Training (10 min) ERRAP – Part 1

- What does ERRAP stand for?
  - Emergency Response and Remedial Action Plan
- What is the purpose?
  - In the event of an emergency, this plan sets out the procedures to follow.
- Where can you view your facility’s ERRAP?
  - On the K drive, speak with your supervisor, and the Emergency Response Guides located by phones and doors.
- The next two Toolbox Talks will cover our ERRAP
- Failure of Utilities
  - What do you do if we lose electricity?
    - Determine cause of power outage
    - If not from a storm, what else could the problem be?
      - Tripped breaker, downed lines, etc...
    - Notify direct supervisors and call MidAmerican Energy
    - Continue regular work – as long as there is no threat to safety
    - Long term loss of utilities
      - Generators will be used until power is restored
  - Landfill uses propane to heat the facilities
    - In the event of an emergency, shut off valves and call River Valley
    - If a propane tank or line is severed, call 911
  - The MRF and E-waste use natural gas
    - In the event of an emergency, call MidAmerican Energy
    - If a line is severed or leaking, call 911 and call MidAmerican Energy at 800-595-5325.
  - Tornados and Severe Storms
    - All facilities are now equipped with a weather radio. This radio will be on at all times and will only alert if there is severe weather, tornado watch and/or tornado warnings.
    - Radios are located at each scale window.
    - Severe Weather – this could mean everything from high winds, hail, heavy rain, etc...
      - Scale attendants will monitor the storms with the weather radio and notify the facility supervisor of the conditions
    - Tornado Watch means conditions are favorable for a tornado but one has NOT occurred.
      - Scale attendants will monitor the situation with the weather radio and notify the facility supervisor of the conditions
    - Tornado Warning - A tornado has been sighted or it is indicated on the radar
    - When the weather radio alerts that a tornado warning is in effect for Scott County, a chain of events will occur following the site specific instructions below:
**Training (10 min) ERRAP Part 2**

- **Fires and Explosions**
  - Evaluate the situation. Ask yourself if this is a small fire that can be managed or is emergency response needed? **Call 911** if needed.
  - **Waste Material**
    - Landfill – Smother the fire with dirt ASAP to remove oxygen (talk through as a group during the TBT)
    - HHM – If there is a fire in either the lab or hazstor evacuate immediately. The materials are too potentially dangerous and if the fire suppression system is activated in the hazstor all oxygen will be removed from the building.
    - MRF – Use fire extinguisher to put out fire. Move burnt material away from remaining recyclables.
    - Ewaste – Use fire extinguisher to put out fire. Move burnt material away from remaining Ewaste.
    - In these types of scenarios waste coming in may need to be redirected to another area until the fire is suppressed and the area is deemed safe.
  - **Buildings**
    - All facilities
    - Evacuate and meet at facility specific evacuation points.
    - Where are these meeting points?
      - Landfill – parking lot
      - Ewaste – Evacuation assembly area in MRF parking lot next to tree
      - MRF/HHM – Evacuation assembly area in MRF parking lot next to tree
      - Remember to meet upwind of any smoke
    - Do not leave the evacuation assembly area until everyone is accounted for or it becomes dangerous
  - In any emergency situation
    - Immediately evacuate the area
    - Notify the office by phone, or radio and call 911 if necessary – staff must also notify Kathy and managers
    - If safe to do so help any injured staff or customers
  - If calling 911 use mobile phone and possible:
    - Give your name and Waste Commission of Scott County
    - Give a description of the emergency
    - Location
    - How contact can be made at the scene:
    - Staff member will meet emergency services at gate
    - Do not hang up unless instructed to do so
  - The manager or supervisor on-site will act as the emergency response coordinator. They are responsible for the following:
    - Maintain the area around the incident
- Position a commission employee at the gate to direct emergency personnel
- Setup a command area
- Account for all personnel
- Let other facilities know that we have an emergency situation taking place
- Assign other duties as needed
- Once fire department is onsite the incident commander will take over

*Training (10 min) ERRAP – Part 3*

- Spills
  - A Commission employee who recognizes that a spill exists will do the following:
    - Only if safe to do so, evaluate what has spilled, how much has spilled and any other conditions that may affect the situation, e.g. fire, explosion.
    - Immediately evacuate the area if a chemical spill has occurred. Use all means necessary including but not limited to pulling the fire or chemical alarm. If alarmed is pulled evacuate immediately.
    - Immediately call a trained spill-response staff member to evaluate the situation unless emergency personnel are needed, then call 911.
  - Who are the trained spill response members on your site?
    - Bryce Stalcup, Spencer Brotherson, Ryan Croegaert, Eric Peekenschneider, Brian Briggs, Omar Ahmad, Casey Reitz, Chris Urmy and Sean Carstens
  - Call 911 and notify the office by phone, radio or messenger and inform them about the emergency and where the emergency is located.
  - If safe to do so, help injured Commission employees or customers.
  - Oil, automotive fluids
    - Contain spill with absorbent, pads and socks located in spill kits
    - Soak up all material and clean up immediately
    - Dispose of material through HHM facility
    - Notify Nolan that spill kit needs refilled
  - CFL bulbs and fluorescent tubes
    - Because there is such a small amount of mercury in CFLs, your greatest risk is getting cut from glass shards. You can minimize any risks by following these clean-up and disposal guidelines:
      - Sweep up—don't vacuum—using stiff paper to collect all of the glass fragments and fine particles.
      - Place broken pieces and the paper in a plastic bag and wipe the area with a damp paper towel to collect any stray shards of glass or fine particles. Put the used towel in the plastic bag as well.
      - Sticky tape, such as masking tape or duct tape can be used to pick up small pieces and powder. Also place the tape in the bag.
• If weather permits, open windows to allow the room to ventilate
• Wash your hands
• Set the bag out of reach of a passersby until you can take it to one of the onsite HHM facilities.
• Dispose all materials through HHM
  o Liquid Mercury
    ▪ Immediately evacuate the building/area
    ▪ Call a trained spill response individual to evaluate the situation. They will determine if a cleanup can be completed in house or if emergency response is needed.
    ▪ Spill control may need to be called
  o Sharps
    ▪ Do not pick up with your hands
    ▪ Use broom and dust pan (or call spill response individual)
    ▪ Use proper PPE (gloves and glasses to protect from any splashing)
    ▪ Dispose of materials through HHM sharps program.
  o As soon as possible after the spill has been managed, complete an Incident Report with your Supervisor.
  o Any questions can be directed to Nolan