


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: Operations SUBJECT: Contingency Plan	S.O.P: 109.20
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	Approved By:	Effective Date: December 1, 2012
		Revision Date:

Procedure:

Various cleaning and equipment maintenance supplies of hazardous materials naturally are stored in the firehouse. All necessary equipment for spill and fire control is kept on sight.


The following will be taken:

1. In case of fire:
 - a. In the event of a fire, the shift supervisor will be notified immediately, and an evacuation ordered if necessary.
 - b. Fire equipment stored at the firehouse will be utilized to contain any and all fires.
 - c. Containers that may have been affected by the fire will be examined for damage. If the containers are bulging, seams not intact or otherwise damaged, the containers will be placed in new containers or overpacks.
 - d. Any and all fire suppression equipment will be immediately placed back into service following the incident.

2. In case of a spill:
 - a. In the event of a hazardous material spill or release, personnel discovering the incident will immediately notify the shift supervisor. Evacuate if necessary.
 - b. Any recover drums or containers will be labeled appropriately and disposed of in proper fashion.
 - c. All materials used shall be replaced immediately.

3. The following Emergency Equipment will be on sight at all times:
 - a. Brooms
 - b. Shovels
 - c. Oil Dry
 - d. Absorbent Materials
 - e. Goggles
 - f. Rubber Gloves
 - g. Fire Suppression Equipment
 - h. Decontamination Equipment

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A Contingency Plan Implementation Report containing the information required under 401 KAR 35:040 Section 7(10) will be prepared and submitted by the emergency coordinator within 15 days of an incident.

- a. Jewish Hospital
727 Hospital Drive
Shelbyville, KY 40065
 - b. Shelbyville Police Department
303 Main Street
Shelbyville, KY 40065
 - c. Shelby County EMS
522 Hospital Drive
Shelbyville, KY 40065
4. Notification Procedure
- a. Any employee discovering a fire or hazardous materials release that is not readily controllable with equipment and materials on hand must contact the shift supervisor whom will coordinate the emergency.
 - b. The Emergency Coordinator will assess the situation and take appropriate action.
 - c. The Emergency Coordinator will call the 24 hour Kentucky Disaster and Emergency Services Hotline at 1800-255-2587 and report the incident. The report should include the following:
 - Name and telephone number of the reporter
 - Name and address of the facility
 - Extent of injuries
 - Possible hazards to the environment or health outside the facility