

Emergency Coordinator Checklist (Large Quantity Generators)

- **Are you thoroughly familiar with the operations and activities at your facility, the locations and characteristics of wastes handled at your facility, the physical layout of your facility, your Contingency Plan and the location of all records necessary to implement your Contingency Plan?**

- **In the event of an emergency:**
 - Did you activate the internal alarm or communication system to notify facility personnel?
 - Did you notify appropriate emergency response agencies?
 - Have you identified the character, exact source, amount and areal extent of released material?
 - Have you assessed the possible direct and indirect hazards to human health or the environment that may result from the release, fire or explosion and actions taken to contain the event?
 - Have you determined if evacuation of local areas outside your facility is required? If so, have you notified either the local response agency on-scene coordinator and/or the National Response Center (1-800-424-8802)?
 - Have you taken all reasonable measures to ensure that fires, explosions, and releases do not occur, recur or spread to other hazardous waste at your facility?
 - If facility operations were stopped, did you monitor for leaks, pressure buildups, gas generation or ruptures in valves, pipes or other equipment?

- **Immediately after the emergency was under control:**
 - Did you provide for the treatment, storage and disposal of any contaminated material that resulted from the release, fire or explosion?

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- o Did you make sure that wastes that may be incompatible with materials released during the emergency haven't been treated, stored or disposed of until your facility was completely cleaned up?
- o Did you make sure that all emergency equipment was cleaned and ready for use before resuming facility operations?
- **Have you informed the owner or operator of your facility that the facility has been cleaned up and all emergency equipment is ready for use so that they can notify the Colorado Department of Public Health and Environment and other local authorities that the facility is back in compliance and normal operations have resumed?**
- **Have you provided appropriate information to the owner or operator of your facility so that they can note the time, date and details of the incident in the operating record and send a written report on the incident to the Colorado Department of Public Health and Environment?**