

**SARA TITLE III EMERGENCY RESPONSE PLAN SUBMITTAL SHEET**  
**USE SUBMITTAL SHEET FOR *NEW PLANS* ONLY (NOT REVIEWS)**

The off-site response plan, the SARA Title III Emergency Response Plan Submittal Sheet, and the completed SARA Title III Emergency Response Plan Completion Sheet must be submitted to the Michigan State Police, Emergency Management and Homeland Security Division, District Coordinator, to begin the review process. Each plan must have a separate submittal sheet. **Note that plans will NOT be returned to the LEPC.**

LEPC Name	Date
Facility Name	Facility Street Address
SARA ID Number from DEQ 302 list	Facility City, State, Zip Code
<b>NOTE: Plans submitted without a SARA ID Number will be returned by MSP-EMHSD.</b> No exceptions will be made; the LEPC must obtain the facility number from the DEQ before submitting the plan to the EMHSD.	

This off-site response plan for the facility indicated is hereby submitted. The information contained within is consistent with the policy(ies) contained in the jurisdictions EOP/EAG.	
Local Emergency Management Coordinator	Date

*The coordinator and the plan must be the applicable one for the emergency management program area in which the site is located.*  
MSP EMHSD District Coordinators: References in this plan and submittal sheet to information being located in the Local Emergency Management Office, EOP or EAG are accurate. **Yes** [  ]

MSP-EMHSD District Coordinator Signature	Date
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References to Fire Department: Identifies the Fire Department by name. **Yes** [  ]

The Michigan State Police, Emergency Management and Homeland Security Division finds this work product acceptable under SARA Title III planning requirements and eligible for Hazardous Material Emergency Planning grant funding (if applicable).

MSP-EMHSD Planner Signature	Date
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Comments:

## SARA TITLE III REQUIRED PLAN PROVISIONS

### (Section 303, item c)

- a. 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 the subtitle, such as hospitals or natural gas facilities.
- b. 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.
- c. Designation of a community emergency coordinator and facility emergency coordinators who shall make determinations necessary to implement the plan.
- d. 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).
- e. Methods for determining the occurrence of a release, and the area or population likely to be affected by such a release.
- f. 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.
- g. Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- h. Training programs, including schedules for training of local emergency response and medical personnel.
- i. Methods and schedules for exercising the emergency plan.

Review by the State Emergency Response Commission. After completion of an emergency plan under subsection (a) for an emergency planning district, the local emergency planning committee shall submit a copy of the plan to the State Emergency Response Commission of each state in which such district is located. The commission shall review the plan and make recommendations to the committee on revisions of the plan that may be necessary to ensure coordination of such plan with emergency response plans of other emergency planning districts. To the maximum extent practicable, such review shall not delay implementation of such plan.

## Michigan SARA Title III Program

### Off-site Emergency Response Plan Completion Sheet

This form is to be completed by the LEPC and attached to each plan.

LEPC Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Does this site contain a SARA Title III Section 302 Extremely Hazardous Substance (EHS)? Yes [ ] No [ ]

If **yes** please name the EHS(s): \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facilities physical address: \_\_\_\_\_

Lat. And Long. : \_\_\_\_\_

**ALL PLANS MUST INCLUDE OR REFERENCE INFORMATION TO  
ADDRESS EACH OF THE FOLLOWING TOPIC**

**ITEMS 1 THROUGH 10 MUST BE INCLUDED IN THIS DOCUMENT  
AND NOT REFERENCED FROM ANOTHER SOURCE**

Fire Departments where information is located **MUST** be identified by name.  
Check the appropriate box for each item listed below for the location of where the information may be found.

Subject areas to be addressed	Fire Dept. Must include name of responsible FD	Found in EOP/EAG	Included in Hazmat Response Plan	Other: Specify EOP/EAG/Hazmat plan page number, or FD name.
1 Identify the facility emergency coordinator and emergency telephone number.			[ ]	
2 Provides an inventory of extremely hazardous substances at the facility.			[ ]	
3 Includes and inventory of other chemicals			[ ]	
4 Identifies route which extremely hazardous substances are transported to and/or from the facility.			[ ]	
5 Describes the facilities procedures to be followed once a release has been detected.			[ ]	
6 Includes procedures for a timely notification of a release by the owner/operator to the local emergency management coordinator and government agencies			[ ]	
7 Identifies the method used to determine the population likely to be effected by a release and identify the area affected.			[ ]	

Subject areas to be addressed	Fire Dept. Must include name of responsible FD	Found in EOP/EAG	Included in Hazmat Response Plan	Other: Specify EOP/EAG/Hazmat plan page number, or FD name
8 Identifies facilities with special populations, such as; hospitals, schools and nursing homes, and identify facilities that may contribute to or are subject to, additional risk due to their proximity to the facility.			[ ]	
9 Identifies provisions for evacuation routes, including alternative routes out of the vulnerable zone if evacuation becomes necessary.			[ ]	
10 Identifies the hazardous materials expertise and emergency response equipment of the FACILITY and identifies how the equipment is maintained.			[ ]	
11 A statement or procedure on how Mutual Aid will be activated and/or the adjoining LEPC will be contacted if needed. Please include the responding LEPC or first responder's jurisdiction.	[ ]	[ ]	[ ]	
12 A statement or procedure that describes how population protection decisions will be made and implemented for accidental chemical releases.	[ ]	[ ]	[ ]	
13 A statement or procedure that describes the community's medical response actions in the event of an accidental chemical release in the community.	[ ]	[ ]	[ ]	
14 A list of the known SARA Title III, Section 302 HAZMAT sites in the LEPC's geographical area of jurisdiction.	[ ]	[ ]	[ ]	
15 A list of persons/organizations to contact for assistance (railroads, DEQ, DNR, Drain Commissioners, road commissions, airports, health departments, police/sheriff, etc.)	[ ]	[ ]	[ ]	
16 A description of the communities HAZMAT response procedures and equipment and who maintains the equipment.	[ ]	[ ]	[ ]	

Subject areas to be addressed	Fire Dept. Must include name of responsible FD	Found in EOP/EAG	Included in Hazmat Response Plan	Other: Specify EOP/EAG/Hazmat plan page number, or FD name
17 A description of the communities HAZMAT responder training schedule.	[ ]	[ ]	[ ]	
18 A description of the communities exercise schedule for HAZMAT sites and the method(s) used for exercising.	[ ]	[ ]	[ ]	
<b>RECOMMENDED ITEMS:</b> The following are items are not required to be included. However, their inclusion is <b>highly</b> recommended.				
1 Provides a facility location map	[ ]	[ ]	[ ]	
2 Provides a site layout map indicating a chemicals physical location in the facility.	[ ]	[ ]	[ ]	
3 Establishes access control procedures and maps the access control points and traffic rerouting within the vulnerable zone.	[ ]	[ ]	[ ]	
4 Provides contact names and phone numbers for populations of concern (schools, hospitals, shopping centers, factories)	[ ]	[ ]	[ ]	
5 Identifies shelters in the event an evacuation is needed	[ ]	[ ]	[ ]	
6 Identifies where chemical specific toxicology information can be found.	[ ]	[ ]	[ ]	