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**September 3, 2014**

Solid Waste Section

Asheville Regional Office

Contingency Plan for Ashe County Permanent  
Household Hazardous Waste Collection Facility

Responsible Agency: Ashe County Solid Waste Management Division  
PO Box 1327  
West Jefferson, N.C. 28694

Facility Address: Ashe County Permanent HHW Collection Facility  
311 Doggett Road  
West Jefferson, N.C. 28694

Emergency Coordinators: (Listed in the order they should be contacted):

Primary Contact: Scott Hurley, Director of Environmental Services  
Ashe County Department of Environmental Services  
PO Box 1327  
West Jefferson, N.C. 28694  
336-846-3721 or 336-977-0740  
158 Colt Creek Rd  
Lansing, N.C. 28643

Secondary Contact Sam Yearick, County Manager  
Ashe County Administration  
150 Government Circle  
Suite 2500  
Jefferson, N.C. 28640  
336-846-5501

Project Supervisor Brian Houck

Health and Safety Supervisor Patti Gambill

Contingency Plan Purpose and Implements:

This plan is designed to minimize hazard to human health and the environment from fires, explosions, or any unplanned, sudden or non-sudden release of hazardous constituents to air, soil, or surface water. The provision of the plan will be carried out immediately whenever there is an emergency at the facility.

### Contingency Plan Contents:

This plan contains emergency procedures for four types of incidents: spills, fires, explosions, and non-project related disasters (as defined below):

- A spill is the unintentional release of materials in a quantity that is sufficient to cause environmental or personal harm.
- A fire is the ignition or conflagration of either waste materials or paper and wood trash.
- An explosion is a sudden detonation of waste materials.
- Non-project related disasters include unlikely events such as tornados, earthquakes, floods or bomb threats.

### Facility Staffing and Emergency Responsibilities

The Ashe County Permanent HHW Collection Facility will be operated largely as a “turn key” operation by personnel from the Ashe County Environmental Services Department. Personnel will receive appropriate training for job duties that would be undertaken. In the event of an emergency, all appropriately trained personnel who are available would participate in the response as directed by the designated emergency coordinator. Accordingly throughout the remainder of this plan the term “personnel” will be used to refer to appropriately trained representatives.

### Arrangements with Local Authorities:

Local government representatives from the responsible agency will make arrangements to familiarize local authorities with all pertinent aspects of the facility and its operations. In Ashe County, primary emergency authority is assigned to Ashe County Emergency Management with other agencies in supporting roles. The responsible agency will therefore work with this Emergency Management office to insure that all appropriate authorities are properly prepared.

### Contingency Plan Revisions:

This contingency plan will be kept in the facility and will also be distributed to local authorities (as described above). The contingency plan will immediately be revised whenever:

- a. The plan fails in an emergency.
- b. There are significant changes in facility design, construction, operation or maintenance.
- c. The list of emergency contacts is changed.
- d. The list of emergency equipment is changed.

### Emergency Response Material and Equipment:

A variety of emergency response materials and equipment will be kept at the facility. These materials will include some of all the following, as deemed necessary by the Project Supervisor for this facility: spill control equipment (described in subsequent section),

decontamination solutions, fire extinguishers, personnel protective equipment, emergency eyewash station and first aids kit.

#### Designation of Emergency Coordinator:

At all times there will be at least one local government representative either on the facility premises or on call with the responsibility for coordinating all emergency response measures. This coordinator will be familiar with all aspects of the facilities contingency plan, all operations and activities, location and characteristics of all wastes to be handled, location of all facility records, and facility layout. In addition, this person will have the authority to commit the resources needed to implement the contingency plan.

The emergency coordinator will coordinate all emergency response with the Project Supervisor or designee and will supervise at the implementation of emergency procedures described in the following sections of this plan.

#### Spill Response Equipment and Procedures:

Normal spill prevention techniques will be used at the facility, and standard spill control equipment will be available. This equipment will include some of all of the following: bulk absorbents, over pack drums, absorbent pillows, polyethylene liners, containers for contaminated absorbent, non-sparking tools, and decontaminating products. In the event that a relapse occurs, the following procedures will be used:

1. The individual who notices the spill will alert other personnel by voice or three blasts of an air horn.
2. All personnel will stop work and secure their areas of responsibility.
3. The emergency coordinator will direct all public participants to a safe area, if necessary.
4. The emergency coordinator will identify the character, exact source, amount and real extent of any released materials. The coordinator will assess the possible hazards to human health and the environment, considering both direct and indirect effects. The emergency coordinator will also determine the proper protective equipment needed and will monitor for leaks, pressure buildup, gas generation, or ruptures in equipment as appropriate.
5. If the release is serious enough to affect human health or the environment outside of the facility, the emergency coordinator will immediately contact local authorities and will also notify the national response center or the government official designated as the on scene coordinator for the area. This report will include:
  - name and telephone number of the reporter,
  - name and address and telephone number of the facility,
  - date and time of the incident,
  - type of incident; name and quantities of material involved
  - extent of injuries, and possible hazards to human health and the environment.
6. Personnel will be assigned to control the spill and prevent its spread or other complications. If necessary, personnel can be assigned to isolate storm drains and sewers. Personnel will don their protective equipment and take the steps appropriate steps for cleaning up the spill. Any incompatible materials located near the spill will

- be removed. A fire watch will be established and the local fire department will be notified. Reasonable measures will be taken to ensure that the problem does not recur or spread to other wastes.
7. If the Emergency Coordinator determines that outside assistance is needed the appropriate calls will be made using the emergency phone list.
  8. Once the spill is contained and cleaned up, and response equipment used will be decontaminated, inspected and put back in service when returned to an acceptable condition.
  9. If the Emergency Coordinator determines that a significant amount of wastes escaped from the facilities secondary containment structures, the facility disposal contractor will take soil and or surface- water samples to determine the extent of contamination of the area and possible remedial action.
  10. The affected areas of the facility will not be placed in operation again until the responsible agency listed at the beginning of this plan has notified the appropriate authorities that the facilities is once again functional.
  11. The responsible agency will make a report of the incident in the operating record and will also notify the DENR Division of Solid Waste Management within 24 hours. A written report will be filed with the Division of Solid Waste Management within 24 hours. A written report will be filed with the Division within 15 days, and it should include all the information in item 5 above, plus the estimated quantity and disposition of recovered material from the incident.

#### Fire Response Procedures:

Emergency procedures to be used in the event of a fire or explosion are as follows:

1. The individual who notices the fire or explosion will alert other personnel by voice or a long blast (at least 10 seconds) from an air horn.
2. All personnel will stop work and secure their areas of responsibility.
3. The Emergency Coordinator will alert the local fire department and will move public participants to a secure location.
4. Personnel will be assigned to contain and halt the fire unless an explosion is possible (in which case, the Emergency Coordinator will call for evacuation). If the fire is chemical in nature or spread to the chemical waste, personnel will don positive pressure self-containing breathing apparatus. Personnel will fight the fire using fire extinguishers and or soil and absorbents. Water will generally not be used if the fire is due to ignition of a flammable liquid, because the water spray could cause splattering and allow the liquid to spread.
5. If the fire goes beyond the incident stage and cannot be controlled with extinguishers, the Emergency Coordinator will notify appropriate authorities and prepare to evacuate the work area. Personnel will assist local responders when necessary. Such assistance may include helping to evacuate local residents, block off storm drains and berming water sources, removing all unnecessary personnel and vehicles from the area and removing waste material if possible.
6. If the fire or explosion is serious enough to affect human health and environment outside of the facility, the Emergency Coordinator will immediately contact local

authorities and will also notify the national response center or the government official designated as the on scene coordinator for the area. This report will include:

- Name and telephone number of the reporter
  - Name, address and telephone number of the responsible agency
  - Name, address and telephone of the facility
  - Date and time of the incident
  - Name and quantities of material involved
  - Extent of injuries and possible hazards to human health and environment
7. Once the fire has been extinguished then clean-up of the area will commence. During clean-up activities the Emergency Coordinator will monitor for leaks, pressure build up, gas generation, or ruptures in equipment as appropriate. If the fire was chemical in origin or spread to the waste area all potentially contaminated clean-up materials will be disposed of as waste.
  8. Further response to a fire will proceed accordingly to steps 8 through 11 described under the preceding spill response section of this contingency plan.

#### Procedures for Non-Project Related Disasters:

In the unlikely event of disasters such as floods, tornadoes, earthquakes, and bomb threats, the following procedures will be used.

1. The individual noticing the situation will notify other personnel by voice or one blast of an air horn.
2. All personnel will stop work and secure their areas of responsibility.
3. The Emergency Coordinator will alert the appropriate authorities and move personnel to a secure location. The affected area will be secured to prevent access.
4. If necessary, further procedures will be determined and implemented as appropriate given the specific nature of the emergency.

#### Evacuation Plans:

Whenever there is an emergency incident at the facility, the Emergency Coordinator will decide if the evacuation is necessary. In making this decision, the Emergency Coordinator will consider various factors, including the following

- a. potential for the fire and / or explosion to intensify or spread
- b. potential for release of toxic fumes
- c. quantity of released material.

If evacuation of the facility is necessary, personnel will be immediately notified by voice or an air horn. The following procedures will then be implemented:

1. All personnel will leave the facility as quickly as possible through the nearest exit and proceed directly to a designated assembly area at a safe distance from the facility. All site personnel will be accounted for. If any personnel are missing, attempts to find them will not involve endangering the lives of others. No personnel or vehicles will be allowed to re-enter the facility unless

specifically authorized by the Emergency Coordinator. Normally, the only persons allowed to re-enter will be the emergency response personnel.

2. After the emergency is over, re-entry will not be allowed until Emergency Coordinator has determined that the facility is safe and has given the appropriate notification to personnel.
3. Drills and periodically be held to practice the evacuation procedures and will be treated with the same seriousness as an actual emergency