



***SARA Title III Information Guide
for the
Minnesota Plan Crosswalk (MNWALK)***

March 2009



SARA Title III Information Guide

For the

Minnesota Plan Crosswalk (MN WALK)

March 2009 Edition

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This revised guidebook was prepared by the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management 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 Plan Crosswalk (MNWALK).

March 31, 2009

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Document History

Revision Date	Description of Changes
December 2008	Update

Introduction

This is a revised and completely rewritten edition of the SARA Title III Information Guide for the Minnesota Emergency All-Hazard Operations Plan and pertains specifically to preparation of the SARA items in the *Minnesota Plan Crosswalk* (MNWALK). This edition updates previous versions, which are now outdated.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. For each item, the description of the 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 MN Division of Homeland Security and Emergency Management. 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 one is 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” “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 Mn Division of Homeland Security and Emergency Management. 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 the MN Division of Homeland Security and Emergency Management (HSEM). They are identified by an asterisk (*) in the *Minnesota Plan Crosswalk (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 (identified by an asterisk *) in the Minnesota Local Emergency Operations Plan Crosswalk, commonly referred to as the “MNWALK.” While these guidelines are specific to the SARA Items, some of the guidance may have general application to other **MNWALK** Items.

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 *Previous SARA Title III guidance documents are outdated and should be discarded.*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

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:
4. The SARA Item stated in full.
5. The intent of the Item.
6. Specification of information required.
7. One or more Examples.
8. Recommendations are sometimes provided.
9. 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.
10. 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.
11. Dividing a jurisdiction into sections (such as quadrants) on a map often makes it easier to see and label specific locations and routes.
12. 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*).

13. 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.
14. 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.
15. Start by reading the *SARA Item* and what the stated *Intent* of the Item is 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.
16. Complete the MNWALK for each SARA Item, identifying exactly where in the plan (page, item #, title) all of the required information is located. Check the reference(s) for accuracy; if you can’t find it, nobody can.
17. 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>

Online Availability



This guidance manual is available online at the following Minnesota Homeland Security and Emergency Management website:

<http://www.hsem.state.mn.us/metrorpc.asp>

CDs are available through Regional HSEM Contacts.

Information regarding the Emergency Planning and Community Right-to-Know Act Program is available at the following website:

<http://www.epcra.state.mn.us>

SARA Title III Items Contained in the MNWALK

MNWALK Item 7 **Page 7**
Identify a community emergency coordinator (emergency management director) who shall make determinations necessary to implement the plan.

MNWALK Item 10 **Page 9**
Reference training programs, including schedules for training and local emergency response training.

MNWALK Item 11 **Page 11**
Include methods and schedules for exercising the emergency plan.

MNWALK Item 18 **Page 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 19 **Page 15**
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 38 **Page 17**
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 45 **Page 19**
Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes.

MNWALK Item 55 **Page 22**
Identify facility emergency coordinator who shall make determinations necessary to implement the plan.

All SARA Title III Items are identified by an asterisk (*) in the MNWALK. The wording of the SARA Title III Items has not been changed or altered in this revision.

MNWALK Item 56 **Page 22**
Identify facilities subject to the requirements of this subtitle that are within the emergency planning district.

MNWALK Item 57 **Page 27**
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 58 **Page 29**
Identify additional facilities contributing additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as natural gas facilities.

MNWALK Item 59 **Page 33**
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 60 **Page 38**
Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substances.

MNWALK Item 61 **Page 40**
Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances.

MNWALK Item 62 **Page 42**
Describe methods for determining the occurrence of a release.

MNWALK Item 63 **Page 44**
Describe methods for determining the area of populations likely to be affected by such a release.

MNWALK Item 67 **Page 46**
Describe emergency equipment and facilities in the community, and identify the individuals responsible for such equipment and facilities.

MNWALK Item 68 **Page 48**
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 for Each Item**

MNWALK Item 7

Item 7

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 FOR ITEM 7

Identification of Community Emergency Coordinator

Example #1 (where primary & 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 & 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 10

Item 10

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:

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

Required

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

- Location of records ²
- 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

² During the review process for SARA Title III items, planners will be asked to provide at least two examples of recent training records (lesson plans, attendance roster, etc.).

EXAMPLE FOR ITEM 10

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 11

Item #11

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 MN HSEM policy.

EXAMPLE FOR ITEM 11

Exercise Methods and Schedules

At least once annually, the (name of jurisdiction) conducts or participates in a tabletop, functional or full-scale exercise to test the planning and operational components of its emergency operations plan. Upon completion of the exercise, an after action review is held to determine strengths and areas which may need improvement. Such exercises shall be in compliance with MN HSEM's Exercise Policy

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 18

Item #18

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.)

For More Information on SARA Title III, Section 304

<http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/epcra.htm?OpenDocument>

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 FOR ITEM 18

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 (MN State Duty Officer for Greater Metro Area), or
- Dial 800-422-0798 (MN 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 19

Item #19

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)

For More Information on SARA Title III, Section 304

<http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/epcra.htm?OpenDocument>

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 FOR ITEM 19

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.
 - Citizens 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 38)

MNWALK Item 38

Item #38

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 FOR ITEM 38

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

1. 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 (re-population).
2. 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).
3. The (name of city or county) Emergency Notification Center will assist in making appropriate notifications (see Item 19).

MNWALK Item 45

Item #45

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 (name of 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 FOR ITEM 45

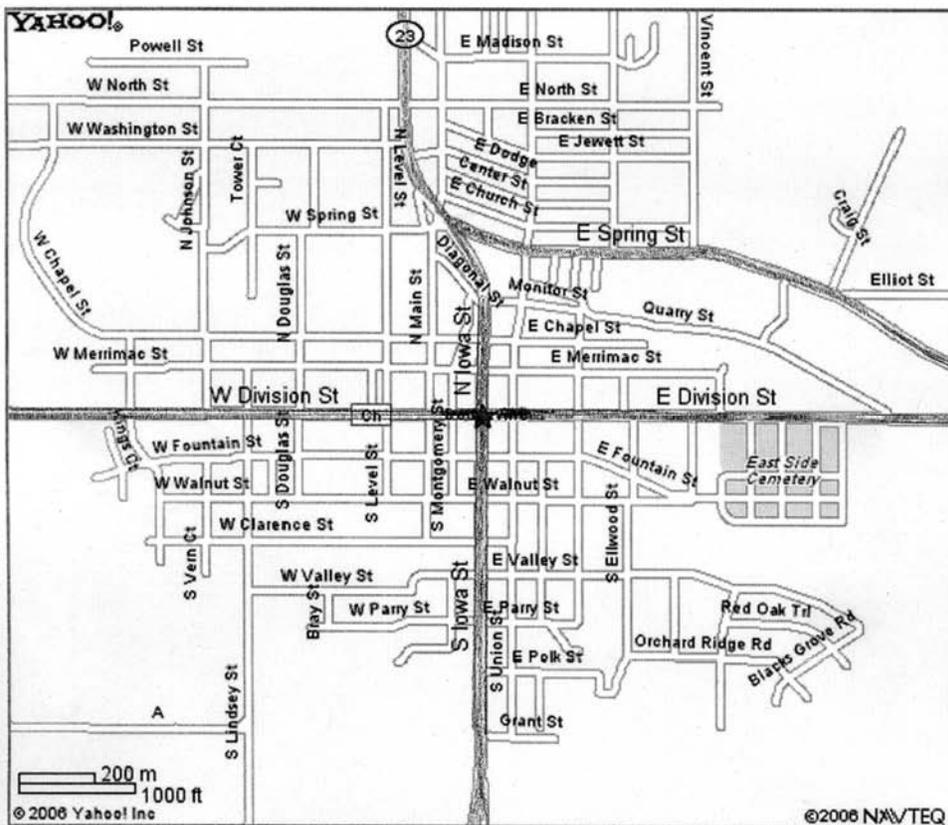
1. Evacuation Routes

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



2. Procedures

Residents to be evacuated or implement protect-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 protect-in-place option include but are not limited to

- a) Determination of need by incident command using established criteria.
- b) Action by official(s) authorized to implement the plan.
- c) Public notification as appropriate.
- d) 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.

3. Shelter Locations

- a) Name and address (such as ABC High School, E. Fountain and Walnut St.).
- b) Name and address (such as ABC Community Center, 191 W. Powell Street).
- c) Name and address (such as John the Baptist Church, 2100 Elliot Street).
- d) Additional names and addresses, as appropriate

4. Re-entry (repopulation) Procedures

- a) Re-entry (repopulation) decisions made by Incident Command/Commander.
- b) Appropriate announcements made via (name of city or county) Emergency Notification Center.
- c) Implementation by (name of city or county) law enforcement, assisted by mutual aid agencies, as necessary.

MNWALK Items 55 & 56

Item #55

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 #56

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 Minnesota HSEM Division (Field Services Branch, EPCRA) maintains a statewide list, by county, of 302 facilities that 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 a few 302 facilities may find it faster and easier to use the state list as a guide and provide the required, current contact and location information separately. Currently, many planners are combining the required Item 55 and Item 56 information on a GIS map, identifying the 302 location(s) on a GIS map and providing the street address and emergency coordinator contact information in an accompanying legend box.

EXAMPLES FOR ITEMS 55 & 56

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 of each 302 facility, its street address, the emergency coordinator and telephone contact number for each facility emergency coordinator (*see Recommendation above*).

Example #2 (without a GIS map)

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

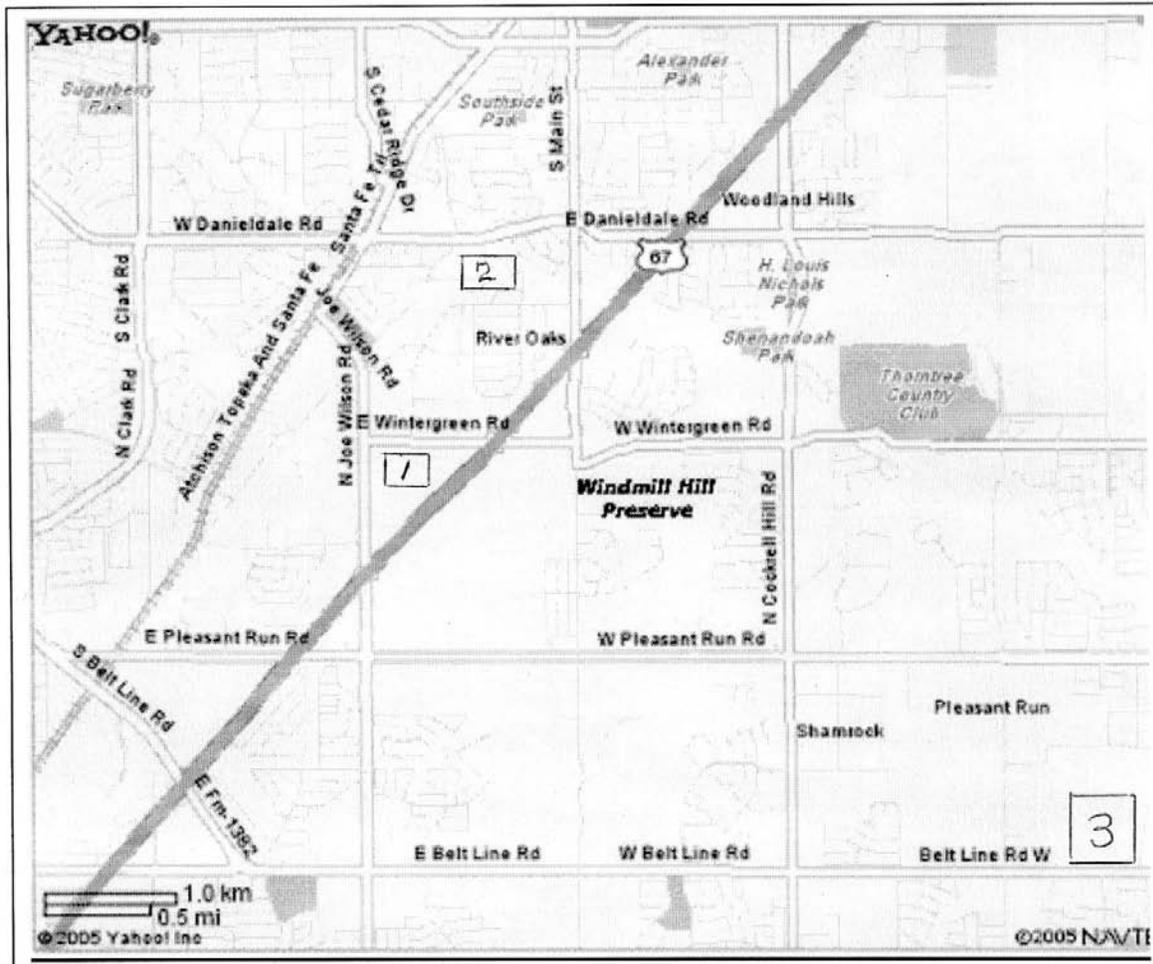
2. **Standard Industrial Processing Co., 100 Page Street, ABC**
Emergency Coordinator: John Smith, 000-000-0000
Assistant Coordinator: Anne Tallis, 000-000-0000

3. **County Farmers Co-op, 10000 Division Street, ABC**

Emergency Coordinator: James Brown, 000-000-0000
Alternate Coordinator: Benjamin Lenz, 000-000-0000

4. **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 On Site: Chlorine, Phenol, Sulfuric Acid



MNWALK Item 57

Item #57

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 FOR ITEM 57

Example #1 (without a map)

TRANSPORTATION ROUTES FOR 302 FACILITIES IN CITY OF ABC

1. Acme Chemicals Co., 1000 Main Road, ABC

Primary Routes: Main Road and State Highway 100

Alternate Routes: Main Road and Division Street; Main Road and Route 10

2. Standard Industrial Processing Co., 100 Page Street, ABC

Primary Routes: Page Street and Route 10

Alternate Routes: Page Street, Douglas Avenue and Division Street; Page Street, Cox Avenue and State Highway 100

3. Farmers County Co-op, 10000 Division Street, ABC

Primary Routes: Division Street and State Highway 100

Alternate Routes: None

4. ABC High School, 1010 East Avenue, ABC

Primary Routes: East Avenue, Raymond Blvd and State Highway 100; East Avenue, Raymond Blvd, Division St and State Highway 100

Alternate Routes: East Avenue, Smith Street and State Highway 100; East Avenue, Jackson Circle and State Highway 100

5. ABC Water Works, 1001 Oak Parkway, ABC

Primary Routes: Oak Parkway and State Highway 100

Alternate Routes: Oak Parkway, Division Street and State Highway 100

Example #2 (with map)

HAZARDOUS SUBSTANCE TRANSPORTATION ROUTES [insert map here]

MNWALK Item 58

Item #58

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 facility.
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 of doing this item 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 59, with or without a map. Various examples follow this Item *and Item 59*. All should be viewed to determine which might work best for a particular jurisdiction.

EXAMPLES FOR ITEM 58

Example #1 (no map, just a list)

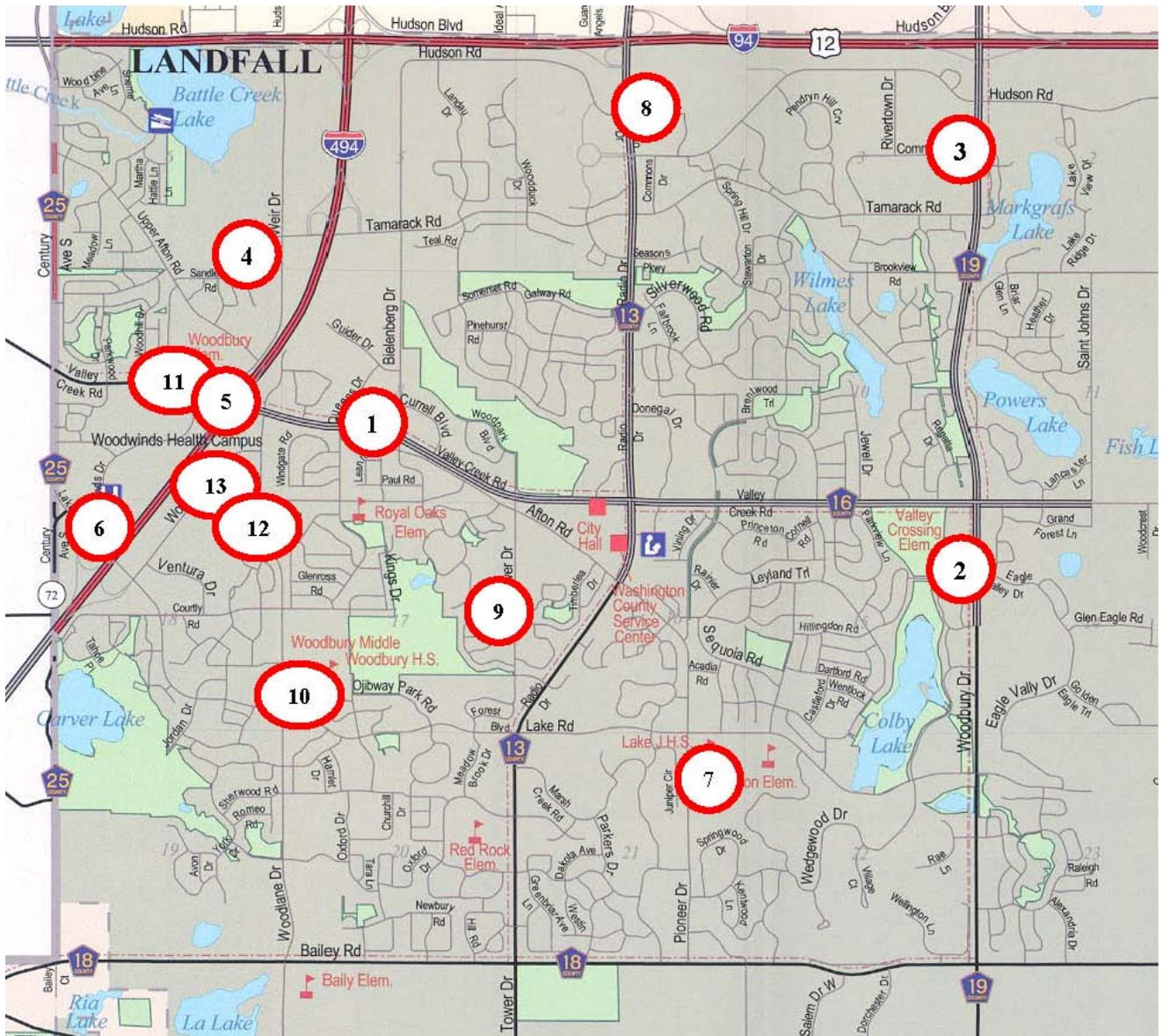
FACILITIES CONTRIBUTING ADDITIONAL RISK BECAUSE OF PROXIMITY TO 302 FACILITIES IN CITY OF ABC

302 Facilities **Nearby Non-302 Facilities**

- | | |
|--|---|
| 1. Acme Chemicals Co.
1000 Main Rd., ABC | Joe's Discount Gas Station
1090 Main Rd., ABC
<i>Owner: Joe Barnes 000-000-0000</i>
<i>Mgr: Ray Baxter 000-000-0000</i> |
| | Circle Garden Center
2000 Main Rd., ABC
<i>Owner: Martha Moore 000-000-0000</i>
<i>Co-owner: Robert Moore 000-000-0000</i> |
| 2. Standard Industrial Processing Co.
100 Page St, ABC | Ace Hardware Store 202 Page St., ABC
<i>Owner: Al Atkins 000-000-0000</i> |
| | Industrial Trucking Co. 150 Page St.,
ABC <i>Manager: Adam Palm 000-000-0000</i>
<i>Asst. Mgr: Brad Lincoln 000-000-0000</i> |
| <hr/> | |
| 3. Farmers County Co-op
10000 Division St., ABC | Peterson Body Shop 10100 Division St.,
ABC <i>Owner: Randy Peterson 000-000-0000</i>
<i>Shop Foreman: Roy Blue 000-000-0000</i> |
| | Sherman Williams Paints
10301 Division St., ABC
<i>Manager: Dan Zole 000-000-0000</i>
<i>Asst. Mgr: Billy Kane 000-000-0000</i> |

Example #2 (combined Items 58 & 59 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 patrol and respond to calls at those locations and nearby locations very frequently.

302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Additional 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.
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 Co. & protocol Financial Services: 1931 Woodlane Dr. 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. Kevin K. Shoberg P.A., Thomas Jakway P.A. 1805 Woodlane Dr. 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

MNWALK Item 59

Item #59

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

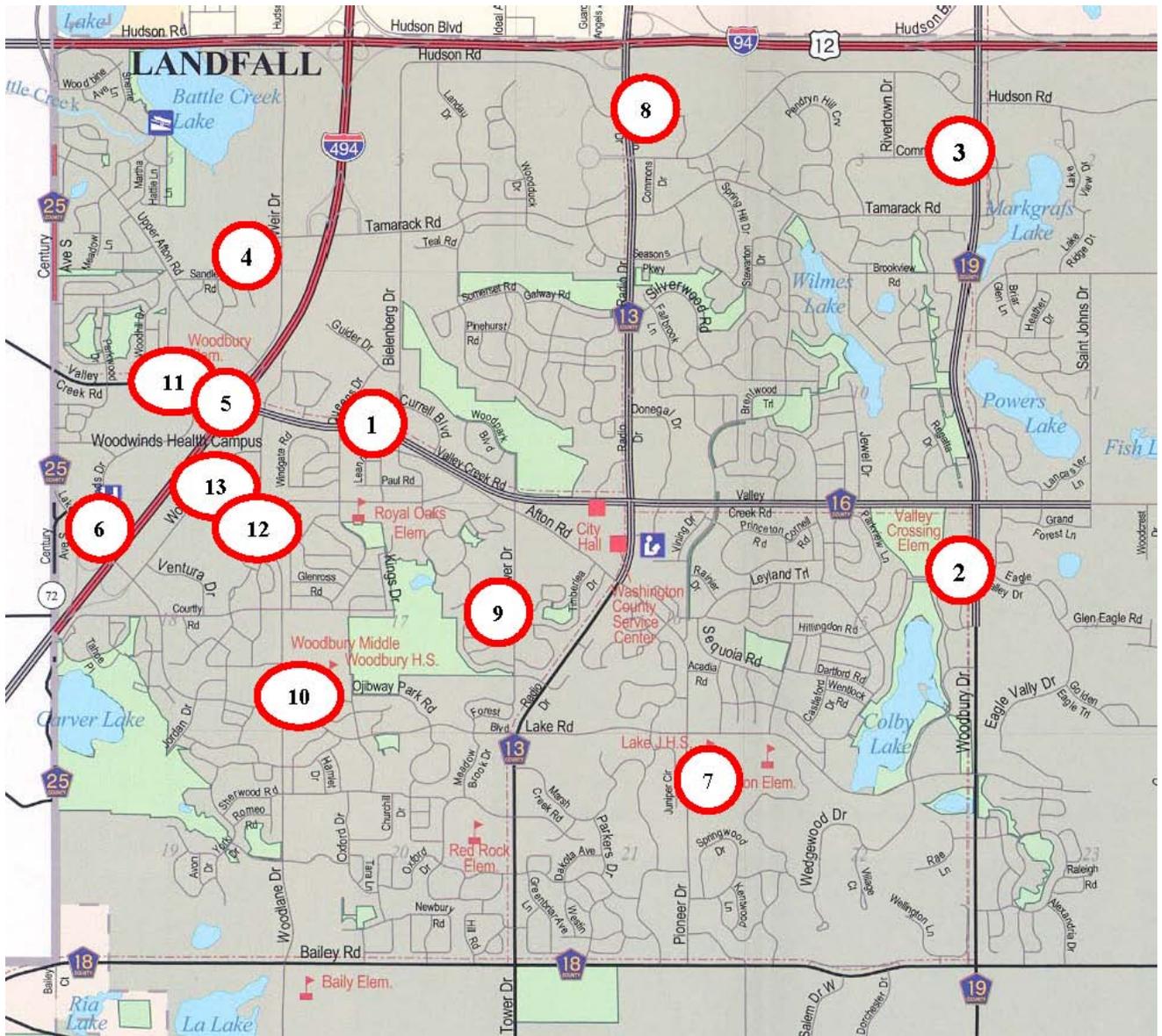
1. Name and address of 302 facility
2. Name and address of nearby facilities at additional risk because of nearness to 302 facility.
3. Primary and Secondary contact names for at-risk facilities, including title and 24 hour telephone numbers.

Recommended

A description of the occupancy is desirable but not required.

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. If desired, information for this item can be combined with information from Item 58, with or without a 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 patrol and respond to calls at those locations and near-by locations very frequently.

302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Additional 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.
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 Co. & protocol Financial Services: 1931 Woodlane Dr. Woodlane Office Bldg. 1800 Woodlane Dr. Woodlane Office Bldg. 1802 Woodlane Dr. Red Roof Inn: 1806 Wooddale Dr. Wooddale Professional Bldg.: 1818 Wooddale Dr. Maple Hill 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. Kevin K. Shoberg P.A., Thomas Jakway P.A. 1805 Woodlane Dr. Opportunity Services 1795 Woodlane Dr. Maple Hill Dental Bldg., Maple Hill Medical Center: 1783 Woodlane Dr.
3. Maple Hill Jr. High	Jiffy Lube 1480 Weir Dr. #500 PDQ 1511 Weir Dr. (gas station) Frattalone's Ace Hardware	Maple Hill Elementary 1251 School 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 Najafi DSI Dentist Sports Medicine & Rehabilitation Center 1740 Weir Dr. 4A Chiropractic Dr. Jim Kreibeck 1740 Weir Dr.

MNWALK Item 59

Example #3 (combined Items 59 & 58 in a list format)

ADDITIONAL RISK FACILITIES City of Springfield

302 Facility	Chemicals At The 302 Facility	Facilities Contributing Additional Risk	Facilities Subject to Additional Risk
Acme Chemicals Co. 1000 Main Rd., Springfield	Benzal chloride, fluorine, hydrogen sulfide, phenol	Joe's Discount Gas Station 1090 Main Rd., Springfield <i>Owner: Joe Barnes 000-000-0000</i> <i>Manager: Ray Baxter 000-000-0000</i> <hr/> Circle Garden Center 2000 Main Rd., Springfield <i>Owner: Martha Moore 000-0000</i> <i>Co-owner: Robert Moore 000-0000</i>	Alice in Wonderland Day Care 1200 Main Rd., Springfield <i>Owner: Alice McGuire 000-0000</i> <i>Nurse: Sara Chin, R.N. 000-0000</i> <hr/> Springfield Medical Clinic 1000 Second St., Springfield <i>Partner: Sam Pin, M.D. 00-0000</i> <i>Partner: J.L. Moran, M.D. 000-0000</i>
Standard Industrial Processing Co 100 Page St., Springfield	Phenol, zinc phosphide, bromine, Hydrogen sulfide, nitric oxide	Ace Hardware Store 200 Page St., Springfield <i>Owner: Al Atkins 000-000-0000</i> <hr/> Industrial Trucking Co. 150 Page St., Springfield <i>Manager: Adam Palm 000-000-0000</i> <i>Assst. Mgr: Brad Lincoln 000-0000</i>	Springfield City Hall 101 Page St., Springfield <i>City Manager: Ralph Lane Telephone: 000-000-0000</i> <i>Public Works Director: Ed Wilson Telephone: 000-000-000</i> <hr/> Springfield Senior Center 120 Page St., Springfield <i>Manager: Laura Disney 000-0000</i> <i>Adm Asst. Penny Thom 000-0000</i>
Farmers County Co-op 10000 Division St., Springfield	Anhydrous ammonia, nitrogen, Propane, chlorine, dioxathion	Peterson Body Shop 10100 Division St., Springfield <i>Owner: Randy Peterson 000-0000</i> <i>Shop Foreman: Roy Blue 000-0000</i>	East End Shopping Mall 10301 Division St., Springfield <i>Manger: Ben Ellers 000-0000</i> <i>Assst. Mgr: Chuck Sill 000-0000</i>

MNWALK Item 60

Item #60

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 MN State Duty Officer at:
 - c. 651-649-5451 in Greater Twin City Metro Area, or 800-422-0798 in Greater Minnesota
 - d. The National Response Center at 1-800-424-8802

EXAMPLE FOR ITEM 60

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 Minnesota State Duty Officer:
 - 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 required³. Copies of the plans are located (name of location) and are available for inspection by contacting the (title) at (name of location).

³ If this is not the case, an explanation is needed.

MNWALK Item 61

Item #61

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.

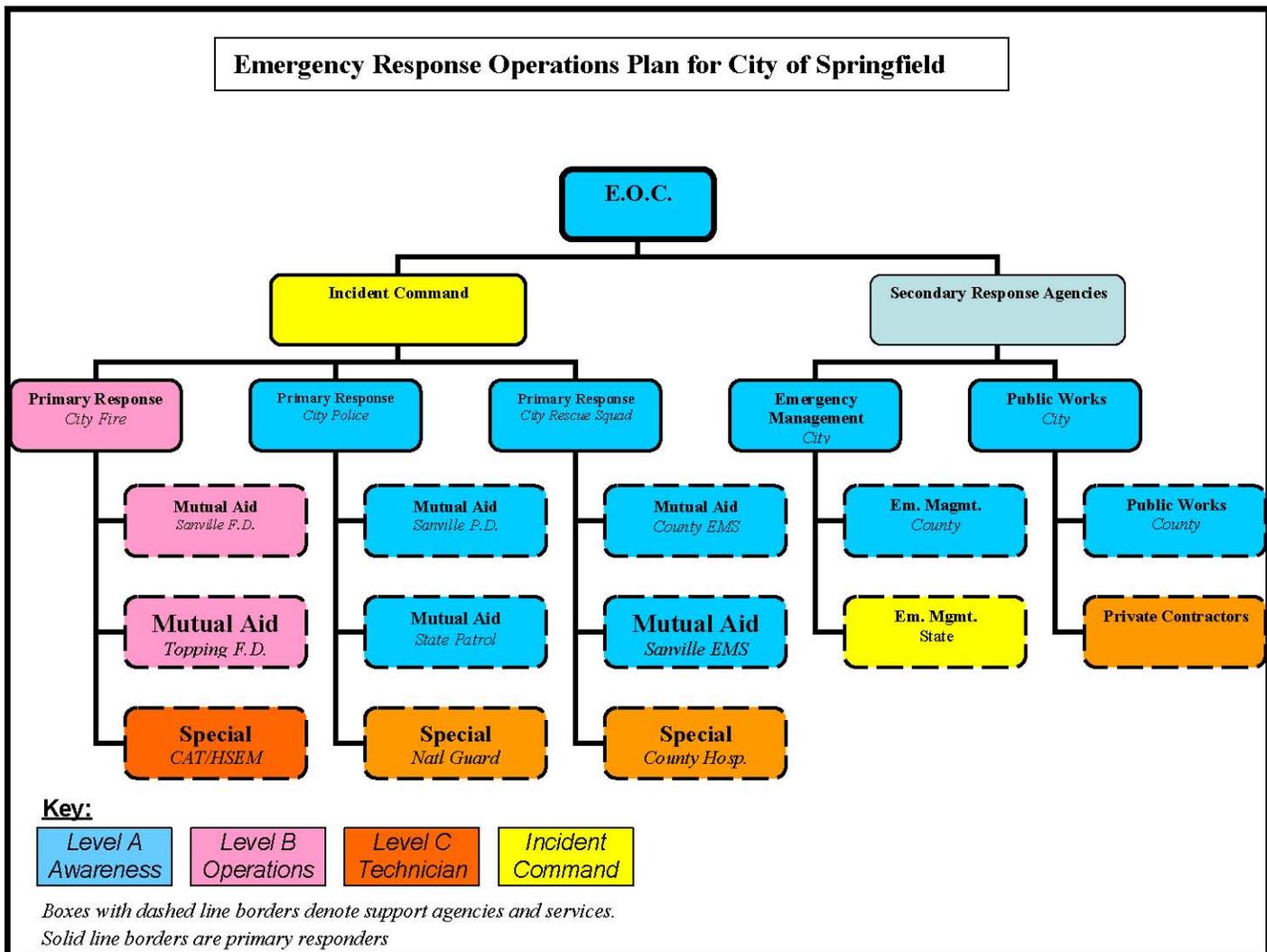
Required

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 (CAT), Regional Hazmat Team (RHMT), Homeland Security and Emergency Management (HSEM), 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 FOR ITEM 61

Methods and Procedures Followed By City Of ABC Emergency and Medical Personnel When Responding To a Hazardous Materials Incident within the City

1. 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.
2. The general organizational response plan is shown on the chart below.



MNWALK Item 62

Item #62

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 FOR ITEM 62

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 exist.
- 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 63

Item #63

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.⁴

Required

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

- The identity of the substance released
- The approximate quantity of the release
- The hazard(s) created by the release
- The impact on the surrounding community created by the release
- Meteorological and other local conditions

⁴Software 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 FOR ITEM 63

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 67

Item #67

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 FOR ITEM 67

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 relative 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 68

Item #68

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 off site 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 67.

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 FOR ITEM 68

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 off site 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 off site use at anytime 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

Appendix 1: The Complete MNWALK

(MNWALK, as revised 1/24/2003)

The MNWALK document, including any revisions, can also be found online at

http://www.dps.state.mn.us/dhsem/HSem_view_Article.asp?docid=243&catid=4

SARA Title III Items	Planning Requirements	Location in plan (document[s], page[s], AND section[s])	Meets criteria, reviewer only
GENERAL ITEMS			
	1. Signature page showing approval of emergency plan by chief elected official.		
	2. Date of plan development/revision on cover page.		
	3. Include table of contents, and a record of revision(s), including dates.		
	4. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating plan development and maintenance.		
	5. Cite the legal basis (laws, statutes, ordinances, executive orders, regulations, proclamations, etc.) for planning for and conducting all-hazard emergency operations.		
	6. List and prioritize hazards that potentially face your jurisdiction; such as: natural, technological and manmade hazards, and terrorism incidents. Identify location(s) of maps showing the areas at risk.		
*	7. Identify a community emergency coordinator (Emergency Management Director) who shall make determinations necessary to implement the plan.		
	8. Show (in a chart, matrix or table) emergency responsibilities assigned to each department, agency, and organization in support of emergency operations in the jurisdiction.		
	9. Assign all emergency response organizations the responsibility to prepare and maintain current SOGs, resource lists, and checklists required to support those organization's operations.		
*	10. Reference training programs, including schedules for training of local emergency response and medical personnel.		
*	11. Include methods and schedules for exercising the emergency plan.		

SARA Title III Items	Planning Requirements	Location in plan (document[s], page[s], AND section[s])	Meets criteria, reviewer only
<i>CONTINUITY OF OPERATIONS-CONTINUITY OF GOVERNMENT ITEMS</i>			
	12. Describe the arrangements made to protect records deemed essential for continuing governmental functions, conducting emergency operations, and reconstituting of the government (i.e., laws and regulations, tax records, birth and death certificates, vital statistics, etc.).		
	13. Describe your jurisdiction's line of succession for key leadership positions, to include the chief elected official(s) and the emergency management director.		
	14. List and prioritize essential facilities for utility restoration.		
<i>NOTIFICATION AND WARNING ITEMS</i>			
	15. Describe the methods and procedures used to notify key government officials and emergency response organizations of emergency alerts and warnings.		
	16. Describe procedures and warning methods used to disseminate emergency alerts and warnings to the public, including special facilities (i.e., schools, hospitals, nursing homes, etc.) and special needs populations (e.g., hearing impaired, blind, non-English speaking, etc.).		
	17. Identify the organization(s) and/or individual(s) (by title) authorized to activate the Emergency Alert System (EAS) and describe procedures for activation.		
*	18. 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).		
*	19. 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).		
<i>INCIDENT MANAGEMENT ITEMS</i>			
	20. Describe the primary and backup methods of communication (radio, telephone, etc.) among emergency response organizations, critical facilities (e.g., utilities, water treatment plants, hospitals, etc.), and the EOC/alternate EOC.		

SARA Title III Items	Planning Requirements	Location in plan (document[s], page[s], AND section[s])	Meets criteria, reviewer only
	21. Describe your jurisdiction’s Incident Management System and its relationship to your EOC.		
	22. Identify the primary and alternate EOCs and the amount of time for each to become fully operational.		
	23. Describe the capabilities of the EOC, including: emergency power, security, fuel reserves, water, sanitation, ventilation, etc.		
	24. Identify the personnel and organizations, by title, that will be expected to report to your jurisdiction’s EOC in the event of a major emergency/disaster; and describe how 24-hour staffing of the EOC would be accomplished.		
<i>PUBLIC INFORMATION ITEMS</i>			
	25. Identify your jurisdiction’s Public Information Officer (by title or position). Describe how the PIO will coordinate the release of public information.		
	26. Designate an information center to be the single official location for the media during an emergency.		
	27. Identify the organization(s) and/or individual(s) (by title) responsible for public inquiries and rumor control regarding an emergency situation.		
	28. Include a listing of available media resources (call letters, names of stations, addresses, and telephone numbers) that will disseminate information to the public.		
<i>SEARCH AND RESCUE ITEMS</i>			
	29. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating all search and rescue activities.		
<i>HEALTH PROTECTION ITEMS</i>			
	30. Identify the organization(s) and/or individual(s) (by title) responsible for providing emergency medical services and for tracking injured disaster victims during and after an emergency.		
	31. Identify the organization(s) and/or individual(s) (by title) responsible for providing health and medical care, transportation, and other related support to special needs populations during emergencies.		
	32. Identify medical facilities with the capability to decontaminate radiologically-, biologically- and/or chemically-contaminated casualties.		
	33. Identify potential facilities that can be converted to emergency treatment centers for victims of mass casualties and disease outbreak.		

SARA Title III Items	Planning Requirements	Location in plan (document[s], page[s], AND section[s])	Meets criteria, reviewer only
	34. Identify the organization(s) and/or individual(s) (by title) responsible for providing health/medical care at mass care facilities.		
	35. Identify organization(s) and/or individual(s) (by title) responsible for coordinating mortuary services, operating temporary morgues, and identifying victims. Describe arrangements made to coordinate the response to a mass fatalities incident.		
	36. Identify the organization(s) and/or individual(s) (by title) responsible for assessing and coordinating appropriate health protection measures, including public health and agriculture (e.g., controlling disease-bearing pests, decontaminating, detecting potential biological, chemical, and radioactive agents, detecting/monitoring food contamination, respiratory protection, mass clinics, and water purification). Resources may be local, regional, state, and/or federal.		
	37. Identify organization(s) and/or individual(s) (by title) responsible for arranging for and coordinating crisis counseling (e.g., Critical Incident Stress Debriefing, mental health treatment, and grief counseling) for emergency workers and victims.		
<i>EVACUATION, TRAFFIC CONTROL, AND SECURITY ITEMS</i>			
*	38. 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.		
	39. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating an evacuation.		
	40. Identify the organization(s) and/or individual(s) (by title) responsible for direction and control of traffic during emergencies.		
	41. Identify the organization(s) and/or individual(s) (by title) responsible for providing security in the affected area in order to protect private and public property.		
	42. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating all private and public transportation resources.		
	43. Identify the organization(s) and/or individual(s) (by title) responsible for evacuating special needs and institutionalized populations.		
	44. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating pet evacuation and sheltering.		

SARA Title III Items	Planning Requirements	Location in plan (document[s], page[s], AND section[s])	Meets criteria, reviewer only
*	45. Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes.		
<i>FIRE PROTECTION ITEMS</i>			
	46. Identify for your jurisdiction the organization(s) that provide fire protection, and their capabilities (e.g., fire suppression, hazmat, search/rescue).		
<i>DAMAGE ASSESSMENT ITEMS</i>			
	47. List organization(s) and/or individual(s) (by title), and its/their area(s) of responsibility for conducting damage assessment within your jurisdiction.		
<i>MASS CARE ITEMS</i>			
	48. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating mass care.		
	49. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating the various mass care services for victims (registration, emergency housing, feeding, clothing, waste management, counseling, inquiry and referral, etc.).		
<i>DEBRIS MANAGEMENT ITEMS</i>			
	50. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating debris management operations.		
	51. Briefly summarize how your jurisdiction will accomplish the following debris management-related tasks: sorting, collecting, establishing emergency routes, disposing of debris from private property, disposing of debris that contains hazardous materials, disposing of carcasses, and using contractors.		
	52. Indicate possible locations/facilities for temporary storage and final disposition of debris.		
<i>PUBLIC WORKS/UTILITIES RESTORATION ITEMS</i>			
	53. Identify all public and private utilities providing services to your jurisdiction, and reference location of 24-hour emergency telephone numbers for those utilities.		
	54. Identify the organization(s) and/or individual(s) (by title) responsible for continuing sanitation service during an emergency and for restoring sources of potable water and sanitary sewage systems from the effects of potential hazards.		
<i>ENVIRONMENTAL HAZARD RESPONSE</i>			
*	55. Identify facility emergency coordinators who shall make determinations necessary to implement their plan.		

SARA Title III Items	Planning Requirements	Location in plan (document[s], page[s], AND section[s])	Meets criteria, reviewer only
*	56. Identify facilities subject to the requirements of SARA Title III, Section 302 that are within the emergency planning district.		
*	57. 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).		
*	58. 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.		
*	59. 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.		
*	60. Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substances.		
*	61. Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances.		
*	62. Describe methods for determining the occurrence of a release.		
*	63. Describe methods for determining the area or populations likely to be affected by such a release.		
	64. Include a map showing the location of pipelines carrying hazardous materials in the jurisdiction and list pipeline emergency information.		
<i>RESOURCE MANAGEMENT ITEMS</i>			
	65. List agencies or organizations with which your jurisdiction has mutual aid agreements, memoranda of understanding, and letters of agreement.		
	66. Identify the organization(s) and/or individual(s) (by title) that are potential sources of critical emergency resources, to include: biological, chemical, and radiological decontamination/detection/monitoring, protective equipment, supplies, trained personnel, bomb squads, generators, medical supplies (such as chemical agents antidotes, drugs, and antibiotics), potable water, pumps, sandbags, and sandbagging machines. Resources may be local, regional, state, and/or federal.		
*	67. Describe emergency equipment, facilities, and medical facilities in the community, and identify the individuals responsible for such equipment and facilities.		

SARA Title III Items	Planning Requirements	Location in plan (document[s], page[s], AND section[s])	Meets criteria, reviewer only
*	68. 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.		
	69. Describe your process for managing volunteer resources and donations.		

Appendix 2: SARA Title III, Section 304 (as amended)

From the U.S. Code Online via GPO Access
[wais.access.gpo.gov]
[Laws in effect as of January 24, 2002]
[Document not affected by Public Laws enacted
between January 24, 2002 and December 19, 2002]
[CITE: 42USC11004]

TITLE 42--THE PUBLIC HEALTH AND WELFARE

CHAPTER 116--EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

SUBCHAPTER I--EMERGENCY PLANNING AND NOTIFICATION

Sec. 11004. Emergency notification

(a) Types of releases

(1) 11002(a) substance which requires CERCLA notice

If a release of an extremely hazardous substance referred to in section 11002(a) of this title occurs from a facility at which a hazardous chemical is produced, used, or stored, and such release requires a notification under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42

U.S.C. 9603(a)] (hereafter in this section referred to as ``CERCLA'') (42 U.S.C. 9601 et seq.), the owner or operator of the facility shall immediately provide notice as described in subsection

(b) of this section.

(2) Other 11002(a) substance

If a release of an extremely hazardous substance referred to in section 11002(a) of this title occurs from a facility at which a hazardous chemical is produced, used, or stored, and such release is not subject to the notification requirements under section 103(a) of CERCLA [42 U.S.C. 9603(a)], the owner or operator of the facility shall immediately provide notice as described in subsection (b) of this section, but only if the release--

(A) is not a federally permitted release as defined in section 101(10) of CERCLA [42 U.S.C. 9601(10)],

(B) is in an amount in excess of a quantity which the Administrator has determined (by regulation) requires notice, and

(C) occurs in a manner which would require notification under section 103(a) of CERCLA [42 U.S.C. 9603(a)].

Unless and until superseded by regulations establishing a quantity for an extremely hazardous substance described in this paragraph, a quantity of 1 pound shall be deemed that quantity the release of which requires notice as described in subsection (b) of this section.

(3) Non-11002(a) substance which requires CERCLA notice

If a release of a substance which is not on the list referred to in section 11002(a) of this title occurs at a facility at which a hazardous chemical is produced, used, or stored, and such release requires notification under section 103(a) of CERCLA [42 U.S.C. 9603(a)], the owner or operator shall provide notice as follows:

(A) If the substance is one for which a reportable quantity has been established under section 102(a) of CERCLA [42 U.S.C.9602(a)], the owner or operator shall provide notice as described in subsection (b) of this section.

(B) If the substance is one for which a reportable quantity has not been established under section 102(a) of CERCLA [42 U.S.C. 9602(a)]--

(i) Until April 30, 1988, the owner or operator shall provide, for releases of one pound or more of the substance, the same notice to the community emergency coordinator for the local emergency planning committee, at the same time and in the same form, as notice is provided to the National Response Center under section 103(a) of CERCLA [42 U.S.C.9603(a)].

(ii) On and after April 30, 1988, the owner or operator shall provide, for releases of one pound or more of the substance, the notice as described in subsection (b) of this section.

(4) Exempted releases

This section does not apply to any release which results in exposure to persons solely within the site or sites on which a facility is located.

(b) Notification

(1) Recipients of notice

Notice required under subsection (a) of this section shall be given immediately after the release by the owner or operator of a facility (by such means as telephone, radio, or in person) to the community emergency coordinator for the local emergency planning committees, if established pursuant to section 11001(c) of this title, for any area likely to be affected by the release and to the State emergency planning commission of any State likely to be affected by the release. With respect to transportation of a substance subject to the requirements of this section, or storage incident to such transportation, the notice requirements of this section with respect to a release shall be satisfied by dialing 911 or, in the absence of a 911 emergency telephone number, calling the operator.

(2) Contents

Notice required under subsection (a) of this section shall include each of the following (to the extent known at the time of the notice and so long as no delay in responding to the emergency results):

(A) The chemical name or identity of any substance involved in the release.

(B) An indication of whether the substance is on the list referred to in section 11002(a) of this title.

(C) An estimate of the quantity of any such substance that was released into the environment.

(D) The time and duration of the release.

(E) The medium or media into which the release occurred.

(F) Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals.

(G) Proper precautions to take as a result of the release, including evacuation (unless such information is readily available to the community emergency coordinator pursuant to the emergency plan).

(H) The name and telephone number of the person or persons to be contacted for further information.

(c) Follow up emergency notice

As soon as practicable after a release which requires notice under subsection (a) of this section, such owner or operator shall provide a written follow up emergency notice (or notices, as more information becomes available) setting forth and updating the information required under subsection (b) of this section, and including additional information with respect to--

- (1) actions taken to respond to and contain the release,
- (2) any known or anticipated acute or chronic health risks associated with the release, and
- (3) where appropriate, advice regarding medical attention necessary for exposed individuals.

(d) Transportation exemption not applicable

The exemption provided in section 11047 of this title (relating to transportation) does not apply to this section.

(Pub. L. 99-499, title III, Sec. 304, Oct. 17, 1986, 100 Stat. 1733.)

References in Text

The Comprehensive Environmental Response, Compensation, and Liability Act of 1980, and CERCLA, referred to in sub sec. (a) (1), (3), is Pub. L. 96-510, Dec. 11, 1980, 94 Stat. 2767, as amended, which is classified principally to chapter 103 (Sec. 9601 et seq.) of this title. For complete classification of this Act to the Code, see Short Title note set out under section 9601 of this title and Tables.

Section Referred to in Other Sections

This section is referred to in sections 11002, 11003, 11045, 11046, 11047, 11049 of this title.

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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 web sites, please go to the HSEM Web site for EPCRA information at:

<http://www.epcra.state.mn.us>

Notes