



EMERGENCY AND DISASTER ACTION PLAN GUIDE

1. TABLE OF CONTENTS

This section should clearly identify the structure of the plan and include a list of appendices.

2. GENERAL FACILITY INFORMATION

Facility Name:

Facility Owner and/or Operator
(include mailing address & contact)

Facility Address
(include street name, community/district, parish, contact # email)

Other Identification Number *(e.g. EPA Identification #)*

Key Contacts for plan development and maintenance *(include contact #)*

Contact Name	Contact Number/Email Address

3. PURPOSE AND SCOPE OF PLAN

- This section should describe what the plan is intended for
- Include a list of regulations that are being addressed in the plan or that the plan is related to

4. OVERVIEW OF FACILITY OPERATIONS

- Provide a brief overview of facility operations and describe in general the physical layout of the facility
- Describe the types and quantities of hazardous waste generated at the facility
- Insert a Site Plan of the facility
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5. REVISION OF PLAN



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- Indicate the date that the plan was last revised and the date of the next revision

6. ORGANIZATION, RESPONSIBILITIES & DUTIES

- Provide a brief overview of the organizational structure of the facility (business)
- Illustrate the structure of the facility emergency response team
- Describe the duties and responsibilities of each and any changes in the absence of other team members
- Include a statement giving authority to the designated emergency coordinators to commit the necessary resources to implement the plan

7. FACILITY EMERGENCY RESPONSE TEAM

- Identify members of the facility emergency response team, including the emergency coordinators (by name) (including the emergency coordinators, spill response leaders, team members, first aid and communications specialist)
- One person must be named as the primary emergency coordinator with others identified as alternates
- The alternates should be listed on the emergency coordinators list in the order in which they assume responsibility as alternates
- The list of emergency coordinators (their contact #) should be placed in the appendix along with other emergency numbers for police and fire

8. COORDINATED EMERGENCY SERVICES WITH OFFSITE EMERGENCY RESPONDERS

- Specify which emergency responder (JFB, JCF) is responsible for providing services at the facility
- Describe any arrangements made with local police departments, fire, hospitals, contractors and local emergency response teams to coordinate emergency services and ensure that the facility will get an immediate response from local authorities
- Written agreements should be obtained whenever possible and included in the appendix. Also, include documentation of any refusal by local authorities to participate in emergency operations
- A copy of the contingency plan and all revisions should be sent to those agencies that are expected to respond to an emergency situation. A distribution log of where each copy is sent should be placed in the appendix

9. PERSONNEL TRAINING

- Describe the type of emergency response training provided to employees during initial training for new employees and annual refresher training
- Training should include familiarization with the contingency plan, evacuation routes, emergency response procedures and the location of emergency equipment



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10. ROUTINE SURVEILLANCE

- Include prevention-based requirements (e.g. maintenance, testing, in-house inspections, release detection, site security, containment, fail-safe engineering) that have the potential to impact response activities
- Describe procedures for responding to spills or leakage from tanks and containers, including removal of spilt waste and repair or replacement of the unit
- Provide a list of available emergency equipment, location and maintenance schedule (place in appendix)

11. EMERGENCY PROCEDURES

Discovery – outline the initial actions the person(s) discovering an incident should take and the initial notification of proper personnel in a manner easily understood by all facility employees. The use of flowcharts and checklists may prove useful

Initial Response & Notification – provide for the implementation of the contingency plan following the discovery of the incident. Include procedures for contacting the facility emergency coordinator and instructions regarding internal and external release notification requirements and what information to provide

Release Assessment – outline procedures for preliminary assessment of the situation, including identification of the incident type, hazards involved magnitude of the problem and threatened resources. Establish the objectives and priorities for a response to the specific incident including determination of mitigating actions, identification of resources required for response and mobilization of those resources

Control Procedures – specific responses and control procedures must be tailored to the type of hazard present. Relevant questions to ask in developing such materials include:

- What type of emergency is occurring?
- What areas/ resources have been or will be affected?
- Do we need an exclusion zone?
- Is the source under control?
- What types of response resources are needed?

Sustained Actions – This section should address the transition of a response from the initial emergency stage to the sustained action stage where more prolonged mitigation and recovery actions occur. This should contain released materials, decontamination of affected areas and procedures to ensure safe management of incompatible wastes

Termination & Follow-up Actions –this section should briefly address the development of a mechanism to ensure that the emergency coordinator may if necessary terminate the response and resume facility operations.



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12. EVACUATION PLANS

This section should describe the procedures for the safe evacuation of facility personnel in the event of an oil spill.

13. RECORDKEEPING AND INCIDENT REPORTS

This section should describe who is responsible for the submission of follow-up reports to appropriate regulatory agencies promptly and include provisions for notations of incidents in the company operating procedures for conducting a follow-up investigation of the cause of the incident, including coordination with national and local authorities.

APPENDICES

To include:

- List of Emergency Coordinators & Contact Information
- List and Location of Emergency Equipment
- Notification Requirements
- Written Agreements with Local Responders
- Fire Protection and Prevention Plan
- Detailed Facility and Adjacent Property Information
- Incident Reports
- Training Records
- Contingency Plan Distribution List
- Contingency Plan Amendments
- Detailed Hazardous Analysis Procedures or Assessments