

**FIXED FACILITY
WORKER PROTECTION EMERGENCY RESPONSE PLAN GUIDE**

BACKGROUND

On March 6, 1990, the New Jersey Department of Health (NJDOH), Public Employees Occupational Safety and Health Act (PEOSHA) adopted the "Hazardous Waste Operations and Emergency Response" Standard (29 CFR 1910.120). New Jersey public employers must comply with the provisions of this standard, which detail health and safety requirements for public employees who work with, clean up, or are likely to be exposed during an uncontrolled hazardous substance release.

Section (q) (2), of this Standard, requires that employers develop and implement a written Emergency Response Plan (ERP) to protect the health and safety of employees. Fixed facilities must develop an ERP when hazardous substances are used, stored, disposed of, placed, or otherwise located at the facility, which could result in an uncontrolled release or a potential release and have employees who are engaged in emergency response activities.

Employers who will evacuate their employees from the danger area when the emergency occurs, and who do not permit any of their employees to assist in the handling of the emergency, are exempt from the ERP requirements but they must develop an Emergency Action Plan in accordance with 29 CFR 1910.38 (a).

To assist employers in achieving compliance with the ERP requirements, the NJDOH, PEOSH Program has developed this Fixed Facility Worker Protection ERP Guide. Your facility is not required to use this ERP Guide, however, a written ERP must be developed to comply with 29 CFR 1910.120 (q) (2).

INSTRUCTIONS

If you choose to use this ERP Guide, the PEOSH Program recommends the following actions be taken:

1. This Fixed Facility Worker Protection ERP Guide should be completed by the individual (s) who is the most knowledgeable in the response procedures to hazardous material (s) at this facility.
2. Sections of the New Jersey Department of Environmental Protection's Toxic Catastrophe Prevention Act (TCPA), Emergency Response Program (N.J.A.C. 7:31-3.10) that addresses worker health and safety, may be referred or attached to this ERP Guide to avoid duplication, ONLY if the health and safety sections meet the requirements of 29 CFR 1910.120 (q) (2). This information can be noted in the applicable sections of the Guide.
3. Once this ERP Guide is completed, the procedures outlined in it must be implemented and reviewed with affected employees.
4. Do not send this ERP Guide to the NJDOH PEOSH Program, but keep it on file and make available in the event of a PEOSH inspection.
5. If further assistance regarding the development of an Emergency Response Plan is required, contact the NJDOH, PEOSH Program at (609) 984-1863.
6. If further assistance regarding the development of an Emergency Action Plan is required, contact the New Jersey Department of Labor, PEOSH Program at (609) 633-3896.

**FIXED FACILITY
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The Fixed Facility Worker Protection Emergency Response Plan Guide for:

(Facility Name/Address)

Prepared by:

(Name)

(Title)

(Date of Preparation)

This Fixed Facility Worker Protection Emergency Response Plan Guide is designed to address employee health and safety protection during facility hazardous materials (HazMat) releases as required in 29 CFR 1910.120 (q) the “Hazardous Waste Operations and Emergency Response” standard. The content of this guide will be communicated to all employees and be implemented prior to and during hazardous material (s) incidents.

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PEOSH 29 CFR 1910.120**

I. Pre-emergency planning and coordination with outside parties:

- A. This facility is responsible for providing the following services/resources or rely on other agencies during a facility HazMat incident (e.g. terminating releases, confining chemical runoff, providing support including earth moving equipment, medical services, decontamination, etc.):

FACILITY	SERVICES/RESOURCES PROVIDED
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1. Facility:	_____

2. Outside Responding Departments:	_____

3. Contract Agencies:	_____

4. Governmental Agencies:	_____

5. Others:	_____

6. The above information is contained in the TCPA Emergency Response Program is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

- B. A list of HazMat used and/or stored at this facility which could result in an uncontrolled release along with the approximate quantities of each substance include:

SUBSTANCE	LOCATION	QUANTITY
_____	_____	_____
_____	_____	_____

- The above information is contained in the New Jersey Right-To-Know Survey(s) and is attached _____ or are easily accessible for review _____. (CHECK APPROPRIATE RESPONSE)

AND/OR

- The above information is contained in the TCPA emergency response program and is ___ attached OR ___ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

C. Upon detection of an uncontrolled HazMat release, (Name/Title) _____ and/or _____ will be notified at _____/_____ (Phone #s). This person(s) will initiate the response by contacting the following employees and/or agencies listed below and by using the following devices as appropriate:

	NAME	PHONE NUMBER/DEVICES
1.	Facility Employee(s):	
	_____	_____
	_____	_____
2.	Responding Department (s)	
	- Fire Department (s):	
	_____	_____
	_____	_____
	- Police Department (s):	
	_____	_____
	_____	_____
	- EMS/First Aid Squad:	
	_____	_____
	_____	_____
	- Department of Public Works:	
	_____	_____
	_____	_____
	- Local/County Health Department:	
	_____	_____
	_____	_____

3. County HazMat Team

4. NJDEP (609) 292-7172
 5. CHEMTREC (800) 424-9300
 6. Others _____

7. The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK RESPONSE)

D. A detailed description of the notification process, as it applies to facility personnel, is described below:

* The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

E. The following information will be obtained, to the greatest extent possible, prior to contacting the agencies listed above:

1. Obtain wind direction and wind speed,
2. Attempt to verify correct name and spelling of hazardous material (s) involved,
3. Attempt to determine the form of the material (solid, liquid, gas, etc),
4. Attempt to verify the specific location of the release, and
5. Plan a route of approach from an upwind direction only.

II. Personnel roles, lines of authority, training and communication:

Ila. Chain of Command:

A. In the event of a HazMat incident, the following facility responding personnel and alternates (if applicable) are responsible for functions as indicated below: (Indicate N/A where functions are not conducted by facility employees.)

2. First Responder Operations Level (Where Applicable):

_____	_____
_____	_____
(NAMES)	(TITLES)

3. Hazardous Materials Technician/Specialist (Where Applicable):

_____	_____
_____	_____
(NAMES)	(TITLES)

4. On-scene Incident Commander (Where Applicable)

_____	_____
_____	_____
(NAMES)	(TITLES)

B. Refresher training is provided to all facility personnel or competency is demonstrated at least annually.

C. No facility personnel will engage in response activities beyond their respective level of training and/or equipment available.

D. All HazMat Team members/Specialists have received baseline physical examinations and are enrolled in medical monitoring. Personnel that develop signs and symptoms resulting from an exposure to a hazardous substance receive medical consultation. Medical examinations and consultations are given to applicable personnel at least once every twelve months unless attending physician indicates otherwise.

Iic. Communications:

A. Procedures for effective communication and emergency alerting, between facility personnel during a HazMat incident, will be established and maintained using the following devices: (Circle/list all that apply)

Radios (frequency/channel)

_____	_____
_____	_____

Audible Devices (Circle/List as appropriate)

- bells
- megaphones
- whistles
- telephones
- compressed air horns
- sirens
- site alarms
- other _____

Visual Signals (Circle/List as appropriate)

- flags
- hand signals
- other _____
- lights
- signal Boards

B. A detailed description of the communication system and how it is implemented is as follows:

* The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

C. During a HazMat incident, external communication with outside parties and the community will also be maintained.

IId. Emergency alerting and response procedures:

A. During the HazMat response, appropriate emergency notification and alerting procedures will be implemented when necessary (e.g. fire, explosion, injury/overexposure, significant chemical release and/or other emergency situations).

B. The following describes procedures for notifying facility responding personnel of on-site emergencies:

* The above information is contained in TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

C. Facility responding personnel will be informed of these alerting procedures at the onset of each incident by _____.
(Name/Title

D. Upon notification, facility responding personnel involved in response activities will adhere to the following: (Circle/list all that will be adhered to)

1. Stop work until further instructions are received
2. Lower background noise in order to speed communications
3. Implement emergency instructions received
4. Evacuate responding personnel (if required)
5. Other _____

III. Emergency recognition and prevention:

A. At the onset of the response, the following information will be used to assist facility responding personnel in determining the substance (s) released or evaluating the hazard potential: (Circle/list all that apply)

1. SARA Title III - 302 Guidance Documents
2. USDOT Emergency Response Guidebook
3. Material Safety Data Sheet (s) (MSDS)
4. NJDOH Hazardous Substance Fact Sheet (s)
5. NJDOH Right-To-Know Surveys
6. Placard identification
7. Manifests
8. Information obtained from CHEMTREC
9. Information gained from personnel interviews
10. Information obtained from involved tank/box truck hauler
11. Other _____

B. Facility responding personnel will be notified of the identity, associated health hazards, physical and chemical properties, and other available information, of the released substance (s) prior to entering each HazMat incident. This will be accomplished using pre-entry briefings with all responders using the following appropriate references: (Circle/list all that apply)

1. USDOT Emergency Response Guidebook
2. Material Safety Data Sheet (s)
3. NJDOH Hazardous Substance Fact Sheet (s)
4. NIOSH Pocket Guide to Chemical Hazards
5. ACGIH Threshold Limit Values and Biological Exposure Indices
6. Community Right-To-Know Survey (s)
7. Other _____

C. During a HazMat incident, facility responding personnel will take appropriate steps to prevent further emergencies (e.g. responder injuries, explosions, etc.) as follows: (Circle/list steps taken)

1. Approach from upwind with PPE
2. Eliminate all ignition sources
3. Bonding and grounding
4. Control/limit access to hot zone
5. Communicate with Incident Commander prior to taking actions
6. Other _____
7. Not applicable: No facility personnel engage in the activities outlined in SECTION (III) (c)

IV. Safe distances and places of refuge:

A. Command centers, work zones, staging areas, safe distances and places of refuge for facility responding personnel will be established during each HazMat incident.

B. During a HazMat incident, each of the hot, warm and cold zones will be established based on site conditions. The following information will be considered in establishing these zones:

1. Wind direction
2. Environmental conditions
3. Quantity, properties, extent, height, rate and method of release
4. Population areas
5. Transportations routes
6. Other _____
7. Not applicable: No facility personnel engage in the activities outlined in Section (IV) (B) (5).

C. Facility responding personnel will be informed of these zones by the _____(Name/Title) at the onset of each HazMat incident. These zones will be clearly marked using following methods: (Circle/list all that apply)

1. Markers
2. Barricade tape/fences
3. Flags
4. Signs
5. Maps
6. Other _____
7. Not applicable: No facility personnel engage in the activities outlined in SECTION (IV) (C)

D. Sitting/resting areas will be marked and located in safe areas. Facility responding personnel will be informed where these areas have been established and will maintain communication with the Emergency Operations Center (EOC).

V. Site security and control:

A. The number of facility responding personnel (depending on training level, appropriate PPE and/or equipment) entering each zone will be limited and controlled by _____ (Name/Title).

B. The buddy system will be used by all facility responding personnel when working in the hot zone. Back-up personnel, with appropriate training and equipment, will also be available to provide rapid assistance to personnel in the event of an emergency.

C. The following methods will be used to maintain site security and control during each HazMat incident based on site location and conditions: (Circle/list all that apply)

1. Barricade tape
2. Portable fences
3. Signs
4. Communication devices
5. Other_____
6. Not Applicable: No facility personnel engage in the activities outlined in Section (V) (C)

VI. Personal protective equipment (PPE) and emergency equipment:

A. All facility responding personnel entering the warm and hot zone will wear PPE appropriate to the hazards present (where applicable).

B. Adequate PPE and chemical protective clothing will be worn to protect the respiratory system, skin, eyes, face, hands, feet, head, body and hearing against chemical, physical, and biological hazards encountered during each HazMat incident.

C. _____(List Name/Title or N/A) will determine which PPE will be selected based on the type and quantity of each substance released and environmental conditions.

- D. Positive pressure self-controlled breathing apparatus (SCBAs) will be worn by all facility responding personnel entering the hot zone until air monitoring indicates that a reduced level of respiratory protection can be safely worn (where applicable).
- E. During each HazMat incident, the following PPE, respiratory protection and emergency equipment are available at this facility for use: (Indicate N/A if facility employees are not involved in HazMat incidents and would not wear or use such equipment.)

TYPE OF EQUIPMENT	EQUIPMENT LOCATION
_____	_____
_____	_____

* The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)

- F. _____ (List Name/Title or Agency or N/A) will be responsible for all air monitoring during the HazMat incident.
- G. Air monitoring for Immediately Dangerous to Life and Health (IDLH) atmospheres and/or EHS will be conducted during each HazMat incident using the following types of equipment:: (Circle/List appropriate response)

1. Direct reading instruments to monitor:

ATMOSPHERE TYPE	EQUIPMENT TYPE/ LOCATION
Flammable or explosive atmospheres	_____
Oxygen deficient atmospheres	_____
Toxic gases and vapors	_____
Ionizing radiation	_____
Other	_____

- 2. The above information is contained in the TCPA emergency response program and is _____ attached OR _____ easily accessible for review. (CHECK APPROPRIATE RESPONSE)
- 3. Not Applicable: no facility personnel engage in the activities outlined in Section (VI) (E)

- H. If the conditions during the HazMat incident are determined to be IDLH or an imminent hazard, the safety official may suspend or alter response activities to reduce hazardous conditions. Should this occur, all responding personnel will be notified of appropriate actions.
- I. In the event that hazardous conditions exist beyond the response capabilities, equipment and/or training levels of this facility responding personnel will suspend activities and notify appropriate parties for further assistance as described in Section (I) (C).

VII. Evacuation routes and procedures:

- A. _____(Name/Title) will be responsible for identifying evacuation routes and notification procedures at the onset of each HazMat response. The purpose of this action will be to establish alternate routes of escape from the hot zone for the evacuation of responding personnel in the event of an emergency.
- B. The locations of all evacuation routes will be communicated to all facility responding personnel prior to entry and will be identified using the following methods (Circle/list all that apply)
 - 1. Markers
 - 2. Barricade tape
 - 3. Flags
 - 4. Signs
 - 5. Maps
 - 6. Verbal instruction
 - 7. Other_____
 - 8. Not Applicable: No facility personnel engage in the activities outline in Section (VII) (B)

VIII. Emergency medical treatment and first aid:

- A. The following facility responding personnel will be responsible for providing the basic life and advanced life support services for responding personnel during each HazMat incident. (Indicate if not applicable (N/A) when facility employees are not responsible for providing these services).

NAME	TITLE
_____	_____
_____	_____

- B. First aid stations with appropriate equipment and supplies will be established in the cold zone. The following is a list of first aid equipment that will be available for use by facility responding personnel during each HazMat incident: (Circle/list all that apply)

EQUIPMENT TYPE	LOCATION
1. First Aid Kit	_____
2. Stretchers	_____
3. Emergency eyewash	_____
4. Emergency showers	_____
5. Other	_____

6. The above information is contained in the TCPA emergency response program and is ____ attached OR ____ easily accessible for review. (CHECK APPROPRIATE ANSWER)

- C. In the event of injury or overexposure, all potentially affected facility responding personnel will be notified via procedures outlined in Section VII and VIII of this guide. The injured person(s) will be processed through decontamination area and proceed to the first aid station where treatment will be administered.
- D. If the adequate treatment cannot be administered on-site, procedures have been established to notify and obtain rescue squads/hospitals which are prepared to transport/treat injured facility responding personnel. To avoid exposure to other personnel, arrangements for the transport of contaminated or partially contaminated personnel have also been made.
- E. The following area hospitals are prepared to receive:

HOSPITAL NAME	LOCATION/PHONE #
- decontaminated responders:	
_____	_____
_____	_____
- contaminated responders:	
_____	_____
_____	_____

IX. Decontamination:

- A. Facility responding personnel will avoid all unnecessary contamination of persons and equipment during a HazMat incident (where applicable).
- B. _____(Name/Title and/or Organization) will be responsible for providing systematic decontamination of all facility responding personnel, victims, and emergency equipment exiting the hot zone to prevent the spread of contamination to personnel and environment.
- C. Decontamination areas will be established at the onset of each HazMat response, prior to any entry by facility responding personnel into hot zone (where applicable).
- D. If decontamination areas are established by this facility's responding personnel, the following factors will be considered:
 - 1. The physical removal of gross contamination by dislodging/displacement or rinsing/wiping methods.
 - 2. Chemical removal via a wash/rinse process as appropriate to the contaminating agent.
 - 3. The following decontamination cleaning agents are available for use during HazMat incidents:

 - 4. Other _____
 - 5. If other cleaning agents are required they will be obtained.
- E. Prior to a Hazmat incident, the following equipment and supplies will be utilized to construct appropriate decontamination area: (Circle/list all that are used)
 - 1. Drop cloths/plastic sheeting
 - 2. Collection containers for storing disposable clothing
 - 3. Lined container with absorbents for wiping/rinsing of contaminants

4. Large galvanized tubs, stock tanks, wading pools to hold wash/rinse solutions removed from responding personnel
5. Wash and rinse solutions
6. Long handled, soft-bristled brushes
7. Paper/cloth towels for drying protective clothing and equipment
8. Metal or plastic cans or drums for contaminated wash and rinse solutions
9. Other _____
10. Not Applicable: No facility personnel engage in the activities outlined in Section (IX) (E)

F. Additional decontamination supplies, support, and where they can be obtained from include: (If N/A indicate appropriately)

SUPPLIES/SUPPORT

OBTAINED FROM

G. The following disposable outer garments and equipment used to reduce contamination of chemical resistant clothing and increase the effectiveness of decontamination procedures include: (Circle/list all that apply)

1. Disposable gloves
2. Disposable boot covers
3. Other _____
4. Not Applicable: No facility personnel engage in the activities outlined in Section (IX) (G)

X. Critique of response and follow-up:

- A. Following each HazMat incident, all facility responding personnel will assemble to review and critique all response activities that occurred. If it is not possible to assemble all personnel, then some other means of debriefing responders will be utilized.
- B. Follow-up procedures (including written and practical) will be conducted to improve response efforts and reduce future exposures, accidents and injuries as appropriate.
- C. Documentation regarding critique and follow-up procedures will be maintained by _____(Name/Title) at this facility.

This Emergency Response Plan will be updated and modified on a regular basis based on the following conditions:

1. New hazardous substances are produced or can be potentially encountered
 2. Personnel roles, training levels and functions are changed
 3. Outside party responsibilities are changed
 4. At a minimum, it will be reviewed once a year to determine and make necessary changes
 5. Other _____
 6. LAST UP-DATE: _____
- BY WHOM: _____
(Name/Title)

Definitions as used in this model:

ACGIH	American Conference of Governmental Industrial Hygienists
Buddy System	a system of organizing employees into work groups of at least two
CFR	Code of Federal Regulations
Cold Zone	(Support Zone) the uncontaminated area where workers should not be exposed to hazardous conditions
EHS	Extraordinarily Hazardous Substances which are contained in a list, defined by CAS# and quantity, and required by TCEA
EOC	Emergency Operations Center
ERP	Emergency Response Plan required under 29 CFR 1910.120
First Responder Awareness level	individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities
First Responder Operations level	individuals who respond to releases or potential releases for the purpose of protecting persons, property, or the environment. They are trained to respond in a defensive fashion without actually trying to stop the release
Fixed facility	public workplace that generates, uses and/or stores hazardous substances (e.g. water treatment plants, correctional facilities, and college laboratories, etc.) which when released, could result in a HazMat incident
Hazardous Materials Response	a response effort by employees from outside the immediate release area or by other designated responders to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance (Hazardous Material Incident)
Hazardous Materials Technician/Specialist	individuals who assume a more aggressive role than the first responder by responding to a release or a potential release in order to terminate it

Hazardous Substance Release	release of any substance defined, designated or listed under A) CERCLA; B) any biological agent or other disease causing agent, which after release will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions or physical deformations to such persons or offspring; C) any substance listed by the USDOT as hazardous materials; and D) hazardous waste or combination of wastes (40 CFR 261.3 of 49 CFR 171.8) where exposure would or may result in adverse affects on the health or safety of employees
Hot Zone	(Exclusion) the contaminated area
IDLH	(Immediately dangerous to life and health) atmospheric concentrations of any flammable, toxic, radioactive, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse effect or would interfere with an individual to escape from a dangerous atmosphere
Material Safety Data Sheet (MSDS)	written or printed material concerning a hazardous chemical, which is prepared by manufacturers and importers
NIOSH	National Institute for Occupational Safety and Health
NJDEP	New Jersey Department of Environmental Protection
NJDOH	New Jersey Department of Health
On-scene Incident Commander	commanders who will assume control of incident scene beyond the first responder awareness level
Oxygen Deficient Atmosphere	an atmosphere where the concentration of oxygen by volume is less than 19.5%
PEOSHA	Public Employees Occupational Safety and Health Act (P.L. 1983 N.J.S.A. 34:6A-25 et. Seq.)
PPE	Personal Protective Equipment
Responding Department	public workplace where employees respond to hazardous substance releases where ever they occur (Police, Fire, EMS, etc.)

SARA	Superfund Amendments Reauthorization Act
Site	any facility or location where hazardous materials operations occur
SOP	Standard Operating Procedures
SOP Reference#	Appropriate SOPs, orders, directives, charts, etc., that address ERP elements and must be attached to the ERP
TCPA	Toxic Catastrophe Prevention Act (NJDEP)
USEPA	United States Environmental Protection Agency
Warm Zone	(Contamination reduction) the area where decontamination takes place