

# Beaver County New & Annual Update Off-Site Response Plan Data Entry Form

*Facility completes highlighted areas*

1. County: Beaver
2. Facility:
3. Facility Address: (Actual location, not mailing address)
4. Contact Person(s):
5. Phone Number(s):
6. Latitude: (decimal format)
7. Longitude: (decimal format)
8. SIC (if known):
9. EHS: Quantity: \_\_\_\_\_ lbs
10. Vulnerability Radius: (to be completed by County)
11. Population at Risk: (to be completed by County)
12. Date LEPC Approved Annual Update: (to be completed by LEPC)
13. PEMA Review – Plan Adequate: Yes  No
14. Type of Plan: R

A = Annual Report, R = Initial, N – Notification that plans is required, x  
= possible planning facility status to be determined

\_\_\_\_\_, Chairman \_\_\_\_\_

Complete all items listed above. Mail/Fax completed form to Beaver County  
Emergency Services Center, 351 14<sup>th</sup> Street, Ambridge, PA 15003. Fax Number  
724-266-0210. If there are any questions call 724-775-1700.

**Beaver County  
Local Emergency  
Planning Committee**

**OFF-SITE RESPONSE PLAN**

{facility}

The enclosed Off-Site Response Plan has been developed in accordance with the provisions of the "Superfund Amendment and Reauthorization Act of 1986", (SARA Title III), by the Local Emergency Planning Committee and in conjunction with the emergency planners at the above listed facility and represents the cooperative effort of both the community and the industrial planners in response to a hazardous chemical emergency at the facility.

I. GENERAL INFORMATION

A. Scope

{Facility} is located at {address} in the municipality of {municipality}.

Facility Latitude: (decimal format)

Facility Longitude: (decimal format)

The facility mailing address is:

{facility}  
{address}  
{city,state,zip}

The facility telephone number: {phone}

The type of business conducted at the facility is: \_\_\_\_\_

\_\_\_\_\_

The number of full-time employees by shift:

Number of Personnel		Time			
1 <sup>st</sup> Shift	(*)	From	(*)	To	(*)
2 <sup>nd</sup> Shift	(*)	From	(*)	To	(*)
3 <sup>rd</sup> Shift	(*)	From	(*)	To	(*)

Approximately (\*) people reside within (\*) mile of the facility.

Commercial establishments in the area employ approximately (\*) people.

Additional people to be considered in the area include approximately (\*).  
(See attachment #4-A)

The maximum number of people to be evacuated is approximately (\*).

For a listing of hazardous materials located at this facility see attachment #5.

B. Purpose

To describe procedures and establish responsibilities for community planning and response to a hazardous materials emergency at the facility. This plan is in accordance with the requirements under Title III of SARA and the Comprehensive Environmental Response and Liability Act of 1980 (CERCLA), and Act 165 of 1990.

**II. Release Response Procedures and Action by the Facility Emergency Coordinator**

**A. Action by the Facility Emergency Coordinator (F.E.C.)**

1. Upon determining that an emergency situation exists at the facility, the F.E.C. will notify the Beaver County Emergency Services Center and have the Center alert the proper response organizations that are needed for the response. At the same time the Beaver County 9-1-1 Center will notify the Beaver County Hazardous Materials Response Team to be put on stand-by or request support. The F.E.C. will advise the 9-1-1 Center of the nature of the incident (fire, explosion, or hazardous material spill) and of the materials involved. The F.E.C. will specifically advise evacuation if danger is imminent or if there is not time for alternate decisions.

A \_\_\_\_\_ (fire, explosion, spill, etc.,) has occurred at \_\_\_\_\_ (location within the facility), involving \_\_\_\_\_ (materials).

If evacuation is required, the following area would be affected.  
(See attachment #4)

2. Complete notifications required by SARA. (See attachment #1)
3. Meet emergency response units at the designated staging area. (See attachment #4)

**B. Action by the Beaver County 9-1-1 Communications Center**

Upon being advised by the F.E.C. of an emergency at the facility, the 9-1-1 Center will immediately dispatch the appropriate fire, police, EMS and any other emergency response units to the scene. (See attachment #4-A for emergency telephone numbers).

Additional people to be considered in the area including approximately (\*).  
(See attachment #4-A)

Maximum number of people to be evacuated is approximately (\*). (See attachment #4-A)

Maximum number of people to be sheltered is approximately (\*). (See attachment #4-A)

List of hazardous materials located at this facility. (See attachment #5)

**C. Action by Police Department**

When advised to implement this plan, the police department, (See attachment #4-A), will perform all police functions as required. These functions shall include:

1. Secure/Control access to restricted areas.

2. Establish traffic control points. (See attachment #4)
3. Assist with crowd/spectator control.
4. If needed, dispatch vehicles to alert residents. (See attachment #4)

D. Action by Fire Department

When advised to implement this plan, the fire department will:

1. Respond to the scene of the incident to provide fire protection and rescue, within the scope of personnel training and equipment of their respective department. The fire chief of the department with jurisdiction over the facility shall direct personnel at the scene.
2. If there is imminent danger, the chief with jurisdiction over the facility may order an evacuation of the area after consulting with the highest elected official or his designee. (Local EMA Coordinator).
3. Assist the Police Department with establishing traffic control points.
4. Dispatch vehicles for alerting residents.

E. Action by Local Emergency Management Coordinator

1. Coordinator will work with local responders and liason with County EMA Coordinator.

F. Action by County Emergency Management Coordinator

1. Communicate with local EMA coordinator and the response organization with jurisdiction to assist in determining the situation and to support the unmet needs.
2. Notify County Public Information Officer (PIO) and other county EMA staff as needed.
3. Notify local hospitals of situation.
4. If necessary, activate mass care shelters.
5. If shelters are needed, notify American Red Cross to staff shelters.
6. Advise PEMA of situation.
7. Advise DEP.
8. Notify Chief pubic official, of the situation.
9. Notification to EAS or other Stations. (See attachment #3 for message)

G. Action by Beaver County Hazardous Materials Response Team

1. When requested, the team will respond to provide assistance to the emergency response units at the scene.
2. The hazardous materials response team leader will assist the fire, police, EMS and EMA personnel in establishing a command post.

H. Action by Emergency Medical Services

1. Respond to the incident to provide assistance to the emergency response units at the scene.
2. The EMS supervisor will assist in coordinating with on-scene fire, police, haz mat, and EMA personnel in establishing a command post.
3. Coordinate with Medical Command and notify the receiving hospital of the situation.
4. Once patient contact can be safely made, a triage area shall be established.

I. Training

Training standards, schedules, and requirements are made available to all emergency responders and are kept on file at the Beaver County Emergency Services Center.

J. Plan Maintenance/Review – The Beaver County LEPC will

1. Review and revise, when necessary, this plan annually.
2. When the plan is implemented in an emergency or exercise, the plan will be reviewed to determine if additional changes are necessary.
3. Information and review requirements will be added to the plan as soon as possible but no later than the plans annual review.
4. The facility will inform the Beaver County LEPC of any change that might cause immediate danger to the employee, the responder and/or the general public as soon as such changes occur.

K. Exercises

The facility Emergency Coordinator will:

1. Conduct annual tabletop exercises for all responders and agencies involved in hazardous materials operations.
2. Ensure exercise schedules/reports are available both at the County EOC and the facility.

L. Plan Distribution

1. A copy of this plan will be distributed to all public and private agencies that are referenced in the plan. Citizens may obtain a copy of this plan through the Beaver County LEPC, by providing the request in writing.

M. Written Report

Within 14 calendar days after release, as required under this section (SARA Title III), the owner or operator of the facility and/or the owner or operator of the vehicle (if a transportation accident is involved) shall provide a written follow-up emergency notice, or notices as more information becomes available, to PEMA and the County EMA office. Setting forth and updating the information required 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.
3. Advise regarding medical attention necessary for exposed individuals, where appropriate.
4. Actions to be taken to mitigate potential future incidents.

**ATTACHMENT #1**  
**EMERGENCY RELEASE NOTIFICATION**

This reporting is applicable ONLY for the release of a Reportable Quantity (RQ) of any EXTREMELY HAZARDOUS SUBSTANCE which results in exposure to persons OUTSIDE the site boundaries. The following information is for State and County agencies and is to be reported WITHOUT DELAY to the extent the information is known at the time.

Date, Time of Call and Person Receiving Call:			
	DATE	TIME	NAME
LEPC (Non-Emergency Dispatch, 24 Hr.) 724-775-0880			
PEMA 717-651-2001			
Natl. Res. Center 800-424-8802			
(If required under CERCLA 40 CFR 302.6)			

Person Making Notification \_\_\_\_\_

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**RELEASE INFORMATION**

Start report with one or the other of these:

“This is {facility} located at {address}, in the municipality of {municipality}. We have a chemical release in progress and request emergency response from fire and other agencies in accordance with our off-site response plan. The release includes a Title III (choose one) “Extremely Hazardous Substance” or a “CERCLA Hazardous Substance”. The following information is available:

OR

“This is {facility} located at {address}, in the municipality of {municipality}. This call is to relay information only, in compliance with Title III reporting requirements. We have had a reportable release but do not believe it warrants an emergency response. The following information is available:



**ATTACHMENT 1  
TAB A  
DO NOT DELAY REPORT FOR FULL INFORMATION**

1. Chemical name of substance released: \_\_\_\_\_
2. Quantity released (in lbs): \_\_\_\_\_
3. Location of release (in facility): \_\_\_\_\_
4. Date and time of release: \_\_\_\_\_
5. Duration of release: \_\_\_\_\_
6. Release was into: Air [ ] Surface water [ ] Sewer [ ] Ground [ ]
7. Anticipated acute or chronic health risks: \_\_\_\_\_  
\_\_\_\_\_
8. Advise on medical attention for exposed individuals (if appropriate): \_\_\_\_\_  
\_\_\_\_\_
9. Proper precautions to take (including evacuation if appropriate): \_\_\_\_\_  
\_\_\_\_\_
10. Name and phone number of person to contact for further information: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_
11. Response actions: \_\_\_\_\_  
\_\_\_\_\_
12. Weather conditions: \_\_\_\_\_
13. Response personnel at scene: \_\_\_\_\_

**NOTE:** If decision was made not to notify LEPC and PERC, record reason:

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**Additional Information if Transportation Accident**

1. Type of incident (vehicle, plant, rail, etc.) \_\_\_\_\_
2. Placard/label information \_\_\_\_\_
3. Container type \_\_\_\_\_
4. Carrier \_\_\_\_\_
5. Identify of owner/shipper \_\_\_\_\_

## ATTACHMENT 2 EMERGENCY NOTIFICATION LIST

### **FACILITY EMERGENCY COORDINATOR**

Name:	(*)
Address:	(*)
Phone: (Work, Home, 24-hour)	(*)

### **COUNTY EMA COORDINATOR**

Wesley W. Hill	724-775-1700 / 724-775-0880
351 14 <sup>th</sup> Street	
Ambridge, PA 15003	

### **LOCAL EMA COORDINATOR/COMMUNITY EMERGENCY COORDINATOR**

Name:	(*)
Address:	(*)
Phone: (Work, Home, 24-hour)	(*)

### **BEAVER COUNTY EMERGENCY SERVICES CENTER**

Emergency Services Center	Mon-Fri 8:30-4:30 Non-Emergency 724-775-1700
351 14 <sup>th</sup> Street	24-hour Non-Emergency 724-775-0880
Ambridge, PA 15003	24-hour Emergency 9-1-1

### **FIRE DEPARTMENTS**

#### **PRIMARY**

Name	(*)
Address	(*)
Phone (non-emergency)	(*)

#### **OTHER**

Name	(*)
Address	(*)
Phone (non-emergency)	(*)

Phone (Emergency)	9-1-1
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### **POLICE DEPARTMENTS**

Name	(*)
Address	(*)
Phone (non-emergency)	(*)

Phone (Emergency)	9-1-1
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**AMBULANCE SERVICES**

Dependent upon availability, dispatched by the Beaver County 9-1-1 Center.

Phone (non-emergency) 724-775-0880  
Phone (Emergency) 9-1-1

**AMERICAN RED CROSS**

Emergency response notified through Beaver County 9-1-1 Center

Phone (non-emergency) 724-775-0880  
Phone (Emergency) 9-1-1  
Local Chapter 724-775-9700  
133 Friendship Circle  
Beaver, PA 15009

**SHELTER(S) MASS CARE**

A list of all mass care shelters are kept on file by the American Red Cross

**EAS STATION**

Local media notified through Beaver County 9-1-1 Center

Phone (non-emergency) 724-775-0880  
Phone (Emergency) 9-1-1

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

DEP 412-442-4000

**OTHER AGENCIES**

PEMA 24-Hour 717-651-2001  
FISH COMMISSION 24-Hour 724-775-0880  
LEPC CHAIRMAN 724-775-1700 or 24-Hour 724-775-0880  
CHEMTREC 24-Hour 1-800-424-9300  
National Response Center (NRC) 24-Hour 1-800-424-8802

**NOTE:**

The County EMA Coordinator shall be advised of changes in addresses or telephone numbers. The County EMA Coordinator will send a revised Attachment 2 to all persons/agencies listed in Attachment 2.



## **ATTACHMENT 4**

### **EVACUATION AREA**

North of: (\*)  
South of: (\*)  
East of: (\*)  
West of: (\*)

### **EVACUATION ROUTES**

(\*)

### **TRAFFIC CONTROL POINTS**

As determined by Incident Commander.

### **STAGING AREA**

Dependent on weather and time of day, staging area(s) to be determined by Incident Command.

### **SHELTERS**

Shelter list and operations of shelters are supported by the American Red Cross.

**ATTACHMENT 4  
TAB A  
FACILITIES ASSISTING OR SUBJECT TO RISK**

(\*)

See Attached Map

**EMERGENCY RESPONSE AGENCIES**

**FIRE DEPARTMENT OF JURISDICTION:** (\*)

Chief:

Address:

Phone; Emergency 9-1-1/Non-Emergency (\*)

**MUTUAL AID RESPONSE:** Dispatched according to department response plan

**EMS AGENCY OF JURISDICTION:** Dispatched as available by Beaver County 9-1-1

**POLICE DEPARTMENT OF JURISDICTION:** (\*)

Chief:

Address:

Phone; Emergency 9-1-1 or 724-775-0880/Non-Emergency (\*)

**BEAVER COUNTY HAZARDOUS MATERIALS RESPONSE TEAM:**  
9-1-1/724-775-0880 Standby

**BEAVER COUNTY EMERGENCY MANAGEMENT AGENCY:**  
724-775-1700 Mon-Fri 8:30-4:30  
724-775-0880 after hours

**DEP:** 412-442-4000/1-800-541-2050

**BEAVER COUNTY LOCAL EMERGENCY PLANNING COMMITTEE:**

Chairman: \* \* \*

**ATTACHMENT 5**  
**LIST OF EHS SUBSTANCES PRESENT AT FACILITY**

<b>EHS</b> (*)	<b>CAS #</b> (*)	<b>QUANTITY</b> (*)	<b>LOCATION</b> (*)
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\*\*\*\*\*  
**HAZARDOUS SUBSTANCES 10,000 POUNDS OR MORE**

<b>HS</b> (*)	<b>CAS #</b> (*)	<b>QUANTITY</b> (*)	<b>LOCATION</b> (*)
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**See Attached Map**

## ATTACHMENT 6 SUBSTANCE INFORMATION AND HAZARDOUS ANALYSIS

### VULNERABILITY ZONE:

#### Is area diked or undiked?

##### \*FOR UNDIKED AREA

QR (lbs/min) for an undiked area = QS (lbs) x LFA or LFB x 1.4

LFA (liquid factor ambient)

LFB (liquid factor boiling)

LOC (level of concern)

Using the above formulas from the EPA Technical Guidance for Hazardous Vulnerability Analysis to determine the QR (rate of release in lbs per minute) and dependent on atmospheric conditions, the planning radius will be estimated at 0.5 miles. See attached map.

or

##### \*FOR DIKED AREA

Area of Pool estimated to be \_\_\_\_\_ ft<sup>2</sup> (QS lbs x .49)

Dike dimensions: \_\_\_ ft x \_\_\_ ft x \_\_\_ in. Dike surface area = \_\_\_ ft<sup>2</sup>

LFA (liquid factor ambient) = \_\_\_\_\_ (dependent on chemical)

LFB (liquid factor boiling) = \_\_\_\_\_ (dependent on chemical)

LOC (level of concern) = \_\_\_\_\_ (dependent on chemical)

If the Area of Pool is greater than diked area, use following formula to determine rate of release:

QR (lbs/min) for diked area = LFA or LFB x Diked Area (ft<sup>2</sup>) x 2.8

Using the above formulas from the EPA Technical Guidance for Hazardous Vulnerability Analysis to determine the QR (rate of release in lbs per minute) and dependent on atmospheric conditions, the planning radius will be estimated at 0.5 miles. See attached map.



**ATTACHMENT 7  
CHEMICAL TRANSPORTATION ROUTE**

**\*Enter chemical transportation route(s) here\***

**ATTACHMENT 8**  
**METHODS FOR DETERMINING THE OCCURRENCE OF A RELEASE**

\*Enter methods for determining release here\*  
(example: alarm monitoring, visual inspection, etc.)

## **ATTACHMENT 9 FACILITY EQUIPMENT RESOURCES**

PERSON RESPONSIBLE FOR EQUIPMENT:

**name(s) & phone(s)**

LOCAL EMERGENCY EQUIPMENT:

List kept on file at 9-1-1 Center

COUNTY EMERGENCY EQUIPMENT:

The Beaver County Hazardous Materials Response Team is available upon request through the Beaver County 9-1-1 Center. The team meets all requirements set forth by the Pennsylvania Emergency Management Agency.

### **COMMUNITY EQUIPMENT RESOURCES**

(Includes all resources including emergency services, number and types of fire equipment, ambulances, equipment pertinent to the response, etc.)

The Beaver County Hazardous Materials Response Team is available upon request.

### **EMERGENCY ASSISTANCE**

1. <primary fd>
2. Mutual Aid dispatched according to department response plan

**ATTACHMENT 10  
LIST OF CLEAN-UP CONTRACTORS**

**\*List clean up contractors & phone numbers here if applicable\***

**ATTACHMENT 11  
AREA SITE MAP**

County to provide area map

**ATTACHMENT 12**  
**MAP OF CHEMICAL TRANSPORTATION ROUTES**

County to provide transportation routes map

**ATTACHMENT 13  
FACILITY FLOOR PLAN**

**\*Attach facility floor plan showing chemical locations\***