

Preparedness and Prevention, Contingency Plan and Emergency Procedures Checklist (Large Quantity Generators)

- **Do you have an internal communications or alarm system capable of providing emergency instructions to your workers?**
- **Do you have a telephone or other means of summoning emergency assistance from the police, fire department or other emergency response agency?**
- **Do you have fire control, spill control and decontamination equipment readily available?**
- **Do you have adequate water pressure and volume to supply fire hoses, hydrants and your fire sprinkler system, if you have one?**
- **Do you periodically test the above systems to ensure they are working properly?**
- **Have you made arrangements with local response agencies to familiarize them with your operations so that they can effectively respond to an emergency?**
 - o If arrangements can't be made with local response agencies, do you have your own fire protection and prevention plan which has been approved by the Colorado Department of Public Health and Environment?
- **Do you maintain adequate aisle space to allow the unobstructed movement of emergency equipment and personnel?**
- **Do you have one or more designated emergency coordinators that are either on-site or available to respond quickly to an emergency?**
 - o If you have more than one emergency coordinator, is one named as the primary and the others listed in the order in which they will assume responsibility?
 - o Are your emergency coordinators thoroughly familiar with your facility and their responsibilities during an emergency?
 - o Do they have the authority to commit the necessary resources to respond to an emergency?

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- **Do you have a written Contingency Plan that is kept current?**

- o Does your plan describe the actions that your workers must take in response to fires, explosion and/or releases of hazardous waste?
- o Does your plan list the names, home addresses and all contact numbers for your emergency coordinators and the order they will assume responsibility?
- o Does your plan include a list of emergency equipment available, including the location, physical description and uses of each item?
- o Does your plan include an evacuation plan that identifies primary and alternate escape routes, recognizable signals to notify your workers to evacuate, and safe assembly areas to account for evacuated personnel?
- o Does your plan describe the arrangements agreed to by local response agencies, or document their refusal to enter into an arrangement?
- o Does your plan include a copy of your approved fire protection and prevention plan, if applicable?
- o Does your plan specify which fire protection district is responsible for providing fire protection services or that you are not in a fire protection district and are operating under your own fire protection plan that has been approved by the Colorado Department of Public Health and Environment?
- o Does your plan identify all 90-day storage areas, satellite accumulation areas, and any temporary accumulation areas?
- o Have you posted maps in strategic areas of your facility that identify evacuation routes and the location of emergency response equipment?
- o Do you keep a copy of your contingency plan readily available on site?
- o Have you submitted a copy (including updates) to the local police department, fire department, hospitals, and other response agencies that may be called on to provide emergency services?
- o Are your employees aware of this plan and familiar with the parts that apply to them?