State Planning Standards for Annex Q, Hazardous Materials & Oil Spill Response

Jurisdiction Name City of Beaumont

Annex Date: August 29, 2012 Date of most recent change, if an: _____

(As indicated on signature page)

Note: The annex will be considered deficient if the *italicized* standards are not met.

	This Annex shall:	Section/paragraph
	I. Authority	
Q-1.	Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those listed in the Basic Plan.	I.
	II. Purpose	
Q-2.	Include a purpose statement that describes the reason for development of the annex.	II.
	III. Explanation of Terms	
Q-3.	List, explain, or define terms, acronyms and abbreviations used in the annex.	III.
	IV. Situation and Assumptions	
Q-4.	*Include a situation statement related to the subject of the annex.*	*IV.A*
Q-5.	*Provide a summary of local capabilities and limitations with respect to hazmat incident response.*	*IV.A.2*
Q-6.	*Identify facilities (special needs facilities, Critical Infrastructure/Key Resources (CI/KR), and population concentrations) that may be vulnerable to a Hazmat incident due to their proximity to regulated facilities or a Hazmat transportation route. Include a map of these facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.*	*IV.A.4* *Appendix 5*
Q-7.	*Identify local regulated facilities and primary hazard(s) at such facilities. Include a map of these facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.*	*IV.A.5* *Appendix 6*
Q-8.	*Identify local transportation routes for hazardous materials, including any approved hazardous cargo routes. Include a map of these routes, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.*	*IV.A.6* *Appendix 7*
Q-9.	*Identify evacuation routes from risk areas surrounding regulated facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.*	*IV.A.7* *Appendix 8*
Q-10.	*Identify a list of assumptions used for Hazmat planning.*	*IV.B*
	V. Concept of Operations	
Q-11.	*Describe the actions taken to prevent and prepare for a Hazmat incident.*	*V.A & B*
Q-12.	*Include a Hazmat incident classification scheme.*	*V.C.1*
Q-13.	*Describe procedures for receiving timely reports for Hazmat incidents and include a format for receiving and disseminating essential information regarding a Hazmat incident.*	*V.C.2* *Appendix 2*

Q-14.	*Describe methods for determining the area or population affected by a Hazmat release.*	*V.C.4.f*
Q-15.	*Describe methods to determine appropriate protective actions for the public in the event of a Hazmat incident.*	*Appendix 4*
Q-16.	*Describe procedures for warning the public of a Hazmat incident and communicating appropriate protective actions.*	*V.C.f.3*
Q-17.	*Describe obligations of the responsible party and of local government in the recovery from a significant Hazmat incident*	*V.D*
	This Annex shall:	**Section/paragraph**
	VI. Organization & Assignment of Responsibilities	
Q-18.	*Describe the emergency organization that will be employed to respond to Hazmat and oil spill incidents.*	*VI.A*
Q-19.	*Designate and describe responsibilities of the community emergency coordinator required by the EPCRA.*	*VI.B.1*
Q-20.	*Outline Hazmat response actions to be carried out by the Incident Commander (IC), other individuals, departments, and agencies.*	*VI.B.3* *Appendix 1*
Q-21.	*Outline response actions expected of regulated facilities and Hazmat transporters.*	*VI.B.9*
Q-22.	*Outline responsibilities of state and federal response agencies.*	*VI.B.10 & 11*
	VII. Direction & Control	
Q-23.	*Identify the individual/agency responsible for providing direction and control for the emergency response to a Hazmat incident.*	*VII.A.1*
Q-24.	*Describe the interface between the IC and the Emergency Operations Center (EOC).*	*VII.A.2*
	VIII. Readiness Levels	
Q-25.	*Identify actions to be taken at various readiness levels.*	*VIII.*
	IX. Administration & Support	
Q-26.	*Refer to a list of Hazmat response resources contained in this annex or elsewhere in the jurisdiction's emergency management plan.*	*IX.C*
Q-27.	Outline requirements for a post-incident review of major Hazmat or oil spill response operations.	IX.E
Q-28.	*Describe who is responsible for ensuring emergency responders receive specialized Hazmat training and are equipped with personal protective equipment (PPE) appropriate to their responsibilities.*	*IX.F & G*
Q-29.	*Describe methods and schedules for exercising this annex.*	*IX.H*
	X. Annex Development & Maintenance	
Q-30.	Identify the individual by position responsible for developing and maintaining the annex.	X.A
Q-31.	Make reference to the schedule for review and update of annexes contained in Section X of the Basic Plan.	X.B
	XI. References	
Q-32	Identify additional local, state, and federal references pertinent to the subject of this annex not already listed in the Basic Plan.	XI.

FOR LOCAL GOVERNMENT USE	Signature	Date

This Checklist Completed By	Carmen Apple	9/4/2012

FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		

ANNEX Q

HAZARDOUS MATERIALS
&
OIL SPILL RESPONSE

CITY OF BEAUMONT

Ver. 4.0
08/2012

APPROVAL & IMPLEMENTATION

Annex Q

Hazardous Materials & Oil Spill Response

Signature (Anne Huff)	Fire Chief	Date 8/1/2012
Signature (Christian Singler)	Fire-Operations Section Chief	Date 8/1/2012
Signature (Scott Wheat)	Fire-HazMat Program Manager	Date 8-14-2012
Signature (Gail Duriso)	City Environmental Coordinator	Date 8-2-2012
Signature (James Singletary)	Chief of Police	Date 8/29/2012
Signature (Sherry Ulmer)	Director of Public Health	Date 8/2/12
Signature (Hani Tohme)	Director of Water Utilities	Date 8/6/2012
Signature (Patrick Donart)	Director of Public Works	Date 8/2/12
Signature (Tim Ocnaschek)	Emergency Management Coordinator	Date 8/29/12

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function, signs the annex in the first signature block and the second signature block is used by the Emergency Management Director or the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.

RECORD OF CHANGES

Annex Q

Hazardous Materials & Oil Spill Response

Reviewed by Planning Committee Members:
Scott Wheat, Fire-Rescue
Carman Apple, Emergency Management
Jeff Chavez, Fleet
Glenda Piazza, Emergency Management
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Also Reviewed by:
Anne Huff, Fire-Rescue
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Brad Penisson, Fire-Rescue
Pat Grimes, Fire-Rescue
Gail Duriso, Environmental Specialist
Billy Deurouen, Texas Environmental Resources
John Concienne, Carroll & Blackman, Environmental Scientist

Planning Committee Meeting/Discussion Dates: May 30, 2012
EMC Review Date: July 10, 2012
Asst EMC Review Date: July 10, 2012

Change #	Date of Change	Entered By	Date Entered
1	August 2012	Anne Huff	August 2012

ANNEX Q
HAZARDOUS MATERIAL & OIL SPILL RESPONSE

I. AUTHORITY

A. Federal

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980.*
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986.*
3. 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response.*
4. 40 CFR 68, *Clean Air Act.*
5. 40 CFR 261, *Resource Conservation and Recovery Act*
6. 40 CFR 302.4, *List of Hazardous Substances and Reportable Quantities.*

B. State

1. Texas Health and Safety Code, Chapter 502, *Texas Hazard Communication Act.*
2. Texas Health and Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act.*
3. Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act.*
4. Texas Health and Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act.*
5. Texas Administrative Code, Title 30, Part I, Chapter 327, *Spill Prevention and Control.*
6. Texas Administrative Code, Title 30, Part I, Chapter 334, *Underground and Aboveground Storage Tanks*, Subchapter D, *Release Reporting and Corrective Action.*

C. Local

See Basic Plan, Section I.

II. PURPOSE

This annex establishes the policies and procedures under which the City of Beaumont will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous materials.

III. EXPLANATION OF TERMS

A. Acronyms

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DDC	Disaster District Chair
DPS	Department of Public Safety
DSHS	Department of State Health Services
EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)
TDEM	Texas Division of Emergency Management
TGLO	Texas General Land Office
HC	Hazardous Chemicals
HS	Hazardous Substances
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PIO	Public Information Officer
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
TRRC	Texas Railroad Commission
RRT	Regional Response Team
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA)
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SOC	State Operation Center
SONS	Spill of National Significance
SOP/SOG	Standard Operating Procedures/Standard Operating Guidelines
TAC	Texas Administrative Code
TCRA	Texas Community Right to Know Act(s)
TCEQ	Texas Commission on Environmental Quality
TxDOT	Texas Department of Transportation
VOAD	Volunteer Organizations Active in Disaster

B. Definitions

1. Accident Site. The location of an unexpected occurrence, failure, or loss, either at a regulated facility, or along a transport route, that results in a release of listed chemicals.

2. Acute Exposure. Exposure to a chemical substance, for a short duration, that results in adverse physical symptoms.

3. Acutely Toxic Chemical. Chemical that can cause both severe short-term and/or long-term health effects with only one 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.

4. CHEM-TEL. Private company, listed in the Emergency Response Guidebook that provides 24-hour phone response for chemical emergencies.

5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is 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, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance, when feasible.

6. Cold Zone. The area outside the Warm Zone that is free from contaminants. The Incident Command Post (ICP) should be established within this zone.

7. Extremely Hazardous Substances (EHS). Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, ahd local fire departments pursuant to Section 312 of EPCRA and Texas Community Right-to-Know Acts (TCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and State regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.

8. Hazard. Chance that injury or harm will occur to persons, plants, animals or property.

9. Hazard Analysis. Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.

10. Hazardous Chemicals (HC). Chemicals, chemical mixtures, and other chemical products determined by U.S. Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any

time are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.

11. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce; A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer , thereby posing a threat to health and the environment when improperly managed; Includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances; Substances defined as hazardous by the most current edition of the International Fire Code adopted by the City of Beaumont.

12. Hazardous Substance (HS). Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.

13. Hot Zone (Exclusion Zone). Established area surrounding a spill or release site where contamination occurs or could occur. All unauthorized personnel may be prohibited from entering this zone.

14. Incident Commander. Individual that is responsible for on-site strategic decisions and actions during the response phase of an incident. Maintains close liaison with the appropriate government agencies to obtain support and 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 (ICS).

15. Incident Command System. A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.

16. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, State, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize danger, and provide the basis for long-term community recovery and prevention activities.

17. National Response Center (NRC). Interagency organization operated by the U.S. Coast Guard that receives reports when reportable quantities of dangerous goods and 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.

18. National Incident Management System (NIMS). The system mandated by PPD-5 that provides a consistent nationwide approach for federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.

19. On-scene. Total area impacted, or that may be impacted, by the effects of a hazardous material release or spill. The on-scene area is divided into mutually exclusive on-site and off-site areas.

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

21. Regulated Facility. Chemical handling/transfer, processing, and/or storage sites; For the purposes of this annex, regulated facilities, also known as Tier II facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.

22. Reportable Quantity. The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal, State and/or local authorities pursuant to statutes and regulations.

23. Response. The efforts to minimize the hazards created by an emergency by protecting the people, environment and property, and returning the scene to normal pre-emergency conditions.

24. Responsible Party. The owner of the hazardous material or party responsible for the release.

25. Risk Management Plan (RMP). Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.

26. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of federal, State, local, and other

resources to contain or clean up. Authority to declare a SONS, in an inland zone, is granted to the EPA Administrator. For discharges in a coastal zone, the U.S. Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.

27. Toxic Substances. Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.

28. Vulnerable Facilities. Facilities which may be of particular concern during a hazmat incident because they:
    a. Are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, daycare centers, jails),
    b. Critical Infrastructure/Key Resource facilities such as power plants, water plants, the Fire/Police/EMS dispatch centers, or
    c. Include large concentrations of people (shopping centers, recreation centers).

29. Warm Zone (Contamination Reduction 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. The decontamination corridor is established within this zone.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Hazardous materials are commonly used, transported, and produced in the local area; hence, hazmat incidents will occur here.

2. We have the lead in the initial response to a hazmat incident that occurs within our jurisdiction. Hazmat response resources are listed in Appendix 3 to Annex M-Resource Management. Our hazmat incident response capability may be summarized as:

   First Responders of the City of Beaumont Fire Department will be deployed to reported hazardous materials or oil spill situations and assume command of the incident. Following an initial assessment and situation status report from the Incident Commander, the Fire Department's Hazardous Materials Response Team (HMRT), Beaumont Emergency Medical Services (BEMS) and Police Department resources may be deployed. Depending on the situation, Unified Command may be established with stakeholder departments or agencies. An actual hazmat situation may require activation of mutual aid agreements through the Sabine-Neches Chiefs Association. Mutual aid resources from area industry and fire departments include additional technician level responders, a variety of detection and mitigation equipment, mobile command centers and fire suppression equipment.

Based on a more detailed hazard assessment and forecast of the resources necessary for mitigation, the City EOC may be activated.

3. Although radiological materials are considered hazardous materials in most classification schemes, detailed planning for incidents involving these materials are covered in Annex D-Radiological Protection, to this plan.

4. Vulnerable facilities potentially at risk from a hazmat release are identified in Appendix 5, which is maintained at the City of Beaumont Emergency Management Office.

5. Regulated facilities that may create a hazmat risk in the local area are identified in Appendix 6, which is maintained at the City of Beaumont Emergency Management Office.

6. Hazardous materials transportation routes that may pose a threat to the local area are identified in Appendix 7. These routes are in areas of public access which may have a significant impact during a hazardous materials spill.

7. Evacuation routes from risk areas surrounding regulated facilities are described in Appendix 8.

8. Pursuant to the EPCRA, a local Fire Chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.

9. If the City is unable to cope with an emergency with our own resources and those available through mutual aid, State assistance may be requested. A request for State resources is made to the regions Disaster District Chair (DDC). When requested by the State, assistance may also be provided by federal agencies.

10. The Jefferson County Local Emergency Planning Committee (LEPC) is responsible for providing assistance to the City in hazardous materials planning.

11. Emergency worker protection standards provide that personnel may not participate in the response to a hazardous materials incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Appendix 3.

B. Assumptions

1. An accidental release of hazmats could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as a hurricane, flooding, a major fire, or a tornado.

2. A major transportation hazmat incident may require the evacuation of citizens at any location within the City of Beaumont.

3. Regulated facilities will report hazmat inventories to the City of Beaumont Fire Department and the Jefferson County LEPC.

4. In the event of a hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.

5. In the event of a hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations according to Annex A, Warning, and implement them.

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

7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.

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

9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.

10. The Jefferson County Local Emergency Planning Committee (LEPC) will assist the City of Beaumont in preparing and reviewing hazardous material response plans and procedures.

V. CONCEPT OF OPERATIONS

A. Prevention

Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a hazmat incident. Our hazardous materials prevention activities include:

1. We have performed a chemical hazard analysis to identify the types and quantities of hazardous materials present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.

2. We receive and maintain data on the hazmat inventories at local regulated Tier II facilities for use in emergency planning. The list is on file at the Jefferson County Emergency Management Office and the City of Beaumont Emergency Management Office. Regulated facilities are identified in Appendix 6 to this annex.

3. We have identified local hazmat transportation routes; these are depicted in Appendix 7 to this annex.

4. We have established approved routes for hazardous cargo, depicted in Appendix 7.

5. The Fire Department performs periodic inspection of facilities that produce, use, or store hazardous materials.

6. Planning and Zoning monitors land use/zoning to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

B. Preparedness

To enhance the preparedness of its emergency responders and the public, we have:

1. Developed and conducted public education programs on chemical hazards and related protective actions.

2. Identified and trained emergency personnel to the level commensurate with hazmat response duties and provided appropriate personal protective equipment. See Appendix 3.

3. Identified emergency response resources for hazmat incidents. See Annex M, Resource Management.

4. Participate in mutual aid organizations, specifically the Sabine-Neches Chief's Association, which contributes experience, expertise and emergency response resources.

5. Developed standard operating procedures/guidelines for hazmat response and recovery.

6. Obtained hazmat release modeling software program and trained personnel in its use.

7. Coordinated with regulated facilities and known hazmat transporters to ensure that company and local emergency plans are coordinated to the extent possible and that emergency contact information is kept up-to-date.

C. Response

1. Incident Classification. To facilitate the proper incident response, a three level incident classification system will be used. The incident will be initially classified by the ranking First Responder on scene and updated by the Incident Commander as required.

    a. Level III – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander (IC), and may require limited external assistance from other local response agencies or contractors.

b. Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. The situation may require a sizable multi-agency response operating under Unified Command (UC); and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

c. Level I – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

2. Initial Reporting

a. It is anticipated that a citizen who discovers a hazardous materials incident will immediately notify the City through the 9-1-1 system and provide some information on the incident.

b. Any public sector employee discovering an incident involving the potential or actual release of hazardous materials should immediately notify the 9-1-1 Operations Center who will forward the call to the Beaumont Fire-EMS Communications Center and provide as much information as possible for the Hazardous Materials Incident Guide Card in Appendix 2.

c. Operators of regulated facilities and hazmat transportation systems are required by law to report certain types of hazmat releases. For hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify the Beaumont Fire-EMS Communications Center, 9-1-1 Operations Center, or the City Emergency Management Coordinator and provide information to complete the Hazardous Materials Incident Guide Card (See Appendix 2). If the City 9-1-1 Center or EMC are notified first, they will notify the Beaumont Fire-EMS Communications Center and provide any information that they have gathered.

3. Notification

Upon receiving a report of a hazardous materials incident, Beaumont Fire-EMS Communications Center will initiate responder notifications and deployment of resources commensurate with the Incident Classification (Level I, II, or III) in accordance with its Standard Operating Guidelines (SOGs).

4. Response Activities

a. The ranking First Responder on the scene will assume Command of the incident, establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Appendix 1. If the situation requires immediate action to isolate the site and evacuate nearby residents, Command should advise the communications center and initiate such actions.

b. As other responders arrive, a Beaumont Fire-Rescue Chief Officer will generally assume the role of IC, and will insure the actions listed in the General Hazmat Response Checklist are addressed. Unified Command may be initiated at any hazmat incident.

c. If deployed, Beaumont Fire-Rescue Hazardous Materials Response Team (HMRT) members will be assigned as indicated on the ICS 208HM-Site Safety & Control Plan.

d. The EOC may be activated for a Level II (Emergency) response and will be activated for Level I (Disaster) response.

e. ICP - EOC Interface

1) If the EOC is activated the IC and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.

2) Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.

f. Determining Affected Areas and Protective Actions

1) The IC/UC will estimate areas and population affected by a hazmat release, and may be assisted by the EOC in this process. Aids for determining the size of the area affected may include:

a) The *Emergency Response Guidebook*
b) Computerized release modeling (using CAMEO/ALOHA, Area Rae System, SAFER Software, or other software)
c) Plume modeling by the NWS
d) Assistance by the responsible party
e) Assistance by expert sources such as CHEMTREC or CHEM-TEL
f) Assistance by State and federal agencies

2) The IC/UC shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC. See Appendix 3 for

emergency responder safety considerations. See Appendix 4 for public protective action information.

3) The IC/UC will typically coordinate providing warning to and implementing protective actions for the public in the immediate vicinity of the incident site. The EOC through the designated PIO may coordinate dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Warning. Additional information on public information is provided in Annex I, Emergency Public Information.

g. Release Containment

1) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC/UC, who may obtain advice from the responsible party, State and federal agencies, and appropriate technical experts.

2) Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

D. Recovery

1. When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated; which may require clean up and disposal of spilled materials. Efforts may be required to recover response costs from the responsible party. The recovery process may continue for an extended period.

2. The person in control of the hazardous material(s) at the time of the release and/or the owner of the product is, by City of Beaumont Code of Ordinances Title I, Chapter 8, responsible for all cleanup activities. Responsibility is also referenced in TAC, Title 43, Chapter 29, Rule 29.2. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by State and federal authorities. Methods of cleanup may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.

3. The Mayor or designee will appoint a Recovery/Environmental Coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various City departments and local agencies who have an interest in recovery activities.

4. The Recovery Coordinator or team should:

a. Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.

b. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the State or federal government.

c. Review plans for cleanup and restoration proposed by the responsible party or State or federal agencies and then monitors their implementation.

d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.

e. Review proposed mitigation programs and monitor their implementation.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.

2. Effective response to a hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by State and federal agencies with responsibilities for hazmat spills. Technical assistance for a hazmat incident may be provided by the facility, by industry, or by State and federal agencies.

B. Assignment of Responsibilities

1. Community Emergency Coordinator

   a. The City of Beaumont Environmental Specialist will serve as the Community Emergency Coordinator for hazmat issues, as required by EPCRA.

   b. The Community Emergency Coordinator will:

      1) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities in Appendix 6 and the list of vulnerable facilities in Appendix 5.

      2) Maintain an accurate and up-to-date hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local hazmat transportation companies, vulnerable

facilities, State and federal hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.

3) Ensure regulated facilities and local hazmat transport companies are notified of the telephone number to be used to report hazmat incidents to local authorities.

4) Coordinate the review of regulated facility emergency plans by local officials.

5) Coordinate the review of regulated facility data and plans with the Jefferson County LEPC.

2. Fire-Rescue will:

   a. Carry out the general fire service responsibilities outlined in Annex F, Firefighting.

   b. Normally provide the IC for a hazardous materials response operation.

   c. Conduct hazmat response operations in accordance with Beaumont Fire-Rescue SOGs.

   d. Conduct decontamination of exposed persons in accordance with SOGs.

   e. Provide an on-scene PIO to handle media who will arrive at the scene to coordinate with the EOC PIO to disseminate public safety messages, when required.

   f. Identify personnel with hazmat duties who require training in line with their hazmat responsibilities.

   g. Provide personnel to assist in the staffing of the EOC, if activated.

3. The Incident Commander will:

   a. Establish and confirm Command and place the Incident Command Post in an effective operating position.

   b. Perform an initial hazard assessment and determine the incident classification (Level III, II or I). Communicate an initial situation status report, including incident classification, to the Beaumont Fire-EMS Communications Center, who will disseminate the information to responders.

   c. Request additional resources, as necessary.

d. Determine a safe route into the incident site and advise to the Beaumont Fire-EMS Communications Center, who should relay that information to all emergency responders.

e. Establish hazmat control zones (Hot Zone, Warm Zone, Cold Zone) and a Staging Area.

f. Develop a regular approach to ongoing situation evaluation (size-up) by managing information and critical incident factors.

g. Initiate, maintain and control efficient incident communications.

h. Provide and manage a steady, adequate, timely stream of appropriate resources.

i. Use a systematic, managed-risk method to make basic strategy decisions and to develop and initiate an Incident Action Plan (IAP).

j. Confirm that the current IAP is meeting the tactical requirements of the incident, adequately provides for the safety of the workers, and identifies incident objectives that have not been covered.

k. Provide the required duration of Command necessary to complete the incident objectives and insure that operations are safely concluded.

l. Establish a specific division of responsibilities between the ICP and the EOC, if activated.

4. Law Enforcement will:

a. Maintain a radio-equipped police supervisor at the ICP until released by the IC.

b. Provide personnel for staffing Unified Command, when initiated.

c. Provide traffic control in and around the incident site and evacuation routes.

d. Provide crowd control in and around the incident site.

e. Provide perimeter access control. Limit entry to authorized personnel only. The IC/UC will determine the size of the cordon. Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ranking law enforcement officer on duty for determination of status and/or legal action.

f. Initiate and take action to implement warning messages for responders and the community (see Annex A), when required.

g. Upon direction of the IC/UC, initiate evacuation actions. Update the 9-1-1 Operations Center and the EOC regarding the status of the evacuation.

h. Provide access control to evacuated areas to prevent theft.

i. Provide assistance in determining the number and identity of casualties.

j. Provide personnel to assist in the staffing of the EOC, if activated.

5. The Emergency Management Coordinator or designee will:

   a. Coordinate with the IC/UC. Based upon the incident classification and recommendations of the IC/UC, initiate activation of the EOC through the 9-1-1 Operations Center

   b. If the EOC is activated:

      1) Coordinate a specific division of responsibility between the IC/UC and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination. The EOC may also assist with maintaining situational awareness and public information activities.

      2) Carry out required tasks

         a) Provide support requested by the IC/UC.

         b) For Level II and I incidents, ensure elected officials and the City Attorney are notified of the incident and the circumstances causing or surrounding it.

         c) Coordinate with VOAD's to assist the public should an evacuation of residential areas be necessary and shelters need to be established. (See Annex O for VOAD listing)

         d) Coordinate with City departments to organize hazmat training for identified personnel in line with their response duties.

         e) Assemble all documentation related to the City's response and/or recovery efforts for cost recovery from the responsible party.

6. Public Health/EMS will:

   a. Provide triage and medical treatment for casualties.

   b. Transport casualties requiring further treatment to medical facilities.

   c. Ensure casualties needing transport to medical facilities have been properly decontaminated if exposed to hazardous materials.

d. Maintain personnel to provide medical monitoring of response personnel until released by the IC/UC.

e. Coordinate with Water Utilities and the EOC PIO should a boil water notice need to be issued.

f. If necessary, request additional medical resources through the EOC to the DDC.

g. Provide personnel for staffing Unified Command, when required.

h. Provide personnel to assist in the staffing of the EOC, if activated.

7. Public Works will:

a. Provide heavy equipment and materials for spill containment.

b. When requested, deploy the emergency response trailer to the scene to provide barricades to isolate the incident site, or provide other necessary small equipment.

c. Cooperate and coordinate with law enforcement to detour traffic around the incident site.

d. Identify personnel who may need training for hazmat response and coordinate with Emergency Management to acquire necessary training.

e. Provide personnel for staffing Unified Command, when required.

8. Water Utilities will:

a. Provide a radio-equipped Water Utilities supervisor at the ICP, when requested.

b. When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.

c. If a hazmat incident impacts water or sewer systems, check systems for damage and restore service.

d. When appropriate, provide inputs to the IC or EOC for protective actions for the public relating to water and sewer systems.

e. Coordinate with Public Health and the EOC PIO in the event a boil water notice should be issued. (See Annex O, Appendix 2 for information regarding Emergency Water Supplies)

f. Provide personnel for staffing Unified Command, when required.

9. Regulated Facilities/Hazmat Transportation Companies are expected to:

   a. Provide current emergency contact numbers to local authorities.

   b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.

   c. In the event of a hazmat incident:

      1) Make timely notification of the incident to local officials and other agencies as required by State and federal law.

      2) Provide a liaison to the ICP (and/or EOC if activated) to supply accident assessment information to local emergency responders.

      3) Make recommendations to local responders for containing the release and protecting the public.

      4) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.

      5) Assist local responders as outlined in mutual aid agreements.

      6) Provide follow-up status reports on an incident until it is resolved.

      7) Clean up or arrange for the cleanup of hazmat spills for which the company is responsible.

      8) Financially reimburse the City of Beaumont for any emergency response and/or recovery efforts as outlined in the City of Beaumont Code of Ordinances Title I, Chapter 8.

   d. Regulated facilities are also required to:

      1) Report hazmat inventories to the SERC, LEPC, and local fire department as required by federal and State statutes and regulations.

      2) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s).

      3) Designate a facility emergency coordinator.

      4) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.

5) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

10. State Government.

a. If local resources and mutual aid resources available to respond to a hazmat incident are inadequate or inappropriate, we will request State assistance from the Disaster District Committee (DDC) 2B Chairperson in Beaumont. The DDC Chairperson is authorized to employ those State resources within the district, except that use of Texas Military Forces (TMF) requires approval of the Governor. If the State resources within the District are inadequate, the DDC Chairperson will forward the request to the State Operations Center (SOC) for action.

b. For major incidents, the SOC will coordinate State assistance that cannot be provided by the DDC and request federal assistance, if required.

c. The TCEQ:

1) Serves as the lead State agency for response to most hazardous materials and land-based oil spills.

2) Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.

3) Monitors all cleanup and disposal operations and coordinates with other State agencies.

4) Determines the adequacy of containment and cleanup operations.

5) If the responsible party cannot be identified or is unable to clean up the spill, the TCEQ may arrange for contractor support funded by the Texas Spill Response Fund.

d. The Department of Public Safety (DPS) provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.

e. The General Land Office (GLO) is the lead state agency for response to hazmat and oil spills affecting coastal waters or bodies of water flowing into coastal waters.

f. The Texas Railroad Commission (RRC) is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.

g. The Texas Department of Transportation (TxDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but TxDOT personnel are not trained or equipped as hazmat responders. TxDOT may

also provide assistance with the activation of roadway signs which can relay information regarding road closures or detours.

h. The State has established the Texas Environmental Hotline, which receives reports of hazmat releases or oil spills and disseminates that information electronically to appropriate state agencies. See Appendix 2 for the telephone number.

11. Federal Government

a. A spill or discharge of oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).

b. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.

12. Volunteer Organizations Active in Disasters (VOAD)

a. When called upon, provide assistance to first responders at the scene.

b. If necessary, open shelters to assist areas which may have been evacuated.

VII. DIRECTION & CONTROL

A. General

1. The direction and control function for a hazmat incident will be performed by the IC/UC, with the support of the EOC during major incidents.

2. For Level II or I hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.

a. The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC/UC will direct the activities of deployed emergency response elements.

b. The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to State and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC shall direct operations of the EOC.

B. Specific

1. For hazardous materials incidents, the ranking First Responder to arrive on-scene will initiate the ICS. The ranking Fire Officer on the scene will normally subsequently assume Command, following standard command transfer procedures.

2. The IC may recommend evacuation in and around the incident site. The Mayor should approve recommendations for large-scale evacuation, should it become necessary.

VIII. READINESS LEVELS

A. Level IV – Routine Readiness.

See the prevention and preparedness activities in section V.A and V.B, Emergency Activities by Phase.

B. Level III - Increased Readiness.

Increased Readiness may be appropriate if there is a greater than normal threat of a hazardous materials incident. Initiation conditions may include a significant hazardous materials shipment will be transiting our area. Level III readiness actions may include:

1. Monitoring the situation.

2. Informing First Responders of the situation.

3. Ensuring the Hazardous Materials Response Team (if available) is aware of the situation and can respond if necessary.

C. Level II - High Readiness.

High Readiness may be appropriate if there is an increased risk of a hazardous materials incident. Level II readiness actions may include:

1. Monitoring the situation.

2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.

3. Checking equipment and increasing short-term readiness if possible.

4. Issuing public warning and providing public information if necessary.

5. Partially or fully activate/staff the EOC dependent on the situation.

D. Level I - Maximum Readiness.

Maximum readiness is appropriate when there is a significant possibility of a hazardous materials release. Initiating conditions might include an incident at or near a facility manufacturing or using hazardous materials. Level I readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.

2. Placing First Responders in alert status; placing off-duty personnel on standby.

3. Advising appropriate State and federal agencies.

4. Informing and advising the Mayor, elected officials and pertinent department heads.

5. Preparing to issue public warning if it becomes necessary.

6. Notifying volunteer organizations which may be called upon to assist.

IX. ADMINISTRATION & SUPPORT

A. Support

When a hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, we will request State assistance through the City EOC from the Disaster District 2B in Beaumont.

B. Hazardous Materials Information Collection & Dissemination

A Hazmat Incident Guide Card used by the Fire-EMS Communications Center, the IC, and the EOC to collect and disseminate initial information on a hazmat incident is provided in Appendix 2. More detailed information is collected as the incident action plan is being developed on the ICS 208HM – Site Safety and Control form.

C. Resources

1. General emergency response resources are described in Annex M-Resource Management.

2. Specialized hazmat response resources are also described in Annex M.

D. Documentation & Cost Recovery

The company or individual responsible for the hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. The Emergency Management Office will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region IV in Dallas. Application forms can be found at www.epa.gov/osweroel/content/lgr.

E. Post Incident Review

For Level I or II incidents, the IC should coordinate preparation of a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report should be circulated to all agencies and individuals tasked in this annex.

F. Training

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with hazmat incident response duties. The Emergency Management Office will coordinate with department and agency heads to develop and disseminate schedules for training, and maintain records of such training.

G. Personal Protective Equipment

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Appendix 3 contains further information on the equipment required to protect against various types of hazards.

H. Plan Testing and Correction

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and hazmat transportation companies should be invited to participate in drills and exercises.

2. This annex should be corrected and revised, if required, based on the results of exercise critiques.

I. Communications

1. For standard responses, the Fire Department and EMS will communicate on Fire 5 or other identified talk group. Law enforcement will communicate on Patrol 1 or other identified talk group. Public Works will communicate on Citywide, or other identified talk group.

2. Citywide will be used for inter-departmental responses.

3. For regional responses, Interop 1-4 (as designated by the IC) will be used for interagency communications, according to the Regional Interoperability Communications Plan (See Annex B, Communications).

X. ANNEX DEVELOPMENT & MAINTENANCE

A. The Fire Chief, Fire Operations Section Chief and the Fire HMRT Program Manager, in coordination with the EMC, are responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to EMC as needs become apparent.

B. This annex will be periodically revised and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Regulated facilities report their hazmat inventories annually to the State Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Appendices 5, 6, and 8, which may require more frequent update than the rest of this annex.

D. All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOG/SOPs needed to carry out the tasks assigned in the annex.

XI. REFERENCES

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

B. National Response Team, *Hazardous Material Emergency Planning Guide* (NRT-1).

C. US Department of Transportation, *Emergency Response Guidebook.*

APPENDICES

Appendix 1 ..... General Hazmat Response Checklist
Appendix 2 ..... Hazardous Materials Guide Card
Appendix 3 ..... Response Personnel Safety
Appendix 4 ..... Protective Actions for the Public
Appendix 5 ..... Vulnerable Facilities
Appendix 6 ..... Regulated Facilities
Appendix 7 ..... Hazardous Materials Transportation Routes
Appendix 8 ..... Evacuation Routes for Regulated Facility Risk Areas

GENERAL HAZMAT RESPONSE CHECKLIST

	Action Item	Assigned
	1. If the situation requires it, isolate the site and deny access. • Use emergency vehicles, barricades, barrier tape, etc.	
	2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. • Level III – Incident • Level II – Emergency • Level I – Disaster	
	3. Dispatch should relay situation information to emergency responders, and should deploy forces in accordance with their SOGs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center.	
	4. Identify hazardous material being released. • Information may be obtained from facility staff, hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials.	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3.	
	6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7.	
	7. Develop initial action plan to contain and control the release of hazardous materials.	
	8. Determine appropriate protective actions for the public and special facilities. See Appendix 4. If evacuation is contemplated, check evacuation route status.	
	9. Initiate warning and issue protective action recommendations for the public and special facilities. • See Appendix 4 for protective action data. • See Annex A, Warning, for public notification messages. • See Appendix 8 for evacuation routes for vulnerable facilities.	
	10. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation.	
	12. Warn other communities that may be threatened by the hazmat release.	

	Action Item	Assigned
	13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.	
	14. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care.	
	15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities. • If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.	
	16. Advise the responsible party to report release to State and federal authorities as required by state and federal statutes and regulations. • If we are responsible for the release, we must make required notifications to State and federal agencies. • If the responsible party cannot be identified or located, we should make required notifications, making it clear that the responsible party is presently unknown.	
	17. If on-scene technical assistance is required, request assistance from industry or appropriate State or federal agencies.	
	18. If additional response resources are required request them. • Invoke mutual aid agreements. • Summon hazmat response contractor, if one is under contract. • Request assistance from the State through the Disaster District.	
	19. Continuously document actions taken, resources committed, and expenses incurred. • Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or State and federal agencies. Documentation should be forwarded to the Emergency Management Office.	
	20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.	
	21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.	
	22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.	
	23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.	
	24. When it is determined to be safe to end protective actions, advise the public and special needs facilities and, if an evacuation occurred, manage the return of evacuees.	
	25. Conduct post-incident review of Level II or Level I response operations within 30 days.	

Emergency Incident Classifications

Level III – Incident. An situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an Incident Commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. An emergency may require a sizable multi-agency response operating under an Incident Commander; and some external assistance from other local response agencies, contractors, and limited assistance from State and federal agencies.

Level I – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering-in-place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive State or federal assistance.

Hazmat Incident Guide Card

1. Beaumont Fire/EMS what is the address of the Emergency?
2. What is the Emergency?
3. What is the exact location of the incident? (indoors, outdoors, landmarks)
4. What exactly happened?
    a. Are there any injuries or people trapped?
    b. How many?
    c. Extent?
5. If commercial –
    a. Type of business?
    b. Contents and occupancy of building?
    c. Contents and occupancy of the area surrounding the building?
    d. Is there an MSDS available?
6. What is the material?
    a. If unknown, is it a solid, liquid or gas?
    b. Are there any other materials in or around the area that could be considered hazardous?
7. How much material is present?
8. What type of container is it in?
    a. Description of container?
    b. Is it leaking?
9. If Vehicle
    a. Type? Description?
    b. Rail car or vehicle numbers vehicle?
    c. Is there a placard or other identification visible?
    d. Is there and MSDS available?
    e. Is the driver available with the bill of lading?
        - ***If YES, have the driver meet Responders.***
10. Weather conditions at the scene?
    a. Wind speed and direction?
    b. Smoke, fog, rain
11. What is the geography of the area? Urban, rural, densely populated?
12. Are there people or vehicles in the area?
    a. Have they left the area?
    b. Mode and direction of travel?

EXTERNAL NOTIFICATIONS Notification made to:	
___ National Response Center (Federal Spill Reporting)	1-800-424-8802
___ Texas Environmental Hotline (State Spill Reporting)	1-800-832-8224
___ CHEMTREC (Hazardous Materials Information)	1-800-424-9300
___ TCEQ (Most Hazmat spills, except as indicated below)	1-512-463-7727
___ RRC (Oil/gas spills - production facilities, intrastate pipelines)	1-800-344-8377
___ DSHS/RCP (Radiological incidents)	1-512- 458-7460
___ GLO (Petroleum spills in coastal waters or tributaries)	409-835-2965
___ Disaster District 15, Beaumont	409-924-5456
___ GDEM State Operations Center (SOC) Austin (24 hours)	1-512-424-2277

Other Information: _____

_____

RESPONSE PERSONNEL SAFETY

A. General Guidelines

Response to hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. Health and safety procedures include the following:

1. Medical Surveillance

   Responders to hazardous material incidents will include Emergency Medical Technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.

2. Hot Zone

   This is the area where contamination does, or is likely, to occur. All response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the Hot Zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

3. Personal Protective Equipment (PPE)

   All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

   a. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:

      1) Positive-pressure, self-contained breathing apparatus (SCBA) or positive-pressure, supplied air respirators.
      2) Fully encapsulating chemical-resistant suit.
      3) Coveralls.
      4) Long cotton underwear (optional).
      5) Cotton glove liners (optional)
      6) Chemical-resistant gloves.
      7) Chemical-resistant boots.
      8) Hard hat, under suit (head injury hazard area).
      9) Disposable inner gloves and boot covers.
      10) 2-way intrinsically safe radio communications.

   b. Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the

hazards are identified and defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:

1) SCBA or a supplied-air respirator (MSHA/NIOSHA approved).
2) Chemical resistant clothing (splash protection).
3) Long cotton underwear (optional).
4) Coveralls or other disposable clothing.
5) Gloves (outer), chemical resistant.
6) Gloves (inner), chemical resistant.
7) Boot covers (outer), chemical resistant.
8) Hard hat (head injury hazard area).
9) 2-way radio communications.

c. Require Level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:

1) Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
2) Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
3) Gloves, chemical resistant.
4) Boots (outer) chemical resistant, steel toe and shank.
5) 2-way radio communications.

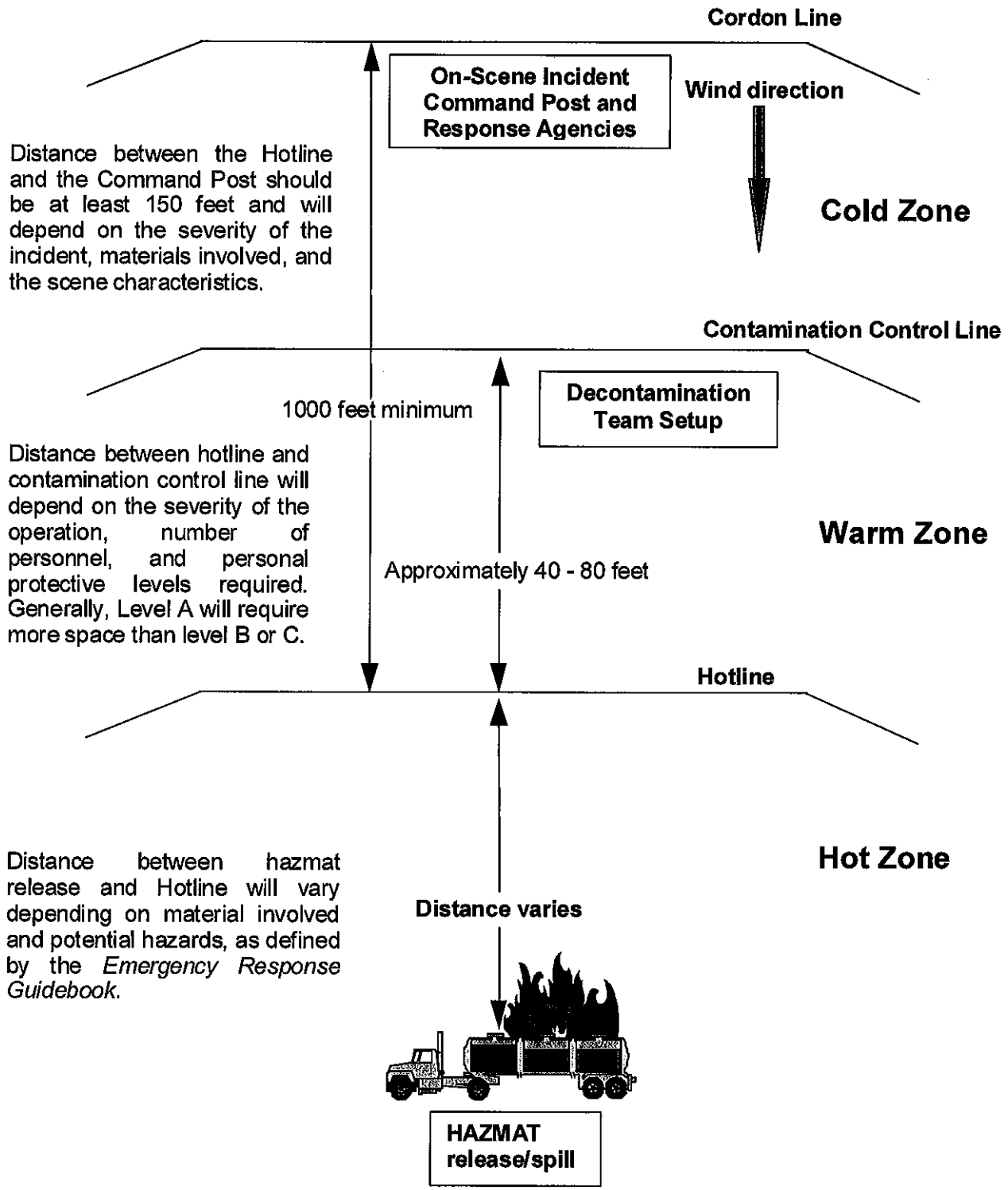
B. Safety Procedures

1. OSHA worker protection standards require that an on-site safety monitor be assigned during any hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.

2. Personnel entering the Hot Zone area should not proceed until a back up team is ready to respond inside the zone for rescue should any member of the team be injured while responding.

3. Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.

Response Personnel Safety
On-Scene Setup



PROTECTIVE ACTIONS FOR THE PUBLIC

A. Factors to Consider in Selecting Protective Actions

Among the factors to be considered in determining protective actions for the public are the following:

1. Characteristics of the hazardous material
   a. Degree of health hazard
   b. Amount of material that has been released or is expected to be released
   c. Time of release
   d. Rate of spread

2. Weather conditions, particularly wind direction and speed for airborne hazards

3. Population at risk
   a. Location
   b. Number
   c. Special-needs facilities or populations
   d. Evacuation routes

4. Estimated warning and evacuation times

5. Ability to predict behavior of hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA.

B. Primary Protective Strategies.

1. The two primary protective strategies used during hazmat incidents are shelter-in-place and evacuation.

   a. Shelter-in-place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter-in-place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of hazmats to which they are exposed. With a continuous release, the indoor concentration of hazmats for buildings within the hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.

   b. Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.

   c. Shelter-in-place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an

incident site may be advised to shelter-in-place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.

2. Determining Protective Actions. The information that follows is intended to aid in weighing suitable protective actions for the public and special facilities.

   a. Shelter-in-place may be appropriate when:

      - Public education on shelter-in-place techniques has been conducted.
      - Sufficient buildings are available in the potential impact area to shelter the population at risk.
      - In the initial stages of an incident, when the area of impact is uncertain.
      - A hazmat release is impacting or will shortly impact the area of concern.
      - A hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind
      - Evacuation routes are unusable due to weather or damage or because they pass through a likely hazmat impact area.
      - Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

   b. Evacuation may be appropriate when:

      - A hazmat release threatens the area of concern, but has not yet reached it.
      - A hazmat release is uncontrolled or likely to be long term.
      - There is adequate time to warn and instruct the public and to carry out an evacuation.
      - Suitable evacuation routes are available and open to traffic.
      - Adequate transportation is available or can be provided within the time available.
      - Specialized equipment and personnel needed to evacuate institutions are available.
      - The hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
      - The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

C. Other Protection Strategies

1. Protection of Water Systems. A hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.

2. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.

3. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

D. Disseminating Warning and Protective Action Recommendations.

1. The normal means of warning the public of emergencies as described in Annex A, Warning, of this plan will be used to warn the public of hazmat incidents.

2. Sample public notification messages for shelter in place and evacuation are provided in Annex A, Warning, with further information in Annex I, Emergency Public Information.

VULNERABLE FACILITIES
(Special Needs Facilities)

Vulnerable Facilities are defined as institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation such as:

- Schools,
- Hospitals,
- Nursing Homes,
- Day Care Centers,
- Jails,

OR

Critical Infrastructure/Key Resource facilities such as

- Power Plants,
- Water Plants,
- Fire/Police/EMS Dispatch Centers,

OR

Facilities with large concentrations of people

- Shopping Centers,
- Recreation Centers

A listing of vulnerable facilities can be found at the Beaumont Emergency Management Office as well as on "S" Drive in the Disaster folder under "Operations".

REGULATED FACILITIES

Regulated Facilities are defined as: plant sites where handling/transfer, processing, and/or storage of chemicals are performed.

For the purposes of this annex, regulated facilities, also known as Tier II facilities:

1. Produce, use, or store EHSs in quantities which exceed threshold planning quantities
2. Hold one or more HCs in a quantity greater than 10,000 pounds at any time.

Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.

A listing of Tier II facilities is kept on file at the:

1. Jefferson County Emergency Management Office, (409) 835-8757

2. Beaumont Emergency Management Office, (409) 980-7280

3. Beaumont Public Works/Engineering Office, (409) 880-3731

A map of all Tier II facility locations is located in the Beaumont Emergency Management Office (409) 980-7280 as well as on "S" Drive in the Disaster folder under "Operations".

HAZARDOUS MATERIALS TRANSPORTATION ROUTES

1. Highways

ID#: **H1** *Route:* **Interstate 10, Highway 69, Highway 105, Highway 90**
Primary Chemical Hazards: Variable
Protective Action Distance: Variable
Additional Information:

ID#: **H2** *Route:* **West Port Arthur Rd., MLK Blvd. (spur 380)**
Primary Chemical Hazards: Variable
Protective Action Distance: Variable
Additional Information:

2. Railroads

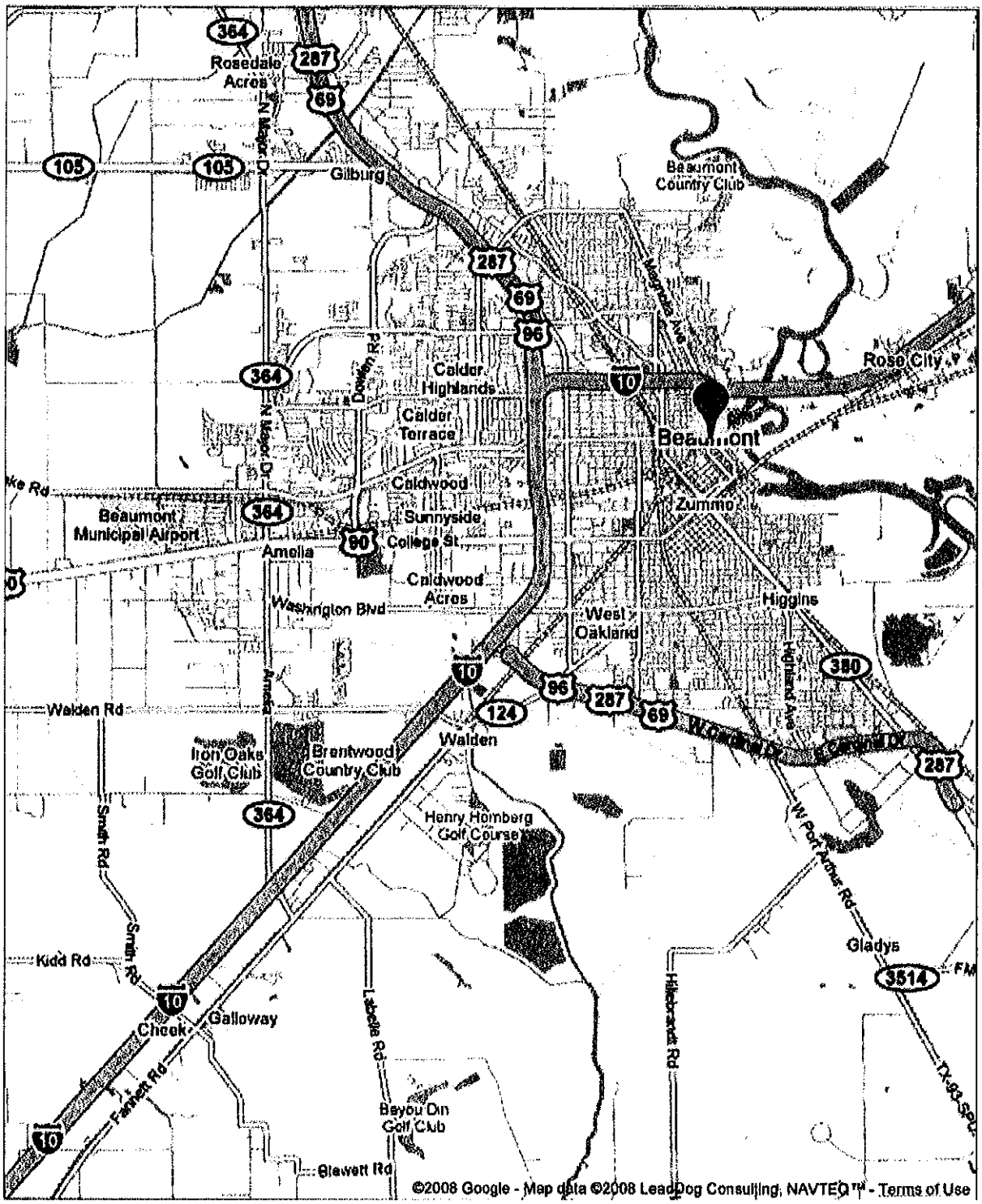
ID#: **R1** **Kansas City Southern**
Route: North-South
Primary Chemical Hazards: Variable

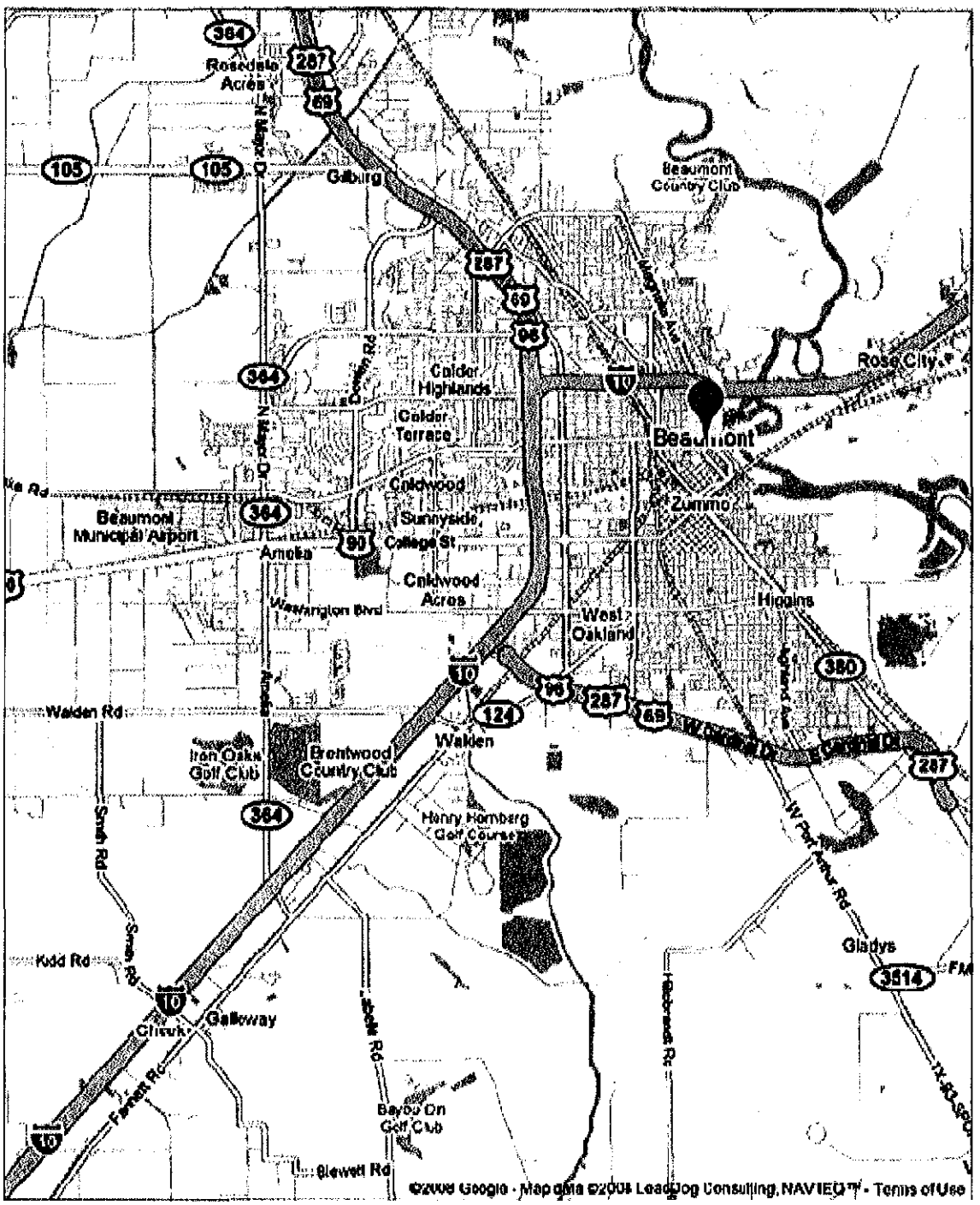
ID#: **R2** **Union Pacific**
Route: North-South
Primary Chemical Hazards: Variable

3. Pipelines

Information regarding the location of pipelines is kept in the Emergency Management Office.

HAZARDOUS MATERIALS TRANSPORTATION ROUTES



EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS

Evacuation routes in this annex are for the risk areas surrounding the regulated facilities described and depicted in Appendix 6.