

XIIIA - Emergency Action Plan

Nevada Division of Environmental Protection
Chemical Accident Prevention Program

Data Form

Revision 1a: 03/20/09



Facility:	Process(es) Covered:	Date:
Emergency Action Plan Documentation		
Note Current Version of the Emergency Action Plan (title, date, revision number):		
IF there is a separate Emergency Implementation Plan per NAC 459.95341, note the title, date, and revision number:		

Emergency Response Coordination

While the role of outside emergency responders may vary widely at specific facilities and in certain locations, the degree to which the responders are involved must be defined in the facility's plan. Most importantly, the responder must be fully aware of the facility's expectations of the responder and concur with their role in the plan. The facility must initiate coordination with the responders. While regulation does not specifically dictate coordination with all of the organizations below, the failure to identify and discuss the potential emergency scenarios with these organizations could result in inadequate response or responder preparedness and result in serious personnel injury. The following table should be used to identify the appropriate contacts through which coordination activities are conducted.

Organization	Contact/Organization Name/Address/Phone	Have facility & responder met?	Has OCA been reviewed & does responder concur with plan?	Has facility & responder drilled?	Has NDEP-CAPP verified coordination with agency or Responder?
1st Responder					
HAZMAT Unit					
Medical Facility					
Law Enforcement					
LEPC					



All Plant Alarm Systems

*It is imperative to ensure that the plant **alarm systems** that are used to initiate activity under the emergency response plan provide **unambiguous and reliable indication of the emergency**. In order to ensure that the emergency alarms cannot be confused with non-emergency alarms, all alarm systems (emergency and operational) must be listed below for comparison. Listing the purpose of the alarm, the type of indication and the source of alarm activation will enable determination of the unique nature of the emergency alarms. Under this program element, an alarm cannot have both emergency and non-emergency functions. Alarms signaling action under the emergency response plan must be unique and distinctive for that purpose.*

Regulation also requires that emergency alarm systems operate reliably. Completing the table columns to indicate if the alarm circuit is supervised, if the power supply is backed up and how the system is tested and calibrated will provide information to assess reliability of the alarm systems.

Description		How is Alarm Activated?	Does this Alarm Require Action in EAP?	Supervised Circuit?	Type of Power Supply Backup	Testing & Maintenance (of alarm & activation device)
Purpose of Alarm	Type of Alarm (Audible/Visual indication)					
Example: Indicates 10% LEL in plan	Example: External blue strobe on Control Building and siren	Example: Gas detectors with 10% LEL	Yes	Yes	Fire Panel battery backup	Calibrate sensors quarterly. Activate strobe and siren weekly
Example: Indicates process upset alarm	Example: DCS Control Panel buzzer and flashing screen indicator	Process instrumentation	No	Yes	UPS	Sensors on plant PM Schedule

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Description		How is Alarm Activated?	Does this Alarm Require Action in EAP?	Supervised Circuit?	Type of Power Supply Backup	Testing & Maintenance (of alarm & activation device)
Purpose of Alarm	Type of Alarm (Audible/Visual indication)					
Comments Regarding Plant Alarm Systems:						



EAP TRAINING PROGRAM TOPICS

Position: _____

Personnel must receive training in the emergency action plan that is commensurate with their role in the plan. The following table is intended to assist the facility with determining the level of training required as a function of position (reproduce this table for multiple positions). The topics listed below highlight potential training topics. The topics can be renamed or rearranged as necessary to reflect the actual facility training that is conducted. This table can also be used to organize training and testing materials. Those training materials must also be developed and in use to satisfy the requirements of the emergency action plan program element. The training materials must include training topic lesson plans and accompanying materials. For Medical training, NDEP-CAPP will accept certification from accredited training sources as evidence of training in lieu of training lesson plans and competency tests.

Training Topic	References <i>(List the source document(s) that require this training topic. For example: NAC 459.9544, 29CFR1910 or Company Policy #08-123)</i>	Lesson Plans or Training Materials <i>(For example: Lesson Plan #123 or Document #456)</i>	Duration	Venue		Type of Training		Refresher Frequency	Competency Test Pass-Fail Criteria		
				Field	Classroom	Initial	Refresher		Written Test	Oral Test	Performance
Emergency Action Plan											
Hazard Communication or HAZCOM											
Local Emergency Response Plan											
State Emergency Response Plan											
MEDICAL TRAINING:											
First Aid											
CPR											

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				Field	Classroom	Initial	Refresher		Written Test	Oral Test	Performance

Notes to Table:

1.