

CHECKLIST OF PLANNING CONSIDERATIONS FOR INCORPORATING TERRORIST EVENTS INTO EXISTING PLANS:

Response Procedures: Notification

Does the plan identify potential terrorist releases (chemical, biological, explosives, radiological, nuclear) as emergencies that may affect the workplace?

Yes	No

Indoor and Outdoor Releases

- Evaluate your workplace, and nearby areas, to identify potential terrorist targets or situations that could be used by terrorists to create a hazardous emergency release, like the storage or use of hazardous substances. Resources like local emergency response organizations, local/State emergency planning committees, and State emergency agencies can provide assistance in identifying these types of targets and determining the types of terrorist releases that may occur in your workplace or community.
- Add terrorist releases to the list of potential emergencies the plan covers **OR** state that the plan does not address terrorist releases and indicate where the information about responding to these emergencies is located.
- Review the rest of the plan and ensure that the current procedures for potential emergencies are appropriate for terrorist releases that may affect the workplace and address the consideration identified in the rest of this checklist **OR** develop a plan (or use an existing plan-State or Local Emergency Response Plan) that addresses anticipated terrorist releases and is consistent with the considerations identified in the rest of this checklist.

Does the plan identify how:

- Employees can activate the response system if they discover or suspect a terrorist release
- Other employees would be alerted if a terrorist release were detected

Yes	No

Indoor and Outdoor Releases

- Identify how an employee who discovers or suspects a terrorist release can activate the response system, and how other employees will be alerted about a terrorist release. Consider modifying your employee alarm system to include this function. These system modifications can be done by using a different tone/message in the employee alarm system.

Does the plan identify how outside organizations, including adjacent workplaces, will be notified if a terrorist release is detected?

Yes	No

Indoor and Outdoor Releases

- Identify how designated employees will warn individuals outside the workplace (e.g. other tenants, surrounding businesses and appropriate emergency response organizations) that a terrorist release is detected if these notification procedures will differ from those for other workplace emergencies.
- Contact your local emergency response organizations to discuss effective notification procedures for terrorist releases. This would help ensure that your procedures are coordinated with the overall community network.

Response Procedures: Shut-Down and Isolation

Is there any critical equipment not currently addressed in your plan that must be shut down during a terrorist release?

Yes	No

Note: Critical equipment is any equipment considered important to process safety. This may include such items as process piping, chemical storage tanks, ventilation equipment, or power generation equipment.

Indoor Releases

- Identify equipment that might be critical during a terrorist release and is not listed in the plan.
- Add shut-down/isolation information for this equipment to your current plan, similar to the information included for previously-identified critical equipment (e.g. shutdown procedures, employee roles and responsibilities, training, protective equipment, and contingencies for immediate evacuation).

Outdoor Releases

- In addition to the above considerations identified for "indoor releases," consider the critical equipment that you would and would not shut down if you plan to shelter employees in the building during a terrorist release (e.g. power supply, ventilation system).

Would you ever isolate an area within the workplace or use the entire workplace as a shelter during certain types of terrorist releases?

Yes	No

Indoor and Outdoor Releases

- Identify the circumstances under which you would attempt to shelter employees.
- Describe any additional steps employees must take if they will be expected to isolate an area or the entire workplace as a shelter during a terrorist release. In making this decision, consider the level of training these employees would need (see "Training" section below for guidance), the potential for employee exposure, and the feasibility of isolating areas from the general workplace.

Response Procedures: Evacuating, Sheltering and Accounting for Employees

Does your plan identify any additional personnel or roles necessary to evacuate to an appropriate location:
Outside the building, or
Inside the workplace (if you plan to shelter), during a terrorist release

Yes	No

Indoor and Outdoor Releases

- Identify additional key personnel or roles. Include the assigned tasks necessary for implementing the plan during terrorist releases.
- Personnel who shut down critical equipment or isolate release areas or a workplace may be considered emergency responders. See the "Training" section of this checklist below.

Does your plan identify any additional/different

- Evacuation routes
- Exits
- And, if you plan to shelter employees, shelter locations that would be needed during a terrorist release.

Yes	No

Indoor Releases

- Illustrate additional routes and exits necessary on the map/floor plan of your facility. Provide a means or visually distinguishing (e.g. color-coding) these routes if they will be used solely during evacuation for a terrorist release.
- Ensure that additional routes and exits accommodate the special needs of your employees.

Outdoor Releases

- If you plan to designate shelter locations for a terrorist release, identify them. Consider locations that can be physically isolated from the rest of the workplace and from the outside environment. Consider appropriate communication and other equipment (see "Equipment" section for checklist).
- Illustrate any additional routes and shelter locations on the map/floor plan of your facility. Provide a means for visually distinguishing these routes if they will be used solely during evacuation for a terrorist release. You may combine this map/floor plan with the one above or keep them separate.
- Ensure that shelter locations and the additional routes and exits accommodate the special needs of your employees.

Does the plan identify how you will account for employees who are evacuated or sheltered as the result of a known or suspected terrorist release.

Yes	No

Indoor and Outdoor Releases

- Identify who is responsible to account for employees evacuated or sheltered during a terrorist release and how the responsible individual(s) will perform this function.

Does the plan identify how employees will be alerted when it is safe to re-enter the workplace or to leave a shelter location if they have been evacuated as the result of a known or suspected terrorist release?

Yes	No

Indoor Releases

- Identify who is responsible for making the determination that the workplace is safe to re-enter.
- Identify how the responsible individual will make the determination that the workplace is safe to reenter.
- Identify how employees will be alerted.

Outdoor Releases

- Identify who is responsible for making the determination that employees can leave the shelter location.
- Identify how employees will be alerted. One option is to identify how employees will maintain communication with outside agencies and the type of information that will be exchanged.
- Identify the community alarm systems used to provide this type of information if applicable.

Training

Do your evacuation and sheltering plans for terrorist releases require you to assign any additional emergency response roles to your employees?

Yes	No

Indoor and Outdoor Releases

- Additional roles or tasks you assign employees during a terrorist release may make them emergency responders. For example, employees who remain behind to shut down critical equipment or to isolate release areas before evacuation are considered emergency responders under OSHA's Hazardous Waste Operations and Emergency Response standard (HAZWOPER, 29 CFR 1910.120). These employees must be trained in accordance with paragraph (q)(6) of that standard. Refer to the "On-line Resources" below for sources of additional information about HAZWOPER training levels.
- Employees who are expected to identify terrorist releases and unusual circumstances preceding them must be trained to perform this role. Provide any additional training necessary to assist these employees to recognize both the unusual circumstances (e.g., suspicious activity near hazardous substance storage area) and potential terrorist release (e.g., characteristics of a suspicious package).

Does your plan describe the training each employee must receive to be able to:

- Evacuate or retreat to a shelter location during a known or suspected terrorist release or
- To perform a response role during a terrorist release

Yes	No

Indoor and Outdoor Releases

- Identify any additional training employees will need to carry out your planned procedures for evacuation, sheltering, or response during a terrorist release.
- Address in your training any additional hazards and tasks associated with evacuation, critical equipment shutdown, and workplace isolation associated with terrorist release, consistent with 29 CFR 1910.38(a) and 1910.120.
- If employees may be expected to wear personal protective equipment during a terrorist release that they would not normally wear during other emergencies, then train employees to use this protective equipment properly.

Equipment

Will you need additional equipment during:

- Evacuation
- Sheltering (if planned)
- Critical equipment shutdown
- Workplace isolation resulting from a terrorist release

Yes	No

Indoor Releases

•Identify additional emergency equipment employees may need during a terrorist release. Consider items such as first aid supplies, personal protective equipment for the eyes, face, body, and extremities; respiratory protection; communication devices; and barrier/isolation equipment such as impermeable plastic sheeting.

•Identify who can use the additional emergency equipment. One option is to include the location of the equipment on the maps/floor plans illustrating the evacuation routes. You may refer to an existing emergency plan developed under either 29 CFR 1910.38(a) or 1910.120.

•Identify who can use the additional emergency equipment available, based on assigned roles. For example, employees who must shut down a process or visually inspect an area may require specific respirators and protective clothing to perform these tasks.

Outdoor Releases

•In addition to the considerations above, identify the emergency equipment that will be maintained in shelter areas if you plan to create them. You may want to consider items such as potable water, food, blankets (power shut-down during winter), and auxiliary power and lighting equipment.