**Emergency Response Coordination Activity Documentation**

**Facility Name:** Acme Chemical Corp

**EPA Facility ID:** 1111-1111-1111

**Facility Address:** 100 Safety Blvd, Industrial town, ST 12345

**Date of Coordination Activity:** April 15, 2025

**Type of Activity:** Annual Coordination Meeting

**1. Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Contact Info** |
| Jane Doe | Plant Manager | Acme Chemical Corp | jane.doe@acme.com |
| John Smith | Emergency Services Director | Industrial town Fire Dept | jsmith@industiraltown.gov |
| Maria Lopez | LEPC Chairperson | County Emergency Planning | mlopez@countyepc.gov |
| Tom Nguyen | Safety & Compliance Officer | Acme Chemical Corp | tnguyen@acme.com |

**2. Information Shared**

RMP executive summary and chemical inventory

Updated site map including storage tanks and access points

Emergency contact list with 24/7 numbers

Description of emergency response capabilities (equipment, personnel)

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Topics Discussed**

Overview of changes at the facility to include changes to facility contact information, chemical processes, emergency response capabilities, etc.

Review of facility’s Emergency Action Plan (EAP)

Review of facility’s Emergency Response Plan (ERP) NOTE: Responding Facilities only

Discussion of mutual aid agreements with neighboring responders

Availability of PPE and containment materials on-site

Local fire department capabilities and training needs

Coordination with EPCRA and LEPC planning

Schedule time/date of annual notification exercise

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Follow-Up Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Responsible Party** | **Due Date** | **Completion Date** |
| Provide fire department with updated SDSs | Acme Chemical (Nguyen) | May 1, 2025 | April 30, 2025 |
| Schedule Annual Notification Drill | LEPC (Lopez) | June 15, 2025 | April 30, 2025 |
| Update community notification procedures | Fire Dept (Smith) | July 1, 2025 | April 30, 2025 |

**5. Verification of Coordination**

I certify that this coordination activity took place in good faith and fulfills the requirements of 40 CFR § 68.93.

Facility Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: April 15, 2025

Emergency Response Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: April 15, 2025