

SAMPLE HEALTH AND SAFETY PLAN (HASP)

Source: OSHA.

11.0 EMERGENCY RESPONSE PLAN

(in compliance with 29 CFR 1910.120(b)(4)(ii)(H) and 29 CFR 1910.120(I))

This is the site-specific emergency response plan. This chapter of the HASP describes potential emergencies at this site, procedures for responding to those emergencies, roles and responsibilities during emergency response, and training that workers must receive in order to follow emergency procedures. This chapter also describes the provisions this site has made to coordinate its emergency response planning with other contractors on site and with off-site emergency response organizations.

This emergency response plan is consistent with the requirements of paragraph (I) of HAZWOPER and provides the following site-specific information:

-) pre-emergency planning
-) on-site emergency response equipment and PPE
-) emergency maps: evacuation routes and route to nearest hospital
-) emergency roles and responsibilities
-) emergency alerting and evacuation procedures
-) emergency response procedures
-) emergency decontamination, medical treatment and first aid
-) response critique and plan updates
-) emergency response training

During the development of this emergency response plan, local, state, and federal agency disaster, fire, and emergency response organizations were consulted to ensure that this plan is compatible and integrated with the plans of those organizations. Documentation of the dates of these consultations and the names of individuals contacted is kept (insert location) .

11.1 Pre-emergency Planning

This site has been evaluated for potential emergency occurrences, based on site hazards, the tasks within the work plan, the building layout, and the ventilation system design and operation. The results of that evaluation are shown in Table 11-1 below.

Table 11-1 Potential Site Emergencies		
Type of Emergency	Source of Emergency	Location of Source
(Identify each of the potential emergencies that may occur on site. Use a separate row for each type of emergency.)	(Identify the source of each emergency. Be as specific as possible.)	(Identify the location or multiple locations for each emergency. For example, if a chemical is stored in several places, list every location in one row.)

11.2 On-Site Emergency Response Equipment

Emergency procedures may require specialized equipment to facilitate worker rescue, contamination control and reduction, or post-emergency clean-up. Emergency response equipment stocked on this site is listed in Table 11-2. The equipment inventory and storage locations are based on the potential emergencies described in Table 11-1. This equipment inventory is designed to meet on-site emergency response needs and any specialized equipment needs that off-site responders might require because of the hazards at this site.

Any additional PPE required and stocked for emergency response is also listed in Table 11-2 below. During an emergency, the Emergency Response Coordinator (if you have not included this role, identify the name and/or title of the person with the following responsibility) is responsible for specifying the level of PPE required for emergency response. At a minimum, personal protective equipment used by emergency responders will comply with Chapter 6, Personal Protective Equipment, of this HASP.

Emergency response equipment is inspected at regular intervals and maintained in good working order. The equipment inventory is replenished as necessary to maintain response capabilities.

Table 11-2 Emergency Equipment & Emergency PPE		
Emergency Equipment		
Specific Type	Quantity Stocked	Location Stored
(Use a separate row for each type of equipment stored, like 6ft oil pig, or non-sparking shovel)	(insert number)	(insert location)
Emergency PPE		

<i>Specific Type</i>	Quantity Stocked	Location Stored
(Use a separate row for each type of emergency PPE stored, like SCBA or fully encapsulated Level A suit-butyl)	(insert number)	(insert location)

11.3 Emergency Planning Maps

Figure 11-3a provides a map of the site with key on-site emergency planning information clearly marked. Emergency evacuation route(s), places of refuge, assembly point(s), and the locations of key site emergency equipment are identified on this map. Site zone boundaries are shown to alert responders to known areas of contamination. Major building features and any ventilation system design or operation features that could affect emergency response planning are also marked on this map. Figure 11-3a is posted at site entry points and at locations throughout the work site. Figure 11-3b indicates the route to the nearest emergency medical assistance. Figure 11-3b is posted at the following locations: (insert location) . *[Help Text - Maps showing the route from the site to the medical facility should at least be located in the CRZ and the support zone]*

Figure 11-3a Emergency Planning Map

Insert Emergency Planning Map here.

Figure 11-3b Driving Route to Nearest Hospital

Insert Driving Route to Nearest Hospital here.

(Choose Option 1, Option 2, or Option 3 for the text of 11.4 only; delete the text for the other two options. Option 1: all site personnel evacuate during an emergency and no one is permitted to assist during emergency response; the site relies on off-site emergency responders to conduct emergency response operations. Option 2: some site personnel evacuate during an emergency, but other site personnel conduct limited emergency response operations; the site relies on off-site emergency responders for most emergency response operations. Option 3: an on-site HAZMAT team conducts most of the emergency response operations; off-site emergency responders are called only when the emergency response operations are beyond the capability of the on-site HAZMAT team.)

(Option 1)

11.4 Roles and Responsibilities for On-Site and Off-Site Personnel

(Insert name and/or title) has been designated the Emergency Response Coordinator (Note: this individual should be identified in Chapter 1, Organization Structure). He/she is responsible for implementing the emergency response plan and coordinates emergency response activities on this site. He/she provides specific direction for emergency action based upon information available regarding the incident and response capabilities and initiates emergency procedures, including protection of the public and notification of appropriate authorities.

In the event of an emergency, site personnel are evacuated and do not participate in emergency response activities. As a result, this emergency response plan is designed to comply with 29 CFR 1910.38. The on-site personnel and their alternates responsible for coordinating site evacuation efforts are listed in Table 11-4. The Emergency Response Coordinator or one of his/her alternates is on site whenever work operations are underway.

This site relies upon the off-site emergency response organizations listed in Table 11-4, Emergency Contact Information, to respond to site emergencies. These organizations have been provided a copy of the site HASP; have been thoroughly briefed on site operations, hazards, and potential emergencies; have participated in a site walk-through if necessary; and are appropriately trained, staffed, and equipped to provide emergency response to this site. These organizations are contacted at least semi-annually or when changes in operations or new potential hazards are introduced on site to verify the accuracy of phone numbers and contact names, and to ensure that current points of contact are aware of site operations and hazards.

Table 11-4 Emergency Contact Information		
SITE PERSONNEL		
Title	Contact	Telephone
(Include the Emergency Response Coordinator and the roles/title of any other site personnel who are responsible for sounding the employee alarm system and calling outside assistance.)	(Identify the individual with this role or title)	(List the phone number of the individual with the role or title)

OUTSIDE ASSISTANCE	Contact	Address/Location	Telephone
	(Identify a contact organization, name, or title for each of the following agencies or groups)	(Identify address or location of each of the following agencies or groups, if applicable)	(identify a phone number for each of the following agencies or groups)
Chemtrec			1-800-424-9300
Ambulance/EMS			
Police			
Fire			
State Police			
Local Emergency Response Agency			
Primary Medical Facility			
Secondary Medical Facility			
Poison Control Center			
Regional EPA			
OSHA Area Office			
EPA Emergency Response Team			
State Authority			
National Response Center			1-800-424-8802
Center for Disease Control			

(Option 2)

11.4 Roles and Responsibilities for On-Site and Off-Site Personnel

(Insert name and/or title) is designated the Emergency Response Coordinator (Note: this individual should be identified in Chapter 1, Organizational Structure). He/she is responsible for implementing the emergency response plan and coordinates emergency response activities on this site. He/she provides

specific direction for emergency action based upon information available regarding the incident and response capabilities and initiates emergency procedures, including protection of the public and notification of appropriate authorities.

In the event of an emergency, site personnel are evacuated and do not participate in emergency response activities, except as indicated below.

Limited On-Site Emergency Response Activities

) (Create a bulleted list of emergency response activities employees may take.)

The site also relies on the off-site emergency response organizations listed in Table 11-4, Emergency Contact Information, to respond to site emergencies that will not be addressed by site personnel. These organizations have been provided a copy of the site HASP; have been thoroughly briefed on site operations, hazards, and potential emergencies; have participated in a site walk-through if necessary; and are appropriately trained, staffed, and equipped to provide emergency response to this site. These organizations are contacted at least semi-annually or when changes in operations or new potential hazards are introduced on site to verify the accuracy of phone numbers and contact names and to ensure that current points of contact are aware of site operations and hazards.

Table 11-4 Emergency Contact Information			
SITE PERSONNEL			
Title	Contact		Telephone
(Include the Emergency Response Coordinator and the roles/title of all site personnel that are responsible for sounding the employee alarm system, calling outside assistance, or conducting limited emergency response activities.)	(Identify the individual with the role or title.)		(List the phone number of the individual with the role or title.)
OUTSIDE ASSISTANCE	Contact	Address/Location	Telephone
	(Identify a contact name or title for each of the following agencies or groups)	(Identify address or location of each of the following agencies or groups, if applicable)	(Identify a phone number for each of the following agencies or groups)
Chemtrec			1-800-424-9300

Ambulance/EMS			
Police			
Fire			
State Police			
Local Emergency Response Agency			
Primary Medical Facility			
Secondary Medical Facility			
Poison Control Center			
Regional EPA			
EPA Emergency Response Team			
State Authority			
National Response Center			1-800-424-8802
Center for Disease Control			

(Option 3)

11.4 Roles and Responsibilities for On-Site and Off-Site Personnel

(Insert name and/or title) is designated the Emergency Response Coordinator (Note: this individual should be identified in Chapter 1, Organizational Structure). He/she is responsible for implementing the emergency response plan and coordinates emergency response activities on this site. He/she provides specific direction for emergency action based upon information available regarding the incident and response capabilities and initiates emergency procedures, including protection of the public and notification of appropriate authorities.

In the event of an emergency, the site has established and relies upon an on-site emergency response team. The names of the emergency response team leader and alternates are listed in Table 11-4. At least one of these individuals is on site whenever work operations are underway.

The on- site emergency response team is responsible for providing the following emergency response services:

Potential Site Emergencies	On-Site Responder Activities
(This is a table. Identify the emergencies from Table 11-1 that can be responded to by on-site emergency responders. Insert a new row for each emergency.)	(Identify the actions on-site emergency responders may take in response to this emergency e.g., shut supply valve, or use fire extinguisher, etc.) Enter all of the activities for each emergency in one row, in a list)

SOPs for each of these emergency response functions can be found within Chapter 12, the SOPs chapter of this HASP (supplement this chapter of the HASP as appropriate).

Off-site emergency response personnel are relied upon to provide the services listed below. Off-site emergency response organizations listed in Table 11-4, Emergency Contact Information, have a copy of the site HASP; are thoroughly briefed on site operations, hazards, and potential emergencies; have participated in a site walk-through if necessary; and are appropriately trained, staffed, and equipped to provide emergency response to this site. These organizations are contacted at least semi-annually or when changes to operations or new potential hazards are introduced on site to verify the accuracy of phone numbers and contact names and to ensure that current points of contact are aware of site operations and hazards.

Potential Site Emergencies	Off-Site Responder Activities
(This is a table. Identify the emergencies from Table 11-1 that must be responded to by off-site emergency responders. Insert a new row for each emergency.)	(Identify the actions off-site emergency responders must take.)

Table 11-4 Emergency Contact Information

SITE PERSONNEL			
Title	Contact	Telephone	
(Identify the roles/title of all site personnel that are responsible for emergency response.)	(Identify the individual with the role or title)	(List the phone number of the individual with the role or title)	
OUTSIDE ASSISTANCE	Contact	Address/Location	Telephone
	(Identify a contact name, or title for each of the following agencies or groups)	(Identify address or location of each of the following agencies or groups, if applicable)	(List a phone number for each of the following agencies or groups)
Chemtrec			1-800-424-9300
Ambulance/EMS			
Police			
Fire			
State Police			
Local Emergency Response Agency			
Primary Medical Facility			
Secondary Medical Facility			
Poison Control Center			
Regional EPA			
OSHA Area Office			

EPA Emergency Response Team			
State Authority			
National Response Center			1-800-424-8802
Center for Disease Control			

(End of Option 3)

11.5 Emergency Alerting and Evacuation

Upon discovering an emergency situation, personnel notify **(insert name and/or title)**, who will evaluate available information and initiate an appropriate response. Site workers are alerted to emergencies through the use of an employee alarm system. The employee alarm systems at this site are listed in Table 11-5.

Table 11-5 Employee Alarm Systems		
Type of Alarm	Location	How Alarm is Used
(Insert type of employee alarm system. If there is more than one alarm or alarm sound, then insert rows as appropriate)	(Insert the location of the alarm(s))	(Use this column to differentiate when multiple alarms or alarm sounds are used. You may also provide a physical description of how the alarm is actuated.)

This alarm system meets the requirements of 29 CFR 1910.165 and is tested (insert the text interval, e.g., weekly, monthly) under normal site operating conditions to ensure that it is in good working order and can effectively alert all persons on-site. A log of alarm tests is kept by (insert name and/or title) .

If an evacuation notice is given, site workers leave the worksite with their respective buddies, if possible, by way of the nearest exit. Emergency decontamination procedures detailed in Chapter 10 (Decontamination) of this HASP are followed to the extent practical without compromising the safety and health of site personnel.

Appropriate primary and alternate evacuation routes and assembly areas have been identified and are shown on the Emergency Response Map Fig 11-3a. The routes and assembly area will be determined by conditions at the time of evacuation based on the location of the hazard source and other factors as determined by rehearsals and inputs from emergency response organizations.

If any work will be done outside, wind direction indicators will be located so that workers can determine a safe up wind or cross wind evacuation route and assembly area if not informed by the Emergency Response Coordinator at the time the evacuation alarm sounds.

Personnel exiting the site gather at a designated assembly point. To determine that everyone has successfully exited, personnel will be accounted for at the assembly site. If any worker cannot be accounted for, notification is given to (insert name and/or title) so that appropriate action can be initiated.

Contractors and subcontractors on this site have coordinated their emergency response plans to ensure that these plans are compatible and that source(s) of potential emergencies are recognized, alarm systems are clearly understood, and evacuation routes are accessible to all personnel relying upon them.

11.6 Emergency Response

The Emergency Response Coordinator (or designee), after investigating the incident and reviewing relevant information, determines the level of response required for containment, rescue, medical care, and clean-up. The appropriate emergency response team (on-site or off-site) is mobilized to the incident with sufficient personnel, PPE, and emergency equipment.

When the Emergency Response Coordinator (or designee) determines that on-site emergency response capability is inadequate for the emergency or that outside assistance is required, the applicable off-site organization shown in Table 11-4 is contacted. The Emergency Response Coordinator (or designee) provides relevant information to the responding organizations, including hazards associated with the emergency incident, potential containment problems, and missing site personnel.

(Choose either Option 4 or Option 5 for the text of Section 11.7 only; delete the text for the other option. Option 4: site personnel are trained and assigned to provide first aid. Option 5: site personnel are not trained or assigned to provide first aid)

[Help Text - If you expect on-site personnel to perform first-aid, you must prepare a written exposure control plan for exposure to bloodborne pathogens, as required in 1910.1030(c)(1)(i). You must also offer Hepatitis B vaccinations to workers who are expected to provide first aid as their primary job assignment. If they decline the vaccination, you must document this, in accordance with 1910.1030(f)(2)(iv)]

(Option 4)

11.7 Emergency Decontamination, Medical Treatment and First Aid

Site provisions for medical services and first aid are consistent with 1910.151 as well as HAZWOPER.

This site has (insert number) workers with current first aid certification assigned to provide first aid during each shift. Because of this practice, the site has an exposure control plan in accordance with OSHA's bloodborne pathogens standard, 1910.1030 (c)(1)(i). The site also offers Hepatitis B vaccinations to workers whose primary job assignment is to provide first aid. A record of those vaccinations or the employee's declination of the vaccination is kept in her/his medical records file.

The primary medical care facility for this site is _____. The route to the facility is shown in Figure 11-3b.

Site personnel who are contaminated and need medical treatment will be decontaminated before treatment is provided and/or before being transported to a medical facility if decontamination does not delay life-saving treatment, interfere with essential treatment, or aggravate the injury.

When emergency decontamination is performed, contaminated protective clothing and equipment is washed, rinsed and/or cut off. If an emergency victim is grossly contaminated with extremely toxic or

corrosive material, the victim will be wrapped in blankets, plastic, or rubber before any first aid or medical treatment is performed to reduce potential exposure to other personnel.

Personnel who provide first aid and offsite medical treatment will be alerted to the chemicals and hazards to which a victim has been potentially exposed. This will be done by sending relevant MSDSs and other applicable hazard data with the victim or by having the victim accompanied by personnel who are familiar with the incident and the hazards.

(End of Option 4)

(Option 5)

11.7 Emergency Decontamination, Medical Treatment and First Aid

Site provisions for medical services and first aid are consistent with 1910.151 as well as HAZWOPER.

Because of the near proximity of medical assistance, this site does not train or assign site personnel to provide first aid.

[Help Text - For a discussion of "near proximity" and an employer's obligation to have trained first aid providers on site, see OSHA Interpretations on this topic under "I" in the subject index on the OSHA website, www.osha.gov. The April 18, 2002 letter to John Mateus addresses this topic.]

The primary medical care facility for this site is _____. The route to the facility is shown in Figure 11-3b.

Site personnel who are contaminated and need medical treatment will be decontaminated before being transported to a medical facility **if** decontamination does not delay life-saving treatment or aggravate the injury.

When emergency decontamination is performed, contaminated protective clothing and equipment is washed, rinsed and/or cut off. If an emergency victim is grossly contaminated with extremely toxic or corrosive material, the victim will be wrapped in blankets, plastic, or rubber to reduce potential exposure to other personnel.

Offsite medical treatment personnel will be alerted to the chemicals and hazards to which a victim has been potentially exposed. This will be done by sending relevant MSDSs and other applicable hazard data with the victim or by having the victim accompanied by personnel who are familiar with the incident and the hazards.

(End of Option 5)

11.8 Emergency Response Critique and Plan Updates

After every emergency incident or evacuation of this site, the Emergency Response Coordinator (or designee) will evaluate the quality and safety of response activities. Any deficiencies in response actions will be included in a specific follow-up plan and corrected.

This emergency response plan is evaluated periodically throughout site operations and updated for accuracy. Changes made to emergency response procedures as the result of rehearsals or actual response incidents are recorded in this Plan. Site workers receive notification and training on changes to the Plan (identify the method used to communicate changes in the Plan, e.g., during daily site briefings).

11.9 Emergency Response Training

All persons who enter this worksite, including visitors, receive a site-specific briefing about anticipated emergency situations and the emergency procedures.

Prior to the commencement of work and in accordance with Chapter 4, Training, site personnel are trained in the contents of this emergency response plan, including potential emergencies, personnel roles and responsibilities, evacuation routes and procedures, and the location of medical assistance.

(To choose the correct Option below, refer back to your Chapter 4 text. If you chose Option 1 in that chapter [your personnel are trained under paragraph (q)(6) of HAZWOPER], choose Option 6 below. If you chose Option 2 in Chapter 4 [your personnel are trained under paragraph (e) of HAZWOPER], choose Option 7 below.)

(Option 6)

Site personnel designated as emergency responders have completed emergency response training consistent the level of their responsibilities and in accordance with 29 CFR 1910.120(q)(6).

(end of Option 6)

(Option 7)

Site personnel designated as emergency responders are trained how to respond to expected emergencies safely, in accordance with 29 CFR 1910.120(e)(7).

(end of Option 7)

Additionally, site workers participate in emergency response rehearsals as required in HAZWOPER paragraph (l)(3)(iv). Off-site emergency response organizations participate in the rehearsals as necessary. Rehearsals are held every (insert time interval) . A log of the rehearsals is kept by (insert name and/or title) .

Where this site relies on off-site organizations for emergency response (see Table 11-3), the training of personnel in those off-site organizations has been evaluated and is deemed adequate for response to this site.

The site maintains written up-to-date certification of the successful completion of applicable training requirements of each worker. Training records are maintained (Insert location).