Hazmat Plan Reference Guide and Additional Information

INTRODUCTION

PURPOSE

The _____LEPC/D Hazardous Material Emergency Plan (HMEP) has been prepared the meet both Federal and State statutory planning requirements, and to provide for a higher degree of preparedness to respond to incidents involving hazardous chemicals. Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, which requires local and state governments to plan for chemical emergencies. Missouri General Law 11CSR10-11.210-250 require emergency planning by communities for chemical emergencies.

The primary purpose of this plan, however, is to provide the framework and methodology to efficiently respond to hazardous materials emergencies within County/Counties, Missouri so as to protect lives, property and the environment.

In order to meet the emergency planning requirements, the _____LEPC/D will either develop or maintain a stand-alone hazardous materials response plan, which can become an annex to a county government's Comprehensive Emergency Management Plan (CEMP).

OBJECTIVES

The objectives of the County/Counties, Missouri Hazardous Materials Emergency Plan are to:

1. Describe courses of action that will minimize hazards to life and result in adverse impacts upon the environment from the release of a hazardous material.
2. Establish procedures to provide for a coordinated effort by the state municipalities and private industry in response to a hazardous materials emergency.
3. Identify emergency response organizations, equipment and other resources that can be utilized during a hazardous materials incident.
4. Provide a mechanism to integrate community and facility response procedures.

ORGANIZATION

A. The basic plan describes general information about the purpose and scope of this hazardous materials emergency plan and system.
B. The hazard analysis portion describes the known hazardous chemical facilities and transportation routes within County/Counties, Missouri.
C. The plan is then divided into functional Annexes that describe different components of an emergency response for hazardous materials incidents.

LIST OF ABBREVIATIONS

ARC	American Red Cross
ATSDR	Agency for Toxic Substances & Disease Registry
CAMEO	Computer Aided Management for Emergency Operations
CDC	Center for Disease Control
CEMP	Comprehensive Emergency Management Plan
CEPP	Chemical Emergency Preparedness Program
CERCLA	Comprehensive Environmental Response, Compensation & Liability Act of 198-(PL 96-510)
CFR	Code of Federal Regulations
CHEMPACK	
CHEMTRC	Chemical Transportation Emergency Center
CHRIS	Chemical Hazards Response Information System
CMA	Chemical Manufacturers Association
CMED	Centralized Medical Dispatch Center
CWA	Clean Water Act
DECON	Decontamination
DEP	Department of Environmental Protection
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
DPH	Department of Public Health
EBS/EAS	Emergency Broadcast System/Emergency Alert System
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMI	Emergency Management Institute
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning & Community Right-to-Know Act
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FWPCA	Federal Water Pollution Control Act
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HHS	U.S. Department of Health and Human Services
HMEP	Hazardous Material Emergency Plan
HMRT	HAZMAT Response Team
HSRRS	Homeland Security Regional Response System
IC	Incident Commander
ICS	Incident Command System
IEMS	Integrated Emergency Management System
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
LEPD	Local Emergency Planning District

MERC	Missouri Emergency Response Commission
MSDS	Material Safety Data Sheet
NACA	National Agriculture Chemicals Association
NCP	National Contingency Plan
NCRIC	National Chemical Response & Information Center
NETC	National Emergency Training Center
NFA	National Fire Academy
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center/Nuclear Regulatory Commission
NRT	National Response Team
NRT-1	Hazardous Materials Emergency Planning Guide
NRT-1A	Criteria for Review of Hazardous Materials Emergency Plans
OHMTADS	Oil and Hazardous Materials Technical Assistance Data System
OSC	On Scene Coordinator
PIO	Public Information Officer
RQs	Reportable Quantities
RRT	Regional Response Team (State or Federal)
SARA	Superfund Amendments and Reauthorization Act of 1986 (PL 99-499)
SEMA	State Emergency Management Agency
SCBA	Self-Contained Breathing Apparatus
SERC	State Emergency Response Commission
SOP	Standard Operating Procedure
TPQ	Threshold Planning Quantity
USCG	U.S. Coast Guard (DOT)
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey

ASSUMPTIONS

1. Hazardous Materials incidents of varying degrees of severity will occur within the _____County/Counties, Missouri jurisdiction. Such an incident can occur at a fixed facility or on a transportation route or a combination of the two.
2. Assistance will be provided from adjoining localities, mutual aid agreements, the _____HAZMAT team, the Missouri State Emergency Management Agency (SEMA), and the Federal Government, depending upon the magnitude of the incident.
3. The county has appointed the _____(job title)_____ as the Community Emergency Coordinator. The Coordinator's name and contact information will be on file with the LEPC/D Chairperson, MERC, and SEMA.
4. Depending on the magnitude of an incident, this plan or portions of it will be implemented to coordinate actions, conserve resources and expedite mitigation of the incident.

Comments, corrections, or suggestions on any aspect of this plan should be sent to:

_____ LEPC/D Chairperson
LEPC/D Chairperson Contact Information

PLANNING REQUIREMENTS CHECKLIST

Section 303(c) of SARA Title III stipulates nine (9) planning provisions that must be adequately addressed in this plan. The plan also meets requirements found in NRT1 & 1A documents. The below chart lists the provisions and their locations(s) in the _____LEPC/D Hazardous Materials Emergency Plan:

Regulatory Citation	Section 303(c) Requirement	Location of Provisions
42 U.S.C. 11003(c)(1)	Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district; identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in Section 302(a); and identification of additional facilities contributing to or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals or natural gas facilities.	Basic Plan- Hazard Analysis Annex K- Facility Profiles
42 U.S.C. 11003(c)(2)	Methods and procedures to be followed by facility owners and operators and local emergency and personnel to respond to any release of such substances.	Annex A- Notification and Alerting
42 U.S.C. 11003(c)(3)	Designation of a community emergency coordinator and facility emergency coordinators who shall make the determinations necessary to implement the plan.	Basic Plan- Assumptions Basic Plan- Hazard Analysis Annex D- Assessment and Evaluation
42 U.S.C. 11003(c)(4)	Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinators to persons designated in the emergency plan and to the public, that a release has occurred (consistent with the emergency notification requirements of the Section 304).	Annex A- Notification and Alerting Annex B- Direction and Control
42 U.S.C. 11003(c)(5)	Methods for determining the occurrence of a release, and area or population likely to be affected.	Basic Plan-Local Conditions Annex D- Assessment and Evaluation
42 U.S.C. 11003(c)(6)	A description of emergency facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.	Annex A- Notification and Alerting Annex B- Direction and Control Annex C- Containment

		Annex E- Public Warning and Emergency Information
42 U.S.C. 11003(c)(7)	Evacuation plans, including provision for a precautionary evacuation and alternative traffic routes.	Annex E- Public Warning and Emergency Information Annex F- Protective
42 U.S.C. 11003(c)(8)	Training programs, including schedules for training of medical response and medical personnel.	Annex H- Training Annex I- Exercises
42 U.S.C. 11003(c)(9)	Methods and schedules for exercising the emergency plan.	Annex H- Training Annex I- Exercises
42 U.S.C. 11003(a) Plan Required	Each local emergency planning committee shall complete preparation of an emergency plan in accordance with this section not later than two years after October 17, 1986. The committee shall review such plan once per year, or more frequently as changed circumstances in the community or at any facility may occur.	

HAZARD ANALYSIS

This section contains a list of all facilities that have reported hazardous material/chemical inventories to the local fire departments, the Missouri Emergency Response Commission, and the _____LEPC/D in compliance with EPCRA, Sections 302 & 312(c); as well as facilities, modes of transportation considered a risk by the _____LEPC/D This section also identifies a list of facilities and areas/locations that are at increased risk during a hazardous materials incident by the _____LEPC/D. The hazardous analysis is updated annually after the deadline for submission of Tier II reports. Information on highways, railroads, waterways, and pipelines are included. The information on highways, railroads and waterways is completed from contacting transportation entities.

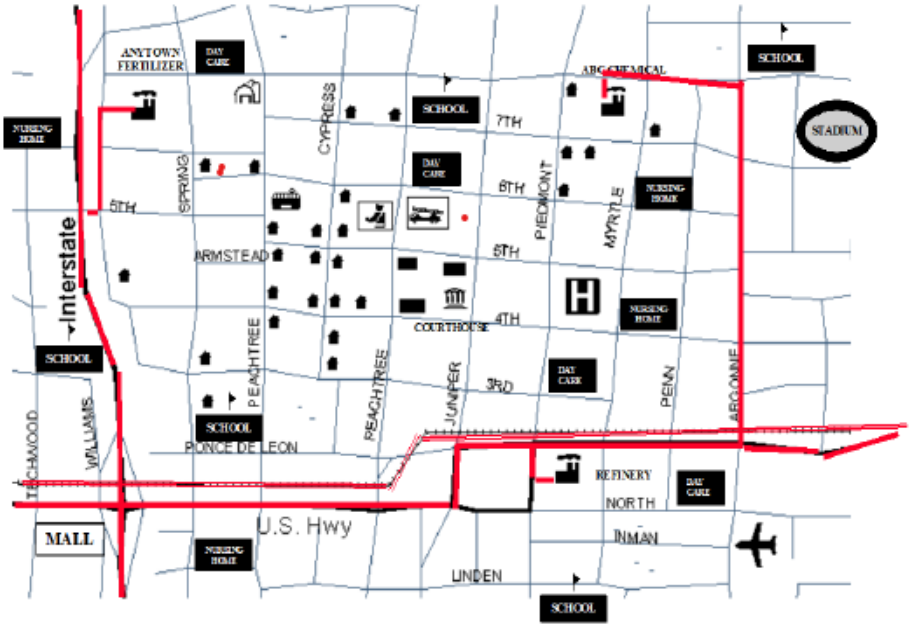
Note: Refer to Annex K of this plan for details on EHS facilities.

HAZARD ANALYSIS MAP/TRANSPORTATION ROUTES

It is important to note that the proximity of some of these facilities to major transportation routes and/or adjacent facilities may in fact compound the effects of a hazardous materials incident. The possible permutations are too numerous to list here. Recent efforts to review and update facility plans will take this into consideration. All received _____County facility plans will be on file at the _____LEPC/D determined location.

If available, the CAMEO database and MARPLOT mapping programs allow for simulations of releases from these facilities. Plotting the containment plumes on maps of the area shows what population would be affected from a specific release. Maps unloaded from the eCEMP program can be used for the purposes of this plan.

Below is an example of the type of information that should be available on the map that belongs in this section of the plan. Included on the map are the facilities that could have a release; access and functional needs facilities (ex. schools, hospitals, nursing homes, assisted living facilities, etc); access and functional needs areas and locations; areas where large crowds would gather such as malls, stadiums, and arenas; critical infrastructure such as courthouse, fire department, police department.



ANNEX _____
Notification and Alerting

Purpose
To provide for the initial notification to the local 24-hour point of contact, the state 24-hour point of contact (Missouri Department of Natural Resources), the state coordinating agency, and the National Response Center (NRC) of a hazardous material emergency and the subsequent alerting of other local and state response personnel.

Situation
Timely, informative, and accurate notification of a hazardous material emergency is critical for an effective emergency response operations. Section 304 of EPCRA requires the immediate notification of the community emergency coordinator and the State when a release of an extremely hazardous substance or hazardous chemical in an amount above the reportable quantity (RQ) occurs. Specific information is required by the notification such as a chemical name, method of release, health effects, medical attention and protective actions.

The Missouri Emergency Response Commission (MERC) believes direct notification through the local point of contact is critical. The Release Report Form provides notification through the local point of contact. The Release Report Form should be used when calling the 24-hour contact point _____. Under federal requirements, the NRC must be notified.

The local point of contact is the local fire department through the 911 dispatch center. The nature and extent of the incident will dictate the order and number of phone calls to be placed. The Department of Natural Resources (DNR) must be immediately notified of any hazardous materials emergency that meets the Level 2 or Level 3 criteria.

ANNEX _____
Direction and Control

Purpose
To provide for effective leadership, coordination, and unified on-scene command of emergency response forces in the event of a hazardous material emergency.

Situation
A hazardous material emergency may require a broad range of on-scene response organizations including emergency service personnel from all levels of government, industry representatives, private contractors, and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in areas of release containment, emergency worker safety, public protective actions, and environmental protection.

It is recognized that response organizations are typically trained to operate within their agency command structure, but they are rarely called upon to perform their duties as part of a unified and integrated multi-organizational response, such as that required for a major hazardous materials emergency. Therefore, this plan calls for implementation of a strong system of direction and control.

Direction and Control begins with the initial local response but is expanded as the emergency escalates to a larger, multi-jurisdictional response which may possibly need to be coordinated or directed by the State.

Incident Command System
Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to the incident.

In accordance with OSHA regulation 29CFR 1910.120 and EPA regulation 40CFR 311, the Incident Command System must be used when dealing with any Hazardous Materials Incident and must meet NIMS requirements.

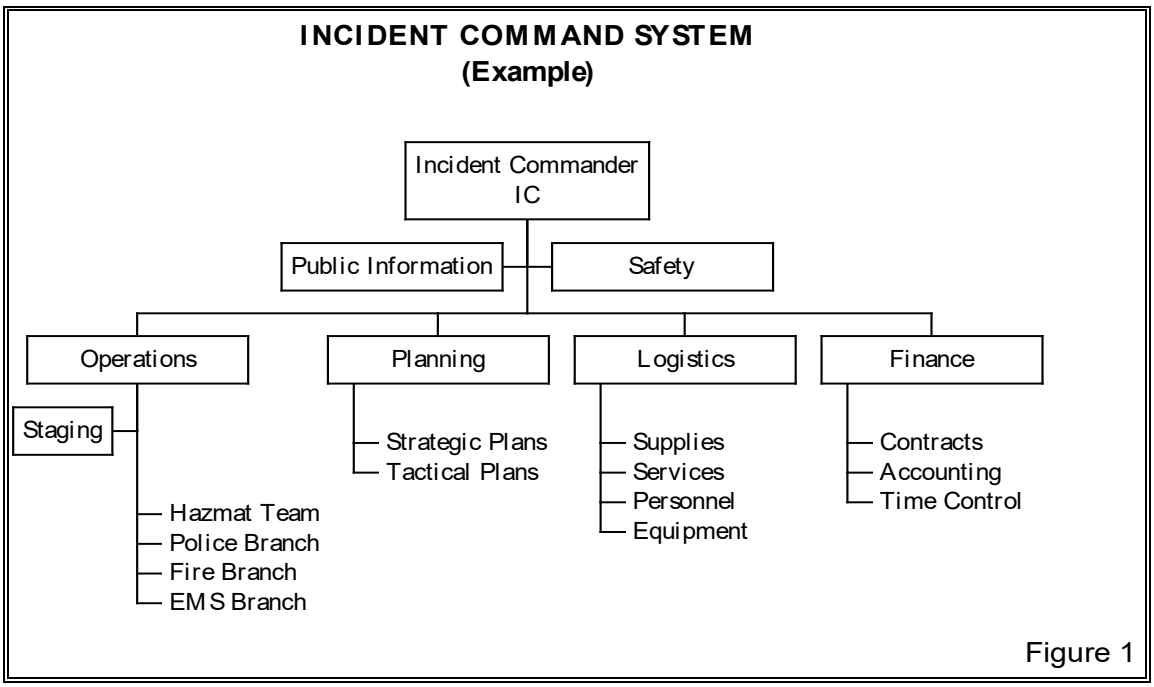


Figure 1

Response Procedures

Unified Command

This plan addresses the need to ensure Direction and Control for a multi-jurisdiction/multi-agency response to hazardous materials emergency, which highlights the demand for a unified command structure among responding organizations under the direction of one Incident Commander. The concept of Unified Command simply means that all agencies that have jurisdictional responsibilities and authority at an incident will contribute to the process of:
Determining overall response objectives
Selection of response strategies
Ensuring joint planning and application of tactical activities
Ensuring integrated planning and application of operational requirements; including emergency protective measures, containment, safety and security
Maximizing use of available resources

Incident Commander (Local)

Upon notification of hazardous material emergency, the ranking fire officer, or his/her designee, with local jurisdiction and authority will act as Incident Commander.

Command Post

The Incident Commander(IC) will assess the emergency situation, establish a Command Post, and institute the Incident Command System. The IC should also declare a response level according to the response level criteria listed in this section.

Responding State Agency

Upon notification by DNR of a hazardous material emergency the appropriate responding state agency may contact the IC to assess the situation. This contact can be made by the assignment of an official to the scene or by radio or telephone.

Response Level Criteria

Level 1 – Controlled Emergency Condition

Incident that can be controlled by the primary first response agencies of a local jurisdiction
Single jurisdiction and limited agency involvement
Does not require evacuation, except for the structure or affected facility
Confined geographic area
No immediate threat to life, health or property

Level 2 – Limited Emergency Condition

Potential threat to life, health or property
Expanded geographic scope
Limited evacuation of nearby residents or facilities
Involvement of one, two, three, or more jurisdictions
Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area
Specialist or technical team is called to the scene
Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care

Level 3 – Full Emergency Condition

Serious hazard or severe threat to life, health and property
Large geographic impact
Major community evacuation
Multi-jurisdictional involvement
State and Federal involvement
Specialists and technical teams deployed
Extensive resource management and allocation
Multiple emergency operations

Declaring a Response Level

The IC should declare a response level. If a response level has not been declared, the responding state agency should recommend that the IC declare a response level.
If necessary, the responding state agency may declare a response level for the purpose of activating and coordinating the state response. In all cases, the responding state agency should coordinate with the IC in declaring a response level.

Authority Dynamics and Transfer

Just as the dynamics of on-scene Direction and Control operations expand and change as an incident escalates leadership and authority may also have to be transferred as an emergency expands. In this regard, the following criteria could be used to determine where Direction and Control authority should be centered:
Geographic area involved
Single or multi-jurisdictions affected
Number of response agencies

Resource commitments
Response operational requirements (i.e. fire fighting, environmental contamination, public health impacts, evacuation, containment, and emergency medical)
State and/or local statutes/ordinances
Based on these criteria, authority, unified command and the designation of an Incident Commander could change as a hazardous material emergency expands.

Responsibilities
Response Level 1 – Controlled Emergency Condition
Responding local agency(s) designate Incident Commander
Command Post established, incident Command System implemented
Incident Commander establishes liaison with the Facility Emergency Coordinator
Incident Commander ensures the appropriate local emergency organization(s) are notified and briefed
Notify State DNR (573-634-2436)
Incident Commander evaluations the need to declare a higher response level, if appropriate
Continue evaluation of incident

Response Level 2 – Limited Emergency Condition
Identify Incident Commander
Command Post established, Incident Command System implemented
Incident Commander evaluates the need for a Deputy or other on-scene assistants
Incident Commander designates a Safety Officer
Unified command established
Notify DNR (573-634-2436)
Incident Commander evaluates the need to declare higher or lower Response Level
Local chief executive notified and briefed
Public Information Officer notified or appointed by Incident Commander
Local Chief Executive evaluates the need to declare a Local State of Emergency
Local Emergency Manager or Incident Commander determines the need for activation of the local Emergency Operations Center
Continue evaluation of incident and make adjustments as necessary

Response Level 3 – Full Emergency Condition
If the incident begins at this level, response activities must include all functions designated at the previous level (Limited Emergency Condition above)
Chief Executive declares a Local State of Emergency and notifies SEMA
Emergency Manager activates the Emergency Operations Center

A full Emergency Condition Response level could be of a magnitude that requires resources from State and Federal agencies and other national sources. The Missouri State Emergency Management Agency (SEMA) coordinates the application of the state's resources in an emergency, in support of local government. At this response level, unified command would likely include State and possibly, Federal resources. Local and State officials should re-examine response requirements and designations of the Incident Commander at this time based upon the scope, technical complexity and State and local statutes and ordinances.

Response Levels may be given designation titles by agreement between planning authorities. As plans and procedures are developed (with the district) it is recommended that specific response levels be given standard titles, (i.e. Level One, Two, and Three) or some comparable designations. Such titles should be consistent within and between adjacent districts.

ANNEX _____
Containment

Purpose
Provide for the control of hazardous material release or spill into the environment.

Situation
The fixed-facility or transporter, or other organization, responsible for a spill of a hazardous material is liable for the spill.

The EPCRA Section 302(c) facilities in each community have designated a Facility Emergency Coordinator (FEC) to act as liaison to the Community Emergency coordinator (CEC) in a hazardous materials emergency. The FEC will arrange for the use of containment material provided by the facility in a mutual aid situation.

The Incident Commander will make determinations regarding the need for resources and assistance. DNR and/or SEMA will coordinate the provision of state containment resources. The responding State agency will determine if federal assistance is required and contact the Regional Response Team (RRT).

Response Procedures

Response Level Criteria
Level 1 – Controlled Emergency Condition
Incident Commander will assess the impact of the release, the need for containment operations and clean up. DNR, facility personnel and the responsible party may assist.
Fire Chief monitors containment assistance and resource requirements.
Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Officer and EMS may assist.

Level 2 – Limited Emergency Condition
Incident Commander, in consultation with DEP, facility personnel and responsible party takes appropriate containment action.
Local Fire Chief activates Facilities Emergency Coordinator (see Attachment 1) and coordinates containment resources and assistance.
Facilities Emergency Coordinator advises Fire Chief of facilities' containment resources situation.
Fire Chief assesses need for State resources to assist with containment.
Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Officer and EMS may assist.

Response Level 3 – Full Emergency Condition
Incident Commander, in consultation with DEP, HAZMAT Team and other technical specialist, will determine if appropriate containment actions can be implemented without State assistance.
If State assistance is requested, the State responding agency will determine if Federal assistance will be requested through the Federal Regional Response Team

Incident Commander should coordinate containment resources and assistance providing responding personnel are qualified and have received appropriate containment training and adequate protective equipment is available.
Facilities emergency Coordinator continues to provide support to Incident Commander.

ANNEX _____
Assessment and Evaluation

Purpose
To obtain and analyze hazardous material release information in order to determine the threats and impact of the emergency on people and the environment and to recommend protective actions to decision-makers.

Situation
A release or threatened release of hazardous material could result in serious and quickly escalating threats to the public. The physical or chemical characteristics of hazardous materials may include toxicity, flammability or reactivity. These factors require technical analysis by qualified and approved specialists in order to determine existing hazards, the anticipated course of the incident and any new hazards if things go wrong. Because the situation may change rapidly, it is important the analysis be done thoroughly by specialists in order to ensure public safety.

Responders arriving at the scene without knowledge of the hazardous materials involved will attempt to determine at a distance what material is involved, ensuring utmost regards for personal safety and staying upwind of the incident scene. Binoculars should be used to read placard identification numbers and responders should then contact their emergency communications dispatcher. After referring to the North American Emergency Response Guidebook and other sources (i.e.: CAMEO) for information on hazards from the material involved, responders will cautiously determine if any victims require rescue and take appropriate action.

Few communities in Missouri have the extent of expertise to analyze the wide range of hazardous material emergencies that can occur and would need to request technical assistance for many types of emergencies. A critical element of assessment and evaluation is to recognize when additional expertise is needed and how to obtain it. Local Fire Departments can directly request local (if available) or State Regional Hazardous Materials Response Teams.

The process of assessment and evaluation (A&E) takes place at several levels. At the emergency site, the Incident Commander must have expertise available that can provide technical guidance. Local or state Response Teams may provide this technical guidance. Determination of the type of hazard involves knowing what hazardous material is involved and it's potential impact and containment status.

State assistance should be requested through the Missouri Department of Natural Resources. Federal assistance will be requested by the responding State agency.

Assessment priorities may include:
Identifying the material involved
Determining its hazard potential
Measuring the magnitude of release of material into the environment
Assessing health impact of the release on emergency workers, the public and environmental resources

As the incident continues, it may be appropriate for an in-depth analysis to be performed at a location where experts can assemble in the proper analytical environment, such as the on-scene Command Post or the local Emergency Operating Center (EOC). In this situation, all appropriate information from the scene should be provided to the assessment and evaluation specialists.

The A&E specialist must also determine what additional information is needed. Inquiries will be directed to individuals at the scene and to the owners of the material, or to other experts involved.

A compilation for the information about the incident that may be needed is found in the Hazardous Materials Release Form. A Hazardous Materials Data Sheet may also be completed at this time.

Other sources of information that may be used include:
North American Emergency Response Guidebook (Orange Book)
NIOSH Pocket Guide to Chemical Hazards
National Fire Protection Association (NFPA) Handbooks
CHRIS Manual
CHEMTREC 800-424-9300
Material Safety Data Sheets (MSDS) which are filed with the local Fire Department, LEPC/D, and MERC
Computer Aided Management of Emergency Operations (CAMEO)
EPA Chemical Profiles (for Extremely Hazardous Substances)
Chemical Industries or Laboratories nearby
Farm and Related Industry
Institutions of Higher Learning
Hazard Simulation Models (CAMEO, EIS/C, etc)
Private Consultants
Local Contractors (State Contractors)

In certain cases, the physical characteristics of a material may be important. For example, if a toxic gas is heavier than air, responders should be advised to avoid low areas. If a material reacts violently with water, fire fighters should not use water. Attachment 2, Incident Technical Data Form is used to record important information.

Meteorology may be of significant importance and should be factored into the assessment. The wind direction may indicate areas or people at risk. Wind speed may help to predict the amount of warning time that will be available in the event of a sudden spill or explosion producing toxic by-products. Atmospheric dispersion will depend on meteorological conditions. Analysts also need to evaluate the weather forecast to prepare for changing conditions, such as precipitation, which may react with materials.

A&E analysts must evaluate the potential impact by area and its population. Special consideration must be given to additional facilities, which would contribute to the problem, those which are subjected to additional risk due to their proximity to the emergency site and the nature of their activities, and those with a special role in emergency response.

Response Procedures

Response Level Criteria

Response Level 1 – Controlled Emergency Condition
Incident Commander conducts joint assessment with the Facility Emergency Coordinator
Incident Commander provides facility assessment technical information to the Local Emergency Manager, if appropriate.
Local Emergency Manager provides facility assessment technical information to the Health Officer or Commissioner of Health, if appropriate.

Response Level 2 – Limited Emergency Condition
Incident Commander and Facility Emergency Coordinator continue joint assessment.
The Incident Commander will determine if additional assessment resources are required.
The State/Local HAZMAT Team and/or Missouri DNR will:
Deploy assessment monitoring resources.
Determine the magnitude of the release.
Estimate health impact of release on the community.
Based upon available protective action guides recommends protective actions to the Incident Commander
The Incident Commander will make protective action decisions and execute the decision through an emergency order, if appropriate
If appropriate, the Local Emergency Manager or Incident Commander will advise State officials of the local A&E findings and potential A&E support requirements.

Response Level 3 – Full Emergency Condition
The Incident Commander will designate an A&E Officer
The State/Local HAZMAT Team and/or Missouri DNR will:
Deploy assessment monitoring resources

Determine the magnitude of the release.
Estimate health impact of release on the community.
Recommend protective actions based upon available protective action guides, to the On-Scene Commander
Request assistance from the State in further assessment and evaluation, if required
The local Chief Executive will make protective action decisions and execute the decision through emergency orders, if appropriate
The Local Emergency Manager and the Incident Commander will request additional State A&E support, if required
The responding State agency (if required) will determine if the situation requires Federal assistance. If required they will contact the Federal Regional Response Team (RRT). The Chemical Incident Technical Data Form (Attachment 2) will be prepared for the RRT by local/state agencies.

ANNEX _____
Public Warning and Emergency Information

Purpose
To provide timely, reliable , and effective warning to the public in the event of a hazardous material emergency. To provide emergency information pertaining to the need for protective actions and provide information on the emergency situation to the media.

Situation
A release of a hazardous material into the environment could quickly bring harm to public health. The public, however, can be protected through the implementation of protective actions. In order for protective actions to be effective, the public must be first, warned or alerted that an emergency exists and secondly, instructed on what to do.

The Part 5, Basic Plan hazard analysis of _____ County has identified facilities and transportation routes, which have extremely hazardous substances, where protective actions could be implemented. A map depicting the location of these sites can be found in the hazard analysis section of Part 5. Residents will be warned by a combination of the following resources when available: media announcements and Emergency Alert System (EAS); emergency vehicles with sirens and public address systems; door to door notification by uniform personnel; telephone calls to specific locations (schools, hospitals, etc); Fixed Emergency Sirens for communities who have them.

The Incident Commander will determine with local and mutual aid police and fire departments, a process to warn the public of the emergency and protective actions. The Public Information Officer will be an integral part of that process. A person should be assigned to coordinate the warning function activating those local and mutual aid resources that may be available and to request state assistance when needed. Missouri Highway Patrol resources may be available to backup local capabilities.

The process should be to determine first the area needing to be warned; second, a comprehensive means for warning including: route alerting (emergency vehicles with sirens and PA systems) door- to-door if practical, and targeted telephone calls to special locations (schools, hospitals, etc). The PIO should contact local media to advise them of the situation and provide the information needed to be given to warn the public.

Resources assigned to Route Alerting should be coordinated to insure that all impacted areas are warned. Special care should be taken to insure that units assigned to Route Alerting are not sent into the hot zone or areas for which they are not adequately protected.

Personnel assigned to any door-to-door warning effort should be, to the extent possible, uniformed public safety personnel. Special care should be taken to insure that units assigned to this function are not sent into the hot zone or areas for which they are not adequately protected.

Pre-scripted messages and warning for advising residents to shelter in place or evacuate are found at the end of this section.

Additional pre-scripted messages will be created to accommodate identified access and functional needs populations (ex. additional languages, braille, sign language interpreter).

_____ County has taken the following pro-active measures to educate its residents about planned response procedures: Neighborhood/Public meetings; handouts to neighborhoods/students; media events, including talk shows; presentations; etc.

ANNEX _____
Protective Actions

Purpose
To implement actions that would reduce or eliminate public and emergency worker exposure to hazardous materials released into the environment.

Situation
Local government has the primary responsibility to protect its residents. Local emergency responders will be tasked with determining protective actions to initiate in order to protect the public. State and federal resources will generally supplement and complement on-going local protective action activities. In hazardous material incidents, protective actions typically involve the following actions:
Isolate the hazard area to prevent exposure to the hazardous material or its effects. The creation of hot, warm and cold zones and prevention of vehicular and pedestrian traffic into them prevent further injuries.
Sheltering-in-place inside structures to reduce exposure to the hazardous material in the air. The basic premise is to create as airtight as possible enclosures to prevent the hazardous material from reaching the enclosures occupants. This option is especially suitable for releases of short duration, generally less than two hours. Incidents involving pressurized tanks of toxic gases are a common scenario for this option.
Evacuation from the hazardous area. The premise here is to remove the population from the hazard area, i.e. the hot zone. The evacuation is normally accomplished by vehicle, but could be accomplished by simply walking if the hazard area is small. Personal vehicles, buses, chair-vans and public safety vehicles are often used to move the affected population. Special attention should be given to personal protection equipment needs of personnel involved in the transportation efforts into the hazard area. Strict controls are needed to prevent access into areas beyond the personal protective equipment capabilities of the personnel involved in the evacuation.
In the event of large scale incidents involving multiple municipalities, state resources may assist in coordinating resources to multiple jurisdictions.
Collateral activities, depending on the scope and length of the incident, related to the population protection process include: sheltering, mass care and consequent management (impact on business activity, etc). The American Red Cross is the primary agency for operating shelters. The _____ County Comprehensive Emergency Management Plan has a listing of shelters and their capacities and should be referenced.
If any evacuation is required, please call the local Chapter of the American Red Cross.

ANNEX _____
Emergency Resources

Emergency Resources play a central role in an effective response to a hazardous material emergency. Technical expertise, scientific instrumentation, heavy equipment, and transportation vehicles are just a few types of resources that are typically needed in a hazardous material emergency response. Knowing what resources are available locally and how to obtain them is a major step to ensure an effective management of emergency resources.

Resources held by both government agencies and the private sector should be included in the resources inventory. This inventory includes the type, location, and contact person for the resources. It will be updated annually to include all resources held by private facilities and government agencies.

ANNEX _____
Training

Purpose

To establish a comprehensive program that will ensure appropriate training of agency personnel and emergency staff in hazardous materials response and implementation of the Hazardous Materials Emergency Plan.

Situation

Section 303(c)(8) of EPCRA, OSHA 29CFR 1910.120 and EPA 40 CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The _____ LEPC/D intends to utilize courses sponsored by federal and state governments and private organizations in helping fulfill this requirement. The _____ LEPC/D will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.

The _____LEPC/D will work in conjunction with the MERC and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The _____ LEPC/D will coordinate local training initiatives to ensure consistency with the hazardous materials plan and will maximize training resources available from all government and private sector.

Training Resources

Missouri Hazmat Training
SEMA Training & Exercise Management System (STEMS)
sematraining.com

National Hazmat Training
National Fire Academy
usfa.fema.gov/nfa/

National Domestic Preparedness Consortium (NDPC)
cdp.dhs.gov/about/ndpc

ANNEX _____
Exercises

Purpose
To establish a comprehensive exercise program that will effectively implement and evaluate the _____ LEPC/D Hazardous Materials Emergency Plan.

Situation
Similar to Training Programs, Section 303 (c) (9) of EPCRA places a requirement on local jurisdictions to establish "methods and schedules for exercising the emergency plan". In establishing training programs and schedules the _____ LEPC/D recognizes the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the Hazardous Materials Emergency Plan. An effective exercise program will also strengthen response management, coordination, and operations, plus reveal shortcomings and weaknesses that can be acted upon prior to an emergency. Corrective actions can then be taken to improve and refine public safety capabilities.

Types of Exercises
Exercises are generally classified in three major categories: tabletop, functional and full scale. Each of the exercises vary in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provide their own benefits and should be considered in the overall exercise program.

Tabletop Exercise
A tabletop exercise is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role playing to generate discussion of the plan, its procedures, policies and resources. tabletop exercises are an excellent method of familiarizing groups and organizations with their roles and in demonstrating proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. It allows participants to act out critical steps, recognize difficulties and resolve problems in a non-threatening format.

Functional Exercise
A functional exercise is an emergency simulation designated to provide training and evaluation of integrated emergency operations and management. More complex than the tabletop, it focuses on interaction of decision making and agency coordination in a typical emergency management environment such as an Operating Center or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision-makers, command officers, coordination and operations personnel to practice emergency response management in a realistic forum with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions; such as direction and control, assessment, and evacuation.

Full Scale Exercise

The full scale exercise evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the functional exercise, but it is different from the functional exercise in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction and operations, and also includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.