

*NRT-1A*

**Criteria for Review of  
Hazardous Materials  
Emergency Plans**

*May 1988*



NATIONAL RESPONSE TEAM

# National Response Team

of the National Oil and Hazardous  
Substances Contingency Plan

G-WER/12, 2100 2nd Street SW, Washington, DC 20593

May 1988

This document transmits the National Response Team's recommended criteria for reviewing emergency plans submitted to Regional Response Teams (RRTs) under the provisions of Section 303(g) of the Emergency Planning and Community Right to Know Act of 1986 (SARA Title III). The criteria for Review of Hazardous Materials Emergency Plans are to serve as a supplement to the National Response Team's Hazardous Materials Emergency Planning Guide (NRT-1) published in March 1987. In addition to their use by the RRTs, the criteria also can be useful to State Emergency Response Commissions (SERCs) and Local Emergency Planning Committees (LEPCs) in the development and review of plans.

## NRT

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Human Services  
Federal  
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Management  
Agency  
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Energy  
Department of  
Labor

The National Response Team suggests the following for RRT reviews: (1) Local plans should be submitted to the RRT through the appropriate State Emergency Response Commissions (SERC) after the SERCs have completed their own review: (2) Regional Response Team plan review should focus primarily on plans prepared for designated priority areas within each State, i.e. those areas where there are concentrations of hazardous substances manufacturing, storage, or transportation facilities that pose substantial hazards to the public health and safety, and should ensure consistency between those local plans and the relevant Federal plans: and (3) Regional Response Teams should use the review and comment process as a form of technical assistance to SERCs and LEPCs. The reviews do not constitute formal approval or disapproval.

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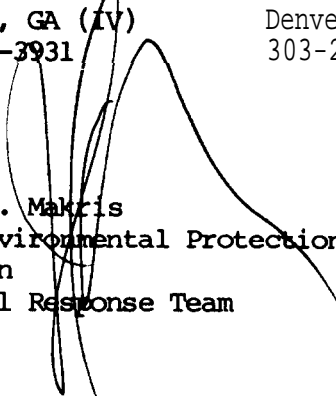
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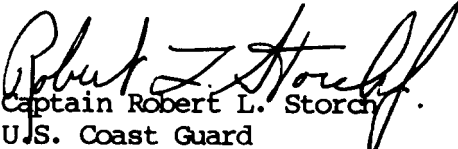
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## TABLE OF CONTENTS

INTRODUCTION . . . . .	1
BACKGROUND . . . . .	1
BASIS FOR THE CRITERIA . . . . .	3
USE OF CRITERIA . . . . .	4
RRT CONSIDERATION OF THE LEPC PLANNING PROCESS . . . . .	4
CRITERIA FOR PLANS . . . . .	6
Incident Information Summary . . . . .	6
Promulgation Document . . . . .	6
Legal Authority and Responsibility for Response . . . . .	7
Table of Contents . . . . .	7
Abbreviations and Definitions . . . . .	7
Planning Factors . . . . .	8
Concept of Operations . . . . .	10
Instructions for Plan Use . . . . .	12
Emergency Notification Procedures . . . . .	12
Initial Notification of Response Agencies . . . . .	14
Direction and Control . . . . .	15
Communication Among Responders . . . . .	16
Warning Systems and Emergency Public Notification . . . . .	17
Public Information and Community Relations . . . . .	18
Resource Management . . . . .	19
Health and Medical . . . . .	20
Response Personnel Safety . . . . .	21
Personal Protection of Citizens/Indoor Protection . . . . .	22
Personal Protective Measures/Evacuation Procedures . . . . .	23
Fire and Rescue . . . . .	25
Law Enforcement . . . . .	26
On-Going Incident Assessment . . . . .	26
Human Services . . . . .	27
Public Works . . . . .	27
Techniques for Spill Containment and Cleanup . . . . .	28
Documentation and Investigative Follow-up . . . . .	29
Procedures for Testing and Updating the Plan. . . . .	29
Training . . . . .	30

# CRITERIA FOR REVIEW OF HAZARDOUS MATERIALS EMERGENCY PLANS

## INTRODUCTION

This document contains a set of criteria which may be used by the Regional Response Teams (RRTs) in the review of local plans under the provisions of Section 303(g) of the Superfund Amendments and Reauthorization Act of 1986 (SARA). These criteria also may be used by local emergency planning committees (LEPCs) for preparing plans as required under Section 303(a) and by state emergency response commissions (SERCs) for reviewing plans as required under Section 303(e) of the Act. This review guide is intended as a companion document to the Hazardous Materials Emergency Planning Guide (NRT-1), and can be viewed as a supplement to the planning process as implemented by local emergency planning committees.

## BACKGROUND

Section 303(a) of the Superfund Amendments and Reauthorization Act of 1986 requires each local emergency planning committee to prepare comprehensive hazardous substances emergency response plans by October, 1988. The local emergency planning committee is required to review the plan once a year, or more frequently as changed circumstances in the community or at any facility may require.

Section 303(b) requires each local emergency planning committee to evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and to make recommendations with respect to additional resources that may be required and the means for providing these additional resources.

Section 303(c) specifically states that "Each emergency management plan shall include (but is not limited to) each of the following:

- (1) Identification of facilities subject to the requirements of this subtitle 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 referred to in Section 302(a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, 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 (consistent with the emergency notification requirements of Section 304).
- (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 subtitle, 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."

Under Section 303(e) of the Act, state emergency response commissions are required to review and make recommendations on each plan to ensure "coordination" with the plans of other local emergency planning districts.

Under Section 303(g) of the Act, the Regional Response Teams "may review and comment upon an emergency plan or other issues related to preparation, implementation, or exercise of such a plan upon request of a local emergency planning committee." This review is viewed by the National Response Team to be a form of technical assistance to the local emergency planning committees and the

state emergency response commissions, and is not to be considered as an approval of these plans.

Finally, under Section 303(f), the National Response Team is required to issue guidance documents for the preparation and implementation of emergency plans. In March, 1987 the National Response Team published and distributed the first such guidance document by issuing NRT-1, the Hazardous Materials Emergency Planning Guide. NRT-1 contains extensive discussion of both the planning process and the elements or contents required for an effective hazardous materials emergency response plan. The following plan review criteria are issued as supplemental technical guidance to NRT-1.

#### BASIS FOR THE CRITERIA

The review criteria are based on the guidelines for plans as contained in Section 303(c) of the Act, NRT-1, and CPG 1-8, Guide for Development of State and Local Emergency Operations Plans, published by the Federal Emergency Management Agency. Section 303(c) outlines the minimum requirements for local emergency response plans. The criteria which address these minimum requirements are introduced throughout the document by the phrase "the plan shall." The criteria based upon NRT-1, which expand upon the above minimum requirements, include all the elements that the NRT considers essential for an effective hazardous materials emergency response plan. While local emergency planning committee plans are not required to contain all these elements, the NRT believes that they should. Accordingly, the criteria based on the planning elements in NRT-1 (and many of the elements in CPG 1-8) are introduced by the phrase "the plan should." In those cases where a plan may be improved by including other considerations, the criteria are introduced by the phrase "the plan might." In these cases, the criteria are not recommended either by Title III, NRT-1, or CPG 1-8.

There also are criteria included in this document that are considered to be of such merit that they are placed under the category "the plan should", but cannot be specifically cited from Title III, NRT-1, or CPG 1-8. These criteria will be included in subsequent revisions to NRT-1 and are highlighted in this document with an asterisk (\*).

CPG 1-8 (used as one of the sources for these criteria) is used by local governments to develop emergency operations plans which are required by the Comprehensive Cooperative Agreements between the Federal Emergency Management Agency and the states. CPG 1-8a Guide for the Review of State and Local Emergency Operations Plans, also was used as a resource for developing these review criteria. The planning elements in CPG 1-8 have been

incorporated into NRT-1, and most of the review criteria in CPG 1-8a are included in the attached RRT Plan Review Document. The relevant sections of Title III, NRT-1, and CPG 1-8 are indexed in the review document for informational purposes.

The plan criteria outlined below are structured to correspond to the sequence of plan elements suggested by Chapters 4 through 6 of NRT-1 and Chapters 2 and 3 of CPG 1-8.

#### USE OF CRITERIA

The NRT expects that the primary use of these criteria will be in plan review by Regional Response Teams. Through the use of these criteria and the development of comments related thereto, the RRTs can both conduct organized and systematic reviews of local plans and ensure that plan elements of particular interest to RRTs are covered. The RRTs should also use the criteria as a basis for ensuring coordination between federal plans developed under the National Contingency Plan (e.g., Regional Contingency Plans and OSC Plans) and plans developed at the local level.

As mentioned above, the local emergency planning committees may find the criteria useful in the development of plans required under Section 303(c) of the Act. These criteria are concise statements of the contents of plan elements covered in NRT-1 and CPG 1-8, and all of the plan elements required in Section 303(c). It is essential, however, that the criteria be used by local emergency planning committees only in concert with the full range of available guidance.

State emergency response commissions may find the plan criteria useful in the coordination of local emergency planning committees and in the review of each local plan. The criteria offer a useful guide for all of the planning elements which may require coordinated and consistent treatment among the local emergency planning committees within a state. They also provide the basis for a more general review of plans.

#### RRT CONSIDERATION OF THE LEPC PLANNING PROCESS

One of the major themes of NRT-1 is that the way in which a local hazardous materials emergency plan is developed is as important as the actual contents of such a plan. Thus, the Regional Response Teams may find it useful to secure the following information pertaining to the local emergency planning committee under review:

1. A list of the names and affiliations of the members of the LEPC;

2. A description of the activities and accomplishments (with completion dates) of the committee in compliance with Section 301, including:
  - Appointment of a chairperson;
  - Establishment of rules for committee operations;
  - Development of methods for public notification of committee activities;
  - Conduct of public meetings on the emergency plan;
  - Receiving and responding to public comments: and
  - Public notice of availability of emergency response plan, Material Safety Data Sheets, and inventory forms under Section 324;
  - Dealing with public requests for information under Sections 311, 312 and 313; and
  - Securing information from facilities covered by the plan.
3. A description of the major activities of the committee in completing the tasks for the hazard analysis and capability assessment.
4. A summary of the data produced by these tasks, if not already described in the plan.
5. A summary of the resources expended in developing the plan, including local funds, staff effort and technical expertise, plus a summary of resources required for maintaining and revising the plan.
6. A description of any findings on ways to fund hazardous materials emergency planning within the district.



1.0 INCIDENT INFORMATION SUMMARY

The Plan should<sup>1</sup> contain:

- 1.1 Detailed description of the essential information that is to be developed and recorded by the local response system in an actual incident, e.g., date, time, location, type of release, and material released; A.1

2.0 PROMULGATION DOCUMENT

The Plan should contain:

- 2.1 A document signed by the chairperson of the LEPC, promulgating the plan for the district; A.2    2.3(a) (1)
- 2.2 Documents signed by the chief executives of all local jurisdictions within the district<sup>2</sup>; and \*

1. (a) All criteria with a Title III reference are requested by section 303(c) of the Act and are introduced by the phrase "The Plan shall."

(b) All criteria with an NRT-1 reference are not required by Title III, but are regarded as essential by the NRT for an effective hazardous materials emergency response plan. They can be found in NRT-1, Chapter 5, "Planning Elements", and are introduced by the phrase "The Plan should."

(c) All CPG 1-8 references include those criteria that address requirements for emergency operations plans prepared under the provisions of the Comprehensive Cooperative Agreements with the Federal Emergency Management Agency.

<sup>2</sup> These criteria are considered to be of such merit that they are included under the heading "The plan should", but cannot specifically be cited from Title III, NRT-1, or CPG 1-8. They are designated in the documentation section by an asterisk (\*). They will be included in subsequent revisions to NRT-1.

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

2.3 Letters from affected facilities endorsing the plan.

\*

The Plan might contain:

2.4 Letters of agreement between the affected facilities and local jurisdictions for emergency response and notification responsibilities.

A.2

3.0 LEGAL AUTHORITY AND RESPONSIBILITY FOR RESPONSE

The Plan should:

3.1 Describe, reference, or include legal authorities of the jurisdictions whose emergency response roles are described in the plan, including authorities of the emergency planning district and the local jurisdictions within the district; and

A.3 2.3(h)

3.2 List all other authorities the LEFC regards essential for response within the district, including state and federal authorities.

II

4. TABLE OF CONTENTS

The Plan should:

4.1 List all elements of the plan, provide tabs for each and provide a cross-reference for all of the nine required elements in Section 303 of the Act. Plans that are prepared in the context of requirements of CPG 1-8 should contain an index to the location of both NRT-1 and Section 303 elements.

A.4 2.3(a) (3)

5. ABBREVIATIONS AND DEFINITIONS

The Plan should:

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

5.1 Explain all abbreviations and define all essential terms included in the plan text. A.5 2.3(i)

6.0 PLANNING FACTORS

Assumption: Assumptions are the advance judgments concerning what might happen in the case of an accidental spill or release.

The Plan should:

6.1 List all of the assumptions about conditions that might develop in the district in the event of accidents from any of the affect& facilities or along any of the transportation routes. A.6 2.3(c)

Planning Factors

The planning factors consist of all the local conditions that make an emergency plan necessary.

The Plan shall:

6.2 Identify and describe the facilities in the district that possess extremely hazardous substances and the transportation routes along which such substances may move within the district: 303(c) (1) A.6 2.3(c)

6.3 Identify and describe other facilities that my contribute to additional risk by virtue of their proximity to the above mentioned facilities: II "

6.4 Identify and describe additional facilities included in the plan that are subject to additional risks due to their proximity to facilities " II

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

- with extremely hazardous substances;  
and
- 6.5 Include methods for determining that a release of extremely hazardous substances has occurred, and the area of population likely to be affected by such release. 303(c) (5) A.6 2.3(c)
- The Plan should:
- 6.6 Include the major findings from the hazard analysis, (date of analysis should be provided) which should consist of: A.6 2.3(a) (4)
- 6.6.1 Major characteristics of affected facilities/transportation routes impacting on the types and levels of hazards posed, including the types, identities, characteristics, and quantities of hazardous materials related to facilities and transportation routes; " "
- 6.6.2 Potential release situations with possible consequences beyond the boundaries of facilities, or adjacent to transportation routes. Use may be made of historical data on spills and any data on spills and any data secured from facilities under Section 303(d)(3) of the Act; "
- 6.6.3 Maps showing locations of facilities, transportation routes, and special features of district, including vulnerable areas; " "
- 6.7 Geographical features of the district, including sensitive environmental areas, land use patterns, water supplies, and public transportation; " "

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CFG 1-8

- |                           |  |        |            |
|---------------------------|--|--------|------------|
| 6.8                       | Major demographic features of the district, including those features that impact most on emergency response e.g., population density special populations, and particularly sensitive institutions;             | A.6    | 2.3(a) (4) |
| 6.9                       | The district's climate and weather as they affect airborne distribution of chemicals; and  | "      |            |
| 6.10                      | Critical time variables impacting on emergencies, e.g., time of day and month of year in which they would be most likely occur.  | "      |            |
| 7.0 CONCEPT OF OPERATIONS |  |        |            |
|                           | The Plan shall:  |        |            |
| 7.1                       | Designate a emergency co-ordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.   | 303(c) | (3)        |
|                           | The Plan should:   |        |            |
| 7.2                       | Identify, by title, the individual designated as the community emergency coordinator and each of the facility emergency coordinators;  | A.7b   | 2.3(d)     |
| 7.3                       | Explain the relationships between these coordinators, their organizations, and the other local governmental response authorities within the district, e.g., the county emergency management authority;         | "      | "          |
| 7.4                       | Describe the relationship between this plan and other response plans within the district which deal in whole or in part with hazardous materials emergency response, e.g. the county Emergency Operations Plan | A.7c   |            |

CRITERIA FOR PLANS

DOCUMENTATION  
 TITLE III NRT-1 CPG 1-8

- and plans developed by fire departments under OSHA Regulation CFR 29 Part 1910-120;
- 7.5 List all the facility emergency plans within the district that apply to hazardous materials emergency response, including all plans developed under OSHA Regulation on Hazardous Waste Operations and Emergency Response (CFR 29 CFR Part 1910.120); A.7c
  - 7.6 Describe the way in which the above plans are integrated with local response plans: "
  - 7.7 Describe the functions and responsibilities of all the local response organizations within the district, including public and private sector as well as volunteer and charitable organizations; A.7b 2.3 (e)
  - 7.8 List mutual aid agreement or other arrangements for sharing data and response; A.3
  - 7.9 Describe conditions tier which the local government will coordinate its response with other districts and the means or sequence of activities to be followed by districts in interacting with other districts; A.7b
  - 7.10 Describe the relationship between plans of the district and related state plans; A.7c
  - 7.11 Describe the relationship between local and state emergency response authorities: and A.7b
  - 7.12 Describe the relationships between emergency response plans and activities in the district and response plans and activities by federal agencies, including all plans and A.7b;  
A.7c

responses outlined in the National Contingency Plan.

[Emphasis should be given to the allocation of responsibilities among federal emergency response agencies, including listing the names and the responsibilities of federal response agencies and entities such as the RRT, describing the means for their notification, the types of resources to be sought from them, the means for obtaining them, the conditions under which assistance is to be provided, and the methods of coordination during a response]

8. INSTRUCTIONS FOR PLAN USE

The Plan should:

- 8.1 Contain a discussion of the purpose of the plan; and A.8a 2.3(a) (5) (b)
- 8.2 Contain a list of organizations and persons receiving the plan or plan amendments and the date that the plan was transmitted as well as a specific identification number for each plan. A.8b 2.3(a) (5) (c)

9.0 RECORD OF AMENDMENTS

The Plan should:

- 9.1 Contain a section that describes methods for maintaining and revising the plan and recording all changes in the plan, including a method for controlling distribution. A.9 2.3 (a) (6)

10.0 EMERGENCY NOTIFICATION PROCEDURES

The Plan shall:

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

10.1 Include procedures for 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

303(c)(4) c.4 3.3(c)

The Plan should:

- |   |     |
|---|-----|
| 10.2 Include procedures for immediately notifying the appropriate 24-hour hotline first, and should locate these procedures in a prominent place in the plan: | C.1 |
| 10.3 List the 24-hour emergency hotline number(s) for the local emergency response organization(s) within the district;                                       |     |
| 10.4 Contain an accurate and up to date Emergency Assistance Telephone Roster that includes numbers for the:  | B   |
| 10.4.1 Technical and response personnel;  | "   |
| 10.4.2 Community emergency coordinator, and all facility emergency coordinators;  | *   |
| 10.4.3 CHEMTREC;  | B   |
| 10.4.4 National Response Center; <sup>3</sup>   | "   |
| 10.4.5 Other participating agencies:  | "   |
| 10.4.6 Community emergency coordinators in neighboring emergency planning districts;  | *   |

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<sup>3</sup> Spills exceeding the CERCLA reportable quantities are required to be reported to the National Response Center.



CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CFG 1-8

- |        |   |     |
|--------|---|-----|
| 10.4.7 | Public and private sector support groups; and the   | B   |
| 10.4.8 | Points of contact for all major carriers on transportation routes within the district;  | *   |
| 10.5   | List all local organizations to be notified of a release, and the order of their notification, and list names and telephone numbers of primary and alternate points of contact:   | *   |
| 10.6   | List all local institutions to be notified of the occurrence of a release and the order of their notification, and the names and telephonenumber numbers of contacts;   | *   |
| 10.7   | List all state organizations to be notified, and list the names and telephone numbers of contacts: and  | *   |
| 10.8   | List all federal response organizations to be notified, and the names and telephones nmbers of the contacts.  | *   |
| 11.0   | INITIAL NOTIFICATION OF RESPONSE AGENCY   |     |
|        | The plan should:  |     |
| 11.1   | Describe methods or means to be used by facility emergency coordinators (FECs) within the district to notify community emergency coordinators (CECs) of any potentially affected districts, and SERCs of any potentially affected states, and my other persons to whom the facility is to give notification of any release in compliance with Section 304 of Title III; | C.1 |
| 11.2   | Describe methods by which the CECs and local response organizations   | "   |

will be notified of releases from transportation accidents, following notification through 911 system or specified alternative means:

- 11.3 Describe methods by which the CEC, or his designated agent, will ensure that contents of notification match the requirements of Section 304, including the regulations contained in 40 CFR Part 355 (Notification Requirements, Final Rule); C.1
- 11.4 List procedures by which the CEC will assure that both the immediate and follow-on notifications from facility operators are made within the time frames specified by Notification of Final Rule in 40 CFR Part 355; and
- 11.5 Identify the person or office responsible for receiving the notification for the community emergency coordinator or his/her designated agent and list the telephone number;

12.0 DIRECTION AND CONTROL

The Plan shall:

- 12.1 Include methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to arelease of extremely hazardous substances. 303 (c) (2)

The Plan should:

- 12.2 Identify the organization within the district responsible for providing direction and control to the overall emergency response system described in the Concept of operations; C.2 3.3(a)

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

- |  |     |        |
|--|-----|--------|
| 12.3 Identify persons or offices within each response organization who provide direction and control to each of the organizations;   | C.2 | 3.3(a) |
| 12.4 Identify persons or offices providing direction and control within each of the emergency response function;   | "   | "      |
| 12.5 Describe persons or offices responsible for the performance of incident command functions and the way in which the incident command system is used in hazardous substances incidents:         | "   |        |
| 12.6 Describe the chain of command for the total response system, for each of the major response functions and for the organization controlled by the incident commander; and                      | "   |        |
| 12.7 Identify persons responsible for the activation and operations of the emergency operations center, the on-scene command post, and the methods by which they will coordinate their activities: | "   |        |
| 12.8 List three levels of incident severity and associated response levels;  | "   | "      |
| 12.9 Identify the conditions for each level: and   | "   | "      |
| 12.10 Indicate the responsible organizations at each level.  | "   | "      |

13.0 COMMUNICATION AMONG RESPONDERS

The Plan should:

- |   |     |        |
|---|-----|--------|
| 13.1 Describe all the methods by which identified responders will exchange information and communicate with each other during a response, in- | C.3 | 3.3(b) |
|---|-----|--------|

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

cluding the commmunications networks and common frequencies to be used;

[At a minimum, these methods should be described for each function. Both communications among local response units and between these units and facilities where incidents occur should be described]

- 13.2 Describe the methods by which emergency responders can receive information on chemical and related response measure; and

C.3

[May include a description of computer systems with on line databases]

- 13.3 Describe primary and back-up system for all communication channels and systems.

\*

3.3(b)

The Plan might:

- 13.4 contain a diagram or matrix showing the flaws of information within the response system.

14.0 WARNING SYSTEM AND EMERGENCY PUBLIC NOTIFICATION

The Plan should:

- 14.1 Identify responsible officials within the district and describe the methods by which they will notify the public of a release from any facility or along any transportation route, including sirens or other signals, and use of the broadcast media and the Emergency Broadcast System. This should include a description of:

C.4

3.3(c)

- 14.1.1 The sirens and other signals to be employed, their meaning, their methods of coordination,

"

"

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

	and their geographical coverage:		
14.1.2	Other methods, such as door-to-door alerting, that may be employed to reach segments of the population that may not be reached by sirens or other signals: and	C.4	3.3(c)
14.1.3	Time frames within which notification to the public can be accomplished;	"	
14.2	Describe methods for the coordination of emergency public notification during a response; and	"	"
14.3	Describe any responsibilities or activities of facilities covered by the Act for emergency public notification during a response.	"	"
15.	PUBLIC INFORMATION AND COMMUNITY RELATIONS		
	The Plan should:		
15.1	Describe the methods used by local governments, prior to emergencies, for educating the public about possible emergencies and planned protective measures;	C.5	3.3(d)
15.2	Describe the role and organizational position of the public information officer during emergencies;	"	
15.3	Designate a spokesperson and describe the methods for keeping the public informed during an emergency situation, including a list of all radio, TV, and press contacts; and	"	
15.4	Describe any related public information activities of affected faci-	*	

lities, both prior to an emergency and during an emergency.

16.0 RESOURCE MANAGEMENT

The Plan shall:

- 16.1 Include a description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle and an identification of the persons responsible for such equipment and facilities. 303(c) (6)

The Plan should:

- 16.2 List personnel resources available for emergency response by major categories, including governmental, volunteer, and the private sector; C.6 3.3(n)
- 16.3 Describe the types, quantities, capabilities and locations of emergency response equipment available to the local emergency response units, including fire, police and emergency medical response units. " "
- [Categories of equipment should include transportation, communications, monitoring and detection, containment decontamination, removal, and cleanup]
- 16.4 List the emergency response equipment available to each of the affected facilities and describe them in the same way as community equipment is described; " "
- 16.5 Describe the emergency operating centers or other facilities available to the local community and the facility emergency coordinators and other response coordinators, such as incident commanders;

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

16.6 Describe emergency response equipment and facilities available to each affected facility and the conditions under which they are to be used; support of local responders;

C.6 3.3(n)

16.7 Describe significant resource shortfalls and mutual support agreements with other jurisdictions where by the district might increase its capabilities in an emergency;

[This may be discussed under the Concept of Operations]

16.8 Describe procedures for securing assistance from federal and state agencies and their emergency support contractors;

[This may be discussed under the Concept of Operations]

16.9 Describe emergency response capabilities and the expertise in the private sector that might be available to assist local responders, facility managers, and transportation companies during emergencies.

17.0 HEALTH AND MEDICAL

The Plan shall:

17.1 Include methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to a release of extremely hazardous substances.

303(c) (2)

The Plan should:

17.2 Describe the procedures for summoning emergency medical and health department personnel;

C.7 3.3(h)

CRITERIA FOR PLANS

DOCUMENTATION  
 TITLE III NRT-1 CPG 1-8

- |  |     |        |
|--|-----|--------|
| 17.3 Describe the procedures for the major types of emergency medical services, including first aid, triage, ambulance service, and emergency medical care, using both the resources available within the district and those that can be secured in neighboring districts; | C.7 | 3.3(h) |
| 17.4 Describe the procedures to be followed for decontamination of exposed people:   |     |        |
| 17.5 Describe the procedures for providing sanitation, food, water supplies, and safe re-entry of persons to the accident area;  | "   | "      |
| 17.6 Describe procedures for conducting health assessments upon which to base protective action decisions;   | *   |        |
| 17.7 Describe the level and types of emergency medical capabilities in the district to deal with exposure of people to extremely hazardous substances;   | C.7 |        |
| 17.8 Describe the provisions for emergency mental health care; and   | "   |        |
| 17.9 Indicate mutual aid agreement with other communities to provide backup emergency medical and health department personnel, and equipment.  | *   |        |
| 18.0 RESPONSE PERSONNEL SAFETY   |     |        |
| The Plan should:   |     |        |
| 18.1 Describe initial and follow-up procedures for entering and leaving incident sites, including personnel account ability personnel safety precautions, and medical monitoring:  | C.8 |        |



CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

18.2 Describe personnel and equipment decontamination procedures; and

C.8

18.3 List sampling, monitoring and personnel protective equipment appropriate to various degrees of hazards based on EPA levels of protection (A, B, C, & D).

"

[Just prior to publication of NRT-1, the Occupational Safety and Health Administration (OSHA) published proposed rules (29 CFR Part 1910.120) to provide more definitive requirements to plan for emergency response personnel safety. If the LEPC plans include a section on this function, the plan elements listed in the OSHA regulation should be used]

19.0 PERSONAL PROTECTION OF CITIZENS/INDOOR PROTECTION

The Plan shall:

19.1 Describe methods in place in the community and in each of the affected facilities for determining the areas likely to be affected by a release.

303(c) (5)

The Plan should:

19.2 Include methods to predict the speed, direction, and concentration of plumes resulting from airborne releases, and methods for modeling vapor cloud dispersion as well as methods to monitor the release and concentrations in realtime:

C.9a 3.3(g)

[19.1 and 19.2 may be considered in the hazard analysis, included in Section 6, Planning Factors]

19.3 Identify the decision making pro-

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CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

cess, including the decision making authority for indoor protection:

- 19.4 Describe the roles and activities of affected facilities in the decision making for indoor protection decisions, including the determination that indoor sheltering is no longer required:
- 19.5 Indicate the conditions under which indoor protection would be recommended, including the decision making criteria; C.9a 3.3 (g)
- 19.6 Describe the methods for indoor protection that would be recommended for citizens, including provisions for shutting off ventilation systems; and
- 19.7 Describe the methods for educating the public on indoor protective measures; C.9a
- [May be discussed in the section on public information]
- 20.0 PERSONAL PROTECTIVE MEASURES / EVACUATION PROCEDURES
- The Plan shall:
- 20.1 Describe evacuation plans, including those for precautionary evacuations and alternative traffic routes; 303(c) (7) C.9b 3.3(e)
- The Plan should:
- 20.2 Describe the authority for ordering or recommending evacuation, including the personnel authorized to recommend evacuation:
- 20.3 Describe the authority and responsibility of various governmental agencies and supporting private sec-

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

- tor organizations, such as the Red Cross, and the chain of command among them;
- 20.4 Describe the role of the affected facilities in the evacuation decision-making: \*
- 20.5 Describe methods to be used in evacuation, including methods for assisting the movement of mobility impaired persons and in the evacuation of schools, hospitals, prisons and other facilities; C.9b
- 20.6 Describe the relationship of evacuation procedures to other protective measures. \*
- 20.7 Describe potential conditions requiring evacuation, i.e., the types of accidental releases and spills that may require evacuation; C.9b
- 20.8 Describe evacuation routes, including primary and alternative routes; " 3.3(e)  
[These may be either established routes for the community or special routes appropriate to the location of facilities]
- 20.9 Describe evacuation zones and distances and the basis for their determination; II  
[These should be related to the location of facilities and transportation routes and the potential pathways of exposure]
- 20.10 Describe procedures for precautionary evacuations of special populations; "
- 20.11 List the mass care facilities for providing food, shelter and medical care to relocated populations; " 3.3(f)

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

- [This may be discussed under the human services section]
- 20.12 Describe procedures for providing security for the evacuation, for evacuees and of the evacuated areas; C.11 3.3(i)
- [May be covered under the law enforcement discussions]
- 20.13 Describe methods for managing the flow of traffic along evacuation routes and for keeping the general public from entering threatened areas, including maps with traffic and other control points; and C.9b 3.3 (e)
- [May be covered in the law enforcement section]
- 20.14 Describe the procedures for managing an orderly return of people to the evacuated area; " "
- 21.0 FIRE AND RESCUE
- The Plan should:
- 21.1 List the major tasks to be performed by firefighters in coping with releases of extremely hazardous substances; C.10 3.3(k)
- 21.2 Identify the public and private sector fire protection organizations with a response capability and responsibility for hazardous materials incidents; " "
- 21.3 Describe the command structure of multi-agency, multi-jurisdictional incident management systems in place, and identify applicable mutual aid agreements and Good Samaritan provisions in place; " "

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

- 21.4 List available support systems, e.g. protective equipment and emergency response guides, DOT Emergency Response Guidebook, mutual aid agreements, and good samaritan provisions; and
- [May be covered under resource management]
- 21.5 List and describe any HAZMAT teams in the district.
- [May be covered in Section 21.2 above]
- 22.0 LAW ENFORCEMENT
- The Plan should:
- 22.1 Describe the command structure of multi-agency, multi-jurisdictional incident management systems in place, and identify applicable mutual aid agreements and Good Samaritan provisions in place:
- 22.2 List the major law enforcement tasks related to responding to releases of extremely hazardous materials, including those related to security for the accident site and for evacuation activities; and
- 22.3 List the locations of control points for the performance of tasks, with appropriate maps.
- 23.0 ON-GOING INCIDENT ASSESSMENT
- The Plan should:
- 23.1 Describe methods in place in the community and/or each of the affected facilities for determining the

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

areas likely to be affected by an ongoing release.

23.2 Describe methods for determining the private and public property that may be in the affected areas and the nature of the impact of the release on this property; C.12 3.3(p)

23.3 Describe methods and capabilities of both local response organizations and facilities for monitoring the size, concentration, and migration of leaks, spills, and releases, including sampling around the site: and

23.4 Describe provisions for environmental assessments, biological monitoring, and contamination surveys;

24.0 HUMAN SERVICES

The Plan should:

24.1 List the agencies responsible for providing emergency human services, e.g., food, shelter, clothing, continuity of medical care, and crisis counseling; and C.13 3.3(m)

24.2 Describe the major human services activities and the means for their accomplishment. " "

25. PUBLIC WORKS

The Plan should:

25.1 Describe the chain of command for the performance of public works actions in an emergency; and C.14 3.3(j)

25.2 List all major tasks to be performed by the public works department. " "

ment in a hazardous materials incident.

26.0 TECHNIQUES FOR SPILL CONTAINMENT AND CLEANUP

The Plan should:

- 26.1 Explain the allocation of responsibilities among local authorities and affected facilities and responsible parties for these activities; D.1
- 26.2 Describe the major containment and mitigation activities for all major types of HAZMAT incidents; "
- 26.3 Describe cleanup and disposal services to be provided by the responsible parties and/or the local community; "
- 26.4 Describe major methods for cleanup; "
- 26.5 Describe methods to restore the surrounding environment, including natural resource areas, to pre-emergency conditions; "
- 26.6 Describe the provisions for long term site control; D.2
- 26.7 List the location of approved disposal sites; "
- 26.8 List cleanup material and equipment available within the district; "
- [May be covered in the resource management section]
- 26.9 Describe the capabilities of cleanup personnel; and
- 26.10 List the applicable regulations governing disposal of hazardous materials in the district.

CRITERIA FOR PLANS

DOCUMENTATION  
TITLE III NRT-1 CPG 1-8

27. DOCUMENTATION AND INVESTIGATIVE FOLLOW-UP

The Plan should:

27.1 List all reports required in the district and all offices and agencies that are responsible for preparing them following a release;

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27.2 Describe the methods of evaluating responses and identify persons responsible for evaluations; and

27.3 Describe provisions for cost recovery.

28.0 PROCEDURES FOR TESTING AND UPDATING THE PLAN

The Plan shall:

28.1 Include methods and schedules for exercising the emergency plan.

303(c)(9) F.1

The Plan should:

28.2 Describe the nature of the exercises for testing the adequacy of the plan;

28.3 List the frequency of such exercises, by type:

"

28.4 Include an exercise schedule for the current year and for future years;

"

28.5 Describe the role of affected facilities or transportation companies in these exercises; and

"

28.6 Describe the procedures by which performance will be evaluated in the exercise, revisions will be made to

F.6



plans, and deficiencies in response capabilities will be corrected.

29. TRAINING

The Plan shall:

- 29.1 Include the training programs, including schedules, for training of local emergency response and medical personnel.

303(c) (8) 6.4.3

The Plan should:

- 29.2 Describe training requirements for LEPC members and all emergency planners within the district;

- 29.3 Describe training requirements for all major categories of hazardous materials emergency response personnel, including the types of courses and the number of hours;

- 29.4 List and describe the training programs to support these requirements, including all training to be provided by the community, state and federal agencies, and the private sector: and

\*

- 29.5 Contain a schedule of training activities for the current year and for the following three years.

\*