

6. EMERGENCY RESOURCES GUIDE MAINTENANCE

This Emergency Resources Guide was prepared with information voluntarily provided by the industries within CIP and KBP and with the cooperation of the Honolulu Department of Emergency Management, Honolulu Fire Department, Department of Health, and other organizations. The businesses within CIP and KBP occasionally change operations or ownership. New businesses continue to open as CIP and KBP develops. In order to keep the Emergency Resources Guide up-to-date, the continuing cooperation of businesses and agencies is needed. All businesses and agencies are encouraged to provide information when changes take place in their facility and to inform new businesses that information is needed from them to keep the Guide current.

6.1 Emergency Resources Guide Maintenance Program

The objective of the Emergency Resources Guide Maintenance Program is to help ensure that emergency contacts and phone numbers are updated on a frequent basis, and to periodically reassess emergency information for the Park. The types of changes that will affect the Emergency Resources Guide have been analyzed to help determine the updating requirements after a change has occurred. The Guide provides information that is immediately helpful to emergency response personnel in the Emergency Resources Guide Directory found in [Volume II, Section 5, Directory](#). This information is needed during emergencies to assist in assessment, communication, and evacuation. The Guide also provides much information that is useful during planning for an emergency. Significant changes to data contained in the Guide, such as changes to toxic substance inventories, and relocation of facilities are made annually – and more frequently if circumstances warrant.

6.2 Responsibilities

The C.L.E.A.N. Emergency Resources Guide Coordinator is responsible for maintaining all information submitted by businesses or other interested parties for the purpose of updating or modifying the Guide. The Emergency Resources Guide Coordinator's duties include:

- ◆ Distributing and receiving [Occupant Modification](#) and [New Occupant Forms](#). (See Figures [6-1](#), [6-2](#) and [6-3](#).)
- ◆ Maintaining contact with the LEPC, state and local response agencies and other interested parties to collect information and ideas for Guide improvements.
- ◆ Updating the Access database and distributing an updated Directory to the Honolulu Fire Department on a monthly basis.
- ◆ Maintaining a file of potential significant changes to the Guide and providing quarterly status reports to the C.L.E.A.N. Executive Committee as to the type and scope of proposed changes.
- ◆ Yearly updates may require assistance beyond the resources available to the Emergency Resources Guide Coordinator. The Emergency Resources Guide Coordinator should assess the scope of proposed changes and propose a cost, schedule and means of updating the Guide to the C.L.E.A.N. Executive Committee at least three months prior to the annual update.
- ◆ Overseeing the Guide update to ensure the quality and timeliness of the changes.

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- ◆ Distributing Guide updates to all Guide recipients.

6.3 Types of Changes and Affected Areas of the Guide

The table below represents the type of changes that may occur and affect the content of the Emergency Resources Guide. This table should be referenced when incorporating changes to verify that all potentially affected areas of the Guide are updated.

<u>Change</u>	<u>Part of Guide Affected</u>
Change of a business's emergency contact number or Change of a business's emergency contact person	◆ Volume II, Section 5: Directory
Change of business hours or Change in a business's number of employees	◆ Volume II, Section 4: Business Profiles
CIP / KBP Occupant vacates from or relocates within Campbell Industrial Park	◆ Volume II, Section 3: Business Locator Map ◆ Volume II, Section 4: Business Profiles ◆ Volume II, Section 5: Directory
New CIP / KBP Occupant that does not have hazardous materials	◆ Volume II, Section 3: Business Locator Map ◆ Volume II, Section 4: Business Profiles ◆ Volume II, Section 5: Directory
CIP / KBP Occupant that has hazardous materials vacates from or relocates within Campbell Industrial Park	◆ Volume II, Section 3: Business Locator Map ◆ Volume II, Section 4: Business Profiles ◆ Volume II, Section 5: Directory ◆ Information provided separately to the LEPC
CIP /KBP Occupant that has hazardous materials changes chemical inventory or methods of storage	◆ Information provided separately to the LEPC
New CIP / KBP Occupant with quantities of hazardous materials	◆ Information provided separately to the LEPC ◆ Volume II, Section 3: Business Locator Map ◆ Volume II, Section 4: Business Profiles ◆ Volume II, Section 5: Directory

<u>Change</u>	<u>Part of Guide Affected</u>
Changes to the Emergency Warning System	<ul style="list-style-type: none">◆ Section 2: Emergency Planning◆ Section 3: Emergency Organization◆ Section 5: Emergency Action Checklists
Additions or changes to CIP roads	<ul style="list-style-type: none">◆ Section 2: Emergency Planning◆ All Maps
Modifications or additions of pipelines	<ul style="list-style-type: none">◆ Information provided separately to the LEPC
Change of emergency shelters	<ul style="list-style-type: none">◆ Section 2: Emergency Planning◆ Volume II, Section 5: Directory
Changes to public and environmental receptors	<ul style="list-style-type: none">◆ Information provided separately to the LEPC◆ Volume II, Section 5: Directory
Changes to the EPA Risk Management Program Guidance document/ Changes to the C.L.E.A.N. Air Act Amendment requirements	<ul style="list-style-type: none">◆ Information provided separately to the LEPC

6.4 Management of Change

A record of all changes including the date, a description, and page numbers affected should be maintained by the Guide Coordinator. Revisions and updates will be tracked by use of the [Record of Revisions](#) as shown in [Figure 6-4](#).

Pages of the Guide affected by modifications should be dated with revision date so that the latest information will not be confused with superseded information. Rather than redistributing a full copy of the modified Guide to each interested party, only affected pages should be provided to them. A memo providing recipients with instructions (e.g., which pages are superseded) and a brief description of the changes should also be issued along with the modified pages.

All recipients of the Guide are encouraged to keep their plans up-to-date as changes are received. Using an outdated Guide during an emergency may result in confusion for businesses and response agencies.

6.5 Distribution of Guide Updates

After the changes are incorporated into the Guide, the Emergency Resources Guide Coordinator shall then mail the modified pages to all Park business occupants, participating agencies and other parties on the distribution list. Refer to [Figure 6-5, the Guide Distribution Record](#), which is used to keep track of the Guide recipients.

Figure 6-1: Guide Modification Checklist

**Checklist for Notifying
the Campbell Local Emergency Action Network**

The following table lists the situations in which you should notify the C.L.E.A.N. organization. As you probably know, C.L.E.A.N. is the non-profit organization that was developed to address the critical issues involving public health and safety within the Campbell Industrial Park (CIP). Part of our objective is to create and maintain the Emergency Resources Guide for CIP. In order to do this, we need all businesses within CIP to take an active role. Therefore, we request that you notify C.L.E.A.N.'s Emergency Resources Guide Coordinator by completing the Occupant Modification Form when your business undergoes any of the following situations:

- ◆ Begins to use or store quantities of hazardous materials above EPA thresholds.
- ◆ Permanently reduces hazardous materials inventory.
- ◆ Makes significant changes to the storage facilities or containers for hazardous materials.
- ◆ Relocates within the Park.
- ◆ Adds new pipelines or modifies existing pipelines.

If your business vacates from the Campbell Industrial Park, please contact C.L.E.A.N.'s Emergency Resources Guide Coordinator at P.O. Box 700397, Kapolei, HI 96709-0397, or info@cleanhawaii.org.

If you become aware of a new occupant in the Campbell Industrial Park, please help keep our Emergency Resources Guide current by notifying C.L.E.A.N.

Figure 6-2: Occupant Modification Form

**Campbell Industrial Park
Occupant Modification Form**

The Campbell Local Emergency Action Network (C.L.E.A.N.) is a non-profit organization that has been founded to address the critical issues involving public health and safety within the Campbell Industrial Park (CIP). Part of our objective as the C.L.E.A.N. organization is to create and maintain the Park's Emergency Resources Guide. To do this, we need your help. Each year, you will be requested to complete the following form so that we can keep the Guide up-to-date. Please complete the following forms (or reflect only the changes). (It would be helpful and more efficient if you would retain a copy of your completed form for next year, at which point, you can then make note of any modifications to the previously submitted information.)

Section 1: Business Profile

Business Name:
Address:
Contact Name and Title:
Business Phone Number:
Business Fax Number:
Briefly describe your company's services or products: _____ _____
Number of employees on-site:
Normal days of operation: (circle days) Sun Mon Tue Wed Thur Fri Sat
Normal hours of operation:

Section 2: Emergency Information

The following information is requested for use during an emergency within the industrial park that may affect your business.

Emergency Contact Name and Title:
Emergency Contact Numbers (telephone, pager, cellular, etc.):

Section 3: Hazardous Materials Information

Do you use or store any significant quantities of highly flammable or other hazardous materials? <input type="radio"/> No <input type="radio"/> Yes. If so, please complete the attached form for each hazardous material. ("Significant" refers to quantities of hazardous materials above EPA thresholds.)

Section 4:

Upon completing these forms, please send to C.L.E.A.N. at www.cleanhawaii.org, or mail to:
 C.L.E.A.N.
 Attn: Emergency Resources Guide Coordinator
 P.O. Box 700397
 Kapolei, HI 96709-0397

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Figure 6-2: Occupant Modification Form (continued)

Hazardous Material Form

This form should be completed for each hazardous material that is located on your company's site. This information will be used to assist businesses and agencies in emergency response. (Make copies of this form as necessary.)

Section 1: Hazardous Material Site Information

Hazardous Material Name:	Physical State:
Composition of mixture:	
Maximum quantity on-site:	
Average daily quantity on-site:	
Description and use of material and process:	
Size and number of storage containers or hold-up of material in a process:	
Location of material on-site and distance to the fence line:	
Storage conditions (physical state, temperature and pressure of storage facilities or maximum process conditions):	
Mitigation system (e.g., dike size around storage tank):	

Section 2: Hazardous Material Transportation Information

	<u>Receiving</u>	<u>Shipping</u>
Method of Transport		
Total Size of Shipment (e.g., gallons)		
Size of Containers		
Number of Containers		
Temperature & Pressure		
Route		

Figure 6-3: New Occupant Form

**Campbell Industrial Park
New Occupant Form**

Welcome to the Campbell Industrial Park! We are happy that you have joined us. As a community with a wide variety of industrial facilities, we have developed an organization to address the critical issues involving public health and safety. Our organization, known as the Campbell Local Emergency Action Network (C.L.E.A.N.), is comprised of businesses and residents in the Ewa Plain as well as representatives from the Honolulu Fire Department, the Honolulu Department of Emergency Management, the State Department of Health, and other agencies. We request that you complete the following forms so that we may update the Campbell Industrial Park's (CIP) Emergency Resources Guide.

Section 1: Business Profile

Business Name:
Address:
Contact Name and Title:
Business Phone Number:
Business Fax Number:
Briefly describe your company's services or products: _____ _____
Number of employees on-site:
Normal days of operation: (circle days) Sun Mon Tue Wed Thur Fri Sat
Normal hours of operation:

Section 2: Emergency Information

The following information is requested for use during an emergency within the industrial park that may affect your business.

Emergency Contact Name and Title:
Emergency Contact Numbers (telephone, pager, cellular, etc.):

Section 3: Hazardous Materials Information

Do you use or store any significant quantities of highly flammable or other hazardous materials? o No o Yes. If so, please complete the attached form for each hazardous material. ("Significant" refers to quantities of hazardous materials above EPA thresholds.)

Section 4:

Upon completing these forms, please send to C.L.E.A.N. at www.cleanhawaii.org, or mail to:
C.L.E.A.N.
Attn: Emergency Resources Guide Coordinator
P.O. Box 700397
Kapolei, HI 96709-0397

Figure 6-3: New Occupant Form (continued)

Hazardous Material Form

This form should be completed for each hazardous material that is located on your company's site. This information will be used to assist businesses and agencies in emergency response. (Make copies of this form as necessary.)

Section 1: Hazardous Material Site Information

Hazardous Material Name:	Physical State:
Composition of mixture:	
Maximum quantity on-site:	
Average daily quantity on-site:	
Description and use of material and process:	
Size and number of storage containers or hold-up of material in a process:	
Location of material on-site and distance to the fence line:	
Storage conditions (physical state, temperature and pressure of storage facilities or maximum process conditions):	
Mitigation system (e.g. dike size around storage tank):	

Section 2: Hazardous Material Transportation Information

	<u>Receiving</u>	<u>Shipping</u>
Method of Transport		
Total Size of Shipment (e.g., gallons)		
Size of Containers		
Number of Containers		
Temperature & Pressure		
Route		

