Oregon Integrated Contingency Plan

The Oregon Department of Environmental Quality, Oregon-Occupational Safety and Health Administration and Oregon State Fire Marshal have joined forces to offer Oregon businesses, industrial plants and government facilities the Oregon Integrated Contingency Plan and guidance outline to help deal with certain types of oil and hazardous substance spills or releases. This single-facility response plan is only for accidental releases or spills of oil and non-radiological hazardous substances.

The state of Oregon does not require but prefers that Oregon facilities use the plan to comply with federal and state regulatory requirements. Facilities may continue using and maintaining multiple plans. But there are several benefits to following the Oregon Integrated Contingency Plan. The plan:

- Helps Oregon facilities satisfy emergency planning requirements of DEQ, OR-OSHA, OSFM, U.S. Coast Guard, and EPA’s Spill Prevention and Countermeasures Plan (aka oil pollution prevention rules) and CAA (Chemical Accident Prevention Provisions);
- Consolidates multiple facility emergency response plans into one plan;
- Fits facilities’ specific needs, including responding to both physical and chemical hazards associated with events such as chemical releases, oil spills, fires, explosions and natural disasters;
- Assists in demonstrating compliance with existing federal and state emergency response planning requirements;
- Improves planning and response coordination within the facility and with the public and responders; and
- Minimizes duplication and simplifies development and maintenance of a plan
- Simplifies regulatory agency inspections, as each agency is familiar with the plan’s format and review needs.

While the Integrated Contingency Plan can help a facility meet several emergency contingency planning requirements, there are limitations:

- If a facility has a liquid petroleum pipeline, the plan is inadequate. The U.S. Department of Transportation’s Research Special Projects Administration-Office of Pipeline Safety is responsible for all liquid petroleum pipelines and will not delegate authority. Therefore, there will be different and more stringent requirements.
- Individual agencies’ planning requirements and plan review procedures will not change or ease just by using the Integrated Contingency Plan.
- For facilities regulated under Oregon Revised Statute 468b.300 through 500, Oil and Hazardous Material Spillage, there may be additional requirements beyond what the plan’s guidance covers.

The Oregon Integrated Contingency Plan and related guidance are available electronically from all three collaborating agencies. For more information about the plan and how it may benefit your facility, please contact:

- Oregon DEQ’s Land Quality Division, 811 SW 6th Ave., Portland, OR 97204; phone 503-229-6938 or toll-free in Oregon at 800-452-4011, ext. 6938, www.oregon.gov/DEQ
- Oregon OSHA’s Salem Central Office, 350 Winter St. NE, Rm. 430, Salem, OR 97301-3882; phone 503-378-3272 or 800-922-2689, www.orosha.org
- Department of State Police, Office of State Fire Marshal, 4760 Portland Road NE, Salem, OR 97305-1760; phone 503-378-3473, www.oregon.gov/OSP/SFM
Section 1 – Plan Introduction

1. Purpose and Scope of Plan Coverage
2. Table of Contents
3. Current Revision Date
4. General Facility Identification Information

   a. Facility name
   b. Owner/operator/agent (include physical, mailing and email addresses and phone number[s])
   c. Physical address of the facility (include county, latitude/longitude and directions)
   d. Mailing address of the facility (correspondence contact)
   e. Other identifying information (e.g., RCRA Site ID, SIC/NAICS code, oil storage startup date)
   f. Key contacts for plan development and maintenance
   g. Phone numbers for key contacts
   h. Facility main phone number
   i. Facility main fax number

Section II – Core Plan Elements

1. Discovery
2. Initial Response
   a. Procedures for internal and external notification (i.e., contact, organization name and phone number of facility emergency response coordinator(s), facility response team personnel, federal, state and local officials)
   b. Establishment of response management system
   c. Procedures for preliminary assessment of the situation, including identification of incident type, hazards involved, magnitude of the problem and natural resources threatened.
   d. Procedures for establishment of objectives and priorities for response to the specific incident, including:
      (1) Immediate goals/tactical planning (e.g., protection of workers and public as priorities)
      (2) Mitigating actions (e.g., discharge/release control, containment, and recovery, as appropriate)
      (3) Identification of resources required for response
   e. Procedures for implementation of the tactical plan
   f. Procedures for mobilization of resources

3. Sustained Actions
4. Termination and Follow-up Actions

Section III – Annexes

Annex 1. Facility and Locality Information
   a. Facility maps
   b. Facility drawings
   c. Facility description/layout, including identification of facility hazards and vulnerable resources and populations on and off the facility that may be impacted by an incident

Annex 2. Notification
   a. Internal notifications
   b. Community notifications
   c. Federal and state agency notifications
   d. Federal, State and Local Reporting requirements
      CWA releases
      CERCLA releases
      EPCRA releases
      State Spill Requirements
Annex 3. Response Management System

a. General

b. Command

(1) List facility Incident Commander(s) and other qualified individuals (as applicable) by name and title and provide information on their authorities and duties
(2) Information (i.e., internal and external communications)
(3) Safety
(4) Liaison – Staff mobilization

c. Operations

(1) Operational response objectives
(2) Discharge or release control
(3) Assessment/monitoring
(4) Containment
(5) Recovery
(6) Decontamination
(7) Non-responder medical needs including information on ambulances and hospitals
(8) Salvage plans

d. Planning

(1) Hazard assessment, including hazards identification, vulnerability analysis and prioritization of potential risks
(2) Protection
(3) Coordination with natural resource trustees
(4) Waste management

e. Logistics

(1) Medical needs of responders
(2) Site security
(3) Communications (internal and external resources)
(4) Transportation (air, land, water)
(5) Personnel support (e.g., food, housing, equipment)
(6) Equipment maintenance and support

f. Finance/procurement/administration

(1) Resource list
(2) Personnel management
(3) Response equipment
(4) Support equipment
(5) Contracting
(6) Claims procedures
(7) Cost documentation

Annex 4. Incident Documentation

a. Post incident investigation
b. Incident history
c. Incident Report(s)

Annex 5. Training and Exercises/Drills

a. Employee Emergency Responsibilities

Annex 6. Response Critique and plan review and Modification Process
Annex 7. Prevention
a. Spill Prediction and Control
b. Flammable / Combustible Liquids storage
c. Tank Storage
d. Etc.

Annex 8. Regulatory Compliance and Cross-Reference Matrices
Oregon Integrated Contingency Plan Elements

The following are elements of the Oregon Integrated Contingency Plan and a brief explanation of the information contained in each section. There are three sections: plan introduction, core plan, and response annexes. The previous outline and this document are intended as a roadmap for completing the Plan.

Section I - Plan Introduction Elements

1. Purpose and Scope of Plan Coverage

This section provides a brief overview of facility operations and describes in general the physical area, and nature of hazards or events to which the plan is applicable. This brief description will help users quickly assess the relevancy of the plan to a particular type of emergency in a given location. This section should also include a list of which regulation(s) is/are being addressed in the plan.

2. Table of Contents

This section clearly identifies the structure of the plan and includes a list of annexes. This will facilitate rapid use of the plan during an emergency.

3. Current Revision Date

This section indicates the date the plan was last revised to ensure plan users are utilizing the most current plan. More detailed information on plan update history (i.e., a record of amendments) is maintained in Annex 6 (Response Critique and Plan Review and Modification Process).

4. General Facility Identification Information

This section contains a brief profile of the facility and its key personnel to facilitate rapid identification of key administrative information.

   a. Facility name
   b. Owner/operator/agent (include physical and mailing address and phone number)
   c. Physical address of the facility (include county/parish/borough, latitude/longitude, and directions)
   d. Mailing address of the facility (correspondence contact)
   e. Other identifying information (e.g., RCRA Site ID number, NAICS Code, oil storage start-up date)
   f. Key contact(s) for plan development and maintenance
   g. Phone number(s) and email address (es) for key contact(s)
   h. Facility phone number
   i. Facility fax number

Section II - Core Plan Elements

1. Discovery

This section addresses the initial action that the person(s) discovering an incident will take to assess the problem at hand and access the response system. Person(s) discovering the incident should provide address recognition, basic assessment, source control (as appropriate), and initial notification of proper personnel in a manner that everybody in the facility can easily understand. We recommend using checklists or flowcharts.

2. Initial Response

This section provides for activation of the response system following discovery of the incident. It should include an established 24-hour contact point (i.e., that person and alternate who is called to set the response in motion) and instructions for that person on who to call and what critical information to pass. This should include:
a. Procedures for internal and external notifications (i.e., contact, organization name, and phone number of facility emergency response coordinator, facility response team personnel, federal, state, and local officials)
b. Establishment of a response management system
c. Procedures for preliminary assessment of the situation, including an identification of incident type, hazards involved, magnitude of the problem, and resources threatened
d. Procedures for establishment of objectives and priorities for response to the specific incident, including:
   (1) Immediate goals/tactical planning (e.g., protection of workers and public as priorities)
   (2) Mitigating actions (e.g., discharge/release control, containment, and recovery, as appropriate)
   (3) Identification of resources required for response
e. Procedures for implementation of tactical plan
f. Procedures for mobilization of resources

Mitigating actions must be tailored to the type of hazard present. For example, containment might be applicable to an oil spill (i.e., use of booming strategies) but would not be relevant to a gas release. The plan holder is encouraged to develop checklists, flowcharts, and brief descriptions of actions to be taken to control different types of incidents. Relevant questions to ask in developing such materials include:

- What type of emergency is occurring?
- What areas/resources have been or will be affected?
- Is there need for an exclusion zone?
- Is the source under control?
- What types of response resources are needed?

Plan drafters should also consider the need for bilingual notification. It is important to note that different incident types require that different parties be notified. Appropriate federal, state, and local notification requirements should be reflected in this section of the plan. Detailed notification lists may be included here or in Annex 2, depending upon the variety of notification schemes that a facility may need to implement.

For example, the release of an extremely hazardous substance will require more extensive notifications (i.e., to the State Emergency Response Commission and Local Emergency Planning Committee than a discharge of oil. Even when no impacts or awareness are anticipated outside the site, immediate external notifications are required for releases of CERCLA and EPCRA substances. Again, we recommend using checklists or flowcharts.

This section instructs personnel about implementation of a response management system for coordinating the response effort. More detailed information on specific components and functions of the response management system (e.g., detailed hazard assessment, resource protection strategies) may be provided in annexes to the plan.

This part of the plan then provides information on problem assessment, establishment of objectives and priorities, implementation of a tactical plan, and mobilization of resources. In establishing objectives and priorities for response, facilities should perform a hazard assessment using resources such as Material Safety Data Sheets or the Chemical Hazard Response Information System manual.

The Hazardous Materials Emergency Planning Guide (NRT-1), developed by the National Response Team to assist community personnel with emergency response planning, provides guidance on developing hazard analyses. If a facility elects to provide detailed hazard analysis information in a response annex, then a reference to that annex should be provided in this part of the core plan.

3. Sustained Actions

This section addresses the transition of a response from the initial emergency stage to the sustained action stage where more prolonged mitigation and recovery actions progress under a response management structure. Most
incidents can be handled by a few individuals without implementing an extensive response management system. This section of the core plan should be brief and rely heavily on references to specific annexes to the plan.

4. Termination and Follow-Up Actions

This section briefly addresses the development of a mechanism to ensure that the person in charge of mitigating the incident can, in coordination with the federal or state On-Scene Coordinator as necessary, terminate the response. In the case of spills, certain regulations may become effective once the "emergency" is declared over.

The section should also describe how the orderly demobilization of response resources will occur. In addition, follow-up actions associated with termination of a response (e.g., accident investigation, response critique, plan review, written follow up reports) should also be outlined in this section. Plan drafters may reference appropriate annexes to the plan in this section of the core plan.

Section III – Annexes

Annex 1. Facility and Locality Information

This annex provides detailed information to responders on the layout of the facility and the surrounding environment. This should include:

a. Facility maps
b. Facility drawings
c. Facility description/layout, including identification of facility hazards and vulnerable resources and populations on and off site which may be impacted by an incident

The use of maps and drawings to allow for quick reference is preferable to detailed written descriptions. These should contain information critical to the response such as the location of discharge sources, emergency shut-off valves and response equipment, and nearby environmentally and economically sensitive resources and human populations (e.g., nursing homes, hospitals, schools).

The Area Contingency Plans (ACPs) may provide specific information on sensitive environments and populations in the area. EPA Regional Offices, Coast Guard Offices, and Local Emergency Planning Committees can provide information on the status of efforts to identify such resources. Plan holders may need to provide additional detail on sensitive areas near the facility. In addition, this annex should contain other facility information that is critical to response and should complement but not duplicate information contained in part 4 of the plan introduction section containing administrative information on the facility.

Annex 2. Notification

Annex 2 details the process of making people aware of an incident (i.e., who to call, when the call must be made, and what information/data to provide on the incident).

a. Internal notifications
b. Community notifications
c. Federal and state agency notifications

The incident commander is responsible for ensuring that notifications are carried out in a timely manner but is not necessarily responsible for making the notifications.

ACPs should be consulted and referenced as a source of information on the roles and responsibilities of external parties that are to be contacted. This information is important to help company responders understand how external response officials fit into the picture. Call-down lists must be readily accessible to ensure rapid response. Notification lists provided in the core plan need not be duplicated here but should be referenced.

Annex 3. Response Management System
Annex 3 contains a general description of the facility's response management system as well as containing specific information necessary to guide or support the actions of each response management function (i.e., command, operations, planning, logistics, and finance) during a response.

a. General

Regardless of the response management system used, this section of the annex should include the following information:

- Organizational chart;
- Specific job description for each position;
- A detailed description of information flow; and
- Description of the formation of a unified command within the response management system.

It is preferable that facility owners or operators choose to follow the fundamental principles of National Incident Management System - Incident Command System (NIMS-ICS). If so, they may adopt NIMS-ICS by reference rather than describing the response management system in detail in the plan. In this section of Annex 3, planners should briefly address either:

- Basic areas where their response management system is at variance with National Incident Management System - Incident Command System, or
- How the facility's organization fits into the NIMS-ICS structure. This may be accomplished through a simple organizational diagram.

If facility owners or operators choose not to adopt the fundamental principles of NIMS-ICS, this section should describe in detail the structure of the facility response management system.

b. Command

   (1) List facility Incident Commander and Qualified Individual (if applicable) by name and/or title and provide information on their authorities and duties

This section describes the command aspects of the response management system that will be used (i.e., reference NIMS-ICS or detail the facility's response management system). The location(s) of pre-designated command posts should also be identified.

   (2) Information (i.e., internal and external communications)

This section describes how the facility will disseminate information internally (i.e., to facility/response employees) and externally (i.e., to the public). For example, this section might describe how the facility would interact with local officials to assist with public evacuation and other needs. Items to consider when developing this section include press release statement forms, plans for coordination with the news media, community relations plan, needs of special populations, and plans for families of employees.

   (3) Safety

This section includes a process for ensuring the safety of responders. Facilities should reference responsibilities of the safety officer, federal/state requirements (e.g., HAZWOPER), and safety provisions of the ACP. Procedures for protecting facility personnel should be addressed (i.e., PPE and site safety).

   (4) Liaison - Staff Mobilization

This section addresses the process by which the internal and external emergency response teams will interact. Given that parallel mobilization may be occurring by various response groups, the process of integration (i.e.,
unified command) should be addressed. This includes a process for communicating with local emergency management especially where safety of the general public is concerned.

c. Operations

Specific operational procedures to respond to an incident should include:

(1) Operational response objectives
(2) Discharge or release control
(3) Assessment/monitoring
(4) Containment
(5) Recovery
(6) Decontamination
(7) Non-responder medical needs, including information on ambulances and hospitals
(8) Salvage plans

It is important to note that response operations are driven by the type of incident. That is, a response to an oil spill will differ markedly from a response to a release of a toxic gas to the air.

Plan drafters should tailor response procedures to the particular hazards in place at the facility. A facility with limited hazards may have relatively few procedures. A larger more complex facility with numerous hazards is likely to have a series of procedures designed to address the nuances associated with each type of incident.

d. Planning

This section should be used to provide details about potential hazards that may be present at the facility, protections necessary to prevent further contamination and prioritization of risks.

(1) Hazard assessment, including facility hazards identification, vulnerability analysis, and prioritization of potential risks
(2) Protection could include:
   i. Population protection
   ii. Protective booming
   iii. Dispersant use
   iv. In-situ burning
   v. Bioremediation
   vi. Water intake protection Wildlife recovery/rehabilitation
   vii. Natural remediation
   viii. Vapor suppression
   ix. Monitoring, sampling and modeling
(3) Coordination with natural resource trustees
(4) Waste management procedures for the disposal of contaminated materials in accordance with federal, state, and local requirements.

A detailed hazard assessment of all potential hazards present at the facility; an analysis of vulnerable receptors (e.g., human populations, both workers and the general public, environmentally sensitive areas and other facility-specific concerns) and a discussion of which risks deserve primary consideration during an incident.

NRT-1 contains guidance on conducting a hazard analysis. Also, ACPs and LEPCs may provide information on environmentally sensitive and economically important areas, human populations, and protection priorities. Plan drafters should address the full range of risks present at the facility. By covering actions necessary to respond to a range of incident types, plan holders can be prepared for small, operational discharges and large catastrophic releases.
One approach that is required by certain regulations, such as the Clean Air Act and Oil Pollution Act, is to develop planning scenarios for certain types and sizes of releases (i.e., worst case discharge). Facilities may address such planning scenarios and associated calculations in this section of Annex 3 or as part of a separate annex depending on the size and complexity of the facility.

The protection section should state strategies for protecting the vulnerable receptors identified through the hazard analysis. Primary consideration should be given to minimizing those risks identified as a high priority.

As the role as managers of experts in natural resources, trustees assist the federal On-scene Commander in developing or selecting removal actions to protect these resources. In this role, they serve as part of the response organization working for the federal On-Scene Commander. A key area to address is interaction with facility response personnel in protection of natural resources.

Natural resource trustees are also responsible to act on behalf of the public to present a claim for and recover damages to natural resources injured by an oil spill or hazardous substance release. The process followed by the natural resource trustees, natural resource damage assessment (NRDA), generally involves some data collection during emergency response. NRDA regulations provide that the process may be carried out in cooperation with the responsible party. Thus, the facility may wish to plan for how that cooperation will occur, including designation of personnel to work with trustees in NRDA.

e. Logistics

This section describes how the facility will proved for the operational needs of response operations in each of the areas listed below:

(1) Medical needs of responders
(2) Site security
(3) Communications (internal and external resources)
(4) Transportation (air, land, water)
(5) Personnel support (e.g., meals, housing, equipment)
(6) Equipment maintenance and support

The discussion of personnel support should address issues such as: volunteer training; management; overnight accommodations; meals; operational/administrative spaces; and emergency procedures. Certain logistical considerations may not be applicable to small facilities with limited hazards.

f. Finance/procurement/administration

The acquisition of resources (i.e., personnel and equipment) for the response and monitoring of incident-related costs should include:

(1) Resource list
(2) Personnel management
(3) Response equipment
(4) Support equipment
(5) Contracting
(6) Claims procedures
(7) Cost documentation

Lists of available equipment in the local and regional area and how to procure such equipment as necessary should be included. Information on previously established agreements (e.g., contracts) with organizations supplying personnel and equipment (e.g., oil spill removal organizations) also should be included. This section should also address methods to account for resources expended and to process claims resulting from the incident.
Annex 4. Incident Documentation

Annex 4 describes the company's procedures for conducting a follow-up investigation of the cause of the accident, including coordination with federal, state, and local officials.

a. Post accident investigation
b. Incident history
c. Incident Report(s)

This annex also contains an accounting of incidents that have occurred at the facility, including information on cause, amount released, resources impacted, injuries, response actions, etc. Also including information that may be required to prove that the facility met its legal notification requirements with respect to a given incident, such as a signed record of initial notifications and certified copies of written follow up reports submitted after a response.

Annex 5. Training and Exercises/Drills

Annex 5 contains a description of the training and exercise program conducted at the facility as well as evidence (i.e., logs, training schedules, rosters, etc.) that required training and exercises have been conducted on a regular basis. Facilities may follow appropriate training or exercise guidelines (e.g., National Preparedness for Response Exercise Program Guidelines) as allowed under the various regulatory requirements.

Annex 6. Response Critique and Plan Review and Modification Process

Annex 6 describes procedures for modifying the plan based on periodic plan review or lessons learned through an exercise or a response to an actual incident. Procedures to critique an actual or simulated response should be a part of this discussion. A list of plan amendments (i.e., history of updates) should also be contained in this annex. Plan modification should be viewed as a part of a facility's continuous improvement process.

Annex 7. Prevention

Regulations that primarily address prevention of accidents include elements that relate to contingency planning (e.g., EPA's Risk Management Program and Spill Prevention, Control, and Countermeasure regulations, and Oregon OSHA's Process Safety Management Standard). Annex 7 is designed to allow facilities to include prevention-based requirements (e.g., maintenance, testing, in-house inspections, release detection, site security, chemical facility anti-terrorism standards, containment, fail safe engineering) that are required in contingency planning regulations or that have the potential to impact response activities covered in a contingency plan. The modular nature of the suggested plan outline provides planners with necessary flexibility to include prevention requirements in the plan.

Annex 8. Regulatory Compliance and Cross-Reference Matrices

Annex 8 includes information necessary for plan reviewers to determine compliance with specific regulatory requirements. To the extent that plan drafters did not include regulatory required elements in the balance of the plan, they should be addressed in this annex. This annex also includes signatory pages to convey management approval and certifications required by the regulations, such as certification of adequate response resources and/or statements of regulatory applicability as required by regulations under Oil Pollution Act authority. Finally, this annex contains cross-references that indicate where specific regulatory requirements are addressed in the plan for each regulation covered under the plan. The Cross Comparison Matrix contains a series of matrices designed to fulfill this need in those instances where plan drafters adhere to the outline contained in this guidance.
OREGON INTEGRATED CONTINGENCY PLAN CROSS-COMPARISON MATRICES

RCRA (40 CFR Part 264 Subpart D ¹, 40 CFR Part 265 Subpart D ², 40 CFR Part 279.52(b) ³)

264.52 Content of contingency plan:
(a) Emergency response actions ⁴
(b) Amendments to SPCC plan
(c) Coordination with State and local response parties ⁵
(d) Emergency coordinator(s)
(e) Detailed description of emergency equipment on-site
(f) Evacuation plan if applicable

264.53 Copies of contingency plan
264.54 Amendment of contingency plan
264.55 Emergency coordinator
264.56 Emergency procedures:
(a) Notification
(b) Emergency identification/characterization
(c) Health/environmental assessment
(d) Reporting
(e) Containment
(f) Monitoring
(g) Treatment, storage, or disposal of wastes
(h) Cleanup procedures:
(i) Disposal
(ii) Decontamination
(i) Follow-up procedures
(j) Follow-up report

265.52 Content of contingency plan:
(a) Emergency response actions ⁶
(b) Amendments to SPCC plan
(c) Coordination with State and local response parties ⁷
(d) Emergency coordinator(s)
(e) Detailed description of emergency equipment on-site
(f) Evacuation plan if applicable

265.53 Copies of contingency plan
265.54 Amendment of contingency plan
265.55 Emergency coordinator
265.56 Emergency procedures:
(a) Notification
(b) Emergency identification/characterization
(c) Health/environmental assessment
(d) Reporting
(e) Containment
(f) Monitoring
(g) Treatment, storage, or disposal of wastes
(h) Cleanup procedures:
(i) Disposal
(ii) Decontamination
(i) Follow-up procedures
(j) Follow-up report

279.52 (b) (2) Content of contingency plan:
(i) Emergency response actions ⁸
(ii) Amendments to SPCC plan
(iii) Coordination with State and local response parties ⁹
(iv) Emergency coordinator(s)
(v) Detailed description of emergency equipment on-site
(vi) Evacuation plan if applicable

(3) Copies of contingency plan
(4) Amendment of contingency plan
(5) Emergency coordinator
(6) Emergency procedures:
(i) Notification
(ii) Emergency identification/characterization
(iii) Health/environmental assessment
(iv) Reporting
(v) Containment
(vi) Monitoring
(vii) Treatment, storage, or disposal of wastes
(viii) Cleanup procedures:
(A) Disposal
(B) Decontamination
(ix) Follow-up report

ICP Citation(s)
II.2.b; III.3.a
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
II.3.b(3)
III.6
II.2.a; III.3.b(1)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
III.6
II.2.a; III.3.b(1)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
II.4
III.4.a
III.3.d(4)
III.3.c(6)
III.4.a
III.4.a
II.2.a; III.3.b(1)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
II.4
III.4.a
III.3.d(4)
III.3.c(6)
III.4.a
II.2.a; III.3.b(1)
II.2.a; III.2; III.3.b(2)
II.2.c; III.3.c(3)
II.2.a; III.2
II.2.d(3); II.2.e; II.2.f; III.3.f(1); III.3.f(3); III.3.f(4)
III.3.b(3)
112.20(g) General response planning requirements
112.20(h) Response plan elements

(1) Emergency response action plan (Appendix F1.1):
   (i) Identity and telephone number of qualified individual (F1.2.5).
   (ii) Identity of individuals/organizations to contact if there is a discharge (F1.3.1).
   (iii) Description of information to pass to response personnel in event of a reportable
        spill (F1.3).
   (iv) Description of facility’s response equipment and its location (F1.3.2).
   (v) Description of response personnel capabilities (F1.3.4).
   (vi) Plans for evacuation of the facility and a reference to community evacuation plans
        (F1.3.5).
   (vii) Description of immediate measures to secure the source (F1.7.1).
   (viii) Diagram of the facility (F1.9).

(2) Facility information (F1.2, F2.0):

(3) Information about emergency responses:
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   (ii) Evidence of contracts or other approved means for ensuring personnel and
        equipment availability.
   (iii) Identity and telephone of individuals/organizations to be contacted in event of a
        discharge (F1.3.1).
   (iv) Description of information to pass to response personnel in event of a reportable
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   (v) Description of response personnel capabilities (F1.3.4).
   (vi) Description of a facility’s response equipment, location of the equipment, and
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OREGON INTEGRATED CONTINGENCY PLAN CROSS-COMPARISON MATRICES

154.1026 Qualified individual and alternate qualified individual…………………………………….
154.1028 Availability of response resources by contract or other approved means……….
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154.1030 General response plan contents:
(a) The plan must be written in English
(b) Organization of the plan ….
(c) Required contents
(d) Sections submitted to COTP
(e) Cross-references
(f) Consistency with NCP and ACPs
154.1035 Significant and substantial harm facilities:
(a) Introduction and plan content:
(1) Facility’s name, physical and mailing address, county, telephone, and fax
(2) Description of a facility’s location in a manner that could aid in locating the facility
(3) Name, address, and procedures for contacting the owner/operator on 24-hour basis
(4) Table of content
(5) Cross index, if appropriate
(6) Record of change(s) to record information on plan updates
(b) Emergency Response Action Plan:
(1) Notification procedures:
(i) Prioritized list identifying person(s), including name, telephone number, and role in plan, to be notified in event of threat or actual discharge
(ii) Information to be provided in initial and follow-up notifications to federal, state, and local agencies
(2) Facility’s spill mitigation procedures
(i) Volume(s) of persistent and non-persistent oil groups.
(ii) Prioritized procedures/task delegation to mitigate or prevent a potential or actual discharge or emergencies involving certain equipment/scenarios
(iii) List of equipment and responsibilities of facility personnel to mitigate an average most probable discharge
(3) Facility response activities
(i) Description of facility personnel’s responsibilities to initiate/supervise response until arrival of qualified individual
(ii) Qualified individual’s responsibilities/authority
(iii) Facility or corporate organizational structure used to manage response actions
(iv) Oil spill response organization(s)/spill management team available by contract or other approved means
(v) For mobile facilities that operate in more than one COTP, the oil spill response organization(s)/spill management team in the applicable geographic-specific appendix
(4) Fish and wildlife sensitive environments
(i) Areas of economic importance and environmental sensitivity as identified in the ACP that are potentially impacted by a WCD
(ii) List areas and provide maps/charts and describe response actions
(iii) Equipment and personnel necessary to protect identified areas
(5) Disposal plan
(c) Training and exercises
(d) Plan review and update procedures
(e) Appendices:
(1) Facility specific information
(2) List of contacts
(3) Equipment lists and records
(4) Communications plan
(5) Site-specific safety and health plan
(6) List of acronyms and definitions
(7) A geographic-specific appendix.

ICP Citation(s)
Appendix SAA recommended guidelines for the preparation of response plans………………...........................

Appendix C—Guidelines for determining and evaluating required response resources for facility response plans.

Appendix D—Training elements for oil spill response plans…………….............. ............................

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1910.120(l) Emergency response program ...............................................................

(1) Emergency response plan:
(i) An emergency response plan shall be developed and implemented by all employers within the scope of this section to handle anticipated emergencies prior to the commencement of hazardous waste operations.
(ii) Employers who will evacuate their employees from the workplace when an emergency occurs, and who do not permit any of their employees to assist in handling the emergency, are exempt from the requirements of this paragraph if they provide an emergency action plan complying with section 1910.38(a) of this part.

(2) Elements of an emergency response plan:
(i) Pre-emergency planning and coordination with outside parties...
(ii) Personnel roles, lines of authority, and communication...
(iii) Emergency recognition and prevention...
(iv) Safe distances and places of refuge...
(v) Site security and control...
(vi) Evacuation routes and procedures...
(vii) Decontamination procedures...
(viii) Emergency medical treatment and response procedures...
(ix) Emergency alerting and response procedures...
(x) Critique of response and follow-up...
(xi) PPE and emergency equipment...

(3) Procedures for handling emergency incidents:
(i) Additional elements of emergency response plans:
(A) Site topography, layout, and prevailing weather conditions...
(B) Procedures for reporting incidents to local, state, and federal government agencies.
(ii) The emergency response plan shall be a separate section of the Site Safety and Health Plan.
(iii) The emergency response plan shall be compatible with the disaster, fire, and/or emergency plans of local, state, and federal agencies...
(iv) The emergency response plan shall be rehearsed regularly as part of the overall training program for site operations...
(v) The site emergency response plan shall be reviewed periodically and, as necessary, be amended to keep it current with new or changing site conditions or information.
(vi) An employee alarm system shall be installed in accordance with 29 CFR 1910.165 to notify employees of an emergency situation; to stop work activities if necessary; to lower background noise in order to speed communications; and to begin emergency procedures.
(vii) Based upon the information available at time of the emergency, the employer shall evaluate the incident and the site response capabilities and proceed with the appropriate steps to implement the site emergency response plan...

1910.120(p)(8) Emergency response program:
(i) Emergency response plan.
(ii) Elements of an emergency response plan:
(A) Pre-emergency planning and coordination with outside parties...
(B) Personnel roles, lines of authority, and communication...
(C) Emergency recognition and prevention...
(D) Safe distances and places of refuge...
(E) Site security and control...
(F) Evacuation routes and procedures...
(G) Decontamination procedures...
(H) Emergency medical treatment and response procedures...
(I) Emergency alerting and response procedures...
(J) Critique of response and follow-up...
(K) PPE and emergency equipment...

(iii) Training...

(iv) Procedures for handling emergency incidents:
(A) Additional elements of emergency response plans:
(1) Site topography, layout, and prevailing weather conditions...
(2) Procedures for reporting incidents to local, state, and federal government agencies.
(B) The emergency response plan shall be compatible and integrated with the disaster, fire and/or emergency response plans of local, state, and federal agencies...
(C) The emergency response plan shall be rehearsed regularly as part of the overall training program for site operations.
The site emergency response plan shall be reviewed periodically and, as necessary, be amended to keep it current with new or changing site conditions or information.

An employee alarm system shall be installed in accordance with 29 CFR 1910.165.

Based upon the information available at the time of the emergency, the employer shall evaluate the incident and the site response capabilities and proceed with the appropriate steps to implement the site emergency response plan.

1910.120(q) Emergency response to hazardous substance releases:

1. Emergency response plan:
   (i) Pre-emergency planning and coordination with outside parties.
   (ii) Personnel roles, lines of authority, training, and communication.
   (iii) Emergency recognition and prevention.
   (iv) Safe distances and places of refuge.
   (v) Site security and control.
   (vi) Evacuation routes and procedures.
   (vii) Decontamination procedures.
   (viii) Emergency medical treatment and response procedures.
   (ix) Emergency alerting and response procedures.
   (x) Critique of response and follow-up.
   (xi) PPE and emergency equipment.
   (xii) Emergency response plan coordination and integration.

2. Elements of an emergency response plan:
   (i) Pre-emergency planning and coordination with outside parties.
   (ii) Personnel roles, lines of authority, training, and communication.
   (iii) Emergency recognition and prevention.
   (iv) Safe distances and places of refuge.
   (v) Site security and control.
   (vi) Evacuation routes and procedures.
   (vii) Decontamination procedures.
   (viii) Emergency medical treatment and response procedures.
   (ix) Emergency alerting and response procedures.
   (x) Critique of response and follow-up.
   (xi) PPE and emergency equipment.
   (xii) Emergency response plan coordination and integration.

3. Procedures for handling emergency response:
   (i) The senior emergency response official responding to an emergency shall become the individual in charge of a site-specific Incident Command System (ICS).
   (ii) The individual in charge of the ICS shall identify, to the extent possible, all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and use of any new technologies.
   (iii) Implementation of appropriate emergency operations and use of PPE.
   (iv) Employees engaged in emergency response and exposed to hazardous substances presenting an inhalation hazard or potential inhalation hazard shall wear positive pressure self-contained breathing apparatus while engaged in emergency response.
   (v) The individual in charge of the ICS shall limit the number of emergency response personnel at the emergency site, in those areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations.
   (vi) Backup personnel shall stand by with equipment ready to provide assistance or rescue.
   (vii) The individual in charge of the ICS shall designate a safety official, who is knowledgeable in the operations being implemented at the emergency response site.
   (viii) When activities are judged by the safety official to be an IDLH condition and/or to involve an imminent danger condition, the safety official shall have authority to alter, suspend, or terminate those activities.
   (ix) After emergency operations have terminated, the individual in charge of the ICS shall implement appropriate decontamination procedures.
   (x) When deemed necessary for meeting the tasks at hand, approved self-contained compressed air breathing apparatus may be used with approved cylinders from other approved self-contained compressed air breathing apparatus provided that such cylinders are of the same capacity and pressure rating.

(4) Skilled support personnel.
(5) Specialist employees.
(6) Training.
(7) Trainers.
(8) Refresher training.
(9) Medical surveillance and consultation.
(10) Chemical protective clothing.
(11) Post-emergency response operations.
### EPA’s Risk Management Program (40 CFR Part 68)

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<td>68.81 Incident investigation.</td>
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#### Elements of an emergency response program:

1. Elements of an emergency response plan:
   1. Procedures for informing the public and emergency response agencies about accidental releases.
   2. Documentation of proper first-aid and emergency medical treatment necessary to treat accidental human exposures.

2. Procedures for the use of emergency response equipment and for its inspection, testing, and maintenance.

3. Training for all employees in relevant procedures.

4. Procedures to review and update the emergency response plan.

#### Compliance with other federal contingency plan regulations

- 68.95(b) Compliance with other federal contingency plan regulations
- 68.95(c) Coordination with the community emergency response plan

### Notes to Attachment 3

1. Facilities should be aware that most states have been authorized by EPA to implement RCRA contingency planning requirements in place of the federal requirements listed. Thus, in many cases state requirements may not track this matrix. Facilities must coordinate with their respective states to ensure an ICP complies with state RCRA requirements.

2. Facilities should be aware that most states have been authorized by EPA to implement RCRA contingency planning requirements in place of the federal requirements listed. Thus, in many cases state requirements may not track this matrix. Facilities must coordinate with their respective states to ensure an ICP complies with state RCRA requirements.

3. Facilities should be aware that most states have been authorized by EPA to implement RCRA contingency planning requirements in place of the federal requirements listed. Thus, in many cases state requirements may not track this matrix. Facilities must coordinate with their respective states to ensure an ICP complies with state RCRA requirements.

4. Section 264.56 is incorporated by reference at §264.52(a).
5. Incorporates by reference §264.37.
6. Section 265.56 is incorporated by reference at §265.52(a).
8. Section 279.52(b)(6) is incorporated by reference at §279.52(b)(2)(i).
9. Incorporates by reference §279.52(a)(6).
10. Non-response planning parts of this regulation (e.g., prevention provisions) require a specific format.
11. If a facility is required to develop a strong oil spill contingency plan under this section, the requirement can be met through the ICP.
12. The appendix further describes the required elements in 120.20(h). It contains regulatory requirements as well as recommendations.
13. Specific plan requirements for sections listed under 154.1030(b) are contained in 154.1035(a)–(g).
14. Note: Sections 154.1045 and 154.1047 contain requirements specific to facilities that handle, store, or transport Group I–IV oils and Group V oils, respectively.
15. Ibid.
Oregon State Contingency Plan Rule Matrix

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### Section 1 – Plan Introduction Elements

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(1)²

(i)(6)

(ii)(1)³

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| F1.2 | 112.20(b)(2) | 1035(a)(1) |

194.113(a)(1) |

e. Other identifying information

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¹ All citations refer to the specified rule unless otherwise noted.
² All citations refer to 1910.120 unless otherwise noted.
³ All citations refer to part 154 unless otherwise noted.
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### Section II – Core Plan Elements

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