2014

Kentucky Emergency Response Commission (KERC)

Kentucky Emergency Management (KYEM)

KENTUCKY'S TAB Q-7 PLAN DEVELOPMENT GUIDANCE MANUAL

This guidance supersedes all previous instructions for development of SARA Title III - TAB Q-7 plans. This document provides instructions for completion of each section of the plan. All NEW or REVISED TAB Q-7 plans must meet these criteria.

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HAZMAT Planning Background

State Requirements

Under the federal Emergency Protection and Community Right to Know Act (EPCRA), each Local Emergency Planning Committee (LEPC) was required to develop an emergency response plan for hazardous materials response, and review it at least annually thereafter. Section 312 of EPCRA states that nothing in EPCRA will preempt any state or local law. Therefore, existing State Law governs local emergency management planning as long as it meets the requirements of EPCRA. Under State statutes and regulations, LEPC's assist facilities in developing comprehensive emergency facility plans to meet the response and recovery needs during emergencies involving hazardous chemicals. That guideline is being extended to include the LEPC's assistance in developing and reviewing local comprehensive emergency plans that include natural hazards, Incidents of National Significance, and technological and man-made hazards as well as those posed by hazardous materials. The Commonwealth of Kentucky mandates the use of the National Incident Management System (NIMS) for state and local response and recovery activities to any hazard. This must be reflected in your emergency operations plans.

Federal Requirements

The LEPC planning envisioned by the Environmental Protection Agency (EPA) for a Hazardous Materials incident, was intended to complement the existing planning that state law already required instead of creating a separate process. The LEPC did not develop a separate plan, but carried out the emergency planning requirements related to hazardous materials by adding a hazardous materials annex. In this way, the LEPC is an important resource useful to all local responders. In Kentucky these plans are known as TAB Q-7's. These plans were originally found in appendix Q of the County Emergency Operations Plan. Annex Q-7 was for facility emergency response and SARA Title III plans and were contained in TAB Q-7 of the annex. Hence, the name TAB Q-7 was applied in Kentucky to all Extremely Hazardous Substance (EHS) plans required under SARA Title III.

SARA Title III (TAB Q-7) Plans

EHS's have additional reporting and planning requirements beyond Tier2 reporting. Facilities having any of these chemicals in quantities greater than 500 pounds or the threshold planning quantity (TPQ) whichever is lower are required to notify the State Emergency Response Commission (SERC – also known as KERC or KERC) of the presence of these chemicals within sixty (60) days of the receipt of such chemicals. Within 30 days after notification the facility is required to provide emergency response planning information to the LEPC and assist the LEPC developing a Title III Plan (TAB Q-7) for all EHS's in excess of the TPQ In accordance with KRS 39E.150, the Plan will be included in the County's Emergency Operation Plan (EOP) hazardous materials appendix and shall emphasize a coordinated response by all local emergency response organizations.

The elements that need to be present in Kentucky's Title III Plans are listed in 106 KAR 1:091 and combine the Plan Provisions in Public Law 99-499 and several additional requirements of the Kentucky Emergency Response Commission (KERC). Those items are reviewed in the following sections.

What is the TAB Q-7 Plan Submission Process

New SARA Title III plans or existing SARA Title III Plans ("Plan") with technical changes require approval from a quorum of the KERC prior to their inclusion in the County EOP. The following steps are followed in the submission and approval process:

• The Plan must first be reviewed by the LEPC of the county in which the facility is located using the County Title III Plan Checklist ("Checklist").

• If the LEPC finds the Plan acceptable, the Checklist shall be signed by the LEPC Chair and the Plan and Checklist forwarded to the KYEM Regional Response Manager (RRM) for the county where the facility is located.

• The RRM will complete his/her portion of the Checklist and send both it and the Plan to the SARA Title III Planner for final review before presentation to the Emergency Planning and Response Committee ("Committee") of the KERC.

• The Planner will send a receipt notice to the RRM and the LEPC stating that the Plan has been recommended for approval and giving the dates of the KERC Committee and full KERC meetings. If the Planner does not approve the Plan it will be returned with comments to the RRM for correction by the preparer.

• New SARA Title III Plans and existing Plans with technical changes approved by the Committee shall be presented by the Committee Chair to the full KERC during the next scheduled meeting. The KERC currently meets bi-monthly on odd months. All meeting time and locations are posted in advance at: http://kyem.ky.gov/Pages/default.aspx

• If the KERC accepts the Title III Plan an approval letter signed by the Chairperson of the KERC will be sent to the LEPC, the KYEM RRM, and the County Judge/Executive. If the KERC does not accept the Plan as presented a disapproval letter will be sent to the LEPC and KYEM RRM.

The County Title III Plans Checklist was revised in 2006 (current version Feb 2014) to allow differentiation between administrative and technical changes made to Title III Plans. Administrative changes do not require approval by the KERC and a Checklist does not need to be prepared. The definitions of Administrative and Technical Changes are given below. A copy of the Checklist is provided in this manual see Table of Contents for exact location.

SARA Title III Plan Changes

Administrative Change Definition

Administrative changes are those changes that in themselves do not materially affect response operations in the event of a release of an extremely hazardous substance. These changes include: name change of the facility, changes to telephone numbers, personnel changes, and changes to the names or numbers of affected special facilities listed for a quadrant in the vulnerable zone (unless these changes are due to a change in the radius of the vulnerable zone).

Technical Change Definition

Technical changes are those changes that materially affect response operations in the event of a release of an extremely hazardous substance (EHS). These include changes to the type or quantity of EHS chemicals that may cause an increase or decrease in the radius of the vulnerable zone, and other changes that affect the size of the vulnerable zone. In the event of a change in the size of the vulnerable zone, corresponding sections of the Title III Plan such as Response Point, Staging Area, and Special Facilities should be reviewed to determine if and how the change has affected these sections. If Special Facilities have been added to or subtracted from quadrants due to the change in radius the drawing of the new radius should include these changes.

Facility Information – Federal Requirement

Facility Name & Address

List the complete facility name, street address. List the physical address, not the mailing address (if it is different), city, state, and zip.

Latitude / Longitude Coordinates

This is a mandated requirement, effective January 1, 2014 according to EPCRA Tier I and Tier II Inventory Forms Revisions Final Rule July 13, 2012 (77 FR 41300)

Facility Emergency Response Coordinator (FERC) – Federal Requirement

List the name and title of the primary Facility Emergency Response Coordinator (FERC).

FERC Communications

List all appropriate communication numbers for the FERC in the communications section, including but not limited to the following (one of the following numbers must provide 24-hour access to the FERC and be labeled as such):

- Office
- Fax
- Home
- Cell
- R Frequency
- Pager
- Website
- Email

Alternate FERC – Federal Requirement

List the name and title of at least one alternate Facility Emergency Response Coordinator (FERC).

Alternate FERC Communications

List all appropriate communication numbers for the alternate FERC in the communications section, including but not limited to the following (one of the following numbers must provide 24-hour access to the FERC and be labeled as such):

- Office
- Fax
- Home
- Cell
- R Frequency
- Pager
- Website
- Email

EHS Chemical Information – Federal Requirement

Complete the following fields for each qualifying hazardous substance located within the facility.

Name

Listing of the official chemical name is required. Listing the trade or common name of the chemical is optional. Many farm stores may wish to list the common names for the chemicals in addition to their chemical names.

UN ID

The United Nations Identification Number (UN ID #) is used for identification of chemicals during transportation. Most emergency response personnel are familiar with the system. Therefore, the UN ID #s are recommended for inclusion in the plans. A familiar reference book for the UN ID #s is the current edition of the Emergency Response Guidebook.

CAS

The Chemical Abstract Service (CAS) assigns numbers which are more definitive than the UN ID #s to chemicals. The CAS # MUST be included in the plan. These numbers are listed in Material Safety Data Sheets (MSDS), various publications (such as the List of Lists) which list hazardous chemicals, and in databases such as Computer Assisted Management of Emergency Operations (CAMEO).

Form

List the physical form in which the chemical(s) is/are normally used or stored (e.g., solid, liquid or gas).

Package Container

List size and type of container (e.g., 1# plastic can, 50# paper bag, 100# steel cylinder, 2.5 gal plastic jug, 80,000 gal bulk tank, etc.). This description will assist responders with identification of hazardous chemicals in the event they are called to the scene. Descriptions should match new Storage Types in Tier2Submitt2013.

Maximum Quantity

List the maximum quantity for each chemical at the facility at any one time. Maximum quantity must be expressed in pounds in order to facilitate response efforts on-scene. Responders use charts on-scene in-which chemicals are expressed in pounds. To avoid requiring responders to convert from gallons or other units during hectic response operations, all units must be converted to pounds during the planning process.

Health Hazard

Provide a brief health risk description for each EHS identified. A variety of responses are acceptable if they accurately convey the health hazard or risk. The NFPA 704 Marking System for health hazard where 0 indicates a minimum hazard and 4 indicates a maximum hazard may be used. Terms such as asphyxiate, oxidizer, poisonous, infectious, corrosive, etc. may be used.

Acute or **chronic** are NOT acceptable unless they are used in conjunction with other descriptive terms. A summary of the health hazard from the Material Safety Data Sheet (MSDS), current edition of the Emergency Response Guidebook, CAMEO, or other authorative sources must be included in addition to any of the previously listed systems for indicating the health risk/hazard.

In order to conserve space, an asterisk (*) may be inserted in the health risk column and at the left margin on the next line. This asterisk is followed by a summary of the health risk/hazard written across the entire page. Chemicals with the same health risk may be grouped together with the appropriate health risk summary written below them. Successive groups of chemicals may follow.

Facility Geography

Sketch of Facility and Storage Areas – Kentucky Requirement

A legible sketch of the facility must be included showing the layout of buildings, equipment, and the locations of all EHS's. The locations of EHS's must be provided to the Local Emergency Planning Committee (LEPC), the responding Fire Department, and the KERC. However, if requested by the facility, the drawing may be removed from the Plan prior to public inspection. A north arrow and the street name where access to the facility may be obtained must be shown.

The purpose of this section is to help responders who are unfamiliar with the facility locate the hazardous chemicals. An engineering drawing may be used if it clearly depicts the required information. However, engineering drawings usually do not provide the required clarity. A simple hand-drawn sketch is usually best. The sketch does not have to be drawn to scale so long as it meets the following four criteria:

(1) It must be legible.

(2) It must contain a north directional arrow.

(3) It must show the location of each EHS (If the facility desires to keep the location of the chemical secret for security reasons, this information may be deleted from the sketch if an explanation is provided). Tier2 Inventory Confidential Location Form Kentucky – 2013 is available online at: http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx

(4) It must show the access road (provide the name of the road).

Facility Response Point (RP) – Kentucky Requirement

The Facility Response Point is the place where the FERC will meet off-site response personnel. The RP may be at a designated point at the facility or at another location if the situation makes the first choice impractical.

Directions to RP

Directions to the RP from the facility must be included. Note: Include the following statement in this section. "The facility representative who meets off-site response personnel at the RP should have a copy of the facility Title III plan (TAB Q-7), the facility Contingency Plan (if required), appropriate MSDSs, and should be prepared to brief the responders on the current situation."

Staging Area – Kentucky Requirement

The staging area is the location where support vehicles, equipment, and personnel will report and await assignment by the incident commander. Staging areas should generally be located beyond the potential vulnerable zone or provisions should be made for selecting an alternate site in case the primary location proves impractical due to wind direction or some other factor. In some instances, staging areas may be co-located with a Special Facility if suitable alternate locations are designated to be used in the event the wind is moving toward the primary site. Do not select the facility parking lot as the staging area because it will generally be too close to the

point of release. The staging area should be within a three to five minute drive of the facility. This will permit motor vehicles to be staged at a safe distance from the facility.

Transportation Routes and Modes of Transportation – Federal Requirement

Directions from the county line to the facility for all suppliers of EHS's must be included. The primary transportation routes and modes of transportation must be described. List each primary route the chemicals will travel from the time they enter the county until they reach the facility. If chemicals are manufactured by the facility and shipped to other locations, list each primary route and mode of transportation. List hazardous points along the routes. Facilities which receive numerous chemicals from many sources may include a statement that the inclusion of each chemical is impractical and that a list of suppliers is maintained and may be inspected at the facility. The frequency of shipments is an optional item.

EHS Supplier Information

For each EHS supplier include: company name, address, and phone number.

Special Facilities Likely to be Affected – Federal Requirement

This section of the plan must include information on the type and quantity of chemical and other parameters used to determine the radius and the method (CAMEO or EPA Technical Guidance for Hazards Analysis 1987) with which the radius of the VZ was determined. Affected Special Facilities shall be notified and assistance provided because of their proximity to the incident or the effects the incident will have on them. No hard-and-fast rule for selection of Special Facilities can be given.

Vulnerable Zone (VZ)

The first step is to determine the area which may be affected by the release. The radius of the vulnerable (potentially impacted) zone around the facility must be determined. Radii are based upon the airborne release of EHS gasses or vaporized liquids or solids from the worst credible accident. The plan must state the radius of the vulnerable zone and how the radius was selected. All vulnerable zones will be determined by using guidance from Technical Guidance for Hazards Analysis (Green Book), CAMEO, or other appropriate modeling systems. **The U. S. Department of Transportation Emergency Response Guidebook will not be used to determine the radius of the vulnerable zone.**

VZ Base Map

A base map with the appropriate scale showing the designated radius of the vulnerable zone around the facility is required. The drawing needs to be divided into four quadrants labeled as A, B, C, D beginning in the northeast quadrant and proceeding in a clockwise direction.

VZ Example:

For example, the 2.9 miles radius of the vulnerable zone for a 150# cylinder of chlorine was selected from Technical Guidance for Hazards Analysis (Green Book). If the quantity of spilled chemical is known, the RADIUS of the affected area may be determined by using CAMEO, other appropriate U. S. Environmental Protection Agency approved modeling systems, Technical Guidance for Hazards Analysis, or other technical publications.

If CAMEO is used to calculate the radius of the maximum vulnerable zone for screening purposes, use F atmospheric stability, a wind speed of 3.4 miles per hour, and the appropriate rural or urban topography (See Technical Guidance for Hazards Analysis, Page 3-9, Step 3).

If Technical Guidance for Hazards Analysis is used to calculate the radius of the maximum vulnerable zone for screening purposes, use F atmospheric stability, a wind speed of 3.4 miles per hour, and the appropriate rural or urban topography (See Technical Guidance for Hazards Analysis, Page 3-9, Step 3). If the Level of Concern (LOC) is halfway between the values given in Exhibit 3-1 or Exhibit 3-2, use the smaller value which is to the left of the specified LOC. If the LOC is below the midpoint, use the smaller LOC which is to the left of the specified LOC. If the LOC is greater than the midpoint, use the LOC which is to the right of the specified LOC.

Worst Credible Release

A common sense approach must be taken when estimating the quantity of chemical which may be released. The release will not be based on the absolute worst case, but on the worst credible release. For example, if a facility has several tanks filled with a chemical, but the tanks are not interconnected, the worst credible release should be based on the largest single tank. However, if two or more of the tanks are interconnected in such a fashion that a rupture in any of the tanks would result in the release of the chemical from all interconnected tanks, the worst credible release should be based on the release of all the chemicals in the interconnected tanks.

If chemicals are stored on pallets in a farm store, a common sense approach must be used to determine the worst credible release. If a fork lift or truck, or something else, could cause an accident in which all or part of the chemicals could be spilled, the worst credible release must be used. It is not logical to assume only one container in a large palletized section would be spilled.

Note: Distances are based upon the airborne release of gasses or vaporized liquids or solids from the worst credible accident. In the event of fire, all chemicals in a facility could be released, resulting in hazards downwind at greater distances than for accidents involving only airborne releases. The materials involved in an accident may, by themselves, be non-hazardous. However, a combination of several materials or the involvement of a single material in a fire may produce serious health, fire or explosion hazards.

Quadrant Map

When the radius of the vulnerable zone has been determined, select a city or county map with a suitable scale and locate the facility on the map. Using the radius of the vulnerable zone which is measured on the map scale, draw a circle depicting the vulnerable zone. Divide the circle which is centered upon the facility into four quadrants by drawing lines on the north-south and the east-west axes. Beginning at the north axis and moving in a clockwise direction, designate the quadrants A through D.

The next step is to estimate the population of each quadrant and to make a list of all Special Facilities located within each quadrant. Include the population of the fixed facility in the total population of each quadrant because facility personnel must be evacuated or sheltered in place each time protective action is required. Note: The TOTAL population for each quadrant is composed of the resident population PLUS the population of the special facilities within the quadrant PLUS business and transient populations (e.g., stores, offices, small factories, airports, recreational areas, major transportation routes, etc.). Listing the population for each special facility is recommended, but is not required. If the population increases significantly because of ball games, concerts, or special events, this should be noted and the normal population listed in addition to the peak population.

The Special Facilities are located on the maps, if feasible, by indicating the location of each Special Facility and by designating them with consecutive numbers for each quadrant, (e.g. Quadrant A--1, 2, 3; Quadrant B--1, 2; Quadrant C--1, 2; Quadrant D--1, 2, 3...).

Special Facilities are usually more easily located on a city map than on a county map. However, the entire vulnerable zone usually cannot be shown on the city map. For these reasons, both city and county maps are usually used. If a Special Facility is shown on one map, it does not have to be shown on the other map.

For each quadrant the Total Population (residential and business) is required. Also the facility name, contact person and phone number for any Special Facilities within each quadrant must be provided. These facilities may include but are not limited to Schools, Day Cares, Nursing Homes, Hospitals, Factories and other businesses, Emergency Responders such as Police and Fire Departments, and Recreational Areas.

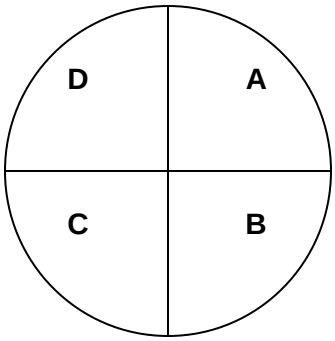
Special Facilities Example

The section may begin in this fashion.

The 2.9 mile radius of the vulnerable zone for chlorine was selected from the Technical Guidance for Hazards Analysis. Only one 150 lb. cylinder is used at any one time. Therefore, a release rate of 15 pounds per minute (# / min) was used to calculate the vulnerable zone.

Quadrant A: The total population of quadrant A is 7500.

1. Mildred Smith Middle School 606-276-1234
2. City Hospital 606-276-3761
3. Morningside Nursing Home (175) 606-276-9805



Quadrant B: The total population of quadrant B is 895

1. Coca Cola Bottling Plant (210) 606-276-9955
2. Green Truck Plant 606-276-5555

Quadrant C: The total population of quadrant C is 780

1. No Special Facilities

Quadrant D: The total population of quadrant D is 350

1. No Special Facilities

Protective Actions – Federal Requirement

State the protective actions (shelter-in-place or evacuation) that may be employed in the event of a release. Also information regarding who will determine what protective actions will be employed and how the public will be contacted – by phone, radio, television, etc. needs to be stated. Also provide the name of the individual(s) and/or agencies who will determine when the area is free of contaminants and when protective measures can cease. Include the name and location of the hospital that will be used for decontamination of persons exposed to hazardous chemicals. Be sure to check if the hospital can provide decontamination on a 24 hour seven day a week basis.

Public Protective Actions should consider both In-Place Sheltering and Evacuation. If both options are not to be considered, explain why only one will be chosen. If in-place sheltering will be considered as an option for protecting the public, statements similar to the following should be included in this section of the plan: the average rate for air change per hour (acph) in "average" American homes and office-type buildings under average conditions is 0.8 to 1.0 acph with doors and windows closed and ventilation systems closed down. "Leaky" buildings or average buildings exposed to severe weather conditions, with air change rates of 1.5 to 2.5 acph, may experience 45 to 65 percent of outdoor concentrations in 30 minutes. If a structure is exposed to a hazardous concentration for an extended period of time, the chemical concentration inside the structure may approach the outside concentration. Therefore, in-place sheltering is generally applicable for releases of short duration (30 min or less) and may have limited application for releases over a period of time in excess of one hour."

If evacuation is an option, briefly describe the situation or conditions which would prompt officials to order an evacuation. Give general procedures and routes which may be used for evacuations. If only one road is available for evacuation, this should be noted. If several evacuation routes are available, provide general instructions on how the routes will be selected at the time of the incident. Planners may reference existing evacuation plans for additional details on how evacuations will be carried out. If evacuation procedures are complex and generally different than the procedures existing plans, a separate plan may be added. Note: If other sections of the EOP are referenced, ensure the sections are adequate and current.

Describe all systems or procedures which will be used to warn the public and identify the agencies which will perform these tasks.

If shelters can be identified, list them. If shelters must be selected at the time of the incident, existing shelter plans may be referenced. Note: If other sections of the plan are referenced, ensure the sections are adequate and current.

Entry into evacuated areas will be restricted until officials determine it is permissible for authorized personnel to enter. Identify officials who will authorize reentry of an evacuated area, provide general criteria for determining when reentry can begin, and provide general procedures for reentry.

Local medical personnel should be aware of the chemicals used in the community. Provide a statement of the capability of local or area medical facilities to decontaminate and care for patients exposed to chemicals. If local facilities are unable to care for patients, discuss provisions for providing medical care to injured persons and list medical facilities to which patients will be taken. If medical facilities or other special facilities are forced to evacuate, discuss provisions for relocating medical personnel and patients.

Response Levels

Designation of Response Levels is optional for each community. Response Levels may be used to indicate the complexity of the incident, the number of responding organizations, the size of the affected area, and the severity of the hazard. Response Levels are classified as Level I, Level II, or Level III.

Level-I Emergency Condition Description

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

For Level-I emergencies contact Local response units: Fire Dept, Emergency Medical Services, Police Dept, Partial EOC Staff, Public Information Officer, and CHEMTREC and the National Response Center, if appropriate.

Level-II Limited Emergency Condition Description

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

For Level-II emergencies contact **All** agencies in Level-I plus: HAZMAT Teams, EOC Staff, Public Works Dept, Health Dept, Red Cross, County DES/EMA, State Police, and Public Utilities.

Level-III Full Emergency Condition Description

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/organizations.

For Level-III emergencies contact **All** Level-I and Level-II agencies plus the following, as needed: Mutual Aid, Fire, Police, Emergency Medical Agencies, state DES, NREPC, HSC, FCC, USEPA, USCG, ATSDR, FEMA, and OSC/RRT.

EMERGENCY EQUIPMENT ON HAND/TRAINING/EXERCISING – Federal Requirement

These three items must be discussed from the perspective of both the facility and the community. Each item may be discussed in the same paragraph or they may be separated into different paragraphs. For example planners may choose to discuss all three items from the facility's perspective and then repeat the discussions from the community's standpoint. Or planners may discuss each item individually in one single paragraph where both the facility and community capability is detailed.

Facility Emergency Equipment On-Hand

Provide a list of equipment available at the facility which could be used in the event of a hazardous materials incident. Equipment may range from detection devices (monitors) and simple items such as brooms, shovels and trash cans to sophisticated protective clothing and equipment. Any type of alarm which may signal a release should be listed. If the location, such as the chlorine feed room, where the chemical is stored or used can be closed off to retard the escape of the chemical in the event of a release, provide a description of the area and steps to be taken to retard the escape of the chemical. List any respirators or SCBAs on-site or available to on-site personnel. If the facility has EMS units or a fire department, they should be listed.

Community Emergency Equipment On-Hand

Equipment available to any of the community emergency response personnel may be listed or the Emergency Resource Inventory List (ERIL) may be referenced. Note: If other sections of the plan are referenced, ensure they are adequate and current.

Training of Facility Response Personnel

Provide a description of the training program in which facility personnel participate. Describe the training employees receive when they are initially assigned to a position. Give frequency and a brief description of refresher training programs. Discuss methods and agencies used to provide the basic training and refresher courses which keep employee certifications in effect. Local training programs should include response procedures for releases from facilities in the community.

Training of Community Response Personnel

Response agencies are subject to Kentucky Department of Labor Cabinet training requirements. Each state/local governmental agency or private response agency is responsible for assuring emergency response personnel receive adequate/appropriate hazardous materials training. Appropriate organizations or governments should maintain records of personnel completing training courses and refresher courses. List the level of training for response personnel (e.g., firefighters are trained through Kentucky Community and Technical College System (KCTCS) courses to First Responder Operational level). Indicate any specialized or advanced training personnel have received and the source of the training.

Facility Exercise Program

Provide a description of, and schedule for, the facility exercise program. Large manufacturing facilities frequently establish extensive drill/exercise programs. However, medium to small facilities usually do not have a drill or exercise program. If the facility has an exercise program, from monthly or quarterly safety meetings to less frequent exercises, list the frequency, type of activity, participants, and other information which helps to explain the exercise program. If they do not have an exercise program, include a statement that the facility will participate in hazardous materials exercises when requested by local officials. Of course, the statement must be endorsed by the facility.

Community Exercise Program

The community is encouraged to conduct hazardous materials exercises on a regular basis. However, the community must conduct exercises in compliance with State guidance if the community receives state or federal financial assistance. If the community does not have a different schedule in effect, it must at least meet the following schedule: Exercises may be conducted on a four-year cycle. Functional exercises may be conducted during three of the four years, but a full-scale exercise must be conducted during one year of the cycle. The community may choose the type of exercise and the exercise scenario. Local officials are encouraged to include hazardous materials problems in the exercises.

Spill: Containment / Clean-up / Disposal – Federal Requirement

If clean-up and disposal require compliance with Environmental and Public Protection Cabinet (E&PPC) regulations please include a statement to the affect that these regulations will be followed.

Spill Containment

Spill containment is critical and is usually within the control of the facility, unless a release occurs during transportation. External response organizations and clean-up contractors have limited capabilities to contain chemicals because the chemicals will generally have spread or vaporized before off-site agencies or contractors can arrive on site. Describe any procedures/systems in place to minimize the loss of chemicals during an unplanned release (e.g., dikes which will contain all of the chemical likely to be released have been erected around the storage tanks, drainage ditches that will divert the chemicals to a storage lagoon until they can be recovered, the chemical feed room can be closed off to retard the escape of the chemical, or absorbents are available for application to liquid spills to prevent the chemical from getting into sewer systems). If the chemicals vaporize immediately when released and containment is not possible, please note.

Spill Clean-Up

Provide general procedures for clean-up of released chemicals in order for response personnel (facility or external) to have ready guidance for coping with the release and to give plan evaluators an indication that personnel understand proper procedures for clean-up. Since rapid clean-up is not as critical as containment, external agencies may be sought for advice/guidance, or a contractor may be employed to clean-up the chemicals. Simple clean-up procedures such as scooping the spilled granulated or solid material into a plastic bag which is contained inside a steel recovery drum and held for proper recycling or disposal may be sufficient.

Spill Disposal

Explain how recovered materials will be disposed of by response personnel or by a clean-up contractor. Do not state they will be disposed of in accordance with NREPC or USEPA regulations unless details of the regulations are provided. If the facility has procedures in place for disposal, describe them. If procedures for disposal are not developed, the facility and local emergency response personnel are required to develop procedures which must be approved by Natural Resources and Environmental Protection Cabinet personnel prior to implementation of the plan. The NREPC regulates permitted facilities which may accept hazardous materials.

Note: Facilities are encouraged to list clean-up contractors who may be employed to assist with containment (if applicable), clean-up, and disposal operations in the event of a release at their facility.

Emergency Notification – Kentucky Requirement

The Tab Q-7 format contains a section which lists many emergency response agencies. This is provided as a guide and lists the minimum number of agencies which are usually involved in a hazardous materials release. Note: The Haz-mat Coord. listed in the Emergency Notification section of the Tab is the COMMUNITY Hazardous Materials Coordinator. Add any appropriate telephone numbers for your jurisdiction. If the vulnerable zone extends into an adjacent county or state, notification numbers for those jurisdictions must be included.

Local 24-hour Warning Number (LEPC) ……_____ - _____ - _____

Community HAZMAT Coordinator Day ……_____ - _____ - _____

Night ……_____ - _____ - _____

Alternate HAZMAT Coordinator Day ……_____ - _____ - _____

Night ……_____ - _____ - _____

Local EM Director Day ……_____ - _____ - _____

Night ……_____ - _____ - _____

KYEM Regional Response Manager ……_____ - _____ - _____

Local Fire Department ……_____ - _____ - _____

Local Police Department ……_____ - _____ - _____

Local Rescue Squad ……_____ - _____ - _____

Local Ambulance ……_____ - _____ - _____

Local Emergency Planning Committee Chair ……_____ - _____ - _____

Kentucky Emergency Response Commission (KERC) …… 1-502-607-1682

Environmental & Public Prot. Cabinet (E&PPC) …… 502-564-2380

(24 Hour Hotline) …… 1-800-928-2380

National Response Center (NRC) …… 1-800-424-8802

U.S. Environmental Protection Agency (EPA) Hotline…… 1-800-424-9346

State Fire Marshall…… 502-573-0382

State 24-hour warning point for HAZMAT Spill Notification …… 1-800-255-2587

Chemtrec…… 1-800-424-9300

Kentucky State Police…….. 502-782-1800

KYEM contact and Web Page Information

Web Pages:

http://kyem.ky.gov/Pages/default.aspx

http://kyem.ky.gov/teams/Pages/CERC.aspx

http://kyem.ky.gov/Pages/LEPC.aspx

http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx

Mailing Address:

Kentucky Emergency Response Commission
C/o KERC Grant Manager
EOC, Boone National Guard Center
100 Minuteman Parkway
Frankfort, KY 40601

Acronyms

ACPH:	Air Change Per Hour
ATSDR:	Agency for Toxic Substances and Disease Registry
CAMEO:	Computer-Aided Management of Emergency Operations
CAS #:	Chemical Abstract Service
KERC:	Commonwealth Emergency Response Commission
CERCLA:	Comprehensive Environmental Response Compensation and Liability Act
CFR:	Code of Federal Regulations
DOT-HMEP:	Department of Transportation – Hazardous Materials Energy Preparedness
EHS:	Extremely Hazardous Substance
EMS:	Emergency Medical Service
EOC:	Emergency Operations Center
EOP:	Emergency Operations Plan
EPA:	Environmental Protection Agency
EPCRA:	Emergency Protection and Community Right to Know Act
ERIL:	Emergency Resource Inventory List
FCC:	Federal Communications Commission
FEMA:	Federal Emergency Management Agency
FERC:	Facility Emergency Response Coordinator

HAZMAT:	Hazardous Materials
HSC:	Highway Safety Commission
KAR:	Kentucky Administrative Regulations
KCTCS:	Kentucky Community and Technical College System
KRS:	Kentucky Revised Statutes
KYDEP-ERT:	KY Department for Environmental Protection Environmental Response Team
KYEM:	Kentucky Emergency Management
KERC:	Kentucky Emergency Response Commission
LEPC:	Local Emergency Planning Committee
LOC:	Level of Concern
LOL:	List of Lists
MSDS:	Material Safety Data Sheet
NIMS:	National Incident Management System
NREPC:	Natural Resources and Environmental Protection Cabinet
OSHA:	Occupational Safety and Health Administration
RMP:	Risk Management Plan
RQ:	Reporting Quantity
RP:	Response Point
SARA:	Superfund Amendment and Reauthorization Act
SCBA's:	Self-Contained Breathing Apparatus
SERC:	State Emergency Response Commission
TAB Q-7:	EHS Facility Emergency Response Plan
TPQ:	Threshold Planning Quantity
UN ID#:	United Nations Identification Number
USC:	United States Code
USCG:	United States Coast Guard
USEPA:	United States Environmental Protection Agency
VZ:	Vulnerable Zone

_____ COUNTY TITLE III PLANS CHECKLIST

FACILITY _____ TAB NO. _____	LEPC		RRM		KERC	
	Y	N	Y	N	Y	N
ADMINISTRATIVE INFORMATION						
General						
1. Are the facility TAB Q and page numbers provided in the center of the footer?						
2. Are the county number, change number, and year of change provided on the right side of the footer?						
Facility Map						
1. Is a map of the facility included?						
2. Is/are drawing(s) of facility legible, show directional arrow, location of EHS, and access road?						
Response Point/Staging Area						
1. Is the response point (RP) identified?						
2. If the staging area is in the vulnerable zone, is an alternate staging area discussed?						
Transportation Routes						
1. Are primary transportation routes from the County line to the facility identified?						
2. Are major Suppliers and telephone numbers identified?						
Protective Actions						
1. As a minimum, are the protective actions Shelter-In-Place (SIP) and Evacuation of off-site populations discussed?						
2. Are procedures for alerting/warning the public provided?						
3. Are officials who may authorize reentry of an evacuated area identified?						
4. Does the plan contain a statement of the capability of the area medical facilities to decontaminate and provide care to victims?						
5. Is available emergency equipment listed?						
6. Is employee training discussed?						
Emergency Equipment on Hand/Training/Exercising						
1. Does the plan discuss an exercise program for the facility?						
2. Does the plan discuss an exercise program for the community?						
3. Is available emergency equipment listed or referenced?						
4. Does the plan describe the training level(s) of community response personnel?						
5. Does the plan describe the training level(s) of facility response personnel?						
Spill Containment/Clean-Up/Disposal						
1. Are procedures provided for containment of released substances?						
2. Are procedures provided for clean-up of spills?						
3. Does the plan contain provisions for recycling or development of E&PPC approved disposal plan, if required?						
4. Are appropriate emergency notification numbers listed? NOTE: All numbers may not be needed.						

FACILITY _____ _____ TAB NO. _____	LEPC		RRM		CERC	
	Y	N	Y	N	Y	N
Special Facilities Information						
1. Is a map with a scale provided showing the location of the facility, the radius of the vulnerable zone, and the locations of special facilities within the radius (if limited enough to be shown)?						
2. Is the radius map divided into four quadrants labeled as A,B,C,D with A in the northeast quadrant and the remaining letters increasing clockwise?						
3. Are special facilities within each quadrant identified?						
4. Are contacts provided for special facilities?						
5. Is the population of each quadrant listed?						
TECHNICAL INFORMATION						
1. Are the radius of the vulnerable zone and the procedure used to select the radius identified?						
2. Is the type and quantity of the chemical used to determine the vulnerable zone identified?						
TECHNICAL CHANGES						
1. Have the types or quantities of EHS chemicals stored on site changed?						
2. Has the radius of the vulnerable zone changed?						
3. If the radius has changed?						
a. Has a new radius drawing been provided?						
b. Are changes to affected Special Facilities and associated populations shown on the drawing (if limited enough) and/or provided in the Plan ?						
c. Have the Staging or Response points changed?						

17. GENERAL COMMENTS:

REVIEWED AND APPROVED ON _____ _____ (Month/Day) (Year) BY _____ CO. LEPC

LEPC CHAIRPERSON _____ DATE _____

REVIEWED BY KYEM RRM _____ DATE _____

REVIEWED BY KYEM STAFF _____ DATE _____

TAB Q-7-____
(COVERED FACILITY NAME)

FACILITY NAME	FACILITY EMERGENCY RESPONSE COORDINATOR	COMMUNICATIONS
(Facility Name)	Name:	Office#
(Street Address)	Title:	FAX #
		Home #
(City, State & Zip)		R.Freq.
		Cell #
(Latitude / Longitude)		Pager #
	ALTERNATE FACILITY RESPONSE COORDINATOR	
	Name:	Office #
	Title:	FAX #
		Home #
		R.Freq.
		Cell #
		Pager #

HAZARDOUS CHEMICAL(S)

NAME	UN ID # CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD

*** HEALTH HAZARD:**

SKETCH OF FACILITY AND STORAGE AREAS:

FACILITY RESPONSE POINT (RP) AND DIRECTIONS:

STAGING AREA:

TRANSPORTATION ROUTES AND MODES OF TRANSPORTATION:

SPECIAL FACILITIES:

PROTECTIVE ACTIONS:

EMERGENCY EQUIPMENT ON-HAND/TRAINING/EXERCISING:

SPILL CONTAINMENT/CLEAN-UP DISPOSAL:

EMERGENCY NOTIFICATION LIST

Local 24-hr. Warning Number					-	-
State 24-hour warning point for HAZMAT Spill Notification					1-800-255-2587	
Local Emergency Planning Committee Chair		-	-	or	-	-
Kentucky Emergency Response Commission (KERC)					502-607-1682	
Community HAZMAT Coordinator	(Day)	-	-	or	-	-
	(Night)	-	-	or	-	-
Alternate HAZMAT Coordinator	(Day)	-	-	or	-	-
	(Night)	-	-	or	-	-
		Local Fire Dept.			-	-
		Local Police Dept.			-	-
Local EM Director	(Day)	-	-	or	-	-
	(Night)	-	-	or	-	-
	Rescue	-	-	or	-	-
	Ambulance	-	-	or	-	-
KYEM Regional Response Manager (RRM)				(O)	-	-
				(H)	-	-
Environmental and Public Protection Cabinet (E&PPC)					502-564-2380	
24 Hour Hotline					1-800-928-2380	
National Response Center (NRC)					1-800-424-8802	
U. S. Environmental Protection Agency (EPA) Hotline					1-800-424-9346	
10:00 a.m. – 3:00 p.m. EST, Mon. – Thurs.						
State Fire Marshal					502-573-0382	
CHEMTREC					1-800-424-9300	
Kentucky State Police					502-782-1800	

Example: GENERIC TAB Q PLAN

TAB Q-7-25

COVERED FACILITIES

FACILITY NAME	FAC EMERG RESP COORD	COMMUNICATIONS
The XYZ Treatment Plant 908 Industrial Way Bowling Green, KY 42103	Rich Lester Title: Branch MNGR	Office# 270-555-6432 Cell #: 270-555-7630 Fax #: 270-550-9894

ALTERNATE
FAC EMERG RESP COORD

Jeremy Quest Title: Asst. Mgr.	Office #: 270-783-3058 Cell #: 270-791-6871 Fax #: 270-780-9894

HAZARDOUS CHEMICAL (S)

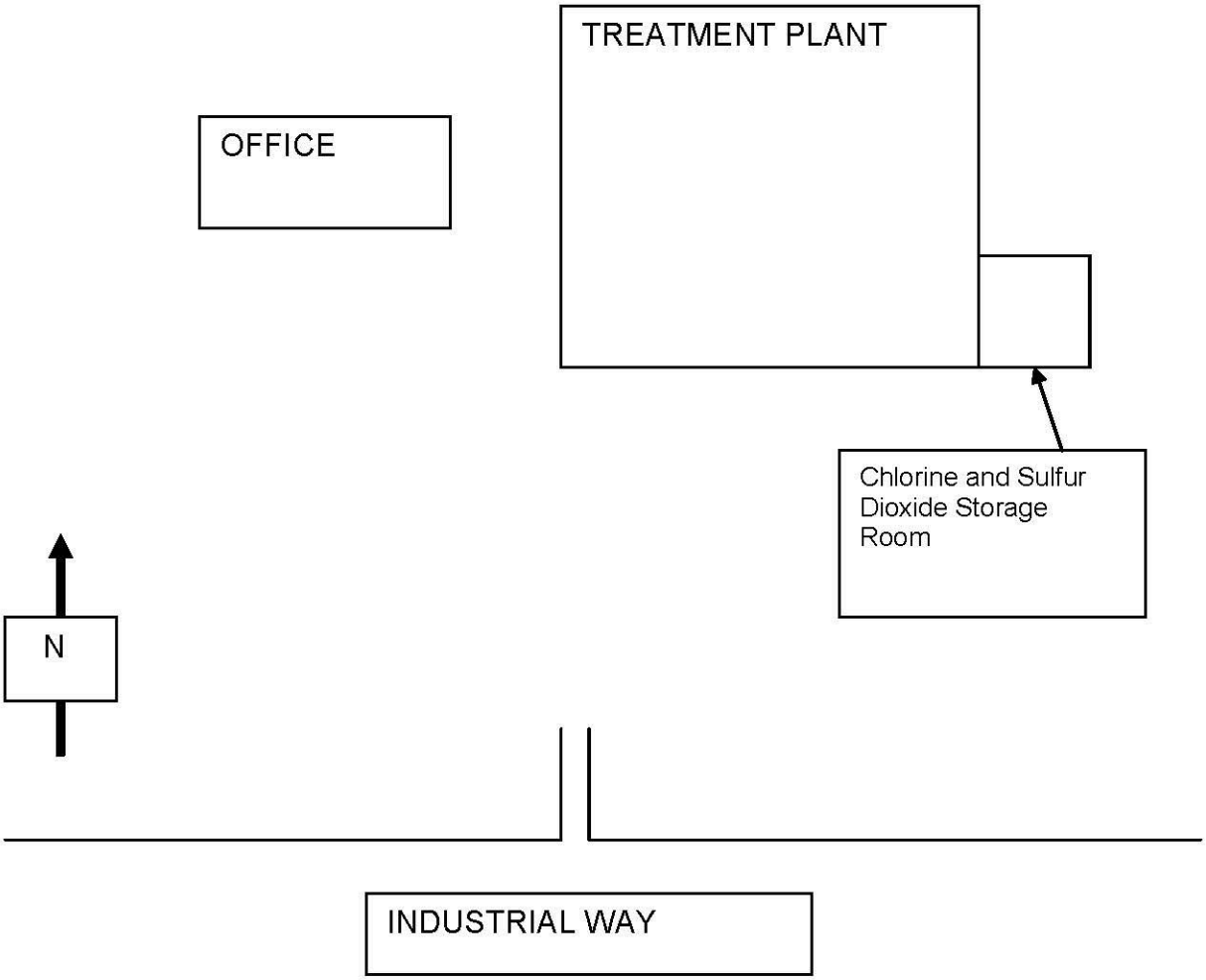
NAME	UN ID# CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD
Chlorine	1017 7782-50-5	Liquid/ Gas	2000lB & 150lb. cylinders	15,000lbs	Toxic

HEALTH HAZARD: **TOXIC; may be fatal if inhaled or absorbed through the skin.** Fire will produce irritating, corrosive, and/or toxic gases. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Runoff from fire may cause pollution. (2004 Emergency Response Guide)

NAME	UN ID# CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD
Sulfur Dioxide	1079 7446-09-5	Gas	150lb. Cylinders	2400lbs	Toxic

*HEALTH HAZARD: **TOXIC; may be fatal if inhaled, ingested or absorbed through the skin.** Vapors are extremely irritating and corrosive. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Fire will produce irritating, corrosive and/or toxic gases. Runoff from fire control may cause pollution. (2004 Emergency Response Guide).

SKETCH OF FACILITY AND STORAGE AREAS



FACILITY RESPONSE POINT (RP) AND DIRECTIONS: Due to the toxic nature of this chemical and based on the prevailing winds from the southwest to the northeast, the response point will be in the parking lot of the Knights of Columbus building at 1700 Production Blvd. An immediate assessment will need to be made of wind direction to determine if a change of Response Point needs to be made.

STAGING AREA: Two staging areas have been set depending on wind direction. Staging Area 1 is at the intersection of Airway Court and Searcy Way. Staging Area 2 is in the parking lot of J. C. Kirby Funeral Home at 300 Production Court. All secondary responders will check with initial response team to determine the proper staging area.

TRANSPORTATION ROUTES AND MODES OF TRANSPORTATION

Supplier: UNIVAR 1-800-947-9264
4600 Dues Dr.
Cincinnati, OH 45246

Modes of Transport: Transported by Flat bed truck

Routes: Interstate I-65 to Exit 26, then rt. 800 (Lovers Lane) to Industrial Way

Handling: Cylinders are moved from truck to storage via fork lift.

Frequent Shipping: Monthly

SPECIAL FACILITIES LIKELY TO BE AFFECTED BY A RELEASE:

Using Cameo V1.1.2 a 3.1 mile radius was determined for the vulnerable zone based on a 2000 pound release of chlorine in an urban setting with windspeed of 3.4 miles per hour.

QUADRANT A. Total Population 2,000

#	FACILITY	CONTACT	PHONE #
A1.	Warren County School Board	J. Almond	270-555-5150
A2.	Spiro Kereiakes Park	R. Walnut	270-555-0000
A3.	Academy for Little People	B. Chesnut	270-555-5437
A4.	Northside Free Will Day Care	C. Macadamia	270-555-3579
A5.	Indian Hills Country Club	B. Cashew	270-555-8256
A6.	Rivendell	P. Peanut	270-555-1199
A7.	Northgate Shopping Center	Manager	270-555-0587
A8.	American Sunroof (124)	B. Bop	270-555-0590
A9.	Kids World Child Care	T. Tamarind	270-555-5500

QUADRANT B. Total Population 3,500

#	FACILITY	CONTACT	PHONE #
B1.	Cumberland Trace Elementary	Bob Smith	270-555-1356
B2.	Greenwood High School	Jane Doe	270-555-3627
B3.	Fruit of the Loom Headquarters	John James	270-555-6400
B4.	Fruit of the Loom Dist. Center	Pan T. Waist	270-555-0070

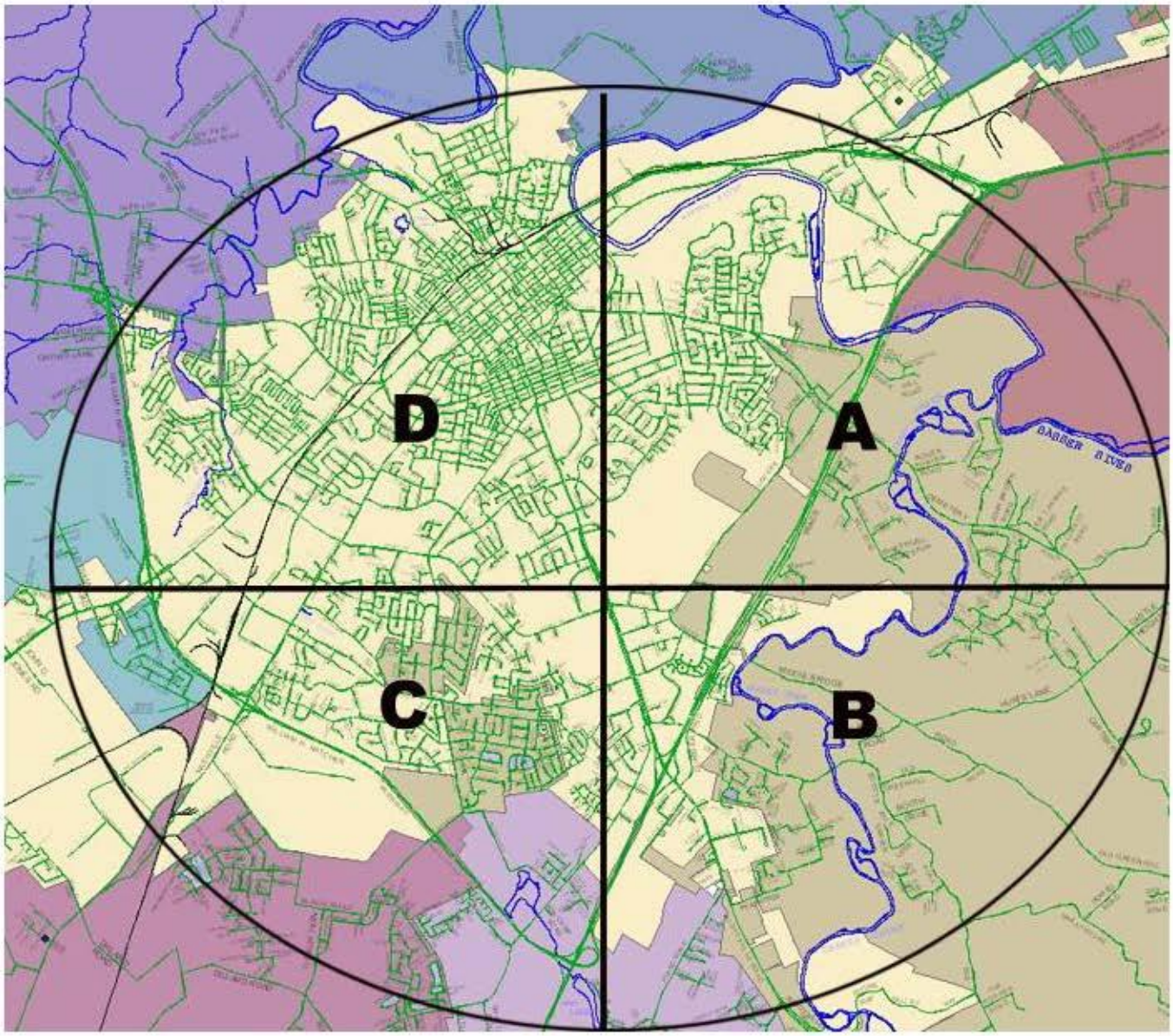
QUADRANT C. Total Population 2,500

#	FACILITY	CONTACT	PHONE #
C1.	University Church of Christ	B. Good	270-555-8804
C2.	Anchored Christian School	P. Eye	270-555-9077
C3.	Lost River Elementary	W. Robinson	270-555-0334
C4.	Drakes Creek Middle School	H. Finn	270-555-0165
C5.	Scottsville Road Baptist Day Care	O. Roberts	270-555-0109
C6.	B.G. Retirement Village	O.L. Mann	270-555-5433
C7.	Western KY Ag Center	I.M. Pigg	270-555-3542

QUADRANT D. Total Population 2,000

#	FACILITY	CONTACT	PHONE#
D1.	Reservoir Park Health	G. Gate	270-555-1400
D2.	B.G. Parks & Recreation	B. Links	270-555-3249
D3.	Parker Bennett Community Center	P. Bennett	270-555-3310
D4.	Urgent Care	A. Sap	270-555-3910
D5.	Airport Fire Station	W. Hose	270-555-5608

QUADRANT MAP
Radius of Vulnerable Zone = 3.1 miles



N
W E
S

Scale: 1 inch=1 mile

If the number of Special Facilities is limited enough place them on the map.

TAB-Q-7-25-5 COUNTY:

PROTECTIVE ACTIONS: In Place Sheltering may be directed by local officials following consultation with EM personnel, BGFD and other technically qualified authorities. This option may be chosen if the release is expected to be of short duration and the concentration is not judged to be extremely hazardous, because of inclement weather, or there is not enough time to safely evacuate the threatened area. Citizens will be advised to go indoors, close all windows and vents to the outside of the building, turn off all air conditioners and fans and to fill cracks where the outside air may enter. Evacuation areas of off-site population will be determined by wind direction and directed by the Incident Commander. Offsite population will be warned by "The Communicator", Community Outdoor Warning System (COWS) or the Community Alert Live Voice Emergency System (CALVES). If a release occurs, on site personnel will be evacuated to a shelter designated by company management. Evacuation of the area will be conducted in conformance with Annex EE of the Warren County Emergency Operations Plan. Reentry to the evacuated area may be authorized by the Incident Commander with consultation with local officials and/or EM personnel at the scene.

The Bowling Green Fire Department will handle all decontamination of on-site and off-site personnel. The Medical Center Ambulance Service will handle all patient/medical care and assist in the decontamination process.

EMERGENCY EQUIPMENT ON HAND/TRAINING/EXERCISING: XYZ Treatment Plant personnel have Air Packs available and annual training is conducted for all employees on self contained breathing apparatus. Chlorine emergency repair Kit "B" for 1 ton cylinders and containment packs for 150lb. cylinders will be available and proper training of their use will be conducted for all employees.

The Bowling Green Fire Department personnel are trained to Technician Level for Hazardous Materials response. Other emergency response personnel of the city and county receive on-going training including annual refresher training in OSHA response standards and other relevant hazardous material training. See Emergency Resource Inventory Listing page ERIL-K-1 in the Warren County Emergency Operations Plan.

The personnel of XYZ Treatment Plant will participate annually in any exercise conducted by the Bowling Green Fire Department, Emergency Management, Bowling Green Warren County Emergency Planning Committee and other departments.

SPILL CONTAINMENT/CLEAN-UP/DISPOSAL: Chlorine can be absorbed in alkaline solution- **DO NOT PUT WATER ON CHLORINE LEAK**. Common solutions are caustic soda or soda ash. One ton cylinder requires 2,500 Lbs. caustic soda mixed with 800 gallons of water, or 6,000 Lbs of soda ash mixed with 2,000 gal. A water spray may be directed at the vapors, not the point of leak, to reduce vapors and maintain the Chlorine cloud to as small of an area as possible. Disposal will be accomplished by the facility and local emergency response/cleanup personnel developing procedures that must be approved by the Kentucky Environmental and Public Protection Cabinet.

EMERGENCY NOTIFICATION

Local 24 hr. warning number		911or 270-393-4000
Haz-Mat Coordinator		270-393-3608
Alt. Coordinator		270-393-4244
Bowling Green Fire Department		911or 270-393-3608
Warren County Sheriff's Office		270-842-1633
Emergency Management Director	(O) (H)	270-781-8776 270-843-1852
Local Emergency Planning Committee		270-846-2488
BG/Warren Co. Rescue		270-783-3030
Medical Center Ambulance		911or 270-745-1204
KY Emergency Response Commission (KERC)		1-800-255-2587 502-607-1682
Kentucky EM Area Manager	(O) (E)	270-746-7843 1-800-255-2587
Environmental & Public Prot. Cabinet (E&PPC) (24 Hour Hotline)		502-564-2380 1-800-928-2380
National Response Center (NRC)		1-800-424-8802
Envir. Prot. Agency (EPA) Hotline		1-800-424-9346
State Fire Marshall (24 Hours)		502-573-0382 1-800-255-2587
Chemtrec		1-800-424-9300
Kentucky State Police		270-782-2010

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