

SITE SPECIFIC SPILL CONTINGENCY PLAN

UNIT NAME: _____ **DATE:** _____

NOTE: Refer to Chapter 17 of the Environmental Handbook prior to completing this form. **Site specific spill planning requires yearly updating. General office and office cleaning supplies are excluded from this spill planning requirement.** Refer to Chapter 9 of the Environmental Handbook Hazardous Communication Training Program for handling instructions for these items.

1. RESPONSIBLE PERSONS

A. PRIMARY PERSON

Name: _____ Rank: _____
Work Phone: _____ Home Phone: _____

B. ALTERNATE PERSON

Name: _____ Rank: _____
Work Phone: _____ Home Phone: _____

C. SECOND ALTERNATE PERSON

Name: _____ Rank: _____
Work Phone: _____ Home Phone: _____

2. SPECIAL PRECAUTIONARY MEASURES FOR BUILDING(S) AND ASSOCIATED AREAS

If more than two buildings, fill out another site specific spill plan form for those buildings.

Building # _____ Building # _____

A. Avoid contact with spilled substances.

B. Refer to Material Safety Data Sheets (MSDS) for particular hazards and precautionary measures for special handling and spill procedures. Flammable materials will be extinguished as to local fire regulations and the material safety data sheets. If needed, list any materials that need special handling, PPE or special precautionary measures.

SITE SPECIFIC SPILL CONTINGENCY PLAN

UNIT NAME: _____ **DATE:** _____

SITE SPECIFIC SPILL CONTINGENCY PLAN

UNIT NAME: _____ **DATE:** _____

3. PROBABLE SPILL ROUTES (Write description of spill route or show on Item 6 sketch.)

Check here if not applicable. Are probable spill routes shown on the sketch? Yes No

Building

Building

4. EMERGENCY SPILL EQUIPMENT ON HAND

(For example, sweeping compound and absorbent material, brooms and plastic dust pans, emergency spill kits, non-sparking shovels, other items as needed and required)

Bldg #: _____

Bldg #: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. HAZARDOUS MATERIAL AND QUANTITY NORMALLY ON HAND

A. Attach a listing of Hazardous Materials on hand, using the Fort Campbell Hazardous Materials Inventory form found in Chapter 9 of the Fort Campbell Environmental Handbook or the inventory provided by HMCC.

B. Material Safety Data Sheets are readily available and located at (the specific location is required).

SITE SPECIFIC SPILL CONTINGENCY PLAN**UNIT NAME:** _____ **DATE:** _____

Bldg #: _____

Bldg #: _____

6. BUILDING(S) AND ASSOCIATED AREA(S) LAYOUT DIAGRAM

Attach a hand sketched drawing of the building layout and associated areas indicating building number, location of MSDSs, hazardous materials, spill response materials and equipment, and evacuation routes. This sketch can be placed in emergency notification areas.

7. FIELD TRAINING EXERCISES (FTX) PLANNING

Unit personnel deploying to the field must be briefed on field spill planning prior to deployment by the Responsible Persons above or designee. The briefing will include procedure, type of terrain, materials that could spill, spill equipment available and location.

8. SPILL RESPONSE AND NOTIFICATION PROCEDURES**A. REPORT THE SPILL:**

The first action to be taken in the event of a spill is to report the spill. If you observe a release of a hazardous material, report it to your supervisor and the Fire Department by contacting 911 as required below. If the spill is in a training area, then report the spill to Range Control, who will then notify the Fire Department. The Fire Department will notify PWBC Environmental Division and, if required, Installation Safety, Emergency Medical, and Preventative Medicine.

The Fire Department (or Range Control) must be promptly notified of any of the following spills:

- Any uncontrolled quantity of a hazardous substance, or if assistance is needed by Fire Department or Environmental Division, or as instructed by the MSDS or supervisor's discretion.
- Oil and other petroleum products with quantity exceeding 10 gallons or area of spill greater than three feet in any direction or any amount that is spilled into a stream or body of water.
- (3) Any amount of mercury.

FIRE DEPARTMENT: CALL 911**RANGE CONTROL:** CALL 798-3001 OR 798 4122 or on radio frequency
FM 49.95**PWBC-ENVIRONMENTAL:** Call 798-3105, 798-9784

If required by your Commanding Officer, additional people to be notified within your chain of command: If not required, fill in N/A.

ALTERNATE PERSON

NAME: _____ RANK: _____
WORK PHONE: _____ HOME PHONE: _____

SITE SPECIFIC SPILL CONTINGENCY PLAN**UNIT NAME:** _____ **DATE:** _____**ALTERNATE PERSON**NAME: _____ RANK: _____
WORK PHONE: _____ HOME PHONE: _____

The spill report must include the following information:

- Name/Phone/Unit of individual reporting the spill; _____
- Spill (Building Location of Number, etc.); _____
- Name of spilled material; _____
- Amount spilled; _____
- Rate currently spilling; _____
- Extent of spill; including drainage features _____
- Injuries, if any; _____
- Time spill occurred; _____
- Any additional information; _____

B. STOP THE SOURCE OR CONTAIN THE SPILL:

Assess the situation before attempting to contain any hazardous material spilled and proceed only if it is safe to do so. You must have knowledge of the spilled substance and don any required personal protective equipment. If necessary, make the spill scene off limits to unauthorized personnel. Prevent spill from migrating. Prevent spill from going into floor drains, catch basins, storm drains, sewer systems, sink holes, or water ways. If situation warrants, evacuate the area.

C. CLEAN UP THE SPILL:

Under no circumstances should untrained and/or ill-equipped people attempt to perform cleanup. In some instances, spill cleanup may require respiratory protection and other personal protective equipment. If it is within the capability of the unit that caused the spill, then that unit is responsible for its cleanup. The Fire Department or PWBC Environmental Division will make the decision for assistance and coordinate with other units, if required. If you handle/work with the hazardous material as part of your job, you are to be trained and qualified to participate in the clean up of the spill. Regardless of the size of the spill it must be cleaned up.

D. DISPOSE OF THE SPILLED MATERIAL:

All spilled material and other contaminated material (soil, gravel, absorbents, etc.) must be properly disposed. It is the responsibility of the unit that created the spill to properly package and dispose of the waste. Environmental Division will determine required disposal method. Spills not reported to the Fire Department still need to be reported to PWBC Environmental Division for proper disposal and reporting. The exception to this requirement is for PWBC Environmental Division approved disposal instructions for a specific hazardous material. For example, small non-reportable POL spills will be cleaned up and spill residue will be turned in to PWBC Environmental Division's HAZMAT Control Center, 2nd and Wickam; 798-9076.