# GRAYS HARBOR COUNTY CEMP

## *Local Emergency Planning Committee(LEPC)*

## *Hazardous Materials Contingency Plan*

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This document serves as Emergency Support Function #10 (ESF#10) of the Grays Harbor County Comprehensive Emergency Management Plan (CEMP).


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# GRAYS HARBOR COUNTY

## Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan

**Record of Revisions**

| Change # | Date Entered | Contents of Change | Initials |
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**Primary Agencies:**

Grays Harbor County Emergency Management (GHCEM)

Grays Harbor County Fire Agencies

Grays Harbor County Local Emergency Planning Committee (LEPC)

Grays Harbor County Sheriff / City Police Department(s)

Responsible Party

Washington State Patrol (WSP)

**Support Agencies:**

American Red Cross (ARC)

Clean-Up Contractors

Confederated Tribes of the Chehalis Reservation

Fixed Facilities (Tier II Reporters)

Grays Harbor County Amateur Radio Emergency Services (ARES/RACES)

Grays Harbor County Fire Marshal (FM)

Grays Harbor County Emergency Medical Services (EMS) Office

Grays Harbor County Public Health and Social Services / Environmental Health

Grays Harbor County Public Works/City Public Works

Grays Harbor Transit (GHT)

Local Jurisdictions

National Weather Service

Northwest Clean Air Agency (NWCAA)

Regulated Companies

United State Coast Guard (USCG)

United States Environmental Protection Agency (EPA)

Washington State Department of Ecology (ECY)

Washington State Department of Fish and Wildlife (WDFW)

Washington State Department of Health (DOH)

Washington State Department of Labor and Industries (L&I)

Washington State Department of Natural Resources (DNR)

Washington State Department of Transportation (WSDOT)

Washington State Emergency Management Division (EMD)

Quinault Indian Nation

# Introduction

## Purpose

The purpose of this plan is to provide effective, coordinated emergency response to incidents involving the release or potential release of hazardous materials (HAZMAT) in Grays Harbor County. This plan establishes the policies and procedures under which Grays Harbor County will operate in the event of HAZMAT incidents, to include spills and other unplanned releases of HAZMAT. This plan is designed to prepare Grays Harbor County and its cities for incident response and to minimize the exposure to, or damage from, materials that could adversely impact human health and safety, and/or the environment. This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a HAZMAT event.

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

The Grays Harbor County Local Emergency Planning Committee (LEPC) will assist Grays Harbor County and its cities in preparing and reviewing hazardous material response plans and procedures.

## Scope

This plan shall also serve as Emergency Support Function 10 (ESF #10) of the Comprehensive Emergency Management Plan (CEMP) for Grays Harbor County and its cities. Therefore, this plan uses the ESF format and is not intended to act entirely as a stand-alone document. Some components will be covered by other ESFs and other elements of the Grays Harbor County CEMP. Where relevant, this plan will refer to portions of the CEMP and associated annexes.

This plan is consistent with the Washington State CEMP and Federal plans, and is complemented by the following plans:

- Washington State CEMP
- Washington State CEMP, ESF10 HAZMAT Annex
- National Oil and Hazardous Substances Pollution Contingency Plan; also known as the National Contingency Plan (NCP)
- The Northwest Area Contingency Plan (NWACP)
- Relevant Geographic Response Plans (GRPs)

## How to Use This Plan

Activation of this plan should begin if:

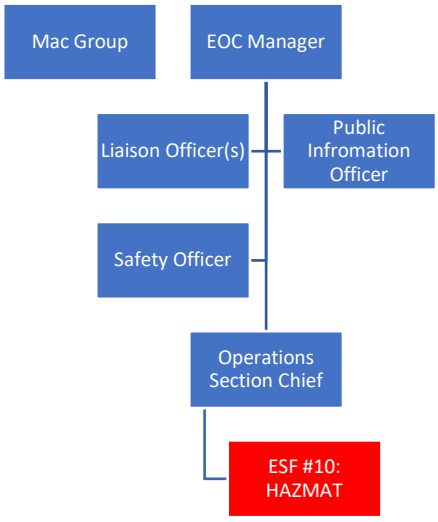
- A facility or transporter requests assistance with a HAZMAT response beyond capability of their own resources.
- Casualties or injuries occur due to a HAZMAT incident.
- Evacuation is necessary due to a HAZMAT incident, especially if outside a facility boundary.
- A facility or transporter is required to make warning, notification, or reports under EPCRA or the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
- A HAZMAT release or a potential release may involve multiple jurisdictions or agencies.

This plan is intended to:

- Outline the responsibilities and procedures for responding to incidents involving the release of HAZMAT within Grays Harbor County that pose threats to life, property, and/or the environment.
- Define the roles and responsibilities of facilities, jurisdictions and agencies.
- Provide guidance to stakeholders.
- Coordinate local response and stakeholder plans.
- Be used for response, consistent to this plan, by all stakeholders.
- Coordinate training and exercises, policies and procedures, protocols, checklists and guidelines to ensure consistency with this plan.

## Organization

When ESF #10 is active at the EOC, it will fall under the Operations Section unless otherwise designated by the EOC Manager. ESF #10 can be staffed by a Grays Harbor County Fire Service Representative, ideally a chief level officer, or another agency representative directly involved with the hazardous materials response.



## Policies and Legal Authorities

This plan is developed, promulgated and maintained per federal, state and local statutes and regulations as ESF #10 within the Grays Harbor County CEMP. Each of the departments, agencies, jurisdictions and organizations assigned responsibilities in this plan will be responsible for their own legal responsibilities, obligations, and reporting requirements. The applicable statutes and regulations are as follows:

### Federal Statutes and Regulations:

- Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund)
- Superfund Amendments and Reauthorization Act (SARA) Title III, Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA)
- Clean Air Act (CAA) of 1990 Amendments, Section 112(r)
- Clean Water Act (CWA) of 1972
- Occupational Safety and Health Administration (OSHA) Regulations, 29CFR1910

### State Statutes and Regulations:

- Emergency Management, Revised Code of Washington (RCW) Chapter 38.52
- Hazardous Substance Information Act, RCW 70.102
- Incident Command Agencies, RCW 70.136.030
- Washington Industrial Safety and Health Act (WISHA), RCW 49.17
- Oil and Hazardous Substances Spill Prevention and Response, RCW 90.56
- Local Emergency Management/Services Organizations, Plans and Programs, Washington Administrative Code (WAC) Chapter 118-30
- Hazardous Chemical Emergency Response Planning and Community Right-To-Know Reporting, WAC 118-40
- General Occupational Health Standards, WAC 296-62
- Emergency Response, WAC 296-824
- Dangerous Waste Regulations, WAC 173-303

### Agreements:

- 2018 Central Region Fire Defense Plan (or equivalent)
- Public Works Emergency Response Mutual Aid Agreement
- County-wide Mutual Aid Agreement
- Homeland Security Region 3 Omnibus Agreement

## Situation

Grays Harbor County is host to facilities that store, use, transport and manufacture hazardous materials. Some facilities use extremely hazardous substances (EHS) in quantities that require special emergency response planning measures. Extremely hazardous substances are materials which, because of their extreme flammability, toxicity, corrosively or other perilous qualities,

could constitute an immediate danger or threat to life and property, and which usually have specialized uses under controlled conditions. As a result, EHS generally require special handling such as licensing and training of handlers, protective clothing, and special containers and storage; and thus have additional planning requirements and considerations. Grays Harbor County is also home to an agricultural community, which relies on the use of variety of farm-related chemicals and substances.

For the 2021 Tier II reporting year, 59 individual facilities in Grays Harbor County reported chemical inventories, as defined by EPCRA. These facilities have chemicals that are deemed more likely to have impacts outside of the facility. This includes potential airborne toxics such as chlorine, anhydrous ammonia, chlorine dioxide, and explosive substances such as hydrogen and propane.

Hazardous material is transported in Grays Harbor County via:

- Railway- Puget Sound and Pacific (PSP)
- Pipeline- Cascade Natural Gas (CNG)
- Highway/ main arterial roads

Grays Harbor County maintains pre-scripted emergency messaging to provide preparedness and incident information via the County's community notification and alerting system that is regularly updated to reflect the latest perceived incidents.

Harbor Regional Health Community Hospital in Aberdeen and Summit Pacific Medical Center in Elma are both equipped to receive hazmat-contaminated patients and can perform decontamination of patients at their facilities.

The predominant languages spoken in Grays Harbor County are English and Spanish, roughly:

Total Population: 75,061

Spanish speaking population: 3,019 or 5.1%

## Assumptions

An accidental release of a hazardous substance/material could pose a threat to the local population and/or environment.

A HAZMAT incident may be caused by, or occur during another related emergency, such as flooding, a major fire, a mass casualty incident (MCI), an earthquake or Tsunami. Agencies must be cognizant of additional risks, potential health hazards and second-order effects when responding to any incident. This includes proper personal protective equipment (PPE) requirements, responder safety considerations, and public notification, which may apply during non-HAZMAT emergencies.

A HAZMAT incident may require the evacuation of citizens from any location in Grays Harbor County. Appendix C outlines Shelter-in-Place and Evacuation Procedures.

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

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

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

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

### Limitations

Currently, there are no certified HAZMAT Response Team in Grays Harbor County.

Fire agencies throughout Grays Harbor County generally train their responders to the Operations level (see training and capabilities defined in WAC 296-824-30005), however they are limited by the availability of HAZMAT detection equipment and PPE.

Grays Harbor County's mass notification system is designed to theoretically reach 100% of households in any given notification area. However, due to limitations in phone switch capacity, limitations in phone records (completeness and currency), and other factors, such as folks no longer maintaining a landline due to the ubiquity of cell phones, prevents 100% reach.

# Response Actions

### Release Identification

The early identification that a release of some type has occurred is paramount. The methods and procedures for doing so, and the identification of the resultant area(s) affected by the release vary by location, personnel qualifications and the type of product involved.

Initial determination of a release is the responsibility of the facility owner and/or operator(s). The Emergency Coordinator(s) of each facility will establish appropriate internal procedures for detecting a release and reporting it in a timely manner. The methods and procedures used to determine that a release has occurred will also vary by the qualifications and resources available to the facility or transporter. It is also the responsibility of any agent responsible for the transportation or storage of HAZMAT to be trained to recognize a release and take initial response actions.

A release is reportable:

- as determined by the facility and reported by the facility Emergency Coordinator in accordance with facility's emergency response plans,
- as determined by the transporter and reported according to transportation emergency response plans, and statutes like EPCRA and/or DOT regulations,

- if the quantity released is equal to or greater than the reportable quantity listed under Section 304 of SARA Title III or CERCLA, and/or
- if the material has or may impact waters of the State of Washington.

The recognized methods and procedures Grays Harbor County responders will use to identify the release of HAZMAT also vary by training and qualification. First responders will limit their actions to identify the occurrence of a release to those methods specified for their HAZMAT response qualification level (e.g. Operations Level) and available equipment, including PPE.

Appropriate methods of determining the product type and off-site migration of a released substance include, but are not limited to:

- on-site environmental monitoring capability (to determine conditions such as wind speed and direction, air temperature, etc.);
- computer software such as Computer Aided Management of Emergency Operations (CAMEO) that can model toxic atmospheric plumes;
- automated air monitoring equipment mounted at strategic locations on-site;
- hand-held air monitoring equipment; and
- reports of off-site complaints of chemical odors or adverse health-related symptoms.

If the responsible party determines a released substance has or may migrate off-site, they must immediately call 911 for emergency notification.

## Notification

In Grays Harbor County, notifications should be made as follows:

1. Notification to Grays Harbor 911

    a. Notify Grays Harbor 911 immediately for all non-permitted releases of HAZMAT that meet one or more of the following criteria:

        i. Release is uncontrolled and has the potential to migrate off-site.

        ii. Release occurs while in transit off-site.

        iii. Release creates a safety or health risk, regardless if on-site or off-site.

        For general information about spill reporting see:

        www.ecy.wa.gov/programs/spills/other/reportaspill.htm

        Information about pre- and post-incident reporting requirements can be found at:

https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Emergency-Planning-Community-Right-to-Know-Act

b. If the release does not meet the above criteria, notification to 911 is still required at the earliest continence.

c. The Responsible Party must provide Grays Harbor 911 with the following information:

   i. Name or type of chemical.

   ii. Size of spill, amount of chemical released.

   iii. Nature and type of injuries, if any.

   iv. Is the incident a threat to any natural resources, such as a river, creek, watershed, etc.

   v. Is the incident a threat to any other property or persons?

   vi. If the incident involves vehicles, are there any HAZMAT placard numbers?

   vii. Are there any containers involved? How many? Status/condition of the containers?

   viii. Weather Conditions

   ix. Reporting party name, call back number, and if available home address or city of residence

   x. Safe routes of entry into the site for emergency response personnel

   xi. Proper precautions (evacuation or shelter-in-place)

d. Grays Harbor 911 is the designated agency to receive initial notification of a HAZMAT incident, and this notification to Grays Harbor 911 satisfies the requirement for the responsible party to verbally notify the LEPC Coordinator, and the appropriate fire department. Grays Harbor 911 will notify appropriate response agencies and the GHCEM Duty Officer.

2. Notification to Washington State Emergency Response Commission (SERC)

   a. SERC must be notified immediately if the release reaches the Reportable Quantity (RQ) under Section 304 of SARA Title II or CERCLA.

b. Verbal notifications to the SERC should be made through the Washington State Emergency Operations Officer (SEOO) in the State Emergency Operations Center (SEOC) Alert and Warning Center.

SEOC Alert and Warning Center: 800-258-5990

3. Notification to The Washington State Department of Ecology (ECY)

a. ECY must be notified immediately if:

i. Any oil or hazardous substances (regardless of quantity) are discharged to waters of the state including lakes, rivers, ponds, streams, underground water, storm water systems, sewers and all other surface water and watercourses.

ii. Dangerous waste or hazardous substances are spilled or discharged that threatens human health or the environment, regardless of quantity.

WA ECY: (360) 407-6300

After hours This number is forwarded to SEOC Alert and Warning Center

4. Notification to National Response Center (NRC)

a. NRC must be notified immediately if:

i. The release reaches the Reportable Quantity (RQ) under Section 304 of SARA Title III or CERCLA.

ii. Any oil or hazardous substances (regardless of quantity) are discharged to waters of the state including lakes, rivers, ponds, streams, underground water, storm water systems, sewers and all other surface water and watercourses.

National Response Center: 800-424-8802

5. Additional Notifications

a. The GHCEM Duty Officer or the on-scene incident commander will notify area hospitals of their potential to receive contaminated patients as well as pertinent information regarding the type of HAZMAT that spilled.

b. The GHCEM Duty Officer will notify other appropriate agencies as identified between Incident Command, GHCEM and Reporting Party.

Written follow-up reports must be submitted to the Washington State ECY, representing the SERC, within 30 days. See the Department of Ecology website for additional information on spill reporting and local contact information.

Per 40 CFR 302.6(a), any person in charge of a vessel, or an onshore or offshore facility shall, as soon as they have knowledge of any release of a hazardous substance from such vessel or facility in a quantity equal to or exceeding the reportable quantity in any 24-hour period, immediately notify the NRC at 800-424-8802 or 202-267-2675.

Per 40 CFR 355.40, whenever there is a release of a reportable quantity of any EHS or CERCLA hazardous substance at any facility at which a "hazardous chemical" is produced, used and/or stored, the owner or operator of the facility must immediately provide verbal notification to the State Emergency Response Commission (SERC) and the community emergency coordinator for the LEPC of any area likely to be impacted by the release.

## Direction and Control

### LEPC Coordinator Identification

- The LEPC Coordinator is GHCEM Director or Designee. The Coordinator can be contacted through GHCEM 24/7 number or Grays Harbor 911.
- A list of Facility Emergency Coordinators is kept on file at GHCEM. This information is included in their annual chemical inventory (Tier II) reports. Facility Emergency Coordinators will contact the LEPC Coordinator through GHCEM 24/7 number or Grays Harbor 911.

### On-Scene Incident Command

- In Grays Harbor County, the Incident Command agency for HAZMAT incidents within all jurisdictions is the Washington State Patrol (WSP).
- Grays Harbor County has responders trained as HAZMAT Incident Commanders (ICs) capable of assuming incident command until either a Unified Command is formed or a higher qualified IC from the State arrives on scene.
- If the first responder arriving at the scene is not certified as a HAZMAT IC, they may take control of the incident within their designated role and training level until a qualified individual arrives on-scene.
- To assist with decision-making and responding to the complexities of a HAZMAT incident, the IC will form a Unified Command (UC) when appropriate with applicable state and federal parties, reporting parties, and may also require assistance from an Incident Management Team (IMT). The IC/UC will maintain command and control of the scene and all on-site actions related to the incident. The IC/UC will direct the activities of deployed

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

- The IC/UC will request the assistance of mutual aid partners when the size and scope of the HAZMAT incident exceeds available response capabilities.
- The IC/UC will coordinate with GHC EOC for public notification, resource ordering, and evacuations/sheltering.
- The Washington State ECY is the lead State agency for environmental cleanup. The Environmental Protection Agency (EPA) is the lead federal agency in the inland area, including inland waters. The U.S. Coast Guard (USCG) is the lead federal agency in response to spills in marine and navigable waters.
- The National Guard's FEMA Region 10 Homeland Response Force can assist in mass decontamination if local assets are overwhelmed and/or a State of Emergency is declared by the Governor.

Grays Harbor County Emergency Operations Center (GHC EOC)

- The GHC EOC will be activated by request of the on-scene Incident Command to GHCEM Duty Officer. The EOC is located at 310 W Spruce St. Montesano, WA 98563. Alternate GHC EOC facilities are also available should the primary site be unusable.
- Effective exchange of critical information between the GHC EOC and the ICP is essential for overall response efforts to succeed. The support and coordination from the GHC EOC to the ICP is defined in Grays Harbor County Comprehensive Emergency Management Plan – Basic Plan which includes but not limited to, the following:
    - Requests for out-of-county HAZMAT Team support,
    - Requests for mutual aid assistance to provide other needed support and resources,
    - Coordination with local resources and HAZMAT Teams in transit to the emergency,
    - Requests for Public Works assistance,
    - Maintaining records to track incoming resources and costs associated with the event,
    - Optimizing use of available communications,
    - Coordination of evacuations, sheltering, public health issues and public assistance,
    - Collection, evaluation, and dissemination of information on the current status of the event,
    - Aid in executive decision making, and
    - Provide documentation for investigative follow up.

## Determination of Affected Areas

Grays Harbor County agencies responding to the release will do so only to the extent of their personnel's training and qualification, available resources, and capabilities.

Once on-scene, responders will determine the type and scope of threat within their training level and qualification to:

- Identify isolation and protective action distances relative to the materials released;
- Identify the wind direction, stage up-wind and extend isolation and protective action distances as necessary; and
- Identify low areas in the immediate proximity of the release in which heavier than air materials will collect, and then isolate those areas.

Grays Harbor County responders will identify additional facilities contributing to or subject to additional risk due to their proximity to facilities subject to the requirements of this plan, such as hospitals, natural gas facilities, schools, long-term care facilities, areas of large gatherings, etc. using the following resources:

- WA EPCRA mobile app,
- WISER mobile app,
- ERG (Current Edition) using the "Table of Initial Isolation and Protective Action Distances",
- Hazard Communication Standard: Safety Data Sheets (SDS),
- Chemical Transportation Emergency Center (CHEMTREC),
- NIOSH Pocket Guide to Chemical Hazards, and/or
- CAMEO Software Suite.

The National Weather Service in Seattle has the ability to support HAZMAT incidents with Plume Modeling. Atmospheric plume dispersion models are computer-based tools used to predict the paths and concentrations of airborne contaminants as they are transported and spread in the atmosphere following a release.

## Emergency Response

Prior to the arrival of any out-of-county HAZMAT teams, the IC/UC will implement life safety and incident stabilization at the incident site including:

- Isolating the area and restricting entry;
- Implementing traffic control in the immediate area;
- Identify the specific or generic HAZMAT involved;
- Deploying local resources to contain the spill (if possible); and
- Formulating, communicating and implementing protective actions for emergency responders and the public near the incident site.

The IC/UC should organize the incident using the Incident Command System (ICS) and applicable documentation in order effectively transfer command of the incident to out-of-county resources. Documentation should include ICS forms and be filled with the official incident report. Some ICS forms that should be utilized are:

- ICS Form 201 – Incident Briefing

- ICS Form 208 HM – Site Safety and Control Plan

Other ICS Forms may be needed if the incident expands or goes into multiple operational periods.

The methods and procedures used to respond to the release of HAZMAT conform to the standards set in National Fire Protection Association (NFPA) 472 - Standard for Professional Competence of Responders to HAZMAT Incidents. Agencies responding to the release will do so only to the extent of their personnel's training and qualification, available resources and capabilities.

1. Awareness-Level Responders – trained to initiate an emergency response sequence by notifying the proper authorities of the release
    a. Analyze the incident to determine both the HAZMAT/WMD present and the basic hazard and response information for each HAZMAT/WMD agent by completing the following tasks:
        i. Detect the presence of HAZMAT/WMD.
        ii. Survey the HAZMAT/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive markings applied for the HAZMAT/WMD involved.
        iii. Collect hazard information from the current edition of the DOT Emergency Response Guidebook (ERG).
        iv. Implement actions consistent with applicable Emergency Response Plan(s) (ERP), the standard operating procedures and the current edition of the ERG by completing the following tasks:
            1. Initiate protective actions.
            2. Initiate the notification process.
2. Operations-Level Responders – trained to respond in a defensive fashion without trying to stop the release and as such will maintain a safe distance, keep the release from spreading and prevent exposures:
    a. Analyze the HAZMAT/WMD incident to determine the scope of the problem and potential outcomes by completing the following tasks:
        i. Survey the HAZMAT/WMD Incident to identify the containers and materials involved, determine whether HAZMAT/WMD has been released, and evaluate the surrounding conditions.
        ii. Collect hazard and response information from SDS, CHEMTREC, local, state and federal authorities, and shipper/manufacturer contacts.
        iii. Predict the likely behavior of the HAZMAT/WMD and its container.
    b. Estimate the potential harm at the HAZMAT/WMD incident.
    c. Plan the initial response to the HAZMAT/WMD incident within the capabilities and competencies of available personnel and PPE by completing the following tasks:
        i. Describe the response objectives for the HAZMAT/WMD incident.
        ii. Describe the response options for each objective.

iii. Determine whether the PPE provided is appropriate for implementing each option.
iv. Describe emergency decontamination procedures.
v. Develop a plan of action, including safety considerations.

d. Implement the planned response for the HAZMAT/WMD incident to favorably change the outcomes consistent with the ERP and/or standard operating procedures by completing the following tasks:
    i. Establish and enforce scene control procedures, including control zones, emergency decontamination and communications.
    ii. Where criminal or terrorist acts are suspected, establish means of evidence preservation.
    iii. Initiate the ICS for HAZMAT/WMD Incidents.
    iv. Perform tasks assigned as identified in the incident action plan.
    v. Be prepared to set-up emergency decontamination operations.
e. Evaluate the progress of the actions taken at the HAZMAT/WMD incident to ensure the response objectives are being met safely, effectively and efficiently by completing the following tasks:
    i. Evaluate the status of the actions taken in accomplishing the response objectives.
    ii. Communicate the status of the planned response.

3. HAZMAT Incident Commander
    a. Oversee the incident scene operations and safety.
    b. Implement the applicable local ERP(s).
        i. If necessary, activate the State ERP and the Federal Regional Response Team.
    c. Monitor employees working in chemical protective clothing for the hazards and risks associated when wearing that protective clothing.
    d. Ensure emergency decontamination operations are properly set up and following the appropriate procedures.
4. Responsible Party (if available) is expected to:
    a. Provide immediate verbal notification of all reportable HAZMAT spills, releases and incidents;
    b. During an incident, send a representative to the ICP with knowledge of the material released or provide this information to the IC/UC as quickly as possible;
    c. Assist the IC/UC with identification of the material and determining affected areas in accordance with their ERP, training and capabilities;
    d. Coordinate and cooperate with the directions of the IC/UC;
    e. Send written follow-up notifications within 30 days as required under EPCRA; and
    f. Participate in post-incident after action reviews to enhance future prevention and emergency response operations.

## Public Safety

The primary objective of every HAZMAT response to is to protect the people at risk. This includes the employees of the affected facility and/or transportation company, as well as citizens and visitors in the immediate area of the release and projected plume.

The public will receive emergency warning and notification of a HAZMAT release through multiple channels of communications. Grays Harbor County Emergency Management is able to send emergency alerts via text message, email, voice calls, and Wireless Emergency Alerts. These alerts can be geo-targeted to reach a specific impact location or broadcasted County-Wide. WAPAS allows GHC EM to send emergency alerts to local radio and television stations. These alerts will be broadcasted county-wide. Another form of public notification available to HAZMAT incidents are NOAA All-Hazard Alert Weather Radios. Public alerts would include instructions for actions to be taken such as evacuation or shelter-in-place. In Grays Harbor County, alerts will be sent in both English and Spanish.

The procedures for implementing the evacuation and shelter-in-place strategies are found in Appendix C - Public Safety Procedures.

Protection of the public during a HAZMAT emergency is a complex undertaking. Using information gathered on the hazard, the IC/UC will determine an appropriate public protection strategy, which may include:

- Evacuation. Evacuation can be completely effective and safe if accomplished prior to the arrival of a toxic plume.
- Shelter-In-Place. In some cases, advising people to stay indoors and attempting to reduce air flow into a structure may be the most effective protective action.
- Ingestion Advisory. Food crops and drinking water may be contaminated by a chemical release in certain situations; therefore, the public must be warned of a threat to the food and/or water supplies.
- Sewage and Run-Off. A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat as well as cause serious environmental problems.

Regulated facilities are required to have evacuation plans for employees and visitors. WAC 296-24-567 requires each facility to have an Emergency Action Plan (EAP) which includes, at a minimum:

- Evacuation procedures and route assignments;
- Procedures for employees who are required to remain behind, at least initially, to operate critical plant operations before they evacuate;
- Procedures to account for all employees after an emergency evacuation has been completed;

- Rescue and medical duties for those employees who have been designated to perform them;
- The preferred means of reporting fires and other emergencies; and
- Names and job titles of persons (and their associated departments) who can be contacted for further information or explanation of duties under the plan.

## Responder Safety

It is essential that on-scene response personnel are protected from the adverse effects of HAZMAT contamination to safely perform their duties in protecting the public and mitigating the incident. Agencies also must be cognizant of additional risks and potential health hazards when responding to any incident. This includes strict adherence to PPE requirements, responder safety considerations and public notification, which may apply during non-HAZMAT emergencies.

The safety of response personnel is a priority of the IC/UC and must be managed in accordance with NFPA 472, WAC 296-305, and WAC 296-824. A Safety Officer shall be appointed to the Command Staff to assist the IC/UC with responder safety. If the IC/UC does not appoint a Safety Officer for some reason, the IC/UC assumes the responsibilities of the Safety Officer. The Safety Officer is responsible for monitoring operations, identifying potential safety hazards, correcting unsafe situations, and developing additional methods and procedures to ensure responder safety. The Safety Officer is given authority to alter, suspend or terminate any activity they deem is unsafe. The Safety Officer must give specific attention to the following:

- Medical surveillance of responders prior to, and after, entering the hot zone;
- Establishment of an exclusion zone; and
- Selection of appropriate PPE, as well as the additional safety considerations inherent to each type of PPE.

Medical Monitoring**:** Medical monitoring of responders is a priority of the IC/UC and should be established at HAZMAT incidents. Medical monitoring is responsible for the surveillance of the entry team for any indicators of the effects of toxic exposure.

Incident Perimeter Zones**:** Incident perimeter zones are the safety perimeters established around a HAZMAT release. They are defined as follows:

- Hot Zone: The area of maximum hazard and the area where contamination could occur. All personnel entering the Hot Zone must wear the proper level of protective equipment as prescribed by the appropriate authority. The Hot Zone should be physically secured, fenced or well defined by landmarks. A single entry and exit checkpoint must be established at the perimeter of the Hot Zone to regulate and account for the flow of personnel and equipment into and out of the zone.
- Contamination Control Zone (Warm Zone): This zone surrounds the Hot Zone and is also a restricted area. The level of PPE required is less stringent than that of the Hot Zone. The decontamination unit (if needed) is located here, as well as the Safety Officer and

immediate support and security personnel. PPE must be worn inside this zone and must be no less than one level below the PPE required in the Hot Zone (e.g. Level B in the Warm Zone if Level A is worn in the Hot Zone).

- Safe Zone (Cold Zone): This is the unrestricted area beyond the outer perimeter of the Warm Zone. The ICP, responders and support agencies are in this area. Normal work clothes are appropriate in this area.

All responders at a HAZMAT incident will:

- Adhere to applicable local, state and federal laws, statues, ordinances, rules, regulations, guidelines and established standards pertaining to responder safety; and

Not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER) and WAC 296-824 training under any circumstance.

## Resource Management

Grays Harbor County does not have its own Hazmat Response Team. Agencies may have their own dedicated resources for handling HAZMAT incidents.

Harbor Regional Health in Aberdeen and Summit Pacific Medical Center in Elma have trailers on their campuses that contain decontamination supplies.

## Finance / Cost Recovery

All responding agencies must keep an accurate account of all expendable materials used at the scene, any damage to equipment from the response, personnel hours, and any other expenses incurred during the response.

During all phases of response, the lead agency shall complete and maintain documentation to establish the basis for cost recovery. In general, documentation shall be completed in order to:

- Provide the source and circumstances of the release;
- Identity the responsible party(ies);
- Record response action taken;
- Provide accurate accounting of federal, state or private party costs;
- Document impacts and potential impacts to the public health and welfare and the environment; and
- Record when the NRC received notification of a release of a reportable quantity per 40CFR300.160

## Containment / Clean-Up

Under most circumstances, the person causing a hazardous materials incident is responsible for cleanup, disposal and property damage and associated costs, per RCW 4.24.314. Grays Harbor County will not accept any financial responsibility for cleanup or disposal of hazardous substances owned and/or spilled by others.

Provision for cost recovery:

- The responsible party, transportation company, or facility will make their own arrangements for cost recovery.
- The responsible party pays for the costs of responding agencies and jurisdictions.
- Responding agencies and jurisdictions will separately document costs associated with the specific incident response.
- If no responsible party can be determined, Environmental Protection Agency (EPA) may provide funding through the Local Government Reimbursement Program for qualifying incidents using EPA Form 9310-1, Application Package for Reimbursement to Local Governments.

If the responsible party is unknown or there is a dispute with the responsible party about cost recovery, cleanup efforts will be undertaken by the Department of Ecology (ECY) and/or the Environmental Protection Agency (EPA). Waterborne spills may begin with local response, but will probably be turned over to the ECY or U.S. Coast Guard for response, recovery and determination of any financial responsibility of the responsible party.

General guidelines for first responders are:

- Identify, contain and treat HAZMAT to protect the public from exposure.
- Limit incident site entry to trained personnel with appropriate personal protective equipment.
- Follow decontamination procedures to limit area of contamination and restrict further spread of the HAZMAT.
- Plan for restoration and mitigation of damage to the environment.

Additionally, once the emergency response is complete and cleanup begins, HAZWOPER requires a Health and Safety Plan (HASP) and that cleanup personnel be trained accordingly.

See the Department of Ecology's spill contractor list located Appendix D – Response Resources.

## Documentation and Investigation

All responders will assist with the identification of the party responsible for the HAZMAT incident through the collection and reporting of relevant information related to their response activities.

Criminal acts related to HAZMAT incidents will be investigated by the law enforcement agency having jurisdiction in cooperation with the Washington State Patrol.

All responses will be followed by an After Action Review (AAR) during which all responding agencies will participate. The responsible party is also encouraged to participate.

## Responsibilities

All primary and supporting agencies must have established disaster related policies, systems, procedures and training for:

- Personnel accountability, safety, lines of authority and succession;
- Providing logistical support to their personnel and equipment;
- Facility/infrastructure damage assessment and reporting;
- Continuity of operations to maintain essential services; and
- Facility/infrastructure repair and restoration.

## Community Emergency Coordinator

Grays Harbor County Emergency Management is designated as the Community Emergency Coordinator (CEC). The CEC will maintain all LEPC documentation and review issues relating to HAZMAT within Grays Harbor County. Coordination with County and city planning agencies is vital, as the location of fixed HAZMAT sites and transportation routes could have a significant impact on life and property, future zoning decisions, as well as the construction of roads and buildings.

## Primary Agencies

Primary agencies have lead responsibilities for mitigation, preparedness, response and recovery, with a focus on life safety, property protection, and environmental preservation. These responsibilities include, but are not limited to, ensuring the readiness of skilled personnel and equipment, response procedures and protocols, responder training programs, resource coordination and the HAZMAT Response Program.

### Grays Harbor County Emergency Management

- Maintain and coordinate the updating of this plan and develop interagency agreements for response to HAZMAT incidents. The LEPC will review this plan annually to address any changed conditions within their community and submit their plans to the SERC for review when updated, but not less than at least once every five years.
- Designate a coordinator to work with the Local Emergency Planning Committee (LEPC).
- Function as lead agency for, coordinate, and host the Grays Harbor County LEPC.
- Provide public education materials to the public and businesses on HAZMAT and preparedness.
- Provide public information regarding response activities, evacuation routes and/or life safety measures as necessary during major incidents, using all available communication methods and channels, including but not limited to: website, radio, social media, WEA, EAS, etc.
- Provide emergency management or EOC support to the IC/UC during HAZMAT incidents.
- Coordinate training for HAZMAT response/recovery support functions including exercises designed to test part or all of this plan.
- Sponsor exercises and drills, and create and maintain plans for evacuation and shelter-in-place.
- Develop lists of specialized resources available.

- In conjunction with the LEPC, conduct outreach to review any relevant agency, facility and shipper HAZMAT response plans.
- Provide on-scene liaison when requested by the IC/UC.
- Support first response agencies and the IC/UC with information and resource coordination as required.
- Assist with federal, state and other notifications.
- Assist IC/UC in determining need for evacuation or shelter-in-place.
- Establish a Joint Information System (JIS)/Joint Information Center (JIC) as appropriate in coordination with the IC/UC or designated Public Information Officer.

Grays Harbor County Fire Departments and Fire Districts

- Provide the initial response to HAZMAT incidents at the Operations Level utilizing available protective gear, realizing that response may be limited due to type of material(s) involved.
- Act as the initial incident commander until properly relieved by a higher authority. The Washington State Patrol (WSP) is designated as incident commander within Grays Harbor County.
- When necessary, establish a unified command system with emergency medical services, local law enforcement, and other state and federal agencies.
- Notify the appropriate dispatch agency when the magnitude of the incident or type of material(s) involved exceeds the expertise of the initial responders.
- Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).
- Determine the need/size of exclusion and evacuation zones, as well as what emergency medical aid may be needed for anyone exposed to the hazard.
- Communicate all known or suspected incident site hazards through dispatch and/or other communications means to all responding agencies to provide the greatest assurance for responder safety, including, but not limited to, safe access routes and staging areas.
- Isolate the affected area in accordance with the ERG or other appropriate resource information.
- Provide for the safety of the public by whatever means necessary (e.g. evacuation, shelter-in-place, etc.).
- Attempt to identify the responsible party so they can be contacted for further information.
- Provide support to specialized HAZMAT Teams on scene with personnel, equipment and other assistance, as required.
- Triage, treat, and transport victims to appropriate higher level of care.
- Provide medical monitoring of emergency response personnel at the scene.
- Comply with decontamination and isolation procedures prior to any transport for hospital admission.

- Provide a liaison between medical personnel at the scene and hospital officials. They will notify area hospitals regarding what chemicals are involved, and what decontamination and exposure situations will be expected for proper handling and care of victims throughout the triage, treatment, and transport process.

Grays Harbor County Sheriff / City Police Department(s)

- When necessary, establish a unified command system with fire departments, emergency medical services, and other state and federal agencies.
- Coordinate law enforcement resources during a HAZMAT incident.
- Maintain on-scene control by establishing and enforcing scene perimeters, access control points, and traffic control points, as well as direct traffic for evacuees if evacuation routes have been established and activated.
- Assist with identifying the type or types of materials involved, and the scope of the incident as quickly as possible.
- Assist where necessary in the rapid dissemination of warning and public safety information to the public.
- Issue evacuation orders within area of authority, when applicable and deemed necessary by IC/UC.
- Assist with enforcing evacuations under an ordered evacuation.
- Assist with investigation of possible criminal acts involving hazardous substances and/or their intentional release.

Washington State Patrol

- Act as designated IC for HAZMAT incidents on interstate and state highways, and in areas specifically designated by the local political entity. When the local jurisdiction does not designate an IC agency, assume IC for the jurisdiction in accordance with RCW 70.136.030.
- When necessary, establish a unified command system with fire departments, emergency medical services, local law enforcement, and other state and federal agencies.
- Send Liaison to Grays Harbor County Emergency Operations Center, if requested.

## Support Agencies

Grays Harbor County Public Health/Environmental Health

- Take such measures as the Health Officer deems necessary to promote and protect the public's health. See Appendix C – Public Safety Procedures
- Assess the public health implications of any HAZMAT incident and take appropriate actions.
- In conjunction with the Washington State Departments of Ecology and Health, assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a HAZMAT incident.

- Direct the closure of contaminated sites, as necessary. The County Health Officer may issue public health orders to close or curtail public gatherings or for isolation and/or quarantine of individuals under the authority of RCW 70.05.070, if required.
- Provide information to the public on the health effects of, and how to avoid, contamination from any HAZMAT release as needed.
- Make a final determination on when contamination no longer poses a public health risk.
- Initiate actions to reopen sites once deemed contaminated when the threat is properly mitigated.

Grays Harbor County Public Works/City Public Works

- Mobilize and manage Public Works resources to help with containment of a HAZMAT release and isolation of the hazard area (e.g. physical barriers, signs, etc.).
- Construct, or assist in the construction of, earthen dikes to contain spills or reroute them around critical areas such as water supplies and sewer inlets.
- Remove debris in an emergency and/or to re-open roads and highways.
- Provide equipment and manpower to repair critical facilities damaged as a result of a hazardous material release.
- Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.
- Coordinate with Grays Harbor County Environmental Health in protection/mitigation measures to ensure safety and integrity of drinking water and waste water systems.
- Send Liaison to Grays Harbor County Emergency Operations Center, if requested.

Regulated Companies

- Facility Emergency Coordinators shall provide direct contact/coordination with the IC/UC, or their designated representative, for all aspects related to access, inventory, location and hazards of chemical(s) on-site.
- Applicable facilities, vessels, pipelines and railroad facilities must submit an oil spill contingency plan to the Department of Ecology in accordance with WAC 173-182.
- Ensure their personnel are appropriately trained in HAZMAT and equipped for their assigned role in accordance with 29 CFR 1910.120, NFPA 472 and 473, and WAC 296-824-30005.
- Provide immediate verbal notification and follow-up written reports for all HAZMAT spills, releases and incidents that exceed the reportable quantity via the Notification procedures outlined on page 6 of this plan.
- Send Liaison to Grays Harbor County Emergency Operations Center, if requested.
- Regulated Facilities and Shippers are requested to:
    - Participate in the Grays Harbor County LEPC. They are also encouraged to provide personnel, technical expertise and equipment support during LEPC exercises and training activities, if requested and available.
    - Coordinate efforts and cooperate with the directions of the IC/UC.

- Channel on-site media communication through the designated PIO or JIC.
- Participate in post-incident after-action reviews to enhance future prevention and emergency response operations.

Washington State Department of Ecology

- Act, within the Unified Command System, as the State On-Scene Coordinator (OSC) for HAZMAT incidents. Provide on-scene coordination and technical assistance on containment, cleanup, disposal and recovery, natural resource damage assessments, laboratory analysis, and evidence collection.
- Provide 24-hour response to oil spills and HAZMAT incidents.
- Assist with determining the release source, cause and identification of the responsible party for the incident. Assume responsibility for incident management and clean-up (in conjunction with USCG or EPA), if the responsible party is unavailable, unresponsive or unidentified.
- Set clean-up standards for the incident in accordance with Federal and State laws, and ensure that source control, containment, clean-up and disposal are accomplished. Coordinate incident cleanup if the responsible party is non-responsive or unknown.
- Initiate enforcement actions as appropriate.
- As required by the size and/or duration of the incident, assist to establish a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
- Activate and coordinate the activities of the Natural Resources Damage Assessment Team.
- Send Liaison to Grays Harbor County Emergency Operations Center, if requested.

Washington State Department of Transportation

- Provide resources to support response operations on highways and lands under state and federal jurisdiction.
- Send Liaison to Grays Harbor County Emergency Operations Center, if requested.

Washington State Department of Health

- If requested through the DOH Duty Officer (360-888-0838), provide DOH Strike Teams to assist with sample collection, laboratory analysis, hazard identification and assessment of public health impacts of chemical or radiological incidents. If other detection mechanisms are established at a later time, the facility must advise the LEPC.
- Send Liaison to Grays Harbor County Emergency Operations Center, if requested.

Washington State Emergency Management Division (EMD)

- Provide 24-hour assistance upon notification of a HAZMAT incident, to include initial notification to local, state and federal response agencies.
- Provide communications links to state and federal agencies, as well as other local jurisdictions through the state EOC.

- Issue requisite State mission number(s).
- Send Liaison to Grays Harbor County Emergency Operations Center, if requested.

# Training

EPCRA requires that each LEPC Plan describes a multi-year HAZMAT training program for emergency response personnel (including schedules). This annual training plan must be reviewed each year. Since no specialized HAZMAT Response Teams exist in Grays Harbor County, it is the responsibility of each city fire department and individual fire district to provide the initial Operations Level training to their personnel as well as the required annual refresher training.

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

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

## State and Federal Training

- State Fire Marshal Fire Academy conducts HAZMAT certification and ongoing training
- Washington State Patrol Fire Training Academy at Training - WSP (wa.gov)
- Washington State Emergency Management Division leads a comprehensive all-hazards Training and Exercise program
- Industry spill response drills are posted on the Northwest Area Committee's Exercise Calendar.

Many federal agencies provide free in-person, mobile or web-based HAZMAT training. FEMA's National Training and Education Division publishes a catalog of available courses. HAZMAT training opportunities include:

- PHMSA Transportation Rail Incident Preparedness and Response (TRIPR)
- National Fire Academy
- Center for Domestic Preparedness
- Emergency Management Institute
- Security and Emergency Response Training Center
- National Training and Education Division
- US Chemical Safety Board
- CDC Learning Connection

- EPA's Web-based EPCRA training
- TEEX DHS/FEMA Funded Courses
- FEMA Region X Master Training and Exercise Calendar
- FEMA HAZMAT Tabletop Exercise Manual
- TRANSCAER's industry-led hazmat training catalog

# Exercises

Grays Harbor County LEPC will organize at least one exercise each year to test part or all of this plan. At a minimum, exercises will evaluate the effectiveness and feasibility of this plan and its incorporated standard operating procedures, as well as the readiness of response agencies, facilities and the public. These exercises may be discussion-based (seminars, workshops, tabletops and games) or operations-based (functional and full-scale exercises) in order to test the full spectrum of preparedness. Grays Harbor LEPC will follow Homeland Security Exercise and Evaluation Program (HSEEP) as a standard for exercise design, conduction, and evaluation. As such, exercises will be documented in a n after-action report and corrective actions will be identified and assigned in an improvement plan.

NOTE: An actual HAZMAT incident which requires the activation of this plan and incorporates a post-event After-Action Review can satisfy this annual requirement in lieu of an exercise.

Additionally, the Northwest Area Committee's Exercise Calendar provides details on industry HAZMAT drills.

# EPCRA reporting

All facilities within Grays Harbor County receiving, storing and/or using Extremely Hazardous Substances (EHS), must notify the SERC and LEPC in accordance with Section 302 of 40 CFR Part 355 – Notification of Extremely Hazardous Substances.

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

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

Emergency and follow-up reporting requirements are found on page 6 of this plan.

# References

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

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

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

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

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

# Definitions

Accident Site - The location of an unexpected occurrence, failure or loss, either at a regulated facility or along a transportation route, where a release of HAZMAT-listed chemicals occurs.

Acute Exposure - Exposure of a short duration to a chemical substance that results in adverse physical effects.

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

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

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

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

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

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

Emergency Alert System (EAS) – A system used for the dissemination of emergency information to the public by the President or federal, state or local jurisdiction authorities via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

Emergency Operatons Center (EOC) - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g. fire, law enforcement and medical

services), by jurisdiction (e.g. federal, state, regional, tribal, city, county), or some combination thereof.

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

Extremely Hazardous Substances (EHS) - These are substances identified by the EPA on the basis of hazard or toxicity. EHS inventories above certain threshold quantities must be reported to the Washington SERC or TERC, and local fire department pursuant to Sections 302, 304, 311 and 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC or TERC, LEPC and local fire department that may be affected, pursuant to EPCRA Section 304. The EHS and pertinent, reportable quantities are listed in 40 CFR 355 and EPA Consolidated List of Lists.

Facility - Fixed-site required to report under EPCRA.

Hazardous Chemicals or Substances - Chemicals, mixtures and other products determined by U.S. Occupational Safety and Health Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Safety Data Sheet (SDS) for a substance indicates it may be reportable under EPCRA. Reporting information software and current LEPC contact information is available at: www.ecy.wa.gov/epcra

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

Hazardous Substance (HS) - Chemicals, chemical mixtures and other products determined by OSHA regulations to pose a physical or health hazard. No specific list of chemicals or substance exists, but the existence of a Safety Data Sheet (SDS) for a product or substance indicates it may be reportable under EPCRA regulations. Facilities that store 10,000 pounds or more of a HS at any time are required to report chemical inventories annually to the SERC or TERC, LEPC and local fire department in accordance with EPCRA regulations. Substances can also be designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). HS releases above certain levels may need to be reported to the National

Response Center and must be reported to the SERC or TERC, and local agencies pursuant to CERCLA, Section 304 of EPCRA, and related state regulations.

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

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

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

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

Local Emergency Planning Committee (LEPC) - The planning body designated in the Superfund Amendments and Reauthorization Act Title III legislation as the planning body for preparing local HAZMAT plans.

National Response Center (NRC) - The interagency organization, operated by the U.S. Coast Guard, which receives reports when reportable quantities of dangerous goods, hazardous substances, and/or extremely hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

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

Primary Agency - An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific ESF with assistance, if requested, from the GHC EOC. An example of a primary agency is the Department of Transportation for ESF #1: Transportation.

Regulated Facility - A site where handling and transfer, processing, and/or storage of chemicals is performed. For the purposes of this document, regulated facilities produce, use or store EHS in quantities which exceed threshold planning quantities, or they store one or more HS in a

quantity of 10,000 pounds or more at any one time. Facilities that meet either criterion must annually report their chemical inventories of such materials to the SERC or TERC, LEPC, and local fire department.

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

Risk Management Plan (RMP) - Pursuant to Section 112r of the Clean Air Act (CAA), facilities that produce, process, distribute or store certain toxic and flammable substances are required to have a RMP that includes a hazard assessment, an accident prevention program and an emergency response program. A summary of the RMP must be submitted to the EPA. RMP guidance is available at https://www.epa.gov/rmp/guidance-facilities-risk-management-programs-rmp#general

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

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

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

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

Warm Zone - An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time and is the designated area between the Hot Zone and the Cold Zone.

# Appendix A – Promulgation

**EMERGENCY SUPPORT FUNCTION (ESF) #10 – HAZARDOUS MATERIALS CONTINGENCY PLAN**

**APPROVAL & IMPLEMENTATION**

The Grays Harbor County LEPC developed this ESF #10 Annex to identify and implement HAZMAT emergency preparedness and response responsibilities in accordance with Chapter 118-40 of the Washington Administrative Code (WAC) and the Emergency Planning and Community Right-to-Know Act (EPCRA). This plan is intended to act at the ESF #10 Annex to the Grays Harbor County Comprehensive Emergency Management Plan (CEMP), as well as fulfil its requirements under WAC 118-40.

This plan details the purpose, policy, concept of operations, direction/control, actions, and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within Grays Harbor County.

Grays Harbor County Emergency Management encourages each office, department, and agency to study this plan and prepare or update, as needed, their agency's supporting plans and operating procedures needed in the event of a hazardous material event.

On behalf of Grays Harbor County LEPC, Grays Harbor County Emergency Management is responsible for publishing and distributing this plan and will issue changes as required.

Hannah Cleverly, Deputy Director of Emergency Management

Andrew Pittman, LEPC Chair

Sheriff Darrin Wallace, Director of Emergency Management

# Appendix B – Regulated Facilities and HAZMAT Mapping

The LEPC maintains a full database of Tier II information which is available to 911 centers and responders throughout Grays Harbor County. This information can be publicly made available after the submission of a Public Information Request to the LEPC.

Grays Harbor County Local Emergency Planning Committee
Sheriff's Department Offices
Division of Emergency Management
310 W. Spruce Street, Suite 212
Montesano, WA 98563 (360) 249-3911• ghcdem@graysharbor.us

# Appendix C - Public Safety Procedures

## Shelter-in-Place

The term shelter-in-place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. When the progression of a HAZMAT incident indicates that segments of the population need to be isolated from a plume, in-place sheltering is the first consideration for protective action. In-place sheltering moves people out of the open into buildings where doors and windows can be closed. This type of sheltering is viable when:

- The nature and concentration of the chemical in the plume is not life threatening. It may however, be quite noxious.
- The size of the release and given atmospheric conditions will allow the speed of dispersal to be determined.
- When a toxic plume approaches an area so rapidly that a timely evacuation cannot be safely carried out.

In older buildings that have relatively high air leakage rates, it is advisable to shut down air circulation systems. In modern energy-efficient buildings, air conditioning systems tend to build up positive pressure which counteracts air leakage inside, but only if the fresh air supply is shut off.

Technical input to support a decision ordering in-place sheltering is available from the Table of Initial Isolation found in the Emergency Response Guidebook (ERG).

The decision to shelter-in-place will be made by local authorities (Police Chiefs in cities or Sheriff in unincorporated areas of the County), after conferring with the on-scene incident/unified command and/or the Department of Emergency Management. Once the decision to shelter-in-place has been made, the affected population will be instructed to do so via multiple available means of communication, which include, but are not limited to, Grays Harbor County's Emergency Notification System and local media.

The following actions should be taken if given a shelter-in-place order:

- Turn-off heating, cooling and ventilation systems to prevent drawing in outside air.
- Gather disaster supply kit, pets and their food and water.
- Move to a small, interior room above ground level and close doors and windows; rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.
- Do not use the fireplace or wood stove; extinguish all burning materials and close dampers.
- Notify those around you, and encourage others to remain in your room/office rather than to try to leave the building.
- Do not use the telephone unless you have an emergency.

- Listen to your local radio or television stations or follow Grays Harbor County Emergency Management social media for further instructions.
- Stay in your rooms/offices/classrooms and only come out when you are told that it is safe to do so.

It is important following a shelter-in-place event that the public take reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems, and opening windows and doors.

## Evacuation

The Incident/Unified Command is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. The lead law enforcement agency having jurisdiction over the area will issue the evacuation order. At a minimum, an evacuation order should include:

- Location of the hazard.
- Description of the hazard.
- Description and boundaries of the evacuation zone.
- Primary evacuation routes to be used.
- Estimated time the zone/area will need to be evacuated.
- Information on how evacuees will receive instructions on when to return to the evacuation zone.

Time permitting, evacuees should also receive instructions to:

- Name and address of shelters/reception centers.
- Information on security within the evacuation zone.
- Information on available public transportation system and pick up points.
- Details on what to bring and not to bring to the shelter/reception center.
- Gather and pack only what is most needed, including medications, materials for infant care, essential documents, etc.
- Turn off heating, ventilation, and cooling systems as well as appliances, with the exception of the refrigerator.
- Not use the telephone unless it is an emergency.
- Keep all vehicle windows and vents closed, and turn on a local radio station for evacuation routes and up-to-date information. Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.

Evacuation plans can be specific to individual facilities as well as to the specific chemical. They will include special provisions and instructions for facilities in the impacted area, especially those with captive or high-risk populations (e.g. schools, hospitals, nursing homes, prisons, etc.).

Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC/UC will determine the evacuation routes and communicate those to the appropriate authorities and the GHC EOC.

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of the Incident/Unified Command. Once the area is deemed safe, Incident/Unified command will coordinate an orderly return of evacuees to the evacuated area.

## Ingestion Advisory

Food crops and drinking water may be contaminated by a chemical release in certain situations; therefore, the public must be warned of a threat to the food and/or water supplies.

The decision to issue an ingestion advisory may be made by the Grays Harbor County Health Officer at the recommendation from IC/UC and Grays Harbor County Public Health and Social Services / Environmental Health Departments. In large scale incidents, Washington State Department of Agriculture, Washington State Department of Health, and/or the United State Department of Agriculture will issue ingestion advisories for crop field contamination when necessary.

Ingestion Advisories:

- Boil Water Advisory
- Food Advisory
- Food Recall Advisory
- Shell Fish Advisory

## Sewage and Run Off

A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat as well as cause serious environmental problems. Grays Harbor County Public Health and Social Services / Environmental Health will work with the Washington State Department of Ecology and other necessary agencies to issue proper notification to affected consumers and patrons of affected sewage and waterways.

# Appendix D – Response Resources

| FACILITY / AGENCY | EQUIPMENT | PHONE # | PREXISTING AGREEMENT |
|---|---|---|---|
| *CHEMTREC* | | 800-424-9300<br>703-527-3887 | |
| *Cowlitz Clean Sweep (CCS)* | | 888-423-6316 | |
| *Grays Harbor Transit Authority* | | 360-532-2770 X106 | Hours: 0430-2200 PST |
| *Harbor Regional Health (HRH)* | 2-2 line tents | Request via Dispatch | |
| *Hoquiam Fire Department* | Hazardous Materials Trailer | Request via Dispatch | |
| *National Pesticide Information Center* | | 800-858-7378 | Hours: 0630-1630 PST |
| *National Response Center* | U.S. Coast Guard | 800-424-8802 | |
| *National Weather Service* | Plume Modeling | 206-526-6857 | |
| *Washington State Department of Ecology* | | 360-407-6300 | Call forwards to Alert & Warning Center between 1800-0600 |
| *Washington State Alert & Warning Center* | | 800-258-5990 | |
| *Summit Pacific Medical Center (SPMC)* | 1-3 line tent | Request via Dispatch | |

# Appendix E - Training Schedule

| HAZMAT Courses | Dates | Locations |
|---|---|---|
| HAZMAT Awareness | Various | Done at Fire Academy |
| HAZMAT Operations | Various | Done at Fire Academy |

Additional Hazardous Material Training is offered by the Washington State Fire Marshal. Courses can be found at: https://www.wsp.wa.gov/training/

# Appendix F – Exercise Schedule*

| Type | Date(s) | Location | Planner |
|---|---|---|---|
| Table-Top Exercises | Annually | Grays Harbor EM | Grays Harbor EM |
| Workshop | Annually | Grays Harbor EM | Grays Harbor EM |
| Functional Exercise | Biennially | Grays Harbor EM | Grays Harbor EM |
| FD Decon Drills | Semi-annually | Various | Individual Fire Districts/Departments |
| Hospital Decon Drills | Annually | Emergency Room Bays | Hospital Emergency Managers |
| Confined Space Drills | Multiple each year | Various | Individual Fire Districts/Departments |
| CBRNE Exercises | Multiple each year | Various | 10th Homeland Response Force** |

*The matrix above reflects the goal of completing three exercises per year. The dates and types of exercises listed represent the goals for each year unless otherwise indicated, and are subject to change. Subsequent years are purposely not listed as the dates and types of exercises will be determined at the annual County Training and Exercise Planning Workshop (TEPW).

**The 10th Homeland Response Force is a resource for Grays Harbor County for HAZMAT events as needed, to include all CBRNE-type events.

# Appendix G – EXAMPLE Incident Report

**HAZMAT INCIDENT REPORT**

*INITIAL CONTACT INFORMATION*

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

1. Date/Time of Notification: _____ Report received by: _____
2. Reported by (name & phone number or radio call signs): _____

   _____
3. Company/agency and position (if applicable): _____
4. Incident address/descriptive location: _____

   _____

   _____
5. Agencies at the scene: _____

   _____
6. Known damage/casualties (do not provide names over unsecured communications): _____

   _____

   _____

**CHEMICAL INFORMATION**

7. Nature of emergency: (check all that apply)

   ___ Leak ___ Explosion ___ Spill ___ Fire ___ Derailment ___ Other

   Description: _____

   _____

   _____

   _____

8. Name of material(s) released/placard number(s): _____
9. Release of materials:

   _____ Has ended _____ Is continuing. Estimated release rate & duration: _____
10. Estimated amount of material which has been released: _____
11. Estimated amount of material which may be released: _____
12. Media into which the release occurred: _____ air _____ ground _____ water
13. Plume characteristics:

    a. Direction (Compass direction of plume): _____ c. Color: _____

    b. Height of plume: _____ d. Odor: _____
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) _____
15. Present status of material (solid, liquid, gas): _____
16. Apparently responsible party or parties: _____

    _____

    _____

    _____

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

## ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:

    Wind From:_____ Wind Speed (mph):_____Temperature (F): _____

    Humidity (%): _____Precipitation: _____Visibility: _____

18. Forecast:_____

19. Terrain conditions:_____

    _____

## HAZARD INFORMATION

(From ERG, SDS, CHEMTREC, or facility)

20. Potential hazards:_____

    _____

21. Potential health effects:_____

    _____

22. Safety recommendations:_____

    _____

23. Recommended evacuation distance: _____

    _____

*IMPACT DATA*

24. Estimated areas/ populations at risk: _____

_____

25. Special facilities at risk: _____

_____

26. Other facilities with HAZMAT in area of incident: _____

_____

**PROTECTIVE ACTION DECISIONS**

27. Tools used for formulating protective actions

_____ a. Recommendations by facility operator/Responsible Party

_____ b. *Emergency Response Guidebook (ERG)*

_____ c. Safety Data Sheet

_____ d. Recommendations by CHEMTREC

_____ e. Results of incident modeling (CAMEO or similar software)

_____ f. Other: _____

28. Protective action recommendations:

____ Evacuation ____Shelter-In-Place ____Combination ____No Action

____ Other _____

Time Actions Implemented

_____

_____

_____

_____

29. Evacuation Routes Recommended: _____

_____

**EXTERNAL NOTIFICATIONS**

30. Notification made to:

_____ National Response Center (Federal Spill Reporting) 1-800-424-8802

_____ CHEMTREC (HAZMAT Information) 1-800-424-9300

_____ RRC (Oil/gas spills - production facilities, intrastate pipelines)_____

_____ State Emergency Response Commission (state spill reporting) 1-800-258-5990

_____ SERC written follow-up forms available at—www.ecy.wa.gov/epcra,

31. Other Information: _____

# Appendix H - ICS Form 201 – Incident Briefing

| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated:<br>Date: Time: |
|---|---|---|

**4. Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

**5. Situation Summary and Health and Safety Briefing** (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

**6. Prepared by:** Name: _____ Position/Title: _____ Signature: _____

**ICS 201, Page 1** Date/Time:

| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated:<br>Date: Time: |
|---|---|---|

**7. Current and Planned Objectives:**

**8. Current and Planned Actions, Strategies, and Tactics:**

| Time: | Actions: |
|---|---|
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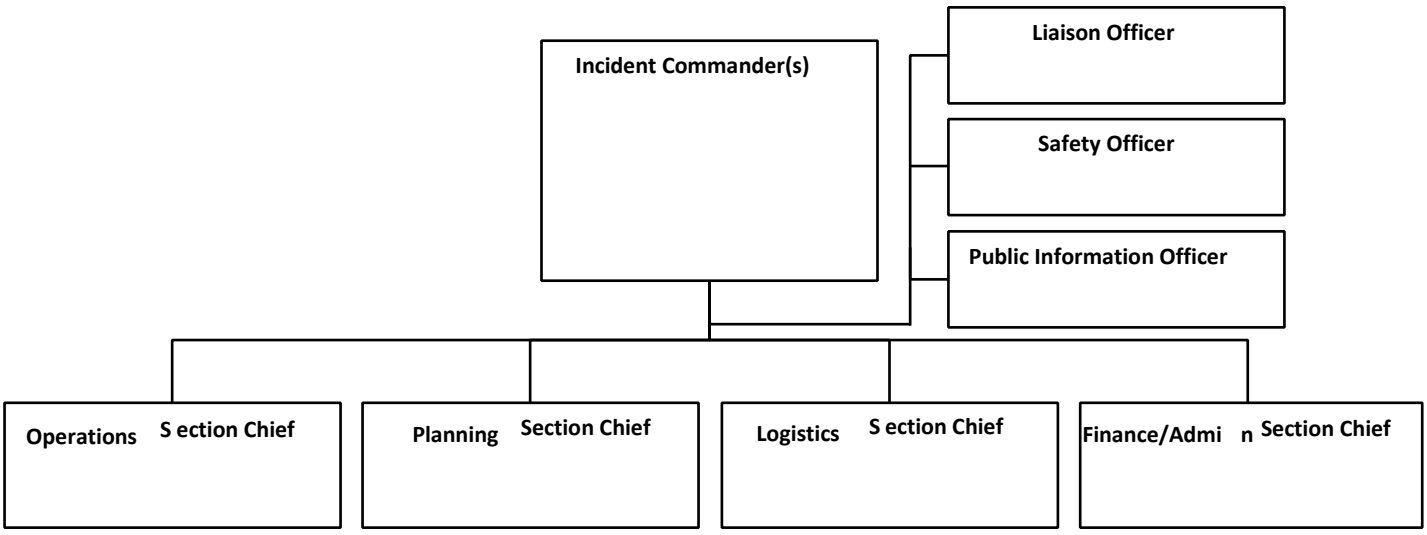
**6. Prepared by:** Name: _____ Position/Title: Signature:

**ICS 201, Page 2** Date/Time:

| 1. Incident Name | 2. Incident Number | 3. Date/Time Initiated<br>Date: Time: |
|---|---|---|

**9. Current Organization** (fill in additional organization as appropriate)




**6. Prepared by:** Name: _____ Position/Title: _____ Signature: _____

**ICS 201, Page 3** Date/Time: _____

| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated:<br>Date: Time: |
|---|---|---|

**10. Resource Summary:**

| Resource | Resource Identifier | Date/Time Ordered | ETA | Arrived | Notes (location/assignment/status) |
|---|---|---|---|---|---|
| | | | | ☐ | |
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| | | | | ☐ | |

**6. Prepared by:** Name: Position/Title: Signature: _____

**ICS 201, Page 4** Date/Time:

**ICS 201**
**Incident Briefing**

**Purpose.** The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

**Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

**Distribution.** Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

**Notes:**

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Incident Number** | Enter the number assigned to the incident. |
| 3 | **Date/Time Initiated**<br>• Date, Time | Enter date initiated (month/day/year) and time initiated (using the 24hour clock). |
| 4 | **Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment) | Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.<br>If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).<br>North should be at the top of page unless noted otherwise. |
| 5 | **Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. | Self-explanatory. |

| | | |
|---|---|---|
| **6** | **Prepared by**<br>• Name<br>• Position/Title<br>• Signature<br>• Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |
| **7** | **Current and Planned Objectives** | Enter the objectives used on the incident and note any specific problem areas. |
| **8** | **Current and Planned Actions, Strategies, and Tactics**<br>• Time<br>Actions | Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly. |
| **9** | **Current Organization** (fill in additional organization as appropriate)<br>• Incident Commander(s)<br>• Liaison Officer<br>• Safety Officer<br>• Public Information Officer<br>• Planning Section Chief<br>• Operations Section Chief<br>• Finance/Administration Section Chief<br>• Logistics Section Chief | • Enter on the organization chart the names of the individuals assigned to each position.<br>• Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.<br>• If Unified Command is being used, split the Incident Commander box.<br>Indicate agency for each of the Incident Commanders listed if Unified Command is being used. |
| **10** | **Resource Summary** | Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly. |
| | • Resource | Enter the number and appropriate category, kind, or type of resource ordered. |
| | • Resource Identifier | Enter the relevant agency designator and/or resource designator (if any). |
| | • Date/Time Ordered | Enter the date (month/day/year) and time (24-hour clock) the resource was ordered. |
| | • ETA | Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock). |
| | • Arrived | Enter an “X” or a checkmark upon arrival to the incident. |
| | • Notes (location/ assignment/status) | Enter notes such as the assigned location of the resource and/or the actual assignment and status. |

# Appendix I - ICS Form 208HM – Site Safety and Control Plan

| SITE SAFETY AND CONTROL PLAN | 1. Incident Name: | 2. Date Prepared: | 3. Operational Period: Time: |
|---|---|---|---|

## Section I. Site Information

**4. Incident Location:**

## Section II. Organization

| | | |
|---|---|---|
| **5. Incident Commander:** | **6. HM Group Supervisor:** | **7. Tech. Specialist - HM Reference:** |
| **8. Safety Officer:** | **9. Entry Leader:** | **10. Site Access Control Leader:** |
| **11. Asst. Safety Officer - HM:** | **12. Decontamination Leader:** | **13. Safe Refuge Area Mgr:** |
| **14. Environmental Health:** | **15.** | **16.** |

| **17. Entry Team: (Buddy System)** | | **18. Decontamination Element:** | |
|---|---|---|---|
| **Name:** | **PPE Level** | **Name:** | **PPE Level** |
| **Entry 1** | | **Decon 1** | |
| **Entry 2** | | **Decon 2** | |
| **Entry 3** | | **Decon 3** | |
| **Entry 4** | | **Decon 4** | |

## Section III. Hazard/Risk Analysis

| **19. Material:** | **Container type** | **Qty.** | **Phys. State** | **pH** | **IDLH** | **F.P.** | **I.T.** | **V.P.** | **V.D.** | **S.G.** | **LEL** | **UEL** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |

**Comment:**

## Section IV. Hazard Monitoring

| | |
|---|---|
| **20. LEL Instrument(s):** | **21. $O_2$ Instrument(s):** |
| **22. Toxicity/PPM Instrument(s):** | **23. Radiological Instrument(s):** |

**Comment:**

## Section V. Decontamination Procedures

| | | |
|---|---|---|
| **24. Standard Decontamination Procedures:** | **YES:** | **NO:** |

**Comment:**

## Section VI. Site Communications

| | | |
|---|---|---|
| **25. Command Frequency:** | **26. Tactical Frequency:** | **27. Entry Frequency:** |

| Section VII. Medical Assistance | | | | | |
|---|---|---|---|---|---|
| **28. Medical Monitoring:** | **YES:** | **NO:** | **29. Medical Treatment and Transport In-place:** | **YES:** | **NO:** |
| **Comment:** | | | | | |

## Section VIII. Site Map

**30. Site Map:**

**Weather ❑** **Command Post ❑** **Zones ❑** **Assembly Areas ❑** **Escape Routes ❑** **Other ❑**

## Section IX. Entry Objectives

**31. Entry Objectives:**

## Section X. SOP S and Safe Work Practices

| **32. Modifications to Documented SOP s or Work Practices:** | **YES:** | **NO:** |
|---|---|---|
| **Comment:** | | |

| Section XI. Emergency Procedures | |
|---|---|
| **33. Emergency Procedures:** | |
| Section XII. Safety Briefing | |
| **34. Asst. Safety Officer - HM Signature:** | **Safety Briefing Completed (Time):** |
| **35. HM Group Supervisor Signature:** | **36. Incident Commander Signature:** |

# INSTRUCTIONS FOR COMPLETING THE SITE SAFETY AND CONTROL PLAN ICS 208 HM

A Site Safety and Control Plan must be completed by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

| Item Number | Item Title | Instructions |
|---|---|---|
| 1. | Incident Name/Number | Print name and/or incident number. |
| 2. | Date and Time | Enter date and time prepared. |
| 3. | Operational Period | Enter the time interval for which the form applies. |
| 4. | Incident Location | Enter the address and or map coordinates of the incident. |
| 5 – 16. | Organization | Enter names of all individuals assigned to ICS positions. (Entries 5 & 8 mandatory). Use Boxes 15 and 16 for other functions: i.e. Medical Monitoring. |
| 17 – 18. | Entry Team/Decon Element | Enter names and level of PPE of Entry & Decon personnel. (Entries 1 - 4 mandatory buddy system and back-up.) |
| 19. | Material | Enter names and pertinent information of all known chemical products. Enter UNK if material is not known. Include any which apply to chemical properties. (Definitions: ph = Potential for Hydrogen (Corrosivity), IDLH = Immediately Dangerous to Life and health, F.P. = Flash Point, I.T. = Ignition Temperature, V.P. = Vapor Pressure, V.D. = Vapor Density, S.G. = Specific Gravity, LEL = Lower Explosive Limit, UEL = Upper Explosive Limit) |
| 20 – 23. | Hazard Monitoring | List the instruments which will be used to monitor for chemicals. |
| 24. | Decontamination Procedures | Check NO if modifications are made to standard decontamination procedures and make appropriate Comments including type of solutions. |
| 25 – 27. | Site Communications | Enter the radio frequency(ies) which apply. |
| 28 – 29. | Medical Assistance | Enter comments if NO is checked. |
| 30. | Site Map | Sketch or attach a site map which defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.) |
| 31. | Entry Objectives | List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters which will alter or stop entry operations. |
| 32 – 33. | SOPs, Safe Work Practices, and Emergency Procedures | List in Comments if any modifications to SOPs and any emergency procedures which will be affected if an emergency occurs while personnel are within the Exclusion Zone. |
| 34 – 36. | Safety Briefing | Have the appropriate individual place their signature in the box once the Site Safety and Control Plan is reviewed. Note the time in box 34 when the safety briefing has been completed. |