

## HAZARDOUS MATERIALS ANNEX

### I. PURPOSE

The purpose of this Hazardous Materials Annex is to coordinate the safe, timely, and effective response of pertinent emergency personnel and services in concert with other responding local, state and federal first responder in the event of an accident or incident involving hazardous materials. The Incident Command Structure/Incident Command will be used for all Hazardous Material Emergencies.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. The threat of a major disaster/major emergency involving hazardous materials has increased in everyday use and transportation of chemicals by the various segment of our population.
2. The results of a hazardous material incident could include the death or serious injury of persons exposed to the material, the spread of contaminates in varying degree throughout the City of Salem, and the destruction of property from fire, explosion or exposure.
3. Evacuation, a protective measure, could isolate evacuees from their homes for an indefinite period of time. (See Evacuation Annex)
4. Victims of a hazardous material incident may require unique or special medical care not typically required in other types of emergencies.
5. The release of hazardous materials may have short and/or long term health and environmental effects depending upon the chemical composition of the substance.
6. A hazardous material incident may affect hundreds of people within the jurisdiction without warning.
7. A hazardous material incident may require the public to shelter-in-place or to evacuate, depending upon conditions at the time of the emergency.

#### B. Assumptions

1. Most, but not all, people affected by a hazardous material incident will follow instructions and shelter-in-place or relocate to designated shelters.
2. Public notification/warning and evacuation, if required, will be in accordance with the standard operating guidelines developed to implement the Warning Annex and the Evacuation Annex of the City of Salem EOP.
3. The local jurisdiction will respond to the incident in the initial phase without assistance from outside the jurisdiction. It is assumed that emergency response agencies will, based on their material, provide first aid as necessary, and manage the incident scene with emphasis toward safety of the public and responding personnel.
4. Develop a plan (this Annex) and ensure the development of guidelines to protect the public during a hazardous material incident.
5. Ensure the development and distribution of public awareness programs.
6. Identify individuals and groups within risk areas who have special needs such as transportation, advanced medical care, and special warning (sight or hearing impaired).
7. Ensure that training for all responders to a hazardous materials incident (including management) is in accordance with the duties to be performed by each responder and is in accordance with applicable policies, procedures and standards.
8. Ensure that agencies develop and maintain Standard Operating Guidelines for hazardous materials response operations.
9. Identify resources needed for response to a hazardous materials incident from the public and private sources and make recommendations to the City officials about emergency response matters.
10. Ensure an ongoing program for plan implementation, maintenance, training, and exercising.
11. Ensure compliance with the provisions of Title III, Superfund Amendments and Re-authorization Act of 1986.
12. Assure coordination of planning efforts between jurisdictions (municipalities, counties, facilities, etc.) including the development of notification/warning, and response.

13. Planning and training prior to an incident will significantly reduce the risk to personnel.
14. The hazardous materials involved in an incident can be identified within a reasonable period of time by the owner of the facility or the vehicle, by shipping documents, by the properties of the material itself, or by information provided pursuant to SARA, Title III or the Illinois Right to Know Act. (County LEPC)
15. A facility involved in a hazardous material incident will provide all information required by Section 304 of SARA on timely basis.
16. Emergency response personnel are knowledgeable in the use of available resources.

### III. CONCEPT OF OPERATIONS

- A. There are two types of incidents involving hazardous materials:(1) incidents at fixed facilities; and (2) transportation incidents.
- B. Incidents are classified according to the level of risk as determined by the Emergency Management Coordinator's assessment.
  1. Level I (Potential Emergency Condition) is an incident which can be controlled by the first response agencies, does not require evacuation of other than the involved structure or immediate outdoor area (as defined in the guide pages of the United States Department of Transportation Emergency Response Guide Book), and does not suggest that a major environmental damage will occur.
  2. Level II (Limited Emergency Condition) is an incident that involves a critical hazard with a potential threat to life or property, requires a limited evacuation of the surrounding area, or suggests that major environmental damage could occur. Initial response to the incident may not be adequately from the jurisdiction's resources. The response of a mutual aid hazardous materials team may be required. Contact will be made to the Illinois Emergency Management Agency for such needed mutual aid resources. A limited activation of the Emergency Operations Center will be accomplished.
  3. Level III (Full Emergency Condition) is an incident that involves a severe hazard or large area, poses an extreme threat to life and property, and will Probably require a large-scale evacuation. Level III includes an incident

requiring a combination of expertise and/or resources from local, state, federal and private agencies/organizations. A full activation of the EOC will be accomplished.

- C. All response agencies standard guidelines for each level of incident will be according to local policies/procedure and in compliance with the State and Federal Rules and Regulations.
- D. This plan recognizes that a hazardous material incident can change with time, and necessitate escalating the response to a higher level, or down-grading the response to lower levels as the situation is controlled.
- E. The Local Emergency Planning Committee (Marion County LEPC) has been established at the county level to identify the magnitude of the local hazards, assess the vulnerability of the community to the hazards, and provide planning guidance for emergency response.
- F. Notification of a release of a hazardous material will be in accordance with Section 304 of SARA, 29 CFR 910.120(q)(6)(i)(f), NFPA 471, applicable agency standard operating guidelines and the Warning Annex of this plan.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. General: A Safety Officer (SO) will be responsible for the safety of response personnel. Training, standard operation guidelines and medical surveillance shall be in compliance with the United States Occupational Safety and Health Administration's, Hazardous Waste Operations and Emergency Response Standard, 29 CFR 1910.120(q). In this regard, the head of each agency is, therefore, responsible for developing, maintaining and updating training programs and standard operation guidelines.
- B. Jurisdictional Responsibilities:
  - 1. The Mayor: In addition to specific assignments of responsibility identified elsewhere in this plan, the Mayor shall have the following duty;
    - a. Encourage cooperation between the local government agencies, facilities and other applicable organizations that includes the County LEPC.
  - 2. City Manager: In addition to specific assignment of responsibilities identified elsewhere in this plan, the City Manager shall have the following duties:
    - a. Provide administrative support.

- b. Ensure, through the appropriate department heads that each agency under the control of or under contract to the city is prepared to fulfill their departments roles and responsibilities included in this plan.
3. Emergency Management Coordinator: In addition to specific responsibilities identified elsewhere in this plan, the EMA Coordinator shall have the following duties:
  - a. Coordinate exercises and tests of this plan in accordance with current federal and state requirements and in concurrence with the LEPC.
  - b. Ensure a critique of incident responses to access and update procedures as needed.
  - c. Coordinates notification procedures with the county that may be affected by a release of hazardous materials within the county.
4. **Incident Commander**: The Incident Commander shall have the following responsibilities:
  - a. Lead agency - Salem Fire District having jurisdictional authority.
  - b. Implement the necessary steps ( including decontamination of responders, victims, patients and equipment) to safeguard human life, property and the environment in accordance with standard operating guidelines.
  - c. Activate the Site Specific Plan for a fixed facility incident.
  - d. Implement the jurisdictions Incident Command System.
  - e. Develop strategic goals and tactical objectives and implement tactical methods with regard to available resources and capability of personnel.
5. Emergency Medical Services Director: In addition to specific responsibilities identified elsewhere in this plan, the Emergency Medical Services Director shall develop procedures with assistance from facility owners and operators, in accordance with local protocols, for:
  - a. Treatment of contaminated patients.
  - b. Direction and control of mass casualties in incidents as a result of the release of hazardous materials.

6. Other Response Agencies required but not limited to:
  - a. Fire District
  - b. Police Department
  - c. DOEM
  - d. Public Works
  - e. Health Department
  - f. Red Cross

If the incident is deemed to be an Act of Terrorism, the Federal Bureau of Investigation will assume the lead role in coordinating the response effort of all Law Enforcement issues of the incident. Supported by the local law enforcement and other State and Federal Agencies. The FBI will address all Crisis Management issues and activities.

7. Public Information Officer (PIO). PIO will be designated by the Incident Command. Coordination of public information will be done with IC and PIO.

#### V. DIRECTION AND CONTROL (See Direction and Control Annex of this plan)

- A. The overall direction and control of emergency activities in a disaster situation is vested with the Mayor of the City. Onsite management will be established by the Incident Commander.
- B. The senior officer of the Salem Fire Protection District having jurisdictional authority will be responsible for the direction and control (Incident Commander) of the hazardous materials response activities during emergencies. ( A Unified Command Structure will be utilized during large scale incidents.)

#### VI. CONTINUITY OF GOVERNMENT

Lines of succession for agencies and officials involved in a hazardous materials incident are in accordance with established agency command structures, standard operating guidelines and any other applicable annex of this plan.

#### VII. ADMINISTRATION AND LOGISTICS

The Fire District along with the City of Salem Department of Emergency Management (DOEM) will be responsible for record keeping and coordinate the tracking of emergency /disaster related expenses such as manpower, equipment, accountability, overtime hours, equipment and supply inventory and replacement. Each agency is responsible for tracking all related cost, and submit to DOEM at EOC.

The Emergency Operations Center (EOC) is responsible for processing all incoming requests, procurement and distribution of materials deemed necessary to support the response operations by the Incident Commander (IC).

#### VIII. HAZARDOUS MATERIALS ANNEX DEVELOPMENT AND MAINTENANCE

Development and maintenance of the Hazardous Materials Annex is the responsibility of the City of Salem DOEM Coordinator. The Marion County LEPC is responsible for development and maintenance of portions of the Marion County Chemical Emergency Response Plan that may be included in the Hazardous Materials Annex

#### VIV. AUTHORITIES AND REFERENCES

- A. The Robert T. Stanford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C.51et seq.
- B. The Illinois Emergency Management Act (P.A. 87-168, Jan. 1, 1992
- C. The City of Salem Act 76-8

