



**SUBJECT: Preparation, Review, and Maintenance of SARA
Title III Off-Site Response Plans and the
State SARA Facility Database**

DATE: March 19, 2001

I. PURPOSE

This Directive prescribes procedures for preparation and review of county chemical emergency off-site response plans, including both initial and annual reviews and for maintaining the State SARA facility database.

II. AUTHORITY

- A. SARA Title III (Emergency Planning and Community Right To Know Act of 1986).
- B. Pennsylvania's Hazardous Material Emergency Planning and Response Act (Act 1990-165), as amended.

III. PROCEDURES

A. Preparation of Off-site Response Plans

- 1. Facility off-site response plans are prepared by the county Local Emergency Planning Committee (LEPCs) in accordance with the provisions of SARA Title III, PA Act 165, and guidance from the Pennsylvania Emergency Management Agency (PEMA).
- 2. Enclosure 1 is a model off-site response plan, provided as a guide to assist LEPCs in the preparation of off-site response plans which are uncomplicated and easy to use. (NOTE: Although parts of this sample plan format differ from previous ones, the required planning provisions are not new or different, and counties are not required to revise all off-site plans now just to conform to the adjusted format. It is suggested, however, that whenever practicable, annual updates include these changes.)

B. Initial Review of Off-site Response Plans

- 1. In accordance with Act 165, LEPCs are responsible for preparing off-site response plans. Completed plans are then sent to the appropriate PEMA

regional office for review on behalf of the Pennsylvania Emergency Management Council (PEMC) which is the State Emergency Response Commission (SERC) under SARA Title III. A list of criteria for review of off-site response plans is at Enclosure 2.

2. The PEMA regional office completes the initial review of the plan and prepares a formal review letter to the LEPC indicating whether the plan is adequate. If the plan is adequate, it will be returned to the LEPC and the regional office will forward to the PEMA Bureau of Plans pertinent data (see Enclosure 3 to this Directive) for entry into the SARA facility database. If the plan does not accommodate the major public safety requirements and is found to be inadequate, the regional office will notify the LEPC citing the shortcomings. The regional office will hold the plan until the shortcomings are corrected by the LEPC, and then will return the plan to the county.

C. Annual Updates

County LEPCs are required by Section 303(a) of SARA Title III to review and update off-site response plans as changed circumstances in the community or at any facility may require, or at least once annually. The county is required to report updates to PEMA headquarters as described in Paragraph D.2. below.

D. State SARA Facility Database

1. The PEMA Bureau of Plans (BOP) maintains the State's database of essential information on each SARA planning facility. These data are used by the BOP in its day-to-day operations and by the State EOC when necessary. These data are also provided to counties and responders upon request.
2. When SARA plans are updated, the LEPC is required to complete the data entry form (Enclosure 3 to this Directive) and mail or fax it to their PEMA regional office as soon as possible after LEPC approval. The PEMA regional office reviews the input and forwards the data entry form to BOP. Items 1, 2, 3, and 11 must be completed after every plan's update or annual review; the other items need be completed only if changes occur. Only this form is to be submitted; not the plan itself. However, if the plan is significantly revised, the entire plan must be forwarded to the regional office for review because it is essentially a new plan.
3. Annually, BOP will print the facility information in the SARA plans database, by county, and send these printouts to the LEPCs for review. After review and updating as necessary of data therein, the LEPCs will return the printouts to BOP for further update of the database.

IV. Retention of SARA Plans

The LEPC is responsible for maintaining the official record copy of active SARA plans. Inactive plans need not be retained.

V. SUPERSESSION

This Directive supercedes Emergency Management Guidance & Information Circular C99-1 dated January 15, 1999. (NOTE: vertical lines in the right margin of this document signal additions, deletions, or changes from the superceded publication.)

David L. Smith
Director

Enclosures: 1. County Off-site Response Plan for SARA Facilities, Suggested Format (Feb 2001)
 2. Criteria for Review of SARA Off-site Response Plans
 3. Data Entry Form for Initial Submissions and Annual Updates

Distribution: County Emergency Management Coordinators
 Chair, Local Emergency Planning Committees
 PEMA Regional Directors
 PEMA Bureau Directors
 Chiefs, State-Certified Hazmat Teams
 PEMA Chief Counsel

TAB A
APPENDIX 1
ANNEX F

OFF-SITE RESPONSE PLAN

_____ FACILITY

_____ COUNTY

The enclosed Off-site Response Plan has been developed by the Local Emergency Planning Committee for the Emergency Planning District of _____ County in accordance with the provisions of the federal Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III; the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA); and the Hazardous Material Emergency Planning and Response Act, Pennsylvania Act 1990-165, as amended. It has been prepared in conjunction with the emergency planners at the _____ facility and represents the cooperative efforts of both the community and industrial planners in response to a hazardous material emergency at the facility.

This plan was initially approved by the Local Emergency Planning Committee of _____ County on _____.

(Signature)
Chairperson

Name
Local Emergency Planning Committee
_____ County

Name of Facility	<u>LATITUDE</u>	<u>LONGITUDE</u>
	(Use decimal degrees to 8 digits)	
Street Address of Facility	(Example:	
	39.96967000	-77.21520000)
City, State	Zip Code	

Facility Emergency Coordinator: (Name and Address)	County Emergency Coordinator: (Name)
Phone: Office Home (or 24-hour phone)	Phone: Office Home (or 24-hour phone)
Facility Owner/Operator: (Name and Address)	

HAZARDOUS MATERIAL OFF-SITE RESPONSE PLAN

I. PURPOSE

To describe procedures and establish responsibilities for community planning for and response to a hazardous material (hazmat) emergency at the above-named facility. This plan is in accordance with the requirements under Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), and the Hazardous Material Emergency Planning and Response Act (Act 165), as amended, of the Commonwealth of Pennsylvania.

II. SITUATION

A. Situation

_____ facility has present at the facility for one or more of the purposes cited in Act 165, the following extremely hazardous substances (EHS): _____, _____, _____. Enclosure 1 lists these substances, and the quantities on hand, which meet the SARA planning criteria. Enclosure 2 is a sketch of the facility showing the location of the EHS(s). An on-site accident involving any of these substances could cause an evacuation of the plant and surrounding community. A map covering a _____ radius

(vulnerability zone) of the plant showing population density and institutions/sites at risk is attached at Enclosure 3.

- Vulnerability radii were calculated using EPA's "Technical Guidance for Hazards Analysis." (Note: The EPA's method for calculating a vulnerability radius should be used as a guide. Other criteria or software programs such as ALOHA may be used in conjunction with the EPA guidance to determine a realistic vulnerability radius. Additionally, the LEPC may make an adjustment to the vulnerability radius, based on local conditions/considerations, that is within or below the original Guidance result. The LEPC may choose instead to use the Clean Air Act Amendments Section 112 (r) Risk Management Plan Off-site Consequence Analysis Guidance.

B. Summary of Hazardous Materials Vulnerability Analysis

(If desired, this paragraph can be developed into an Enclosure.)

(Include threats to the local population and the environment and the number of people within the vulnerability zone. Identify facilities in the vulnerability zone which contribute to or are subject to additional risk, such as hospitals, nursing homes, schools, and natural gas facilities. Also include whether the SARA facility is within the 100-year flood plain.)

C. Emergency Notification

Notification Procedure Following a Release (See Enclosure 4)

a. Facility Emergency Coordinator

Immediately notify:

- (1) 9-1-1 or the designated emergency communication center for the county.
- (2) The Pennsylvania Emergency Management Agency (PEMA) at 1-800-424-7362 or 717-651-2001
- (3) The National Response Center (if required) at 1-800-424-8802

Note: See paragraph III.C.3.c. for written follow-up reporting requirements and Enclosure 10 for the required report.

b. County 9-1-1, Emergency Communication Center, or EMC

Immediately notify in order:

(Identify each by name, where appropriate and add phone numbers.)

- (1) Fire Department
- (2) Certified Hazmat Team
- (3) Police Department
- (4) Emergency Medical Service
- (5) Municipal EMCs of affected municipalities
- (6) PEMA Regional Office
- (7) DEP Regional Office
- (8) Local airport, Federal Aviation Administration (FAA) if aircraft are involved
- (9) Railroad, if applicable
- (10) County Commissioners

D. Emergency Procedures

Prior to the arrival of the County-designated Incident Commander (IC), the first responder will establish the primary command post. Other response services will collocate command units and operations vehicles at the site selected by the first responder. Each agency will manage its own response, permitting senior managers to coordinate activities and decisions. Upon arrival of the designated IC, the initial responder may continue as the Organization in Charge, as determined by the IC. In any situation deemed appropriate by PEMA, a PEMA official will proceed to the scene as On-Scene Liaison Officer. If the Governor proclaims a Disaster Emergency, a PEMA official will be designated On-Scene Coordinator.

E. Protective Actions

Evacuation is sometimes, but not always, necessary. When considering evacuation versus sheltering, the following criteria should be reviewed:

1. What hazardous substance has been released and its potential health effects
2. Quantity of release
3. Additional risk facilities
4. Distance from release
5. Effectiveness of precautionary measures
6. Duration of release
7. Potential for outbreak of fire
8. Health hazards
9. Property vulnerability
10. Type of release
11. Wind direction
12. Sheltering factor of facility

13. Sheltering factor of threatened site
14. Availability of special transportation
15. Area of municipality affected
16. Number of people to be evacuated
17. Road network available for evacuation (Enclosure 5 to this plan)
18. Weather

The individual (or pre-designated official) authorized to order an evacuation of the population at risk is (position). (Normally, the municipal elected officials have the authority to order specific population protection measures. If this authority has been delegated to other responsible individuals, e.g. the EMC, fire chief, etc., the plan should clearly identify these individuals, and emergency responders should be instructed on who has this authority.)

- F. See Enclosure 5 to this plan for evacuation routes.
- G. List of additional institutions/sites at risk (if none, so state). If desired, this information can be provided as an enclosure.
1. Contribute to additional risk

(List other facilities within the vulnerability zone that use, store, or manufacture hazardous materials which could contribute to the risk.)
 2. Subject to Risk
 - a. Number of people within the vulnerability zone.
 - b. List facilities within the vulnerability zone which could be affected by an off-site release of an EHS at the planning facility, e.g., hospitals, nursing homes, schools, shopping centers, etc.
 3. Environmentally sensitive areas

(List waterways, water filtration plants, wells, etc. that could be affected by the release.)
 4. List other counties and states within vulnerability zone and whether appropriate coordination has been accomplished.
- H. List of Shipping Routes for SARA Substances

(List the routes likely to be used for transportation, to and from the facility, of the extremely hazardous substance(s) for which this plan is prepared.)

I. Description of Facility's Method to Determine Occurrence of a Release

(If detection is only by sight or smell, the plan should state how often inspections are conducted and by whom.)

III. ORGANIZATION AND RESPONSIBILITIES

A. General

As directed by the Hazardous Material Emergency Planning and Response Act (Act 1990-165, as amended), _____ County is designated as the Emergency Planning District (EPD), functioning, consistent with PEMC policy and guidelines, under the direction of the _____ County Board of Commissioners. The District is subsumed within the _____ County and is collocated with it. The Emergency Management Agency (EMA) is designated as the lead county agency responsible for coordinating the development, execution and management of programs and functions of the LEPC.

B. LEPC. (See Annex F of County EOP, SARA Title III, and Act 165 for required composition of the LEPC.)

C. Assignment of Responsibilities

1. County Commissioners (See Annex F, County EOP.)

2. Local Emergency Planning Committee. After the emergency (or exercise), the LEPC should discuss the activities conducted with a view toward improving response planning (see Emergency Management Guidance & Information Circular C99-9, *Hazardous Materials After-Action Reviews and Reports*, or its replacement).

3. (Name of Facility) (See Annex F, County EOP for pre-emergency responsibilities.)

a. During an emergency, the facility must make the required notifications (paragraph II.C.1.a. above) and:

(1) Take appropriate actions within their capability to stop or contain the release of hazardous materials and to provide for the protection of their employees.

(2) Meet the first responders and brief them on the situation.

(3) Keep a facility representative at the command post to provide technical assistance and information.

- (4) Provide for clean up of the contaminated area.
 - b. The facility also will provide a listing of facility resources to be included with this plan. (Enclosure 6)
 - c. After the emergency period is over, and if the release was a reportable quantity that extended beyond the facility boundary, the facility owner/operator will submit a written report, within 14 calendar days of the release, to PEMA and the county emergency management office, in accordance with Section 206(d), Pennsylvania Act 165. (Enclosure 9)
4. County Emergency Management Coordinator
- a. Designate county On-Scene Coordinator to coordinate activities at the emergency site if more than one municipality is affected by the release.
 - b. Keep State EOC informed of incident response activities.
 - c. Determine the emergency service organization that will be in charge at the site of neutralization, containment and cleanup if more than one municipality is affected.
 - d. In coordination with Commissioners and the Public Information Officer, prepare and disseminate public information material on protective actions to provide clear instructions to the population at risk. Use EAS and NOAA Weather Radio as appropriate.
 - e. Allocate county resources in response to the requirements of the emergency. (See Enclosure 7 for list of community resources.)
 - f. Designate an on-scene spokesperson (public information officer).

5. Municipal Emergency Management Coordinator

If only one municipality is affected by the hazardous material release, the municipal EMC or other designated representative will coordinate the response effort and act as the Incident Commander, with responsibilities described in paragraph 6, below. If more than one municipality is affected, the county will exercise responsibility for coordination and support of the area of operations. In either case, the municipal EMC should:

- a. Implement the local EOP.

- b. Keep local elected officials advised.
- c. Keep county EOC/EMC informed.
- d. Provide resource support to responders within capability.
- e. Request additional support, as necessary.
- f. Provide technical assistance to the OSC relating to special concerns within the community.

6. Incident Commander

- a. Establish an on-scene command post in a radio-equipped vehicle or facility that has communication with fire and police.
- b. Confirm whether there has been a release of hazardous material, and if so, direct appropriate actions. (If terrorism is suspected, report suspicions immediately to county EOC/EMC and proceed with due caution to protect responders and citizens from potential secondary terrorist attacks and take necessary precautions to preserve the site as a crime scene.)

(1) Airborne Release

- (a) Move out of the immediate area or take cover as appropriate.
- (b) Keep all persons upwind of the release.
- (c) Request air samples for laboratory analysis when possible.
- (d) Control all food and drinks in the area that might have been contaminated.
- (e) Use appropriate respiratory safety equipment, as required by the incident.

(2) Surface Water Contamination

- (a) Isolate area; do not allow public access.
- (b) Determine if water is used as a potable water source.

- (c) Request appropriate samples and laboratory analysis from local or DEP representatives.
 - (d) Prohibit human consumption, in coordination with on-scene DEP representatives.
- (3) Land Spill
 - (a) Isolate the incident area from public access.
 - (b) Confine the spill to as small an area as possible.
 - (c) Monitor the area.
 - (d) Obtain laboratory samples.
- c. Coordinate actions of response teams on the scene.
- d. Recommend population protection measures (shelter in place or evacuation) to the County EMC.
- e. Assign command post staff personnel to assume the following duties:
 - (1) Law enforcement coordinator.
 - (2) Communications assistant.
 - (3) Any other staff position that may be required to properly coordinate the operation.
- f. Establish and maintain communications with all on-scene response teams and the county EOC.
- g. Brief field personnel as they arrive on scene.
- h. Request that on-scene representatives maintain contact with the command post.
- i. Establish the following perimeters, depending on the circumstances: (See Figure 1 of County EOP Annex F for site diagram example)
 - (1) Contamination Area (Hot Zone)
 - Area around the accident/fire that could contain contamination.

- (a) Access to the area requires:
 - 1) Proper authorization.
 - 2) Appropriate protective clothing.
 - 3) Proper monitoring equipment.
 - 4) Established time limit in the area.
 - 5) Personnel record of time in the area.

(2) Contamination Reduction Zone (Warm Zone)

A buffer perimeter used as a holding area for personnel and equipment waiting to relieve those within the contamination area.

- (a) The following conditions will be established:
 - 1) Safe distance from contamination area to minimize exposure from released materials.
 - 2) No eating, drinking, or smoking within this perimeter.
 - 3) Decontamination prior to leaving perimeter.

(3) Command and Support Zone (Cold Zone)

A clean area containing the following:

- (a) Clearly marked command post.
- (b) Backup resources.
- (c) On-scene spokesperson for liaison with media and government.
- (d) Emergency medical center, if required.
- (e) Sanitation facilities for extended response.
- (f) Monitoring station for all personnel to be checked for contamination.
- (g) Access Control Points (ACP).

- j. Designate timekeepers for hot and warm zones to check personnel into, and out of, the zone and to advise them of the following policies:
 - (1) Eating, drinking, and smoking.
 - (2) Maximum time allowable within each zone.
 - (3) Types of protective clothing required within each zone.
 - (4) Contamination monitoring on leaving zone.
 - (5) Directions to decontamination station if needed.
 - k. Monitor any changes in accident characteristics and evaluate threat to emergency response personnel, traveling public, and nearby residents.
 - l. Relocate zone perimeters based on evaluation of changing characteristics.
 - m. Notify EMC of need for additional county, state, or federal expertise based on evaluation of changing characteristics.
 - n. If required, select and operate decontamination points for chemicals, toxins and radiation. A decontamination point consists of the following:
 - (1) Change area.
 - (2) Wash-down area.
 - (3) Plastic bags for contaminated clothing.
 - (4) Decontamination equipment.
 - (5) Personal showers.
 - (6) Scrub-down shuffle boxes.
 - (7) Changing of self-contained breathing apparatus tanks.
 - (8) Monitoring equipment.
 - (9) Replacements for damaged or contaminated clothing.
 - (10) Respirator replacement cartridges.
 - (11) Backup personnel.
 - (12) Garbage cans.
 - (13) Rest area with stools for those in protective clothing.
7. Fire and Rescue Chief (Use name of primary fire department that would respond to the emergency; list others if appropriate/ necessary.)
- a. Direct fire company(s) and/or (hazmat) response teams responding to hazardous material emergencies, and restrict response participation to only the training level to which they have been certified.

- b. Consult with Chemical Emergency Transportation Center (CHEMTREC) (1-800-424-9300) or DoD Hazmat Hotline (1-800-851-8061), if necessary.
- c. Render any life saving assistance possible under the circumstances.
- d. Establish communications between the fire command post and the on-scene command post.
- e. Provide specialized equipment for use in control, containment, and stabilization of the emergency site, and/or identify the need for additional specialized equipment.
- f. Protective Equipment

Until assessment has been made and the specific nature of the chemical involved has been determined, the following protective equipment is required inside the hazard area (hot zone):

- (1) Level A - fully encapsulated suit
- (2) Two-way radio (intrinsically safe)

- g. Work upwind from the incident site and keep out of smoke as much as possible.
 - h. If appropriate, extinguish any fire as quickly as possible.
 - i. Restrict personnel exposure as much as possible.
 - j. Do not move any radioactive materials without the consent of the Incident Commander.
 - k. Ensure that all personnel and equipment are monitored for possible contamination prior to leaving the scene.
 - l. Keep command post informed.
8. Police Chief, _____ municipality. (If plan involves multiple municipalities, list responsibilities of each.)
- a. Notify the nearest State Police Station (if applicable) and maintain communications.
 - b. Restrict access to the accident area as directed by the IC.

- c. Prohibit the removal of packages, shipping containers, or wreckage except by duly authorized authorities.
- d. Detour vehicles and pedestrians, if necessary.
- e. Keep everyone upwind of smoke and dust.
- f. Provide a designated law enforcement representative to the incident command post.
- g. Provide the following:
 - (1) Radio-equipped vehicle to provide backup communications.
 - (2) Traffic control.
 - (3) Crowd control.
 - (4) Security of perimeter as established by the IC.
- h. If evacuation of residents is directed by competent authority, provide the following in accordance with the county EOP:
 - (1) Route alerting.
 - (2) Security for the evacuated area.
 - (a) Coordinate with PSP and/or National Guard, if mobilized by Governor.
 - (b) Maintain traffic control.
 - (c) Assist in evacuation.
 - (d) Establish Access Control Points (ACP).
 - (e) Establish Traffic Control Points (TCP).
 - (f) Use special precautions as directed by the IC during entry into the site area due to the effects of the hazardous materials.
 - (g) Keep all unauthorized persons a safe distance from the accident area. (Suggested distance is 2,000 feet unless otherwise notified.)

9. Responding Health/Medical Services Officer (provide names of organizations, where possible.)
 - a. Provide emergency medical services to include:
 - (1) Emergency medical facilities established outside the vulnerable area.
 - (2) Pre-hospital care for the sick or injured.
 - (3) Identification of the causes of sickness or injuries.
 - (4) Support hazmat team's rescue operations as appropriate.
 - (5) Communications with county EOC between emergency medical personnel in the field and hospital medical staff.
 - (6) Assistance with transfer and/or evacuation of victims or bedridden patients with appropriate records.
 - (7) Designation of a representative to maintain communications with the command post to advise and assist the IC and coordinate the activities of the medical emergency response personnel.
 - (8) Request additional ambulances as necessary.
 - b. Provide advice to Incident Commander on health hazards during hazardous materials emergencies.
 - c. Coordinate with DEP representative in determining air pollution and toxic gases during a release.
10. Public Information Spokesperson
 - a. Gather information from the various on-scene response personnel, condense it, and pass it on to the county public information officer.
 - b. Act as single point-of-contact with media.
 - c. Coordinate with facility public relations officer.
 - d. All information will be relayed to the state EOC through the county EOC.

11. Transportation Officer
 - a. Provide liaison to county EOC.
 - b. Obtain mass transportation vehicles and drivers for evacuation of residents.
 - c. Recommend alternative routes for traveling public.

12. Public Works/Engineering Officer
 - a. Coordinate provision for sanitation services at the scene.
 - b. Designate a representative to:
 - (1) Advise and assist the IC.
 - (2) Maintain communications with the command post.
 - (3) Coordinate debris removal.
 - (4) Coordinate provision for heavy equipment and operators.
 - c. Provide assistance as requested by the IC.
 - d. Coordinate termination of electrical power and gas to facility during emergency.
 - e. Assess possible sewer contamination after emergency.

13. School District Representative, _____ School District. (If more than one school district is affected by the plan, i.e., in the vulnerability zone, list each.)
 - a. Provide liaison with county EOC.
 - b. Provide county EOC with list of schools in the risk zone.
 - c. Direct schools' evacuation, if required, consistent with the schools' EOP.
 - d. Coordinate school bus unmet needs during evacuations.
 - e. Maintain list of schools that may be used as host schools or mass care centers during emergencies.

14. State-Certified Hazmat Team

(Identify who has the authority to call out the team and how they will fit into the incident command system.)

IV. TRAINING AND EXERCISES (See Annex F, County EOP)

A. Training

Training programs and training schedules for emergency response and medical personnel are maintained at _____.

B. Exercises (See Annex F, County EOP.)

Exercise schedules are maintained at _____.

V. PLAN DEVELOPMENT AND MAINTENANCE (See Annex F, County EOP)

The LEPC will review/update this plan annually. Notice of review/copies of changes will be provided to PEMA (ATTN: PEMA regional office).

VI. REFERENCES/AUTHORITY (See Annex F, County EOP.)

ENCLOSURES:

1. Extremely Hazardous Substance(s) at Facility (Type and Amount).
2. Sketch of Facility/Location of EHS(s)
3. Vulnerability Zone (Map of Area)
 - a. Vulnerability Radius
 - b. Population Density (Population at Risk)
 - c. Sites Contributing to Risk
 - d. Sites Subject to Risk
4. Emergency Release Notification/Information
5. Evacuation and Alternate Traffic Routes (Map or List)
6. Facility Resources
7. Community Resources
8. Emergency Phone Numbers
9. Written Follow-up Hazardous Material Emergency Notification Report

DISTRIBUTION:

Facility	County (if an adjacent county
LEPC (County EMA)	Could be affected by the release
Primary Fire Department	State (if a state contiguous to
Police Department	Pennsylvania might be affected)
EMS	Municipality
Certified Hazmat Team	

ENCLOSURE 1

EXTREMELY HAZARDOUS SUBSTANCES *

<u>EHS</u>	<u>MAX QUANTITY ON HAND</u>	<u>ACTUAL WEIGHT</u>	<u>LOCATION</u>
<u>Example:</u>			
Sulphuric Acid	5,480 lbs. in 584 batteries	5,480 lbs.	Basement

* A current Tier II Report may be substituted as Enclosure One.

ENCLOSURE 2

SKETCH OF FACILITY/LOCATION OF EHS

(Use the site sketch submitted with Tier II Report)

ENCLOSURE 3

VULNERABILITY ZONE(S)

ENCLOSURE 4

EMERGENCY RELEASE NOTIFICATION

DATE, TIME OF CALL AND PERSON RECEIVING CALL:

	DATE	TIME	NAME
9-1-1/County EMA, xxx-xxx-xxxx	_____	_____	_____
STATE EOC 1-800-424-7362 or 717-651-2001	_____	_____	_____
Nat'l Response Center 1-800-424-8802 (if required under CERCLA 40 CFR 302.6)	_____	_____	_____

PERSON MAKING NOTIFICATION _____

RELEASE INFORMATION

Start report with one or the other of these:

"This is the _____ plant located in _____. We have a chemical release in progress and request emergency response from fire and other agencies in accordance with the plan. The release includes a (Choose one) Title III "Extremely Hazardous Substance" or a "CERCLA Hazardous Substance." The following information is available: (read numbers 1 through 13)

OR

"This is the _____ plant located in _____. This call is to relay information only, in compliance with Title III reporting requirements. We have had a reportable release but do not believe it warrants an emergency response. The following information is available: (read numbers 1 through 13)

DO NOT DELAY REPORT FOR FULL INFORMATION

1. Chemical name of substance released _____
2. Quantity released (lbs.) _____
3. Location of release _____
4. Date and time of release _____
5. Duration of release _____
6. Release was into: ρ air ρ surface water ρ sewer ρ ground
7. Anticipated acute or chronic health risks: _____

8. Advice on medical attention for exposed individuals (if appropriate) _____

9. Proper precautions to take (including evacuation if appropriate) _____

10. Name and phone number of person to contact for further information:
_____ phone: _____
11. Response actions taken by facility: _____

12. Weather conditions: _____
13. Response personnel at scene: _____

ENCLOSURE 5

EVACUATION AND ALTERNATE TRAFFIC ROUTES

From site, Route _____ west
Route _____ north
Route _____ south
Route _____ east

(Shown on map at Enclosure 3)

ENCLOSURE 6

FACILITY RESOURCES

- a. List of technical experts
- b. List of equipment
- c. List of vehicles
- d. Medical care system, including decontamination capabilities
- e. Clean up and recycling capabilities or contractor(s)

(NOTE: Mark as N/A for any Area(s))

ENCLOSURE 7

COMMUNITY RESOURCES *

- a. Fire departments
- b. Certified hazmat teams
- c. Police/sheriff
- d. Emergency medical/paramedic services
- e. Emergency management services
- f. List of vehicles
- g. List of equipment
- h. Medical care sites with decontamination facilities
- i. Public health agency
- j. Environmental agency
- k. Public works/transportation departments
- l. Red Cross
- m. Mass care centers
- n. Chemical manufacturers
- o. Mitigation resources (foam, sand, lime)

* Rather than list above information in each plan, one listing can be maintained in the county and municipal EOCs. If this is the case, write the following for this Enclosure:

"A listing of community resources is maintained in the county (or municipal) EOC."

ENCLOSURE 8

EMERGENCY PHONE NUMBERS

(List each agency and 24 hour point of contact phone number)

- a. LEPC (County EMA)
- b. PEMA - 1-800-424-7362
- c. National Response Center - 1-800-424-8802
- d. Participating agencies
- e. Technical personnel
- f. Response personnel
- g. CHEMTREC - 1-800-424-9300
- h. DoD Hazmat Hotline - 1-800-851-8061
- i. Facility personnel
- j. Community assistance
- k. Volunteer groups
- l. State agencies
- m. Media
- n. Local FAA
- o. Municipal EMCs of communities likely to be affected by a release
- p. Adjacent counties, if appropriate
- q. Adjacent states, if appropriate

ENCLOSURE 9

HAZARDOUS MATERIAL EMERGENCY FOLLOW-UP REPORT

THIS REPORT HAS BEEN PREPARED BY OR ON BEHALF OF THE BELOW-NAMED COMPANY OR INDIVIDUAL IN ORDER TO PROVIDE EMERGENCY NOTIFICATION INFORMATION ABOUT A HAZARDOUS MATERIAL RELEASE THAT OCCURRED FROM A FACILITY OR VEHICLE THAT IS EITHER OWNED OR OPERATED BY THE NAMED COMPANY OR INDIVIDUAL. SUBMISSION OF THIS REPORT IS REQUIRED BY SECTION 304(C) OF THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT OF 1986 (SARA TITLE III) (42 U.S.C. SECTION 11004 [7C]) AND SECTION 206 (D) OF THE PENNSYLVANIA HAZARDOUS MATERIAL EMERGENCY PLANNING AND RESPONSE ACT (35 P.S. SECTION 6022.206[D], AS AMENDED).

RELEASE INFORMATION

1. Name of Company, Owner, or Operator: _____

2. Address of Company, Owner, or Operator: _____

3. Chemical Name of Substance Released: _____
4. Quantity Released (lb): _____
5. Location of Release: (describe site of release at the facility or, if a transportation accident, the highway milepost, intersection or other appropriate identifier): _____

6. Date, time and duration of Release: _____
7. Release was into: Air _____ Surface Water _____ Sewer _____
Ground _____ Highway Surface _____
8. Actions taken to respond to and contain the release, including the name of any cleanup contractor: (provide a complete description - use separate page if necessary):

9. Any known or anticipated acute or chronic health risks associated with the release (describe in detail - if not appropriate, state none):

10. Advice on medical attention for exposed individuals (if appropriate):

11. Actions to be taken to mitigate potential future incidents (describe in detail): _____

THIS REPORT was prepared by the undersigned on behalf of the company or individual named in paragraph 1. The information provided herein is true and correct to the best of my knowledge and belief.

NOTE: If you have any questions about the preparation of this report, call the Pennsylvania Emergency Management Agency at (717) 651-2121 between 8am and 4pm, Monday through Friday.

Prepared by: _____
(Name)

(Title or Position)

(Telephone Number)

(Date)

CRITERIA FOR REVIEW OF SARA TITLE III OFF-SITE RESPONSE PLANS

THE FOLLOWING REVIEW QUESTIONS HAVE BEEN DEVELOPED FROM SARA TITLE III AND ACT 165 TO PROVIDE A CLEAR AND CONCISE REVIEW VEHICLE TO DETERMINE IF THE OFF-SITE RESPONSE PLAN IS IN COMPLIANCE WITH EXISTING REQUIREMENTS AND, MOST IMPORTANTLY, IF IT ADDRESSES ADEQUATELY THE NEEDS OF THE COMMUNITY AND THE FACILITY FOR WHICH IT WAS DEVELOPED. ALL ITEMS ARE REQUIRED BY LAW AND THE ABSENCE OF ANY ITEM RENDERS A PLAN UNACCEPTABLE.

REFERENCE	EMERGENCY RESPONSE PLAN ELEMENTS	YES	NO
Section 303(c) (1), SARA Title III	1. Has the facility subject to Title III planning requirements been identified?		
Section 203(k), Act 165	2. Have the latitude and longitude of the facility been identified?		
Section 303(c) (1), SARA Title III	3. *Have routes likely to be used for transportation, to and from the facility, of substances on the list of Extremely Hazard Substances been identified?		
Section 203(k), Act 165	4. Have vulnerability radii for each EHS that meets the TPQ been calculated utilizing EPS's "Technical Guidance for Hazards Analysis"? Is the largest radius shown on a map of the area? Has the number of people at risk been determined?		
Section 303(c)(1), SARA Title III	5. Have additional facilities contributing or subject to risk due to proximity to the facility been identified (such as hospitals, natural gas facilities, etc.)?		
Section 203(k), Act 165	6. Have all appropriate response organizations, to include the Commonwealth certified Hazmat Team that would be called to this facility in event of emergency, been identified in the plan?		
Section 303(c)(2), SARA Title III	7. Have methods and procedures to be followed by facility owners/operators and local emergency response and medical personnel been established?		
Section 303(c)(3), SARA Title III	8. Have county and facility emergency coordinators who shall make decisions necessary to implement the plan been designated?		

TITLE III REFERENCE	EMERGENCY RESPONSE PLAN ELEMENTS	YES	NO
Section 203(k), Act 165	9. Have the location, quantity and types of Extremely Hazardous Substances that meet the TPQ within the facility been identified?		
Section 303(c)(5), SARA Title III	10. Does the plan describe methods for determining the occurrence of a release?		
Section 303(c)(4), SARA Title III	11. Have specific procedures for notification of a hazardous materials incident been developed, including notification to the public?		
Section 203(k), Act 165	12. Does the initial notification system have a standardized list of information that is collected for each incident?		
Section 303(c)(4), SARA Title III	13. Does the network exist for notifying and mobilizing necessary response personnel?		
Section 303(c)(4), SARA Title III	14. When warning the public of potential hazards resulting from a release, do provisions exist for informing them of hazards to expect; what precautions to take; whether evacuation is required.		
Section 303(c)(6), SARA Title III	15. *Are lists that identify community and facility emergency equipment and its operators, and persons responsible for the equipment, available to response personnel? (Facility equipment lists should be included in the plan; community equipment lists can be maintained in the county/municipal EOCs.)		
Section 303(c)(7), SARA Title III	16. Does the plan identify what person by position, or agency is authorized to order an evacuation and how it will be carried out?		
Section 303(c)(7), SARA Title III	17. Have evacuation and alternate traffic routes been identified?		
Section 203(k), Act 165	18. Do procedures exist which require the LEPC to review the activities conducted during a response or an exercise?		
Section 303(c)(8), SARA Title III	19. *Does a training program for emergency response and medical personnel exist?		
Section 303(c)(8), SARA Title III	20. *Does the plan include where training schedules for these personnel are maintained?		
Section 303(c)(9), SARA Title III	21. Does the plan include where schedules for exercising emergency response plans are maintained?		

* MUST EITHER BE IN THE PLAN OR BE AVAILABLE AT THE COUNTY EOC.

COMMENTS/RECOMMENDATIONS:

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