**Emergency Notifications Worksheet Information**

The following worksheet is utilized to document emergency contact information for internal and external resources as well as government agencies and any other entity for which reporting is required. This form is intended to facilitate full and accurate reporting and documentation in the initial response to an incident on your facility or tracks. Information is provided in the resource guide to support your notifications with federal and state agencies. There will likely be additional reporting requirements for specific areas (county, city, LEPC/EMA, or tribal lands, or interchange railroads) that are not specified in the guide. Please evaluate reporting requirements and contacts for your operating area periodically and update your form(s) as needed

To prepare for an adequate response to an incident of unknown size and complexity it is important to have pre-established agreements with various suppliers, contractors, consultants, etc. with specific skill sets and equipment that may be required for a successful response. Individuals and companies identified in the emergency contacts will have specific roles in response to incidents. Groups to consider for inclusion in a potential response team include:

* **Hazardous Materials Contractors** − Responsible for immediate response assessment of damaged tank cars and management of tank cars, product recovery, transfers, fire support, and other tasks as assigned. These contractors mobilize specialty equipment, vacuum trucks, pumps, boats, meters and trucks for management of dangerous materials.
* **Environmental Contractors** − Responsible for immediate response and containment and recovery of releases with impacted soil and water including segregation and accumulation of waste materials, and overall site remediation. These contractors mobilize equipment, boats, vacuum trucks, and other materials for mitigation of releases.
* **Environmental Consultants** – Responsible for providing environmental monitoring of any soil and water impacts and environmentally sensitive receptors. They assist in preparation of assessment and remedial actions, development of environmental work plans, documentation, and proper management of waste materials. These consultants are active in post-incident remediation, if necessary, and regulatory agency communication.
* **Derailment, Re-railing and Track Repair Contractors** − These contractors are responsible for the safe movement and staging of damaged track and railcars, re-grading railroad property and replacement or repair of damaged tracks.
* **Air Monitoring** **Contractors** − Have capacity, depending of the situation, to deploy toxicologists, industrial hygienists, and air monitoring professionals based on the level of severity of the incident. These teams evaluate and document potential community and worker exposures and evaluate air issues associated with evacuation limits and actions related to workers and sensitive receptors.
* **Tank Car Specialists** − Highly trained individuals are on call to support an incident with management of particularly sensitive damaged tank cars from an incident. Specialists conduct tank car damage assessment.
* **Aquatic Toxicology and Biology Consultants** – Responsible for aquatic biology and wetlands issues. Coordination and permitting for work in wetlands and management of issues with threatened or endangered species in wetlands and surface water bodies.
* **NIMS and ICS Specialists** − Responsible for facilitating work under the National Incident Management System (NIMS) and the Incident Command System (ICS).
* **Miscellaneous Suppliers** − Additional resources may be needed for specific larger scale incidents. While other initial contractors should have resources and contacts for these items it is helpful to identify sufficient the resources items that maybe required in advance to include:
	+ Sources for firefighting foam and foam trailers (often available through a Class I partner)
	+ Sources of additional frac tanks and roll-off boxes for impacted water and soil storage
	+ Sources of specialty items like excavating equipment and long-reach track hoes
	+ Sources for drone flight photography
	+ Suppliers for food, sanitary and comfort stations, warming tents, shower, trailers, etc.

**Incident / Accident Notification Worksheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:**  |  |  |  | **Train Symbol:** |  |
|  |  |  |  |  |  |
| **Time:** |  |  |  | **Location:** |  |
|  |  |  |  |  |
| **Track/MP or Yard Name:** |  |  | **Weather:** |  |
|  |  |  |  |  |  |
| **Municipality** |  |  | **County:** |  |
|  |  |  |  |  |  |  |
| **Type of Accident:** | [ ]  | **Derailment** | [ ]  | **Crossing** | [ ]  | **Trespasser** | [ ]  | **At Grade Crossing** |
|  |  |  |  |
|  |  | **Street:** |  |
|  |  |  |  |  |  |  |  |  |
| **Fatalities** |  |  | **Injuries** |
|  |  |  |
| **Total Number of fatalities** |  |  |  | **Total number of injured** |  |
|  |  |  |
| **Number in vehicles** |  |  |  | **Number in vehicles** |  |
|  |  |  |
| **Number pedestrian fatalities** |  |  |  | **Number pedestrians injured** |  |
|  |  |  |
| **Number employee fatalities** |  |  |  | **Number employee injuries** |  |
|  |  |  |
| **Property Damage:** |  |
|  |
|  |  |  |  |  |  |  |  |
| **Passenger train involved:** | [ ]  | **Yes** | [ ]  | **No** |  |
|  |  |  |  |  |  |
| **Engineer:** |  |  | **Conductor:** |  |
|  |  |  |  |  |
| **Brakeman:** |  |  | **Other:** |  |
|  |  |  |  |  |
| **Consist:** | **Locomotives** |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  | **Loads** |  |  | **Empties** |  | **Tons** |  |
|  |  |  |  |  |  |  |  |
| **Injuries:** |  | [ ]  | **Yes** | [ ]  | **No** |  | **Main Line Blocked?** | [ ]  | **Yes** | [ ]  | **No** |
|  |  |  |  |  |  |  |  |  |  |  |
| **HazMat Involved?** | [ ]  | **Yes** | [ ]  | **No** |  | **If so, leaking?** | [ ]  | **Yes** | [ ]  | **No** |
|  |  |  |  |  |  |  |  |  |  |  |
| Local Fire Dept? | [ ]  | Yes | [ ]  | No |  | Local Police Dept? | [ ]  | Yes | [ ]  | No |
| Ambulance? | [ ]  | Yes | [ ]  | No |  | Railroad Police? | [ ]  | Yes | [ ]  | No |
| Evacuation? | [ ]  | Yes | [ ]  | No |  | Estimated Area |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Record the following additional items with reporting to NRC and EPA/ State, etc.**Source and cause of the release or spill (to extent known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Types of material(s) released or spilled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quantity of materials released or spilled, if known (update after assessment) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Medium (e.g. land, water) affected by release or spill (add name of water body if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Danger or threat posed by the release or spill and any other information that may help emergency personnel respond to the incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Precautions taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Notifications (Internal)** (List key internal names, 24 hr. phone and when contacted) |
|  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person & Title Phone Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person & Title Phone Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person & Title Phone Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

|  |
| --- |
| Person & Title Phone Time |
| **HAZMAT Emergency Response Contact** **(designated on the train consist or waybill)** |  |  |  |
|  |
| CHEMTREC 1-800-424-9300 |  |  |   |  |  |
|  | Person |  | Case/Ref # |  | Time |
|  |  |   |  |  |  |
| Other |  |  |  |  |  |  |
|  |  Group/Phone Number | Person |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |
| National Response Center |  |  |  |  |  |
| 1-800-424-8802 | Person |  | Case/Ref # |  | Time |
|  |
| National Transportation Safety Board |  |  |  |  |  |
| 202-314-6290 | Person |  | Case/Ref # |  | Time |
|  |
| **State / Federal Agencies** |
|  |  |  |  |  |  |
| (Insert State Agency and phone) |  |  |  |  |  |
|  | Person |  | Case/Ref # |  | Time |
| **U.S. Fish and Wildlife Service** (notify in the event a release could affect wildlife habitat or wetlands)  |
| (Insert Regional Phone) |  |  |  |  |  |
|  | Person |  | Case/Ref # |  | Time |
|  |
| **USACE** (Regional office notice for wetland permit) |  |  |  |  |  |
| (Insert District Phone) | Person |  | Case/Ref # |  | Time |

**Notes:**

|  |  |  |
| --- | --- | --- |
| **Local Office of Emergency Management (OEM), Local Emergency Planning Committee (LEPC) or Emergency Management Agency (EMA)** |  |  |
|  |  |  |  |  |  |
| List OEM, LEPC or EMA Contacts  |  |  |  |  |  |
|  | Person & Title |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Person & Title |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Person & Title |  | Case/Ref # |  | Time |
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|  |  |  |  |  |  |
|  | Person & Title |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Person & Title |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |

**Notifications (External)**

**Personal Injury/Property Damage/ Claims** (List key contacts and note when contacted)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person & Title Phone Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person & Title Phone Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person & Title Phone Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Person & Title Phone Time

|  |
| --- |
| **Other Rail Notifications and Contacts/Contractors** |
|  |  |  |  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |
| Organization/ Phone | Person |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| Organization/Phone | Person |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Organization/Phone | Person |  | Case/Ref # |  | Time |
|  |  |  |  |  |  |
| **Notes:****Private Rerailing, Response and Transfer Contractors** |
| **Rerailing Contractors (List here) (Examples)** |  |  |  |
|  |  |  |  |  |  |
|  | **TERRA** | 1-800-298-3772  |  |  |  |  |
|  |  |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  | **HULCHER** | 1-800-637-5471 |  |  |  |  |
|  |  |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  | **R.J. CORMAN** | 1-800-772-9091 |  |  |  |  |
|  | **(Other)\_\_\_\_\_\_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_ |  | Time |  | ETA |
|  |  |  |  | Time  |  | ETA |
|  |  |  |  |  |  |  |
| **Specialty Response Contractors and Consultants** (List contacts and 24 -hour phone) |
|  |  |  |  |  |
|  | Name/Title/Company/Role |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  | Name/Title/Company/Role |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  | Name/Title/Company/Role |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  | Name/Title/Company/Role |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  | Name/Title/Company/Role |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  | Name/Title/Company/Role |  |  | Time |  | ETA |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  | Name/Title/Company/Role |  |  | Time |  | ETA |

**Notes:**