

HAZWOPER EMERGENCY RESPONSE PLAN

ABC COMPANY

I. PRE-EMERGENCY PLANNING & COORDINATION WITH OUTSIDE AGENCIES

A. ABC Company is responsible for providing the following services/resources or rely on other agencies during a facility HazMat incident (e.g. terminating releases, confining chemical runoff, providing support including earth moving equipment, medical services, decontamination, etc.):

FACILITY SERVICES/RESOURCES PROVIDED

1. Facility: _____

2. Outside Responding Departments:

3. Contract Agencies:

4. Governmental Agencies:

5. Others:

6. The above information is contained in the TCEPA Emergency Response Program is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

B. A list of HazMat used and/or stored at this facility which could result in an uncontrolled release along with the approximate quantities of each substance include:
SUBSTANCE LOCATION QUANTITY

C. Upon detection of an uncontrolled HazMat release, (Name/Title)

_____ and/or _____ will be notified at _____ / _____ (Phone #s). This person(s) will initiate the

response by contacting the following employees and/or agencies listed below and by using the following devices as appropriate:

NAME PHONE NUMBER/DEVICES

1. Facility Employee(s):

2. Responding Department (s)

- Fire Department (s):

- Police Department (s):

- EMS/First Aid Squad:

- Department of Public Works:

- Local/County Health Department:

3. County HazMat Team

4. State government agencies: _____

5. Local government agencies: _____

6. Others _____

7. The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK RESPONSE)

D. A detailed description of the notification process, as it applies to ABC Company personnel, is described below:

* The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

E. The following information will be obtained, to the greatest extent possible, prior to contacting the agencies listed above:

1. Obtain wind direction and wind speed,
2. Attempt to verify correct name and spelling of hazardous material (s) involved,

3. Attempt to determine the form of the material (solid, liquid, gas, etc),
4. Attempt to verify the specific location of the release, and
5. Plan a route of approach from an upwind direction only.

II. PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING & COMMUNICATION

Chain of Command:

A. In the event of a HazMat incident, the following ABC Company responding personnel and alternates (if applicable) are responsible for functions as indicated below: (Indicate N/A where functions are not conducted by facility employees.)

RESPONDING PERSONNEL ALTERNATE (S)

1. Incident Commander:

2. Safety Official:

3. Entry Teams:

4. Back-up/Rescue Teams:

5. Others:

6. The above information is contained in the TCEQ emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

B. _____ (Name/Title) will assume control of the HazMat incident and direct the activities of each role defined above. This individual will use information provided by the safety official to ensure the protection of all responding personnel during each HazMat incident.

C. If ABC Company personnel are not responsible for performing tasks beyond taking defensive actions during a HazMat incident, then the roles not listed above will be performed by the agency listed below.

(Name/Address)

Training:

A. All ABC Company personnel have been trained or can demonstrate competency appropriate to their level of activity in accordance with 29 CFR 1910.120 as indicated below: (Indicate N/A where employee's duties and functions do not require such training.)

1. First Responder Awareness Level:

(NAMES) (TITLES)

2. First Responder Operations Level (Where Applicable):

(NAMES) (TITLES)

3. Hazardous Materials Technician/Specialist (Where Applicable):

(NAMES) (TITLES)

4. On-scene Incident Commander (Where Applicable)

(NAMES) (TITLES)

B. Refresher training is provided to all facility personnel or competency is demonstrated at least annually.

C. No ABC Company personnel will engage in response activities beyond their respective level of training and/or equipment available.

D. All HazMat Team members/Specialists have received baseline physical examinations and are enrolled in medical monitoring. Personnel that develop signs and symptoms resulting from an exposure to a hazardous substance receive medical consultation. Medical examinations and consultations are given to applicable personnel at least once every 12 months unless attending physician indicates otherwise.

Communications:

A. Procedures for effective communication and emergency alerting, between ABC Company personnel during a HazMat incident, will be established and maintained using the following devices: (Circle/list all that apply)

Radios (frequency/channel)

Audible Devices (Circle/List as appropriate)

- bells - compressed air horns
- megaphones - sirens
- whistles - site alarms

- telephones - other _____

Visual Signals (Circle/List as appropriate)

- flags - lights

- hand signals - signal Boards

- other _____

B. A detailed description of the communication system and how it is implemented is as follows:

* The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

C. During a HazMat incident, external communication with outside parties and the community will also be maintained.

Emergency Alerting and Response Procedures:

A. During the HazMat response, appropriate emergency notification and alerting procedures will be implemented when necessary (e.g. fire, explosion, injury/overexposure, significant chemical release and/or other emergency situations).

B. The following describes procedures for notifying ABC Company responding personnel of on-site emergencies:

* The above information is contained in TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

-9-

C. ABC Company responding personnel will be informed of these alerting procedures at the onset of each incident by _____.
(Name/Title)

D. Upon notification, ABC Company responding personnel involved in response activities will adhere to the following: (Circle/list all that will be adhered to)

1. Stop work until further instructions are received
2. Lower background noise in order to speed communications

3. Implement emergency instructions received
4. Evacuate responding personnel (if required)
5. Other _____

III. EMERGENCY RECOGNITION & PREVENTION

A. At the onset of the response, the following information will be used to assist ABC Company responding personnel in determining the substance (s) released or evaluating the hazard potential: (Circle/list all that apply)

1. SARA Title III - 302 Guidance Documents
2. USDOT Emergency Response Guidebook
3. Material Safety Data Sheet (s) (MSDS)
4. NJDOH Hazardous Substance Fact Sheet (s)
5. NJDOH Right-To-Know Surveys
6. Placard identification
7. Manifests
8. Information obtained from CHEMTREC
9. Information gained from personnel interviews
10. Information obtained from involved tank/box truck hauler
11. Other _____

B. ABC Company responding personnel will be notified of the identity, associated health hazards, physical and chemical properties, and other available information, of the released substance (s) prior to entering each HazMat incident. This will be accomplished using pre-entry briefings with all responders using the following appropriate references: (Circle/list all that apply)

1. USDOT Emergency Response Guidebook
2. Material Safety Data Sheet (s)
3. State Environmental Hazardous Substance Fact Sheet (s)
4. NIOSH Pocket Guide to Chemical Hazards
5. ACGIH Threshold Limit Values and Biological Exposure Indices
6. Community Right-To-Know Survey (s)
7. Other _____

C. During a HazMat incident, ABC Company responding personnel will take appropriate steps to prevent further emergencies (e.g. responder injuries, explosions, etc.) as follows: (Circle/list steps taken)

1. Approach from upwind with PPE
2. Eliminate all ignition sources
3. Bonding and grounding
4. Control/limit access to hot zone
5. Communicate with Incident Commander prior to taking actions
6. Other _____

7. Not applicable: No ABC Company personnel engage in the activities outlined in SECTION

IV. SAFE DISTANCES & PLACES OF REFUGE

A. Command centers, work zones, staging areas, safe distances and places of refuge for ABC Company responding personnel will be established during each HazMat incident.

B. During a HazMat incident, each of the hot, warm and cold zones will be established based on site conditions. The following information will be considered in establishing these zones:

1. Wind direction
2. Environmental conditions
3. Quantity, properties, extent, height, rate and method of release
4. Population areas
5. Transportations routes
6. Other _____
7. Not applicable: No facility personnel engage in the activities outlined in Section (IV) (B) (5).

C. ABC Company responding personnel will be informed of these zones by the _____(Name/Title) at the onset of each HazMat incident. These zones will be clearly marked using following methods: (Circle/list all that apply)

1. Markers
2. Barricade tape/fences
3. Flags
4. Signs
5. Maps
6. Other _____
7. Not applicable: No facility personnel engage in the activities outlined in SECTION (IV) (C)

D. Sitting/resting areas will be marked and located in safe areas. ABC Company responding personnel will be informed where these areas have been established and will maintain communication with the Emergency Operations Center (EOC).

V. SITE SECURITY & CONTROL

A. The number of ABC Company responding personnel (depending on training level, appropriate PPE and/or equipment) entering each zone will e limited and controlled by _____ (Name/Title).

B. The buddy system will be used by all ABC Company responding personnel when working in the hot zone. Back-up personnel, with appropriate training and equipment,

will also be available to provide rapid assistance to personnel in the event of an emergency.

C. The following methods will be used to maintain site security and control during each HazMat incident based on site location and conditions: (Circle/list all that apply)

1. Barricade tape
2. Portable fences
3. Signs
4. Communication devices
5. Other _____
6. Not Applicable: No facility personnel engage in the activities outlined in Section (V) (C)

VI. PERSONAL PROTECTIVE EQUIPMENT (PPE) & EMERGENCY EQUIPMENT

A. All ABC Company responding personnel entering the warm and hot zone will wear PPE appropriate to the hazards present (where applicable).

B. Adequate PPE and chemical protective clothing will be worn to protect the respiratory system, skin, eyes, face, hands, feet, head, body and hearing against chemical, physical, and biological hazards encountered during each HazMat incident.

C. _____ (List Name/Title or N/A) will determine which PPE will be selected based on the type and quantity of each substance released and environmental conditions.

D. Positive pressure self-controlled breathing apparatus (SCBAs) will be worn by all ABC Company responding personnel entering the hot zone until air monitoring indicates that a reduced level of respiratory protection can be safely worn (where applicable).

E. During each HazMat incident, the following PPE, respiratory protection and emergency equipment are available at ABC Company for use: (Indicate N/A if facility employees are not involved in HazMat incidents and would not wear or use such equipment.)

TYPE OF EQUIPMENT	EQUIPMENT LOCATION
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* The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

F. _____ (List Name/Title or Agency or N/A) will be responsible for all air monitoring during the HazMat incident.

G. Air monitoring for Immediately Dangerous to Life and Health (IDLH) atmospheres and/or EHS will be conducted during each HazMat incident using the following types of equipment:: (Circle/List appropriate response)

1. Direct reading instruments to monitor:

ATMOSPHERE TYPE EQUIPMENT TYPE/
LOCATION

Flammable or explosive atmospheres _____

Oxygen deficient atmospheres _____

Toxic gases and vapors _____

Ionizing radiation _____

Other _____

2. The above information is contained in the TCEPA emergency response program and is _____ attached OR _____ easily accessible for review.

(CHECK APPROPRIATE RESPONSE)

3. Not Applicable: no ABC Company personnel engage in the activities outlined in Section (VI) (E)

H. If the conditions during the HazMat incident are determined to be IDLH or an imminent hazard, the safety official may suspend or alter response activities to reduce hazardous conditions. Should this occur, all responding personnel will be notified of appropriate actions.

I. In the event that hazardous conditions exist beyond the response capabilities, equipment and/or training levels of this facility responding personnel will suspend activities and notify appropriate parties for further assistance as described in Section (I) (C).

VII. EVACUATION ROUTES & PROCEDURES

A. _____ (Name/Title) will be responsible for identifying evacuation routes and notification procedures at the onset of each HazMat response. The purpose of this action will be to establish alternate routes of escape from the hot zone for the evacuation of responding personnel in the event of an emergency.

B. The locations of all evacuation routes will be communicated to all ABC Company responding personnel prior to entry and will be identified using the following methods (Circle/list all that apply)

1. Markers
2. Barricade tape
3. Flags
4. Signs
5. Maps
6. Verbal instruction

7. Other _____

8. Not Applicable: No ABC Company personnel engage in the activities outline in Section (VII) (B)

VIII. EMERGENCY MEDICAL TREATMENT & FIRST AID

A. The following ABC Company responding personnel will be responsible for providing the basic life and advanced life support services for responding personnel during each HazMat incident. (Indicate if not applicable (N/A) when ABC Company employees are not responsible for providing these services).

NAME TITLE

B. First aid stations with appropriate equipment and supplies will be established in the cold zone. The following is a list of first aid equipment that will be available for use by ABC Company responding personnel during each HazMat incident: (Circle/list all that apply)

EQUIPMENT TYPE LOCATION

1. First Aid Kit _____
2. Stretchers _____
3. Emergency eyewash _____
4. Emergency showers _____
5. Other _____

6. The above information is contained in the TCEPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE ANSWER)

C. In the event of injury or overexposure, all potentially affected ABC Company responding personnel will be notified via procedures outlined in Section VII and VIII of this guide. The injured person(s) will be processed through decontamination area and proceed to the first aid station where treatment will be administered.

D. If the adequate treatment cannot be administered on-site, procedures have been established to notify and obtain rescue squads/hospitals which are prepared to transport/treat injured ABC Company responding personnel. To avoid exposure to other personnel, arrangements for the transport of contaminated or partially contaminated personnel have also been made.

E. The following area hospitals are prepared to receive:

HOSPITAL NAME LOCATION/PHONE #

- decontaminated responders:

- contaminated responders:

IX. DECONTAMINATION

A. Company ABC responding personnel will avoid all unnecessary contamination of persons and equipment during a HazMat incident (where applicable).

B. _____(Name/Title and/or Organization) will be responsible for providing systematic decontamination of all ABC Company responding personnel, victims, and emergency equipment exiting the hot zone to prevent the spread of contamination to personnel and environment.

C. Decontamination areas will be established at the onset of each HazMat response, prior to any entry by ABC Company responding personnel into hot zone (where applicable).

D. If decontamination areas are established by ABC Company responding personnel, the following factors will be considered:

1. The physical removal of gross contamination by dislodging/displacement or rinsing/wiping methods.
2. Chemical removal via a wash/rinse process as appropriate to the contaminating agent.
3. The following decontamination cleaning agents are available for use during HazMat incidents:

4. Other _____

5. If other cleaning agents are required they will be obtained.

E. Prior to a Hazmat incident, the following equipment and supplies will be utilized to construct appropriate decontamination area: (Circle/list all that are used)

1. Drop cloths/plastic sheeting
2. Collection containers for storing disposable clothing
3. Lined container with absorbents for wiping/rinsing of contaminants
4. Large galvanized tubs, stock tanks, wading pools to hold wash/rinse solutions removed from responding personnel
5. Wash and rinse solutions
6. Long handled, soft-bristled brushes
7. Paper/cloth towels for drying protective clothing and equipment
8. Metal or plastic cans or drums for contaminated wash and rinse solutions
9. Other _____
10. Not Applicable: No ABC Company personnel engage in the activities outlined in Section (IX) (E)

F. Additional decontamination supplies, support, and where they can be obtained from include: (If N/A indicate appropriately)

SUPPLIES/SUPPORT OBTAINED FROM

G. The following disposable outer garments and equipment used to reduce contamination of chemical resistant clothing and increase the effectiveness of decontamination procedures include: (Circle/list all that apply)

1. Disposable gloves
2. Disposable boot covers
3. Other _____
4. Not Applicable: No ABC Company personnel engage in the activities outlined in Section (IX) (G)

X. CRITIQUE OF RESPONSE & FOLLOW-UP

A. Following each HazMat incident, all ABC Company responding personnel will assemble to review and critique all response activities that occurred. If it is not possible to assemble all personnel, then some other means of debriefing responders will be utilized.

B. Follow-up procedures (including written and practical) will be conducted to improve response efforts and reduce future exposures, accidents and injuries as appropriate.

C. Documentation regarding critique and follow-up procedures will be maintained by _____(Name/Title) at this facility.

This Emergency Response Plan will be updated and modified on a regular basis based on the following conditions:

1. New hazardous substances are produced or can be potentially encountered
 2. Personnel roles, training levels and functions are changed
 3. Outside party responsibilities are changed
 4. At a minimum, it will be reviewed once a year to determine and make necessary changes
 5. Other _____
 6. LAST UP-DATE: _____
- BY WHOM: _____
(Name/Title)