

APPENDIX J

FACILITY COORDINATION CHECKLIST

J-1. FACILITY

a. Information posted next to the IOSC's telephone:

- Name and home telephone number of the Installation On Scene Coordinator. _____ (Initials)
- Location of fire extinguishers, spill control material and fire alarm. _____ (Initials)
- Telephone number of the fire department _____ (Initials)

b. Certification of Completion.

(1) Name (print):

(2) Unit/Activity:

(3) Signature and Date:

J-2. POLICE DEPARTMENT

a. Familiarization briefing or memorandum describing the facility, to include:

- Layout of the facility. _____ (Initials)
- Properties of hazardous materials and wastes handled at the facility and associated hazards (flammable, corrosive, etc.) _____ (Initials)
- Where facility personnel would be working during normally working hours _____ (Initials)
- Entrances to roads inside the facility _____ (Initials)
- Possible evacuation routes _____ (Initials)

b. Certification of Completion

(1) Name (print):

(2) Unit/Activity:

(3) Signature and Date:

FACILITY COORDINATION CHECKLIST

J-3. FIRE DEPARTMENT

a. Familiarization briefing or memorandum describing the facility, to include:

- Layout of the facility _____ (Initials)
- Properties of hazardous materials and wastes handled at the facility and associated hazards (flammable, corrosive, etc.) _____ (Initials)
- Where facility personnel would normally be working _____ (Initials)
- Entrances to roads inside the facility _____ (Initials)
- Possible evacuation routes (Initials) _____

b. Certification of Completion

- (1) Name (print): _____
- (2) Unit/Activity: _____
- (3) Signature and Date: _____

J-4. LOCAL HOSPITAL

a. Familiarization briefing or memorandum describing the facility, to include:

- Properties of hazardous materials and wastes handled at the facility and associated hazards (flammable, corrosive, etc.) _____ (Initials)
- Type of injuries or illness that could result from fire, explosion or release at the facility _____ (Initials)

b. Certification of Completion.

- (1) Name (print): _____

(2) Unit/Activity: _____

(3) Signature and Date: _____