

SARA Title III Off-Site Community Emergency Response Plan Template

This plan template is intended for Local Emergency Planning Committee (LEPC) use. This template includes information that is not required under Superfund Amendments and Reauthorization Act (SARA) Title III Required Plan Provisions 42 USC 11003, part C. Please refer to the Plan Submittal Sheet (EMD-076) for the list of required and optional information. This template is intended to establish a baseline plan that may be utilized by any LEPC and is customizable to each LEPCs specific needs. All elements in this template not required under SARA Title III are denoted with “*optional*” after the heading title.

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Facility Information

Facility Name:

SARA ID Number:

Facility Address:

Township Section:

Fire District:

Law Enforcement:

Cross Streets: ,

Global Positioning System (GPS) Coordinates: ,

Facility 24 Hour Emergency Contact Person:

Facility 24 Hour Emergency Contact Phone Number:

Local Emergency Planning Committee (LEPC) Name:

LEPC Contact Phone Number:

Michigan Department of Environmental Quality [PEAS Hotline](#): 1-800-292-4706

United States Coast Guard, [National Response Center](#): 1-800-424-8802

Authorizing Signatures (optional)

LEPC Chairperson:

Local Emergency Manager:

Responding Fire Department Designated Official:

Facility Emergency Coordinator:

Dates of Completion, Update, and Exercising

Date created:

Date last modified:

Date plan was last exercised:

Comments:

EHS Chemical(s) On-Site

EHS chemicals are those found on the Environmental Protection Agencies (EPA) List of Lists. The EPA List of Lists may be found [here](#).

Comments:

Chemical Name	Container Type	Storage Location	Months on Hand	Maximum Amount in Pounds	Largest Container	Emergency Response Guide Number

Other Chemicals of Concern

Other hazardous chemicals that are on site, in storage and in process, at any time, that are not listed on the EPA's List of List's.

Comments:

Chemical Name	Container Type	Storage Location	Months on Hand	Maximum Amount in Pounds	Largest Container	Emergency Response Guide Number

Chemical Specific Toxicological and Response Information

Chemical specific toxicological information such as health risks, environmental risks, and general characteristics (vapors, heavier than air, flammable, etc.) is available through [CHEMTREC](#) 1-800-424-9300 (for emergencies only). Information on the EHS chemicals in this plan are included on page .

Comments:

Facility Floor Plan/ Schematic (optional)

Does this facility utilize a fire suppression system? Yes No

Insert **map of the facility floor plan or schematic** here:



Comments:

Facility and Emergency Response Maps (3 pages)

Insert **map of the facility with transportation route of EHS chemical(s) to facility** here:



Comments:

Nearby Facilities of Concern

Insert **map of other nearby facilities of concern** here:



Comments:

Vulnerable Zone Calculation

The vulnerable zone for _____ was determined by using ([CAMEO](#), [ERG Guidebook](#)). The vulnerable zone has been identified as _____ miles in all directions.

After learning the scope of the incident, the Incident Commander should determine what the appropriate evacuation and/or shelter in place distance should be based on size of spill, tank or container size, wind direction, time of day, and atmospheric conditions.

Comments:

Access Control

Access control points will be established at key intersections to prohibit entry into the vulnerable zone. Access control and security will be coordinated by local law enforcement, fire personnel, and emergency management personnel.

Comments:

Road Name	Intersecting Road Name	Access Control Point Contact Person(s)	Contact Telephone Number

Evacuation Routes

Evacuation routes should be pre-established in case the event should expand.

Comments:

Other Facilities of Concern

Other facilities may be nearby and store or manufacture hazardous substances which may be affected by a release from this site. There are _____ number of facilities within the vulnerable zone of this site.

Comments:

Facility Name	Facility Address	Contact Person(s)	Contact Telephone Number

Access and Functional Needs Populations (optional)

The following facilities fall within the vulnerable zone and will be notified if an incident occurs. (Access and Functional Needs populations include: schools, nursing homes, hospitals, churches, day care facilities.)

Comments:

Facility Name	Facility Contact Person(s)	Contact Telephone Number

Other Areas of Concern (optional)

Other areas, structures, natural features may be vulnerable to a release at this site. Document any additional areas of concern here.

Comments:

Type of Concern	Location

Sheltering Information (optional)

In the event mass evacuation is required, the following shelter locations have been pre-determined:

Emergency Release Notification, SARA Title III

Emergency release reporting is required for the release of a reportable quantity of any EHS or a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) hazardous substance that results in potential exposure to persons outside the site boundaries. Certain information is to be reported without delay to the extent the information is known at the time. A written follow-up report on the release, its effects, and response actions must be sent as soon as is practicable after a release. The Hazardous Material (HAZMAT) Incident Notification Message Form within this section meets the requirements of initial release reporting. This notification format is the same as the Law Enforcement Information Network (LEIN). This form should be used by the facility and government agencies.

Notify Immediately

Telephone Number

Local Government (Police, Fire, EMS)

911

Local Emergency Planning Committee

State Emergency Response Commission (MMCERCC)

via Michigan Dept. of Environment Great Lakes and

1-800-292-4706

Energy (MDEGLE) [Pollution Emergency Alert System](#)

[\(PEAS\) Hotline](#)

[National Response Center](#)

1-800-424-8802

Other Phone Numbers (e.g., railroads, MDEGLE, Michigan Department of Natural Resources (MDNR), Drain Commissioner, airports):

Comments:

HAZMAT Incident Notification Message Form (LEIN: ACCCHEMICAL)

A more detailed incident notification procedure may be found [here](#).

Line 1 – Date: Reporting Time: hrs.

Line 2 - Reported By: Telephone:

Line 3 - Time of Incident: Hrs. Initial Report Follow-Up

Line 4 - Incident Description:

Line 6 - Transportation Fixed Site

Line 7 - Facility or Carrier Involved:

Line 8 - Facility/Carrier Contact:

Line 9 - Address of Incident:

Line 10 - City or Township:

Line 11 - Spill Leak Fire Explosion Other:

Line 12 - Released into: Air Water Ground

Line 13 - Class: Minor Alert Site Area Emergency Community Emergency

Line 14 - Incident status: Escalating Stable De-Escalating Terminated

Line 15 - Protective Action Recommendation: In-Place Shelter Evacuation None

Line 16 - Protective Action Status: In-Place Shelter Evacuation None

Line 17 - Number of Injuries: Number of Deaths:

Line 18 - Material Name:

Line 19 - Liquid Gas Solid

Line 20 - Extremely Hazardous Substances: Yes No Unknown

Line 21 - Amount of Material Released:

Line 22 - Duration of Release:

Line 23 - Total Amount Which Could Be Released:

Line 24 - Other Chemicals or Incompatibles Involved:

Line 25 - Health risks and Precautions:

Line 27 - Emergency Medical Treatment Recommended:

Line 29 - Wind Direction (from): (e.g., N, NW) Wind Speed: MPH

Line 30 - Air Temp (F): Clear Partly Cloudy Overcast

Line 31 - Area of Release: Rural Residential Commercial

Line 32 - Industrial Open Water

Line 33 - Release Impact - Number of Persons Affected:

Line 34 - Special Populations of Concern: Schools Rest Homes Hospitals

Line 35 - Shopping Centers Jails Other:

Line 36 - Response Status (list jurisdictions responding: PD, FD, HAZMAT team, etc.):

Line 38 - Investigating Agency: Telephone:

Line 39 - Local Fire Department/Police Department Facility or Carrier

Line 40 - Local Emergency Management Coordination Local Health Department
Michigan State Police District Coordinator MDEGLE Quality PEAS Hotline
National Response Center

Local HAZMAT Resources Available

List HAZMAT resources available at the city/county level to respond to the facility when needed.

Comments:

Chemical Emergency Monitoring Equipment	Quantity	Notes
Weather instrument(s)		
PH meters (fixed/portable)		
Combustible gas indicator		
Colorimetric indicator tubes (i.e., Drager Tubes)		
Radiation detector		
Chlorine kits (A, B, C)		
Heat detector (thermal imaging)		
Oxygen concentration meter		
Other monitoring equipment (e.g., CO Monitors)		
Personal Protective Equipment	Quantity	Notes
Positive pressure respirator		
SCBA		
SCBA tanks (Duration)		
Mobile cascade		
Cascade with compressor		
Fully encapsulated suits (type)		
Full protective turnout gear		
Boots and gloves		
Helmets with gloves		
Trained Emergency Response Personnel	Quantity	Notes
First responder awareness		
First responder operations		
Specialist/ technician		
Incident Commander/ IC System		
Other HAZMAT-trained personnel		
Equipment and Supplies	Quantity	Notes
Foam AFFF		
Foam Class A		
Sand		
Pumper		
Ladder truck		
Tanker		
Rescue Squad		
Off-road vehicles		
Communications vehicles		
Multi-purpose vehicles		
Portable radios		
Pagers		

Facility Resources Available

List resources available at the facility to respond to an event when needed.

Comments:

Chemical Emergency Monitoring Equipment	Quantity	Notes
Weather instrument(s)		
PH meters (fixed/portable)		
Combustible gas indicator		
Colormetric indicator tubes (i.e., Drager Tubes)		
Radiation detector		
Chlorine kits (A, B, C)		
Heat detector (thermal imaging)		
Oxygen concentration meter		
Other monitoring equipment (e.g., CO Monitors)		
Personal Protective Equipment	Quantity	Notes
Positive pressure respirator		
SCBA		
SCBA tanks (Duration)		
Mobile cascade		
Cascade with compressor		
Fully encapsulated suits (type)		
Full protective turnout gear		
Boots and gloves		
Helmets with gloves		
Trained Emergency Response Personnel	Quantity	Notes
First responder awareness		
First responder operations		
Specialist/ technician		
Incident Commander/ IC System		
Other HAZMAT-trained personnel		
Equipment and Supplies	Quantity	Notes
Foam AFFF		
Foam Class A		
Sand		
Pumper		
Ladder truck		
Tanker		
Rescue Squad		
Off-road vehicles		
Communications vehicles		
Multi-purpose vehicles		
Portable radios		
Pagers		

Facility Resources Available

Include a brief description of the city/county first responder HAZMAT training schedule and a description of the community's exercise schedule for HAZMAT sites. If available, include a description of the community's HAZMAT responder levels of training including: First Responder Awareness (FRA)/First Responder Operations (FRO)/HAZMAT Technician, HAZMAT Specialist.

Description:

Comments:

Mutual Aid Agreements (MAA) (optional)

MAA or Memorandum of Understanding (MOU) may be pre-established with neighboring jurisdictions or contractors in the event a hazardous materials incident's scope exceeds local response capabilities.

Comments:

List any MAA or MOU here:

Site Photographs (optional)

Comments:



