

XIIIB. Emergency Response Plan Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist

Revision 1, 03/12/09



Facility:	Process(es) Covered:	Date:	
A. PROCEDURE/POLICY REVIEW			
1) EXISTENCE, STRUCTURE AND FORMAT OF EMERGENCY RESPONSE PLAN PROGRAM		Percentage Completion Score – Total 100% (Weighting of Elements is Defined Below)	
Overall NDEP-CAPP Element Audit Checklist Score for Emergency Response Plan (as evaluated in sections 2 through 7 below).		%	
Notes/Comments Pertaining to Responses to Questions under Issue 1):			
2) EMERGENCY ACTION PLAN COMPONENTS		NAC Ref.	Resp. Code
<i>Item #2 Completion Score – Weighted 5% 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:		459.95442(1a1)	
a. Fires?		459.95442(1a1)	
b. Flammable Gas Release?		459.95442(1a1)	
c. Toxic Gas Release?		459.95442(1a1)	
d. Medical Emergencies?		459.95442(1a1)	
e. Other Emergencies?		459.95442(1a1)	

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ii.	Does the Emergency Action Plan provide procedures for emergency evacuation, including type of evacuation and exit route assignments, for:	459.95442(1a1)	
a.	Fires?	459.95442(1a1)	
b.	Flammable Gas Release?	459.95442(1a1)	
c.	Toxic Gas Release?	459.95442(1a1)	
d.	Other Emergencies?	459.95442(1a1)	
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:	459.95442(1a1)	
a.	Fires?	459.95442(1a1)	
b.	Flammable Gas Release?	459.95442(1a1)	
c.	Toxic Gas Release?	459.95442(1a1)	
d.	Other Emergencies	459.95442(1a1)	
iv.	Does the Emergency Action Plan provide procedures to account for all personnel after emergency evacuation has been completed	459.95442(1a1)	
a.	Facility employees?	459.95442(1a1)	
b.	Contractor employees?	459.95442(1a1)	
c.	Visitors?	459.95442(1a1)	
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?	459.95442(1a1)	
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?	459.95442(1a1)	
vii.	Employee Alarm System	459.95442(1a1)	

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a.	Does the EAP describe the types of employee alarms that trigger the Emergency Action Plan, including:		459.95442(1a1)	
1.	What activates the alarm (gas sensor, manual pull-box, smoke sensor UV/IR, etc)?		459.95442(1a1)	
2.	What the employee alarm indicators look or sound like?		459.95442(1a1)	
3.	The location of the alarm indicators?		459.95442(1a1)	
4.	Where do signals go (alarm indicator, off-site alarm company, emergency responder, other)?		459.95442(1a1)	
5.	Is the alarm system consistent with the Safety System Description?		459.95442(1a1)	
b.	Is the employee alarm system consistent with identified emergencies?		459.95442(1a1)	
1.	Fires		459.95442(1a1)	
2.	Flammable Gas Release		459.95442(1a1)	
3.	Toxic Gas Release		459.95442(1a1)	
4.	Medical Emergencies		459.95442(1a1)	
5.	Other emergencies		459.95442(1a1)	
viii.	Training Requirements		459.95442(1a1)	
a.	Are employees designated and trained to assist in the safe and orderly emergency evacuation of employees?		459.95442(1a1)	
b.	Is the plan reviewed with each employee at the following times: Refer to Training Syllabus in Data Form		459.95442(1a1)	
1.	When the plan is developed or the employee is assigned initially to a job?		459.95442(1a1)	
2.	Whenever the employee's responsibilities or designated actions under the plan change?		459.95442(1a1)	

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3. When the plan is changed?			459.95442(1a1)	
Notes/Comments Pertaining to Responses to Questions under Issue 2):				
3) EMPLOYEE ALARM SYSTEMS			NAC Ref.	Resp. Code
<i>Item #3 Completion Score – Weighted 10% of Total</i>			%	
i. General Alarm Requirements			459.95442(1a1)	
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?		459.95442(1a1)	
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?		459.95442(1a1)	
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?		459.95442(1a1)	
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?		459.95442(1a1)	
e.	Where a communication system also serves as the employee alarm system, do all emergency messages have priority over all non-emergency messages?		459.95442(1a1)	
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		459.95442(1a1)	
ii. Alarm Installation and Restoration			459.95442(1a1)	
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.		459.95442(1a1)	
b.	Are all employee alarm systems restored to normal operating condition as promptly as possible after each test or alarm?		459.95442(1a1)	

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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?		459.95442(1a1)	
iii.	Alarm System Maintenance and Testing		459.95442(1a1)	
a.	Are all employee alarm systems maintained in operating condition except when undergoing repairs or maintenance?		459.95442(1a1)	
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?		459.95442(1a1)	
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?		459.95442(1a1)	
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?		459.95442(1a1)	
e.	Are all supervised employee alarm systems are tested at least annually for reliability and adequacy?		459.95442(1a1)	
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?		459.95442(1a1)	
iv.	Manual Operation:		459.95442(1a1)	
a.	Are manually operated actuation devices for use in conjunction with employee alarms unobstructed, conspicuous and readily accessible?		459.95442(1a1)	
Notes/Comments Pertaining to Responses to Questions under Issue 3):				
4) HAZARDOUS MATERIALS RESPONSE PROGRAM, 29CFR1910.120q (aka HAZWOPER)			NAC Ref.	Resp. Code
<i>Item #4 Completion Score – Weighted 20% of Total</i>			%	
<i>Has a written emergency response plan been developed that addresses the topics listed below? Note that the elements of the emergency action plan evaluated pursuant to section 2 of this checklist may be incorporated into this emergency response plan document or may be used to satisfy select elements.</i>				
i.	Pre-emergency planning and coordination with outside parties?		459.95442(1a2)	

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a.	Does the plan appear to identify all appropriate outside parties including first responder, HAZMAT responder, medical facility, law enforcement, LEPC?		459.95442(1a2)	
b.	Does the plan define reasonably predictable worst-case emergency scenarios that the responders may encounter?		459.95442(1a2)	
c.	Does the plan identify the expected roles for outside parties for each emergency scenario that may be envisioned?		459.95442(1a2)	
d.	Does the plan address how the responders are notified of an emergency (such as 911, direct dial, alarm company call-out)?		459.95442(1a2)	
e.	Does the plan address the transport of casualties, including those that may be contaminated?		459.95442(1a2)	
f.	Does the plan address the nature of the medical emergencies that may be encountered by outside responders?		459.95442(1a2)	
g.	Does the plan address how pre-emergency planning is conducted with responders (such as emergency plan document review, facility tours, table-top drills, on-site drills)?		459.95442(1a2)	
ii.	Personnel roles?		459.95442(1a2)	
a.	Are response procedures developed for each type emergency? <i>satisfies 459.95442(1a5)</i>		459.95442(1a2)	
b.	Are the roles of plant personnel clearly defined for the different types of emergencies?		459.95442(1a2)	
c.	Are the defined roles consistent with the level of training received?		459.95442(1a2)	
iii.	Lines of authority?		459.95442(1a2)	
a.	Are the lines of authority defined for plant personnel?		459.95442(1a2)	
b.	Are the lines of authority defined with respect to outside responders?		459.95442(1a2)	
iv.	Training? <i>satisfies 459.95442(1a7)</i>		459.95442(1a2)	
a.	Are initial and refresher training requirements defined for plant personnel that are not responding to the emergency?		459.95442(1a2)	
b.	Are initial and refresher training requirements defined for plant personnel that are responding to the emergency?		459.95442(1a2)	

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v. Communication?		459.95442(1a2)	
a. Are alarm systems related to the emergency response plan clearly defined?		459.95442(1a2)	
b. Are other means of communication utilized during the emergency discussed, including internal plant communications and outside responder communication?		459.95442(1a2)	
c. Are procedures for notifying the public and emergency responders defined in the plan? <i>satisfies 459.95442(1a3)</i>		459.95442(1a2)	
vi. Emergency recognition and prevention?		459.95442(1a2)	
a. Are the accident scenarios requiring activation of this plan clearly defined?		459.95442(1a2)	
b. Are the types of releases not requiring emergency response clearly distinguished from those that do require emergency response?		459.95442(1a2)	
c. Does the plan contain an inventory of the hazardous substances found on site, the manner in which they are stored, and the consequences of an uncontrolled release?		459.95442(1a2)	
vii. Safe distances and places of refuge?		459.95442(1a2)	
a. Are safe places of refuge identified in the plan?		459.95442(1a2)	
b. If shelter-in-place is an option for a safe place of refuge, are the shelter in place procedures included in the plan and do they include guidance on when to initiate shelter-in-place provisions?		459.95442(1a2)	
viii. Site security and control?		459.95442(1a2)	
a. Are methods for establishing the necessary zones (such as 'hot or exclusion', 'warm' and 'cold') and command post discussed?		459.95442(1a2)	
b. Are personnel responsible for establishing the zones, controlling access and establishing the command post defined?		459.95442(1a2)	
c. Is the required training for those personnel appropriate for the task?		459.95442(1a2)	
ix. Evacuation routes and procedures?		459.95442(1a2)	
a. Are evacuation routes and procedures, including evacuation notification, defined for personnel not involved in the emergency response?		459.95442(1a2)	

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b.	Are the evacuation locations consistent with the safe distances and places of refuge defined in this plan?		459.95442(1a2)	
x.	Decontamination?		459.95442(1a2)	
a.	Are procedures for decontamination of personnel exiting the exclusion zone provided in the plan?		459.95442(1a2)	
b.	Is the equipment utilized to perform decontamination defined in the plan?		459.95442(1a2)	
c.	Are personnel responsible for performing decontamination and the level of required training to perform this task defined in the plan?		459.95442(1a2)	
d.	Is the required training for those personnel appropriate for the task?		459.95442(1a2)	
xi.	Emergency medical treatment and first aid?		459.95442(1a2) 459.95442(1a4)	
a.	Does the plan provide for medical response from advanced first aid support? <i>These personnel are required to be trained to an EMT level or beyond. Personnel with basic first aid skills such as control of bleeding and CPR are not adequately trained to satisfy this requirement.</i>		459.95442(1a2) 459.95442(1a4)	
b.	Does the plan provide for support from these responders at all times? <i>At a minimum, there must be personnel available on standby and capable of being on site within 4 minutes.</i>		459.95442(1a2) 459.95442(1a4)	
xii.	Emergency alerting and response procedures?		459.95442(1a2)	
a.	Does the plan address how employees will be notified of the emergency?		459.95442(1a2)	
b.	Does the plan address how the employees will be made aware of the type of response and the nature of the response required?		459.95442(1a2)	
xiii.	Critique of response and follow-up?		459.95442(1a2)	
a.	Does the plan provide procedures for critique of an emergency response?		459.95442(1a2)	
b.	Does the critique require inclusion of emergency responder input?		459.95442(1a2)	
c.	Does the plan require that each emergency response be critiqued?		459.95442(1a2)	
d.	Does the plan provide a method for incorporating critique recommendations and lessons learned?		459.95442(1a2)	

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xiv. PPE and emergency equipment?		459.95442(1a2)	
a.	Does the plan provide an inventory of emergency response equipment and PPE?	459.95442(1a2)	
b.	Does the plan include instructions on how the PPE and equipment are to be used, their limitations, and in what situations emergency responders will use them?	459.95442(1a2)	
c.	Does the plan include procedures for the inspection, testing and maintenance of emergency response equipment? <i>satisfies 459.95442(1a6)</i>	459.95442(1a2)	
Notes/Comments Pertaining to Responses to Questions under Issue 4):			
5) EMERGENCY RESPONSE PLAN COORDINATION		NAC Ref.	Resp. Code
<i>Item #5 Completion Score – Weighted 10% of Total</i>		%	
i.	Has the facility identified emergency responders?	459.95442(1b)	
a.	Fire Department	459.95442(1b)	
b.	HAZMAT Responder	459.95442(1b)	
c.	Emergency Medical Responder	459.95442(1b)	
d.	Law Enforcement	459.95442(1b)	
e.	LEPC	459.95442(1b)	
ii.	Have response actions for accident scenarios been coordinated with the fire department	459.95442(1b)	
a.	Has the facility reviewed the written Emergency Response Plan and appropriate mechanisms for notification with the responders?	459.95442(1b)	

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b.	Has facility retained minutes of meetings with responders, recording topics discussed and requirements or recommendations of the responders?		459.95442(1b)	
c.	Have the facility and responders determined a frequency for periodic update of information		459.95442(1b)	
Notes/Comments Pertaining to Responses to Questions under Issue 5):				
6) MANAGEMENT PLAN AND DOCUMENT CONTROL			NAC Ref.	Resp. Code
<i>Item #6 Completion Score – Weighted 5% of Total</i>			%	
i.	Is there a site-specific plan that addresses how the ERP 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 Response Plan Program Requirements?		459.95341	
b.	How is facility program monitored for compliance with NAC 459.95442, CAPP Emergency Response Plan Program?		459.95341	
c.	How the Emergency Response Plan is reviewed and updated to reflect changes and how employees are informed of those changes? <i>satisfies 459.95442(1a8)</i>		459.95341	
d.	Frequency of Emergency Response Plan review?		459.95341	
e.	Events that prompt Emergency Response Plan reviews outside normal frequency?		459.95341	
f.	How is the Emergency Response Plan coordinated with the fire department and other responders?		459.95341	
g.	How the adequacy of alarm indication and detector placement is evaluated?		459.95341	
h.	How the adequacy of the warning provided by the alarm is determined?		459.95341	
i.	How alarm system maintenance is determined?		459.95341	
j.	How Emergency Response Plan training is conducted and tracked?		459.95341	

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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	
Notes/Comments Pertaining to Responses to Questions under Issue 6):		
7) VERIFICATION OF EMERGENCY RESPONSE PLAN IMPLEMENTATION	NAC Ref.	Resp. Code
<i>Item #7 Completion Score – Weighted 50% of Total</i>	%	
i. Are emergency response procedures available to employees on site and are they of the most current revision? <i>Refer to Part B-1</i>	459.95442(1a)	
ii. Does the emergency response equipment as listed on the data form appear to be on site, maintained as required and staged for safe access? <i>Refer to Part B-2</i>	459.95442(1a)	
iii. Training: <i>Refer to Part B-3</i>	459.95442(1a)	
a. From review of the training syllabus in the data form and the actual training records as recorded in Part B3, is the required initial and refresher HAZWOPER-specific training is being conducted?	459.95442(1a)	
b. From review of the data form in Part B3 are there records of HAZWOPER personnel medical monitoring?	459.95442(1a)	
c. From review of the training syllabus in the data form and actual training records as recorded in Part B3, is the required initial and refresher training for non-responding personnel being conducted?	459.95442(1a)	
iv. Were actual emergency responses critiqued pursuant to the procedure established in the emergency response plan? <i>Refer to Part B-4</i>	459.95442(1a)	
v. Were actual emergency responses conducted pursuant to the procedure established in the emergency response plan? <i>Refer to Part B-5</i>	459.95442(1a)	
Notes/Comments Pertaining to Responses to Questions under Issue 7):		
General Records Audit/Review Notes/Comments:		



B. ON-SITE INSPECTION - RECORDS AUDIT		
RECORDS IN FACILITY PROVIDING HAZMAT RESPONSE TO AN INCIDENT		
1) DOCUMENT AVAILABILITY	NAC Ref.	Resp. Code
a. Are Emergency Response Manual(s), or pertinent sections, located through facility?	459.95442(1a)	
b. Are the available manuals, or pertinent sections, of the most recent revision?	459.95442(1a)	
Notes/Comments Pertaining to Responses to Questions under Issue 1):		
2) EMERGENCY RESPONSE EQUIPMENT AVAILABILITY	NAC Ref.	Resp. Code
a. Does the emergency response equipment as listed on the data form appear to be on site?	459.95442(1a)	
b. Does emergency response equipment appear to be maintained as required?	459.95442(1a)	
c. Does emergency response equipment appear to be staged to enable safe access during emergencies?	459.95442(1a)	
Notes/Comments Pertaining to Responses to Questions under Issue 2):		

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3) SELECT 2 TO 4 TRAINING FILES/RECORDS TO REVIEW AGAINST ACTUAL PRACTICE (check at least one non-responder) <i>List on the Following Table:</i>					
#	Employee ID # or Name	Description of Responsibility During an Emergency			
i					
ii					
iii					
iv					
Inquiry/Observation			Resp. Code :		
			i	ii	iii
Required Training Topics (Y - indicates documented training & passing score on test, refer to training syllabus for specific classes)					
a.	Hazard and emergency recognition				
b.	Emergency Action Plan				
Duty-Specific Training Topics (Y - indicates documented training & passing score on test or certificate, refer to training syllabus for specific classes)					
c.	Rescue or Medical Training				
d.	Emergency Plant Operation Procedures (such as shutdown during or after evacuation)				
HAZWOPER-Specific Training Topics (Y - indicates documented training & passing score on test or certificate, refer to training syllabus for specific classes)					
e.	Emergency Response Plan				
f.	First Responder, Awareness Level				

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g. First Responder, Operations Level				
h. HAZMAT Technician				
i. HAZMAT Specialist				
j. Incident Commander				
k. HAZMAT Trainer				
l. PPE Training and Certification				
Record of Medical Surveillance				
m. If the employee's response role includes donning PPE, is there a record of Medical Surveillance?				
Completeness of Training and Comprehension Verification				
n. Does the training compliment the employee's responsibility during an emergency?				
Notes/Comments Pertaining to Responses to Questions under Issue 3):				



4) EMERGENCY RESPONSE CRITIQUE

List on the Following Table:

If drills or actual emergency responses have been conducted, select one or more and address the following:

- 1. Provide a brief description of the event.**
- 2. Note if the response was critiqued and provide a brief description of the findings.**
- 3. Provide a brief description of recommendations from the critique and note if they have been implemented.**

Event No. 1:

Event No. 2:

Event No. 3:

Event No. 4:

Notes/Comments Pertaining to Responses to Questions under Issue 4):

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5) ONLY COMPLETE FOR INCIDENTS INVOLVING A HAZARDOUS SUBSTANCE RELEASE Review of Procedures for Handling Emergency Response Select at least one of the Events Listed Above and Determine if Procedures for Handling Emergency Response were Followed Pursuant to 29 CFR 120q (3)&(4) <i>List on the Following Table:</i>				
#	Event Number	Event Description		
i				
ii				
iii				
iv				
Inquiry/Observation			Resp. Code :	
			i	ii
Requirements per 120q (3)&(4) (Y – indicates documented evidence or affirmative response from personnel in the incident command structure. Refer to a response critique where available.)				
a.	Were all emergency responders and their communications coordinated and controlled through the incident commander?			
b.	Did the incident commander identify all hazardous substances or conditions present and consider, use of engineering controls, maximum exposure limits, hazardous substance handling procedures, and use of any new technologies?			
c.	Did the incident commander assure that the personal protective equipment worn was appropriate for the hazards encountered?			
d.	Did employees engaged in the emergency response that were exposed to hazardous substances presenting an inhalation hazard wear positive pressure self-contained breathing apparatus while engaged in emergency response? (Note: Not required when the incident commander determines through the use of air monitoring that a decreased level of respiratory protection will not result in hazardous exposures.)			
e.	Did the incident commander limit the number of emergency response personnel in those areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations?			
f.	Were operations in hazardous areas performed using the buddy system in groups of two or more?			
g.	Were back-up personnel standing by with equipment ready to provide assistance or rescue?			

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h. Were advance first aid support personnel standing by with medical equipment and transportation capability?				
i. Did the incident commander designate a safety official, who is knowledgeable in the operations being implemented at the emergency response site?				
j. If the safety official determined that there was an IDLH condition or the activity involved an imminent danger, were they able to alter, suspend, or terminate those activities?				
k. Did the incident commander implement appropriate decontamination procedures?				
l. If personnel, who are skilled in the operation of certain equipment such as mechanized heavy equipment, were needed temporarily to perform immediate emergency support work AND there was a potential to be exposed to the hazards at an emergency response scene:				
1. Were they briefed on the hazards?				
2. Were they briefed on donning of PPE?				
3. Were they provided the PPE?				
m. Upon completion of the emergency response, if it is determined that it is necessary to remove hazardous substances, health hazards, and materials contaminated with them (such as contaminated soil or other elements of the natural environment) from the site of the incident, If the facility needed to remove hazardous substances or contaminated materials after the emergency response, did the cleanup comply with one of the following:				
1. Paragraphs (b) through (o) of 29CFR1910.120?				
OR,				
2. Where the clean up was done on plant property using plant or workplace employees, were the employees trained in 29 CFR 1910.38(a); 1910.134; 1910.1200, and other appropriate safety and health training?				
Notes/Comments Pertaining to Responses to Questions under Issue 5):				
General On-Site Inspection Notes/Comments:				

Response Code (Point Valve): Y = Yes (1), N = No (0), NA = Not Applicable (Not Scored), U = Undetermined (0), P = Partially Satisfied (½), NR = Not Reviewed (Not Scored), R = Reviewed (1)



C. INTERVIEWS

1) SELECT TWO OR MORE PERSONNEL TO INTERVIEW REGARDING THE EFFECTIVENESS OF THE EAP/ERP PROGRAM USING THE FOLLOWING QUESTION SETS.

Responses are to be Logged on Following Pages:

Question Set	Questions to Consider
a	What is your job description and associated tasks?
b	Are you aware or knowledgeable of the facility Emergency Action Plan or Emergency Response Plan? Is a copy of the EAP/ERP readily accessible? Is the copy of the EAP/ERP legible or does it need to be replaced with a new copy? Do you keep copies of pertinent sections of the plan posted or handy for routine review or reference?
c	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?
d	What are you to take if you are notified of a hazardous substance release or leak? What is the designated route of evacuation from your normal work place? Where are you supposed to go for an assembly point after an evacuation?
e	What training or review have you been given in the EAP/ERP? 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 (i.e. instruction and materials understandable, everything appeared to be covered)? Suggested improvements?
f	Do you have any special duties to perform prior to an evacuation, such as performing an emergency shutdown of process equipment? What do these duties entail?
g	What level of HAZMAT training have you undergone? Are you a member of the facility HAZMAT or Emergency Response Team?
h	How often do you or your department or workgroup review pertinent EAP/ERP actions? How do you submit suggested changes or improvements to the EAP/ERP?

2) RECORD RESPONSES OF SELECTED PERSONNEL TO QUESTIONS FROM THE QUESTION SETS

Refer to Part C-1

Employee Profile

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

XIIIB. Emergency Response Plan Program
Nevada Division of Environmental Protection
Chemical Accident Prevention Program
Element Audit Checklist



Response to Question Set :