

OREGON LOCAL EMERGENCY PLANNING COMMITTEE EMERGENCY RESPONSE PLAN / EPCRA VALIDATION CROSSWALK

PRODUCT OF THE OREGON OFFICE OF STATE FIRE MARSHAL
REVISED JUNE 2013



About the Crosswalk

This crosswalk has been developed to assist Oregon's Local Emergency Planning Committees (LEPC) in complying with United States Code (USC) Title 42 Chapter 116 Subchapter I, § 11003 (a-g) of the Emergency Planning and Community Right to Know Act, which identifies requirements for LEPC emergency response plans, addressing releases of hazardous materials.

Using the Crosswalk

The Emergency Planning and Community Right to Know Act (EPCRA) defines nine (9) planning elements that need to be part of local emergency plans related to hazardous materials releases. Understanding that these required elements may already be present in the local HazMat Annex, the crosswalk enables the user to capture the location of the planning element within those existing plans and document that location for compliance with the EPCRA requirement.

The crosswalk also provides the user with the opportunity to identify any of the nine planning elements that may be missing from their HazMat Annex and provides a baseline requirement of the missing element for inclusion into the existing plan. Once the nine planning elements have been successfully documented and the matrix completed, it can be reviewed and authorized, just as any other plan and used as validation of compliance with EPCRA.

No Restrictions for Use

This matrix is an "open source" style document. Once downloaded by the end user, modifications, edits, additions, deletions, etc. can be made, to any extent, and in any form the end user desires. However, in its existing form the matrix ensures coverage of the nine planning elements and care should be taken during modifications and edits to guarantee its consistency in capturing compliance with the nine planning elements of EPCRA.

PLANNING STANDARDS FOR LOCAL EMERGENCY PLANNING COMMITTEE HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN ANNEX

This Annex crosswalk identifies components within existing emergency response plans, relative to plan requirements identified in 42 USC Chapter 116 Subchapter 1 Section 11003(a)-(g) and as noted below, validates compliance with those requirements. **Note:** An asterisk (*) before the referenced plan component means the plan and crosswalk are deficient if the component is not addressed.

PLAN COMPONENT	SECTION / PARAGRAPH
I. AUTHORITY	
1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those listed in the Basic Plan.	
II. PURPOSE	
1. Include a purpose statement that describes the reason for development of the annex.	
III. EXPLANATION OF TERMS	
1. List, explain, or define terms, acronyms and abbreviations used in the annex.	
IV. SITUATIONS AND ASSUMPTIONS	
1. * Include a situation statement related to the subject of the annex.	
2. * Provide a summary of local capabilities and limitations with respect to HazMat incident response.	
3. * Identify facilities (<i>special needs facilities, critical infrastructure, key resources and population concentrations</i>) that may be vulnerable to a HazMat incident due to their proximity to regulated facilities or a HazMat transportation route. Include a map of these facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.	
4. * Identify local regulated facilities and primary hazard(s) at such facilities. Include a map of these facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.	
5. * Identify local transportation routes for hazardous materials, including any approved hazardous cargo routes. Include a map of these routes, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.	
6. * Identify evacuation routes from risk areas surrounding regulated facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.	
7. * Identify a list of assumptions used for HazMat planning.	
V. CONCEPT OF OPERATIONS	
1. * Describe the actions taken to prevent and prepare for a HazMat incident.	
2. * Include a HazMat incident classification scheme.	
3. * Describe procedures for receiving timely reports for HazMat incidents and include a format for receiving and disseminating essential information regarding a HazMat incident.	

4. * Describe methods for determining the area or population affected by a HazMat release.	
5. * Describe methods to determine appropriate protective actions for the public in the event of a HazMat incident.	
6. * Describe procedures for warning the public of a Hazmat incident and communicating appropriate protective actions.	
7. * Describe obligations of the responsible party and of local government in the recovery from a significant Hazmat incident.	
VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	
1. * Describe the emergency organization that will be employed to respond to HazMat and oil spill incidents.	
2. * Designate and describe responsibilities of the community emergency coordinator required by the EPCRA.	
3. * Outline HazMat response actions to be carried out by the Incident Commander (IC), HazMat Team, other individuals, departments, and agencies.	
4. * Outline response actions expected of regulated facilities and HazMat transporters.	
5. * Outline responsibilities of state and federal response agencies.	
VII. DIRECTION AND CONTROL	
1. * Identify the individual/agency responsible for providing direction and control for the emergency response to a HazMat incident.	
2. * Describe the interface between the IC and the Emergency Operations Center (EOC).	
VIII. READINESS LEVELS	
1. * Identify actions to be taken at various readiness levels.	
IX. ADMINISTRATION AND SUPPORT	
1. * Refer to a list of HazMat response resources contained in this annex or elsewhere in the jurisdiction's emergency management plan.	
2. Outline requirements for a post-incident review of major HazMat or oil spill response operations.	
3. * Describe who is responsible for ensuring emergency responders receive specialized HazMat training and are equipped with personal protective equipment (PPE) appropriate to their responsibilities.	
4. * Describe methods and schedules for exercising this annex	
X. ANNEX DEVELOPMENT AND MAINTENANCE	
1. Identify the individual by position responsible for developing and maintaining the annex.	
2. Make reference to the schedule for review and update of annexes contained in the Plan.	
XI. REFERENCES	
1. Identify additional local, state, and federal references pertinent to the subject of this annex not already listed in the Plan.	

CHECKLIST COMPLETED BY:	SIGNATURE:	DATE:

Approval and Implementation:

The [insert name of LEPC] has completed this Emergency Response Plan Annex Crosswalk, which identifies within existing plans, hazardous materials emergency preparedness and response activities and responsibilities in accordance with applicable authorities. This Crosswalk references location of the purpose, policy, concept of operation, direction and control actions and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within the jurisdiction of [insert name of jurisdiction].

The [insert name of LEPC] reviews the Annex through the Crosswalk, at a minimum, annually, or more frequently as changed circumstances in the planning district or at any facility may require.

The [insert name of governing body] directs each office, department and agency to study the Annex through the Crosswalk and prepare or update, as needed, the supporting plans and operating procedures needed to implement the Annex for a hazardous materials event.

If any section, clause or provision of the referenced plan(s) is held to be invalid, the invalidity thereof shall not affect any other section, clause or provision of the Annex.

The Annex Crosswalk shall be considered complete and without deficiency beginning on the day of its approval.

Approved this _____ day of _____, 201__

LEPC Chair

Date

[Official's title (additional officials as desired)]

Date

RECORD OF REVIEW AND REVISION

[Insert LEPC name]

HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN ANNEX CROSSWALK

[illegible]