

## Appendix N

### Emergency Response Plan Outline

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Contractor will be required to develop an Emergency Response Plan as part of their remedial action work plan to establish response procedures in the event of an accident or emergency during construction. The Emergency Response Plan must be submitted and approved by the Implementing Entity and US Environmental Protection Agency prior to Construction Notice to Proceed, in accordance with Unified Facilities Guide Specifications Section 01 33 00. No construction activities may be performed prior to the approval of the Emergency Response Plan.

The Emergency Response Plan must include the following information as described in the outline below:

1. Introduction. Describe the scope and purpose of the Emergency Response Plan.
2. Pre-Emergency Planning
  - a. Emergency Recognition and Prevention. Describe procedures for identifying potential hazards related to (but not limited to) hazardous materials, vessel operations, fires, personal injury, spills, and spill containment. Describe the protocols for minimizing risks.
  - b. Minimum Required Emergency Equipment. Describe emergency equipment that will be available and maintained on the Site.
  - c. Plans for meetings. Describe plans for meetings with the local community, including local, State, and federal agencies involved in the cleanup, as well as local emergency squads and hospitals.
3. Personnel Roles and Responsibilities. Describe the responsible parties and chain of command in the case of an emergency, including the following: Emergency Coordinator, Emergency Support, and Emergency Response Contacts.
4. Emergency Response Measures. Describe emergency response measures, including (but not limited to) the following:
  - a. Emergency alerting and preliminary response procedures
  - b. Hazard communication to Contractor employees and subcontractors
  - c. Safe distances and places of refuge
  - d. Site security and control
  - e. Evacuation routes and procedures
  - f. Decontamination procedures
  - g. Emergency medical treatment and First Aid
5. Notifications. Describe notifications in case of an emergency.
  - a. Emergency Notifications. Define those notification activities to be undertaken in the event of the need of outside emergency services such as fire, police, and/or ambulance, and in the event of a release of hazardous substances requiring reporting under Section 103 of Comprehensive Environmental Response, Compensation, and Liability Act, 42 USC 9603,

or Section 304 of the Emergency Planning and Community Right-to-know Act, 42 USC 11004.

- b. Provide the names, contact phone numbers, and roles of individuals to be notified in case of emergency.
6. Reporting. Describe reporting and documentation to be completed following an emergency, including:
    - a. Follow-up reporting and documentation
    - b. Emergency response critique and lessons learned
  7. Plan Attachments
    - a. Spill Prevention, Control, and Countermeasures Plan (SPCC) consistent with the regulations under 40 Code of Federal Regulations Part 112, describing measures to prevent, and contingency plans for, spills and discharges