

COMPANY NAME

**FACILITY EMERGENCY RESPONSE
CONTINGENCY PLAN**

Location
(Address): _____

Phone Number: _____

Date Document Prepared: _____

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Instructions

This Facility Contingency Plan was prepared by the Southwest Florida Local Emergency Planning Committee, February 2002 to enhance emergency response planning for facilities of the Region. The information in this document is not all-inclusive, but it should assist a facility in developing a thorough and easy-to-read plan.

The name of the facility should be noted on the cover page of the document on the line following the "Company Name". The plan is quite flexible in that it allows filling in the blank. For those facilities wishing to develop their own contingency plan, the table of contents can be used as a guidance document.

Once the plan is developed, it should be reviewed annually, and revised whenever the need arises. Planning is not an action with an end but rather a continual process to develop procedures for future situations. It is kept alive through training, exercising, and revising.

I. Assessments

A. Information on Chemicals:

Name _____

Quantity _____

Location _____

Computer Data Base _____

Name _____

Quantity _____

Location _____

Computer Data Base _____

Name _____

Quantity _____

Location _____

Computer Data Base _____

Name _____

Quantity _____

Location _____

Computer Data Base _____

Name _____

Quantity _____

Location _____

Computer Data Base _____

Name _____

Quantity _____

Location _____

Computer Data Base _____

B. Emergency Response Actions:

1. Spills:

- a. Identify chemical hazards_____
- b. Ensure proper labeling & warning_____
- c. Implement Employee Information Safety/Training Program_____
- d. List all Material Safety Data Sheets (MSDS)_____

2. Fires:

Review existing safeguards (smoke/heat detection devices and commercial warning systems)_____

Are the following appropriate agents available (Yes/No) _____

- Dry Chemicals_____
- Fire Extinguishing_____
- Adequate Water_____
- Foam_____
- Breathing Equipment_____
- Gloves/Boots_____

3. Anti- Terrorism:

- a. Identify security needs

Are locks and lockouts adequate (Yes/No)_____
- Are alarms functional (Yes/No)_____
- Are door lock mechanisms operational (Yes/No) _____
- b. Develop systems for inventory checks

Note notification procedures for missing items_____
- c. Request security checks of problems (Notify Law Enforcement)_____
- d. Conduct periodic inspections of site: Hourly____ Daily___ Weekly_____
- e. Note additional security needed_____

II. Contacts:

A. Local Authorities: Note Local Authorities for training and other assistance

1. Fire Department: _____

Address_____

Phone Number_____

2. Police or Sheriffs Department: Name _____

Address _____

Phone Number _____

3. EMS Provider:

Address _____

Phone Number _____

4. Hospitals:

Address _____

Phone Number _____

5. Southwest Florida (District IX) Local Emergency Planning Committee:

Address _____

Phone Number _____

B. Emergency Phone Numbers of Local Authorities:

Fire Department 911

EMS 911

Police or Sheriffs Department 911

County Emergency Management _____

CHEMTREC 1-800-424-9300

National Response Center 1-800-424-8802

State Warning Point 1-800-320-0519

DEP _____

EPA _____

Water Management District 1-800-320-0519

Poison Control _____

C. Internal Contacts

Building Management _____

Building Security _____

X In Florida, the reporting of a 304 release should be made within 15 Minutes of an incident.

III. Emergency Coordinators:

A. Appoint and note Facility's Emergency Response Coordinators:

1. Name _____ Phone Number _____
Address _____

2. Name _____ Phone Number _____
Address _____

B. Coordinator's Responsibility and Authority:

Emergency coordinators have the authority to commit the necessary resources to handle an incident during an emergency. At least one coordinator should be on site or on call at all times, and can reach the facility on short notice.

C. Coordinator's Responsibility for Clean-up:

Immediately after an emergency, the emergency coordinator will ensure the proper management of recovered waste, contaminated soil or other debris, and any contaminated surface or ground water. The hazardous waste must be manifested to a permitted hazardous waste management facility, as required by the State of Florida rules.

IV. Equipment:

List all equipment/resources to be used for mitigating and controlling Incidents:

1. Type of Equipment _____

2. Location of Equipment _____

3. Type of Equipment _____

4. Location of Equipment _____

V. Employee Procedures:

Employee Evacuation Plan:

1. Describe Employees Notification Procedures_____
2. Develop Systems for accountability of all Employees_____
3. Construct diagram of property's layout and evacuation routes_____
4. Develop Secondary Notification Procedures (Communication) _____

VI. Reporting Requirements:

Reporting of a spill and/or fire to comply with all state and federal regulations.

Identify Party Responsible for Notification_____

Note Reporting Procedures_____

VII. Contingency Plan Distribution:

Have copies of the Contingency Plans been distributed to the following:

Fire Department (Yes/No)_____ Date sent_____

Local Emergency Planning Committee (Yes/No)_____ Date sent_____

List other agencies/operations plan is to be distributed to:_____

VIII. Training:

Everyone who works at a business requires some form of protective action training. This could include periodic employee discussion sessions to review procedures, equipment use, government procurement and contracting procedures, or individual roles during an emergency.

A. Notification of an Emergency:

Workers should be trained to make immediate notification of an emergency to prevent a time delay by following the chain of command.

Date trained_____

B. Evacuation Procedures:

Facility personnel must be trained for evacuation, which includes recognition of the evacuation signal, how to properly evacuate, and the system used to account for personnel after an evacuation is complete.

Date trained_____

C. Contingency Plan Implementation:

Personnel, according to their job functions, and coordinators must be trained to implement the contingency plan.

Date trained _____

General training for employees should include the following:

- Individual roles and responsibilities
- Information about threats, hazards and protective actions
- Notification, warning and communication procedures
- Emergency response procedures
- Evacuation, shelter and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures

IX. Recovery:

A. Damage Assessment

1. Identify Clean-up _____
2. Identify Repairs _____
3. Identify Restoration of operations _____

B. Follow-up:

1. Determine when it is safe for workers to re-enter the area: Date _____
2. Ensure proper disposal of discharged substance or contaminated area: Date _____
3. Follow-up with in-house reporting responsibilities: Date compiled _____
4. Prepare required government reports:
Date prepared _____ Sent To _____
Date prepared _____ Sent To _____
Date prepared _____ Sent To _____

X. Facility Hazards Analysis Identification: (Optional)

A step in the risk analysis process which identifies specific hazards which have the potential for causing damage to life, property, the environment, and the ability of a facility to continue normal operations.

Analyze Facility's hazards analysis problems _____

Flooding	Lightning	Wind	Freeze
Hurricane	Fire	Storm	Pest
Chemical	Terrorist	Tornado	Drought

XI. Amendments to the Plan:

Contingency plans are dynamic and should be checked and updated annually. Changes will occur in state and federal regulations as well as in industry practices. These changes will dictate a need to change the contingency plan as well, to keep it current.

Amendments will allow for additions and revisions to keep the plan current.

Date Plan

Amended: _____

XII. Appendices:

Identify MSDSs on file

Prepare documents containing telephone numbers of all employees

Include appropriate checklists/forms