

**XIIIA. Emergency Action Plan Program**  
**Nevada Division of Environmental Protection**  
**Chemical Accident Prevention Program**  
**Element Audit Checklist**

Revision 2, 03/12/09



<b>Facility:</b>	<b>Process(es) Covered:</b>	<b>Date:</b>	
<b>A. PROCEDURE/POLICY REVIEW</b>			
<b>1) EXISTENCE, STRUCTURE AND FORMAT OF EMERGENCY ACTION PLAN PROGRAM</b>		<b>Percentage Completion Score – Total 100%</b> (Weighting of Elements is Defined Below)	
Overall NDEP-CAPP Element Audit Checklist Score for Emergency Action Plan (as evaluated in sections 2 through 5 below).		%	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 1):</b>			
<b>2) EMERGENCY ACTION PLAN COMPONENTS</b>		<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #2 Completion Score – Weighted 25% of Total</i>		%	
i. Does the Emergency Action Plan provide procedures for reporting a fire or other emergency (such as manual pull box alarms, public address systems, radio or telephones) for:		459.9544(2a)	
a. Fires?		459.9544(2a)	
b. Flammable Gas Release?		459.9544(2a)	
c. Toxic Gas Release?		459.9544(2a)	
d. Medical Emergencies?		459.9544(2a)	
e. Other Emergencies?		459.9544(2a)	

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ii. Does the Emergency Action Plan provide procedures for emergency evacuation, including type of evacuation and exit route assignments, for:		459.9544(2a)	
a. Fires?		459.9544(2a)	
b. Flammable Gas Release?		459.9544(2a)	
c. Toxic Gas Release?		459.9544(2a)	
d. Other Emergencies?		459.9544(2a)	
iii. Does the Emergency Action Plan provide procedures to be followed by employees who remain to operate critical plant operations for identified emergencies before they evacuate, in the event of:		459.9544(2a)	
a. Fires?		459.9544(2a)	
b. Flammable Gas Release?		459.9544(2a)	
c. Toxic Gas Release?		459.9544(2a)	
d. Other Emergencies		459.9544(2a)	
iv. Does the Emergency Action Plan provide procedures to account for all personnel after emergency evacuation has been completed		459.9544(2a)	
a. Facility employees?		459.9544(2a)	
b. Contractor employees?		459.9544(2a)	
c. Visitors?		459.9544(2a)	
v. Does the Emergency Action Plan describe the extent of rescue and medical duties (not related to HAZMAT response) and assign employee's the responsibility to perform those duties?		459.9544(2a)	
vi. Does the Emergency Action Plan provide the names (or regular job titles) of persons or departments who can be contacted for further information or explanation of duties under the plan?		459.9544(2a)	
vii. Employee Alarm System		459.9544(2a)	

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a.	Does the EAP describe the types of employee alarms that trigger the Emergency Action Plan, including:		459.9544(2a)	
1.	What activates the alarm (gas sensor, manual pull-box, smoke sensor UV/IR, etc)?		459.9544(2a)	
2.	What the employee alarm indicators look or sound like?		459.9544(2a)	
3.	The location of the alarm indicators?		459.9544(2a)	
4.	Where do signals go (alarm indicator, off-site alarm company, emergency responder, other)?		459.9544(2a)	
5.	Is the alarm system consistent with the Safety System Description?		459.9544(2a)	
b.	Is the employee alarm system consistent with identified emergencies?		459.9544(2a)	
1.	Fires		459.9544(2a)	
2.	Flammable Gas Release		459.9544(2a)	
3.	Toxic Gas Release		459.9544(2a)	
4.	Medical Emergencies		459.9544(2a)	
5.	Other emergencies		459.9544(2a)	
viii.	Training Requirements		459.9544(2a)	
a.	Are employees designated and trained to assist in the safe and orderly emergency evacuation of employees?		459.9544(2a)	
b.	Is the plan reviewed with each employee at the following times: <b>Refer to Training Syllabus in Data Form</b>		459.9544(2a)	
1.	When the plan is developed or the employee is assigned initially to a job?		459.9544(2a)	
2.	Whenever the employee's responsibilities or designated actions under the plan change?		459.9544(2a)	

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3. When the plan is changed?			459.9544(2a)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 2):</b>				
<b>3) EMPLOYEE ALARM SYSTEMS</b>			<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #3 Completion Score – Weighted 25% of Total</i>			%	
i. General Alarm Requirements			459.9544(2a)	
a. Does the employee alarm system appear to provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the work-place or the immediate work area, or both?		459.9544(2a)		
b. Is the employee alarm capable of being perceived above ambient noise or light levels by all employees in the affected portions of the work place?		459.9544(2a)		
c. Is the employee alarm distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan?		459.9544(2a)		
d. Does the facility post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies?		459.9544(2a)		
e. Where a communication system also serves as the employee alarm system, do all emergency messages have priority over all non-emergency messages?		459.9544(2a)		
f. Have procedures been established for sounding emergency alarms in the workplace? For those facilities with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such work-places need not have a back-up system		459.9544(2a)		
ii. Alarm Installation and Restoration			459.9544(2a)	
a. Are all devices, components, combinations of devices or systems constructed and installed to comply with this standard are approved? Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices meeting the requirements of this section are considered to meet this requirement for approval.		459.9544(2a)		
b. Are all employee alarm systems restored to normal operating condition as promptly as possible after each test or alarm?		459.9544(2a)		

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c.	Are spare alarm devices and components subject to wear or destruction, available in sufficient quantities and locations for prompt restoration of the system?	459.9544(2a)	
iii.	Alarm System Maintenance and Testing	459.9544(2a)	
a.	Are all employee alarm systems maintained in operating condition except when undergoing repairs or maintenance?	459.9544(2a)	
b.	Is a test of the reliability and adequacy of non-supervised employee alarm systems is made every two months? Is a different actuation device used in each test of a multi-actuation device system so that no individual device is used for two consecutive tests?	459.9544(2a)	
c.	Are power supplies maintained or replaced as often as is necessary to assure a fully operational condition? Are back-up means of alarm, such as employee runners or telephones, provided when systems are out of service?	459.9544(2a)	
d.	Is employee alarm circuitry installed after January 1, 1981 supervised, if it is capable of being supervised? Will it provide positive notification to assigned personnel whenever a deficiency exists in the system?	459.9544(2a)	
e.	Are all supervised employee alarm systems are tested at least annually for reliability and adequacy?	459.9544(2a)	
f.	Is the servicing, maintenance and testing of employee alarms done by persons trained in the designed operation and functions necessary for reliable and safe operation of the system?	459.9544(2a)	
iv.	Manual Operation:	459.9544(2a)	
a.	Are manually operated actuation devices for use in conjunction with employee alarms unobstructed, conspicuous and readily accessible?	459.9544(2a)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 3):</b>			
<b>4) EMERGENCY ACTION PLAN COORDINATION</b>		<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #4 Completion Score – Weighted 25% of Total</i>		%	
i.	Is an appropriate mechanism in place to inform the emergency responders of a need for response to each of the emergencies identified in the EAP?	459.9544(2b)	
ii.	Has the facility identified emergency responders?	459.9544(2c)	

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a. Fire Department		459.9544(2c)	
b. HAZMAT Responder		459.9544(2c)	
c. Emergency Medical Responder		459.9544(2c)	
d. Law Enforcement		459.9544(2c)	
iii. Have response actions for accident scenarios been coordinated with the fire department		459.9544(2c)	
a. Has the facility reviewed the written EAP and appropriate mechanisms for notifying responders with responders?		459.9544(2c)	
b. Has facility retained minutes of meetings with responders, recording topics discussed and requirements or recommendations of the responders?		459.9544(2c)	
c. Have the facility and responders determined a frequency for periodic update of information		459.9544(2c)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 4):</b>			
<b>5) MANAGEMENT PLAN AND DOCUMENT CONTROL</b>		<b>NAC Ref.</b>	<b>Resp. Code</b>
<b>Item #5 Completion Score – Weighted 5% of Total</b>		<b>%</b>	
i. Is there a site-specific plan that addresses how the EAP requirements will be developed and maintained, including:		459.95341	
a. Document the names of person(s) who are members of the team with overall responsibility for the development, implementation and integration of the Emergency Action Plan Program Requirements?		459.95341	
b. How is facility program monitored for compliance with NAC 459.9544, CAPP Emergency Action Plan Program?		459.95341	
c. Frequency of Emergency Action Plan review?		459.95341	
d. Events that prompt Emergency Action Plan reviews outside normal frequency?		459.95341	

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e. How is the Emergency Action Plan coordinated with the fire department and other responders?		459.95341	
f. How the adequacy of alarm indication and detector placement is evaluated?		459.95341	
g. How the adequacy of the warning provided by the alarm is determined?		459.95341	
h. How alarm system maintenance is determined?		459.95341	
i. How Emergency Action Plan training is conducted and tracked?		459.95341	
ii. Is there a site-specific policy or procedure that addresses how Emergency Action Plan documentation is controlled to ensure that the most current information is in circulation and use?		459.95341	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 5):</b>			
<b>6) VERIFICATION OF EMERGENCY ACTION PLAN IMPLEMENTATION</b>		<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #6 Completion Score – Weighted 20% of Total</i>		%	
i. Is the plan available for employee review and use? <i>Refer to Part B-1</i>		459.9544(2a)	
ii. Is there documented evidence that the required training is being conducted? <i>Refer to Part B-2</i>		459.9544(2a)	
iii. Has NDEP-CAPP verified coordination between facility and emergency responders? <i>Refer to Data Form</i>		459.9544(2c)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 6):</b>			
<b>General Records Audit/Review Notes/Comments:</b>			

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Inquiry/Observation	Resp. Code :			
	i	ii	iii	iv
<b>Required Training Topics (Y - indicates documented training &amp; passing score on test, refer to training syllabus for specific classes)</b>				
a. Hazard and emergency recognition				
b. Emergency Action Plan				
<b>Duty-Specific Training Topics (Y - indicates documented training &amp; passing score on test or certificate, refer to training syllabus for specific classes)</b>				
c. Rescue or Medical Training				
d. Emergency Plant Operation Procedures (such as shutdown during or after evacuation)				
<b>Completeness of Training and Comprehension Verification</b>				
e. Does the training compliment the employee's responsibility during an emergency?				
<b>Notes/Comments Pertaining to Responses to Questions under Issue 2):</b>				
<b>General On-Site Inspection Notes/Comments:</b>				



**C. INTERVIEWS**

**1) SELECT TWO OR MORE PERSONNEL TO INTERVIEW REGARDING THE EFFECTIVENESS OF THE EMERGENCY ACTION PLAN PROGRAM USING THE FOLLOWING QUESTION SETS.**  
*Responses are to be Logged on Following Pages:*

<b>Question Set</b>	<b>Questions to Consider</b>
<b>a</b>	What is your job description and associated tasks?
<b>b</b>	Are you aware of the facility Emergency Action Plan (EAP)? Is a copy of the EAP readily accessible? Do you keep copies of pertinent sections of the plan posted or handy for routine review or reference?
<b>c</b>	How would you identify a hazardous substance release? What actions would you take to notify others of an emergency situation you witnessed? How would you be notified or become aware of a fire or hazardous substance release in your process area? How would you be notified or become aware of a fire or hazardous substance release elsewhere in the facility?
<b>d</b>	How would you know if you needed to evacuate? What is the designated route of evacuation from your normal work place? Where are you supposed to assemble after an evacuation?
<b>e</b>	What training or review have you been given in the EAP? Have you been involved in evacuation drills? Have you been involved in emergency response drills? How did the drill(s) go? Do you feel that the training was adequate in this area? Suggested improvements?
<b>f</b>	What is your responsibility when you are notified of a hazardous substance release or fire? Do you have any special duties to perform prior to an evacuation, such as performing an emergency shutdown of process equipment or any medical duties?
<b>g</b>	How often is the EAP reviewed? Are you involved? How do you submit suggested changes or improvements to the EAP?

**2) RECORD RESPONSES OF SELECTED PERSONNEL TO QUESTIONS FROM THE QUESTION SETS**  
*Refer to Part C-1*

**Employee Profile**

<b>Job Title/Position</b>	<b>Department/Unit/Group</b>	<b>Yrs in Job</b>	<b>Yrs w/Co.</b>

**Response to Question Set :**