Instructions: Please fill out and add/remove any information that pertains to your specific facility. Please see FAQ’s for what is required in the contingency report/emergency response plan.

Please fill out Attachment A as necessary.

**Emergency Response Plan / Contingency Plan**



Name of Facility.

(Address: Click or tap here to enter text.)

Phone: Click or tap here to enter text.

##### Fax: Click or tap here to enter text.

Date

Approved By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Title) Date

Reviewed By:

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(Name and Title) Date

**“A contingency plan shall contain emergency response provisions to address an imminent and substantial endangerment to public health or the environment including”**

Emergency Contact Phone Numbers

Police: Click or tap here to enter text.

Fire Department: Click or tap here to enter text.

EMS: Click or tap here to enter text.

Hospital: Click or tap here to enter text.

Emergency Department Addresses

Police: Click or tap here to enter text.

Fire Department: Click or tap here to enter text.

EMS: Click or tap here to enter text.

Hospital: Click or tap here to enter text.

Emergency Response Plan

How Facility’s name responds to fire:

How Facility’s name responds to explosions:

How Facility’s name responds to unplanned or sudden releases:

Primary Emergency Coordinator

Name

Address

Phone Number

Secondary Emergency Coordinator

Name

Address

Phone Number

General Facility Information

This portion of the contingency plan should describe facility characteristics (size, number of buildings, years of operation, etc.

Site Map



Facility Emergency Equipment Location



Facility Evacuation Plan



Route to Nearest Hospital



FAQ’s

1. Why is a contingency report needed?

**R18-9-A204(A)**

An individual permit shall specify a contingency plan that defines the actions to be taken if a discharge results in any of the following:

* 1. A Violation of an Aquifer Water Quality Standard or an AQL
	2. A violation of a discharge limitation
	3. A violation of any other permit condition
	4. An alert level is exceeded, or
	5. An imminent and substantial endangerment to the public health or the environment
1. What does a contingency report need?

**R18-9-A204(D)**

A contingency plan shall contain emergency response provisions to address an imminent and substantial endangerment to public health or the environment including:

1. Twenty-four hour emergency response measures
2. The name of an emergency response coordinator responsible for implementing the contingency plan
3. Immediate notification to the Department regarding any emergency response measure taken
4. A list of people to contact, including names, addresses, and telephone numbers if an imminent and substantial endangerment to public health or the environment and
5. A general description of the procedures, personnel, and equipment proposed to mitigate unauthorized discharges
6. Where is a contingency report stored?

**R18-9-A204(F)**

A permittee shall maintain at least one copy of the contingency plan required by the individual permit at the location where day-to-day decisions regarding the operation of the facility are made. A permittee shall advise all employees responsible for the operation of the facility of the location of the contingency plan.

1. When does a contingency report need to be revised?

**R18-9-A204(G)**

A permittee shall promptly revise the contingency plan upon any change to the information contained in the plan.