The EAP is designed to assist local agencies with critical information that may aid first responders and company personnel during an emergency. Local agencies may include but are not limited to, fire department(s), emergency medical service(s) (EMS), law enforcement agencies (LE), and City or County Office of Emergency Management (OEM). State and Federal agencies consisting of Colorado Department of Public Health and Environment (CDPHE), and the Environmental Protection Agency (EPA), may also reference the EAP.

The intent of the Facility EAP is for emergency planning between Local agencies and facilities. If applicable, all fire code requirements shall be coordinated with the fire district having jurisdiction. As the final approval signatory, Weld OEM will not delay signing an EAP due to fire code related issues or concerns. Weld County encourages facility operators to work with the local fire districts to ensure they are meeting their adopted fire codes and if applicable, their local jurisdictions permitting requirements.

**EAP Instructions**

Upon submission of your USR permit, submit a completed Emergency Action Plan to the Weld County Office of Emergency Management.

Facility Emergency Response Plan Checklist; Applicants may use their own formatting as long as the table of contents and information requested in this template are utilized in the order provided. In addition, applicants may submit their company Emergency Response Plan with the Facility Emergency Action Plan Checklist completed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Pg. #** |
| **1.** |  |
|  | a. | Approval Signatures  |  |  |  |
| **2.** | **THE PLAN IDENTIFIES THE FACILITY(S)** |
|  | a. | The plan includes the Facility Name\* |  |  |  |
|  | b. | The plan includes ingress and egress information  |  |  |  |
|  | c. | The plan includes the Facility Street Address/Physical Address and GPS Coordinates |  |  |  |
|  | d. | The plan includes the Latitude/Longitude for the facility(s)\*  |  |  |  |
|  | e. | The plan lists Emergency Muster/Assembly point(s) |  |  |  |
|  | f. | Location of personal/visitor log sign-in sheets, JSA, safety forms |  |  |  |
| **3.** | **THE PLAN IDENTIFIES THE LIST OF COMPANY AND CONTRACTOR EMERGENCY CONTACTS** |
|  | a. | **Company Contact Information** 1. Corporate Contact and Address (*may be in-or-out of state*)
2. Field Office and Address
3. On-Call 24/7 Company Emergency Number
4. EHS Supervisor/Manager
5. EHS Safety Representative/Advisor
6. EHS Environmental Representative/Advisor
 |  |  |  |
|  | b. | **Company Community/Media Relations Contact Information**  |  |  |  |
|  | c. | **First Responder Contact Information** 1. Fire Department serving this jurisdiction (*may require 1-2 Fire Station contacts)*
2. County Sheriff
3. Colorado Highway State Patrol (*responsible for roadway Spill/Hazmat*)
4. Local Police Department
 |  |  |  |
|  | d. | **Local, State, and Federal Contacts**1. Weld County Office of Emergency Management (OEM)
2. Colorado Department of Public Health & Environment (CDPHE)
3. Colorado Parks and Wildlife (CPW)
4. National Response Center (NRC)
 |  |  |  |
|  | e. | **Nearest Medical Facilities/Hospital** |  |  |  |
|  | f. | **Spill Response Organization Contact Information** 1. Contracted Spill Response Company(s) (*HAZMAT Spill Response*)
 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Yes** | **No** | **Pg. #** |
|  | h. | **Railroad Emergency Response (If applicable)**1. Union Pacific
2. BNSF
3. Great Western Railway/Omni Trax
 |  |  |  |
| **4.** | **THE PLAN IDENTIFIES SITE SPECIFIC INFORMATION**  |
|  | a. | Site Description 1. Number of heavy equipment onsite and lists of hazardous materials stored on-site
 |  |  |  |
|  | b. | The plan identifies nearby Schools and other High-Occupancy Buildings/Dwellings |  |  |  |
|  | c. | The plan lists Site Safety Requirements; 1. Minimum PPE to enter facility
2. EHS Statement for contract personnel; understand and abide by Company EHS policies and procedures
3. Primary Hazards of the Facility location
 |  |  |  |
|  | d.  | Location of SDS Sheets |  |  |  |
| **5.** | **THE PLAN IDENTIFIES MAPS AND DRAWINGS** |
|  | a. | **Site Map**1. Project Area Maps
2. Project Access Map and Muster Point(s)
3. Truck Haul/HazMat delivery Route Map
4. 2500’ (*800 meter*) Buffer Zone (*ERG Evacuation Radius*)
 |  |  |  |
| **6.** | **THE PLAN LISTS SPILL RESPONSE CLEAN UP AND REPORTING CRITERIA** |
|  | a.  | Spill Response process statement for how the company manages a release/spill |  |  |  |
|  | b. | Spill Reporting process for notifying CDPHE, and local authorities (*if applicable*) 1. Include reporting thresholds
2. Reporting timeframe/deadline for initial notification
3. Company commitment statement for Spill Reporting
 |  |  |  |
| **6.** | **THE PLAN LISTS REPORTABLE STORAGE QUANTITY’S ON SITE** |
|  | a. | Quantity(s) of chemicals stored on site.  |  |  |  |
|  | b. | Tier II Reporting Requirements; Notes if the facility meets threshold requirements, and date submitted to the State of Colorado each Year (March 1st) |  |  |  |
| **7.** | **EVACUATION INFORMATION**  |
|  | a. | Evacuation plan procedures (public)1. Process for how emergency evacuation, notifications and coordination with local authorities
 |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Yes** | **No** | **Pg. #** |
| **8.** | **EVACUATION INFORMATION** |
|  | a. | Evacuation Plan procedures (public) |  |  |  |
| **9.**  | **TRAINING AND EXERCISES** |
|  | a. | Statement with commitment the company will schedule training and exercises with County OEM and first responders.  |  |  |  |
| **10.** | **COORDINATION WITH FIRST RESPONDER AGENCIES**  |
|  | a. | Statement with commitment the company will coordinate with first responders during an incident |  |  |  |
| **11.**  | Plan Review and update procedure |
|  | a. | Statement on how the company will coordinate with County OEM and First responders on updating the EAP  |  |  |  |
|  | b. | Operator has coordinated with local Fire Districts on applicable jurisdictional fire codes |  |  |  |

 **SITE SAFETY AND EMERGENCY ACTION PLAN**

**ABC Energy Company**

LOGO

**ABC Energy Company**

**Beautiful, CO, 12345**

**Address: TBD**

**WELD COUNTY, COLORADO**

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# SECTION 1 – APPROVAL SIGNATURES

**Instructions:** Company Representative to sign with concurrence review by local Fire Department/Districts

|  |
| --- |
| **ABC Energy Company** |
| **Name** | **Signature** | **Title** | **Date** |
|  |  |  |  |
|  |
| **Fire District** |
| **Name** | **Signature** | **Title** | **Date** |
|  |  |  |  |

**Weld County Office of Emergency Management**

*Digitally Signed*

# SECTION 2 – SITE ADDRESS AND DIRECTIONS

## Directions:

Example Directions for purposes of the EAP: From the intersection of CR 00 and CR 00 head East on CR 00 for 0.00 miles to a proposed access to the South. Thence South for 000 feet to the facility.

## Ingress and egress information:

(Edit as needed, EXAMPLE) All traffic into and out of Facility Name will check-in and check-out with security. All ingress and egress routes will be clearly identified and kept clear from parked/staged vehicles at all times.

## Physical Address and GPS coordinates

* **Legal Description** – N/2 of Section 1, Township North, Range 34 West
* **Address -**
* **Town, CO, Zip –** Town Name, Colorado 12345
* **Lat/Long:** Lat: 40.00000oN Long: -104.00000oW

## Emergency Evacuation/Muster Assembly point(s)

(Edit as needed, EXAMPLE) For incidents in a particular area could pose a hazard to personnel onsite, such as a fire or hazardous material release, evacuation may be required to ensure the safety of onsite personnel. In the event of an emergency, site personnel will initially be evacuated to pre-designated muster assembly points.

* The Muster assembly points are identified on Figure XX in this plan.
* The Muster assembly points will be identified during all site safety briefings for visitors, employees, and contract personnel.
* **Sign-In Sheets:** All employees and approved visitors to the **Facility Name** will be required to enter through a manned security checkpoint. Upon checking in, employees and visitors will be provided a detailed safety briefing of current operations, all safety precautions that must be adhered to, and the site emergency evacuation plan. In addition, all personnel who enter the location must sign-out upon their departure. Security or Supervisory personnel are required to account for all persons entering or leaving in the event of an incident.

# SECTION 3 – LIST OF EMERGENCY CONTACTS

## Energy Company (edit as appropriate)

|  |  |  |
| --- | --- | --- |
| **Name** | **Office Phone** | **Emergency/Cell** |
| Corporate Office and Address | xxx-xxx-xxxx | xxx-xxx-xxxx |
| Energy Company EHS on-call Emergency Number  | xxx-xxx-xxxx | xxx-xxx-xxxx |
| EHS Supervisor | xxx-xxx-xxxx | xxx-xxx-xxxx |
| EHS – Safety | xxx-xxx-xxxx | xxx-xxx-xxxx |
| EHS – Environmental | xxx-xxx-xxxx | xxx-xxx-xxxx |

## Energy Company Community/Media Relations

|  |  |  |
| --- | --- | --- |
| **Name** | **Office Phone** | **Cell Phone**  |
| Personnel Name  | xxx-xxx-xxxx | xxx-xxx-xxxx |
| Personnel Name | xxx-xxx-xxxx | xxx-xxx-xxxx |

## First Responders (Fire, EMS, HazMat)

|  |  |  |
| --- | --- | --- |
| **Name** | **Emergency Number** | **Non-Emergency Number**  |
| **\*All emergency notifications require notification to 911 first** |
| Platteville – Gilcrest Fire Protection District – Station #1 | 911 |  |
| Platteville – Gilcrest Fire Protection District – Station #1 | 911 |  |
| Weld County Sheriff | 911 | 970-356-4015 |
| Colorado State Highway Patrol | 911 | 970-506-4999 |
| Platteville Police Department | 911 | 970-785-2215 |

## Local, State, and Federal Contacts

|  |  |  |
| --- | --- | --- |
| **Name** | **Emergency Number** | **Non-Emergency Number**  |
| Weld County Office of Emergency Management | 911 | 970-304-6540 |
| CDPHE | none | 877-518-5608 |
| Colorado Parks & Wildlife | none | 303-291-7227 |
| National Response Center | 800-424-8802 | none |

## Medical Facilities *(Nearest locations to site)*

|  |  |
| --- | --- |
| **Name** | **Office Phone** |
| Northern Colorado Medical Center | 970-352-4121 |
| Medical Center of the Rockies | 970-624-2500 |
| Northern Colorado Medical Facility (Burn Unit) | 970-810-4121 |

## Spill Response Organization (*Contracted*)

|  |  |  |
| --- | --- | --- |
| **Name** | **24/7 Emergency Number** | **Non-Emergency Number** |
| Third Party Contractor | xxx-xxx-xxxx | xxx-xxx-xxxx |
| Third Party Contractor | xxx-xxx-xxxx | xxx-xxx-xxxx |

# SECTION – 4 SITE SPECIFIC INFORMATION

## Site Description

Provide a description of the purpose of the site, equipment stored on site, and what hazards may be present on-site.

## Nearby Schools, High Occupancy Buildings, Waterways

* Schools - None within 2500’ of location.
* High Occupancy Buildings - None within 2500’ of location.
* Waterways - None within 2500’ of location.

## Site Safety Requirements and General Safety Information

(Edit as needed, EXAMPLE) The minimum personal protective equipment (PPE) to enter any ABC Company production location includes hard hat, safety glasses, and safety toe boots. All contractors and visitors are responsible for providing their employees with the appropriate training on and use of PPE while on ABC Company locations. In addition, all contract personnel entering a ABC Company location to perform work must understand and abide by ABC Company’s contractor expectations relating to environmental, health, and safety requirements.

(Edit as needed, EXAMPLE The primary hazards that any person must be aware of while on a ABC Company production location include, but are not limited to, the potential for release of hydrocarbon gases and/or liquids from production equipment/tanks, heavy truck and equipment traffic, loud noise, high pressures, and the potential for a flash fire. These hazards can vary depending on the work being performed.

## SDS: Depending on the operations taking place on location, chemicals stored on-site may vary. In accordance with 49 CFR 1910.1200, Safety Data Sheets (SDS) will be made available for site personnel performing work and for first responders in a centralized location onsite.

## Fire Suppression Water Supply

(Edit as needed, EXAMPLE) There are 6 fire hydrants located on-site that can be accessed in the event of a fire. All six hydrants are indication on the in Section 5 – facility drawings.

## Heavy Equipment List

|  |  |
| --- | --- |
| **Item Description** | **Quantity** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Chemicals stored on-site (Gallons)

|  |  |  |
| --- | --- | --- |
| **Chemical Name**  | **Storage Location** | **Quantity stored on-site**  |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |
|  |  | # gallons |

# SECTION 5 – MAPS AND DRAWINGS

## Facility drawing

## Project Location Access Map and Muster Point

Facility Name

## Haul Route /HazMat deliver Map

Facility Name

# SECTION 6 – SPILL RESPONSE AND CLEAN-UP

## Spill Response

(Edit as needed, EXAMPLE) Once a release has been discovered, it will be immediately stopped and contained if possible and if safe to do so. When containing a spill; a combination of sorbent rolls, pads, mats, socks, or containment boom may be deployed, or earthen berms will be constructed around the release to keep spilled material contained and from spreading. These materials will be provided by ABC Company and the contract company and kept on-site. During a spill, efforts will be made to minimize contact with live vegetation, nearby drainage, rivers, creeks, or streams. If the release is outside of secondary containment or poses a threat to flow off site, or impact environmentally sensitive areas, the spill response contractor should be notified for cleanup assistance, if needed, and for removal and disposal of spilled materials and contaminated areas.

In the event of a large incident requiring outside assistance/cascading resources, ABC Company has contracted with a Consulting Spill Management Team (SMT) Company XYZ. Consulting SMT Company XYZ possesses a working knowledge of ABC Company operations, emergency response and the Incident Command System (ICS). Once notified Consulting Company XYZ personnel can be on location within 12 hours.

## Spill Reporting

(Edit as needed, EXAMPLE) The person reporting a spill may be required to supply the minimum spill assessment information to provide a complete understanding of the incident as possible to local, state, or federal agencies if applicable. Some initial spill response actions and information that may be reported are presented below:

* A spill/release will be reported to the Weld County LEPC if released material is property of ABC Company and meets the reporting thresholds mandated by Section 304 of the Emergency Planning and Community Right-To-Know Act (EPCRA).
* A spill/release will be reported to the CDPHE if released material is in the custody of a third party for spills meeting CDPHE reporting thresholds or are of any size that impact or threaten to impact waters of the state, a residence or occupied structure, livestock or public byway. An example would be an oil hauler over filling a truck and spills product onto the ground next to a flowing irrigation ditch.
* (Edit as needed, EXAMPLE) Once a spill is determined reportable, there is a 24-hour deadline to make initial notification to the LEPC and CDPHE depending on the product ownership. Spills/releases in the custody of ABC Company will be reported by a Company representative. Spills/releases in the custody of a third party will be reported by the responsible company’s EHS Department to the appropriate agency and to ABC Company.

These regulatory guidelines will be strictly followed by ABC Company and any contractors operating under ABC Company guidance during all activities at the ABC Company.

# SECTION 7 – REPORTABLE QUANTITIES

## Reportable Quantities

(Edit as needed, EXAMPLE) Mandated by Section 312 of the Emergency Planning and Community Right-To-Know Act (EPCRA) – also known as SARA Title III – the Tier II form captures information about the types, quantities, and locations of hazardous chemicals at a given facility. The form also lists contact information for the facility’s designated emergency point-of-contact.

* Any facility that is required to maintain MSDSs (or SDSs) under the Occupational Safety and Health Administration (OSHA) 49 CFR 1910.1200 regulations for hazardous chemicals stored or used in the workplace.
* Facilities with chemicals in quantities that equal or exceed the lists of lists thresholds must report.
* Propane, benzene, propane and methane are on the lists of lists and are known to be in crude oil. In addition, diesel is on the lists of lists and may be stored on oil and gas sites during construction and development.

## Reportable Requirements

Instructions: If your facility will meet the requirements under 40 CFR Part 370, you must submit your Tier II report to the State of Colorado every year before March 1st.

# SECTION 8 – EVACUATION INFORMATION

##  Evacuation Plan Procedures (public)

(Edit as needed, EXAMPLE) The procedure to be used in alerting the public in the event of than incident which could pose a threat to life or property will be arranged and coordinated with first responders and Weld County Emergency Management.

In the event of an actual emergency, the following steps will be immediately taken:

1. The ABC Company representative will immediately notify first responders (911), to warn the public of a potential chemical exposure.
2. First responders may conduct door to door evacuation notices in addition to reverse 911 and utilizing the Integrated Public Alert and Warning System (IPAWS).
3. The ABC Company responsible for employees and contract personnel will monitor essential and non-essential personnel traffic on or near the incident site.
4. General:
	1. The area included within the radius of exposure is considered to be the zone with the maximum potential hazard, per the Emergency Response Guide (ERG). When it is determined that conditions exist which create an additional area (beyond the initial zone of maximum potential hazard) vulnerable to possible hazard, public areas in the additional hazardous area will be evacuated.
	2. In the event of a incident, after the public areas have been evacuated and traffic stopped, it is expected that local civil authorities will have arrived and within a few hours will have assumed direction of and control of the public, including all public areas.
	3. ABC Company will cooperate with these authorities to the fullest extent and will exert every effort by careful advice to such authorities to prevent panic or rumors.

ABC Company will dispatch appropriate personnel to the disaster site as soon as possible. The company’s personnel will cooperate with and provide such information to civil authorities as they might require.

# SECTION – 9 TRAINING AND EXERCISES

TRAINING: (Edit as needed, EXAMPLE) The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.

NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents.

ABC Company plays a vital role in the Incident Management System. ABC Company has a significant impact on local, regional, and national economic recovery, and is part of the whole community and essential to the function of the Community Lifelines.

To maximize ABC Company’s impact and willingness to participate in incident operations, ABC Company should coordinate and integrate with first responders into a Unified Command (UC)—including planning, training, and preparedness exercises. In addition, it is also recommended all ABC Company employees who will respond to an incident have training in ICS 100, ICS 200, and ICS 700 at a minimum, for company and agency emergency response interoperability to manage a response.

EXERCISES: (Edit as needed, EXAMPLE) Exercises are an important component to test an organization's response readiness, training and familiarity with various emergency response scenarios, participation and engagement with local and or state agencies, and to develop lessons learned to improve emergency response capabilities. Per COGCC guidance number 16, a proposed schedule and type of exercises are provided below:

# SECTION – 10 COORDINATION WITH FIRST RESPONDERS

1. (Edit as needed, EXAMPLE) In the event of an emergency requiring First Responders, Unified Command will be established between the ABC Company appointed company man on location and First Responders present. Unified Command post will be established based on conditions present at time of incident.
2. (Edit as needed, EXAMPLE) ABC Company EHS representative and first responders identified in this Emergency Action Plan have reviewed the EAP and have discussed coordination efforts in the event of an emergency situation requiring first responder assistance.

# SECTION – 11 Plan Review and Update Procedures

1. Multi-year plan review and update:

Describe the procedures for updating this plan every five (5) years or after a change in personnel, operations or ownership.

1. Post incident plan review and update:

Describe the procedures to update this plan after a spill/release in order to evaluate and record the plan's effectiveness.