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## INTRODUCTION

### A: General:

A Hazardous Materials (Chemical) accident or incident will probably be observed and reported by a citizen, a facility worker, a first responder, or some other individual. How the report is initially handled is critical to a rapid and successful response and the protection of citizens.

### B: Required Notices:

1. ORC Section 3750.06 (Required Notices) states the owner or operator of a facility where a hazardous chemical is produced, used or stored and from which a release of an Extremely Hazardous Substance (EHS) occurs in amount equal to or exceeding the reportable quantity (RQ) shall provide notices as required by ORC Sections 3750.06(C) & (D).
2. These notices are required given:
  - (1) **Verbal/Initial Notice:** ORC Section 3750.06(C) states that in the event of a release which is equal to, or in excess of, the Reportable Quantity (RQ), the owner, or operator, of the facility or vessel shall **IMMEDIATELY** notify verbally 911, EMA Director, LEPC Information Coordinator, OEPA, and the jurisdictional Fire Department of each emergency planning district (County) likely to be affected by the release. This verbal notice shall be given within thirty (30) minutes after a person at the facility (on the vessel) has knowledge of it. (See Tab 1 pg. 24) 911 will fax a copy of the Hazardous Materials Incident Information Summary Form to the EMA and LEPC Offices.
  - (2) **Written Notice:** ORC Section 3750.06(D) states that as soon as practicable, but not later than thirty (30) days after the release the owner or operator of the facility or vessel (or their designated representative), from which the release occurred, shall submit to SERC, the LEPC and EMA office, a written follow-up emergency notice of the release setting forth and updating information given in the verbal notice to include the additional information as listed under ORC Section 3750.06(D).

### C: Recording the Initial Call:

The hazardous Material Incident form has been developed to assist the LEPC Information Coordinator and the agency receiving the call to record the release information. These forms must be on hand at each dispatch station and/or telephone utilized for taking emergency calls.

### D: Assumptions and Planning Factors:

#### 1. Assumptions:

The following assumptions are made considering the status of facilities producing, using or storing Hazardous Substances (HS) or Extremely Hazardous Substances (EHS) within the county, the training and experience of the first response agencies and equipment available to them. Assumptions are that:

- a. Accidental releases of hazardous materials could result from an on-site release or during transportation by truck, river barge, rail or pipeline.
- b. Washington County Fire Departments are equipped to handle the initial response to a hazardous materials incident but will require back-up for large scale incidents. In general, mutual aid and/or contractor resources will be needed to provide assistance with the situation and will be

called immediately when the Incident Commander's assessment denotes a large scale incident. Local first response organizations will respond within their capability, size up the situation, establish a perimeter, conduct entry and decon as needed, order evacuation or in-place sheltering as needed, and otherwise minimize risks.

- c. Major portions of Washington County have porous soils over aquifers which can readily absorb a chemical spill and are considered as environmentally sensitive. Response should control spills by diking and using absorbent materials such as pads.
- d. Mutual aid agreements and other pre-arranged agreements will be honored by the providing facility, agency, organization or contractor.
- e. All fixed facilities and transporters of hazardous materials will report all tier two emergency hazardous chemical inventories for pre-planning purposes and will report releases and spills as required by ORC 3750.06.
- f. The public will listen and properly respond to the protective actions as announced by responsible officials.
- g. In the event of a HazMat incident many of the residents in the risk area will spontaneously evacuate without official order or recommendation. Many will leave by routes not designated or announced as evacuation routes.
- h. Time will be "the enemy" in a chemical incident and success will depend on a workable combination of caution and speed of actions.

## **2. Planning Factors:**

- a. The Washington County LEPC consists of representatives of all the principle agencies and organizations of the County and have, and will continue to, review the status of their various agencies and concerns making this HM Plan an effective planning and response tool for chemical emergencies.
- b. HazMat Team. At the present time the Marietta Fire Department has a HazMat Team. This team would be available to support other Fire Departments within the County on a Mutual Aid basis.
- c. Public Education. Because of the possibility of transportation incidents on State and Federal highways and the geographical configuration of the highways, valleys and population, there is a real need to educate the public on what their actions should be in the event they were involved in an accident where chemicals were involved.

## **E: Concept of Operations:**

### **1. Governing Principles:**

- a. The Local Emergency Planning Committee is a County Board which functions under the SARA Title III, Emergency Planning and Right-To-Know Act, Ohio Revised Code 3750. This Committee is responsible for developing the County's Hazardous Materials Plan and for coordination with the EMA Director and local emergency response organizations in preparation to respond in the event of a hazardous materials incident.
- b. Mitigation. Local government is responsible for providing protection for people and property within their individual jurisdictions. To accomplish this the EMA and LEPC attempt to identify

all possible hazardous materials risks, and work to lessen the likelihood of a chemical spill or release and lessen potential damage by reviewing traffic routes, zoning laws, conducting facility visits, etc., and attempting to make changes as needed.

- c. When a hazardous materials incident occurs, the local emergency response organizations (fire, law & EMS) will make the initial response to control the situation. Presently most County Fire Departments capabilities in training and equipment *limit* response to those activities that can be done in standard turnout gear and Self-Contained Breathing Apparatus (SCBA). In the event of a release or spill of an Extremely Hazardous Substance (EHS), the Incident Commander must make requests to the Marietta Fire Department or for outside assistance by Hazmat Contractors.
- d. Other parties, such as Chemtrec, the Responsible Party (RP) and private Hazmat contractors, can and will be notified and requested to provide support and/or information as needed. The RP, (Facility or Transporter), will immediately be contacted and requested to provide technical assistance and hazmat response/clean-up contractor.
- e. Some state agencies have legal responsibilities to respond to hazardous materials incidents, i.e., Ohio Environmental Protection Agency (OEPA), Ohio Department of Health (ODOH), Ohio State Patrol (OSP) and the Ohio Department of Transportation (ODOT) depending on the specific circumstances.

## 2. Situation and Assumptions:

- a. Hazardous materials incidents will occur. Normally large hazardous materials incidents will be beyond local capabilities in personnel and resources and assistance will be needed from outside sources and State and possibly the federal government.
- b. Planning to handle hazardous materials incidents/emergencies is the responsibility of all organizations listed within section 4.a.2 of this document. Pre-planning will reduce risks in the event of a hazardous materials incident.
- c. Response and post-response activities will include those agencies, which contribute to the return to normal. Discussion of each incident afterwards for "Lessons Learned" will contribute to improvement for the future.

## 3. Emergency Condition Levels (ECL):

- a. All hazardous materials incidents are classified into appropriate response levels for standardization of response actions and better understanding of the incident. These levels are called emergency condition levels and are described as follows:
  - 1) **Level I: POTENTIAL EMERGENCY CONDITION:** An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.
  - 2) **Level II: LIMITED EMERGENCY CONDITION:** A larger incident requiring additional assistance which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

- 3) **Level III: FULL EMERGENCY CONDITION:** A major incident which poses an extreme threat to life and property. Response will probably require mass evacuations, sheltering of evacuees, additional resources and expertise from sources outside of county, i.e., State, Federal and/or private agencies/organizations.

**F: Organizational Roles and Responsibilities:**

- a. Local Emergency Planning Committee (LEPC):
  - 1) Formation of the LEPC is a requirement of Section 3750.03 of the Ohio Revised Code (ORC). Under ORC 3750 the County Commissioners are responsible to nominate individuals to serve on the Committee and the State Emergency Response Commission (SERC) appoints the Committee to serve a two-year term.
  - 2) The LEPC is a County Board and its membership includes all ORC mandated categories of members and some optional members including:
    - (a) Fire Department
    - (b) Law Enforcement
    - (c) Elected Officials
    - (d) Emergency Management
    - (e) Hospital
    - (f) Environmental
    - (g) Transportation
    - (h) Media
    - (i) Community Groups
    - (j) Industry
    - (k) Health & Medical
    - (l) Other
  - 3) Under ORC3750.03 the Committee must identify the following positions.
    - (a) Community Emergency Coordinator. Responsible, by ORC is the Washington County EMA Director, to assist with the development of the County Hazardous Material Plan, for the implementation of the plan and for the receipt of reports of chemical spills or releases.
    - (b) Local Emergency Planning Committee Information Coordinator. To receive requests for information on facilities with in the district and for providing the interested party information as permitted under ORC3750.03.
  - 4) Responsibilities:
    - (a) Planning: To develop a County Hazardous Materials Emergency Preparedness Plan in accordance with ORC 3750.04, National Response Team (NRT)-1 and the official rules adopted by the SERC. The planning responsibilities of LEPC include: 1) review existing plans to ensure they contain common and consistent information, and are coordinated. 2) conduct a hazard analysis of all chemical hazards (facilities and transportation) within the county 3) provide identification of all Extremely Hazardous Substance (EHS) chemicals and include a vulnerability and risk analysis. Additionally, Annex O- Hazardous Materials Plan must assess preparedness, prevention and response capabilities, and coordinate with adjoining planning districts (OH and WV counties) and include an on-

going program to implement the plan.

- (b) Training: Annually, the Committee must develop a training schedule designated areas of the plan, training support multiple emergency response organizations in their continual effort to train their members. The training schedule must be submitted to the LEPC, for approval, by Oct. 1<sup>st</sup> of each year. Trainings should be as follows:

In accordance with ORC 3750.04 and Rules adopted by the SERC, LEPC's must conduct a minimum of one hazardous materials exercise annually. This exercise will be planned and scheduled by the LEPC and will be evaluated by the SERC as indicated in the Ohio Hazardous Materials Exercise Evaluation Manual and the Rules adopted by the SERC.

- (c) Compliance and Enforcement: The Committee is required by ORC 3750.03 to develop and implement a Compliance and Enforcement Standard Operation Guide. A summary report of the Committee's activities must be submitted to SERC by October 1st annually.

- (d) Other:

- 1) Make the emergency response plan, material safety data sheets, list described in Sec. 311, toxic chemical release form, follow-up emergency notice, and inventory forms available to the general public.
- 2) The LEPC must insure that all Fire Departments have 316 and 317 documents.

b. County Officials, Agencies, and Organizations.

- 1) Chief Elected Officials (CEO's):

- (a) County Commissioners: The Chief Elected Officials are responsible for the nomination of the LEPC, to the SERC. The Commissioners appoint a County Emergency Management Director as the County Official responsible to organize and develop emergency response plans and procedures for the County.
- (c) Other CEOs: Chief Elected Officials of the various Cities, Villages and Townships within the County are responsible for their jurisdictions and for providing timely, correct and accurate input to the County EMA Director for the development and maintenance of emergency operations plans.

- 2) Washington County Emergency Management Agency (EMA) and Director:

- (a) Serves as the Community Emergency Coordinator (ORC 3750) for the County.
- (b) Serves the Elected Officials of the County in coordinating the local Emergency Management activities and advising the officials, and the LEPC, regarding the requirements and various responsibilities under ORC 3750 and other plans required within the County.
- (c) Coordinates the community's emergency response operations in the event of a hazardous materials incident.

(d) Organize the County Emergency Operations Center (EOC) by insuring the following:

- (1) That the EOC is available to provide the County a suitable facility for the operation of the County's emergency response and crisis management efforts in the event of an emergency. This facility should meet the standards established for Emergency Operations Centers.
- (2) Identify, organize and train an EOC staff, to include appropriate elected and appointed County officials, representatives of first response agencies and organizations, representatives of agencies such as the American Red Cross, Community Groups, Media and others as needed.
- (4) Coordinate with various governmental agencies and contractors, adjoining planning districts (OH and WV counties) and others as required for hazard material response.
- (5) Notify outside agencies (State, Federal and adjoining jurisdictions) with timely information on all HazMat incidents Emergency Condition Level (ECL) II or III.
- (6) Review and maintain contracts and agreements to provide appropriate support for emergency operations.
- (7) Maintains and updates resource lists to support the Hazardous Materials response.
- (8) Attend all sub-committee meetings.

3) Fire Departments:

- (a) In accordance with Ohio law, Fire Departments are solely in charge of a Hazardous Materials accident incident. All emergency response agencies will work under the direction of the Fire Department's Incident Commander (IC).
- (b) The senior firefighter or fire official of the jurisdictional Fire Department, where the incident occurs, shall be in command of the hazardous materials incident whether the incident includes fire or not. (Under Ohio Administrative Code (OAC) 1301:7-1-03 (I) primary command authority at the scene of a fire or other emergency is delegated to the fire chief.) The senior firefighter present becomes the IC and is responsible to implement the incident command system in accordance with the Department's SOP.
- (c) The Incident Commander determines the Emergency Condition Level (ECL) and assures that all on-site personnel and supporting agencies are aware of the selected ECL.
- (d) Establish and organize the incident site to ensure the staging area is upwind, proper control zones are established, safety personnel are appointed, access to the area is restricted, and all proper standard operating procedures are followed to insure the safety of the response teams and citizens, and the proper handling of the chemical (s) involved. Coordinate HazMat Team operations.
- (e) In coordination with on-site authorities and other officials, decides which public protective actions are appropriate and timely.

- (f) Coordinate the medical operations in connection with EMS services.
- (g) Designate a Fire Service Officer to support county EOC or Command Post operations.

4) Law Enforcement Officials:

The County Sheriff or his/her designated person, is the senior law enforcement officer in the County and serves on the LEPC to represent and coordinate law enforcement activities within the planning district. Law enforcement agencies are responsible to:

- (a) Support the Incident Commander by conducting the actual evacuation, site security, and traffic control at the incident site and area affected.
- (b) Provide field operations support to the County EMA's Emergency Operations Center or Command Post (CP).
- (c) Coordinate the establishment of On-Scene perimeters, access control points, and traffic control points in conjunction with the Incident CP.
- (d) Assist in the total operations by establishing traffic control for EMS staging and triage, and for collection and shelter locations.
- (e) Arrange security for other vital facilities.
- (f) Coordinate field activities with others agencies such as OSP, ODOT, and other outside agencies providing assistance.
- (h) Maintain communications with key government agencies and field units in support of emergency operations. Coordinate amateur radio unit, assist in perimeter control and security support of shelters.

5) County Health Department:

Health Department Officials will respond as dictated by the event or incident. Duties include but are not limited to:

- (a) To conduct and/or assist in environmental assessments, biological monitoring and contamination surveys commensurate with department capability. Assist operations during the evaluation of the hazardous material spill and conduct or coordinate environmental evaluations of shelters and other areas of operational concern.
- (b) Provide for testing and treatment procedures for water, air, soil, and food.
- (c) Provide expertise/advice on appropriate clean-up.
- (d) Provide medical countermeasures as determined necessary by public health officials
- (e) Triage/refer victims for treatment/care.
- (f) Support expanding mortuary services in an emergency in cases of massive fatalities.

- (g) Support the coordination of staffing for emergency medical care centers for primary responders in the warm/cold zone following the evacuation of the general population and at shelters/congregate care facilities commensurate with department capabilities.
- 6) County Engineer:
- (a) Provide a representative to the County EOC or Command Post to serve as the coordinator for engineering activities (County, State and/or Contractor) and provides technical guidance as needed.
  - (b) Provide support to the Incident Commander and response operations with personnel, equipment and material.
  - (c) Assist the Incident Commander and law enforcement agencies with personnel and barrier materials to help maintain traffic control, area denial and security.
  - (d) The County Engineer shall coordinate activities of other public works departments and adjoining OH and WV counties in multi-jurisdictional events.
- 7) 911 – Primary Communications and Dispatch Agency:
- (a) Existing tactical communication links are the backbone of emergency operations in the county and will be the mainstay of emergency communications during a chemical incident or accident.
  - (b) The County EMA Director will appoint an individual to serve as the County Tactical Communications Officer. That appointee will be responsible to develop SOPs and coordinate communications activities during an emergency. This individual will also serve as the Communications representative on the County LEPC. **Reference Annex B.**
- 8) Contiguous County Government(s):
- Adjoining (OH and WV) counties Athens, Morgan, Noble, Monroe in Ohio, and Pleasants, Tyler and Wood counties in WV will be notified, by the appropriate 911 center when a hazardous material incident threatens to extend beyond the Washington County border.
- 9) Public Works/Service Departments: (Roads-Water-Sewer-Utilities etc.)
- Provide support to the local IC as coordinated by the County Engineer, Township Trustees, Cities, Villages, Water and Sewer as indicated in paragraph 6 (d) above.
- 10) Facility Emergency Coordinator (FEC) for Fixed Locations:
- In accordance with ORC 3750 all facilities located within the county which produce, use or store EHS in excess of reporting quantities must provide the County LEPC certain information, to include naming a Facility Coordinator.
- In the event of an incident, the FEC will assess the incident situation, contact the IC as soon as possible and brief him/her on the incident and assist the IC by providing technical information and service in addition to duties outlined below.

- (a) The FEC is responsible for developing a facility contingency plan, which specifies notification and emergency response procedures. The FEC coordinates with supporting local fire department including providing copies of facilities on-site plans, maps, point of contact and conducting periodic on-site familiarization visits.
- (b) Provide technical guidance support to LEPC for the development of off-site risk assessment.
- (c) Provide planning support for off-site release contingency plan.
- (d) Provide notification information specified by SARA Title III and the Hazardous Materials Incident Information Summary Form to the 911, EMA and LEPC.
- (e) Provide liaison to the County EOC or CP as requested.
- (f) Provide representative(s) to the Incident Commander whenever the incident involves their company.
- (g) Provide a public information representative to the designated EOC Media Center or Joint Public Information Center (JPIC).
- (h) Adheres to emergency preparedness and response procedures developed by LEPC. Participates in exercises and drills related to the County Annex o: Hazardous materials.
- (i) Endeavor to provide a public education program and an alert system for the Community area falling within the risk zone.
- (j) Issue written follow-up reports of any release in accordance with Sec 304 of Title III.

#### 11. State Government Duties and Responsibilities:

Refer to State of Ohio Hazardous Materials Emergency plan at the County EMA office for additional information.

##### (a) Ohio Environmental Protection Agency (Ohio EPA):

- 1) The State agency responsible for providing a response team to the incident to provide technical and other guidance to the IC and to insure that the chemicals are handled and disposed of in a proper manner as to insure the greatest possible safety to people and the environment. **The OEPA must be contacted immediately in any size chemical accident or incident. The EPA will determine its response based on the situation.**
- 2) EPA provides a representative to the Assessment Team in the County EOC.

#### 12. Private Resources:

- (a) CHEMTREC: CHEMTREC provides immediate advice for the on-scene commander. CHEMTREC can provide immediate hazard information, warnings and guidance when given the identification Number or Name of the Product and the nature of the problem. They will also contact the shipper for assistance. They can fax a hard copy of chemical specific information.

- (b) Manufacturers: Some manufactures either maintain their own response teams or have contracts with firms qualified to handle contamination and clean-up of the accident.
- (c) CHLOREP: CHLOREP provides immediate technical advice to the incident commander for chlorine incidents.
- (d) Hospital: Memorial Health System (Marietta Memorial and Selby General) hospitals are the primary hospitals serving Washington County. The hospitals provide medical coordination to all EMS units and maintain plans to manage emergency situations, including those that exceed their capability. When it exceeds their capability, surrounding hospitals will be utilized for back up.

13. Pre-determined Arrangements/Plans:

- (a) Washington County Emergency Operations Plan, Annex O: Hazardous Materials provides procedures to protect the public from transportation, storage, fixed site and transfer point HAZMAT incidents. This plan will include standard operating procedures (SOPs) that address specific situations and operational concepts.
- (b) Emergency Operations Plans (EOP): Hazmat Plans and/or Annexes will be exchanged between Washington County and all adjoining counties as they are completed. This will greatly assist counties in coordination and provide for more efficient response to any emergency. Surrounding counties are on the distribution list for this plan and contacts are shown on the telephone roster.
- (c) The State of Ohio Hazardous Materials Emergency Preparedness Plan: is on file at the County EMA Office and provides a complete reference document regarding State and Federal assistance.
- (d) Extremely Hazardous Substances Fixed Facility Contingency Plans: Each facility is required to develop an on-site plan that specifies notification, emergency response organization and responsibilities, response procedures and coordination procedures for interfacing with off-site authorities and response forces. Copies of individual plans submitted by facilities will be maintained in the LEPC facility file.
- (e) The National Contingency Plan provides for a coordinated Federal response to a large-scale HAZMAT incident. A request for activating this plan can be made by the municipality to the Washington County Emergency Management Agency (EMA) who coordinates the request to the National Response Center.

14. Responsibility: Overall responsibility for direction and control, by law, is by the Chief Elected Official (CEO) of the jurisdiction, i.e., County Commissioners, City/Village Mayors or Township Trustees. For SARA Title III, chemical incident response the County is the responsible level of government in accordance with Ohio Revised Code 3750.03.

**G: Initial Notification of Response Organizations:**

- 1. General: The initial call on a hazardous materials incident could come from citizen, a Facility, a Transporter, a first responder, or some other individual or agency. Due to the danger to people and the environment and the fast, often wide spread havoc, which can be caused by chemical incidents, an immediate response by all-first response and supporting agencies is essential. This section of the Annex outlines the actions of these agencies in Washington County.

2. Report of a Hazardous Materials (HM) Accident: When the initial report of a chemical/hazardous material incident is reported the individual receiving the report must be prepared to properly handle it. The agency, or department, which receives the report, must follow the procedures outlined in Tab 1 of this Annex.
3. Recording of the Initial Report Information: The individual receiving the call will record the information using the Hazardous Materials Accident Report Form: TAB 1 Page 1 of this document.
4. Actions upon Receipt of the Report: The individual receiving the initial report, and agencies, organizations and individuals which receive the subsequent notifications, will (1) immediately notify the appropriate emergency response organization and (2) follow the sequence of actions noted in the appropriate Notification Sequence Chart for Emergency Condition Levels I, II, and III as shown on page O-10 of this Section.
5. Definition of Emergency Condition Levels (ECL): Emergency Condition Levels, (ECL) are the various levels of response for hazardous materials response. These Levels are defined in the State Hazardous Materials Emergency Management Plan and in NRT-1 (Federal Standard) and are therefore the Country wide standard. The ECL's are described below.

|                  |                                      |   |
|------------------|--------------------------------------|---|
| <b>LEVEL I</b>   | Potential<br>Emergency<br>Conditions | A Hazardous Materials Incident which can be controlled by the responding first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident poses little threat to life or property.                    |
| <b>LEVEL II</b>  | Limited<br>Emergency<br>Conditions   | An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require limited evacuation of the surrounding area.  |
| <b>LEVEL III</b> | Full<br>Emergency<br>Conditions      | An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation, or an incident requiring the expertise or resources of county, state, federal or private agencies/organizations. |

6. Required Verbal Chemical Release/Spill Notices: Facilities and Transporters are required by ORC 3750.06 to provide (1) the County Emergency Coordinator (the County EMA Director), (2) the OEPA, **and** (3) the jurisdictional Fire Department a **verbal notification** of a release *not later than 30 minutes following the release*. The notice shall include: Location of the Release, chemical involved, quantity released, time/duration of the release, known acute/chronic health risks, precautions to be taken and the names and telephone numbers of contacts.
7. Required Written Notices of a Chemical Release/Spill: The Responsible Party (RP), the facility or transporter, will provide the LEPC and the OEPA a **written report** on the release or spill in accordance with ORC 3750.06 within 30 Days from the date of initial date of the occurrence.
8. Agencies Responsible to Designate Emergency Condition Level: Normally the Senior Firefighter on the scene (The Incident Commander) will set the ECL based on his evaluation of the situation. If the incident happens in a facility, the facility coordinator or some other plant official can assist in this decision by providing the Incident Commander a complete briefing on the situation immediately upon arrival of the fire department. If the incident is large and will require additional and possible extensive support, evacuation, shelters, etc., the Incident Commander, the County Emergency Management Director, a County Commissioner, local Law Enforcement, Township Trustee's or Mayors may decide to increase the ECL level.

9. Announcing the Emergency Condition Level: Once the ECL is established it must be made known to all responders and participants as each ECL has certain actions and notifications that alert and/or summon additional support. This procedure should start with the On Scene Incident Commander and will be continued with the County EMA, local law enforcement and/or other involved agencies. Notifications of **any changes to the ECL must be made known immediately** to all individuals, agencies, and organizations involved.
10. Notification of Adjoining Jurisdictions, Counties, Cities, etc.: If the Incident will, or has the potential to, effect adjoining jurisdictions the Incident Commander, County EMA, a County Commissioner, local Law Enforcement, Township Trustee's or Mayors will alert them at once, using the quickest communications means available. Changes in incident status and ECL's will likewise be immediately communicated to the effected jurisdictions.
11. Mutual Aid Agreements: If the incident requires additional support from existing mutual aid agencies, organizations and/or departments, an early alert and/or notification should be used to allow the mutual aid provider maximum response time. Fire Departments, and other agencies, must be aware of existing agreements and when to activate them.
12. Initiating Protective Actions: The following public protective action options, *Evacuation* and/or *Sheltering In-Place* shall be considered by the Incident Commander during all chemical incidents:
  - a. Evacuation: Evacuation can be completely effective in protecting the public if it is accomplished prior to the arrival of the toxic cloud at the area(s) or a particular location. The effectiveness of the evacuation order will depend upon time available before the cloud arrives, notification success, transportation to move people, and other factors. Communication coordination and speed is essential. Time of day, wind direction and speed, and temperature are factors that will affect toxic cloud movement and must be considered.
  - b. Shelter In-Place: Advise people to stay indoors, closing all doors and windows, shutting off their air conditioning and heat pumps, and attempting to reduce the flow of air into a structure may be the most effective protective actions. All officials must consider this strategy when considering evacuation. If it has been recognized that people cannot be evacuated from an area prior to the arrival of a toxic cloud then In-Place Sheltering may be the only option practical.
13. Planning and Training: When considering response actions to Hazardous Materials incidents the possibility of an evacuation or sheltering in-place must always be a factor. Fire Departments and other first response agency officials **MUST** plan and prepare for such an event. *Speed of decisions and actions will be critical to success*. The actions of all agencies should be thought out and pre-planned in order to save time if such a situation arises. Departmental Standard Operation Guides should reflect organizational policies or guides on these matters.
14. Other Considerations:
  - a. Water Ingestion Advisory: Surface and ground water supplies may be contaminated by a hazardous chemical release.

Incident Command authorities must provide quick identification of threats to the water supply and notify the proper public and private water system operators. Warnings to users must also be

considered if deemed necessary. The Ohio EPA, County/City Health Department and Waste Treatment Plant operators must be made aware of any such threat as soon as possible.

- b. Sewage: A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and environmental problem. The Ohio EPA, County/City Health Department and Waste Treatment Plant operators must be made aware of any such threat as soon as possible.
15. Agricultural and Farm Animal Advisory: Certain chemical releases or spills could affect agricultural products (farm crops) and farm animals. The County Health Department, Soil and Water Conservation District, and the Extension Service must be alerted in the event the release or spill might affect either.
16. Public Information and Media Support: Maximum efforts must be made to correctly and quickly advise the public in the event of an evacuation and/or in-place shelter order. (See Annex D of the Washington County EOP).
17. Notification Sequence for Emergency Conditional Levels: The charts shown on Tab 2 in this section indicate the normal and agreed upon sequence of actions for the ECL's.
18. Changes to this Section: By law, changes to this Annex must be made and forwarded by October 17th annually to the State Emergency Response Commission (SERC). However because of the importance of the information provided herein, the Washington County EMA Director and/or the Washington County LEPC should be notified whenever changes are needed so they can be reviewed, published and distributed as soon as possible.

#### **H: Direction and Control:**

1. Other Considerations:
  - a. Veto Power: The Incident Commander shall have veto power over any technical recommendations received.
  - b. Responsible Party Actions:
    - 1) Facility: If the incident occurs at a facility, the facility's management should provide liaison personnel to work with the IC and the County CP or EOC. These individuals should provide maps and diagrams of the incident site, information on the chemicals involved and on the facilities capabilities to handle the situation. Also, information on containment, clean-up and disposal activities to include information on the contractor resources they intend to use should be provided. Facilities and transporters are required to report spills/releases in accordance with ORC 3750.06
    - 2) Transporter: If the incident a spill resulting from a transportation incident, the RP (Owner or operator) will be notified and be requested to provide a representative to the site or to contact appropriate hazmat contractors to handle the clean-up and disposal of the product.
  - c. Technical Recommendations: Technical recommendations may be made to the Incident Commander from representatives of the Ohio EPA; the State Fire Marshall's Office, representative(s) of the responsible party (facility or transporter), a qualified chemist, the Hazmat Entry Team, or some other local or state agency.

- d. Declaration: Official actions or requests for assistance from the state government will require the County Commissioners, Township Trustees or Mayor to issue a **Declaration of Emergency** formally requesting assistance. This declaration basically states that an emergency condition exists which is beyond the capabilities of the county.
- e. Response SOG's/Checklists: Individual response agencies are responsible to develop their own standard operating procedures/SOG's or checklists.

### **I: Resource Management:**

#### 1. General:

- a. Resource management is the responsibility of each organization and agency. In planning for emergencies as well as responding, agencies must carefully identify equipment, material, supplies and points of contact to ensure timely mutual aid and/or request assistance. The County government must be prepared to support first response organizations and to respond quickly to emergency HM situations.
- b. Resource management deals with ability to allocate equipment, finances, and manpower in the most efficient manner to provide the desired outcome. To accomplish this there must be a list of prearranged suppliers and agreements to provide certain commodities when a given situation arises. The process, however, does not stop there but must entail procurement procedures, financial considerations, and product delivery and usage, liability, and equipment return or replacement considerations.
- c. During a hazardous material incident the local (jurisdictional) fire department will have on-scene responsibilities that include determining what protective measures are needed to protect first responders, the surrounding population, and property. If the material on hand at the scene is not sufficient, the Incident Commander must determine what extra resources will be needed and attempt to procure it. Washington County has very limited fire department resources and would have to rely on mutual aid and Hazmat contractors to large degree.

#### 2. Purpose:

This section will provide guidelines on what resources are available, how they will be obtained, the allocation process and how equipment will be returned.

#### 3. Assumptions:

- a. The primary hazardous material responder (the jurisdictional fire department) will need supplemental resources when a level 2 or 3 incident occurs. These resources may be additional pieces of fire apparatus, additional firefighters, hazardous materials entry teams and response vehicles or some other resource. The assistance may have to come from a mutual aid source, a contractor or other outside organizations.
- b. Additional resources and assistance it will be accomplished in this order:
  - a. Local government or contiguous local jurisdictions (Mutual Aid)
  - b. County government resources (equipment, material and personnel)

- c. Local private industry and/or the Spiller
  - d. State government (Federal government through the State EOC)
- c. If an incident occurs at a fixed facility, that business may have trained response personnel, hazmat equipment or supplies, and the expertise on hand to help contain, neutralize, or suppress the product.
  - d. Mutual aid agreements exist regarding equipment and personnel from outside jurisdictions to aid the local fire departments and/or law enforcement agency with an incident. These resources are normally obtained by the local dispatcher placing a call for the assistance.
  - e. A hazardous material incident may occur at any time and it is therefore essential that emergency response organizations, county agencies, and others which may be involved in the response maintain current telephone and radio numbers within this plan. The County Sheriff's Dispatcher will provide the only 24 hour communications link within the County.
  - f. Contact Persons. All agencies, organizations and departments need to ensure they have sufficient personnel listed to ensure they can be alerted if required, i.e., home and work number(s), pagers, etc.
4. Concept of Operations:
- a. During any hazardous material incident, level 1, 2, or 3, certain equipment will be needed by the fire responders. This equipment consists of:
    - 1) Equipment and/or reference documents to permit access to data on the chemical involved, i.e. binoculars, Guidebooks, etc.
    - 2) Proper types of protective gear on hand or at a known location.
    - 3) A means and the equipment for disposing of the discharged product, (normally available through the responsible company or from a contractor).
  - b. The methods used by the emergency responders, and/or hazmat contractors, to contain a chemical release or spill depends upon certain conditions, i.e., the product, its state, the container's condition and the amount of product involved.
  - c. Equipment requirements for the incident will be determined by following the fire service standard operating procedure. In the best of circumstances only a limited amount of hazardous material response equipment is maintained by local fire departments due to the cost of the equipment.
  - d. A resource list that can provide information on additional and supplemental sources for the response agencies and organizations in time of an emergency is essential. Such a list will be maintained at each fire department and by the County EMA office in hard copy. A resource manual will be maintained by the County EMA Office and will include local departments/agencies, private industry, contractors, and individuals that have previously been contacted to provide a particular item or expertise. An annual printout will be distributed to first responder agencies.

- e. All county agencies, departments and organizations need to discuss and identify existing and needed resources on a regular basis and compose lists of these items which will be available in the time of emergency and receive focus on funding additional purchases of equipment.
5. Resource Listings:
    - a. The County EMA Office is required by emergency management regulations to maintain a County Resource Manual which lists all possible types of existing equipment as well as others that may be required by the various first response agencies but are currently not available in the county.
    - b. This listing will be the 'County Resource Manual' available to all agencies for emergency response. The EMA Director is required to maintain this listing with the help of the various agencies, departments and organizations in the County.
    - c. The listing is a computerized listing of all equipment owned by the agencies, departments and organizations and will officially be updated annually.
    - d. Copies of this listing will be provided to each first response agency in the County.
  6. Resource Utilization:
    - a. HazMat Equipment: Equipment that the County fire departments currently have is located at the various departments in the County.
  7. Organization and Assignment of Responsibilities:
    - a. The procurement of resources in an incident command system is the responsibility of Logistics Section Chief designated by the Incident Commander. He/she will have access to the county wide resource manual.
    - b. Additional resources can be identified and procured through the County EMA Director or the EOC when operational.
  8. Direction and Control:
    - a. At the Incident Site: The Incident Commander will appoint a Logistics Section Chief. This individual is responsible for identifying the equipment available at the incident site, additional equipment required and will communicate the needs to other departments, Mutual Aid Departments, and the CP/EOC.
    - b. Off Site: The County Sheriff's Department and/or the County EMA Director will assist the on Site Commander by attempting to contact agencies, departments, contractors, etc. to locate and procure the needed equipment.
  9. Resource Coordinator:
    - a. Incident Commanders should immediately appoint a Logistics Section Chief to handle obtaining additional resources for the incident.
    - b. The Logistics Section Chief would probably work at the Incident Command Post with the Incident Commander. The Logistics Section Chief must have access to communications and have

copies of resource listings. This individual will utilize the CP/EOC to assist him/her as much as possible.

- c. Each department should train at least two individuals for the position of Logistics Section Chief. These individuals should be aware of all known and available resources within the County and those agreed upon by Mutual Aid agreements or some other means.

10. Administration and Logistics:

- a. The Logistics Section Chief will work from the Incident Command Post, or as directed by the IC or Department SOP/SOG.
- b. The Logistics Section Chief will maintain a complete log of all transactions and will keep the IC briefed on the progress, estimated time on arrival of personnel, equipment and/or supplies.
- c. The Logistics Section Chief's After Action Report and Cost Documentation shall be of extreme importance following the incident. Completed copies of this report will be forwarded to the County EMA Director within 2 weeks.

**J: Response Personnel Safety:**

1. General: The safety of personnel responding to Hazardous Materials incidents must be a major consideration for the emergency response personnel (Fire, Law, EMS etc.) of the County. Personnel responding to an incident must be fully aware of the risks involved and know how to handle the situation. Failure to do so may result in their injury or death.
2. Safety Considerations: There are many factors to consider when discussing safety. The following four areas form the basis:
  - a. Training: The first requirement is training the individual. All emergency response personnel have Hazardous Materials training requirements under current laws, which must be met prior to their being employed in a hazardous materials situation. It is the responsibility of their leadership to ensure that the appropriate training scheduled be attended and that this training be verified by appropriate demonstrations and tests. The training must be documented and a training record should be maintained for each responder: fireman, policeman and medic.
  - b. Equipment: Personal protective equipment is critical to hazardous materials response. Without proper equipment emergency response personnel, regardless of their level of training, will not be able to undertake an effective response and may have no choice but to block off the area and await outside assistance (assistance which may be hours away).
  - c. Health and Physical Fitness: Personnel responding to hazardous materials incidents are under a great deal of stress and physical pressure. Individuals must be in good medical and physical condition. **Hazmat Entry team personnel are required annual medical checks and a spot medical check prior to entry into the "HOT" zone.**
  - d. Public Awareness: There is a great need for the entire community to understand the hazardous materials risks to the County, the capabilities and limitations of fire departments to handle certain types of chemical incidents, the expense of providing training and equipment and, why the citizens of the community, need to know for their own safety in the event they become involved in a Hazmat incident.

3. Standard Operating Procedure/Standard Operating Guide: (SOP/SOG)
  - a. Each emergency response agency/department is responsible for developing Standard Operating Procedures/Standard Operating Guides and checklists for their agency or department.
  - b. The SOP's/SOG's should be operational and based on a realistic analysis of the organizations capabilities and limitations and updated regularly. SOP's/SOG's based on unrealistic assumptions are not only useless, but dangerous.
  - c. Inter-agency/department coordination is critical. There is a need to coordinate common areas within the SOP's/SOG's, i.e. communications, codes, areas of responsibility and others. The leadership of the various agencies and departments should work to ensure that existing and/or proposed SOP's/SOG's do not cause misunderstanding or conflict.
4. Personal Safety Precautions: Protection of emergency responders and the public is a prime consideration. The following must be considered by all agencies and departments while their planning and training.
  - a. Threshold limit values and exposure limits:
    - 1) Values and guidelines have been set by several agencies such as Occupational Safety and Health Administration, American Conference of Industrial Hygienists & National Institute for Occupational Safety and Health. Set exposure limits are predominantly for airborne toxins that pose the greatest threat to the worker and public through inhalation.
    - 2) These limits are based on time-weighted averages (TWAs) for exposures a worker may receive in an 8 hour day/40 hour week (NIOSH TWA's).
    - 3) Levels are also based on short-term exposure limits (STEL) which are tolerance exposure limits for short periods of exposure. STEL's are based on actual exposure limit studies and because the limits are typically 15 minute TWA exposures, the STEL's carry more weight than the TWA's and is the standard response units should utilize.
    - 4) The TWA's and STEL's are exposure guides for the industry worker however these same levels are used for the emergency response worker who enters the site of a hazardous materials incident.
  - b. Immediately Dangerous to Life and Health (IDLH): is another listed limit that is extremely important to the responder and the public. These IDLH's are listed in several places but unfortunately not for every chemical. Listing can be found in the NIOSH Pocket Guide, the USEPA chemical profiles and on all material safety data sheets (MSDS) obtainable from industry, EPA, and commercial sources.
  - c. Ohio Poison Control Centers: may be of assistance when trying to determine safety standards for emergency workers and the public.
5. Responding to Hazardous Materials Incidents: Response agencies and departments responsible for responding to hazardous materials incidents normally handle that response in stages which, although they may appear as a single continuous series of actions, are identified separately and trained for as such. They are identified as follows:

- a. Initial Incident Notification. The first alert that a chemical incident has occurred. (Addressed on page O-9 of this Annex). During this stage the dispatcher attempts to learn as much about the incident as possible while alerting appropriate response agencies and departments. The dispatcher then passes this information on to the responding units, providing them all the information collected.
- b. Arriving at the Scene. (See Tab 3 of this Section - Checklist for Response to Hazardous Materials Incidents).
  - 1) The senior fireman at the incident site automatically becomes the Incident Commander (IC). The IC will immediately appoint a Safety Officer who is responsible for the overall safety on scene.
  - 2) If already alerted that this is a chemical incident, the response units will approach the incident site with extreme caution.
  - 3) If the incident was not reported as a chemical incident, the arriving responders must rely on their individual training, experience and organizational SOP's/SOG's.
  - 4) The response units should stop short of the site, and upwind. The situation must be assessed, chemicals identified, hurt or injured personnel identified, control measures and hazard zones initiated and calls for assistance made. (See Tab 4 in this section - Hazard Zones)
  - 5) Extreme caution must be exercised to protect the response personnel.
- c. Entering and Leaving the Site:
  - 1) When it has been ascertained that the call is a chemical incident, and the Incident Commander takes charge, safety procedures must be followed without fail in order to protect the responders and the public.
  - 2) Predetermined department SOP's/SOG's must be followed.
  - 3) Procedures to control people and equipment entering and departing the incident site must be established quickly and followed completely, to include the recording per agencies and departments SOP's/SOG's of such actions. ICS Form 211
  - 4) The incident site must be blocked off, traffic must be stopped and averted, citizens and workers evacuated as the situation warrants.
  - 5) Law enforcement agencies, and other agencies, should be called to take charge, i.e. seal off the site, control traffic and complete the alert and evacuation from the area, to designated assembly areas or shelters.
- d. Accounting for Personnel Entering or Leaving the Site:
  - 1) This procedure must be established along with C above. All personnel entering or leaving the site, to include victims being brought out, must be counted for; it is extremely important to identify and log all personnel entering the site and the time they entered. ICS Form 211

- 2) The On-Scene Commander must insure that the entire incident site is secured, normally by law enforcement officers. All incoming/departing units (personnel) should be logged at the staging area. All persons entering and leaving the hot zone must be properly suited in protective clothing and equipment, and the time entering and exiting closely monitored and recorded. (See Tab 5 of this section - Levels of Protective Clothing).
  - 3) Logs must be maintained in every case, which includes names and times recorded as they enter and leave. The control person should verify the training levels of personnel attempting to enter, insure proper protective gear is worn and that appropriate medical checks have been made.
6. Decontamination: (See Tab 6 in this Annex)
- a. Regardless of the chemical, firefighters and other personnel and equipment in the immediate area may become contaminated. The decontamination process is to ensure that any potentially harmful or dangerous residues or contaminant on persons or equipment, are removed and confined within the hazard zone and not allowed to spread to unprotected areas or the surrounding environment.
  - b. The On-Scene Commander, and the firefighters involved, must always consider contamination of response personnel, facility workers and other personnel who have or may have come in contact with the chemical(s).
  - c. Certain procedures must be immediately implemented to limit contamination of personnel and equipment. These procedures should include the following:
    - 1) Quick identification of the chemical followed by immediate notification of all responders present and other response agencies and organizations, etc.
    - 2) The announcement of the **Emergency Condition Level (ECL)** based on the On-Scene Commander's assessment of the situation. (See page O-10 - ECL's)
    - 3) Immediately seal off the scene, establish control zones (hot, warm and cold) and designate ICS areas (IC, CP, Staging Area, EMS, etc) to establish control of the scene.
    - 4) When personnel come out of a contaminated area, (hotzone) they must be monitored and decontaminated as necessary, before they are permitted to leave the area.
  - a. NOTE #1 - If the incident is on facility property, the On-Scene Commander must quickly establish contact with facility personnel to find out what happened, which chemical(s) are involved, who is in charge, were people injured, did they notify OEPA, NRT, etc.
  - b. NOTE #2 - If the incident is a transportation accident, the On-Scene Commander must attempt to obtain the shipping information from the driver, or from the shipping papers, notify the company(s) responsible, notify OEPA, NRT, etc.
  - c. Decontamination techniques will vary depending upon the specific material and contaminate encountered. Fire Department's must be aware of these techniques and know how to handle them or who to call for assistance.
  - d. Reaction Time: Time is critical. Marietta Fire Department does have a trained Hazmat Team.

- e. Assignments of Personnel: (See Tab 7 of this section)
  - 1) The On-Scene Commander will coordinate with the Marietta Fire Department Hazmat Team officer at any site which may require decontamination operations.
  - 2) The HAZMAT Team Officer:
    - (a) Determines the type and amount of decontamination necessary.
    - (b) Establishes an entry/exit checkpoint between the cold and warm zones.
    - (c) Oversees monitoring and decontamination of personnel entering and leaving the site. Hazmat personnel must be checked to ensure they have proper gear and received medical screening before being allowed to enter.

7. Safety and Health Equipment:

- a. General: Care must be taken to choose equipment that protects the emergency response worker from the hazard present at the site without unnecessarily restricting the capabilities of the worker. Although the emphasis in equipment choices is commonly focused on protecting the worker from risks presented by the hazardous material; impaired vision, restricted movements, or excessive heat can put the worker at equal risk.
- b. Personnel Safety: Personnel without protective clothing should not enter the danger areas for any reason. Full fire fighters protective clothing and SCBA (Self-Contained Breathing Apparatus) should be considered the minimum protection for warm and hot zones.

Levels of Protective Clothing: There are four levels of protective clothing, Level A, B, C and D. Level A provides the highest level of protection. (See TAB 5 of this section for description of the levels of protective clothing.)

**K: On-Going Incident Assessment:**

- 1. Introduction: When a hazardous material incident occurs, several tasks must be accomplished. The most obvious concerns are the proper and prompt assessment of the release or spill, rescue of victims, population protective actions, containment and suppression. Other concerns are also present while focusing on environmental and health concerns.
- 2. Purpose: During an incident, one major concern of the Incident Commander is the health and safety of emergency response workers, the surrounding populations and the environment. The IC will rely on monitoring teams, health officials and safety personnel to determine safe working and habitation levels as well as assist in taking populations protective actions.
- 3. Assumptions:
  - a. Adequate monitoring equipment will be available.
  - b. The appropriate personnel will be adequately trained in using the monitoring equipment.
  - c. Equipment will be available to deal with health and medical problems.

#### 4. Concept of Operations:

- a. Incident Command. Following the **initial** assessment the IC will continue situation assessment/size-up using all available monitoring equipment. Monitoring equipment not available on the scene may be obtained from mutual aid sources, the facilities or from private contractors. Until stabilization and complete containment, the assessment must be **continuous**. Results of the IC's assessment and monitoring reports will be used to assist the IC in making population protection action decisions.
- b. On-Site Monitoring Teams: During an incident, there may be different monitoring groups such as:
  - 1) The fire departments may have some hazardous material monitoring equipment.
  - 2) The County/City Health Department, the Department of Agriculture and OEPA on-scene coordinator will work with local responders to determine the effect upon the human and animal populations plus the environment as a whole.
  - 3) Local water and sewer departments will monitor flow of the chemical through the sewers.
  - 4) The Fixed Facility's Hazardous Materials Coordinators may have the capability to prepare a model of chemical airborne disbursement. They should also have monitoring equipment for the chemicals they have in inventory. The data can provide the Incident Commander with information concerning possible evacuations and safety considerations for the first responders.
  - 5) Hazmat contractors may also be called in to provide certain types of monitoring.
- c. Special considerations:
  - 1) The Incident Commander must always consider protection of water and sewer systems and whatever the release or spill threatens. The run off must be blocked off and the appropriate Public Works Department immediately notified.
  - 2) Farm products and animals must be considered and if threatened, the appropriate owners and governmental agencies must be notified immediately. Animals may require sheltering indoors.
  - 3) The County/City health Department will arrange for monitoring and testing of food and water supplies, in the affected area(s), for chemical contamination.
- d. Off-Site Monitoring:
  - 1) The County EMA/LEPC office has the capability to provide a computer model of the chemical using information provided by the Incident Commander from the scene and the CAMEO software.
  - 2) CAMEO and related software can provide, based on information input into the program,

an area of concern/ model of the plume, based on wind, temperature and chemical MSDS information. This information may be utilized in the public protection decision making process.

e. Post-Incident Monitoring:

- 1) **Biological Levels of Substances:** State labs and toxicologists can help to determine which substances would be useful to measure in the study. They also may help to determine what methods of measurement are suitable. The Centers for Disease Control and Prevention can provide assistance in making these decisions if expertise is not available within the State.
  - 2) **Investigation of Health Effects:** The suitability of research methods depends upon the health effect(s) to be investigated. Often questionnaires will provide more data than medical records because some symptoms may be confused with those of the common cold or flu. If such procedures as x-rays or blood tests are required, then the study will have to involve physical examinations.
  - 3) **Investigation of the affect on food and water supplies:** Additionally if the release entered combination sewers and or wastewater treatment plants, damage must be investigated.
5. **Organization and Assignment of Responsibility:** Each monitoring group mentioned above is under the authority of the Incident Commander. ***NO ONE*** will be allowed into the **HOT ZONE** without the Incident Commander's authorization.

**L: Documentation, Investigative Follow-Up and Cost Recovery:**

1. **Introduction:** During an incident all agencies and organizations involved must maintain a complete record of their involvement. This record must include a log of the initial notification through the last message of the incident. Documentation must also include personnel, equipment and supply costs.
2. **Purpose:** When a major accident occurs within Washington County, many individuals and pieces of equipment are needed to rectify the situation. The documentation addressed in this annex will provide a basis for cost recovery through litigation order ORC 3745.13 and other applicable laws.
3. **Assumptions:**
  - a. The forms and records used will be completed in accordance with SOP's/SOG's of the various agencies, departments and organizations involved.
  - b. Various agencies, departments and organizations involved will have properly trained their dispatch and other personnel to commence recording of the incident from the first call until the last, and that all costs will be included in that documentation.
  - c. The information received from the governmental agencies and private industry will be accurate.
  - d. The materials requested from private contractors to assist in combating the incident will be of reasonable costs and be adequate to obtain the proper results.
  - e. The organizations called to provide mutual aid will be reminded to log and document all their actions, costs and expenses and provide the requesting agency a copy of these expenses for inclusion with that agencies cost recovery paperwork.

4. Concept of Operations:
  - a. A copy of all reports will be sent to the Washington County Emergency Management Director or the Local Emergency Planning Committee.
  - b. Washington County EMA will serve as the clearinghouse of hazardous material incident information within Washington County.
  - c. The EMA Director will be responsible to consolidate the incident report for the County, for submission to the 'Spiller' for recovery of costs incurred during the incident.
  - d. The County Auditor and the County Prosecutor will assist the Director in his/her efforts.
5. Investigative follow-up: Procedures for accomplishing investigative follow-up and cost recovery are outlined below.
  - a. This data will be used to compile statistical data on a number of areas including:
    - 1) Documentation of each chemical incident requiring Level II or III response by Fire Departments and/or other agencies of the county.
    - 2) Number of releases per year in the county by (1) Facilities or by (2) Transportation.
    - 3) Location of Incident(s) within the County to assist in identification of possible problem areas, i.e. road hazards causing excessive numbers of accidents.
  - b. For each incident record:
    - 1) The type and amount of chemical released and the type of container.
    - 2) Number, names, and uses of support groups
    - 3) Released product cross-referenced with the amount of that material transported through Washington County annually when such data becomes available.
    - 4) Equipment and supplies used during the incident that will need to be replaced and/or the agencies, departments or organizations reimbursed.
6. Cost Recovery: When a major incident occurs there will be an equipment and/or material expense incurred. Each responding department's financial person needs to maintain records to verify all expenditures in order to recover those costs. The following are areas to consider:
  - a. Wages including overtime.
  - b. Clean-up materials expended.
  - c. Contractual materials (e.g., lights, cranes).
  - d. Food.
  - e. Transportation costs (including maintenance and repair costs).

- f. Containment material and supplies (e.g., sand, backhoes with operator).
  - g. There is no guarantee of cost recovery *but*, if the data has not been collected to verify payment targeted to this incident, there will be **no** reimbursement.
7. Organization and Assignment of Responsibilities: Each potential responder will have a means to document a hazardous material incident which will include one or more of the following:
- a. Documentation. (All involved agencies, departments or organizations are responsible for providing their own written documentation.)
    - 1) The traditional method of documenting any incident is to provide a written record of the occurrence, response, and outcome.
    - 2) A sound recording made at the incident to provide data for a debriefing, either in written or oral format.
    - 3) Video Tape - A visual depiction of the incident's response, and outcome for use in debriefing, training, and cost recovery.
  - b. The Incident Commander will assign a Recorder to maintain the documentation at the scene from the time of arrival to the end of the incident.
  - c. The EMA Director, or his/her representative, will be responsible for recording all County activities, however each County agency will also maintain a record of their Agency's involvement. Each response agency will be responsible for documentation of its own activities, expenses, etc.

**M: Procedures for Testing the Plan:**

- 1. General: The County Hazardous Materials Emergency Preparedness Plan must be tested at least annually in accordance with Ohio Revised Code 3750.04. This testing is the responsibility of the Washington County Local Emergency Planning Committee.

**N: Procedures for Updating the Plan:**

- 1. General: In accordance with ORC 3750.04(C) the LEPC shall review the plan annually, or more frequently, if circumstances change within the district or at any facility. The annual update is required to be submitted to SERC by October 17th of each year.
- 2. Changes to the Plan:
  - a. Actual incident and/or following an exercise. Any recommended change to the plan shall be reviewed by the LEPC and subsequently made a part of the plan.
  - b. Annual Updates: All information will be checked on an annual basis for proper identification and telephone numbers, all names, quantities, locations of hazardous materials in the area, facility maps, and transportation route changes. Emergency services and resources available will be

included and subsequent distribution will be made thereof. All changes will be numbered consecutively.

c. Submission of the Plan/Changes for Annual Review:

- 1) When submitting the plans for an Annual Review the LEPC must submit the following:
  - (a) A letter explaining that the information enclosed, i.e., the plan, changes and/or other material is being submitted for purpose of the Annual Review.
  - (b) Copies of the Resolution or other documentation indicating that a majority of the LEPC members have read and concur with the plan/changes in accordance with the guidance found in the OH EMA Planning Memorandum. The OH EMA will *not* review a plan without evidence that a majority of the LEPC has knowledge of the plan and has adopted it.
- 2) Material will be reviewed:
  - (a) The entire Plan must be submitted for a first time review or when the plan has been completely rewritten. If the Plan is an annex or an appendix to the County EOP, the EOP must also be submitted unless it is on file at Ohio EMA.
  - (b) If the Plan has been previously reviewed, only the changed pages must be submitted for the annual review.
- 3) LEPC Plans must be submitted to the SERC (OH EMA) for Annual Review by October 17th of each year. However, if an LEPC has corrected, updated or revised its plan prior to October 17th of the year it may submit its plan, with all required materials and a letter of explanation to the SERC (OH EMA), prior to the October 17th deadline. For example, if an LEPC chooses to submit its plan prior October 17th, i.e., February 20th, it could use the February 20th date as its Annual Review submission date. This early submission for the Annual Review is at the discretion of the LEPC.
- 4) Mail the updated plan to:

Ohio Emergency Management Agency (OHEMA)  
c/o Hazardous Materials Section  
2855 West Dublin-Granville Road  
Columbus, OH 43235.

**Public Copy of the Plan:** The LEPC is responsible to make available to the public a copy of the Annex O: Hazardous Materials. A copy of the Plan has been placed in the Washington County Public Library, Marietta, Ohio for this purpose. Updates to this plan are the responsibility of the Local Emergency Planning Committee.

**O: Legal Authority and Responsibility for Responding and Planning:**

Authorized Legislation and Regulations:

- a. Federal.
  - 1) Superfund Amendments & Reauthorization Act of 1986
  - 2) National Oil & Hazardous Materials Contingency Plan, 40CFR Part 300
  - 3) Title 49, Code of Federal Regulations, Parts 100-199

- 4) Disaster Relief Act of 1974. Public Law 93-288
- 5) Robert P. Stafford Disaster Relief & Emergency Assistance Act of 1988
- 6) Civil Defense Act of 1950
- 7) Presidential Directive #26 of 1982
- 8) Comprehensive Environmental Response Compensation Liability Act of 1980
- 9) Federal Emergency Management Agency Rules, 44CFR Part 302
- 10) Clean Water Act/Federal Water Pollution Control Act, PL95-2FI
- 11) Hazardous Materials Transportation Act. PL93-633
- 12) Occupational Safety & Health Administration Standards
- 13) Federal Hazardous Substances Act, PL97-414
- 14) Solid Waste Disposal Act
- 15) National Defense Plan

b. State:

- 1) Ohio Revised Code 5915.01-5915.99
- 2) Ohio Revised Code 3750 (Superfund Amendments & Reauthorization Act)
- 3) Ohio Revised Code 4905 (Hazardous Materials Transportation in Ohio)
- 4) Ohio Revised Code Sections governing individual State Agencies (ORC Titles 1, 9, 15, 33, 37, 39, 41, 43, 45, 49, 51, 53, 55, 59, 61)
- 5) Ohio Revised Memorandum of Understanding for Response to Hazardous Materials Incidents, June 1988
- 6) Governor's Executive Order dated June 16, 1978
- 7) Memorandum of Understanding between Ohio and the ARC
- 8) Memorandum of Understanding's between State Agencies (on file in Ohio EMA and the Individual State Agency Offices)
- 9) Ohio Natural Disaster Plan of 1966
- 10) ORC 2305.232, Good Samaritan Act
- 11) The Ohio Administrative Code (For chapter 3750 ORC)
- 12) Military Support to Civil Authorities Plan (Ohio Army National Guard)
- 13) Interstate Civil Disaster Compact

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**TAB 1: Hazardous Materials Accident Report Form**

**HAZARDOUS MATERIALS ACCIDENT REPORT FORM**

Report Taken by \_\_\_\_\_ Date/Time of Accident \_\_\_\_\_ / \_\_\_\_\_

Agency/Department \_\_\_\_\_ Reported by \_\_\_\_\_

Time/Date Received \_\_\_\_\_ / \_\_\_\_\_ Time Call Received \_\_\_\_\_

**ACCIDENT/INCIDENT INFORMATION**

Nature of the Accident \_\_\_\_\_

Location of the Accident \_\_\_\_\_

Name(s) of Chemical Materials \_\_\_\_\_

Placard Name and Numbers \_\_\_\_\_

Characteristics (Smell, Color, State, etc) \_\_\_\_\_

Container Type (Truck, Rail, Facility, Drum, etc) \_\_\_\_\_

Amount of Material Released \_\_\_\_\_ Amount that may be Released \_\_\_\_\_

Shipping Papers Information (Shipper, Manufacturer) \_\_\_\_\_

Material Entering Air, Ground, Drains etc. \_\_\_\_\_

Is there a Plume? (Color, Height, Odor, Direction, etc) \_\_\_\_\_

Wind Speed \_\_\_\_\_ MPH, Direction (from/to) \_\_\_\_\_ Temp \_\_\_\_\_ Weather \_\_\_\_\_

Surroundings (Roads, Terrain, Streams, Sewers, Bldgs., Bridges) \_\_\_\_\_

Nearby Buildings (Schools, Homes, Nursing Homes, Offices) \_\_\_\_\_

Nearby Populations (Where, Numbers) \_\_\_\_\_

Other Hazmat in Vicinity \_\_\_\_\_

Injured \_\_\_\_\_ Dead \_\_\_\_\_ Taken to \_\_\_\_\_

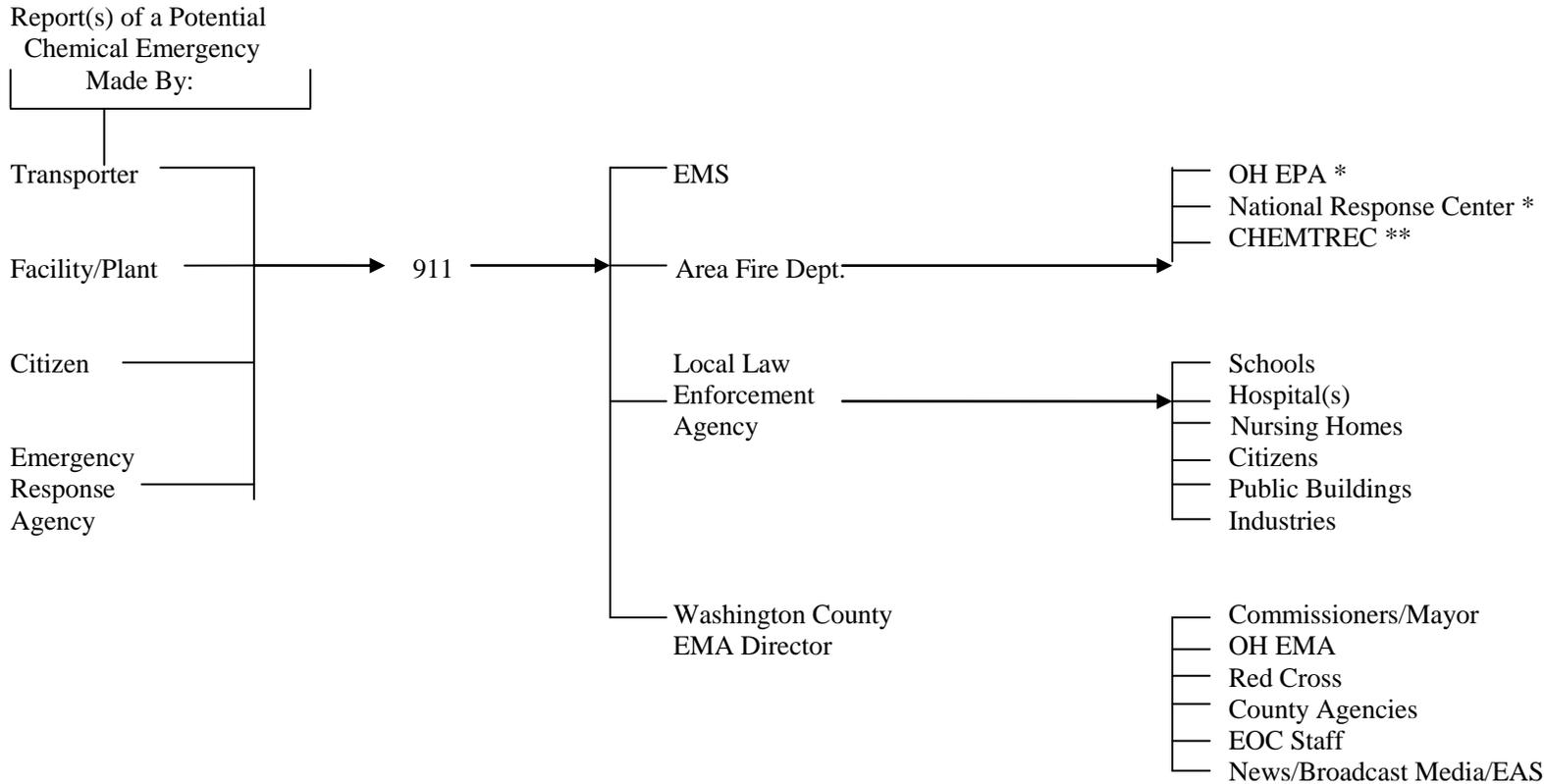
Possible Health Effects/Medical Information \_\_\_\_\_

Additional Remarks/Comments on Back:

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**TAB 2: Emergency Condition Level II & III:**

The following is the Notification Sequence for an ECL Level III Incident



\* As Required by Law

\*\* For Technical advice/assistance

\*\*\* For SFM Hazmat Team Assistance

Notification: Primary: telephone (Office, Pager, Home)

Alternate: radio, messenger, etc.

**NOTES:**

1. Neighboring counties and/or jurisdictions will be notified promptly and briefed on the situation and the ECL Level when the incident: 1) is on their border 2) may threaten their jurisdiction. 3) Mutual aid is requested from their jurisdiction. **Changes in ECL Level will be passed on as they occur.**
2. All agencies participating will continue to document/log all activities regarding the incident with special focus on work hours, special expenditures, use of equipment and supplies, breakage of equipment, etc.

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**TAB 3: Checklist for Response to a Hazardous Material Incident****CHECKLIST FOR RESPONSE TO  
HAZARDOUS MATERIALS INCIDENTS**

1. General. These procedures were taken from procedures taught by the Ohio State Fire Marshall's Office and as presented in the State of Ohio Hazardous Materials Plan.
2. Before leaving the Fire Station:
  - a. Get wind direction and speed from the dispatch center.
  - b. Try to get the name of hazardous materials involved, if possible.
  - c. Attempt to find out what form of material (solid, liquid or gas) and if vapor clouds, fumes or spills were observed.
  - d. Identify the location of the cloud or spill, i.e. on the roadway, blocking access to the area or facility, etc.
2. While enroute to the scene:
  - a. Plan the route of approach to be from the upwind direction only.
  - b. Look up the material in reference books for toxic effects, symptoms of exposure, reactions (i.e. water reactive), health effects (i.e. skin exposure, breathing vapors, etc) and what to do first information.
3. Upon arrival:
  - a. If spill or wet areas are visible - stay away from them. Park uphill from spills if possible.
  - b. If vapor release is suspected - be extremely careful, as the invisible cloud is usually larger than the visible cloud.
  - c. If no release is seen - look at personnel and spectators to spot people who appear ill or are unconscious. If people are down stay away until you know what the situation is and can protect the response/rescue party.
  - d. Approach. From a distance use binoculars to assess the scene (look for placards on vessels or vehicles, look for downed victims, etc). Always move in slowly to avoid getting in too deeply before realizing the danger. Consider stopping well back from the incident and, if possible, send in two personnel (in full gear and SCBA) to check the situation. The team should approach from upwind using detection and explosion meters, explosion proof lights, no radios and stay out of observed chemicals.
  - e. Information. Gather information from people at the scene, i.e. driver, facility officials, eyewitnesses, shipping papers, MSDS, etc.
  - f. Control Points. Establish control points for egress into the incident scene for emergency personnel and equipment. (Public egress must be considered also, but only if necessary.)
  - g. Holding Areas. Establish holding areas for personnel, or victims, who accidentally become contaminated.

- h. Establish Command Post and Staging areas well away from the incident area and on the upwind side only.
- i. Get technical help with expertise on the hazardous material involved. Facility chemists and/or safety personnel, (CHEMTREC, OEPA, etc). Each department should have a ready prepared listing of this type individual or agency.
- j. Equipment Shortfalls. Different chemicals will require responders to utilize different entry suits, enough to outfit the entire team involved. **Beware that different chemicals may require different equipment and protective clothing.**
- k. Gases. Some gases are toxic, have no odor, and can be absorbed through the skin, through standard turnout gear. Responders must know what they are dealing with and quickly act to protect themselves, other response agencies and the public.

Precaution: If it cannot be determined what the chemical is then treat it as highly toxic, violently reactive or explosive.

**TAB 4: Hazard Zones****HAZARD ZONES**

1. The On-Scene Commander must be prepared to establish hazard zones, including determining zone boundaries, the shape and dimensions of the zones. The hazard zones shall depend upon such factors as the magnitude of the problem, wind direction and velocity, surrounding topography and/or adjacent structures, etc.
2. There are three hazard zones of hazardous materials incidents, these zones are defined below:
  - (a) **HOT ZONE:** (High Hazard and Contaminated Area). The immediate danger area surrounding the problem site. Only to be entered by trained hazardous materials personnel, or individuals possessing particular knowledge of the incident under monitored conditions. During actual operations, a back-up team (minimum of two personnel) with appropriate protection should be stationed at the edge of the hot zone.
  - (b) **WARM ZONE:** (Potential Hazard, Contamination Reduction Area). The area surrounding the hot zone that presents no hazard to properly protected personnel. The zone is restricted to those assigned there by the On-Scene Commander.
  - (c) **COLD ZONE:** (No Hazard, Support Area). The area surrounding the warm zone which presents no hazard to on-scene personnel and equipment. Reserved for emergency services functions only, i.e., Command Post, EMS, Liaison Personnel (EOC, Law, OEPA, Facility Personnel, Media, etc.).

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**TAB 5: Levels of Protective Clothing****LEVELS OF PROTECTIVE CLOTHING**

1. General: There are four levels of protective clothing designed to provide first response personnel and other individuals the best possible personnel protection when working with different chemical agents. As technology improves, the equipment and clothing will improve and the users will need to obtain the newer designs and be re-trained to safely use them.
2. The levels shown below are the levels presently utilized with equipment and clothing available in the current marketplace. *CAUTION: Showing the levels of clothing here does not mean that our County Fire Departments have the equipment or the training to utilize it.*
  - a. Level D protection: Is primarily a work uniform and/or firefighting protective clothing. This type can be worn in areas (a) where no hazardous contaminants have been measured (b) where work functions preclude splashes, immersion or accidental release(s).
  - b. Level C protection includes:
    - 1) Air-purifying respirator (APR), full face, canister equipped (OSHA/NIOSH approved).
    - 2) Chemical resistant clothing (coveralls, hooded, one-piece or two-piece chemical splash suit; chemical-resistant hood and apron; disposable chemical-resistant overalls).
    - 3) Gloves (outer), chemical resistant.
    - 4) Boots (outer), chemical resistant, steel toe and shank.
    - 5) Two-way radio communications.
    - 6) Hard Hat.

**NOTE:** Level C protection should be worn in areas where:

    - (a) There is a known contaminant.
    - (b) The concentrations of the contaminant are known.
    - (c) There is an approved canister or cartridge for personnel respirators.
    - (d) The contaminant has an adequate odor threshold.
    - (e) There is at least 19.5% oxygen available by volume.
    - (f) The air will be monitored periodically.
  - c. Level B protection consists of:
    - 1) SCBA (Self Contained Breathing Apparatus)

- 2) Supplied-air respirator (OSHA/NIOSH approved).
- 3) Chemical-resistant clothing.
- 4) Long cotton underwear (optional).
- 5) Coveralls.
- 6) Gloves (outer), chemical-resistant.
- 7) Gloves (inner), chemical-resistant.
- 8) Boot Covers (outer), chemical-resistant.
- 9) Hard Hat.
- 10) Two-way radio communications.

**NOTE:** Level B should be worn in areas where:

- (a) A concentration of a contaminant exists that is immediately dangerous to life and health (IDLH).
  - (b) Concentration is exceeding limits for APR.
  - (c) The atmosphere contains less than 19% oxygen.
- d. Level A protection consists of:
- 1) Supplied-air respirator (MSHA and NIOSH approved). Respirators may be pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, airline respirators.
  - 2) Fully encapsulated chemical resistant suits.
  - 3) Coveralls.
  - 4) Long cotton underwear (optional).
  - 5) Gloves (outer), chemical-resistant.
  - 6) Boots, chemical-resistant, steel toe and shank.
  - 7) Hard Hat (if possible with particular suit).
  - 8) Disposable gloves and boot covers.
  - 9) Cooling unit (optional).
  - 10) Two-way radio communications.

11) Gloves (inner), chemical-resistant.

**NOTE:** Level A protection should be worn in areas that exceed Level D, C and B areas of danger.

e. Types of personnel protective equipment:

- 1) Structural - Helmet, SCBA, coat, boots and gloves.
- 2) Extremely High Temperature - Approach proximity and fire entry.
- 3) Chemical - Encapsulated and non-encapsulated.
- 4) Non-encapsulated - neoprene, butyl rubber, aluminized, chlorinated polyethylene and aramid fibers.

f. Encapsulated suits come in three (3) types:

- 1) Type I has the SCBA on the inside of the suit (hard to use, cannot hear BA alarm when triggered, separate face piece can't use air controls easily and must decontaminate before changing tanks.
- 2) Type II wears the SCBA on the outside of the suit.
- 3) Type III is a one-piece suit with an external air supply (hose).

g. Other types (non-encapsulated) of suits are:

- 1) Type K suits - for dirt and particulates, not usable in vapor or liquid situations.
- 2) Polecat - not good for vapor or liquid areas (due to stitching holes in fabric).
- 3) Disposal Suits (Saranex Suits) - the best type of disposal suit is saran covered.
- 4) Splash Suits - are one-piece, splash guards over the glove area, quite hot inside, has an attached hood with splash guards also over the zippers.
- 5) Stainless Steel Coveralls - are Level C or B, resistant to flash and acids.

h. Other Equipment and Clothing Notes:

- 1) Gloves and boots come in differing types such as, neoprene, PVC, nitrile, cloth and stainless steel.
- 2) SCBAs come in many types and with differing lengths of airtime.
- 3) Accessories (glasses, face pieces, etc) are also available in many varieties.

Considerations: When obtaining equipment, consider subjects such as penetration factors (puncture resistance) permeation (chemical going through the material) and degradation (break down of the equipment's properties by chemicals).



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**TAB 6: Decontamination****DECONTAMINATION**

1. General. The purpose of the decontamination procedures is to assure that any potentially harmful or dangerous residues, on persons or equipment, are confined within the hazardous zone. This is intended to prevent the spread of contaminants beyond the contaminated area.
2. Decontamination Measures Used. Specific measures required to decontaminate personnel and equipment will vary determining on the chemical(s) involved and must be considered on a case-by-case basis.
3. The On-Scene Commander (IC) is responsible for assigning a Decontamination officer at any incident which may involve a potential decontamination problem.
4. The Decontamination Officer (DO) should have a good working knowledge of the decontamination procedures, chemistry and the use of a hazardous material manual.
5. The Decontamination Officer (DO) Responsibilities:
  - a. For determining the type and amount of decontamination needed. He will also be responsible for staffing of the decontamination sector. (Local, Mutual and/or Contract).
  - b. To ensure the sector is set up ready to operate before any personnel are allowed to enter the hot zone.
  - c. To ensure that decontamination personnel have appropriate protective clothing and equipment (same as the entry team). USEPA allows decon personnel to dress out at one level below entry personnel, but not lower than level C if the entry team is at level C. Department SOP's and standard decon safety procedures must be followed.
  - d. Supervise the decontamination section including, set-up, decontamination of personnel, controlling access of unauthorized personnel into the sector, the disassembly of the decon sector and other duties as necessary.
  - e. Brief entry team personnel, after decontamination, as to the signs and symptoms of the chemical they were exposed to. May also be done in the EMS sector).
  - f. Work closely with the ICS CP, technical advisors, entry teams and the EMS sector to determine problems, needs, and to keep all areas advised of the decontamination sectors status.
6. Decontamination Sector Set-up.
  - a. Once the decontamination site has been selected, and the extent of decontamination needed has been determined, the sector can be set-up.
7. Location of the Decontamination Sector.
  - a. DO will set up the decontamination sector as close to the incident as possible while maintaining the safety of the decontamination personnel this will help to control the spread of contamination.

- b. The sector should be set up, whenever possible, in the warm zone, which is the entry point on the line, to the hot zone. The sector should be up hill and up wind from the site.
- c. DO must consider the environment/terrain. Whether to set up on dirt, concrete, blacktop, etc. To assess drainage and sewage problems, to guard against run off of contaminated materials, water supply, etc.
- d. Distance to the incident site. If the decon sector is more than 100 feet from the incident site, entry team members will need transportation to the decon station - pickup trucks work well for this task.
- e. Weather conditions, type of hazard and the amount of decontamination needed, will greatly influence selection of the decontamination site.
- f. Back-up or supplementary decontamination sites may be needed, areas such as schools, locker rooms or fire house showers may be used.

Transportation: Whenever possible emergency vehicles (EMS Squads, etc) should not be used to transport contaminated or partly decontaminated personnel, as they are hard to decontaminate and in short supply.

**TAB 7: Personnel Assignments****PERSONNEL ASSIGNMENTS**

1. **General:** On-Scene personnel assignments are the responsibility of the On-Scene Commander. In any chemical situation contamination must be an early and key consideration. Decontamination requirements for victims, first response personnel and equipment must be conducted as soon as possible after discovery of the contamination. The following are definitions of personnel assignments.
2. **On-Scene Commander:** The senior officer of the Fire Department in which jurisdiction where the incident happened. This individual assumes overall command of the incident and is designated as the Incident Commander (IC).
3. **Safety Officer:** The On-Scene Commander will appoint a Safety Officer upon arrival at the scene. The Safety Officer's responsibilities include:
  - a. Utilizing guidance from the IC the Safety Officer establishes hazard zones in accordance with Tab C8-3.
  - b. Establishment movement control for personnel and equipment from zone to zone. Clearly mark lanes and control points in accordance with Department SOPs.
  - c. Establishment of communications between himself, IC, Hazmat Team, EMS staging area and others as needed. Communications are essential to include briefings of the various section/team leaders, incoming personnel/departments.
  - d. Ensure entry team personnel have proper medical checks, have appropriate level of protection and proper equipment, are fully aware of the safety measures and have workable communications equipment for safety and reporting purposes.
  - e. Decontamination station must be established prior to the entry team being permitted to enter the hot zone. See that all personnel leaving the hot zone are properly decontaminated.
  - f. Ensure back-up personnel, also with appropriate level of protective clothing, are ready in the event they are needed to rescue personnel working in the hot zone.
  - g. Continuously monitor personnel in the hot zone as best possible. Means will differ from department to department depending on their equipment but some means must be utilized for the safety of the personnel.
  - h. Monitor exposure times and limits (heat, air tanks, etc) of the personnel in SCBA and protective gear.
  - i. Ensure all personnel in warm and hot hazard zones are accounted for.
  - j. Monitor actions of personnel to ensure compliance with all safety procedures.
  - k. Maintain continual contact with On-Scene Commander, advise IC on safety precautions taken, unsafe acts observed, unsafe conditions noted and safety procedures ordered.

4. Planning (Reconnaissance) Officer:
  - a. Designated and fully briefed prior to deployment, if possible.
  - b. Responsible for the physical reconnaissance of the problem area, within safely limits in the situation.
  - c. Will document and report the presence of potential life hazard and environmental factors (contamination, run-off, etc).
5. Liaison (Resource) Officer:
  - a. Designated and fully briefed prior to deployment.
  - b. Responsible for contact of mutual aid and other resources and for utilization of any necessary resources.
  - c. Maintains logs and accounts of equipment requested, purchased, borrowed, etc. This information will be utilized in the after action report and for cost recovery purposes.
6. Decontamination Officer:
  - a. Designated and fully briefed prior to deployment.
  - b. Responsible for all aspects of decontamination, including set-up and tent of decon required, following procedures and SOP's and the safety of the Decon Team.
7. Emergency Medical Service (EMS) Officer:
  - a. Responsible for providing EMS support to the Incident Site.
  - b. Coordinates initially with the IC to determine chemical(s) involved, injured/contaminated personnel, operational plans, etc. Assigns EMS squads as the situation requires and EMS assets permit.
  - c. Maintains liaison with IC, Safety Officer and County EMS Coordinator. Requests back-up and mutual aid squads as situation dictates.
  - d. Notifies hospital(s) of situation and chemicals involved. Advises hospital regarding patients/victims being transported to the hospital.
  - e. Monitors contamination of personnel and equipment, takes appropriate actions if contamination becomes a problem.
  - f. Be prepared to provide Hazmat Entry Team required medical screening prior to their entry into hot zone.
  - g. Ensures safety procedures and SOP's are followed.

8. Staging Officer:

- a. Responsible to utilize an area on the perimeter of the area, as designated by the IC, to assemble and deploy personnel and equipment.
- b. Maintains communications with IC, responding departments, County CP/EOC and Agencies.
- c. Keeps IC advised of personnel and equipment arriving at the Staging Area and maintains records of the resources, contacted, reporting and utilized.
- d. Briefs incoming personnel, departments, etc of the current situation and passes on orders from the IC as required.

9. Public Information Officer (PIO):

- a. Should be designated and trained in duties of PIO prior to an Incident. Is assigned by the jurisdictional fire department.
- b. Serves as liaison between the Command Post and the Media.
- c. Establishes a media area in the cold zone where briefings can be conducted. This location should be coordinated with the Safety Officer.
- d. Responsible to relay all necessary information to the media/public as authorized by the IC.
- e. Also communicates and coordinates with the County CP/EOC PIO.

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**TAB 8: State Emergency Notification**

**OHIO EPA EMERGENCY NOTIFICATION**

ANY ACCIDENTAL OR UNAUTHORIZED RELEASE OF CONTAMINANTS INTO THE AIR, GROUND, OR WATERS OF THE STATE SHALL BE REPORTED TO THE OHIO EPA

THE OHIO EPA EMERGENCY RESPONSE MAINTAINS 24 HOUR EMERGENCY SERVICE.

*(In Ohio Only)*

*(Outside of Ohio)*

**1-800-282-9378**

**1-614-224-0946**

PROVIDE THE FOLLOWING INFORMATION RELATIVE TO THE RELEASE

|  |
|--|
| <b>TIME OBSERVED:</b>  |
|  |
| <b>LOCATION:</b>   |
|  |
| <b>MATERIAL(S) RELEASED:</b>                                   |
|  |
| <b>POTENTIAL HEALTH AFFECTS:</b>                               |
|  |
| <b>PROBABLE SOURCE:</b>  |
|  |
| <b>VOLUME AND DURATION:</b>                                    |
|  |
| <b>CURRENT &amp; ANTICIPATED<br/>MOVEMENT OF CONTAMINATES:</b> |
|  |
| <b>WEATHER CONDITIONS:</b>                                     |
|  |
| <b>PERSONNEL ON SCENE:</b>                                     |
|  |
| <b>ACTIONS INITIATED:</b>                                      |
|  |
| <b>PERSON TO CONTACT ON SCENE:</b>                             |
|  |

FOR **NON-EMERGENCY** INQUIRIES CONTACT OEPA 1-614-644-3020

ANNEX O: HAZARDOUS MATERIALS REVISION DATES:

October 2003

October 2007

August 2011

August 2014