

# 8

## IA 8 – Hazardous Materials

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## IA 8. Hazardous Materials

## 1 Purpose

- This Annex establishes the policies and procedures under which Klamath County, in cooperation with fire districts, and various State and Federal agencies, will respond and operate in the event of a hazardous materials incident.
- It defines the roles, responsibilities, and inter and intra-organizational relationships of government, special districts and private entities in response to a hazardous materials incident.
- It provides a framework for an appropriate response to protect the residents of Klamath County in the event of a potential or actual spill or release of hazardous materials involving a fixed facility, transportation routes and abandoned materials. Incidents not covered by this plan are:
  - Nuclear incidents; and
  - Military weapons or weapons related hazardous materials incidents.

## 2 Situation and Assumptions

### 2.1 Situation

- Hazardous materials are commonly used and stored in Klamath County as well as transported throughout the county. Hazardous materials incidents may occur as the result of natural disasters, human error, or accident.
- Any hazardous materials incident may represent a potentially dangerous situation. Chemicals that are flammable, explosive, corrosive, toxic, or reactive, along with biological and radioactive materials, pose a special hazard to emergency responders and the general public.

#### 2.1.1 Summary of Hazard Analysis

- A complete Hazard Analysis is located in the County Emergency Manager's Office. There are several fixed facilities in Klamath County that contain "extremely hazardous substances" that could, if released, have a significant impact on the public, the environment, and emergency responders. The State Fire Marshall's Office maintains a database of facilities reporting Hazardous and Extremely Hazardous Materials. This database is provided to Fire Districts and to the Klamath County Emergency Management.

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- Several major roads and highways pass through and along the County boundaries that are routinely used by vehicles carrying hazardous materials. These routes include:
  - US Hwy 97 (The Dalles/California Highway)
  - State Hwy 140
  - State Hwy 62
  - State Hwy 138
  - State Hwy 58
  - State Hwy 31
  - State Hwy 39
  - State Hwy 66
  - State Hwy 139
  
- Additional locations where hazardous materials may be found within the county include (insert specifics):
  - Pipelines
    - Natural gas line
  - Propane storage
  - Railroad lines and switchyards BNSF and UP west coast north-south line
  - Sanitary sewer manholes
  
- Fire District # 1 also operates as an Oregon Hazardous Materials Response Team (HMRT). They are the responding fire agency for Klamath County (and Lake County) for hazardous materials incidents and will be the lead agency for hazardous materials incidents within the County.
  - A Fire District official will be the designated Incident Commander (IC) during response. In the event that a hazardous materials incident becomes so complex that the Emergency Operations Center (EOC) is activated, the overall IC will usually be staffed within the EOC by the County; however, the Fire District will retain on-scene command responsibilities.

*NOTE: Drug labs are an exception to “lead agency” responsibility in a HAZMAT response. If the incident involves a drug lab outside an incorporated*

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*city with a police department, Klamath County Sheriff's Office will be the "lead agency" and Fire District No.1 and the HMRT will provide technical assistance and advice.*

**2.1.2 Relationship to Other Plans**

This plan is consistent with and supports the following plans and procedures:

- Fire District No. 1's Incident Command Manual;
- Klamath County Emergency Operations Plan;
- Oregon Emergency Operations Plan: Oil and Hazardous Materials Emergency Response Plan; and
- National Response Framework and National Contingency Plan.

**2.1.3 Compliance Requirements**

This plan has been developed to comply with appropriate regulations relating to hazardous materials incident response.

- 29 CFR 1910.120(q)/OAR 437-02-100
- Superfund Amendment and Reauthorization Act of 1986 (SARA Title III) Section 303
- OAR 437- Division 2, 1910.155-165

**2.2 Assumptions**

- The existence of fixed hazardous materials facilities and major transportation routes in the county creates the potential for a release of toxic, flammable, reactive, or explosive materials that will adversely affect the citizens living near those fixed hazardous materials facilities and major transportation routes.
- Protective action recommendations for affected citizens include shelter-in-place, evacuation, and notification of contaminated water, milk, and food supply sources.
- **The 9-1-1 dispatch center will immediately notify Fire District No. 1, the Oregon Emergency Response System (OERS) 1-800-342-0311 and the County's Emergency Manager in the event of a hazardous materials incident. Phone number still valid?**
- The amount of time available to determine the scope and magnitude of the incident (lead-time) will impact the protective action recommended.

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- In the event of a serious fixed hazardous materials facility or transportation incident, many nearby residents will choose to evacuate spontaneously without official recommendation.
- In the event of an evacuation, at least 50% of the population at risk are likely to relocate to private homes or motel facilities.
- Transportation-related hazardous materials incidents might require the evacuation of residents and businesses along the route, as well as the detouring of the normal traffic flow away from the hazard zone.
- Changing environmental conditions (e.g., wind shifts) may occur that require the re-designation of protective action measures.
- The resources of industry, local, State, and Federal government, separately or in combination, may be required to cope with the situation.

### **3 Roles and Responsibilities**

#### **3.1 General**

As part of the response system, various agencies will be notified and will respond based on the specific nature of the incident. Details for notifications are found in:

- HMRT Standard Operating Procedures
- HMRT Call Down & Position Checklists

#### **3.2 Assigned Tasks**

The following agency resources are available and will respond as needed for hazardous materials incidents.

##### **3.2.1 County Agencies/Special Districts**

- **Klamath County Emergency Management (KCEM)**
  - The Emergency Manager will respond, work as a liaison, and coordinate additional County resources that may be needed by the Fire District/Hazardous Materials (HazMat) Team.
- **Sheriff's Department.** Provides the IC for drug lab incidents and, upon request, law enforcement agencies will perform the following activities.
  - Establish outer perimeter, at the direction of the IC.
  - Provide traffic and crowd control.
  - Implement evacuation ordered by the IC ,which includes:

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- Isolate the affected area;
  - Permit entry only to appropriate persons;
  - Notify residents by using PA systems and door-to-door checks;
  - Direct residents out of the area and to shelters;
  - Provide security for the evacuated area;
  - Re-route traffic around the affected area;
  - Identify the need for transportation assistance; and
  - Assist in return of residents after the “all-clear” has been given.
- *NOTE: Law enforcement agencies do not have appropriate Personal Protective Equipment (PPE) for working in contaminated areas.*
- **Public Works Department.** Upon request, Klamath County Public Works crews will perform the following activities:
- Provide special equipment (e.g. dump trucks, front end loaders, etc.) in non-contaminated areas;
  - Provide barricades for Site Access Control;
  - Provide absorbent material (e.g. sand, kitty litter), if available;
  - Provide information about storm and sanitary sewer configurations;
  - Public Works staff trained in hazardous material response may assist in containing released material, consistent with the work crews’ appropriate level of training and equipment;
  - Assist with evacuations ordered by the IC, which can include:
    - Isolate affected area
    - Permit entry only to appropriate persons
    - Notify residents by using PA systems and door-to-door checks
    - Direct residents out of area and to shelters
    - Re-route traffic around affected area
    - Identify need for transportation assistance

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- Assist in return of residents, upon “all-clear”

- *NOTE: When possible, Public Works Department personnel will staff traffic barricades and traffic control points so that Police Officers can resume their normal patrol duties.*

**■ Emergency Operations Center**

- Activated upon request of the on-scene IC;
- May provide the overall IC a site from which to operate;
- Provides support to the On-Scene IC and may operate in place of on-scene incident Overhead Team; and
- Provides the means for multi-agency coordination and communication

**■ Klamath Falls City, South Suburban Sewer District, or other sewer district**

- Upon request, the sewerage agency may perform the following activities:
  - Provide special monitoring equipment;
  - Provide “Source Control” information on sewer configurations, and
  - Perform sampling of contaminated runoff.

**■ Water Districts**

- Provide information on water supply system.

**■ Local Hospitals**

- Sky Lakes Medical Center has facilities to handle (decontaminate) patients contaminated with hazardous materials.

**■ Fire District No. 1**

- Provide fire district first responders and equipment (Firefighters and emergency medical services [EMS] personnel).
- Provide HMRT with specialized equipment and training. Technically, this is a state resource provided by the state.
- Provide the on-scene IC and Overhead Team, as needed.

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## 3.2.2 State Agencies

## ■ Oregon Emergency Management (OEM)

- Maintain 24-hour notification capability through OERS.
- Notify State agencies and other agencies, as requested.
- Activate the State's Emergency Coordination Center (ECC).
- Provide state-wide communications system.

## ■ Oregon State Police (OSP)

- Act as the initial Incident Command agency for state highway incidents until the local command agency is on-scene or if no local agency is available.
- Provide law enforcement support.
- Provide technical assistance at drug labs.

## ■ Department of Environmental Quality (DEQ)

- Provide technical assistance during oil spills and hazardous materials incidents, particularly related to the clean-up phase of operations.
- Receive notification via OERS.
- The DEQ should provide technical assistance and advise the County regarding necessary protective actions.
- Evaluate environmental implications of a spill.
- Evaluate possible public health effects, in coordination with Oregon Health Department and County Public Health.
- Coordinate State support to on-scene personnel, in cooperation with OEM.
- Provide liaison with Federal agencies, adjacent states, and private industry (shippers, carriers).
- Collect and analyze water, soil vegetation, or tissue samples.
- Identify clean-up requirements.
- Work with industry to ensure that clean-up and restoration are performed to specified standards.
- Ensure that materials are disposed of in an appropriate manner.
- Investigate causes and pursue enforcement action.

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- Assess environmental damage.

**■ Office of State Fire Marshal (OSFM)**

- Receive notification via OERS.
- Authorize dispatch of Regional HMRTs
- In cooperation with the Oregon Department of Environmental Quality (DEQ), consider the environmental implications of spill and control measures.
- In cooperation with the Oregon Health Department and Poison Control Center, evaluate possible health effects.
- In cooperation with DEQ and Oregon Emergency Management (OEM), arrange State agency support of on-scene personnel.
- Provide fixed site information about oil and hazardous materials from the Hazardous Substance Survey.
- Maintain a Hazardous Materials Incident Reporting System.
- Maintain a Fire Service HazMat Equipment Resource Directory.
- In cooperation with OEM, maintains state-wide hazardous materials communications through the FIRE NET radio system

**3.2.3 State Agencies for Radiological Incidents****■ Oregon Department of Energy (ODOE)**

- Act as the lead State agency during a transportation-specific radiation incident.
- Receive notification via OERS.
- Provide technical assessment and protective personal equipment (PPE) recommendations.
- In cooperation with OEM, coordinate State support operations to on-scene personnel.
- Coordinate release of public information with the local Public Information Officer (PIO).
- Provide liaison with Federal agencies, adjacent states, private industry (shippers, carriers, etc).
- Ensure that cleanup and restoration from incidents is performed to specified standards.

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- If necessary, coordinate with the Governor to exercise the Governor's authority to protect health, safety, and the environment.

**■ Oregon Health Division (OHD)**

- Serve as the lead state agency for radiation incidents involving fixed sites.
- Receive notification via OERS.
- Assume the role of lead State agency.
- Provide technical assessment and protective action recommendations
- Coordinate release of public information with the local PIO.
- Provide liaison with Federal agencies, adjacent states, and private industry (shippers, carriers, etc).
- Ensure that clean-up and restoration from incidents is performed to specified standards.
- Investigate cause.
- Assess damage.
- Coordinate mortuary services.

**3.2.4 State Agencies with Specific Expertise****■ Oregon Department of Transportation (ODOT)**

- Notify OERS and local emergency response agencies via 911 if ODOT is first on-scene.
- Close state highways and re-route traffic when requested and when necessary.
- For incidents that impact state highways, ODOT'S Incident Response Team can provide lighted signage and support for rerouting traffic.
- Provide personnel and barricades for closures and detours.
- Direct spiller to start immediate clean-up if the incident occurs on state highways.

**■ Oregon State Parks and Recreation Department (OPRD)**

- Notify OERS and local emergency response agencies if OPRD is first on-scene.

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- For an incident affecting a state park, ocean shore, or state scenic waterway, OPRD personnel will assist other agencies in crowd/traffic control and provide equipment and facilities, as available.

**■ Oregon Department of Fish and Wildlife (ODFW)**

- Notify OERS and local emergency response agencies if ODFW is first on-scene.
- Respond to incidents that could degrade land or water to the point that fish or wildlife would be adversely affected or their habitat destroyed.
- Evaluate and document the impact on fish and wildlife and assess monetary damages against the responsible party for losses of fish, wildlife, or habitat.
- Provide advice, counsel, and logistical support to other agencies.

**■ Oregon Department of Forestry (ODF)**

- Notify OERS and local emergency response agencies if ODF is first on-scene.
- In emergency response, ODF personnel act as first responders, as defined by the Occupational Safety and Health Administration (OSHA).
- Ensure that the operator/landowner takes initial remedial action on pesticide and oil spills, if the spill occurs on lands regulated under the Oregon Forest Practices Act, and communicate subsequent cleanup direction to operators, as provided by DEQ.
- If requested by the lead State agency, ODF is capable of mobilizing a substantial response organization to provide support to emergency responders (radio systems, dispatch and command center trailers, public information personnel, kitchens, and other incident support personnel/equipment

**■ Public Utility Commission (PUC)**

- The PUC has specific responsibilities related to motor carrier, railroad, and air transportation incidents. PUC will investigate transportation incidents after the scene has been stabilized.

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■ **Oregon Department of Agriculture (ODA)**

- Provide some technical information about pesticides and fertilizers.
- Evaluate the adverse impact of an incident on agricultural resources (crops and dairy products).
- Provide laboratory analysis capability.

■ **Oregon Occupational Safety and Health Agency (OR-OSHA)**

- Investigate injuries and fatalities.

■ **Oregon Military Department (OMD)**

- OMD comprises both Army and Air National Guard units assigned to the State of Oregon.
- In a major incident, OMD could provide site security, administer first aid, care for evacuees, transport personnel, and assist in the recovery, identification, and disposition of the deceased.

■ **Oregon State University (OSU)**

- Provide training in toxicology, chemistry, and other technical fields related to hazardous materials.
- Operate the Extension Toxicology Network and the Oregon Toxicology Information Center, which can provide specific toxicological information.

**3.2.5 Federal Agencies**

Technical assistance for oil spills and hazardous materials incidents is available from a number of Federal agencies. Their roles are briefly summarized below.

■ **United States Coast Guard (USCG)**

- Operates the National Response Center (NRC) for spill notification, inter-agency coordination, and Technical assistance (advise).
- Serve as the lead Federal agency for hazardous materials incidents on inland “navigable waterways” and coastal areas.
- Serve as the pre-designated Federal on-scene coordinator (FOOSC) for the coastal zone if a Federal response is required.
- Can provide expertise on the environmental effects of oil discharges or releases of hazardous substances, pollutants, or

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contaminants and on environmental pollution control techniques.

- Provides continuously staffed facilities that can be used for command, control, and surveillance of oil discharges and hazardous materials releases occurring in coastal areas and inland navigable waterways

**■ Environmental Protection Agency (EPA)**

- Can provide expertise on the environmental effects of oil discharges or releases of hazardous substances, pollutants or contaminants, and on environmental pollution control techniques
- Serve as a pre-designated FOSC for the inland zone, if Federal response is required.

**■ NOAA**

- Provide Scientific Support Coordinator for responses in inland and coastal areas.

**■ Department of Energy (USDOE)**

- Provide assistance to the FOSC and IC during radiation incidents. Assistance is available from their Richland Operations office.

**■ Department of Defense (DOD)**

- Assume incident command if an incident involves defense-related materials.

**■ Department of Transportation (USDOT)**

- Offer expertise in their requirements for packaging, handling, and transporting regulated materials.

**■ Federal Emergency Management Agency (FEMA)**

- Provide advice and assistance to the first-on-scene coordinator (FOSC) in coordinating emergency planning and mitigation efforts with other Federal agencies, state and local governments, and the private sector
- In the event of a major disaster declaration or emergency determination by the President, FEMA coordinates all Federal disaster or emergency actions with the FOSC.

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- Special Technical Assistance - For certain types of hazardous materials incidents, assistance is available from industry.

**3.2.6 Special Technical Assistance**

- **CHEMTREC** - An off-scene 24-hour emergency information service operated by the Chemical Manufacturers Association Chemical Transportation Emergency Center (1-800-424-9300). CHEMTREC can supply chemical and safety data as well as contact with product manufacturers. It can activate a number of industry-based response teams, including:
  - **CHLOREP** - A team for chlorine incidents that is currently fielded by Atochem, North America Inc., in Portland (503-228-7655).
  - **CHEMNET** - An industry-wide mutual aid program activated by the shipper.
  - Response teams for pesticides, Hydrogen Cyanide, Hydrogen Fluoride, Phosphorous, and Liquefied Petroleum Gas can also be activated.
  - Association of American Railroad's Bureau of Explosives - Can be contacted for incident involving the railroads (1-800-826-4662)
- Responsibilities of Industry - Title III Section 303 of the Superfund Amendment and Reauthorization Act (SARA) 1986 requires private industry to work with state and local governments to plan for hazardous materials incidents that could occur at their facilities.
- Private industry is responsible for ensuring that their emergency operations plans are consistent with this plan.
- In Oregon, private industry provides information regarding their hazardous materials inventories and locations to the State Fire Marshal (SFM) on an annual Hazardous Materials Substance Survey. The SFM, in turn, provides a listing of that information to each fire department and county, on an annual basis.
- Private industry is responsible for cleanup and site restoration on their property.

## 4 Concept of Operations

### 4.1 Planning

#### 4.1.1 Site Assessment

Information about hazardous occupancies or locations that has been obtained through preplanning activities is provided to all first-in fire companies, the Battalion Chiefs, and the HMRT. Development of this response information prior to arrival at an incident is aimed at preventing premature entry into dangerous environments and unnecessary exposure to responding personnel. It is also meant to provide familiarity with the location and occupancy of hazardous materials sites.

Fixed hazardous materials facilities in the county are identified as Level I, Level II, or Level III occupancies, based on the type and quantity of hazardous materials they contain and the level of response typically required for an incident involving those materials. The delineation of occupancies as Level I, II, or III is used for pre-planning and response purposes.

#### 4.1.2 Fixed Facilities

##### ■ Level I Occupancy

- A fixed facility that contains common hazardous materials that can be readily controlled/stabilized by first responders trained and equipped to the Operations level. HMRT members may be contacted for technical assistance; however, a Team response would not be required. Examples of a Level I occupancy would be dry cleaners and gas stations. Occupancies that are not identified as Level II or III are considered to be Level I.

##### ■ Level II Occupancy

- A fixed facility that, based on the quantity and type of hazardous materials, warrants caution during response. Fires and spills at Level II occupancies require notification of the HMRT Leader. A list of Level II occupancies is submitted to station captains on an annual basis; these occupancies are flagged in the dispatch computer as target hazards and announced to responding fire companies at the time of dispatch.

##### ■ Level III Occupancy

- A fixed facility that contains “extremely hazardous substances.” First-in companies should exercise extreme caution during response. Fires, spills and automatic alarms at Level III occupancies require an HMRT response in addition to

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the standard assignment. Level III occupancies are required to have company-level hazardous materials pre-plans. A list of Level III occupancies is submitted to station captains on an annual basis, and these are “flagged” in the dispatch computer as target hazards and announced to responding fire companies at the time of dispatch.

Planning for hazardous materials incidents takes several forms, from site-specific pre-plans to a community-wide response plan. Fire District No. 1 uses the following types of plans to prepare for, and respond to, hazardous materials incidents.

**4.1.3 Fire Response Pre-Plans**

- Facilities containing hazardous materials that pose a significant threat to the safety of responders and the community are identified as “target facilities” (Level II and III Occupancy) in District response pre-plans developed by first responders.
- These “Company-Level Hazardous Materials Pre-plans” include:
  - Site layout;
  - Special hazards (including type and location of the hazardous materials);
  - Fire protection systems; and
  - Special site considerations.
- Each station maintains copies of pre-plans for target facilities in its first response area. In addition, all companies pre-designated as part of the first alarm assignment to the target facility have copies of the pre-plans. Each station captain receives, on an annual basis, a list of the target hazardous materials sites from the Fire Prevention Office.

**4.1.4 Title III Site Plans**

- Facilities that contain “extremely hazardous substances” in “threshold planning quantities” (as defined by the federal Environmental Protection Agency) are identified in Title III Site Plans. The plans are intended for use as guidance and reference for an on-scene IC.
- Title III Site Plans are developed jointly by the Fire Prevention Hazardous Materials Specialist, HazMat Team, and Battalion Chiefs. Site Plans include:
  - Response information;
  - Site layout; location and type of hazardous materials;

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- Drainage and water sources;
  - Evacuation information for the emergency planning zone around the facility;
  - Special risk populations located within the emergency planning zone;
  - Incident management structure;
  - Area map/exposures; and
  - Interagency and on-site coordination.
- Each station that has a Title III facility within its first response area maintains a copy of the site plan. In addition, the Battalion Chiefs, HMRT, and the facility have copies of the plan. Plans are updated annually.

**4.1.5 Facility Emergency Response Plans**

- Fire District No. 1 receives and maintains a copy of response plans for facilities that use and store hazardous materials. Facility response plans must include the following information:
- Designated Facility Emergency Coordinator;
  - Site layout, indicating location of hazardous materials;
  - Methods for determining the occurrence of a release;
  - Notification procedures;
  - Descriptions and locations of available emergency equipment; and
  - Site evacuation plans.

**4.1.6 Emergency Response Plan**

- Fire District No. 1's Emergency Response Plan describes how this district will respond to, and operate during, hazardous materials incidents. It also describes community-level response procedures by identifying the roles and responsibilities of cooperating agencies.
- **This Incident Annex is Klamath County's HazMat Emergency Response Plan. Is this the County's only plan? Does KCFD 1 have their own?**

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## 4.2 General

The basic strategic goals at any hazardous materials incident are:

- Life safety and health risks to the public and the emergency responders are the highest priority;
- The Fire District must stabilize the incident scene and prevent further escalation of the incident with minimum personal risk;
- The District's response efforts should also be directed toward protecting property and minimizing or lessening the impact of the event on the environment.

All declared hazardous materials incidents must have an IC trained to the "On-Scene Commander" competencies, as defined by OSHA.

## 4.3 Reporting and Notification

### 4.3.1 Reporting

- All County employees, especially those whose jobs involve driving around the County (Sheriff's deputies, Public Works employees), should be able to properly identify and report potential or actual hazardous materials incidents.
  - Anyone who comes across an incident involving an actual or potential release of hazardous materials should immediately notify the 9-1-1 emergency dispatch center by the most expedient means—radio, cellular phone, or land line.
  - All individuals at the scene must avoid being exposed to the hazardous materials, which can be in the form of vapors, smoke, liquid, powder, or other solid form. Contact with victims who may be contaminated should also be avoided.
  - Provide emergency dispatch (9-1-1) with as much information as possible about the incident:
    - Location of the incident
    - Name and phone number of the reporting employee
    - Type of incident
      - Railroad
      - Pipeline
      - Traffic accident
      - Spill/release at fixed facility

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- Abandoned or illegally dumped unknown/suspicious materials or drums
- Fire at fixed facility
- Information from any placards/signs posted on the vehicle, railcar, or facility, as well as any other identifying marks
- Number and types of injuries (if known)
- Any other characteristics of the incident
  - Color of smoke or liquid
  - Any smoke plumes rising in the air or sinking to the ground
  - Speed of leak, if the substance is a liquid
- If the situation obviously requires immediate action to cordon off the area from pedestrian and vehicle traffic or the evacuation of nearby residents or building occupants, the first emergency response person on the scene (either fire, law enforcement, or public works) should initiate such action immediately. Adjustment in the size of the evacuation zone can be made after the senior Fire Officer arrives on the scene.

**4.3.2 Notification**

- The Fire District receives initial notification of a hazardous materials incident through the 9-1-1 Dispatch Center.
- The 9-1-1 Dispatch Center's protocol outlines the information to obtain from the caller. Fire District No. 1 identifies the appropriate dispatch of equipment and outlines additional notifications that must be made.
- Based on the scope and type of incident, Fire District No. 1 will dispatch the appropriate level of response.
- If the dispatch of the HMRT is necessary, the team will notify the following, as appropriate:
  - **OERS:** 1-800-452-0311
  - **National Response Center:** 1-800-424-8802
  - **Poison Control Center:** 1-800-452-7165
  - **State Fire Marshal:** (503) 373-1540

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- Fire District No. 1 will also notify the Sheriff's Office, Public Works Department, and Emergency Manager as necessary.
- In the event the HMRT is unable to respond to a hazardous materials incident, the IC is responsible for notifying the following entities:
  - OERS
  - DEQ
  - Poison Control
  - Appropriate Law Enforcement Agency
  - Klamath County Emergency Management.

**4.4 Incident Command and Scene Management**

*(For detailed information, see FIRE DISTRICT NO.1's Incident Command Manual and Hazardous Materials Emergency Response Plan)*

**4.4.1 General**

- All declared hazardous materials incidents must have an IC trained to the "On-Scene Commander" competencies, as defined by OSHA.
- Fire District No. 1 is the lead agency for hazardous materials incidents within Klamath County, and a fire district representative will be the designated IC during response.

*NOTE: Drug Labs are an exception to "lead agency responsibility in a HazMat response. If the incident involves a drug lab outside an incorporated city with a police department, the Klamath County Sheriff's Office will be the lead agency and the HMRT will provide technical assistance and advice.*

- Klamath County and Fire District No. 1 use the National Interagency Incident Management System (NIMS) Incident Command System (ICS) as its incident management organization. Under the ICS, the incident organization will develop in a modular progression, depending on the nature and specific conditions prevailing at the scene.

**4.4.2 Incident Commander**

The IC will be the designated Fire District official responsible for all operations directed toward the containment and mitigation of a hazardous materials incident. Upon arrival, the IC will secure and maintain control of the incident scene until the situation has been corrected, turned over to another public safety agency, or turned over to the responsible party's clean-up company.

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## 4.4.3 First Responders

## ■ Fire District

- Fire District first responders have been trained to implement defensive control measures as specified in the Incident Command Manual (ICM) and have been trained to operations level.
- If an incident is beyond the capability of first responders, the ICS will be expanded to include the Hazardous Materials Response Team and other responders with a higher level of training and more specialized skills and equipment.

## ■ Sheriff's Office

- Officers for the Klamath County Sheriff's Department receive hazardous materials awareness training.
- The first officer arriving on the scene will be responsible for coordinating with the IC until relieved by a higher-ranking officer. Law enforcement responders will:
  - Cordon off the incident scene, as directed by the IC, for the safety of the public and emergency workers and exclude access to unauthorized personnel.
  - Assist with evacuation of the public or in issuing notification for sheltering-in-place. Sheriff's Officers are not equipped or trained to enter or operate in a potentially contaminated area and will not be tasked to perform functions under such conditions.
  - Control access to, and prevent looting in, evacuated areas.
  - Implement and maintain traffic control around the incident scene and areas being evacuated.

## ■ Public Works

- The first Public Works employee arriving on the scene will be responsible for coordinating with the IC until relieved by a team leader or a supervisor.
- The Public Works Department will:
  - Assist in cordoning off the incident scene for the safety of the public and emergency workers and exclude access to unauthorized personnel.

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- Assist with evacuation of the public or in issuing notification for sheltering-in-place. Public Works Department personnel are not equipped or trained to enter or operate in a potentially contaminated area and will not be tasked to perform functions under such conditions.
- Control access to evacuated area.
- As needed, implement and maintain traffic control around the incident scene and areas being evacuated.

**■ Hazardous Materials Response Team (HMRT)**

- The HMRT reports to, and functions through, the on-scene IC. Within the ICS, the HMRT operates in the Operations Section as the Hazardous Materials Group or Branch (depending on the scope and complexity of the incident).
- The HazMat Group Supervisor will not assume, nor be given, the responsibility of incident command of any hazardous materials incident. Only when the HMRT is first on the scene of a hazardous materials incident will the HMRT Company Officer function as an IC. Immediately upon arrival of a Battalion Chief or Overhead Team IC, the officer of the HMRT will pass command of the incident to that Chief Officer.
- The IC or Operations Chief will manage tactical activities. Within Operations, the Hazardous Materials Group manages all activities in the hazard zone. Only appropriately trained and equipped personnel are allowed to enter the hazard area or “hot zone.”
- The Hazardous Materials Group/Branch in the “hot zone” will be operating in a more aggressive manner than the first responders in that they will take an offensive approach to a hazardous material and its container, attempting to control, contain, confine, or prevent a release.

**4.5 Complex Incidents**

A more complex incident may require a unified command structure composed of the senior officials of involved agencies and jurisdictions. The unified command could be established at the incident scene or in the EOC. These officials will determine strategies and objectives that will fulfill their individual responsibilities while coordinating the action of their respective personnel through the on-scene IC.

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- In all situations in which a fire involves hazardous materials at a fixed facility, Fire District No. 1 serves as the IC.
- For facilities that have a qualified Emergency Response Team (ERT) for hazardous materials, Fire District No. 1 may agree to establish a unified command structure for response to hazardous materials incidents that remain within the boundaries of the facility.
- For hazardous materials incidents that begin on-site at a facility, but later escalate to affect the surrounding community, Fire District No. 1 serves as the IC.
- For fixed facilities that have hazardous materials, but do not have a trained ERT, Fire District No. 1 serves as the IC for hazardous materials incidents at the facility.

**■ US Highway/State Highways & Roads/County Roads & Streets**

- If a hazardous materials incident occurs on a U.S. Highway, State road, or County road, the appropriate law enforcement agency will be contacted.
- OSP has the authority to act as the initial IC until the local command agency is on scene and/or in the event that an incident occurs on a U.S. Highway or State road. In practice, however, OSP usually delegates command of hazardous materials incidents to the Fire District.

**■ Klamath County**

- Fire District No. 1 provides the IC for hazardous materials incidents in all of the cities and unincorporated areas of the county that they serve, including Klamath County. Until the arrival of Fire District No. 1, the local Fire District provides Incident Command.

**■ Drug Labs**

- For hazardous materials incidents involving drug labs, the Sheriff or appropriate law enforcement agency assumes Incident Command.
- The HMRT will function under the direction of the IC or Operations Chief (if staffed). Fire District No. 1 and the HMRT will function according to the established guidelines for the response to drug lab scenes in Klamath County.

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## 4.6 Incident Procedures

### 4.6.1 Hazard Assessment

#### ■ First Responders

- Early recognition of incident hazards and potential risks is essential.
  - Initial responsibility for assessment of incident hazards lies with the first responding units.
  - On-site information gathering is limited to that which can be obtained within the limits of the first-responders' training and protective equipment.
  - "First-in" units will gather and communicate pertinent information to the IC regarding the presence or release of hazardous materials.
- Each responder should be alert to the signs, evidence, and indications of the presence of hazardous materials during fires and other incidents and report such information to the next higher level of command.
- The following environments must be evaluated before any commitment of personnel for any reason:
  - Large containers or tanks that must be entered;
  - Confined spaces (manholes, trenches, tunnels, etc.) that must be entered;
  - Potentially explosive or flammable situations indicated by gas generation or gas release or over-pressurization of containers;
  - Presence of "extremely hazardous substances" (as defined by the EPA) that are identified on pre-plans;
  - Visible vapor clouds;
  - Areas where biological indicators such as unconscious persons, dead animals, or vegetation are located.

#### ■ Hazardous Materials Response Team (HMRT)

- When an incident is beyond the capabilities of first responders, the HMRT will respond and conduct a more detailed hazard assessment, commensurate with their training and equipment.

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- Among the HMRT's available resources is a computer program called Aloha, which is an air dispersion model to predict air movement and dispersion of gases.
  - It predicts pollutant concentrations downwind from the source of a spill, taking into consideration the physical characteristics of the released material.
  - It also accounts for some of the physical characteristics of the release site, weather conditions, and circumstances of the release.
  - This information is used to determine the appropriate course of action to take, particularly with regard to protective actions for the public.
- The HMRT provides technical information and advice to the IC, who is ultimately responsible for making decisions on appropriate protective actions for the public.

**4.6.2 Site Access Control/ Site Security**

A hazardous materials incident generally involves the escape of normally controlled substances and response activities involve actions, such as Site Access Control and Site Security, to minimize and prevent the spread of contamination.

- Site Access Control (also known as Site Security) is preventing or reducing the exposure of any person and the inadvertent transfer of hazardous substances (contaminants) from the site by civilians, responders, and/or equipment. Site Access Control involves two major activities:
  - Physical arrangements and control of the work site; and
  - Removal of contaminants from people and equipment (i.e., decontamination).
- Control is needed to reduce the possibility of transport of contaminants from the site, which may be present on personnel and equipment. This can be accomplished in a number of ways, including:
  - Establishing physical barriers to exclude the public and unnecessary response personnel;
  - Establishing checkpoints with limited access to and from the site, or access within the site;
  - Minimizing personnel and equipment on-site, in a manner consistent with effective operations;
  - Establishing containment zones or areas;

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- Undertaking decontamination procedures; and
- Conducting operations in a manner to reduce the possibility of contamination.

**4.6.3 Rescue**

In most situations, emergency personnel can protect the public by isolating and denying entry to contaminated areas.

- Initial rescue actions should focus on removing able-bodied persons from immediate danger. The response team should evaluate the level of complicated rescue problems or situations should be evaluated before being attempted.
- When the probability is high that a victim cannot be saved or is already dead, rescue should not be attempted if it will place the rescuer at unnecessary risk. The on-scene IC is responsible for determining whether to attempt a rescue.
- Consideration of the following questions will help in weighing the likelihood of a successful rescue against the overall risk to the rescuer during a hazardous materials incident:
  - Has the presence of a victim been confirmed visually or by other credible sources?
  - Is the victim conscious or responsive?
  - How long has the victim been trapped or exposed?
  - Is leaking material pooling or vaporizing in the area of the victim?
  - What are the properties of the material involved?
  - What is the concentration of the material around the victim?
  - What special equipment is available to assist in this effort?

**4.6.4 Evacuation and Shelter-in-Place**

There are essentially two ways to protect the public from the effects of hazardous materials releases into the environment: evacuation and shelter-in-place. The success of either option will depend on pre-plans, effectiveness of communication resources, timely notification and public instruction and information.

- **Evacuation** - Evacuation involves moving threatened persons to shelter in another area.
  - Evacuation is clearly safer with respect to the hazards, but has certain limitations that may pose other problems.

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- Evacuation takes time and may not be possible if large numbers of persons or a large volume of vapor is present, or if the proximity of the release is too close to a population to facilitate moving them in a timely manner.
- Evacuation through a toxic atmosphere may actually cause more harm than good, in some cases.
- Evacuation is best considered when:
  - There is an immediate danger of fire or explosion;
  - The potential for release is great, but has not taken place, and there is time available to relocate people; and
  - People not yet in the path of a release will be threatened by changing conditions.
- The IC is responsible for making the decision to effect an evacuation. Evacuation will require coordination and cooperation between Fire District No. 1, the Sheriff's Office, the County Public Works Department and other agencies involved.
- Sheltering of those evacuated from the hazard area will need to be addressed by the Incident Command Staff/EOC (if activated), Emergency Management, and the American Red Cross.
- **Shelter-in-Place** - This involves giving instructions to people in the affected area to remain where they are until the danger passes and in how to protect themselves in that location.
  - The decision to shelter in place is appropriate when the hazardous material will not affect the structure or its occupants or the hazards will pass a structure with little infiltration.
  - In general, shelter-in-place is an alternative when:
    - Pre-planning has identified options for special needs populations such as hospitals, nursing homes, day care centers, schools, etc.
    - Evacuation cannot be properly managed with available manpower, resources, facilities, and time.
    - The hazardous material displays the following characteristics:
      - Low to moderate toxicity;

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- Totally released and dissipating;
  - Small quantity solid or liquid leak;
  - A migrating vapor of low toxicity and quantity and people are safer indoors than outside; and
  - Release can be rapidly controlled at the source.
- As with evacuation, the IC is responsible for making the decision to direct shelter-in-place.

**4.6.5 Emergency Medical Treatment**

- EMS protocols for hazardous materials incidents are being developed. Currently, medical procedures for hazardous materials incidents follow routine EMS protocol.
- The following EMS actions are taken at hazardous materials incidents:
  - Upon arrival, EMS personnel should immediately obtain a briefing from the IC and/or the HMRT.
  - Locate the rescue or other Advance Life Support (ALS) unit in a safe location.
  - Locate and establish the medical treatment area.
  - If at all possible, EMS personnel will perform essential tasks only on victims who have been previously decontaminated. If that is not possible, EMS personnel must be properly protected from contamination and/or decontaminated.
  - Transportation of contaminated victims should be avoided.
    - Decontamination of contaminated patients should be performed prior to transport, unless the IC directs otherwise.
    - Sky Lakes Medical Center is the only hospital in the county that has facilities for receiving contaminated patients.
- Whenever a patient is transported to a hospital, EMS personnel should be prepared to provide hospital staff with appropriate information about the substance. This information can be provided by the Poison Control Center (OHSU) 494-8968.

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**4.6.6 Personal Protective Equipment (PPE)**

All Fire District fire companies are trained and equipped to the “Operations” level for hazardous materials response and are required to use full protective clothing as minimum protection against exposure during hazardous materials incidents.

- For the purposes of first responder guidelines full protective clothing is defined as turnouts and self-contained breathing apparatus (SCBA).
- Hazardous materials can contaminate protective clothing, respiratory equipment (SCBA), tools, apparatus, vehicles, and other equipment used at an emergency scene.
- The use of chemical protective clothing and equipment requires specific skills acquired through training and is only available to members of the HMRT.
  - Special protective clothing may protect against one chemical, yet may be readily penetrated by other chemicals for which it was not designed.
  - It offers little or no thermal protection in the case of fire. No single suit offers protection from all hazardous materials.
- The Hazardous Materials Group Supervisor and, ultimately, the IC, based on the information available, will determine the level of special protection required in each zone at an incident. The levels of protection available include:
  - **Level A** - highest level of protection to the responder (Level A equipment is only available for use by members of the HMRT.)
  - **Level B** - high level of protection to the respiratory tract but a lower level of skin protection than Level A.
  - **Level C** - does not require maximum skin or respiratory protection. This level presupposes that the type of air contaminants have been identified, concentrations measured, and the atmosphere is not oxygen deficient.
  - **Level D** - provides only minimal protection.

**4.6.7 Emergency Equipment and Resources**

The type of equipment and resources needed will be determined by the HMRT and ordered by the Logistics Section Chief, upon approval by the IC.

- A detailed list of emergency equipment and resources can be found in Fire District No. 1’s “Emergency Resources List.”

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- Emergency equipment is also available at some fixed facilities that contain hazardous materials. A list of available equipment at these sites is included in the Title III Site Plans.
- The Logistics Chief, in coordination with the HMRT, is responsible for tracking all expenditures to facilitate cost recovery.

**4.6.8 Decontamination**

Decontamination is the process of making personnel, equipment, and supplies safe by reducing present levels of poisonous or otherwise harmful substances.

- This process is one of the most important steps in ensuring personal safety at a hazardous materials incident.
- The extent of its success depends on the ability of the IC to maintain control of personnel at the site.
- A detailed explanation of Fire District No. 1 decontamination procedures can be found in their Hazardous Materials Plan.

**4.6.9 Cleanup and Restoration**

Once an incident is stabilized, it is the responsibility of the IC to ensure that the site is secure and that appropriate steps for cleanup operations are initiated.

- At the earliest opportunity, the IC should try to identify a “responsible party” for the incident.
  - The responsible party is usually the property owner of the site, or, in the case of a transportation incident, it is the shipper.
  - The responsible party is responsible for cleanup, site restoration, and costs incurred.
  - In the event that a responsible party cannot be identified, the IC ensures the Oregon Department of Environmental Quality (DEQ) is notified. DEQ is then in command of cleanup and restoration operations.
- Cleanup operations are incident scene activities that include removing the hazardous material(s) and all contaminated debris (including water, containers, vehicles, tools, and equipment) and returning the scene to as near normal as possible.
  - Cleanup operations are not a function of Fire District No. 1.
  - The State DEQ is the enforcement agency that oversees cleanup operations and ensures that cleanup is performed in accordance with appropriate regulations.

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- In the event that a responsible party cannot be determined, responders should notify the DEQ, who will contact a State contractor to conduct cleanup operations.
- Fire District No. 1 will cooperate with the DEQ to supply information that may be helpful concerning cleanup.
  - In some cases, the HMRT may take samples of materials for testing.
  - These samples should be picked up by the DEQ to be tested and analyzed.
    - Under no circumstances is any Fire District unit, including the HMRT, to transport these samples or any hazardous material, even if properly contained, to any county location unless approved by the Hazardous Materials Team Leader (Group Supervisor).
    - Only with prior coordination with, and approval by, the Sheriff or OSP, as applicable, are any Klamath County personnel authorized to transport samples or any hazardous materials, even if properly contained, to any location inside or outside jurisdictional boundaries.
- Klamath County and Fire District No. 1 will not engage in cleanup or site restoration, unless they are the responsible party.
- Cleanup and site restoration activities may include:
  - Compliance with regulatory cleanup standards,
  - Restoration of environment and site,
  - Assessment of damages,
  - Enforcement actions, and
  - Cost recovery.

**4.6.10 Incident Termination**

- If Fire District operations are concluded at the incident, control of the area will be passed to the appropriate agency responsible for the site at that time (such as the responsible party, DEQ, or a law enforcement agency).
  - A “Hazardous Materials Spill Release Report” will be completed by the Fire District’s IC or the HMRT Leader and provided to the responsible party. The Fire District also maintains a copy of the report.

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- The HMRT is not responsible for remaining on scene for the purpose of safeguarding materials after control and containment of the substance has been completed. The responsible party, a law enforcement agency or the DEQ, may undertake this function.
- The Fire District does not usually seek cost recovery for hazardous materials incident response, except for transportation incidents when the responsible party is not located in the District's service area.
- Role of the HMRT in Incident Termination -
  - At the conclusion of a hazardous materials incident with an HMRT response, the Hazardous Materials Group Supervisor (Team Leader) is responsible for ensuring that activities identified in the District's Incident Termination Worksheet are completed. Those activities include:
    - Coordinating with the DEQ on proper handling and disposal of waste water;
    - Coordinating with the IC for agreement that the incident has been mitigated;
    - Ensuring that contaminated items are appropriately decontaminated or disposed of; and
    - Ensuring that agencies with continued responsibilities after the HMRT leaves have been identified and notified.
- Role of the IC in Incident Termination -
  - The IC is responsible to ensure appropriate incident termination procedures are followed.
  - An important aspect of incident termination is the need to provide a debriefing to incident responders before they leave the scene. The debriefing should include accomplish the following:
    - Inform all responders what hazardous materials were involved and provide information about signs and symptoms of exposure;
    - Provide information for personal exposure records;
    - Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation;

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- Ensure that a post-incident analysis takes place;
- Determine the need for critical incident stress debriefing; and
- Identify a contact source for additional information.

**5 Incident Annex Development and Maintenance**

See Basic Plan.

**6 Appendices**

- Appendix A – Hazardous Materials Roles and Responsibilities Matrix
- Appendix B– Containment, Cleanup and Restoration
- Appendix C – Hazardous Materials Incident Checklist

**Appendix A – Hazardous Materials Roles and Responsibilities Matrix**

First on-scene	Local Emergency Services
<ul style="list-style-type: none"> <li>■ Notifies 9-1-1 to activate the local emergency response system</li> <li>■ Assumes initial incident command responsibilities</li> <li>■ Initiates actions to protect the public</li> </ul>	<ul style="list-style-type: none"> <li>■ Provides support to on-scene IC</li> <li>■ Activates EOC if necessary</li> </ul>
Incident Commander	Lead State Agency
<ul style="list-style-type: none"> <li>■ Assumes command</li> <li>■ Responsible for:                             <ul style="list-style-type: none"> <li>● rescue</li> <li>● emergency medical services</li> <li>● site access control</li> <li>● fire suppression</li> <li>● Security (traffic/crowd control)</li> <li>● notifications</li> <li>● communications</li> <li>● on-scene liaison</li> <li>● public information</li> <li>● hazard determination</li> <li>● protective action determination</li> <li>● incident stabilization</li> <li>● decontamination</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Provides technical support to IC</li> <li>■ Coordinates with local agencies</li> <li>■ Coordinates with responsible party to ensure cleanup</li> <li>■ Contracts for cleanup if no responsible party</li> </ul>
	Responsible Party
	<ul style="list-style-type: none"> <li>■ Provides information about material</li> <li>■ Notifies OERS as required</li> <li>■ Provides for cleanup</li> </ul>

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**Appendix B – Containment, Cleanup and Restoration****1 General**

- Containment is the primary responsibility of the responsible party, if they have the capability, and the Fire District.
- All cleanup and restoration will be performed by the responsible party or the State (if there is no responsible party), in accordance with State and Federal regulations.
- All costs incurred for response, containment, transportation, disposal, and cleanup can be billed to the responsible party, if known.

**2 Spill Containment, Cleanup and Restoration**

- The responsibility for selecting and implementing the initial countermeasures during response is assigned to the IC, in coordination with the State or Federal On-Scene Coordinator.
- The spiller is, by law, responsible for all cleanup countermeasures. The State (DEQ) and the County are responsible for determining this responsibility and monitoring the cleanup operations to ensure that the following actions are taken:
  - An approved disposal site is selected;
  - Temporary storage sites are selected that are safe, secure, and approved by a local and/or State On-Scene Coordinator; and
  - Procedures are implemented to eliminate further spread of the contaminant during cleanup and disposal.
- The IC is responsible for monitoring the response activity and implementation of the appropriate containment or displacement techniques. Containment methods may include:
  - Dikes,
  - Berms and drains,
  - Trenches,
  - Booms,
  - Barriers in soil,
  - Stream diversion,
  - Patching and plugging of containers or vessels,
  - Portable catch basins,

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- Over-packed drums or other forms of containerization; and
- Reorientation of the container.
- The State HazMat IC, in conjunction with Fire District No. 1 (as applicable) and the County, will secure private contractors for displacement techniques. These may include:
  - Hydraulic and mechanical dredging,
  - Excavating,
  - Skimming,
  - Pumping,
  - Dispersion/dilution, and
  - Vacuuming.
- Treatment of spilled hazardous substances can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the operator. Monitoring responsibility is assigned to the Oregon Water Resources Division, in accordance with the State of Oregon EOP, Annex O (Hazardous Materials).
- Extent of contamination: The responsible party is responsible for determining the extent of the contamination and, based on the findings, for coordinating with the State and County to develop an appropriate cleanup and restoration plan. The responsible party may utilize its own resources or hire an environmental contractor to accomplish these tasks.
- Restoration
  - Klamath County Emergency Management will coordinate with State and Federal authorities in monitoring restoration efforts.
  - When feasible, contaminated soils and sediments will be treated on the site. Technologies available include:
    - Incineration
    - Wet air oxidation
    - Solidification
    - Encapsulation
    - Solution mining (soil washing or soil flushing)
    - Neutralization or detoxification

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- Microbiological degradation

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**Appendix C – Hazardous Materials Incident Checklist**

Phase of Activity	Action Items	Supplemental Information
<b>PRE-INCIDENT PHASE</b>	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management, Fire District 1, and other County ESF-10 Leads.	
	<input type="checkbox"/> Participate in County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.	
	<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.	
	<input type="checkbox"/> Inform Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<b>RESPONSE PHASE</b>	<input type="checkbox"/> Fire District 1 Hazmat Team will initially respond and will assume IC responsibilities	
	<input type="checkbox"/> Determine the type, scope, and extent of the HazMat incident ( <i>recurring</i> ). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> <li>▪ Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate requirements.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.</li> </ul>	
	<input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans (GRPs) established by the OR DEQ to guide activities throughout the duration of the incident.	<i>Northwest Area Contingency Plan (NWACP)</i>
	<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.	
	<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
	<input type="checkbox"/> If the situation warrants, request activation of the County EOC via the IC through the Emergency Manager.	
	<input type="checkbox"/> Activate the EOC, coordinate response activities among AOCs and ICPs, and establish IC or UC as appropriate. Staffing levels vary with the complexity and needs of the response..	
	<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions ( <i>recurring</i> ).	
	<input type="checkbox"/> Notify HazMat supporting agencies.	
<ul style="list-style-type: none"> <li>▪ Identify local, regional, and/or State agencies that may be able to mobilize resources to the City EOC for support.</li> </ul>		

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Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Ensure the 9-1-1 dispatch center has notified Fire District No. 1, the Oregon Response System (OERS 1-800-342-0311) and the County’s Emergency Manager of the hazardous materials incident.	<i>OERS is available 24 hours a day.</i>
	<input type="checkbox"/> Assign liaisons to the EOC representing government agencies, private entities (i.e., railroad companies, chemical manufacturers, etc.), and other stakeholders.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> <li>▪ Dedicate time during each shift to prepare for shift change briefings.</li> </ul>	<i>ICS Form 201: Incident Briefing.</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County EOC, and the State ECC. Confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Established emergency contact lists</i>
	<ul style="list-style-type: none"> <li>▪ For incidents occurring on State highways, ensure that ODOT has been notified.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (OSU), Oregon Department of Agriculture, and the State Veterinarian.</li> </ul>	<i>ESF 11 Annex of the County EOP</i>
	<input type="checkbox"/> A lead PIO will be designated by the Emergency Manager. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure as dictated by incident.	
	<input type="checkbox"/> Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure copies of all documents are available to response personnel.	<i>ESF 10 – Oil and Hazardous Materials of the County EOP</i>
	<ul style="list-style-type: none"> <li>▪ For responses requiring assistance from the Oregon DEQ Regional Response Team, refer to the GRP applicable to the incident site and support procedures according to the Northwest Area Contingency Plan.</li> </ul>	
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume ( <i>recurring</i> ).	
	<input type="checkbox"/> Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	

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Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities ( <i>recurring</i> ).	
	<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels ( <i>recurring</i> ).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>See Chapter 1 and Appendix A of County EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	<i>Appendix A of the County EOP</i>
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish the JIC, as needed.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts ( <i>recurring</i> ).	
	<ul style="list-style-type: none"> <li>▪ Public information will be reviewed and approved for release by the IC and the lead PIO before dissemination to the public and/or media partners.</li> </ul>	
	<input type="checkbox"/> Record all EOC and individual personnel activities ( <i>recurring</i> ). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages ( <i>recurring</i> ). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports ( <i>recurring</i> ). At regular intervals the IC/EOC Director and staff will assemble a Situation Report.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> Develop an IAP ( <i>recurring</i> ). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP ( <i>recurring</i> ).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the IC and/or Safety Officer.	
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the EOC, the responsible party (if known), and the Oregon DEQ.	
<b>08 - J</b>	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 - Demobilization</i>

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Phase of Activity	Action Items	Supplemental Information
		<i>Plan</i>
	<input type="checkbox"/> Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the EOC.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website ( <a href="http://www.llis.gov">www.llis.gov</a> )	