

EMERGENCY RESPONSE PLAN

FOR

DUBLIN MULTILAYER, Inc.  
6341 Scarlett Court  
Dublin, CA 94568

Revision Date:

5/7/87

APPLIED EARTH CONSULTANTS, Inc.

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ATTACHMENT 1 - Letter from Erickson, Inc.

ATTACHMENT 2 - Amendment forms

ATTACHMENT 3 - Map with MSDS, utility main, and emergency response equipment locations

ATTACHMENT 4 - Emergency response equipment inspection log form

ATTACHMENT 5 - Emergency phone number posting

ATTACHMENT 6 - Evacuation exit maps and exit map posting locations

## 1.0 INTRODUCTION

The purpose of this plan is to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden releases of hazardous materials.

The provisions of this plan must be carried out immediately whenever there is a fire, explosion, release of hazardous materials, or other incident which could threaten human health or the environment.

### 1.1 COMMUNICATION WITH RESPONSE ORGANIZATIONS

Response organizations listed below have been sent copies of this Emergency Response Plan in order to provide them with information they will need in order to respond effectively in the event of an incident:

Dublin Fire Department  
9399 Firecrest Lane  
San Ramon, CA

Dublin Police Department  
6500 Dublin Blvd.  
Dublin, CA 94566

Valley Memorial Hospital  
1111 E. Stanley Boulevard  
Livermore, CA 94550

Family Medical Center  
9260 Alcosta Boulevard  
San Ramon, CA 94583

Whenever the information changes, the organizations listed above are to be sent updated information immediately. See the section of this plan titled "Amendments to this Emergency Response Plan" for details.

Dublin Multilayer, Inc. has contacted Erickson Inc. concerning spill response services. Erickson Inc. has agreed to respond in the event of an incident at Dublin Multilayer Inc. involving hazardous materials. Dublin Multilayer Inc. and Erickson Inc. have formalized the agreement with a letter. Attachment 1 contains a copy of this letter.

### 1.2 RESPONSE OF LOCAL AUTHORITIES

The Dublin/San Ramon Services District Fire Department and the Dublin Police Department are the designated primary emergency response agencies. The Dublin/San Ramon Services District Fire Department and the Dublin Police

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Department have mutual aid agreements with the departments of neighboring cities.

### 1.3 AMENDMENTS TO THIS EMERGENCY RESPONSE PLAN

This emergency plan shall be amended when:

- applicable regulations are revised.
- the plan fails in an emergency.
- the facility changes in a way that increases the potential for fires, explosions or releases of hazardous materials, or changes the response necessary in an emergency.
- the list of emergency coordinators changes.
- the list of emergency equipment changes.
- the facility changes in a way to effect any of the information contained in this emergency plan.

The Quality Assurance Manager is responsible for monitoring this Plan for the need for amendments. He is responsible for making changes which are required. He will keep a list of the locations of the Emergency Response Plan and Hazardous Materials Management Plan. He is responsible for distributing copies of the changes as they occur. See Attachment 2 for the forms used for this purpose.

### 1.4 SECURITY PRECAUTIONS

Dublin Multilayer, Inc. has a Honeywell system to provide security at its facility. Whenever no one is present at the facility the facility is kept locked.

### 1.5 MATERIAL SAFETY DATA SHEETS

Attachment 3 contains a map showing the locations of the Material Safety Data Sheets.

### 1.6 EMERGENCY COORDINATION

Dublin Multilayer shall have at all times a minimum of 2 individuals designated to be Emergency Coordinators. The Emergency Coordinators are responsible for directing company personnels' responses in the event of an accident, for assisting any responding organizations, and for notifying regulatory agencies as required by the type of incident.

Emergency Coordinators have the authority to direct company resources in the event of an emergency. This includes the authority to utilize existing equipment, purchase new equipment, and contract outside service and response agencies including police, fire, and clean-up crews.

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Emergency Coordinators are listed below in the order in which they should be contacted in the event of an incident. It is only necessary to contact one Emergency Coordinator:

Karl Sauter - Home phone: 415 484-0496  
 Work phone: 415 829-1956  
 Home address: 4801 Harrison Street, Apt. A  
 Pleasanton, CA 94566

John Chan - Home phone: 415 595-2849  
 Work phone: 415 829-1956  
 Home address: 680 South Road  
 Belmont, CA 94002

The Emergency Coordinators are to be familiar with:

- the chemicals on site
- the layout of the facility
- the operations of the facility
- this Emergency Response Plan
- the proper handling and disposal of hazardous wastes

This is accomplished by providing documented in-house training to those Emergency Coordinators whose jobs do not familiarize them with all the above items. This training is a part of Dublin Multilayer Inc.'s Hazardous Waste Management Training Program.

### 1.7 EMERGENCY RESPONSE EQUIPMENT

The following emergency response equipment is kept at the facility:

<u>Item</u>	<u>Quantity</u>
pH paper	1 box
boots	2 pair
gloves	4 pair
chemical suit	2 each
face shield	2 each
goggles	2 each
55 gallon plastic bags	6 each
24 inch squeegee	1 each
24 inch pushbroom	1 each
large dust pan	1 each
square end shovel	1 each
55 gallon drum open head drum with liners	1 each
absorbent, 50 # bags	5 each
first aid kits	3 each
eye wash bottles	1 each at Memtek

	1 each in plating
	1 each in photo
	1 each in screening
	1 each in lab
flashlights and extra batteries	2 each
visitor glasses	1 box at time clock

Attachment 3 contains a map showing the locations of this equipment.

This equipment is inspected once per month to ensure that it is present and in working order. The results of these inspections are kept in a written log. Attachment 4 contains a sample log form. The Quality Assurance Manager is responsible for ensuring that the inspections are carried out as required.

## 2.0 GENERAL PROCEDURES IN THE EVENT OF AN EMERGENCY

### FOR EMERGENCY COORDINATORS

- 2.1. The Emergency Coordinators' order of priorities in any emergency is as follows:
  - a. to ensure human health and safety
  - b. safeguard the environment, wildlife, and livestock
  - c. preserve and prevent damage to private and public property
  - d. preserve and protect company property
- 2.2. The Emergency Coordinator must notify company personnel as necessary to obtain aid and ensure human safety. The Emergency Coordinator should always evacuate the area of an emergency or accident if any possibility for further injury exists.
- 2.3. In the event of an accident involving the release of hazardous material, the Emergency Coordinator must immediately identify the character, exact source, amount and extent of the release.
- 2.4. The Emergency Coordinator must assess possible hazards to human health and the environment that may result from the emergency or accident. If it is determined that such hazards exist, the Emergency Coordinator must immediately notify any response agencies whose help may be required and any agencies who are required to be notified as to the nature of the event.

#### Response

Fire Department - Emergency Number - 911

Police Department - Emergency Number - 911

Spill Clean-Up - Erickson, Inc. - 415-235-1393

Medical Services - Valley Memorial Hospital - 415-447-7000

Family Medical Center - 415-829-5050

These numbers are to be located through out the facility, one set located at each telephone. Attachment 5 contains the form used.

Notification

Hazardous Materials Spill (Non-Emergency):

In the event that a spill meets the Fire Department Reportable Spill Definition:

Fire Department - 911

In the event that a spill is a hazard to human health or the environment:

Office of Emergency Services - 300-852-7550

Air-Borne Hazard:

Bay Area Air Quality Management District - 415-771-6000

Groundwater or Surface Water Contamination:

National Response Center - 800-424-8802

and

Regional Water Quality Control Board - 415-464-1255

Hazard to Wildlife or its Environment:

Department of Fish and Game - 415 -326-0324

Discharge to the Sewage System:

Dublin San Ramon Services District - 415-828-0515

Industrial Related Injury Requiring Hospitalization:

CAL/OSHA - 415-557-0305

Hazardous Materials Spill on City Streets or County Road:

Police - Emergency Number - 911

## Sheriff - Emergency Number - 911

## Hazardous Materials Spill on Highway:

## California Highway Patrol - 911

Reports must contain the following information:

- a. name and phone number of reporting person
- b. name and address of the facility at which incident occurred
- c. time of the incident
- d. type of incident
- e. extent of any injuries
- f. type and amount of any chemicals involved
- g. possible hazards to humans and the environment both inside and outside the facility

The Emergency Coordinator must remain available to aid the responding officials.

Note: Spills that meet the following criteria must be reported to the Fire Department even if they do not pose a threat to human health or the environment:

- a. the discharge is not contained in secondary containment or by a ridged above ground surface until it is cleaned up or
  - b. it takes longer than 8 hours to clean up or
  - c. it causes a deterioration of the secondary containment or ridged above ground surface or
  - d. it causes an increase in the risk of fire explosion, or produces flammable or toxic gases.
- 2.5. The Emergency Coordinator must ensure that fires, explosions and hazardous materials releases do not occur, recur or spread. Actions required may include:
- a. shut down of operations
  - b. containment of hazardous materials
  - c. shut down of utilities

See Attachment 3 for location of utility mains. Employees working with chemicals are trained in how to stop the flow of materials and how to shut down equipment in their area in the event of an emergency. The Emergency Coordinator will direct employees when to shut down and when to start up.

- 2.6. The Emergency Coordinator should use facility personnel to contain and clean-up hazardous materials spills only if facility personnel are properly trained and equipped for the characteristics of the incident. If



there is any possibility that facility personnel are not adequately trained and equipped, the Emergency Coordinator must call for professional help. This facility has made arrangements for Erickson Inc. to provide emergency spill clean-up services.

- 2.7. In the event of a fire, explosion or hazardous materials release, the Emergency Coordinator must monitor for leaks, pressure build-ups, gas generation, or ruptures in valves, pipes, or other equipment, wherever there is a possibility of these problems occurring.
- 2.8. After an emergency is under control, the Emergency Coordinator must:
  - a. immediately provide for treating, storing or disposing of recovered waste, contaminated soils or surface water, or any other material that results from the incident.
  - b. ensure that no materials which are incompatible with any released materials are treated, stored or disposed of until clean-up procedures are completed.
  - c. ensure that all emergency equipment is cleaned or replaced and is fit for use before operations are resumed. Attachment 4 contains the log form used for this purpose.
  - d. prior to resuming operations, notify the Fire Department and the Department of Health Services that the facility has accomplished the above steps.
  - e. submit a report to the Fire Department and to the Department of Health Services within 15 days of the incident which includes the following information:
    - name, address and telephone number of the owner/operator
    - name, address and telephone number of the facility
    - date, time and type of incident
    - name and quantity of material(s) involved
    - the extent of any injuries
    - an assessment of actual or potential hazards to human health or the environment where this is applicable
    - an estimate of the quantity and disposition of recovered material that resulted from the incident

### 3.0 SPECIFIC EMERGENCY PROCEDURES FOR ALL EMPLOYEES

#### 3.1 Chemical Spills

Procedures for all employees:

1. Immediately determine if you or anyone else is injured or in immediate danger. Remove injured persons from any further danger. Secure yourself from immediate danger.
2. Call for medical assistance if necessary.

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3. Any person noting a potential spill or an actual spill shall immediately notify an Emergency Coordinator. Give the following minimum information:
  - a. your name, and location
  - b. location of the spill
  - c. type and size of spill
  - d. the urgency of the situation
  - e. extent of any injuries
  - f. any additional information on the incident which could assist the response to the spill
4. The Emergency Coordinator shall institute response actions as required..
5. Only facility personnel who are properly trained, equipped and authorized by an Emergency Coordinator may institute containment and clean up procedures. Do Not attempt to handle a spill which involves hazardous materials without authorization from the Emergency Coordinator.
6. DO NOT resume activities unless the Emergency Coordinator directs you to do so.

Procedures for Emergency Coordinators:

1. Ensure that all injured persons are being properly aided.
2. Evaluate the hazard presented by the spill: Follow the guidelines in this Emergency Response Plan entitled General Procedures in the Event of an Emergency for Emergency Coordinators
3. If it is determined that the spill can safely be contained by company personnel proceed as follows:
  - a. always have at least two people dressed in protective clothing.
  - b. protective clothing should include at a minimum boots, gloves, and goggles. Additional equipment may be required for highly hazardous and/or large spills.
  - c. form a dike of absorbent material around the spill to contain it.
  - d. if the spill may reach or has reached a storm drain, block the storm drain with the materials provided for this purpose or with a plastic bag filled with absorbent.
  - e. if the spill was into the wet floor and it was of a type and quantity which the Memtek may not be able to handle, shutdown all water sources which discharge to the Memtek.
4. If it is determined that the spill can be safely and adequately cleaned up by company personnel proceed as follows:
  - a. contain the spill as described above.
  - b. pour absorbent material onto the spill until all of the liquid has been absorbed.
  - c. pick up the absorbent and place it in an open head drum with a

- liner.
- d. handle the open head drum as hazardous waste.
- e. inspect the area in order to ensure that the spill has been entirely cleaned up.

### 3.2 Earthquake or Other Unpredicted Disaster

1. The greatest immediate danger during an earthquake is from being struck by falling objects or splashed by chemicals. Try to get away from anything that may be able to fall on or otherwise hurt you. If outdoors, stay in the open, away from any trees, large rocks, etc. If indoors, try to get under a desk, table, bench or into a doorway. Do not try to move during an earthquake unless it is absolutely necessary.
2. Follow the same procedures as for a fire or explosion.
3. Follow the same procedures as for a chemical spill.
4. Be prepared to shut off the water and gas mains.
5. Be aware that electrical, gas and water lines and mains may be down, broken, and out of order, all of which may constitute hazards.
6. Do not resume any activities unless the Emergency Coordinator directs you to do so.

### 3.3 Fire and Explosion

1. Immediately determine if you or anyone else is injured or in immediate danger. Remove injured persons from any immediate danger. Secure yourself from danger.
2. Call for medical assistance if necessary.
3. Contact an Emergency Coordinator.
4. Call the Fire Department at once; tell them that there is, or potentially is, the hazard of a chemical fire (this is necessary to ensure that they bring chemical spill response equipment and protective gear.)
5. Post someone at entrances to the facility to direct emergency vehicles and to unlock the gate if necessary.
6. The Emergency Coordinator shall institute response actions as required.
7. Do not resume any activities unless the Emergency Coordinator directs you to do so.

## 4.0 EVACUATION PLAN

### 4.1 Evacuation Procedures

The Emergency Coordinator is to notify employees if an evacuation is necessary. This will be done through announcements made in person by the Emergency Coordinator or by a person directed by the Emergency Coordinator.

Each area supervisor is responsible for directing employees and visitors in his section to the proper exit and the assigned safe area outside.

When an evacuation is announced, employees are to stop work and go to the closest available exit.

All employees must leave the facility and report to the designated assembly area. Maps showing Emergency Exit Routes, Emergency Exits, Assigned Assembly Areas, and Posting Locations are in Attachment 6. Do not run. Do not linger in entranceways or driveways. Stay together in your assigned safe area.

Each employee must report outside the building to his/her supervisor.

Each supervisor must report to the Emergency Coordinator when his/her employees have all cleared the facility, or when it is clear that someone is missing.

The Emergency Coordinator will notify employees when it is safe to re-enter the facility. Employees are not to re-enter the facility without approval of the Emergency Coordinator.

### 4.2 Precautions During an Evacuation

Keep calm, think, avoid panic and confusion.

Know all exit locations; be sure you know the safest and quickest way out of all buildings.

Do not lock office doors when vacating the facility.

Do not delay evacuation of the facility for any reason.

Do not assist in fire control.

Stay upwind during emergencies involving chemicals.

When evacuating the facility, walk to the nearest safe exit. Report to the safe areas and wait for instructions.

Keep out of the way, stay clear of the facility, and do not interfere with emergency operations.

Do not re-enter the facility until instructed to do so.

Hazardous Materials Management Plan and Emergency Response Plan Modification Log

Date	Document	Description of Modification	Sign When All Locations Have Been Sent Modifications

Emergency Response Plan Locations

[Only those in addition to the HMMP copies]

1.

2.

3.

4.

5.

Hazardous Materials Management Plan Locations

- 1.
- 2.
- 3.
- 4.
- 5.

EMERGENCY RESPONSE EQUIPMENT INSPECTION LOG

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Qty.	Unit	Item Description	Present and In Working Order		Corrective Action	
			Yes	No	Date	Init.
1	box	pH paper				
2	pr	boots				
4	pr	gloves				
2	ea	chemical suits				
2	ea	face shields				
2	pr	goggles				
6	ea	55-gallon plastic bags				
1	ea	24-inch squeegee				
1	ea	24-inch push broom				
1	ea	large dust pan				
1	ea	square-end shovel				
1	ea	55-gallon open head drum				
3	ea	absorbent, 50# bags				
1	ea	eye wash bottle, plating				
1	ea	eye wash bottle, photo				
1	ea	eye wash bottle, Memtek				
1	ea	eye wash bottle, screening				
1	ea	eye wash bottle, lab				
1	ea	shower				
1	ea	flashlight and extra batteries				
1	box	visitor glasses				
1	ea	first aid kit, plating				
1	ea	first aid kit, drilling				
1	ea	first aid kit, office				



DUBLIN MULTILAYER, INC.  
EMERGENCY PHONE NUMBERS

911	Fire/Police Departments, Dublin
829-5050	Family Medical Center, San Ramon
447-7000	Valley Memorial Hospital, Livermore
235-1393	Erickson, Inc. (chemical spill)
484-0496	Karl Sauter, Emergency Coordinator 4801 Harrison #A Pleasanton, CA 94566
595-2849	John Chan, Emergency Coordinator 680 South Road Belmont, CA 94002

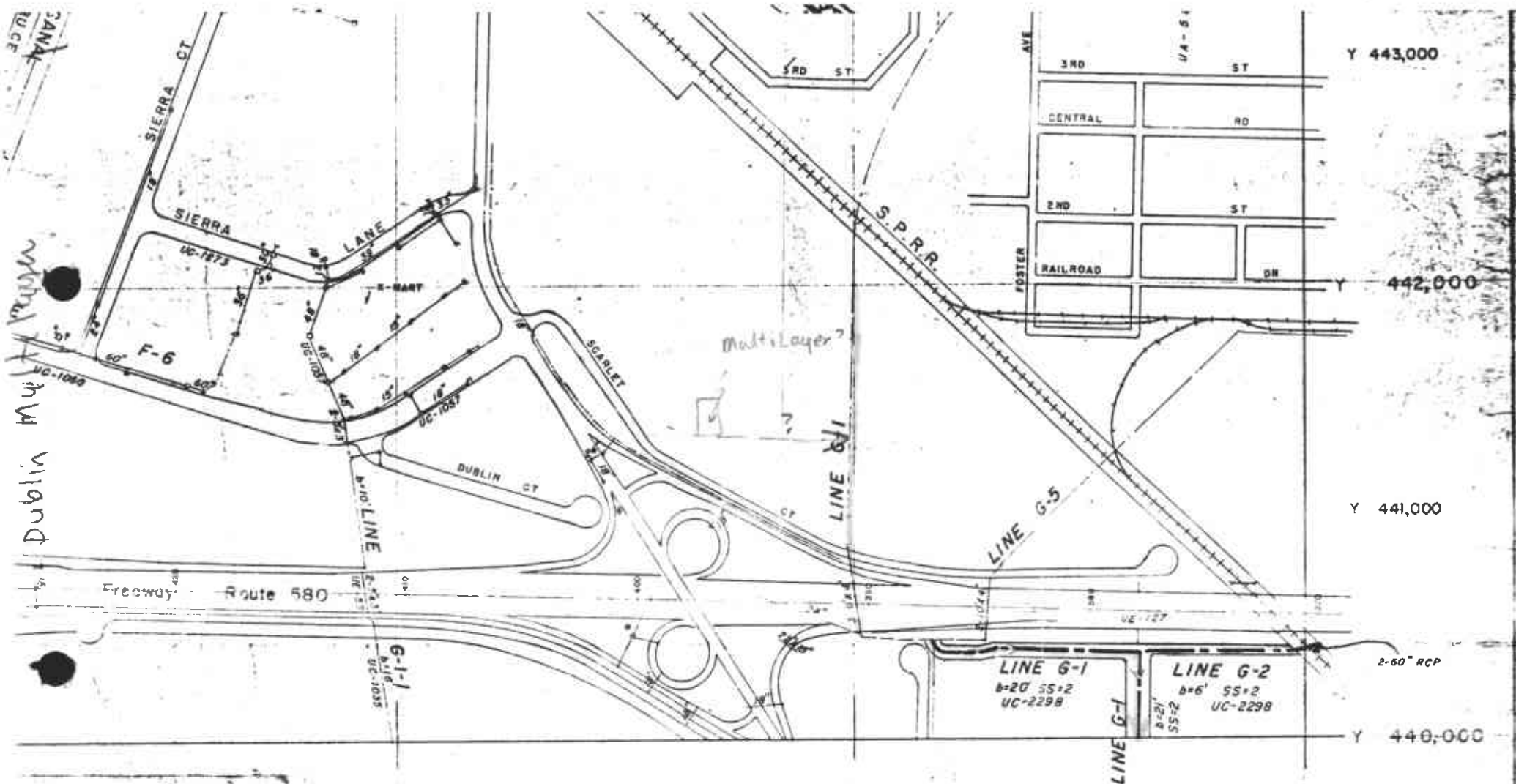
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ATTACHMENT 6

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JANU  
1968

Dublin  
Municipality



Y 443,000

Y 442,000

Y 441,000

Y 440,000

LINE G-1  
b=20' 55+2  
UC-2298

LINE G-2  
b=6' 55+2  
UC-2298

2-60" RCP

ER CONSERVATION DISTRICT

... from listed date and this District  
... of the information shown  
... which is made of this map.

1584 D 440 M-9

150

Map of the Property of the Estate of Elizabeth A. Dougherty

PAGE 2

Scale: 1" = 200'

PM 2765 128/12

PM 3000 151/22

150

C & D

BOOK 946

