

Hazardous Materials Response Plan

An Annex to the

Warren County Comprehensive Emergency Management Plan

ESF #10



(Supersedes all previous editions)

Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate.

This plan does not create any right or duty that is enforceable in a court of law.

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Introduction

Purpose

This plan establishes the policies and procedures under which Warren County will operate in the event of a hazardous materials incident. This plan is designed to prepare Warren County and its political subdivisions for an incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment. This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies, not-for-profit organizations, and private entities when responding to and recovering from a hazardous materials event.

The plan provides guidance for hazardous materials incident planning, notification and response as required by the Federal Superfund Amendments and Reauthorization Act of 1986, SARA Title III, also known as the Emergency Planning and Community Right-To-Know Act. SARA Title III identifies this plan as the “Comprehensive Emergency Response Plan”; the State Emergency Response Commission refers to it as the “LEPC Plan”.

Scope

The Warren County Hazardous Materials Response Plan is an annex to the Warren County Comprehensive Emergency Management Plan (CEMP). Other annexes of the CEMP may be referenced in this plan or utilized during an event.

This plan applies to all local, state and federal agencies and private organizations responding to a hazardous materials spill, release or threat of release into the environment, both accidental as well as intentional, from a fixed operating facility, critical infrastructure involving one or more of the transportation modes, or as a result of a criminal act.

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System’s (NIMS) consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring and transitioning response operations to effectively address accidental hazardous materials incidents, criminal acts (e.g., environmental crimes, drug labs), and threatened, suspected and actual acts of terrorism involving chemical, biological, radiological, nuclear and explosives (CBRNE).

Authority

- SARA Title III (Public Law 99-499)
- NFPA 472 – Standards for Competence of Responders to hazardous materials/WMD incidents
- 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 260 – Regulations governing hazardous waste
- 40 CFR Part 370 - Hazardous Chemical Report: Community Right-to-Know
- U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans
- 29 CFR Part 1910 (OSHA) – Subpart H – Hazardous Materials
- NYS General Municipal Law 204f – Plan for hazardous materials Incident Response
- NYS General Municipal Law 209u – Notification of presence of hazardous materials
- NYS General Municipal Law 209y – Establishment of hazardous materials response teams
- NYS Executive Law, Article 2B – Community Plan

Mission

The mission of this plan is to:

- Establish a strategy to minimize the adverse effects of hazardous materials upon life, health, property and the environment.
- Identify community resources for emergency planning, response, and recovery activities.
- Coordinate an effective and efficient response to a hazardous materials incident.
- Establish a community “Hazardous Materials Response Plan” for inclusion in the Warren County Comprehensive Emergency Management Plan.

Situation and Assumptions

Situation

A hazardous materials incident can happen anywhere within Warren County and involve any potentially hazardous material. The Warren County Local Emergency Planning Committee (LEPC) supports county-wide planning in addition to the site-specific planning by businesses and industries that use hazardous materials. The Warren County LEPC meets regularly under the auspices of the Public Health Emergency Preparedness and Response Committee. The citizens of Warren County are best served when response capabilities meet a broad range of hazards.

History shows that the majority of hazardous materials incidents present no health hazard beyond the immediate site of a release. This is due in part to the controls that many facilities employ and to the response capabilities that Warren County has developed. The Warren County Hazardous Materials Response Plan addresses the rare incident that may have an adverse health impact beyond the immediate site of a release.

For a plan to be successful, it must be used. The LEPC premise is that every response to a hazardous materials incident must be addressed by the plan, to enable an effective transition if the scope of the incident escalates to a major emergency.

A hazardous materials incident may be concurrent with another emergency, in which case the operations of the Warren County Hazardous Materials Response Plan will be integrated with the overall response. Examples of these emergencies include, but are not limited to, a plane crash, train derailment, marine emergency, and/or acts of terrorism.

Assumptions

EPA guidance is limited to Extremely Hazardous Substances (EHS), and does not address other hazardous materials that may pose hazards to the community. The Warren County LEPC and the Warren County HAZMAT Team support response capabilities for all chemical/physical hazard types, instead of an approach directed at a list of particular chemicals. Due to the transportation routes that carry hazardous materials throughout Warren County on a daily basis, there is a clear possibility that the entire residential area of the County is at risk.

Organization

The Warren County CEMP specifies the Fire Service as the lead agency for hazardous materials incidents. The Command Fire Officer at the scene has the authority to direct and control emergency actions.

A unified incident command system will be employed to facilitate a coordinated response by all local, state and federal agencies and disciplines.

Upon initial assessment, the Incident Commander will declare a Level of Magnitude and announce this declaration to the Warren County Communication Center (WCCC), who will in turn, dispatch additional help as per protocol and Incident Command requests.

The Incident Commander(s) will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander(s) will secure the site with the aid of law enforcement and other available agencies.

The Incident Commander(s) will designate a Public Information Officer (PIO) for media representatives. Appropriate public alerting means will be employed to deliver information about protective actions.

Law enforcement will assist the Incident Commander(s) by securing and controlling access to the scene.

EMS will assist the Incident Commander(s) with on-scene triage, treatment, and transportation of victims.

Special response teams, e.g. Hazardous Materials Teams, Confined Space Rescue Teams, Bomb Squads, Canine Search & Rescue Teams and Emergency Task Forces are available from public and private sector sources.

The Warren County Emergency Operations Center (EOC) may be activated for incidents requiring the coordination of a major response involving multiple jurisdictions. Warren County EOC activities are coordinated by the Office of Emergency Services.

Additional resources are available from state and federal sources. Support for local response and/or additional capacity can be obtained through chain-of-command and mutual aid requests.

In the event of a disaster, NYS Executive Law, Article 2B may apply. While the Incident Commander(s) assumes operational authority, the Chief Elected Official of the affected municipality has overall responsibility for the emergency when a disaster is declared. A declaration of the State of Emergency utilizes and expands the authority of the local Chief Elected Official.

Concept of Operations

Preparedness

Preparedness involves actions designed to save lives and minimize damage. It is planning and training for appropriate response prior to an emergency.

➤ Hazard Analysis

○ Hazards Identification

Warren County has numerous fixed facilities in the industrialized southern end of the county. There are also transportation systems throughout the County including but not limited to:

Highways (including the New York State Northway)

Railroads (east-west)

Air (non-towered)

An incident could occur anywhere in the County – at a fixed facility that may or may not be subject to the planning requirements of SARA Title III, or during transportation. Further, the incident might involve material(s) on the Extremely Hazardous substances list, and/or a “non-listed” hazardous material that poses a threat to the community.

An incident in a neighboring county may cross the border and impact Warren County. Likewise, large incidents outside of Warren County may prompt mutual aid. For example, bulk crude oil that is transported by rail in large quantities in some of the counties near Warren County, (but not here) could prompt mutual aid.

○ Risk Analysis

Risk Analysis is an attempt to rank hazards by comparing the probability of a release with the severity of consequences of that release:

Occurrence: Warren County has already experienced hazardous materials incidents at fixed facilities and on some transportation systems. The LEPC expects that incidents will continue to occur at a similar rate.

Consequences: Warren County has already experienced minor or moderate magnitude hazardous materials incidents. The LEPC expects that minor and moderate incidents will continue to occur, and that a major incident is possible.

○ Vulnerability Zone

Any part of Warren County may be subject to airborne material during a release of a hazardous material. Therefore, for the purposes of this Plan and its activities the entire County of Warren is designated as the “vulnerable zone”.

○ Response Capabilities

Warren County’s hazardous materials response capabilities include the expertise of the Warren County HAZMAT Type 3 Team and the resources of 22 fire departments (capable

of DECON), 3 law enforcement agencies and 13 EMS agencies. Further, hazardous materials planning and response activities are supported by private-sector organizations, numerous professional organizations, public safety training programs, the Adirondack Regional HAZMAT Consortium and specialized response teams at the state and federal levels.

➤ **Facility Planning**

- Non-Regulated Facilities should:

Maintain a list of 24-hour contact person(s) and submit it to the local fire department and WCCC.

Establish internal procedures for evacuation in the event of a hazardous materials incident.

- Facilities regulated by SARA Title III, must meet planning requirements:

Prepare both an analysis of hazards at the facility (“Facility Hazard Analysis”), and response procedure for those hazards (“Facility Response Procedure”). Copies are submitted to: The LEPC, the State Emergency Planning Commission and the local fire department.

Comply with the applicable SARA reporting requirements and OSHA regulations. Facilities are required to promptly inform the LEPC of any relevant changes occurring at the facility as such changes occur, or are expected to occur. (EPCRA §304, Title 42)

Participate in training programs as identified in the “Training and Exercising” section.

Designate an official (available 24/7) who is capable of participating in a Command Post as a facility representative. This person will have information and the authority to:

- Identify the location, type and quantity of hazardous/flammable chemicals or materials,
- Provide SDS information and technical data on properties of the chemicals or materials present,
- Implement the Emergency Action Plan for the facility (“Facility Emergency Contingency Plan”), if applicable and available.

➤ **Facility Reporting**

Warren County’s response is based upon effective planning and training. Primary emergency response is most effective when the community receives prompt notification of an incident. This section provides guidance to facilities and stresses the critical need for prompt and accurate reporting.

- Reporting Requirement

A facility must immediately report the release of a reportable quantity of a hazardous substance or extremely hazardous substance when it is released into the environment (EPCRA §304, 40-CFR§355.40).

The report is to be made by calling both:

9-1-1 to notify the Community Emergency Coordinator, and

1-800-457-7362 New York State Department of Environmental Conservation

This reporting requirement does not apply to any release that results in exposure to persons solely within the site or sites on which a facility is located (EPCRA §304(d)).

- **Local Reporting Guideline**

In order to better protect safety and to support the primary emergency responders, the LEPC requests that facilities immediately report “Perceptible Exposure” releases by calling 9-1-1. In turn, the WCCC will notify the appropriate emergency responders as needed.

A “Perceptible Exposure” means: Any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or environmental receptor physically, such as causing eye irritation, itchy skin, damaged vegetation, chronic injury, etc.

- **Follow-Up Notice**

As soon as practicable thereafter, a written, follow-up emergency notice shall be submitted to:

Warren County LEPC
c/o Office of Emergency Services
1340 State Route 9
Lake George, NY 12845

NYS Spill Response Commission
Bureau of Spill Prevention & Response
State Emergency Response Commission (SERC)
625 Broadway, 11th Floor
Albany, NY 12230-7060

A sample follow-up notification form is provided in Appendix D.

Note: This section is intended to facilitate emergency response and does not guarantee compliance with reporting requirements under any other environmental or health and safety law. There may be other applicable reporting requirements depending on the circumstances of the release.

➤ **Training and Exercises**

○ **Training**

The LEPC supports a comprehensive training program for agency personnel and emergency staff to ensure a safe and effective response to hazardous materials incidents.

Training requirements are established by state and federal regulations. Absent of such criteria, in-service training will be based upon the level of knowledge or skill required to perform the tasks associated with the job assignment. Training deficiencies should be identified through appropriate administrative channels for resolution.

Title III, Section 303(c)(8) requires training for those responsible to implement chemical emergency plans. Warren County intends to utilize courses sponsored by the federal and state governments and private organizations to fulfill this requirement. Local agencies and facilities will also schedule courses to address the unique concerns and needs of the local hazardous materials preparedness program.

Local agencies, facilities and organizations should provide in-service training to satisfy operational needs, to maintain appropriate certification standards and to comply with applicable regulatory standards. It is recommended that a training officer be designated to establish an annual training program designed to meet requirements. Individual training records should be maintained on all emergency responders.

The LEPC works in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training needs of local emergency response personnel. The LEPC will monitor and/or coordinate local training initiatives to ensure consistency with this plan and will take advantage of training resources available from all levels of government and the private sector.

○ **Exercises**

The LEPC supports a comprehensive exercise program to effectively implement and evaluate the Warren County Hazardous Materials Response Plan.

Title III, Section 303(c)(9) requires local jurisdictions to establish “methods and schedules for exercising the emergency plan.” An effective exercise program will strengthen response management, coordination and operations, and identify areas for improvement. Corrective actions can then be taken to improve and refine public safety capabilities.

Exercises are generally classified into five categories: Orientations, drills, table-top, functional, and full-scale. Each exercise type varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides its own benefits and should be

considered in the development of an exercise program to satisfy community and facility needs.

Each facility should conduct at least one annual test of their emergency plan. These tests should be coordinated, when possible, with the appropriate fire department. Facilities should conduct an exercise debriefing, and within 30 days prepare an after-action report noting corrective action and lessons learned. Exercises that are scheduled prior to the annual review of the Warren County Comprehensive Emergency Management Plan will be included in the update under the Exercise Section.

Emergency Response

➤ Level of Magnitude

These Levels of Magnitude express the impact of a hazardous materials incident upon the community:

○ Non-Emergency Condition

Definition: A hazardous materials incident that is not likely to adversely impact or threaten life, health, property or the environment; where control of the incident is within the capabilities of resources available to the local response jurisdictions.

Criteria:

Incident controlled by the facility or the local response jurisdictions
WC HAZMAT Team advice may be required for technical assistance.

○ Controlled Emergency Condition

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment within an area immediately surrounding the point of release or potential release; where control of the incident is within the capabilities of the resources locally available to responders in Warren County.

Criteria:

Incidents that can be controlled by the local fire departments and the Warren County HAZMAT Team.

May require evacuation or sheltering for the area immediately affected by the release or potential release.

○ Limited Emergency Condition

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment beyond the point of release; may be across municipal jurisdictions; where control of the incident is within the capabilities of the resources based within Warren County.

Criteria:

Incident that is beyond the capabilities of any one response agency and requires broad-base community resources.

Evacuation or sheltering of residents or facilities should be considered.

Participation or support by mutual aid agencies.

○ **Full Emergency Condition**

Definition: A Hazardous materials incident that adversely impacts or threatens life, health, property or the environment in a large geographic area. Additional resources are required to supplement those available within Warren County.

Criteria:

Serious hazard or severe threat to life, health and the environment

Large geographic impact

Major community evacuation or sheltering

Multi-jurisdictional involvement

Requires broad based resources.

➤ **Dispatch & Notification**



○ **Non-Emergency Condition**

Upon declaration of a Non-Emergency Condition hazardous material incident, WCCC may dispatch the following:

Local fire department

Law enforcement

Local EMS

Other agencies as needed

○ **Controlled Emergency Condition**

Upon declaration of a Controlled Emergency Condition hazardous material incident, WCCC may dispatch the following:

Local fire department

Local law enforcement

Local EMS

HAZMAT Team

Fire Coordinators

EMS Coordinators

Emergency Services Director ~~Coordinator~~

Warren County Public Health

Glens Falls Hospital

American Red Cross

- **Limited Emergency Condition**

Upon declaration of a Limited Emergency Condition hazardous materials incident, WCCC may dispatch the following:

- Local fire departments
- Local law enforcements
- Local EMS agencies
- HAZMAT Team
- Regional HAZMAT Teams
- Other fire departments via mutual aid
- Other EMS agencies via mutual aid
- Fire Coordinators
- EMS Coordinators
- Emergency Services Director ~~Coordinator~~
 - Warren County Public Health
 - Glens Falls Hospital
 - American Red Cross
 - NYS OEM

- **Full Emergency Condition**

Upon declaration of a Full Emergency Condition hazardous materials incident, WCCC may dispatch the following:

- Local fire departments
- Local law enforcements
- Local EMS agencies
- HAZMAT Team
- Regional HAZMAT Teams
- Other fire departments via mutual aid
- Other EMS agencies via mutual aid
- Fire Coordinators
- EMS Coordinators
- Emergency Services Director ~~Coordinator~~
 - Warren County Public Health
 - Glens Falls Hospital
 - American Red Cross
 - NYS OEM
- Other local, State and/or Federal agencies as appropriate

➤ **Operations**

Actions taken by emergency responders shall be based up on the need to protect life, health, property and the environment. A list of potential resources is in the Warren County Office of Emergency Services.

Operations shall comply with applicable OSHA regulations which may include:

- 29 CFR 1910.120 – HAZWOPER
- 29 CFR 1910.134 – Respiratory Standard
- 29 CFR 1910.156 – Fire Brigade Standard

SOPs and SOGs from individual agencies

- **Approaching the Scene**

Emergency responders should approach the scene of a hazardous materials incident from upwind and uphill if possible. Emergency responders should not pass through a vapor cloud or a spill.
- **Arriving at the Scene**

Emergency responders should meet with a facility representative, or other knowledgeable person, to learn about the incident. Establish a perimeter to isolate the hazard area and deny entry. Address immediate life-threatening situations. If possible, begin decontamination triage.
- **Identifying the Materials Involved**

Identify hazardous materials BEFORE exposing personnel or taking remedial action. Binoculars may be used to view placards, license plates, vehicle identification information, and containers for clues about product(s) involved. Obtain shipping papers and/or Safety Data Sheets (SDS). Correct spelling of the chemical is critical.
- **Obtaining Hazard and Handling Information**

The physical and chemical properties of a product, as well as its hazards and handling information, may be obtained from sources including:

 - US DOT – Emergency Response Guidebook
 - Safety Data Sheets (SDS)
 - National Fire Protection Association (NFPA) Handbooks
 - Chemical reference books
 - Chemtrec 800-424-9300
 - Chemical data base (e.g. CAMEO)
 - EPA Chemical Profiles (for extremely hazardous chemicals)
- **On-scene measurements**

On-scene measurements may be taken with direct-reading instruments including but not limited to:

 - Carbon monoxide meter
 - Multi Gas Meters
 - Combustible gas indicator
 - Leak detector
 - Oxygen meter
 - Colorimetric Gas Detection Tubes
 - pH paper
 - Radiological survey instruments
 - Biological test/detection equipment
 - Other Chemical test/detection equipment
- **Weather**

Weather may play an important role in the outcome of a hazardous materials incident. The National Weather Service can supply:

 - Wind speed and direction
 - Temperature

Relative humidity
Precipitation
Stability of the lower atmosphere
Forecast
Lightning

○ **Expertise**

Technical expertise may be obtained from sources including but not limited to:

Manufacturer
Shipper
Carrier
Consignee
Facility representative
HAZMAT Team
Chemical industry personnel
Farm and related industry personnel

○ **Site Control**

The Incident Commander(s) shall establish exclusion zones for emergency responders and the public.

○ **Decontamination**

A decontamination area will be established for victims, emergency responders and equipment to minimize the spread of contamination. If a person(s) is contaminated with hazardous material: move the victim(s) to fresh air, remove contaminated clothing and flush the victim(s) with water before performing emergency medical treatment or transporting to a hospital. Prior to departing an incident scene, all contaminated personnel and equipment shall be decontaminated as much as possible. Equipment marked for further decontamination must be completely decontaminated before returning to service. It is the Incident Commander(s) responsibility to see that if decontamination is needed, it is accomplished properly at the scene before any patient is turned over to EMS.

○ **Occupational Safety and Health**

The Incident Commander(s) shall designate an on-scene Safety Officer who shall ensure that emergency responders use personal protective equipment and procedures that comply with OSHA regulations.

○ **Mitigating the Incident**

The Incident Commander(s) in conjunction with facility personnel and other technical specialists shall develop a written incident action plan and carry-out that plan to avoid unnecessary exposure.

Containment and control:

Qualified emergency responders may perform containment and control tasks to mitigate the incident and to minimize adverse environmental impacts. Containment and control may include: closing valves, plugging or patching holes, transferring materials from one container to another, damming, diking, booming, absorbing, neutralizing, diluting, suppressing vapors, extinguishing and using water spray to keep containers cool. If flammable vapors and gases are present, combustible gas indicators may be used to

determine the potential ignition area. All ignition sources in the area should be eliminated. Some materials are water reactive. Water used to extinguish a fire may create a much bigger problem when it becomes contaminated run-off. If hazardous materials are involved in a fire, it may be best to let the fire burn.

In cases where contamination of the environment has occurred, the New York State Department of Environmental Conservation shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the water-supply system has occurred, the New York State Department of Health and the appropriate water supplier shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the sewer system has occurred, the Warren County Public Health department and the appropriate waste treatment facility shall be informed so they may evaluate the situation and take appropriate action.

- **Radio Communications**

Radio Communications are primarily between the incident site and WCCC for:

- Dispatch and information exchange
- Command of personnel and resources
- Coordination among agencies (mutual aid)
- Support agencies
 - Local Highway
 - WCOES Communications Unit (MCU-1)
 - RACES

In situations involving mutual aid, or similar multi-agency or multi-jurisdictional response, integration of the various communication systems (e.g., National Interoperability Frequencies) can be achieved by coordinating information through the Warren County Interoperability Coordinator, on-scene COML, WCCC, Command Post, MCU-1, and/or EOC.

- **Protective Actions**

Evacuation, sheltering-in-place, or a combination should be considered in defining protective actions to reduce or eliminate public exposure to hazardous materials that are released during an incident.

- **Evacuation**

Evacuating the public is a decision based on information indicating that the public is at greater risk by remaining in or near the hazard area. Information that should be considered in the decision to evacuate includes:

- Severity of dangers
- Population affected
- Availability of resources to evacuate the affected population
- The notification means to provide emergency instructions
- Safe passage for the evacuees, including adequate time
- Availability of reception centers, shelters, and sustenance

Special needs of evacuees

- **Shelter-In-Place**

Sheltering-in-place means advising the affected population to seek protection within the structure they occupy or in a nearby structure. Like evacuation, this decision is based upon hazard analysis. If the danger to the public is mitigated by sheltering-in-place, then it should be employed as a protective measure. With certain hazards, (e.g. short-term exposure, line-of-sight exposure) the best decision maybe to shelter-in-place. One distinct advantage of sheltering-in-place is the relative ease of implementation. Some considerations are:

- Availability of resources

- Time available to take protective actions

- Public's understanding of sheltering-in-place

For some hazards, sheltering-in-place can be enhanced by seeking the most protected refuge in the structure. For chemical, radiation and some biological hazards it is enhanced by reducing the indoor-outdoor air exchange rate.

- **Combination Protective Actions**

There may be circumstances when using both evacuation and sheltering-in-place is appropriate. For example, when time or resources cannot support the immediate need to evacuate a large population, only those closest to the hazard and at greater danger could be instructed to evacuate, while people outside of the immediate area would be advised to shelter-in-place.

- **Implementation of Protective Actions**

The Incident Commander(s) shall be responsible to designate personnel in charge of protective actions. Protective actions may require the declaration of a local state of emergency under NYS Executive Law Article 2B.

- Traffic Control Points and Access Control Points shall be established to direct traffic and people out of the affected area and to prevent entry.

- Sources of transportation capable of supporting an evacuation shall be identified.

- All residents of the affected area should be identified and accounted for.

- Forced entry into homes and businesses shall only be performed if there is a reason to believe that a victim may be inside.

- In the case of persons who refuse to leave their homes during an evacuation order: their names, address, next-of-kin and time of notification shall be documented.

- **Family Assistance Centers**

The evacuees may need to stay at a temporary staging area until a suitable family assistance center can be established. The Family Assistance Center shall be coordinated by the American Red Cross with personnel support from other VOADs and/or Warren County Public Health department's volunteers.

- **Public Alerting**

Once a decision has been made to evacuate or shelter-in-place, the Incident Commander(s) shall have the PIO alert the public.

Public Alerting provides timely and reliable emergency information pertaining to the need for protective actions. For protective actions to be effective, the public must first be alerted that an emergency exists, and second be instructed on what to do. Since a hazardous materials incident is normally a rapidly developing situation, initial public alerting by emergency response personnel is a critical aspect of public safety.

- **When to Alert the Public**

- Level 0

- This Level of Magnitude does not normally require Public Alerting. However, the Incident Commander shall respond to public and media requests for information.

- Level 1

- This Level of Magnitude may not require Public Alerting. However, the Incident Commander shall respond to public and media requests for information.

- Level 2

- This Level of Magnitude may require Public Alerting.

- Level 3

- This Level of Magnitude requires Public Alerting.

- **Methods of Public Alerting**

- Press Release

- A press release may be relayed through WCCC to media representatives.
A press release may be made directly to on-scene media representatives.
(Sample news release messages are provided in the appendices.)

- Route Alerting

- Emergency personnel utilizing emergency vehicles, equipped with a siren, a public address system and appropriate personal protective equipment may drive through the affected area and announce the emergency situation.

- Residential Door-to-Door Alerting

- Emergency personnel, equipped with appropriate personal protective equipment, may walk through the affected area and announce the emergency situation on a door-to-door basis.

- Emergency Alert System (EAS)

- Activation of the EAS can only be accomplished by pre-designated government officials or the National Weather Service. (Sample EAS messages are provided in the appendices.)

Mass Notification

Mass notification system may be initiated by either WCCC or WCOES.

- **Components of a Public Alert Message may include:**

- Affected area
- Health hazards
- Protective actions
- Evacuation routes
- Location of Family Assistance Center(s)
- Medical treatment
- Telephone number for mobility impaired to call for assistance

Recovery

Recovery immediately follows emergency response. It involves direction to restore the community to normal conditions and may include:

- Requesting a Presidential Disaster Declaration
- Maintaining access control
- Clearing debris
- Restoring public utilities
- Providing emergency social services (shelter, clothing, food, etc.)
- Rebuilding
- Investigating the incident
- Demobilizing emergency personnel and resources, which may include emergency worker counseling
- Adjusting traffic control perimeters
- Continuing public information – general purpose and health-related
- Maintaining security in restricted areas
- Providing long-term counseling for residents
- Continuity planning for business and industry (economic preservation)

- **Cleanup and Disposal**

- The cleanup and disposal of hazardous wastes will comply with applicable local, state and federal regulations.
- The party responsible for the incident is legally and financially responsible for the cleanup and disposal of hazardous wastes.
- Emergency responders should understand that if they initiate contact with a commercial cleanup company, they may be held responsible for the costs incurred.

- If the party responsible for the incident is unknown, unwilling, or unable to accomplish cleanup and disposal, the New York State Department of Environmental Conservation may hire a commercial cleanup company with State funds.

➤ **Relocation and Re-entry**

- **Relocation**

In cases where contamination of the environment has occurred and the long-term relocation of residents is necessary, the Warren County Department of Social Services shall provide relocation assistance.

- **Re-entry**

Re-entry to an area that has been sheltered-in-place or evacuated shall not be allowed until authorized by the Incident Commander(s).

The Incident Commander(s) shall confer with the Warren County Public Health Department and other appropriate officials to establish re-entry procedures that will include:

- A time to return
- Safety precautions
- Health precautions
- Decontamination
- Symptoms of illness as a result of exposure

The Public Information Officer shall inform the public of the re-entry procedures. This may be done by the following methods:

- Social media
- News release
- Emergency Alert System
- Mass notification system
- Announcements and/or printed materials at reception/congregate care centers
- Printed materials issued at Traffic Control Points and Access Control Points

Traffic Control Points and Access Control Points shall be maintained, as necessary, to ensure an orderly re-entry by the public.

➤ **Incident Evaluation**

- OSHA Standard 1910.120 requires the Incident Commander(s) (IC) to debrief and evaluate the emergency response as soon as possible. (The Incident Commander for HAZMAT incidents is the Fire Chief of the local jurisdiction.)

Incident Debriefing – The IC shall ensure that an incident debriefing occurs as the incident conclusion or as responders leave the scene. The debriefing should include, but not be limited to providing the following information:

- Hazard information
- Exposure signs and symptoms of materials involved

Name of individual responsible for post-incident medical contact
Administrative procedures
Gather name(s) of all outside responders and agencies

Critique – The IC shall conduct a critique for all Level 1 or greater hazardous material incidents. Such critique will review the incident with the purpose of identifying both those areas that worked well and those areas that need improvement. (If requested, the Office of Emergency Services will provide assistance to conduct the critique.) The critique process should include, but not be limited to the following:

Be held after allowing sufficient time for the emergency to be investigated and appropriate information collected.

Include at least one representative of each agency that played a role in handling the incident.

May consist of a single multi-agency meeting or various inter-agency meetings.

The findings of such critique, and identity of its participants, shall be documented in writing, in an After-Action Report with Improvement Plan.

Areas of improvement or changes identified in local or community plans or training will be incorporated in local or community activities as appropriate.

Direction and Control

The Incident Commander(s) will control and direct all activities at the scene in accordance with the Incident Command System.

If a disaster is declared, the Chief Executive (or designee) will exercise Executive Authority (as defined in NYS Executive Law, Article 2B) over all disaster operations in the municipality in accordance with mission assignments contained in this Plan.

A Command Post will be established by the Incident Commander(s). This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander(s) should be limited to primary responders: fire, law enforcement, EMS, communications and others who may be appointed by the Incident Commander(s).

The news media will assemble at the Joint Information Center (JIC) and when the Incident Commander(s) deems the site accessible, be escorted to the scene staging area (designated by the Incident Commander(s).) If the County's EOC is activated, the EOC Public Information Officer will disseminate information in conjunction with the on-scene PIO.

➤ Unified Command

In the event of a Limited Emergency Condition or Full Emergency Condition hazardous material incident, the responders shall utilize Unified Command to provide effective leadership, coordination and unified on-scene command of emergency response forces.

All on-scene actions shall be consistent with the objective of ensuring the safety of all emergency responders and the public.

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

This Plan addresses the need to ensure control of a multi-jurisdictional/multi-agency response to a hazardous materials incident, and highlights the demand for a unified Incident Command System under the direction of the Incident Commanders. The concept of Unified Command simply means that the main agencies that have jurisdictional responsibilities will have an incident commander as part of the unified command system to contribute to the process of:

- Determining overall response objectives
- Selecting response strategies
- Ensuring joint planning and application of tactical and operational activities
- Maximizing use of available resources
- Public alerting and press releases

- First Responder

The primary responsibility of the first responder is to determine the potential hazards to life, health, property and the environment resulting from the incident. If it is determined that the incident presents a potentially hazardous situation, the first responder should promptly communicate this to 911. The first responder should then initiate the following actions:

- Evacuate all non-emergency personnel from the hazard area
- Attempt to identify the material(s) involved
- Establish a Command Post
- Determine if the community notification, sheltering or evacuation is needed and the geographical area likely to be impacted
- Isolate contaminated persons in a safe location
- When representatives of the Lead Agency having jurisdiction designate an Incident Commander(s), the first responder should brief the Incident Commander(s) on the extent of injuries, damage and the status of efforts to control the incident

- Incident Commander

As part of the initial response to a hazardous materials incident, the fire department having jurisdiction shall serve as the Lead Agency. A qualified on-scene member of that fire department shall serve as the Incident Commander.

Using the definitions previously described, the Incident Commander shall declare a Level of Magnitude for the incident. If conditions change, the Level of Magnitude may be upgraded or downgraded as appropriate.

When the designation of the Incident Commander(s) needs to be evaluated, the following factors should be considered:

- Declared "State of Emergency"
- Geographic area affected
- Impact upon the community
- Single or multiple jurisdictions affected
- Number of response agencies
- Operational requirements
- Resources commitments
- Scope and technical complexity of the incident

The Incident Commander(s) must ensure that all participating agencies (local, state and federal) are effectively communicating within the designated command structure.

If the designation of Incident Commander(s) changes where the Incident Commander(s) is not physically at the scene, it may be necessary to designate an Operations Section Chief.

- Emergency Operations Center (EOC)
An EOC provides off-site incident coordination and assistance as required.

The Office of Emergency Services maintains procedures for activating Warren County's EOC.

Upon notification of a Limited Emergency Condition HAZMAT incident, the Office of Emergency Services shall contact the Incident Commander to assess whether Warren County's EOC needs to be activated; and if so, the degree to which the EOC needs to be staffed.

- Command Responsibilities
Non-Emergency Condition – Implement Incident Command
The Incident Commander shall:
 - Establish contact with a facility representative
 - Determine the number and type of response units that are needed to handle the incident
 - Evaluate the need to declare a higher or lower Level of Magnitude
 - Respond to public and media requests for information

Controlled Emergency Condition – The above activities, the Incident Commander(s) shall also:

- Establish a Command Post
- Establish liaison with the Facility Emergency Coordinator
- Ensure that all appropriate agencies are represented in the Command Post
- Designate Sections and Section Chiefs, as appropriate

shall: Limited Emergency Condition – The above activities, plus the Incident Commander(s)

Consult with the Office of Emergency Services about activating the Emergency Operations Center. The Office of Emergency Services shall notify and brief the County Executive

The Chief Elected Official shall evaluate the need to declare a State of Emergency under N.Y.S. Executive Law, Article 2B

Full Emergency Condition – In addition to the above activities:

The Incident Commander(s), Fire Coordinator, EMS Coordinator, Emergency Services Director, Sheriff, Public Health Director, local officials (including local law enforcement) and the County Executive shall reevaluate the existing designation of the Incident Commander

The New York State Office of Emergency Management (OEM) coordinates the application of the state’s resources in an emergency.

Mission Assignments

Incident Commander

The senior official from the Lead Agency will, upon arrival, normally serve as the Incident Commander. Assignment of responsibilities to all other emergency response units will be coordinated by this individual until such time that unified command is in effect. The Incident Commander will:

- Direct on-scene operations to ensure that objectives are identified and assignments are made including hazard assessment and first responder briefings.
- Coordinate actions through support agency representatives who will retain control of their respective forces under the National Incident Management System.
- Designate a hazard area, define its limits and establish other zones as needed.
- Determine the need for public alerting, sheltering-in-place or evacuation and notify the appropriate law enforcement (agency) representative who will initiate actions.
- Establish the Incident Command System (ICS) structure and staff the Command Post to handle the operation. ICS unit responsibilities may include:
 - Risk evaluation/case and response
 - Securing the area
 - Public alerting/evacuation/shelter-in-place
 - Rescue
 - Fire or leak control
 - Diking and/or neutralizing
 - Re-entry and recovery
- Establish functional sections to support operations. Functional sections may include:
 - Resources Unit (within the Planning Section)
 - Medical and Communications Units (within the Logistics Section)

Fire Service

- Fire Department
Fire department responsibilities may include the identification of materials, decontamination, bringing fires under control and the containment of spills. The fire department coordinates and notifies appropriate authorities to implement the safe removal of the product and may monitor the cleanup and decontamination of the site.
- Fire Coordinator
If requested by the Incident Commander, or if conditions warrant, provide:
 - An on-scene fire liaison
 - Act as the principal coordinator of the *Warren County Mutual Aid Plan* and the County Hazardous Materials Response Team
 - Provide technical advice and assistance as required
- Hazardous Materials Response Team (HMRT)
The HMRT may make entry into the hot zone to control, contain and stop the leak and/or spill.

The HMRT will identify the product, its potential hazards and provide this information to the Incident Commander(s).

HMRT operations will be conducted in accordance with appropriate OSHA and NFPA regulations.

The HMRT will provide overall technical assistance in conjunction with the on-scene qualified industrial representative.

Law Enforcement

Law enforcement duties may include securing the immediate area at the scene of the incident, rerouting traffic, public alerting and limiting access to the area to emergency personnel only.

Emergency Medical Services (EMS)

EMS will coordinate on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials incident. They will also ensure that mutual aid plans for both EMS and the hospitals are implemented.

A release of hazardous materials into the environment may cause multiple casualties. EMS may be needed to provide medical care to those injured and/or exposed, e.g. facility employees, emergency responders, the public. Furthermore, a hazardous materials incident may require mutual aid among Emergency Medical Service providers and hospitals.

- EMS
EMS is in charge of all patient care at the scene. Patient care decisions are the providence of the senior EMS provider at the scene.

- Warren County EMS Coordinator
 - The emergency medical responsibilities of the EMS Coordinator include the following:
 - Coordination of EMS activities in accordance with the *Warren County EMS Mutual Aid Plan*
 - Coordination with the Incident Commander(s), EMS responders, area hospitals and the Warren County Public Health Department
 - Implementation of the *NYS Multiple Casualty Incident Plan*, as appropriate
- Hospitals/health centers
 - Hospitals/health centers shall provide primary medical care to persons who are injured and/or exposed to hazardous materials following decontamination as appropriate.

Warren County Public Health Department

The Warren County Public Health Department shall serve as the Lead Agency for public health.

The Bureau of Public Health Engineering shall serve as the local representative of the New York State Department of Environmental Conservation (NYSDEC) and shall notify the regional office of NYSDEC of those incidents that result in the release of hazardous materials to the environment.

The coroners shall provide for the management for the deceased (see Warren County Mass Fatality Plan).

Warren County Communications Center (WCCC)

WCCC is responsible for, but not limited to, the following:

- Activate the dispatch/notification protocols for appropriate responders
- Maintain communication with the Incident Commander(s)
- Relay critical information to responders on their operating channels
- Maintain 911 communication services for the duration of the incident

LEPC Chair

- Receives annual reports from reporting facilities, including hazardous chemical inventory information
- Receives emergency release notifications from facilities and/or transporters
 - Immediately after the release, and
 - In a written follow-up emergency notice
- Assists in making determinations necessary to implement the Plan

Warren County Office of Emergency Services

- Designates an on-scene liaison to facilitate response
- Keeps the Chief Executive fully informed of all operations

- Supports emergency response forces at the Command Post
- Establishes an EOC in accordance with emergency plan protocols or by request of the Incident Commander(s) and/or the Chief Executive
- Coordinates staffing and functions of the EOC
- Collects, displays and disseminates information in the EOC
- Coordinates with the State Office of Emergency Management regarding support from state and federal agencies
- Coordinates support from private agencies and volunteer groups
- Directs volunteer civil preparedness forces

Warren County Emergency Operations Center (EOC)

Depending upon the incident, other governmental agencies may be required to support containment, control and recovery. These requests could include: transportation, public works, equipment, specialized personnel, materials and communications. The Incident Commander(s) may request such support directly or via the EOC.

The EOC will coordinate:

- Agencies within county government, the community and the private sector
- Command and control on behalf of the County Executive (upon Article 2B declaration)
- State and federal agency response

Public Information Office (PIO)

- Facilities and public agencies should develop media relations plans. Such plans should designate spokespersons who are available on 24-hour call, and who are prepared and authorized to discuss an emergency situation with the media.
- The spokesperson designated to speak on behalf of the Incident Commander(s) is the Public Information Officer.
- The Public Information Officer should establish a Joint Information Center (JIC) where the media can obtain information.

The Joint Information Center should be located in a safe and secure area.

Media representatives shall not be allowed to enter or be near the Command Post as it can be disruptive. However, cooperation with the media is essential to ensure that the public is informed of the situation and what precautions and/or protective actions are necessary.

- The Public Information Officer should work with the EOC PIO to send a clear and consistent message.
- As appropriate, the Public Information Officer in conjunction with a facility spokesperson should make joint media releases.
- The Public Information Officer should assist in coordinating media requests for information.
- Facilities and public agencies should not make media releases without coordination with, and approval from, the Public Information Officer.

Facility Operator/Transporter

- Representatives are responsible to report a hazardous materials release that is greater than the reportable quantity and/or conditions that could result in an incident that may affect personnel and/or the environment.
- Implements the facility emergency response plan and provides supplies, trained personnel and equipment to mitigate the emergency.
- Provides management and technical support to the Incident Commander(s).

If a State of Emergency is declared, the Chief Executive Officer is responsible for, but not limited to, the performance of the following functions:

- Participate with the County EOC, which coordinates the efforts of volunteer agencies, state and federal authorities, public utilities and other support agencies during emergency response, and the recovery/re-entry phase.
- Brief municipal officials about the nature of the emergency.
- Designate a municipal spokesperson that is prepared and authorized to discuss the emergency with the media. The municipal spokesperson and the Incident Command Public Information Officer shall make joint news releases as appropriate and coordinate media requests for information.
- Request state aid through the Office of Emergency Services if the emergency is beyond local capability.
- Ongoing communications with and support to the Incident Commander(s) for on-scene operations.

American Red Cross

Congress established the American Red Cross as the principal organization to undertake relief activities during time of disaster. Services of the Adirondack Chapter include:

- Identifying and staffing emergency shelters
- Providing food for victims and emergency workers
- Assisting with evacuation and distribution of emergency supplies
- Conducting a local damage assessment to provide support from regional and national Red Cross assets
- Lead Agency to coordinate volunteer relief agencies in disaster operations

Locally Based Resources

The Incident Commander(s) may request support from other local government agencies as required to support the incident response and recovery, e.g. transportation, public works, specialized equipment and personnel and materials.

State and Federal Agencies

State and federal laws may require the notification of other governmental agencies. Such notification is generally the responsibility of the facility/transporter responsible for the materials

involved in the incident. Generally, the primary role of these agencies will be to assist the local emergency response agencies and ensure that the parties responsible for the incident provide adequate cleanup and decontamination. In most cases, state and/or federal personnel will only be dispatched to the scene of major incidents.

Support

Emergency response operations are initiated with locally based responders and supported by additional resources as needed.

Special Requirements

The HAZMAT Plan

As required by statute, the Local Emergency Planning Committee performs an annual review of the Plan. Comments, corrections or suggestions on any part of the Plan should be forwarded to:

Warren County Local Emergency Planning Committee
Office of Emergency Services
1340 State Route 9
Lake George, NY 12845

Summary of distribution

The following are emailed a pdf. version of the plan:

State Emergency Response Commission;
All police, fire and EMS agencies within Warren County;
All 'covered facilities' within Warren County (within the meaning of PL 99-499);
New York State Office of Fire Prevention and Control

The members of the LEPC.

The base plan is posted on the Warren County LEPC website.

The Warren County Local Emergency Planning Committee

The LEPC complies with structure and process mandates:

- The Committee carries categories in addition to the membership categories required by statute.
- The Committee meets four (4) times annually.
- Committee meeting dates and locations are published on the Warren County LEPC website.

Since the LEPC's inception, many new environmental regulations have been passed into law. As environmental legislation has expanded, the LEPC's role has also grown.

- SARA Title III requires the LEPC to:
 - Maintain emergency plans and community right-to-know programs
 - Improve preparedness through training and education
 - Conduct exercises to test plans and procedures
 - Receive emergency notifications and activate the Plan
 - Receive and file SARA Title III reports
 - Perform vulnerability zone calculations for facilities

- The Hazardous Materials Transportation Safety Act of 1990 requires the LEPC to:
 - Plan, train and prepare for transportation incidents involving hazardous materials
 - Determine hazardous materials flow patterns

- The Clean Air Act Amendments of 1990 (including section 112r, Risk Management Planning), requires the LEPC to:
 - Improve coordination of facility and community emergency plans by information sharing
 - Provide information for facility emergency response plans
 - Provide information for facility risk management plans
 - Review plans for SARA Title III related issues

- The Occupational Safety and Health Act requires the LEPC to:
 - Improve safety of emergency responders and facility workers through employer activities
 - Provide guidance on response planning and training requirements
 - Provide information for facility process safety plans
 - Provide information for facility emergency response plans

- The Oil Pollution Act of 1990 requires the LEPC to:
 - Improve planning and response for oil and hazardous materials discharges to water
 - Coordinate the local community plan with facility plans

- The Pollution Prevention Act of 1990 requires the LEPC to:
 - Reduce risk by promoting source reduction and pollution preventative measures

Glossary

Chief Elected Official – The Chief Elected Official of the political subdivision, i.e. County Executive, City or Village Mayor, Town Supervisor.

Command Post – The Command Post (CP) is the nucleus of the decision making process at any incident. There is only one CP for the incident. In a Unified Command Structure where incident commanders from several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the CP. If needed, the planning and logistics functions are also performed at the CP.

Chair for the Local Emergency Planning Committee (LEPC) – Is the Emergency Services Director of the Warren County Office of Emergency Services who for emergencies may be reached through WCCC.

Emergency Manager – In Warren County this is the Director of the Office of Emergency Services

Emergency Operations Center (EOC) – An EOC is generally defined as a protected site, from which civil government officials (municipal, county, state and federal) issue warnings and exercise direction and control in an emergency.

Emergency Services Coordinator – In Warren County, this person serves as the Community Emergency Coordinator.

Extremely Hazardous Substance (EHS) – Is a list of substances available through EPA and set forth in Appendix D, and subsequent additions to 40 CFR Part 300 Appendix D and Appendix E.

Facility – (A) Any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock or aircraft, or (B) any site or area where a hazardous substance has been deposited, stored, disposed of, placed or otherwise come to be located, at which an extremely hazardous substance is present in an amount in excess of the applicable threshold planning quantity; except for the purposes of the release requirement for which “facility” means any of the items listed in (A) or (B) at which a hazardous chemical is produced, used or stored. The term does not include any consumer product in consumer use or any vessel.

Fire Coordinator – In Warren County, this person is responsible for all operations of the County’s Hazardous Materials Response Team and the duties outlined in the Warren County Fire Mutual Aid Plan.

Hazardous Chemical – Any chemical exposure that poses a physical hazard or health hazard.

Incident Command System (ICS) – An organized system which defines standard operating procedures and roles and responsibilities used to manage and direct emergency operations as outlined in NIMS.

Joint Information Center (JIC) – A JIC is a place which receives and processes information from the Command Post and/or the EOC, about the event for accurate and timely dissemination to the news media and the public. Media representatives report to the JIC for official information about the event.

Office of Emergency Services (OES) – OES is the focal point of emergency services in Warren County for natural, technological and national security emergencies. OES develops, maintains and administers a comprehensive emergency management plan designed to save lives and protect property through prevention/mitigation, readiness, response and recovery.

Perceptible Exposure – Any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or

environmental receptor physically, such as causing irritated eyes, itchy skin, damaged vegetation, chronic injury, etc.

Protective Actions – Official direction to evacuate the area or to shelter-in-place as precaution from harmful exposure.

Public Alerting – Decisive action to notify the public and to direct them to take specific actions. A number of means can be used by public officials.

Public Information Officer – This is the spokesperson for the event. This person is responsible to develop information about the incident and release information to the news media and other agencies, after authorization from the Incident Commander(s) or the EOC Manager.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment (including the abandonment or discarding of barrels, containers and other closed receptacles containing any hazardous substance or pollutant or containment), but excludes (a) any release which results in exposure to persons solely within a workplace, with respect to a claim which such persons may assert against the employer of such persons, (b) emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel or pipeline pumping station engine, (c) release of source, byproduct or special nuclear material from a nuclear incident, as those terms are defined in the Atomic Energy Act of 1954, if such release is subject to requirements with respect to financial protection established by the Nuclear Regulatory Commission under 170 of such Act, and (d) the normal application of fertilizer.

Reportable Quantity (RQ) – Determined by the EPA and set forth in Appendix D. For all other hazardous substances, the Reportable Quantity (RQ) is one pound.

Safety Data Sheet (SDS) – Information sheet(s) about the chemical product including: emergency responder precautions, protective actions, emergency treatment and the physical characteristics of the product among others.

Site – All contiguous property owned or leased by the owner or operator of the facility at which the release occurred, but does not include property across a public right of way.

State of Emergency – In the event of a disaster, rioting, catastrophe or similar public emergency, or in the event of reasonable apprehension of immediate danger, and upon a finding by the Chief Executive that the public safety is imperiled within the territorial limits of the county, city, town or village, the Chief Executive may proclaim a State of Emergency within any part or all of the territorial limits of such local government. Following such proclamation, the Chief Executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control (reference NYS Executive Law, Article 2B).

Threshold Planning Quantity (TPQ) – The amount set forth for each extremely hazardous substance in Appendix D.

Unified Command – A method for all agencies or individuals who have a jurisdictional responsibility and in some cases for those who have functional responsibility at the incident, to contribute to:

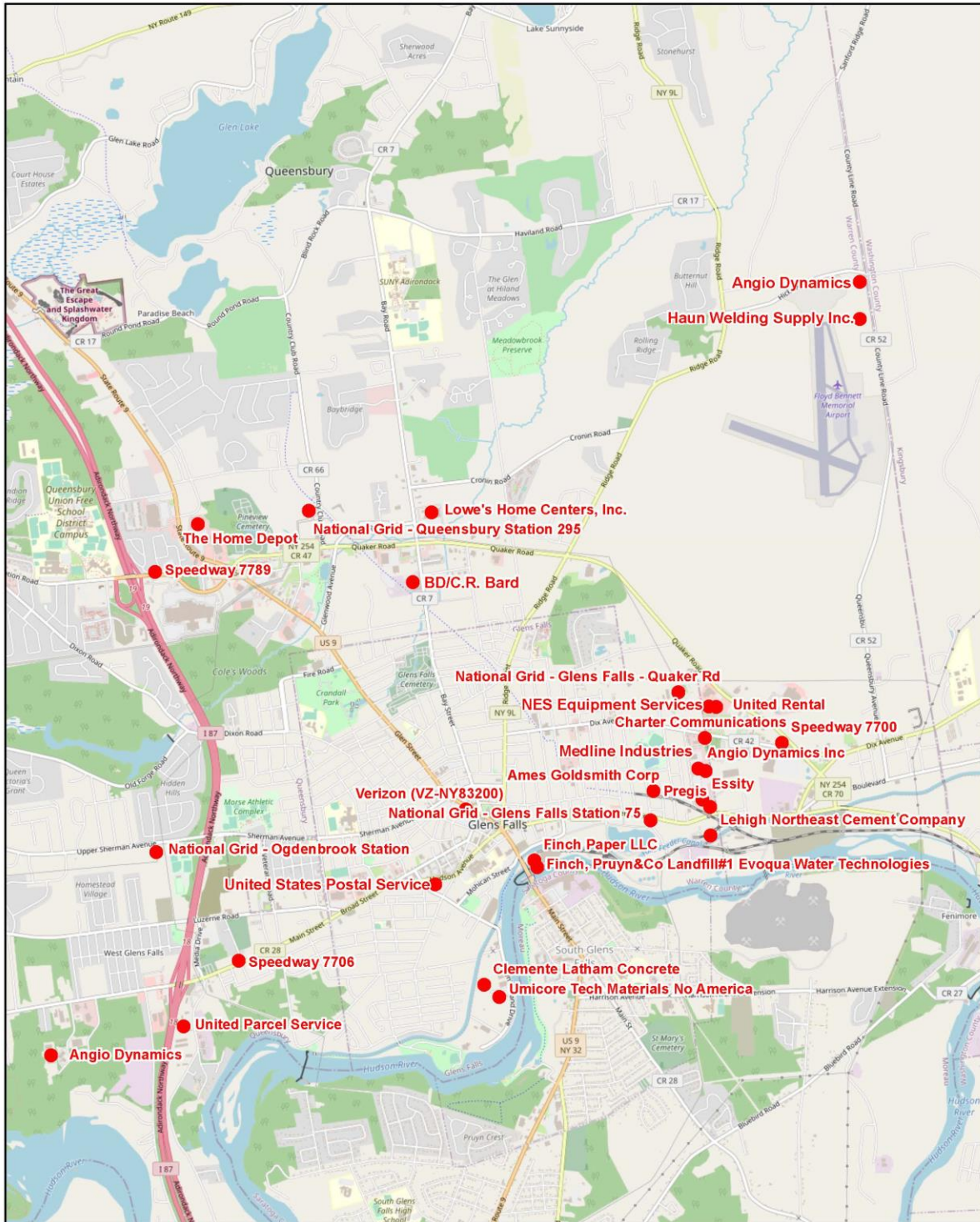
- Determining overall objectives for a safe resolution of the incident;
- Selecting a strategy to achieve these objectives; and,
- Ensuring the maximum effective use of all resources.

Warren County Comprehensive Emergency Management Plan (CEMP) – The County’s Incident Command System guidelines are included in the document.

Appendix A - Reporting Facilities

Company	Address	City/Town	Evacuation Routes	Name	Contact Number
Lehigh Northeast Cement Company	313 Warren St	Glens Falls	East or West on Dix Ave or Warren St.	David Dreyer	518-223-1289
Lowe's Home Centers, Inc.	251 Quaker Rd	Queensbury	North or south on Bay Rd or East or west on Quaker Rd	Bobbi Tenborg	Mooreville, NC 28117
Medline Industries	10 Glens Falls Technical Park	Glens Falls	East or West on Dix Ave or Warren St.	Jeremy Sharp	518-795-1370
National Grid - Glens Falls - Quaker Rd	One Apollo Drive	Glens Falls	East or West on Dix Ave or North or south on Quaker Rd	Matthew Root	518-227-7508
National Grid - Glens Falls Station 75	6 Shermantown Road	Glens Falls	East or West on Warren Street	Matthew Root	518-227-7508
National Grid - Ogdenbrook Station	352 Upper Sherman Ave	Queensbury	East or west on Sherman Ave	Matthew Root	518-227-7508
National Grid - Queensbury Station 295	20 Country Club Road	Queensbury	East or west on Quaker Road	Matthew Root	518-227-7508
Peckham Materials Corp #35	5983 Rte 9	Chestertown	North or south on State Rte. 9	Kevin DeSilva	518-560-0988
Pregis Innovative Packaging	300 Lower Warren St	Queensbury	East or West on Dix Ave or Warren St.	Joseph Luzzi	518-480-2562
Pregis Innovative Packaging	18 Peck Avenue	Glens Falls		Joseph Luzzi	518-791-2557
Speedway 7700	756 Quaker Road	Queensbury	North or south on Quaker Rd or East or west on Dix Ave	Keith Hughes	Enon, OH 45323
Speedway 7706	81 North Main St	Queensbury	East or west on Main Street	Keith Hughes	973-863-7642
Speedway 7789	527 Aviation Road	Queensbury	East or west on Aviation Rd or North or South on I-87	Keith Hughes	973-863-7642
Stuart M. Townsend Middle School	27 Hyland Drive	Lake Luzerne	South or north on State Route 9N	Brian Gereau	
Suburban Propane	12 Knapp Hill Rd	Chestertown	North or South on State Route 8	Chris Ellis	518-494-2428
Suburban Propane - Riparius #2350	Rt 8 & Riverside	Riparius	East or west on State Route 8	Chris Ellis	518-793-2862
Sunoco #80003647	38 Valley Farm Road	Pottersville	South on Schroon River Road	Kathleen McCaney	610-833-3761
Sunoco #80013504	6356 Route 9	Chestertown	North or south on State Route 9	Kathleen McCaney	610-833-3761

The Home Depot USA	820 Rt 9	Queensbury	North or south on State Rte. 9	Evan Robison	518-798-8301
Umicore Tech Materials No America	9 Pruy'n's Island Dr	Glens Falls	North on Pruy'n's Island Drive	Terry McCormack	508-838-2080
United Rental (North America) Inc.	34 Triangle Park Drive	Queensbury	East or West on Dix Ave or North or south on Quaker Rd	Michael Manning	518-792-2204
United Parcel Service	52 Big Boom Rd	Glens Falls	North on Big Boom Rd	Lidia Amaya	518-793-5005
United States Postal Service	16 Hudson Ave	Glens Falls	West on Broad St or North or south on State Rte. 9	Dan Cronin	518-745-4525
Verizon CO (VZ-NY80005)	7 Norwal Rd	Bolton	North or south on Norwal	Susan Calderon	Basking Ridge, NJ 07920
Verizon CO (VZ-NY 80032)	12 Overbrook Rd	Hague	North or south on Route 9N	Susan Calderon	Basking Ridge, NJ 07920
Verizon CO (VZ-NY80099)	22 Hudson St	Warrensburg	North or south on State Rte. 9 or West on Hudson St	Susan Calderon	Basking Ridge, NJ 07920
Verizon CO (VZ-NY80889)	153 Ottawa Street	Lake George	North or south on State Rte. 9	Susan Calderon	Basking Ridge, NJ 07920
Verizon CO (VZ-NY83200)	314 Glen St	Glens Falls	North or south on State Rte. 9 or West on Sherman Ave or East on Warren St	Susan Calderon	Basking Ridge, NJ 07920
Verizon Kattskill Bay CO (VZ-NY80044)	3 Old Route 9L	Queensbury	North or south on 9L	Susan Calderon	Basking Ridge, NJ 07920
Verizon Wireless Bolton Landing	40 Sagamore Drive	Bolton Landing	North or south on 9N	Susan Calderon	800-386-9639



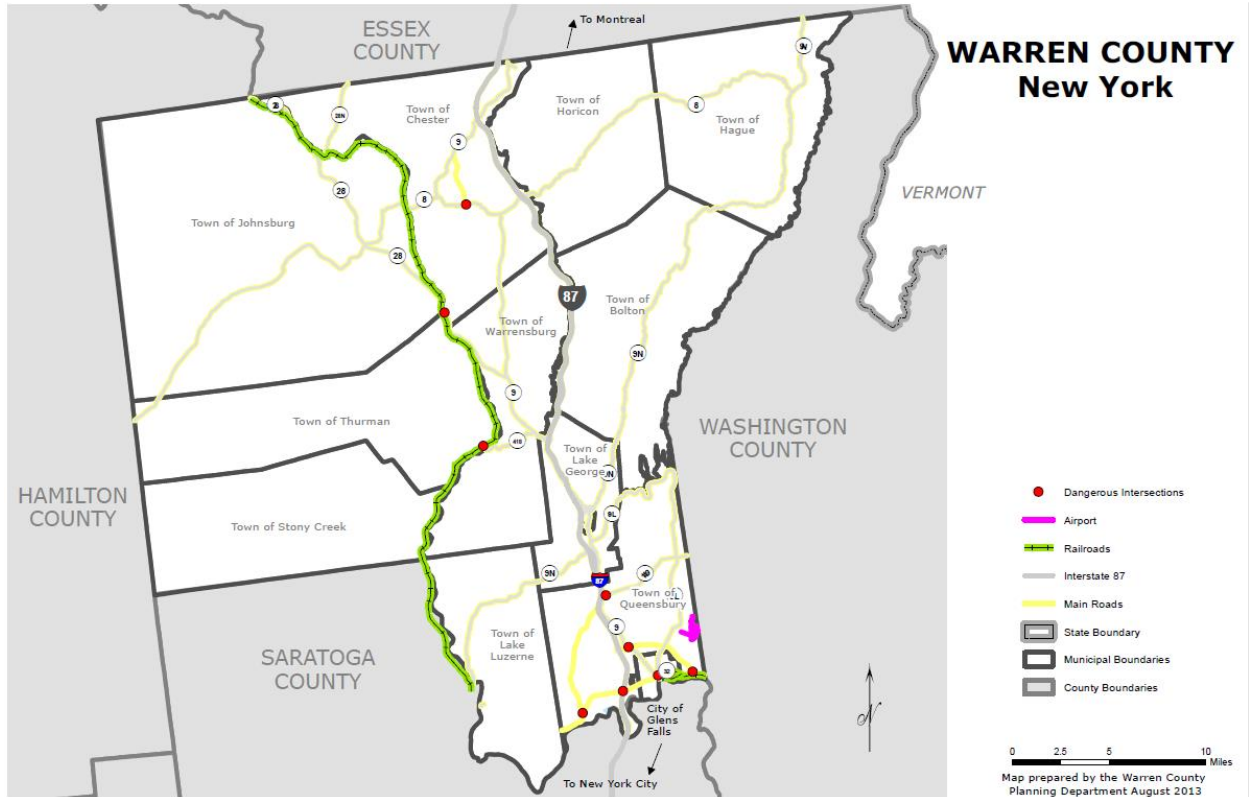
Tier II Facilities

prepared by:
 Warren County Planning Department
 July 2020
 Data sources: WC Planning, WC OES, World Street Map

Appendix B - List of Extremely Hazardous Substances

Ammonia (Anhydrous) 7664-41-7	Kerosene 8008-20-6
Ammonia 7664-41-7	Lead 7439921
Ammonium Bisulfite 10192-30-0	Lead Acid Batteries 7664-93-9
Ammonium Formate 540692	Liquid Nitrogen 7727-37-9
Ammonium Hydroxide 1336216	Liquid Oxygen 7782-44-7
Anchorseal 64742-61-6	Low Density Polyethylene Homopolymer
Antifreeze	Magnesium Nitrate 10377-603
Aqueous Ammonia 7664-41-7	Masonry Cement 65997-15-1
Argon 7444037	Methanol 67-56-1
Asphalt 8052-42-4	Motor Oil 64741-88-4
Bioxide	Nitric Acid 7697-37-2
BXR 338	Oils, Miscellaneous: Motor 64742581
Cadmium 7440-43-9	Oxygen 7782-44-7
Cadmium Oxide 1306-19-0	Petroleum Base Oil 64742650
Calcite, dolomite 16389881	Petroleum Based Oil 68476313
Calcium Carbonate 471-34-1	Petroleum Hydrotreated Distillate 64742-47-8
Calcium Chloride 10035048	Phosphoric Acid 7664-38-2
Calcium Oxide 1305-78-8	Polycaprolactum 25038544
Calcium Chloride 10043-52-4	Portland Cement 65997-15-1
Carbon Dioxide 124389	Potassium Hydroxide 1310-58-3
Carbonic Acid, Magnesium Salt 546930	Product Liquor 66071-92-9
Caustic Soda 1310-73-2	Propane 74-98-6
Chlorine 7782505	Propylene Glycol 57556
Chlorine Dioxide 10049-04-4	Repelletized Polyethylene Foam 9022884
Chlorites, Inorganic 1318598	Sawdust
Compounded Polyolefin 9002884	Silver 7440-22-4
Copper 7440-50-8	Silver Nitrate 7761888
Diesel Fuel 68476-34-6	Silver Oxide 20667123
Dilsocyanates 9016-87-9	Sodium Carbonate, Monohydrate 497198
D-limonene 5989275	Sodium Chlorate 7775-09-9
Ethanol 64175	Sodium Hydrosulfide 16721-80-5
Ferric Sulfate 10028-22-5	Sodium Hydroxide 1310-73-2
Formaldehyde 50000	Starch 56780-58-6
Fuel Oil 68476-30-2	Sulfur 7704-34-9
Fuel Oil 68476-33-9	Sulfuric Acid 7664-93-9
Gasoline 8006-61-9	Talc 14807966
Hydraulic Oil	Titanium Dioxide 13463-67-7
Hydrazine, Aqueous Solution 3020-12	Ultra Plas 1313 111-46-6
Hydrochloric Acid 7647-01-0	Waste Oil 70514-46-6
Hydrogen 1333-74-0	Zinc 7440-66-6
Hydrogen Peroxide 7722-84-1	
Hydroquinone 123319	
Isobutane 75-28-5	

Appendix C - Map of Major Transportation Routes



Appendix D - (Sample) Incident Reporting Form

NEW YORK STATE EMERGENCY RESPONSE COMMISSION

DRAFT RELEASE REPORT FORM – SARA TITLE III SECTION 304

1. Caller Name _____ Call Date _____
2. Affiliation _____ Time _____
3. Telephone _____ Ref. # _____
4. Material Released _____ EHS: _____ / _____
CERCLA: _____ / _____
5. Amount Released _____ lb/gal
6. Date of Release _____ Time _____ Duration _____ hr _____ min
7. Release Medium _____ air _____ water _____ land
8. Weather Conditions _____
9. Location of Release (St/Bldg #) _____
(city/county) _____
10. Facility (name) _____
(address) _____
11. EMERGENCY CONTACT (Name) _____
12. Incident Description _____

13. Health Risks _____

14. Precautions _____

15. Additional Notifications made
 - a. Local Fire Department _____ yes _____ no _____ time
 - b. Community Emergency Coordinator _____ yes _____ no _____ time
 - c. NYS Environmental Conservation _____ yes _____ no _____ time
 - d. Federal National Response Center _____ yes _____ no _____ time
16. Remarks, etc. _____

17. Form Completed by: (signature) _____
(title) _____

Appendix E – (Sample) Evacuation Announcement

Evacuation Announcement

“The following message is from _____. A hazardous materials emergency exists at (location) _____. All persons must evacuate an area bordered by (north)_____, (east)_____, (south)_____, (west)_____. (**Report on time, then continue.**)

Please follow these main evacuation routes: (**List routes**)

Please cooperate by checking on persons in your neighborhood who may live alone. If they do not have transportation, please assist them. If you know housebound or mobility impaired persons who require assistance, contact _____.

You should prepare to spend a minimum of one day away from home. You should take sufficient quantities of personal care items and prescription drugs for this time period.

We remind you to take the following steps:

1. Secure your home and property.
2. Turn off all lights and electrical appliances
3. Turn down heating systems (or turn-off air conditioning systems).
4. Drive carefully. Proceed calmly to your destination, obeying all traffic laws.
5. Please obey the police and others who will be directing traffic along the evacuation routes.

If you need a place to stay, please go to (location)_____. Pets will not be allowed inside the family assistance center. However, bring your pets and facilities will be provided for their care.

Do not use the telephone except to REPORT emergencies. Do not call government offices. You will be kept informed of the situation through this Emergency Alert Station.

The preceding message is an announcement from _____ regarding an order by _____ to evacuate all persons living in the affected area. For further information, please stay tuned to this station.” (**Therefore, this message shall be repeated every five minutes.**)

Appendix F – (Sample) Shelter-In-Place Announcement

Shelter-In-Place Announcement

“The following message is from _____. A hazardous materials emergency exists at (location)_____.

If you live, work or are traveling within the flowing area, you should take shelter, by going inside a building:

The area is bordered by (north)_____, (east)_____, (south)_____, (west)_____.
(Report on time, then continue.)

If you are traveling through the affected area, roll-up windows, close air vents, turn off heaters and/or air conditioners. If shelter is not immediately available, place a handkerchief, towel or other similar item snugly over your nose and mouth until you can get indoors.

Take shelter indoors and do the following:

Close all doors, windows, shades and drapes, sealing gaps with wet towels or wide tape. Stay away from windows. Turn off heating systems, air conditioners or fans. Extinguish fireplaces and close fireplace dampers. Keep pets inside.

(Read this statement only if school is in session)

Do not telephone or go to the school your children attend. They are in a covered protected environment and swill be bused home when it is safe.

Do not use the telephone except to REPORT emergencies. Do not call government offices. You will be kept informed of the situation through this Emergency Alert Station.

The preceding message is an announcement from _____ advising people affected by this emergency to take shelter. For further information, please stay tuned to this station.” ***(Therefore, this message shall be repeated every five minutes.)***

Appendix G – Reference List

Websites

American Chemistry Council (ACC)
www.americanchemistry.com

American Petroleum Institute (API)
www.api.org

American Railway Car Institute (ARCI)
www.rsiweb.org

Association of American Railroads (AAR)
www.aar.org

Bureau of Explosives (BOE)
<http://boe.aar.com>

Chemical Transportation Emergency Center (CHEMTREC)
www.chemtract.org

The Chlorine Institute (CI)
www.chlorineinstitute.org

Compressed Gas Association (CGA)
www.cganet.com

Department of Homeland Security/Transportation Security Administration (DHS/TSA)
www.tsa.gov

Department of Transportation (DOT)
www.dot.gov

Environmental Protection Agency (EPA)
www.epa.gov
<https://www.epa.gov/epcra/cercla-and-epcra-continuous-release-reporting>

The Fertilizer Institute (TFI)
www.tfi.org

National Fire Protection Association (NFPA) Standard 472 & 473
www.nfpa.org

National Propane gas Association (NPGA)
www.npga.org

National Response Center (NRC)
<http://www.nrc.uscg.mil/>

New York State Office of Fire Prevention and Control (OFPC)
www.dhSES.ny.gov/ofpc/

Nuclear Regulatory Commission (NRC)
www.nrc.gov

Occupational Safety and Health Administration (OSHA)
www.osha.gov

Railway Supply Institute (RSI)
www.rsiweb.org

The Sulfur Institute (TSI)
www.sulphurinstitute.org/about/index.cfm

Transport Canada (TC)
www.tc.gc.ca

United States Coast Guard (USCG)
www.uscg.mil

Emergency Telephone Numbers

CHEMTREC	1-800-424-9300 or 202-887-1255
CHEM-TEL	1-800-255-3924 or 813-979-0626
DEC Oil/HAZMAT Spill Hotline	1-800-457-7362
Department of Defense (for incidents involving military shipments)	
Dangerous Goods	1-800-851-8061
Explosives & Ammunition	703-697-0218
National Response Center	1-800-424-8802

Books

DOT Emergency Response Guidebook

Firefighter's Handbook of Hazardous Materials by Charles J Baker

NIOSH Pocket Guide to Chemical Hazards

Quick Selection Guide to Chemical Protective Clothing by Kristen Forsberg & S.Z. Mansdorf

Hazardous Chemicals Desk Reference by Richard J Lewis Sr.

Hazardous Materials Reference Book Cross Index by Daniel J Davis & Julie A Davis

Handbook of Hazardous Chemical Properties by Nicholas P Chevemisino

Hawley's Condensed Chemical Dictionary by Richard J Lewis Sr.

The Merck Index

The First Responders' Guide to Agricultural Chemical Accidents by Charles R Foden & Jack L Weddell

Smartphone Apps



ERG 2016



Gas Detection



EMD PTE



Hazmatch Chemical Suit Guide



Mobile REMM



Rail Crossing Locator



OSHA Heat Safety Tool



Confined Space and Rope



FEMA



WISER



HazmatIQ eCharts

Appendix H – Response Checklists

EOC Checklist

First Responder Hazardous Materials Incident Response Checklist

Incident Commander Hazardous Materials Incident Response Checklist

EMS Hazardous Materials Incident Response Checklist

Law Enforcement Hazardous Materials Incident Response Checklist

ICS 208B

Decontamination Team Checklist

Decontamination Setup Worksheet

Entry Team Checklist

Entry Team Log

HazMat Sketch

HAZMAT EOC Checklist

Controlled Incident – the EOC may or may not be opened

If necessary contact:

Warren County Public Health
Glens Falls Hospital
American Red Cross

Action Items:

Look for nearby Critical infrastructure & people with special needs
Monitor media (including social media)

Limited or Full Incident Level – EOC will be open

Contact:

OES Staff
Glens Falls Hospital
American Red Cross – FAC or shelter
NYS OEM regional Staff – set up incident in NY Responds
Elected Official – SOE
County Administrator – PIO (start press release)
Warren County Public Health – health related notifications for public

Action Items:

Open EOC to a Level 2 or 1 (as needed)
Look for nearby Critical infrastructure & people with special needs
Notification of public to shelter in place or evacuate
Monitor media (including social media)

Additional Contacts:

NYSP EMNCO
NWS – weather related information/EAS
Adirondack Region HAZMAT Consortium
DEC – spill response 1-800-457-7362
DOH – spill response
National Response Center 800-424-8802
OFPC – HAZMAT bureau
United Way 211
RACES
Warren County Human Resources – additional staff as needed
FBI – white powder or WMD incidents
Wadsworth – if items will be sent to lab (with ETA)
National Guard – Army & Air Force

Possible Action Items:

- Activate CART Plan
- Activate Mass Fatality Plan
- Send a HAZMAT Team to the hospital
- Air monitoring
 - DOH during business hours
 - DEC during non-business hours

Possible Contacts:

- Mental Health Team
- Hazard Mitigation
- NYS 511 – state road closures
- Funeral Directors Association – FAC assistance for dead

CAMEO is good for local (<10km) and rather short duration (<1hour) releases.

If the release exceeds 10km in extent and/or one hour in duration, then a HYSPLIT run is appropriate. The NWS offices including NWS Albany can connect to their national modeling center and run HYSPLIT by request for the specific release point and get a plume forecast that can go out 24+ hours. NWS can email animated GIFs to you or a KML file that can be used with GIS to show the plume moving with time. Provide a latitude/longitude, chemical or fire etc.

- Self-rescue (unassisted)
- Assisted rescue
- Decontamination of all victims and personnel

Establish Incident Command System

- Determine who is the On-Scene Incident Commander
- Set up field command post at same location
- Advise Communications Center of exact location of command post
- Establish communications with off-scene support
- Ensure Incident Commander(s) is continually briefed and updated

Notification and Technical Assistance

- Fire Control via radio or 743-2501 for:
 - OES Notification Time: _____
 - Request EOC Established Time: _____
 - Hazmat team response Time: _____
- NYS DEC: 1-800-457-7362 Time: _____ Spill #: _____
- Glens Falls Hospital
- Industry: 1-800-424-9300 (CHEMTREC)
- Emergency Medical Advice: 1-800-672-1697 (Poison Control Center)
- National Weather Service (NWS Albany) 518-435-9575

Provide the Following Information if Possible

- Your name, agency, location and call back number
- Type of material involved, characteristics, physical state, physical effects
- Amount of material released, duration of release, total amount that may be released
- Whether significant amounts of substance appear to be entering the atmosphere, nearby waters, storm drains
- Direction, height, color, odor of vapor clouds or plume
- Weather conditions, local terrain conditions, wind direction
- Injuries, contamination, exposure
- Responsible party
- Personnel on-scene

Incident Commander (IC)

Determine the Incident Commander

- Clearly identify yourself as IC
- Make sure Command Post is at a safe location
- Establish unified command, if appropriate, with agencies on-scene
- Establish staging areas for equipment, medical treatment
- Assure notifications made
- Determine assistance needed from other agencies

Determine the Hazard

- Check placards, shipping, etc.
- Use reference books and off-scene help (i.e., Emergency Management, Fire Marshal, CHEMTREC, etc)
- Identify hazardous material, estimate threat to the population and environment
- Determine wind speed and direction
- Determine downwind, downstream, and downslope exposures
- Identify ignition sources
- Use available detection equipment

Provide for Personnel Safety

- Ensure the use of proper personal protective equipment
- Evaluate need for further evacuation
- Document personnel exposure
- Appoint a Safety Officer _____

Assign Personnel Responsibilities (as appropriate - with names)

- Staging _____
- Evacuation _____
- Rescue _____
- Traffic/crowd control _____
- Containment _____

- Fire suppression _____
- Public information _____
- Communications _____
- Safety _____
- Emergency Medical _____
- Documentation _____

Evaluate Control Line and adjust as necessary

- Use tape, rope, fire-hose, etc.
- Leave a margin of error

Incident Management

- Develop incident action plan
- Oversee incident operations
- Coordinate activities with EOC, Communications Center, etc., as appropriate

Decontamination

- Assign decontamination area officer and team
- Identify people and equipment possibly exposed
- Set up decontamination area procedures

Evacuation / Shelter Activities: (Command Post)

Determine Danger Area

- Identify people and facilities in danger area
- Decide between evacuation or shelter in place (What will best reduce exposure)
- Determine spill/leak size
- Determine plume direction
- Begin warning and/or evacuation procedures for those nearest the incident site. Work outward from the site.

Notify necessary support agencies:

- Law enforcement agencies
- Local TV, Radio, Cable and Newspaper through the Department or County PIO
- Communications Center
- EOC Manager
 - Red Cross
 - County Public Health Department
 - County Social Services
 - Special needs group may require unique resources
 - National Weather Service
 - County Mental Health
 - Facility/Critical Infrastructure representative

Emergency Medical Service (EMS)

- Be aware of dangers
- Take proper precautions to protect yourself when handling casualties
- Coordinate actions with Incident Commander
- Identify medical risks to victims and emergency responders
- Establish medical triage area, if necessary
- Determine and establish appropriate treatment
- Coordinate emergency transportation
- Coordinate with hospital and medical personnel
- Coordinate with Red Cross Mass Care and/or EOC logistics regarding medical services required by evacuees
- Decontaminate personnel - victims and equipment as needed
- Help question / examine responding personnel on state of health and treat as required
- Provide pre and post entry physicals for hazmat team if requested

Law Enforcement

- Work with the Incident Commander to Determine need for an exclusion perimeter, and the distances to establish traffic control
- Establish perimeter-using rope, barricades, vehicles, etc. (Note: avoid flares if any indication that combustible or flammable chemicals are present)
- Re-route pedestrians and vehicles around perimeter - keep onlookers, news media and others from excluded area
- Request additional assistance as needed
- Be prepared at the request of the Incident Commander, to remove persons hindering emergency operations
- Re-open evacuated areas when the determination is made by Incident Command

Site Safety and Control Plan

Section I. Incident Information

Incident

Location/Name: _____

Date Prepared: _____ Operational Period (Time): From: _____

To: _____

Weather

Conditions: _____

Temperature: _____ Deg F. Wind: _____ Mph./Direction: _____

Humidity: _____

Section II. Organization (check and record name when assigned)

Incident Commander: _____

Haz-Mat Group Supervisor: _____

Tech. Specialist: _____

Haz-Mat Reference: _____

Safety Officer: _____

Entry Leader: _____

Site Access Control Leader: _____

Haz-Mat Safety Officer: _____

Decontamination Leader: _____

Safe Refuge Area Mgr: _____

Environmental Health: _____

_____: _____

_____: _____

Entry Team 1: _____ PPE Level: _____

Entry Team 2: _____ PPE Level: _____

<input type="checkbox"/> Entry Team 3:	_____	_____	PPE Level: _____
<input type="checkbox"/> Entry Team 4:	_____	_____	PPE Level: _____
<input type="checkbox"/> Decon Team:	_____	_____	PPE Level: _____
	_____	_____	PPE Level: _____
	_____	_____	PPE Level: _____
	_____	_____	PPE Level: _____
	_____	_____	PPE Level: _____

Section III. Hazard/Risk Analysis *(check when Reference paperwork is attached)*

Material: _____
Amount: _____ Container
Type: _____

Material: _____
Amount: _____ Container
Type: _____

Material: _____
Amount: _____ Container
Type: _____

Material: _____
Amount: _____ Container
Type: _____

Section IV. Hazard Monitoring *(check when instruments are obtained)*

Toxicity/PPM Instrument(s):

O2 Instrument(s):

Toxicity/PPM Instrument(s):

Radiological Instrument(s):

Other Instrument(s):

Comments: _____

Section V. Decontamination Procedures

Section VI. Site Communications

- Command Frequency: _____
- Tactical Frequency: _____
- Entry Frequency: _____

Section VII. Medical Assistance

- Medical Monitoring: _____
- Medical Treatment and Transport: Haz-Mat Team: _____
- Medical Treatment and Transport: Civilian Victims: _____
- Medical Plan Completed By: _____

Comments: _____

Section VIII. Site Map

- Site Map Attached – Completed By: _____

Section IX. Entry Objectives

Section X. SOG S and Safe Work Practices

Modifications to Documented SOG s or Work Practices & Site Specific Safety considerations:

Section XI. Emergency Procedures

Section XII. Safety Briefing

Haz-Mat Group Supervisor Signature: _____

Incident Commander Signature: _____

Safety Officer – Haz-Mat Signature: _____

Safety Briefing Completed (Date): _____ (Time): _____

Notes:

Final Entry-Ready Checks

Final Decontamination Corridor Check By _____

Notify Incident Command and Operations of the Decon Teams Readiness.

Final Briefing - any new information or significant occurrences.

Checklist Completed By _____

**Warren County Hazardous Materials Team
Decontamination Team - Additional Notes**

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____
- i) _____
- j) _____
- k) _____
- l) _____
- m) _____
- n) _____
- o) _____
- p) _____
- q) _____
- r) _____
- s) _____
- t) _____
- u) _____
- v) _____
- w) _____
- x) _____
- y) _____
- z) _____

Warren County Hazardous Materials Team

Decontamination Corridor Worksheet

Location: _____ Date: _____

Incident Site Information:

Wind: _____ mph. Direction: _____ Temperature: _____ deg. F
 Relative Humidity: _____ Dew Point _____ Precipitation: _____
 Terrain (description): _____

Research Decon Corridor/ Identify Chemical

- Identify Chemical _____
 Obtain Copy of SDS Other Resources checked (minimum of 2 – list below)

Decontamination corridor

- Determine Location of Primary: _____
 Determine Location of Backup: _____
 Choose Decon Method & Solution: _____
 Choose Decontamination Officer: _____
 Decontamination Corridor Reviewed with Decontamination Officer Setup Initiated

Decontamination Solutions

- Solution A: 5% Sodium Carbonate + 5% Tri-Sodium Phosphate in water
 Solution B: 10% Calcium Hypochlorite in water
 Solution C: 5% Trisodium Phosphate in water
 Solution D: A dilute solution of Hydrochloric Acid in water
 Solution E: Detergent / soap in water

Material	Solution(s)
Inorganic Acid, Metal Processing Waste	A
Heavy Metals (Mercury, Lead, Cadmium, ...)	B
Pesticides	B
Cyanides, Ammonia and other non-acidic Inorganic Waste	B
Solvents & Organic Compounds such as Trichlorethylene, Chloroform and Toluene	C or A
Chlorinated Phenols, PCB's, Dioxins PBB	C or A
Fuel Oil, Gasoline, and other oily greasy unspecified waste not suspected of being contaminated with pesticides or PCB's	C or E
Inorganic Base, Alkali, & Caustic Wastes	D
Radioactive Materials	E

Etiological Materials	A + D
-----------------------	-------

Warren County Hazardous Materials Team Decontamination Corridor - Additional Notes

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____
- i) _____
- j) _____
- k) _____
- l) _____
- m) _____
- n) _____
- o) _____
- p) _____
- q) _____
- r) _____
- s) _____
- t) _____
- u) _____
- v) _____
- w) _____
- x) _____
- y) _____
- z) _____

Warren County Hazardous Materials Team

Entry Team Checklist

Location: _____ Date: _____

Entry Team Members

- (1) _____ Suit # _____ (2) _____ Suit # _____
(3) _____ Suit # _____ (4) _____ Suit # _____
(5) _____ Suit # _____ (6) _____ Suit # _____
(7) _____ Suit # _____ (8) _____ Suit # _____

Research / Identify Chemical

- Identify Chemical _____
 Obtain Copy of MSDS
 Other Resources checked (minimum of 2 – List)

 Review Chemical and Signs/Symptoms of exposure with entry personnel

Communication to be utilized

- Radio Hand Signal Other
 Final communications check complete just prior to entry.

Entry Checklist

- Level of Protection for Entry (*circle*) A B C D
- Protective Equipment Check & Approved By _____
 Hazards and Procedures Pre-Entry Briefing EMS Pre-Entry Evaluations
 SCBA and Face Piece Check (*APR*) SCBA Air Supply Check (*Filters*)
 Personal Items Removed/Secured

Visual Check of Entry Suit

- All Zippers Properly Secured and Sealed No obvious Suit Damage
 Over-gloving, Double-gloving and footwear Checked

Final Entry-Ready Checks

- Notify Incident Command and Operations of the Entry Teams Readiness.

Final Briefing - any new information or significant occurrences in the hot zone.

Checklist Completed By _____

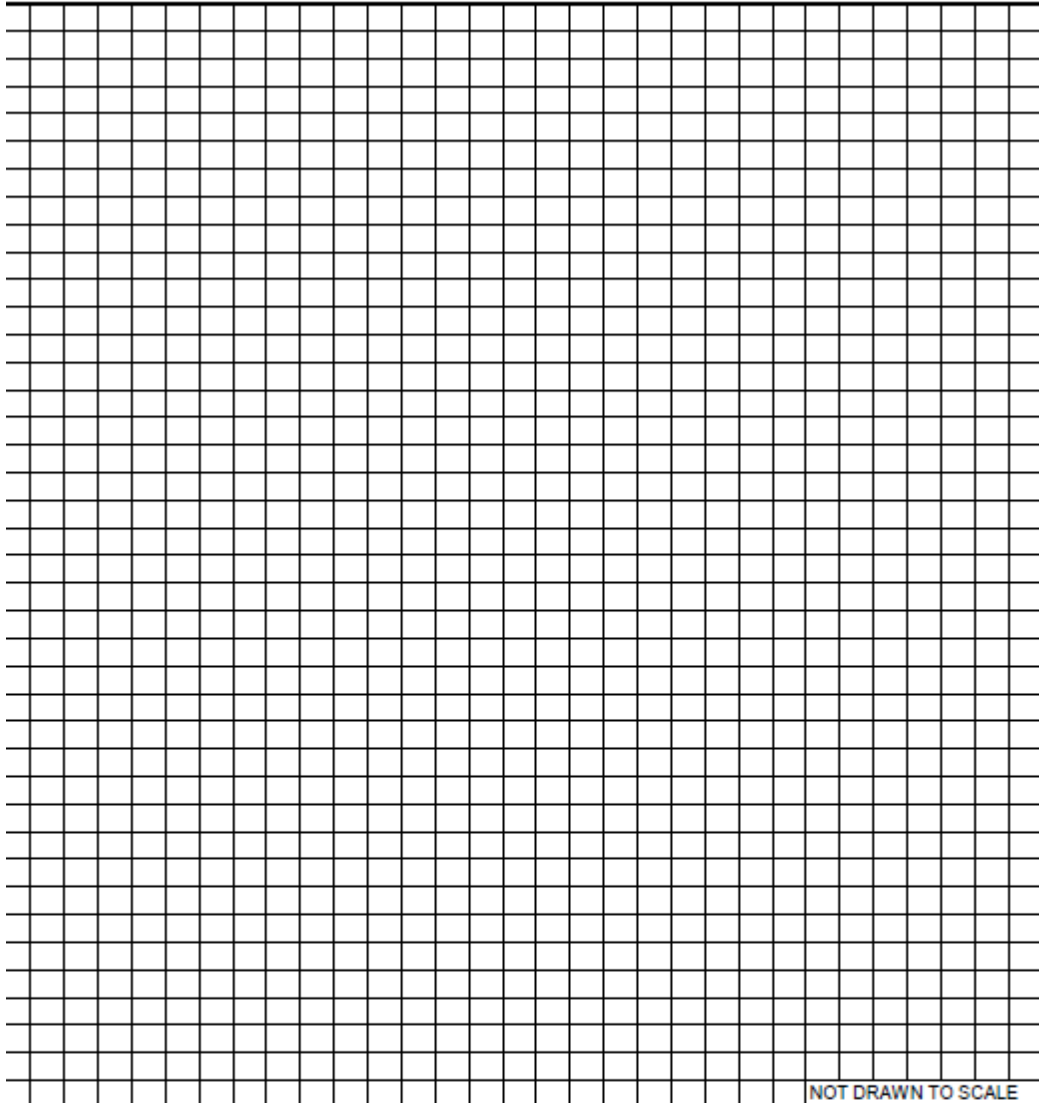
**Warren County Hazardous Materials Team
Entry Team - Additional Notes**

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____
- i) _____
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(af)											
(ag)											
(ah)											

**Warren County Hazardous Materials Team
Incident Sketch Form**



NOT DRAWN TO SCALE

Location :

Date:

Legend

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Sketcher(s):

Appendix I – Social Media

Facebook

Add a picture of on-scene event or cover of plan

1. There has been a hazardous material release (at facility name or in the vicinity of ____).

Evacuate the area of (____ to ____). (The following roads are closed) (shelter has been opened at _____)

The surrounding area of _____ residents should shelter in place.

Stay tuned for more information

PLEASE SHARE

2.

For more information regarding sheltering in place visit

3.

For more information on what to bring to a shelter visit

<http://www.warrencountyny.gov/emergency/management.php>

4,

Sign up for emergency notifications at:

<https://secure.hyper-reach.com/comsignup.jsp?id=15721>

Twitter

#hazmat

#(incident name)

#togobag

#shelterinplace



Blank Page

Attachments

EPA Title III List of Lists - https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf

EPA Right to Know - <https://www.epa.gov/epcra/what-epcra#Key Provisions of EPCRA>

EPA Waste Facilities - <https://www3.epa.gov/region02/waste/goals.htm>

6 CFR Part 27 - http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title06/6cfr27_main_02.tpl

GML 204-F - <http://www.dhSES.ny.gov/ofpc/laws/documents/204-f.pdf>

NYS Guidance Document -

<http://www.dhSES.ny.gov/planning/serc/documents/NYSLEPCPlanningGuidanceDocumentMay2013.pdf>

OFPC Crude Oil Guidance - <http://www.dhSES.ny.gov/ofpc/documents/crude-oil-guidance.pdf>

National Hazardous Materials - Chemical Assisted Suicide: Responder Information -

<http://www.mass.gov/eopss/docs/dfs/mfa/hazmat-training/chemical-assisted-suicide-responder-info.pdf>