

# Washington State Emergency Response Commission

## Local Emergency Planning Committee (LEPC) Hazardous Materials Emergency Response Plan TEMPLATE

***None of the wording in this template need be used verbatim in local plans. Rather the template identifies the information U.S. Code (USC) Title 42 requires the LEPC include in their Hazardous Materials Response Plan and provides options the LEPC can consider in presenting the information.***

September 2011

## Narrative Key

**Regular Font:** This text is generic and can be used by all jurisdictions with only minor edits, as needed. In most cases, this text may be consistent from jurisdiction to jurisdiction.

**[Bracketed Text]:** This text is guidance, placeholder and/or key questions/issues. As such, the text should be deleted or replaced with content specific to the jurisdiction.

***Italicized Font:*** Example language, this narrative is an example of how a jurisdiction might address certain planning elements and key questions. This should be deleted when not applicable to the jurisdiction or edited to conform to jurisdiction requirements.

[Insert jurisdiction/LEPC name]  
**HAZARDOUS MATERIALS  
EMERGENCY RESPONSE PLAN**

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[Insert month and year plan is in effect]

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[Insert jurisdiction/LEPC name]  
**HAZARDOUS MATERIALS  
EMERGENCY RESPONSE PLAN**

**APPROVAL & IMPLEMENTATION**

The [insert LEPC name] developed the Hazardous Materials Emergency Response Plan (ERP) to identify and implement hazardous materials emergency preparedness and response responsibilities in accordance with Chapter 118-40 Washington Administrative Code (WAC). The ERP details the purpose, policy, concept of operations, direction/control, actions and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within the [Insert name of jurisdiction].

The [Insert name of governing body] directs each office, department and agency to study the ERP and prepare or update, as needed, the supporting plans and operating procedures needed to implement the ERP in the event of a hazardous material event.

The [insert name of emergency management agency] is responsible for publishing and distributing this ERP and will issue changes as required.

[Signature] \_\_\_\_\_  
[Official's Title, additional officials as desired]

\_\_\_\_\_ Date

[Signature] \_\_\_\_\_  
LEPC Chairperson

\_\_\_\_\_ Date

**[THIS IS A REQUIRED DOCUMENT]**

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## Table of Contents

I. INTRODUCTION .....	1
Purpose .....	1
Scope .....	1
Policies and Legal Authorities.....	1
II. SITUATIONS & ASSUMPTIONS .....	2
Situations.....	2
Assumptions.....	2
Limitations .....	3
III. CONCEPT OF OPERATIONS .....	3
General.....	3
Direction and Control.....	4
Release Identification .....	5
Notification.....	5
Emergency Response .....	6
Public Safety .....	10
Responder Safety.....	11
Resource Management.....	12
Containment / Clean-Up.....	13
Documentation and Investigation .....	13
IV. RESPONSIBILITIES .....	13
[Insert emergency planning district name] Agencies.....	13
State Agencies .....	16
Federal Agencies .....	17
Non-Governmental Agencies .....	17
Regulated Facilities .....	17
V. TRAINING .....	18
VI. EXERCISES .....	21
VII. EPCRA REPORTING .....	21
VIII. REFERENCES .....	22
IX. ACRONYMS.....	22
X. DEFINITIONS.....	23
Appendix A – Regulated Facilities .....	29
Appendix B – Incident Command Agency .....	31
Appendix C - Public Safety Procedures .....	33
Appendix D – Precautionary Evacuation Plans.....	39
Appendix E – Response Resources .....	41
Appendix F - Training Schedule.....	43
Appendix G – Exercise Schedule .....	45
Appendix H – Incident Report .....	47

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## I. INTRODUCTION

### Purpose

This plan establishes the policies and procedures under which [insert name of jurisdiction] will operate in the event of a hazardous materials incident, oil spill, or other release. This plan is designed to prepare [insert name of jurisdiction] and its political subdivisions for incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment. This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event.

[Insert this statement into the plan] The plan provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA.

### Scope

[Describe the relationship of this plan and other emergency plans or documents. For example: If this plan is a standalone plan, what is its relationship to the jurisdiction's Comprehensive Emergency Management Plan (CEMP). Summarize parameters or intent of this plan. Describe what the plan does and provides. Indicate who this plan applies to or impacts.]

### Policies and Legal Authorities

[List the legal authorities, including laws, rules and agreements, directly related to hazardous materials planning and response.]

- [Local statutes, ordinances and regulations]
- [State statutes and regulations] RCW 38.52.070 - Local organizations and joint local organizations authorized - Establishment, operation - Emergency powers, procedures.
- Chapter 70.136 RCW - Hazardous materials incidents.
- RCW 70.136.030 - Incident command agencies - Designation by political subdivisions.
- RCW 90.56.020 – Director responsible for spill response (Department of Ecology).
- Chapter 118-40 WAC - Hazardous chemical emergency response planning and community right-to-know reporting.
- Chapter 296-824 WAC - Emergency response.
- [Federal statutes and regulations] 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 370 - Hazardous Chemical Report: Community Right-to-Know
- U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans
- [Mutual Aid Agreements] Washington State Intrastate Mutual Aid Compact, Chapter 38.52 RCW
- [Memorandums of Agreement or Understanding with other governmental entities]

## II. SITUATIONS & ASSUMPTIONS

### Situations

[Briefly summarize the following]

Hazardous materials are commonly [*stored, used, transported, or manufactured*] in the local area. [This may include areas outside your jurisdiction. While companies from neighboring jurisdictions are not subject to reporting their inventory to you, a release or spill may impact your community and the possibility should be noted.]

[Make reference to the regulated facilities subject to EPCRA within the LEPC planning district and identify the facilities in Appendix A. USC Title 42 Chapter 116 Subchapter I Section 11003(c)(1), requires plans include “Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities.”]

[Identify the lead agency/organization for HAZMAT incident response within the jurisdiction (*i.e. Fire or Law Enforcement*).]

[Provide an executive summary of your jurisdiction’s HAZMAT incident response capabilities.]

[Describe hazardous materials transportation routes, listing the main arterials [*roads, rail lines, pipelines, waterways, or flight paths*] posing a threat to your jurisdiction.]

[Provide a synopsis of the hazardous materials manufactured, used, stored or transported through the jurisdiction and the general risk they pose, e.g., Anhydrous Ammonia – May be fatal if inhaled, ingested or absorbed through the skin.]

[Describe jurisdiction’s hazardous materials response capability and/or limitations and how any limitations will be addressed through mutual aid or contractor.]

[Reference and/or summarize the Hazard Identification & Vulnerability Assessment (HIVA), *i.e.*, where the HIVA can be found, summary of the hazardous materials threat identified in the HIVA.]

### Assumptions

[List assumptions applicable to your local jurisdiction plan.]

An accidental release of hazardous materials could pose a threat to the local population or environment.

A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire or earthquake.

A major transportation hazardous materials incident may require the evacuation of citizens from any location in [insert name/jurisdiction] along [name the major arterials in the jurisdiction].

The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.

Wind shifts and other changes in weather conditions during the course of an incident may necessitate changes in protective action recommendations.

If an evacuation is recommended because of the hazardous materials incident, 80 percent of the population in an affected area will typically relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.

Residents with access and functional needs may require assistance when evacuating.

Hazardous materials could possibly enter water or sewer systems and necessitate the shutdown of those systems.

### **Limitations**

[Consider adding these statements, or others specific to your jurisdiction, to the plan.]

*This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from all events.*

*Responders will attempt to coordinate the plan and response according to standards.*

*Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and resources may be overwhelmed.*

*There may be little to no warning during specific events to implement operational procedures.*

*The success or failure of all emergency plans depends upon effective tactical execution.*

*Successful implementation of this plan depends on timely identification of capabilities and available resources at the time of the incident and a thorough information exchange between responding organizations and the facility or transporter.*

*Each agency, facility and jurisdiction will respond within the limits of their training, capabilities and qualifications.*

## **III. CONCEPT OF OPERATIONS**

### **General**

The [name] Local Emergency Planning Committee (LEPC) will assist [jurisdictions/agencies] in preparing and reviewing hazardous material response plans and procedures.

The authorized representative of the regulated facilities and transportation companies involved in an actual or suspected release of a hazardous material will promptly notify the Public Safety Answering Point (911) and/or appropriate response agency(s), LEPC, SERC, tribal governments or other potentially affected LEPCs, SERCs, and tribal governments of the incident. They will also make recommendations to the responding agencies on how to contain the release and protect the public and environment.

Agencies responding to the release will do so only to the extent of their personnel's training and qualification, available resources and capabilities. The Incident Commander will request the assistance of regional, mutual aid partners when the size and scope of the hazardous materials incident exceeds the response capabilities of [jurisdiction's name] responders. [Provide a synopsis of regional and mutual aid resources and capabilities available to the jurisdiction. This may also include contractor resources available to the jurisdiction or used in the past.]

The first priority of the incident commander will be to determine the appropriate protective action for the public, disseminate such recommendations, and implement them. [Briefly describe the jurisdiction's process for developing the protective action. Who must the IC coordinate with to determine the appropriate protective action (e.g., MSDS, ERG, hazmat technicians, DOE, health officer, etc.)?]

All responders will assist with the identification of the party responsible for the hazardous materials incident through the collection and reporting of relevant information related to their response activities. Incident-related information should be reported to the Incident Commander or [insert appropriate agency or title].

[Expand this section as necessary to include any other general information related to the activities identified in the Actions Section below.]

### **Direction and Control**

[Describe how the National Incident Management System (NIMS) is used within the context of this plan and how it is organized.]

Incident Command (IC) for a hazardous materials incident will be performed in accordance with RCW 70.136.030, applicable code, ordinance or agreement. The designated ICs for jurisdictions within the [LEPC's name] emergency planning district are [include a table in this section or reference an appendix (see Appendix B) which identifies the appropriate, designated IC agencies].

The Incident Commander will direct the activities of deployed emergency response elements through the Incident Command Post (ICP). The response will initially concentrate on the immediate needs at the incident site by isolating the area, implementing traffic controls, containing the spill and formulating and implementing protective actions for emergency responders and the public at risk.

The Public Information Officer (PIO) will [describe how the PIO will convey protective measures to the public].

The [applicable jurisdiction name] Emergency Operation Center will activate when requested to support IC actions. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed. [Describe how this will be accomplished].

### **Release Identification**

The methods and procedures for determining a release occurred and the affected areas vary by location and personnel qualifications. [USC Title 42 Chapter 116 Subchapter I Section 11003(c)(5), requires plans include “Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.”]

The recognized methods and procedures facilities use for determining a release occurred are: [Consult with facility emergency coordinators from key, regulated facilities in the planning district to develop a synopsis of the tools, methods and procedures used by the facility to determine a release occurred and to identify the material released.]

The recognized methods and procedures [county, city, jurisdiction] responders will use to identify the release of hazardous materials vary by training and qualification. First responders will limit their actions to identify the occurrence of a release to those protocols specified for the hazardous materials response qualification level to which they are trained and currently qualified. [Consult with representatives of the primary response agencies in the planning district to identify the responder qualification levels and the procedures applicable to each qualification level to identify a release occurred and the material released.]

- *Responders trained to the awareness level will [identify the methods and procedures used by fire service, EMS and law enforcement when responding to a reported traffic, rail or marine accident].*
- *Responders trained to the operational level will [identify the methods and procedures used to identify and report a release occurred. Local responders should be aware of these procedures to provide the mutual aid partner support and assistance within training limitations].*
- *Responders trained to the technician level will [identify the methods and procedures used by HAZMAT technicians responding to a “reported” release to verify a release occurred. If the jurisdiction has no HAZMAT capability, identify jurisdictions limitation, the mutual aid source of HAZMAT capability and a synopsis of the methods and procedures the mutual aid partner will use. Local responders should be aware of these procedures to provide the mutual aid partner support and assistance within training limitations].*

Releases of hazardous materials in transit will most likely be observed by the transport agent, citizens and/or responders. The methods and procedures used to determine a release occurred will also vary by the qualification of the responder and the resources available to the transport agent.

### **Notification**

[USC Title 42 Chapter 116 Subchapter I Section 11003(c)(4), requires plans include “Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.”]

Hazardous materials release notifications come from multiple sources. The most reliable notifications come from the individual regulated facilities or responders. The facility is responsible for immediately notifying the local Public Safety Answering Point/911, the SERC and the National Response Center of any releases of hazardous materials on their site. The facility emergency coordinator, authorized representative or responsible party will normally provide reliable, effective and timely notification of a release by [identify the method(s) used to make the notification and who will notify who] on behalf of the facility.

Community Emergency Coordinator notification procedures: [Describe the method by which the community emergency coordinator will be notified of a hazardous materials event. Identify the position or office responsible for receiving the notification together with their phone numbers.]

Response agencies and responders will be notified of a hazardous materials release using the following notification procedures. [This information may be placed in an appendix for ease of updating and referenced in this section of the plan].

- *List of the method used to notify responders from different organizations and agencies.*
- *Attach a list of phone numbers to the plan.*
- *List 24-hour phone numbers for notification of personnel.*
- *List positions and phone numbers of primary and back up points of contact.*
- *List all local institutions to be notified in the event of a hazardous materials incident.*
- *List any neighboring government contacts (local, county, state and/or tribal).*

The public will receive emergency warning and notification of a hazardous materials release through multiple channels of communication. [Describe the procedures or systems available to the IC to warn or notify the public and who is responsible for providing the notification over the various communication channels, e.g., horns, sirens, door-to-door, etc.]

- *Are sirens or other signals used in the warning?*
- *Is the Emergency Alert System (EAS) used?*
- *List other methods to alert segments of the population that can't be reached by sirens or EAS.*

## **Emergency Response**

[Describe the immediate response activities mitigating the short-term, direct effects of an incident. USC Title 42 Chapter 116 Subchapter I Section 11003(c)(2), requires plans include "Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances."]

*The methods and procedures used to respond to the release of hazardous materials conform to the standards set in National Fire Protection Association (NFPA) 472 - Standard for Professional Competence of Responders to Hazardous Materials Incidents and only vary by training and competency. First responder competencies, like training, are defined at the awareness, operational and hazardous materials technician levels.*



*Awareness level personnel shall be able to perform the following tasks when on scene of a hazardous materials/WMD incident:*

- *Analyze the incident to determine both the hazardous materials/WMD present and the basic hazard and response information for each hazardous material/WMD agent by completing the following tasks:*
  - *Detect the presence of hazardous material/WMD.*
  - *Survey the hazardous material/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied for the hazardous material/WMD involved.*
  - *Collect hazard information from the current edition of the DOT Emergency Response Guidebook.*
- *Implement actions consistent with the emergency response plan, the standard operating procedures and the current edition of the DOT Emergency Response Guidebook by completing the following tasks:*
  - *Initiate protective actions.*
  - *Initiate the notification process.*

*Operations level responders shall be able to perform the following tasks when responding to a hazardous materials/WMD incidents:*

- *Analyze a hazardous materials/WMD incident to determine the scope of the problem and potential outcomes by completing the following tasks:*
  - *Survey the hazardous materials/WMD Incident to identify the containers and materials involved, determine whether hazardous materials/WMD have been released and evaluate the surrounding conditions.*
  - *Collect hazard and response information from MSDS, CHEMTREC/CANUTEC/SETIQ; local, state and federal authorities and shipper/manufacturer contacts.*
  - *Predict the likely behavior of a hazardous material/WMD and its container.*
  - *Estimate the potential harm at a hazardous material/WMD incident.*
- *Plan the initial response to a hazardous materials/WMD incident within the capabilities and competencies of available personnel and personal protective equipment by completing the following tasks:*
  - *Describe the response objectives for the hazardous materials/WMD incident.*
  - *Describe the response options for each objective.*
  - *Determine whether the personal protective equipment provided is appropriate for implementing each option.*
  - *Describe emergency decontamination procedures.*
  - *Develop a plan of action, including safety considerations.*
- *Implement the planned response for a hazardous materials/WMD incident to favorably change the outcomes consistent with the emergency response plan and/or standard operating procedures by completing the following tasks:*

- *Establish and enforce scene control procedures, including control zones, emergency decontamination and communications.*
- *Where criminal or terrorist acts are suspected, establish means of evidence preservation.*
- *Initiate Incident Command System (ICS) for hazardous materials/WMD Incidents.*
- *Perform tasks assigned as identified in the incident action plan.*
- *Demonstrate emergency decontamination.*
- *Evaluate the progress of the actions taken at a hazardous materials/WMD incident to ensure the response objectives are being met safely, effectively and efficiently by completing the following tasks:*
  - *Evaluate the status of the actions taken in accomplishing the response objectives.*
  - *Communicate the status of the planned response.*

*Hazardous materials technician level responders shall be able to perform the following tasks when responding to a hazardous materials/WMD incidents:*

- *Analyze a hazardous materials incident to determine the magnitude of the problem in terms of outcomes by:*
  - *Surveying the hazardous materials incident to identify special containers involved, to identify or classify unknown materials, and to verify the presence and concentrations of hazardous materials through the use of monitoring equipment.*
  - *Collecting and interpreting hazard and response information from printed resources, technical resources, computer databases, and monitoring equipment.*
  - *Determining the extent of damage to containers.*
  - *Predicting the likely behavior of released materials and their containers when multiple materials are involved.*
  - *Estimating the size of an endangered area using computer modeling, monitoring equipment, or specialists in this field.*
- *Plan a response within the capabilities of available personnel, personal protective equipment, and control equipment by:*
  - *Identifying the response objectives for hazardous materials incidents.*
  - *Identifying the potential response options available by response objective.*
  - *Selecting the personal protective equipment required for a given action option.*
  - *Selecting the appropriate decontamination procedures.*
  - *Developing a plan of action which includes safety considerations, is consistent with the local emergency response plan and the organization's standard operating procedures, and is within the capability of the available personnel, personal protective equipment, and control equipment.*
- *Implement the planned response to favorably change the outcomes consistent with standard operating procedures and site safety and control plan by completing the following tasks:*

- *The following site safety and control plan considerations are from the NIMS Site Safety and Control Plan (form ICS 208HM)*
  - *Site description.*
  - *Entry objectives.*
  - *On-site organization.*
  - *On-site control.*
  - *Hazard evaluation.*
  - *Personal protective equipment.*
  - *On-site work plans.*
  - *Communication procedures.*
  - *Decontamination procedures.*
  - *Site safety and health plan.*
- *Perform the duties of an assigned hazardous materials branch position within the local incident management system (IMS).*
- *Don, work in, and doff personal protective clothing, including, but not limited to, both liquid splash- and vapor-protective clothing with appropriate respiratory protection.*
- *Perform the control functions identified in the plan of action.*
- *Perform the decontamination function identified in the Incident Action Plan.*
- *Evaluate the progress of the planned response by evaluating the effectiveness of the control functions.*
  - *Evaluate the effectiveness of the control functions.*
  - *Evaluate the effectiveness of the decontamination process.*
- *Terminate the incident by:*
  - *Assisting in the incident debriefing.*
  - *Assisting in the incident critique.*
  - *Providing reports and documentation of the incident.*

[Provide a synopsis of methods and procedures used in responding to a release by the employees of prominent/key facilities in the emergency planning district.]

Facilities and responders will monitor a verified release using the following capabilities and methods.

- Facility methods and capabilities for monitoring a release include [Consult with facility emergency coordinators from key, regulated facilities in the planning district to develop a synopsis of the tools, methods and procedures used by the facility.]
- Responders will monitor releases in accordance with agency policy using [Identify approved methods and procedures herein.]

## Public Safety

The primary objective of every hazardous materials response is to protect the people at risk. This includes the employees of the affected facility and/or transportation company as well as citizens and visitors in the immediate area of the release and/or the projected plume. Protection of the public during a chemical emergency is a complex undertaking. Evacuation is the recognized standard for population protection; however, recent research indicates shelter-in-place should be considered as a better alternative for many hazardous materials incidents.

Each strategy (evacuation or shelter-in-place) has inherent advantages and disadvantages.

- The advantage of evacuation is it removes employees, citizens and visitors from the present and any future risks in the affected area. The concept of removing the population from risk is also an acceptable and preferred strategy for many members of the public. Evacuations are however highly disruptive events which create other challenges such as traffic control and sheltering. An effective evacuation may take hours to complete, during which evacuees may be exposed to unsafe concentrations of the toxic substance they are attempting to avoid.
- Shelter-in-place can be instituted in a relatively short period of time. The population does not have long distances to travel and they are, for the most part, familiar with their surroundings. The speed with which a shelter-in-place effort can be implemented may make it the only reasonable short-term protective option for hospitals, nursing homes and corrections facilities. However, the concept of shelter-in-place is a foreign notion to many citizens who will self-evacuate. Training and exercising sheltering-in-place plans for those facilities where it might prove useful will facilitate its use when it is needed. It should be considered only for incidents expected to last for a short duration.

No single protective strategy is applicable in all situations whereas some incidents may be suited to either evacuation or shelter-in-place. The two strategies are not mutually exclusive and may be combined to achieve the maximum population protection in some situations. For example, shelter-in-place for the public in an appropriate radius around a toxic release, combined with evacuation of downwind populations, might result in the best protection potential for the greatest number of people.

The decision to evacuate or order shelter-in-place should be based upon known data or perceived risk when insufficient data is immediately available. Reference materials and resources which will aid the decision making process include:

- Emergency Response Guidebook (Current Edition), <http://www.phmsa.dot.gov/portal/site/PHMSA/menuitem.ebdc7a8a7e39f2e55cf2031050248a0c/?vgnextoid=ebfeca57e196d110VgnVCM1000009ed07898RCRD&vgnnextchannel=d248724dd7d6c010VgnVCM10000080e8a8c0RCRD&vgnnextfmt=print>
- Material Safety Data Sheets (MSDS), <http://www.osha.gov/dsg/hazcom/msdsformat.html>
- Chemical Transportation Emergency Center (CHEMTREC), <http://www.chemtrec.com/>
- AIHA Emergency Response Planning Guidelines, <http://www.aiha.org/INSIDEAIHA/GUIDELINEDEVELOPMENT/ERPG/Pages/default.aspx>
- NIOSH Pocket Guide to Chemical Hazards, <http://www.cdc.gov/niosh/npg/>
- CAMEO Chemicals, <http://cameochemicals.noaa.gov/>

- Areal Locations of Hazardous Atmospheres (ALOHA), <http://www.epa.gov/oem/docs/cameo/ALOHAManual.pdf>
- Mapping Applications for Response, Planning, and Local Operational Tasks (MARPLOT), <http://www.epa.gov/oem/docs/cameo/MARPLOTManual.pdf>

The Incident Command (IC) is authorized to order the protective measures appropriate to the type of threat, current weather conditions, condition of population at risk, response capabilities and timeliness, available transportation resources, time of day and ability to communicate with the at risk population. The procedures for implementing the evacuation and shelter-in-place strategies are found in Appendix C - Public Safety Procedures. [These procedures must include the jurisdiction's evacuation plans. USC Title 42 Chapter 116 Subchapter I Section 11003(c)(7), requires plans include "Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes."]

Regulated facilities are required to have evacuation plans for employees and visitors. Washington State Administrative Code (WAC) 296-24-567 requires each facility to have an emergency action plan which includes, at a minimum:

- Evacuation procedures and route assignments;
- Procedures for employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are to perform them;
- The preferred means of reporting fires and other emergencies; and
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Precautionary evacuation plans for selected facilities within the [*planning district's name*] LEPC's area of responsibility are found in Appendix D - Precautionary Evacuation Plans.

### **Responder Safety**

[Describe procedures for assuring the safety of response personnel during emergency events.]

It is essential on-scene response personnel are protected from the adverse effects of hazardous materials contamination to safely perform their role in protecting the public and mitigating the incident. The safety of response personnel is a priority of the IC system. A Safety Officer will be appointed to the Command Staff to assist the Incident Commander (IC) with responder safety. If the IC does not appoint a Safety Officer for some reason, the IC assumes the responsibilities of the Safety Officer. The Safety Officer shall be assigned to monitor operations, identify potential safety hazards, correct unsafe situations and develop additional methods and procedures to ensure responder safety. The Safety Officer will be given authority to alter, suspend or terminate any activity he/she deems is unsafe. Safety Officers must be trained to the level of the incident, i.e., an operations level incident (gasoline spill) requires a Safety Officer trained to the operations level.

All responders to a hazardous materials incident will:

- Adhere to applicable local, state and federal laws, statues, ordinances, rules, regulations, guidelines and established standards pertaining to responder safety.
- Not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER) and Chapter 296-824 WAC training under any circumstance.

The minimum procedures by responder certification level are:

- Awareness level responders are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They will not take any further action beyond notifying the authorities of the release.
- Operations level responders are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release and as such will maintain a safe distance, keep the release from spreading and prevent exposures.
- Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. As such they will be able to:
  - Perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
  - Understand and implement decontamination procedures.
- Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. As such they will be able to:
  - Select and use proper specialized chemical personal protective equipment.
  - Perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
  - Determine and implement decontamination procedures.
  - Develop a site safety and control plan.

## Resource Management

[Describe the key/hazardous materials specific response equipment and resources in the community and identify the personnel responsible for such equipment. USC Title 42 Chapter 116 Subchapter I Section 11003(c)(6), requires plans include “A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities.”]

*The response and recovery resources available to the [emergency planning district name] LEPC come from federal, state and local partners, public and private stakeholders and*

*nongovernmental organizations. During response operations, acquisition of resources will be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs) and contracts or through emergent contracting in accordance with Revised Code of Washington (RCW) 38.52.070. Response resources immediately available through MOU, MOA or IAA are identified in Appendix E.*

### **Containment / Clean-Up**

[Describe cleanup and disposal services within the community. Include recommendation for pollution control facilities deemed most appropriate for control, collection, storage, treatment, and disposal or recycling of spilled material.]

Coordination of spill containment and clean-up is the responsibility of the designated Incident Command agency. Responding agencies will:

- Identify, contain, recover and properly treat or remove hazardous materials and dispose of at state permitted site.
- Limit incident site entry to trained personnel with appropriate personal protective equipment.
- Follow decontamination procedures to limit area of contamination and restrict further spread of hazardous materials.
- Plan for restoration and mitigation of damage to the environment.

A list of hazardous materials spill contractors is available through the Department of Ecology at [http://www.ecy.wa.gov/programs/spills/response/HAZMAT\\_Spill\\_Contractor\\_List.pdf](http://www.ecy.wa.gov/programs/spills/response/HAZMAT_Spill_Contractor_List.pdf).

### **Documentation and Investigation**

[List all reports required including offices and agencies responsible for preparing them.]

[Identify provisions for cost recovery, including methods for tracking costs.]

[Describe procedures for investigating possible criminal acts involving hazardous substances.]

[Describe methods of evaluating responses.]

## **IV. RESPONSIBILITIES**

[One of the local agencies should be designated as the Community Emergency Coordinator. EPCRA statutory planning requirement, USC Title 42 Chapter 116 Subchapter I Section 11003(c)(3), "Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan."]

### **[Insert emergency planning district name] Agencies**

\_\_\_\_\_ *Fire Departments/Districts/Regional Fire Authorities*

- *Provide a limited initial response to hazardous materials incidents based on responder training and expertise.*

- *Act as incident commander (except on state, interstate highways or in areas where the Washington State Patrol is designated as incident commander).*
- *Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).*
- *Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).*
- *Provide for the safety of the public by whatever means necessary (evacuation, shelter-in-place).*
- *Isolate the affected area in accordance with the Emergency Response Guidebook or other appropriate resource information.*
- *Effectively deploy all necessary and available fire jurisdiction equipment and manpower.*
- *Deploy mutual aid, as requested.*
- *Support [Name of jurisdiction team, regional team or mutual aid partner's team] HAZMAT Team with personnel, equipment, and other assistance, as required.*
- *Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.*
- *Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.*
- *Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials, whenever possible.*
- *Provide emergency medical care and transportation for those injured in a hazardous material incident.*
- *Perform other operations which may be appropriate in accordance with training.*

[Name of jurisdiction team, regional team or mutual aid partner's team providing the capability]  
*HAZMAT Team*

- *Respond in support of first response agencies when requested.*
- *Assess actions taken by first-in units.*
- *Provide a technical level response to hazardous materials incidents.*
- *Provide scene management expertise and equipment.*
- *Evaluate/establish exclusionary zones.*
- *Perform substance identification testing via HAZCAT testing, hazard ID analysis and/or radiological testing.*
- *Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques and additional authorities requiring notification.*
- *Perform duties as directed by incident command.*
- *Coordinate with representatives from the [jurisdiction name] Office/Department of Emergency Management or Emergency Management Department/Division.*



[Jurisdiction name] *Office/Department of Emergency Management or Emergency Management Department/Division*

- *Designate a coordinator to work with the Local Emergency Planning Committee (LEPC).*
- *Function as lead agency for the [emergency planning district name] LEPC.*
- *Provide public education materials to the public and businesses on hazardous materials and preparedness.*
- *Provide public information on response activities and public safety as necessary during major incidents.*
- *Provide emergency management or emergency operations center (EOC) support for the logistical requirements of hazardous materials emergency response. Coordination of resource needs will be made through XXX-XXX-XXXX.*
- *The emergency management staff will as necessary:*
  - *Provide notification of agencies and organizations as requested by either the facility representative or first responders.*
  - *Open the [jurisdiction name] EOC when indicated.*
  - *Provide on-scene liaison when requested by incident/unified command.*
  - *Script and transmit emergency alert system (EAS) messages when requested and appropriate.*
  - *Attempt other methods of notification to the public, as necessary.*
- *Support first response agencies and incident command with information and resource coordination as required.*
- *Assist with federal, state and other notifications.*
- *Provide public information as to areas to avoid, alternate routes of travel, shelter-in-place or evacuation or other information as required.*
- *Assist incident command in determining need for evacuation or shelter-in-place.*

\_\_\_\_\_ *Emergency Medical Services*

- *Provide advanced and basic life support services to hazardous materials exposure victims when requested.*

\_\_\_\_\_ *Sheriff/Police Department*

- *Coordinate law enforcement resources during a hazardous materials emergency.*
- *Provide for traffic control and maintenance of evacuation during a hazardous materials emergency.*
- *Ensure law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during a hazardous material emergency.*
- *Perform evacuation within parameters established for specific incident action plans.*
- *Assist where necessary in the rapid dissemination of warning and evacuation information to the public.*

- *Assist with investigation of possible criminal acts involving hazardous substances and/or their intentional release.*

\_\_\_\_\_ Health Department

- *Take such measures as the Health Officer deems necessary to promote and protect the public's health.*
- *Assess the public health implications of a hazardous materials incident and take appropriate actions.*
- *In conjunction with the Washington State Departments of Ecology and Health, assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a hazardous materials incident.*
- *Direct the closure of contaminated sites, as necessary*
- *Provide information to the public on the health effects of, and how to avoid contamination from a hazardous materials release as needed.*
- *Make a final determination on when contamination no longer poses a public health risk.*
- *Initiate actions to reopen sites once contaminated when the threat is properly mitigated.*

\_\_\_\_\_ Public Works

- *Provide equipment and manpower to assist in the containment of a hazardous material release.*
- *Provide equipment and manpower to repair essential, jurisdictional facilities damaged as a result of a hazardous material release.*
- *Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.*
- *Implement protection/mitigation measures to ensure safety and integrity of drinking water and waste water systems.*

## **State Agencies**

### Washington State Patrol

- *Act as designated incident command agency for hazardous materials incidents on interstate and state highways and in areas specifically designated by the local political entity. When the local jurisdiction does not designate an incident command agency, assume incident command for the jurisdiction in accordance with RCW 70.136.030.*
- *When necessary, establish a unified command system with fire departments, emergency medical services and other state and federal agencies.*

### Washington State Department of Ecology

- *Provide 24-hour emergency response to reported spill incidents.*
- *Represent state laws and interests in oil and hazardous substances incidents by acting as the State On-Scene Coordinator (SOSC) in the Unified Command System.*
- *Coordinate response efforts with other local, tribal, state and federal agencies.*

- *Maintain resource list of cleanup contractors, equipment and technical/scientific personnel for hazardous materials incidents.*
- *Assist in determining the release source, cause and responsible party.*
- *Coordinate incident cleanup if the responsible party is non-responsive or unknown.*
- *Provide on-scene coordination and technical assistance on containment, cleanup, disposal, recovery, natural resource damage assessment, laboratory analysis and evidence collection for enforcement actions.*
- *Coordinate Natural Resource Damage Assessment (NRDA) activities.*
- *Establish cleanup standards for the incident in accordance with federal and state law.*
- *Ensure source control, containment, cleanup and disposal are accomplished.*

*Washington State Department of Transportation*

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*Washington State Department of \_\_\_\_\_*

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*Washington State Department of \_\_\_\_\_*

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### **Federal Agencies**

*U.S. Department of \_\_\_\_\_*

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### **Non-Governmental Agencies**

American Red Cross

- *Provide for temporary shelter, feeding, welfare inquiries and information services.*

[Include additional NGOs, as necessary.]

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### **Regulated Facilities**

- Facilities storing extremely hazardous substances must identify the location of such substances and designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information in accordance with 40 CFR 355.30. 40 CFR 355.30 (c) requires the owner or operator of a facility subject to the section to designate a facility representative who will participate in the local emergency planning process as a facility emergency response coordinator. The Facility Emergency Coordinators in [emergency planning district name] are identified in [Appendix A]. [USC Title 42 Chapter 116 Subchapter I Section 11003(c)(3), requires plans include "Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan."]

- Report chemical inventories to the State Emergency Response Commission (SERC), LEPC, and local fire department.
- Submit Tier Two-Emergency and Hazardous Chemical Inventory Report and other information as required, by federal, state or local law.
- Prepare hazardous materials emergency plans and provide copies to the [emergency planning district name] LEPC, when requested.
- Train and equip personnel to implement the plans.
- Coordinate plans with the local fire jurisdictions.
- Notify 9-1-1, and other agencies as required or necessary, when a hazardous materials incident occurs.
- Implement emergency plans utilizing NIMS in coordination with the local fire jurisdictions.
- Include evacuation routes and methods of evacuation for employees and visitors, both on site and in the immediate proximity, in hazardous materials emergency plans.

**V. TRAINING**

Hazardous materials response training requirements are governed by WAC 296-824-30005, which meets or exceeds the Occupational Safety and Health Administration (OSHA) standards in 29 CFR 1910.120. In addition, the National Fire Protection Association (NFPA) established a standard (NFPA 472) of professional competence for responders to hazardous materials incidents.

All hazardous materials incident emergency responders and workers at hazardous materials facilities, transport companies, waste treatment facilities, storage facilities and disposal facilities will be provided training which meets federal and state standards. Such training will be commensurate with their employers or organization’s plan and policies.

The minimum level of responder training in accordance with WAC 296-824-30005 is:

<p>Awareness Level</p>	<p>Awareness level responders are those personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials/ weapons of mass destruction (WMD) and be expected to recognize the presence of the hazardous materials/WMD, protect themselves, call for assistance and secure the scene.</p> <p>Awareness Level First Responders competencies:</p> <ul style="list-style-type: none"> <li>• Understand what hazardous substances are and their associated risks.</li> <li>• Recognize the presence of hazardous substances in an emergency.</li> <li>• Can identify the hazardous substances, when possible.</li> <li>• Understand the potential consequences of hazardous substances in an emergency.</li> <li>• Understand the role of a first responder at the awareness level as described in:</li> </ul>
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	<ul style="list-style-type: none"> <li>○ The employer's emergency response plan, including site security and control.</li> <li>○ The United States Department of Transportation's Emergency Response Guidebook.</li> <li>● Can use the Emergency Response Guidebook.</li> <li>● Recognize the need for additional resources and the need to notify the incident's communication center accordingly.</li> </ul>
Operations Level	<p>Operations level responders are personnel who respond to hazardous materials/WMD incidents for the purpose of implementing or supporting actions to protect people, property and the environment from the effects of a release. They are trained to respond in a defensive fashion, which may include attempts to confine, contain or otherwise control the release without coming into contact with the material/product.</p> <p>First responders at the operations level must receive at least eight hours of training and demonstrate awareness level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>● Know basic hazard and risk assessment techniques.</li> <li>● Select and use personal protective equipment (PPE) appropriate for first responder operations level.</li> <li>● Understand basic hazardous materials terms.</li> <li>● Perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available.</li> <li>● Implement decontamination procedures to their level training.</li> <li>● Understand relevant standard operating and termination procedures.</li> </ul>
Technician Level	<p>Technician level responders are personnel who respond to a hazardous materials/WMD incident using a risk-based response process to analyze the situation involving hazardous materials/WMD, select applicable decontamination procedures and control the release using specialized protective clothing and control equipment.</p> <p>First responders at the technician level must receive at least 24-hours of training and demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>● Implement an employer's emergency response plan.</li> <li>● Function within their assigned role in the incident command system.</li> <li>● Understand hazard and risk assessment techniques.</li> <li>● Understand basic chemical and toxicological terminology and behavior.</li> <li>● Use field survey instruments and equipment to classify, identify, and verify materials at the incident.</li> </ul>

	<ul style="list-style-type: none"> <li>• Select and use personal protective equipment (PPE) appropriate for hazardous materials technicians.</li> <li>• Perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available.</li> <li>• Implement decontamination procedures to their level of training.</li> <li>• Understand termination procedures.</li> </ul>
Specialist Level	<p>Specialist level responders are personnel who respond with and provide support to hazardous materials technicians. Their duties parallel those of hazardous materials technicians but require a more specific knowledge of the various substances they may be called upon to contain. Hazardous materials specialists also act as site liaisons with federal, state, tribal and local government authorities with regard to site activities.</p> <p>First responders at the specialist level must receive at least 24-hours of training and demonstrate technician level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>• Implement the local emergency response plan.</li> <li>• Know of the state emergency response plan.</li> <li>• Develop a site safety and control plan.</li> <li>• Understand chemical, radiological and toxicological terminology and behavior.</li> <li>• Understand in-depth hazard and risk techniques.</li> <li>• Use advanced survey instruments and equipment to classify, identify and verify materials at the incident.</li> <li>• Select and use proper specialized chemical PPE given to hazardous materials specialists.</li> <li>• Perform specialized control, containment and/or confinement operations within the capabilities of the resources and PPE available.</li> <li>• Determine decontamination procedures.</li> </ul>
Incident Commander	<p>The Incident Commander (IC) is the person responsible for all incident activities, including development of strategies and tactics and ordering and release of resources.</p> <p>Incident commanders, who assume control of a hazardous materials incident from the responders first on the scene, must receive at least 24-hours of training and demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> <li>• Know of the state emergency response plan and the Federal Regional Response Team.</li> <li>• Implement the local emergency response plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement the employer's emergency response plan.</li> <li>• Have knowledge of the incident command system (ICS) and understand how they relate to it.</li> <li>• Implement the employer's ICS.</li> <li>• Understand the hazards and risks associated with employees working in chemical protective clothing.</li> <li>• Understand the importance of decontamination procedures.</li> </ul>
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The awareness, operations, technician and incident command training available to [emergency planning district name] responders is updated annually and maintained in *Appendix F*. [USC Title 42 Chapter 116 Subchapter I Section 11003(c)(8), requires plans include “Training programs, including schedules for training of local emergency response and medical personnel.”]

## VI. EXERCISES

The Community Emergency Coordinator will provide for and organize an annual exercise of this plan, at a minimum, to evaluate the effectiveness and feasibility of the plan and supporting, standard operating procedures as well as the readiness of response agencies, facilities and the public. These exercises may be discussion-based (seminars, workshops, tabletops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness.

The [emergency planning district name] will follow the *Homeland Security Exercise and Evaluation Program* (HSEEP) as a standard for exercise design, conduct and evaluation. As such, exercises will be documented in an after action report and corrective actions will be identified and assigned in an improvement plan.

The [emergency planning district name] exercise schedule will be updated annually and maintained in *Appendix G*. [USC Title 42 Chapter 116 Subchapter I Section 11003(c)(9), requires plans include “Methods and schedules for exercising the emergency plan.”]

## VII. EPCRA REPORTING

All facilities within [emergency planning district name] receiving, storing and/or using extremely hazardous substances (EHS), reference 40 CFR Part 355, must notify the SERC and LEPC in accordance with Section 302 – Notification of Extremely Hazardous Substances.

Facilities must submit Material Safety Data sheets (MSDS) or a MSDS list of the hazardous chemicals present on-site in excess of threshold levels to the SERC, LEPC and local fire department/district in accordance with Section 311.

Facilities storing chemicals must provide specific information about chemicals on site to the SERC, LEPC and local fire department/district using the Tier II Form in accordance with Section 312.

A facility must notify the SERC and LEPC, per Section 304, of a release at the facility in excess of the reportable quantity for the substance and when the release could result in exposure of person outside the facility. A verbal report must be submitted immediately and followed up with written report with 14-days.

## VIII. REFERENCES

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

US Department of Transportation and Transport Canada, *Emergency Response Guidebook*.

SARA Title III – *Emergency Planning and Community Right-to-Know Act (EPCRA)*,  
<http://www.ecy.wa.gov/epcra>.

Public Law 99-499 – *Superfund Amendment and Reauthorization Act (SARA)*

Chapter 118-40 WAC – *Hazardous Chemical Emergency Response Planning*

## IX. ACRONYMS

*[Examples only, tailor to your jurisdiction's needs]*

ALOHA	Areal Locations of Hazardous Atmospheres
ARC	American Red Cross
AWC	Alert and Warning Center
CAA	Clean Air Act
CAIRA	Chemical Accident/Incident Response and Assistance
CAMEO	Computer Aided Management for Emergency Operations
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DEM	Department of Emergency Management
DIS	Washington State Department of Information Services
DNR	Washington State Department of Natural Resources
DOH	Washington State Department of Health
DPS	Department of Public Safety
DSHS	Washington State Department of Social and Health Services
EAS	Emergency Alert System
EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EMD	Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPCRA	Emergency Planning and Community Right-to-Know Act
ERG	Emergency Response Guide Book
ESF	Emergency Support Function



GLO	General Land Office
HAZMAT	Hazardous Material
HC	Hazardous Chemicals
HIVA	Hazard Identification and Vulnerability Assessment
HS	Hazardous Substances
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MARPLOT	Mapping Applications for Response, Planning, and Local Operational Tasks
MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OSCCR	On-Scene Command and Coordination Radio
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SOP	Standard Operating Procedures
TERC	Tribal Emergency Response Commission
UC	Unified Command
WAC	Washington Administrative Code

## X. DEFINITIONS

[Examples only, tailor to your jurisdiction's needs]

**ACCIDENT SITE** - The location of an unexpected occurrence, failure or loss, either at a regulated facility or along a transportation route, at which a release of listed chemicals occurs.

**ACUTE EXPOSURE** - Exposures, of a short duration, to a chemical substance that results in adverse physical symptoms.

**ACUTELY TOXIC CHEMICALS** - Chemicals that can cause both severe short-term and long-term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and result in severe illness. In extreme cases, death can occur when ingested, inhaled or absorbed through the skin.

**AEROSOL** - Fine liquid or solid particles suspended in a gas such as fog or smoke.

**CHEM-TEL** - A private company listed in the Emergency Response Guidebook that provides emergency response organizations with a 24-hour phone response for chemical emergencies.

**CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN** – The plan describes how an Army installation handles chemical material events. This on-post plan must be integrated with off-post plans.

**CHEMICAL AGENT** - A chemical substance intended for use in military operations to kill, seriously injure or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

**CHEMICAL TRANSPORTATION EMERGENCY CENTER** - a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, or manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

**COLD ZONE** - The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

**DECONTAMINATION** - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the hazardous material.

**DIRECTION AND CONTROL EXERCISE** - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

**EMERGENCY** - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

**EMERGENCY ALERT SYSTEM (EAS)** - Established to enable the dissemination of emergency information to the public via the Commercial Broadcast System by the President and federal, state and local jurisdiction authorities. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EMERGENCY OPERATIONS CENTER (EOC)** - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance a state and/or local jurisdiction is most likely to need, (e.g. mass care, health and medical services) as well as the kind of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**EXTREMELY HAZARDOUS SUBSTANCES** - These are substances designated as such by the EPA. EHS inventories above certain threshold quantities must be reported to the Washington SERC, or TERC, and local fire department pursuant to Sections 302, 304, 311 and 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the National Response Center, the SERCs, TERCs, LEPCs, and local fire departments that may be affected, pursuant to EPCRA Section 304. The EHSs and pertinent, reportable quantities are listed in 40 CFR 355 and EPA Consolidated List of Lists.

**FACILITY** - Fixed-site required to report under EPCRA.

**FULL-SCALE EXERCISE** - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The SEOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** - An activity designed to evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**HAZARD** - The chance that injury or harm will occur to persons, plants, animals or property.

**HAZARD ANALYSIS** - The use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site, either at fixed site or on a transportation route to the surrounding area in order to determine which portions of a community may be affected by a release of such materials.

**HAZARDOUS CHEMICALS OR SUBSTANCES** - Chemicals, mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a substance indicates it may be reportable under EPCRA. Reporting information software and current LEPC contact information is available at [www.ecy.wa.gov/epcra](http://www.ecy.wa.gov/epcra).

**HAZARDOUS MATERIAL** - A substance in a quantity or form posing an unreasonable risk to health, safety, property, and/or environment when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Hazardous materials include extremely hazardous and hazardous substances of oil and other petroleum products. Other toxic substances include some infectious agents, radiological materials and materials such as industrial solid waste substances.

**HAZARDOUS SUBSTANCE** - Chemicals, chemical mixtures, and other products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or

health hazard. No specific list of chemicals or substance exists, but the existence of a Material Safety Data Sheet (MSDS) for a product or substance indicates it may be reportable under EPCRA regulations. Facilities that store 10,000 pounds or more of a HS at any time are required to report chemical inventories annually to the SERC, or TERC, LEPC, and local fire department in accordance with EPCRA regulations. Substances can also be designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). HS releases above certain levels may need to be reported to the National Response Center and must be reported to the SERC, TERC, and local agencies pursuant to CERCLA, Section 304 of EPCRA, and related state regulations.

**HOT ZONE** - The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

**INCIDENT COMMANDER** - The IC is the overall coordinator of the response team. Responsible for on-site strategic decisions and actions throughout the response phase and maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of Operations level and certified in the Incident Command System.

**INCIDENT COMMAND SYSTEM (ICS)** - An all-hazards, on-scene functional management system that establishes common standards in organization, terminology and procedures. ICS provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability. ICS is a component of the National Interagency Incident Management Systems (NIMS).

**JOINT INFORMATION CENTER (JIC)** - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - The planning body designated in the Superfund Amendments and Reauthorization Act Title III legislation as the planning body for preparing local hazardous materials plans.

**NATIONAL RESPONSE CENTER** - Interagency organization, operated by the US Coast Guard, which receives reports when reportable quantities of dangerous goods, hazardous and/or extremely hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

**ON-SCENE** - The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

**PLUME** - A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, or odorless and may not be visible to the human eye.

**PRIMARY AGENCY** - An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the EOC. An example of a primary agency is the Department of Transportation for ESF 1 - Transportation.

**REGULATED FACILITY** - A site where handling and transfer, processing, and/or storage of chemicals is performed. For the purposes of this document, regulated facilities produce, use, or store EHSs in quantities which exceed threshold planning quantities or they store one or more HS in a quantity of 10,000 pounds or more at any one time. Facilities that meet either

criterion must annually report their chemical inventories of such materials to the SERC, LEPCs, local fire department. When appropriate, the tribe must be reporting to the Tribal Emergency Response Commission (TERC).

**REPORTABLE QUANTITY** - The minimum quantity of hazardous substances released, discharged, or spilled that must be reported to federal, state, local and/or tribal authorities pursuant to statutes and EPCRA regulations.

**RESPONSE** - Actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to: emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

**RISK MANAGEMENT PLAN** - Pursuant to Section 112r of the Clean Air Act (CAA), facilities that produce, process, distribute or store certain toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted to the EPA. RMP guidance is available at <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/RMPS.htm>.

**SUPPORT AGENCY** - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency.

**TABLETOP EXERCISE** - An activity in which officials, key staff and/or others with emergency responsibilities gather to informally discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**TITLE III** - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. The law requires site-specific planning for extremely hazardous substances, participation in the planning process by facilities storing or using hazardous substances and notifications to the SERC or LEPC of releases of specified hazardous substances. It also provides a mechanism for information sharing on hazardous chemicals and emergency plans for hazardous chemical events to the public.

**TOXIC SUBSTANCES** - Toxic substances are chemical or compounds which may present an unreasonable threat to human health and the environment. Human exposure to toxic substances can cause a variety of health effects including long-term adverse health effects. Certain facilities which have 10 or more full-time employees and manufacture, process or use a toxic substance in excess of threshold amounts during the calendar year are required to submit a Toxics Release Inventory Report annually to the US EPA and the Washington SERC. A current list of substances covered, reporting guidance, and software is available at the US EPA TRI website at [www.epa.gov/tri](http://www.epa.gov/tri).

**TOXICITY** - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

**VULNERABLE FACILITIES** - Facilities which may be of particular concern during a HAZMAT incident because they 1) are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails), 2) fulfill essential population support functions (power plants, water plants, fire/police/EMS dispatch center), or 3) include large concentrations of people (shopping centers, recreation centers).

**WARM ZONE** - An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.



*[Include maps showing the locations of facilities with extremely hazardous substances.]*

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## Appendix B – Incident Command Agency

(SAMPLE)

[Name of Planning District]	Designated Agency	Date
<i>FPD 2</i>	<i>Xxxx Fire Dept.</i>	<i>1/27/1988</i>
<i>FPD 3</i>	<i>FPD 3</i>	<i>11/3/1987</i>
<i>FPD 5</i>	<i>Xxxx Fire Dept.</i>	<i>6/29/2005</i>
<i>FPD 6</i>	<i>FPD 6</i>	<i>8/6/1987</i>
<i>East County Fire and Rescue</i>	<i>WSP</i>	<i>7/18/2006</i>
<i>FPD 10</i>	<i>FPD 10</i>	<i>8/3/1988</i>
<i>Xxxx County Fire and Rescue</i>	<i>Xxxx Fire and Rescue</i>	<i>11/26/2008</i>
<i>FPD 13</i>	<i>WSP</i>	<i>2/18/1999</i>
<i>Aaaa</i>	<i>Xxxx County Fire and Rescue</i>	<i>12/22/2010</i>
<i>Bbbb</i>	<i>Bbbb Fire Dept.</i>	<i>10/26/1987</i>
<i>Cccc</i>	<i>Xxxx Fire and Rescue</i>	<i>12/22/2010</i>
<i>Dddd</i>	<i>Xxxx Fire and Rescue</i>	<i>12/22/2010</i>
<i>Eeee</i>	<i>Eeee Fire Dept.</i>	<i>8/11/1987</i>
<i>Ffff</i>	<i>Ffff Fire Dept.</i>	<i>12/19/2000</i>
<i>Gggg (FPD #13)</i>	<i>WSP</i>	<i>2/24/1999</i>
<i>Port of Hhhh</i>	<i>Within city limits/Ffff FD, outside city limits Xxxx Co. Fire Marshal</i>	<i>12/17/1987</i>
<i>Port of Iiii</i>	<i>WSP</i>	<i>2/1/1988</i>
<i>Port of Eeee</i>	<i>Eeee Fire Dept.</i>	<i>12/19/2000</i>

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## Appendix C - Public Safety Procedures

### Shelter-in-Place

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*The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Evacuation is the preferred public safety option. Therefore, shelter-in-place should only be used when an evacuation is not safe. The decision to shelter-in-place will be made by "xxxxxxx", in consultation with a hazardous materials technician or specialist, when possible. Once the decision to shelter-in-place is made, "xxxxxxxxx or xxxxxxxx" will instruct the affected population to shelter-in-place. This notification will be made using all means of communication available.*

*In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. Consider providing the following instructions to citizens during a shelter-in-place situation:*

- *Turn-off heating, cooling and ventilation system to prevent drawing in outside air.*
- *Get disaster supply kit, pets and their food and water.*
- *Move to a small, interior room above ground level and close doors and windows, rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.*
- *Do not use the fireplace or wood stove, extinguish all burning materials and close dampers.*
- *Notify those around you, and encourage others to remain in your room/ office rather than to try to leave the building.*
- *Do not use the telephone unless you have an emergency.*
- *Listen to your local radio or television stations for further instructions.*
- *Stay in your rooms/ offices/ classrooms and only come out when you are told that it is safe.*

*It is important following a shelter-in-place event the public take reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.*

### Evacuation

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*The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan.*

*The IC "or xxxxxxxx" is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:*

- *Location of the hazard.*
- *Description of the hazard.*
- *Description and boundaries of the evacuation zone.*
- *Name and address of shelters/reception centers.*
- *Primary evacuation routes to be used.*
- *Information on how special groups, i.e., schools, nursing homes, the functionally challenged, within the evacuation zone will be evacuated/assisted.*
- *Information on available public transportation system and pick-up points.*
- *Details on what to bring and not bring to the shelter/reception center.*
- *Information on security within the evacuation zone.*
- *Estimated time the zone/area will need to be evacuated.*
- *Information on how evacuees will receive instructions on when to return to the evacuation zone.*

*Evacuees should also receive instructions to, time permitting:*

- *Gather and pack only what is most needed, with particular attention given to medications, materials for infant care, essential documents, etc.*
- *Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.*
- *Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.*
- *Lock the house or building prior to leaving.*
- *Do not use the telephone unless it is an emergency.*
- *Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed, turn on local radio station for evacuation routes and up-to-date information.*
- *Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.*
- *Do not call your school or go to pick-up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick-up children.*

*Evacuation plans are specific to the individual facility and possibly to the specific chemical. They will include special provisions and instructions for facilities in the impacted area, especially those with captive or high risk populations, i.e., schools, hospitals, nursing homes, prisons, etc. Provisions will be made to evacuate the elderly and physically challenged who require assistance to comply with evacuation directive. Precautionary evacuation of certain, high-risk members of the affected population may be recommended even when no other segments of the population are evacuated. This could include infants, pregnant women, persons with respiratory illnesses and the elderly.*

*Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of the IC, in coordination with the chief law enforcement officer. Once the area*

*is deemed safe, the orderly return of evacuees to the evacuated area will be authorized through the IC. Return will be coordinated using predetermined procedures through designated checkpoints.*

*Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC will determine the evacuation routes. The following major thoroughfares will be utilized whenever possible to expedite the flow of evacuees.*

- *City of ABC*
  - *X Avenue going west.*
  - *N Avenue going north.*
  - *SR 123 going north.*
  - *BCD Road going east and west from city center.*
  - *SR 987 going east.*
  - *HIJ Street going south.*
- *City of XYZ*
  - *Z Avenue going west.*
  - *E Avenue going north.*
  - *SR 456 going north.*
  - *ZAB Road going east and west from city center.*
  - *SR 654 going east.*
  - *HIT Street going south.*

*The Interstate and state routes should be considered first as evacuation routes in XYZ County; however, numerous county roads should also be considered based on the location of the hazardous materials incident. State routes include:*

- *SR 123 going north and south in the eastern part of the county.*
- *SR 456 going north and south in the center of the county.*
- *SR 789 going east and west in the center of the county.*
- *SR 135 going east and west in the north-central part of the county.*
- *SR 246 going east and west in the northwest part of the county.*

*[Consider including maps to depict the aforementioned arterials.]*

*Any combination of the following modes of transportation will be utilized to transport evacuees from the evacuation zone to shelters/reception centers.*

- *Walking: When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.*

- *Private vehicle (car, van, pick-up truck, etc.): When walking is not an option, use of private vehicles is a viable alternative as long as the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or persons with physical challenges that do not require EMS level transportation.*
- *Public Transit (city/county bus, school bus): This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk. It is also an excellent alternative for institutions such as hospitals and those housing the elderly. ZYZ Transit can be dispatched to support an evacuation order when authorized/notified by [state appropriate authority]. School buses can be used to augment the overall evacuation once students at risk have been evacuated.*
- *EMS vehicles (ambulance or handicap equipped vehicle): This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.*

*Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period of time; however, any large building outside the evacuation zone with adequate facilities could be utilized as long as the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to all evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified. Alternative facilities outside [Insert name of jurisdiction] may be required to accommodate the special needs population, hospital patients or jail/prison inmates.*

*The American Red Cross (ARC), in conjunction with [faith based organization, Salvation Army, etc.], operates shelters/reception centers in [Insert name of jurisdiction]. The services provided in these shelters/reception centers will be in accordance with ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services of the [insert name of jurisdiction] Comprehensive Emergency Management Plan.*

*Law enforcement personnel will be assigned to secure the perimeter of the evacuation zone and, when environmental conditions permit, periodically patrol the interior of the evacuation zone. Law enforcement personnel may also be dispatched to shelter/reception center locations to provide security. The [Insert name of jurisdiction] EOC will request state assistance when the duration of the evacuation and/or size of the evacuation zone exceeds the capabilities of local law enforcement.*

*Law enforcement is responsible for verifying the identity of non-uniformed personnel requiring access to the evacuation zone to conduct business (local and state government, utilities, business owners, etc.) and maintaining a log recording when these individuals enter and exit the evacuation zone.*

## Sample Evacuation Warning Message

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**ATTENTION!** (Lead law enforcement / Executive / Mayor / City Manager) of \_\_\_\_\_, and the \_\_\_\_\_ Fire Department / District have issued the following emergency bulletin at (time) this morning / afternoon / evening: A chemical leak of \_\_\_\_\_ occurred at (time) this morning / afternoon / evening at location. This is a highly poisonous chemical and you are in immediate danger if exposed. No leak of the chemical is occurring at this time, I repeat there is no leak at this time, but a leak is possible while workers repair \_\_\_\_\_. You are directed to follow these emergency instructions now!

All persons within the area bounded by \_\_\_\_\_ Street / Avenue / Road / etc. on the north, \_\_\_\_\_ Street / Avenue / Road / etc. on the east, \_\_\_\_\_ Street / Avenue / Road / etc. on the south and \_\_\_\_\_ Street / Avenue / road / etc. on the west are directed to evacuate immediately. Tie a white cloth or towel to the outside front door knob to indicate the premises are vacated. Police will secure the area vacated and no one will be allowed to enter/reenter.

Use \_\_\_\_\_ Street / Avenue / Road / etc. to the north and \_\_\_\_\_ Street / Avenue / Road / etc. to the east as evacuation routes. Public shelters are set up at (name and address of facility) and (name and address of facility) if you need shelter. The (public transit system) buses will provide transportation for residents of (location / sub-division / community / facility name). School children from \_\_\_\_\_ School will be evacuated to (facility name) by their school buses. DO NOT go to the school to pick them up.

If you need transportation or special help, call (telephone number). DO NOT call 9-1-1 for assistance or information. Emergency workers are in the area to assist. Stay tuned to this (radio or TV) station for further instructions and for the "All Clear" to be issued.

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## Appendix D – Precautionary Evacuation Plans

*ABC Chemical Evacuation Plan*

*DEF Chemical Evacuation Plan*

*[Include maps showing evacuation routes, transportation routes and special features of districts, including areas vulnerable to releases from the facilities identified herein.]*

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## Appendix E – Response Resources

FACILITY / AGENCY	EQUIPMENT	CONTACT	PHONE #	PEEXISTING AGREEMENT
<i>ABC Chemical</i>	<i>2 – HAZMAT Vehicles 2 – Decon Shelters (HAZMAT ID Ranger) 12 – Tyvek Level A Suits</i>	<i>John R. Doe</i>	<i>(253) 566-6666</i>	<i>MOA #XX-XXXX-XX</i>
<i>Regional Fire &amp; Rescue</i>	<i>3 – HAZMAT Response Vehicles 2 – Decon Shelters (HAZMAT ID Ranger) 18 – Tyvek Level A Suits 6 – HAZMAT Technicians 2 – HAZMAT Specialists</i>	<i>Blackie Smoke</i>	<i>(253) 555-1234</i>	<i>IAA #XXXXXXX</i>

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## Appendix F - Training Schedule

Hazardous Materials Courses	Dates	Locations
<i>Hazardous Materials Awareness</i>		
Awareness-Operations Train the Trainer	<ul style="list-style-type: none"> <li>• <i>October 14-16, 2011</i></li> <li>• <i>May 9-11, 2012</i></li> </ul>	<p><i>Grant County FPD #5 12801 Rd 2 NE Moses Lake WA 98837</i></p> <p><i>University of Washington 4333 Brooklyn Seattle, WA 98195</i></p>
Hazardous Materials Operations	<ul style="list-style-type: none"> <li>• <i>Dec 3 - 4 &amp; 10 - 11, 2011</i></li> <li>• <i>Mar 10-11/&amp; 17 - 18, 2012</i></li> <li>• <i>Jun 16 - 17 &amp; 23 - 24, 2012</i></li> <li>• <i>Sep 8 - 9 &amp; 15 - 16, 2012</i></li> <li>• <i>Dec 1 - 2 &amp; 8 - 9, 2012</i></li> </ul>	<i>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend, WA</i>
Hazardous Materials Technician	<ul style="list-style-type: none"> <li>• <i>April 9-13, 2012</i></li> <li>• <i>Sept 17-21, 2012</i></li> </ul>	<i>Fire Training Academy 50810 SE Grouse Ridge Rd North Bend, WA</i>
Hazardous Materials On-Scene Incident Command	<ul style="list-style-type: none"> <li>• <i>Oct 28-30, 2011</i></li> <li>• <i>Nov 1-4, 2011</i></li> <li>• <i>Feb 3-5, 2012</i></li> <li>• <i>April 24-27, 2012</i></li> <li>• <i>June 19-22, 2012</i></li> <li>• <i>Sept 11-14, 2012</i></li> </ul>	<p><i>Mt Vernon FD 1901 N LaVenture Rd Mount Vernon WA</i></p> <p><i>WSP Academy 631 W Dayton-Airport Rd Shelton WA</i></p> <p><i>Spokane Valley FD Address to be determined</i></p> <p><i>WSP Academy 631 W Dayton-Airport Rd Shelton WA</i></p> <p><i>WSP Academy 631 W Dayton-Airport Rd Shelton WA</i></p> <p><i>WSP Academy 631 W Dayton-Airport Rd Shelton WA</i></p>

<b>Hazardous Materials Courses</b>	<b>Dates</b>	<b>Locations</b>
Highway Transportation Accidents	<ul style="list-style-type: none"> <li>• <i>October 24, 2011</i></li> <li>• <i>October 25, 2011</i></li> </ul>	<p><i>Snohomish Fire and Rescue 1525 Ave D Snohomish, WA 98291</i></p> <p><i>Arlington Municipal Airport 18204 59th Drive NE Arlington, WA 98223</i></p>
Hazmat IQ	<ul style="list-style-type: none"> <li>• <i>October 10, 2011</i></li> <li>• <i>October 17, 2011</i></li> </ul>	<p><i>South King Fire and Rescue Station 68 1405 South West 312<sup>th</sup> Federal Way, WA 98023</i></p> <p><i>Northwest Regional Training Center, Suite 103 11606 NE 66th St Vancouver WA 98662</i></p>
Advanced Tank Rollover	<ul style="list-style-type: none"> <li>• <i>October 5, 2011</i></li> <li>• <i>October 19, 2011</i></li> <li>• <i>October 20, 2011</i></li> </ul>	<p><i>Renton Fire Department 1900 Lind Ave Renton WA</i></p> <p><i>Everett Fire Department Suite 103 2811 Oakes Ave Everett WA</i></p> <p><i>Lacey Fire Department Station 31 1231 Franz St SE Lacey WA</i></p>

## Appendix G – Exercise Schedule

<b>Type</b>	<b>Date(s)</b>	<b>Location</b>	<b>Planner</b>
<i>Functional</i>	<i>August 11, 2011</i>	<i>Your Town, WA</i>	<i>John Doe, Fire District XX</i>
<i>Workshop</i>	<i>November 2, 2011</i>	<i>My Town, WA</i>	<i>Jane Doe, XX Emergency Management</i>
<i>Full-Scale</i>	<i>June 5, 2012</i>	<i>Name, WA</i>	<i>Jane Doe, XX Emergency Management</i>

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## Appendix H – Incident Report

**HAZARDOUS MATERIALS INCIDENT REPORT**

**INITIAL CONTACT INFORMATION**

(Check one):     **REPORTED/ACTUAL INCIDENT**                       **DRILL/EXERCISE**

1. Date/Time of Notification: \_\_\_\_\_ Report received by: \_\_\_\_\_
2. Reported by (name & phone number or radio call signs): \_\_\_\_\_  
\_\_\_\_\_
3. Company/agency and position (if applicable): \_\_\_\_\_
4. Incident address/descriptive location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Agencies at the scene: \_\_\_\_\_  
\_\_\_\_\_
6. Known damage/casualties (do not provide names over unsecured communications): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHEMICAL INFORMATION**

7. Nature of emergency: (check all that apply)  
 Leak     Explosion     Spill     Fire     Derailment     Other  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Name of material(s) released/placard number(s): \_\_\_\_\_
9. Release of materials:  
 Has ended     Is continuing. Estimated release rate & duration: \_\_\_\_\_
10. Estimated amount of material which has been released: \_\_\_\_\_
11. Estimated amount of material which may be released: \_\_\_\_\_
12. Media into which the release occurred:    \_\_\_\_\_ air    \_\_\_\_\_ ground    \_\_\_\_\_ water
13. Plume characteristics:
  - a. Direction (Compass direction of plume): \_\_\_\_\_ c. Color: \_\_\_\_\_
  - b. Height of plume: \_\_\_\_\_ d. Odor: \_\_\_\_\_
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) \_\_\_\_\_
15. Present status of material (solid, liquid, and gas): \_\_\_\_\_
16. Apparently responsible party or parties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note: THIS INCIDENT REPORT IS ONLY AN EXAMPLE. IT CONTAINS SOME OF THE INFORMATION REQUIRED TO REPORT AN INCIDENT TO THE SERC. Go to [www.ecy.wa.gov/epcra](http://www.ecy.wa.gov/epcra) to obtain a reporting form for businesses to submit to the SERC. This form can be used at an incident, if applicable.**

**ENVIRONMENTAL CONDITIONS**

- 17. Current weather conditions at incident site:  
 Wind From: \_\_\_\_\_ Wind Speed (mph): \_\_\_\_\_ Temperature (F): \_\_\_\_\_  
 Humidity (%): \_\_\_\_\_ Precipitation: \_\_\_\_\_ Visibility: \_\_\_\_\_
- 18. Forecast: \_\_\_\_\_
- 19. Terrain conditions: \_\_\_\_\_  
 \_\_\_\_\_

**HAZARD INFORMATION**  
(From ERG, MSDS, CHEMTREC, or facility)

- 20. Potential hazards: \_\_\_\_\_
- 21. Potential health effects: \_\_\_\_\_
- 22. Safety recommendations: \_\_\_\_\_
- 23. Recommended evacuation distance: \_\_\_\_\_

**IMPACT DATA**

- 24. Estimated areas/ populations at risk: \_\_\_\_\_
- 25. Special facilities at risk: \_\_\_\_\_
- 26. Other facilities with HAZMAT in area of incident: \_\_\_\_\_

**PROTECTIVE ACTION DECISIONS**

- 27. Tools used for formulating protective actions
  - \_\_\_\_\_ a. Recommendations by facility operator/responsible party
  - \_\_\_\_\_ b. *Emergency Response Guidebook*
  - \_\_\_\_\_ c. Material Safety Data Sheet
  - \_\_\_\_\_ d. Recommendations by CHEMTREC
  - \_\_\_\_\_ e. Results of incident modeling (CAMEO or similar software)
  - \_\_\_\_\_ f. Other: \_\_\_\_\_
- 28. Protective action recommendations:  
 \_\_\_ Evacuation \_\_\_ Shelter-In-Place \_\_\_ Combination \_\_\_ No Action  
 \_\_\_ Other \_\_\_\_\_  
 Time Actions Implemented  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 29. Evacuation Routes Recommended: \_\_\_\_\_

**EXTERNAL NOTIFICATIONS**

30. Notification made to:

\_\_\_\_\_ National Response Center (Federal Spill Reporting) 1-800-424-8802  
\_\_\_\_\_ CHEMTREC (Hazardous Materials Information) 1-800-424-9300  
\_\_\_\_\_ RRC (Oil/gas spills - production facilities, intrastate pipelines) \_\_\_\_\_  
\_\_\_\_\_ State Emergency Response Commission (state spill reporting) 1-800-258-5990  
\_\_\_\_\_ SERC written follow-up forms available at—[www.ecy.wa.gov/epcra](http://www.ecy.wa.gov/epcra),

31. Other Information: \_\_\_\_\_  
\_\_\_\_\_