

Appendix

to [Checklist 10](#)

Internal alarm and hazard control planning

## **Checklists:**

**to be applied in case of interruption of  
normal plant operation and incase of  
emergency**

# Checklists to be applied in case of interruption of normal plant operation due to a defect or in case of emergency

## 1 Finding out what happened (report)

Place: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

What happened?

Who or what caused the accident?  Not known

Known

\_\_\_\_\_

Estimation of the amount of substances released

Is there any injury to person?  Yes  No

Address of Plant operator

Telephonenumber \_\_\_\_\_ Fax: \_\_\_\_\_



Have appropriate authority been informed?  Yes  No

**2 Incident and estimation of damages on the site**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**2.1 Exact address of plant operator****2.2 Type of industrial plant****2.3 Kind of damages**

Fire: Substances involved in the fire outbreak

Amount of hazardous substances released

Substances produced as a result of the fire outbreak

Characteristics of hazardous material

Explosion: explosive materials



Amount of hazardous substances released

Releases: Amount of hazardous substances released

Characteristics of hazardous material

**2.4 Operating condition of interrupted units of the plant (Start-up, putting out of operation, Maintenance, Normal plant operation etc.)**

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**2.5 Amount of material and substances in the plant unit**

Substance	Amount



**2.6 If known: Cause of incident (wrong dosage, failure of seal material, mistake in the order of procedure etc.)**

**2.7 Function of safety systems**

**2.8 Present state of the incident**

**2.9 Estimation of the danger**

Has the concentration been detected by the fire brigade?  No



Yes

Concentration: \_\_\_\_\_

**2.10 Condition of the environment**

Weather situation \_\_\_\_\_

Direction of wind \_\_\_\_\_

Buildings in the environs (objects worth protecting) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2.11 The sphere of influence of the released hazardous substance**

How far will the release spread? \_\_\_\_\_

Is any contamination of the groundwater possible?  Yes  No



Is any contamination of the soil possible?

Yes

No

Substances transported into the atmosphere \_\_\_\_\_

**2.12 Personal and material damages**

**3 Public authorities**

Authority	Contact person	Telephone	Fax



**4 Emergency measures**

**4.1 Through the operator**

Fire brigade  Yes  No

Remarks: \_\_\_\_\_

Conducting measurements / Sampling  Yes  No

Remarks: \_\_\_\_\_

Taking the plant out of operation  Yes  No

Remarks: \_\_\_\_\_

Inform the neighboring plant unit or companies  Yes  No

Remarks: \_\_\_\_\_

Have the public been informed?  Yes  No

Remarks: \_\_\_\_\_

**4.2 Reaction of the authority**

Stop further operation of the plant

Organizing measurements to be made / Sampling



**5 The duty of the operator to inform**

**5.1 Informing through telephone**

Was the press informed during or immediately after necessary measures?

Yes       No

Remarks: \_\_\_\_\_

**5.2 The duty of the operator to write a report on the incident**

After an industrial accident, a report should be sent among others to the local authority.

Was a report sent to the local authority?       Yes       No

Other institutions (e.g. external expert etc.)

_____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
_____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
_____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
_____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
_____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
_____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

