

ATTACHMENT 7
CONTINGENCY PLAN
and
EMERGENCY PROCEDURES

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1.0 General Information

- 1.0.1** This is a site-specific contingency plan for the Hazardous Waste Storage Facility (HWSF) located at Hill Air Force Base (Hill AFB), Utah. The plan was developed to meet the requirements of Utah Administrative Code (UAC) R315-264-52 and 29 CFR 1910.120(p) and is based on the Integrated Spill Prevention, Control, and Countermeasures Plan (SPCC) for Hill AFB. Additional site-specific information has been added to address potential issues that may occur at the HWSF.
- 1.0.2** The annual review of the contingency plan and Quick Reference Guide with Hill AFB Fire and Emergency Services shall be documented in the Operating Record.

2.0 Purpose

- 2.0.1** This contingency plan shall be designed to minimize hazards to human health and the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste to the air, soil, or groundwater at the HWSF. Provisions of this plan shall be carried out immediately whenever there is a fire, explosion, or release of hazardous waste that could threaten human health or the environment.
- 2.0.2** UAC R315-264-53 requires that a paper copy of this plan shall be:
- 2.0.2.1** Maintained at the HWSF (Administration Building 893);
- 2.0.2.2** Available to the public upon request;
- 2.0.2.3** Submitted to local law enforcement agencies, local fire departments (including Hill AFB Fire and Emergency Services), and local hospitals that may be called upon to provide emergency services in the event of an accident or incident at the HWSF; and
- 2.0.2.4** Local Emergency Planning Committees (LEPCs).

3.0 Revisions

- 3.0.1** This plan shall be amended or replaced, as required by UAC R315-264-54, in the event that:
- 3.0.1.1** This Permit is revised;
- 3.0.1.2** The plan fails in an exercise, evaluation, inspection, or actual emergency;
- 3.0.1.3** Changes occur in the design, construction, operation, or maintenance of activities requiring emergency response procedures;
- 3.0.1.4** Changes are made to the list of available emergency equipment; or
- 3.0.1.5** Changes are made to the list of Incident Commanders/Emergency Coordinators.

4.0 General Facility Description

- 4.0.1** The HWSF (Buildings 898 and 888) is described in Attachment 1 of this Permit. Building 898 was built in 1983 and is approximately 4,000 square feet. Building 888 was built in 1996. Building 888 is approximately 12,800 square feet and is

constructed of concrete block with secondary containment. Building 888 is the primary receiving and storage area for the HWSF. Building 898 is used to store additional hazardous waste and other materials.

5.0 Classification of Wastes

5.0.1 Hazardous wastes and other materials may be stored in the HWSF including listed and characteristic (ignitable, corrosive, reactive, or toxic) wastes. Permitted wastes are defined in Attachment 2 of this Permit.

6.0 Incident Commanders/Emergency Coordinators [UAC R315-264-52(d) and R315-264-55]

6.0.1 A list of Hill AFB personnel authorized to act as Emergency Coordinators is given in Table 7-1 and for the purposes of this permit are designated as Incident Commander (IC). Military personnel are frequently reassigned and for the purpose of this Permit only the position title and duty phone of the personnel are listed. Activation of this contingency plan shall result in a response from Hill AFB Fire and Emergency Services which shall cause the on-duty IC to be appointed.

6.0.2 The IC is in charge of all incidents requiring implementation of this Contingency Plan and shall take immediate steps to coordinate emergency response measures. The IC has authority to commit the resources necessary to carry out this Contingency Plan. The IC shall be responsible to see that the emergency procedures outlined in R315-264-56 are followed.

7.0 Emergency Plan Implementation [UAC R315- 264-32(b) and R315-264-56]

7.0.1 This contingency plan shall be implemented by HWSF personnel by calling the Hill AFB Fire and Emergency Services (911 on either the Hill AFB telephone network or an external telephone network, e.g., cellular phone.) The plan shall be implemented if:

7.0.1.1 The spill or release threatens human health, the environment, Air Force Property, or other sensitive resources;

7.0.1.2 The spill cannot be immediately contained or the source of the spill eliminated by area resources;

7.0.1.3 The spill exceeds a quantity specified in UAC R315-263-30 or 40 CFR 302.4; One kilogram (2.2 pounds) of material listed in R315-261-31, and which is an acute hazardous waste identified with a hazard code of (H), or an acute hazardous Waste identified in R315-261-33(e). Notify for a spill of a lesser quantity if there is a potential threat to human health or the environment; or “One hundred kilograms (220 pounds) of hazardous waste or material which, when spilled, becomes hazardous waste, other than a spill of wastes [unless it has a hazard code of (H)].”

7.0.1.4 There is any doubt regarding fire danger, reportable quantities, level of danger, or identification of the substance.

7.0.2 If the spill or release does not meet any of the criteria listed above, a call to Hill AFB Fire and Emergency Services (911 on either the Hill AFB telephone network or an external telephone network, e.g., cellular phone) may still be required by the Hill AFB Spill Prevention Control and Countermeasures Plan. This call does not constitute implementation of the HWSF emergency plan.

7.1 Emergency Response and Notification [UAC R315-264-56]

7.1.1 If the spill exceeds a reportable quantity or cannot be cleaned up by the HWSF staff without injury to personnel, the spill environment shall be presumed hazardous. The person discovering the spill shall immediately assess the incident and initiate defensive actions if possible without undue risk of personal injury.

7.1.4 The individual who discovers any spill shall immediately initiate the following spill response actions as needed:

7.1.4.1 Alert facility personnel; and notify the HWSF Chief.

7.1.5 The HWSF Chief or the individual discovering the spill shall

7.1.5.1 Evacuate the area as appropriate;

7.1.5.2 Secure the spill site to prevent unauthorized entry;

7.1.5.3 Notify Hill AFB Fire and Emergency Services at phone number 911 (on either the Hill AFB telephone network or an external telephone network, e.g., cellular phone) and provide the following information (The person reporting should not wait until all information on the accident or incident is collected; instead, report information as it becomes available):

7.1.5.3.1 Name and telephone number of the individual reporting the event;

7.1.5.3.2 Number of injured personnel, type of injuries, and action taken, if applicable;

7.1.5.3.4 Time and apparent cause of release, fire, or explosion;

7.1.5.3.5 Name of the material involved in the release, fire, or explosion, if known;

7.1.5.3.6 Location of the release, fire, or explosion;

7.1.5.3.7 Estimated size and direction of spread of any release, fire, or explosion;

7.1.5.3.8 Any actions taken to mitigate the emergency and their effectiveness;

7.1.5.3.9 Magnitude of the situation and the potential for further release, fire, or explosion;

7.1.5.3.10 Size and direction of the smoke or vapor plume (if applicable).

7.1.5.4. Remain at a safe distance (uphill/upwind) from the spill until Fire and Emergency Services arrives and provide information and assistance as requested.

7.1.5.5 Notify 75 CEG/CEIE 24-hour spill phone at 801-430-3860 and provide the information given to Fire and Emergency Services.

7.2 Notification of Necessary State, Local, Air Force, and Other Agencies

7.2.1 Any incident requiring this contingency plan to be implemented, as described in Section 7.0, shall be reported immediately by 75 CEG/CEV to the entities listed in Table 7-2. 75 CEG/CEIE is the only organization on base authorized to report spills to outside entities.

7.2.2 A written report shall include the following information and shall be provided to the appropriate entities listed in Table 7-2 within 72 hours:

7.2.2.1 Name, phone number, and address of person responsible for the incident.

7.2.2.2 Name, title, and phone number of the individual reporting the incident.

7.2.2.3 Name and address of facility.

7.2.2.4 Time and date of incident.

7.2.2.5 Type of incident (e.g., spill, fire).

7.2.2.6 Location of incident - be as specific as possible.

7.2.2.7 Description contained on the manifest/SDS/container and the amount of material spilled.

7.2.2.8 Cause of spill.

7.2.2.9 Extent of injuries, if any.

7.2.2.10 Possible hazards to human health or the environment outside the facility.

7.2.2.11 Emergency action taken to minimize the threat to human health and the environment.

7.2.2.12 Other agencies notified or to be notified (for agencies outside the Air Force).

8.0 Identification of Hazardous Materials [UAC R315- 264-56(b)]

8.0.1 The character, exact source, amount, and areal extent of released wastes shall be identified by the IC in cooperation with HWSF personnel. This information shall be ascertained by direct observation, review of facility records or manifests, and if necessary, by chemical analysis. In the event containers involved in the incident cannot be identified, a worst-case scenario shall be assumed by the IC, and commensurate response procedures shall be initiated.

9.0 Assessment [UAC R315- 264-56(c) and R315- 264-56(d)]

9.0.1 The IC, in consultation with HWSF personnel, shall assess potential hazards to human health and the environment from any release of hazardous waste. The assessment shall consider direct and indirect effects of the incident including the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects

of any hazardous surface water run-off or hazardous groundwater infiltration from water or chemical agents used to control fire and heat-induced explosions. The assessment shall determine whether the response team should notify the support groups and appropriate authorities listed in Table 7-2.

10.0 Control Procedures [UAC R315- 264-52(a)]

10.0.1 The initial response to any incident shall be to protect human health and safety, limit movement of released material, and if practical, control the source. Immediate actions by HWSF personnel may include isolating leaking containers or installing a barrier (e.g., sandbags or absorbents) to limit material movement. In all cases, the site of the hazard shall be secured to limit access to qualified personnel involved in response procedures. The IC shall be responsible for establishing and maintaining site control.

10.0.2 The IC shall establish safe distances based on the type and amount of material spilled. If the safe distance is relatively close to the spill, the area shall be cordoned. Access to the spill area and traffic shall be controlled by Security Forces. The IC shall establish a designated command post for operations, and may request the presence of support organizations as necessary.

10.0.3 Under direction of the IC, Hill AFB Fire and Emergency Services HAZMAT Team shall identify and contain the release to prevent the migration of spilled material to the environment via gutters, drainage ditches, sanitary sewers, storm drains, etc. If needed, Fire and Emergency shall evacuate personnel in the affected area, rescue trapped or injured personnel, and provide emergency first aid.

10.0.4 Waste spills and leaks shall be contained within each storage bay of the HWSF and shall be collected into containers. The contaminated area shall be decontaminated. The rinsate and any contaminated absorbents shall also be containerized for disposal.

11.0 Prevention of Recurrence or Spread of Fires, Explosions, or Releases [UAC R315- 264-56(e)]

11.0.1 During an emergency at the HWSF, all operations near a hazardous waste spill, fire, or uncontrolled explosion site shall be suspended until resumption is authorized by the IC.

11.0.2 After the incident, a joint review of the cause of the spill shall be conducted by the IC and appropriate Hill AFB officials. The operation causing the spill shall not be resumed until adequate corrective and preventive measures have been developed and implemented.

11.0.3 Any spill that necessitates implementation of this contingency plan shall be followed with a report written jointly by the IC and an inspection committee. Its purpose is to formalize their review of the incident and direct required follow-up actions to prevent future incidents.

- 12.0 Storage and Treatment of Released Material [UAC R315- 264-56(g)]**
- 12.0.1** Immediately after an emergency, the IC shall cause the hazardous waste or material resulting from a spill, fire, or explosion to be managed in accordance with its characteristics, using procedures established for handling hazardous waste at the HWSF. Storage shall be maintained at the HWSF if possible. If the HWSF cannot be used, then the Permittee shall request an emergency storage permit from the Director in accordance with UAC R315-270-61.
- 13.0 Incompatible Wastes [UAC R315- 264-56(h)(1)]**
- 13.0.1** Wastes are recovered, drummed, stored, treated, or disposed of by type, keeping individual waste streams segregated. The IC shall coordinate with HWSF personnel to verify that no wastes that may be incompatible with the released material are stored in the area of release until cleanup procedures are completed.
- 14.0 Post-Emergency Equipment Maintenance [UAC R315- 264-56(h)(2)]**
- 14.0.1** Any tools or equipment used to control, contain, or otherwise mitigate the release of hazardous materials during the emergency shall be decontaminated before being released from the HWSF. The HWSF shall not be returned to operational status until emergency equipment has been cleaned or replaced.
- 15.0 Emergency Equipment [UAC R315- 264-32(c) and R315-264-52(e)]**
- 15.0.1** A list of emergency supplies and equipment maintained at the HWSF is presented in Table 7-3.
- 16.0 Coordination Agreements [UAC R315-264-37]**
- 16.0.1** Hill AFB holds coordination agreements for mutual aid with regard to fire protection and hazardous materials incident response with local fire departments and medical facilities. Memorandums of Understanding are negotiated with local medical facilities and maintained by the 75th Air Base Wing Medical Group Functional Area Agreement Coordinator. Mutual aid agreements with local fire departments are maintained by Hill AFB Fire and Emergency Services.
- 17.0 Evacuation Plan [UAC R315-264-52(f)]**
- 17.0.1** If an evacuation from the HWSF is necessary, the following actions at a minimum shall be taken:
- 17.01.1** The facility fire alarm or effective oral signals shall be used to alert occupants that evacuation is necessary. A diagram of fire alarm locations and escape routes is presented in Figure 7-1.
- 17.0.1.2** No further entry of non-essential personnel or equipment shall be permitted. All vehicle traffic within the immediate area shall cease, to allow the safe exit of personnel and the movement of emergency equipment.
- 17.0.1.3** All non-essential personnel shall immediately leave through an HWSF exit gate.

- 17.0.1.4** No non-essential personnel shall remain at or re-enter the location unless specifically authorized by the IC.
- 17.0.1.5** All persons shall be accounted for by their immediate supervisor after leaving through an HWSF exit gate. The rally point where personnel will gather is outside the west door of Building 893.
- 17.0.1.6** Re-entry of non-essential personnel into the HWSF shall be made only after clearance is given by the IC.
- 17.0.2** The IC shall determine the need for evacuation of non-essential or additional personnel in the vicinity of the HWSF.
- 17.0.3** All personnel shall be trained in evacuation procedures and means of exit from their respective work areas. Drills shall be held annually to practice these procedures.
- 18.0** **Written Reports [UAC R315-264-56(i)]**
- 18.1** **Operating Record**
- 18.1.1** The incident report and other reports, as part of Section 18.0. of this Attachment shall be documented in the Operating Record.
- 18.2** **Follow-Up Reports**
- 18.2.1** A follow-up written report shall be prepared by the IC and forwarded to 75 CEG/CEIE within seven days of the accident or incident. 75 CEG/CEIE shall, in turn, submit a written report to the Director within 15 days of the accident or incident. The report shall include the following:
 - 18.2.1.1** Name, address, and telephone number of the IC;
 - 18.2.1.2** Date, time, location, and type of incident;
 - 18.2.1.3** Name and quantities of materials involved;
 - 18.2.1.4** Extent of injuries, if any;
 - 18.2.1.5** An assessment of actual or potential hazards to human health or the environment, if applicable;
 - 18.2.1.6** Estimated quantity and disposition of recovered material that resulted from the incident; and
 - 18.2.1.7** A description of intended actions to prevent a similar occurrence in the future.
- 18.3** **Additional Reports**
- 18.3.1** Depending upon the nature and severity of the incident, agencies listed in Table 7-2 may also request an additional written report on the incident within 60 days of the event. This report shall contain the following information:
 - 18.3.1.1** Date and year of initial facility operation;

- 18.3.1.2** Maximum capacity of the facility and daily workloads;
 - 18.3.1.3** Descriptions of the facility, including topographical maps;
 - 18.3.1.4** The causes of the incident, including a failure analysis of the system or subsystem in which the failure occurred;
 - 18.3.1.5** The corrective actions and countermeasures taken, including an adequate description of equipment repairs or replacements;
 - 18.3.1.6** Additional preventative measures taken or contemplated to minimize the possibility of recurrence; and
 - 18.3.1.7** Any other information the Director may require.
 - 18.3.1.8** The Director, and other appropriate authorities, shall be notified that the facility is in compliance with UAC R315-264-56(h) before operations are resumed in the affected area(s) of the facility
- 18.4 Report Maintenance**
- 18.4.1** Incident reports will be maintained at the HWSF for the life of the facility.

TABLE 7-1. Hill AFB Incident Commanders/Emergency Coordinators

The following personnel serve as Incident Commanders/Emergency Coordinators during their duty hours. They are listed in the order of response, beginning with first responders and ending with the Air Logistics Complex (ALC) Commander, the highest authority on base. **These personnel should not be contacted directly unless the emergency line is not functional.** (911 on either the Hill AFB telephone network or an external telephone network, e.g., cellular phone.)

Incident Commanders	Duty Phone
HILL AFB CHIEF, Fire and Emergency Services	801-777-3021
CIVIL ENGINEERING GROUP COMMANDER	801-777-7505
75 TH AIR BASE WING COMMANDER	801-777-7500
OO-ALC COMMANDER	801-777-5076

TABLE 7-2. Outside Entities Requiring Notification by 75 CEG/CEIE

ENTITY	NOTIFICATION PROCEDURE
<p>UTAH DEPARTMENT OF ENVIRONMENTAL QUALITY (UDEQ)</p>	<p>During Business Hours: Call: Utah Division of Environmental Response and Remediation Telephone: 801-536-4100</p> <p>Record point of contact and time of notification.</p> <p>After Business Hours: Call: Utah Division of Environmental Response and Remediation Telephone: 801-536-4123</p> <p>Record point of contact and time of notification.</p> <p>Notify immediately of any spill exceeding one kilogram (2.2lbs) of acutely hazardous waste (those listed in UAC R315-263-30, which incorporates 40 CFR 261.33(e) by reference) or of a lesser quantity if there is a potential threat to human health or the environment.</p> <p>Notify immediately of any spill exceeding 100 kilograms (220 lbs) of hazardous wastes (R315-263-30) other than those that are acutely hazardous, or of a lesser quantity if there is a potential threat to human health or the environment.</p> <p>Notify immediately if a fire, discharge, or explosion could threaten human health or the environment outside the facility.</p> <p>Within fifteen days, notify the Director in writing of any incident that requires implementing this plan.</p> <p>UDEQ WEBSITE: HTTPS://DEQ.UTAH.GOV/GENERAL/REPORT-AN-INCIDENT</p>
<p>DAVIS COUNTY HEALTH DEPARTMENT</p>	<p>If the spill threatens or could threaten the public health or environment in Davis County, immediately follow these notification procedures:</p> <p>Call the Davis County Health Department (801-525-5100), After normal business hours notify: Davis County Sheriff’s Office (801) 451-4100</p> <p>Report incident, Record point of contact and time of notification</p>
<p>UTAH HIGHWAY PATROL</p>	<p>Ogden Area Dispatch-call 801-393-1136</p>

TABLE 7-2 (Continued). Outside Entities Requiring Notification by 75 CEG/CEIE

ENTITY	NOTIFICATION PROCEDURE
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WEBER-MORGAN HEALTH DEPARTMENT	<p>If the spill threatens or could threaten the public health or environment in Weber County, immediately follow these notification procedures.</p> <p>During Business Hours:</p> <p>Call: Assistant Director of Environmental Health, Solid and Hazardous Waste</p> <p>Telephone: 801-399-7160</p> <p>Select ‘Emergency Response’ from the menu (this is available 24 hours a day)</p> <p>Record point of contact and time of notification.</p>
NATIONAL RESPONSE CENTER (NRC)	<p>Immediately notify if spill exceeds a reportable quantity under 40 CFR 302.4.</p> <p>Call: 1-800-424-8802</p> <p>Record time of notification, report number, and point of contact.</p>

TABLE 7-2 (Continued). Outside Entities Requiring Notification by 75 CEG/CEIE

ENTITY	NOTIFICATION PROCEDURE
STATE EMERGENCY RESPONSE COMMISSION (SERC)	<p>Immediately notify if spill or release exceeds a reportable quantity under 40 CFR 355 Appendix A or if spill has potential to migrate off site or affect communities off-base.</p> <p>Call: 801-536-4123 to report incident.</p> <p>Record time of notification, report number, and point of contact.</p>
LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS)	<p>Immediately notify if spill or release exceeds a reportable quantity under 40 CFR 355 Appendix A or if spill has potential to migrate off site or affect communities off base.</p> <p>In Davis County, call 801-451-4100 to report incident. (Sheriff’s Dept)</p> <p>In Weber County, call 801-778-6600 to report incident. (Sheriff’s Dept)</p> <p>Record time of notification, report number and point of contact.</p>
AIR FORCE CIVIL ENGINEERING CENTER (AFCEC)	<p>Reporting through the Enforcement Actions Spills & Inspections (EASI) reporting website</p>

TABLE 7-3. Spill Response Supplies Maintained at the HWSF

Quantity	Item	Location
1	EE Rated Forklift	Bldg. 888
20 bags	Safe Step, or equivalent sorbent	Bldg. 888
20	Open Top 85 Gallon Drums	Bldg. 898
1	Single Drum Mover	Bldg. 888
1	Drum Hoist	Bldg. 888
1	Bung Wrench	Bldg. 898
1	Drum Dolly	Bldg. 888
1	Non Sparking Shovel	Bldg. 888
1	Fire Extinguisher, 20 lb. Multipurpose Dry Chemical, Type ABC	West end Bldg. 898
1	Fire Extinguisher, 20 lb. Multipurpose Dry Chemical, Type ABC	East end Bldg. 898



Figure 7-1
HWSF Emergency Evacuation Contingency Plan
2007 RCRA Part B Permit
Hill Air Force Base, Utah

