E-Plan and CAMEO for Hazard Analysis

Created by the Florida Division of Emergency Management
Technological Hazards Section

E-PLAN for Hazard Analysis Deliverables

Overview

Florida utilizes the E-Plan Online Database for Tier 2 filing and fee collection. E-Plan provides first responders and others with on-site hazardous chemical information for fixed facilities throughout the state.

Key Terms, Acronyms, & Abbreviations

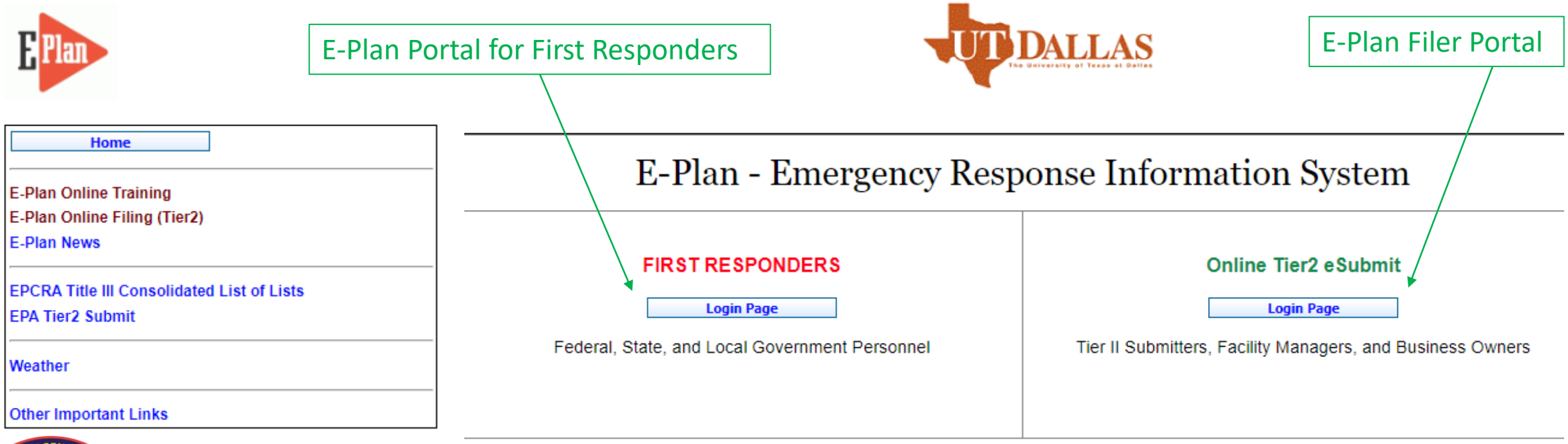
Before getting set up as an E-Plan user, please take a few moments to familiarize yourself with the key terms, acronyms, and abbreviations below. Many of these will be used throughout your daily activities.

Terms:

- **E-Plan Facility ID**: A 7-digit, auto-generated number assigned to facilities by the E-Plan system. A new number is generated every year a facility submits a Tier 2 report.
- **SERC Number**: The **State Facility ID** number assigned by the state. This number is permanently assigned to a facility's location. If the facility relocates, a new SERC number is assigned to the location if one does not already exist. If the location has an existing SERC number, that number is assigned to the relocated facility's future filings in E-Plan.

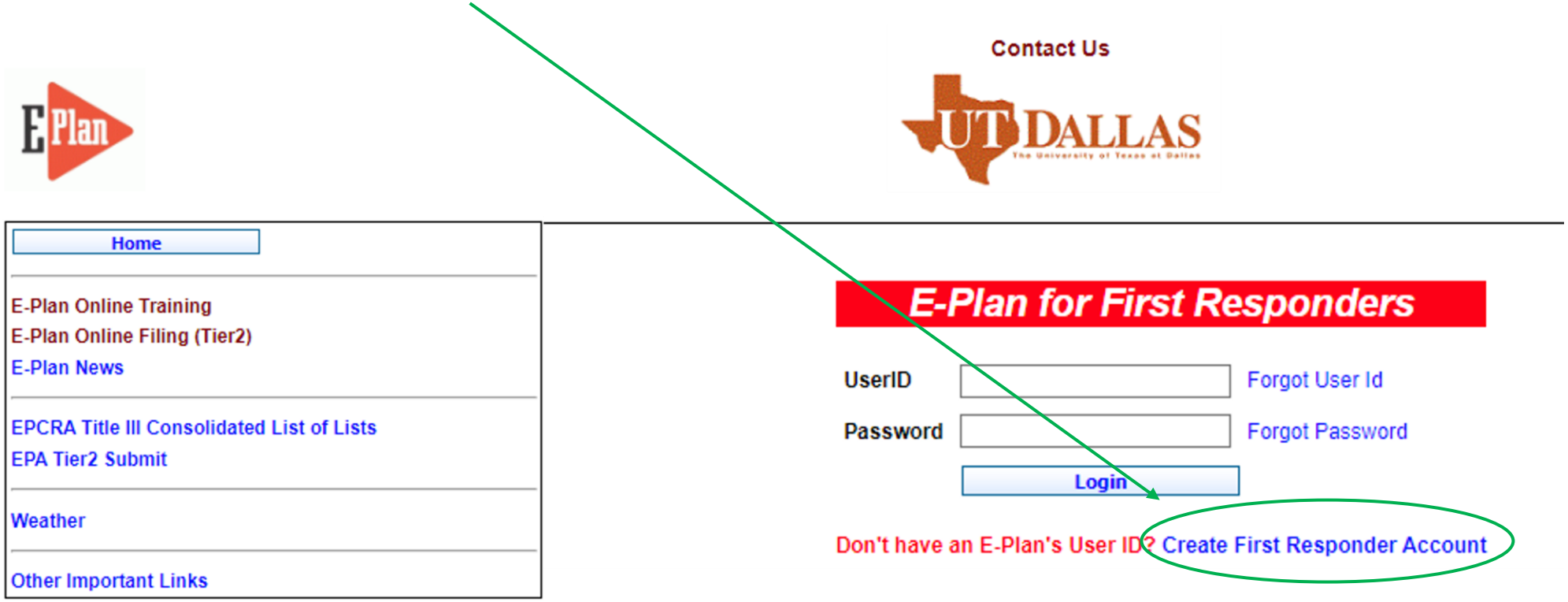
Getting Started with E-Plan, continued

- Type **www.erplan.net** into the browser's address bar and press **Enter** on your keyboard, the browser will load the E-Plan page below.
- There are separate login portals for first responders (State and Local Government Personnel) and Tier 2 filers. Click on the 'Login Page' button under First Responders to go to the First Responder portal.

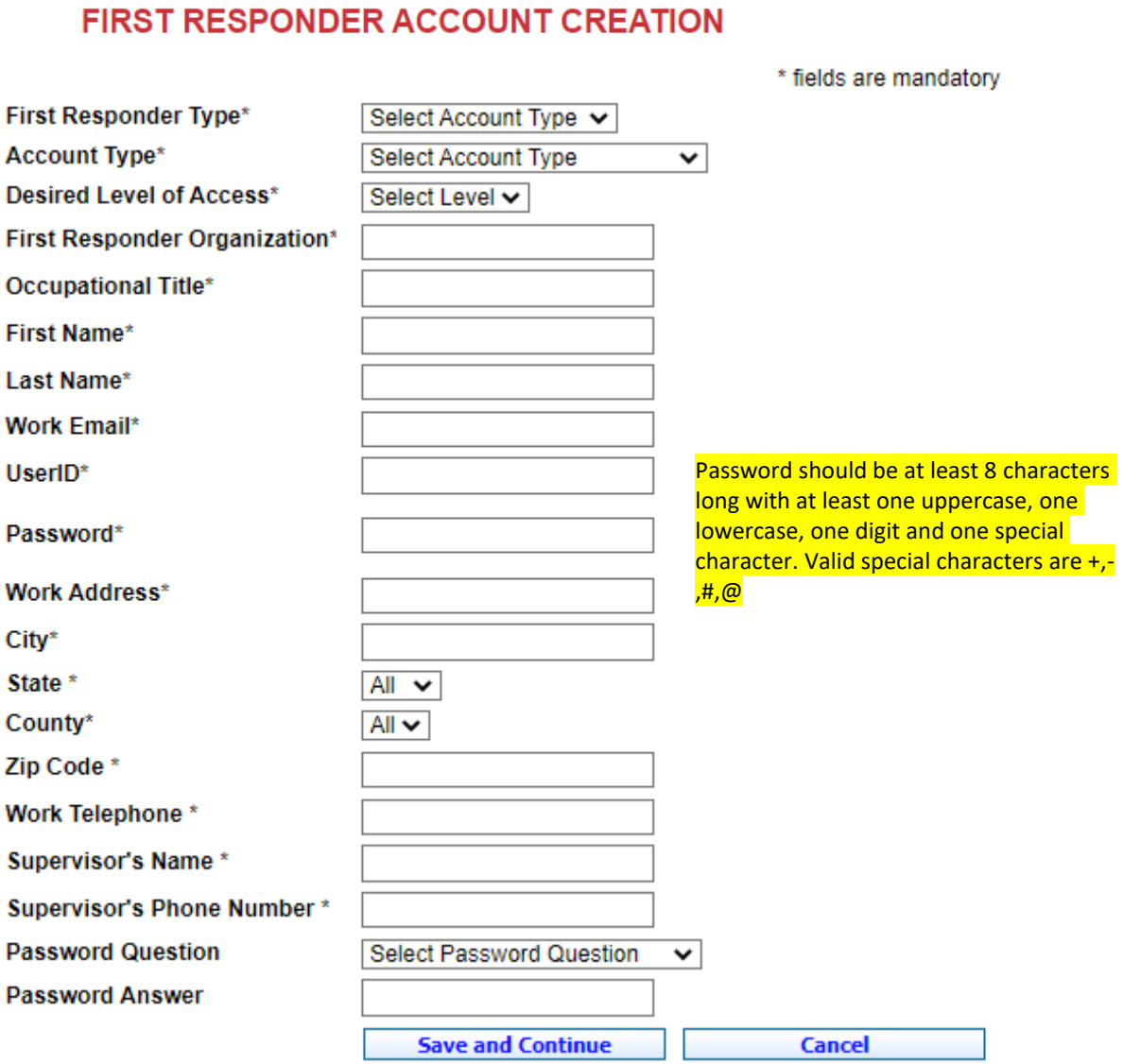


Getting Started with E-Plan, continued

Click the '**Create First Responder Account'** link to open the 'FIRST RESPONDER ACCOUNT CREATION' page.



Getting Started with E-Plan, continued



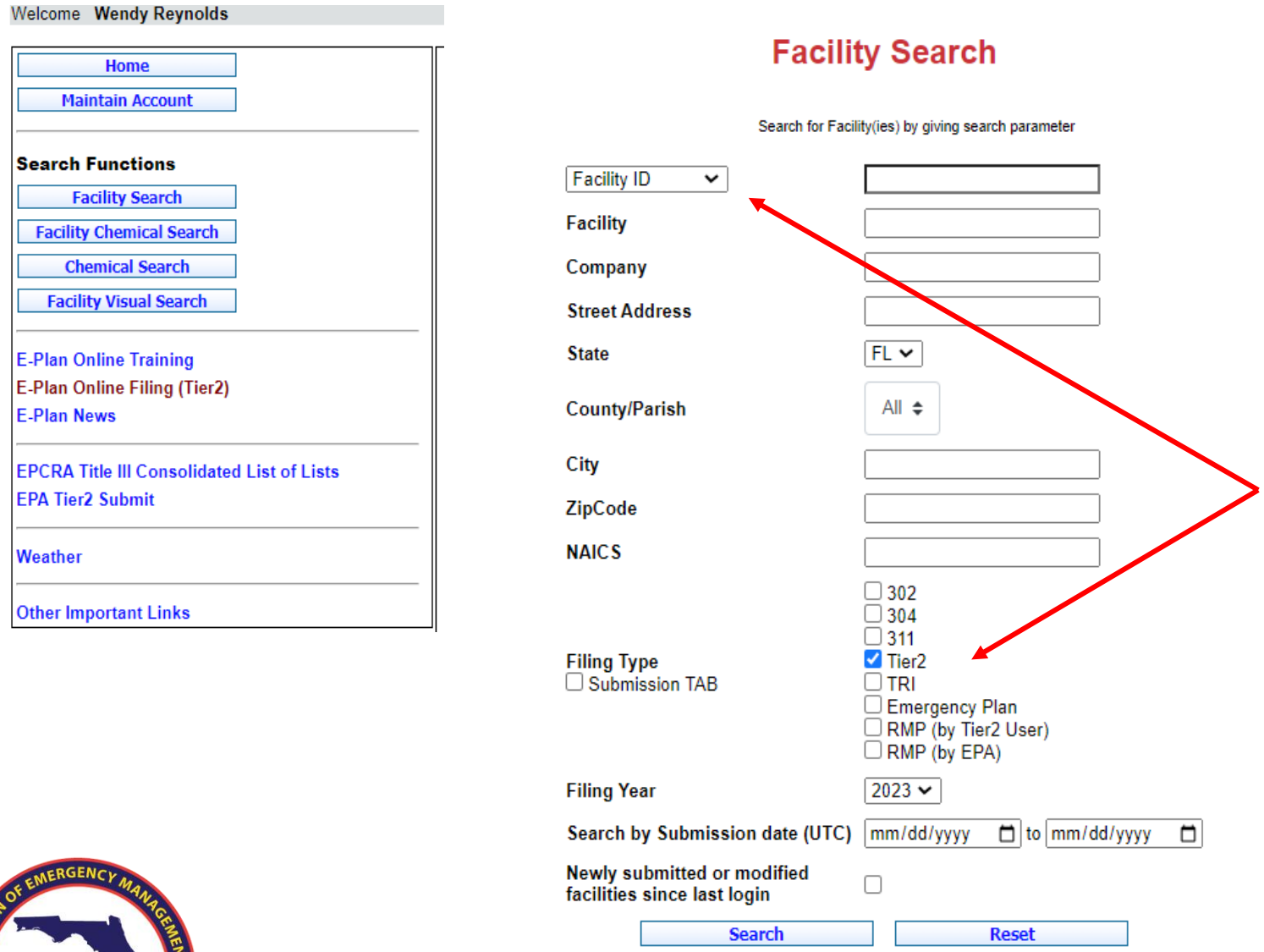
Enter your information into the account creation form. All fields marked with an asterisk (*) are mandatory. Click 'Save and Continue' after completing all required fields. Select the appropriate authorized approver from the list on the next page. This list can be sorted by Name, Title, and County to help you located an approver in your area. If one does not exist, select Robert Dietrich from the list, check the applicable check boxes at the bottom of the page, and click 'Save and Continue'.

Review the Acceptable Use Policy, check all boxes, enter your name and date, then click the 'Submit Request' button.

After your request is approved, E-Plan will create your account and email your account information. Return to the first responder login page, enter your user ID and password, then click 'Login'. UserID and Password fields are case sensitive.

Searching by SERC Number

Facility Search by SERC Number



After logging in, you will land on the '**Facility Search**' page.

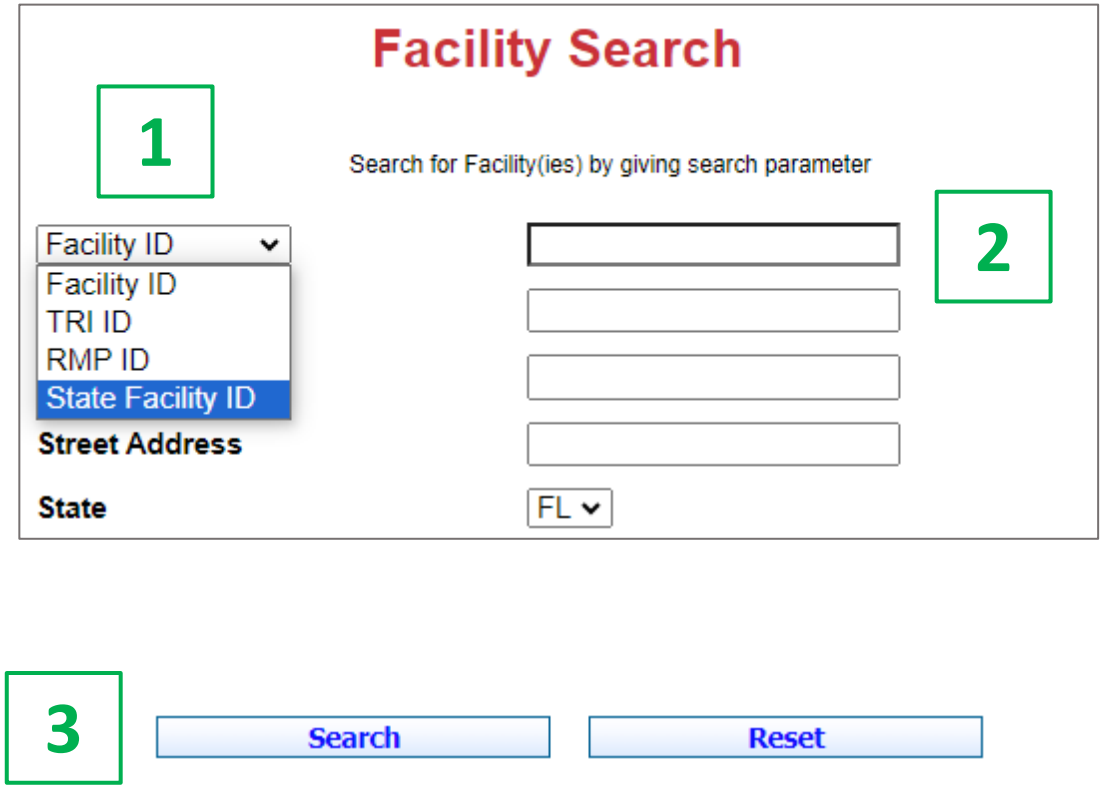
The search criteria on the Facility Search page automatically defaults to 'Facility ID', 'Tier2', and the current filing year ('2023' in the example at left).

Facility Search by SERC Number

1. Select '**State** Facility ID' from the Facility ID drop-down list.

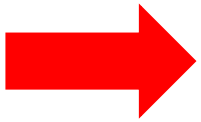
2. Enter the SERC Number in the corresponding field. If you do not have this option, please contact State Staff.

3. Click the Search button at the bottom of the page.



Facility Search by SERC Number

Your results will appear on the next page. Click the Download Tier2 Zip File button to begin exporting the zip file from E-Plan.



Facility Search Result

Download Tier2 Zip File

(Click to omit attachments)

Google Map

Download Public Excel

Download Excel File

(Click to add Contact Tab)

Sort by Facility ID Type All Chemicals Download PDF

Type All Chemicals Download PDF ZIP

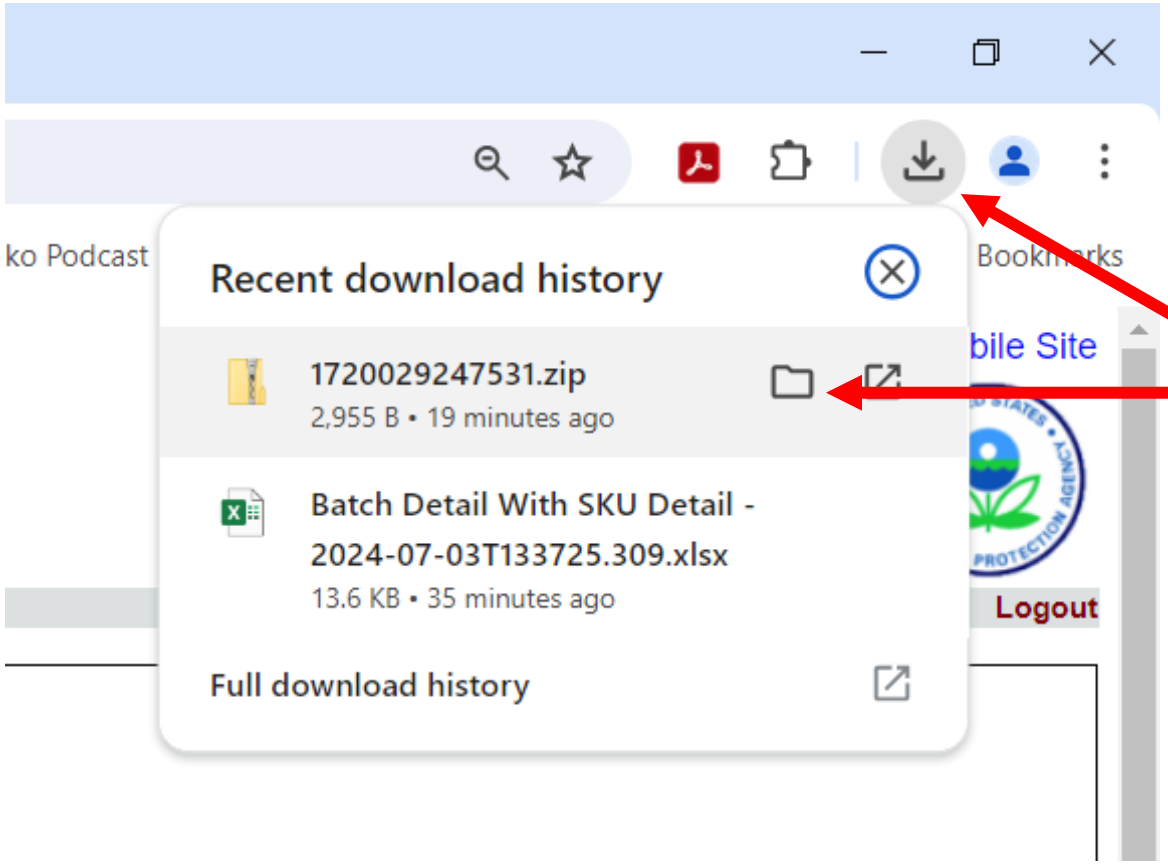
Download Multiple KML File

Showing **1** of 1 result(s)

indicates facility with uploaded document(s)

No.	Id	Facility Name	Company Name	Filing Type by Submitter	Filing Year(Type)	Street Address	City	County	State
1	7456175	Firefly Shipworks, LTD., Hera New	Allied Spacecraft Corporation	302 Tier2	2023 (Tier2)	2555 Shumard Oak Blvd.	Tallahassee	Leon	FL

Facility Search by SERC Number



When the download is complete, click the download icon in the upper right corner in Chrome. Locate the Zip File in the Recent download history list. Click on the folder icon next to the filed name to open the Downloads folder on your computer. From here you may save the file to the preferred location on your computer.

Tier 2 Unit Contact Information

Wendy Reynolds, Unit Lead
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Wendy.Reynolds@em.myflorida.com

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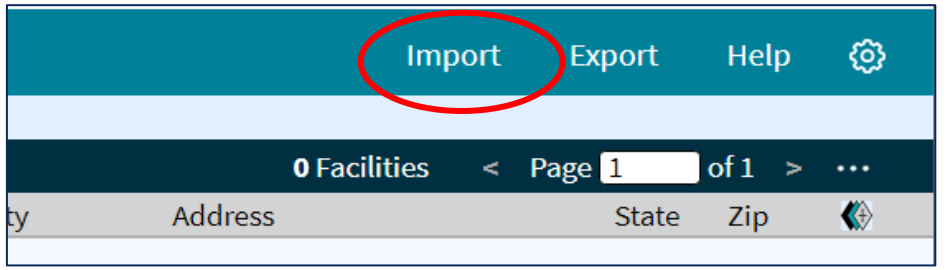
Sylvester.Williams@em.myflorida.com

CAMEO for Hazard Analysis Deliverables

Upload Zip File to CAMEO

Step 1:

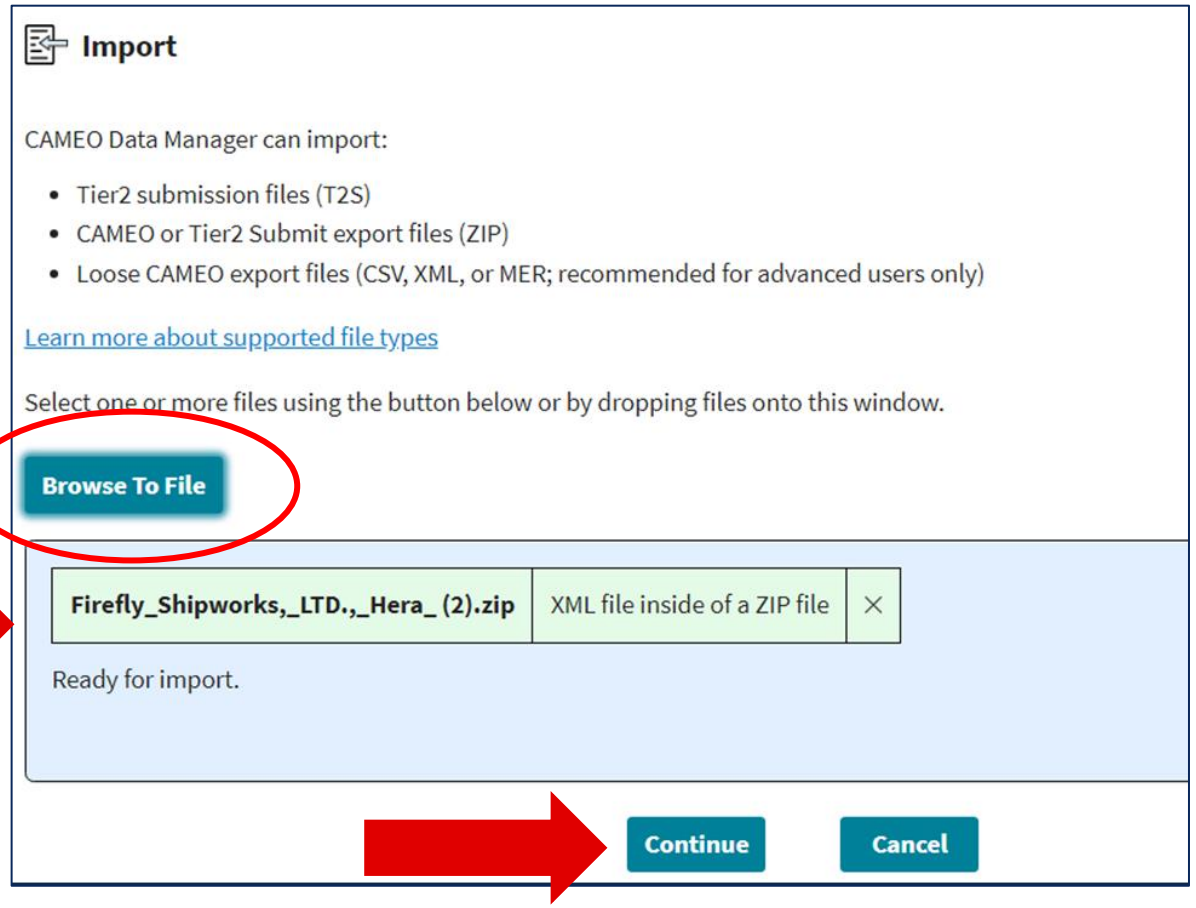
Click on “Import” at the top right side of the program.



Step 2:

In the Import window, click “Browse to File”. Locate file and double click.

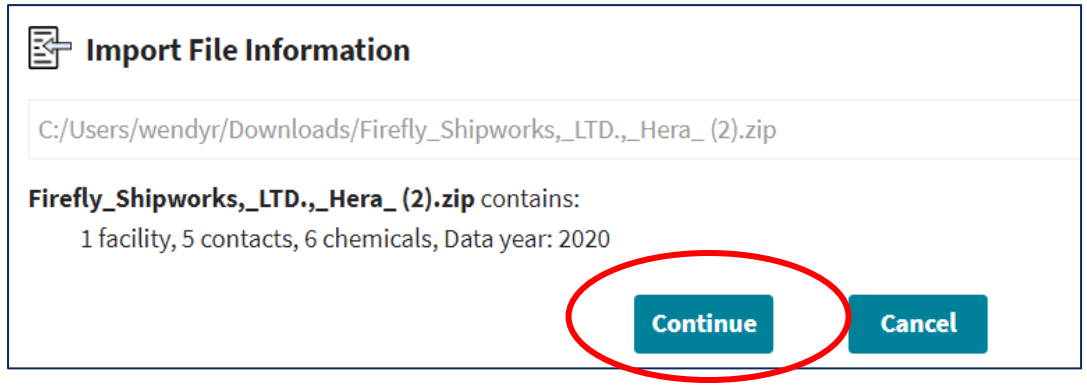
The file will appear in the blue box in the Import window. Click “Continue”.

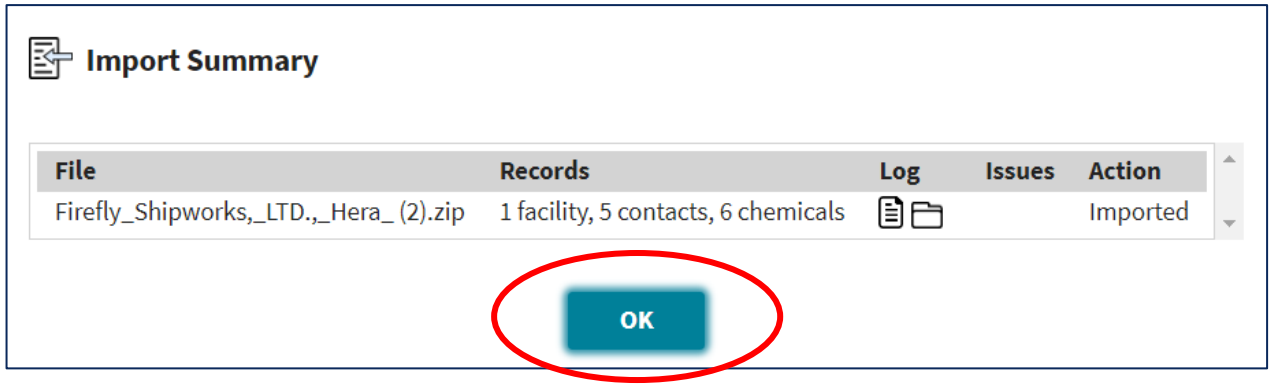


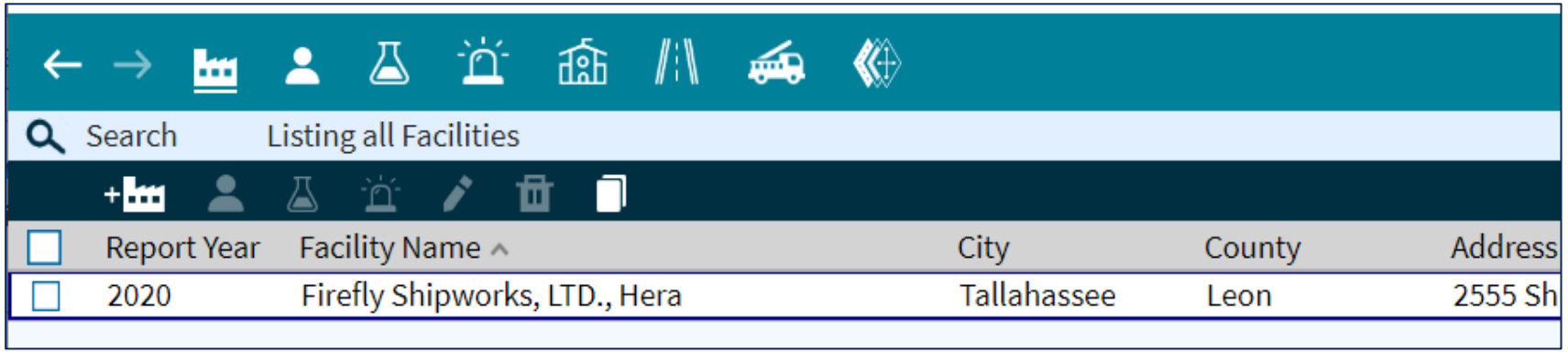
Upload Zip File to CAMEO

Step 3:

In the next two dialogue boxes, click “Continue” and “OK”. The facility will appear in the facility list in CAMEO. Double click the facility to begin the Hazard Analysis.







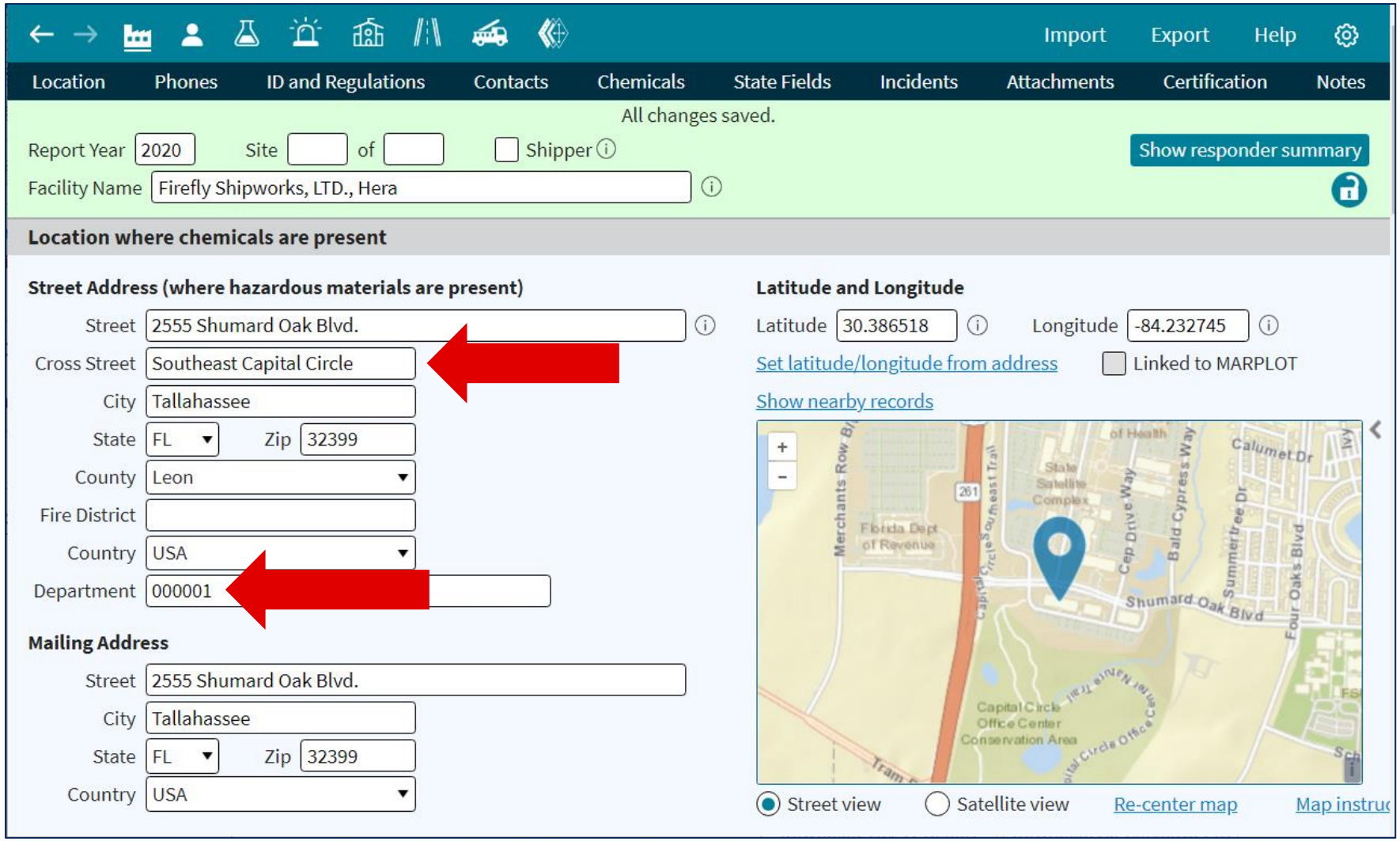
Hazard Analysis

Step 1:

Add the nearest cross-street to the “Cross Street” field. Use Google Maps to locate the cross-street name if it is not labeled on the map in CAMEO.

Step 2:

Add the SERC Number (Florida Facility ID) to the “Department” field.



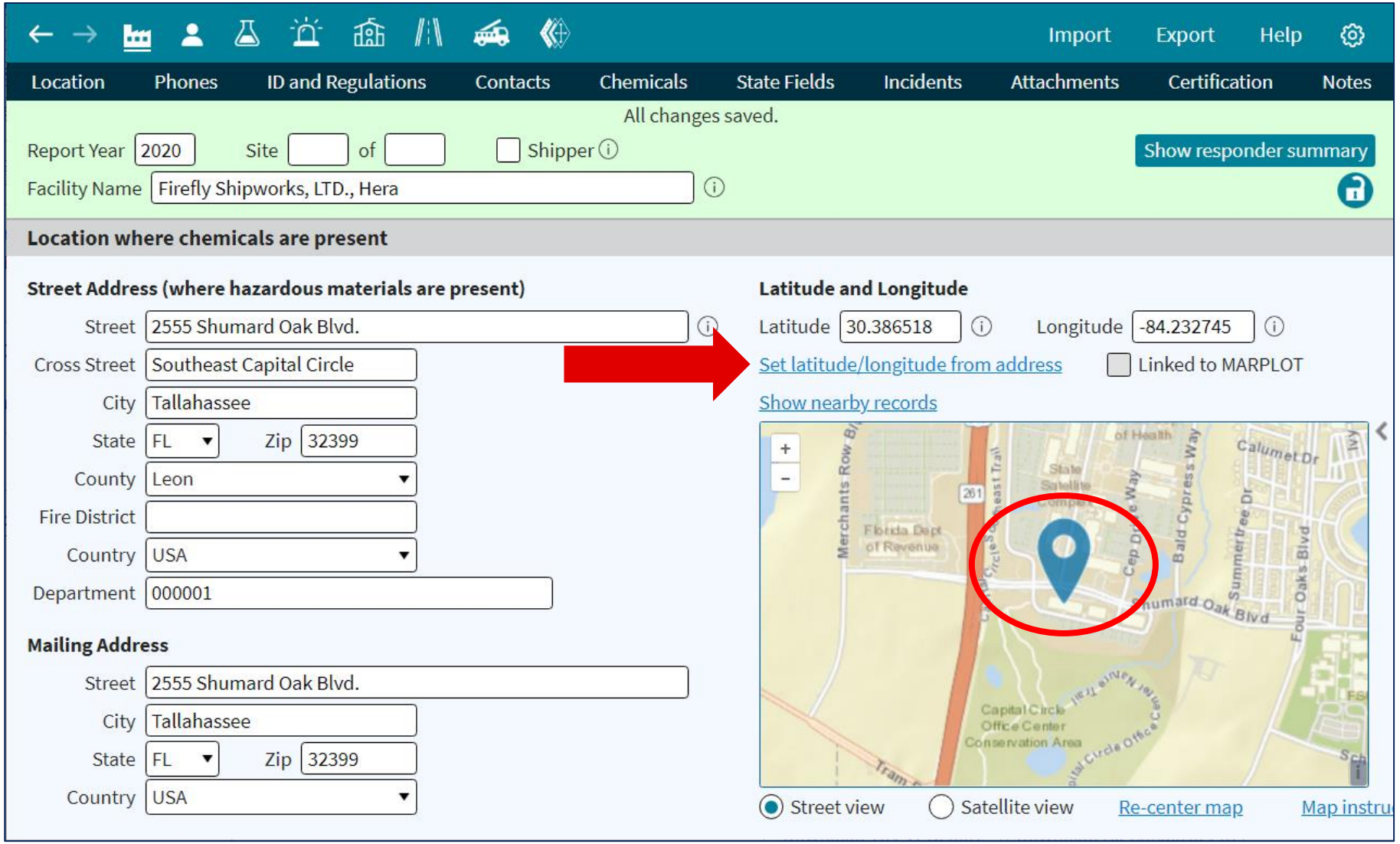
Hazard Analysis

Step 3:

Confirm that the latitude/longitude information is correct by reviewing the map in CAMEO.

If it is not, you may click “Set latitude/longitude from address”.

You can also drag the pointer to the appropriate location on the map.



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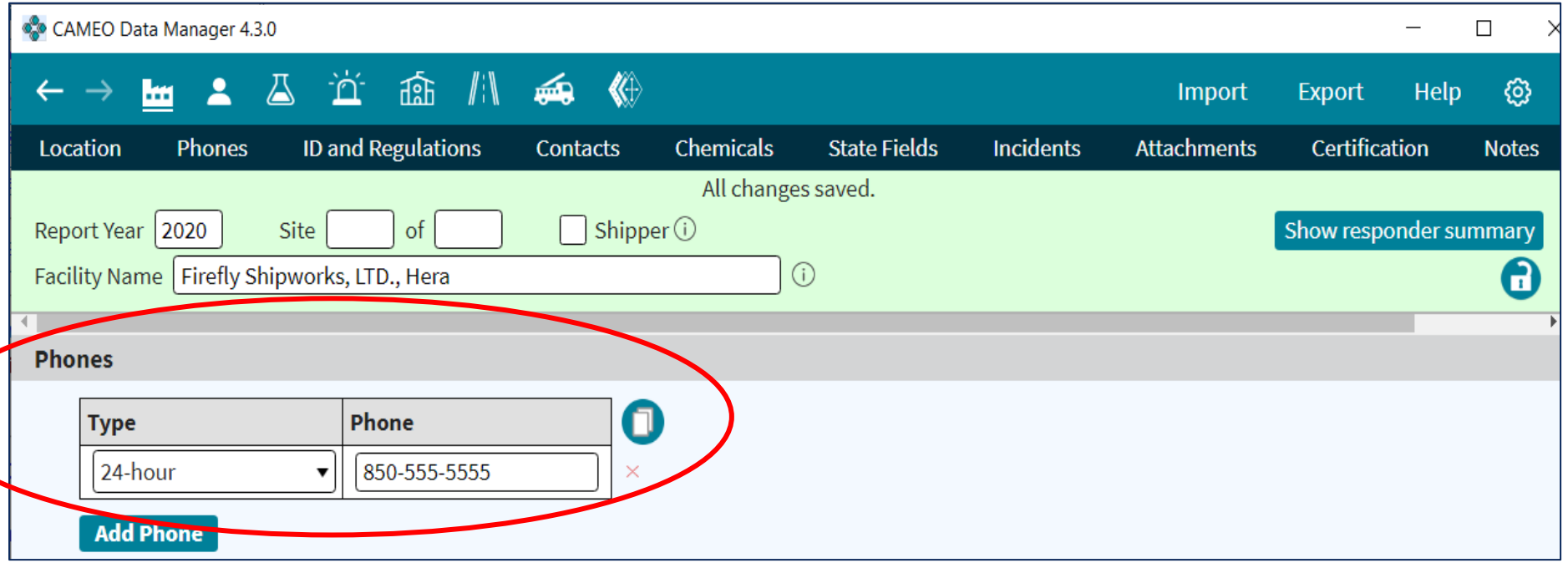
FDEM
OFFICE OF THE GOVERNOR

Hazard Analysis

Step 4:

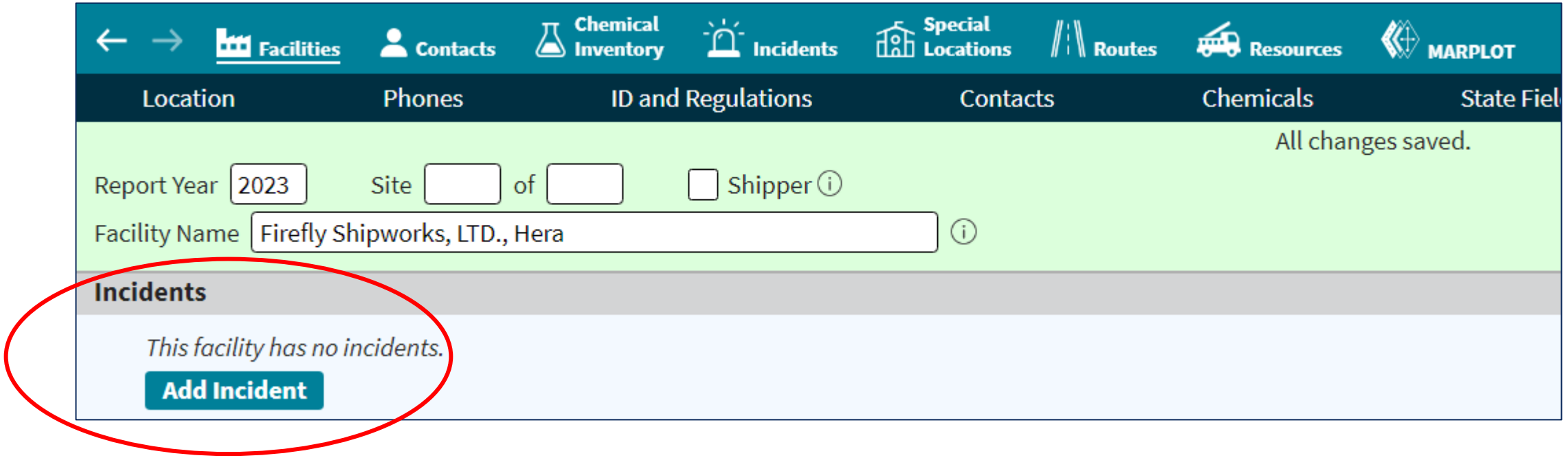
Under the “Phones” heading, confirm that the Type says ‘24-hour’ and that the Phone field is populated with a phone number.



Hazard Analysis

Step 6:

If the facility has had any chemical releases, Under the Incidents heading, click Add Incident button and enter all known information regarding the incident.

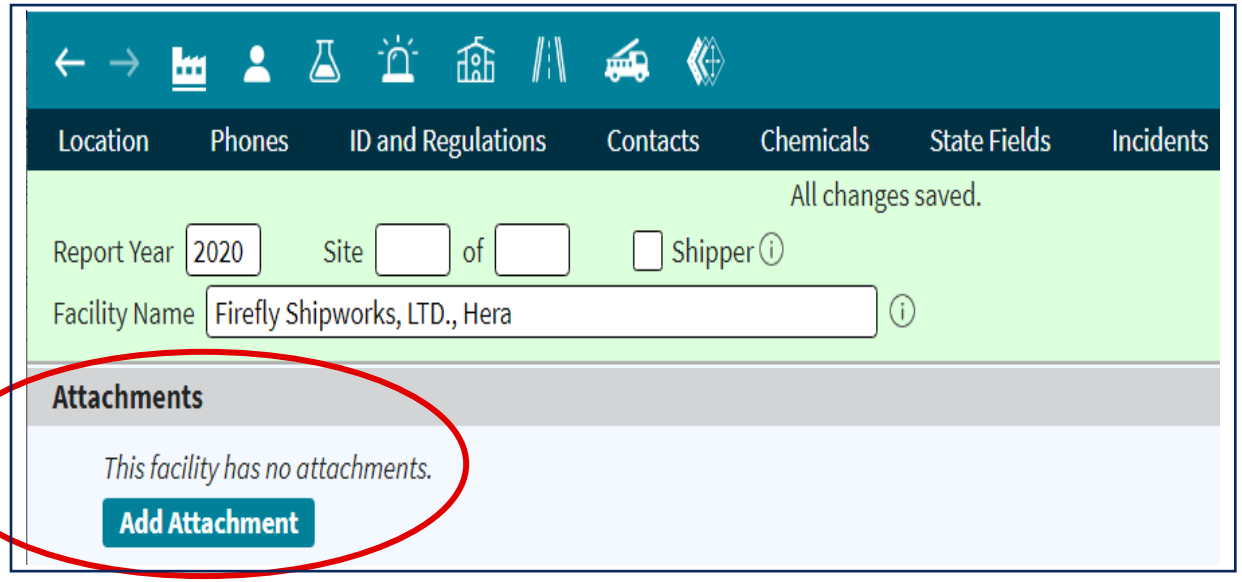


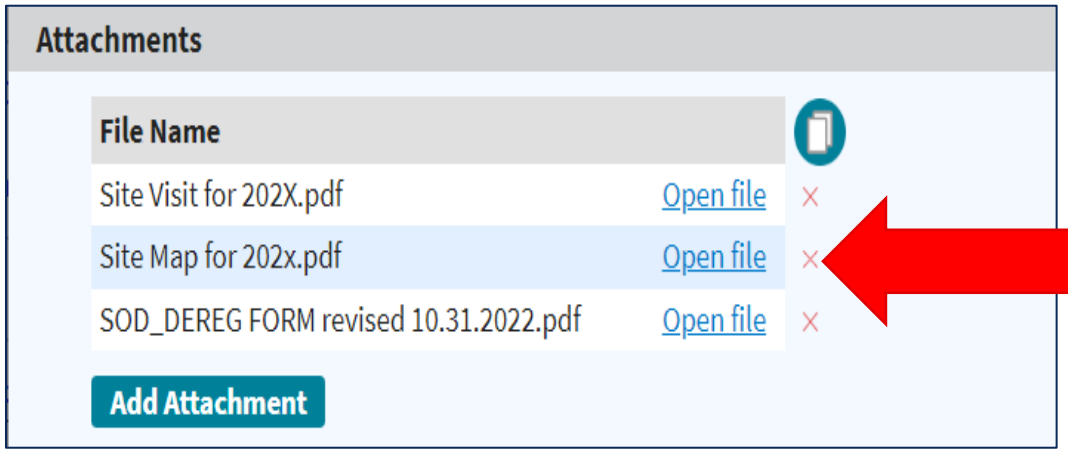
Hazard Analysis

Step 5:

Under the “Attachments” heading, click the “Add Attachment” button and upload the following documents:

a. The Site Visit (Attachment K) using the naming convention “Site Visit for 202X” (you will use the current calendar year).
b. Site Map using the naming convention “Site Map for 202x” (you will use the current calendar year). Site Map should include labels indicating:
   i. Cross street
   ii. Main entrance
   iii. EHS chemical storage locations.
c. Statement of Determination/Deregistration Form, if applicable.





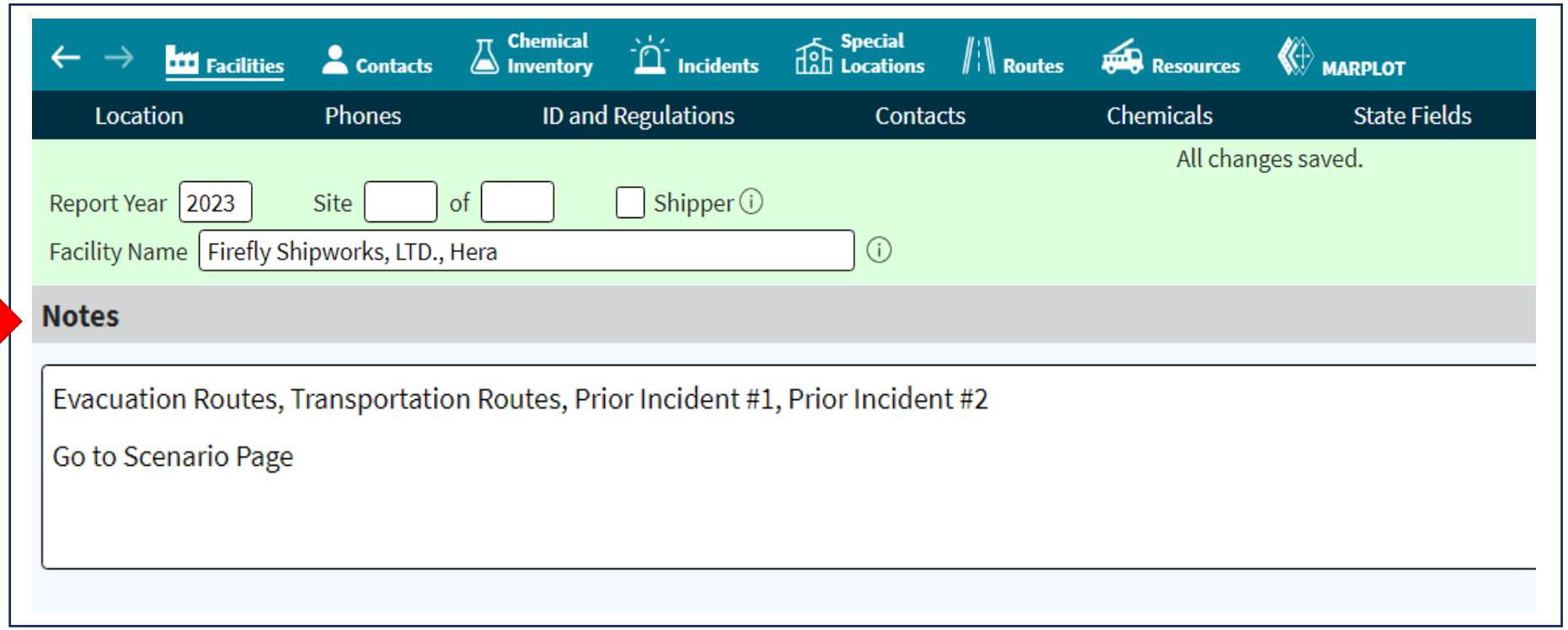
Attachments Uploaded

Hazard Analysis

Step 6:

Add the notes to the facility page in CAMEO. The notes include:

- Evacuation routes
- Transportation routes
- List of prior incidents at this facility, if applicable.

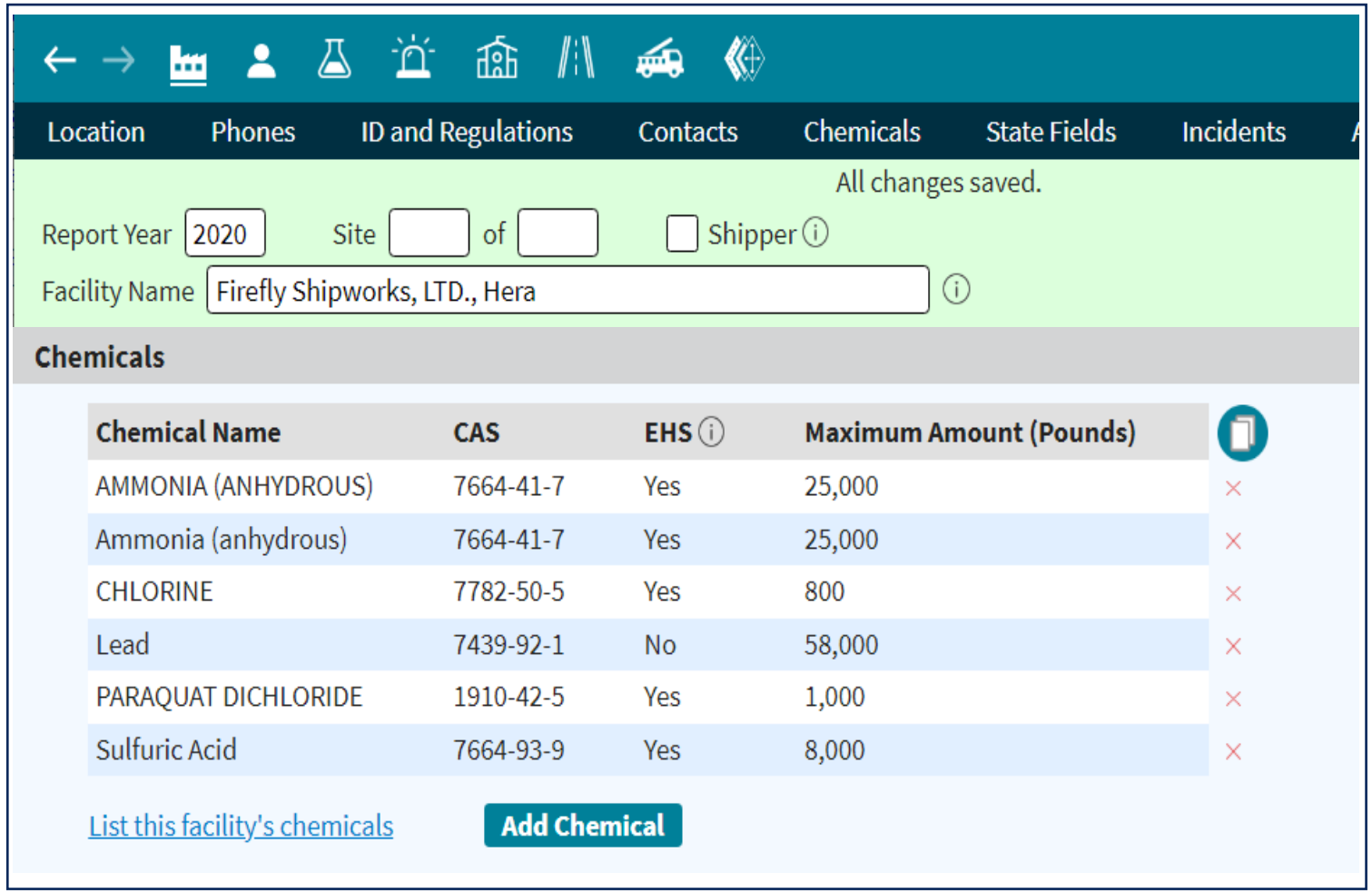


Hazard Analysis

Step 7:

Verify chemical amounts against your Site Visit information:

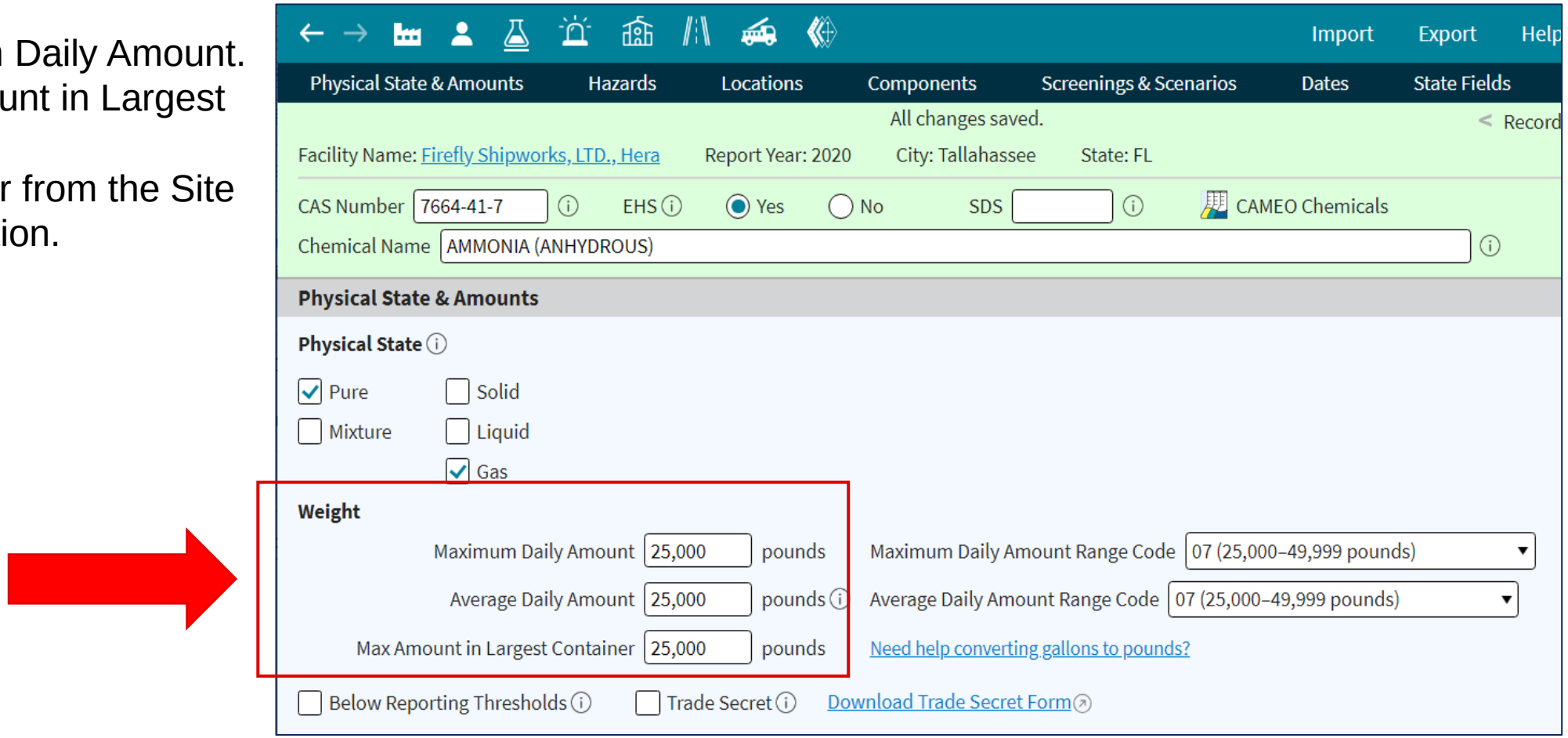
a. Scroll back up to the Chemicals heading.
b. Double click on chemical name.



Hazard Analysis

Step 7 Continued:

c. Confirm Maximum Daily Amount.
d. Confirm Max Amount in Largest Container.
    i. If blank, enter from the Site Visit information.

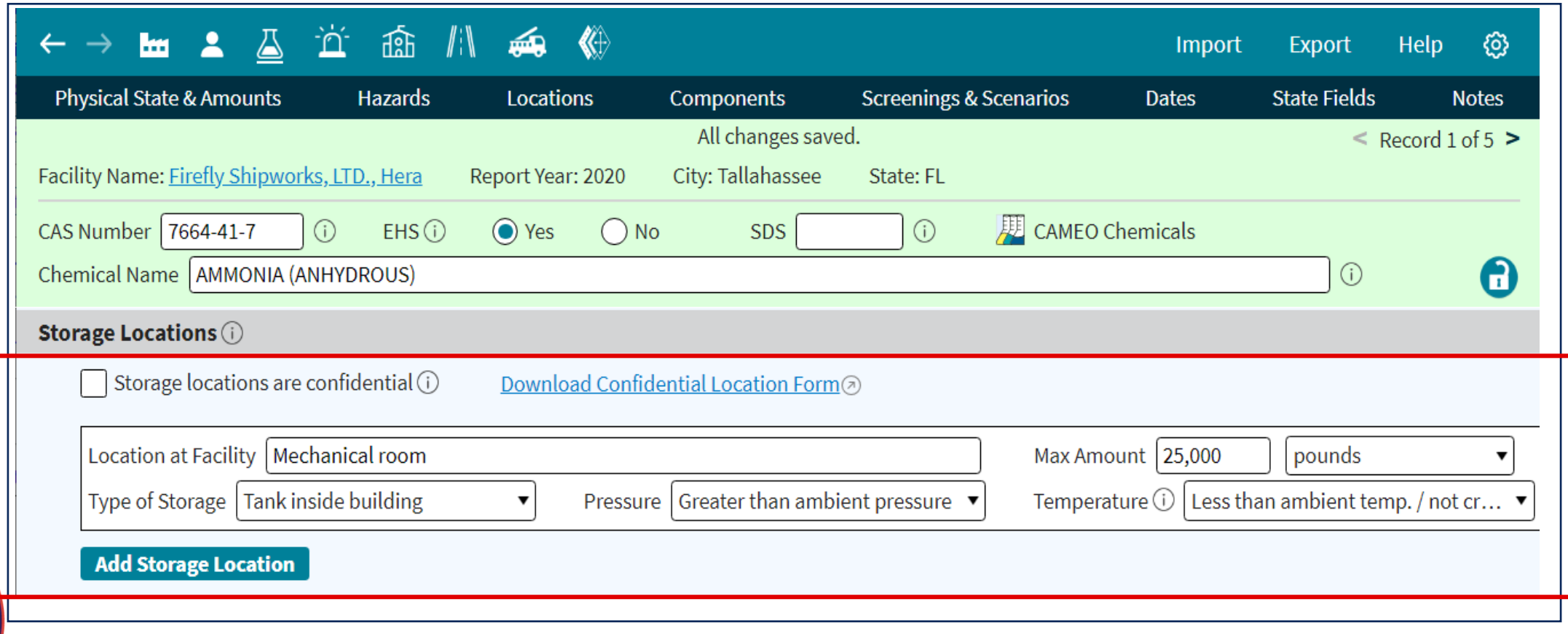


Hazard Analysis

Step 7 Continued:

f. Confirm amounts at each storage location.
   a. If blank, enter from the Site Visit information.

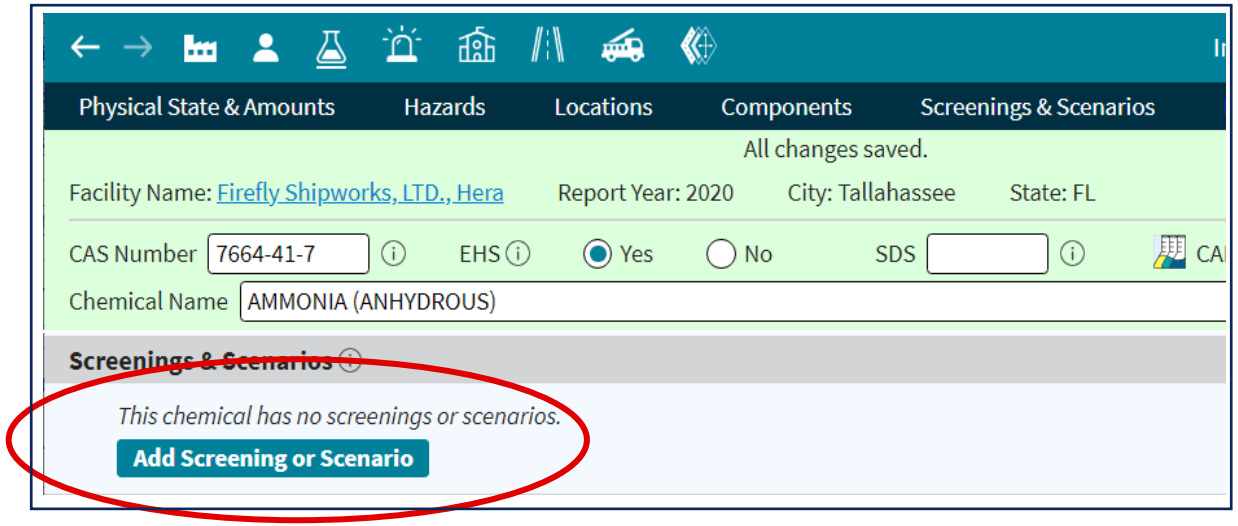
g. Ensure that the sum of storage location quantities equals the Maximum Daily Amount stored at the facility.



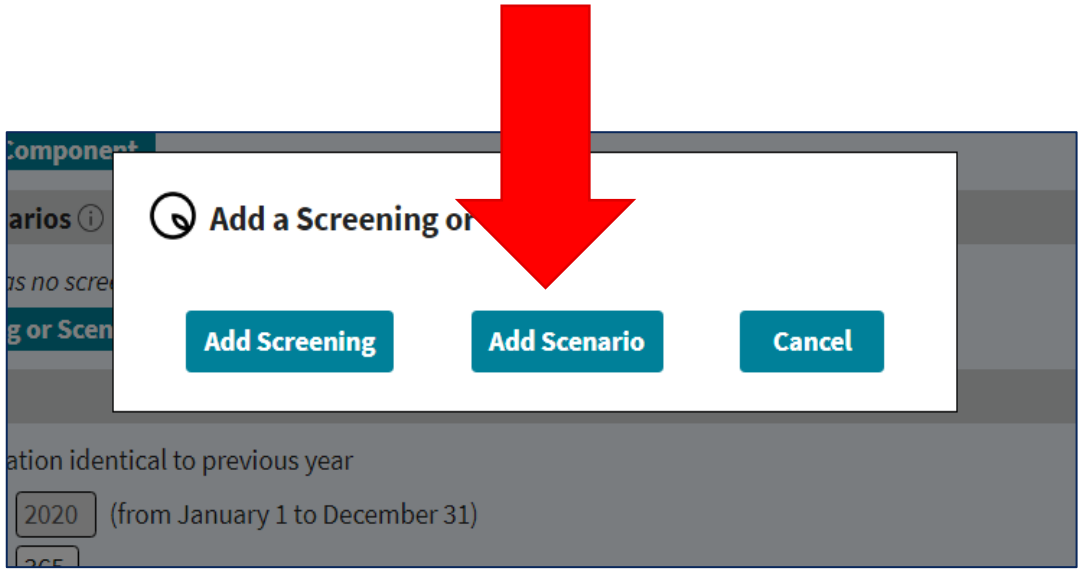
Hazard Analysis

Step 8:

Under Screenings & Scenarios, click “Add Screening or Scenario”.



Be sure to click the “Add Scenario” button, not the Screening button!



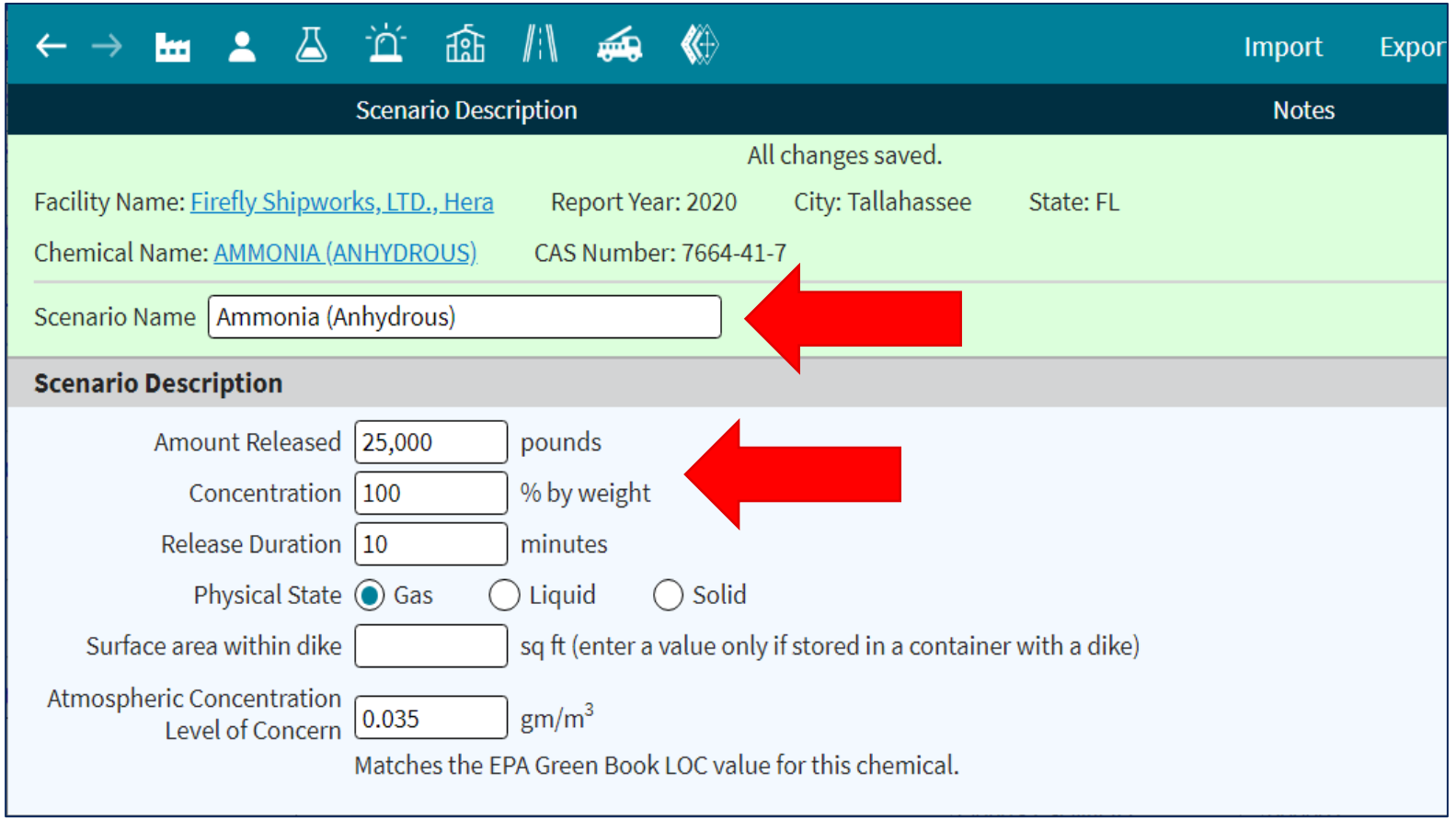
Hazard Analysis

Step 9:

Enter the “Scenario Name”. Many grantees use the chemical name.

You will create a separate scenario for each EHS chemical above TPQ!

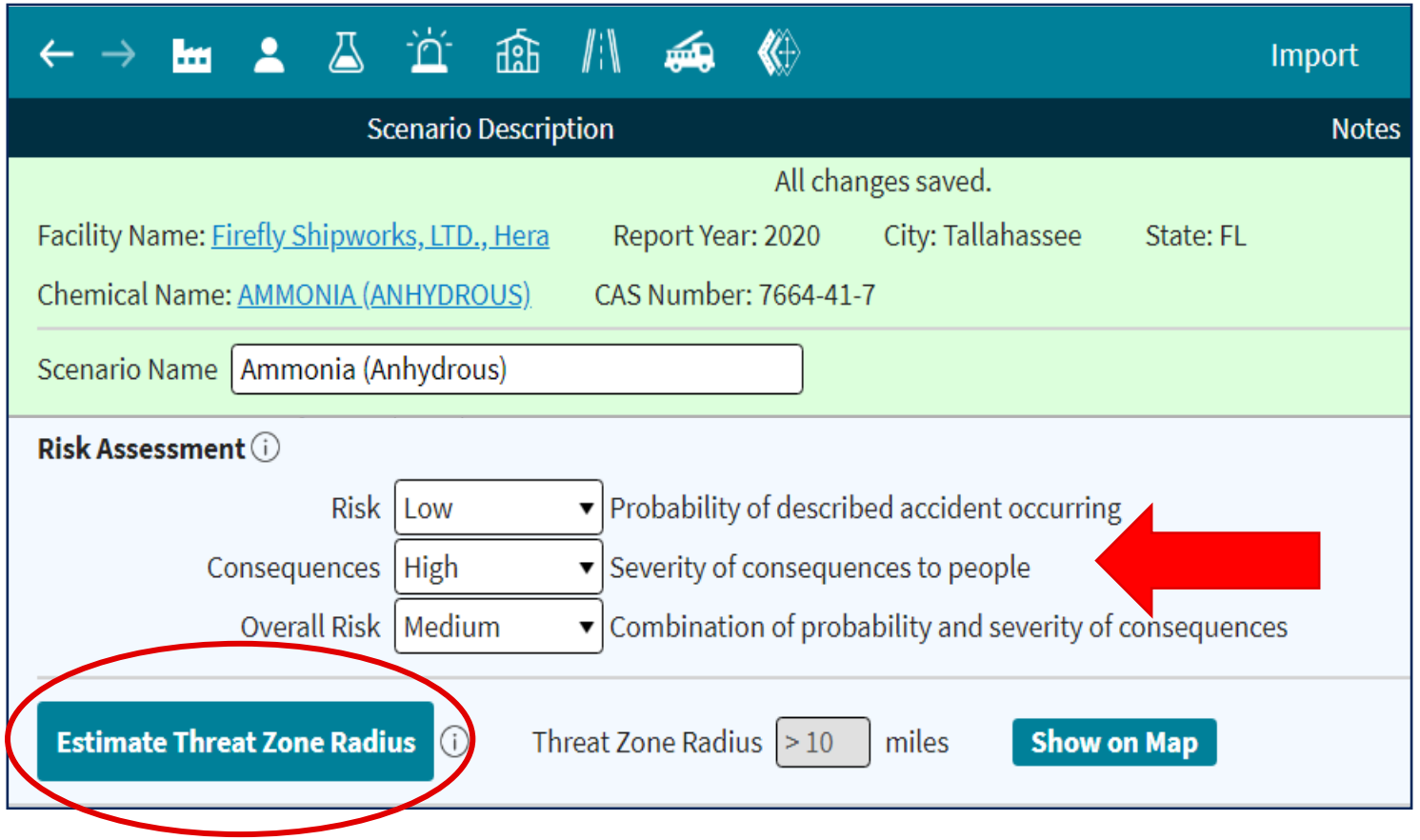
a. Release amount should be equal to Max Amount in Largest Container.
b. Confirm release duration is appropriate for the physical state:
   - 10 minutes for gas or solid.
   - 0 for liquid.



Hazard Analysis

Step 9 continued:

c. Enter “Risk Assessment” criteria, then click “Estimate Threat Zone Radius”
   i. Special note about EHSs in liquid mixtures:
      1. When present in a mixture, the EHS may be in a Physical State that is different than its pure form, ex. liquid instead gas. CAMEO will give you an error for the threat zone radius.
      2. If this happens, go back to the top of the page and change the Physical State to Solid and click “Estimate Threat Zone Radius” again.
      3. This action will correct 99% of these errors. If it does not correct the error for your chemical, please contact the Grant Manager for guidance.

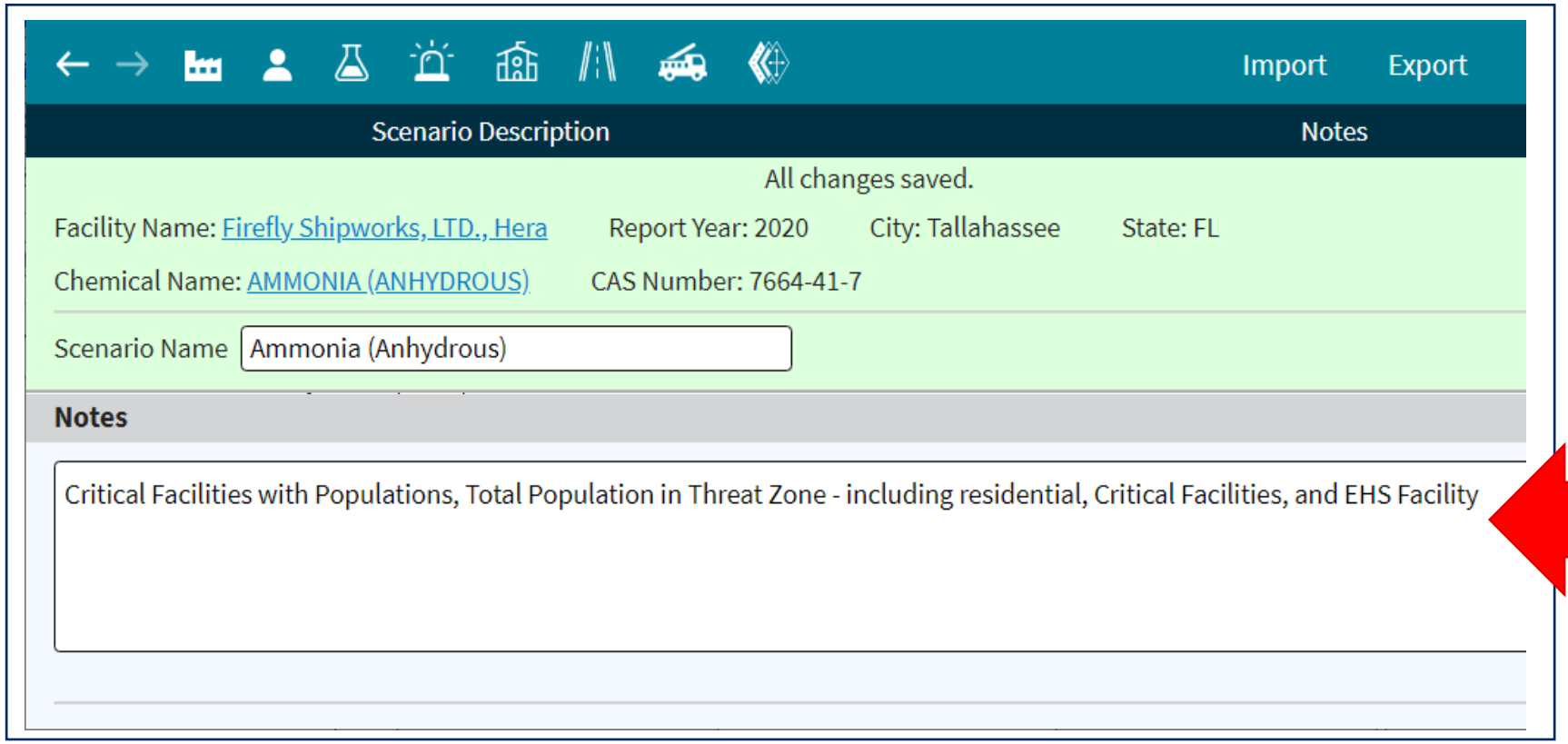


Hazard Analysis

Step 10:

Enter the following information in the “Notes” section:

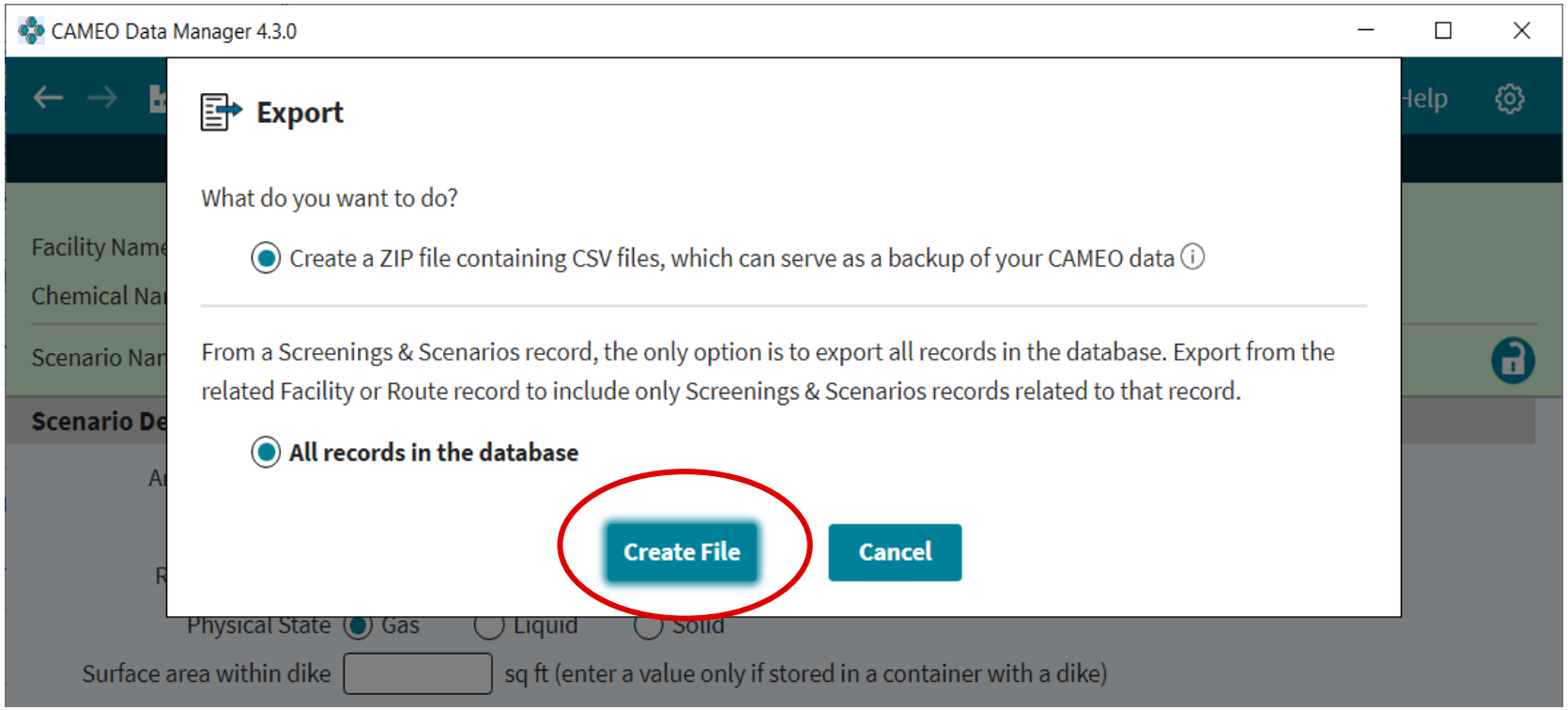
a. Critical Facilities with their populations.
b. Total population in the Threat Zone. This total will include the residential population, the populations at the Critical Facilities, **and** the population of the facility that is storing the chemical.



Hazard Analysis

Step 11:

a. Click ‘Export’ at the top right side of the page, then “Create File” button.
b. Save the file to your computer.
c. Upload your deliverable to Salesforce.



Section 312 Tier 2 Reporting Errors

If your Site Visit or scenario reveals any errors in the Tier 2 reporting, contact the facility and instruct them to contact the Florida Division of Emergency Management Tier 2 Compliance Unit. Examples of Tier 2 reporting errors include:

- Incorrect lat/long data on the Tier 2.
- Incorrect storage locations.
- Quantity errors or changes.
- Incorrect inventory list.

Avoiding Common Errors

Below are the most common errors that grantees make on their deliverables. **Please use this guidance as a checklist to avoid having your deliverable rejected**.

1. Not entering the SERC Number (Florida Facility ID) in the “Department” field.
2. Incorrect latitude/longitude.
3. Not entering the 24-hour phone number.
4. Not attaching the Site Plan and Site Visit.
5. Not labeling the main entrance, cross street, or storage locations on the Site Plan.
6. Storage locations in CAMEO do not match storage locations on Site Map.
7. Sum of storage location quantities is different than the Maximum Daily Amount stored at the facility.
8. Incorrectly using the largest amount at a **single storage location** to create the scenario. The scenario should be created based on the **largest container on site**.
    a. Example: A facility is storing a total of 2,000 pounds (Maximum Daily Amount) of a chemical in two separate locations. One storage location has 1,000 pounds of the substance stored in two 500-pound tanks. The second storage location has 1,000 pounds of the same substance stored in a 700-pound tank and a 300-pound tank. Your scenario will be based on the **700-pound tank**.
    b. This quantity should be equal to or less than the “Max Amount in Largest Container” field at the top of the chemical page.
9. Not clicking “Estimate Threat Zone Radius” button in the scenario.
10. “Notes” field must include the statement “Go to the scenario page.” If the statement says ‘chemical page’, **your deliverable will be rejected**.
11. Facility population in the scenario does not match the number in the “Maximum Number of Occupants” field in the facility page.

Hazard Analysis Grant Contact Information

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