



## Emergency Management Agency

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### Coordinator

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# LOCAL EMERGENCY PLANNING COMMITTEE of LANCASTER COUNTY

## OFF-SITE EMERGENCY EMERGENCY RESPONSE PLAN INFORMATION SURVEY

Your facility has been identified as meeting the off-site planning criteria established in federal SARA Title III. Sections 302 and 303 of SARA Title III pertain to notification of, and off-site planning for, the Extremely Hazardous Substance(s)(EHS) maintained on-site. To comply with these two sections, please complete all applicable information requested below and return by the date noted by the Lancaster County Emergency Management Agency.

The purpose of the plan is for emergency service and community preparedness in the case of an off-site release. Although some facilities may be exempt from annual chemical reporting and associated fees, **none are exempt** from the off-site planning requirements.

Thank you in advance for your time, cooperation and prompt submission and of the requested information.



# STEP 1

Complete a notification letter (see sample below) and **submit immediately** to the Pennsylvania Emergency Management Council (see address at top of sample letter) and a copy to the Local Emergency Planning Committee of Lancaster County (see address at bottom of sample letter).

## SAMPLE NOTIFICATION LETTER

(Date)

Pennsylvania Emergency Management Council  
c/o Pennsylvania Emergency Management Agency  
2605 Interstate Drive  
Harrisburg PA 17110  
Attn: SARA Title III

This is to advise Council that, pursuant to Section 302 (c) of federal SARA Title II and Section 205 of Pennsylvania Act 165, our facility is subject to the emergency planning requirement because the following Extremely Hazardous Substance(s) are on the premises:

(List the substance(s))

The facility representative, who has been designated as the Emergency Coordinator to participate in the emergency planning process is (name and position) at (telephone number).

Sincerely,

(Signed by facility owner operator)

Address (Include both the physical address and mailing address)

cc: Local Emergency Planning Committee of Lancaster County  
P O Box 219  
Manheim PA 17545

## STEP 2

Submit the following Information to the Local Emergency Planning Committee of Lancaster County as soon as possible (or by the date prescribed in the cover letter).

- A. Facility Information
  1. Address
  2. Phone Number
  3. Municipality
  4. Latitude and Longitude coordinates
  
- B. Facility Coordinator (Please list at least a primary and secondary coordinator for contact in case of an emergency. Additional are acceptable)
  1. Names
  2. Title and Primary Responsibility or Specialty
  3. Contact Phone Numbers (Work **and** After Hours)
  4. Email address of each contact for pre-incident correspondence
  
- C. Submit a floor plan that includes the following:
  1. Building foot print and dimensions / room locations / orientation.
  2. Location of hazardous materials storage and how it is stored/supplied
  3. List the utilities (gas/electric/water,etc) used as well as their shut-off locations.
  
- D. Submit a site map with the following: (can be incorporated with floor plan is easily readable:
  1. Parking lots / Access roads
  2. Environmental features
    - a. Detention areas (storm-water)
    - b. Other environmental areas / waterway conduits.
  
- E. Provide a written description of the facility including:
  1. What the facility is.
  2. Define the building construction
  3. Describe occupancy processes; i.e. manufactures \_\_\_\_\_
  4. Provide hours of operation and number of employees on site during each operational shift.
  5. Describe process/practices used to determine accountability of evacuated employees.
  
- F. Hazardous material use: (include extremely hazardous substances over the threshold planning quantity and materials in quantities over 10,000 lbs.
  1. List each material by name and CAS number
  2. List the quantity and location of each material
  3. Provide a description of the container such as size, above or below ground storage, separated, interconnected, etc.
  4. Describe any containment mediums in place to reduce off-site releases.
  5. Submit a Tier II chemical inventory report (if applicable and if not yet done so) via the Pennsylvania Tier Two system (PATTS) at:  
[https://www.lipatts.state.pa.us/submit/T2\\_Menu.asp](https://www.lipatts.state.pa.us/submit/T2_Menu.asp).

## G. Facility Infrastructure

### 1. Access

a. Please describe any access issues onto the site such as an automated gate system. *Specific access protocols should be coordinated with the local response agencies beforehand. Access codes will not be detailed in the plan.*

### 2. Chemical Detection Systems

a. List what mechanisms are in place to detect a leak. For automated systems indicated types, such as smoke detector or gas detector. If there is no automated system, indicate if detection is through personnel observation.

b. If detection system is present, describe how it is monitored and how subsequent personnel notifications are made.

c. Identify on the map(s) the location of detection equipment and annunciator panels.

d. List other release warning devices installed such as wind-sock (locations), fixed audible and / or warning alarms.

### 3. Fire Suppression / Detection Systems

a. Describe any fixed suppression systems in place and specify the extinguishing agent.

b. Note the areas covered. If a sprinkler system is in place, please describe what areas it is installed.

c. Describe (and mark on the map) the Fire Department Connection location.

d. Describe (and mark on the map) where Standpipes may be located and if known the Standpipe class.

### 4. Ventilation Systems -Describe ventilation systems in place that may assist in incident mitigation. This can include large door openings, smoke/roof vents or other elements such as skylights.

a. Please describe any ventilation assistance medium in place specific to the area where chemicals are stored. Also describe how ventilation / exhaust systems are actuated (automatically / manually).

### 5. Containment Systems – Describe containment systems on-site that will prevent or reduce the off-site flow of a release. Examples include retention basins and overflow tanks.

## H. Transportation Routes

1. Describe shipping routes of the extremely hazardous substances. Define if is transported by rail, road, water or air.

2. Include the primary and secondary routes the material may be received.

## I. Facility Resources – List any personnel or equipment that can assist such as:

1. Technical Experts

2. Specialized Equipment or Vehicles

3. Medical Aid Equipment

4. Clean-up Capabilities (identify any contractors that agreements are already in place with to handle spills/disposal)

## STEP 3

After the Local Emergency Planning Committee develops the off-site plan, a copy will be sent to you. Please review the plan to ensure all site-specific information is correct as well as become familiar with the notification and post-incident report requirements and criteria.

Thank you in advance for assisting in preparing your local responders and neighbors in the case of an off-site release. Should you have any questions regarding the requested information, please contact Eric Bachman at 717-664-1204, or email him at [ebachman@lancema.us](mailto:ebachman@lancema.us).