

Annex 8: Lewis County Hazardous Materials Incident Response Plan

Revised July 2013

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Plan Revised By:



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I. Introduction

The potential for accidents involving hazardous materials is a reality. County government has a responsibility to prepare a response to such hazards for the protection of the public health, welfare and safety. It is both prudent and appropriate to plan for such a contingency.

Effective response to any hazardous materials incident requires the coordination and cooperation of many agencies and resources. This plan is intended to be a useful operating guide to the procedures and practices to be implemented for a coordinated response to such an incident.

In developing a plan for emergency response, account cannot be taken of the peculiarities of situations as they present themselves. The content cannot, therefore, be exhaustive. In some instances, specific responsibilities are set out; in others, only a general outline is given. It is not intended to limit or restrict initiative, judgment or independent action required to provide appropriate and effective response to the incident. Used as an operations guide it will provide the basis for effective management of the emergency response and will be instrumental in saving lives and in preventing personal injuries and property damage.

This plan was developed by a planning group comprised of agency heads from the Office of Emergency Management, Office of the Fire & Emergency Services, Department of Health Services, Department of Public Works, Department of County Sheriff, County Administrators Office and the Chairman of the County Legislature. The emphasis of the plan is to provide a multiple agency coordinated response to a hazardous material incident.

This Plan is in response to the requirements of General Municipal Law, Section 204 F and 209 E of the Fire Mobilization and Mutual Aid Plan. The applicable emergency plan guidelines have been used in formulating this plan. Lewis County's Mass Evacuation Management Annex and Lewis County's Hazardous Materials Response Annex are appendices to this Plan.

The Plan, after approval by New York State Office of Fire Prevention and Control and adopted by the Lewis County Fire Advisory Board and the Lewis County Board of Legislators became part of Lewis County's Comprehensive Emergency Plan amended by local law.

II. Hazmat/Fire Response Procedures

1. Once an incident occurs, the Lewis County Sheriff's Office is most likely to receive the initial report. The Lewis County Sheriff's Office dispatches the Lowville Village Police; the County Sheriff's Patrol, the County Fire Service and County Ambulance services, including Lewis County Search and Rescue. If an incident was reported to any other agency that agency should immediately notify the Lewis County Sheriff's Office.
2. When the Sheriff's Office receives a report of a potential hazardous materials incident they will: Activate Lewis County's Level I Response.
 - a) Dispatch appropriate fire, rescue, emergency medical units, and fire and hazmat coordinator based on standard operating procedures and details regarding the incident.
 - b) Dispatch appropriate Law Enforcement personnel to the scene to collaborate pertinent information, and to aid emergency units responding.
 - c) Notify DEC Spill Hot Line
 - d) Establish and maintain radio contact with units on the scene. Lewis County's Fire Service will maintain its **main frequency 46:12** until a command post is in operation. At that time Fire Dispatch will advise all fire units to switch to our **backup frequency 46:18**.

III. Agency Functions

A. Fire Service

In its normal duties of fire prevention, rescue, and fire suppression the Lewis County Fire Service will serve as the lead agency for on-scene coordination of emergency response to a hazardous materials incident. The ranking Fire Officer at the incident will serve as Commanding Officer for the duration of the incident. He will be responsible for the coordination of on-scene activities. He will designate the Staging Area Officer and Coordinate Command Post and Management.

The Command Officer will evaluate the actual and potential hazards posed by the incident, obtain technical advice as needed, and initiate actions to protect life and property, including evacuation if necessary.

The Fire Service will:

1. CONTROL ACCESS – STAY OUT until hazardous materials have been identified and advice on personal protection and emergency action have been obtained.
2. ESTABLISH A COMMAND POST – AT A SAFE DISTANCE from the incident. All response actions MUST be coordinated through the command post. RECORD ALL decisions and actions with a time log. Establish a Staging Area.
3. DETERMINE IF HAZARDOUS MATERIALS ARE INVOLVED –
AT FIXED FACILITIES – Check pre-plan for the facility to locate hazardous materials storage and use locations. Contact the management of the Facility.

AT TRANSPORTATION INCIDENTS – Check for placards, H.I.S. numbers, labels, marking, container shapes and colors which may indicate the presence of hazardous materials. Consult with transportation employees for information on shipping papers. Check vehicle identification numbers (VIN) or other identification which may help identify the product.
4. MAKE CERTAIN YOU HAVE CORRECTLY IDENTIFIED THE MATERIAL!
5. DETERMINE HAZARDS AND PROPERTIES OF EACH MATERIAL, using:
 - CHEMTREC WITH its contacts with shippers.
 - EMERGENCY RESPONSE MANUALS or other on-scene data.
6. TIMATE THE POTENTIAL HARM FROM THE SITUATION
PREDICT – The area affected by the situation, wind speed and direction and other weather conditions should be considered.

DETERMINE – The risk to people, property and the environment within the affected area.
7. DETERMINE IF INVOLVEMENT WILL FAVORABLY CHANGE THE OUTCOME OR WILL IT MAKE THINGS WORSE.

If NOTHING is to be gained, do not get involved. Seek additional assistance.

8. DO YOU HAVE THE RESOURCES, PERSONNEL AND EQUIPMENT AVAILABLE TO FAVORABLY CHANGE THE OUTCOME?
9. ESTABLISH PRIORITY FOR YOUR INVOLVEMENT IN A HAZARDOUS MATERIAL INCIDENT.
10. PEOPLE – ARE people exposed to risk?
11. CAN - trapped or exposed people be safely removed from the danger area?
12. IF you must enter the danger area to rescue people, can you do it without becoming trapped, injured or killed yourself? How will you protect yourself and those you hope to rescue from the effects of the materials involved?

Property

If property, building or systems are exposed to risk, be very careful. Can you prevent or reduce damage to exposed property without harm to yourself or others?

Is your involvement worth the risk?

1. CONTACT FIXED FACILITY OR CARRIER SUPERVISORS AND DISCUSS YOUR PROPOSED ACTIONS
2. IF YOU FEEL UNSURE OF WHAT TO DO NEXT, OR IF YOU FEEL THE SITUATION IS GETTING OUT OF CONTROL:
 - a) WITHDRAW to a safe location
 - b) KEEP OTHERS AWAY from the hazard
 - c) GET HELP or advice.
3. USE PERSONNEL PROTECTIVE EQUIPMENT
 - a) Use turnout gear and self-contained breathing apparatus.
 - b) Avoid breathing of vapors and skin contact.
 - c) If clothing or equipment becomes contaminated all personnel and equipment must go thru decontamination.
4. ONE PERSON SHOULD BE IN COMMAND
 - a) Consult specialists who know the hazards of the products involved.
 - b) Consult officials of the facility or carrier.
 - c) Consult contingency plans.

5. ESTABLISH A PATROLLED PERIMETER AT A SAFE DISTANCE FORM THE INCIDENT

The Perimeter for emergency personnel should be at the distance listed in emergency guides. Another perimeter at a greater distance must be established to keep the public and other non-essential personnel away from the hazard.

6. ESTABLISH COMMUNICATIONS

Radio and phone communications: Transmit and receive capability on all radio frequencies in use. Telephone service may be necessary for security and flexibility.

Public Information: Appoint a public information office to conduct news conferences at specified times and locations. Factual information should be provided but no opinions given on

the cause of the problem or responsibility. News media can be helpful if evacuation is necessary.

7. CONTAIN SPILLED MATERIAL IF IT IS SAFE AND POSSIBLE TO DO SO.

If the material is on fire, the best course of action may be to let it burn.

Other control and containment methods should be considered.

B. Fire Department

Fire Department units responding to the scene will take appropriate action to stabilize the situation using S.O.P. The Senior Fire Officer on the scene will assume the role of Command Officer. He will designate a Command Post location at a safe distance from the incident depending on the severity of the incident, the materials involved, and the scene characteristics.

1. He will establish an inner perimeter.
2. He will establish an outer perimeter.
3. Establish a staging area and appoint a staging officer.
4. Notify responding units of the location of the command Post and Staging Area.

Emergency Response Checklist for Fire Departments

ALWAYS expect hazardous materials to be involved in any incident

CONTROL ACCESS

- STAY OUT until hazardous materials have been identified and advice on personal protection and emergency action have been obtained.

ESTABLISH A COMMAND POST

- AT A SAFE DISTANCE from the incident.
- ALL response actions MUST be coordinated through the command post.
- RECORD ALL decisions and actions with a time log.

ARE HAZARDOUS MATERIALS INVOLVED?

- AT FIXED FACILITIES – Check pre-plan for the facility to locate hazardous materials storage and use locations.
- AT TRANSPORTATION INCIDENTS – Check pre-plan for the facility to locate hazardous materials storage and use locations. Contact the management of the facility.

MAKE CERTAIN YOU HAVE CORRECTLY IDENTIFIED THE MATERIAL!

- CHECK SPELLING CAREFULLY!

DETERMINE HAZARDS AND PROPERTIES OF EACH MATERIAL.

- USE – CHEMTREC with its contacts with shippers.
- EMERGENCY RESPONSE MANUALS or other on-scene data.

ESTIMATE THE POTENTIAL HARM FROM THE SITUATION

- PREDICT – the area affected by the situation, wind speed and direction and other weather conditions should be considered.
- DETERMINE – The risk to people, property and the environment within the affected area.

DETERMINE IF INVOLVEMENT WILL FAVORABLY CHANGE THE OUTCOME OR WILL IT MAKE THINGS WORSE.

- IF NOTHING is to be gained, do not get involved. Seek additional assistance.

DO YOU HAVE THE RESOURCES, PERSONNEL AND EQUIPMENT AVAILABLE TO FAVORABLY CHANGE THE OUTCOME?

PRIORITY FOR YOUR INVOLVEMENT IN A HAZARDOUS MATERIALS INCIDENT.

PEOPLE – ARE people exposed to risk?

- CAN trapped or exposed people be safely removed from the danger area?
- If you must enter the danger area to rescue people, can you do it without becoming trapped, injured or killed yourself?
- How will you protect yourself and those you hope to rescue from the effects of the materials involved?

PROPERTY

- If property, building or systems are exposed to risk, be very careful. Can you prevent or reduce damage to expand property without harm to yourself or others?
- Is your involvement worth the risk?

ENVIRONMENT

- Can you safely prevent or reduce harm to the environment?
- Can you safely stop a leak or contain a spill? Do you know
- How to safely accomplish what you want to do?

CONTACT FIXED FACILITY OR CARRIER SUPERVISORS AND DISCUSS YOUR PROPOSED ACTIONS.

IF YOU FEEL UNSURE OF WHAT TO DO NEXT, OR IF YOU FEEL THE SITUATION IS GETTING OUT OF CONTROL:

- WITHDRAW to a safe location
- KEEP OTHERS AWAY from the hazard
- GET HELP or advice

USE PERSONNEL PROTECTIVE EQUIPMENT

- -Use turnout gear and self-contained breathing apparatus
- Avoid breathing of vapors and skin contact
- If clothing or equipment becomes contaminated all personnel and equipment must go through decontamination.

ONE PERSON SHOULD BE IN COMMAND

- Consult specialist who know the hazards of the products involved.
- Consult officials of the facility or carrier.
- Consult contingency plans.

ESTABLISH A PATROLLED PERIMETER AT A SAFE DISTANCE FORM THE INCIDENT

- The perimeter for emergency personnel should be at the distance listed in emergency guides
- Another perimeter at a greater distance must be established to keep the public and other non-essential personnel away from the hazard.

ESTABLISH COMMUNICATIONS

- Radio and phone communications: Transmit and receive capability on all radio frequencies in use. Telephone service may be necessary for security and flexibility.
- Public Information: Appoint a public information office to conduct news conferences at specified times and locations. Factual information should be provided but no opinion given on the cause of the problem or responsibility. News media can be helpful if evacuation is necessary

HOW WILL YOU CONTAIN SPILLED MATERIAL IF IT IS SAFE AND POSSIBLE TO DO SO?

- If the material is on fire, the best course of action may be to let it burn.
- Other control and containment methods should be considered.

C. COMMAND POST

The Command Officer will establish the Command Post Team. Level I Response

(First responding units)

- Police
- EMS
- Fire
- DEC
- DOT Regional
- Fire Coordinator
- Highways
- Ambulance
- Emergency Management

They will conduct an assessment of the incident, decide on actions, request additional resources, and communicate with appropriate control points.

If the management team determines that the incident is minor that there are no injuries or negative environment impact, and no other assistance is required, dispatch will be requested to notify the appropriate control points and reverse the calling procedure and notify all agencies of the situation.

If the Command Officer, and Command Team determines a Level II or Level III incident, dispatch will notify all Level II or Level III responders as called for by Lewis County's Hazardous Materials Plan.

The Command Post Team for LEVEL II and/or III will consist of command personnel reporting to the incident. They will report to the command post to assist in the control of the incident.

As the incident is stabilized, a drawing in of perimeters and releasing of personnel will occur. As the incident termination approaches, the Command Post will be closed and command and control returned to normal procedures. A situation could arise where a decision is made to phase out certain agencies. This will be done on a Command Post Level.

Cleanup is the responsibility of the County Health Department and the D.E.C.

Within 72 hours the Command Post Team will prepare and After Action Report for the Chairman of the Lewis county Board of Legislators. A post assessment of the incident will be conducted within a 30 day period.

Response Level	Description	Response Activities
I. Potential Emergency Condition	An incident 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.	Fire Department Emergency Medical Services Police Department Partial EOC Staff Public Information Officer CHEMTREC National Response Center DEC Spill Hot #
II. Limited Emergency Condition	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.	All Agencies in Level 1 Plus: Office of Fire Prevention and Control HAZMAT Teams EOC Staff Public Works Department Red Cross County Department of Emergency Management State Police Public Utilities

<p>III. Full Emergency Condition Needed</p>	<p>An incident involving a severe hazard or a large area which poses an extreme threat to life and property and probably will require a large scale evacuation or an incident requiring the expertise or resources of county, state, federal or private agencies/organizations.</p>	<p>All Level I and Level II Agencies</p> <p>Plus:</p> <p>Mutual Aid Fire, Police, Emergency Medical</p> <p>State Office of Emergency Management</p> <p>State Department of Environmental Conversation</p> <p>State Department of Health</p> <p>Environmental Protection Agency</p> <p>United States Coast Guard</p>
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**IV. Hazardous Materials Incident Lewis County Fire Control Checklist:
Level 1 Response List**

Received Incident Call:		Time
Fire Units		
Ambulances		
Agencies Notified	Contact Information	Time
Lewis County Search and Rescue	376-7711	
Sheriff	376-3511	
State Police	376-6513	
Other Agencies	Contact Information	Time
DEC Spill Hot Line	1-800-457-7362	
CHEMTREC	1-800-424-9300	
Health Department/Hospital	376-5200	
Highway Department	376-5350	
Fire Coordinator FC1	376-5234	
Deputy Fire Coordinator		
Regional DOT		

Office of Emergency Management	376-5305	
National Grid		
E.P.A.		
Community Officials		
Chairman of the Board of Legislators		

V. Hazardous Materials Incident Lewis County Fire Control Checklist: Level II Response List

All Units Level I Plus

<u>Agency</u>	<u>Contact Information</u>	<u>Time</u>
N.Y.S. Office of Fire Prevention and Control	1-518-474-6746	
As Needed Adjacent Counties Mutual Aid – Police/Fire/EMS		
Jefferson		
St. Lawrence		
Oneida		
Oswego		
Herkimer		
*Other Hospitals (See Below)		
Red Cross		
All Agency coordinators		
Response Team Members		
Industry		
Carthage Area Hospital – Carthage		
House of the Good Samaritan – Watertown		
J.E. Noble – Gouverneur		
Utica Hospitals		

VI. Hazardous Materials Incident Lewis County Fire Control Checklist: Level III Response List

ALL LEVEL I AND LEVEL II PLUS

<u>Agency</u>	<u>Contact Information</u>	<u>Time</u>
State Emergency Management Agency		
State Department of Environmental Conservation	1-518-457-7362	
State health Department		
National Response Center		
U.S.C.G. EPA	1-800-424-8802	
Bureau of Explosives Association of American Railroads	1-202-639-2222	
CHRIS--Chemical Hazards Response Information System	1-800-424-8804	
Union Carbide Corporation Line Division	1-201-271-2600	
Eastman Kodak	1-716-722-5151	

VII. Other Agencies as Needed Checklist

Agency	Contact Information	Time
County Forester		
U.S. Government Department of Agriculture Soil Conservation		
Equipment		
Adjoining Town Garages		
Backup Water Supplies (Tankers)		
Lowville Farmer's Co-Operative – Milk Tanker		
V.S. Virkler	376-7022	
Constructors		
Lyndaker Excavations	376-8556	
Local Industry:		
AMF	376-6541	
Climax	376-8000	
Kraft Foods	376-6575	
Lowville Farmer's Co-Op	376-6587	
Fiber Mark	376-3571	
Natural Gas Companies:		
Iroquois Gas	346-1615	
NYSEG	1-800-572-1121	
St. Lawrence Gas	1-800-673-3301	
Propane Gas Companies:		

Griffith Energy	1-877-927-6488	
Suburban Propane	1-800-223-4610	
Fuel Oil Dealers:		
Griffith Oil	1-877-927-6488	
Herkimer Petroleum	376-3584	
Lowville Fuels	376-7354	
Mohawk Valley Oil	376-3584	
Mohawk Valley Oil	942-4378	

VIII. Command Post

The Command Officer will establish the Command Post Team. Level I Response

(First responding units)

- Police
- EMS
- Fire
- DEC
- DOT Regional
- Fire Coordinator
- Highways
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- Emergency Management

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Cleanup is the responsibility of the County Health Department and the D.E.C.

Within 72 hours the Command Post Team will prepare and After Action Report for the Chairman of the Lewis county Board of Legislators. A post assessment of the incident will be conducted within a 30 day period.

IX. Incident Report Form

COUNTY 24-HOUR EMERGENCY REPSONSE

TELEPHONE NUMBER: 376-2511

A. INFORAMTION TO BE REQUESTED BY COUNTY PERSONNEL RECEIVING CALL:

*1. Name of caller, identification, and call-back number:	
*2. Location (community) and source (vehicle type, plant) or spill/accident	
*3. Material Involved:	
*4. Description and time of incident:	
*5. Weather conditions:	
*6. Spill quantity and rate of leakage:	
*7. Area and/or body of water endangered:	
*8. Personnel at scene:	
*9. Actions initiated:	
*10. Shipper/ manufacturer identifications:	
*11. Container type:	
*12. Railcar/truck identification numbers:	
*13. Placard/label information:	
*14. Have the following been notified (names, titles):	
a. Shipper/Manufacturer	
b. Local Emergency Agencies	
c. Other county Agencies	

d. State Government	
e. CHEMTREC (800) 424-9300	
*15. Date and time call received:	
16. Signature of person receiving call:	

B. CONTACT HIGHER AUTHORITY AND GIVE ABOVE INFORMATION

**C. CONTACT 24-HOUR STATE WARNING POINT TELEPHONE NUMBER: (518) 457-2200
IDENTIFY YOURSELF. GIVE RESPONSDER THE ABOVE INFORMATION**

*Especially important information

X. Information Needed by CHEMTREC

1-800-424-9300

(483-7616 In District of Columbia)

1. What has happened	
2. Where	
3. When	
4. Chemical(s) involved by four-digit number and/or name	
5. Type and Condition of Containers	
6. Shipper and Shipping Point	
7. Carrier	
8. Consignee and destination	
9. Nature and extent of property damage	
10. Nature and extent of injuries to people	
11. Prevailing weather	
12. Composition of surrounding area	
13. Who called is and where he is located	
14. How and where telephone contact can be re-established with caller or another responsible party involved.	

CHEMTREC ASSISTANCE

CHEMTREC stands for Chemical Transportation Emergency Center, a public service of the Chemical Manufacturers Association at its offices in Washington, D.C.

CHEMTREC provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper of the hazardous materials involved for more detailed assistance and appropriate follow-up.

CHEMTREC operates around the clock -24 hours a day, seven days a week – to receive direct-dial toll-free calls from any point in the continental United States through a wide area telephone service (WATS) number: CALL

CHEMTREC TOLL-FREE (800) 424-9300

CHEMTREC can usually provide hazard information warning and guidance when given the IDENTIFICATION NUMBER or the NAME OF THE PRODUCT and the NATURE OF THE PROBLEM. For more detailed information and/or assistance, if product is unknown, attempt to provide as much of the following information as possible:

Name of caller and callback number	
Nature and location of the problem Guide number you are using	
Shipper or Manufacturer	
Container type	
Railcar or truck number	
Carrier name	
Consignee	
Local weather conditions	

Incidents involving hazardous materials frequently occur at inconvenient locations making communications difficult. It is important that every effort should be made to keep a phone line open so that the shipper can make contact with the on-scene commander to provide guidance and assistance. The successful use of the Hazardous materials Emergency Response Guidebook depends heavily upon your contact with CHEMTREC as soon as you have established yourself as the on-scene leader, surveyed the incident and have seen to the immediate needs of people involved in the situation. The shipper or manufacturer of the material can usually be contacted through CHEMTREC for expert assistance.

XI. Definitions

COMMAND OFFICER: The Senior Fire Officer at the scene of the incident. He will make decisions with the advice of the command post personnel to extend or terminate and incident.

COMMAND POST: Location designated by the first arriving unit or the command and control of the incident. It should be located in a safe accessible area for all response agencies.

DECONTAMINATION TEAM: A portion of the hazardous materials team, capable of operating in level A suits, which is assigned the responsibility of decontaminating members of the entry team, their equipment and people.

HAZARDOUS MATERIALS: Chemical substances which are flammable, explosive, toxic to man, animals or the environment, or otherwise pose a threat to and welfare. Radioactive substances are also included in this definition.

INCIDENT: An emergency resulting from the release of a hazardous, liquid, solid, or gaseous material which poses an immediate threat to public health or significant damage to the environment.

RESPONSE LEVEL I POTENTIAL EMERGENCY CONDITION: An incident 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.

RESPONSE LEVEL II LIMITED EMERGENCY CONDITION: An incident involving a greater hazard or larger area which poses a potential treat to life or property and which may require a limited evacuation of the surrounding area.

RESPONSE LEVEL III FULL EMERGENCY CONDITION: An incident involving a severe hazard or a large area which poses and extreme threat to life and property and probably will require a large-scale evacuation; or an incident requiring the expertise or resources of county, state, federal or private agencies/organizations.

INCIDENT MANAGEMENT: The time during which the incident is stabilized and alleviated.

INNER PERIMETER: The area immediately surrounding the danger area. Law Officers should secure all means of entry into this area to everyone except emergency personnel. The area should be decided in conjunction with suppression or control forces on the scene.

INITIAL RESPONSE: The time during which fire and law enforcements units assess the situation to which they were dispatched, usually 0-20 minutes.

STAGING AREA: The location designated by the on-scene management team to which all responding units should report unless otherwise directed.

STAGING AREA OFFICER: A fire officer designated by the Command Officer to be the direct link to the Command Post by radio to regulate the flow of emergency equipment in and out of the staging area when needed.

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