

Facility Name
Address

Response Plan

Date

Facility Response Template

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Facility Information

Facility Name:	
Facility Address: (Physical location, not mailing address)	
Contact Person(s): Facility Emergency Director	
Asst. Facility Emergency Director	
Phone Number(s): 24 hr Emergency Line	
Latitude: (decimal format)	
Longitude: (decimal format)	

Notification Message Template

CALL 911

Start report with one or the other of these:

“This is {facility} located at {address}, in the municipality of {municipality}. We have a chemical release in progress and request emergency response from fire and other agencies in accordance with our off-site response plan. The release includes a Title III (choose one) “Extremely Hazardous Substance” or a “CERCLA Hazardous Substance”. The following information is available:

OR

“This is {facility} located at {address}, in the municipality of {municipality}. This call is to relay information only, in compliance with Title III reporting requirements. We have had a reportable release but do not believe it warrants an emergency response. The following information is available:

Record of Notification			
	Date	Time	Name
LEPC			
Fire Dept.			
TECQ			
If required under CERCLA 40 CFR 302.6			

General Information

Number of employees by shift:

Number of Personnel		Time			
1st Shift	(*)	From	(*)	To	(*)
2nd Shift	(*)	From	(*)	To	(*)
3rd Shift	(*)	From	(*)	To	(*)

List of EHS Substances present at Facility

EHS	Cas #	Quantity	Location

Hazardous Substances 10,000 pounds or greater

EHS	Cas #	Quantity	Location

Emergency Notification List

[CALL 911](#)

LEPC

LEPC Chairperson: Denisse Martinez

Email: Denisse.Martinez@dallascounty.org

24-HR Duty Officer: (469) 865-9461

TECQ

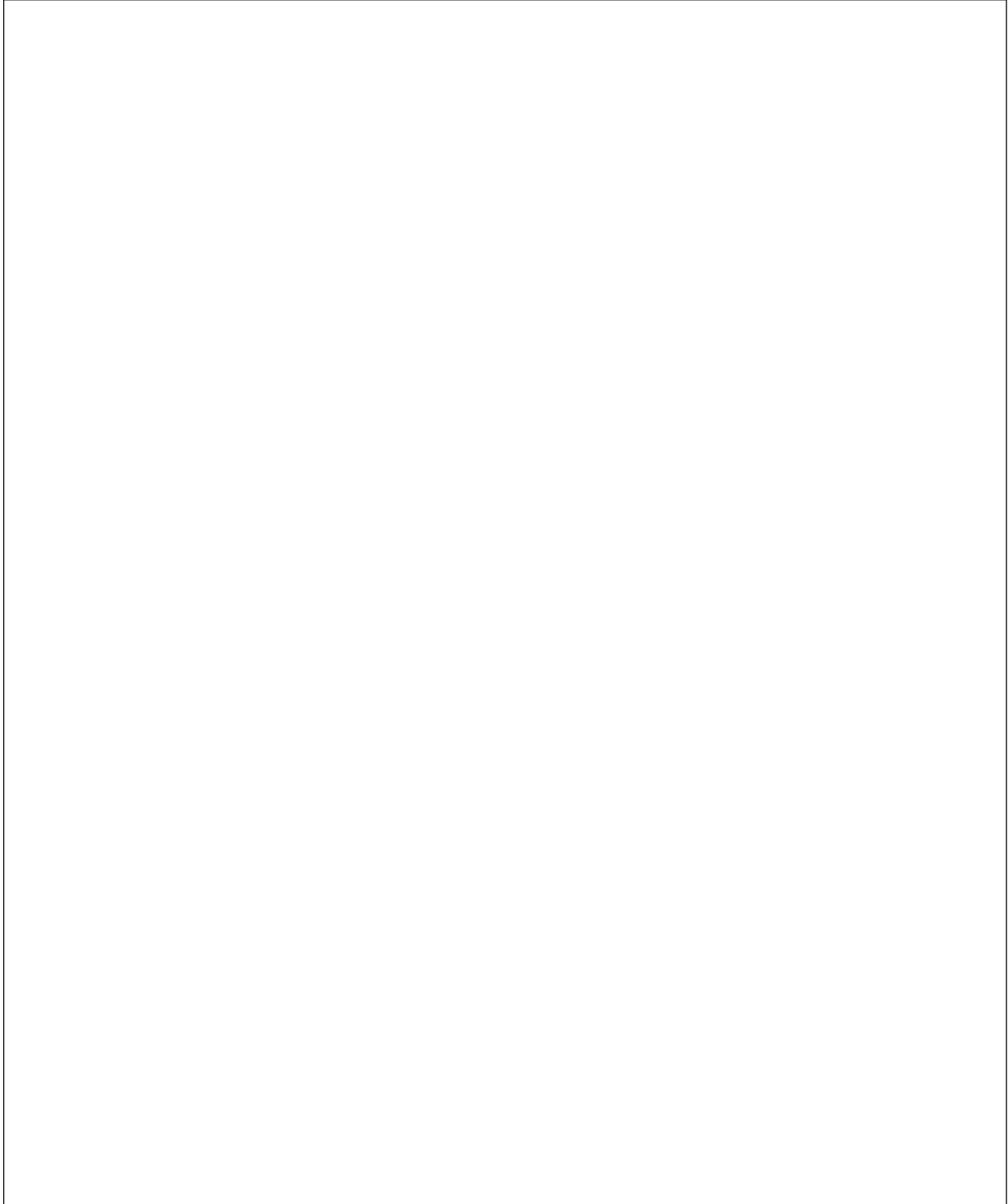
State of Texas Spill-Reporting Hotline and the SERC: 1-800-832-8224—24 hours a day

National Response Center

National Response Center: 1-800-424-8802 (notifying the NRC does not constitute notice to the state)

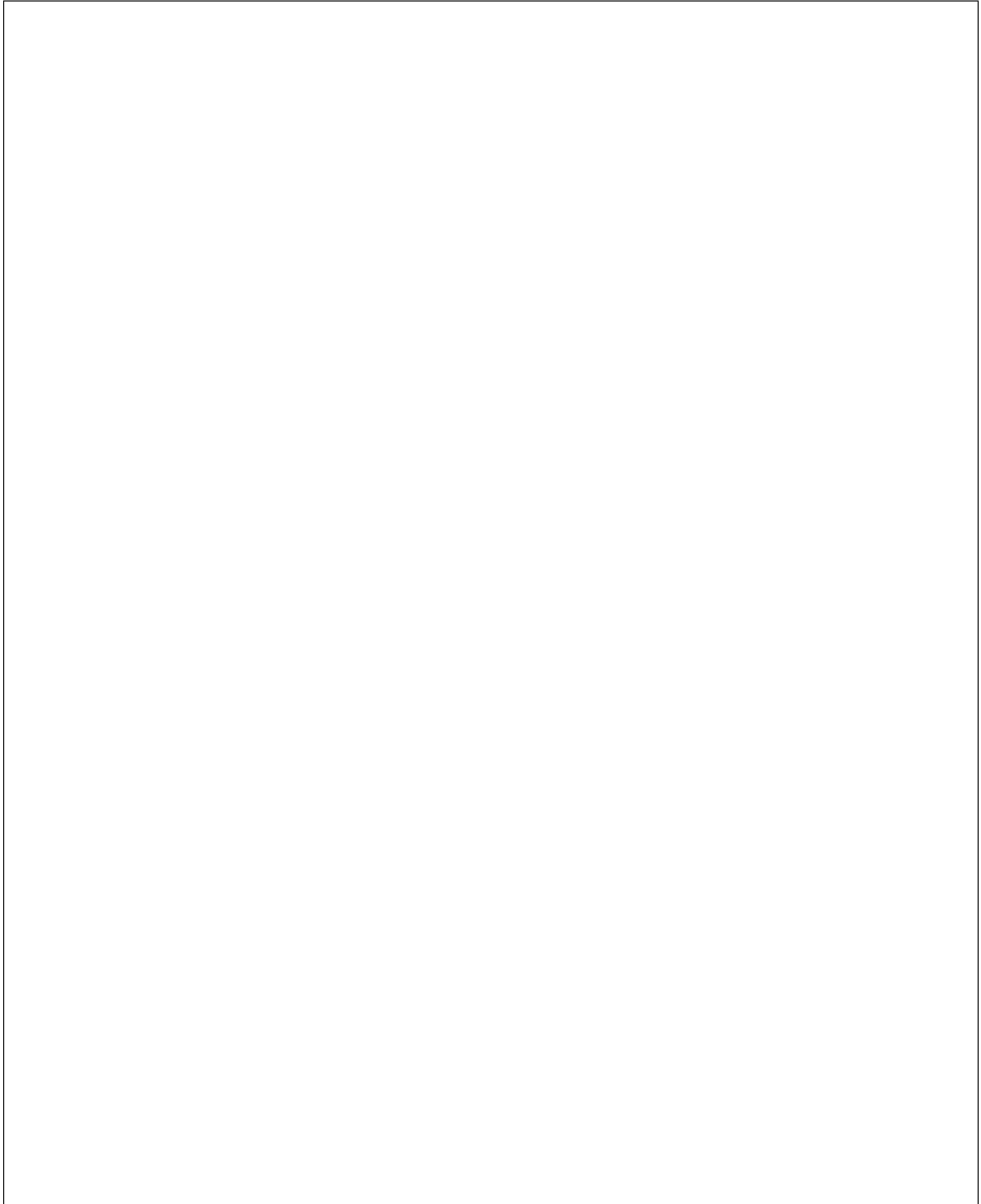
Facility Floor Plan

Attach Map- Items that should be marked/noted (EHS storage location, Door access locations ,Turn off valves location, etc.)



Aerial View of Facility

Attach Map: Items that should be marked/noted (Major roads, Gate access points, chemical pooling points, etc.)



Evacuation reunification sites Map

Attach Map Items that should be marked/noted (Major roads, Location names, methods of transport, etc.)



Methods for determining the occurrence of a release

Enter methods for determining release here

(example: alarm monitoring, visual inspection, etc.) (are these detection methods audible to the public/surrounding area?)

Facility Equipment Resources

What resources/equipment is on site to stop/aid during a release?

Do you have a **Hazmat team?**: YES NO

Capabilities:

-

Do you have a **Air monitoring team?**: YES NO

Capabilities:

-

What are your **Decontamination** Capabilities?:

What are you **Containment** Capabilities?:

What **Contractors/Vendors** have existing contracts?:

Contact information:

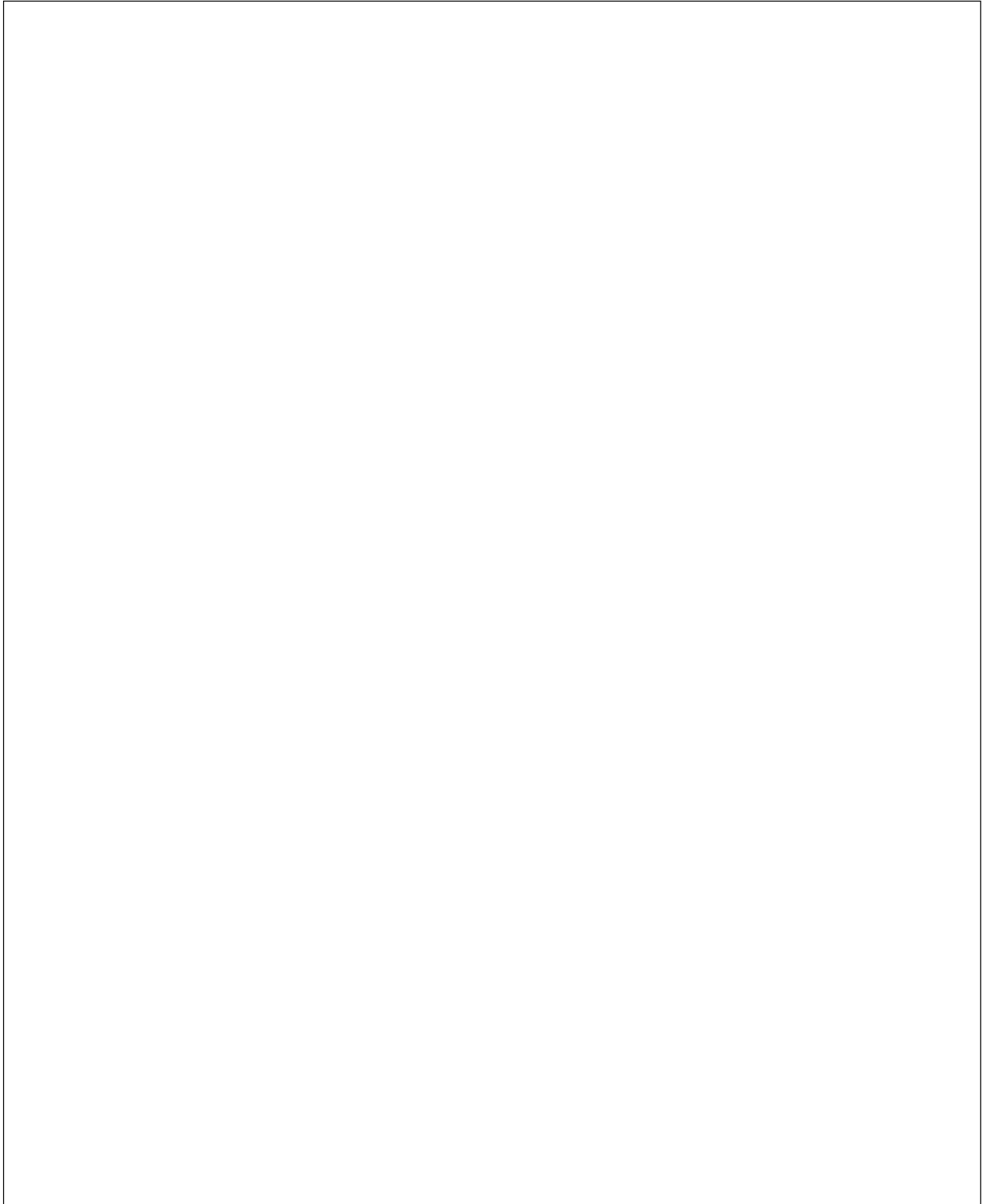
Clean-Up Contractors:

Emergency Response Team:

Incident Command Team:

Containment Map

Containment Map: Sloped property/containment around tank/s



Environmental Impact

What environmental concerns are close to the property?

Example: creeks, streams, rivers, etc.

What equipment do you have **on site** to mitigate environmental impact?

Local Contact Information

LOCAL FIRE DEPT

Notify the fire department of the jurisdiction where the spill occurred if 911 response was not needed.

Fire/Marshal's Department	Phone Number
City of Addison	(972) 233-1111
City of Balch Springs	972-557-6040
City of Carrollton	(972) 466-3070
City of Cedar Hill	(972) 291-1011
City of Combine	(972) 476-2632
City of Coppell	(972) 304-3512
City of Dallas	214-670-4607
City of Desoto	(972) 230-9680
City of Duncanville	(972) 780-4920
City of Farmers Branch	(972) 919-2640
City of Garland	(972) 781-7100
City of Glenn Heights	972-223-1690
City of Grand Prairie	(972) 237-8300
City of Highland Park	214-559-9494
City of Irving	972-721-2514
City of Lancaster	(972) 218-2600
City of Mesquite	(972) 216-6267
City of Ovilla	972-617-7262
City of Richardson	(972) 744-5750
City of Rowlett	(972) 463-3940
City of Sachse	469-429-4791
City of Sunnyvale	(972) 203-5014
City of University Park	214-987-5380
City of Wilmer	(972) 441-6373
City of Wylie	972-442-8171

