

**Appendix B** (LEPC Hazardous Materials Emergency Response Plan) to **Annex 10**  
(ESF-10 Oil and Hazardous Materials Response) to the Allen County Response  
Framework

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# **Local Emergency Planning Committee (LEPC) – Hazardous Materials Emergency Response Plan**



November 2022

Allen County Office of Homeland Security  
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Fort Wayne, IN 46802



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# Record of Changes

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<i>Date</i>	<i>Changes</i>
March 2014	Annual review and rewrite
October 2015	Annual review and rewrite
September 2016	Annual review and rewrite
October 2017	Annual review and rewrite
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## 1.0 INTRODUCTION

Allen County is continually at risk from a hazardous materials incident. The number of fixed sites using hazardous materials locally is moderate to heavy, and the county is vulnerable to accidents involving these materials. Release of hazardous materials can come from fixed sites but is more likely to occur from transportation incidents on highways and/or railroads in the county.

Emergencies involving hazardous materials require detailed pre-planning at the local level. The Allen County Local Emergency Planning Committee (LEPC) is the body responsible for this planning. The LEPC membership is made up of representatives from the following: Allen County Council, Allen County Homeland Security, Allen County Sheriff, Three Rivers Ambulance Authority, Superior Aluminum Alloys, 122<sup>nd</sup> Air National Guard, Indiana Department of Transportation, Fort Wayne Fire Department, WANE TV, American Electric Power and the Allen County Department of Health.

This plan was developed to help Allen County officials and first responders prepare and respond to hazardous materials incidents. These plans and procedures recognize Allen County emergency response agencies normally have the resources to respond to a serious hazardous materials incident including a Level III incident. A Level III incident is defined as full emergency situation and involves severe potential exposure for the responders and the general public.

Primary responsibility for the safety and welfare of the residents of Allen County rests with the respective local governments as well as city and county officials. This plan is based on a response at the local level of government. The Indiana Department of Homeland Security (IDHS) may be called on to assist by providing State resources. The IDHS will coordinate State agencies, and if deemed necessary, request a Presidential Declaration through the Federal Emergency Management Agency (FEMA). This type of declaration allows supplemental Federal financial and technical assistance.

### 1.1 PURPOSE

The primary purpose of this plan is to provide effective, coordinated emergency response to incidents involving the release or potential release of hazardous materials in Allen County. This Plan is Appendix B to Annex 10 of the Allen County Response Framework. It follows the guidelines of the Superfund Amendments and Reauthorization Act (SARA) Title III. This plan outlines the appropriate response to protect the population, property, and environment of Allen County in the event of a hazardous materials incident involving transportation, use, storage, or possession of hazardous materials.

For the purposes of this plan, hazardous materials are defined as any chemical which is a physical hazard or a health hazard as defined under 40 CFR Part 302 and as defined in this document. In addition, radioactive and non-radioactive materials and explosives in reportable quantities, as well as other chemical hazards, are included as hazardous materials.

The Allen County LEPC shall strive to increase the public's knowledge and access to information regarding the presence of hazardous materials/chemicals in their communities and the releases of them into the environment.



## 1.2 SITUATION

Allen County encompasses 660.2 square miles, and is located in northeastern Indiana, bounded on the north by Noble and DeKalb counties, on the west by Huntington and Whitley counties, on the east by the Ohio state line, and its southern boundary embraces the counties of Wells and Adams.

Allen County has several levels of government including (1) the County Board of Commissioners and the Allen County Council; (2) three cities with a Mayor and City Councils: Fort Wayne, New Haven, and Woodburn; and (3) five incorporated Town Councils: Grabill, Huntertown, Leo-Cedarville, Monroeville, and a portion of Zanesville; and (4) twenty Townships of Aboite, Adams, Cedar Creek, Eel River, Jackson, Jefferson, Lafayette, Lake, Madison, Marion, Maumee, Milan, Monroe, Perry, Pleasant, Scipio, Springfield, St. Joseph, Washington, and Wayne. According to the 2019 census, the population of Allen County is approximately 379,299. The highest concentration of residents reside in Fort Wayne and New Haven area, with the remaining spread out in the smaller cities and towns and the county's rural areas.

Allen County travel is served by Interstate 69 and 469, US Highways 24, 27, 30, 33 and state routes 1, 3, 14, 37, 101, 205, 327 and 930. The Norfolk & Southern Railroad (NS) runs in various directions through the county, as does the Chicago, Fort Wayne and Eastern Railroad to a smaller scale. The Panhandle Eastern Pipeline Company has a pipeline running through a portion of the county.

Jurisdictions within Allen County are served by many first responders:

- EMS is provided by the Three Rivers Ambulance Authority in the City of Fort Wayne and in the coverage areas of the St. Joe and Arcola Fire Departments. The other fire department jurisdictions throughout the county provide EMS services in their respective response areas for the remaining county residents.
- Forty-one city/town/township/airport, and military fire stations.
- One local Level A HazMat Response Team for all hazmat/decon measures.
- Six city/town law enforcements agencies, and one State Police Post in Fort Wayne serving the county residents.
- Two major dispatch centers; Consolidated Communications Partnership (Allen County/Fort Wayne 911 Center), and New Haven Dispatch.
- The Allen County Office of Homeland Security is located at 1 East Main Street, Suite 754 and the Emergency Operations Center (EOC) is located at 200 East Berry Street, Executive Conference Room, Suite 440, Fort Wayne.

There are 302 extremely hazardous substances (EHS) and Non-EHS fixed site facilities reporting hazardous chemical substances in Allen County. Planning for each individual facility should be carried out doing a Hazard Analysis. Fixed site facilities report present levels of inventories via Tier II manager. Analysis of the Tier II manager indicate storing and/or processing hazardous materials pose an overall moderate threat to the general population of Allen County.

These fixed facilities in the county that are subject to the requirements of SARA Title III and will participate in the planning and Right-to-Know provisions of the law.

For response to a hazardous materials incident, Allen County's emergency response resources currently consists of a Level A Hazardous Materials Team (Fort Wayne Fire Department Hazmat 1



and Hazmat 6), providing for extended capabilities to respond to any local or county-wide incident. They also have a decontamination unit at Station #18 with a forty (40') foot semitrailer with decontamination equipment. If the response requires more than the county resources, the county will seek assistance from additional area's hazardous materials teams, as well as additional outside resources with the private sector and/or State and Federal government agencies. The Indiana Air National Guard 122nd hazardous materials team will respond when called upon for assistance.

## 1.3 ASSUMPTIONS

Proper implementation of this plan and its supporting procedures will reduce or prevent releases and related exposure to the public, as well as a reduction or prevention of damage to the environment.

The greatest threat of a hazardous materials incident in Allen County is posed by accidents along the major transportation routes and at industrial facilities. At most risk are the Cities of Fort Wayne and New Haven, and the corridor alongside the Norfolk & Southern Railroad, as well as corridors along Interstate 69 and 469, US Highways 24, 27, 30, 33; and, to a lesser degree, state routes 1, 3, 14, 37, 101, 205, 327 and 930. Several parts of Fort Wayne and the county are located within the flood plains of the Maumee, St. Mary's and St. Joseph Rivers, resulting in occasional severe flooding. Flooding can result in some run-off of agriculture chemicals and petroleum products into the county's rivers and streams.

Protective actions for the general population may include in-place sheltering and/or evacuation. Traditionally, many of the residents in the risk area will evacuate to private homes or shelters of their own choosing outside the affected area.

## 2.0 AUTHORITIES

- 40 CFR Part 301, Reimbursement to Local Governments for Emergency Response to Hazardous Substance Releases
- 40 CFR Part 302, Comprehensive Environmental Response Compensation and Liability Act (CERCLA) List of 717 Substances
- 40 CFR Part 310, Reimbursement to Local Governments for Emergency Response to Hazardous Substance Releases, Interim Final Rule
- 40 CFR Part 355 and Appendix A, List of 406 Extremely Hazardous Substances
- 40 CFR Part 370, Hazardous Chemical Reporting: Community Right to Know, Tier I and Tier II Forms, Chemical Inventory Reporting
- 40 CFR Part 372, Toxic Chemical List, Toxic Chemical Release Reporting: Community Right to Know
- CERCLA of 1980 (Public Law 96-510)
- Allen County Emergency Management Ordinance
- Emergency Management and Assistance (44 US Code 2.1)
- Governor's Executive Order 05-09
- Indiana Code Title 10-14-3-17
- Local Mutual Aid Agreements



- Title III, Federal Emergency Planning and Community Right to Know of the Superfund Amendments and Reauthorization Act (SARA) of 1986 (Public Law 99.499)

## 2.1 REFERENCES

- *FEMA Hazardous Materials Contingency Planning Course*
- *Hazardous Materials Exercise Evaluation Methodology (HM-EEM)*
- *Homeland Security Exercise and Evaluation Program (HSEEP)*
- *National Response Team Hazardous Materials Emergency Response Planning Guide*
- *Technical Guidance for Hazardous Analysis Emergency Planning for Extremely Hazardous Substances*
- *United States Department of Transportation (DOT) Emergency Response Guidebook (ERG)*

## 3.0 ORGANIZATION & RESPONSIBILITIES

Hazardous material response, containment, and recovery require the coordinated efforts of government, emergency response agencies, support agencies, and the facility operators to be successful.

### 3.1 ORGANIZATION

- **Local Government** – The Allen County Board of Commissioners (as the county’s Chief Executives) have overall responsibility for hazardous materials preparedness in Allen County.
- **Policy Group** – The Policy Group is made up of the elected officials of the affected jurisdiction(s) (or their representatives) and the executive heads of the agencies that are directly involved in the incident response. This group sets the overall objectives for the hazardous material incident planning.
- **Community Emergency Coordinator (CEC)** – The CEC coordinates with and advises local government officials, agency and department heads on hazardous materials preparedness planning and incident response.
- **Local Emergency Planning Committee (LEPC)** – The LEPC is considered local board formed in accordance with the Indiana Emergency Response Commission (IERC) guidelines and the Community Right-to-Know Act of 1986. The LEPC is responsible for coordinating planning activities among signatory agencies to protect the public health and environment during and following a hazardous material incident.
- **Local Emergency Response Agencies** – The appropriate local emergency response agencies respond to a hazmat incident as directed by this plan. Each agency has the responsibility to develop and maintain their individual standard operating procedures (SOPs) based upon their task assignments in this plan. These SOPs are in the Allen County Response Framework as Tabs under Annex 10 for that agency. They also have the responsibility to ensure that their department head or designated alternate has the authority to commit their resources.
- **Local Public Health and Hospitals** – The local health department and the local hospitals activate for a hazmat incident as outlined in this plan. Each organization has the responsibility to develop and maintain their individual SOPs based upon their task assignments in this plan. These SOPs are in Allen County Response Framework



as Tabs under Annex 10. They also have the responsibility to ensure that their department head or designated alternate has the authority to commit their resources.

- **Private Sector** – Business's involved in a hazardous material release are responsible for meeting the requirements of this plan and all local, state, and federal regulations.
- **Indiana Department of Environmental Management (IDEM)** – IDEM is responsible of implementing federal and state regulations to protect human health and the environment while allowing the environmentally sound operations of industrial, agricultural, commercial and governmental activities.

## 3.2 RESPONSIBILITIES

### Allen County Elected Officials

- Ensure LEPC is staffed and meeting regularly.
- Ensure the *Allen County Hazardous Materials Emergency Response Plan* is in place and regularly updated.
- Ensure emergency responders and all other involved departments and agencies have the necessary resources to execute the *Allen County Hazardous Materials Emergency Response Plan*.

### Policy Group

- Making policy decisions and setting the strategic objectives.
- Prioritizing type of resources and authorize allocation of resources and expenditures.
- Activating the Allen County Response Plan.
- Coordinating all public information releases with IC/UC and EOC.
- Recommending that the County Commissioners request State assistance if the local jurisdiction's resources are overwhelmed, by declaring a State of Disaster Emergency under Indiana Code 10-14-3-29 and Indiana Code 10-14-3-12.

### Community Emergency Coordinator

- The Director of the Allen County Office of Homeland Security is designated as the Community Emergency Coordinator (CEC).
- Responsible for implementation of this plan and management of public information files.
- Maintains day-to-day operations as the county's Director of Homeland Security.
- Coordinates with and advises responsible county and city officials, administrators and department heads, to assist in taking adequate measures to protect the general public, property, and the environment from hazardous material incidents.
- Ensures proper management of incidents involving hazardous materials.

### Local Emergency Planning Committee (LEPC)

- The LEPC is charged with developing an emergency response plan to deal with accidental chemical releases from Tier II, Title III facilities in its county and with making available to the general public chemical information submitted by those facilities.
- The LEPC holds scheduled meetings to establish short- and long-range goals or objectives regarding the county's hazardous materials emergency response and preparedness program.
- The LEPC compiles, or causes to be compiled, the annual Hazardous Materials Reports for Allen County based upon Tier II reporting. This includes an update of the reports





from fixed facilities.

- The LEPC outlines methods, as needed, and schedules training and exercises on hazardous materials in coordination with local government officials, local emergency response agencies, and available private participants.
- The LEPC oversees the Community Right-to-Know activities.
- The LEPC responds to requests for information from private and public entities or directs requests to the correct agencies.

### **All Emergency Response Agencies**

- Each responding agency will send a representative to the command post and report to the Incident Commander upon arrival for coordination of activities. This representative will remain in the command post if needed. The remaining crews and equipment will stand by at the designated staging areas until needed.
- Function under the Incident Command System, reporting through and receiving assignments from their assigned chain of command.

### **Local Hospitals**

- Local hospitals will provide final decontamination of patients on their arrival, prior to moving patients into the emergency room.
- Support for on-site hazardous materials surveillance and medical treatment operations will be provided in the form of consultations with EMS personnel.

### **Local Public Health**

- Maintains a member on the LEPC.
- Available 24/7 with on-call personnel trained to the HazMat Awareness Level.
- Provide subject matter expert on health-related issues to the Incident Commander.
- Provide public health media releases, working in conjunction with the Incident Commander and the Public Information Officer for the incident.

### **Private Sector Facilities/Operators**

- All hazardous materials spills, releases, and incidents that exceed the reportable quantity must be reported to: 911, CEC, IDEM, and LEPC.
- Private sector facilities will designate personnel that are available and capable of responding to hazardous materials emergencies on their premises. This information should be updated as personnel and training levels change into the Tier II manager system.
- Maintain an Emergency Response Duty Roster which designates personnel available on a 24-hour basis. Update as necessary in the Tier II manager system.
- Send a representative to the emergency responders' command post.
- Coordinate and cooperate with the directions of the Incident Commander at the scene.
- Educate and train their staff in hazardous materials response on a continuing basis in accordance with 29 CFR 1910.120 and/or National Fire Protection Association (NFPA) 471, 472, and 473.
- Participate in post-incident evaluations to aid in future prevention and enhance emergency response operations.
- Conduct and participate in exercises using the *Allen County Hazardous Materials Emergency Response Plan*.
- Develop Standard Operating Guidelines (SOGs) for response to hazardous materials incidents which at a minimum include:



- Immediate notification of a hazardous materials incident to Allen County 911. Provide the dispatcher with the chemical name; whether the substance is classified as an EHS; estimation of the quantity released; time and duration of the release; location of release (air, water, land); known/anticipated acute or chronic health risks associated with the emergency; proper precautions (evacuation or sheltering in-place); and the name and phone number of the contact person. Provide safe routes of entry into the site for emergency response personnel.
  - Definition and assignment of the basic command functions, including the method of assuming and continuing command.
  - For areas and functions, definition of the command methodology that includes the division of responsibilities through delegation of authority to officers.
  - Description for all aspects of communications and dispatch.
  - Definition of tactical priorities and related support functions.
  - Definition of methods for resource deployment.
  - An outline of responsibilities and functions of the agency and its supporting units.
  - Identification of immediate actions to safeguard public health and safety as well as the environment.
  - Development of emergency response evaluation criteria to determine the presence of a hazardous chemical, biological, or radioactive material.
  - Identification of safety procedures for responders.
  - Definition of on scene operations for first responders.
  - Provision of participants, personnel, technical expertise, and equipment support during chemical hazard exercises and training activities.
- Fixed facility operators shall designate a minimum of two Facility Emergency Coordinators (FECs) responsible for assisting in the implementation of this plan and the preparation of comparable on-site contingency plans. The plans will include specific responsibilities, notification, emergency response procedures, and available resources. Additionally, the plans will establish the training required and the current levels of training for the facility's response personnel.
- Fixed facility operators shall provide technical support, as requested, in the development of off-site risk assessments, evacuation probabilities, and contingency planning. They will identify any inside/outside release detection mechanisms that are currently used by the fixed facility. If other detection mechanisms are established or utilized at a later time, the facility must advise the LEPC.
- Fixed facility shall provide continual technical support to the Incident Commander for the duration of the incident.
- Fixed facility operators shall notify appropriate officials/agencies of a HazMat release incident as directed by Federal and State regulation.
- Pipeline operators are responsible for a plan that outlines the general actions and establishes policies to be followed in the event of a hazardous materials incident. They shall make copies of the plan available to the Allen County LEPC.
- Rail and highway carriers will develop a *Chemical Incident Response Plan* and make copies available to the Allen County LEPC.
- Rail and highway carriers shall maintain a response capability in the event of a hazardous materials incident involving their transported load.
- Rail and highway carriers will provide prompt and proper identification of all hazardous materials carried.



## 4.0 CONCEPT OF OPERATIONS

### 4.1 GENERAL

Allen County's emergency response agencies have the capability to respond to hazardous materials releases, as many local fire department personnel are currently trained through the HazMat Operations level. The Fort Wayne Fire Department's Hazmat Team assists as a Regional HazMat Team and is currently certified as Level A, and as such will utilize their resources to assess the effects of a hazardous materials release and effect all subsequent actions to contain the release/spill. Fort Wayne Fire Department's HazMat team members consist of paid members from the Fort Wayne Fire Department and are dispatched through the 911 system. The HazMat Team also has a fully equipped semi-trailer for their use in mitigating regional hazardous material incidents throughout District 3.

The City of Fort Wayne and the Allen County Commissioners adopted the National Incident Management System (NIMS) on August 27, 2008 and May 9, 2008, respectively, and serves as the basis for the county's incident command system. As such, the city and county are in compliance with NIMS directives and the National Response Framework (NRF), and eligible for Federal grants.

All emergency response agencies' and hospitals' Standard Operating Procedures (SOPs)/ Standard Operating Guidelines (SOGs) detailing how they respond to, function during the incident, and decontamination procedures are addressed in the Appendices of the appropriate Emergency Support Function Annexes (ESF). ESF 10 for the fire department and ESF 8 for EMS and the hospitals.

### 4.2 HAZARDOUS MATERIALS CLASSIFICATION LEVELS

The classification levels of hazardous materials incidents differ from the emergency classifications generally found in most emergency plans. In a hazardous materials incident, the response is based upon the characteristics of the chemical involved, the size or potential size of the spill, and the threat posed to life, property, and the environment.

- **Level I – Probable Emergency Conditions.** No evacuation is necessary other than from the immediate scene. The level of the incident does not pose a chemical exposure hazard to first responders from fire services using dermal and respiratory gear. Examples of Level I incidents are minor releases of fuel from vehicular accidents; small releases of corrosives and illegally discarded chemical containers that are not in danger of releasing substances. Normally the county EOC is not activated.
- **Level II – Limited Emergency Situation.** An incident involving a greater hazard or larger area that poses a potential threat to life or property and which may require a limited evacuation of the surrounding area. This incident may require outside assistance to stop the release. Examples of this level are releases of significant quantities of volatile organics at a fixed facility or a transportation or storage cargo tank release. In this situation the county EOC will normally be activated.
- **Level III – Full Emergency Situation.** This type of incident/accident involves severe potential exposure for the responders or the general public. Mitigation may require a large-scale evacuation or proper sheltering-in-place. Response will include the expertise or resources of private industry, mutual aid partners, as well as State or Federal government agencies. The county EOC will be activated.



### 4.3 NOTIFICATION AND DISPATCHING

Facilities and transporters having a hazardous material release shall immediately notify the 911 Dispatch Center to report the location and type of the release.

The 911 dispatcher will ask the following key questions:

- What type of substance/chemical is involved?
- Is it leaking?
- How much has spilled/leaked?
- Do you see flames?
- Where is the substance coming from?
- Do you see a cloud or vapor?
- Do you know the warning placard numbers?
- What is the size of the container?
- Is anyone in immediate danger?
- Does anyone have the substance/chemical on them?
- Is anyone sick or injured?

The 911 Dispatcher will pass the responses to the above key questions on to the emergency responders at the time of dispatch along with the current wind direction and speed. The 911 Dispatcher will also notify the Allen County Office of Homeland Security Director (CEC) or his designee of the release at the time of dispatch, via telephone, cellular phone, or pager. The CEC will notify the State as appropriate. Figure 1 lists the incident levels and appropriate actions to be initiated by the 911 Dispatcher, the CEC, and the spiller.

EMERGENCY CLASSIFICATION LEVEL	911 DISPATCHER (ACTIVATES BY RADIO/PAGER)	CEC (NOTIFIES BY PHONE)	SPILLER (NOTIFIES BY PHONE)
<b>I. PROBABLE EMERGENCY CONDITIONS.</b>	Fire, HazMat Team, Police, and CEC	N/A	911
<b>II. LIMITED EMERGENCY SITUATION.</b>	Fire, HazMat Team, Police, CEC, and EMS	Mutual aid Agencies, ACOHS, Public Health, shelter agencies and other Human Services agencies	911
<b>III. FULL EMERGENCY SITUATION.</b>	Fire, HazMat Team, Police, CEC, EMS, and All Level II and III Mutual aid Agencies	Public Health, IDHS, IDEM, EPA	911

Figure 1

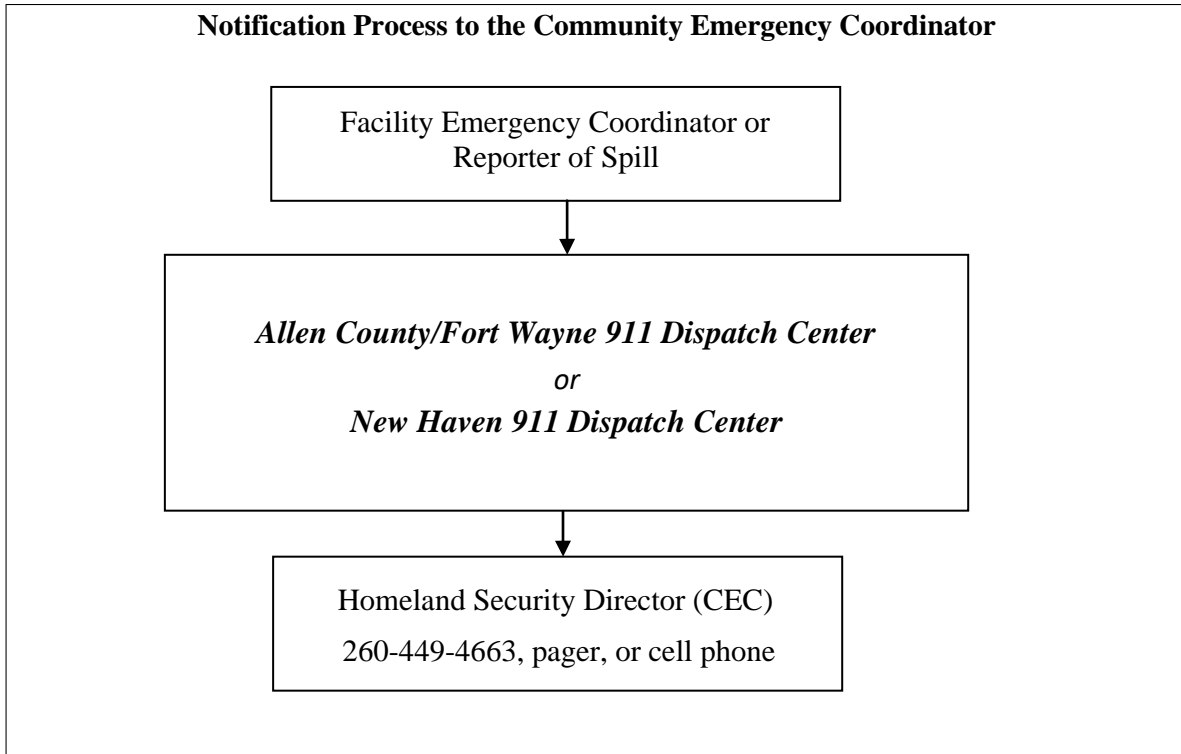


Figure 2

## 4.4 COMMAND AND CONTROL

Command and control are provided by the Incident Commander (IC) or Unified Command (UC) utilizing the Incident Command System (ICS) and supported by the Emergency Operations Center (EOC). The on-duty Command Staff of each responding agency has authority to commit the resources or that agency to the incident.

In the event of a HazMat incident, the highest-ranking fire department member present will assume the IC until relieved by a command staff of the primary responding fire department. This may evolve into a Unified Command. The IC/UC will maintain command and control of the scene and all onsite actions related to the incident.

When an incident is classified as a Level III magnitude hazardous materials emergency and the IC/UC finds it is beyond the capabilities of the Fort Wayne Fire Department HazMat Team and emergency response agencies, they will request appropriate assistance through the Allen County Office of Homeland Security Director (CEC), who will then request assistance at the State or Federal level with the approval of the Policy Group.

In preparation for logistical support from outside assistance and consequence management, the IC/UC must contact the Director or designated representative of Allen County Office of Homeland Security, who will activate the EOC as necessary. If Homeland Security cannot be contacted, the State EOC can be reached 24/7 at 800-669-7362 for needed assistance.



## 4.4.1 Emergency Operations Center

The Allen County EOC will be the focal point for the support and coordination of the hazmat incident response. This support and coordination includes, but is not limited to:

- Coordinate local resources with the HazMat Teams in transit to the emergency
- Transmit and follow up on requests for mutual aid or public works assistance
- Maintain records to track incoming resources and optimize use of available communications
- Coordinate evacuations, sheltering, public health issues, and social services assistance
- Maintaining financial records and track costs of the event
- Collection, evaluation, display, and dissemination of information on the current status
- Aid in executive decision making
- Provide documentation for investigative follow up
- Request mutual aid assistance with neighboring counties to provide other needed support and resources

The primary EOC is located in Citizens Square, 200 E. Berry Street, Executive Conference Room, Suite 440, Fort Wayne, Indiana. The Director of Allen County Office of Homeland Security is in charge of EOC operations and will maintain close coordination with the IC/UC. The IC/UC, at his discretion, may assign someone to the EOC to fill the ESF #4 and/or #10 position(s).

## 4.5 COMMUNICATIONS BETWEEN RESPONDERS

During emergency operations, all departments will use their existing equipment and procedures to communicate with their respective field units. The primary communications for the county's emergency responders is an 800 MHz digital communications system (the county fire departments currently utilize VHF as primary, but have the ability to use the 800 MHz system), with the ability to use multiple frequencies for tactical events on the 800 MHz system as needed.

## 4.6 RESPONDER SAFETY

Safety procedures include standard operating procedures, medical surveillance, exclusion zones, personal protective equipment, and maintaining situational awareness on the part of the responders.

### 4.6.1 Standard Operating Procedures

To reduce risks to first responders in the event of a hazardous materials incident, health and safety SOPs must be developed by each fire department to include:

- Medical surveillance in the safe zone
- Establishment of an exclusion zone
- Personal protective equipment (PPE)

### 4.6.2 Medical Surveillance

An EMT, Advanced EMT, or Paramedic with the hazmat team or from the jurisdiction's EMS provider, is charged with the responsibility for surveillance of the response team for any indicators of the effects of toxic exposure.



### 4.6.3 Exclusion Zones

Exclusion zones are the safety perimeters established around a hazardous materials release. They are defined as follows:

- **Hot Zone** – This is the area of maximum hazard. All personnel entering the hot zone must wear prescribed levels of protective equipment. A single entry and exit checkpoint must be established at the perimeter of the hot zone to regulate and account for the flow of personnel and equipment into and out of the zone.
- **Warm Zone** – (Contamination Control Zone). This zone surrounds the hot zone and is also a restricted area. The level of PPE required is less stringent than that of the hot zone. The decontamination unit (if needed) is located here, as well as the Safety Officer and immediate support and security personnel.
- **Cold Zone** – (Safe Zone). This is the unrestricted area beyond the outer perimeter of the contamination control zone. The ICP, the HazMat Team, and support agencies are located in this area.

Exclusion zones should be set up for any hazardous materials incident. For a Level I incident this can be accomplished at a minimum with a hot zone and an informal ICP. The Emergency Response Guidebook lists many chemicals where SCBA and structural protective clothing provide some protection to permit control of a small release. Release of chemicals where the Emergency Response Guidebook shows that the above protective equipment is not effective must be treated as a Level II incident.

Level II and Level III incidents require establishment of the three tier exclusion zones (hot, warm, and cold zones). The actual size of the perimeter will be determined by the nature of the materials involved, atmospheric conditions, and the magnitude of the incident.

### 4.6.4 Personal Protective Equipment.

Personal protective equipment that is available to Allen County emergency first responders consists of structural firefighters' protective clothing together with positive pressure self-contained breathing apparatus (SCBA). The Fort Wayne Fire Department HazMat team is currently qualified at the Technician level and provides the maximum level of personal protection at Level A with positive pressure SCBA. This protection is limited to a range of chemicals listed in the US Department of Transportation (DOT) Emergency Response Guidebook.

Members of the HazMat Team dispatched to enter exclusion zones of a serious incident occurring in Allen County will have Level A or Level B PPE at their disposal because maximum respiratory protection is required when entering environments containing unknown substances - or known substances in unknown quantities.

Level A protection will be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed.

Level B protection will be selected when the highest level of respiratory protection is needed, but with a lower level of skin protection. Level B protection is the minimum level recommended on initial site entries until the hazards have been further identified.

## 4.7 FIRE AND RESCUE

When the 911 dispatcher has notified the fire department in the appropriate jurisdiction of an incident involving the release of hazardous materials, the member in charge of the first unit at



the scene shall implement the command structure of the Incident Command System and assume the Incident Command position.

During the initial phase of the incident, the IC shall determine the level of the incident and initiate response activities commensurate with the severity of the incident. Resolution of a Level I, II, or III incident in Allen County may require outside assistance by State, Federal or private agencies. Notification should be made to the Allen County Office of Homeland Security (ACOHS) who will notify IDHS at 800-669-7362. The rules for notification are summarized as follows:

- **Transportation Incidents** – It is the shipper’s responsibility to initiate emergency response once notified. The IC should locate an emergency response telephone number listed in the shipping papers. If paperwork is not available or accessible call CHEMTREC at 800-424-9300 with as much information as can be obtained (i.e., placard number, labels on container, how to contact the ICP, etc.). CHEMTREC will track down and notify the shipper or the manufacturer of the emergency in progress. At this point responsibility for further action passes to the shipper or manufacturer who will initiate on scene assistance and notify the NRC at 800-424-8802. In the interim, the shipper or CHEMTREC can provide guidance to the IC for mitigation at the scene utilizing local response capabilities to the level trained.
- **Fixed Site Facility Incidents** – Chemical incidents occurring within a fixed site facility are the responsibility of the facility’s emergency response organization. If control is transferred or if the incident poses a threat outside of the facility the jurisdictional fire department is in charge and will proceed using ICS. The IC will direct facility personnel to remove any chemicals that may increase or catalyze the fire, cause an explosion, create toxic gas releases, or cause environmental damage. For outside assistance when needed, the IC will notify the NRC directly at 800-424-8802. (Note: CHEMTREC is only for transportation-related incidents). The NRC will initiate response through the Federal On Scene Coordinator (OSC) assigned to Indiana.
- **Federal On Scene Coordinator** – The OSC determines the Federal course of action together with agency support that might be required from the State. The OSC, when on scene, acts as a consultant to the IC/UC. The OSC, however, is in control of and directs all Federal and State agencies at the scene that are committed as part of the NRF.

The Allen County Office of Homeland Security has developed Hazardous Material Spill Response and Notification Guidelines for the jurisdictional fire department at a transportation accident scene involving hazardous material. The guidelines are to be used if the company is required to report the spill to IDEM or needing a clean-up of the incident. The guidelines can be found in Tab 4 – Hazardous Material Spill Response and Notification Guidelines.

## 4.8 LAW ENFORCEMENT (LE)

Law enforcement should be trained to the First Responder Awareness Level at a minimum. LE responsibilities are handled by the Allen County Sheriff’s Department or by the city/town police departments within the boundaries of their own jurisdictions. Mutual aid agreements must be in force between all law enforcement agencies and outside support.

LE will maintain on scene control by establishing scene perimeters, access control points, and traffic control points, and directing traffic for evacuees if evacuation routes have been established and activated.





LE is also responsible for evacuation. The order to evacuate large, populated areas should come from the Chief Executive Officer or his designee. When there are time constraints, limited evacuation can be ordered by the IC/UC. The law enforcement agency designated by the IC/UC will direct the evacuation effort and all traffic flow out of the immediate area.

Protection of the public during a hazardous material release is complex. No single protective strategy can be applicable to all situations. Incident Command is authorized to order the protective measures appropriate to the incident threat, current weather conditions, status of the population at-risk, response capabilities, time of day, available transportation resources and the ability to communicate with the population at-risk. The procedures for implementing evacuation and/or shelter-in-place strategies are found in Tab 7.

Reference materials and resources, which will aid in the decision-making process include:

- Emergency Response Guidebook (ERG)
- Material Safety Data Sheets (MSDS)
- Chemical Transportation Emergency Center (CHEMTREC)
- American Industrial Hygiene Association (AIHA) Emergency Response Planning Guidelines
- NIOSH Pocket Guide to Chemical Hazards
- Computer Aided Management of Emergency Operations (CAMEO)
- Aerial Locations of Hazardous Materials (ALOHA)
- Mapping Applications for Response, Planning and Local Operational Tasks (MARPLOT)

A major evacuation would utilize primary and secondary highways and roads in Allen County. Those routes may well be affected in a major release of hazardous materials and be impassable. LE will be responsible in making the determination of which primary and secondary evacuation routes to be used, based on incident threat, current weather conditions, time of day, day of week, road conditions, etc...

LE and First Responders should be cognizant of the fact that every incident involving a spill or release has the potential to be a crime scene. As such, all reasonable steps should be taken, once the leak or spill is contained and managed, to preserve the scene for evidentiary purposes. The law enforcement agency with jurisdictional control of the incident site will coordinate with the Incident Commander and Unified Command to secure and preserve the scene. Investigations may involve, but are not limited to, agencies at the local, state and federal level.

## **4.9 EMERGENCY MEDICAL SERVICES (EMS)**

Emergency medical personnel should be trained to the First Responder Awareness Level and are responsible for assigning priorities of medical treatment on the basis of urgency and for transporting casualties from the incident site to appropriate medical facilities. Only members of the HazMat Team under the direction of the Safety Officer should remove victims from the hot zone and supervise on scene decontamination procedures.

EMS personnel will provide a liaison between various medical personnel and the IC/UC. They will notify area hospitals regarding what chemicals are involved, and what decontamination and exposure situations will be expected for proper handling and care of victims throughout the triage-treatment-transport process.



EMS personnel will maintain a medical assistance advisory role to the Incident Commander regarding signs and symptoms of chemicals involved.

The hazmat team will decontaminate victims in the warm zone prior to triage, treatment, and transportation by EMS. The hazmat team is also responsible to advise the EMS transportation unit of any required secondary decontamination that should take place at the hospital prior to admission if required.

## **4.10 ON-GOING INCIDENT ASSESSMENT**

During the active period of a continuing major release, resources dispatched by the IDHS, IDEM, or the HazMat Team, are responsible to monitor on site quantity, concentration, and movement of spilled material. Based upon their recommendations, the IC must initiate immediate actions in terms of response personnel safety and citizen protection/safety.

Decisions dealing with citizen protection/safety on a large scale – particularly those dealing with contamination of food and water supplies as well as structures and soil – must rely on input from specialized technical resources from the local, State, and/or Federal government.

## **4.11 PUBLIC INFORMATION, WARNING, & NOTIFICATION**

Public information, warnings, and notifications (public service announcements) are coordinated through the Allen County Office of Homeland Security, local government's PIO, and/or local government agency's PIO. Templates for these public service announcements are located in the Public Service Announcement Templates of the Response Framework Support Annexes which can be found in Tab 6.

The Allen County Office of Homeland Security and local response agencies will also utilize all or some of the following options to notify the public of a hazardous materials release and orders for evacuations and/or sheltering-in-place:

- Door-to-door notification
- Outdoor Warning System
- Area fire department sirens
- Radio broadcast
- Emergency Alert System (EAS)
- Social Media
- Local and regional television stations
- CMA's
- Swift 911
- Reverse 911

## **4.12 PUBLIC PROTECTION**

In-place sheltering, evacuation, and shelters are covered in the Evacuation Procedures of the Response Framework Support Annexes and community effected by an event shall be informed through the public information, warning notification system. Tab 7 – Evacuation/shelter in-place procedures.

### **4.12.1 Ingestion Advisory**

Food crops and drinking water may be contaminated by a chemical release in certain situations; therefore, the public must be warned of a threat to the food and/or water supplies.



## 4.12.2 Sewage and Run-Off

A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat and cause serious environmental problems.

## 4.12.3 Other Public Protection Strategies

- **Relocation** – Some hazardous materials incidents may contaminate the soil or water of an area posing 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 reduces the hazard.
- **Water Supply Protection** – Surface and ground water supplies can be contaminated by a hazardous chemical release. Local public health officials must provide quick identification of a threat to the drinking water supply and expedient notification to the public. Officials should also notify the public of any alternate sources of drinking water and procedures for obtaining those alternate supplies.
- **Sewage System Protection** – A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and subsequent environmental problems.

## 4.13 HUMAN SERVICES

The various aspects of human services are coordinated by the Allen County Office of Homeland Security. Services on a small-scale can be provided by local Community Organizations Active in Disaster (COAD) which include, but are not limited to the Red Cross, Salvation Army, faith-based organizations, and those organizations responsible for eligibility programs. Another very important resource in the area is the IN211 agency, the *United Way of Allen County 211*, which can be reached by dialing 211 or 260-422-4776. In the event of large-scale support requirements, the EOC will request activation of State and Federal agencies.

The *Allen County Preparedness System* identifies the roll of human service agencies and their general procedures.

## 4.14 HEALTH AND MEDICAL SERVICES

The Allen County Preparedness System, Annex #8 – Public Health and Medical Services identifies the rolls of the Allen County Department of Health, local hospitals, and local EMS.

A Department of Health representative will respond to an incident at the request of the IC/UC or a member of the EOC staff (if activated) when it is determined that their assistance is needed.

The Department of Health's representative may be called if assistance is determined to be needed with the following:

- Working with the Allen County Office of Homeland Security in mitigating an incident involving a large number of casualties and/or requiring a medical intervention or liaison efforts to local hospitals via the Health Commissioner.
- Providing a liaison with State and Federal health agencies if requested by Allen County Office of Homeland Security in managing the Hazardous Material incident.

## 4.15 PUBLIC WORKS

In the event of a hazardous materials incident, the appropriate street/highway department will be



contacted to assist the IC or the EOC staff as needed. The public works agencies are responsible for the following activities:

- Emergency debris removal and/or removal of debris to re-open roads and highways.
- Construction of earthen dikes to contain spills or reroute them around critical areas such as water supplies and sewer inlets.
- Road and bridge repairs.
- Emergency assistance in maintaining service for critical facilities.
- Barricade installation and rerouting of traffic.
- Evacuation assistance.

The *Allen County Preparedness System, ESF #3 - Public Works* covers additional procedures for the deployment of public works personnel.

## 4.16 RESOURCE MANAGEMENT

Mitigation procedures for problems caused by a hazardous materials incident may require additional resources from the public and private sectors. *Allen County Preparedness System, Annex #7 – Logistics Support* covers these procedures in general.

## 4.17 CONTAINMENT

The responsibility for selecting and implementing the appropriate countermeasures is assigned to the IC, in coordination with the EOC staff (when activated), and the appropriate technical assistance advisor.

By law the spiller is responsible for the costs of all clean up and countermeasures. The IC, together with appropriate State and Federal resources, is responsible for determining these measures, and monitoring the subsequent clean up and disposal of any contaminated materials. Federal and/or State resources have companies on contract to respond to hazardous materials incidents if the responsible parties are unknown, unwilling, or unable to respond correctly and promptly.

The IC should monitor the response activity to ensure that appropriate confinement, containment and control techniques are being initiated. Confinement and containment methods may include:

- Dikes
- Berms and drains
- Trenches
- Booms
- Stream diversion
- Patching and plugging of containers
- Portable catch basins
- Over pack drums or other containment instruments
- Reorientation of the container

The spiller may secure private contractors for proper clean up and is responsible for advising the IC of any problems in these efforts.

## 4.18 RESTORATION

The Allen County Office of Homeland Security, in conjunction with State and Federal agencies, will participate in overseeing restoration efforts through its consequence management directives. Treatment of contaminated soils and sediments is the responsibility of the spiller.



When feasible, contaminated soil and sediments may be treated on site. Technologies available include:

- Incineration
- Wet air oxidation
- Solidification
- Encapsulation
- Solution mining (soil washing or soil flushing)
- Neutralization/detoxification
- Microbiological degradation

Transportation, storage, treatment, destruction, or disposition off site must be provided by the spiller in cases where local, State or Federal guidelines determine such actions.

## **4.19 DOCUMENTATION AND INVESTIGATIVE FOLLOW UP**

### **4.19.1 Level I Hazardous Materials Incident**

In case of a Level I HazMat incident, the spiller must submit to the LEPC a brief description of the incident and the response rendered. Where the spill exceeded the reporting requirements the IC must ascertain that the spiller has notified the appropriate State and Federal agencies, as required.

The CEC, or his designee, will maintain a copy of all hazardous materials Incident Logs and report these incidents to the Allen County LEPC on a periodic basis.

### **4.19.2 Level II and Level III HazMat Incidents**

The Allen County Office of Homeland Security is responsible for ensuring a report is prepared and provided to the LEPC if the spill is regulated and over a reportable quantity. The report should summarize the entire incident, including:

- Cause of the incident
- Damage assessment
- Agencies involved
- Actual cost of response activities (if known)
- Incident critique
- Conclusions

To assist with the completion of this report, 911 dispatcher and the Incident Commander are responsible for documenting the communications between the ICP, the 911 dispatcher, and all response agencies involved. This documentation must include the location; the material and quantity of chemical released; the owner or operator involved; the source of spill; health or physical hazards generated; and response activities. For incidents occurring in a fixed facility, the owner or operator is required to submit a follow up report to the local LEPC, as well as the appropriate State and Federal agencies.

The Allen County Office of Homeland Security will coordinate with individual agencies, as needed, in preparing the investigative report in order to facilitate any cost recovery. Any criminal investigations will be the responsibility of the local jurisdiction law enforcement agency.



## 5.0 TRAINING AND EXERCISES

### 5.1 TRAINING

Allen County has developed an emergency response training program for hazardous materials responders. The program is designed to train fire department personnel in the use of emergency response equipment and procedures to protect life health and safety in the event of a hazardous materials release. The training is organized to cover emergency equipment, petroleum spill emergencies, hazardous materials response procedures, and simulated spill responses.

In 40 CFR 311, the EPA adopted training rules, promulgated by OSHA in 29 CFR 1910.120, which require specific training for all "public employees" who respond to hazardous materials incidents, effective 6 March 1990. Different levels of training are required for first responders hired after the effective date of this rule, depending on the duties and functions performed by each. All responders, however, must complete the training or demonstrate competency at their respective level of response.

At a minimum, firefighters expected to respond to a hazardous materials release should receive training equivalent to First Responder Operations Level training as described by OSHA's HAZWOPER Standard (29 CFR 1910.120). This training includes an 8-hour initial training course and annual refresher training. It is not expected that firefighters will go beyond the initial containment of an emergency hazardous materials release. Further actions required by an emergency release will be taken by the HazMat team who have been trained to conduct such activities.

Each agency will maintain individual records of personnel who have completed training courses. These records are updated regularly to reflect refresher training.

Training will be based upon the duties and functions to be performed by each responder of an emergency response organization. The skill and knowledge levels required for all new responders, those hired after the effective date of this plan, shall be conveyed to them through training before they are permitted to take part in actual emergency operations of a hazardous materials incident. Responders who participate in a chemical emergency shall be given training in accordance with their assigned duties.

#### 5.1.1 First Responder Hazmat – Awareness Level

Responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further actions beyond notifying 911 of the release. (Note: EMS personnel are typically trained at the Awareness level, but do respond to the scene to do triage, treatment, and transportation of decontaminated victims.) First responders at the awareness level shall have sufficient training or had sufficient experience to objectively demonstrate competency in the following areas:

- An understanding of what hazardous materials are, and the risks associated with them.
- An understanding of the potential outcomes of an emergency where hazardous materials are present.
- The ability to identify the hazardous materials, if possible.
- An understanding of the role of the awareness level first responder in the department's Emergency Response Plan and the Emergency Response Guidebook.
- The ability to recognize the need for additional resources.



## 5.1.2 First Responder Hazmat – Operations Level

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby people, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposure. First responders at the operations level shall have received at least eight hours of additional training and be certified by the State of Indiana. They shall have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level. They should also be IS-200 certified. The responder's department shall certify responders trained at the operations level have:

- Knowledge of the basic hazard and risk assessment techniques.
- The ability to select and use proper protective equipment provided to the first responder-operations level.
- An understanding of the basic hazardous materials terms.
- The ability to perform basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with their department.
- The knowledge to implement basic decontamination procedures.
- An understanding of the relevant SOPs.
- The knowledge to implement basic incident command procedures.

## 5.1.3 Hazmat Technicians

Hazardous Material Technicians are individuals who are called to the scene of a hazardous material incident to provide their expertise of 100 plus hours training in a more aggressive or offensive mode to stop the release. In 40 CFR311, the EPA adopted training rules, promulgated by OSHA in 29 CFR 1910.120, which requires specific training for hazardous material technicians.

## 5.1.4 Incident Commander

Incident Commanders shall receive training equal to the operations level and should be IS-400 certified. In addition, the responder's department shall certify competency in the following areas:

- Know and be able to implement the department's ICS system in accordance with NIMS.
- Know and be able to implement the department's SOPs/SOGs for hazardous materials incidents.
- Know and understand the hazards and the risks associated with responders working in chemical protective clothing.
- Know and understand the importance of decontamination procedures.

## 5.1.5 Refresher Training

Those responders who are trained in accordance with 29-CFR 1910.120 shall receive annual refresher training of sufficient content and duration to maintain their competency, and if a statement of competency is made, the appropriate department shall maintain a record of the methodology used to demonstrate the competency.



## 5.2 EXERCISES

The Allen County LEPC is responsible for designing, scheduling, and evaluating LEPC exercises and drills. All signatory agencies shall participate in periodic hazardous materials drills and exercises. At least one annual hazardous materials exercise (tabletop, functional, or full-scale) shall be conducted in accordance with IERC annual guidelines. Each exercise shall be followed by a critique to review the effectiveness of this plan and its support systems. This plan may be revised on the basis of these exercise critiques. Refer to Tab 5 – Exercise Objectives & Evaluation.

Exercises and drills shall be conducted periodically to evaluate the adequacy of the *Hazardous Materials Emergency Response Plan* and the skills of the emergency response personnel. Results of exercises and drills provide a basis for changes in the response plans, implementation procedures, and for future emergency response training for personnel. Each of the response agencies and responsible parties mentioned in this plan will be invited to take part in the exercise.

### 5.2.1 Types of Exercises Conducted

Discussion-based exercises include seminars, workshops, tabletop exercises, and games. These types of exercises typically highlight existing plans, policies, mutual aid agreements, and procedures. This makes them exceptional tools for familiarizing agencies and personnel with current or expected jurisdictional capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues, whereas operations-based exercises tend to focus more on tactical response-related issues.

Operations-based exercises represent the next iteration of the exercise cycle; they are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises, and full scale exercises.

### 5.2.2 Tabletop Exercises

Tabletop exercises involve senior staff, elected or appointed officials, or other key personnel in an informal setting, discussing simulated situations. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined event.

### 5.2.3 Functional Exercises

The functional exercise, also known as a command post exercise, is designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. Functional exercises are generally focused on exercising the plans, policies, procedures, and staff for the direction and control nodes of Incident Command (IC) and Unified Command (UC).

### 5.2.4 Full-Scale Exercises

The full-scale exercise is the most complex step in the exercise cycle. Full-scale exercises are multi-agency, multi-jurisdictional exercises that test many facets of emergency response and recovery.

A full-scale exercise focuses on implementing and analyzing the plans, policies, and procedures developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. The events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. It is conducted in a real-time, stressful environment that closely mirrors a real event. First responders and resources are mobilized and deployed to the scene





where they conduct their actions as if a real incident had occurred (with minor exceptions).

## 6.0 PLAN MAINTENANCE

The Allen County LEPC, with assistance from the Allen County Office of Homeland Security is responsible for the review and update of this *Hazardous Materials Emergency Response Plan*. This plan shall be reviewed and/or updated at least annually under the direction of the LEPC. Appendices of this Plan may be updated more frequently if needed.

## 7.0 ACRONYMS AND ABBREVIATIONS

Acronym	Terminology
ACLEPC	Allen County Local Emergency Planning Committee
CAS	Chemical Abstracts Service (division of American Chemical Society)
CEC	Community Emergency Coordinator
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
DOT	Department of Transportation
EAS	Emergency Alert System (formerly the Emergency Broadcast System)
EHS	Extremely Hazardous Substance
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
ERG	Emergency Response Guidebook

Arconym	Terminology
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEC	Facility Emergency Coordinator
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations and Emergency Response
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDEM	Indiana Department of Environmental Management



IDHS	Indiana Department of Homeland Security
IERC	Indiana Emergency Response Commission
LE	Law Enforcement
LEPC	Local Emergency Planning Committee
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NRC	National Response Center/Nuclear Regulatory Commission
NRF	National Response Framework
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
SARA	Superfund Amendments and Reauthorization Act of 1986 (EPCRA)
SCBA	Self-Contained Breathing Apparatus
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
UAC	Unified Area Command
UC	Unified Command
UCS	Unified Command System



## 8.0 GLOSSARY OF TERMS/DEFINITIONS

**Community Emergency Coordinator (CEC)** - Governmental official with the responsibility of making the determinations necessary to implement county *Hazardous Materials Emergency Response Plans*. This person is usually the Emergency Management Agency Director.

**Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)** – A law regarding hazardous substance releases into the environment and the clean-up of inactive hazardous waste disposal sites (i.e., Superfund sites).

**Consequence Management** - Measures to alleviate the damage, loss, hardship, or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety, and provide emergency relief to affected governments, businesses, and individuals. Federal agencies will provide support local response efforts under the coordination of the FEMA.

**Crisis Management** - Measures to resolve the hostile situation, investigate, and prepare a criminal case for prosecution under federal law. Crisis management response is under the primary jurisdiction of the federal government with the FBI acting as the lead agency.

**Critical Facilities** - Facilities essential to emergency response, such as fire stations, police stations, hospitals, and communications centers.

**Decontamination** - The process of making any person, object, or area safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

**Emergency Alert System (EAS)** - Formerly the Emergency Broadcasting System (EBS) the EAS is used to inform the public about the nature of an emergency incident and what safety steps they should take.

**Emergency** - A situation which poses a threat to the safety of workers, residents, the environment, and/or property.

**Emergency Operations Center (EOC)** - The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g. fire, law enforcement, and medical services); by jurisdiction (e.g., Federal, State, regional, county, city, or tribal); or some combination thereof.

**Emergency Planning and Community Right-to-Know Act (EPCRA)** - Title III of the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. s. 11001, et seq which is often referred to as SARA Title III. The Emergency Planning and Community Right-to-Know Act specifies requirements for organizing the planning process at the State and local levels; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at facilities; and mechanisms for making information about these substances available to citizens. Facilities that use, produce, or store extremely hazardous substances or hazardous chemicals may fall under the reporting requirements of EPCRA. Facilities must report their chemical inventories if those inventories meet or exceed the listed threshold planning quantity for an EHS or if 10,000 pounds of a



hazardous chemical that requires the facility to maintain a Material Safety Data Sheet (MSDS) is present.

**Exclusion Zone** - The area that immediately surrounds a hazardous material or a nuclear, chemical, or biological release or spill. This is the innermost of the three HazMat control zones and is also known as the hot zone.

**Exercise** - A simulated accident or release set up to test emergency response methods and for use as a training tool.

**Extremely Hazardous Substance (EHS)** - Those chemicals identified by the US EPA on the basis of toxicity and listed under EPCRA, Section 302.

**Facility** - Defined in Section 302 of EPCRA as all property (e.g., field or grove), buildings, equipment, structures, and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person that controls, is controlled by, or under common control of such person) and where the threshold planning quantity is met for one or more extremely hazardous substances. For purposes of emergency release notification, the term facility includes motor vehicles, transported loads, and aircraft.

**Hazardous Material (HazMat)** - Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released. Hazardous materials include: explosives, petroleum, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive materials, and corrosives.

**Hot Zone** – An area where hazardous vapors and liquids are present. This area is considered to be dangerous due to biological, chemical, or nuclear contamination. Individuals must be trained and prepared to enter and leave the area through specific corridors. This is also known as the exclusion zone.

**Incident Commander (IC)** - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the 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.

**Incident Command Post (ICP)** - The field location where the primary functions of incident command are performed. The ICP may be co-located with the Incident Base or other incident facilities. Location of the Incident Commander and his staff.

**Incident Command System (ICS)** - A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

**Level A Protection** - The highest available level of respiratory, skin, splash, and eye protection which requires fully encapsulating vapor protective clothing with supplied breathing air. Level A HazMat releases have a high vapor pressure and are toxic through skin absorption and may be carcinogenic.

**Level B Protection** - The level of protective equipment utilized where the environment is not considered acutely vapor toxic to skin but may cause respiratory effects. In such situations a



chemical splash suit or full coverage, non-airtight, chemical suit with self-contained breathing apparatus (SCBA) or supplied air breathing apparatus (SABA) is required.

**Level C Protection** - The level of protective equipment required to prevent respiratory exposure but does not include protection of skin contact (i.e., full-face air purifying respirator, inner and outer chemical-resistant gloves, hard hat, escape mask, and disposable chemical-resistant out boots).

**Level D Protection** - The level of protective equipment required when the atmosphere contains no known hazard, when splashes, immersions, inhalation, or contact with hazardous levels of any chemical is precluded. Work uniforms such as coveralls, boots, leather gloves, and hard hat are used for such situations.

**National Incident Management System (NIMS)** - The system mandated by the Homeland Security Presidential Directive (HSPD)-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive-5 identifies these items as the ICS, multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF)** The purpose of the NRF is to establish a comprehensive, natural, all-hazards approach to domestic incident response by establishing an overview of key response principles, roles, and structures to guide the national response. Designed as follow-on to the initial National Response Plan, which was actually a “framework” written to guide the integration of State, tribal, and Federal response efforts. Adopting the word “framework” within the title now actually aligns the former NRP document with its intended purpose. It has been written for senior elected and appointed leaders at all levels of government - those who have a responsibility to provide for effective incident management. At the same time, it is designed to inform emergency management practitioners, explaining the operating structures and tools used routinely by first responders and emergency managers at all levels of government.

**Risk** - A measure of the probability that damage to life, property, and/or the environment will occur if a hazard manifests itself; this measure includes the severity of anticipated consequences to people.

**Risk Analysis** - Assessment of the probable damage that may be caused to the community by a hazardous substance release.

**Special Populations** - Groups of people that may be more susceptible than the general population (due to preexisting health conditions [e.g., asthmatics] or age [e.g., infants and the elderly]) to the toxic effects of an accidental release.

**Unified Area Command (UAC)** - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of a large-scale incident or multiple incidents to which several Incident Management Teams have been assigned. The Area Command has the responsibility to set overall strategy and



priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

**Unified Command (UC)** - An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from each agency and/or discipline will participate in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan (IAP).

**Vulnerability Analysis** - Assessment of elements in the community that are subject to damage should a hazardous materials release occur; includes gathering information on the extent of the vulnerable zone; conditions that influence the zone; size and type of the population within the zone; private and public property that might be damaged; and the environment that might be affected.

## 9.0 RELATIONSHIPS TO OTHER PLANS

- The *LEPC Hazardous Materials Emergency Response Plan* is an Appendix to ESF 10, the Hazardous Materials Emergency Support Function, of the Allen County Preparedness System.
- Allen County’s emergency response agencies have their own emergency plans, SOPs, and SOGs.
- The State of Indiana has developed a *Hazardous Materials Emergency Response Plan* which outlines the appropriate State agencies responsibilities during HazMat emergencies that exceed a county’s capability.
- The National Response Framework provides for a coordinated Federal response to a large-scale hazardous materials incident. The NRF is activated at the Federal level by request from the State Emergency Operations Center following a request for assistance from the on-scene IC/UC or the local EOC. The State EOC will make the request at the Federal level through FEMA.
- Contacts and their phone numbers are maintained in the Support Annex “Emergency Contact Lists” of the Allen County Preparedness System.

## 10.0 TABS

The Tabs of this Appendix are separate documents and are incorporated into the Allen County Response Framework, ESF 10, under Appendix B.

Tab 1 – Resource Organizations (*For Official Use Only – Not for Public Release*)

Tab 2 – LEPC By-Laws and Members

Tab 3 – Transportation Routes

Tab 4 – HazMat Spill Notification Guide

Tab 5 – Exercise Objectives & Evaluation

Tab 6 – Public Service Announcement

Templates

Tab 7 – Evacuation Procedures