

## EHS FACILITY EMERGENCY RESPONSE PLAN DEVELOPMENT CHECKLIST

- 1 *Type(s) of common transportation routes for EHS chemicals to and from facility*
  - Are modes of EHS transport listed in the plan?
  - Are the routes of EHS transport listed from the county line to the facility?
  - Are the handling procedures of the EHS listed in the plan?
  - Is the frequency of shipping for the EHS listed in the plan?
- 2 *Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations*
  - Are the processes for Shelter in Place (SIP) and Evacuation of on-site and off-site populations discussed?
  - Are officials who may authorize Exit SIP and re-entry of an evacuated area identified?
- 3 *Process for Alerting/Warning the Public and Special Facilities*
  - Are the processes for alerting/warning the public and Special Facilities discussed?
- 4 *List the equipment or resources available for hazardous materials response at the facility*
  - Does the plan describe the emergency response equipment available at the facility?
- 5 *Provide the name, title, and contact information for the individual(s) who has the authority to commit the facilities resources in times of emergency*
  - Are the Facility Emergency Coordinator (FEC) and Alternate FEC listed along with two contact numbers, one of which must be 24-hour number?
  - Are the FEC and Alternate FEC different people?
- 6 *How many individuals are trained in emergency response and what are their respective training level/capabilities?*
  - Does the plan describe training level(s) of facility response personnel?
- 7 *Facility Employee Training Schedule for Hazmat*
  - Does the plan provide dates and brief descriptions for yearly hazmat training opportunities?
- 8 *Facility Employee Exercise Schedule for Hazmat*
  - Does the plan discuss the facility's exercise program?