SARA Title III Information Guide for the MNWALK

January 2014

DEPARTMENT OF PUBLIC SAFETY
STATE OF MINNESOTA

HSEM
Homeland Security and Emergency Management

SARA Title III Information Guide

for the

Minnesota Local Emergency Operations Plan Crosswalk (MNWALK)

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This revised guidebook was prepared by the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) and is dedicated to the city and county directors of emergency management, coordinators, planners and consultants who are responsible for preparing the SARA Title III information required in the Minnesota Local Emergency Operations Plan Crosswalk (MNWALK).

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DOCUMENT HISTORY

Revision Date	Description of Changes
December 2008	Update
July 2010	Update
March 2011	Update
January 2013	Update
January 2014	Update

INTRODUCTION

This is a revised and completely rewritten edition of the SARA Title III Information Guide for the Minnesota Local Emergency Operations Plan (MNWALK) and pertains specifically to preparation of the SARA items in the MNWALK. This edition supersedes previous versions, which are now outdated.

The purpose of this revised edition is to incorporate new technologies and procedures when possible, and to simplify explanations and instructions, making the task of preparing the required SARA Title III information easier and faster. Among other things, it recognizes that computer technology is becoming more widely used; it introduces the use of Geographical Information System (GIS) tools; and it also includes the mandates of the National Incident Management System (NIMS).

This guide provides direction for the preparation of the SARA items in an "electronic" format, using computer technology that gives instant access to necessary information, but also gives guidance for a fully-functional "non-electronic" format. The goal in either case is to encourage development of a more user-friendly plan.

Guidance for preparation of the SARA items in the MNWALK is simple and straight-forward. A description of each item is given. There is a short explanation of its intent (to provide understanding), followed by a statement of exactly what information is required. Finally, one or more examples are provided as illustrations of how to present the required SARA information. The illustrations are not intended to limit creativity or flexibility, especially where circumstances warrant. A number of changes are the result of suggestions from planners and the results of experience in reviewing SARA Title III information.

While there have been some technical changes in the administration of the SARA Title III mandate in Minnesota during the period, the basic SARA planning requirements remain and the SARA items continue to be reviewed generally on a four-year cycle by a Regional Review Committee under the guidance of the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM). HSEM is responsible for assuring compliance and enforcement under state law, and the U.S. EPA is authorized to oversee conduct of the SARA program in Minnesota under federal law.

ABOUT SARA TITLE III

When working on required forms and documents, it can be helpful to understand the purpose of the "Superfund Amendments and Reauthorization Act (SARA)." This statute is commonly referred to as Title III, or the "Emergency Planning and Community Right-to-Know Act (EPCRA)." Why is it part of the MNWALK?

Briefly, it goes back to December 3, 1984, in Bhopal, India, when in the middle of the night a toxic cloud of methyl isocyanate (MIC) gas escaped from a Union Carbide plant and swept through a nearby community, killing approximately 3,800 men, women and children, and causing serious injury to another 11,000 persons. It was the worst chemical factory disaster in history, and it provoked worldwide outrage and reaction.

In the United States, officials realized there were many chemical and other related industrial facilities all over the country, and a concern developed that similar incidents could happen in America. By 1986, Congress developed a set of comprehensive national regulations intended to prevent a Bhopal-type incident. These regulations were called the *Emergency Planning and Community Right-to-Know Act (EPCRA).* EPCRA subsequently became *Title III* of a major piece of environmental legislation known as the *Superfund Amendments and Reauthorization Act of 1986.* EPCRA soon became known as SARA Title III, and in Minnesota an enabling order incorporating the provisions of SARA Title III into state law was created.

The purpose of SARA Title III is to require facilities that have especially hazardous or toxic substances to publicly identify themselves and develop detection systems and emergency response plans for an accidental release, and also to require communities where such facilities are located to have hazardous material emergency response plans. Each state, including Minnesota, is required to have a state emergency response commission to oversee implementation and enforcement of the SARA Title III requirements, however in Minnesota this responsibility was turned over to the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM). In Minnesota, six Regional Review Committees were formed to assist by reviewing city and county emergency response plans to assure they meet SARA requirements.

Nationally, the idea was to create a series of requirements that, together, would form the foundation of an approvable hazardous materials emergency response plan for counties and municipalities where facilities with hazardous materials are located. In Minnesota, those federal requirements eventually became incorporated into the Minnesota all-hazard emergency response planning system now administered by HSEM. They are identified by an asterisk (*) in the MNWALK and periodically reviewed by a Regional Review Committee under guidance of HSEM, which administers many other SARA Title III requirements not mentioned here.

Together, the SARA Title III items in the MNWALK still form the basis of an approvable hazardous materials emergency plan for every county and municipality in Minnesota.

HOW TO USE THESE GUIDELINES

These guidelines were developed to assist in preparing specific information required in the SARA Title III items in the MNWALK. While these guidelines are specific to the SARA items, some of the guidance may have general application to other MNWALK items.

- Previous SARA Title III guidance documents are outdated and should be discarded.
- The SARA items, taken together, form the basis of an approvable hazardous materials response plan in most jurisdictions.
- All completed new or revised Plans submitted for review to an HSEM office or to a Regional Review Committee in Minnesota must be accompanied by a completed MNWALK. Plans will not be reviewed without a completed MNWALK.

General Instructions

1. These guidelines encourage the use of computer technology, such as hyperlinks and Geographical Information System (GIS) tools, in preparing required SARA information. Although paper plans remain acceptable, electronic plans are more useful and reflect common business practices currently employed in the public and private sectors.
2. All hyperlinks are in blue type. Click on hyperlinks for more information or instructions.
3. There is a set of guidelines for each SARA item. Each set of guidelines provides:
   a. The SARA item stated in full.
   b. The intent of the item.
   c. Specification of information required.
   d. One or more examples.
   e. Recommendations, if provided.
4. Many of the examples can be used with minor modifications or by filling in the blanks, thereby making the task easier and faster. Large jurisdictions may require additional information.
5. Use of GIS tools allows for more creativity and flexibility, and often allows information for more than one SARA item to be shown on one map, the size, area and color of which can be made to vary depending on need and other factors.
6. Dividing a jurisdiction into sections (such as quadrants) on a map often makes it easier to see and label specific locations and routes.
7. Almost every county in Minnesota has or has access to a GIS office. Planners should contact their GIS office for assistance in developing maps to illustrate required SARA information. Note that while maps are not required, the information is required, at least in writing. Each map should include a box or boxes that provide the required information in writing (see *Examples*).
8. Use of hyperlinks makes it possible to include an unlimited amount of information (photos, diagrams, documents, letters, lists, etc.) while keeping basic information on any one SARA item simple and manageable. Further, individual hyperlinks can be easily and quickly changed without having to revise the entire SARA item.

9. Sanitized "public copies" of the SARA information can be made by deleting certain hyperlinks, provided that most sensitive information is made available via hyperlink. For example, a list of local emergency officials with their names, titles, official and home telephone numbers can be removed if the list is accessed via hyperlink, simply by deleting the hyperlink.
10. Start by reading the *SARA Item* and its stated *Intent* to get an understanding of the issue and how it relates to your jurisdiction. Then read what information is *Required* and look at the accompanying *Example(s*) to see how the information is presented. Gather similar information for your jurisdiction and present it in a similar fashion, modifying where appropriate and expanding where desired. Take note of any *Recommendations*, which could be helpful.
11. Complete the MNWALK for each SARA item, identifying exactly where in the plan (document, page, section) all of the required information is located. Check the reference(s) for accuracy; if you can't find it, nobody can.
12. If chemical list information, or other related SARA Title III information is needed, please access the following HSEM Website: http://www.epcra.state.mn.us. Emergency Management Directors have password access to E-Plan, in which they can download a listing of facilities information. Typically they will print this out and place it in their EOP to meet requirements. RRC members are unable to access this information in E-Plan. In the event that a director has not added this to their EOP, but rather referred to E-Plan in their EOP, they may use their access eligibility during the review to show members the facility information to meet requirements.

ONLINE AVAILABILITY

Information regarding the Emergency Planning and Community Right-to-Know Act Program is available at http://www.epcra.state.mn.us

SARA TITLE III ITEMS CONTAINED IN THE MNWALK

The wording of the SARA Title III Items has not been changed or altered in this revision.

MNWALK ITEM 10

Identify a community emergency coordinator (emergency management director) who shall make determinations necessary to implement the plan.

MNWALK ITEM 11

Reference training programs, including schedules for training and local emergency response training.

MNWALK ITEM 12

Include methods and schedules for exercising the emergency plan.

MNWALK ITEM 13

Describe procedures providing reliable, effective and timely notifications by the facility emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of Section 304).

MNWALK ITEM 14

Describe procedures providing reliable, effective and timely notification by the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of Section 304).

MNWALK ITEM 15

Identify the individuals primary and back up (by title) responsible for determining the need to shelter-in-place or evacuate, and for issuing recommendations.

MNWALK ITEM 16

Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes.

MNWALK ITEM 17

Identify facility emergency coordinator who shall make determinations necessary to implement the plan.

MNWALK ITEM 18

Identify facilities subject to the requirements of this subtitle that are within the emergency planning district.

MNWALK ITEM 19

Identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302 (a).

MNWALK ITEM 20

Identify additional facilities contributing additional risk due to their proximity to facilities 29 subject to the requirements of this subtitle, such as natural gas facilities.

MNWALK ITEM 21

Identify additional facilities subject to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals.

MNWALK ITEM 22

Describe methods and procedures to be followed by facility owners and operators to 38 respond to any release of such substances.

MNWALK ITEM 23

Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances.

MNWALK ITEM 24

Describe methods for determining the occurrence of a release.

MNWALK ITEM 25

Describe methods for determining the area of populations likely to be affected by such a release.

MNWALK ITEM 26

Describe emergency equipment and facilities in the community, and identify the individuals responsible for such equipment and facilities.

MNWALK ITEM 27

Describe emergency equipment and facilities at each facility in the community subject to the requirements of SARA Title III, Section 302, and identify the persons responsible for such equipment and facilities.

SARA TITLE III REQUIREMENTS
AND
EXAMPLES

MNWALK Item 10

Identify a community emergency coordinator (emergency management director) who shall make determinations necessary to implement the plan.

INTENT

The intent of this item is to identify the person or persons authorized to implement the community emergency plan in the event of a hazardous materials release. While more than one individual may hold such authority, at least during the initial stages of an emergency a single individual must be designated as responsible for the overall implementation of the community emergency plan.

REQUIRED

The (a) Name, (b) Title, (c) 24-hour telephone contact information must be provided for the emergency coordinator and also for at least one alternate to the emergency coordinator.

EXAMPLES

Identification of Community Emergency Coordinator

Example 1 (where primary and secondary elected officials are involved)

The **[title**, such as "Mayor"**]** is responsible for providing overall policy direction of **[name of jurisdiction]** government resources involved in the response to a disaster. The **[title**, such as "Emergency Management Director"**]** will serve in staff capacity to the chief elected official to coordinate and implement aspects of this emergency plan with the **[title**, such as "Mayor" or "City Manager"**]**.

Primary Emergency Coordinator
- Name
- Title
- Work Phone
- 24-Hour Phone

Alternate Coordinator
- Name
- Title
- Work Phone
- 24-Hour Phone

Example 2 (where names and contact information are placed in an annex)

In **[name of jurisdiction]** the **[title]** serves as the Emergency Coordinator. As such, the **[title]** has overall authority and responsibility for the development and maintenance of the plan, and for implementation of the plan. The **[title]** is listed in Annex **[annex number]** along with **[title]**, who is the alternate emergency coordinator, and various other phone and pager numbers of public safety personnel.

MNWALK Item 11

Reference training programs, including schedules for training of local emergency response and medical personnel.

INTENT

The intent of this item is to describe a jurisdiction's training programs and identify the types and levels of training contained in those programs, and the responders who receive the training.

Responders may include:

- Emergency Management
- EMS
- Fire
- Law Enforcement
- Public Works
- Other response groups

REQUIRED

Training documentation must contain the following information. More information can be added, if desired.

- Location of records.

  (During the SARA Title III items review process, planners will be asked to provide at least two examples of recent training records, such as lesson plans, attendance rosters, etc.)
- Type of training
- Level of training
- Level A – Awareness
- Level B – Operations Level
- Level C – Technician Level
- Personnel who received the training
- Frequency of training

EXAMPLE

Training and Training Records for Emergency Responders

Emergency responders and **[city/county]** employees who respond to hazardous materials incidents within **[name of jurisdiction]** have received training designed to help them respond to such incidents. At a minimum, in **[name of jurisdiction]** primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120.

[Number] Police/Sheriff Department personnel are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained by **[title]** at the **[name of location]**.

[Number] Fire Department personnel (except new members in training) are trained to, equipped and respond at the Hazardous Material Operations Level, as defined in 29 CFR 1910.120. Training records are maintained by **[title]** at **[name of location]**.

[Number] EMS personnel and the designated mutual aid ambulance service(s) are, at a minimum, trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. EMS training records are maintained by **[title]** at **[name of location]**.

Training records for **[city/county]** employees other than police, fire and EMS are maintained at **[name of location]** by their respective departments, and by the **[title]** at **[name of location]** for Public Works personnel.

MNWALK Item 12

Include methods and schedule for exercising the emergency plan.

INTENT

The intent of this item is to demonstrate that the jurisdiction is seriously testing on a regular basis its ability to respond to a hazardous materials incident.

REQUIRED

A copy of the jurisdiction's methods and schedules for exercising its emergency plan must be provided or referenced (include location of this information). The methods and schedules shall comply with HSEM policy.

EXAMPLE

Exercise Methods and Schedules

The **[name of jurisdiction]** follows HSEM's EMPG Multi-Year Exercise Cycle. In that cycle, jurisdictions receiving Emergency Management Performance Grant (EMPG) funds are required to test and exercise all, or most, of the emergency operating plan (EOP) functions on a rotating basis. Further, all EMPG funded personnel must participate in at least three exercises during a 12-month period. Upon completion of the exercise, an after action review/improvement plan (AAR/IP) meeting is held to determine the strengths and areas which may need improvement in the plan. The AAR/IP will follow the Federal HSEEP guidance.

A copy of the **[name of jurisdiction]** current methods and schedules for exercising its emergency plan are located at **[name of location and address]**. Contact **[title]** for further information.

MNWALK Item 13

Describe procedures providing reliable, effective and timely notification by the facility emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304).

INTENT

The intent of this item is to identify the responsible facility personnel and their procedures to be followed in notifying facility responders and the affected community that a hazardous chemical release has occurred.

REQUIRED

Notification procedures must include, but are not limited to:

1. Personnel (and their contact information) to be notified that a release has occurred.
2. Name of the substance released.
3. Approximate amount of the substance released (if known).
4. Known hazards associated with the substance released.
5. Community impact.

EXAMPLE

Notification of an Emergency by Facility Personnel

Facilities within **[name of jurisdiction]** that possess extremely hazardous materials are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous materials.

At a minimum, these facilities are required by law to *immediately* notify the following in event of an accidental emergency release, and be prepared to state the name of the substance(s) released and the approximate amount:

- Dial 9-1-1 (for local emergency notification)
- Dial 651-649-5451 (State Duty Officer for Greater Metro Area), or
  Dial 800-422-0798 (State Duty Officer for Greater Minnesota)
- Dial 800-424-8802 (National Response Center for federal emergency notification)

[Name of jurisdiction] has determined that all covered facilities within the jurisdiction have implemented the required response plans, with 24 hour contact telephone information; or, new facilities have under development the required emergency response plans. Copies of these facility plans with contact names and procedures are on file at **[location**, such as Public Safety Building, Fire Department, etc.**]**. Contact **[title]** for further information.

MNWALK Item 14

Describe procedures providing reliable, effective and timely notification by the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304)

INTENT

The intent of this item is to identify the responsible persons and their procedures to be followed in notifying the affected community that a hazardous chemical release has occurred.

REQUIRED

Notification procedures shall include, but not be limited to:

1. Designated personnel to be notified of a hazardous release.
2. Personnel responsible for public notification.
3. Method(s) used to notify the public that a hazardous release has occurred.
4. Criteria used for mass public notification.

EXAMPLE

Notification Procedures for a Hazardous Materials Release

1. Upon notice or discovery of a hazardous material(s) release, local public safety officials will notify their appropriate **[name of city or county]** Emergency Notification Center (Warning Point), located at **[name of location]**. The Emergency Notification Center will notify immediately **[name and/or title]**, who has primary responsibility and authority for

implementing the emergency plan in **[name of jurisdiction]**, plus all other public safety officials designated for similar notification in the plan.

2. Using prepared criteria (item 4 below), the **[title]**, who has responsibility and authority for implementing the emergency plan in **[name of jurisdiction]**, will determine whether a public notification is appropriate; and, if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)
3. The **[name of city or county]** Emergency Notification Center, which controls activation of the emergency warning systems in **[name of city or county]**, shall immediately carry out such public warning instructions as it may receive from the **[title]**, who has primary responsibility and authority for implementing the emergency plan. The **[name of city or county]** Emergency Notification Center can employ several methods of providing emergency warning to the public, including:
   - Emergency systems: individually, in groups, or all at once.
   - TV, cable and radio stations.
   - Localized high-speed automated telephone dialing notification (certain areas).
   - Street-to-street locally via police and/or fire department vehicle loudspeakers**.**
   - Community Emergency Response Team (CERT) network.
4. Criteria to be used in determining the need for public notification include, but are not limited to the following:
   - Identification and properties of the hazardous substance released
   - Approximate amount or extent of the release
   - Wind speed and direction
   - Time factors
   - Size and nature of the target population
   - Recommendations of designated on-scene authorities (Item 15)

MNWALK Item 15

Identify the organization(s) and or individual(s), primary and backup, (by title) responsible for determining the need to shelter in place, evacuate, and or return, and for issuing recommendations.

INTENT

The intent of this item is to clearly identify who is in charge of making community evacuation decisions in the event of a hazardous materials incident within the jurisdiction.

REQUIRED

1. List the primary organization in charge, and/or the individual(s) in charge (and by title) of determining the need to evacuate, shelter-in-place and/or return, and for making such decisions, in the event of a hazardous materials incident within the jurisdiction.
2. List the alternate or back-up organization in charge, and/or the individual(s) in charge (and by title) of determining the need to evacuate, protect-in-place and/or re-entry

(repopulate), and for making such decisions, in the event of a hazardous materials incident within the jurisdiction.

EXAMPLE

Responsibility for Determining Need to Evacuate, Shelter-In-Place and/or Re-Entry

In the event of a hazardous material(s) incident in **[name of jurisdiction]**, the Incident Commander is responsible for determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry (repopulation).

- The Emergency Operations Center in **[name of jurisdiction]** shall serve as an alternate to the Incident Commander, in determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry (repopulation).
- The **[name of city or county]** Emergency Notification Center will assist in making appropriate notifications (see Item 19).

MNWALK Item 16

Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes.

INTENT

The intent of this item is to describe evacuation plans for the jurisdiction, including identification of primary and alternate traffic evacuation routes.

REQUIRED

1. Identification of primary and alternate evacuation routes within the jurisdiction (if a GIS map is not used, the names/numbers of streets, roads and highways must be used)
2. Describe evacuation plans, including but not limited to the following:
   - Public notification procedure
   - Procedures for initiating a protect-in-place option
   - Provisions to move special populations
   - Determination of re-entry procedures
   - Identification of shelter locations

EXAMPLE

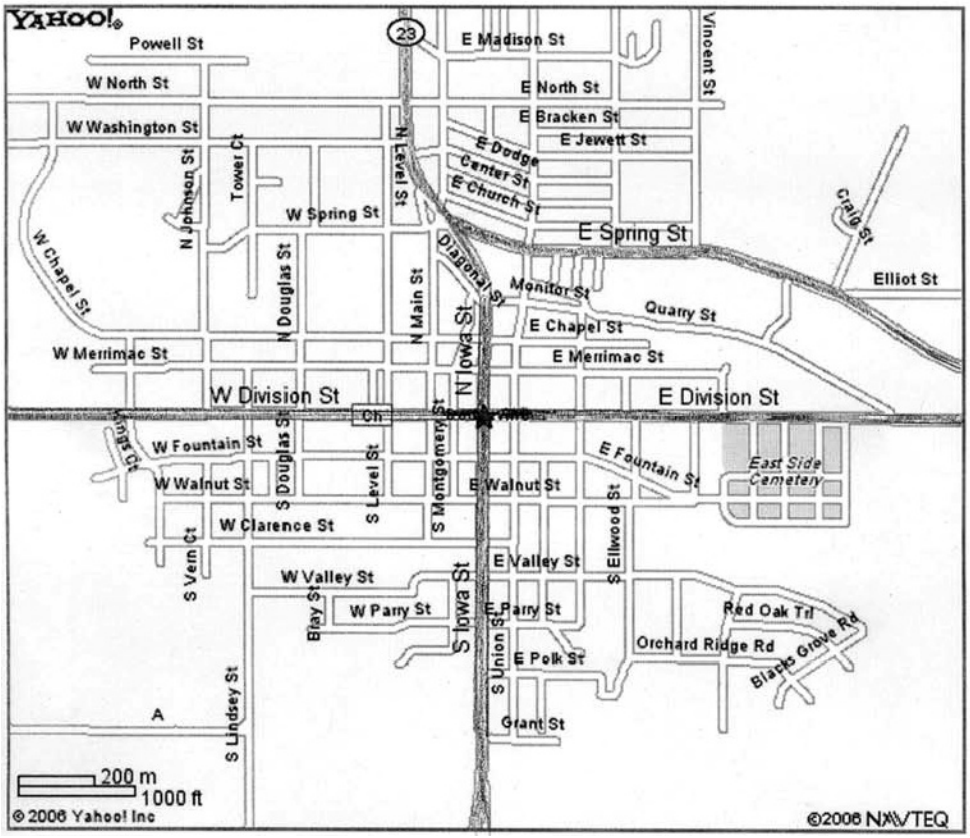
Evacuation Routes

Name of Jurisdiction , such as City of Springfield

PRIMARY AND ALTERNATE EVACUATION ROUTES

1. Primary Evacuation Routes: East and West Division Street; North and South Iowa Street.
2. Alternate Evacuation Route: East Spring Street

City Hall



1. Procedures

   Residents to be evacuated or implement shelter-in-place will be notified by outdoor warning systems, radio, TV, cable, public address systems, Citizen Emergency Response Team (CERT), telephone or other method as implemented through the **[name of city or county]** Emergency Notification Center (Warning Point).

   Procedures for initiating a shelter-in-place option include but are not limited to:

   - Determination of need by incident command using established criteria.
   - Action by official(s) authorized to implement the plan.
   - Public notification as appropriate.
   - Implementation by local law enforcement.

   Evacuation routes, assembly points and assistance instructions will be coordinated and announced through the **[name of city or county]** Emergency Notification Center.

[Name of city or county] law enforcement personnel will establish traffic control points, if needed.

Mobility-impaired individuals unable to evacuate themselves will receive assistance from local police and fire departments, including mutual aid departments, as necessary.

2. Shelter Locations
   - Name and address (such as ABC High School, E. Fountain and Walnut St.).
   - Name and address (such as ABC Community Center, 191 W. Powell Street).
   - Name and address (such as John the Baptist Church, 2100 Elliot Street).
   - Additional names and addresses, as appropriate
3. Re-entry (repopulation) Procedures
   - Re-entry (repopulation) decisions made by Incident Command/Commander.
   - Appropriate announcements made via **[name of city or county]** Emergency Notification Center.
   - Implementation by **[name of city or county]** law enforcement, assisted by mutual aid agencies, as necessary.

MNWALK Items 17 and 18

ITEM 17

Identify facility emergency coordinator who shall make determinations necessary to implement the plan.

INTENT

The intent of this item is to identify an appropriate facility representative (emergency coordinator) responsible for emergency planning and response, and to provide their direct 24-hour contact information for use in the event of a hazardous materials emergency.

REQUIRED

Name, title, work and 24-hour telephone numbers of each 302 facility emergency coordinator in the jurisdiction, plus the same contact information for at least one alternate emergency coordinator at each 302 facility. If there are no 302 facilities in the jurisdiction, this should be indicated.

ITEM 18

Identify facilities subject to the requirements of SARA Title III, Section 302 that are within the emergency planning district.

INTENT

The intent of this item is to identify for public safety information and planning purposes any high risk facilities within the jurisdiction that use or store on site large amounts of especially hazardous substances (as defined by SARA Title III regulations).

REQUIRED

Include a current list of covered SARA Title III facilities within the jurisdiction, providing current name of each facility, street address of the facility and an emergency contact telephone number for the facility.

RECOMMENDED

The EPCRA Program in HSEM's Field Services Branch maintains a statewide list of 302 facilities by county. The list includes emergency coordinator contact and street location information. The portion of this list referring to a particular jurisdiction may be used, if appropriate. Small and mid-size jurisdictions with only a few 302 facilities may find it faster, easier and better to use the state list as a guide and provide the required current contact and location information separately.

Another option is to use pointer language to E-Plan — the nation's largest database of chemical and facility hazards data with more than 200,000 facilities and 22,000 unique chemicals. E-Plan utilizes emergency contact and hazardous material information submitted under the U.S. Environmental Protection Agency (EPA) regulations and sends it via the Internet. The password-protected database allows authorized users to export a listing of all Tier Two facilities in a particular county to a PDF. The E-Plan Web address is https://erplan.net/eplan/login.htm.

EXAMPLES

Example 1

Simply insert a copy of the current Minnesota state 302 facility list that pertains to your jurisdiction. This listing will provide the name and street address of each 302 facility, the emergency coordinator and telephone contact number for each facility emergency coordinator *(see Recommended above)*.

Example 2 (without a GIS map)

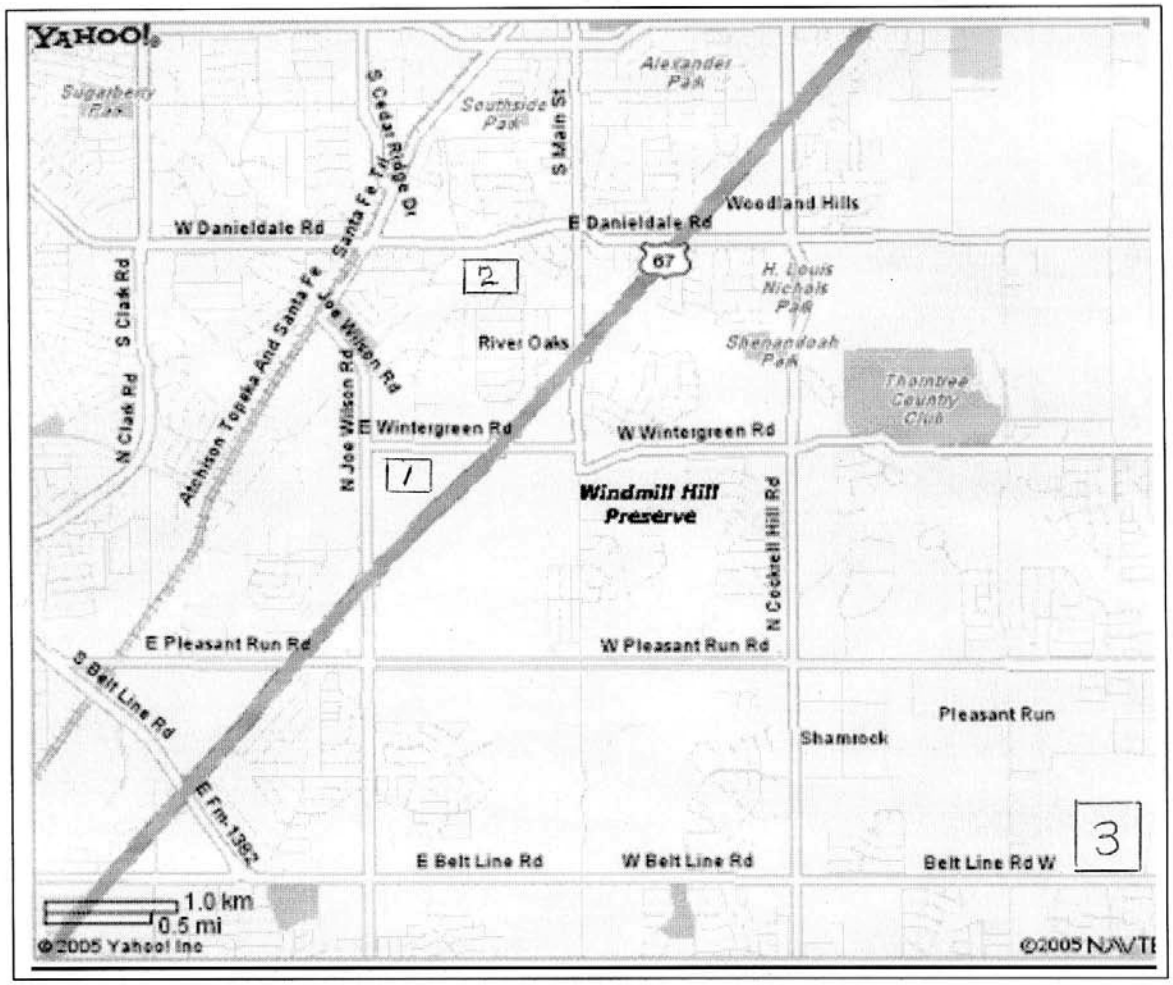
Acme Chemicals Co.
1000 Main Road, ABC
Emergency Coordinator: Brad Baker, 000-000-0000.
Assistant Coordinator: Richard Evans, 000-000-0000

Standard Industrial Processing Co.
100 Page Street, ABC
Emergency Coordinator: John Smith, 000-000-0000
Assistant Coordinator: Anne Tallis, 000-000-0000

County Farmers Co-op
10000 Division Street, ABC
Emergency Coordinator: James Brown, 000-000-0000
Alternate Coordinator: Benjamin Lenz, 000-000-0000

ABC High School
1010 East Avenue, ABC
Emergency Coordinator: Richard Jones, 000-000-000
Alternate Coordinator: Susan Parker, 000-000-0000

302 Facilities in City of Springfield



1. Acme Chemicals Co., 1000 E. Wintergreen Rd., Springfield, MN. 55000
   Emergency Coordinator: Brad Baker, 000-000-0000

2. Standard Industrial Processing Co., 100 E. Danieldale Rd., Springfield, MN. 55000
   Emergency Coordinator: John Smith, 000-000-000

3. Farmers County Co-op, 10000 W. Belt Line Rd., Springfield, MN. 55000
   Emergency Coordinator: James Brown, 000-000-0000

Belmar Manufacturing Co.
2010 W. Alameda Ave., City of Lakewood

Emergency Coordinator: Ray Glossman 000-000-0000
Assistant Emergency Coordinator: Janet Smith 000-000-0000

Chemicals Onsite: Chlorine, Phenol, Sulfuric Acid

MNWALK Item 19

Identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in Section 302 (a).

INTENT

The intent of this item is to identify the location of the covered facilities that may be transporting extremely hazardous substances and to identify the primary and secondary routes used within the jurisdiction for such transportation.

REQUIRED

1. Identify the location of covered 302 facilities within the jurisdiction.
2. Identify the primary and secondary routes used for transportation of extremely hazardous substances to and from the covered facilities.

RECOMMENDED

Maps are the preferred method of doing this item and are recommended; however, maps are not required and the information can be provided in writing.

EXAMPLES

Example 1 (without a map)

Transportation Routes for 302 Facilities in City of ABC

Acme Chemicals Co., 1000 Main Road, ABC
Primary Routes: Main Road and State Highway 100
Secondary Routes: Main Road and Division Street; Main Road and Route 10

Standard Industrial Processing Co., 100 Page Street, ABC
Primary Routes: Page Street and Route 10
Secondary Routes: Page Street, Douglas Avenue and Division Street; Page Street, Cox Avenue and State Highway 100

Farmers County Co-op, 10000 Division Street, ABC
Primary Routes: Division Street and State Highway 100
Secondary Routes: None

ABC High School, 1010 East Avenue, ABC
Primary Routes: East Avenue, Raymond Blvd and State Highway 100 East Avenue, Raymond Blvd, Division Street and State Highway 100
Secondary Routes: East Avenue, Smith Street and State Highway 100
East Avenue, Jackson Circle and State Highway 100

ABC Water Works, 1001 Oak Parkway, ABC
Primary Routes: Oak Parkway and State Highway 100
Secondary Routes: Oak Parkway, Division Street and State Highway 100

Example 2 (with map)

Hazardous Substance Transportation Routes [insert map here]

MNWALK Item 20

Identify additional facilities contributing additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302 (such as natural gas facilities).

INTENT

The intent of this item is to identify non-302 facilities with hazardous materials that add risk due to their proximity to Section 302 facilities if a release occurs at either facility within the jurisdiction.

REQUIRED

1. Name and address of 302 facilities.

2. Name and address of nearby non-302 facilities contributing additional risk.
3. Primary and secondary contact names at those nearby non-302 facilities, including title and 24-hour telephone number.

RECOMMENDED

1. A list of relevant hazardous materials at nearby non-302 facilities is desirable but not required.
2. Maps are the preferred method and are recommended; however, maps are not required and the information can be provided in writing.
3. If desired, information for this item can be combined with information from Item 21, with or without a map. Various examples follow this Item and Item 21. All should be viewed to determine which might work best for a particular jurisdiction.

EXAMPLES

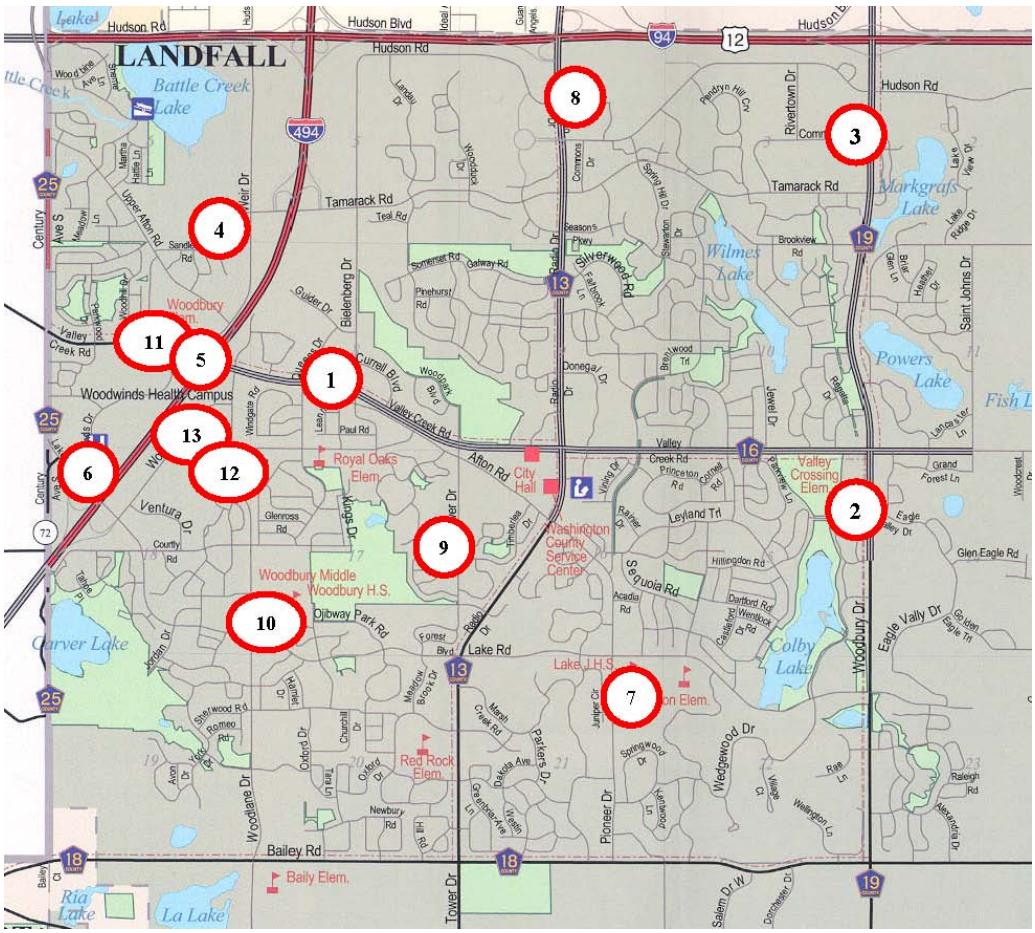
Example 1 (no map, just a list)

Facilities Contributing Additional Risk Because of Proximity to 302 Facilities in the City of ABC

302 Facility	Nearby Non-302 Facilities
Acme Chemicals Co. 1000 Main Rd., ABC	**Circle Garden Center** 2000 Main Rd., ABC *Owner: Martha Moore 000-000-0000* *Co-owner: Robert Moore 000-000-0000*
	Joe's Discount Gas Station 1090 Main Rd., ABC *Owner: Joe Barnes 000-000-0000* *Manager: Ray Baxter 000-000-0000*
Standard Industrial Processing Co. 100 Page St., ABC	**Ace Hardware Store** 202 Page St., ABC *Owner: Al Atkins 000-000-0000*
	Industrial Trucking Co. 150 Page St., ABC *Manager: Adam Palm 000-000-0000* *Asst. Mgr: Brad Lincoln 000-000-0000*

Example 2 (combined Items 20 and 21 with map)

Additional Risk Facilities
City of Maple Hill



There is a 500 ft. diameter circle drawn around each 302 facility, which indicates facilities contributing additional risk and at-risk facilities. The police and fire departments generally know those facilities because they frequently patrol and respond to calls at those locations and nearby locations.

302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Addition Risk
Dean Food	Ecowater Plastic Resource, Inc.: 2045 Wooddale Dr.	Woodwinds Oak Center: Woodwinds Health Campus Children Clinic: Woodwinds Health Campus Maple Hill Office Plaza: 811 Weir Dr. Maple Hill Gateway Center: 1976 Wooddale Dr. Eastwood Professional Center 2042 Wooddale Dr. Wooddale Recreation Center 2122 Wooddale Dr. Samsung Electronics 2101 Wooddale Dr. Aveka Inc.: 2041 Wooddale Dr. Maple Hill Business Center: 1890 Wooddale Dr. Maple Hill Business Center: 1830 Wooddale Dr. Majors Sports Café: 1690 Woodlane Dr. Wooddale Professional Bldg.: 1818 Wooddale Dr. Red Roof Inn: 1806 Wooddale Dr.

302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Addition Risk
Ecowater Systems	Dean Food Plastic Resource, Inc.: 2045 Wooddale Dr.	Woodhill Office Park: 2145 Woodlane Dr. JCAHPO: 2025 Woodlane Dr. Maple Hill Animal Hospital: 1995 ABC Aasen Insurance & Financial Services: 1931 Woodlane Woodlane Office Bldg. 1800 Woodlane Dr. Red Roof Inn: 1806 Wooddale Dr. Wooddale Professional Bldg.: 1818 Wooddale Dr. ABC Business Center: 1830 Wooddale Dr. Maple Hill Business Center: 1890 Wooddale Dr. Aveka Inc.: 2041 Wooddale Dr. Center for Chiropractic and Alternative Medicine PA: 1803 Woodlane Dr. Shoberg P.A., Thomas Jakway P.A. 1805 Woodlane Opportunity Services 1795 Woodlane Dr. Maple Hill Dental Bldg., Maple Hill Medical Center: 1783 Woodlane Dr.
ABC Jr. High	Jiffy Lube 1480 Weir Dr. #500 PDQ 1511 Weir Dr. (gas station) Frattalone's Ace Hardware	Maple Hill Elementary 1251 School Dr. Burger King 1501 Weir Dr. Pizza Hut 1653 Weir Dr. Hampton Inn 1450 Weir Dr. Northern Tool & Equipment Co. 1480 Weir Dr. Suite 100 Batteries Plus 1480 Weir Dr. Suite 200 Cottman Transmission 1480 Weir Dr. Suite 300 Car X Auto Service 1480 Weir Dr. Suite 400 Safeway Driving School

MNWALK Item 21

Identify additional facilities subject to additional risk due to their proximity to facilities subject to the requirements of this subtitle (such as hospitals).

INTENT

The intent of this item is to identify facilities that are subject to additional risk due to their proximity to Section 302 facilities in the jurisdiction, such as hospitals, daycare center, schools, fire stations, local government offices, etc.

REQUIRED

1. Name and address of 302 facility
2. Name and address of nearby facilities at additional risk because of nearness to 302 facility.
3. Primary and Secondary contact names for at-risk facilities, including title and 24 hour telephone numbers.

RECOMMENDED

1. A description of the occupancy is desirable.

2. Maps are preferred and are recommended; however, the information can be provided in writing.
3. Information for this item can be combined with Item 20, with or without a map.

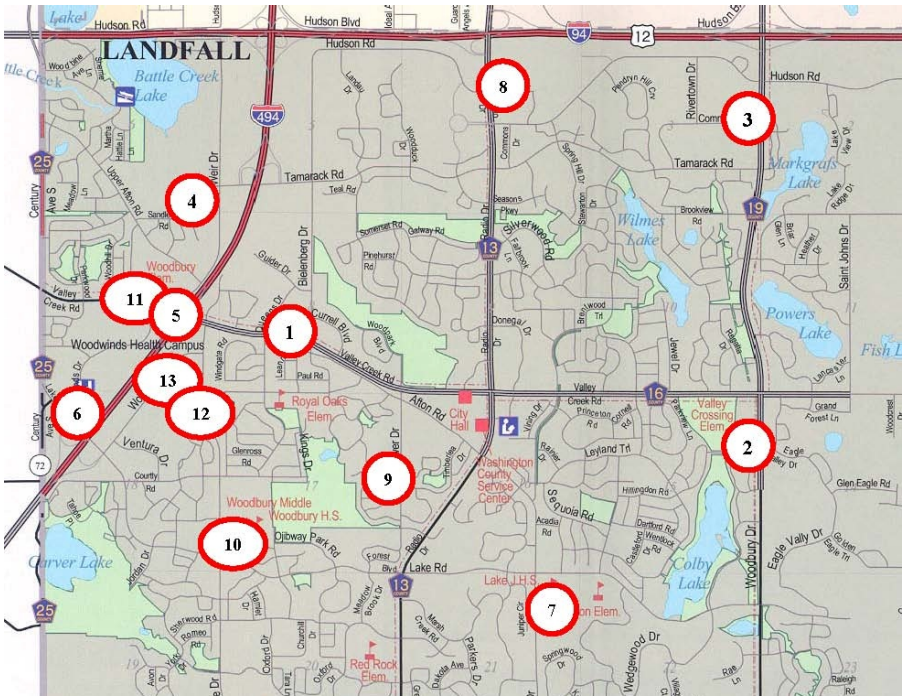
EXAMPLES

Example 1 (no map, just a list)

Facilities Subject to Additional Risk Because of Proximity to 302 Facilities in the City of ABC

302 Facilities	Nearby Non-302 At-Risk Facilities
Acme Chemicals Co. 1000 Main Rd., ABC	**Alice in Wonderland Daycare Center** 1200 Main Rd., ABC *Owner: Alice McGuire 000-000-0000* *Nurse: Sara Chin, R.N. 000-000-0000*
	ABC Medical Clinic 1000 Second Street, ABC *Partner: Sam Pin,M.D. 000-000-0000* *Partner: J.L. Moran, M.D.000-000-0000*
Standard Industrial Processing Co. 100 Page St., ABC	**ABC City Hall** 101 Page St., ABC *City Manager: Ralph Lane 000-000-0000* *Public Works Director: Ed Wilson 000-000-0000*
	ABC Senior Center 120 Page St., ABC *Manager: Laura Disney 000-000-0000* *Admin. Asst. Penny Thom 000-000-0000*
Farmers County Co-op 10000 Division St., ABC	**East End Shopping Mall** 10301 Division St., ABC *Manager: Ben Ellers 000-000-0000* *Asst. Mgr: Chuck Sill 000-000-0000*

Additional Risk Facilities
City of Maple Hill



There is a 500 ft. diameter circle drawn around each 302 facility, which indicates facilities contributing additional risk, and at risk facilities. The police and fire departments generally know those facilities because they frequently patrol and respond to calls at those locations and near-by locations.

302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Addition Risk
1. Dean Food	Ecowater Plastic Resource, Inc.: 2045 Wooddale Dr.	Woodwinds Oak Center: Woodwinds Health Campus Children Clinic: Woodwinds Health Campus Maple Hill Office Plaza: 811 Weir Dr. Maple Hill Gateway Center: 1976 Wooddale Dr. Eastwood Professional Center 2042 Wooddale Dr. Wooddale Recreation Center 2122 Wooddale Dr. Samsung Electronics 2101 Wooddale Dr. Aveka Inc.: 2041 Wooddale Dr. Maple Hill Business Center: 1890 Wooddale Dr. Maple Hill Business Center: 1830 Wooddale Dr. Majors Sports Café: 1690 Woodlane Dr. Wooddale Professional Bldg.: 1818 Wooddale Dr. Red Roof Inn: 1806 Wooddale Dr.

	302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Addition Risk
2.	**Ecowater Systems**	Dean Food Plastic Resource, Inc.: 2045 Wooddale Dr.	Woodhill Office Park: 2145 Woodlane Dr. JCAHPO: 2025 Woodlane Dr. Maple Hill Animal Hospital: 1995 ABC Aasen Insurance & Financial Services: 1931 Woodlane Woodlane Office Bldg. 1800 Woodlane Dr. Red Roof Inn: 1806 Wooddale Dr. Wooddale Professional Bldg.: 1818 Wooddale Dr. ABC Business Center: 1830 Wooddale Dr. Maple Hill Business Center: 1890 Wooddale Dr. Aveka Inc.: 2041 Wooddale Dr. Center for Chiropractic and Alternative Medicine PA: 1803 Woodlane Dr. Shoberg P.A., Thomas Jakway P.A.: 1805 Woodlane Opportunity Services 1795 Woodlane Dr. Maple Hill Dental Bldg., Maple Hill Medical Center: 1783 Woodlane Dr.
3.	**ABC Jr. High**	Jiffy Lube 1480 Weir Dr. #500 PDQ 1511 Weir Dr. (gas station) Frattalone's Ace Hardware	Maple Hill Elementary 1251 School Dr. Burger King 1501 Weir Dr. Pizza Hut 1653 Weir Dr. Hampton Inn 1450 Weir Dr. Northern Tool & Equipment Co. 1480 Weir Dr. Suite 100 Batteries Plus 1480 Weir Dr. Suite 200 Cottman Transmission 1480 Weir Dr. Suite 300 Car X Auto Service 1480 Weir Dr. Suite 400 Safeway Driving School

Example 3 (combined Items 20 and 21 in a list format)

Additional Risk Facilities
City of Springfield

302 Facility	Chemicals At 302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Additional Risk
Acme Chemicals Co. 1000 Main Rd., Springfield	Benzyl chloride, fluorine, hydrogen sulfide, phenol	**Joe's Discount Gas Station** 1090 Main Rd., Springfield *Owner: Joe Barnes 000-000-0000* *Manager: Ray Baxter 000-000-0000*	**Alice in Wonderland Day Care** 1200 Main Rd., Springfield *Owner: Alice McGuire 000-0000* *Nurse: Sara Chin, R.N. 000-0000*
		Circle Garden Center 2000 Main Rd., Springfield *Owner: Martha Moore 000-000-0000* *Co-owner: Robert Moore 000-0000*	**Springfield Medical Clinic** 1000 Second St., Springfield *Partner: Sam Pin, M.D. 000-0000* *Partner: J.L. Moran, M.D. 000-0000*
Standard Industrial Processing Co 100 Page St., Springfield	Phenol, zinc phosphide, bromine, hydrogen sulfide, nitric oxide	**Ace Hardware Store** 200 Page St., Springfield *Owner: Al Atkins 000-000-0000*	**Springfield City Hall** 101 Page St., Springfield *City Manager: Ralph Lane* *Telephone: 000-000-0000* *Public Works Director: Ed Wilson* *Telephone: 000-000-000*
		Industrial Trucking Co. 150 Page St., Springfield *Manager: Adam Palm 000-000-0000* *Asst. Mgr: Brad Lincoln 000-0000*	**Springfield Senior Center** 120 Page St., Springfield *Manager: Laura Disney 000-0000* *Adm Asst. Penny Thom 000-0000*
Farmers County Co-op 10000 Division St., Springfield	Anhydrous ammonia, nitrogen, propane, chlorine, dioxathion	**Peterson Body Shop** 10100 Division St., Springfield *Owner: Randy Peterson 000-0000* *Shop Foreman: Roy Blue 000-0000*	**East End Shopping Mall** 10301 Division St., Springfield *Manager: Ben Ellers 000-0000* *Asst. Mgr: Chuck Sill 000-0000*

MNWALK Item 22

Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substance.

INTENT

The intent of this item is to set forth minimal emergency response actions to be followed by covered facilities and to assure immediate notification of designated public safety authorities to facilitate a timely and appropriate governmental response, if necessary.

REQUIRED

1. Covered facilities in the jurisdiction must maintain current emergency plans describing methods and procedures to be followed by facility personnel if there is an accidental release of a hazardous substance (such plans may incorporate requirements of various federal or state agencies and counties or municipalities).
2. At a minimum, facility plans must meet the emergency notification requirements of SARA Title III, Section 304. Accordingly, covered facilities must immediately notify:
   a. Local authorities by dialing 9-1-1
   b. State authorities by dialing the State Duty Officer at 651-649-5451 in Greater Twin City Metro Area, or 800-422-0798 in Greater Minnesota
   c. The National Response Center at 1-800-424-8802

EXAMPLE

How 302 Facilities Are to Respond to a Hazardous Materials Release

The facilities within **[name of jurisdiction]** that possess designated hazardous materials maintain current emergency response plans as required by SARA Title III and related federal and state regulations. These plans specify actions to be taken by facility personnel in the event of a release of any such designated hazardous material, including emergency notification of public safety authorities. At a minimum, if there is an accidental release of a hazardous material, these plans require employees to immediately notify the following:

- Local public safety authorities by dialing 9-1-1
- State public safety authorities by contacting the State Duty Officer at 651-649-5451 in the Greater Twin City Metro Area, or 800-422-0798 in Greater Minnesota
- The National Response Center by dialing 800-424-8802.

The facility plans designate one or more facility emergency coordinators responsible for making determinations and emergency notifications.

All of the covered facilities within **[name of jurisdiction]** have prepared and maintain current emergency response plans as required **[if not, explain]**. Copies of the plans are located **[name of location]** and are available for inspection by contacting the **[title]** at **[name of location]**.

MNWALK Item 23

Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances.

INTENT

The intent of this item is to provide a safe, organized response to hazardous materials incidents at designated SARA Title III 302 facilities and elsewhere in the jurisdiction. Accordingly, while each responder organization (i.e., fire, police, EMS) has its own Standard Operating Procedures, the general overall response must follow a coordinated plan that uses procedures and emphasizes public safety and the safety of all responders.

REQUIRED

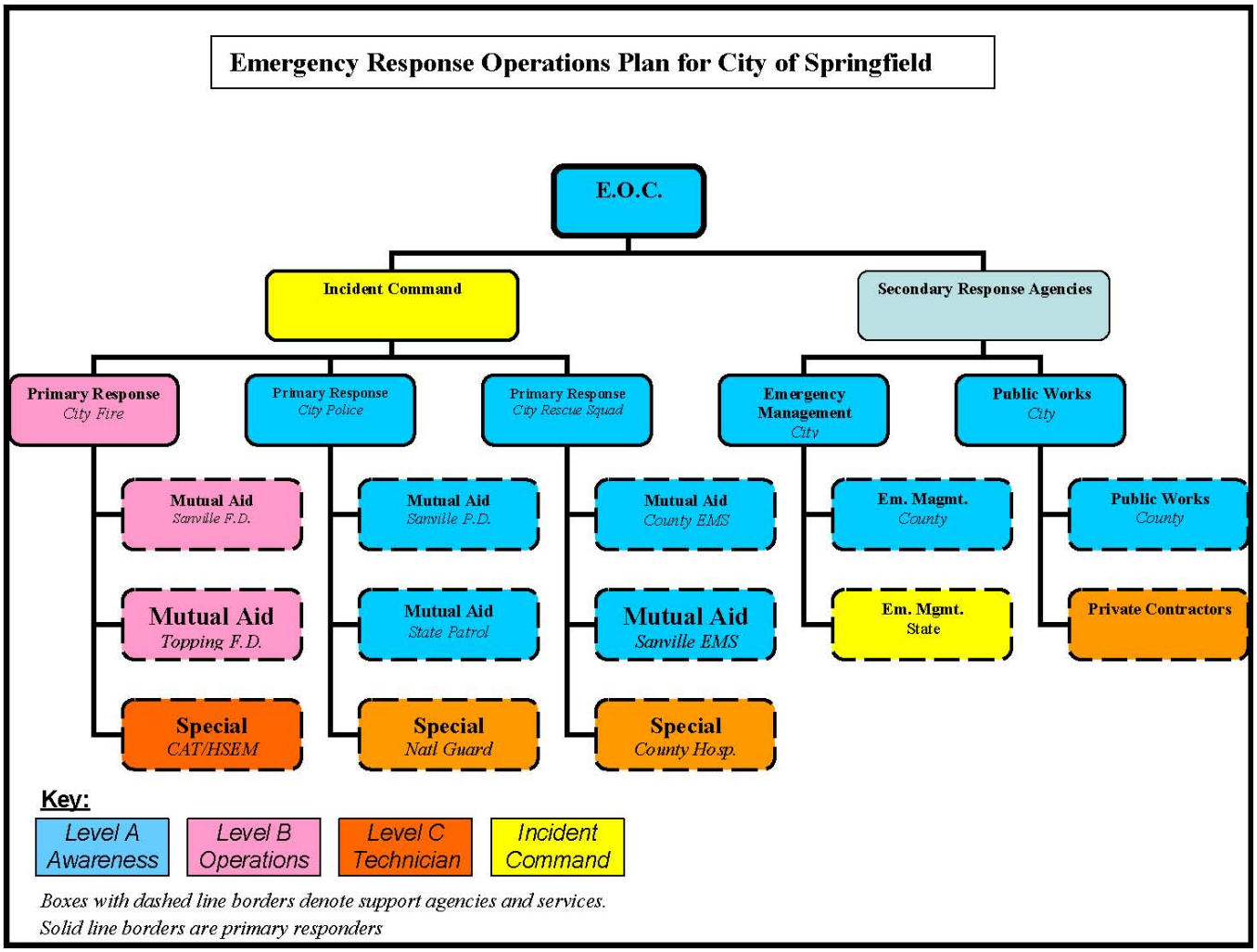
1. A statement that the Incident Command System described in the National Incident Management System (NIMS) will be used as the general response plan for hazardous material incidents in [name of jurisdiction], and that the chief officers of the designated response agencies have been trained in NIMS-ICS operations.
2. Identify the primary response agencies (law enforcement, fire, EMS), the role of each agency and level of response training.
3. Identify secondary responders (emergency management, public works, etc.), the role of each and their level of response training.
4. Identify mutual aid response agencies (law enforcement, fire EMS), the role of each agency and level of response training.
5. Identify special response agencies (i.e., Chemical Assessment Team, Regional Hazmat Team, Homeland Security and Emergency Management, etc.) and the role of each agency.
6. Identify the location of each primary and secondary response agency's Operating Procedures and the title of the individual within each agency responsible for the development of such procedures.

EXAMPLE

Methods and Procedures Followed by City of ABC Emergency and Medical Personnel When Responding to a Hazardous Materials Incident within the City

The Incident Command System (ICS) described in the National Incident Management System (NIMS) shall be used as the general response plan for hazardous material incidents within the City of ABC. The chief officers of the designated response agencies have been trained in NIMS-ICS operations, and maintain at their main offices copies of their agency's operating procedures.

The general organizational response plan is shown on the following chart.



MNWALK Item 24

Describe methods for determining the occurrence of a release.

INTENT

The intent of this item is to assure that releases of extremely hazardous substances at SARA Title III, Section 302 facilities in the jurisdiction are detected in a timely manner.

REQUIRED

1. Identify the covered 302 facilities in the jurisdiction that do, and those that do not have in place and on-site adequate systems, methods and/or procedures to detect and determine in a timely manner that a release of an extremely hazardous substance has occurred.
2. Describe the individual systems, methods and/or procedures by reference to the specific 302 facilities' emergency response plans on file with the jurisdiction.

EXAMPLES

Example 1 (covers a larger number of 302 facilities)

Methods of Determining the Occurrence of a Release

Within the city of ABC:

- Some 302 facilities rely upon visual or other sensory observations by employees to determine the occurrence of a release.
- Other facilities use an electronic sensor monitoring system to detect releases.
- The facility emergency coordinators or designees at each 302 facility determine if an emergency exists
- Local and state emergency response numbers, as well as the National Response Center, will be called by the 302 facility emergency coordinator or designee immediately upon determination that an emergency exists.

Example 2 (covers a small number of 302 facilities)

Methods of Determining the Occurrence of a Release

Within the City of ABC, the three 302 facilities determine hazardous releases as follows:

- The Farmers County Co-op relies on visual or other sensory observations by employees to determine the occurrence of a release.
- Acme Chemicals Co. and the Standard Industrial Processing Co. use electronic sensor monitoring systems to detect releases.
- The facility emergency coordinators or designees at all three facilities determine if an emergency exists.
- Local and state emergency response numbers, as well as the National Response Center will be called immediately by the emergency coordinator or designee at the facility upon determination that an emergency exists.

MNWALK Item 25

Describe methods for determining the area or populations likely to be affected by such a release.

INTENT

The intent of this item is to assess the seriousness of the release, its scope and the potential hazard(s) it may cause to the surrounding population.

REQUIRED

Information required to determine the affected area and populations includes, but is not limited to the following:

1. The identity of the substance released
2. The approximate quantity of the release
3. The hazard(s) created by the release
4. The impact on the surrounding community created by the release
5. Meteorological and other local conditions

SUGGESTED

Software such as ALOHA, E-PLAN, CAMEO, etc. is available to assist in developing this item, as well as the published Department of Transportation *Emergency Response Guidebook.*

EXAMPLE

Determining Area and/or Populations Likely To Be Affected By a Hazardous Release in City of ABC

First (primary) responders from the City of ABC (fire, police) begin their determination of the area and populations affected by a hazardous materials release in the following manner:

- Identifying the substance(s) released, based on information from facility personnel, placards, labels and/or facility emergency response plan data.
- Identifying the approximate amount of hazardous substance(s) released.
- Identifying hazards created by the release.
- Identifying impact of the release on the surrounding community.
- Identifying meteorological and other local conditions.
- Considering time factors.
- Consulting detailed local maps.

The determination process often includes one or more of the following:

- Computer modeling.
- Use of special computer programs.
- Use of the Emergency Response Guidebook published by the US DOT.
- Advice of facility personnel.
- Advice of Regional Chemical Assessment Team (CAT).

MNWALK Item 26

Describe emergency equipment and facilities in the community, and identify the individuals responsible for such equipment and facilities.

INTENT

The intent of this item is to identify in advance the local availability of public and private response resources suitable for use during a hazardous materials incident.

REQUIRED

1. A listing of *publicly* owned and available specialized resources (tools, materials, equipment, facilities and qualified personnel) for use in responding to a hazardous materials incident, along with the location of all such specialized resources, title and 24-hour contact number(s) of the personnel authorized to release the resources for use in an emergency incident.
2. A listing of *privately* owned and available specialized resources (tools, materials, equipment, facilities and qualified personnel) for use in responding to a hazardous materials incident, along with the location of all such specialized resources, title and 24-hour contact number(s) of the personnel authorized to release the resources for use in an emergency incident.

RECOMMENDED

Reference can be made to the resource manual containing the above information that is maintained by many jurisdictions. Such reference should include the location of any such manual of resources and a copy of the table of contents or index page. In addition, it is recommended that any agreements with schools, churches, bus companies, etc. for congregate care and public transportation; as well as agreements with qualified hazardous materials clean up contractors, other jurisdictions, etc. be included.

EXAMPLE

Emergency Equipment and Facilities Available in the City of ABC

Within the City of ABC, and otherwise available to the City, is a variety of specialized equipment and facilities, publicly and privately owned, for use in emergency response, including hazardous materials incidents. The ABC Fire Department, Police Department, Public Works Department, Rescue Squad and Office of Emergency Management maintain at their headquarter locations current lists of available public and private resources related to their individual missions and operational needs. These lists of resources also identify the locations of the resources, the individuals responsible for release of the resources and their 24-hour contact information. In the case of equipment and facilities maintained by the individual city departments, the department head is responsible for its release and use, and should be contacted for further specific information. The **[title]** serves as an alternate to the department head.

Additionally, the City of ABC has signed and maintains mutual aid contracts with nearby fire and police departments and, as such, also has immediate access to their resources. The County also provides various emergency response equipment, facilities and services to the City of ABC, as appropriate, when needed. The County **[title]** and the appropriate City **[title]**, or their designees, are responsible for the release of their publicly owned emergency resources.

The City of ABC also maintains standing contracts with certain private contractors and vendors for use of their specialized services, tools, equipment and facilities during an emergency situation, including a hazardous materials incident. These special contracts are maintained by **[title]** at **[name of location]** and include descriptions of the services and resources to be provided, charges, billing procedures, etc.

MNWALK Item 27

Describe emergency equipment and facilities at each facility in the community subject to the requirements of SARA Title III, Section 302, and identify the persons responsible for such equipment and facilities.

INTENT

The intent of this item is to:

1. Identify which covered Section 302 facilities within the jurisdiction have on their site specialized tools and equipment to effectively respond to an accidental release of that facility's hazardous substance(s).
2. Identify if and how specialized tools and equipment located on site at Section 302 facilities within the jurisdiction may be available for emergency response use at hazardous materials incidents elsewhere.

REQUIRED

A statement from the emergency management director or other responsible public safety official in the jurisdiction indicating which, if any, covered 302 facilities within the jurisdiction have specialized tools and response equipment available for use at an offsite hazardous materials incident, along with rules for their release and use. Any such specialized tools and equipment should be incorporated into the list of available private resources found in Item 26.

RECOMMENDED

Memoranda or agreements of understanding between the jurisdiction and private sector facilities regarding release and use of specialized tools and emergency response equipment for off-site purposes are encouraged, and mention of the same, is recommended in any lists of available private resources maintained by the jurisdiction.

EXAMPLE

Location and Availability of Privately-Owned
Section 302 Facility Equipment in the City of ABC

Of the six covered Section 302 facilities within the City of ABC, five have specialized tools, equipment and trained employees to respond to an accidental release of a hazardous material on site during normal working hours. In most cases, public safety response agencies cannot rely on the specialized tools and equipment being immediately available to them in the event of an off hours hazardous materials incident on site. The ABC Fire Department has similar specialized tools and equipment and personnel trained to use it either in a primary response or support capacity at these facilities.

The Farmers County Co-op located at 10000 Division St., ABC, does not have specialized tools or equipment or personnel trained to respond to the release of a hazardous material at their site and has adopted a policy requiring total evacuation of all personnel in the event of a hazardous materials incident. The ABC Fire Department has the specialized tools, equipment and training to respond to a hazardous materials incident at this location.

The hazardous material emergency response plans for each of these six covered Section 302 facilities contain more detailed information and are available for review by contacting the **[title]** at **[location]**.

In general, various company policies, insurance and legal considerations make it impractical to acquire immediately from these six facilities specialized tools and equipment for use at an offsite hazardous materials incident, unless there is a direct relationship between the hazardous materials release and one of the covered facilities (i.e., an inbound or outbound shipment). However, the Acme Chemical Co, located at 1000 Main Rd., does have immediately available specialized equipment for moving rail cars and a *Memorandum of Understanding* has been signed between the City and Acme Chemical Co. in which Acme has agreed to release the subject specialized equipment for offsite use at any time there is an emergency need for it within the City of ABC. Specific information about this equipment and its use is available in the Fire Department *Manual of Resources* and from the Fire Chief, both located at the Central Fire Station.

Signed:

/S/

Title, City of ABC

PLAN REVIEW FORMS

Local Emergency Operations Plan
Review Form

Submit completed form and MNWALK copy to the appropriate HSEM Regional Program Coordinator (RPC)

Use this form to document the findings of a local emergency operations plan (EOP) review

The local emergency management director submits to the appropriate review group chair: the upgraded or updated EOP, a cross-referenced MNWALK, and this form. The group conducts its review and records comments on the MNWALK. The group chair completes the review sheet, attaches the MNWALK and submits them to the HSEM RPC. The HSEM RPC forwards a signed copy to the local emergency management director and follows up on any comments made by the review group.

For more information about the review process, visit the HSEM Website or contact your RPC.

Jurisdiction

Emergency Management Director

☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it ***adequately addresses*** the reviewed planning requirements, as noted in the attached MNWALK.

☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it ***will adequately address*** the reviewed planning requirements after the items noted in the attached MNWALK are completed.

☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it ***does not adequately address*** the reviewed planning requirements. Further revision is needed to address the comments made in the attached MNWALK.

Review Group

Review Date

Review group chair's signature

Date

For HSEM Use Only

☐ This plan ***adequately addresses*** all state and federal planning requirements and is approved.

☐ This *plan* ***does not adequately address*** all state and federal planning requirements and is not approved. Further revision is needed to address the comments made in the attached MNWALK.

HSEM Regional Program Coordinator

Date

Minnesota Department of Public Safety Homeland Security and Emergency Management Division Rev. 12/2012

Local Emergency Operations Plan Crosswalk:

The **MNWALK** 3.3 Reviewer copy – SARA, Title III Requirements

Jurisdiction: _____ Reviewed by: _____ Date: _____

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
SARA, Title III Required			
10. Identify a community emergency coordinator (Emergency Management Director) who shall make determinations necessary to implement the plan. **SARA, Title III Required**		○ Yes ○ No	
11. Reference training programs, including schedules for training of local emergency response and medical personnel. **SARA, Title III Required**		○ Yes ○ No	
12. Include methods and schedules for exercising the emergency plan. **SARA, Title III Required**		○ Yes ○ No	
13. Describe procedures providing reliable, effective, and timely notification by the *facility* emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of **SARA Title III, Section 304**).		○ Yes ○ No	
14. Describe procedures providing reliable, effective, and timely notification by the *community* emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of **SARA Title III, Section 304**).		○ Yes ○ No	
15. Identify the organization(s) and/or individual(s), primary and backup, (by title) responsible for determining the need to shelter-in-place, evacuate, and/or return, and for issuing recommendations. **SARA, Title III Required**		○ Yes ○ No	
16. Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes. **SARA, Title III Required**		○ Yes ○ No	
17. Identify facility emergency coordinators who shall make determinations necessary to implement their plan. **SARA, Title III Required**		○ Yes ○ No	
18. Identify facilities subject to the requirements of SARA Title III, Section 302 that are within the emergency planning district. **SARA, Title III Required**		○ Yes ○ No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
19. Identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in SARA Title III, Section 302(a). **SARA, Title III Required**		○ Yes ○ No	
20. Identify additional facilities *contributing* additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as natural gas facilities. **SARA, Title III Required**		○ Yes ○ No	
21. Identify additional facilities *subject to* additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as hospitals. **SARA, Title III Required**		○ Yes ○ No	
22. Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substances. **SARA, Title III Required**		○ Yes ○ No	
23. Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances. **SARA, Title III Required**		○ Yes ○ No	
24. Describe methods for determining the occurrence of a release. **SARA, Title III Required**		○ Yes ○ No	
25. Describe methods for determining the area or populations likely to be affected by such a release. **SARA, Title III Required**		○ Yes ○ No	
26. Describe emergency equipment, facilities, and medical facilities in the community, and identify the individuals responsible for such equipment and facilities. **SARA, Title III Required**		○ Yes ○ No	
27. Describe emergency equipment and facilities at each facility in the community subject to the requirements of SARA Title III, Section 302, and identify the persons responsible for such equipment and facilities. **SARA, Title III Required**		○ Yes ○ No	

FOR FURTHER INFORMATION

This guidance document incorporates only those portions of SARA Title III (the Emergency Planning and Community Right-to-Know Act) that apply to the items in the MNWALK, but there is much more to SARA Title III. For further information about SARA Title III, its administration and implementation in Minnesota, copies of required forms and various publications, as well as links to related websites, please go to the HSEM Website for EPRCA information at http://www.epcra.state.mn.us