



## **TOP TEN PROCEDURES AND PREPARATIONS FOR EMERGENCY RESPONSE PLANNING AND IMPLEMENTATION**

### **1. Establish a well-defined Emergency Response Plan (ERP)**

- Check ERP to ensure compliance with regulations and standards
- Involve various plant disciplines in the ERP such as operations, management, medical, industrial, hygiene, safety, environmental
- Take recommendations for improvements from various plant sectors

### **2. Ensure the company personnel are familiarized and trained to carry out the ERP**

- Perform fire drills and run simulated release scenarios

### **3. Update the ERP in response to changes in operations, state and federal regulations, etc.**

### **4. Coordinate and plan post-incident investigation**

- Evaluate system policies and the effects of spoliation issues
- Review electronic security and policies
- Appropriate use of attorney-client privilege

### **5. Stress importance of proper report-writing technique**

- All observations and conclusions should be factual
- Committee opinions and beliefs based on circumstantial evidence should not be stated
- Recommendations should be limited to those which have a direct bearing on the incident in question
- All documents and emails are most likely discoverable and may be used in court

### **6. Update management on facility maintenance and operational safety procedures**

- Train employees on writing reports and keeping accurate files
- Install professional systems and a safety audit

### **7. Establish accurate procedures for communication with state and federal authorities**

- Review calculations and reporting procedure – Peer review system
- Library of materials for calculations
- Emphasize wording and language of report
- Train personnel on importance of accurate documentation

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## 8. Establish effective and accurate lines of communication with community

- Identify and train spokespeople
- Establish lines of communication with security personnel
- Review community alert systems and warning systems for neighboring plants
- Retain media consultant

## 9. Mitigate severe health consequences immediately

- Have an on-site toxicologist / industrial hygienist
- Review and audit MSDS's
- Train emergency responders and update plant medical personnel

## 10. Install chemical monitoring equipment; map and trace hazardous concentration of released chemicals

- Pre-mapped demographic information of surrounding area
- Procedure for obtaining meteorological data
- Pre-established monitoring points correlated to meteorological data
- Plan for necessary monitoring equipment/acquisition of data

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