

John V. Glass
Vice President

Salomon Brothers

Salomon Brothers Inc
Seven World Trade Center
New York, New York 10048
212-783-6252
FAX: 212-783-2392



SITE SURVEY CHECKLIST FOR INITIAL FILING OF FACILITY RISK MANAGEMENT PLANS

DATE UNIT NOTIFIED:

6/30/95

Facility Name:

Salomon Brothers Inc

Address Address:

7 World Trade Ctr Man

Administrative Company

E 10

Bn.

1

Div.

1

This checklist shall be used to conduct an inspection of the facility listed above. As per ABC 2/95 this inspection shall be completed, and the checklist forwarded, within one week of the above date. Any "No" answer to a question on this checklist requires an A-8 to also be forwarded, with particulars.

105

This inspection will assist the Toxic Substance Unit, Bureau of Operations in their evaluation of the facility's proposed Risk Management Plan which has been filed with the Department of Environmental Protection. This is an initial inspection to verify key elements of the proposed Emergency Response Program portion of the Risk Management Plan, which are of particular concern to the Fire Department.

This initial inspection is part of a developing program which may be modified to accommodate the future needs of the department. Any questions should be directed to the Toxic Substance Unit, Bureau of Operations, at (718) 694-2426.

I. EMERGENCY RESPONSE COORDINATOR:

The facility is required to designate an Emergency Response Coordinator and a Deputy Emergency Response Coordinator, one of whom is required to be on duty during normal working hours. (Note: This inspection is to be conducted during AFID. AFID periods are scheduled during normal working hours.)

A. Has an Emergency Response Coordinator been designated?

Y ☐ N ☐

B. Has a Deputy Emergency Response Coordinator been designated?

Y ☒ N ☐

C. Is the Emergency Response Coordinator or Deputy Emergency Response Coordinator on duty and present during the inspection?

Y ☒ N ☐

Site Survey Checklist

II. EMERGENCY RESPONSE AGENCY CONTACT LIST:

The Emergency Response Coordinator is required to maintain an Emergency Response Agency Contact List at the facility.

- A. Does the Emergency Response Coordinator maintain, at the facility, an Emergency Response Agency Contact List with the names, titles, and office/home telephone numbers of emergency response agency contacts?

Y ☒ N ☐

(Note: The number and types of contacts listed will vary at each facility depending on the type of hazard present at each facility. Members conducting this inspection will simply verify that a list is maintained; members are not responsible for verifying the adequacy of the list.)

III. THE EMERGENCY RESPONSE PLAN:

The Emergency Response Coordinator is required to maintain a copy of the facility's Emergency Response Plan at the facility at all times. Members conducting the inspection shall ask the Emergency Response Coordinator to produce the facility's copy of its Emergency Response Plan for inspection. While conducting the site inspection, members shall use the information contained in the Emergency Response Plan to assist them in answering the following questions:

- A. Is there a copy of the Emergency Response Plan available at the facility during the inspection?
- B. Does the facility's copy of the Emergency Response Plan include the names, regular job titles, and business and home telephone numbers of:
1. The Emergency Response Coordinator?
 2. The Deputy Emergency Response Coordinator?
- C. Does the facility maintain copies of Material Safety Data Sheets (MSDS) as required by law?

Y ☒ N ☐

Y ☒ N ☐

Y ☒ N ☐

Y ☒ N ☐



FIRE DEPARTMENT

250 LIVINGSTON STREET BROOKLYN, N.Y. 11201-5884

BUREAU OF OPERATIONS

TO: Division Commander Division 1

FROM: Donald J. Burns Chief of Operations

SUBJECT: Risk Management Plan (Ref. ABC 2-95)

DATE:

06/27/95

BATTALION:

1

COMPANY:

E 10

PREMISES NAME:

SALOMON BROTHERS INC (105)

ADDRESS:

7 WORLD TRADE CTR

BOROUGH:

MAN

ZIP CODE:

The above premises shall be inspected as per ABC 2-95, utilizing the attached checklist and any instructions provided by the Toxic Substance Unit. A copy of the plan's Emergency Response Program can be provided if requested.

The completed checklist and A-8's, if applicable, shall be faxed to the Toxic Substance Unit, Bureau of Operations, Room 404, no later than July 7, 1995, FAX # (718) 694-2729.

When a copy of the Emergency Response Program is no longer needed it shall be returned to the Toxic Substance Unit via the Department bag.

Donald J. Burns
Chief of Operations

DJB/AJK/jg
CDD\TSURMP2