

**TABLE 2**  
**MINIMUM REQUIREMENTS FOR**  
**INTEGRATED SITEWIDE CONTINGENCY PLAN**

REQUIREMENT	MINIMUM CONTENTS
Facility Information	<ul style="list-style-type: none"> <li>• Site location, address, and description including maps</li> <li>• Contact Information</li> <li>• Identification of internal and external resources</li> <li>• Identify responsible party for plan development and maintenance</li> <li>• Identify any potential impact receptors and resources</li> </ul>
Emergency Response and Notification Requirements	<ul style="list-style-type: none"> <li>• Initial response steps including assessment and internal and external notification procedures</li> <li>• Procedures for mobilization of resources</li> <li>• Mitigation actions</li> <li>• Evacuation procedures</li> <li>• Emergency medical treatment procedures</li> <li>• Procedures for site closure if necessary</li> <li>• Termination of response actions and follow-up actions</li> </ul>
Employment Position Requirements	<ul style="list-style-type: none"> <li>• List each waste management-related position at the facility</li> <li>• Identify the requisite skill, education, or other qualifications for each position</li> <li>• Describe the duties of facility personnel assigned to each position for each position</li> <li>• Task hazard descriptions and hazard analysis</li> <li>• List protective equipment to be used</li> <li>• Medical surveillance requirements</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Describe the type and amount of training that will be given to each person/position</li> <li>• Documentation that all facility personnel has been given, and completed, all training and ongoing training or possesses the necessary job experience</li> <li>• Schedule and type of training exercises and drills</li> </ul>
Establish a Sitewide Emergency Coordinator	<ul style="list-style-type: none"> <li>• Authority and procedures to activate facility alarms or notification system for employee's onsite</li> <li>• Procedures to notify local authorities as necessary</li> <li>• Procedure to activate the Integrated Sitewide Contingency Plan</li> <li>• Complete any other actions necessary to secure the site and ensure the safety of personnel</li> <li>• Identify Alternative Coordinator</li> </ul>
Response Coordination	<ul style="list-style-type: none"> <li>• Familiarize police, fire departments, and emergency response teams with the layout of the facility, properties of solid waste handled at the facility and associated hazards, places where facility personnel would normally be working, entrances to roads inside the facility, and possible evacuation routes</li> <li>• Designate primary authority to specific departments for when more than one police and/or fire department respond to an emergency, and agreements with any others to provide support to the primary emergency authority</li> <li>• Familiarize local hospitals with the properties of wastes at the facility and the types of injuries or illnesses which could result from fires, explosions or releases at the facility</li> <li>• Document the refusal any authorities that decline to enter into such arrangements</li> </ul>
Documentation and Record Keeping	<ul style="list-style-type: none"> <li>• Location of records</li> <li>• Incident investigation and documentation</li> <li>• Training records</li> <li>• Incident evaluation and plan modification procedures</li> </ul>