

EMERGENCY RESPONSE PLAN

Name of Manufacturer:

Location:

3 Main Elements

- 1) Plan Administration and Maintenance ' keeping plan update and alive '
- 2) Information – consists of plan description and records
- 3) Emergency Action Procedure and format.

	ELEMENTS	YES	NO	COMMENTS
1	Plan Administration and Maintenance			
	▪ Distribution list			
	▪ Equipment/maintenance Requirement			
	▪ Training requirement schedule			
	▪ Procedure update			
	▪ Equipment/alarm testing frequency			
	▪ Evaluation/Audit Reports			
	▪ Debriefing			
	▪ Requirements of incident reports			
2	Information			
	▪ Organizational Chart			
	▪ Roles and Responsibility			
	▪ Notification List and Call Out List			
	▪ Plant Site Map and Security			
	▪ Emergency Equipment List			
	▪ Evacuation, Rescue and First Aid Operation Procedure			
	▪ Emergency Shutdown Procedure			
	▪ List & Location of Hazardous Materials including MSDS			
	▪ Relatives/Media Response Guide			
	▪ Audit Checklist			
	▪ Breakdown of First Line Response Centers, etc & function			
3	Emergency Action Procedure and Format			
	▪ Specific Response to Fire, Explosion, Toxic, etc.			
	▪ Specific Response to On-Site Emergencies.			
	▪ Alarm Sequences			
	▪ Termination of Emergency			