

BUSINESS RESPONSE PLAN

Hastings Natural History Reserve

38601 E. Carmel Valley Road
Carmel Valley, CA 93924

a field station of the:

Museum of Vertebrate Zoology
University of California, Berkeley
Berkeley, CA 94720
EPA # CAR-000-120-873
Dun Bradstreet No. 00-398-5512
<http://www.hastingsreserve.org>

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cc: Museum of Vertebrate Zoology
Environmental Health & Safety, UC Berkeley

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BUSINESS RESPONSE PLAN

Introduction

This plan is designed to minimize hazards to employees, public health or the environment from fires, explosions, or any unplanned sudden or unplanned release of hazardous materials, hazardous waste, or hazardous constituents to air, soil, surface water or groundwater. The plan is designed to set procedure for reporting all releases or threatened releases of hazardous materials.

Monterey County Environmental Health Department will be notified within 30 days after a change to the plan or change in inventory. This plan will be recertified every two years from initial date of submission. The Monterey County Environmental Health Department will be notified immediately on all releases of hazardous materials or threatened releases of hazardous materials.

In a strict legal context the University of California is not a "business," but this plan is intended to meet the requirements of Monterey County "Business Response Plans". A more detailed Emergency Response Plan for Hastings Natural History Reservation is available.

Under current conditions the only substantial "hazardous materials" on Hastings Reservation is propane in seven 500 gallon tanks and unleaded gasoline stored in a new 550 gal. above-ground tank. Smaller amounts (less than 55 gallons) of laboratory chemicals are occasionally present. All of these materials are the responsibility of the individual researchers, who may be from many different universities or colleges. This plan emphasizes the portions of the Monterey County model example Business Response Plan that relates to gasoline storage and propane furnace systems.

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Emergency Coordinator and Emergency Contacts

PRIMARY CONTACTS

<u>Name</u>	<u>Address</u>	<u>Business Phone</u>
Business Emergency Coordinator	Hastings Reservation	831 659 2664
RESERVE RESIDENT DIRECTOR	Carmel Valley Road	
Cell Phone 831 594 1664 (if reserve Resident Director is in town only) or Try Office Radio System, or home: 659 5307		
RESERVE STEWARD (EMT -Cachagua Fire Company)		911
Steward's Office 831 659-1369 Cell: 594-5277 Home: 659- 3717 or Try Office Radio System, Channel 1.		
Emergency Center		911
Monterey County Health Department		
Division of Environmental Health		757 1016
UC Berkeley, EH&S (for environmental releases, technical guidance)		510 642 3073

ALTERNATE CONTACTS

<u>Name</u>	<u>Business Phone</u>
Chemtrec	800 424-9300
Poison Control Center	800 424-9300
Hospital: Community Hospital, Monterey	911
Business Physician: Dr. Paul Tocchet, Carmel Valley	659-5531
Ambulance:	911

FOR HIGHWAY RELATED INCIDENTS, ALSO CALL:

California Highway Patrol	911
Sheriff	911

PESTICIDE INCIDENTS: not applicable

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Notification Procedures: HASTINGS RESERVATION

Facilities will be available to emergency response personnel. When a release is observed or anticipated, the following steps will be taken:

1. THE FIRST STEP is to determine the existence, or potential existence of hazardous materials. Where unidentified substances or vapors are involved in these incidents it is always prudent to assume they are toxic or hazardous until determined otherwise.
2. IMMEDIATELY, it is imperative to ascertain the location of any incident involving hazardous materials and contact the Reserve Resident Director (Business Emergency Coordinator) or in her/his absence the Reserve Steward (Senior Maintenance Worker) and make the appropriate dispatch of emergency equipment.
3. THE RESERVE RESIDENT DIRECTOR or the Reserve Steward, will contact 911 and the Monterey County Health Department who will initiate the emergency response plan.
4. SCENE MANAGEMENT shall be the responsibility of the Reserve Resident Director until the arrival of public safety personnel. In such instance the Reserve Resident Director will cooperate with and support the lawfully designated Scene Resident Director.
5. PROTECTION OF SCENE - It is imperative to protect responder and bystanders from injury or contamination. Personnel first on the scene should immediately take steps to secure the area and establish perimeter control at a safe distance until such time that Law or Fire personnel arrive and assume this responsibility.
6. EVACUATION - The Scene management Officer must determine if there is any potential danger to individuals in the area and take appropriate steps to notify and evacuate. Assistance will normally be furnished by law enforcement agencies.
7. CLEAN-UP RESPONSIBILITY is determined by the cause of the incident. If caused by Hastings Reservation, the University has the responsibility to clean up. If caused by a vendor delivering fuel, the vendor may be involved in the clean up.
8. DECONTAMINATION - Appropriate steps must be taken to decontaminate all victims and response personnel. Care must be taken to avoid spread of contamination by response vehicles leaving the scene.

9. EMERGENCY MEDICAL RESPONSE - When needed the Reserve Resident Director or his designee should contact the Hastings Reservation designated physician and appropriate hospitals and other medical services if transported by Hastings Reservation. If 911 is called, County Communications will be responsible for dispatching all necessary ambulances and coordinating reception of victims at appropriate hospitals. They will follow normal prescribed procedures and supplement with specific exchange of information if contamination is involved.
10. IDENTIFICATION – As requested, County Communications will relay information between the response units at the scene and certain other agencies, including CHEMTREC. In all incidents follow procedure in order as listed in this plan. Use supplemental information as required. Use pre-established and current call lists.
11. All questions regarding requirements of Business Plan - call the Division of Environmental Health, Monterey County Health Department.

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Hastings Natural History Reserve

Hazardous Material Incident

- a) FIRES- Sound the fire alarm on the Hastings Lab, Headquarters.
Call 911- Monterey County Emergency Operation Coordinator
Notify Reserve Resident Director or Reserve Steward
If wildfire, determine if fire threatens access to reserve.
Implement Evacuation Plan if access is threatened.
If structure fire, try to prevent fire from becoming a wildfire
which would threaten gasoline tank and access.
- b) DRAINAGE OR WATERWAY INCIDENTS - Notify the Reserve Resident Director or Reserve Steward.
Only accident to gasoline delivery truck in or near creek crossing would pose a direct threat to waterway. If
truck accident causes a gasoline leak, call 911.
- c) PROPANE LEAKS - Notify Reserve Resident Director or Reserve Steward. Call 911 if leak is significant.

If leak is in house, turn off propane valve at outside of house to isolate house from tank. Ventilate house, initiate
repair of leak.

If house is burning turn off propane at tank to isolate tank from house.

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Responsibilities

a) BUSINESS EMERGENCY COORDINATOR, Hastings Reservation Reserve Resident Director

It is the responsibility of the Reserve Resident Director, or in her/his absence the Reserve Steward, to respond to all Hazardous Material Incidents, ensure that the necessary notification to emergency response agencies are made, manage the scene until relieved by agencies who have jurisdictional responsibility for coordination of the scene. The Reserve s has the responsibility to complete the necessary reports of the incident and make them available to the appropriate authorities.

b) HASTINGS RESERVATION PERSONNEL

It is the responsibility of all employees and volunteers to conduct their activities in a safe manner and in accordance with safety rules designated to protect employees, public health and the environment.

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Hazardous Material Inventory/Registration Instruction

Hastings Natural History Reservation will maintain on file with the County Health Department inventory information on hazardous material handled and stored in quantities greater than or equal to 500 pounds, 55 gallons or, 200 cubic feet for compressed gasses, for 30 days or more. The hazardous materials inventory information submitted contains the following:

- a) Hastings Natural History Reservation
- b) Phone (831) 659-2664.
- c) Operated by Museum of Vertebrate Zoology, University of California, Berkeley.
- d) SIC Code not known.
- e) Located one mile northeast of Martin Road junction with Carmel Valley Road.
- f) Natural area for field study of plants and animals.
- g) Personnel to contact in an emergency:
Dr. Mark Stromberg, Resident Reserve Director, 659-2664 -- night 659-5307, cell: 594-1664
Mr. Jaime DelValle, Reserve Steward, 659-1369, night 659 1369, cell 594-5277
- h) Inventory of Hazardous Materials:
One, 550 gallon unleaded gasoline in above-ground tank (total usage per year less than 2000 gal).
Seven, 500 gallon propane tanks.
One plastic carboy, with dissolved ethidium bromide, from DNA lab. Other small amounts of lab chemicals, including ethanol, 2-mercapto-ethanol, phenol, chloroform, acrylamide, sulfuric acid, nitric acid, hydrochloric acid and hexadecyltrimethyl ammonium bromide are in the DNA lab. Periodically removed by EPA-approved and UC Berkeley approved transport contractor for handling at UC Berkeley.
- i) Site map of gasoline tank and location of DNA Lab (GC) and propane tanks attached.

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Releases to be Reported

- a) Hastings Natural History Reservation will upon discovery immediately report any release or threatened release of a hazardous material to the Monterey County Health Department, and to UC Berkeley EH&S. Hastings Natural History Reservation will provide all State, County, Fire, Public Health or Safety Personnel and emergency rescue personnel with access to the facility. EH&S will contact the Office of Emergency Services and other agencies if necessary.
- b) Release is defined as spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency.
- c) "Threatened Releases" means a condition creating a substantial probability of harm, when the probability and potential extent of harm make it reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment.

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Hastings Natural History Reservation

Evacuation Plan

Response to Fire, Explosion or Major Hazardous Material Emergency Incident

- a) PURPOSE - To evacuate residents or visitors to a safe location in an orderly manner in the event of emergency conditions.
- b) NOTIFICATION - Call 911
- c) ALARM - Siren to be sounded by Reserve Resident Director, Reserve Steward, or other reserve employee who observes emergency condition.
- d) SUPERVISORY PERSONNEL - Reserve Resident Director, or in her/his absence the Reserve Steward will initiate emergency response and also check the list of those known to be present to make sure everyone present has been evacuated .
- e) EVACUATION signal for the small buildings at Hastings not relevant -in case of emergency in buildings just walk outside to safe area. If not involved in fire or other rescue efforts, assemble in Office Parking Lot.

In the event of major fire in the administrative area that threatens to become a wildfire -- or if a wildfire heads toward the administrative area -- evacuation of the administrative area may be necessary. Under extreme fire conditions, such evacuation might be necessary before the arrival of any public emergency personnel.

During dry conditions evacuation options are:

Lane to Martin Road

Old County Road to Martin Road

Oak Ridge Ranch emergency road to Carmel Valley Road (Corral Viejo gate)

In the event of flood conditions, evacuation would probably be by foot on the Oak Ridge Ranch emergency road to Carmel Valley Road.

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Training

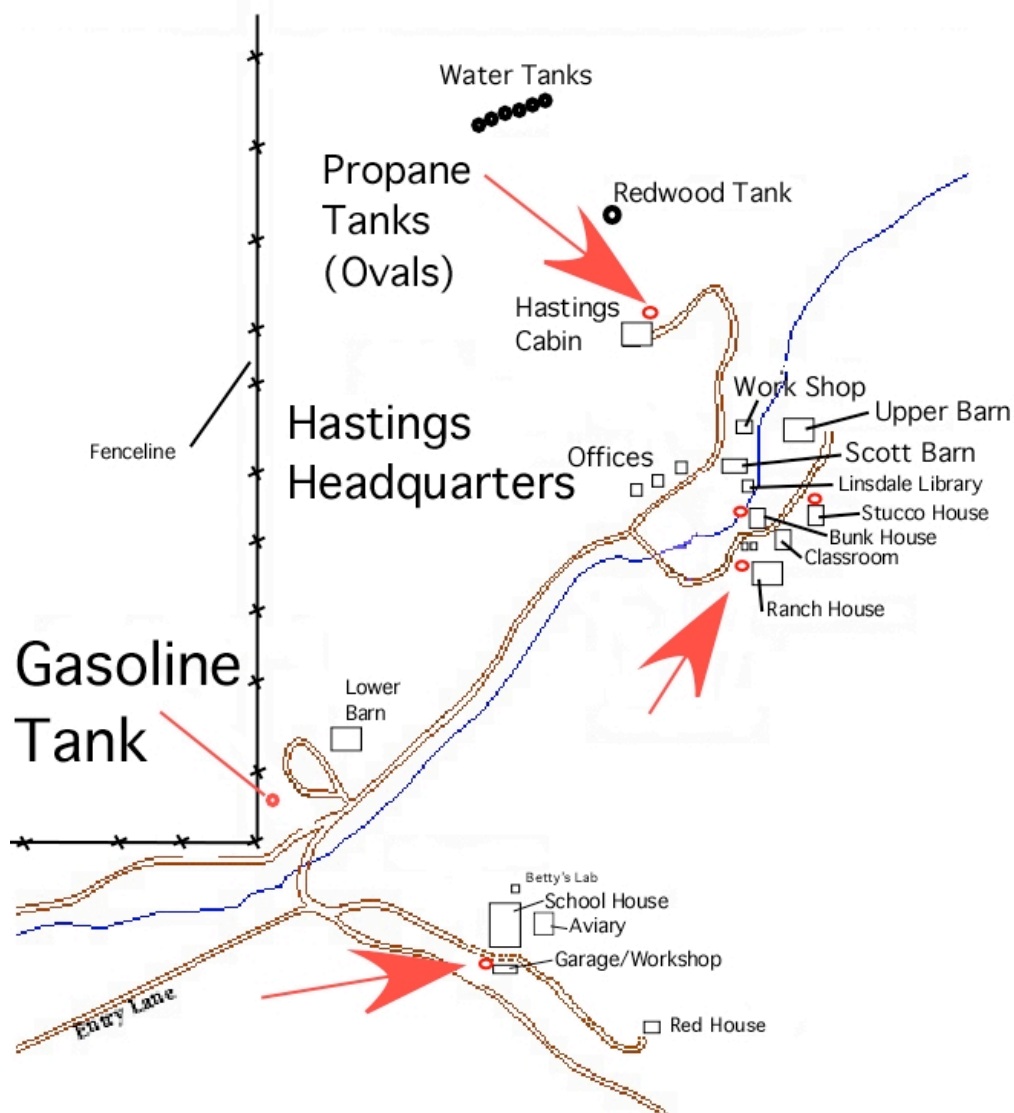
1. Familiarization with this plan for new research project personnel
2. Familiarization with the health and safety portions of the Hastings Emergency Response Plan.
3. Orientation on safe fueling of vehicles from the new gasoline tank.

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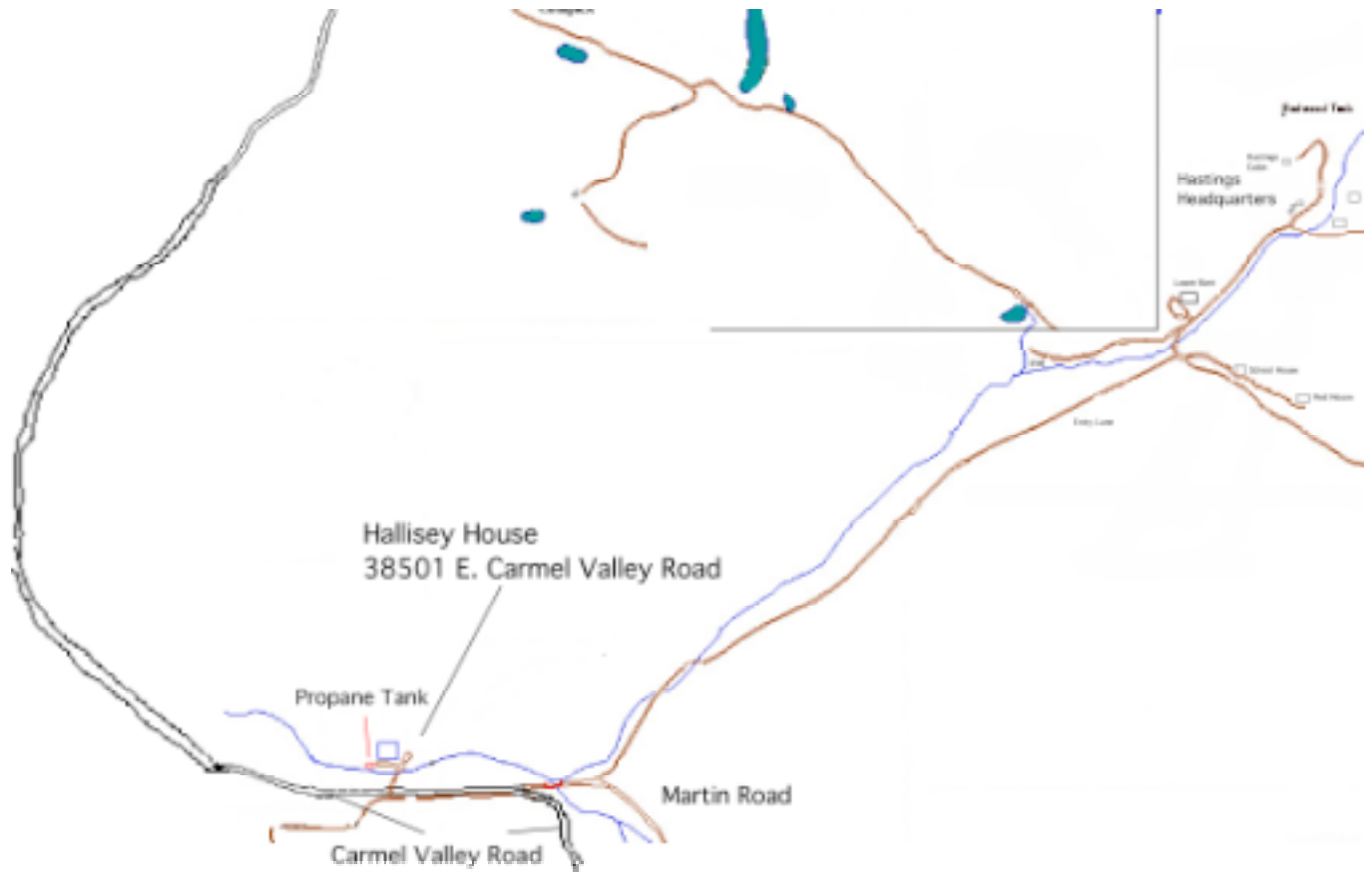
Checklist for Emergency Response Hastings Natural History Reservation

Actual or anticipated spill/release

Action	Responsibility
Recognize spill or potential hazard	Person observing
Notify personnel in immediate vicinity	Person observing
Immediate action to prevent or neutralize	Person observing
Notification of County emergency responders	Reserve Steward and Resident Director
Evacuation, if necessary	Reserve Steward and Resident Director
Initiate clean-up	Reserve Steward and Resident Director
Prepare reports	Reserve Steward and Resident Director

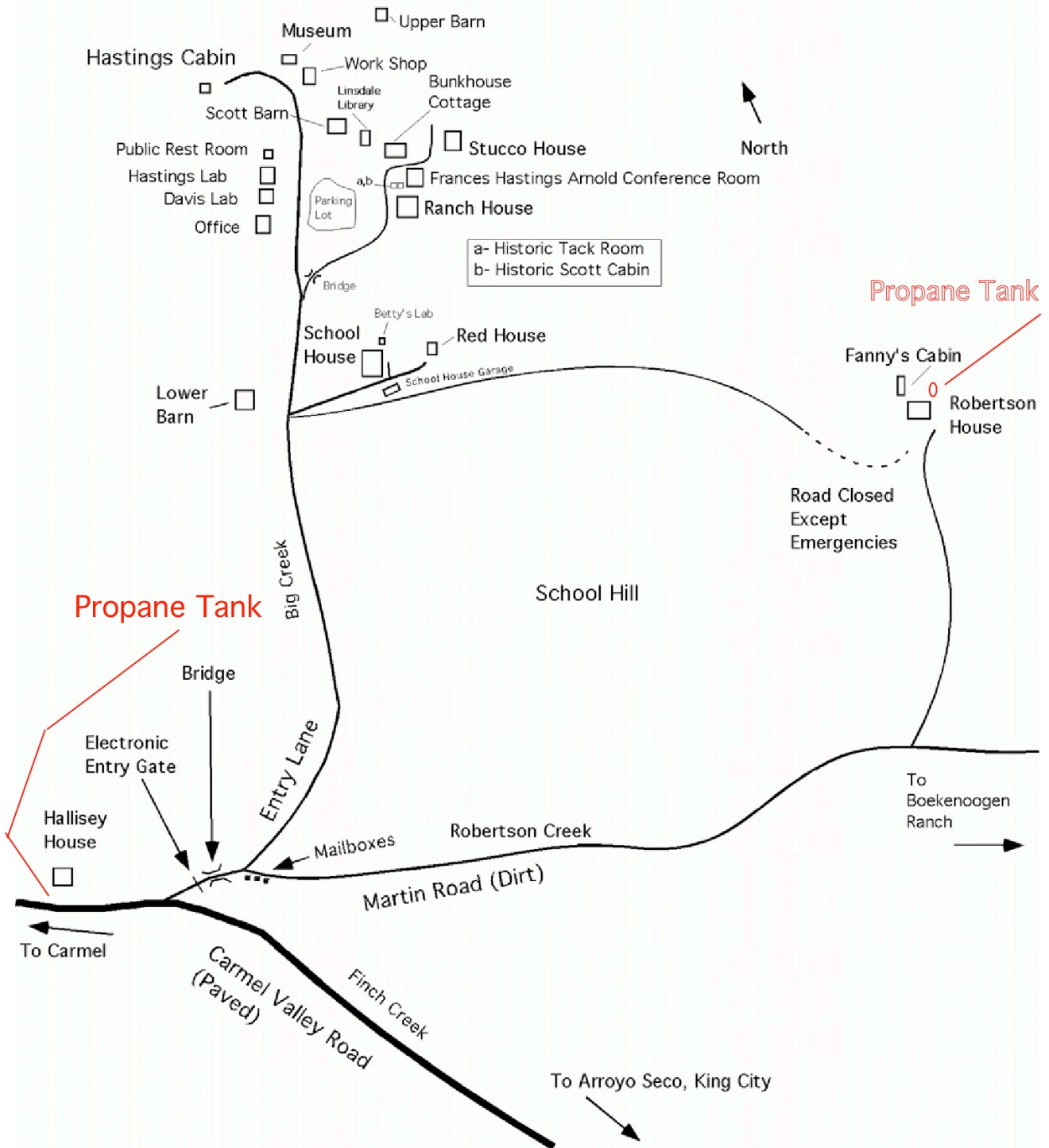


Above: detail of Headquarters Area of the Hastings Reserve, showing the location of propane tanks.

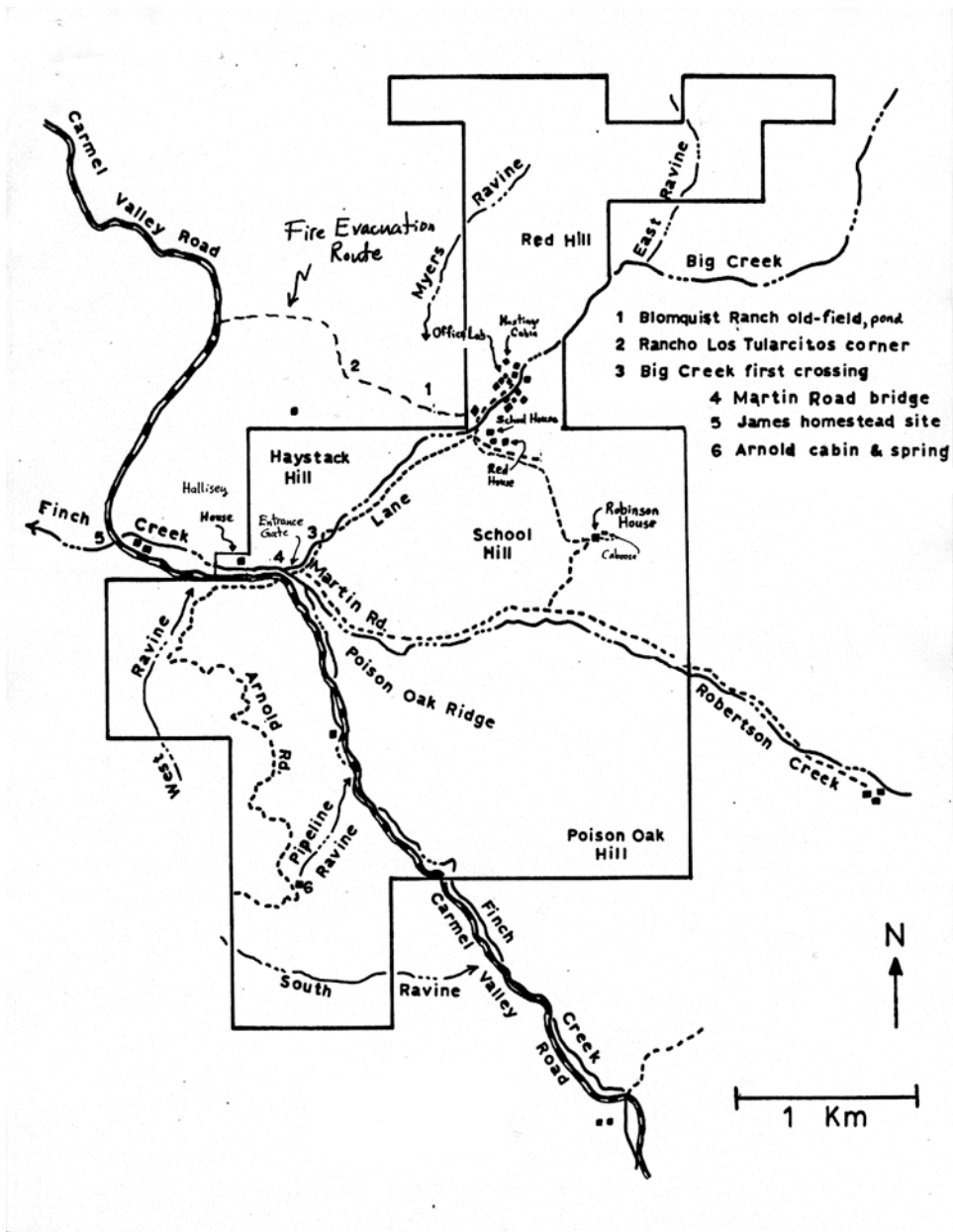


Map of propane tank near Hallisey House, on central Hastings Reserve, along Carmel Valley Road. For an enlarged view of the Hastings Headquarters, see above.

A Diagrammatic Map of Buildings at Hastings, NOT to Scale.



Propane Tanks and Gasoline Tanks on Hastings. Area in upper right enlarge on previous page. This give larger view of Hastings Reserve. Large numbers (e.g. #26) refer to legal lots of record. Smaller number (e.g. 5,4,8,9) refer to section number in USGS survey. Not Hallisey House in lower, left with one propane tank.



General vicinity map of Hastings Reserve, with main entrance located at mile marker 26 on Carmel Valley Road, about 13 mile Southeast of Carmel Valley Village. Entrance gate has electronic entry pad, and large overhead signs.