

NRT-1A Checklist

State Emergency Response Commission

Planning and Training Sub-Committee

County:

Date:

1. Identify facilities subject to TIER II reporting requirements and identify transportation routes.
Page # (s):
2. Describe Emergency Response Procedures to be followed, on and off site.
Page # (s):
3. Designation of Community Coordinator and Facility Coordinator(s) to implement the Plan.
Page # (s):
4. Outline Emergency Notification Procedures.
Page # (s):
5. Describe methods for determining probable affected areas and populations by releases.
Page # (s):
6. Describe Emergency Equipment in the Community and at Facilities and the persons responsible for them.
Page # (s):
7. Outline Evacuation Plans.
Page # (s):
8. Provide a Training Program for Emergency Responders.
Page # (s):
9. Provide methods and schedules for exercising Emergency Response Plans.
Page # (s):

Remarks/Overall Comments:

Reviewed By

Date

EXERCISE/INCIDENT & HAZARDOUS MATERIALS PLAN CHECKLIST

A Complete Exercise/Incident Must Include the Following

- Completed & Signed Exercise Reporting Form (choose only Exercise or Incident)
- Narrative Explaining the Event, to include:
 - How the Hazmat Materials Plan was used
 - What Corrective Actions, if any, were identified
 - Hazardous Materials used as part of the event
 - Event happened in previous calendar year

A Complete Hazmat Materials Plan Must Include the Following

- The Plan was reviewed within the last year, and:
 - The entire Plan has been updated or
 - Individual inserts have the date noting when the insert was updated
- LEPC Minutes approving the updated Plan
- Completed Level of Response Questionnaire
- Current Letter of Promulgation
- Current Contact List
- Current Equipment List
- Completed NRT-1A, to include:
 - Correct page numbers to match the Hazmat Materials Plan
- Level of Response is noted in the Plan
- Facilities List with Tier II facilities easily identified**
Facility Reports have been created in the Online Hazmat Reporting System: All Facilities / Tier II Facilities
- Current** Training Program and Schedule
- Current** Exercise Program and Schedule

BEST PRACTICE WILL Include the Following

- Exercise/Incident Report – Corrective Actions from previous year exercise incorporated into this year's exercise
- Plan – Corrective Actions from Previous year exercise incorporated into the Plan updates

- Plan – Detailed information how emergency responder is to learn about/sign up for training