

**EPCRA
FACILITY EMERGENCY RESPONSE PLAN TEMPLATE**

*This document, when properly completed, meets the requirements of **Arizona Revised Statutes 49-127**. It will be reviewed annually by the facility coordinator. The capability to execute the plan on the request of the Arizona Emergency Response Commission or the Local Emergency Planning Committee can be demonstrated. In preparing this plan, the coordinator has consulted with the local emergency planning committee and other emergency and health professionals to assure maximum coordination with those whose cooperation or services may be required in the event of a reportable release.*

Facility Name / Site Name:

Address:

City:

County

STATEMENT OF CERTIFICATION

I certify that the information provided herein is accurate and complete and that provisions exist to annually update the Facility Emergency Response Plan and demonstrate the capability to execute the plan on the request of the Commission (**ARS 49-127 D**).

Annual Review Completed (Month/Year):

Name of Facility Representative (Print):

Title of Facility Representative (Print):

Facility Representative's Signature:

Date Signed (M/D/20XX):

UPON COMPLETION OF THIS PLAN, COPIES CAN BE VIEWED ONLINE BY LEPC's and FIRE DEPARTMENTS IF THEY HAVE AN ELECTRONIC AGREEMENT.

NOTE: Under (**ARS 49-127 D,7**) provisions for at least an annual review of the plan and provisions to demonstrate the capability to execute the plan on the request of the commission. With the new "Plans" function under the <https://tier2.azserc.org> web site, outdated Facility Emergency Response Plans (FERPs) can be deleted and new ones updated at the click of a button.

Facility Information:

Name:

Street Address:

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City:

County:

State:

Zip Code:

(Note: If street address is not available enter physical location, e.g., 1/4 mile south of Smith Highway on Jones Road.)

1. Facility Location (Place an X next to the one that applies to the facility)

Is Facility Located On Indian Lands: Yes No

Name and Address of Indian Nation (if applicable):

Name of Indian Nation:

Address of Indian Nation:

2. Facility Emergency Coordinator:

Name:

Title/Position:

Business Address:

Business Phone:

Emergency Phone:

E-Mail Address:

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3. Alternate Facility Emergency Coordinator:

Name:

Title/Position:

Business Address:

Business Phone:

Emergency Phone:

E-Mail Address:

4. Fire Department / District Having Jurisdiction (Note: Please confirm before entering).

Name:

Address:

City:

County:

State:

Zip Code:

**Telephone (Other
Than 911):**

5. Provide a brief description of the product(s) or service(s) provided at this facility. Include how extremely hazardous substances are used (e.g., Jones Gear, Inc. is a fabricator of precise machined metal components for the aerospace industry. Extremely hazardous substances stored on-site are used to treat the surface of metal as it is turned into a final product.)

6. Days of the week in operation (e.g. Monday through Friday).

7. Hours of operation (e.g. 8:00 a.m. to 5:00 p.m.).

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8. Number of personnel for (include office staff and other support personnel during each shift).

Day Shift	Swing Shift	Night Shift

9. Hazardous materials clean up and disposal assistance (check one and complete specified information when applicable).

No pre-arrangements made:

Yes pre-arrangements made:

Company Name:

Telephone Number:

Physical Address:

11. Briefly specify the in-house emergency response procedures to be used in the event of an imminent or accidental reportable release of an extremely hazardous substance (EHS), to safeguard the public health, safety, welfare and the environment to the maximum extent practicable.

Include:

- A. On-site response capabilities and levels of training commensurate with 29 CFR 1910.120, as applicable, to include personnel involved and actions to be taken.

- B. Identification of emergency units on or in close proximity to the facility to include fire, emergency medical and law enforcement.

- C. Planned notification procedures: on-site personnel and response agencies and off site-site response and regulatory agencies. Address both on-site / off-site alarms, sirens/horns etc., for personnel notification, *and procedures for providing reliable, effective, and timely notification by the facility emergency coordinator to the public that a release has occurred.*

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D. Evacuation plans to include routes, assembly areas and personnel accounting procedures.

12. Provide a description of the facility's employee emergency response training and emergency preparedness program.

13. Briefly describe methods the facility will use to determine 1) *the occurrence of a release*, and 2) the area likely to be affected during a release of an EHS (e.g., computer modeling, chemical detection equipment, emergency personnel surveillance, etc). Include methods used both on/off-site, as applicable.

14. Identify *general* transportation routes and methods to transport extremely hazardous substances to/from the facility, if known. This information will assist in the overall hazard analysis program. Identification of routes on the site map requested in question #20 would be helpful, *along with alternative emergency traffic routes to be used in the event of an evacuation or for emergency response access.*

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- 15. Describe technical expertise (e.g., chemist, engineer, industrial hygienist, etc.) you would make available to public agencies in the event of an EHS release from your facility.**

List titles and the type of expertise (names/ phone numbers are not required).

If not applicable, check here

(Note: This information will assist local emergency agencies. Contact, if required, will be through the Facility Emergency Coordinator).

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16. Indicate all internal electronic communications systems to be used by facility personnel in an emergency situation.

Phone:

Intercom:

Two-Way Radio:

Primary Frequency:

Alternate Frequency:

Other:

17. Please specify the general property use of sites contiguous to your facility.

For purposes of this questionnaire, the term "contiguous" means "directly adjacent to and within approximately one-quarter mile of the property line in the indicated direction." It is likely that along one property line there may be multiple uses of the land. Please list all major uses of the land within the definition (i.e., **mixed residential/commercial or residential/light industry or apartments/residential or vacant land/residential, etc.**).

North:	
South:	
East:	
West:	

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HAZARD ANALYSIS WORKSHEET

Instructions: Complete a hazard analysis worksheet for each **Extremely Hazardous Substance** on-site at any one time at or above the threshold planning quantity.

Chemical Name:

(CAS) Number:
(Chemical Abstract Service)

1) Anticipated chemical physical property during:

Normal Use: Solid Liquid Gas

Unplanned Release: Solid Liquid Gas

2) If the extremely hazardous substance is a component in the mixture enter the weight percentage or the range of weight percentages for multiple mixtures of the EHS (e.g., 10% arsenic or 2-98% sulfuric acid)

Mixture Percentage (if applicable):

3) Is the temperature of the liquid above **ambient temperature** Yes No on or **near boiling temperature** Yes No , if the extremely hazardous substance is stored as a liquid?

4) In general what is the temperature of the Extremely Hazardous Substance?

5) Is there a dike under the container of liquid or molten solid? Yes No

6) If so, what is the area, in square feet, of the diked area?

7) List the largest amount of EHS in a single container or vessel or group of interconnected vessels.

Pounds

Note: List only the actual weight of the extremely hazardous substance in the single largest container or interconnected group of containers at your facility. Keep in mind that for mixtures or solutions use only the weight of the actual EHS. If the EHS is a liquid or gas, conversion data to pounds may be found on the material safety data sheet (MSDS) for the EHS or by contacting the vendor.

8) Identify additional engineering controls, safeguards and/or actions taken by the facility which could decrease the risk associated with the worst case scenario involving this EHS (e.g., written procedures, alarm systems, building/fire code compliance, etc.).