an emergency gas incident occurs, the following procedure should be used to manage the incident.

- Call 911
- Keep unnecessary people away; isolate hazard area and deny entry.
- Stay upwind, out of low areas and ventilate closed spaces before entering.
- Fires involving methane should not be extinguished unless the flow of leaking material can be stopped.

- Containers that are exposed to the heat of a fire should be cooled from the side with flooding amounts of water until well after the fire is extinguished.
- Water should be applied from as far away as possible.
- Containers should be moved from the area of the fire and leaks stopped if this can be done without undue risk.
- Water spray may be used to protect personnel attempting to move containers and stop leaks.

### **Life Support and Treatment**

Any Rescuers should wear appropriate respiratory protection.

- Remove victims of inhalation from the toxic environment and monitor for respiratory distress.
- Copiously flush exposed eyes or skin with water.
- Administer 100 percent humidified supplemental oxygen with assisted ventilation as required. If not breathing, give artificial respiration.
- Carefully observe patients with inhalation exposure for the development of any systemic signs or symptoms and administer symptomatic treatment as necessary. Monitor arterial blood gases and chest x-ray in cases with significant exposure.



## **APPENDIX FIVE**

### Hazardous Waste Facility Emergency Incidents and Contingency Plans



# Appendix Five

## Hazardous Waste Facility Emergency Incidents and Contingency Plans

### **Contents:**

- Introduction
- Regulatory and contractual requirements
- Contingency procedures
- Spill response
- Attachment A: Example Emergency Responder Notification Form
- Attachment B: Emergency Contingency Plan
  - Figure 1: Site plan and evacuation map
  - Figure 2: Map to the nearest medical facility

### **Introduction**

This HW Program should maintain a copy of the SWM Facility's *EMERGENCY INCIDENTS AND CONTINGENCY PLANS* at the HW Collection Facility. These contingency plans explain the necessary actions to minimize hazards to human health or the environment from fire, explosion, or unplanned emergencies and chemical releases. To the extent possible, these plans should be followed, when an emergency incident occurs.

### **Regulatory and contractual requirements**

Guidelines used for this Program's emergency contingency plans are established within OSHA standards 29 CFR 1910.38 and 1910.120 (a) and (q), EPA standard 40 CFR 265.50, Subpart D, and the Florida Administrative Code, Chapter 62-730 for Hazardous Waste, Chapter 62-737.400 for Management of Spent Universal Waste, and Chapter 62-710 for Used Oil Management.

### **Contingency Procedures**

The emergency telephone number for response to this Facility is **911**. The designated, Emergency Response Coordinator responsible for implementing the emergency contingency plans is the Director of Solid Waste Management. In the Director's absence, he/she should assign this task to another competent staff, as instructed in the SWM *EMERGENCY INCIDENTS AND CONTINGENCY PLANS*. For timely response, this Program should make emergency information available to local emergency response teams or contractors, who may be called upon in an emergency situation.

### **Appendix Five – Hazardous Waste Facility Emergency Incidents and Contingency Plans Notification for HW Emergency Incidents and Contingency Plans should:**

- provide instruction to Program staff on emergency procedures relevant to job duties;



see the HW SOG on *Hazard Communications and Employee Right to Know (RTK) Program*;

- provide regular, annual instruction to Program staff on how the contingency Plans should be implemented;
- be easy to assess;
- be placed in the yellow, Emergency Information box at the HW collection Facility;
- contain information which is pertinent to hazardous waste emergencies and contingencies;
- be updated annually, prior to the scheduled, annual training;
- be revised if it fails the desired expectations, after an emergency event; and
- be updated if changes are applicable to contact information, rules or requirements, Facility design, construction, operation, or maintenance
- a form letter including a brief response explaining what should be expected of the emergency responder; see **Attachment A Sample**, below; and
- a copy of the HW Facility Emergency Incidents and Contingency Plans, with site plan and evacuation maps; see Attachment B with Figures 1 and 2. Figure 1 includes a site map with specific waste type storage locations listed, along with emergency evacuation routes. Figure 2 includes a map indicating the best route to the closest medical facility.



## DEPARTMENT OF PUBLIC WORKS

### SOLID WASTE MANAGEMENT DIVISION HAZARDOUS WASTE PROGRAM

P.O. Box 340, Lecanto, FL 34460  
230 W Gulf-to-Lake Hwy., Lecanto, FL 34461  
Telephone (352) 527-7670, Ext. 4686  
Email: [hazwasteinfo@bocc.citrus.fl.us](mailto:hazwasteinfo@bocc.citrus.fl.us)  
[www.bocc.citrus.fl.us/pubworks/swm](http://www.bocc.citrus.fl.us/pubworks/swm)

July 27, 2011

Fire Chief Larry Morabito  
3600 W. Sovereign Path, Suite 291  
Lecanto, Fl. 34461

RE: Emergency Responder Notification Form

**Attachment A Sample**

Dear Chief Morabito,

Enclosed is the Citrus County Hazardous Waste Emergency Contingency Plan. Section 29 CFR Part 1910.38 and 40 CFR Part 265.53 require Hazardous Waste Collection Facility operators to create an emergency contingency plan and to make arrangements with nearby police, fire, hospital, and environmental response contractors to provide an expedient and coordinated response to emergencies.

This letter and the enclosed Plan are to clarify our contingency plan and familiarize your agency with our Facility. This is to be used in the event of a Facility fire, explosion, an unplanned release of hazardous materials, or medical emergency. The Plan describes the services for which your agency would be needed and it designates all other authorities and actions. The Plan also details types, maximum quantities and storage locations for hazardous materials or wastes (e.g., floor and plot plans, escape routes).

The Plan should be reviewed annually and be revised if changes are necessary. This Facility will forward revised copies to you when these changes occur. This Program appreciates your assistance and looks forward to any recommendations or suggestions to ensure a comprehensive and complete Plan.

Respectfully,

Dan Sherlock  
Hazardous Waste Coordinator  
Division of Solid Waste Management

CC: Casey Stephens, Solid Waste Management Director

# Attachment B

## Citrus County HW Emergency Contingency Plan

**Address:** **Citrus County Hazardous Waste Collection Facility**

230 West Gulf to Lake Hwy.  
Lecanto, FL 34461

**Office:**

PO Box 340  
Lecanto, FL 34460

**EPA ID number** FLD 98-210-2741

**Last Revision date** May 6, 2013

**1. Emergency Response Coordinator (ERC) responsible for implementing this plan**

The Designated Facility staff person responsible for implementing this plan is trained to respond to emergencies or has the information necessary to make decisions on how to respond to an emergency.

Name: **Casey Stephens**  
Position or Job Title: Director, Solid Waste Management  
Phone (Work): (352) 527-7670  
Cell Phone 24-hour: (352) 302-6980

**First Alternate, Designated Facility staff person responsible for implementing this plan**

The First Alternate Designated Facility staff person responsible for implementing this plan is contacted in the event the primary designated Facility staff person responsible for implementing this plan is not able to be reached.

Name: **Sammie Walker**  
Position or Job Title: Field Crew Leader, Solid Waste Management  
Phone (Work): (352) 527-7670  
Cell Phone (Cell): (352) 400-1646

**Second Alternate, Designated Facility staff person responsible for implementing this plan**

The Second Alternate Designated Facility staff person responsible for implementing this plan is contacted in the event the first alternate designated Facility staff person responsible for implementing this plan is not able to be reached.

Name: **Owen Carney**  
Position or Job Title: Recycling Coordinator, Solid Waste Management  
Phone (Work): (352) 527-7670  
Phone (Cell): (352) 400-0674

**2. Emergency telephone numbers**

<b>All Emergencies</b>	<b>911</b>
<b>Police</b>	<b>911</b>

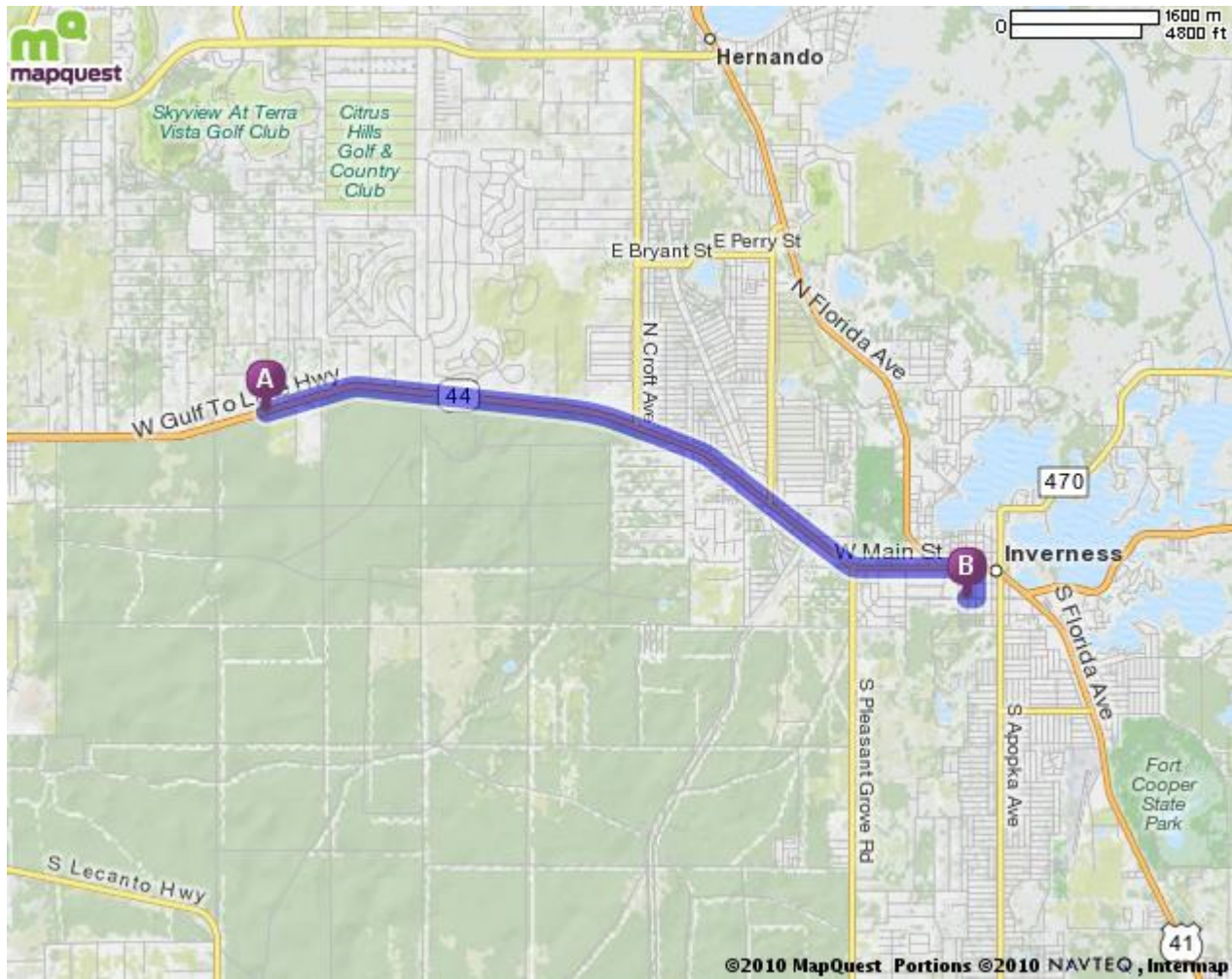
<b>Fire</b>	<b>911</b>
<b>Ambulance</b>	<b>911</b>
<b>Florida State Warning Point (to report any emergency)</b>	<b>(800) 320-0519</b>
<b>Bomb squad (go through local County Sheriff's office)</b>	<b>911</b>
<b>Haz-Mat Team (go through local Fire/Rescue)</b>	<b>911</b>

### 3. Hazardous and Universal Waste stored on site

See Figure 1 (Site plan) for storage locations of each waste category

<u>Waste Category / Products</u>	<u>Hazard Class / Label</u>	<u>Package type and size</u>	<u>Maximum Quantity</u>
Ammunition / Fireworks / Flares	Explosives, <b>Division 1.4</b>	Poly, 5 gallon buckets w/ screw top lid	< 50 lbs.
Paint and mixed aerosols	Flammable Gas, <b>Class 2</b>	(1) 50 gallon cart & (2) 55 gallon drums	< 300 lbs.
Flammable liquids, paints, thinners, fuels	Flammable Liquid, <b>Class 3</b>	1 gallon containers & 55 gallon metal drums	6 drums < 2,500 lbs.
Paint related materials and Tars (in cans)	Flammable Liquid, <b>Class 3</b>	1 and 5 gallon cans in 4' x 4' metal cages	3 Cages < 2,000 lbs.
Paint related materials, (loose packed)	Flammable Liquid, <b>Class 3</b>	Steel, 55 gallon drums w/ open top lids	2 drums < 300 lbs.
Roofing Tars and Adhesives (Bulked)	Flammable Liquid, <b>Class 3</b>	Steel, 55 gallon drums w/ open top lids	2 drums < 1,000 lbs.
Reactive solids	Flammable Solids, <b>Div. 4.1</b>	Poly, 5 gallon w/ screw top lid	1 container < 10 lbs.
Oxidizers	Oxidizer, <b>Division 5.1</b>	Poly, 5 gallon w/ screw top lid	< 50 lbs.
Organic peroxide	Organic Peroxide, <b>Div. 5.2</b>	1 gallon zip-lock bag, labeled	< 1 lb.
Pesticides/Poisons	Poison, <b>Class 6</b>	Segregated by solids & liquids, into categories, Located on shelves for lab packing	< 1,500 lbs.
Acids	Corrosive, <b>Class 8</b>	Poly, 55 gallon, closed-top drum < 800 lbs. Poly, 30 gallon, closed-top drum < 250 lbs. Residential - style containers	2 drums 1 drum < 400 lbs.
Basics (Alkalis)	Corrosive, <b>Class 8</b>	Poly, 55 gallon, closed-top drum < 500 lbs. Poly, 30 gallon, closed-top drum < 250 lbs. Residential - style containers	2 drums 1 drum < 400 lbs.
Mercury	Corrosive, <b>Class 8</b>	Poly, 5 gallon w/ screw top lid	1 container < 50 lbs.
PCB Ballasts / Capacitors	Miscellaneous, <b>Class 9</b>	Poly, 5 gallon w/ screw top lid	2 containers < 100 lbs.
Petroleum or oil wastes w/ dirt or asphalt mix	Miscellaneous, <b>Class 9</b>	Steel, 55 gallon drums w/ open top lids	4 containers < 3,000 lbs.
Used Oil for Recycling	Universal Waste <b>Non-Hazardous Waste</b>	Steel, 55 gallon drums w/ open top lids	1 container < 300 lbs.
Spent Fluorescent Tubes for Recycling – Crushed in Drums	Universal Waste <b>Non-Hazardous Waste</b>	Steel, 55 gallon drums w/ open top lids	1 container < 500 lbs.

**Figure 2 – Map to the Closest Hospital**



1. Start out going EAST on W GULF TO LAKE HWY/FL-44 E toward S THAYER AVE. Continue to follow FL-44 E. 7.0 mi



2. Turn RIGHT onto S OSCEOLA AVE. 0.3 mi



3. Turn RIGHT onto W HIGHLAND BLVD. 0.1 mi



4. 502 W HIGHLAND BLVD.

END OF DOCUMENT  
SWM EMERGENCY INCIDENTS AND CONTINGENCY PLANS  
for  
THE CITRUS COUNTY CENTRAL LANDFILL  
and  
RELATED FACILITIES  
for  
CITRUS COUNTY, FLORIDA