

# Emergency Response Plan

For

[name of facility]

Located In

[jurisdiction]

Revised [date]

# RECORD OF CHANGE

[Facility name]

## EMERGENCY RESPONSE PLAN

Date of Review	Summary of Revisions	Date Completed	Revisions Completed By:

# I. Introduction

## A. Purpose

The purpose of this document is to provide the public with an awareness of the hazardous materials at [facility name], and the procedures and capabilities [jurisdiction] and [facility name], have in place to respond to a hazardous materials incident at that location. This document informs interested parties how the municipality will receive notification of the release and in turn notify the public, respond to the incident, utilize available resources, protect lives and property, and decontaminate the scene, responders, and affected civilians.

This document was generated by the [jurisdiction] Community Emergency Coordinator, with content supplied by the [facility name] Facility Emergency Coordinator. The content of this document shall be reviewed and updated, as appropriate, annually.

In [jurisdiction], the [role/title] of the [agency name] serves as the community emergency coordinator, with responsibility for developing and implementing Emergency Response plans in the jurisdiction.

The [facility name] Facility Emergency Coordinator supplies facility specific information in order to produce this document.

## B. Scope

The Emergency Planning and Community Right-to-Know Act of 1986 (hereafter referred to as EPCRA) requires [jurisdiction] submit a plan that meets the requirements of USC Title 42 Chapter 116 Subchapter 1 § 11003 (a)-(g). As per § 11003 (c) the plan shall include;

- (1)** Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.
- (2)** Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
- (3)** Designation of a Community Emergency Coordinator and Facility Emergency Coordinators, who shall make determinations necessary to implement the plan.
- (4)** Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.
- (5)** Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.

**(6)** A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.

**(7)** Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.

**(8)** Training programs, including schedules for training of local emergency response and medical personnel.

**(9)** Methods and schedules for exercising the emergency plan.

## II. Statement of Risk (Threat/Situation)

[facility name] is located at [facility address], and is subject to the EPCRA reporting requirements.

Hazardous materials are shipped to or from the facility by [mode of transportation, i.e. truck or rail], and would typically use these routes: [List the major roadways and rail lines in the jurisdiction that are used to transport hazardous materials to the facility.]

The facility is located in close proximity to several critical infrastructure sites and high occupancy buildings, which could be impacted by a hazardous materials release at the facility. These additional facilities are identified in **Appendix A – Additional Facilities**.

## III. Concept of Operations

### A. General

Capabilities have been established to detect and minimize the impact on health safety and environmental impacts of a hazardous materials incident in [jurisdiction]. The EOP designates [agency name] to lead the response to hazardous materials incidents in the municipality.

An authorized representative from [facility name] will make notification, as described in the notification section of this document. The Facility Emergency Coordinator will initiate protective measures, while waiting for the arrival of responders. The Community Emergency Coordinator will be notified of the incident, and make determinations necessary to implement the emergency response plan. The facility representative will remain involved in the incident response, by providing technical expertise about the released substance to the Community Emergency Response Coordinator and responding agencies.

Local agencies train to prepare themselves to properly respond to the release of hazardous materials at the facility. All responses will utilize available resources, the capabilities of the community, and those made available by the facility. The incident commander will request the assistance of mutual aid partners, when the size and scope of the release exceeds the response capabilities of [jurisdiction] responders. If necessary, the incident commander will request assistance from [county name] county. Additional resources may be obtained through NJ State Police HazMat Response Unit, the Department of Environmental Protection (DEP), or the New Jersey Office of Emergency Management.

See **Appendix B – Emergency Resources** for a listing of available resources owned by municipal agencies, mutual aid partners, the facility, and contractors, which can be utilized in the event of a hazardous materials incident.

The first priority for the Incident Commander will be to determine the appropriate protective actions taken to protect first responders and the public, disseminate the recommendations, and implement them.

### B. Direction and Control

[A description of how the jurisdiction utilizes the Incident Command System (ICS) can be found in section V.A.7 of the Hazardous Materials annex of the jurisdiction's EOP. If this is not available, describe

compliance with the National Incident Management System (NIMS) and how it is used and organized within the context of this plan. Identify which agency leads the response.]

### C. Release Identification

The methods and procedures for determining a release has occurred and the affected areas vary by location and personnel qualifications.

The recognized methods and procedures used by the facility for determining a release are: [Consult with personnel from the facility to develop a synopsis of the methods and procedures used by the facility to determine a release has occurred, identify the material released, and define the potential geographic area and population impacted.]

First responders will limit their actions to identify the occurrence of a release to those protocols specified for the hazardous materials response qualification level to which they are trained and currently qualified. [Consult with representatives of the primary response agencies in the jurisdiction to identify the responder qualification levels and the procedures applicable to each qualification level to identify a release occurred and the material released.]

### D. Notification

[Utilize content from V.A.1 of the Hazardous Materials Annex of the jurisdiction's EOP, which outlines how the receipt of initial notification occurs and to whom call outs are made.]

Hazardous material release notifications can come from multiple sources, and may include the facility, emergency responders, or the general public. The facility is responsible for notifying the 911 dispatch center of any release of hazardous materials on their site. On behalf of the facility, the Facility Emergency Coordinator, authorized representative or responsible party will provide reliable, effective and timely notification of a release by [identify the method(s) used to make the notification (including 911, radio, or others means) and the notification chain]. Additionally, notification may come from [other parties] by [telephone, radio, or other means].

The Community Emergency Coordinator will be notified by [describe the method by which the community emergency coordinator will be notified of a hazardous materials event].

EPCRA requires that the notification procedures conform to the requirements in 42 USC 11004. Response agencies and responders will be notified of a hazardous materials release by [describe the method by which the response agencies and responders will be notified of a hazardous materials event, as stated in EOP.]

24-hour contact information for responders, mutual aide, other responsible organizations and agencies, primary and back-up points of contact, local institutions and neighboring government contacts, including position titles, are identified in **Appendix C – Contact Information**.

The public will be notified of a hazardous materials release through the following channels of communication. [Describe the procedures and systems available to warn or notify the public and list, by title, who is responsible for providing the notification over the various communication channels. This information should be available in sections V.C through V.F of the Alerting, Warning, and Communications Annex of the jurisdiction's EOP.]

## E. Emergency Response

[Describe the initial response activities mitigating the short-term, direct effects of an incident. Utilize the text below as a template. If there are additional activities specific to the jurisdiction and/or the facility, incorporate them within.]

Main activities performed by responders and facility personnel may include:

- Analyze the incident to determine the hazardous materials present, scope and magnitude of the release, and potential outcomes by completing the following tasks:
  - Detect the presence of hazardous materials.
  - Survey the hazardous materials incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied to the hazardous material involved, and more closely to identify special containers involved, to identify or classify unknown materials, and to verify the presence and concentrations of hazardous materials through the use of monitoring equipment.
  - Collect hazard information from the DOT Emergency Response Guidebook.
  - Determine whether hazardous materials have been released and evaluate the surrounding conditions.
  - Collect hazard and response information from the MSDS, CHEMTREC, local, state, and federal authorities and shipper/manufacturer contacts.
  - Predict the likely behavior of a hazardous material in its container.
  - Estimate the potential harm at a hazardous material incident.
  - Collect and interpreting hazard and response information from printed resources, technical resources, computer databases, and monitoring equipment
  - Determine the extent of damage to containers.
  - Predict the likely behavior of released materials and their containers when multiple materials are involved.
  - Estimate the size of an endangered area using computer modeling, monitoring equipment, or specialists in this field.
- Implement actions consistent with the emergency response plan, standard operating procedures and the DOT Emergency Response Guidebook to complete the following tasks;
  - Initiate protective actions
  - Initiate the notification process
- Plan the initial response to a hazardous materials incident within the capabilities and competencies of available personnel and personal protective equipment to complete the following tasks:
  - Describe the response objectives for the hazardous materials incident.
  - Describe the response options for each objective
  - Determine whether the personal protective equipment provided is appropriate for implementing each option.

- Describe emergency decontamination procedures.
- Develop a plan of action, which includes safety considerations, is consistent with the local emergency response plan and the organization's standard operating procedures, and is within the capability of the available personnel, personal protective equipment, and control equipment.
- Perform limited protective actions.
  - Assist in evacuations or shelter in place
  - Spill containment, as appropriate, utilizing dykes and dams, or other substance containment methods.
  - Assist with decontamination.
- Implement the planned response for a hazardous materials incident to favorably change the outcome, consistent with the emergency response plan and/or standard operating procedures by completing the following tasks:
  - Initiate Incident Command System (ICS) for hazardous materials Incidents.
  - Establish and enforce scene control procedures, including control zones, emergency decontamination and communications.
  - Where criminal or terrorist acts are suspected, establish means of evidence preservation.
  - Perform tasks assigned as identified in the incident action plan.
  - Provide necessary medical care, including decontamination, stabilization, and transportation to a definitive care facility.
  - Demonstrate emergency decontamination.
- Plan a definitive response within the capabilities of available personnel, personal protective equipment, and control equipment by:
  - Identifying the response objectives for hazardous materials incidents.
  - Identifying the potential response options available by response objective.
  - Selecting the personal protective equipment required for a given action option.
  - Selecting the appropriate decontamination procedures.
  - Developing a plan of action, which includes safety considerations, is consistent with the local emergency response plan and the organization's standard operating procedures, and is within the capability of the available personnel, personal protective equipment, and control equipment.
- Implement the planned definitive response to favorably change the outcomes consistent with standard operating procedures and site safety and control plan by completing the following tasks:
  - The following site safety and control plan considerations are from the NIMS Site Safety and Control Plan (form ICS 208HM)
    - Site description.
    - Entry objectives.
    - On-site organization.



- On-site control.
  - Hazard evaluation.
  - Personal protective equipment.
  - On-site work plans.
  - Communication procedures.
  - Decontamination procedures.
  - Site safety and health plan.
- Perform the duties of an assigned hazardous materials branch position within the local incident management system (IMS).
- Wear appropriate personal protective clothing, including, but not limited to, both liquid splash- and vapor-protective clothing with appropriate respiratory protection.
- Perform the control functions identified in the Incident Action Plan.
- Perform the decontamination function identified in the Incident Action Plan.
- Conduct ongoing monitoring (air, water, soil) of the environmental impact of the release.
- Evaluate the progress of the actions taken at a hazardous materials incident to ensure the response objectives are being met safely, effectively and efficiently by completing the following tasks:
  - Evaluate the status of the actions taken in accomplishing the response objectives.
  - Communicate the status of the planned response.
  - Evaluate the effectiveness of the control functions.
  - Evaluate the effectiveness of the decontamination process.
- Terminate the incident by:
  - Assisting in the incident debriefing.
  - Assisting in the incident critique.
  - Providing reports and documentation of the incident.
- The facility will participate in the response by joining the Incident Command System and providing technical subject matter expertise.

## F. Public Safety

The primary objective of response to a hazardous material release is to protect the people at risk. This includes the employees of the affected facility and/or transportation company as well as citizens and visitors in the immediate area of the release and/or any potentially impacted area. Evacuation and “shelter-in-place” are two strategies for protecting the public.

The [jurisdiction] Emergency Operations Plan Evacuation Annex describes the procedure for safely relocating the public away from areas affected by an emergency incident anywhere in the planning district.

[Insert content for this section, which can be found in the Evacuation Annex and/or HMA-3 of the Hazardous Materials Annex of the jurisdiction’s EOP.]

The [name the facility] evacuation plan in **Appendix D – Evacuation** describes the routes of travel and methods for evacuation of employees and visitors, both on site and in the immediate proximity.

### G. Emergency Resources

The response and recovery resources needed to address a hazardous materials incident at the facility may come from federal, state and local partners, public and private stakeholders and nongovernmental organizations, as well as the facility itself. During response operations, acquisition of resources may be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), intergovernmental agreements (IGA's) and interagency agreements (IAAs).

Hazardous materials response resources that may be available through MOU, MOA, IGA, IAA or contract are identified in **Appendix B – Emergency Resources**. [Content can be found in HMA-5 of the Hazardous Materials Annex of the jurisdiction's EOP.]

### H. Secondary Response / Clean-up and Decontamination

In coordination with the initial response phase, a secondary response phase (clean-up) is performed. During this phase, the primary focus will be on detecting the presence of residual hazardous material that is harmful to the environment, determining its intensity, recommending protective actions and overseeing clean up and disposal of contaminated materials. Other considerations include inspection and monitoring of water supplies, sewer systems, wastewater treatment systems and waterways.

[Insert a description of local responsibilities, departments responsible for coordination of the activities and descriptions of interactions with state and federal agencies, including which agencies. Include at what point and to whom the Incident Commander transfers control of the incident.]

[Content for this section can be found in section V.D of the Hazardous Materials Annex of the jurisdiction's EOP.]

## IV. Training

It is essential that everyone who could possibly be involved in a hazardous materials incident has the proper training necessary to perform their role effectively. Training will be developed or procured by the facility and the jurisdiction.

The facility will train its employees to levels matching their assigned duties and degree of contact with hazardous substances.

[Jurisdiction] will train its responders according to the role each plays in a hazardous materials incident.

**Appendix E - Training Schedule** lists the training courses that are offered during the next year.

## V. Exercises

The Community Emergency Coordinator will provide for and organize an annual exercise of this plan, at a minimum, to evaluate the effectiveness and feasibility of the plan and supporting, standard operating procedures as well as the readiness of response agencies, facilities and the public. These exercises may

be discussion-based (seminars, workshops, tabletops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness.

The exercise schedule will be updated annually and maintained in **Appendix F – Exercise Schedule**.

## Appendix A - Additional Facilities

The facilities listed below are among the critical infrastructure elements within [insert name of planning district] that are in close enough proximity to [name the facility] that they may be vulnerable to impact in the event of a hazardous materials incident at that location.

[List below the facilities that are at risk due to their proximity to facility subject to the requirements of EPCRA, such as hospitals, power plants, schools, etc.]

The phone number provided for the emergency contact should be answered 24 hours a day.

[In the Reason for Inclusion column, explain why this facility is worthy of noting. How close is the nearby hazard? What resides in this facility that is vulnerable? i.e. 500 student elementary school adjacent to XYZ inc. warehouse which stores fertilizer]

Facility Name	Facility Address	Facility Emergency Coordinator	Coordinator's Title	Emergency Phone	Reason for Inclusion
City General Hospital	123 Main St	Michele Jones	VP Safety	609-555-8282	400 bed hospital 600 yards from the chemical plant

## Appendix B – Emergency Resources

The table below lists available resources, which can be used to respond to a hazardous materials incident at [facility].

[Use this table to list hazardous materials resources available in the municipality, whether owned by the municipality or by another agency or business, and made available via agreement. Identify the name of the owning Facility or Agency, type and quantity of resource, contact name and phone number for the entity, and agreement identifier. Include detection, containment, removal, and decontamination equipment, PPE, vehicles, and personnel. Content can be found in HMA-5 of the Hazardous Materials Annex of the jurisdiction’s EOP.]

Facility/Agency	Resource(s)	Contact Name	Phone #	Agreement ID

## Appendix C – Contact Information

The table below contains the contact information of all parties who may potentially be involved in a hazardous materials incident at [facility].

[List the names of contacts for agencies and partner organizations which could participate in or support the response to a hazardous materials incident. Include other stakeholders who could be impacted by the incident and should be kept informed as the incident unfolds. Include the contact information for the facility representatives.]

Agency/Organization	Involvement	Contact Name	Role	Phone #

## Appendix D – Evacuation

The jurisdiction evacuation plan is included in Section III.F – Public Safety. The evacuation plan specific to [facility] is attached below.

[Attach facility specific evacuation plans here, if available.]

## Appendix E – Training Schedule

The table below lists hazardous materials training courses that are offered during the upcoming year.

[Use this table to list any HazMat training that is scheduled during the next year, for local emergency response and medical personnel. Provide the course name, date the course starts, duration in hours, location the course is being held, and intended audience.]

Course Name	Start Date	Hours	Location	Audience



## Appendix F – Exercise Schedule

The table below lists hazardous materials exercises that are planned to be held during the upcoming year.

[Use this table to list any HazMat exercises that are scheduled over the next year. Name the entity (regulated facility, municipal agency, etc. that is organizing the exercise.) Provide the capability or scenario being exercised, type of exercise (drill, tabletop, full-scale etc.), date scheduled, and roles participating.]

Organizing Entity	Scenario/Capability	Exercise Type	Planned Date	Participants