

## Elements of an Emergency Response Plan

### Plan Organization:

The first section should include a brief statement of the purpose of the plan and a statement of management commitment. This section is little more than a page or at maximum 2 pages and it is a Mission Statement for the plan, and a brief delegation of the authority from the manager.

### Red Tab Section – several pages

This section is a brief description of the various types of response plus the contact information for response personnel and a map of the facility. The map should highlight specific areas of vulnerability and location of emergency response supplies. That may require a master map and then detailed maps with the location of emergency supplies.

*NOTE: Make sure that all levels of management and operations understand and have written instructions on what constitutes an emergency and who is authorized to declare it and when it ends. The purpose is to make individual responsibilities clear and lines of communication short and direct. Overall the emergency response activities should be organized around the **Incident Command System**.* Information on the ICS is available from the US Occupational Safety and Health Administration ([www.osha.gov](http://www.osha.gov)) and books and manuals are available from commercial sources.

The Red Tab section should require a brief description of each level of operations duties. I.e:

#### PLANT MANAGER:

The plant manager has the overall responsibility for safety and security at the plant. During an emergency he will direct the overall operations of the emergency and control budgets and costs for the emergency.

#### ACCOUNTING MANAGER

The Accounting Manager will authorize the expenditure of the funds required by the emergency, and will keep track of all invoices and insure that all bills are paid after the emergency is concluded

#### SECURITY DIRECTOR

The Security Director is responsible for the implementation of a safety plan and all operations and security during a declared security emergency.

The Security Director is responsible for coordination and provision of assistance between various agencies, security forces, fire prevention and emergency response forces.

The Security Director reports to the Plant Manager and is responsible for the preparation of security plans and time implementation of drills.

## INFORMATION TECHNOLOGY OFFICER

The ITO is the person responsible for overall cyber security of the facility. In an emergency he reports to the Security Director. His normal duties include overall cyber security for the facility. He shall develop response plans and methods, and has the responsibility of preventing cyber intrusions and unwanted attacks. He shall also be responsible for the coordination and implementation of all new electronic control systems and the approval of all new software and digital control systems and their integration

## .PUBLIC RELATIONS SPECIALIST

In a declared emergency, the communications specialist will be responsible for handling and disseminating information as directed by the Incident Commander. The PRS will handle all press inquiries with the purpose of disseminating accurate and timely information and answering inquiries from the press and managing the flow of communications. The PRS will be responsible for providing direct, timely and accurate communication of information during the emergency.

## SAFETY DIRECTOR

Will work with Plant Security and Incident Commander to insure that all operations are conducted with appropriate safety and shall provide all personnel with adequate safety equipment for the duration of the emergency

(Note: The office of Plant Security Director and Plant Safety Director may be the same office or coordinated responsibilities).

**Safety Director is responsible for notification of hospitals and emergency response providers regarding potential hazards and the need for decontamination of personnel before their transport or entry into the emergency transport or emergency rooms.**

**Safety director must review and file a copy of pertinent portions this plan with emergency responders such as fire and hospitals.**

## PLANT SHIFT SUPERVISOR:

In an emergency he reports to the Plant Safety Director. He coordinates the activities of technicians and operators...

## LABORATORY MANAGER:

Is responsible for the provision of laboratory services, and quality control of the laboratory function. In an emergency, the Laboratory Manager shall report to the Security Director and shall be responsible for the provision of emergency analytical functions of the laboratory and providing the analyses on a priority basis.

The Laboratory Manager will be responsible for dispatch and management of technicians and other personnel to perform sampling, and will advise the Incident Commander about the precautions to be provided in the event

of a chemical attack and will advise on possible methods of decontamination and personnel safety.

**TECHNICIANS:**

Describe duties.....

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**Plant Map**

**Table of Response Materials**

List of Response Contractors who can support emergency activities and their capabilities and contact information

Note: May require formal contracts for response which describe labor rates and contract fees- but this is a separate document, and only needs to be referenced, and it is kept by the Financial Officer

**Location of Response Materials**

**Description of Types of Incidents** (This is a tab listing on where to find scenarios which might be typical of attacks and how to determine whether the attack is real and what

**Security Breaches**

A security breach can occur in any number of ways. It is a intruder or unauthorized person in locations where he does not belong.

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Physical Intrusion into Unauthorized Areas:

Type of Incident	Possible Actions
Building Intrusion	Temporary Shut down of systems and complete inspection. Treat as crime scene and gather evidence
Exterior Intrusion (Reservoir)	Gather information, Sample reservoir, report results. Monitor for several days.
Oil spill in or near water intake	Shut down intake, deploy booms, begin cleanup operations <u>without use of dispersants</u> . Call in contractors to aid in cleanup
Exterior Intrusion (Plant Area)	Inspect Plant area for problems, including explosive devices, collect swabs and samples. Temporary shut down depends upon results of inspections
Chemical Contamination (raw water	Collect Samples, Shut Raw Water

supply)

Intake, Use alternative intake, use alternative intake until inspection or repair is complete.

Bad water quality samples reported from laboratory	Inspect treatment system and shut down if required. Resample, and decontaminate, waste contaminated water if required
Suspect Contamination of Distribution System	<p>Reports come from commercial institutions and hospitals about either possible cases of disease/ illness, or strange tastes and odors in water.</p> <p>Actions would include rapid identification of locations and dispatching crews to shut down primary routes and provide service from alternative directions through suspected clean lines.</p> <p>Boil water or don't use advisories may be required.</p> <p>When laboratory confirmation is complete and results are confirmed. Flush lines and resample until samples are clean.</p> <p>If unable to clean, line may have to be replaced or relined.</p>
Biological Contamination	Temporary boil water notice, and disinfect line with 10 mg/l or stronger chlorine solution.
Chemical Contamination	Shut down contaminated areas. Don protective gear, empty or drain contaminated liquids, wash and scrub with decontamination solutions and brushes. Depending upon contaminant may require multiple washes and or scrubbing (Plunger Brushes) through lines
Explosion	Call emergency services, police and fire/rescue evacuate plant to get plant personnel to assembly point and

**The next section should provide a detailed set of possible response scenarios (above) and combine it with potential responses/ actions in a detailed plan.**

**Plant appendices should include typical scenarios and detailed system maps with locations of critical elements, and sample scenarios which include system travel times.**

**A list of contractors which have emergency response capabilities should be provided, with names, contact information and pre-authorized emergency response contracts and list of types and kinds and capacities available from contractors and response times (travel times).**

**Schematic drawings of critical systems:** including area maps, manuals, and lists and locations of spare parts and manuals, and supplies.