|  |  |  |
| --- | --- | --- |
| **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 though 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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| 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.* |
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| **Training Topic** | **References***(List the source document(s) that require this training topic. For example: NAC 459.9544, 29CFR1910 or Company Policy #08-123)* | **Lesson Plans or Training Materials***(For example: Lesson Plan #123 or Document #456)*  | **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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**Notes to Table:**

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