

## Emergency Coordinator Checklist (Small 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, and your preparedness and prevention plan?**
- **Have you ensured that your name, telephone number and, if appropriate, pager number are posted by the telephone along with the telephone number of the fire department and locations of fire extinguishers, spill control materials and the fire alarm?**
- **In the event of an emergency:**
  - o Did you activate the internal alarm or other communication system to notify facility personnel?
  - o Did you notify appropriate emergency response agencies?
  - o Have you identified the character, source, amount and areal extent of released material?
  - o 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?
  - o 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)?
  - o 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?
  - o If facility operations were stopped, did you monitor for leaks, pressure buildups, gas generation or ruptures in valves, pipes or other equipment?

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- **Immediately after the emergency was under control:**
  - o Did you provide for the treatment, storage and disposal of any contaminated material that resulted from the release, fire or explosion?
  - 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, all emergency equipment is ready for use and that 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 facility files?**