

# Emergency Action Plan For

29CFR1910.38

Waterboro Transfer Station & Recycling Facility

## I. POLICY

It is the policy of this town to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

## II. EMERGENCY PLAN COORDINATOR

Clinton E. Andrews - Manager is responsible for making sure this emergency action plan is kept up to date, practices, and reviewed periodically.

The Emergency Plan Coordinator can be reached at the Facility # 207-247-3440 or his home 207-793-2669 or his Cell 207-206-2263.

## III. REPORTING PROCEDURES

Type of Emergency	How to Report
Fire	911
Explosion	911
Weather	
Bomb threat	911
Chemical Spill/Leak/Oil Spills	1-800-482-0777 or 207-882-6300 +911
Violence	911
Medical	911
Other – Hazardous Incident	1-800-452-4664

Reporting procedures are posted in Operations Manual located in the transfer station office, the office bulletin board, and the household waste compactor building bulletin board.

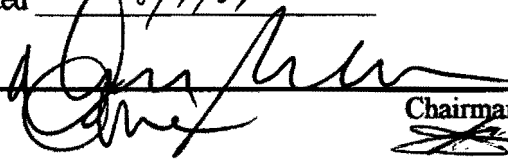
## IV. EVACUATION PROCEDURES

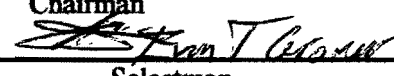
### A. Emergency Escape Procedures and Routes


Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. Call 911, all employees will meet at the facility office (brown building in center of facility). Employees will see to it that all of the public is asked to leave immediately. The manager will designate one employee to close the gate and stay at that gate to let in the rescue and or fire department and direct them to the office, a second employee will go to the back gate and assist from that point.. The manager will stay to help first responders.

46. Shingles per yard	\$30.00
47. Vinyl siding/ plastic toys/ vinyl shutters per yard	\$ 5.00
48. Vinyl carpeting/ tiles (after 1980) per yard	\$10.00
49. Fiberglass insulation Lg. garbage bag each	\$ 2.00
50. Fiberglass insulation per yard	\$ 5.00
51. Computer monitors/ televisions up to 21"	\$ 3.00
52. Televisions up to 29"	\$ 5.00
53. Big screen televisions over 29"	\$25.00
54. Console televisions	\$10.00
55. Furnaces (oil or gas)	\$10.00
56. Fluorescent tubes/ CFL bulbs/ other universal waste	N/C
57. Non-compacted household waste paid by commercial hauler per yd.	\$ 4.00
58. Compacted household waste paid by commercial hauler per yd.	\$ 8.00

Dated 8/7/07

  
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 Chairman

  
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 Selectman

  
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 Selectman

**B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate**

The following lists these employees and their duties:

<b>Name</b>	<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
Clinton Andrews	Manager	Entire facility	Account for public & personnel-call 911
Paul Shane	attendant	Assist public Front gate	Close gate & direct Responders to office
Robert Gobeil	attendant	Assist public Back gate	Close back gate & Remain there to help.
Orvide Palmitess	attendant	Every other week Same as Gobeil – Every other week	Same as Gobeil Every other week

The preceding individual has received special instructions and training to ensure safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's Office.

**C. Employee Accountability Procedures after Evacuations**

The manager is responsible for accounting for all employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. . A summary of the evacuation rally point, together with the manager's identity with who all employees must report.

**D. Alarm System**

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.

Alarm systems for notifying all employees in case of an emergency are: N/A

<b>Action to be taken</b>	<b>Alarm system</b>
N/A	N/A

## **E. Sheltering in Place**

(Certain emergencies require employees not to evacuate, but to move to an interior, windowless room. Describe procedures for sheltering-in-place emergencies at your workplace.) Not Applicable

## **F. Training**

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees and public.

<b>Name</b>	<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
Clint Andrews	manager	Entire facility	
Paul Shane	attendant	Front Gate	
Bob Gobeil	attendant	Rear Gate	
Orvide Palmitess	attendant	Rear Gate	

Training was provided for the manager when taking the following courses:

1. Transfer Station Operations
2. Management & Regulations for Universal Waste
3. Hazardous & Special Waste Core Course
4. Universal Waste & E Waste Training

In order to keep the Transfer Station Operators license the manager needs to keep all courses up to date.

A. At least every 5-years courses and test for licensing need to be re-taken.

## **V. FIRE EXTINGUISHERS**

The fire extinguishers are checked monthly by the manager or his designee and checked annually by AAA Fire Equipment a certified company at the same time as the municipal building & fire department in March of every year.

Attendants are instructed to use extinguishers on a limited basis after 911 is called and the manager notified immediately.

## **VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION**

The manager is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. The office is the designated reporting place for all employees.
2. Each employee is responsible for reporting to the manager that all of the public has left the area.

**VII. RESCUE AND MEDICAL DUTIES**

The Town of Waterboro Fire & Rescue will be utilized for all rescue & medical services. .


**Special Instructions and Procedures**

1. For emergency oil spills that are reportable call DEP 24-hour line 1-800-482-0777
2. For all emergency hazardous incidents call DEP 1-800-452-4664.

**VII. EMPLOYEE TRAINING-** Facility attendants will review procedures at least on an annual basis.

**VIII. CONTACTS**

The following people should be notified during off-hours emergencies:

Contract Sheriff- Shawn Sanborn- Telephone 911

Town Administrator- Nancy Brandt -- 247- 6651

Tommy Blackburn -- 247-6094 cell 727-0109