

**CONTINGENCY, EMERGENCY, AND FIRE PREVENTION PLAN**

**Peoria City/County Household Chemical Materials Facility  
Brimfield, Illinois**

**LAST UPDATED: May 2013**

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## 1.0 CONTINGENCY, EMERGENCY AND FIRE PREVENTION PLAN

### 1.1 Purpose of Plan

The purpose of this Contingency, Emergency, and Fire Prevention Plan (Plan) is to minimize hazards to human health and the environment from fires, explosion, or any unplanned sudden or non-sudden release of waste constituents to air, soil, or surface water. The provisions of this plan must be carried out immediately whenever there is a fire, explosion, chemical reaction or release of waste or waste constituents that may threaten human health or the environment.

### 1.2 Overview of Facility

The proposed Peoria City/County (PCC) Household Chemical Materials (HCM) Facility for which this Plan will be implemented will accept HCM for temporary storage, treatment, bulking, consolidation and further transfer to approved disposal sites or recycling end use markets. In addition, it will include a Materials Exchange Store where residents can take reusable materials that are collected at the facility for their own use at no cost.

The PCC HCM Facility is located within the Peoria City/County Landfill Facility. Peoria City/County Landfill, Inc. (PCCLI) will serve as the operator of the PCC HCM Facility.

Name: Peoria City/County Landfill Household Chemical Materials Facility

Physical Address: 11501 Cottonwood Road, Brimfield, IL 61517

Mailing Address: 4349 W. Southport Road, Peoria, IL 61615

A site plan is provided as **Exhibit 1**. A building plan is provided as **Exhibit 2**.

### 1.3 Potentially Hazardous Materials

Household waste will be processed at the HCM Facility, including:

- Household chemicals (bleach, drain cleaner, harsh cleansers);
- Paint thinners;
- Oil-based paints;
- Solvents;
- Pesticides;
- Batteries (no alkaline or lead-acid);
- Used motor oil;
- Old gasoline;
- Antifreeze;
- Automotive fluids;

- Herbicides;
- Insecticides;
- Lawn chemicals;
- Pesticides;
- Pool chemicals;
- Hobby chemicals;
- Mercury;
- Fluorescent lamp bulbs and CFLs;
- Double bagged and wetted asbestos;
- Small fire extinguishers;
- Small non-refillable cylinders;
- Driveway sealers;
- Propane tanks; and
- Solely at PCCLI's discretion, other similar types of non-putrescible household wastes that are either banned from landfill disposal or are otherwise desired to be diverted from landfills.

#### 1.4 Security Measures

Fences maintained for the larger PCCLF Facility will be used to restrict access to the PCC HCM Facility during hours when the PCCLF is closed. Additionally, all overhead and access doors on the PCC HCM Facility operations building, and gates to the covered outdoor storage area, will be locked to prevent unauthorized access while the facility is unattended. Local emergency authorities will be provided with a key to the PCCLF facility entrance gate and to the HCM Facility so that access may be obtained in the event of an emergency. A small, high-security Knox Box will also be attached to the outside of the building. The Knox Box will contain building keys for emergency access. A material inventory will also be stored outside in a waterproof container next to the Knox Box. The approximate location of these items is shown on **Exhibit 2**.

A warning sign will be prominently displayed at the vehicle unloading area stating that only authorized personnel may enter the HCM building. Employees shall instruct customers not to exit their vehicles in the unloading areas.

#### 1.5 General First Aid Response

First-aid supplies will be located so that they are easily accessible at the facility when required. First-aid kits shall be located at the scale house and HCM Building. These kits shall be located in weatherproof containers. All kits shall be checked on a regular basis to ensure that they are adequately supplied.

In case of personal injury, if the injury is minor, first aid or emergency medical treatment may be administered as necessary. When necessary, the injured party will be taken to a hospital or other medical facility for further care and observation. If the injury is major or its severity indeterminate, the 911 services will be immediately notified and an ambulance

or other emergency unit will be summoned. First aid, CPR, or other procedures may be given by a person qualified to do so, if necessary. The numbers of the hospital and emergency ambulance will be listed on the Emergency List located within each building near the telephone and listed in **Exhibit 3**.

The injured person should not be moved unless there is a potential for additional injury or death as a result of the present circumstances. A person will be designated to direct emergency vehicles to the injured person.

In any case of injury requiring first aid or summoning of emergency services will, the cause will be investigated, a record of the incident will be made, and operating procedures will be reviewed to minimize the chance for future incidents. Further, the response to the injury will be evaluated to determine whether additional or refresher personnel training is appropriate, and whether response procedures require revision.

## **2.0 EMERGENCY RESPONSE**

### **2.1 Emergency Coordinators**

At least two alternative Emergency Coordinators will be identified at all times. One Emergency Coordinator will be required to be on-site during the operating hours of the PCC HCM Facility. The Secondary Emergency Coordinator will act as the facility Emergency Coordinator in the event that the Primary Emergency Coordinator is not available to perform the Emergency Coordinator duties. The Emergency Coordinator is to be familiar with all aspects of this Plan, all operations and activities at the facility, and the overall facility layout.

During normal working hours, all reporting of emergencies at the facility will be done by, or at the direction of, the Emergency Coordinator. The addresses and telephone numbers of the currently anticipated facility Emergency Coordinators are identified in **Exhibit 3**.

The Emergency Coordinator is authorized to commit the facility's resources to implement any portion of this Plan, as needed. The Emergency Coordinator is also responsible for authorizing employee attempts to control the situation.

The Emergency Coordinator must be trained in the various hazards associated with household chemical materials

### **2.2 Implementation**

The Plan will be implemented whenever there is a threat or actual incident of fire, explosion, chemical reaction, spill, or other release of toxic, flammable, or otherwise hazardous material that could threaten human health or the environment. The Emergency Coordinator has the responsibility for implementing this Plan. The Plan should be implemented if any of the following occur or are threatened:

1. Any event on the property involving fire, explosion, or chemical reaction which endangers human health or the environment.
2. Any spill of waste greater than a de minimus quantity that migrates (or threatens to migrate) outside the HCM Building, covered outdoor storage area or covered unloading area.

### **2.3 Emergency Response Procedures**

Upon determining that an emergency situation exists or is threatened, the following steps will be initiated and coordinated by the Emergency Coordinator:

### 2.3.1 Incident Assessment

In the event of an emergency:

- a. The person first noticing the incident shall immediately notify the Emergency Coordinator.
- b. The Emergency Coordinator shall determine whether to implement the Plan.
- c. On-site personnel shall be notified of an emergency by word of mouth, telephone, or radio communication.
- d. The Emergency Coordinator will assess the incident including:
  - Identification of materials involved,
  - Threat to human health/environment both within and outside the facility,
  - Need for evacuation,
  - In house incident response capabilities, and
  - Need for outside assistance.
- e. If the Emergency Coordinator determines that evacuation is required, he will activate the **Evacuation Plan (see Section 2.4)**.

After assessing the extent of the emergency situation and the possible hazards posed, the Emergency Coordinator will initiate the following control and notification procedures. The initial response in any emergency will be to protect human health and safety, and then the environment. Identification, containment, treatment, and disposal assessments will be the secondary response.

### 2.3.2 Fires and Explosion Response

Should a fire in the PCC HCM facility grow beyond its incipient stage or not be readily extinguishable using portable fire extinguishers, the automatic fire alarm will sound, the suppression system will automatically activate or can be manually activated, the Logan-Trivoli Fire Protection District will be automatically contacted, the building will be evacuated, and all doors will be closed.

Only those employees who have been trained in fire fighting procedures may fight fires using appropriate fire extinguishers, soil, fires blankets, and, when appropriate, water. In no case shall on-site employees risk injury or life fighting a fire. Under no circumstances shall any site employee attempt to fight a structural fire, a fire that cannot readily be extinguished using the available equipment and materials or fight a fire caused by an explosion or chemical reaction of unknown origin. These types of fires require outside assistance and evacuation of the area. Employees may also

elect to attempt to control the spread of a fire. All employees shall stay upwind while controlling the fire.

The following guidelines shall be used in determining when to report the fire or explosion to the Fire Department:

- A fire that cannot be easily extinguished using portable fire extinguishers by trained onsite personnel within a few minutes of discovery,
- A fire that extends, or threatens to extend, offsite,
- A fire effecting structural components of a building or stationary equipment,
- An explosion that causes structural damage,
- A fire, or explosion that could possibly reoccur,
- A fire, or explosion of unknown origin,
- A fire that may have exposed people to toxic vapors, smoke, fumes, etc., and
- A fire that may have resulted in hot sparks, embers, etc. blowing offsite.

In any case of fire, the cause will be investigated, a record of the incident will be made, and operating procedures will be reviewed to minimize the chance for future incidents. Further, the response to the fire will be evaluated to determine whether additional or refresher personnel training is appropriate and whether response procedures require revision.

### 2.3.3 Chemical Reactions

The facility will implement waste screening measures and testing as described in its operating plan. These measures are expected to minimize the potential for chemical reactions. Chemical reactions could occur when non-compatible wastes and/or waste reagents come into contact with each other.

In no case shall on-site employees risk injury or life fighting a life-threatening chemical reaction. The Emergency Coordinator will decide what actions to take to control any chemical reactions. The Emergency Coordinator will call the Logan-Trivoli Fire Department or other appropriate contact if a chemical reaction occurs that cannot be readily controlled by facility employees, or if fumes, vapor, smoke, etc. from a chemical reaction threaten to migrate beyond the facility boundary.

The first step in attempting to control a chemical reaction is to attempt to segregate the incompatible material, if this can be done safely. The second step is to cover and/or mix the incompatible materials with soil or other appropriate smothering material. Water should not be used to control chemical reactions. As with fires, all control operations should be performed from the upwind direction.

### 2.3.4 Material Spills

The Emergency Coordinator shall assess the type and quantity of material that was released. In the event that a reportable quantity of a hazardous substance is released, the landfill operator will complete the notification requirements for a CERCLA release in accordance with 40 CFR 302.6. The Illinois Emergency Management Agency, Illinois Environmental Protection Agency, and Peoria County Local Emergency Planning Commission will also be notified as soon as practicable after the release is discovered. In the event that the spill is located outside of the facility, the sluice gate/shut-off valve to the south lake will be closed to prohibit flow, if threatened.

The Emergency Coordinator shall establish an exclusion zone around spilled household chemical material and/or contaminated media. The size and shape of the exclusion zone should be based on the size of the spill, character of the spilled materials, and wind direction. Nobody shall be allowed within the exclusion zone without appropriate spill response training and personal protective equipment (PPE). Once the exclusion zone is established, the Emergency Coordinator shall select the appropriate PPE based on a review of the known incident and material characteristics.

Any nearby electrical power or potential spark sources shall be secured as appropriate when the spilled material exhibit organic or flammable vapors. Adsorbents (e.g. soil, corn cobs, oil-dry, etc.) can be applied around the spill to contain and adsorb freestanding liquid.

Spilled wastes, and adsorbents shall be thoroughly recovered and be properly stored and managed in accordance with local, state, and federal regulations.

In any case of spill, the cause will be investigated, a record of the incident will be made, and operating procedures will be reviewed to minimize the chance for future incidents. Further, the response to the spill will be evaluated to determine whether additional or refresher personnel training is appropriate, and whether response procedures require revision.

## **2.4. Evacuation Plan**

The following procedures will be followed when the Emergency Coordinator has determined that site evacuation is required:

1. The Emergency Coordinator will communicate the need to evacuate the area to all people who are at the facility.
2. Shutdown procedures will commence, intake of loads will cease, and equipment and personnel will be moved to the perimeter of the site.

3. Personnel evacuation will proceed as follows:
  - Scan immediate area for any injured personnel.
  - Assist the injured to evacuate if safe and required.
  - Evacuate the area.
  - Personnel upwind of the incident will evacuate in the upwind direction to the assembly area if possible.
  - Personnel downwind of the incident will evacuate perpendicularly to the wind direction over the most accessible route to the assembly area.
  
4. Personnel shall assemble at the Assembly Area where the Emergency Coordinator will perform a count to ensure that all employees are accounted for.

The scalehouse area is the Primary Assembly Area. If the Primary Assembly Area cannot be reached safely due to the nature of the emergency, employees will be trained to select the best of multiple other routes based on which is upwind or otherwise the safest route away from an emergency. A Site Plan and Building Plan depicting these areas is provided as **Exhibits 1 and 2**, respectively. The Evacuation Routes of the PCC HCM Facility are shown in **Exhibit 4**.

### **3.0 POST-EMERGENCY RE-OCCUPANCY AND CLEAN-UP PROCEDURES**

#### **3.1 Post-Emergency Facility Re-Occupancy**

Following any fire or major chemical release, the Emergency Coordinator or other designated employee, consultant or contractor trained in OSHA requirements for hazardous waste site workers shall inspect the facility for structural damage and/or damage to material containers. All noted damage shall be documented, including the estimated quantity, material hazard type, and location of all damaged containers. Estimated spill areas shall be delineated. All potential hazards shall be identified based on site conditions.

Reoccupation of the facility after any fire or major chemical release will only be permitted after authorization is granted by the Emergency Coordinator or other designated employee trained in OSHA requirements for hazardous waste site workers. In the event of structural damage, a licensed Professional Engineer shall deem that the building is safe for occupancy.

#### **3.2 Facility Clean-up Activities**

Normal activities will not be permitted until all necessary cleanup activities are completed, including repackaging of damaged containers, cleaning spilled materials from the floor or other equipment, and evaluating the safety of the building structure and/or environmental controls, as necessary.

The contents of leaking containers and tanks will be promptly transferred to appropriate containers or tanks. Alternatively, small leaking containers may be placed in over-pack drums that are labeled based on the material hazard type. Adsorbents will be used as necessary to collect spilled material. All contaminated surfaces will be washed with water that will drain to floor trenches. All wash-water will be pumped from the underground holding tank into a credentialed liquid waste transfer truck or transferred to 55-gallon drums for proper disposal.

All contaminated floors and equipment will be inspected for damage. Flooring, paved areas, and equipment surfaces will be repaired or replaced, as necessary. The cause of any fire or major chemical release will be investigated, a record of the incident will be made, and operating procedures will be reviewed to minimize the chance for future incidents. Further, the response to the spill will be evaluated to determine whether additional or refresher personnel training is appropriate, and whether response procedures require revision.

Spills on unpaved surfaces are unlikely. Unpaved surfaces impacted by spills will be excavated and containerized for treatment or disposal, or treated in-situ in a manner appropriate with the characteristics of the released contaminant. Appropriate confirmation samples will be taken as appropriate to confirm that the affected area is deemed sufficiently clear of contamination.

## **4.0 FIRE PREVENTION PLAN**

Operating procedures and waste storage protocols in the HCM Facility have been developed to minimize the risk of fires. HCM will be handled only by employees or contractors trained in proper HCM management. HCM will be stored by hazard classification in segregated areas in accordance with state and federal regulations and applicable fire codes.

### **4.1 Open Flames and Hot Work**

Smoking will be prohibited at the facility at all times. Only non-sparking tools and equipment will be permitted to directly contact waste containers. In the unlikely event that welding or flame cutting is required at the facility, activities must occur at least 10 feet away from combustible materials. When combustible materials are present and it is not possible to keep at least 10 feet of separation between the materials and welding or flame cutting operation, combustible materials must be protected by a flameproof cover, curtain or other appropriate barrier.

### **4.2 Equipment and Facility Maintenance**

Equipment shall be well maintained such that oil leaks are minimized to the extent possible. Equipment with fuel leaks shall not be used and shall be promptly repaired. All electrical components shall be properly maintained, well insulated and grounded as appropriate. Furthermore, equipment shall be routinely cleaned such that oil and other flammable materials do not contact hot engine and exhaust components. All flammable and combustible materials (oils, paints, solvents, fuels, oily rags, etc.) shall be stored in proper containers within designated areas and properly disposed as described in the Operating Plan.

### **4.3 Fire Extinguishers**

Fire extinguishers will be mounted throughout the facility. In the event of a fire, employees who have received portable fire extinguisher training are authorized to use portable fire extinguishers to control the fire to the extent that this may be accomplished without endangering the health or physical safety of the employee or any other person. Employees may only use portable fire extinguishers on an incipient stage fire. Under no circumstances shall any employee attempt to control a structural fire.

Type A-B-C dry chemical fire extinguishers are located in numerous areas throughout the facility. Type A-B-C fire extinguishers can be used on fires involving paper, wood, cloth, some rubber and plastic materials, flammable or combustible liquids, flammable gases, greases and similar materials, and energized electrical equipment where safety to the employee requires the use of electrically non-conductive extinguishing media.

A commercial fire extinguisher service will be contracted to perform all required annual maintenance checks and hydrostatic tests at the required frequency. Facility personnel will be responsible for conducting monthly inspections and note the inspections on the tag of each extinguisher.

**EXHIBIT 1**  
**SITE PLAN**

**EXHIBIT 2**  
**HCM BUILDING PLAN**

**EXHIBIT 3**  
**EMERGENCY COORDINATORS**

**PCCLI EMERGENCY COORDINATORS  
Household Chemical Materials Facility**

**PRIMARY EMERGENCY COORDINATOR:**

Name: Steve Harenberg  
Office: 11501 West Cottonwood Road  
Brimfield, Illinois 61517-9541  
Office: (309) 565-4281  
Home Phone: (309) 633-1368  
Mobile Phone: (309) 696-2870

**SECONDARY EMERGENCY COORDINATOR:**

Name: Ron Welk  
Office: 4349 Southport Road  
Peoria, Illinois 61615  
(309) 676-4893  
Cellular Phone: (309) 696-1432

## **EMERGENCY RESPONSE CONTACT NUMBERS**

Ambulance (Advanced Medical Transport): (309) 494-6200

**AMBULANCE (EMERGENCY): 911**

Fire (Logan-Trivoli Fire Protection District): (309) 565-7552

**FIRE (EMERGENCY): 911**

Police (Peoria County Sheriff): (309) 672-6011

**POLICE (EMERGENCY): 911**

Peoria County ESDA: (309) 691-3111

Illinois Emergency Management Agency: (217) 782-7860

National Response Center: (800) 424-8802

### **HOSPITAL:**

Saint Francis Hospital  
530 NE Glen Oak Ave, Peoria, IL  
(309) 655-2000

**EXHIBIT 4**

**HCM BUILDING ESCAPE ROUTE**

