

# Wellhead Protection

## Emergency Response/Spill Prevention Plan Outline

The emergency response/spill prevention plan for your facility is used to provide guidance for what actions should be undertaken in an emergency. Emergency response/spill prevention plans are facility specific and depend on the types, amounts, and locations of chemicals in your facility. The plan you develop should be reviewed by a certified environmental professional (such as a professional engineer, licensed professional geologist, industrial hygienist, hazardous materials manager, or environmental health specialist). Please contact Mundell & Associates to review your plan or suggest professionals to write and review plans for larger facilities.

Any example template of an emergency response/spill prevention plan is provided. *You must customize this plan to your facility and the hazards at your facility in order for the plan to be effective!*

Your plan should be given to each employee as a part of your spill training and then reviewed annually. A copy of your plan should be located with each spill kit and in areas where spills may occur. Your plan should also be given to waste/product transporters.

Your plan should include the following parts:

### **Part 1: Facility Information:**

Name of Facility:

Facility Address:

Wellfield:

### **Part 2: Contact Information:**

Facility Telephone Number:

Facility Owner:

Facility Owner Telephone Number

Facility Operator:

Facility Operator Telephone Number:

Emergency (hazard, threat, or injury): 911

Indiana Poison Center: (800) 222-1222

National Response Center: (800) 424-8802

Indiana Department of Environmental Management Emergency Response: (888) 233-7745

Chemical Transportation Emergency Center: (800) 424-9300

Indianapolis Department of Public Works: (317) 327-4000

Marion County Public Health Department: (317) 221-2266

### **Part 3: Spill Kit:**

Description of contents and location on site

**Part 4: Chemicals:**

A copy of your chemical inventory and Safety Data Sheets (SDS)

**Part 5: Hazard Evaluation and Identification:**

Details about where discharges could occur, what types of chemicals could be discharged, and the amounts that could be discharged.

**Part 6: Response Guidelines for Handling Major Spills (Greater than Reportable Quantities):**

(This may not apply to your business if you only handle small volumes of chemicals)

Reportable Quantities Listings for Chemicals in Use

List available in 40 CFR 302.4, link on <http://indyh2o.org>

Emergency Communication Contacts

Spill Reporting (Indiana Department of Environmental Management)

Spill Isolation/Communication to Nearby Residents/Businesses

Absorbent Usage

Spent Absorbent Disposal

Health & Safety Concerns

**Part 7: Response Guidelines for Handling Minor Spills (Less than Reportable Quantities):**

(Minor spills are still a serious threat to groundwater and must be treated seriously)

Spill Isolation

Absorbent Usage

Spent Absorbent Disposal

Health & Safety Concerns

**Part 8: Health and Safety Guidelines for Handling Spills**

Details of how the plan is to be implemented, including who will carry out which response actions and when the plan will next be updated

Information about the potential health impacts for employees responding to a spill, contact information for emergency medical assistance, details of short-term aid to employees (if applicable)