

# Contingency and Emergency Plan for Ordot Closure Area

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*For the Post-Closure Care Period*

November 2014

*Rev. 0*

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## 1.0 CRITICAL INFORMATION

***Do not endanger your own life. Survey the situation before taking any action.***

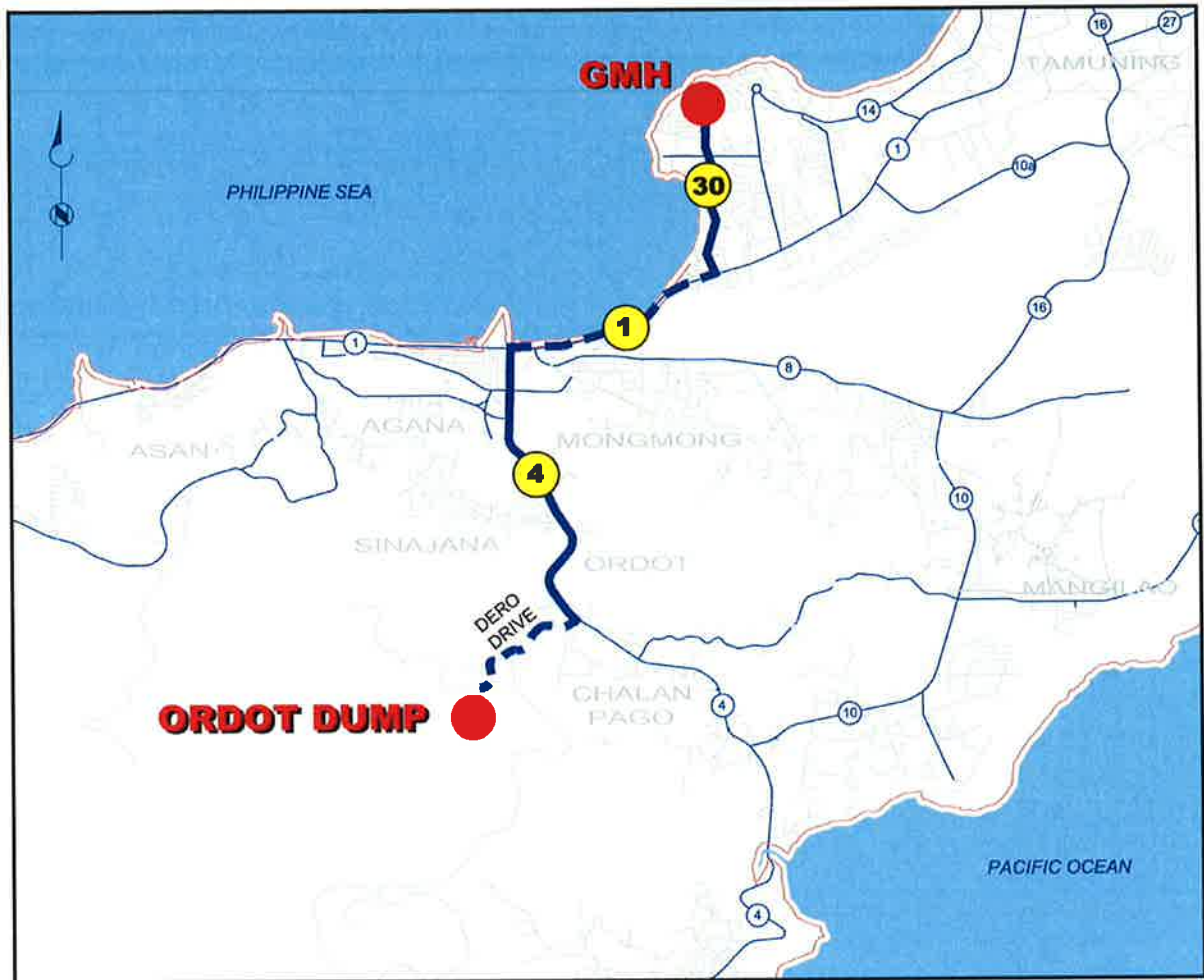
*In the event of an emergency, site personnel will signal distress with three blasts of a horn (a vehicle horn will be sufficient), or other predetermined signal.*

<b>Contractor Office Telephone</b>	<b>671-XXX-XXXX (Hagatna)</b>
<b>Site Location Address</b>	<b>Ordot Dump, Dero Road, Ordot, Guam</b>

**EMERGENCY PHONE NUMBERS:** In the event of emergency, contact the Emergency Coordinator.

<b>Emergency Coordinator (EC)</b>	<b>To Be Determined</b>
<b>Alternate (EC)</b>	<b>To Be Determined</b>
<b>Emergency Services (Ambulance, Fire, Police)</b>	<b>911</b>
<b>Poison Control</b>	<b>(800) 876-4766 or (800) 222-1222</b>
<b>Hospital Name</b>	<b>Guam Memorial Hospital (see map)</b>
<b>Hospital Phone Number</b>	<b>671-647-2555 thru 9</b>
<i>Guam Solid Waste Authority</i> <b>Chris Lund</b> <b>GSWA Local Point of Contact</b>	<b>Office: (800) 573-5801</b> <b>Cell: (703) 853-7806</b> <b>Cell:</b>

## HOSPITAL LOCATION MAP



### HOSPITAL DIRECTIONS:

1. Exit the Ordot Dump by turning right (east) on Dero Road.
2. Turn left (north) on Route 4.
3. Turn right (east) on Route 1, Marine Corps Drive.
4. Turn left (North) on Route 30, Gov. Carlos G. Camacho Road.
5. Guam Memorial Hospital – 850 Gov. Carlos G. Camacho Road.

### HOSPITAL INFORMATION:

**Guam Memorial Hospital**  
850 Gov. Carlos G. Camacho Road  
Oka, Tamuning, Guam 96913-3128

**Phone: (671) 647-2555 thru 9**

## 2.0 CONTINGENCY PROCEDURES

**In the event of an emergency, site personnel will signal distress with three blasts of a horn (a vehicle horn will be sufficient), or other predetermined signal.** Communication signals, such as hand signals, must be established where communication equipment is not feasible or in areas of loud noise.

It is the Emergency Coordinator's (EC) duty to evaluate the seriousness of the situation and to notify appropriate authorities. The first part of this plan contains emergency telephone numbers as well as directions to the hospital. Nearby telephone access must be identified and available to communicate with local authorities. If a nearby telephone is not available, a cellular telephone will be maintained on site during work activities. The operation of the cellular phone will be verified to ensure that a signal can be achieved at the work location.

The EC, or designee, should contact local emergency services in the event of an emergency. After emergency services are notified, the Contractor Officer will be notified of the situation as soon as possible. If personal injury, property damage or equipment damage occurs, the Contractor Officer, GSWA point of contact, and Contractor Risk Manager will be contacted as soon as practicable. An Accident/Incident Investigation Report will be completed within 24 hours by the EC, or other designated person.

### 2.1 Injury or Illness

If an exposure or injury occurs, work will be temporarily halted until an assessment can be made to determine it is safe to continue work. The EC, in consultation with the Contractor's Safety Officer, will make the decision regarding the safety of continuing work. The EC will conduct an investigation to determine the cause of the incident and steps to be taken to prevent recurrence.

In the event of an injury, the extent and nature of the victim's injuries will be assessed and first aid/CPR will be rendered as appropriate. If necessary, emergency services will be contacted or the individual may be transported to the nearby medical center. The mode of transportation and the eventual destination will be based on the nature and extent of the injury. A hospital route map is presented at the front of this Plan.

In the event of a life-threatening emergency, the injured person will be given immediate first aid and emergency medical services will be contacted by dialing the number listed in the Critical Project Information section at the beginning of this plan. The individual rendering first aid will follow directions given by emergency medical personnel via telephone.

### 2.2 Vehicle Collision or Property Damage

If a vehicle collision or property damage event occurs, the EC, or designee, will contact the Contractor Risk Manager for appropriate action.

### 2.3 Fire

Flammable materials will be kept away from sources of ignition. In the event of fire, work will cease, the area will be evacuated, and the local fire response team will be notified immediately. Only trained, experienced fire fighters should attempt to extinguish substantial fires at the Site. Site personnel should not attempt to fight fires, unless properly trained and equipped to do so. A fully

charged ABC dry chemical fire extinguisher will be readily available for use during all scheduled activities at the Site.

Site workers should have an increased awareness concerning fire and explosion hazards whenever working with or near flammable materials, especially when performing any activity that may generate sparks, flame, or other source of ignition. Intrinsically safe equipment is required when working in or near environments with the potential for an explosive or flammable atmosphere. The EC will verify facility requirements for a “hot work” permit before activities that may serve as a source of ignition are conducted, including clearing of vegetation.

In the event of fire, the alarm will be sounded and Site personnel will evacuate to a safe location (preferably upwind). The EC, or designee, should contact the local fire department immediately by dialing 911. When the fire department arrives, the EC, or designated representative, will advise the commanding officer of the location and nature of the fire, and identification of hazardous materials on site. Only trained, experienced fire fighters should attempt to extinguish substantial fires at the Site. Site personnel should not attempt to fight fires, unless properly trained and equipped to do so. Site personnel should not attempt to fight a fire if it poses a risk to their personal safety.

Note that smoking is not permitted in controlled areas, near flammable or combustible materials, or in areas designated by the facility as non-smoking areas.

## **2.4 Natural Phenomena**

### **2.4.1 Lightning/Electrical Storms**

Lightning can be unpredictable and may strike many miles in front of, or behind, a thunderstorm. Workers will therefore cease field operations at the **first** sign of a thunderstorm and suspend activities until at least 30 minutes after the last observed occurrence of lightning or thunder. For purposes of this Plan, signs of a thunderstorm will include any visible lightning or audible thunder.

In the event of a thunderstorm, field personnel will take the following actions:

- Get inside a permanent building structure (not a shed or canopy) or fully enclosed metal vehicle (not a convertible or camper shell) with the windows fully up.
- If in a building, do not use the telephone or any electrical appliance that is connected to the building’s electrical wiring.
- Stay away from tall isolated objects, such as flare stacks, trees, drill rigs, telephone poles, or flag poles.
- Avoid large open areas, such as the surface of the closure area, fields or parking lots, where a person is the relatively highest object.
- Stay away from lakes, ponds, railroad tracks, fences, and other objects that could transmit current from a distant lightning strike.
- If caught out in the open without time to escape or find shelter, seek a low area (if time permits), crouch down, and bend forward holding the ankles. Tuck the head so that it’s not the highest part of the body, without letting it touch the ground. Under no circumstances lay down.

If a person is struck by lightning contact emergency medical services, even if he/she appears only stunned or otherwise unhurt as medical attention may still be needed. Check for burns, especially at fingers and toes, and areas next to buckles and jewelry.

## **2.4.2 Typhoons**

The key to responding to typhoon conditions is being informed. Before taking to the roads to leave for or from a jobsite during suspect typhoon conditions, listen to the radio for current and forecast conditions. Know what the weather reports mean by "watch" and "warning." A typhoon watch means typhoon conditions are possible in the specified area of the watch, usually within 36 hours. A typhoon warning indicates typhoon conditions are expected in the specified area of the warning, usually within 24 hours.

If watch or warning conditions exist, employees will communicate with the EC to determine the appropriate course of action. Travel to or from work is not recommended if the employee will travel in the vicinity of a typhoon warning area. Restrictions on travel during typhoon watches are largely dependent on the actual weather conditions at the time. Employees are discouraged from driving during weather conditions where visibility and vehicle control are severely limited.

In the temporary or permanent office area, keep an emergency preparedness kit consisting of, but not limited to the following:

- Current project/office contacts list - how to reach folks in an emergency
- Blankets
- Flashlights
- Radio (operated by batteries)
- Batteries for flashlight and radio (note: batteries should be replaced annually to assure freshness)
- Water (unless there is a water bubbler that can be used with no electricity)
- Snack crackers, dried fruit, etc. - a source of food that won't go bad.

## **2.4.3 Cyclones and Strong/Straight Line Winds**

Cyclones and strong or straight line winds are potentially dangerous weather conditions because both have the ability to generate on very short notice (in some cases under one hour from clear weather conditions). Cyclones and strong or straight line winds both have the same warning properties and recommendations. If a "watch" is issued for your area, it means that a cyclone is "possible". If a cyclone "warning" is issued, it means that a cyclone has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

Be alert to what is happening outside, but do not place yourself in jeopardy by standing next to windows. Some common observations during a cyclone include: a sickly greenish or greenish-black color to the sky; if there is a watch or warning announced or posted; an abrupt fall of hail (however, hail can occur in the absence of a cyclone); a strange quiet that occurs within or shortly after a thunderstorm; clouds moving by very fast, especially in a rotating pattern or converging toward one area of the sky; a sound like a waterfall or rushing air at first, but turning into a roar as it comes closer (the sound of a cyclone has been likened to that of both railroad trains and jets); debris dropping from the sky; an obvious "funnel-shaped" cloud that is rotating; or debris such as branches or leaves being pulled upwards, even if no funnel cloud is visible.

During a cyclone warning or cyclone occurrence, each employee is instructed to do the following:

- Proceed to interior rooms and halls on the lowest floor of a building. Avoid halls that open to the outside in any direction.
- Stay away from glass, both windows and doors. Crouch down, and make as small a “target” as possible. If you have something with which to cover your head, do so, otherwise, use your hands.
- Exercise extreme caution when leaving your area of shelter. Be aware of potential hazards (i.e., natural gas smell, smoke, fire). In the event these hazards are encountered in your area of shelter, immediately evacuate the shelter. If the building/shelter has been damaged by a tornado, do not flush the toilets, as the sewer lines may have been damaged.
- If you are traveling in a vehicle and can see a cyclone, do not stay in your car or truck and try to outrun a cyclone. If possible, stop the car and enter the nearest business and seek shelter.
- If you are outside and it is not possible to get inside, seek a low lying ditch, culvert, etc. and keep your body as low to the ground and as braced as possible.

#### **2.4.4 Earthquakes and Tsunamis**

Earthquakes strike suddenly, violently, and without warning. Because Guam is located near the Marianas Trench, earthquakes are an unpredictable possibility. In the temporary or permanent office area, keep an emergency preparedness kit consisting of, but not limited to the following:

- Current project/office contacts list - how to reach folks in an emergency
- Blankets
- Flashlights
- Radio (operated by batteries)
- Batteries for flashlight and radio (note: batteries should be replaced as needed to assure freshness)
- Water (unless there is a water bubbler that can be used with no electricity)
- Snack crackers, dried fruit, etc. - a source of food that won't go bad.

This kit is meant to serve as overnight survival in the event that it becomes unsafe to leave the project site. The kit's contents should be suited to meet the size and needs of your project.

If you feel the earth shaking, consider the following tips:

- Drop down; take cover under a desk or table and hold on.
- Stay indoors until the shaking stops and you are sure it is safe to exit.
- Stay away from bookcases, shelves, or anything that could fall on you.
- Stay away from windows.
- If inside a building, expect fire alarms and sprinklers to go off during the quake.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground and cover your head.

If you are in a vehicle, slow down and drive to a clear place, preferably away from power lines. Stay in the car until the shaking stops.



## **2.5 Underground Utilities**

In the event that an underground conduit is damaged, mechanized equipment will immediately be shut off and personnel will evacuate the area until the nature of the piping can be determined. Depending on the nature of the broken conduit (e.g., landfill gas, leachate, or electricity), contracted repair crews or the appropriate local utility will be contacted.

## **2.6 Site Evacuation**

The EC will designate evacuation routes and refuge areas to be used in the event of a Site emergency. Site personnel will stay upwind from vapors or smoke and uphill from spills. Personnel will assemble at the predetermined refuge following evacuation and decontamination. The EC, or designated representative, will count and identify site personnel to verify that all have been evacuated safely. The EC will also work with local emergency personnel to notify nearby residents of the emergency and the appropriate measures for evacuation of their homes should it become necessary.

## **2.7 Spill of Hazardous Materials**

If a hazardous material spill occurs, such as fuel oil for the emergency generator, site personnel should locate the source of the spill and determine the hazard to the health and safety of site workers and the public. Attempts to stop or reduce the flow should only be performed if it can be done without risk to personnel.

Isolate the spill area and do not allow entry by unauthorized personnel. De-energize sources of ignition within 100 feet of the spill, including vehicle engines. Should a spill be of the nature or extent that it cannot be safely contained, or poses an imminent threat to human health or the environment, an emergency cleanup contractor will be called out as soon as possible. Spill containment measures listed below are examples of responses to spills.

- Right or rotate containers to stop the flow of liquids. This step may be accomplished as soon as the spill or leak occurs, providing it is safe to do so.
- Sorbent pads, booms, or adjacent soil may be used to dike or berm materials, subject to flow, and to solidify liquids.
- Sorbent pads, soil, or booms, if used, must be placed in appropriate containers after use, pending disposal.
- Contaminated tools and equipment shall be collected for subsequent cleaning or disposal.

## 3.0 EMERGENCY INSTRUCTIONS

### 3.1 Employees

1. Obtain information regarding emergency.
2. Alert employees/public in vicinity.
3. Notify the Emergency Coordinator of the nature of the emergency.
4. At the direction of the Emergency Coordinator, employee may initiate control measures.

### 3.2 Emergency Coordinator

1. Identify the character, exact source, amount, and aerial extent of the incident (landslide, earthquake, fire, explosion, pipe break, spill of hazardous material, landfill gas release, etc.)
2. Assess possible hazards to human health or the environment that may result from the incident. This assessment must consider both direct and indirect effects (e.g. flammable gases and/or runoff from control measures).
3. Notify all personnel by radio, intercom, telephone or other method.
4. Notify local emergency agencies (911).
5. If necessary, implement evacuation procedures (See Evacuation Procedures Section).
6. Take all reasonable steps necessary to ensure that fires, explosions, and releases do not spread to other hazardous materials at the facility.
7. If equipment is shut down in response to the incident, monitor for leaks, pressure buildup, or other problems.
8. Coordinate with and provide all necessary information to the Responding Emergency Service provider.

Following the incident, and before operations are resumed in the affected area:

1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility.
2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
3. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.

### 3.3 Hazardous Materials Spills

If a spill occurs, use the following procedures:

1. If possible, and without exposing yourself to the material, shut off the source of the spill.
2. Use spill containment equipment to isolate the spill and/or keep spilled material from entering storm drains, sewers, waterways, soil, etc.

3. Notify the Emergency Coordinator depending on the severity of the spill and the situation.

### **3.4 FIRE**

A fire could occur within the waste (i.e. subsurface) or on the surface as a wildfire. Wildfires shall be treated as primary events and handled in the same manner as described in the Emergency Procedures (above).

If a subsurface fire occurs, use the following procedures:

1. Notify the Emergency Coordinator and other on-site personnel of the hazard.
2. Turnoff any active landfill gas collection system in the vicinity of the fire.
3. Emergency Coordinator shall assess the extent and severity of the fire to determine whether it can be handled with the landfill equipment.
4. Notify the local fire department if it is deemed severe and cannot be handled by the landfill equipment.
5. Notify the Guam EPA to report the presence of the fire.
6. If small, quickly remove the overlying materials to expose the burning waste and add fire suppressant (soil cover or foam) to eliminate the oxygen source and smother the fire.
7. Monitor for indications of burning and add more fire suppressant and continue to monitor.
8. If severe, remain away from the fire and await assistance and direction from the local fire department and other emergency responders.

## 4.0 EVACUATION PLAN

In the event that an evacuation is necessary, evacuation alerts will be communicated verbally and on the two-way radio system. Employees will proceed to the staging area using a route that avoids the area of the incident. The staging or assembly area is just outside of the front gate, but off of the road. The Emergency Coordinator, with the assistance of designees, is responsible for accounting for all employees at the staging area. The current employee roster can be obtained from the Site Manager.

## 5.0 EMERGENCY EQUIPMENT INVENTORY

Minimum emergency equipment maintained on site will include a fully-charged ABC dry chemical fire extinguisher, an adequately stocked first aid kit, and an emergency eyewash station. In addition, employees will maintain the personal emergency supply items listed in Section 1.4: Natural Phenomena, as appropriate.

The following emergency equipment is kept and maintained in good condition. The availability and condition of the emergency equipment is inspected weekly and records are kept in the office which will remain during the post-closure period in support of the ancillary facilities and other operations which may occur at the site.

<b>EQUIPMENT CATEGORY</b>	<b>EQUIPMENT TYPE</b>	<b>LOCATION</b>
Personal Protective Equipment	Hard hats, Safety glasses, gloves, vests, boots	Office
First Aid	First Aid Kits	Office and Manager's Vehicle
Fire Extinguishing	Portable Fire Extinguishers	Office, Each Site Vehicle
Spill Control	Absorbent Material	Waste Storage Bin, Fuel Oil Containment Area
Water	Water	GWA Tap
Communication	Telephones, mobile two-way radios	Office, Each Site Vehicle

## 6.0 POST-INCIDENT REPORTING/RECORDING

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record. An incident involving serious injury, fire, explosion, or a third party accident or injury must be reported to GSWA within 24 hours.

Within 15 days of any serious hazardous materials emergency which causes public exposure or damage to the environment, a written Emergency Incident Report must be submitted to Guam EPA, the Health Department, and the local emergency response commission. The report shall include:

- Name, address, and telephone number of the facility's owner/operator
- Name, address, and telephone number of the facility
- Date, time, and type of incident
- Name and quantity of materials involved
- The extent of injuries, if any
- An assessment of actual or potential hazards to human health or the environment
- Estimated quantity and disposition of recovered material that resulted from the incident
- Causes of the incident
- Actions taken in response to the incident
- Administrative or engineering controls designed to prevent such incidents in the future

In addition, the effectiveness of this Emergency Response Plan will be evaluated and amended as needed.

## 7.0 EMERGENCY RESPONSE TRAINING

All employees are trained in the following procedures:

- Internal alarm/notification
- Evacuation/re-entry procedures and assembly point locations
- Emergency incident reporting
- External emergency response organization notification
- Location and contents of this Contingency and Emergency Response Plan
- Facility evacuation drills

Employees who handle hazardous materials are additionally trained in the following:

- Safe methods for handling and storage of hazardous materials
- Location and proper use of fire and spill control equipment
- Spill procedures/emergency procedures
- Proper use of personal protective equipment
- Specific hazards of each chemical to which they may be exposed, including routes of exposure
- Hazardous waste handlers are trained in all aspects of hazardous waste management applicable to their duties.

Emergency Coordinators are additionally trained in the following:

- Personnel rescue procedures
- Shutdown of operations
- Liaison with responding agencies
- Use, maintenance, and replacement of emergency response equipment

Typically, training is conducted at annually and employee training records are kept in the office. Current employee records are kept until completion of post-closure care of the facility, former employee records are kept at least three years after termination.