

**Spokane Emergency Management
Emergency Support Function #10
Hazardous Materials Plan**

APPROVAL & IMPLEMENTATION

Spokane Regional HAZMAT Team and Spokane County Local Emergency Planning Committee (LEPC) developed the Emergency Support Function #10 (ESF #10) Hazardous Material Response Plan (HMRP) to implement hazardous materials (HazMat) emergency preparedness responsibilities. The Plan details primary agencies, support agencies, purpose, policy, authority, limitations, direction/control, functions, and responsibilities to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within Spokane County

The Board of County Commissioners directs each office, department, and agency to study the plan and prepare or update as needed a supporting plan to be implemented in the event of a HazMat event.

We have directed the Spokane Department of Emergency Management (DEM) as statutorily charged to make preparations to coordinate all response activities. The Director and highest designee officer of DEM is responsible for publishing and distributing this plan and will issue changes as required.

The Spokane County LEPC has approved this plan and it is intended to meet the requirements of the Superfund Amendments and Reauthorization Act of 1986. It is the intention of the LEPC that this material be part of the overall Emergency Management Plan rather than constituting a separate program. The purpose of this plan is to provide a framework for cooperation between the private industry and the government in an effort to mitigate the results of an accidental release of hazardous materials.

Signature (Elected Official)

Date

Signature (LEPC Chairperson)

Date

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RECORD OF CHANGES

Hazardous Materials Response Plan

Revision Number	Nature of Change	Date of Change
Revision 1	Replace Complete Plan	October 2009

All revisions of the Spokane County HMRP, ESF #10, will originate from the LEPC and/or Spokane DEM.

HAZARDOUS MATERIALS RESPONSE PLAN

Primary Agencies

Fire Services
Washington State Patrol (WSP)
Spokane HazMat Team

Support Agencies

Spokane Department of Emergency Management (DEM)
Washington State Department of Agriculture
Washington State Emergency Management
Washington State Fish and Wildlife
Fire Marshall
Washington State Department of Labor and Industries
Washington State Utilities and Transportation Commission
Washington State Department of Ecology (WDOE)
Washington State Department of Transportation (WSDOT)
Washington State Health Department (WDOH)
Environmental Protection Agency
US Coast Guard

CHEMTREC

Private Sector Facilities

I. PURPOSE

- A. This ESF establishes the policies and procedures under which Spokane County will operate in the event of a HazMat incident, oil spill, or other release. This plan is designed to establish responsibilities for HazMat incident preparedness, response and management in Spokane County.
- B. The plan provides guidance for: HazMat incident notification and response, off-site emergency planning/notification procedures as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-To-Know Act (EPCRA).
- C. This plan shall be used in conjunction with the Spokane County Comprehensive Emergency Management Plan (CEMP) and federal emergency plans.

II. SCOPE

- A. This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within Spokane County.
- B. It includes appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment and may include attachments to provide specific guidance.
- C. Agencies responding to a HazMat release will have their own procedures. This ESF does not supersede those procedures; instead it is designed to coordinate the efforts of the various agencies responding to the same incident.

III. POLICES AND LEGAL AUTHORITY

- A. The planning in this ESF will be conducted and maintained in conjunction with SARA Title III requirements and Chapter 118-40 WAC under the auspice of the Spokane County LEPC and Spokane DEM.
- B. Federal and state regulations require that local jurisdictions form LEPC's. It is the responsibilities of each LEPC to develop a Hazardous Materials Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distances, and places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment. See REFERENCES section for associated regulations.
- C. Federal statutes and regulations: [40 CFR Part 302, Part 355, Part 370, Part 372; USC 42, Chapter 116, Subchapter I, Section 11003, (a)-(g)]
- D. State statutes and regulations: [RCW 38.52.070; Chapter 70.136 RCW; RCW 70.136.030; Chapter 118-40 WAC; Chapter 296-824 WAC]

E. OSHA 29 CFR 1910.120

F. NFPA 1500, 1081, 1982, 472, 473

IV. SITUATION, ASSUMPTIONS & LIMITATIONS

A. Situation

1. See Hazard Identification and Analysis (HIVA) (within the CEMP).
2. Emergency/Disaster Conditions and Hazards:
 - a. An incident (ie. natural, human) could result in a single or numerous situations in which hazardous materials are released into the environment.
 - b. Fixed facilities (e.g. chemical plants, tank farms, laboratories, operating hazardous waste sites) all of which may produce, generate, use, store, or dispose of hazardous materials could be damaged so that existing spill control apparatus and containment measures are not effective.
 - c. Hazardous materials that are transported may be involved in; rail accidents, roadway collisions, waterway, or aircraft mishaps.
 - d. Damage to, or rupture of, pipelines transporting hazardous materials, if released into the environment.
 - e. Intentional release of a biological and/or chemical agent as a result of a terrorist or criminal action.
 - f. The Incident Commander (IC) initiates the emergency notification of a HazMat incident.
 - g. Evacuation from risk areas surrounding EPCRA regulated facilities will be determined based on the incident and risk management evaluation.
 - h. Any evacuations initiated at a HazMat incident will be coordinated through the IC. All evacuation routes will be identified through the Spokane County Emergency Evacuation Plan. (See Appendix #B)
 - i. Tier II reports identify hazardous materials which are manufactured, used, stored, and transported through the jurisdiction.
 - j. If the IC identifies a HazMat event beyond the capability of his/her agency an order will be transmitted through the Combined Communications Center (CCC) requesting a HazMat team response.
 - k. The Spokane LEPC is responsible for providing assistance and support to Spokane County in HazMat planning.
 1. The LEPC will issue a letter annually to the Washington State Emergency Response Commission (SERC) certifying the validity and currency of the jurisdiction plan and HazMat program.

B. Planning Assumptions

1. Response resources to Cities/County HazMat incidents will be available for containment and/or mitigation.
2. State and Federal assistance will be available, but may take time to mobilize.
3. Emergency circumstances may require special exemptions from transportation, storage, and disposal regulations.
4. An accidental release of hazardous materials could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or earthquake.
5. A major transportation HazMat incident may require the evacuation of citizens at any location within the Spokane County Area.
6. The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in an affected area may relocate voluntarily when advised to do so by local authorities. Some residents may leave by routes other than those designated by emergency

personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility. See Spokane County Evacuation Plan. (Appendix #B)

9. Residents with special needs may require assistance when evacuating.
10. Hazardous materials could possibly enter water or sewer systems and may necessitate the shutdown of those systems.

C. Limitations:

1. This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from all events.
2. Responders will attempt to coordinate the plan and response according to standards.
3. Every reasonable effort will be made to respond to emergencies, events or disasters; personnel, resources, and systems may be overwhelmed. There may be little to no warning during specific events to implement operational procedures. The success or failure of all emergency plans depends upon effective tactical execution.
4. Successful implementation of this plan depends on a thorough information exchange between responding organizations and timely identification of actual capabilities and available resources at the time of the incident.
5. Each agency, facility, and jurisdiction will respond within the limits of their training or actual capabilities and qualifications.

V. CONCEPT OF OPERATIONS

A. Initial Conditions

1. All jurisdictions, departments, and agencies will read this plan and implement, as appropriate.
2. Regulated facilities will report chemical inventories to the Washington State Department of Ecology (DOE), LEPC, and local Fire Department. They will also identify the health care facility(s) in their site safety contingency plan for medical treatment and share the document.
3. After notifying proper emergency response authorities a HazMat incident has occurred, the authorized representative of the regulated facilities or transportation companies will promptly notify the SERC and other potentially-affected LEPC's or tribal jurisdictions of the incident and make recommendations to local emergency responders for containing the release and protecting the public and environment.
4. In the event of a HazMat incident, the IC will determine appropriate protective action recommendations (PAR) for the public, disseminate such recommendations, and implement them.
5. The Spokane LEPC will assist the Spokane County Agencies/organizations in preparing and reviewing HazMat response plans and procedures.
6. Responders and/or Law Enforcement will assist with the collection of information for identification of the party responsible for the HazMat incident if possible.
7. Organization: The structure of the local agency on scene management will depend on the size and scope of the incident. The IC is responsible for the incident's management. For the purpose of this plan, the IC is the designated in-charge official from the first response agency, or the designated in-charge official from the agency with jurisdictional authority for the area of the incident, until officially relieved by higher authority.

B. The National Incident Management System (NIMS) is incorporated in the planning process to include: Homeland Security Presidential Directive 5 and the Spokane County ICS Field Operations Guide.

- Management of Domestic Incidents
 - National Incident Management System (NIMS)
 - Common incident management principles, practices and doctrine
 - Use of ICS
 - Flexible response operations
 - Common terminology for ordering, tracking resources
 - Plans for staging and allocating equipment, supplies and assistance
 - Effective communications

Components of NIMS

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

C. National Response Framework

- Align Federal coordination structures, capabilities, and resources into a unified, all discipline, and all hazards approach to incident management.

VI. RESPONSIBILITIES

A. County Agency Responsibilities:

1. First Responders (Fire Services / WSP):

- a. Provide initial response to a HazMat incident based on responder training and expertise
- b. Establish on scene command and incident management utilizing ICS.
- c. Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).
- d. Isolate the area according to the DOT Guide Book or other appropriate resource information.
- e. Identify hazardous material without compromising safety (placard number, shipping document, driver comments, etc).
- f. Provide for the safety of the public by whatever actions are necessary (evacuation, shelter in place).
- g. Support Spokane HazMat Team with personnel, equipment and other assistance as required.

2. Spokane Fire Department HazMat Team (Responsibilities include but are not limited to):

- a. Respond in support of first response agencies when requested.
- b. Assess actions taken by first-in units.
- c. Establish a tactical risk management plan with contingencies.
- d. Provide technical level response to hazardous materials incidents.
- e. Provide HazMat expertise and equipment to a HazMat Incident.
- f. Establish exclusionary zones.

- g. Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques and additional authorities requiring notification
- h. Perform duties as directed by the IC.
- i. Through the IC, ensure coordination with Spokane County DEM Duty Officer or ECC when indicated.

3. Spokane County DEM (Responsibilities include but not limited to):

- a. Notify local, state, and federal authorities as requested by the IC or as appropriate to the situation
- b. Request a mission number from EMD's State Emergency Operations Officer (SEOO) to insure insurance coverage for workers and volunteers during a HazMat event
- c. Activate the County ECC when necessary
- d. Support the IC on scene as requested
- e. Provide resource coordination as requested

4. Community Emergency Coordinator

- a. Coordinates emergency spill response planning efforts with local, state, and federal officials.
- b. Facilitates a local and regional spill response capability.
- c. Assists local facility emergency coordinators in plan implementation.
- d. Provides technical support to incident command agencies during chemical incidents.
- e. Provides assistance in risk analysis to identify vulnerable areas and methods to reduce those risks.
- f. Assists in the development of public education programs.
- g. Coordinates activities with the environmental health department.
- h. Keeps public officials abreast of current environmental laws/ regulations relating to SARA, Title III.
- i. Participates in exercises through the Local Emergency Planning Committee.

6. Private Facility

Each facility will appoint a facility emergency coordinator, who:

- a. Notifies appropriate local, state, and federal entities in a reliable, effective, and timely manner of a release of hazardous materials (consistent with the emergency notification requirements of SARA Title III, Section 304 and other state and federal regulations governing hazardous material incidents).

- b. Informs the emergency planning committee of any relevant changes taking place at their facility as the changes occur or are anticipated to occur.
- c. Promptly provides, upon request, information to the emergency planning committee that may be needed for developing and implementing the emergency plan.

B. State

1. State Emergency Management

- a. Maintains 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, state and federal response agencies.
- b. Coordinates the procurement of state resources for use by the incident on-scene commander or as requested by local Emergency Management or other designated local response agencies or state response agencies.

2. State Department of Agriculture

- a. Develops, with the assistance of county extension agents, lists of farms, dairies, and ranches that may require monitoring or sampling due to a hazardous materials release.
- b. Provides technical assistance, laboratory testing and sampling, and estimates on recovery costs for incidents involving pesticides and environmental contamination of farm properties, in coordination with the Department of Health.
- c. Quarantines contaminated food and fodder.

3. State Department of Ecology

- a. Lead agency for spill response cleanup. Provides on-scene coordination, technical information on containment, cleanup, disposal, and recovery; environmental damage assessment; laboratory analysis and evidence collection for enforcement action for non-radioactive environment threatening hazardous materials incidents.
- b. Serves as the state on-scene coordinator under the Federal National Contingency Plan.

4. State Department of Fish and Wildlife

- a. Provides coordination and resource information on potential or actual fish or fish habitat damage and cleanup.
- b. Provides coordination and resource information on potential or actual wildlife or wildlife habitat damage and cleanup.

5. State Fire Marshall

- a. Provides assistance in damage assessments, investigations, and coordination with officials.

- b. Authority for incidents involving common or special fireworks (Class B and C) explosives.
6. State Department of Labor and Industries
- a. Enforces safety and health standards whenever employees are exposed to hazardous chemicals.
 - b. Provides technical assistance and information concerning worker exposure to hazardous chemicals including information on procedures, protective equipment, and specific chemical properties and hazards of substances.
7. State Department of Health
- a. Assumes the role as lead agency in incidents involving radioactive materials. Provides technical personnel and equipment and advises state and local governments of the hazards of radioactive materials.
 - b. Provides advice and guidance regarding the health hazards of pesticides and other toxic substances. Provides technical assistance, sample collection and laboratory analysis, risk assessment, and control information relative to incidents involving pesticides and other toxic substances.
8. Washington State Patrol
- a. Acts as designated Incident Command Agency for hazardous materials incidents unless the local jurisdiction assumes that responsibility as per Section 4, Chapter 172, laws of 1982, as amended, and SHB Number 154, April 1987 in conjunction with RCW 70.136.060 and 70.136.070.
 - b. Will contact State Emergency Management to notify other agencies as needed.
9. State Department of Transportation
- a. Coordinates the activation of WSDOT personnel and equipment needed to establish traffic control and cleanup activities on state roads and interstate highways. Activation may be initiated by the State Patrol.
 - b. WSDOT personnel will initially establish traffic control and notify the Washington State Patrol when a hazardous materials spill is discovered, by them, on state roads and interstate highways.
10. State Utilities and Transportation Commission
- a. Investigates rail accidents involving hazardous materials in conjunction with the State Patrol.
 - b. Assists first responders by providing supportive data on shippers and haulers of hazardous materials statewide.

C. Federal

1. Environmental Protection Agency (EPA)

- a. Develops and promulgates the National Contingency Plan (NCP), chairs the National Response Team (NRT) and co-chairs the Regional Response Teams (RRTs), implements Superfund and other environmental legislation, can provide emergency response team support for hazardous material contingencies, and trains state emergency officials.
- b. Responds with advice and technical resources to protect the environment from all types of hazardous substances.
- c. Acts as the federal on-scene coordinator for non-marine incidents.

2. United States Coast Guard

- a. Operates the National Response Center (NRC) which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
- b. Provides advice and assistance to users of the system by accessing computer data files which list hazardous substance characteristics.
- c. Acts as the federal on-scene coordinator for incidents involving marine waters.

3. U.S. Department of Energy (DOE)

- a. Coordinates the off-site radiological monitoring, assessment evaluation, and reporting of all federal agencies per the provisions of the Federal Radiological Monitoring and Assessment Plan (FRMAP).
- b. Maintains a common set of off-site radiological monitoring data and provides this data and their interpretation to other appropriate federal, state and local agencies requiring direct knowledge of radiological conditions.
- c. Provides all monitoring data, assessments, and related evaluations to the federal and state response agencies and assists the federal authorities to develop protective action recommendations and other measures to protect the public as required.

4. U.S. Department of Transportation

- a. Regulates the transport of many types of hazardous materials for all transport modes.
- b. Provides (DOT/USCG) the vice-chairman for the National Response Teams and co-chairs the Regional Response Teams (RRT).
- c. Coordinates responses to hazardous material contingencies through its National Response Center.
- d. Provides emergency response team support to the RRTs and states.

e. Trains state emergency officials.

5. Federal Emergency Management Agency (FEMA)

a. Has the lead coordination role for federal offsite planning and response coordination for all types of radiological emergencies. FEMA develops and tests the Federal Response Plan (FRP) for radiological emergencies, provides an important support role to the EPA for relocation functions under Superfund, provides funding to states to support state and local government emergency planners and trains many state and local government officials in planning for and responding to hazardous materials contingencies.

b. Promotes coordination among federal agencies and their interaction with the state, including the provision of federally developed or evaluated protective action recommendations for re-entry/recovery to the state or other appropriate off-site authorities responsible for implementing those recommendations.

D. Other Agencies

1. Chemtrec

a. Provides information and assistance on the nature of the product and steps to handle the problem.

b. Contacts shipper of the material for more detailed information.

c. Provides 24-hour notification capability for hazardous materials emergencies.

d. Accesses mutual aid programs which notify teams to respond to incidents involving certain chemicals and pesticides.

VII. RESPONSE PROCEDURES

Operations

A. Before the Haz-Mat Incident

1. Local Emergency Planning Committee

a. Coordinates with appropriate agencies to ensure operational readiness through emergency response planning, development, and updating.

b. Coordinates with local government and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.

c. Coordinates and participates in emergency response exercises, drills and training.

2. Fire Agencies, Law Enforcement, and other Emergency Response Departments/Agencies
 - a. Maintain Emergency Operating Procedures for hazardous materials emergency response.
 - b. Participate in emergency response exercises, drills, and training.
 - c. Train personnel to the appropriate level for their response.
3. Private
 - a. Maintain on-site hazardous materials response plans including notification procedures for appropriate government agencies.
 - b. Appoint a facility emergency coordinator responsible for emergency notifications and facilitating emergency response.

B. During the Haz-Mat Incident

1. Fire Agencies
 - a. Provide initial response to incident to the level of their training until Washington State Patrol is available or serves as Incident Command Agency for their district. (See Section XVI for the designated Incident Command Agency.)
 - b. Coordinate with lead representatives from other responsible agencies to ensure each agency's objectives and responsibilities are coordinated and carried out.
 - c. Assist law enforcement, when possible, in warning the public, evacuation, routing, and/or traffic control.
 - d. May assist in limited containment of hazardous material to prevent contamination.
2. Washington State Patrol
 - a. Serves as Incident Command Agency in those areas where fire agencies are not designated as Incident Command agencies. The areas that require Washington State Patrol response are shown in Section XVI.
 - b. Coordinates with lead representatives from other responsible agencies to ensure each agency's objectives and responsibilities are coordinated and carried out.
3. Emergency Management
 - a. Activates the ECC and warning systems, as necessary.
 - b. Coordinates emergency resources and requests activation of emergency shelter, as appropriate.
4. Law Enforcement

- a. Notifies key staff.
- b. Activates emergency operating procedures.

5. Other Departments/Agencies

Respond according to agency emergency operating procedures and/or as directed from the ECC.

6. Private

Provide local agencies with assistance and expertise in identifying hazardous material substances, response, and clean-up.

7. Resource/Logistics Management—Please refer to Emergency Support Function #7 Resource Support

1. HazMat experts or teams available for jurisdiction use.
 - ❑ Spokane Fire Department Hazardous Materials Team
 - ❑ Fairchild Air Force Base (FAFB) Hazardous Materials Team
 - ❑ CHEMTREC 1-800-424-9300
 - ❑ Private Manufacture’s Chemical Organizations
2. Community emergency response equipment will be a coordinated effort that could include requests from the CCC, LE Dispatch, or county ECC.
3. Each EPCRA regulated facility maintains a comprehensive list of emergency response equipment potentially available during an incident
4. Each incident will vary regarding clean up. Resources and vendors can be coordinated through the ECC and/or ESF 7 Resource Support.

8. Responder Safety—Agency Standard Operating Procedures and protocols will be followed by responders to ensure safety of response personnel during emergency events. Incident Commanders will base their actions on current Federal Law, and other recognized national standards or best practices.

C. After the Haz-Mat Incident

1. Emergency Management

If activated, continue ECC operations until it is determined that ECC coordination is no longer necessary.

2. All Response Departments/Agencies

- a. Support recovery efforts as identified in emergency response procedures and/or as directed by the ECC.

- b. Support appropriate state and federal agencies, as conditions warrant and within the limitations of local plans and procedures.
- c. Participate in debriefing and critiquing organized by the Incident Command Agency.
- d. Provide situation and status reports, upon request, to Emergency Management/ECC.

VIII. COMMUNICATION AND WARNING

- A. Communication by which emergency responders will exchange information and communicate with each other will follow protocols and procedures.
- B. The Local Emergency Communications Committee (LECC) for the Inland Northwest Emergency Alert System (EAS) Region has determined that major media from Spokane and Coeur d'Alene have significant viewer and listener audiences in about 13 counties in Washington, 10 counties in north Idaho and Lincoln and Sanders counties in northwest Montana. This committee has established procedures for issuing emergency messages to the public utilizing major media from Spokane and Coeur d'Alene. The Inland Northwest Region EAS plan has been distributed to Emergency Managers and Sheriff's for these 25 counties to provide guidance for them, if activation of the major media is part of their emergency communications procedures. These procedures must be followed any time emergency officials wish to use the Spokane or Coeur d'Alene media to issue emergency messages to their community. Counties may develop local plans in support of the Inland Northwest Regional plan as so long as it does not deter from the intent. A copy of all local plans must be provided to both Spokane and Kootenai County Dispatch Centers and reviewed by the LECC.
- C. The Emergency Alert System operates within Spokane County Under the authority of Title 47 U.S.C. 151, 154 (I) & (o), 303 ®, 524 (g) & 606; and 47 C.F.R. Part 11, FCC Rules & Regulations, Emergency Alert System. (Please refer to the EAS Plan for the Inland Northwest.

IX. CLEAN UP / CONTAINMENT

- A. **Responsibility and** Coordination of spill containment and or clean up.
 - 1. The responsible party or property owner are responsible for spill clean up. The clean up activities will be in coordination with the IC, The Washington State Department of Ecology if water related, in coordination with the IC and the responsible party will be contacted for incident clean up activities in concert and with private companies located in the area or in the state.
- B. Documentation and Investigative follow up:
 - 1. Agencies involved in the incident will complete all necessary reports as required by the agency and current laws and ordinances.
 - 2. Agencies involved in the incident will determine their own cost recovery options as allowed by internal processes and current laws and ordinances

3. The IC will coordinate with Law Enforcement representatives on scene in the investigation of HazMat incidents determined to be of a criminal or terrorist nature
4. Evaluating response activities will be coordinated with those involved in the response and incorporated into the after action report.

X. TRAINING

A. Emergency Response Training

1. All personnel involved in a hazardous material response will be trained to the levels required in 29 CFR 1910.120, NFPA 472, or NFPA473, Chapter 296-824 WAC or agency equivalent training based on the responders' operational duties. Additionally Incident Command personnel will have completed the training required by 29 CFR 1910.120 and Chapter 296-824 WAC for On Scene Incident Commander.

2. Local training Records—Each response agency is responsible for maintenance of training records.

XI. EXERCISES AND PLAN UPDATE

VII. A. Methods

1. This plan will only be exercised using the functional exercise format involving a regulated facility in Spokane County and the plan will be exercised annually.

Once the plan is adopted and approved by Spokane County jurisdictions and the Washington State Emergency Management Division HAZMAT section and Emergency Support Function—a development of exercises will be incorporated into the planning process to test and evaluate the document for areas of improvement

2. Each agency that has the potential to be involved in a HazMat response can participate in the exercise planning process.

B. Schedule

1. The HazMat plan can be updated to include improvement identification after an exercise but will be reviewed at least every two years and updated as needed.

XII. FACILITY RESPONSIBILITIES

A. Please refer to the Spokane County mitigation plan that includes maps showing transportation routes and special features of districts, including vulnerable areas.

XIII. EPCRA REPORTING

A. Presidential Directive 99-499 Title III, EPCRA Act of 1986

1. Section 302 – Notification of Extremely Hazardous Substances on site.

Any facility that has any of the listed chemicals at or above its threshold planning quantity must notify the SERC and LEPC within 60 days after they first receive a shipment or produce the substance on site.

Recent changes by the US Environmental Protection Agency give facilities 30 days to report any changes in the status of substances that would affect emergency planning.

Changes that can trigger notifications include closing a facility, bringing a new extremely hazardous substance (EHS) on site, moving the substances to a different location at the facility, and removing all EHSs from a facility.

2. Section 304 – Verbal and written follow up notifications of emergency releases.

A facility must notify state and local authorities responsible for local emergency planning if:

- there is a release at the facility (which includes releases from motor vehicles, rolling stock and aircraft) of an Extremely Hazardous Substance (EHS) or a Hazardous Substance in excess of the reportable quantity for that substance, and
- the release could result in exposure of persons outside the boundary of the facility site.

The EPA has identified and listed over 700 Hazardous Substances under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and has assigned a reportable quantity to each substance. For example, chlorine is an EHS with a reportable quantity of 10 pounds.

Report chemical releases verbally *immediately* to any State Emergency Response Commission (SERC), Tribal Emergency Response Commission (TERC), and Local Emergency Planning Committee (LEPC) potentially affected by the release. Facilities must also report a release of a CERCLA hazardous substance to the National Response Center. In most instances, the facility must submit a written follow-up report within fourteen days of the release to the SERC and LEPC. If more than one state or LEPC could be adversely affected by the release, emergency notifications and written follow-ups must be made to all SERCs and LEPCs.

3. Section 311 – Submittals of Materials Safety Data Sheets or MSDS List forms.

Under Section 311 of Title III, a facility must submit the material safety data sheets (MSDS) or a MSDS list for the hazardous chemicals present on site in excess of the threshold level to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPCs), and local fire department.

This is essentially a one-time requirement for submittal, unless the chemical or product changes. However, a facility must update submittals to these agencies within 90 days when:

- there is new information on a hazardous substance that has previously been submitted, or
- a new hazardous substance arrives at the facility in excess of the threshold planning quantity for the first time.

The Washington SERC requests that businesses submit a MSDS list of hazardous chemicals and their hazards to the state, rather than copies of the material safety data sheets. A completed form must be submitted for:

- extremely hazardous substances at or in excess of the Threshold Planning Quantity (TPQ) per the Consolidated List of Lists or 500 pounds, whichever is *less*, or
- hazardous substances at or in excess of 10,000 pounds.

The LEPC or local fire department may request material safety data sheets for a hazardous chemical at a facility and it must be provided within 30 days.

A report must identify the hazards associated with the chemical or product. The five categories are:

- Fire hazard
- Sudden release of pressure
- Reactivity
- Immediate or acute health hazard

- Delayed or chronic health hazard

4. Section 312 – Tier Two – Emergency and Hazardous Chemical Inventory Reports.

Under Section 312 of Title III, facilities that store chemicals must provide specific information about the chemicals on site to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPCs), and local fire department.

The threshold levels for reporting chemicals stored on site are:

- Threshold planning quantity (TPQ) or 500 pounds at any one time, whichever is less for extremely hazardous substances (EHS);
- 10,000 pounds at any one time for hazardous substances

XIV. REFERENCES

A. FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

B. US Department of Transportation & Transport Canada, *Emergency Response Guidebook 2008*.

C. SARA Title III – *Emergency Planning and Community Right-to-Know Act*.

C. National Response Framework

D. Washington State CEMP

XV. ACRONYMS AND DEFINITIONS

A. Acronyms

ARC	American Red Cross
CCC	Combined Communications Center
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DEM	Spokane Department of Emergency Management
DNR	Washington State Department of Natural Resources
ECC	Spokane County Emergency Coordination Center
EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EMD	Emergency Management Division
EPCRA	Emergency Planning and Community Right-to-Know Act
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FOG	Field Operations Guide
FPD	Fire Protection District
HC	Hazardous chemicals
HS	Hazardous substances
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
LECC	Local Emergency Communications Committee
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NRC	National Response Center
OSHA	Occupational Safety and Health Administration
PAR	Public Action Recommendation
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RRC	Railroad Commission
SARA Title III	Title III of the Superfund Amendments and Reauthorization Act of 1986, also known as Emergency Planning & Community Right-to-Know Act.
SERC	State Emergency Response Commission
SEOO	State Emergency Operations Officer
SOP	Standard operating procedures
SRHD	Spokane Regional Health District
TERC	Tribal Emergency Response Commission
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol

B. Definitions

1. Accident site. The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute exposure. Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals. Chemicals that can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. CHEM-TEL. Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.
5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, or manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.
6. Contamination Reduction Zone (CRZ). That area between the Exclusion Zone and the Support Zone. This zone contains the Personnel Decontamination Station. This zone may require a lesser degree of personal protection than the Exclusion Zone. This area separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area.
7. Control Zones. The geographical areas within the control lines set up at a hazardous materials incident. The three zones most commonly used are the Exclusion Zone, Contamination Zone and Support Zone.
8. Exclusion Zone. That area immediately around the spill. That area where contamination does or could occur. The innermost of the three zones of a hazardous materials site. Special protection is required for all personnel while in this zone.
9. Extremely Hazardous Substances (EHS). These are substances designated as such by the EPA. EHS inventories above certain threshold quantities must be reported to the Washington SERC, or TERC, LEPC, and local fire department pursuant to Sections 302, 304, 311 and 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the National Response Center, the SERCs, TERCs, LEPCs, and local fire departments that may be affected, pursuant to EPCRA Section 304 of the EHSs and pertinent, reportable quantities are listed in 40 CFR 355 and EPA Consolidated List of Lists.
10. Facility. EPCRA regulated industry and facility.
11. Hazard. The chance that injury or harm will occur to persons, plants, animals or property.

12. Hazard analysis. The use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility or on a transportation route to the surrounding area in order to determine which portions of a community may be affected by a release of such materials.
13. Hazardous chemicals or substances (HC/HS). Chemicals, mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a substance indicates it is reportable under EPCRA. Facilities that have 10,000 pounds or more of a hazardous substance on site at any one time are required to report chemical inventories annually to the SERC, LEPC, and local fire departments in accordance with EPCRA Section 312. Reporting information software and current LEPC contact information is available at www.ecy.wa.gov/epera.
14. Hazardous Material (HazMat). A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Hazardous Materials include extremely hazardous and hazardous substances of oil and other petroleum products. Other toxic substances include some infectious agents, radiological materials and materials such as used oil and industrial solid waste substances.
15. Hazardous Substance (HS). Chemicals, chemical mixtures, and other products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals or substance exists, but the existence of a Material Safety Data Sheet (MSDS) for a product or substance indicates it is reportable under EPCRA regulations. Facilities that store 10,000 pounds or more of a HS at any time are required to report chemical inventories annually to the SERC, LEPC, and local fire department in accordance with EPCRA regulations. Reporting information, software, and current LEPC contact information is available at www.ecy.wa.gov/epcra.

Substances can also be designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). HS releases above certain levels may need to be reported to the National Response Center and must be reported to the SERC, local and tribal agencies pursuant to CERCLA, Section 304 of EPCRA, and related state regulations.

16. Incident Commander. The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
17. National Response Center (NRC). Interagency organization, operated by the US Coast Guard which receives reports when reportable quantities of dangerous goods, hazardous and/or extremely hazardous substances are spilled. After receiving notification of an incident, the NRC

will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

18. On-scene. The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
19. Plume. A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
20. Regulated facility. A site where handling and transfer, processing, and/or storage of chemicals is performed. For the purposes of this document, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) store one or more HS in a quantity of 10,000 pounds or more at any one time. Facilities that meet either criterion must annually report their chemical inventories of such materials to the SERC, local LEPCs, and the local fire department. When appropriate, the tribe must be reporting to the Tribal Emergency Response Commission (TERC).
21. Reportable Quantity. The minimum quantity of hazardous substances released, discharged, or spilled that must be reported to federal, state, local and/or tribal authorities pursuant to statutes and EPCRA regulations.
22. Response. The efforts to minimize the hazards created by an emergency by protecting the public, environment, and property and returning the scene to normal pre-emergency conditions.
23. Risk Management Plan (RMP). Pursuant to Section 112r of the Clean Air Act (CAA), facilities that produce, process, distribute or store certain toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted to the EPA RMP guidance is available at <http://www.epa.gov/emergencies.guidance.htm>
24. Support Zone. The clean area outside of the Contamination Control Line. Equipment and personnel are not expected to become contaminated in this area. Special protective clothing is not required. This is the area where resources are assembled to support the hazardous materials operation.
25. Toxic substances. Toxic substances are chemical or compounds which may present an unreasonable threat to human health and the environment. Human exposure to toxic substances can cause a variety of health effects including long-term adverse health effects. Certain facilities which have 10 or more full-time employees and manufacture, process or use a toxic substance in excess of threshold amounts during the calendar year are required to submit a Toxic Release Inventory Report annually to the US EPA and the Washington SERC or TERC. A current list of substances covered, reporting guidance, and software is available at US EPA website at <http://www.epa.gov/tri>
26. Vulnerable Facilities. Facilities which may be of particular concern during a hazmat incident because they:
 - a. Are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day

- care centers, jails), or
- b. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
 - c. Include large concentrations of people (shopping centers, recreation centers)

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XVI. DESIGNATED INCIDENT COMMAND AGENCIES
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	Designee	Date
Spokane Valley Fire Department	FPD 1	1/11/1988
FPD 2	FPD 2	2/18/1988
FPD 3	FPD 3	12/9/1988
FPD 4	FPD 4	1/25/1988
FPD 5	FPD 5	3/28/1988
FPD 8	FPD 8	12/16/1987
FPD 9	FPD 9	12/22/1988
FPD 10	WSP	12/19/2000
FPD 11	FPD 11	10/26/2006
FPD 12	Latah/Waverly	5/10/1988
FPD 13	FPD 13	8/28/1984
Airway Heights	Airway Heights FD	2/22/1988
Cheney	Cheney Fire Dept.	12/22/1987
Deer Park	FPD #4	7/6/1988
Fairfield	FPD #2	10/27/2006
Latah	Latah FD	10/27/2006
Liberty Lake	Spokane Valley Fire Department	10/27/2006
Medical Lake	Medical Lake FD	9/4/1984
Millwood	Spokane Valley Fire Department	10/26/2006
Rockford	FPD 11	10/26/2006
Spangle	FPD #3	10/26/2006
Spokane	Spokane FD	5/23/1988
Spokane Airport	Airport/Spokane FD	10/26/2006
Spokane Valley	Spokane Valley Fire Department or FPD #8	10/26/2006
Waverly	Waverly FD and FPD #12	10/26/2006
Unincorporated Area	Designated Fire District or WSP	10/26/2006

HAZARDOUS MATERIALS INCIDENT REPORT

[This form can be use at an incident, if applicable]

INITIAL CONTACT INFORMATION

(Check one): ___ **This is an ACTUAL EMERGENCY** ___ **This is a DRILL/EXERCISE**

1. Date/Time of Notification: _____ Report received by: _____
 2. Reported by (name & phone number or radio call signs): _____
 3. Company/agency and position (if applicable): _____
 4. Incident address/descriptive location: _____
-
5. Agencies at the scene: _____
 6. Known damage/casualties (do not provide names over unsecured communications): _____

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)
- ___ Leak ___ Explosion ___ Spill ___ Fire ___ Derailment ___ Other

Description: _____

8. Name of material(s) released/placard number(s): _____
9. Release of materials:

Has ended _____ Is continuing. Estimated release rate & duration: _____
10. Estimated amount of material which has been released: _____
11. Estimated amount of material which may be released: _____
12. Media into which the release occurred: _____ air _____ ground _____ water
13. Plume characteristics:
 - a. Direction (Compass direction of plume): _____
 - b. Height of plume: _____
 - c. Color: _____
 - d. Odor: _____
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) _____
15. Present status of material (solid, liquid, and gas): _____
16. Apparently responsible party or parties: _____

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:

Wind From: _____ Wind Speed (mph): _____ Temperature (F): _____

Humidity (%): _____ Precipitation: _____ Visibility: _____
18. Forecast: _____
19. Terrain conditions: _____

HAZARD INFORMATION
(From ERG, MSDS, CHEMTREC, or facility)

- 20. Potential hazards: _____
- 21. Potential health effects: _____
- 22. Safety recommendations: _____

Recommended evacuation distance: _____

IMPACT DATA

- 23. Estimated areas/ populations at risk: _____
- 24. Special facilities at risk: _____
- 25. Other facilities with Hazmat in area of incident: _____

PROTECTIVE ACTION DECISIONS

- 26. Tools used for formulating protective actions

- _____ a. Recommendations by facility operator/responsible party
- _____ b. Emergency Response Guidebook
- _____ c. Material Safety Data Sheet
- _____ d. Recommendations by CHEMTREC
- _____ e. Results of incident modeling (CAMEO or similar software)
- _____ f. Other: _____

- 27. Protective action recommendations:

_____ Evacuation _____ Shelter-In-Place _____ Combination _____ No Action
_____ Other _____

Time Actions Implemented

- 28. Evacuation Routes Recommended: _____

EXTERNAL NOTIFICATIONS

- 29. Notification made to:

_____ National Response Center (Federal Spill Reporting) 1-800-424-8802
_____ CHEMTREC (Hazardous Materials Information) 1-800-424-9300
_____ RRC (Oil/gas spills - production facilities, intrastate pipelines) _____

_____ State Emergency Response Commission (state spill reporting) 1-800-258-5990
_____ SERC follow up after verbal notification—www.ecy.wa.gov/epcra, under Reporting
Forms
and Software.

- 30. Other Information: _____

[Appendix B Evacuation Plan \(Click Link\)](#)

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