

SEMP COMPLIANCE QUESTIONNAIRE

Element 10: Emergency Response and Control

Date: _____

Organization Name: _____ Facility Name: _____

Additional Information about Auditee and Audit Site:

Auditors:

No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
1	P	Has an emergency action plan been established and implemented for the affected facilities in accordance with the appropriate requirements (see references)? Example Expectations: 1. A written plan that encompasses all required elements that are in use at all appropriate points in the organization. 2. Evidence of familiarity with required plan components among involved personnel.		RP 75, 10.2.a., 10.2.b., 10.2.c., 10.2.d.,	

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2	P	<p>Does the emergency action plan address the following required elements:</p> <ul style="list-style-type: none"> a. escape procedures and routes, b. procedures for post-evacuation employee accounting, c. process for reporting emergencies, d. duties and procedures for employees who remain to operate critical equipment or perform rescue and medical duties, e. identification of persons or locations to contact for more action plan information, f. employee alarm systems, g. fires and/or blowouts, h. collisions, and i. spills of hazardous material ? <p>Example Expectation:</p> <ul style="list-style-type: none"> 1. Clear and concise written plan including required elements and outlining roles, responsibilities, and resources necessary to effectively respond to potential emergencies. 		RP 75, 10.2, 10.3	
3	P	<p>Does the emergency action plan assign authority to a qualified person at the facility for initiating emergency response and control procedures?</p> <p>Example Expectation:</p> <ul style="list-style-type: none"> 1. Written plan designating person or position in charge with this responsibility for all facilities and operating areas. 		RP75, 10.2	

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4	P	<p>Does the management program provide for the plan being reviewed with each employee covered by the plan as follows:</p> <ul style="list-style-type: none"> a. Initially when the plan is developed; b. When employee responsibilities or designated action under the plan change; c. When the plan is changed? <p>Example Expectation:</p> <ul style="list-style-type: none"> 1. Evidence of briefing or training records that indicate that these reviews were conducted. 		RP 75, 10.4	
5	P	<p>Does the management program require that emergency action drills based on realistic scenarios are scheduled and conducted to involve all affected personnel?</p> <p>Example Expectations:</p> <ul style="list-style-type: none"> 1. Written drill schedule. 2. Documentation that indicates facilities are complying with schedule. 3. Program guidance on the types of drills to be conducted. 4. Records showing conformance to regulatory requirements on drill frequencies & types (see references). 5. Evidence in drill records that all facility personnel, including all contractors or visitors, have participated in drills. 		RP 75, 10.2.a., 10.2.b., 10.2.c., 10.2.d., 10.4	

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6	P	<p>Does the management program require that a critique and analysis of each drill be conducted to identify and correct weaknesses in the plan, as appropriate?</p> <p>Example Expectations:</p> <ol style="list-style-type: none"> 1. Evidence that post drill critiques are required and occurring. 2. Indications that the emergency action plans were modified, as appropriate, when critiques requiring plan changes were identified. 		RP 75, 10.4	
7	P	<p>Does the emergency action plan designate an emergency control center (ECC) for each facility that would provide access to the following elements:</p> <ol style="list-style-type: none"> a. oil spill contingency plan, b. safety & environmental information, and c. emergency action plan ? <p>Example Expectations:</p> <ol style="list-style-type: none"> 1. Written designation of ECC's. 2. Written SOP designating personnel of sufficient emergency action authority within the organization. 		RP 75, 10.3	

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8	F	<p>Is there an alarm system established and implemented on the facility for identifying emergencies and do the alarms meet the following criteria:</p> <ul style="list-style-type: none"> a. Distinctive for each purpose of the alarm; b. Capable of being perceived above ambient noise and light levels by all employees; c. Distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the plan; d. Maintained in operating condition; e. Tested appropriately and restored to normal operating condition as soon as possible after test; f. Serviced, maintained, and tested by appropriately trained persons; g. Unobstructed, conspicuous, and readily accessible, if they are manual alarm systems? <p>Example Expectations:</p> <ul style="list-style-type: none"> 1. Evidence of inspection of the alarm system, including effectiveness tests. 2. Written description of the alarm system including schematics. 		RP 75, 10.2	

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9	F	<p>Does the management program ensure that evacuation routes are not blocked, locked, or barricaded?</p> <p>Example Expectation:</p> <p>1. Evidence that these routes are kept clear and functional.</p>		RP 75, 10.2	
10	F	<p>Does the management program provide for readily visible signs designating evacuation routes leading to safe locations?</p> <p>Example Expectation:</p> <p>1. Facility signs readily visible.</p>		RP 75, 10.2	
11	F	<p>Does the management program provide for ensuring that operations and maintenance employees who are likely to discover a release or are assigned other emergency response duties will understand and can demonstrate their duties in an emergency situation such as:</p> <p>a. pipeline rupture and or spill of hazardous substances;</p> <p>b. man overboard;</p> <p>c. fire/explosions; and</p> <p>d. platform abandonment?</p> <p>Example Expectation:</p> <p>1. Interviews with facilities and management personnel indicating evidence of a method of evaluating personnel emergency action performance.</p>		RP 75, 10.2	

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