**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**

[x]  RMP executive summary and chemical inventory

[x]  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