

Focus On: How to Develop a Written Contingency Plan



Figure 1: Follow these steps to create a written contingency plan.

Contact information

Central Regional Office:
509-575-2490

Eastern Regional Office:
509-329-3400

Northwest Regional Office:
206-594-0000

Southwest Regional Office:
360-407-6300

ADA Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6700 or email at hwtrpubs@ecy.wa.gov, or visit ecology.wa.gov/accessibility. For Relay Service or TTY call 711 or 877-833-6341.

Guidance for Large Quantity Generators

Large quantity generators must create a dangerous waste contingency plan under [WAC 173-303-201](http://www.wa.gov/WAC/default.aspx?cite=173-303-201).¹ The plan applies to areas of the facility where dangerous waste is generated or accumulated on site.

Contingency planning is an important tool because it reduces the potential impact of an emergency event on human health and environment. These events may include a fire, natural disaster, explosion, or any unplanned sudden or non-sudden release of:

- Dangerous waste, or
- Dangerous waste constituents, or
- Hazardous substance to air, soil, surface water, or groundwater.

This document does not include all requirements or replace the regulations. Refer to the [Dangerous Waste Regulations](http://www.wa.gov/WAC/default.aspx?cite=173-303-201)² to be sure your contingency plan meets the requirements.

Step 1: List emergency coordinators. WAC 173-303-201(9)(b)(iv)

List emergency coordinator names and phone numbers.

List the primary emergency coordinator first, then the alternate coordinator(s) in the order that they will assume responsibility.

Emergency coordinator responsibilities are described in -201(13).

¹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-201>

² <http://bit.ly/173-303>



Figure 2: Your written contingency plan must list all your emergency equipment.



Figure 3: Your plan must describe actions for personnel to follow in the event of an emergency.



Figure 4: Your designated emergency coordinator must immediately activate alarms and communication systems.

Step 2: Make an evacuation plan.

WAC 173-303-201(9)(b)(vi)

Develop an evacuation plan for areas that may need to be evacuated.

Describe the signals and alarms to use during emergencies, the evacuation routes, and the alternate routes. This could include a map of your facility showing these routes.

Step 3: List emergency equipment.

WAC 173-303-201(9)(b)(v) and -201(3)

List all emergency equipment at your facility, such as:

- Fire extinguishing systems
- Eye wash stations
- Spill control equipment
- Communications and alarm systems
- Decontamination equipment

For each item on the list, include the location, a physical description, and a brief description of its capabilities.

Step 4: Describe actions.

WAC 173-303-201(9)(b)(i) and -201(9)(b)(ii)

Describe the actions personnel must take to follow WAC 173-303-201 (preparedness, prevention, emergency procedures, and contingency plans for large quantity generators) and WAC 173-303-145 (spills and discharges into the environment).

You must have at least one employee designated as the emergency coordinator, who is responsible for coordinating all emergency response measures. They must be on the premises or on call.

During actual or imminent threats, the emergency coordinator must immediately:

- Activate alarms or communication systems to notify facility personnel of the emergency.
- Notify appropriate state or local agencies if help is needed.

Whenever there is a release, fire, or explosion, the emergency coordinator must:

- Identify the character, exact source, amount, and areal extent of any released materials.



Figure 5: The emergency coordinator must assess possible hazards and immediately notify local authorities if the situation could threaten human health or the environment.



Figure 6: Describe your arrangements to coordinate with local emergency responders.

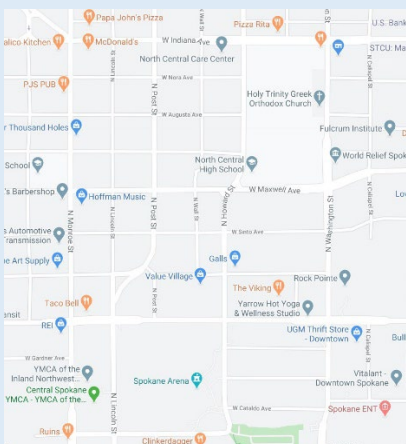


Figure 7: Your quick reference guide needs to include a street map.

- Assess possible hazards and immediately [notify appropriate local authorities](#)³ if the situation could threaten human health or the environment.
- Advise whether local evacuations are needed.
- Contact your [regional Ecology office](#)⁴ and the [National Response Center](#).⁵

If you implement your contingency plan, you must submit a report to your regional Ecology office within 15-days. Include steps you will take to complete and submit this report in your plan.

Also, describe the actions you will take in the event that a damaged dangerous waste shipment presenting a hazard to human health and the environment arrives at your facility.

This is not an inclusive list. Refer to WAC 173-303-201 and -145 for all other emergency procedure actions to include in your plan.

Step 5: Describe arrangements with local authorities. WAC 173-303-201(7) and -201(9)(b)(iii).

Describe your arrangements to coordinate emergency services with local police departments, fire departments, hospitals, contractors, and state and local emergency response teams. If emergency responders decline to enter such arrangements, you must document the refusal.

Step 6: Develop a quick reference guide. WAC 173-303-201(11)

Create a quick reference guide that includes:

- A layperson’s description (common words) of each waste and its hazards.
- The maximum amount of each waste that could be on site.
- Identification of dangerous waste in which human exposure would require special treatment by medical staff.
- A facility map showing where dangerous waste is generated, stored, recycled, and treated. Also show routes for accessing the waste.
- A street map of the area showing businesses, schools, and residential areas.

³ <https://apps.ecology.wa.gov/publications/SummaryPages/2004036.html>

⁴ <https://ecology.wa.gov/contact.html>

⁵ <https://nrc.uscg.mil/ContactUs.aspx>

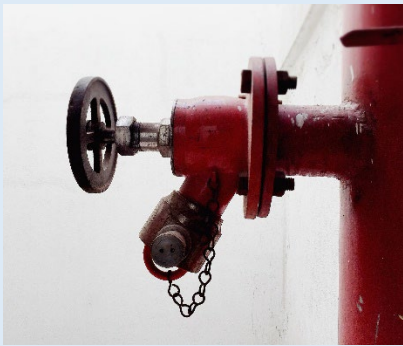


Figure 8: Your quick reference guide must include details about water supply locations.



Figure 9: Make sure your plan is available during dangerous waste inspections.



Figure 10: Update your written contingency plan as necessary.

- Details about water supply locations, such as fire hydrants.
- Identification of on-site emergency notification systems.
- The name of the emergency coordinator(s) and 24/7 emergency telephone number(s).

Update (if necessary) and resubmit the quick reference guide to local emergency responders whenever the contingency plan is amended.

Step 7: Submit your plan to state and local responders.

WAC 173-303-201(10)(b) and -201(11)(a)

Submit your contingency plan and quick reference guide to all local police departments, fire departments, hospitals, and state and local emergency response teams that may be called on to provide emergency services. Keep records of everything you submit, as well as acceptances and refusals.

Step 8: Keep your contingency plan on site.

WAC 173-303-201(10)(a)

Keep a copy of the contingency plan at your facility. Make it available during dangerous waste inspections.

Step 9: Update your written contingency plan as necessary.

WAC 173-303-201(12)

Review the contingency plan periodically and immediately update it if:

- The list of emergency coordinators changes.
- The list of emergency equipment changes.
- Applicable regulations are revised.
- The plan fails in an emergency.
- The facility changes in a way that greatly increases the potential for necessary emergency response, such as additional fires, explosions, dangerous waste releases, or dangerous waste constituents.