

# ANNEX Q

## HAZARDOUS MATERIALS

### I. PURPOSE.

The purpose of this annex is to identify and reduce/remove the threat to public health and safety which may result from an accident involving hazardous materials. This annex covers both fixed-site and transportation accidents.

### II. SITUATION AND ASSUMPTIONS.

See Section II, Basic Plan

### III. CONCEPT OF OPERATIONS.

#### General.

A. Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. Response should be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation, if necessary, the next step is to safely clean up the material.

B. The person receiving a report of a hazardous material release should obtain as much information as possible upon being notified of a spill/leak. A list of sources of information and potential responding agencies is kept at the Emergency Management Director's office. Contacts should be established early to insure these organizations or agencies can provide timely information or data.

C. Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.

1. At transportation accident sites, hazardous materials may be identified by shipping papers, ID numbers, placards, labels on containers, or verbally by the truck driver or railroad conductor/engineer.

2. At fixed-site incidents, pre-fire plans, NFPA 704- Diamond container labels and/or information obtained from site employees may be used to identify hazardous materials contained within the site.

D. To the extent possible, operations should be:

1. Upwind

2. Uphill
3. Upstream

E. Emergency vehicles should be backed in and operators should be prepared to move them if conditions worsen.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

##### A. General.

See Section IV, Basic Plan.

##### B. Organization.

1. The individual designated as the community emergency coordinator must be notified immediately if a hazardous materials spill or release is large enough to require the activation of this emergency contingency plan. This decision should be based on the impact on the community and the need for resources.

2. Appendix 3, this annex, depicts a typical layout for a HAZMAT operation. The size of the spill, characteristics of the material and potential threat determine the structure of the emergency response effort. A small spill may require only an Incident Commander, but a larger spill additionally may require all or part of the following:

- a. Operations Officer.
- b. EOC activation.
- c. Staging area.
- d. Decontamination site.

3. In any case, an incident report should be submitted to the Oklahoma Department of Emergency Management.

##### C. Task assignment and responsibility.

1. Incident Command System (ICS).
  - a. Incident Commander.

The Incident Commander will initially be the senior first responder present at the scene. As (or/if) the incident progresses and more experienced and trained personnel arrive on site, command may be relinquished to a more experienced person. By Oklahoma statute, this will normally be the senior fire service officer on-site from the local municipal fire department, or if the incident/accident is outside corporate limits, from the closest municipal department. The exception to this will be when the accident site is outside corporate limits on a roadway, railroad, or public property, the incident commander will normally be the senior Oklahoma Highway Patrol (OHP) officer present. Incident Commander responsibilities are:

- (1) Planning, implementing and directing protective actions.
- (2) Location of incident command post.
- (3) Coordinate the actions of all responding agencies.
- (4) Maintain communications with operations command post, the Emergency Operations Center (EOC), if activated, and others as appropriate.
- (5) Notification of the Department of Environmental Quality, local emergency management, and other appropriate agencies as soon as reasonably possible.

b. An Operations Chief and other members of the ICS team will be appointed by the Incident Commander as required, and will function in accordance with the established Incident Command System.

## 2. Oklahoma Department of Emergency Management

- a. Activates State Hazardous Emergency Response Organization (HERO) when necessary. HERO provides direction, information, or assistance to on-scene responders.
- b. Coordinate state support as requested by on-scene responders or local EM director.
- c. Notifies appropriate state and federal agencies as required.

3. National Response Center.
  - a. Notifies all appropriate federal authorities.
  - b. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.
4. CHEMTREC.
  - a. CHEMTREC is a public service of the American Chemical Council and provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.
  - b. CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can make contact with the on-scene leaders to provide guidance and assistance.
  - c. CHEMTREC provides advice for fixed site as well as transportation emergencies.

V. DIRECTION AND CONTROL.

A. General.

Primary direction and control rests with the Incident Commander. Each response agency shall maintain control over its personnel and equipment and shall send a liaison to the command post as required.

B. Procedure.

See Appendix 1, this annex for a typical layout for hazardous materials operations.

VI. CONTINUITY OF GOVERNMENT.

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS.

A. Records and forms.

Incident documentation is a responsibility of the incident commander. It is important that information be recorded for possible investigation, expense recovery and for the planning / preparation for future incidents. The incident commander should use the records and forms required by his department.

B. Resources.

Agencies with HAZMAT response capabilities and task assignments are responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations.

C. Training.

Local emergency response personnel will attend training as specified in 29 CFR 1910.120(q), and NFPA 471, 472, 473. The Emergency Management Director may coordinate training. However, each agency is responsible for certifying competency and maintaining training records for their own personnel.

D. Post-incident review.

The county EM Director along with others on the LEPC should conduct a review of the incident based on available information. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan improvements and lessons learned.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE.

This annex will be reviewed at least annually. It will be the responsibility of the EM Director, in coordination with others on the LEPC, including fire chiefs, to update and maintain this plan.

## IX. AUTHORITIES AND REFERENCES.

A. Authorities. See Section IX, Basic Plan.

B. References.

1. CPG 1-6, "Disaster Operations - A Handbook for Local Governments."
2. NRT-1, "Hazardous Materials Emergency Planning Guide."
3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."
4. CPG 1-8, "Guide for the Development of State and Local Emergency Operations Plans."
5. CPG 1-8A, "A Guide for the Review of State and Local Emergency Operations Plans."
6. "Emergency Response Guidebook."
7. TITLE III, Emergency Planning and Community Right-To Know Act of 1986 (EPCRA).
8. Oklahoma Environmental Quality Act.
9. Oklahoma Hazardous Materials Planning and Notification Act.
10. Oklahoma Emergency Response Act.

## APPENDICES

### APPENDIX 1 - HAZMAT Operations - Typical Layout