

Site Survey Checklist

IV. DESIGNATION OF FIRE DEPARTMENT KEY BOX LOCATION:

The officer supervising the inspection shall designate the location of a Fire Department Key Box (accessible by FDNY 1620 Key) to be installed by the facility. When installed, this box will contain:

1. a copy of the facility's Emergency Response Plan, and
2. the names and 24 hour telephone numbers of the suppliers of the facility's extremely hazardous substances and regulated toxic substances.

The officer should select a location that will provide unimpeded fire department access to the box and its contents during non-business hours. Although the Fire Department has the authority to designate this location, the officer should consult with the facility's Emergency Response Coordinator in selecting an appropriate site.

Note: CIDS cards shall be updated to reflect the location of the Fire Department Key Box.

V. RECOMMENDATION:

☐ RECOMMEND APPROVAL:

This facility's Emergency Response Program is in compliance with the requirements of this checklist.

☐ RECOMMEND DISAPPROVAL:
(A-8 to be Forwarded)

This facility's Emergency Response Program is not in compliance with the requirements of this checklist.

Note: A-8 to be forwarded, with particulars of deficiencies, to:
Bureau of Operations
Toxic Substance Unit
Room 404
250 Livingston Street

Officer's Name	<u>Robert DiTrani</u>		
Officer's Signature	<u>Lt. Robert DiTrani</u>		
Battalion Chief	Unit	Group	Date
Deputy Chief*	Bn.	Group	Date
	Div.	Group	Date

*Note: The Division is to FAX this report (and A-8, if any) to TSU at (718) 694-2729.

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- D. Are the locations of the emergency response, personal protective, and mitigation equipment, as listed in the facility's Emergency Response Plan, likely to be accessible in the event of an accidental release?
- E. Is this equipment likely to be undamaged and operable in the event of an accidental release?
- F. Is there an audible employee alarm system present?
- G. Are the facility's emergency evacuation procedures, as listed in the Emergency Response Plan, adequate for this facility?
Members must consider the following points when evaluating the facility's emergency evacuation procedures:
1. Routes and protective actions for employees who are not given response duties in the emergency response plan.
 2. On-site notification procedures to identify evacuation areas.
 3. Maps of primary and alternate evacuation routes.
 4. Designation of primary and alternate assembly areas.
 5. Procedures to account for all personnel after emergency evacuation has been completed. (Is a current list of personnel maintained in the Emergency Response Plan?)
 6. Procedures for determining a safe distance from the facility and, if needed, a primary and alternate place of refuge.
 7. Site security and control.

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