

Northeast and Eastern Central Florida Area Contingency Plan

Annex 7000: Hazardous Materials Release Response Plan



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7000 Hazardous Materials/Substances

This Annex defines the unified response to marine hazardous materials releases under this plan; this plan is activated whenever a hazardous material is released above the Reportable Quantity within the area defined in Annex 1000 of the plan. State, local, and federal responders are bound by this plan for all such responses. This Annex is organized as follows:

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7010 Introduction

Contingency planning is essential to the successful implementation of any system designed to manage and contain a hazardous substance release. Contingency plans require a coordinated community response that may also involve state and federal agencies. Planning and coordination of services are equally critical at the national and regional level. The federal government established a National Contingency Plan (NCP) to promote coordination of resources and services of federal and state response systems. To oversee this plan, a National Response Team (NRT) and a National Response Center, a network of Regional Response Teams (RRTs), and a group of On-Scene Coordinators (OSCs) have been established.

This hazardous materials/substances annex will outline and illustrate the local, state, and federal actions needed to properly mitigate a release of hazardous substances into the environment. This plan provides an integrated federal document to consolidate the actions by various agencies and organizations in support of the progression of the response.

This document identifies standard operating procedures for entering and leaving sites, accountability for personnel entering and leaving sites, decontamination procedures, recommended safety and health equipment, and personal safety precautions. The plan includes a list of emergency response equipment appropriate to the various degrees of hazard based on EPA’s four levels of protection (Levels A through D). The priority of response is to mitigate the affects of the hazardous substance release while protecting responders and the community.

7011 Background Information

The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (40 CFR part 300) establishes the National Response System (NRS) as the federal government’s response management system for emergency response to releases of hazardous substances into the environment of the United States.

This system functions through a network of interagency and intergovernmental relationships and provides for coordinating response actions by all levels of government to a real or potential hazardous substances incident. A primary mission of the federal system is to provide support to state and local response activities. Hazardous substances response under the NRS is divided into three organizational levels: the National Response Team (NRT), Regional Response Teams (RRTs), and On-Scene Coordinators (OSCs).

At the National level, the NRT is comprised of 16 federal agencies with interests and expertise in various aspects of emergency preparedness and response to pollution incidents. The NRT provides national planning and policy

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guidance prior to incidents, and assistance as requested during an incident. Like the NRT, the RRTs are planning, policy, and coordinating bodies, and usually do not respond directly to the scene; rather they provide support, advice, and assistance to the Federal OSCs. All NRT member departments and agencies, as well as state and local participants, are represented on RRTs.

Federal OSCs are the federal officials pre-designated by EPA and the USCG to coordinate response resources. The OSC, either directly or through his or her staff, monitors, provides technical assistance, and/or directs federal and potentially responsible party (PRP) resources. As the state and local responder's gateway to the resources of the NRS, it is the OSC's responsibility to provide access to resources and technical assistance that may not otherwise be available to a community. Under the NCP, if federal involvement is necessary because state and local resources have been exceeded, the OSC is obligated to coordinate the use of these resources to protect public health and the environment.

During a hazmat incident, EPA will usually provide OSCs in the inland zone, and the USCG will generally provide OSCs in the coastal zone. The OSC coordinates all federal containment, removal, and disposal efforts and resources during an incident under the NCP or the Federal Response Plan (FRP). The OSC is the point of contact for the coordination of federal efforts with those of the local response community.

Agencies other than EPA or USCG might provide the OSC depending on the incident. While EPA and USCG have primary responsibility under federal laws and regulations, under CERCLA, DOD, DOE, and other federal agencies provide OSCs for incidents for which they have responsibility for releases of hazardous substances. If a federal agency – other than EPA, USCG, DOD, or DOE – has responsibility for an incident, they only provide the OSC if the incident involves non-emergency removal actions.

Each of the agencies in the NRS provides resources and technical expertise and has access to a wide range of federal assets, such as equipment and special expertise, through the RRT.

During an emergency, or for other response support needs, the NRS can be accessed 24-hours a day by calling the National Response Center (NRC) at 1-800-424-8802. Located in the USCG headquarters command center and operating 24- hours a day, the NRC immediately relays reports to the cognizant, pre-designated OSC.

The NRC receives reports of all chemical, radiological, etiological (causes of a disease or abnormal condition), and biological releases regulated by various federal statutes. (However, the only statutory requirements for reporting to the NRC are the Clean Water Act [CWA] for oil discharges, the Comprehensive Environmental Response, Compensation, and Liability Act [CERCLA] for hazardous substance releases, and the Hazardous Materials Transportation Act [HMTA] for hazardous materials releases.

When a discharge or release is discovered or reported, the pre-designated OSC is responsible for immediately collecting pertinent facts about the discharge or release to evaluate the situation. Based on the evaluation, if the OSC decides a federal emergency response action is necessary, he or she works with state and local emergency response teams, local police and firefighters, and/or other federal agencies to eliminate the danger.

While all significant hazardous substance releases must be reported to the NRC, many inland responses are effectively handled without any direct involvement by the federal government. Others require federal assistance when the incident exceeds state and local capabilities. In other words, the federal government acts as a "safety net" for state, local, tribal, and private party responders.

7012 Assumptions/Planning Factors

The assumptions and planning factors used to develop this plan are detailed in Appendix 9400, Section 9422.

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7013 Concept of Operations and Governing Principles

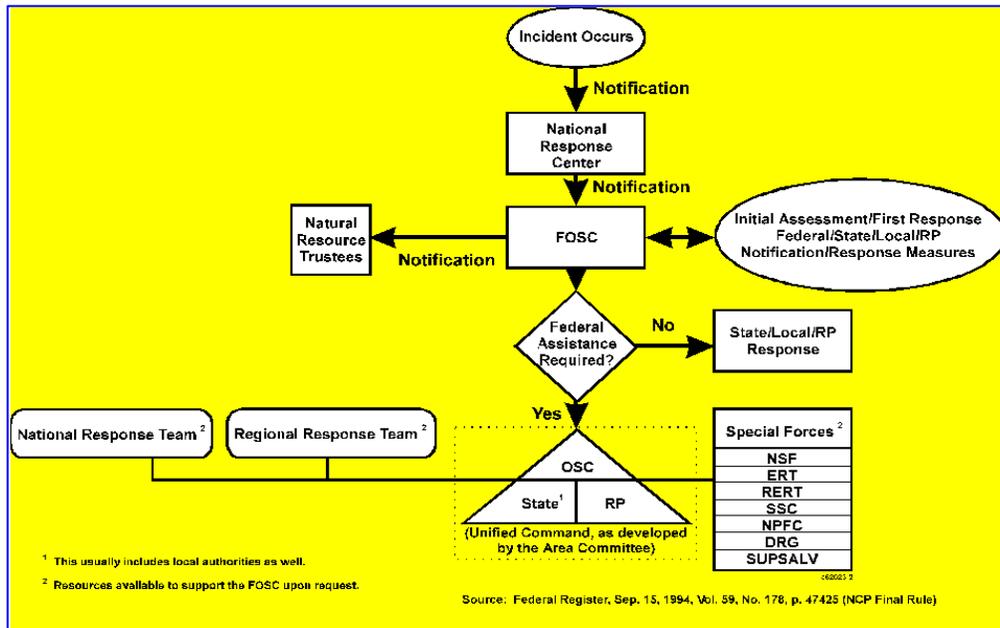
This section outlines governing principles and concepts of operations for response to hazardous materials releases. The section is organized as follows:

7013.1 National Response System Concepts: Response

7013.1 National Response System Concepts: Response

This figure depicts the response process. Over ninety-five percent of incidents are handled at the local level. Under Title I CERCLA, EPA has authority to reimburse local community authorities for certain expenses regarding hazardous substance response incurred in carrying out temporary emergency measures to prevent or mitigate injury to human health or the environment.

The federal response is designed to fill the gaps and support the local response. Normally a federal lead response would not occur unless the local and state response system is overwhelmed or there are incident issues that need to be addressed by the federal authority and federal assistance is required.



7013.1 National Response System Concepts: Response. Hazardous Materials/Substance Response.

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Tier	Tier Description	Incident Description
<p>Tier 1 - Local Response for Environment and Health Safety</p> <p><i>“Potential Emergency Condition”</i></p>	<p>IC: Local Fire Chief or Hazmat Team Leader</p> <p>Potential Supporting Agencies:</p> <p>Fire Department Emergency Medical Police Partial EOC Staff Public Information office CHEMTREC National Response Center</p> <p>ACP Action: Provide support for local response at the request of the IC in way of technical expertise, resources, and/or funding. Focus is to fill response gaps identified by IC.</p>	<p>An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.</p>
<p>Tier 2 – Environmental and Health/ Safety Response Under the NCP</p> <p><i>“Limited Emergency Condition”</i></p> <p><i>Leading to:</i></p> <p><i>“Full Emergency Condition”</i></p>	<p>IC: Federal On Scene Coordinator (FOSC)</p> <p>UC: FOSC, State/Local OSC, and/or Property Owner/Operator</p> <p>Potential Supporting Agencies:</p> <p>All Agencies listed in Tier 1 HAZMAT Teams EOC Staff Public Works Dept Red Cross County Emergency Management Agency State Police Public Utilities</p> <p>For Larger Events:</p> <p>All Agencies listed in Tier 1 and above Mutual Aid Fire, Police, Emergency Medical State Emergency Management State Environmental Agency State Department of Health EPA USCG All NRS supporting agencies</p> <p>ACP Action: Support entire response effort. Refer health issues to health agencies.</p>	<p>An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.</p> <p>Leading to:</p> <p>An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/organizations</p>

<p>Tier 3 – Environmental and Health/Safety Response Under the Federal Response Plan (FRP)</p> <p><i>“National Disaster Declaration”</i></p>	<p>Consequence Management Lead: FEMA</p> <p>ESF #10 Action: Focus on environmental issues surrounding oil, hazardous substances, bio-hazards, etc.</p> <p>ACP Action: Response on the ground is supported similar to a NCP hazmat response. Response funded by FEMA.</p> <p>ESF #8 Action: Refer health, medical, and safety issues to ESF #8.</p> <p>Potential Supporting Agencies:</p> <p>All Agencies listed in Tiers 1 and 2 All federal agencies supporting FEMA and the FRP</p>	<p>All responses where the state is overwhelmed and asks for a national disaster declaration and the formal assistance of the federal government.</p>
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7014 Scenario Based Planning

This section outlines the Area Plans for responding to hazardous materials releases in our Area of Responsibility on a scenario-specific basis.

7014.1 HAZMAT Release Scenarios

The hazardous materials release scenarios are fully defined and developed in Appendix 9400 to this plan; see section 9442. The scenarios considered include:

- Release from a ship at sea – container ship fire
- Release from a Ship in port – Chemicals on Container Ship
- Release from a Facility/Pipeline – Sulfur Dioxide Release from a Shoreline Storage Tank
- Release from Over-ground Transportation, Truck/Train– Chlorine Release from Train Derailment
- Caustic Soda Spill – Barge Allision

7014.2 Hazard Analysis and Inventory

Hazard analysis is a necessary component of comprehensive emergency planning for a community. It is a three-step decision-making process comprised of hazard identification, vulnerability analysis, and risk analysis. This section focuses primarily on hazard identification. Hazard analysis is usually the task of an agency (e.g., the fire department, the Area Committee, or the LEPC) to review the hazard analysis information for their area.

The first task in conducting such an analysis is to complete an inventory of the hazardous materials present in the community and to determine the nature of the hazard. This is a key step because it permits planners to describe and evaluate risks, and to allocate resources accordingly. This information should be available to the Regional or Area Committee through the SERC or LEPC. These materials include fuels and chemicals, such as chlorine, ammonia, and hydrochloric and sulfuric acids. Such materials should be given special attention (vulnerability analysis) in the planning process.

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In this context, a hazard is any situation that is capable of causing injury or impairing an individual(s) health. During the process of identifying hazards, facilities or transportation routes will be pinpointed that contain materials that are potentially dangerous to humans. The identification of hazards also should provide information on:

- The types, quantities, and location(s) of hazardous materials in the community, or transported through a community; and
- The nature of the hazard that would accompany incidents, such as explosions, spills, fires, and venting to the atmosphere.

In identifying hazards, hospitals and educational and governmental facilities should not be overlooked since they all contain a variety of chemicals. Major transportation routes and transfer points, such as airports, vessels in port, railroad yards, and trucking terminals, should also be included in the overall hazards identification plan. SARA Title III planning provisions address many of these potential transportation risk areas by requiring facility cooperation in plan preparation and by including specific risk areas as well as a wide range of chemical handlers, from manufacturers to service-related businesses.

Risk analysis includes the probable damage that may occur if a chemical incident occurs. Information that is necessary for risk analysis includes:

- The type of risk to humans, such as an acute, chronic, or delayed reaction.
- The groups that are most at risk.
- The type of risk to the environment, such as permanent damage or a recoverable condition.
- Many documents can be of assistance in conducting

7015 Geographic Based Planning

The response to hazardous materials releases on geographic basis is outlined by geographical sub-area in Appendix 9400, Section 9432:

- 9432.1 St. Marys River / Fernandina
- 9432.2 St. Johns River / Jacksonville
- 9432.3 ICW
- 9432.4 Port Canaveral / Cape Canaveral Vicinity
- 9432.5** Offshore

7100 Government Legal Authorities, Policy, and Responsibility for Responding

This section details the governmental authorities, policy, and responsibility for responding to hazardous materials releases and draws largely upon Annex 1000 of this plan. Additional details pertinent to hazardous materials response as distinct from oil pollution response are presented below.

7110 Federal Policy

See Section 1300 of this plan.

7111 State Policy

See Section 1410 of this plan.

7111.1 Florida

See Section 1410.1 of this plan.

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7111.2 Georgia

See Section 1410.2 of this plan.

7112 Local Policy

See Section 1420 of this plan.

7113 State and Federal Cooperative Agreements

- United States Environmental Protection Agency (USEPA) and United States Coast Guard (USCG), 1982
- United States Departments of Transportation (USDOT) and Interior (USDOI), 1971
- United States Fish and Wildlife Service (USFWS) with USCG, 1979
- USEPA and USCG, 1981
- USCG and United States Navy (USN), 1980
- USEPA and United States General Services Administration (GSA)

7200 RESPONSE MANAGEMENT/INCIDENT COMMAND

7210 Organizational Roles and Responsibilities

7210.1 EPA, USCG, DOE, and DOD as On-Scene Coordinators

Federal On-Scene Coordinator (OSC). Under the National Oil and Hazardous Substances Contingency Plan (NCP), the Federal OSC can provide technical expertise in assessing the hazards posed to public health and the environment from a potential hazardous material/substance incident. OSCs also have the authority to deploy federal resources to do monitoring, sampling, risk assessment, safety and health analysis, clean up, disposal, and other response requirements.

7210.2 Centers for Disease Control and Prevention (CDC)

CDC's responsibility, on behalf of the Department of Health and Human Services (HHS), is to provide national leadership in the public health and medical communities in a concerted effort to detect, diagnose, respond to, and prevent illnesses, including those that could occur as a result of biological or chemical contamination.

This task is an integral part of CDC's overall mission to monitor and protect the health of the U.S. population. CDC is also responsible for identifying appropriate personal protective equipment requirements for emergency workers. Specific PPE requirements for sampling and remedial activities can be found at:

<http://www.bt.cdc.gov/DocumentsApp/Anthrax/Protective/Protective.asp>.

In addition, questions about the appropriate use of antibiotics and other health related issues should be addressed to CDC.

7210.3 Agency for Toxic Substances and Disease Registry (ATSDR)

The Agency for Toxic Substances and Disease Registry (ATSDR) is also participating with CDC in this effort and will provide expertise in the area of industrial chemical terrorism. In this document, the term CDC includes ATSDR when activities related to chemical terrorism are discussed. In addition, colleagues from local, state, and federal agencies; emergency medical services (EMS); professional societies; universities and medical centers; and private industry can provide suggestions and information.

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7210.4 Department of Homeland Security (DHS)

The Department of Homeland Security provides assistance and expertise from the various directorates. FEMA serves as the primary coordinating agency for disaster response and recovery activities. To carry out this role, FEMA executes a wide range of tasks, including processing governors' requests for disaster assistance, coordinating federal operations under disaster declaration, and appointing a federal coordinating officer for each state where there has been a declared disaster. During a cross-border incident, the U.S. Customs Service assists with the safe and swift movement of equipment and personnel across the U.S. border.

7210.5 General Services Administration (GSA)

GSA provides logistical and telecommunications support during an incident. This support may include providing space, telephones, transportation, supplies, equipment, and procurement-related services. GSA can be contacted to identify contractors that are qualified for sampling and decontamination/disinfection of hazardous material/substance type substances.

7210.6 Department of Labor (DOL)

DOL's Occupational Safety and Health Administration (OSHA) has the responsibility and authority to ensure that response workers are protected and to determine if response sites are in compliance with safety and health standards. In this role, OSHA provides consultation and enforcement as appropriate and requires adequate training, controls, and personal protective equipment to ensure that responders are properly protected during a response.

7210.7 Occupational Safety and Health Administration (OSHA)

OSHA's responsibility is to ensure safe and healthful working conditions for working men and women. As such, OSHA is working with other federal agencies to increase knowledge of the hazards of anthrax in the workplace and to help identify methods to protect workers from those hazards. OSHA believes that it can best help employers and workers protect themselves by providing information and assistance that should help reduce employee exposure to and risk from hazardous material/substance substances. OSHA is also working with other Federal agencies and employers including CDC, the National Institute for Occupational Safety and Health (NIOSH), the FBI, and EPA to make sure that the guidance OSHA gives is the best and most current information available. For more information about OSHA's role in hazardous material/substance response, visit.

<http://www.osha.gov/bioterrorism/anthrax/matrix/>.

7210.8 U.S. Department of Agriculture (USDA)

The USDA's Agricultural Research Service can be contacted for information regarding its procedures for handling anthrax and anthrax samples. Such procedures and protocols may be helpful since anthrax is routinely handled by their lab personnel and since CDC is using ARS labs to actually analyze their samples. The USDA's Forest Service, Agricultural Research Service, and other agencies have personnel, laboratory, and field capabilities to evaluate, monitor, and control situations where natural resources, including soil, water, wildlife, and vegetation, have been impacted by hazardous substances and other natural or manmade emergencies. Through the Forest Service, additional response equipment is also available.

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7210.9 Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA)

NOAA, through the Scientific Support Coordinators (SSC), provides scientific information and expertise to mitigate the impacts of oil and hazardous substance releases on natural resources in coastal areas. NOAA's expertise includes environmental chemistry, contaminant transport in air and water, weather forecasts, oceanographic conditions, and marine fisheries and mammals. During hazardous material/substance incidents Coast Guard OSCs should plan on using the NOAA SSC to coordinate the science and technical expertise within the Unified/Incident Command structure. Although NOAA may not have direct technical expertise concerning some hazardous material/substance agents or substances, their proven coordination and information management skills are institutionalized within response planning and strategic/tactical decision making for the Coast Guard OSCs serving this region.

7210.10 Department of Defense (DOD)

DOD provides a wide array of services from its many agencies and offices. In emergency situations, DOD may provide temporary restoration of essential public facilities and services. For response to contaminant release incidents, DOD's Supervisor of Salvage and Diving, the Army Corps of Engineers, the Weapons of Mass Destruction Civil Support Teams, and the Chemical Biological Rapid Response Teams have extensive expertise in containment, collection, and mitigation.

7210.11 Department of State (DOS)

DOS helps coordinate international response efforts when discharges or releases cross international boundaries or involve foreign flag vessels. DOS also coordinates requests for NRS assistance from foreign governments.

7210.12 Department of the Interior (DOI)

DOI, through its bureaus and offices and based on its extensive land and resource management responsibilities, provides scientific expertise to FOSCs to help protect sensitive natural, recreational, and cultural areas and resources and to facilitate environmental recovery. Expertise is also available in remote sensing; mapping (including GIS); surface and ground water contamination and contaminant transport; oil, gas, and mineral development; and oil spill response research and development.

7210.13 Department of Justice (DOJ)

DOJ, in coordination with legal counsel of the federal agencies and departments involved, provides expert advice on legal questions arising during an incident. DOJ also represents the federal government in litigation relating to hazardous substance, oil, chemical, or biological releases. Through the Federal Bureau of Investigation, DOJ is the lead federal agency for crisis management during a terrorist incident. The Bureau of Alcohol, Tobacco, Firearms and Explosives may provide law enforcement support with experts in the field of fire and explosive investigations.

7210.14 Department of Energy (DOE)

DOE's National Nuclear Security Administration is ready to respond to any type of nuclear/radiological accident or incident anywhere in the world, including monitoring, assessment, and working with local, state, and federal agencies and officials to resolve the situation. In the event of an energy crisis or natural disaster, DOE, in coordination with the energy industry, helps identify problems, assesses energy system damage, and assesses energy supply, demand, and requirements to restore the damaged energy systems.

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7210.15 Department of Health and Human Services (HHS)

HHS's Centers for Disease Control and Prevention (CDC) and National Institute of Environmental Health Sciences provide worker health and safety training, while the Agency for Toxic Substances and Disease Registry (ATSDR) has established a surveillance system to evaluate the human health exposures to hazardous substances in emergencies. During an incident, CDC and ATSDR also advise the FOOSC on human health threats and the prevention or mitigation of exposure to hazardous substances.

7210.16 Department of Transportation (DOT)

DOT's Research and Special Programs Administration (RSPA) administers national transportation safety programs for hazardous materials and oil by all modes of transportation and pipelines. RSPA provides technical assistance to the planning and response communities, including publication of the DOT Emergency Response Guidebook.

7211 Nuclear Regulatory Commission

The Nuclear Regulatory Commission regulates civilian nuclear facilities and nuclear materials. The Nuclear Regulatory Commission is the lead federal agency during radiological events involving licensees, and provides expertise during other radiological incidents

7212 Environmental Protection Agency (EPA)

EPA coordinates preparedness and response for hazardous substance releases and oil discharges in the inland zone. EPA's Environmental Response Team is a group of highly trained scientists, engineers, and responders who provide training and technical skills in multimedia sampling and analysis, hazard assessment, and clean-up techniques.

7212.1 Incident Command System/Unified Command (ICS/UC)

The NRS response concepts show that when federal assistance is required, the ICS/UC structure is established. An ICS led by a UC is a key element of the NCP framework for response management. Local responders (e.g., fire) will typically be the first responders to arrive at the scene of an incident (more than 95 percent of hazardous materials are handled by local responders). Most local responders are familiar with ICS and are likely to establish one immediately. As federal, state, and private party responders arrive on-scene, responders would integrate into the ICS organization and establish a UC to direct and coordinate the expanded organization. The ICS/UC approach brings together the functions of the federal government, state, and local government, and the party responsible for an incident to achieve an effective and efficient response.

The Incident Command System (ICS) is used to manage the response to an emergency incident or a non-emergency event. ICS categorizes response into functional components to be performed by the agency with responsibility for the response. When more than one entity has response authority, the coordinated response structure is managed using a Unified Command System (UCS). The basic ICS/UCS operating guideline is that the Incident Commander/Unified Command is responsible for all functions until authority for individual functional components is delegated to another person or agency.

The organization of the ICS/UCS is built around five major management activities. These include the following activities.

- **Command** - sets objectives and priorities; has overall responsibility at the incident or event.
- **Operations** - conducts tactical operations to carry out the plan and develops the tactical objectives, organization, and directs all resources.

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- **Planning** - develops the action plan to accomplish the objectives, collects and evaluates information, and maintains resource status.
- **Logistics** - provides support to meet incident needs, as well as resources and all other services needed to support the incident.
- **Finance/Administration** - monitors costs related to the incident and provides accounting, procurement, time recording, and cost analysis.

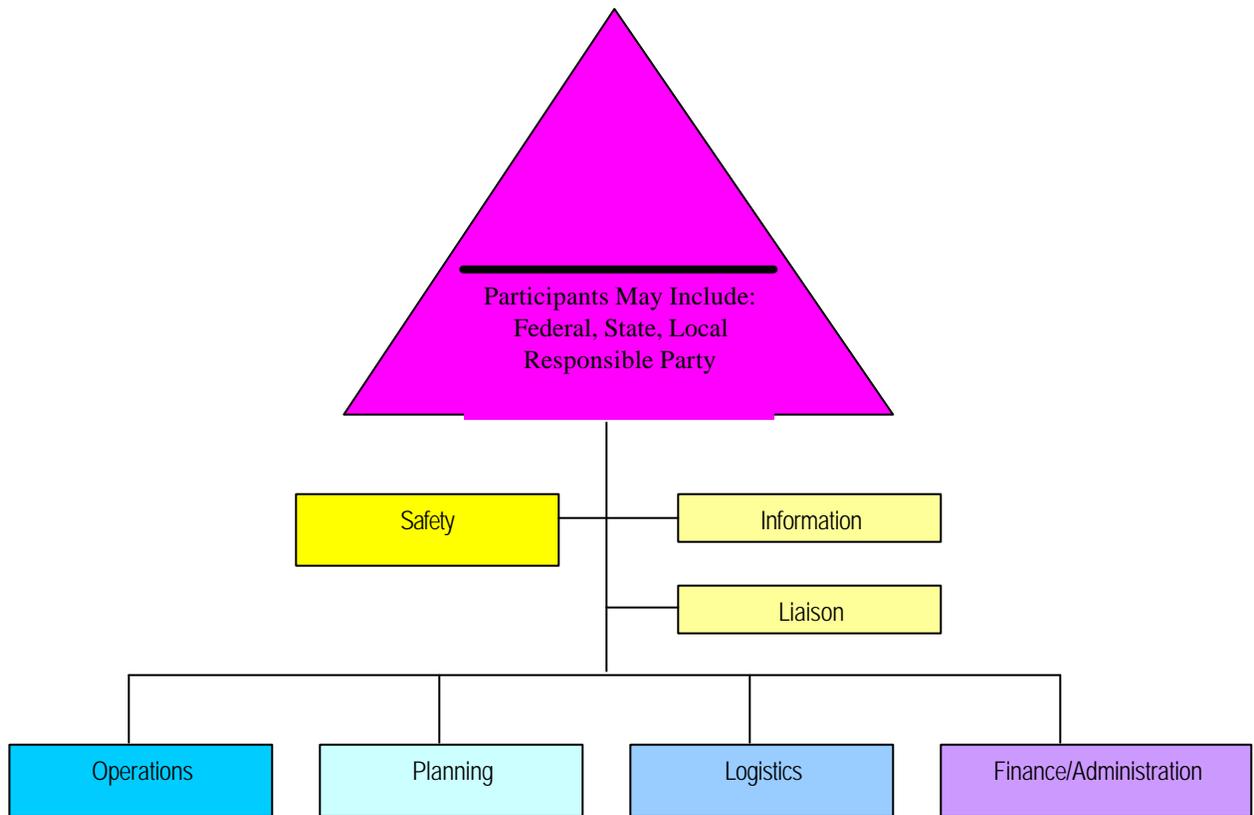
The ICS/UCS is designed to work equally well for both small and large situations and can expand or contract to meet the needs of the incident. For example, during small incidents, the Incident Commander may directly assign tactical resources and oversee all operations. Large incidents, however, usually require that the Incident Commander/Unified Command delegate responsibility for each major activity to separate sections within the organization. Further, each of the primary ICS/UCS sections may be sub-divided as needed.

Depending on the type of incident and the authorities under which a response is coordinated, the Incident Commander could be any of the following individuals.

- Under a National Oil and Hazardous Substances Pollution Contingency Plan (NCP) response – A U.S. Environmental Protection Agency (EPA), U.S. Coast Guard (USCG), or other federal On-Scene Coordinator (OSC) serves as the Incident Commander.
- Under a Federal Response Plan (FRP) response – The Federal Coordinating Officer (FCO) serves as the Incident Commander.
- Under a response to a terrorist incident – The Federal Bureau of Investigation (FBI) Officer-in-charge will serve as the Incident Commander.
- Under the Federal Radiological Emergency Preparedness Plan (FRERP) – The On-Scene Commander serves as the Incident Commander.

When more than one entity has response authority, the Unified Command may include federal, state, local, and responsible party representatives.

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* There is one Incident Commander within the UC. Consistent with the National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR Part 300), the Incident Commander may be from any UC organization. Both the Incident Commander and membership of the UC may change based on the phase of the response (firefighting, residual cleanup) and the Agencies' primary responsibilities, capabilities, and available resources.

7212.2 Responding to a Hazardous Substance Incident

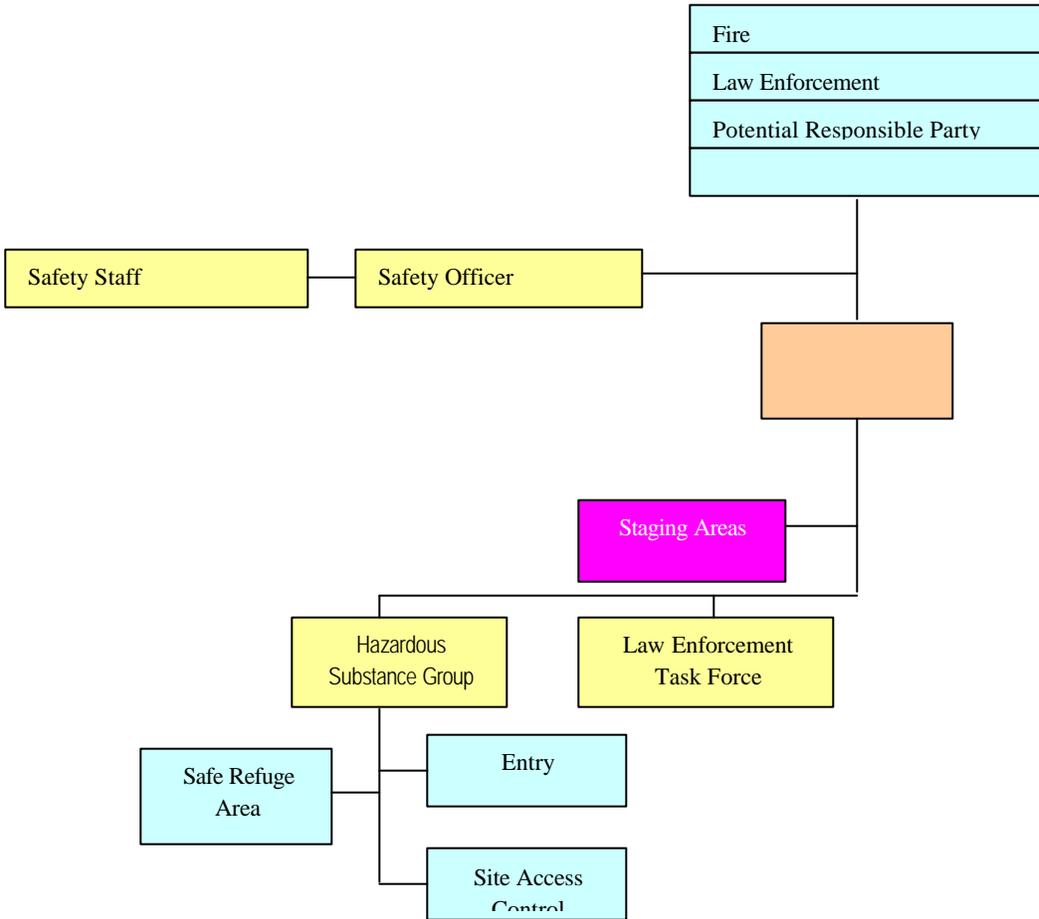
It is important to note that the majority of hazardous substance releases, like oil spills, are small events that will not and should not result in a response beyond that of an initial or reinforced response organization.

A hazardous substance/materials release may bring together a greater number and wider variety of agencies than any other single incident. It is assumed that all hazardous materials incidents will be managed under UC principles because in virtually all cases, fire, law enforcement, and public health agencies will have some statutory functional responsibility for IC/Command Control and mitigation.

The following is an example of a simple reinforced hazardous substance response structure:

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Hazardous Substance Response Unified Command Organization



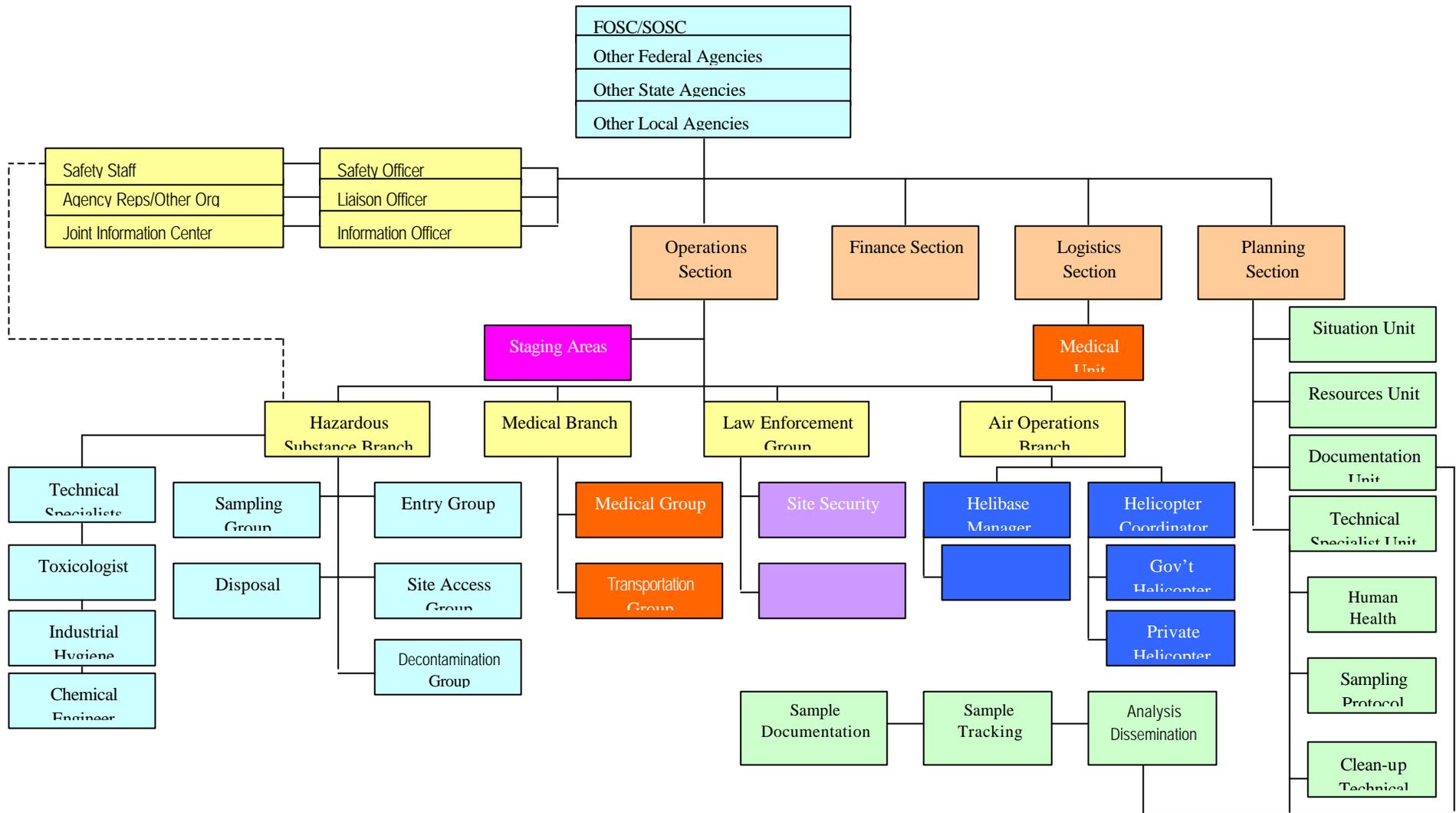
Depending on incident factors, several other agencies will respond to a hazardous materials incident. The best method of ensuring effective information flow and coordination between the responding agencies at the scene of a multi-agency incident is to establish an Incident Command Post (ICP) and the use of a UC. Each key response agency should provide a representative to remain at the ICP who will have the authority to speak for and commit agency resources.

7212.3 Response Management System

The following is an example schematic of a potential Hazardous Substance Unified Command Response Management System.

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Hazardous Substance Response Unified Command Multi-Branch Organization



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7212.4 Regional and National Incident Commands.

General. It is envisioned that during a large or multiple hazardous substance incident(s) that a Regional Incident Command (RIC) or a National Incident Command (NIC) structure may have to be implemented to oversee the management of the event specific to strategic assistance and resolving response resources issues.

Regional and National Incident Commands. In situations where there is a need for senior executive-level response coordination, command and control of an incident may include the use of a Regional or National Incident Command (RIC/NIC). The purpose of a RIC/NIC organization is to oversee the overall management of the incident(s), focusing primarily on strategic assistance and direction and resolving competition for scarce response resources. This organization does not supplant the IC(s), but supports and provides strategic direction. Execution of tactical operations and coordination remains the responsibility of the IC(s)/UC(s).

Regional Incident Command - A RIC is an organization activated by the District Commander to ensure coordination for Command, Planning, and Logistical matters. The need for a RIC may arise when there are multiple on-scene ICs, multiple Coast Guard ICs and/or when there is heavy demand for Coast Guard resources from other agencies such as the Federal Emergency Management Agency (FEMA). The RIC will determine which critical resources are sent to which incident and determine priorities for their assignment.

National Incident Command - A NIC is an organization that is functionally similar to the RIC and is used if the incident requires the direct involvement of the most senior Coast Guard Operational Commander(s).

Determination to Activate a Regional or National Incident Command. An incident(s) of significant magnitude, complexity, or operational intensity may benefit from the activation of a RIC/NIC. Factors to consider when deciding to activate a RIC or NIC include, but are not limited to;

- Complex incident overwhelming local and regional assets;
- Overlapping districts or regions;
- An incident that crosses international borders;
- The existence of, or the potential for, a high level of national political and media interest; or,
- Significant threat or impact to the public health and welfare, natural environment, property, or economy over a broad geographic area.

7212.5 HAZMAT Incident / Unified Command Objectives

Primary Unified Command Objectives:

- Health and Safety of Responders
- Victim Rescue
- Community Safety and Evacuation (if necessary)
- Securing the Source of the Contaminant
- Protection of Property
- Environmental Protection and Response

Other Possible Unified Command Objectives

- Threat Assessment
- Lead Federal Agency Advisory Requirements

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- Agent Identification
- Hazard Detection and Reduction
- Environmental Monitoring
- Sample and Forensic Evidence Collection/Analysis
- Identification of Contaminants
- Feasibility Assessment and Clean-Up
- On-Site Safety
- Protection, Prevention, Decontamination, and Restoration Activities

7213 Safety

[RESERVED for Additional Area Planning Committee Development]

7213.1 Guidance for Responders Supporting the Unified Command

Responders should not be in the Hot or Warm Zone without the appropriate level of protection. Responders should always enter a suspected contaminated area with the level of protection that will ensure their survival. At the same time, they would not want to over-burden themselves with protective equipment that is nice to have, but may hinder their mission because of the heat stress or due to its weight or bulk. Therefore, they will have to know with what kind of agent they are dealing in order to make knowledgeable decisions as to the level of protection required to ensure they do not become a victim, either as a result of the chemical agent or from exhaustion.

Consequently, initial entry into the Hot Zone should be in Level A, with a possibility of downgrading to a lower level of protection after the agent is identified, the concentration of the agent is determined to be below IDLH, and/or the Incident Commander authorizes a lower level of protection based on risk assessment.

A response team requires maximum respiratory protection when entering atmospheres containing unknown substances, or entering atmospheres containing known substances in unknown concentrations. If you are unsure of the agent employed, eliminate any risk by entering the area in Level A, as required by OSHA.

In addition, unless the responder is certain they are not dealing with a hazardous substance that may be absorbed (i.e., hazwaste, etc.), they need to protect their skin from chemical liquids and aerosols.

Liquid hazardous substances can be transferred to a responder in numerous ways, including:

- (1) Helping victims,
- (2) Helping other responders,
- (4) Moving contaminated debris,
- (5) Handling contaminated objects,
- (6) Walking through contaminants, and
- (7) Over-spray from victim decontamination operations (e.g., while hosing down victims).

7213.2 Safe Distance/Avoid Contact

Most initial responders (exceptions would be firefighters, hazmat teams, NSF, etc.), are trained at the awareness level and most likely have little, or no, personal protective equipment. Their best protection at

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this level is contamination avoidance. Although “safe distances” will be set by the Incident Commander based on incident specific information and dynamics the following are some general guidelines:

- **Move upwind:** Move upwind from the release.
- **Move upgrade:** Move upgrade from the release for chemical agents. Most of the chemical agents are heavier than air and will move downgrade, especially in still air. Also, any runoff from decontamination operations will flow downgrade.
- **Avoid contact with contaminated people and things:** Without proper protective clothing, you should avoid contact with contaminated people and things.

7213.3 Levels of Protection

Factors to be considered in selecting the proper level of protection include the potential routes of entry for the chemical(s), the degree of contact, and the specific task assigned to the user. Activities can also be undertaken to determine which level of protection should be chosen. The EPA and NIOSH recommend that initial entry into unknown environments or into a confined space that has not been chemically characterized be conducted wearing at least Level B, if not Level A, protection.

7213.4 Routes of Entry

PPE is designed to provide emergency medical personnel with protection from hazardous materials that can affect the body by one of three primary routes of entry: inhalation, ingestion, and direct contact. *Inhalation* occurs when emergency personnel breathe in chemical fumes or vapors. Respirators are designed to protect the wearer from contamination by inhalation but they must be worn properly and fit-tested frequently to ensure continued protection. *Ingestion* usually is the result of a health care provider transferring hazardous materials from his hand or clothing to his mouth.

This can occur unwittingly when an individual wipes his mouth with his hand or sleeve, eats, drinks, or smokes tobacco. *Direct contact* refers to chemical contact with the skin or eye. Skin is protected by garments, and full-face respirators protect against ingestion and direct eye contact. Mucous membranes in the mouth, nose, throat, inner ear, and respiratory system may be affected by more than one of these routes of entry. Many hazardous materials adhere to and assimilate with the moist environment provided by these membranes, become trapped or lodged in the mucus, and are subsequently absorbed or ingested.

7213.5 Chemical Protective Clothing (CPC)

Protective clothing is designed to prevent direct contact of a chemical contaminant with the skin or body of the user. There is, however, no one single material that will afford protection against all substances. As a result, multi-layered garments may be employed in specific situations despite their negative impact on dexterity and agility. CPC is designed to afford the wearer a known degree of protection from a known type, a known concentration, and a known length of exposure to a hazardous material, but only if it is properly fitted and worn correctly. Improperly used equipment can expose the wearer to danger. Another factor to keep in mind when selecting CPC is that most protective clothing is designed to be impermeable to moisture, thus limiting the transfer of heat from the body through natural evaporation. This is a particularly important factor in hot environments or for strenuous tasks since such garments can increase the likelihood of heat-related injuries. Research is now underway to develop lightweight suits that are breathable but still protective against a wide range of chemicals. Cooling vests are sometimes used in warm weather situations to keep the body temperature normal, but with mixed results.

Essential to any protective ensemble are chemical resistant boots with steel toe and shank. Chemical resistant inner and outer-layered gloves must also be worn. Compatibility charts should be consulted to determine the appropriate type of boot and gloves to use, since no one material presently provides

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protection against all known chemicals. Wearing multiple layers of gloves impairs dexterity and makes performing basic aspects of patient assessment (e.g., checking breathing, taking a pulse) difficult without constant practice.

The effectiveness of CPC can be reduced by three actions: degradation, permeation, and penetration.

Chemical degradation occurs when the characteristics of the material in use are altered through contact with chemical substances or aging. Examples of degradation include cracking and brittleness, and other changes in the structural characteristics of the garment. Degradation can also result in an increased permeation rate through the garment.

Permeation is the process by which chemical compounds cross the protective barrier of CPC because of passive diffusion. The rate at which a compound permeates CPC is dependent on factors such as the chemical properties of the compound, the nature of the protective barrier in the CPC, and the concentration of the chemical on the surface of the protective material. Most CPC manufacturers provide charts on the breakthrough time the time it takes for a chemical to permeate the material of a protective suit for a wide range of chemical compounds.

Penetration occurs when there is an opening or a puncture in the protective material. These openings can include unsealed seams, buttonholes, and zippers. Often such openings are the result of faulty manufacture or problems with the inherent design of the suit.

Protective clothing is available in a wide assortment of forms, ranging from fully-encapsulated body suits to gloves, hard hats, earplugs, and boot covers. CPC comes in a variety of materials, offering a range of protection against a number of chemicals. Emergency medical personnel must evaluate the properties of the chemical versus the properties of the protective material. Selection of the appropriate CPC will depend on the specific chemical(s) involved, and on the specific tasks to be performed.

7213.6 Respiratory Protection

Substantial information is available for the correct selection, training, and use of respirators. The correct respirator must be employed for the specific hazard in question. Material Safety Data Sheets (if available) often specify the type of respirator that will protect users from risks. In addition, manufacturers suggest the types of hazards against which their respirators can offer protection.

OSHA has set mandatory legal minimum requirements (29 CFR (1910.134)) for respiratory protection.

In addition, NIOSH has established comprehensive requirements for the certification of respiratory protection equipment.

Personnel must be fit-tested for use of all respirators. Even a small space between the respirator and you could permit exposure to a hazardous substance(s) by allowing in contaminated air. Anyone attempting to wear any type of respirator must be trained and drilled in its proper use. Furthermore, equipment must be inspected and checked for serviceability on a routine basis.

There are two basic types of respirators: air-purifying and atmosphere-supplying. Atmosphere supplying respirators include self-contained breathing apparatus (SCBA) and supplied-air respirators (SAR).

7213.7 Personal Protective Equipment (PPE) Response Level Definitions

Level A: This is the highest level of protection afforded by personal protective clothing. It is a fully encapsulating suit with SCBA or a tethered air supply. It provides maximum protection from liquids and

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vapors. The drawbacks to this level are that it is very difficult to work in, limits communications, and is hot and heavy. The greatest causes of injury to responders in Level A are slips, trips, and falls. Level A protection must be worn when entering an environment where the type of agent and concentration are unknown.

Level B: This level of protection is similar to Level A, but is not fully encapsulating. It provides maximum respiratory protection, through SCBA or tethered air, and splash protection, but does not provide the level of vapor and skin protection provided by Level A.

Level C: This level of protection consists of a respirator and a protective outer garment. Although the outer garment provides some splash protection, it does not provide vapor protection. Level C should be worn in the Warm Zone if vapor concentrations are below IDLH.

Level D: This level consists of normal work clothing and should only be worn in the Cold Zone. It affords no protection from any of the possible WMD agents.

PPE: All personnel who come in contact, or have the potential to come in contact, with the exposed casualties must wear protective clothing and respiratory protection.

OSHA Level B chemical protective clothing can provide adequate protection for responders operating the decontamination stations in the warm zone.

If available, wear rubber gloves, but not latex (butyl or neoprene are acceptable).

Minimize contact: Minimize direct contact with the casualties and avoid any liquid contamination.

Monitor self and buddy: Ensure all responders are aware of the signs and symptoms of exposure. Monitor yourself and your buddy for these, both during and after decontamination.

Consider yourself contaminated: From the moment you enter the decontamination area or come into contact with a casualty, consider yourself contaminated.

7213.8 Actions to Protect Others

Site Security: Within the limitations of their PPE, responders need to establish site security early. Control ingress to and egress from the site. Controlling the site will help to contain and avoid the spread of contamination.

Communicate the Hazard Warning to Others: Include involvement of 911 dispatchers in the communications chain so that they can tell other responders about the hazards. Inform dispatch of local wind direction, ingress routes, staging areas, and other information that can be passed to follow-on responding units.

Health and Safety Plan. The ICS Compatible Site Safety and Health Plan is designed for safety and health personnel that use the Incident Command System (ICS). It is compatible with ICS and is intended to meet the requirements of the Hazardous Waste Operations and Emergency Response regulation (Title 29, Code of Federal Regulations, Part 1910.120). The plan avoids the duplication found between many other site safety plans and certain ICS forms. It is also in a format familiar to users of ICS. Although primarily designed for oil and chemical spills, the plan can be used for all hazard situations including WMD response. Refer to the generic ICS formatted Site Safety Plan.

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7213.9 Response Personnel Safety

Need to address:

- Standard operating procedure for entering and leaving sites
- Accountability for personnel entering and leaving sites, including verification of appropriate training (e.g., HAZWOPER 40-hour or 24-hour training)
- Decontamination procedures
- Recommended safety and health equipment
- Personal safety precautions

Care must be taken to choose equipment that protects workers from the hazard present at the site without unnecessarily restricting the capacities of workers. Although the emphasis in equipment choices is commonly focused on protecting the worker from the risks presented by the hazardous material, impaired vision, restricted movements, or excessive heat can put workers at equal risk. After taking these factors into account, the planner should list the equipment appropriate to various degrees of hazard using the EPA Levels of Protection (A, B, C, and D). The list should include: the type of respirator (e.g., self-contained breathing apparatus, supplied air respirator, or air purifying respirator) if needed; the type of clothing that must be worn; and the equipment needed to protect the head, eyes, face, ears, hands, arms, and feet. This list can then be used as a base reference for emergency response. The specific equipment used at a given site will vary according to the hazard. In addition, the equipment list should be reevaluated and updated as more information about the site is gathered to ensure that the appropriate equipment is being used. Responders should receive ongoing training in the use of safety equipment.

7214 Public Affairs / Joint Information Center

General. Under the ICS/UCS, an Information Officer (IO) is one of the key staff supporting the command structure. The IO represents and advises the Incident Commander/Unified Command on all public information matters relating to the incident response. The Joint Information Center (JIC) and IO have the responsibility to conduct crisis communications during emergency responses and non-emergency events. The JIC can be adapted for use in a diverse range of responses likely to be performed by stakeholder agencies and organizations, ranging from a large multiple-agency, all-hazards response to a small single agency, single-hazard response.

In carrying out their responsibilities, the IO and his/her JIC staff may interact with personnel at all levels of the ICS/UCS structure, including the Incident Command, selected units and branches within all Sections, the Safety Officer, and the Liaison Officer.

Joint Information Center (JIC). A JIC is a collocated group of representatives from agencies and organizations involved in an event that are designated to handle public information needs. The JIC structure is designed to work equally well for large or small situations and can expand or contract to meet the needs of the incident. Under the ICS/UCS, the JIC is led by the Information Officer (IO) who has three primary responsibilities:

- To gather incident data. This involves understanding how an ICS/UCS operates and developing an effective method for obtaining up-to-date information from appropriate ICS/UCS Sections.
- To analyze public perceptions of the response. This involves employing techniques for obtaining community feedback to provide response agencies with insight into community information needs, their expectations for the role to be played by the response agencies, and the lessons to be learned from specific response efforts.

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- To inform the public. That is, to serve as the source of accurate and comprehensive information about the incident and the response to a specific set of audiences.

When multiple public or private agencies and organizations come together to respond to an emergency or manage an event, efficient information flow is critical to effectively carrying out these IO responsibilities and meeting the expectations of various publics. A JIC is a centralized “communication hub” that serves to achieve that information flow.

Establishing a JIC, developing processes and procedures, and training staff on how to operate a JIC effectively allow response organizations to be more proactive in responding to the information needs of responders, the public, federal, state and local governments, foreign governments, and industry.

Because of the critical nature of providing emergency information to disaster victims, time spent getting organized rather than responding at the time of an event can lead to confusion and a loss of public confidence. Different agencies (including state, local, and other entities) involved in a response can work in a cohesive manner, enabling them to “speak with one voice.” By maintaining a centralized communication facility, resources can be better managed and duplication of effort is minimized. Finally, the use of a JIC allows for tracking and maintaining records and information more accurately—therefore, improving the ability to conduct post-incident assessments that can be used to improve crisis communication and general response activities during future incidents.

Establishing a JIC and its Flexibility.

The JIC structure is most useful when multiple agencies and organizations come together to respond to an emergency or manage an event and need to provide coordinated, timely, accurate information to the public and other stakeholders.

Federal response to small localized incidents may be conducted under federal authorities, such as the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA or Superfund), the Oil Pollution Act (OPA), or the Clean Water Act (CWA). These responses are carried out consistent with the NCP, which provides for the federal government to take action to reduce and eliminate risks to life, health, and the environment as a result of any release of a hazardous substance above a reportable quantity. Most of these situations require the involvement of only one or two federal organizations working with state and local agencies, but additional assistance is available from other agencies through the National Response Team (NRT) and its Regional Response Teams (RRTs).

The JIC structure is designed to accommodate the diverse range of responses likely to be performed by NRT member agencies, ranging from a large multiple agency, all-hazards response to a small single agency, single-hazard response. The JIC structure is equally adaptable for use in a federal response under the FRP, the FRERP, or WMD plans. The structure can grow or shrink depending on the unique requirements of a specific response and should be customized for each response. This adaptability encompasses staffing, organizational structure, facilities, hours of operation, resource and logistical requirements, and products and services.

The JIC organizational structure is based on functions that generally must be performed whether a person is handling a routine emergency or managing communications for a major response to a disaster. Following are options for organizing a JIC for small, medium, and large incidents. The focus for the small and medium incidents is on functions since as few as one person can be involved in carrying out all the activities for a particular function in the JIC. However for large incidents, functional roles may be carried out by multiple staff to ensure efficient operations.

Objectives of a JIC. The objectives of a JIC are to fulfill all responsibilities of the Information Officer, which include:

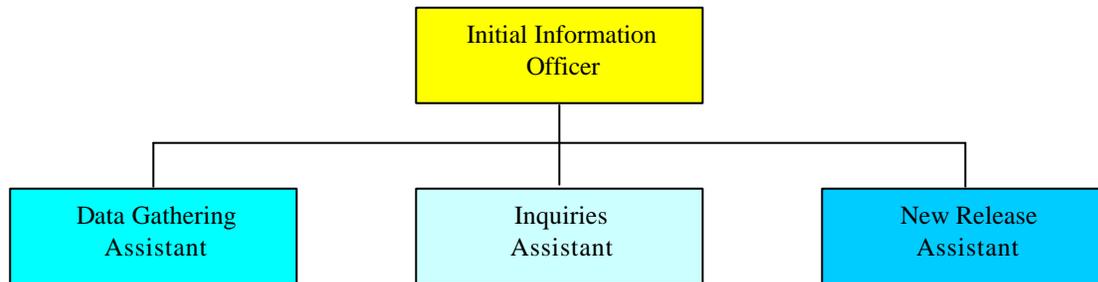
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- Developing, recommending, and executing public information plans and strategies on behalf of the Unified Command (UC);
- Gaining and maintaining public trust and confidence;
- Being the first and best source of information;
- Gathering information about the crisis;
- Ensuring the timely and coordinated release of accurate information to the public by providing a single release point of information;
- Capturing images of the crisis in video and photos that can be used by the response organization as well as the media;
- Monitoring and measuring public perception of the incident;
- Informing the UC of public reaction, attitude, and needs;
- Ensuring the various response agencies' information personnel work together to minimize conflict;
- Advising the UC concerning public affairs issues that could impact the response;
- Facilitating control of rumors; and
- Arranging and moderating joint multi-agency/organization press conferences.

JIC Positions. The Information Officer supports the information needs of the UC; establishes, maintains and deactivates the JIC; and represents and advises the Incident Commander. Depending on the public information needs of the response, the IO may perform all public information-related functions or these functions may be subdivided among other positions within the JIC.

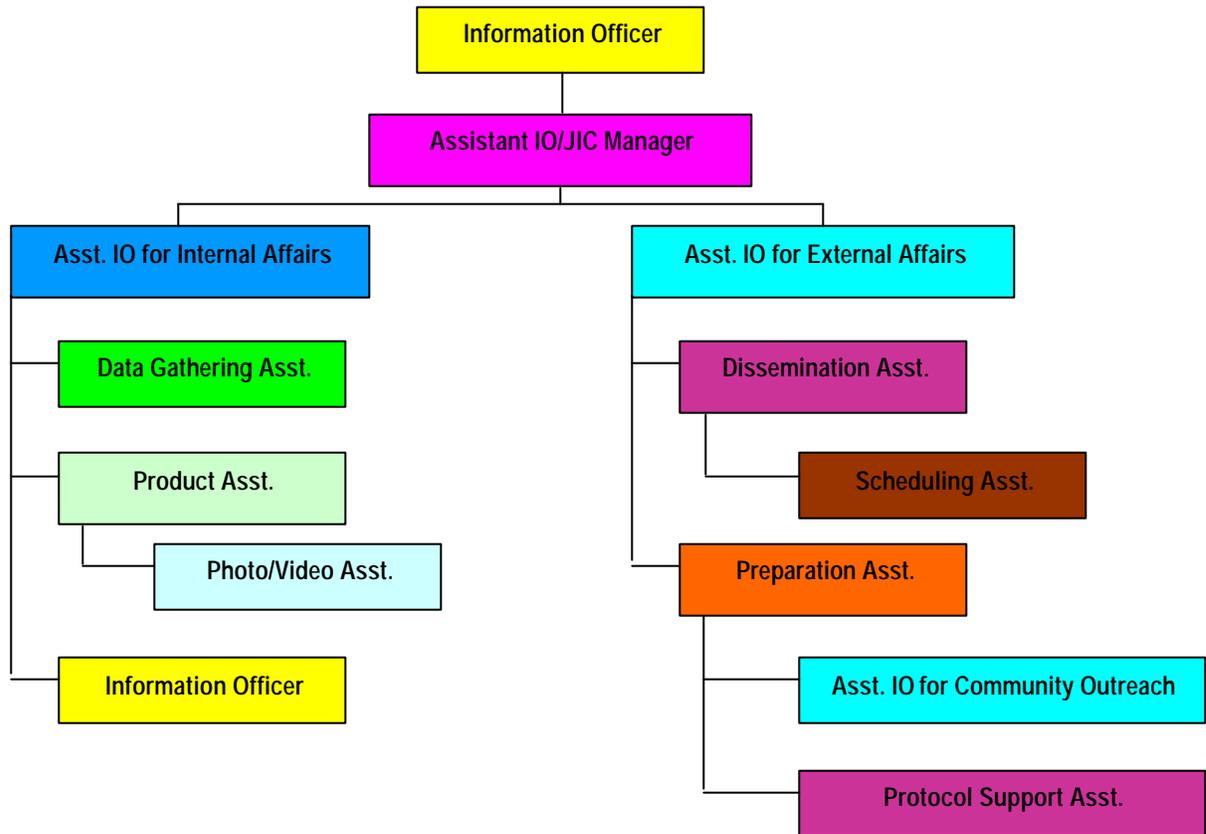
7215 JIC Organization Charts

Initial Response



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Large Joint Information Center



Initial Response -First 24 Hours. Immediately after an incident occurs, there is a high demand for information. Whether the incident is large or small, a natural disaster or accident, the media and public, as well as responders, require accurate and timely information. The responsibility of disseminating updated information is assigned to the Information Officer immediately after the onset of the incident. The following checklist includes the tasks that the Information Officer must accomplish prior to and in preparation for the establishment of a JIC.

TEP	ACTION	
1	Select A location for the JIC. The location should meet the following criteria: <ul style="list-style-type: none"> • Enough space for 12 people to work • A minimum of eight AC outlets or power strips approved within fire codes • Access to a copier • Located close to the Command Center 	
2	Establish a dedicated phone line for inquiries from the media	
3	Gather basic facts about the crisis – who, what, when, and where	
4	Use this information to answer inquiries.	
5	Assign three people to help you and give them the following tasks:	
Inquiries Assistant – will response to telephone requests for information		
1	Use the dedicated phone line to answer calls from the media.	
2	Record names and phone numbers of callers, time of calls, questions, and responses	
3	Use approved news releases and information from the Data Gathering Asst. to answer media	

	calls.	
TEP	ACTION	
4	If a question is asked that you cannot answer, write down the questions, who asked it, and the phone number so you can get the answer and get back to the caller.	
Data Gathering Assistant – will gather incident data		
1	Gather information about the crisis	
2	Provide this information to the assistants handling inquiries and written news releases	
News Release Assistant – will prepare written news release		
1	Assemble the facts in two or three sentences that answer <ul style="list-style-type: none"> • Who • What • How • Why • Where • When 	
2	List the remaining facts and information in bullet form. NOTE: The release should be only one page in length. If there is a need for additional information about specific topics than a separate sheet should be done.	
3	Spell check and edit the release and give it to the IO for approval.	
4	Give approved release to Inquiries Asst. and Incident Commander	
5	Fax to media and other requestors	
6	Call for more assistance, preferably people trained in JIC and ICS operations	
7	Complete forms and reports required of the assigned position and send material through supervisor to Support Asst.	

7216 Operations

This Section is organized as follows:

7216.1 Detection and Surveillance

7216.2 RESERVED

7216.1 Detection and Surveillance

When dispatched to the scene of an incident, emergency response personnel may not be aware that the situation involves hazardous materials. As a result, emergency personnel should always be alert to the possibility that they may be dealing with a chemically contaminated location or individual. But as a routine precaution, the involvement of hazardous materials should be considered a possibility on every call. The manual *Recognizing and Identifying Hazardous Materials* (produced by the National Fire Academy and the National Emergency Training Center) states that there are six primary clues that may signify the presence of hazardous materials. These clues are included below to facilitate and expedite the prompt and correct identification of any hazardous materials at the scene of an incident. Mobilization protocols should seek to obtain information about these clues and relay the information to field personnel as soon as possible. Certain combinations of patient symptoms such as nausea, dizziness, burning eyes or skin, or cyanosis should also suggest the presence of hazardous materials.

The six principle clues to hazardous materials incidents are:

- **Occupancy and Location.** Community preplanning should identify the specific sites that contain hazardous materials. In addition, emergency personnel should be alert to the obvious locations in their communities that use and/or store hazardous materials (e.g., laboratories, factories, farm and paint supply outlets, construction sites). The Department of Labor's Material Safety Data Sheets (MSDSs) should also be available, especially for any particularly dangerous chemicals kept on site. It should be kept in mind, however, that these data sheets may have incomplete information and that the medical information provided is generally at a basic first aid level.
- **Container Shape.** Department of Transportation (DOT) regulations delineate container specifications for the transport of hazardous materials. There are three categories of packaging: stationary bulk storage containers at fixed facilities that come in a variety of sizes and shapes; bulk transport vehicles, such as rail and truck tank cars, that vary in shape depending upon the cargo; and labeled fiberboard boxes, drums, or cylinders for smaller quantities of hazardous materials. The shape and configuration of the container can often be a useful clue to the presence of hazardous materials.
- **Markings/Colors.** Certain transportation vehicles must use DOT markings, including identification (ID) numbers. Identification numbers, located on both ends and both sides, are required on all cargo tanks, portable tanks, rail tank cars, and other packages that carry hazardous materials. Railcars may have the names of certain substances stenciled on the side of the car. A marking scheme designed by the National Fire Protection Association (NFPA 704M System) identifies hazard characteristics of materials at terminals and industrial sites, but does not provide product specific information. This system uses a diamond divided into four quadrants. Each quadrant represents a different characteristic: the left, blue section refers to health; the top, red quarter pertains to flammability; the right, yellow area is for reactivity; and the bottom, white quadrant highlights special information (e.g., W indicates dangerous when wet, Oxy stands for oxidizer). A number from zero through four in each quadrant indicates the relative risk of the hazard, with zero representing the minimum risk. This system does not indicate what the product is, the quantity, or its exact location. In addition, it does not reveal the compound's reactivity with other chemicals. The military also uses distinctly shaped markings and signs to designate certain hazards. These

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markings may be found on vehicles, on the products themselves, or on shipping papers.

- **Placards/Labels.** These convey information through use of colors, symbols, Hazard Communication Standards, American National Standard Institute (ANSI) Standards for Precautionary Labeling of Hazardous Industrial Chemicals, United Nations Hazard Class Numbers, and either hazard class wording or four-digit identification numbers. Placards are used when hazardous materials are being stored in bulk (usually over 1,001 lb), such as in cargo tanks. Labels designate hazardous materials kept in smaller packages. Caution must be exercised, however, because the container or vehicle holding a hazardous material may be improperly labeled or recorded, or it may not have any exterior warning.
- **Shipping Papers.** Shipping papers can clarify what is labeled as dangerous on placards. They should provide the shipping name, hazard class, ID number, and quantity, and may indicate whether the material is waste or poison. Shipping papers, which must accompany all hazardous material shipments, are now required to list a 24-hour emergency information telephone number. The location where the shipping papers are stored can be problematical; often they are found in close proximity to the hazardous material(s) or in other locations not easily accessible during an emergency. Shipping papers should remain at the incident scene for use by all response personnel.
- **Senses.** Odor, vapor clouds, dead animals or fish, fire, and skin or eye irritation can signal the presence of hazardous materials. Generally, if one detects an odor of hazardous materials, it should be assumed that exposure has occurred and the individual is still in the danger area, although some chemicals have a detectable odor at levels below their toxic concentrations. Some chemicals, however, can impair an individual's sense of smell (e.g., hydrogen sulfide), and others have no odor, color, or taste at all (e.g., carbon monoxide). Binoculars are helpful to ascertain visible information from a safe distance.

7217 Notifications and Reporting Requirements

This section is organized as follows:

7217.1 Notifications

7217.2 Reporting Requirements

7217.3 Public Warning Systems and Emergency Public Notification

7217.1 Notifications

See Section 9100 Emergency Notification of Northeast and Eastern Central Florida's ACP

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7217.2 Reporting Requirements

Address within existing forms and reports the following initial and ongoing information gleaned during response activities.

Incident Information Summary	
Completed? Mark "X"	Information/Data
	Date and time
	Name of person receiving call
	Name and telephone number of on-scene contact
	Location
	Nearby populations
	Nature (e.g., leak, explosion, spill, fire, derailment)
	Time of release
	Possible health effects/medical emergency information
	Number of dead or injured: Where dead/injured are taken
	Rescue accomplished? Rescue needed?
	Name of material(s) released: if known <ul style="list-style-type: none"> • Manifest/shipping invoice/billing label • SSTC number • CAS number • MSDS available? • Shipper/manufacturer identification • Container type (e.g., truck, rail car, pipeline, drum, tank vessel, etc.) • Railcar/truck 4-digit identification numbers • Placard/label information
	Characteristics of material (e.g., color, smell, physical effects), only if readily detectable
	Present physical state of the material (i.e., gas, liquid, solid)
	Total amount of material that may be released
	Other hazardous materials in the area
	Amount of material released so far/duration of release
	Whether significant amounts of the material appear to entering the atmosphere, nearby water, storm drains, or soil
	Whether the release was in a confined space
	Direction, height, color, odor of any vapor clouds or plumes
	Weather conditions (wind direction, speed, inversion)
	Local terrain conditions significant to dispersion
	Personnel at the scene

7217.3 Public Warning Systems and Emergency Public Notification

See Section 9100 Emergency Notification of Northeast and Eastern Central Florida 's ACP.

Duval County's Emergency Operations Center has a telephone system that can automatically telephone the citizenry within a particular area and deliver a recorded message.

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7218 Initial Actions

There are hundreds of thousands of different types of materials, each posing unique threats to life, the environment, and property and each behaving differently under varying release and environmental conditions. For this reason, one of the most important functions of the Planning Section is to obtain information about a chemical's behavior, potential health effects, and possible response alternatives.

In some cases, it may be very difficult to identify the hazardous substances that are involved in an incident. For example, in the case of abandoned drums, it may be difficult to determine the substances involved and thus the risks associated with them. In other cases, it might be relatively easy. For example, if there is a train derailment or a transportation accident, hazardous waste manifests should be able to provide responders with the information needed to begin assessing the risks associated with the site.

Further, in the case of hazardous substance spills, until the released material is identified and the levels of potential exposure determined, a response strategy cannot be safely implemented. The situation must be approached with extreme caution and often a response must be delayed until safe levels of exposure are determined and a properly equipped response team can be assembled. Decisions regarding possible evacuations must also be made during the period of substance identification and risk determination.

During the initial response phase, some basic actions may be implemented depending upon the available information and resources. These actions can include, but are not limited to:

- rescue of victims
- controlling access to the area
- identifying the hazards
- controlling and/or stopping further releases
- sampling of water/soil/product
- containment of the already released product
- implementation of countermeasures
- establishing proper decontamination procedures

See **Appendix K** for an example of a **Spill Assessment Worksheet**. This worksheet may be used during the initial phases of a response to ensure all potential hazards are evaluated and to help ensure responder health and safety is protected.

7219 Follow-up Actions

This section describes the typical Follow-up Actions once a response has been initiated:

- 7219.1 Enforcement
- 7219.2 Cost Recovery
- 7219.3 Environmental Monitoring

7219.1 Enforcement

OSHA shall be contacted for air sampling, exposure hazards, enforcement of Federal Regulations for industry (CFR 29).

7219.2 Cost Recovery

Providing logistical and resource support to response agencies during a disaster is a critical component of emergency management. Supplies, equipment, manpower and additional resources will have to be acquired and distributed. Normal purchasing policies and day-to-day operating procedures for procurement of personnel, material and equipment may also be disrupted. Local government is responsible for ensuring that all

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necessary resources are available to local agencies either through the use of local assets or by obtaining assistance from state and other agencies through the Florida Mutual Aid Agreement or other sources and procedures.

Resources expended, either in the form of equipment, materials or work hours, must also be accounted for in order to assess a disaster's impact on the local government and the community. Complete and accurate record keeping will also require extraordinary measures due to the disruptions a disaster can have on the normal workings of an organization, especially a local government that is totally engrossed in responding to the needs of its citizens threatened by calamity.

7219.3 Environmental Monitoring

See Section 7313.1 Enforcement of the Northeast and Eastern Central Florida ACP

7220 Obtaining Chemical Information

The aim of emergency personnel should be to make a chemical-specific identification while exercising caution to prevent exposure to any chemicals. Identifying the hazardous material and obtaining information on its physical characteristics and toxicity are vital steps to the responder's safety and effective management of the hazardous materials incident. Since each compound has its own unique set of physical and toxicological properties, early and accurate identification of the hazardous material(s) involved allows emergency personnel to initiate appropriate management steps at the scene.

Many resources are available to provide information concerning response to and planning for hazardous materials incidents. There is also a vast array of telephone and computer-based information sources concerning hazardous materials. They can help by describing the toxic effects of a chemical, its relative potency, and the potential for secondary contamination. They may also recommend decontamination procedures, clinical management strategies, and advice on the adequacy of specific types of protective gear.

Telephone Information and Technical Support References

Resource	Contact	Services Provided
Chemical Transportation Emergency Center (CHEMTREC)	800-4242-9300	24-hour emergency number connecting with manufacturers and/or shippers. Advice provided on handling, rescue gear, decontamination considerations, etc. Also provides access to the Chlorine Emergency Response Plan (CHLOREP)
CHEM-TEL	800-255-3924	Provides immediate information for personnel on scene of a chemical spill.
Agency for Toxic Substances and Disease Registry (ATSDR)	404-639-6360	24-hour emergency number for health-related support in hazardous materials emergencies, including onsite assistance.

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Bureau of Explosives	800-424-9346	Available 9am to 6pm (EST). Provides information on SARA Title III, list of extremely hazardous substances, and planning guidelines.
Resource	Contact	Services Provided
Environmental Protection Agency (EPA) Regional IV Office	404-562-8700	24-hour emergency number. Environmental Response Teams available for technical assistance
National Pesticides Information Retrieval System	765-494-6616	Contact information for help in searching NPIRS database to get fact sheets on pesticides, insecticides, fungicides, and state and federally registered chemicals.
National Pesticide Telecommunications Network	800-858-7378	Provides information about pesticides-related topics, including pesticide products, recognition and management of pesticide poisoning, toxicology, environmental chemistry, referrals for laboratory analyses, investigation of pesticide incidents, emergency treatment, safety, health and environmental effects, cleanup, and disposal procedures.
National Response Center	800-424-8802	A federal hotline for reporting oil and hazardous substances spills/releases.
U.S. Army Soldiers and Biological Chemical Command (SBCCOM)	800-368-6498	24-hour consultation service for threats and releases pertaining to chemical and biological agents.
State Environmental Office Florida Georgia	850-921-1222 404-657-5947	Florida Dept. of Environ. Protection Georgia Dept. of Natural Resources, Environmental Protection Division

Jacksonville Poison Information Center	800-222-1222	Emergency telephone number
State Emergency Response Commission Florida	800-635-7179 850-413-9970	In Florida only
Georgia	404-6566905	
Resource	Contact	Services Provided
State Health Department Florida	850-245-4040	Florida Dept. of Health, Emergency Operations
Georgia	404-657-2700	Division of Public Health, Director
State Emergency Management Office Florida	850-413-9900	Florida Div. of Emergency Mgmt.
Georgia	800-879-4362 404-635-7000	Georgia Emergency Mgmt. Agency
Jacksonville Fire and Rescue Department	904-630-2472	Emergency Preparedness
Local HAZMAT Teams	See Section 9230.130	Jacksonville Area Contingency Plan
Jacksonville Sheriff's Office	904-630-2120	
Local Emergency Planning Committee	904-279-0880	Northeast Florida Regional Planning Council
Local Health Department Florida	904-630-3300	Duval County Health Dept.
Georgia	912-264-3907	Coastal District Director
FEMA Regional Office	877-336-2627	
State Agriculture Office	404-331-4524 or 404- 909-0537	24 hour
State Lab Office	904-296-3007	Environmental Conservation Lab
State EMS Office	904-633-2211	Local office

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Computerized Data Sources for Information and Technical Support

Data System	Contact	Description
CAMEO	CAMEO Database Manager National Oceanic and Atmospheric Administration (NOAA) Hazardous Materials Response Division 7600 Sand Point Way, N.E. Seattle, Washington 98115 (206) 526-6317 website: www.epa.gov/ceppo/cameo	Computer-aided management of emergency operations available to on-scene responder(s). Chemical identification database assists in determining substance(s) involved, predicting downwind concentrations, providing response recommendations, and identifying potential hazards.
CHRIS	CIS, Inc. c/o Oxford Molecular Group 11350 McCormick Road Executive Plaza, Suite 1100 Hunt Valley, Maryland 21031 (800) 247-8737 website: www.oxmol.com/software/cis/details/CHRIS.shtml	Chemical Hazard Response Information System, developed by the Coast Guard and comprised of reviews on fire hazards, fire-fighting recommendations, reactivities, physicochemical properties, health hazards, use of protective clothing, and shipping information for over 1,000 chemicals.
HAZARDTEXT	Micromedex, Inc Suite 300 6200 S. Syracuse Way Englewood, Colorado 80111-4740 (800) 525-9083 website: www.micromedex.com/products/pd-main.htm	Assists responders dealing with incidents involving hazardous materials, such as spills, leaks, and fires. Provides information on emergency medical treatment and recommendations for initial hazardous response.
HMIS	Kevin Coburn Information Systems Manager U.S. Department of Transportation D.H.M. 63 - Room 8104 400 7th Street SW Washington, D.C. 20590-0001 website: www.dlis.dla.mil/hmis.htm	Hazardous Material Information Systems contains information on hazardous materials. Transportation-related incidents may be reported on DOT form 5800.1 (Hazardous Materials Incident Report Form).
HSDB	HSDB Representative National Library of Medicine Specialized Information Systems 8600 Rockville Pike Bethesda, Maryland 20894 (301) 496-6531 website: sis.nlm.nih.gov/sis1	Hazardous Substances Data Bank, compiled by the National Library of Medicine, provides reviews on the toxicity, hazards, and regulatory status of over 4,000 frequently used chemicals.

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Data System	Contact	Description
First Medical Response Protocols	Micromedex, Inc. Suite 300 6200 S. Syracuse Way Englewood, Colorado 80111 (800) 525-9083 website: www.micromedex.com/products/pd-main.htm	Helps develop training programs and establish protocols for first aid or initial workplace response to a medical emergency.
MEDITEXT	Micromedex, Inc. Suite 300 6200 S. Syracuse Way Englewood, Colorado 80111 (800) 525-9083 website: www.micromedex.com/products/pd-main.htm	Provides recommendations regarding the evaluation and treatment of exposure to industrial chemicals.
OHMTADS	Oxford Molecular Group, Inc. 11350 McCormick Rd. Executive Plaza 3, Suite 1100 Hunt Valley, Maryland 21031 (800) 247-8737 website: www.oxmol.com/software/cis/details/OHMTADS.shtml .	Oil and Hazardous Materials/Technical Assistance Data Systems provides information on the effects of spilled chemical compounds and their hazardous characteristics and properties, assists in identifying unknown substances, and recommends procedures for handling cleanups
TOMES	Micromedex, Inc. Suite 300 6200 S. Syracuse Way Englewood, Colorado 80111 (800) 525-9083 website: www.micromedex.com/products/Plus/pd-main.htm	The Tomes Plus Information Systems is a series of comprehensive databases on a single CD-ROM disc. It provides information regarding hazardous properties of chemicals and medical effects from exposure. The Tomes database contains Meditext, Hazardtext, HSBDB, CHRIS, OHMTADS, and 1st Medical Response Protocols.

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Data System	Contact	Description
TOXNET	Toxicology Data Network (TOXNET) National Library of Medicine Specialized Information Services 8600 Rockville Pike Bethesda, Maryland 20894 (301) 496-6531 website: sis.nlm.nih.gov/sis1	A computerized system of three toxicologically oriented data banks operated by the National Library of Medicine the Hazardous Substances Data Bank, the Registry of Toxic Effects of Chemical Substances, and the Chemical Carcino-genesis Research Information System. TOXNET provides information on the health effects of exposure to industrial and environmental substances.

7230 Site Evaluation, Control and Management

This section is organized as follows:

7230.1 Site Control

7230.2 RESERVED

7230.1 Site Control

Hazardous materials incidents often attract large numbers of people and equipment. This complicates the task of minimizing risks to humans, property, and the environment.

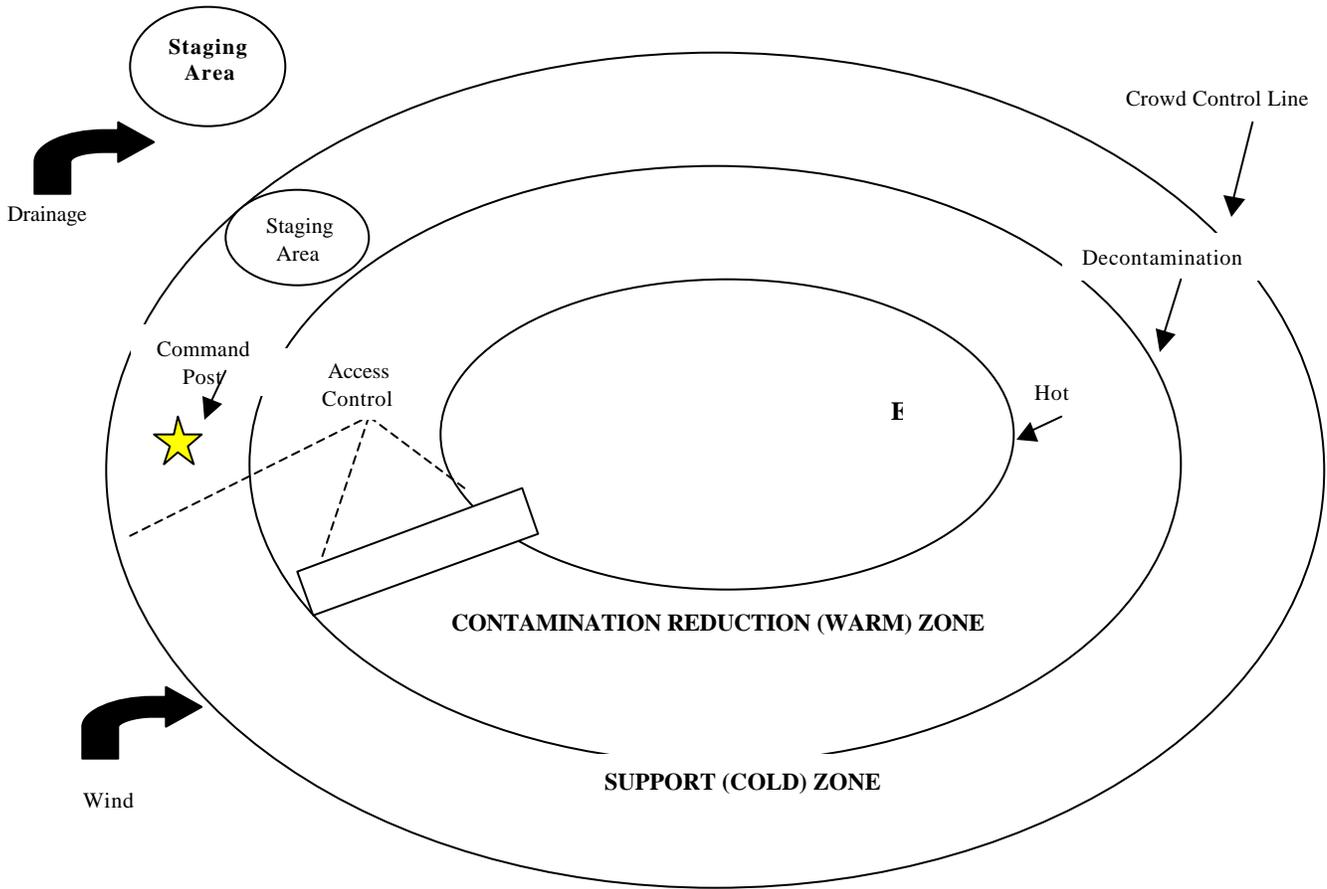
An Incident Command System (ICS) coordinates management of facilities, equipment, personnel, and communications during a hazardous materials incident. An Incident Commander (IC) is responsible for control of the scene and for keeping contaminants on site. This includes delineating work zones, establishing levels of protection, and implementing decontamination activities.

To enhance control at the site of a chemical incident, rules regarding access to the site must be implemented. Inactive individuals and equipment should be kept at a safe distance from the area of possible contamination, and public access from all directions must be restricted promptly. In addition, media access should be limited to an area established as the Public Information Sector by a designated Public Information Officer. All access to the incident site must be approved by the Incident Commander and the press personnel who enter the site must be escorted by a Public Information Officer.

Work Zones. NIOSH, OSHA, USCG, and EPA recommend dividing the incident area into three zones, establishing access control points, and delineating a contamination reduction corridor. The following diagram illustrates the recommended zones. The Exclusion (Hot) Zone should encompass all known or suspected hazardous materials contamination. The respective radius of the Contamination Reduction (Warm) Zone is determined by the length of the decontamination corridor, which contains all of the needed decontamination stations. The Support (Cold) Zone should be clean, meaning it is free of all hazardous materials contamination, including discarded protective clothing and respiratory equipment. The command post and staging areas for necessary support equipment should be located in the Support Area, upwind and uphill of the Exclusion Zone. Personnel in charge of each sector should be easily recognized (e.g., with a command vest). Equipment that may eventually be needed should be kept in staging areas beyond the crowd control line. Access to the different zones should be tightly controlled and limited to as few people as possible. Communication between work areas should be face-to-face whenever possible. Use of radios or other electronic devices (e.g., bullhorns) may be restricted depending on the hazards involved.

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NIOSH/OSHA/USCG/EPA Recommended Zones



7230 Source Damage Assessment

The method for assessing damage of the source of the incident will be dependent on the hazardous substance involved. The hazmat team(s) involved will need to determine the appropriate level of PPE and/or other equipment required to safely inspect the source.

7240 Evacuation, Shelters, and Shelter-in-Place

This section is organized as follows:

- 7240.1 Evacuation Procedures
- 7240.2 Other Public Protection Strategies

7240.1 Evacuation Procedures

- Title of person and alternate(s) who can order/recommend an evacuation
- Vulnerable zones where evacuation could be necessary and a method for notifying these places
- Provisions for a precautionary evacuation
- Methods for controlling traffic flow and providing alternate traffic routes

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- Locations of shelters and other provisions for evacuations (e.g., special assistance for hospitals)
- Agreements with nearby jurisdictions to receive evacuees
- Agreements with hospitals outside the local jurisdictions
- Protective shelter for relocated populations
- Reception and care of evacuees
- Re-entry procedures

Chapter 252 of the Florida Statutes (State Emergency Management Act, as amended) directs the establishment of county emergency management agencies in each county of the State of Florida and authorizes such agencies in the cities of the State. The Act provides for the rendering of mutual aid among political subdivisions, authority for the formulation of local disaster preparedness plans and for the authority to utilize the resources necessary to cope with a disaster emergency, including the power to direct and compel the evacuation of all or part of the county's population from threatened or stricken areas necessary for the preservation of life and other disaster mitigation, response or recovery.

The *DOT Emergency Response Guidebook* provides suggested distances for evacuating unprotected people from the scene of an incident during the initial phase. It is important to distinguish between general evacuation of the entire area and selective evacuation of a part of the risk zone. In either case, the plan should identify how people will be moved (i.e., by city buses, police cars, private vehicles). Provisions must be made for quickly moving traffic out of the risk zone and also for preventing outside traffic from entering the risk zone. If schools are located in the risk zone, identify the location to which students will be moved in an evacuation and how parents will be notified of this location. Special attention must also be paid to evacuating hospitals, nursing homes, and homes for the physically or mentally disabled.

The characteristics of the hazardous substance will influence what conditions must be met to allow evacuees to return to their homes.

Copies of evacuation procedures should be provided to all appropriate agencies and organizations (e.g., Salvation Army, churches, schools, hospitals) and could periodically be published in the local newspaper(s).

If a particular response action that poses a significant hazard is planned (e.g., hot-tapping a pressure tank), then resident evacuation should be considered before operations are begun.

Contact the cognizant County Emergency Operations Center for emergency shelters in Northeast and Eastern Central Florida.

If evacuation is necessary, evacuation routes will be dependent upon the particular hazard and will need to be determined as needed.

7240.2 Other Public Protection Strategies

- Relocation
- Water supply protection
- Sewage system protection

Some hazardous materials incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. It may be necessary for people to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduce the hazard. Planning must provide for the quick identification of a threat to the drinking water supply, notification of the public and private system operators, and warning of the users. Planners should also provide sewage system protection. A hazardous chemical entering the sewage system can cause serious and long-term damage. It may be necessary to divert sewage, creating another public health threat and environmental problems.

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7250 Fire and Rescue

- Chain of command among firefighters
- List of available support systems
- List of all tasks for firefighters

Firefighters should be trained in proper safety procedures when approaching a hazardous materials incident. They should have copies of the *DOT Emergency Response Guidebook* and know how to find shipping manifests in trucks, trains, and vessels.

Operations Chief, Fire and Rescue Department

- Prepare and execute plans to disperse fire fighting equipment and personnel to minimize the risk of damage, injury or loss.
- Plan for the acquisition of additional equipment and personnel required during an emergency.
- Maintain adequate communications facilities for normal operations and liaison with the Emergency Operations Center.

Senior Battalion Chief, Fire and Rescue Department

- Develop secondary water supplies.

Chief of Training, Fire and Rescue Department

- Prepare and execute plans to protect wooded areas.
- Train additional emergency fire personnel.

The Consolidated City of Jacksonville is fortunate in that the entire area of Duval County is protected by full-time, totally professional fire suppression and emergency medical services. Any incident reaching the disaster level regardless of cause, which could be natural or accidental, is provided for under the Standard Operating Procedures of the Jacksonville Fire and Rescue Department. These SOPS are constantly updated by the Fire Training Division of that Department. If a situation is so severe that it exceeds the Jacksonville Fire and Rescue Department's ability to respond, other agencies will be requested to provide assistance, namely State Division of Forestry, local Navy Fire Departments, County Municipal Fire Department's, nearby city departments or through the Statewide Mutual Aid Agreement of the Florida Fire Chief's Association.

Further assistance will be requested of the Governor by the Mayor.

7260 Law Enforcement

- Chain of command for law enforcement officials
- List of all tasks for law enforcement personnel

Because major emergencies will usually involve state, county, and local law enforcement personnel, and possibly the military, a clear chain of command must be determined in advance. Because they are frequently first on scene, law enforcement officials should be trained in proper procedures for approaching a hazardous materials incident. They should have copies of the *DOT Emergency Response Guidebook* and know how to find shipping manifests in trucks, trains, and vessels. Specific information about protective equipment for law enforcement officials should be included here.

7260.1 Sheriff, Consolidated City of Jacksonville/Duval County

- As member of the Executive Group of the Emergency Operations Center, the Sheriff will be responsible

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for the coordination of all law enforcement activities, utilizing primarily the Sheriff's communication facilities and operations center.

- Maintain adequate communication facilities and establish alternative communications.

7260.2 Chief of Patrol, Sheriff's Office

The Sheriff's principle representative within ESF-16, the Chief of Patrol will prepare and execute emergency regulations and written directives concerning traffic control and the establishment of open routes for traffic and keeping thoroughfares free for necessary civilian and military movements. He and his supporting personnel will execute contingency plans and written directives for the control of panic situations, the prevention of looting, the enforcement of Emergency Preparedness regulations and other law enforcement requirements during and following a disaster.

7260.3 Jacksonville Sheriff's Office

The responsibilities, duties, assignments, policies and emergency operation procedures of the Jacksonville Sheriff's Office is established, maintained and revised within the Sheriff's Unusual Occurrence Manual, a copy of which is located within the Emergency Operations Center and the County Warning Point.

Specific responsibilities include:

- Maintain adequate communications facilities and establish alternative communications.
- Recruit and train volunteer and auxiliary personnel to augment the regular police forces during and following a disaster.
- Conduct all search and rescue operations through cooperative efforts of the Sheriff's Office and the Fire and Rescue Department in accordance with established written directives and SOP's.
- Provide security to public emergency shelters, feeding sites, other mass care facilities and staging or storage areas.
- Control re-entry into evacuated or heavily damaged areas.
- Provide for the pre-staging of law enforcement resources, especially those identified for use as part of pre-staged response teams.

7260.4 Florida Department of Law Enforcement

- Coordinate locally active state law enforcement resources and monitor and facilitate implementation of State Law Enforcement Mutual Aid Agreement.
-

7270 Reserved

[RESERVED for Area Planning Committee Development]

7280 Ongoing Incident Assessment

- Field monitoring teams
- Provision for environmental assessment, biological monitoring, and contamination surveys
- Food/water controls

After notification that a release has occurred, it is crucial to monitor the release and assess its impact, both onsite and offsite. A detailed log of all sampling results should be maintained.

Health officials should be kept informed of the situation. Often the facility at which the release has occurred will have the best equipment for this purpose.

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This section should describe who is responsible to monitor the size, concentration, and movement of leaks, spills, and releases, and how they will do their work. Decisions about response personnel safety, citizen protection (whether indoor or through evacuation), and the use of food and water in the area will depend upon an accurate assessment of spill or plume movement and concentration. Similarly, decisions about containment and clean up depend upon monitoring data.

Air and water monitoring can be made simple as long as it is capable of detecting change in the spill area. Suggestions include: CGI/O2, RAD, PID, compound specific detectors (colorimetric tubes), pH paper, temperature and conductivity for water, particulate matter meter, and compounds based on hazards analysis.

7280.1 Human Services

- List of agencies providing human services

See **Appendix O** for Human Services Organizations in the COTP Jacksonville AOR.

See **Appendix P** for churches in the COTP Jacksonville AOR.

7280.2 Containment and Cleanup

- Techniques for Spill Containment and Clean up
- Resources for Clean up and Disposal
- Containment and mitigation actions
- Clean up methods
- Restoration of the surrounding environment

Local responders will typically emphasize the containment and stabilization of an incident. State and Federal regulatory agencies can focus on cleanup details. Federal RRT agencies can provide assistance during the cleanup process. It is the releaser’s legal and financial responsibility to clean up and minimize the risk to the health of the general public and workers that are involved. The FOOSC or other government officials should monitor the responsible party cleanup activities.

A clear and succinct list of appropriate containment and cleanup countermeasures should be prepared for each hazardous material present in the community in significant quantities. This section should be coordinated with the section on “Response Personnel Safety” so that response teams are subjected to minimal danger. Planners should concentrate on the techniques that are applicable to the hazardous materials and terrain of their area. It may be helpful to include sketches and details on how clean up should occur for certain areas where spills are more likely.

It is important to determine whether a fire should be extinguished or allowed to burn. Water used in firefighting could become contaminated and then would need to be contained or possibly treated. In addition, some materials may be water-reactive and pose a greater hazard when in contact with water. Some vapors may condense into pools of liquid that must be contained and removed. Accumulated pools may be recovered with appropriate pumps, hoses, and storage containers. Various foams may be used to reduce vapor generation rates. Water sprays or fog may be applied at downwind points away from “cold” pools to absorb vapors and accelerate their dispersal in the atmosphere. (Sprays and fog might not reduce an explosive atmosphere.) Volatile liquids might be diluted acids and bases or neutralized. If a toxic vapor comes to the ground on crops, on playgrounds, in drinking water, or other places where humans are likely to be affected by it, the area should be tested for contamination. Appropriate steps must be taken if animals (including fish and birds) that may become part of the human food chain are in contact with a hazardous

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material. It is important to identify in advance what instruments and methods can be used to detect the material in question.

Restoration of the area is a long-range project, but general restoration steps should appear in the plan. Specific consideration should be given to the mitigation of damages to the environment.

7280.3 Decontamination

Decontamination of Response Personnel. Decontamination is the process of removing or neutralizing harmful materials that have gathered on personnel and/or equipment during the response to a chemical incident. Many incidents have occurred involving seemingly successful rescue, transport, and treatment of chemically contaminated individuals by unsuspecting emergency personnel who, in the process, contaminate themselves, the equipment, and the hospital where the patient is taken. Decontamination is of the utmost importance because it:

- Protects all hospital personnel by sharply limiting the transfer of hazardous materials from the contaminated area into clean zones.
- Protects the community by preventing transportation of hazardous materials from the hospital to other sites in the community by secondary contamination.
- Protects workers by reducing the contamination and resultant permeation of, or degradation to, their protective clothing and equipment.
- Protects other patients already receiving care at the hospital.

It should be stressed that to carry out proper decontamination, personnel must have received at least the same degree of training as required for workers who respond to hazardous materials incidents. The design of the decontamination process should take into account the degree of hazard and should be appropriate for the situation. For example, a nine-station decontamination process need not be set up if only a bootwash station would suffice.

Avoiding contact is the easiest method of decontamination that is, not to get the material on the worker or his protective equipment in the first place. However, if contamination is unavoidable, then proper decontamination and/or disposal of the worker's outer gear will be necessary. Segregation and proper placement of the outer gear in a polyethylene bag or steel drum will be necessary until thorough decontamination is completed. With extremely hazardous materials, it may be necessary to dispose of the contaminated items altogether.

Physical decontamination of protective clothing and equipment (known as technical decontamination) can be achieved by several different means. These all include the systematic removal of contaminants by physical methods, such as dilution, brushing, scraping, and vacuuming, and by chemical methods where the contaminant is degraded, neutralized, solidified, or disinfected through some type of chemical process. There is an increasing trend toward using disposable clothing (e.g., suits, boots, gloves) and systematically removing these garments in a manner that precludes contact with the contaminants. The used items of clothing are then thrown away in a sealed container. Reusable suits will require thorough cleaning and testing after each use. The appropriate decontamination procedure will depend on the contaminant and its physical properties, and on the type of CPC being worn. Thoroughly researching the chemicals involved and their properties, or consultation with an expert, is necessary to make these kinds of decisions.

In addition to understanding the technical decontamination steps to be used for CPC and equipment, responders must be familiar with the emergency procedures to be followed if a responder wearing PPE becomes ill or is injured and needs to be quickly decontaminated prior to normal removal of his suit.

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Care must be taken at all times to ensure that the decontamination methods being used do not introduce fresh hazards into the situation. In addition, the residues of the decontamination process must be treated as hazardous wastes. The decontamination stations and process should be confined to the Contamination Reduction Zone.

7290 Planning

[RESERVED for Area Planning Committee Development]

7300 Response Considerations

This section is organized as follows:

7300.1 Direction and Control

7310 Response Priorities

Direction and Control

This section outlines the responsibilities of various entities for direction and control of responses to hazardous materials releases in the coastal area.

7300.1.1 MSO Jacksonville

MSO Jacksonville is not specially trained or equipped to respond to a hazardous material release. MSO Jacksonville maintains a level D response capability with basic training in the management of hazardous material releases. In addition the MSO has an extensive library of chemical reference materials and has access to the Computer-Aided Management of Emergency Operations (CAMEO) and Aerial Locations of Hazardous Atmospheres (ALOHA) computer software programs. These programs can help the pollution investigators identify the pollutant and inform them of the hazardous associated with that particular material and the necessary safety equipment needed for the response. The ALOHA program produces an aerial map of an airborne chemical release and can help identify those areas which should be avoided or evacuated.

7300.1.2 Local HAZMAT Teams

The City of Jacksonville Fire Department has the only certified HAZMAT response team in the northern half of MSO Jacksonville's response zone. The city has a mutual assistance agreement with all of the surrounding counties and has even responded to a HAZMAT incident in Camden County Georgia. The southern half of MSO Jacksonville's zone is serviced by the Brevard County HAZMAT response team which has a similar mutual assistance agreement with its surrounding counties. These HAZMAT response teams have Level A, B, and C HAZMAT response entry capabilities and are trained to contain and mitigate any foreseeable hazardous material release in the AOR.

7300.1.3 USCG Strike Teams

If the release is too large for the local resources to handle effectively, the FOOSC may call the NSF Gulf Strike Team for assistance. The Gulf Strike Teams capabilities include:

- Responding with trained personnel and specialized equipment to prevent, contain and/or remove releases of hazardous materials
- Identifying, locating, and assisting in the transportation of specialized equipment needed for response
- Supervising/monitoring response personnel on sites

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- Outlining, establishing, monitoring site safety requirements during hazardous material spill/release operations
- Providing resource and photographic documentation support
- Providing command, control, and communications support

7310 Response Priorities

This section outlines the response priorities for all agencies following a hazardous materials release. The section is organized as follows:

- 7310.1 Population / Health and Safety
- 7310.2 Environmental Priorities
- 7310.3 Economic Priorities

7310.1 Population / Health and Safety

See Section 2300 Health and Safety of the Northeast and Eastern Central Florida Area Contingency Plan.

7310.2 Environmental Priorities

See Section 1250 Sensitive Areas of the Northeast and Eastern Central Florida Area Contingency Plan.

7310.3 Economic Priorities

See Section 1150 Sensitive Areas of the Northeast and Eastern Central Florida ACP.

7320 Resource Management

This section is organized as follows:

- 7320.1 Identification of Resources
- 7320.2 Resources for Clean up and Disposal

7320.1 Identification Of Resources

See Sections 8000 Marine Firefighting and 9200 Personnel and Services Directory of the Northeast and Eastern Central Florida ACP for response resources.

7320.2 Resources for Clean up and Disposal

See Section 3240 Disposal Group of the Northeast and Eastern Central Florida ACP for disposal regulations.
See Section 9240 Private and Other Resources of the Northeast and Eastern Central Florida ACP for Clean up and Disposal organizations.

7330 Information Management and Communications

This section is organized as follows:

- 7330.1 Communication
- 7330.2 Information Management

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7330.1 Communication

The UC should consider the following in bolstering their communications capabilities on-scene and among port/community:

- **Communicate the hazards:** Use the media to assist in communicating the hazards associated with the hazardous substance incident to the public.
- **Control access to scene(s):** In addition to controlling access by the media to the incident scene(s) so that they do not interfere with operations or become casualties themselves, the media can also pass to the public information on street/road closures and alternate routes around the incident area.
- **Consider media as an asset:** Emergency responders should consider using the media to help communicate the hazards of entering this potentially dangerous crime scene, and help instill confidence that the incident is being managed in the most expedient and efficient manner.

7330.2 Information Management

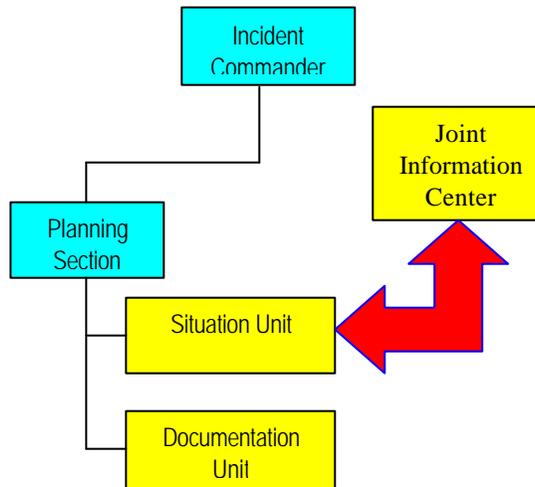
Because of the potential complexities of a hazardous substance response and the relationship building and liaison skills needed to coordinate actions between the ICS/UC, the victims and the responders, and the responders and the community, the FOSC and UC members should consider the following to ensure the proper internal and external information flow during the response.

- **Information Management.** The most important elements of any emergency response are the protection of life, environment, and property. These priorities lead to the establishment of objectives that drive the response. Information is the basis of every decision that is made during a response. Everyone from the Incident Commander establishing the objectives to the field worker cleaning a beach will make decisions based on the information presented to them. With that basic premise in mind, Information Management is arguably the most important supporting function of emergency spill response. It is the most critical and necessary means to a successful end. Time after time, post response and drill critiques have pointed to inadequate information flow, and communications as one of the most significant areas needing improvement during response.

Information management serves the information needs internal to the response organization as well as many information needs external to the actual emergency response operations. Well planned and executed information management is where the battle is won during emergency spill response, directly impacting the actual cleanup and response effectiveness. Successful information management is dependent on “getting the right piece of information in the right format to the right place at the right time”. It is not too surprising that the complex task of managing the information needs during response often falls short without adequate levels of training and planning

- **Internal Information Management.** Internal information management is all of the situational, environmental, physical, status, planning, operational, logistical, and financial information needed by the Incident Command System (ICS) to make decisions and affect a successful response. Successful internal information management requires an advanced level of skill to accomplish. The majority of critical internal information management is the responsibility of the Situation Unit Leader (SUL) who maintains status boards and situational displays in the Command Center. It is very important to understand, however, that the SUL will never be fully successful without the support of the entire ICS. Each position within the organization has information management responsibilities, which must feed into the appropriate pathway during the response.

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Important skills for information managers include obtaining critical information, disseminating it and avoiding information overflow. Information managers must understand the need and have the ability to provide a synthesis of information and present it in a context that is relevant for the decisions at hand.

- **External Information Management.** Trustees and other stake holders must be informed in order to fulfill their management and decision making responsibilities. The public, also an important stakeholder during spill response, needs to be informed and kept abreast of important developments. The Unified Command must develop a pathway for getting their information into the Incident Command.

When multiple public or private agencies and organizations come together to respond to an emergency or manage an event, efficient information flow is critical to effectively carrying out Information Officer/Joint Information Center (JIC) responsibilities and meeting the expectations of various publics. A JIC is a centralized “communication hub” that serves to achieve that information flow. Establishing a JIC, developing processes and procedures, and training staff on how to operate a JIC effectively allow response organizations to be more proactive in responding to the information needs of responders, the public, federal, state, and local governments, foreign governments, and industry.

Because of the critical nature of providing emergency information to disaster victims, time spent getting organized rather than responding at the time of an event can lead to confusion and a loss of public confidence. Through a JIC, the different agencies involved in a response can work in a cohesive manner, enabling them to “speak with one voice”.

- **Information Management Tools.** Information management tools are available to On-Scene Coordinators (OSC) to assist in meeting information management needs during response. Some of these tools are designed to address internal information management needs, while others specifically target external information needs. Often, certain tools can, to some degree, serve both internal and external needs. OSCs are encouraged to become familiar with these tools and employ them in drills as well as actual responses in order to be better prepared to effectively and efficiently

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integrate them into the response when needed. It is necessary to remember that the most important element in successful information management is trained and capable people. The variety of ever growing computer-based technologies designed to assist with information management require the right people to use and manage them effectively.

- **Situation Unit Leader.** The Situation Unit Leader (SUL) is responsible for the situation display, distribution center, staffing, providing information conduits to sections and field units.

The Situation Unit is responsible for the collection and evaluation of information for the current and future status of the spill. The unit is also tasked with preparing, posting, or disseminating resource and situation status information. JIC personnel are focused on public (external) information, whereas the Situation Unit focuses on the operational status (internal) information needs. The two are different; not all information is appropriate for release to the public, yet it needs to be available to other sections of the ICS. The JIC needs to be one of the receivers of this internal status information, as well as the sole provider of external status products based on releasable internal information. A strong, proactive, and dynamic Situation Unit needs to be implemented to be effective. Charismatic personnel need to be assigned to this specific unit. Too often, the best-trained people who understand the need for aggressive information management are sent to other tasks. The Situation Unit needs to have aggressive and knowledgeable people to ensure information is gathered and evaluated effectively. An operationally savvy person supporting the JIC can also enhance the accuracy of gathered and released information. If the internal flow of information fails, the response will suffer. Checklists for the information management team would include times of meetings, times for product updates, key personnel, and points of contact within the response.

- **Joint Information Center (JIC).** The JIC is important external information management tool. The JIC must be well coordinated with the Situation Unit Leader. The physical location of the JIC should be conducive to effect this coordination. The JIC structure is most useful when multiple agencies and organizations come together to respond to an emergency or manage an event and need to provide coordinated, timely, accurate information to the public and other stakeholders. By maintaining a centralized communication facility, resources can be better managed and duplication of effort is minimized. Finally, the use of a JIC allows for tracking and maintaining records and information more accurately therefore, improving the ability to conduct post-incident assessments that can be used to improve crisis communication and general response activities during future incidents.
- **Incident Command System (ICS).** The response organization itself is an important information management tool. Each member must understand the importance of information management and be prepared to support it. Section Chiefs in particular need to understand the critical information need from various sections and insure it gets to the right place. They must also know where to go to get specific types of information they will need.
- **OSC2.** OSC2 developed and supported by the Coast Guard provides the response management system an internal spill management tool. OSC2 is a software application designed for use by oil spill responders to manage the information traditionally contained on paper ICS Forms. The OSC2 application use electronic ICS Forms as an interface to a central database that stores the spill application information making it instantly available to all members of the spill response team.
- **NOAA Spill Web.** NOAA Spill Web is an external tool, but can serve some internal needs as well. The system is normally an incident specific web site set up and maintained offsite, but fed by the Unified Command (UC). Release authorization for any posted information can be accomplished through the JIC, DRAT, or designated by subject matter within the UC.

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- **Geographic Information Systems (GIS) and Other State or Responsible Party Contracted Information Management Tools.** Often there are GIS or similar mapping systems available that can support a variety of information management needs during the response. These may be supported by states, Coast Guard units, or outside contracted entities. Other information management tools may be available to the UC through responsible parties or other outside contractors. It is important that any of these tools be integrated into the ICS to coordinate with other information management tools to effectively and jointly meet the UC's information needs. It is also important that the information developed, maintained, and supported by these tools be transferred to the UC prior to the operators departing the scene. System compatibility issues need to be considered to avoid losing important information and documentation related to the response.

7330.3 Documentation and Investigative Follow-up

- Format for reports
- Provision for cost recovery

Responders should use the ICS Forms adapted from the National Interagency Incident Management System (NIIMS) by the States/BC Task Force and approved by the USCG for oil spill response.

See Section 6300 Cost of the Northeast and Eastern Central Florida Area Contingency Plan for documentation and recovery information.

7340 Logistics

This section is organized as follows:

- 7340.1 Communications
- 7340.2 Health and Medical Services
- 7340.3

7340.1 Communications

See Section 5400 Communications of the Northeast and Eastern Central Florida Area Contingency Plan.

7340.2 Health and Medical Services

This section is organized as follows:

- 7340.2.1 Provisions for ambulance service and other victim/patient transportation
- 7340.2.2 Provisions for medical treatment

7340.2.1 Provisions for ambulance service and other victim/patient transportation

See Section 9240.190 Emergency Medical/Hospitals of the Northeast and Eastern Central Florida Area Contingency Plan

7340.1.2 Provisions for medical treatment

- Identify hospitals
- EMS support
- Other health related resources

See Section 9240.190 Emergency Medical/Hospitals of the Northeast and Eastern Central Florida ACP.

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7350 Finance/Administration

This section is organized as follows:

7350.1 General

7350.2 Comprehensive Environmental Response, Compensation, and Liability Act, 1980

7350.3 Robert T. Stafford Act

7350.1 General

Many localities are initially overwhelmed by the prospect of providing ample funding for hazardous materials response activities. In large localities, each response agency is usually responsible for providing and maintaining certain equipment and personnel: in such cases, these individual agencies must devise funding methods, sources, and accounting procedures. In smaller localities with limited resources, officials frequently develop cooperative agreements with other jurisdictions and private industries. Some communities stipulate in law that the party responsible for an incident should ultimately pay the cost of handling it. In some states, regional hazmat teams that are responsible for several communities share costs.

See Section 6000 Finance/Administration of the Northeast and Eastern Central Florida Area Contingency Plan.

7350.2 Comprehensive Environment Response, Compensation, and Liability Act, 1980

OSCs access the Superfund directly, to fund their response activities. By having an OSC at an incident, you're ensuring that the response will be conducted in accordance with the NCP and that the OSC will be able to access Superfund for costs allowable under the NCP.

However, there are two other ways that the Superfund can be accessed -- either through Local Government Reimbursement (LGR) or the claims process. The claims process only works if a response action was preauthorized and therefore is relatively rarely used. The LGR addresses the following:

- Overtime pay for employees
- Expendable materials and supplies
- Replacement of equipment lost or destroyed
- Rental or leasing of equipment
- Special technical and laboratory services
- Evacuation services
- Decontamination of equipment

Only one request for reimbursement may be submitted to EPA for each emergency response. If more than one agency or municipality participates in a response, they must decide who will submit the application on behalf of all those involved. The replacement of disposable materials and supplies that were already owned by the local government and consumed during the response ARE NOT reimbursable. Because the local government prior to the response owned these materials and supplies, they are considered a part of the applicant's normal operating budget.

7350.3 Robert T. Stafford Disaster Relief and Emergency Assistance Act Funding Process

In the event of a disaster, when the Federal Response Plan (FRP) is activated to assist an impacted State, we will pursue the use of Robert T. Stafford Disaster Relief and Emergency Assistance Act funding to reimburse allowable costs incurred in support of their activities under Emergency Support Function-10 (ESF #10) "Hazardous Materials Annex." In the aftermath of a disaster, where the responsible party of a pollution

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incident is either unknown or non-responsive, it is appropriate to use Stafford Act funding as the federal mechanism to address the pollution threat. This Stafford Act funding can be used in the discovery, assessment, evaluation, containment, countermeasure, cleanup, disposal, and documentation phases of the response/removal action. Stafford Act funding can be used to address all the pollutants identified within the FRP which includes those pollutants normally responded to using the Oil Spill Liability Trust Fund (OSLTF) and the Comprehensive Environmental Response, Conservation, and Liability Act (CERCLA) Fund.

FEMA Mission Assignment. The affected State will request a Mission Assignment from FEMA to address pollution issues. The EPA will facilitate ESF #10 Mission Assignments for EPA and Coast Guard actions. For activities within each State, Mission Assignments can be expected to be issued for the following efforts:

- Activation of the ERT-A;
- Technical Assistance/Assessment work; and
- Direct Federal Assistance/Response work.

If coastal zone is or has the potential to be impacted by the disaster, the EPA will attach specific tasking within the Mission Assignment to support Coast Guard actions. The EPA will then initiate an Inter-agency Agreement (IAG) with the Coast Guard to support Coast Guard costs under the Mission Assignment until reimbursed by the Stafford Act.

Oil Spill Liability Trust Fund (OSLTF) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Fund. The use of the OSLTF and the CERCLA Fund should be avoided during Stafford Act declarations where the pollution event was caused by the disaster or emergency. However, if the Stafford Act funding process stated in this guidance is not fulfilling the immediate funding needs of the OSC, the pollution funds may always be used. Funding for pollution incidents commenced prior to a Stafford Act declaration or from sources not potentially impacted by the disaster shall be completed using the applicable pollution fund.

7400 RESERVED

[RESERVED for future Area Planning Committee Development]

7500 RESERVED

[RESERVED for future Area Planning Committee Development]

7600 Acronyms, Abbreviations, and Glossary

This section is organized as follows:

- 7610 Acronyms and Abbreviations
- 7620 Glossary

7610 Acronyms and Abbreviations

AARIBOE	Association of American Railroads/Bureau of Explosives
AIChE	American Institute of Chemical Engineers
ASCS	Agricultural Stabilization and Conservation Service
ASME	American Society of Mechanical Engineers
ASSE	American Society of Safety Engineers
ATSDR	Agency for Toxic Substances and Disease Registry (HHS)
CAA	Clean Air Act 42 U.S.C. s/s 7401 et seq
CAER	Community Awareness and Emergency Response (ACC)
CAMEO	Computer Assisted Management of Emergency Operations

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CDC	Centers for Disease Control and Prevention (HHS)
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510) 42 U.S.C. s/s 9601 et seq.
CFR	Code of Federal Regulations
CHEMNET	A mutual aid network of chemical shippers and contract
CHEMTREC	Chemical Transportation Emergency Center operated by American Chemistry Council
CHLOREP	A mutual aid group comprised of shippers and carriers of chlorine
CHRIS/HACS	Chemical Hazards Response Information System/Hazard Assessment Computer System
ACC	American Chemistry Council
CPG 1-3	Federal Assistance Handbook: Emergency Management, and Direction and Control Programs
SLG 101	Guide for All-Hazard Emergency Operations Planning
CWA	Clean Water Act
DOC	U.S. Department of Commerce
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOI	U.S. Department of the Interior
DOJ	U.S. Department of Justice
DOL	U.S. Department of Labor
DOS	U.S. Department of State
DOT	U.S. Department of Transportation
EENET	Emergency Education Network (FEMA)
EMA	Emergency Management Agency
EMI	Emergency Management Institute
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act of 1986 (SARA Title III)
ERD	Emergency Response Division (EPA)
ERNS	Emergency Release Notification System
FEMA	Federal Emergency Management Agency
FEMA-REP-5	Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents
FWPCA	Federal Water Pollution Control Act
HAZMAT	Hazardous Materials
HAZOP	Hazard and Operability Study
HAZWOPER	Hazardous Waste Operations and Emergency Response Standard 29 CFR 1910.120 and 40 CFR 320
HCS	Hazardous Communications Standard
HHS	U.S. Department of Health and Human Services
HSDB	Hazardous Substance Database of the Toxicology Data Network (ToxNet) operated by the National Library of Medicine
ICP	Integrated Contingency Plan
ICS	Incident Command System
IEMS	Integrated Emergency Management System
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NACD	National Association of Chemical Distributors
NCP	National Contingency Plan
NCRIC	National Chemical Response and Information Center (ACC)
NETC	National Emergency Training Center
NFA	National Fire Academy

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NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health (CDC)
NOAA	National Oceanic and Atmospheric Administration
NRC	U.S. Nuclear Regulatory Commission; National Response Center
NRT	National Response Team
OCA	Offsite Consequence Analysis
OHMTADS	Oil and Hazardous Materials Technical Assistance Data System
OPA	Oil Pollution Act of 1990 33 U.S.C. 2702 to 2761
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration (DOL)
PHA	Process Hazards Analysis
PPA	Pollution Prevention Act 42 U.S.C. 13101 and 13102, s/s et seq.
PSM	Process Safety Management
RCRA	Resource Conservation and Recovery Act 42 U.S.C. s/s 321 et seq
RMP	Risk Management Plan (EPA)
RQs	Reportable Quantities
RRT	Regional Response Team
RSPA	Research and Special Programs Administration (DOT)
SARA	Superfund Amendments and Reauthorization Act of 1986 (PL 99-499) 42 U.S.C.9601 et seq.
SCBA	Self-Contained Breathing Apparatus
SERC	State Emergency Response Commission
SPCC	Spill Prevention Control and Countermeasures
TPQ	Threshold Planning Quantity
TRI	Toxic Release Inventory
TSD	Treatment, Storage, and Disposal Facilities
USCG	U.S. Coast Guard (DOT)
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
USNRC	U.S. Nuclear Regulatory Commission

7620 Glossary

CAER	Community Awareness and Emergency Response program developed by the American Chemistry Council. Guidance for chemical plant managers to assist them in taking the initiative in cooperating with local communities to develop integrated (community/industry) hazardous materials response plans. More information on CAER can be obtained by visiting ACC's website at www.cmahq.com
CEPPO	Chemical Emergency Preparedness and Prevention Office develops program to address accidental releases of chemicals through outreach, right-to-know, and regulations.
CHEMNET	Can be updated using website information. A mutual aid network of chemical shippers and contractors. CHEMNET is activated when a company, who is a member of the CHEMNET program, is notified by the CHEMTREC Center that an incident involving one of its products has occurred and that expert assistance may be needed at the scene. If the affected company is unable to respond to the scene in a timely manner because of distance or other circumstances, the CHEMTREC Emergency Center can link the shipper with the nearest CHEMNET response team that is capable and available to respond. More information on CHEMNET can be obtained by visiting ACC's website at www.cmahq.com

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- CHEMTREC** Can be updated using website information. Chemical Transportation Emergency Center operated by the American Chemistry Council. Provides information and assistance to emergency responders. CHEMTREC contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible. More information on CHEMTREC can be obtained by visiting ACC's website at www.cmahq.com. Brochures and registration forms may be obtained by emailing chemtrec@cmahq.com, writing CHEMTREC, 1300 Wilson Boulevard, Arlington, VA 22209, or calling: 1-800-262-8200. CHEMTREC can be reached 24 hours a day by calling 1-800-424-9300.
- CHLOREP** Can update with website information. Chlorine Emergency Plan operated by the Chlorine Institute. A 24-hour mutual aid program. Response is activated by a CHEMTREC call to the designated CHLOREP contact, who notifies the appropriate team leader, based upon CHLOREP's geographical sector assignments for teams. The team leader in turn calls the emergency caller at the incident scene and determines what advice and assistance are needed. The team leader then decides whether or not to dispatch his team to the scene. More information on CHLOREP can be obtained by visiting www.cl2.com/chlorepe/index.html.
- CHRIS/HACS** Chemical Hazards Response Information System/Hazard Assessment Computer System developed by the U.S. Coast Guard. HACS is a computerized model of the four CHRIS manuals that contain chemical specific data. FOSCs use HACS to find answers to specific questions during a chemical spill/response. State and local officials and industry representatives may ask an OSC to request a HACS run for contingency planning purposes. The CHRIS manuals can be accessed online by visiting www.chrismanual.com/Default.htm
- CPG 1-3** Federal Assistance Handbook: Emergency Management, Direction and Control Programs, prepared by FEMA. Provides states with guidance on administrative and programmatic requirements associated with FEMA funds.
- SLG 101** Guide for All-Hazard Emergency Operations Planning (see EOP below). This document is available online at www.fema.gov/pte/gaheop.htm
- EAS** Emergency Alert System to be used to inform the public about the nature of a hazardous materials incident and what safety steps they should take.
- EMI** The Emergency Management Institute is a component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland. It conducts resident and nonresident training activities for Federal, state, and local government officials, managers in the private economic sector, and members of professional and volunteer organizations on subjects that range from civil nuclear preparedness systems to domestic emergencies caused by natural and technological hazards. Nonresident training activities are also conducted by State Emergency Management Training Offices under cooperative agreements that offer financial and technical assistance to establish annual training programs that fulfill emergency management training requirements in communities throughout the nation.
- ERT** Environmental Response Team, a group of highly specialized experts available through EPA 24 hours a day.
- EOP** Emergency Operations Plan developed in accord with the guidance in SLG 101. EOPs are multihazard, functional plans that treat emergency management activities generically. EOPs provide for as much generally applicable capability as possible without reference to

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any particular hazard: then they address the unique aspects of individual disasters in hazard-specific appendixes.

HAZARDOUS MATERIALS

Refers generally to hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals.

HAZOP

Hazard and operability study, a systematic technique for identifying hazards or operability problems throughout an entire facility. One examines each segment of a process and lists all possible deviations for normal operating conditions and how they might occur. The consequences on the process are assessed, and the means available to detect and correct the deviations are examined.

ICS

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

IEMS

Integrated Emergency Management System, developed by FEMA in recognition of the economies realized in planning for all hazards on a generic functional basis as opposed to developing independent structures and resources to deal with each type of hazard.

NFA

The National Fire Academy is a component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland. It provides fire prevention and control training for the fire service and allied services. Courses on campus are offered in technical, management, and prevention subject areas. A growing off-campus course delivery system is operated in conjunction with state fire training program offices.

NRC

National Response Center, a communications center for activities related to response actions, is located at Coast Guard headquarters in Washington, DC. The NRC receives and relays notices of discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800-424-8802 can be reached 24 hours a day for reporting actual or potential pollution incidents.

NRT

National Response Team, consisting of representatives of 16 government agencies (DOD, DOI, DOT/RSPA, DOT/USCG, EPA, DOC, FEMA, DOS, USDA, DOJ, HHS, DOL, Nuclear Regulatory Commission, DOE, GSA, and Treasury), is the principal organization for implementing the NCP. When the NRT is not activated for a response action, it serves as a standing committee to develop and maintain preparedness, to evaluate methods of responding to discharges or releases, to recommend needed changes in the response organization, and to recommend revisions to the NCP. The NRT may consider and make recommendations to appropriate agencies on the training, equipping, and protection of response teams: and necessary research, development, demonstration, and evaluation to improve response capabilities.

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- NSF** National Strike Force, made up of three Strike Teams. The USCG counterpart to the EPA ERTs.
- OHMTADS** Oil and Hazardous Materials Technical Assistance Data System, a computerized data base containing chemical, biological, and toxicological information about hazardous substances. OSCs use OHMTADS to identify unknown chemicals and to learn how to best handle known chemicals.
- OSC** On-Scene Coordinator, the Federal official pre-designated by EPA or USCG to coordinate and direct Federal responses and removals under the NCP; or the DOD official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities. When the National Response Center receives notification of a pollution incident, the National Response Center Duty Officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC makes a preliminary assessment of the need for a Federal response. If an on-scene response is required, the OSC will go to the scene and monitor the response of the responsible party or state or local government. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of state and local governments, the OSC may initiate Federal actions, using funding from the FWPCA Pollution Fund for oil discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.
- RRT** Regional Response Teams composed of representatives of Federal agencies and a representative from each state in the Federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the NCP, RRTs may be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare, or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs may review plans developed in compliance with Title III, if the local emergency planning committee so requests.

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