

# Guidance for Developing Comprehensive Hazmat Response Plan Checklist

*All new/draft Emergency Response Plans must be submitted to the State Emergency Response Commission (SERC) for review  
This checklist must be completed and submitted with the new/draft plan.*

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Local Emergency Planning Committee / Plan Name

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Authored By, Date, & Contact Info

Required Elements (Reference Title 42, Chapter 116, Subchapter I, § 11003. Comprehensive Emergency Response Plans)  
Each emergency plan shall include (but is not limited to) each of the following:

	Element	Applicable Pages	Comments
<b>Required Elements</b>			
1	Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district.		
2	Identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002 (a) of Title 42.		
3	Identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter*.		

	Element	Applicable Pages	Comments
4	Methods and procedures to be followed by facility owners and operators to respond to any release of such substances.		
5	Methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances.		
6	Designation of a community emergency coordinator who shall make determinations necessary to implement the plan.		
7	Designation of facility emergency coordinators who shall make determinations necessary to implement the plan.		
8	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).		
9	Methods for determining the occurrence of a release, and the area or population likely to be affected by such release**.		

Element		Applicable Pages	Comments
10	A description of emergency equipment and facilities in the community, and identification of the persons responsible for such equipment and facilities.		
11	A description of emergency equipment at each facility subject to the requirements of this subchapter (facilities that store hazardous materials), and identification of the persons responsible for such equipment and facilities.		
12	Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.		
13	Training programs, including schedules for training of local emergency response and medical personnel.		
14	Methods and schedules for exercising the emergency plan.		
Recommended Elements		Applicable Pages	Comments
15	Identification of emergency shelters and features of each emergency shelter (backup generator, # of beds, # of MREs, etc.)		
16	Summary of existing mutual aid agreements with neighboring counties, cities, states, and Local Emergency Planning Committees.		
17	NIMS compliance – NIMS concepts and terminology should be utilized.		

18	Other		
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\*Examples of these facilities may include but not limited to hospitals, schools, nursing homes, natural gas facilities, etc.

\*\*Methods that can be used but not limited to for determination may include modeling programs such as CAMEO or ALOHA. Emergency Response Guides can be used as well. If you need an ERG, please let us know and we can provide one to you. We'd like to see plans for evacuation zones based on types of chemicals at each facility - the potentially impacted zone should a release occur. Consider air flow, topography, etc.

The SD SERC recommends the LEPC shall perform a complete rewrite of their existing Comprehensive Emergency Response Plan every four (4) years.

The Local Emergency Planning Committee (LEPC) shall review the plan once annually, or more frequently as contacts, and/or changed circumstances in the community, or at any facility may require updates to keep the plan relevant.

Please enter your anticipated annual LEPC Review Schedule \_\_\_\_\_

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, complete, and meets the requirements of Title 42, Chapter 116, Subchapter I, § 11003.

\_\_\_\_\_  
Signature of Plan Author – Date

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Signature of County Emergency Manager – Date

**INTERNAL USE ONLY**

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Draft Plan, State Emergency Response Commission (SERC) Receipt Date

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Draft Plan Reviewer & Date