The Illinois Emergency Management Agency (IEMA) serves as the State Emergency Response Commission (SERC) for the State of Illinois. All counties in Illinois are required to maintain Emergency Operations Plans and each Emergency Operations Plan is required to have a Hazardous Materials Annex that includes a SERC (IEMA) approved LEPC Plan.

This document can be used as a planning tool by Local Emergency Planning Committees (LEPCs) to ensure the fulfillment of all the planning requirements under the federal Emergency Planning and Community Right-to-Know Act (EPCRA) 42 USC §11001 et. seq. as well as the Illinois Emergency Planning and Community Right-to-Know Act (IEPCRA) 430 ILCS 100.

This document may also be used by Mandated ESDAs as well as Non-Mandated EMA/ESDAs that are seeking accreditation under the IEMA Act for the successful fulfillment of their requirement to develop and maintain an approved Hazardous Materials Annex of the Emergency Operations Plan (EOP).

IEMA / SERC will utilize this document as a review form to critique the plan and ensure that all planning requirements have been met. IEMA has eight (8) regional offices, with one (1) Regional Coordinator per office. IEMA Regional Coordinators review these plans along with their reviews of the Emergency Operations Plans for mandated ESDA/EMA organizations and non-mandated EMA/ESDA organizations seeking accreditation from IEMA per the administrative rule Illinois 29 ILCS Part 301 Political Subdivision Emergency Services and Disaster Agencies, Subpart B: Emergency Operations Plan Requirements, and Subpart C: Emergency Operations Plan Submission and Review Requirements.

INSTRUCTIONS:

In the pages that follow, you will find spaces to “check off” each provision and to provide a location where the provision can be found in the Chemical Emergency Response Plan / Hazardous Materials Annex to the EOP. The locations can be identified using section references, page references, and/or a combination thereof. Space for comments is provided throughout the PDR. Comments are not required but may be useful during the development and review process.

There are five (5) basic concepts that must be individually addressed under Section 301.250 of the ESDA Rules along with nine (9) planning elements from Section 11003 of the Federal EPCRA. The utilization of this document will assist in the development of a Chemical Emergency Response Plan for review by the IEMA / SERC.

After the five (5) basic concepts, the nine (9) planning elements have been listed and broken down individually. There are three (3) groupings under these nine (9) elements, “the plan shall,” “the plan should” and “the plan might.”

“The plan SHALL” is one of the minimum requirements for the element. These must be answered in order to fulfill the element.

“The plan SHOULD” expands on the minimum requirements for the element. These are not required to fulfill the element, but they should be included to enhance the element and the overall effectiveness of the plan.

“The plan MIGHT” is criteria which is not mentioned about being recommended but may improve the element by including such considerations.
Plan Development and Review (PDR) Supplement for
Chemical Emergency Response Plans / LEPC Plans

Name of LEPC: _______________________________________________________________

Name of EMA/ESDA: ___________________________________________________________

Date Received by IEMA/ SERC: _______________________

Five (5) basic concepts:

☐ Pg._____ 1. The purpose of this annex.

☐ Pg._____ 2. A description of situations that trigger implementation of this hazard specific annex.

☐ Pg._____ 3. A description of assumptions that apply to the hazard specific annex.

☐ Pg._____ 4. The concept of operations for the hazard specific annex.

☐ Pg._____ 5. Assignment of responsibility for annex maintenance, review and updating.

Comments:

General Plan Contents:

☐ Pg._____ SHOULD contain a signature page containing the signatures of: the LEPC Chair, the Community Emergency Coordinator, the Facility Emergency Coordinators, and Emergency Responders with jurisdiction.

☐ Pg._____ SHOULD contain a list of agencies/individuals that receive this plan.

☐ Pg._____ SHOULD contain a section that describes methods for maintaining and revising the plan and recording changes made to the plan.

☐ Pg._____ MIGHT contain a list of definitions and a listing of abbreviations.

Comments:
Element 1
Identification of EHS facilities subject to the requirements of this subchapter that are within the emergency planning district, identification routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002(a) of this title and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities. §11003(c)(1)

☐ Pg._____ SHALL identify facilities subject to EPCRA that have Extremely Hazardous Substances (EHS) above the threshold planning quantity.

☐ Pg._____ SHOULD include facility addresses.

☐ Pg._____ MIGHT lists EHS chemicals at each facility.

☐ Pg._____ SHALL identify routes likely to be used for transportation of EHS.

☐ Pg._____ SHOULD consider roadways.

☐ Pg._____ SHOULD consider railways.

☐ Pg._____ SHOULD consider pipelines.

☐ Pg._____ SHOULD consider waterways.

☐ Pg._____ SHOULD consider airports.

☐ Pg._____ SHOULD include names and contact numbers for rail, pipelines, and airports.

☐ Pg._____ MIGHT include maps identifying transportation routes.

☐ Pg._____ SHALL identify facilities that contribute to or are subjected to additional risk.

☐ Pg._____ SHOULD consider other facilities.

☐ Pg._____ SHOULD consider hospitals.

☐ Pg._____ SHOULD consider nursing homes.

☐ Pg._____ SHOULD consider schools.
Element 1 - Continued

☐ Pg.______  SHOULD consider daycares.

☐ Pg.______  SHOULD consider other areas such as convention centers, parks, sensitive environmental areas, water supplies, etc.

☐ Pg.______  SHOULD include address and contact information for these additional facilities.

☐ Pg.______  MIGHT include populations of these locations and their occupied hours.

Comments:
Element 2
Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances. §11003(c)(2)

☐ Pg._____ SHALL include methods or procedures of how the facility summons the emergency responders and emergency medical personnel.

☐ Pg._____ SHALL summarize facility procedures for hazardous materials accidents.

☐ Pg._____ SHOULD include the facilities’ role, authority, and expertise.

☐ Pg._____ SHALL summarize emergency responder procedures for hazardous materials accidents.

☐ Pg._____ SHOULD include each responder’s role, authority, and expertise.
   responders listed: ___________________________________

☐ Pg._____ SHOULD include procedures for entering and leaving incident sites including:

☐ Pg._____ Personnel accountability

☐ Pg._____ Personnel safety precautions

☐ Pg._____ Medical monitoring

   Others: _____________________________________

☐ Pg._____ SHOULD include any mutual aid agreements for sharing data or response resources from neighboring communities.

☐ Pg._____ SHOULD include methods by which emergency responders can receive additional information on a chemical and related response measures.

☐ Pg._____ MIGHT include establishment of safety zones.

☐ Pg._____ MIGHT include triage procedures.

☐ Pg._____ MIGHT include decontamination procedures.
Element 2 - Continued

☐  Pg._____  MIGHT include procedures for providing sanitation, food, water supplies and safe re-entry to the accident area.

☐  Pg._____  SHALL summarize healthcare provider’s procedures for hazardous materials accidents.

☐  Pg._____  SHOULD include each provider’s role, authority, and expertise.

☐  Pg._____  MIGHT include triage procedures.

☐  Pg._____  MIGHT include decontamination procedures.

Comments:

Element 3
Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan. §11003(c)(3)

☐  Pg._____  SHALL designate a community emergency coordinator.

☐  Pg._____  SHOULD include emergency contact methods.

☐  Pg._____  SHALL list a facility emergency coordinator for each EHS facility.

☐  Pg._____  SHOULD include emergency contact methods.

☐  Pg._____  SHOULD include sufficient backup contacts.

Comments:
Element 4
Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title). §11003(c)(4)

☐ Pg._____ SHALL include notification procedures to be followed by facilities.

☐ Pg._____ SHALL include notification procedures to be followed by the community emergency coordinator.

☐ Pg._____ SHOULD include a list of all local institutions to be notified as well as state and federal agencies along with phone numbers.

☐ Pg._____ SHOULD include flow diagram of notification procedures.

☐ Pg._____ SHALL includes notification procedures to the public.

☐ Pg._____ SHOULD include public media information (E.g.: radio, TV, press) and contact methods (phone, fax, pager, e-mail).

☐ Pg._____ SHOULD include methods by which the public will be notified such as sirens, door-to-door notification, etc.

☐ Pg._____ MIGHT include a designated spokesperson to keep the public informed during an emergency.

☐ Pg._____ MIGHT include a boilerplate/template of a public address announcement.

☐ Pg._____ MIGHT include methods used by local governments, prior to emergencies, for educating the public on the use of protective measures.

Comments:
Element 5
Methods for determining the occurrence of a release, and the area or population likely to be affected by such release. §11003(c)(5)

☐ Pg._____ SHALL include release detection mechanisms used by each EHS facility.

☐ Pg._____ SHALL include an estimation of the vulnerability zone for each EHS facility.

☐ Pg._____ SHOULD identify how estimation was made, such as CAMEO, ALOHA or other modeling software.

☐ Pg._____ SHALL identify the area likely to be affected by the release.

☐ Pg._____ SHOULD include emergency contact information for locations within the vulnerability zone.

☐ Pg._____ MIGHT include a list of working hours for such facilities for an estimate of the population present at certain times of the day or year.

☐ Pg._____ MIGHT include conditions under which indoor protection would be recommended, including the decision making criteria.

☐ Pg._____ MIGHT include a map.

☐ Pg._____ SHALL include release detection methods for transportation accidents.

☐ Pg._____ SHOULD identify the vulnerability zone for known or typical transportation accidents involving EHS.

Comments:


**Element 6**

A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities. §11003(c)(6)

- ☐ Pg._____ **SHALL** include a list of resource organizations, contacts persons, and contact information (E.g: emergency responders, hospitals, public works, contractors, hazmat teams and other organizations, including governmental, volunteer, and private sector).

- ☐ Pg._____ **MIGHT** include a list of local hazardous material contractors.

- ☐ Pg._____ **SHALL** include a list of emergency equipment for all emergency responders.

- ☐ Pg._____ **SHOULD** include categories of equipment such as monitoring and detection, containment, decontamination, removal and cleanup.

- ☐ Pg._____ **SHOULD** include the emergency responder response capability and training level.

- ☐ Pg._____ **SHALL** include a list of each EHS facility’s emergency response equipment.

- ☐ Pg._____ **SHOULD** include categories of equipment such as monitoring and detection, containment, decontamination, removal and cleanup.

- ☐ Pg._____ **SHOULD** include the EHS facility’s response capability and training level.

- ☐ Pg._____ **SHALL** include a list of resources available from each resource organization within the community.

- ☐ Pg._____ **SHOULD** include categories of equipment such as transportation, communications, monitoring and detection, containment, decontamination, removal and cleanup.

Comments:
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Element 7
Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. §11003(c)(7)

☐ Pg._____ SHALL include an SOP to conduct an evacuation.

☐ Pg._____ SHOULD include the person responsible for ordering an evacuation.

☐ Pg._____ SHOULD include control points and person/agency responsible for them.

☐ Pg._____ SHOULD include shelter locations with contact names and numbers that will provide food, shelter and medical care to relocated populations.

☐ Pg._____ SHOULD include shelter in place procedures and public notification.

☐ Pg._____ MIGHT include a system to provide for and track evacuees.

☐ Pg._____ SHALL include provisions for conducting a precautionary evacuation including moving special populations.

☐ Pg._____ SHOULD include methods to be used for assisting the movement of mobility-impaired persons, individuals at schools, hospitals, prisons and other special facilities.

☐ Pg._____ SHALL identify primary transportation routes to be used.

☐ Pg._____ SHOULD include a map showing primary routes to be used.

☐ Pg._____ SHALL identify alternative transportation routes to be used.

☐ Pg._____ SHOULD include a map showing alternative routes to be used.

Comments:
Element 8
Training programs, including schedules for training of local emergency response and medical personnel. §11003(c)(8)

☐ Pg._____ SHALL include a list of training programs and schedules for emergency responders.

☐ Pg._____ SHOULD include a list of each response agency and their current functional HazMat certification level (i.e., Awareness, Ops, Tech, etc.).

☐ Pg._____ SHALL include a list of training programs and schedules for medical personnel.

☐ Pg._____ MIGHT include a list of training programs and schedules for the general public.

Comments:

Element 9
Methods and schedules for exercising the emergency plan. §11003(c)(9)

☐ Pg._____ SHALL include a schedule for exercising the plan.

☐ Pg._____ SHALL include exercise methods for testing the adequacy of the plan (such as table top, functional or full scale).

Comments: