OES CALIFORNIA
Governor's Office of Emergency Services

DRAFT

California Hazardous Materials Incident Contingency Plan (HMICP)

Serving as the State Toxic Disaster Plan as required by Section 8574.17 of the California Government Code.

Prepared by the Governor's Office of Emergency Services
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PREFACE

Overview

The California *Hazardous Material Incident Contingency Plan* (HMICP) is prepared pursuant to Sections 8574.16 - 8574.18 of the California Government Code. Statute requires the Governor to develop a state toxic disaster contingency plan that would *"… provide for an integrated and effective state procedure to respond to the occurrence of toxic disasters within the state. The HMICP shall provide for the designation of a lead agency to direct strategy to ameliorate the effects of a toxic disaster, for specified state agencies to implement the HMICP, for interagency coordination of the training conducted by state agencies pursuant to the HMICP, and for on-scene coordination of response actions."* This document fulfills the requirement for the state toxic disaster contingency plan, but is entitled the "*Hazardous Material Incident Contingency Plan*," in order to encompass the multiple types of hazardous materials (hazmat) incidents that occur in California - including chemical, oil, radiological and biological - and not be limited to "toxic" disasters.

The HMICP was originally published in November of 1982, and later revised and published in January of 1991. Since that time, several references in the HMICP, such as roles and responsibilities, and addresses of various agencies have become out-dated. Additionally, several major programs, such as the Railroad Accident Prevention and Immediate Deployment (RAPID) Plan, the Oil Spill Prevention and Response (OSPR) program, and the Statewide Emergency Management System (SEMS), have been developed or modified since the last publication. This revision of the HMICP reflects those significant changes in the emergency management of hazardous materials incidents, and incorporates multi-hazard planning concepts into a single hazard contingency plan.

The HMICP serves primarily as an umbrella and reference document, and is not intended to be used as an operational tool, nor does it provide the detailed response and recovery information that would be used on-scene by personnel in the management of a hazardous materials incident. The HMICP is intended to be used in conjunction with city, county, operational area, and other state agency plans and associated standard operating procedures. Other specific documents may also support this plan.

Basic Plan

The HMICP is composed of the Basic Plan, which has four major parts common to the types of hazardous material incidents covered in this document, and the incident-specific supporting documents referenced in the Appendices.

☞ Part One

Part One of the Basic Plan provides background information on the HMICP, including its purpose, who uses it and when it's used, and its objectives.

☞ Part Two

Part Two, the "Concept of Operations," is separated chronologically into the three stages of emergency management to better assist those agencies and personnel involved in hazardous material emergencies:

- Preparedness
- Response
- Recovery

Each section incorporates the necessary information that is pertinent to a particular stage of emergency management, including such information as :

- Notification
- The Incident Command System, including further information on Command, Planning, Operations, Logistics, and Finance Sections.
- California's Standardized Emergency Management System (SEMS)
- Training
- Drills and Exercises
- After-Action Reporting

☞ Part Three

Part Three contains a description of agency roles and responsibilities, including interagency, state, local, federal, and non-governmental agencies, and the resources and support that are available during hazardous material emergencies.

☞ Part Four

Part Four consists of ten **Attachments** to the Basic Plan, which include:

- Attachment 1: Acronyms
- Attachment 2: Glossary of Terms
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Supporting Documents

Supporting documents contain incident-specific information that is unique to a particular type of incident. They are separated from the Basic Plan in order to provide a more effective and coordinated response.

These supporting documents are either referenced or included in Appendices A through E, and contain specific information for the following incidents:

- Appendix A: Chemical Spill Response
- Appendix B Oil Spill Response
- Appendix C: Radiological Spill Response
- Appendix D: Biological Spill Response
- Appendix E: Hazardous Materials Mutual Aid

Some of these Appendices may still be under development at the time the Basic Plan is published, however, once an Appendix is completed by the authoring agency, it will be incorporated into the HMICP. Persons on the HMICP mailing list will be notified of any updated Appendices through the Internet (OES Home Page), as well as by mail.

HAZARDOUS MATERIALS INCIDENT CONTINGENCY PLAN

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BASIC PLAN

PART ONE: INTRODUCTION

Purpose

The purpose of the HMICP is to provide for an integrated and effective response to a hazardous material incident within the State of California. Its purpose is to guide all levels of emergency responders of hazardous materials incidents to comply with requirements outlined in the Standardized Emergency Management System (SEMS) and to improve coordination with other federal, state, and local emergency response agencies.

The revised HMICP is intended to be used as a planning document to:

- address an acute release, or threatened release, of hazardous materials which requires an immediate response to protect human health and safety, and the environment;
- assist state and local agencies and their employees to appropriately prepare for and respond to a hazardous material incident;
- complement and serve as an "umbrella" document for hazardous material emergency planning, response, and recovery programs
- provide a general planning overview for business plans developed by the private sector, local area plans developed by Certified Unified Program Agencies/Administering Agencies (CUPA/AAs), and hazardous material regional plans developed by the Local Emergency Planning Committees (LEPCs).

This Plan describes the state's hazardous material emergency response organization; the roles and responsibilities of state agencies; the relationship of the state with local, federal, volunteer, and private organizations; and the relationship of the HMICP with other plans relating to the release, or threatened release, of hazardous materials, including oil, radiological, and biological materials.

Objectives

The objectives of the HMICP are to:

- Protect human health and safety, property, and the environment;
- Describe the overall emergency response organization for hazardous material incidents within California;
- Delineate the authorities, roles and responsibilities, and capabilities of local, state, and federal agencies in preparing for and responding to hazardous material incidents;
- Provide planning, response, and recovery guidance which is consistent with California's Standardized Emergency Management System **(SEMS),** and the *State of California Emergency Plan;* and
- Facilitate mutual aid to supplement local resource needs.

If those who have a role in hazmat emergency management read and understand the HMICP's contents, and are prepared to fulfill their responsibilities, then the intent of improving the overall hazardous materials response capabilities within California will become real and tangible. It is through consistent training, exercising, identifying and addressing capability shortfalls, and communicating and coordinating with all those who have responsibilities in the multi-faceted aspects of hazardous material incident response that the objectives of the plan will be met.

Who should use the HMICP?

The HMICP is written primarily for local and state response agencies in California to help guide them in understanding the state's role in hazardous material emergencies. The HMICP can also be used by federal governments and private organizations to clarify their roles and relationships concerning hazardous material emergencies.

When should the HMICP be used?

The HMICP should be primarily used as a tool for pre-incident planning and preparedness for an acute, or threatened, release of hazardous materials. Examples of an acute release may range from an unidentified white powder spilled on a road (unless identified as non-hazardous) to a catastrophic chemical release causing mass casualties. During a hazmat response, this plan should be used in conjunction with an agency or jurisdiction specific plan. In the event of a catastrophic incident, the HMICP should be used in conjunction with the *State of Califomia Emergency Plan.*

The HMICP should be used for guidance and clarification where a state agency has responsibility and/or jurisdictional authority, and should be read and understood **prior** to the release or threatened release of a hazardous material. This Plan should **not** be used to address problems associated with the cleanup of non-emergency or long-term hazardous waste sites.

Types of Incidents

This HMICP revision addresses the following types of incidents:

- **CHEMICAL RESPONSE**
- **OIL SPILL RESPONSE**
- **RADIOLOGICAL RESPONSE**
- **BIOLOGICAL RESPONSE**

Oil spills, radiological, and biological releases are often separated from chemical or hazardous material planning issues because of their technical characteristics and unique policy considerations. However, since these types of incidents are considered to have potentially adverse impacts on the public health and the environment, they are, therefore, included in the HMICP revision as supporting plans. For further detailed information on each of these types of incidents refer to Appendix 10, which incorporates these supporting documents into the HMICP by reference. It is anticipated that the next HMICP and supporting document revisions will be coordinated simultaneously to include them as a contiguous part of the HMICP, rather than separate, stand-alone documents.

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PART TWO: CONCEPT OF OPERATIONS

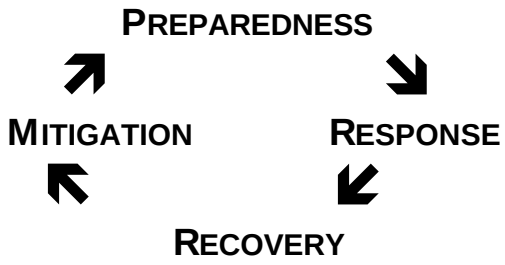
SECTION 1.0 EMERGENCY MANAGEMENT

Introduction

The process of preventing, preparing for, responding to, and recovering from hazardous materials incidents employs the traditional emergency management principles utilized in addressing any emergency or disaster. For these efforts to be successful, a wide variety of government agencies (from all levels), as well as the private sector, must cooperate and integrate their response capabilities.

Phases of Emergency Management

Part Two of the HMICP describes how this overall concept of operations is employed within California. The four phases of emergency management employed before, during, and after an incident are identified as Preparedness, Response, Recovery, and Mitigation (as illustrated below).



☞ **NOTE**: The reader should be aware that differences exist between general emergency management terms and hazardous materials terms. For example, in emergency management the term "mitigation" (and as used in the HMICP) refers to the process of eliminating or reducing the effects of future emergencies and disasters. It is a phase within the overall concept of operations. However, within the hazardous materials discipline, the term "mitigation" is used within the Response Phase to mean the stopping or elimination of the cause of a release, or a reduction of the serious health and safety of environmental risks it poses; and within the Recovery Phase to refer to the process of cleaning up or restoring the environment to a safe or original (pre-release) state.

The **four phases**, as used within California's emergency management system, are described briefly below and in more detail in the following sections.

1. **Preparedness:** The key to effective emergency management is rapid, well planned responses. The preparedness phase consists of conducting hazard or risk analyses; identification of agency roles and responsibilities; developing emergency response plans and procedures; mutual aid or assistance agreements; response resources; and conducting training, drills, and exercises to test the plans, procedures, and training. It also includes a medical surveillance program to protect the health and safety of responders. Preparedness also includes the development of inspection and enforcement programs which may be utilized within the other phases of the hazardous materials system.

2. **Response:** The response to a hazardous materials incident includes measures such as the implementation of emergency plans; activation of emergency operation centers; mobilization of resources; issuance of health and safety warnings and directions; provision of medical and social services assistance; enforcement of laws and regulations; and declaration of emergencies as enabled by appropriate legislation. This phase is designed to eliminate or control the immediate, acute threat to public health and the environment. A successful response may or may not completely eliminate the threat to human health and the environment.

3. **Recovery:** The recovery phase restores communities and/or the environment to a safe or pre-emergency condition, and includes measures such as investigation and cleanup of remaining hazardous substances contamination, physical restoration and reconstruction of damaged facilities and the environment, counseling of victims, performing economic impact studies and implementing financial assistance programs, providing temporary housing or permanently relocating victims, and providing health and safety information.

4. **Mitigation:** The Mitigation Phase is the ongoing effort to prevent or reduce the impact that a hazardous material incident will have on people, property, and the environment. It is preventative by definition and should not be confused with "site mitigation programs" designed to investigate and cleanup hazardous substances contamination. Mitigation processes include laws and regulations mandating prevention, inspection, and enforcement programs; hazard analyses and risk management; engineering and building codes development; zoning and land use management; education; and tax and insurance incentives.

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SECTION 2.0 PREPAREDNESS

Preparedness Phase

Preparedness consists of activities undertaken in advance of an emergency. These activities are primarily designed to develop operational capabilities and improve response to hazardous materials incidents. Some of these activities have the added benefit of being utilized in mitigation programs to prevent incidents from occurring.

Preparedness activities are conducted by all levels of government and the private sector to ensure that when an emergency or disaster strikes, emergency responders and managers will be able to provide the best response possible. These activities would include, but not be limited to, the following: emergency plans, mutual aid agreements, resource inventories, warning systems and procedures, emergency communications, training, drills and exercises, and response planning. When an emergency or disaster strikes, the best protection is knowing what to do.

Each type of activity will be discussed in terms of what programs and requirements exist for each level of government and the private sector.

Hazard Analysis & Risk Assessment

Preparedness begins by conducting a hazard analysis and risk assessment. Hazard analyses are conducted at each level of government, by industries, and by individual manufacturers, transporters, and users of hazardous materials. Hazard analysis is the process of identifying the types of hazards that exist and their likelihood of occurrence.

A hazard can be defined as *a condition that has the potential to result in an equipment or system failure that can result in human injury or death or damage to the environment*. Hazards are divided into two categories: natural or technological. Natural hazards include earthquakes, wild fires, and floods; while technological hazards include transportation accidents, illegal disposal, and equipment failures during manufacturing, storage, transportation, and use of hazardous materials.

A risk assessment is the process of evaluating the degree of harm a hazard presents. Risk assessments are utilized in developing emergency response plans and procedures, designing and modifying safety systems, identifying needed resources, conducting training and exercises, and minimizing damage and liability.

BUSINESS:

Hazard analysis and risk assessments are performed by businesses at individual facilities. They are also conducted by specific industries or organizations for processes common to all operators in that industry. Transporters of hazardous materials also conduct these activities, whether the materials are moved by road, rail, water, air, or pipeline.

There are a number of legally mandated programs requiring businesses to conduct hazard analysis and risk assessment. Some of the existing requirements

include:

- **California Accidental Release Prevention Program** (CalARP) required pursuant to CH&SC 25531, *et seq*. implements the federal Accidental Release Prevention program with additional California-specific requirements. This program requires any business with more than a threshold quantity of a regulated substance in a process, unless exempted, to implement an accidental release prevention program. There are three levels for the program with businesses subject to levels two and three required to conduct a hazard assessment. Businesses may be required to prepare and implement a Risk Management Plan (RMP). The legislation creating this program repealed the state's existing Risk Management and Prevention Program (RMPP).

- **Air Toxics "Hot Spots" Information and Assessment Act** required pursuant to CH&SC 44300, *et seq.* requires emitters of hazardous air contaminants to conduct health risk assessments to evaluate those emissions. This program is designed to identify, assess, and control ambient levels of hazardous air pollutants. It seeks to collect and evaluate information concerning the amounts, exposures, and short- and long-term health effects of hazardous substances released into the atmosphere.

- **California Refinery and Chemical Plant Worker Safety Act** required pursuant to California Labor Code § 7850 et. seq. evaluates chemical process safety when dealing with the risks associated with handling or working near hazardous chemicals. It is intended to prevent or minimize the consequences of catastrophic releases of acutely hazardous, flammable, or explosive chemicals. The law requires the employer to conduct a hazard analysis for identifying, evaluating, and controlling hazards involved in a process. While focused on employee protection, a successful program will have the effect of also protecting the surrounding community.

- **Worker health and Safety regulations** [federal (29 CFR 1910.120) and state (8 CCR 5192)] require employers to identify, evaluate, and control hazards employees may encounter during hazardous waste operations and emergency response.

LOCAL/REGIONAL GOVERNMENT:

The likelihood of encountering a hazardous material incident in any particular locality can range from low to high, depending on the type, amount, and distribution of chemicals; however, any area can be considered vulnerable to a hazardous materials incident. Generally, local governments will identify hazards based upon information provided by local users of hazardous materials.

- California Health and Safety Code, Chapter 6.95, § 25503(e)(1) requires the CUPA/AA to submit the basic provisions for a plan to conduct on-site inspections of businesses. The requirements include "identifying existing safety hazards that could cause or contribute to a release."

- Federal emergency planning requirements include the formation of local emergency planning committees (LEPCs). The LEPCs are required to evaluate facilities using threshold quantities of extremely hazardous substances (EHS) to determine which contributes to the risk of a release or which facilities may be subject to additional risk because of their proximity to a facility using EHS. The LEPCs are also required to identify hazardous materials transportation routes. This requirement has led LEPCs to conduct hazard assessments within their planning districts.

- General emergency planning principles recommend that emergency plans be based on the hazards presented within a jurisdiction. California OES has developed the *Emergency Planning Guidance For Local Government* to assist local government in conducting emergency planning. Information on hazard analysis is also included in this guidance document.

Planning

Overview

Planning is the cornerstone of an effective emergency response program. Businesses and public agencies having emergency response missions should prepare supporting plans, standard operating procedures (SOPs), and checklists to support their emergency operations. Such plans and procedures will provide for coordination and communication among all entities responding to an emergency. There are a number of emergency plans required of businesses and government with respect to responding to hazardous materials emergencies.

Private Sector

- **Standard Operating Procedures (**SOP**)** are a detailed delineation of specific actions to be taken during an emergency, such as the release or threatened release of hazardous materials. SOPs may be required as part of an existing plan by a regulatory agency; may be included in a plan even if not required; or may be a separate document.

- **Business Plans** (also known as Business Emergency Plans, Emergency Response Plans, Disclosure Plans, and 2185 Plans) are developed pursuant to California Health and Safety Code (CH&HS) Chapter 6.95. Business plans consist of three main parts: an inventory of hazardous materials (updated annually), a training element, and emergency response plans and procedures. The plans and procedures must address notification, procedures for mitigating releases, and conducting evacuations.

- **Risk Management Plans (**RMP**)** may be required under the new California Accidental Release Prevention Program (CalARP) (CH&SC 25531-25543.3.), which replaced the California Risk Management and Prevention Program (RMPP). The CalARP Program merges the federal and state programs for the prevention of accidental releases of regulated toxic and

  flammable substances. Facilities that handle more than the threshold quantity of a regulated substance (those chemicals on the Federal list [40 CFR 68.130] or the State list [19 CCR 2770.1, *et seq.*]) in a process are covered and may be required by the Certified Unified Program Agency or Administering Agency (CUPA/AA) to implement an emergency response program, including the development of an emergency response plan.

- **Hazardous Waste Facilities Contingency Plans** are required under California and federal regulations. CH&SC 25150 allows the Department of Toxic Substances Control (DTSC) to develop regulations to regulate hazardous waste. DTSC has established contingency plans and emergency procedures requirements in 22 CCR 66264.51 and 66265.51. It requires each owner or operator of a hazardous waste facility to have a contingency plan that describes the actions the facility must take in response to emergencies and other activities intended to minimize the impacts of a release of hazardous waste. The federal regulations are part of the Resource Conservation and Recovery Act (RCRA) and are found in Title 40, Code of Federal Regulations (40 CFR), Part 264.

- **Spill Prevention Containment and Countermeasures Plans (**SPCC**)** are required pursuant to CH&SC 25270.5 and under the Federal Clean Water Act pursuant to Title 40, Code of Federal Regulations, Part 112 for facilities that have discharged, or could be expected to discharge, oil into the waters of the United States.

- **Underground Storage Tank Spill, Accident Prevention, or Response Plans** may be required pursuant to California Health and Safety Code, Chapter 6.7, or a local underground storage tank ordinance. 23 CCR 2632(d) describes the requirement for a "response plan which demonstrates, to the satisfaction of the local agency, that any unauthorized release will be removed . . ." These requirements apply to existing and new underground storage tanks.

- **Marine Facility and Vessel Oil Spill Contingency Plans** are required pursuant to California Government Code § 8670.31 for marine facilities and vessels that handle oil products in bulk that could impact the marine waters of the state. The specific planning requirements are described in 14 CCR 815.01, *et seq*.

- **Hazardous Materials Management Plans** are required pursuant to regulations promulgated by the State Fire Marshal under the authority of CH&SC 13143.9. Those regulations shall establish minimum standards for the storage, handling, and use of hazardous materials as defined in the Uniform Fire Code. The regulations are published by the California Building Standards Commission in 24 CCR, Part 9, “California Fire Code” and are available from the Commission. Local government can also adopt ordinances to implement its own fire code requirements.

- **California Consolidated Contingency Plan Format** (CCCPF) does not create new planning requirements, but provides a mechanism to consolidate similar emergency response and planning elements for multiple plans, noted above and below (except the Vessel Oil Spill Contingency Plan), that facilities have prepared in compliance with various regulations, into a single functional plan rather than six separate plans [pursuant to CH&SC 25503.4(a)].

  The CCCPF developed by OES is modeled after the National Response Team’s Integrated Contingency Plan Guidance, and will be found in 19 CCR 2731.3 once it is codified. A facility has the option to use the consolidated contingency plan format adopted by OES or the format developed by their local Certified Unified Program Agency (CUPA). The "one plan" format will minimize duplication in the preparation and use of emergency response plans at the same facility, and should also improve coordination between facility response personnel and local, state, and federal emergency responders.

The following table outlines the six emergency plans and the applicable statutory and regulatory references:

Emergency Plan	Program Element	Statutory Reference	Regulatory Reference

Required			
Business Plan	Business Plan Program	H&SC, Chapter 6.95, Article 1	19 CCR 2729-2732
Contingency Plan	Hazardous Waste Generator/Tiered Permitting Program	H&SC, Chapter 6.5	22 CCR 66264.24 - 66264.25
Spill Prevention Control & Countermeasure Plan	Above Ground Storage Tank Program	H&SC, Chapter 6.67, § 25270.5	40 CFR, Part 112
Marine Facility Oil Spill Contingency Plan	Oil Spill Prevention and Response Program	CGC 8670.29 & 8670.31	14 CCR 815.01 - 817.02
Accident/Spill Prevention Plan	Underground Storage Tank Program	H&SC, Chapter 6.7	23 CCR 2632(d)
Risk Management Plan	California Accidental Release Prevention Program (CalARP)	H&SC, Chapter 6.95, Article 2	19 CCR 2745.8

A copy of the CCCPF is in the *DRAFT Guidance Document for the California Consolidated Contingency Plan*, available from the OES HazMat Unit at telephone number (916) 464-3230.

Local Government

- **Area Plans** are developed pursuant to CH&SC 25503(c). The CUPA/AAs that are implementing the hazardous material emergency planning and community right-to-know programs are required to prepare a plan for their jurisdiction that addresses the emergency response to a release or threatened release of a hazardous material. The specific requirements for the plans are found in 19 CCR 2720-2728. In addition, plans for on-site inspections and a data management system must be developed pursuant to CH&SC 25503(e).

- **Local Marine Oil Spill Contingency Plans** are developed by local governments that have marine waters within their borders. They may develop or update a local oil spill contingency plan, consistent with state policy, as a supplement to their Area Plan. Although not required, most local governments have undertaken this planning process.

- **Emergency Medical Services (**EMS**) Plans** are developed by jurisdictions that have an EMS agency. They are required to have an EMS plan covering which hazardous materials, and which aspects of mass casualty incidents caused by hazardous materials should be addressed by medical responders.

- **Local Emergency Plans** incorporate a functionally-oriented team approach to all hazards emergency planning in a community. Many local jurisdictions have

incorporated the Area Plan requirements into the local emergency plan. OES has developed *Emergency Planning Guidance For Local Government* to assist local jurisdictions in developing or revising emergency plans. The guidance recommends content in three major categories:

1. Basic information about the planning process, using the plan, promulgation of the plan, plan distribution and updates. It also discusses administrative information relating to authorities and references, the emergency organization, continuity of government, phases of emergency management, and relationships with federal counterparts.

2. Operational considerations including hazards analysis, activation of the plan, roles and responsibilities, SEMS organization, agency coordination, mutual aid, emergency operations center function, and use of the Response Information Management System (RIMS).

3. Recovery operations information relating to damage assessment, disaster assistance, the recovery organization, and hazard mitigation.

- **County Hazardous Waste Management Plans (**CoHWMP**)** (also known as County Tanner Plans) address the hazardous waste generation within a county and how the waste will be minimized, reduced, recycled, treated, stored, or disposed. The CoHWMPs also establish hazardous waste facility siting criteria and should include hazardous waste emergency mitigation, preparedness, and response activities.

Regional

- **Local Emergency Planning Committee (**LEPC**) Emergency Plans** are developed pursuant to Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), also known as the Emergency Planning and Community Right to Know Act (EPCRA) found in Title 42, United States Code, § 11003(a). These plans are designed to build on the area plans of local government and business plans in the emergency planning district. A Governor's Executive Order has designated the six OES mutual aid regions as the emergency planning districts for the plans which address regional mutual aid, hazardous material transportation issues, hazard analysis, and coordination of incidents that cross jurisdictional boundaries.

- **Harbor Safety Plans** are created pursuant to California Government Code § 8670.23.1. Harbor Safety Committees were created in each of the major active port areas in the state to address oil spill prevention issues in those regions. The plans created by the committees are designed to ensure safe navigation and operation of vessels within each harbor. The Department of Fish and Game has developed regulations for the plans. They are found in 14CCR 802.

- **U.S. Coast Guard Port Area Contingency Plans (**ACP**)** are developed under the Federal Oil Pollution Act of 1990. The U.S. Coast Guard was tasked to segment all coastal regions of the nation and undertake regional, comprehensive oil spill response planning. In California, the coastline was separated into 6

sections and oil spill plans were written involving a diverse group of participants covering local, state, federal, private industry, and citizen interests. The Department of Fish and Game's Office of Spill Prevention and Response (OSPR) serves as the on going co-chair of the regional planning committees.

- **Catastrophic Earthquake Response Plans** are developed by the Bay Area Earthquake Preparedness Project and the Southern California Earthquake Preparedness Project and address the regional response to a catastrophic earthquake for the San Francisco Bay Area or Southern California. Hazardous material incidents associated with the earthquake are addressed in the Fire, Rescue, and Toxics section of the plan.

Statewide

- **California State Emergency Plan** defines the emergency management system used for all emergencies in California. It describes the California Emergency Organization; establishes the policies, concepts, and general protocols for implementing the Standardized Emergency Management System (SEMS); explains the use of mutual aid and assistance during declared and non-declared emergencies; provides guidance on the responsibilities and potential emergency assignments of state agencies; and discusses supporting plans and procedures.

- **California Hazardous Material Incident Contingency Plan (**HMICP**)** is the state toxic disaster contingency plan required pursuant to California Government Code § 8574.16. The HMICP is a supporting document of the State Emergency Plan. The required elements of the HMICP are found in California Government Code § 8574.17.

- **California Oil Spill and Marine Oil Spill Contingency Plan** is developed pursuant to California Government Code § 8574.1 and § 8574.7 (requirement for a marine oil spill element). It is a stand-alone annex to the HMICP. It should be used in conjunction with the Harbor Safety Plans and federal Area Contingency Plans for responding to oil spills in the marine environment.

- **Railroad Accident Prevention and Immediate Deployment (**RAPID**) Plan** is required pursuant to California Public Utilities Code § 7718(b). The purpose of the plan is to describe how the state departments and agencies that are members of the RAPID Force will respond to assist local agencies and work cooperatively at large-scale hazardous materials releases resulting from transportation incidents. The RAPID plan is an annex to the HMICP.

- **California Radiological Emergency Response Plan** is the state's plan for responding to radiological incidents. It identifies participating government agencies, delineates responsibilities, and sets forth the general concept of operation should the pubic health or safety be threatened by a radiological incident. This plan provides the basis for the development of detailed response plans, procedures, and capabilities by state and local agencies. It also relies on the Nuclear Power Preparedness (NPP) Plan and radiological assistance capability provided in an emergency by the Federal Radiological Emergency Response Plan (FRERP).

- **California Nuclear Power Plant Plan (**NPP**)**, as an annex to the State

Emergency Plan, identifies supplemental actions and positions to the state's emergency organization and its support to state agencies and local jurisdictions in the event of a radiological emergency at a nuclear power plant. This plan is required pursuant to the California Government Code § 8610.5 and follows the guidance provided in NUREG-0654, FEMA REP-1, "*Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*."

- **California Hazardous Waste Management Plan** is the culmination of hazardous waste management planning done at the local and regional level. The Hazardous Waste Management Plan addresses the total hazardous waste generated in California and how best to minimize, recycle, treat, store, and dispose of the waste. Facility siting and emergency response are also addressed in the plan.

- **California Hazardous Waste Capacity Assurance Document** is a plan developed pursuant to CERCLA § 104(c)(9). California is required to show the federal government that it has the capability to manage all of its hazardous waste for a 20-year period.

- **State Agency Emergency Plans** are developed to guide each agency's response to emergencies and disasters. State agencies are required to develop, maintain, and carry out emergency plans and procedures as part of the California Emergency Organization. These plans are required pursuant to the State Emergency Plan, Page 49, Part One, Attachment N; and pursuant to Governor's Executive Order, draft copies of agency emergency plans and procedures designed to carry out emergency assignments shall be submitted to the Director, Office of Emergency Services, for review and approval prior to publication.

Federal

- **Federal Response Plan (**FRP**)** is the national response plan for the United States of America. The FRP is to be used for any emergency or disaster in which there is a need for federal assistance. It describes the basic mechanisms and structures by which the federal government will mobilize resources and conduct activities to support state and local government. It uses a functional approach and to date 12 functional areas have been identified. Each function is led by a federal agency that is selected based on its authorities, resources, and capabilities. The United States Environmental Protection Agency has the lead for Emergency Support Function (ESF) 10-Hazardous Materials.

- **National Oil and Hazardous Substances Pollution Contingency Plan (**NCP**)** is the nation's main hazardous materials emergency response plan. It is promulgated in Title 40, Code of Federal Regulations, Part 300. The NCP is a contingency plan designed to provide for efficient, coordinated, and effective action to minimize adverse impact from oil discharges and hazardous substance releases. The NCP contains the national response strategy that provides the framework for notification, communication, logistics, and responsibility for response to discharges of oil, including worst case discharges, and discharges that pose a substantial threat to the public health or welfare of the United States. The NCP is supported by regional contingency plans.

- **Region IX Mainland Regional Contingency Plan (**RCP**)** is designed to coordinate timely and effective responses by various federal agencies and other organizations to discharges of oil and releases of hazardous substances, pollutants, and contaminants to protect public health, welfare, and the environment. It is meant to ensure that the roles and responsibilities of federal, state, local, and other responders are clearly defined. The plan also describes the Regional Response Team organization, relationship to other contingency plans, response operations, removal & remedial actions of hazardous substances, the use of dispersants and other chemicals, state-specific response information, and natural resource trustee contacts. The Region IX Mainland RCP is supplemented by sub-area plans which provide detailed information on areas of environmental or special economic importance. The RCP, with the supplemental sub-area plans, meet the Area Contingency Plan (ACP) requirements for the inland area required pursuant to the OPA. Those sub-area plans are as follows:

    - *Colorado River Contingency Plan*,
    - *Tahoe Basin Contingency Plan*,
    - *Border Area Contingency Plan*,
    - *Upper Sacramento Area Contingency Plan*, and
    - *Feather River Area Contingency Plan*

- **Federal Radiological Emergency Response Plan (**FRERP**)** is the federal response plan for peace time radiological emergencies. The FRERP provides the federal government's concept of operations based on specific authorities for responding to radiological emergencies and outlines federal policies and planning assumptions that underlie this concept of operations. Federal agency response plans (in addition to their agency-specific policies) are based on the FRERP. All federal response is coordinated through a lead federal agency. The FRERP also includes the Federal Monitoring and Assessment Plan for use by federal agencies with radiological monitoring and assessment capabilities.

- **Federal Response to a Catastrophic Earthquake** is a plan that describes the organization of the Federal Government in the event of a catastrophic earthquake on a national level and for the Federal Emergency Management Agency, Region IX.

Interagency Organizations

In California, there are several organizations that assist in the coordination of hazardous material emergency planning and response. Some are multi-purpose (e.g., hazardous waste, toxics advisory, disaster councils), while others are solely devoted to hazardous materials. The following summarizes several specific statewide organizations in which state and local agencies actively participate.

Chemical Emergency Planning & Response Commission

The Chemical Emergency Planning and Response Commission (CEPRC) was established as the State Emergency Response Commission (SERC) pursuant to Executive Order D-63-87 and as amended by Executive Order W-40-93. The CEPRC has oversight responsibility for the implementation, within California, of federal hazardous material emergency planning and community right-to-know (EPCRA) requirements embodied in the Superfund and Reauthorization Act of Title III. The CEPRC has designated six Local Emergency Planning Committees (LEPCs), which coincide with the six OES mutual aid regions, to:

- Coordinate the implementation of the EPCRA requirements at the regional level;
- Develop hazardous material regional plans; and
- Improve the coordination and capabilities of local government to mitigate the effects of, and to respond to, hazardous material incidents.

Hazardous Waste Strike Force

In accordance with the CH&SC 25197.2(a), the Department of Toxic Substances Control (DTSC) is required to establish a statewide Hazardous Waste Strike Force (HWSF) to standardize programs and coordinate the activities among state agencies, in order to uniformly enforce state hazardous waste statutes and regulations. The HWSF may be involved in a post-incident enforcement action where state or federal agencies are involved, or when the enforcement action is beyond the capabilities of local government.

The HWSF is chaired by a DTSC representative and consist of a representative from each of the following agencies:

- The Department of Transportation.
- The Department of Industrial Relations.
- The Department of Food and Agriculture.
- The State Water Resources Control Board.
- The State Air Resources Board.
- The Department of the California Highway Patrol.
- The Office of the State Fire Marshal in the Department of Forestry & Fire Protection.
- The California Integrated Waste Management Board.
- The Department of Fish and Game.
- The Office of Emergency Services.
- The Department of Toxic Substances Control.
- The Attorney General.
- The Department of Pesticide Regulation.

Cal/EPA Emergency Response Multi-Agency Coordinating Group

Cal/EPA Emergency Response Multi-Agency Coordinating (ERMAC) Group was initially formed to address emergency response coordination issues identified within Cal/EPA following the Northridge Earthquake in 1994. The ERMAC Group, consisting of designated representatives from Cal/EPA and OES, meets on a regular basis to ensure that Cal/EPA's boards, departments, and offices carry out emergency response planning, preparation, and incident response functions in a coordinated and effective manner. A critical part of the ERMAC Group's mission is to ensure that effective inter-agency communications are maintained so that the

appropriate resources and support can be provided to personnel responding to emergency/disaster situations.

Standard Oil Response Management System Task Force

The Standard Oil Spill Response Management System (STORMS) Task Force is comprised of representatives from the U.S. Coast Guard, OSPR, OES, petroleum industry, oil spill response organizations and local government. The Task Force adopted the National Interagency Incident Management System (NIMS) Incident Command System which is the predominant public domain response management system in use nationwide. This system is consistent with the National Contingency Plan (NCP), and endorsed by FIRESCOPE in California. The Task Force has developed a Field Operations Guide (FOG) as guidance in forming a response management system during oil spills, and is involved in training to ensure a consistent, coordinated oil spill response effort in California, and ultimately nationwide.

Technical Advisory Committee

The Technical Advisory Committee (TAC) was established to provide public input and independent judgment of the actions of the OSPR Administrator and SIOSC. TAC consists of nine members, five of which are appointed by the Governor, two by the Speaker of the Assembly and two by the Senate Rules Committee. These appointees must have experience, knowledge, and expertise in the following areas:

- Public representation
- Marine transportation
- Local government
- State government
- Petroleum industry
- Oil spill response and prevention programs
- Environmental protection and the study of ecosystems

The Committee meets as often as necessary, but at least twice a year, and provides the following:

- Recommendations to OSPR, State Lands Commission, California Coastal Commission and SIOSC on any provision of Chapter 7.4 of the California Government Code, including the promulgation of all rules, regulations, guidelines, and policies.

- Reports annually to the Governor and the Legislature on their evaluation of oil spill response and preparedness programs within California.

- May study, comment, or evaluate any aspect of oil spill prevention and response in the state, coordinated with on-going studies by the federal government, OSPR, State Lands Commission, State Water Resources Control Board, and other state and international entities.

- May attend any oil spills or drills, if practicable.

State Interagency Oil Spill Committee

Pursuant to Sections 8574.1 *et. Seq.,* the State Interagency Oil Spill Committee (SIOSC) addresses the need for a specific response to land and water releases of oil and petroleum products within California. SIOSC is composed of representatives from 20 state agencies and is chaired by the Administrator of the Department of Fish and Game, Office of Spill Prevention and Response (OSPR). Federal agencies and oil spill cooperatives are also invited to attend SIOSC meetings**.** SIOSC also provides the following:

- Establishes and maintains liaison with federal and local agencies, and public and private organizations engaged in oil pollution prevention and control.
- Coordinates day-to-day procedures and practices between state agencies and other organizations relative to the prevention and mitigation of oil pollution from oil discharges.
- Recommends necessary research, development, and testing by appropriate organizations of materials, equipment, and methods related to oil spill prevention and control.
- Prepares and updates the California Oil Spill Contingency Plan and the State of California Marine Oil Spill Contingency Plan, which are both annexes to the HMICP.
- Provides guidance and state agency input to the RRT, Federal On-Scene Coordinator, and State Liaison Coordinator in an oil spill emergency.
- Provides for the review of all state oil spill-related regulations and guidelines by a review subcommittee within SIOSC. Comments are forwarded from the committee members to the submitting agency for consideration and action.

USEPA Regional Response Team

The USEPA Region IX-Mainland Regional Response Team (RRT) serves as the area committee for the inland area, in accordance with the Clean Water Act as amended by the Oil Pollution Act of 1990 (OPA). The USEPA and Coast Guard co-chair the RRT, and membership consists of representatives from 16 designated federal agencies, and those three states in Region IX Mainland (which consists of California, Arizona, and Nevada). The State of California is co-represented by DFG/OSPR and OES.

Like the National Response Team (NRT), the RRT is a planning, policy and coordinating body for oil and hazardous substances emergency response. The RRT consists of a "Standing Team" responsible for communications, planning, coordination, training, evaluation, and preparedness on a region-wide basis. During an actual incident, the RRT does not respond directly to the scene; however, individual members of the RRT (known as an "Incident-Specific Team") may be requested to provide specific advice or assistance to the Federal On-Scene Coordinator (FOSC). The RRT is required to develop and maintain the Regional Contingency Plan (RCP) for the Region IX-Mainland Area, and serves as the area committee for the inland area.

National Incident Coordination Team

The National Incident Coordination Team (NICT) serves as a focal point for overall coordination of EPA's response activity and supports regional response personnel during major disasters, such as the 1994 Northridge earthquake. It also serves as an official channel for the flow of information between EPA headquarters and the Regional Incident Coordination Team in the affected region. As appropriate, the NICT ensures accuracy, consistency, and timeliness of information to the USEPA Administrator, the White House, Congress, other federal and state agencies, foreign governments, and the media.

The NICT consists of one senior-level representative from each EPA office at headquarters in Washington D.C. The NICT is chaired by the Director of EPA's Chemical Emergency Preparedness and Prevention Office, within the Office of Solid Waste and Emergency Response (OSWER). There is also a NICT equivalent organization at the regional level called the Regional Incident Coordination Team (RICT).

The NICT can be activated in the event of an oil discharge or a hazardous substance release that crosses regional boundaries or that overwhelms the response capability of the USEPA regional office(s). It could also be activated if there is a significant threat to population or potential large-scale damage to property or natural resources. The NICT is activated by the Agency's Emergency Coordinator, in consultation with the Administrator, Deputy Assistant Administrator, or the Assistant Administrator for OSWER. The USEPA, through the NICT, is able to assemble extensive resources for successful response and communication during a national emergency.

Resource Development

Overview

To effectively respond to hazardous material incidents, specialized resources are necessary, including personnel, equipment, and supplies. Sometimes, equipment and supplies that would normally have other applications are used during a hazardous materials incident. These might include dump trucks, bulldozers, cranes, sand, self-contained breathing apparatus, and foam. Response personnel must be adequately trained to use specialized equipment and to apply conventional resources to hazardous materials incidents. Equipment and supplies should be appropriate for anticipated hazards and consistent with the responsibilities of the agency and the level of trained personnel.

State, and local agencies each have numerous, although limited, resources to assist in responding to a release of hazardous materials. Some agencies have

responsibility (jurisdictional, geographical, or legal) over all or part of a hazardous materials incident, while other agencies may be involved to provide assistance, utilizing their technical expertise or making available the necessary resources. When an incident does occur, the key is to blend these resources into a cohesive, organized structure with other response agencies. This process is further explained in the SEMS section of this plan. Hazardous material response resource inventories may be found in some local area, and state plans for a particular geographic area or department. It is anticipated that a list of hazmat response resources owned or maintained by state and local agencies will eventually be made available electronically on the Resource Information Management System (RIMS), a database developed and managed by OES. This information can be viewed by those who have access to RIMS, via Lotus Notes and/or the Internet, in a read-only format; however, the agency responsible for their resources will have the ability to access the system to update their portion of the resource list.

Acquisition Process

The response resources necessary to continue to respond to a hazmat incident will be requested and coordinated through the SEMS system. In addition, each level of SEMS is responsible for keeping the next level informed of essential information regarding the development and status of the response. If a local agency exhausts their resources and can't obtain additional resources, they should request the additional resources from their operational area (OA). The OA will provide the requested resources, to the extent possible, from within the OA (county, cities, special districts). If the OA cannot adequately provide that support, they should request state resources through the Regional Operations Center (REOC). The Office of Emergency Services, through the REOC, may task a state agency to provide the resources to the OA. In the event that state resources are exhausted, then OES may request federal resources.

Training

Introduction

Safe, effective, and coordinated response to a hazardous material incident requires the application of specialized techniques and organizational concepts, ranging from basic awareness to highly technical skills. In general, individual organizations are responsible to provide tactical training related to their missions. During an emergency response, it is the responsibility of both the individual responders and their organizations to never perform a function which they are not adequately trained or equipped for.

Federal and state regulations address training requirements for hazardous material emergency responders and hazardous waste site workers. Federal worker safety standards are contained in 29 CFR 1910.120. The standard, entitled Hazardous Waste Operations and Emergency Response (HAZWOPER) has two parts; requirements for workers at hazardous waste sites and requirements for responders to hazardous materials releases regardless of where they may occur.

State requirements are found in 8 CCR 5192. Both codes require the use of the Incident Command System (ICS), including the appointment of a safety official, and both mandate training for workers who may be called upon to respond to an actual or threatened hazardous material release. The training must include, at a minimum, recognition of hazards, selection, care and use of personal protective equipment, and safe operating procedures to be used at the incident scene. The training should be appropriate for the individual's job responsibilities and the situations that may be encountered as part of the worker's employment.

Minimum training provisions for local governments and businesses that handle hazardous materials are contained in CH&SC 25503 & 25504, and 19 CCR 2725 & 2732, respectively.

State Training Program

In the State of California, statue (CGC § 8574.20) requires OES to develop and manage the **California Hazardous Substances Incident Response Training and Education Program** to provide approved classes in hazardous substance response taught by trained instructors and to certify students who complete the courses. Regulations, found in 19 CCR 2510-2560 were developed to implement the program. While California uses the same terms as the federal regulations, such as First Responder, Incident Commander, Hazardous Materials Specialist, and others; it should be noted that California's certified training program meets or exceeds the federal training requirements.

The **California Specialized Training Institute** (CSTI), the training organization of OES, provides certified training for hazardous materials response, including the Standardized Emergency Management System (SEMS), First Responder Awareness and Operations, Hazardous Materials Specialist and Technician, Incident Command, Safety Officer, Train the Trainer, and Executive Management. Specialized courses in radiological response; decontamination; rail cars and cargo tanks; clandestine drug labs; response to terrorist incidents involving nuclear, biological and chemical weapons; and criminal investigation of environmental crimes are also provided.

The **California State Fire Marshal's Office** (SFM), within the Department of Forestry and Fire Protection (CDF), provides hazardous material training for firefighters, through its academy.

The **California Highway Patrol** (CHP) provides training for its own personnel and can provide first responder and incident commander training throughout the state upon request of allied emergency response agencies. CHP also provides training in enforcement and investigations related to hazardous material and hazardous waste crimes for allied law enforcement agency personnel.

The **University of California Extension**, **California Community Colleges**, and the **private sector** also provide training for emergency responders and hazardous waste site workers. Courses include medical response to hazardous materials incidents, first responder, hazardous waste technician, and other areas mentioned above. HAZWOPER training may also be commercially obtained from the major hazardous materials response contractors.

Drills & Exercises

Introduction

The key to testing the effectiveness of plans, procedures, training, and equipment lies in conducting drills and exercises. To be useful, emergency plans must be tested regularly in realistic situations; therefore, it is important that every emergency response program include a drills and exercises schedule. Exercising emergency plans provides information needed for:

- Improving plans and procedures,
- Identifying any shortfalls in response resources,
- Evaluating the effectiveness of training, and
- Allowing responders to get to know one another and practice their skills, both individually and interactively.

The term "drills" is often used along side the term "exercises" when describing a means to test a plan's effectiveness. Drills are brief repetitions of one specific action and are usually conducted by individual agencies or businesses to assure that their personnel know and understand their internal SOPs. Exercises use different types of activities to test a plan, while the purpose and complexity of these activities varies. There are generally several recognized exercise types. Those exercise types common to FEMA, USEPA and the USCG are describe in further detail below.

Orientation Sessions

Orientation sessions work well for basic instruction and explaining emergency procedures. The low stress environment allows students to absorb information and ask questions for clarity. Written tests may be employed to ensure some level of comprehension by the attendees. Many certification programs take this approach to training. The Approved Course of Instruction (ACI) for SEMS developed by OES employs this style of training.

Tabletop Exercise

Tabletop exercises or workshops are often the first type of exercise to be performed, during which a typical emergency scenario is used and the related emergency plans and procedures that would be utilized in such an event are reviewed by the appropriate response agencies and industry. Potential problems are identified and each entity present must provide certain information necessary to address the problems. The idea is to present the participants with a fabricated emergency situation, have the participants verbally respond to a series of questions, and then evaluate whether the responses are consistent with the plan, procedures, and/or training. If the responses are not consistent with them, revisions or additional training must be undertaken. This type of exercise generally involves command personnel and mid to upper level managers. No real movement of personnel or resources occurs, and no time pressure or stress is placed on the participants.

Functional Exercise

The next step is the functional exercise, which tests or evaluates broad functional capabilities in the plan. This type of exercise involves the simulated commitment

of resources in a stressful environment similar to an actual emergency. By using a series of pre-scripted messages, the simulation team sends information into players assigned to implement the emergency plan or procedures. Both the simulators and players responding to the exercise are focused on implementing the plan and/or procedures to test their validity. While a tremendous amount of employee time is needed to develop and stage a functional exercise, it is the most appropriate use of time to test the emergency plan, procedures, and/or training.

Full-Scale Exercise

Large full-scale exercises are conducted in the field and are the most costly and time-consuming of the different types of exercises. This type of exercise challenges the whole emergency management system in an intensely stressful environment (usually based on "real" time). Simulated events and messages are used to test a major portion of the emergency plan. Personnel and resources are actually mobilized to and moved within an incident scene.

After Action Reports/Exercise Critiques

As in real incidents, each exercise should have an after action report or exercise critique to ensure that the exercise met its objects and to clearly define additional planning or training that may be necessary. It also can identify resource shortfalls in terms of equipment, supplies, personnel, and training.

Exercise critiques should always be conducted in a low stress environment. They should not focus on the exercise participants performance, rather on whether plans, procedures, training, and equipment are adequate for performing required response duties.

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SECTION 3.0 RESPONSE

Response Phase

The response phase consists of the immediate response to a hazardous materials incident to minimize its effects on public health, property, and the environment. It includes measures such as notification, implementation of emergency plans, activation of emergency operation centers (EOCs), mobilization of resources, issuance of warnings and directions, provision of medical and social services assistance, and declaration of emergencies or disasters as enabled by appropriate legislation.

Notification

What is notification?

Notification is the process that ensures that the appropriate entities are informed of a hazardous materials incident and the related details (who, what, when, where). The OES Warning Center is intended to be used as the single point for making notifications to the appropriate federal, state, and local agencies (CGC § 8574.17b). This, however, does not relieve a person from complying with the reporting requirements of other agencies. Since other regulating agencies have different notification requirements, it is prudent to know and understand each agency's notification requirements prior to an incident.

Upon receipt of a report or notification that an emergency situation is occurring or likely to occur, the OES Warning Center takes immediate action to notify the appropriate federal, state and local authorities in order to save lives, and protect property and the environment.

The following is a discussion of the methodology of ensuring that appropriate local, state and federal agencies are notified of a hazardous materials or oil spill incident. Failure to notify may expose the public, property, and environment to significant harm, delay needed response resources and funding mechanisms, and the Responsible Party (RP) may be potentially liable for significant penalties and damage claims.

Verbal Notification

It is required in 19 CCR 2703 that **verbal notification** must be made *immediately*, without impeding immediate control of the release or threatened release; or immediate emergency medical measures. Verbal notification must be made by:

- any **person** who has knowledge of an actual or potential release of hazardous materials that:

- BUSINESS

  - poses a hazard to human health & safety, property, or the environment (notification should be made even if the impacts are potential or delayed); and/or

- is equal to or exceeds the Federal Reporting Quantity (RQ) - listed in 40 CFR, Part 355, Appendix A.

☞ NOTE: A "**person**" is defined in 19 CCR 2650 as any employee, authorized representative, agent or designee of a handler. And a "handler" is further defined in CH&SC 25500 (m) as any **business** that handles a hazardous material.

If there is a reasonable belief that the release or threatened release does NOT pose a significant hazard (present or potential) to human health & safety, property, or the environment, then immediate notification is NOT required. However, if there is any question in the mind of the person who has observed the release/threatened release, then notification should be made - it is best to err on the side of safety!

Verbal notification should be made to the following agencies:

☑ **911** or the local emergency response agency; and

☑ **CUPA/AA** - if different from the 911 agency; and

☑ **OES Warning Center** at **(800) 852-7550** or **(916) 262-1621**

☑ **Additional agencies**, if appropriate…..

- ☑ **National Response Center** at **(800) 424-8802**, if the spill equals or exceeds CERCLA Federal Reportable Quantities, or *any amount* of oil reaching, or having the potential of reaching, navigable waters of California.
- ☑ **Other state agencies**, as required (be sure to know each agency's notification requirements PRIOR to an incident). Such as, but not be limited to, the following:

  - CHP
  - DTSC
  - Cal/OSHA
  - DOGGR
  - PUC
  - RWQCB
  - SLC
  - USCG

- RESPONSE AGENCIES

Although the bulk of the responsibility for notification lies with the private sector, responding agencies must also make the appropriate notifications, as follows:

- Any local or state agency responding to an oil spill must notify the OES Warning Center (CGC 8670.26).

- Any emergency rescue personnel responding to a hazardous substances spill within ½ mile of a school must notify the superintendent of the affected school district (CH&SC 25507.10).

- Any designated government employee must report any hazardous waste discharge that they become aware of within their jurisdictional boundary to the local health department or board of supervisors

(CH&SC 25180.7).

OES Warning Center

The 24-hour telephone number for the **OES Warning Center** is:

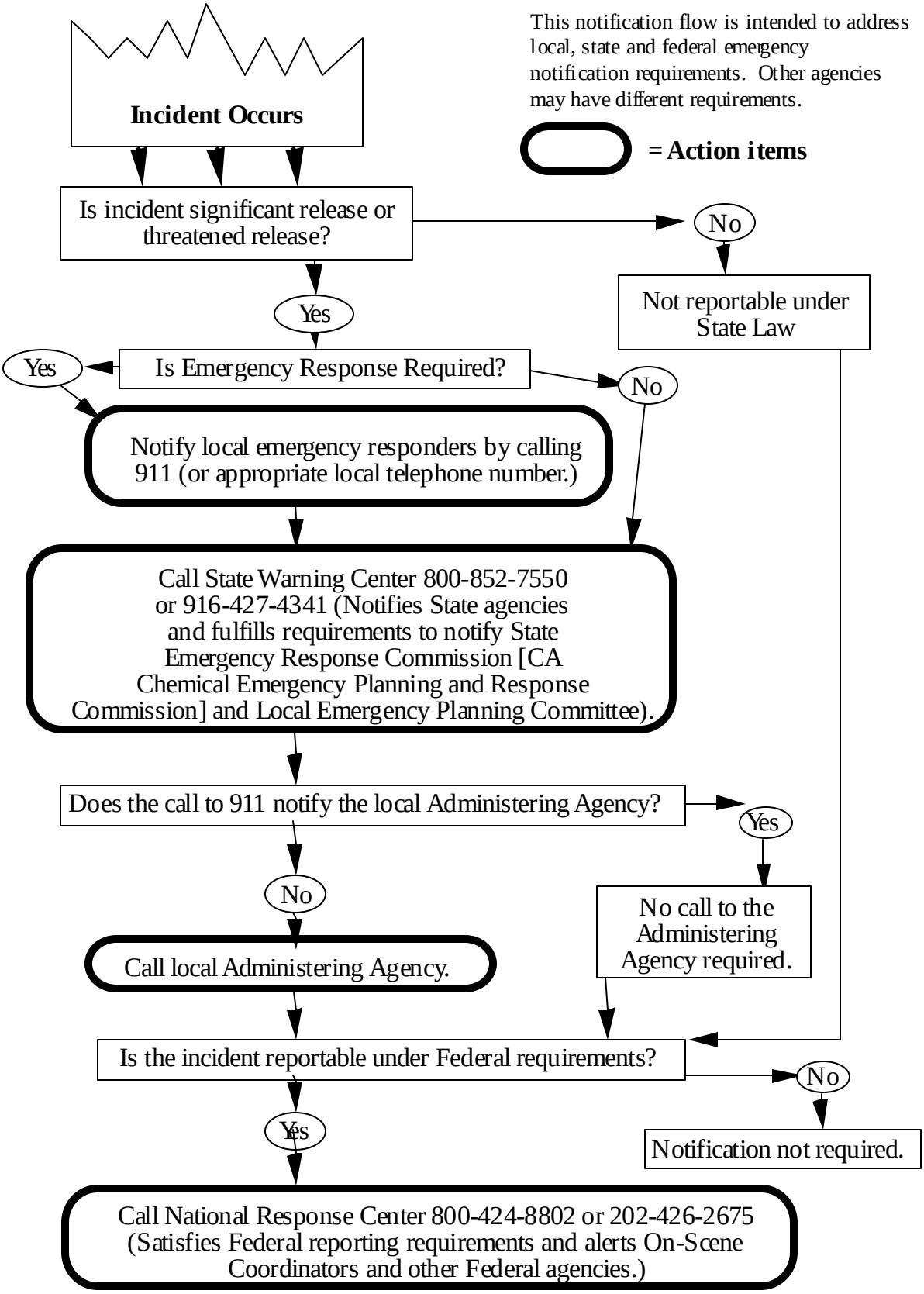
- **(800) 852-7550**, or
- **(916) 262-1621**

The OES Warning Center is intended to be used as a single point of notification for appropriate state agencies, as well as federal and local agencies. When adequate spill information is received, the OES Warning Center will assign a **Spill Control Number** to the incident that can be used to track various activities associated with the incident. Notifying the Warning Center will satisfy the requirement to notify the State Emergency Response Commission (in California, the Chemical Emergency Planning and Response Commission) and the LEPCs as required under Section 304 of SARA Title III.

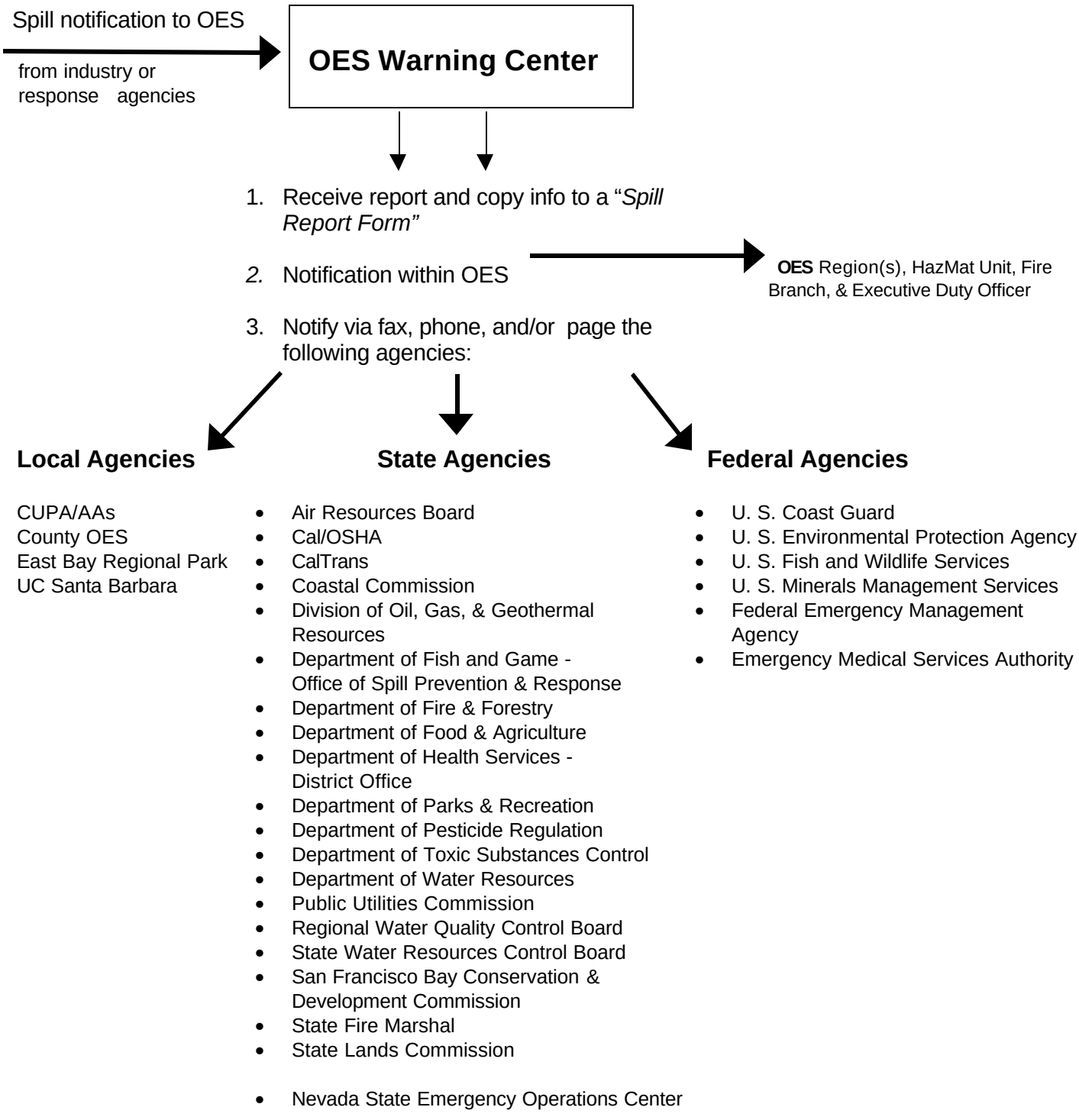
At a minimum, be prepared to provide the following information when calling the Warning Center:

- Who is making the notification and who is the responsible party (if different)? - name, address and phone number
- Where did the release occur? (exact location, address, and county)
- What was the material involved in the release/threatened release?
- What was the quantity released/threatened to be released?
- What are the potential hazards presented by this release/potential release, if known?
- How did the release happen?
- Whether or not a body of water is affected?
- Local agencies that are on-scene and/or notified?
- What containment and/or cleanup actions have been taken?

The following illustrates the decision-making process for notification, and the list of agencies that are contacted by the OES Warning Center. It should be noted that in the event of a hazmat incident, the OES Warning Center can also assist responding agencies in contacting other response agencies during business hours and after-hours.



Notification Flow Decision Tree



☞ ***NOTE***: *Agency notifications are made according to Warning Controller Procedures, which are based on current laws & regulations, pre-determined criterion and agreements made between OES and the agencies that want to be notified.*

***** Not intended to be all inclusive or applicable for all incidents *****

OES Warning Center Notification Tree

National Response Center

The 24-hour telephone number for the **National Response Center** is:

- **(800) 424-8802**, or
- **(202) 426-2675**

The federal government has its own single-point notification facility at the National Response Center (NRC). The NRC must be notified of oil spills, hazardous chemical releases, pipeline accidents, transportation accidents involving a hazardous material or oil, a release of radioactive material, and a release of etiological or hazardous biological material in excess of federal reporting quantities.

Be prepared to report as much of the following as possible:

- Your name, address and telephone number;
- Name of the party or individual responsible for the incident;
- Mailing address of the responsible party;
- Telephone number of the responsible party;
- Date and time that the incident occurred or was discovered;
- Specific location of the incident;
- Name of the material spilled or released;
- Source of the spilled material;
- Cause of the release;
- Total quantity discharged;
- Was material released to air ground, water or subsurface;
- Amount spilled into water;
- Weather conditions;
- Vessel name, railcar/truck number or other identifying information;
- Name of carrier;
- Number and type of injuries or fatalities;
- Whether evacuations have occurred;
- Estimated dollar amount of property damage;
- Description of cleanup action taken and future plans; and
- Other agencies that you have notified or plan to immediately notify.

Written Notification

Written notification must be made as soon as practicable, but no later than **30 days** from the date of release.

- **Emergency Release Follow-up Notice Reporting Form** (also known as the Section 304 Report, or Follow-up Report) found in 19 CCR § 2705.
  - to be completed by a business responsible for the release.
  - for CERCLA chemicals ≥ RQ only
  - submit to the CEPRC/LEPC, Attn: Section 304 Reports at P. O. Box 419047 Rancho Cordova, CA 95741-9047
  - One form is filled out for each chemical released.
  - If the incident involves a series of separate release of chemicals at different times, the releases should be reported on separate reporting forms.

Section 304 of SARA requires, as soon as practicable after a release occurs, that

the facility provide written emergency release follow-up notices. The written report must be sent to the state commission and to the LEPC.

The report must include an update on information required under the immediate notice provisions of the National Response Center, as well as the following additional information:

- Actions taken to respond to and contain the release; and
- Any known or anticipated health risks associated with the release; and, where appropriate, advice regarding medical attention necessary for exposed individuals.

- **California Hazardous Material Incident Reporting System Form** (CHMIRS)

  - to be completed by the agency responsible for command or management of the incident.
  - for release or threatened release which that agency responds to and assigns an incident number, with the exception of: (a) petroleum spills ≥ 42 gallons from vehicular fuel tanks; (b) sewage overflows; and (c) leaks in low pressure fuel lines to residential properties.
  - submit to the OES HazMat Division at P. O. Box 419047, Rancho Cordova, CA 95741-9047

The CHMIRS program collects and analyzes statistical data from state and local government agencies. The information provided assists in establishing training and equipment needs, identifies trends in chemicals involved in incidents, addresses time and weather conditions as a factor in spills, and other important statistical data that assists agencies in reducing the frequency and severity of hazardous material incidents. The CUPA/AAs must ensure that "... the CHMIRS report shall be completed by the agency responsible for Incident Command immediately after the conclusion of the emergency response phase...Procedures for submitting CHMIRS reports should be included in Area Plans for all CUPA/AAs." Forms and instruction manual are available from OES at 916-464-3283.

- **DOT Hazardous Material Incident Reporting System (HMIS) form**

A transporter must fill out a U.S. Department of Transportation Hazardous Material Incident Reporting System (HMIS) form for all incidents that have been reported to the National Response Center or when there is any unintentional release of a hazardous material during transportation. Further information is available from the Information Systems Manager, Office of Hazardous Materials Transportation, DHM-63, Research and Special Programs Administration, U.S. Department of Transportation, Washington D.C.20590.

Managing Emergency Operations

Objectives

This subsection of the HMICP establishes policies and procedures to ensure the effective management of emergency operations during the release or threatened release of a hazardous material. It describes the organization and structure of an appropriate response and provides state agencies with a basis for integrating their activities within the overall management of the incident response.

Specific objectives of managing emergency operations include:

- Establishing guidelines for the management and coordination of emergency operations.
- Establishing priorities, and adjudicating any conflicting demands for support.
- Establishing the framework for coordinating and maintaining liaison with appropriate federal, state, and other local governmental agencies and applicable segments of the private sector.
- Establishing the methodology for requesting and allocating resources and other support.
- Providing guidance for identifying and activating communications systems.
- Providing guidance for disseminating warnings, including evacuation and sheltering in place.
- Providing guidance for managing the movement and reception and care of persons in the event an evacuation is ordered.
- Providing guidance for collecting, evaluating, and disseminating damage information and other essential data.
- Providing guidance for the coordination of mutual aid.

Standardized Emergency Management System (SEMS)

Overview

In order to respond to frequent and multiple disasters occurring anytime and anywhere in the state, it is important that emergency response agencies operate within a clear and consistent organizational structure. Many different agencies must work together effectively to protect the public health, environment and property during disasters.

As a result of the October 1991 Oakland Hills fire, attention was drawn to the need for better coordination among emergency services responders. Senator Petris introduced SB 1841 (chaptered in California Government Code § 8607, effective January 1993), which directs OES to establish, by regulation, the Standardized Emergency Management System (SEMS). The SEMS regulations (19 CCR 2400 - 2450) took effect in September of 1994.

SEMS was established to provide an effective response to multi-agency and multi-jurisdictional emergencies in California, by standardizing key elements of the emergency management system. SEMS is designed to be flexible and adaptable to the varied disasters in California and to the needs of the emergency responders, and is intended to facilitate and improve: the flow of information; priority setting; interagency cooperation; and the mobilization, deployment, utilization, tracking and demobilization of resources. All state agencies *must* use SEMS when responding to multi-agency or multi-jurisdictional emergencies. All local government *must* use SEMS to be eligible for state reimbursement of their response-related personnel costs in multi-agency or multi-jurisdictional emergency responses. Although federal agencies are not required to follow SEMS, many recognize the need to work within SEMS in California and are incorporating this into their response plans.

Key Components

SEMS incorporates the following key **components**:

1. Multi-agency or inter-agency coordination;
2. State's Master Mutual Aid Agreement & existing mutual aid systems;
3. Operational area concept; and
4. Use of the Incident Command System (ICS).

- **Multi/inter-agency coordination**

Multi/inter-agency coordination is the participation of affected agencies and disciplines, involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including:

- establishing overall priorities and response strategies;
- allocating critical resources;
- sharing information; and
- facilitating communications.

A multi-agency or inter-agency group may be formally established to facilitate the above objectives. The group, involving representatives of local governments, may

meet regularly during a response or on an as needed basis.

- **Mutual Aid**

Mutual Aid is the system used for obtaining additional emergency resources (equipment and/or personnel) from non-affected jurisdictions when an incident requires response resources that exceeds the capabilities of the affected response agencies and/or jurisdictions.

A Master Mutual Aid Agreement in California was originally signed in 1950. Under this agreement, cities, counties, and the state have joined together to provide for a comprehensive program of voluntarily providing services, resources, and facilities to jurisdictions when local resources prove to be inadequate to cope with a given situation. Written mutual aid plans and operating procedures have been developed for several discipline-specific mutual aid systems that function on a statewide basis within the Master Mutual Aid Agreement. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional, and state levels consistent with SEMS.

In a hazardous material incident, mutual aid will most often involve providing a vehicle outfitted with specialized equipment for abating the release or threatened release of a hazardous material, and personnel skilled in hazardous material response. Mutual aid for a hazardous material response, however, differs from traditional mutual aid (i.e., fire, law, medical, coroner) due to such factors as liability, cost recovery, limited availability of hazmat response resources, multiple functions involved in an appropriate response, and no guarantee of reciprocity in the future. Therefore, alternative methodologies, such as Joint Powers Agreements (JPA) or Memorandums of Understanding (MOU), may have to be considered as an appropriate means of ensuring the best utilization of resources for response to hazardous material incidents.

In addressing a hazardous material incident that may impact that agency or jurisdiction, each public agency should assess their own capabilities and limitations, and identify any response shortfalls. Agencies are further recommended to review current mutual aid agreements (formal and informal) to ensure that hazardous material response is included.

The *Hazardous Materials Mutual Aid Plan* is currently being revised to be incorporated into the *Fire Service and Rescue Emergency Mutual Aid System*. A more detailed discussion of mutual aid is contained in the Area Plans developed by the CUPA/AAs, and the SARA Regional Plans corresponding with the six OES mutual aid regions.

- **Operational Area Concept**

The Operational Area (OA) manages and/or coordinates damage information, resource requests, and emergency response among all the political subdivisions (local governments and special districts) within a county's geographical area. The OA provides communication and coordination between the local jurisdictions and OES Regions, via the OA Emergency Operation Center. Presently, there are **58 OAs** in California.

- **Incident Command System**

At the field level, the use of SEMS is intended to standardize the response to

emergencies involving multiple jurisdictions and/or multiple agencies. SEMS requires state emergency response agencies to use the Incident Command System (ICS) as the basic emergency management system. The concept of using the ICS structure within the SEMS field response organization is based on the following:

- develop the organization to match the functions to be performed.
- fill only those organization elements that are required.
- stay within the recommended span-of-control guidelines.
- perform the function of the any non-activated organizational element at the next highest level
- deactivate elements no longer required by the incident.

Organizational Levels

SEMS consists of the following five **organizational levels**, which are activated as necessary:

1. **Field:** On-scene responders.

2. **Local:** County, city, or special districts.

3. **Operational Area:** Manages and/or coordinates information, resources, and priorities among all local governments within the boundary of a county.

4. **Regional:** Manages and coordinates information and resoruces among operational areas.

5. **State:** Statewide resource coordination integrated with federal agencies.

- **Field Response**

The field response level is where emergency response personnel and resources, under the incident commander or unified command, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

- **Local Government**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center (EOC) is activated or a local emergency is declared or proclaimed, in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

- **Operational Area**

The operational area means an intermediate level of the state's emergency services organization which encompasses the county and all political subdivisions within the county, including special districts. The operational area manages and/or

coordinates information, resources, and priorities among local governments within the operational area, and serves as the coordination and communication link between the local government level and the regional level.

- **Regional**

Due the size and geography of the state, it has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region, and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

- **State**

The state level of SEMS manages state resources in response to the emergency needs of the other levels, and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

SEMS Maintenance System

The purpose of the SEMS Maintenance System is to establish and formalize a process for ensuring on-going maintenance and operations related to SEMS. The SEMS Maintenance System consists of three levels of operation, as follows:

1. SEMS Advisory Board

The primary purpose of the Advisory Board is to give advise and recommendations to the Director of OES in the administration of the SEMS regulations. The responsibilities of the Advisory Board are to assist the Director of OES in matters related to maintaining and operating SEMS.

2. SEMS Technical Group

The Technical Group responds to the needs and directives of the Advisory Board and recommends policy changes to the Advisory Board. The Technical Group reviews and coordinates proposals/recommendations submitted by the Specialist Committees, MARACs, and the OES SEMS Support Unit. The Technical Group oversees the establishment and function of the Specialist Committees, as well as providing direction, analysis, and evaluation of their recommendations.

a) SPECIALIST COMMITTEES

Specialist Committees may be formed under the direction of the Technical Group as necessary, and membership is decided by the Technical Group. Specialist Committees only function on an “issue by issue” basis and are not intended to be permanent. Examples of Specialist Committees would include the following:

- Mutual Aid Systems
- Hazardous Materials
- Training
- Guidance
- Compliance

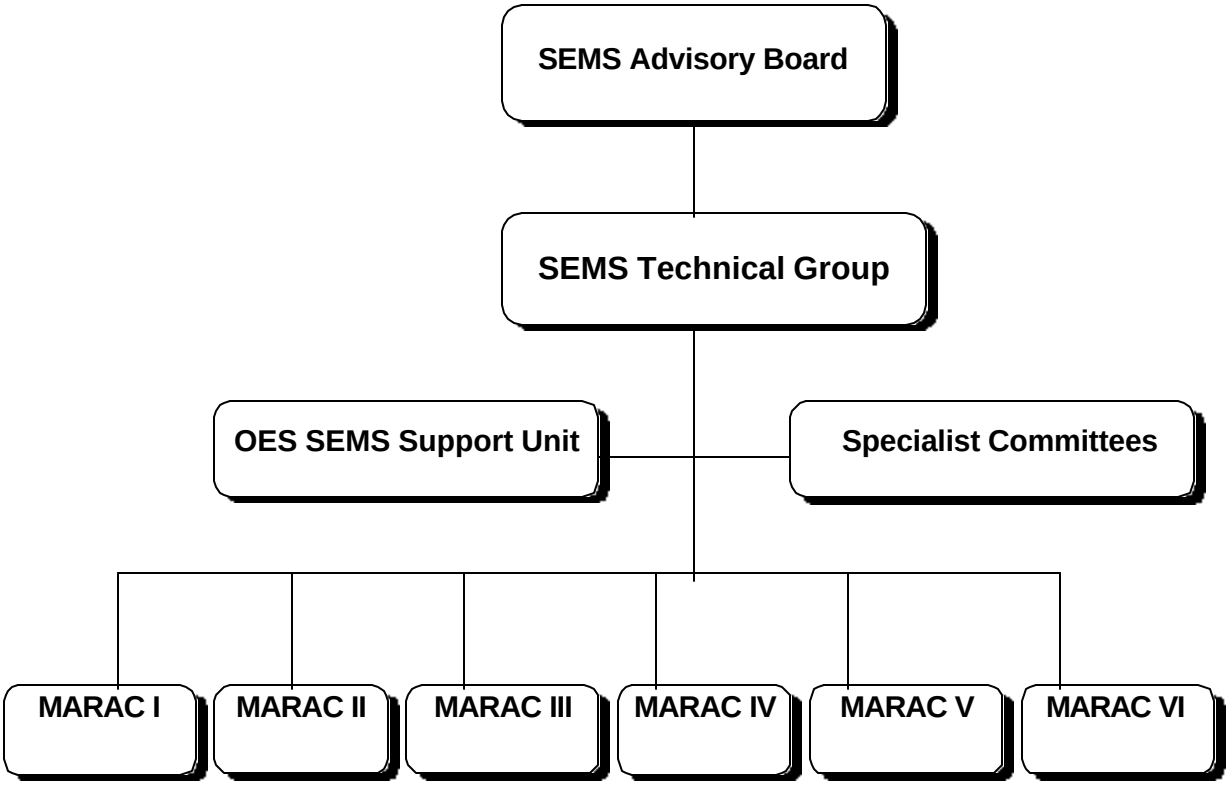
- Operational Area

b) OES SEMS TECHNICAL SUPPORT UNIT

The OES SEMS Technical Support Unit provides on-going technical support for the Maintenance System. The types of activities that are done include: document control, printing, meeting preparation, travel arrangements, newsletters and status reports.

3. MARACs

Mutual Aid Regional Advisory Committees (MARACs) are the principal source of input and information to the SEMS Maintenance System. There are MARACs in each of the six mutual aid regions in the state, which provide a broad base for local government participation in the SEMS Maintenance System. MARACs may be formed around, or incorporate, existing local government advisory committees. Recommendations from the MARACs to the Technical Group is the primary means by which SEMS is maintained and improved. Collectively, these multi-agency groups ensure that changes are made to the System when necessary. The overall organization of the **SEMS Maintenance System** is depicted below.



SEMS Maintenance System

The Incident Command System

Introduction

Of the many types of emergency situations encountered, few are as potentially complex as that of a hazardous materials incident. In any type of hazmat incident, many local, state and federal agencies may become involved where each has different interests, responsibilities and authorities, yet all having the common goal of protecting life, property, and the environment. In order to provide a coordinated response effort and ensure that each agency's needs are met, a management tool or system is needed. That management tool is the *Incident Command System*.

The Incident Command System (ICS) is a management system described as a set of policies and procedures, personnel, facilities, communications, and equipment integrated into a common organizational structure designed to improve emergency response operations of all types and complexities.

The complexity of incident management, coupled with the growing need for multi-agency and multi-functional involvement at incidents involving hazardous materials, has increased the need for a single standard incident management system that can be used by all emergency response disciplines. ICS provides that framework from which all response agencies, as well as the responsible party, can work together in an efficient and effective manner.

ICS Mandates

In California, the Incident Command System (ICS) is the required organizational structure to be used by response agencies involved in a hazmat incident. Refer to the following laws and regulations, both federal and state, that require organizations responding to hazardous material incidents to operate under an Incident Command System.

- **FEDERAL:**
  - Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986.
  - 29 CFR 1910.120(q)
  - National Fire Protection Association (NFPA) 1561 - requires the establishment and use of the ICS within fire departments.
  - 40 CFR 300 - National Contingency Plan (NCP)

- **STATE:**
  - 8 CCR 5192(q)
  - California Government Code (CGC)
  - 19 CCR (SEMS regulations) - states that where an agency has jurisdictional authority over a multiple-agency emergency incident, it shall organize the field response using ICS.

ICS Principles

There are certain ICS principles that apply to any emergency situation, regardless of

its type or size. As a result, ICS can be used by all response agencies and addresses those problems commonly encountered in any emergency situation. The following describes the basic principles of ICS. Collectively, these principles identify the unique quality and benefits of utilizing ICS at an incident, over other systems.

- **Management by Objectives (MBO):** The objectives established by Command are "realistic" with input from subordinate positions on whether or not the objectives can be met. In this manner, Command is aware of organizational limitations and with input from subordinate positions, there is greater motivation to meet the objectives. MBO covers four essential steps, which occur at every incident regardless of size and complexity:

    1. Know agency policy and direction
    2. Establish Incident Objectives
    3. Develop appropriate strategies
    4. Perform tactical direction (includes establishing tactics appropriate to the strategy, assigning the right resources and monitoring performance)

- **Agency Autonomy:** Throughout ICS, each agency retains control over its own legal and fiscal responsibilities, agency roles, and organizational procedures.

- **Chain of Command:** Means that every individual has a designated supervisor, and that an orderly line of authority within the organization with lower levels subordinate to and connected to higher levels (also known as a "top down" management style).

- **Personnel Accountability:** The following is required at each incident to ensure personnel accountability:

    1. Check-in/Check-out
    2. Unity of Command (everybody has only 1 supervisor)
    3. Unit Logs
    4. Resource status (don't forget, people are resources too)

- **Organizational Flexibility & Adaptability:** The ICS organization adheres to a "form follows function" philosophy. In other words, the organization should reflect only what is required to meet planned tactical objectives. As the incident changes in nature, the chain of command can be expanded or contracted as needed.

- **Unified Command Structure:** Unified Command in ICS is a management process which allows all agencies who have jurisdictional or functional responsibility for the incident to jointly develop a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability. Unified Command allows agencies and responsible parties having legitimate responsibility at an incident to be part of the Incident Command function, as well as integrated throughout the ICS organization as appropriate. Unified Command may be implemented due to the following situations:

    1. Incidents that have **single jurisdiction** involvement, but with **multi-agency** responsibility, or

2. Incidents that have **multi-jurisdiction** and **multi-agency** involvement.

- **Effective Span-of-Control:** ICS is designed to provide an effective span-of-control, where the number of individuals one supervisor can effectively manage falls within a range of 3 to 7 (5 subordinates is ideal).

- **Common Terminology:** In ICS, common terminology is applied to the following:

  1. organizational elements
  2. position titles
  3. resources
  4. facilities

- **Integrated Communications:** Communications at the incident are managed through the use of a common communications plan and an incident based communications center. The plan includes such information as the planning and integration of all communications frequencies and resources, hardware systems, and procedures for transferring information.

- **Comprehensive Resource Management:** A comprehensive resource management system in ICS is designed to overcome problems of either too few or too many, lost, or mismanaged response resources. To simplify status keeping and reduce span-of-control, resources assigned to an incident may be managed in one of three ways, depending on the needs of the incident:

  - **Single resource** - the equipment, plus the required individuals to operate it, are assigned as primary tactical units.
  - **Task Force** - a combination of single resources, with communications and a leader, temporarily assembled to meet specific tactical needs.
  - **Strike Team** - a specified combination of the same type of resources, with communications and a leader.

  The status condition of each resource is also tracked during an incident by the Resource Status Unit in the Planning Section and is monitored by one of three status conditions:

  1. **Available** = ready for immediate assignment.
  2. **Assigned** = performing an active assignment.
  3. **Out of service** = not ready for assignment.

- **Consolidated Plans:** Every incident must have an Incident Action Plan (IAP) to provide appropriate direction for future actions by identifying incident objectives, strategies, and priorities. The IAP is prepared in advance for every Operational Period, which is normally 12-24 hours. Other plans jointly developed at an incident that are a part of the IAP, would include the following:

  - Communications Plan
  - Site Safety Plan
  - Medical Plan
  - Waste Management Plan

- **Pre-designated Facilities:** Prior to an incident, facilities that may be used in and around the area of an incident are pre-designated. These facilities would include the following:

    - Incident Command Post (where field operations are directed from)
    - Staging Areas
    - Mobilization Centers
    - Mass Care Centers
    - Evacuation Centers
    - Emergency Operations Center (to support field operations and help coordinate activities involving several command posts).

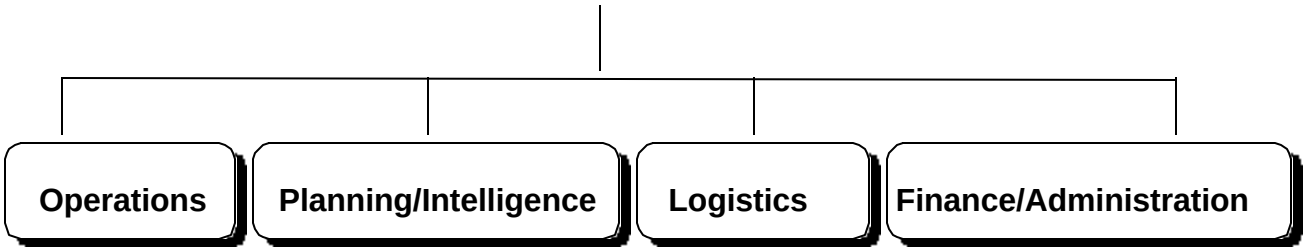
- **Modular Organization:** The ICS is a modular organization that is based on five functional areas and has the capability to expand or contract to meet the needs of the incident. A basic rule of ICS is that the duties of any position that is **not** filled will be assumed by the next higher position; therefore, the person at the top of the organization is responsible for all aspects of the incident organization until the authority is delegated to another person. The organizational elements within the incident command system include the following:

    1. Function
    2. Section
    3. Branch
    4. Division/Group
    5. Unit

ICS Organization

The ICS organization is comprised of **five primary functional areas**, as described and depicted below:

1. **Command:** Responsible for the overall management of the incident.
2. **Operations:** Responsible for directing the tactical actions to meet incident objectives.
3. **Planning/Intelligence:** Responsible for the collection, evaluation, and display of incident information; maintaining status of resources; preparing the Incident Action Plan, and incident-related documentation.
4. **Logistics:** Responsible for providing adequate services and support to meet all incident needs.
5. **Finance/Administration:** Responsible for keeping track of incident-related costs, personnel and equipment records, and administering procurement contracts associated with the incident.



All five of these functions must be present when implementing ICS, but may be expanded to differing degrees depending upon the size and nature of the incident. First on-scene at a hazmat response is usually the IC who will initially have responsibility for all functions, later delegating authority to others to perform in these functions as dictated by the incident.

Depending on the incident, many factors will determine how these five functions will be developed. These factors would include, but not be limited to, the following:

- **Location** (on/off-highway, Coastal or inland)
- **Nature of substance** (oil, chemical, radiological, or biological materials)
- **Magnitude** (minor, moderate, major, or catastrophic)
- **Capability** (adequately trained personnel and proper equipment)
- **Mandate** (responsibility/authority designated by a legislative body or statute)
- **Responsible party** (RP willing and able to provide an adequate response)
- **Financial** (funding agency requires direct control over expenditures).

At the end of Part Two, an illustration is provided which suggests an ICS structure that may be used at a hazardous materials incident, utilizing a multi-branch organization.

COMMAND

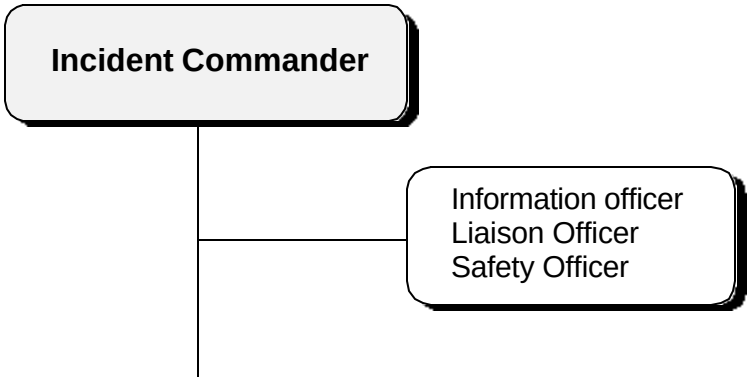
Introduction

The **Command** function is responsible for the overall management of the incident, which directs, orders or controls resources by virtue of some explicit legal, agency, or delegated authority. The on-scene command of an incident is carried out by the **Incident Commander** (IC). Selection of the IC is based on who has the primary authority - functional (e.g., fire, law, health & safety) and/or jurisdictional (e.g., local, state, federal, tribal) - for the overall control of the emergency event.

Organization

The **Incident Commander** is supported by the **Command Staff**, which is comprised of the following positions:

- Information Officer (IO)
- Liaison Officer (LO)
- Safety Officer (SO)



Additionally, the IC may appoint a **Deputy IC,** who may be from the same agency or from an assisting agency, to assist in managing the incident. These positions report directly to Command and assist in fulfilling the duties of coordination with others and overall safety of the organization's members.

The Incident Commander plus the Section Chiefs who manage the other four sections (Operations, Planning, Logistics, and Finance) comprise the **General Staff**.

Roles & Responsibilities

The following describes the roles and responsibilities of the Incident Commander and the Command Staff:

- **INCIDENT COMMANDER**

The Incident Commander (IC) is the person in charge at the incident, and must be fully qualified to manage the incident. Command responsibilities are executive in nature. The IC develops, directs, and maintains a viable organization and is responsible to keep that organization coordinated with other agencies, elected officials, and the public. Command responsibilities include:

- organizing to meet the needs of the incident
- establishing incident control objectives
- setting priorities for the overall incident
- assuring development of command-approved Action Plans
- approval of resource orders and releases
- approval of public information releases
- coordination with public officials and other agencies

- **LIAISON OFFICER**

For incidents that are multi-jurisdictional, or have several agencies involved, a Liaison Officer position may be established on the Command Staff. The Liaison

Officer is the point of contact for all agency representatives assigned to the incident by assisting and/or cooperating agencies. An "agency representative" is an individual assigned to an incident from an assisting and/or cooperating agency to represent their agency on the Multi-Agency Coordination (MAC) Group and has been delegated full authority to make decisions on behalf of their agency (such as appropriating funds and resources).

- Assisting Agencies - assist on an incident by directly contributing tactical resources to the agency or jurisdiction that is responsible for the incident (e.g.; fire, police or public works personnel and equipment sent to another jurisdiction's incident would be considered an assisting agency).

- Cooperating Agencies - support the incident or supplies assistance *other than* tactical resources (e.g.; American Red Cross or Salvation Army sending supplies; or a county fire or environmental health department may provide a representative for technical expertise or coordination purposes).

All arriving responders must coordinate with the Liaison Officer prior to or upon arrival at the scene of an incident. The Liaison Officer maintains a list of agency representatives, responds to requests from incident personnel for inter-organizational contacts, and monitors incident operations to identify current or potential inter-organizational issues.

☞ **NOTE**: In the last HMICP publication (1990), the term State Agency Coordinator (SAC) was used for the position responsible for assisting the IC and for coordinating the responses of all state agencies at the scene of the incident. Erroneously, the role of the SAC has often been confused with the role of the IC, which has caused alot of consternation and frustration amongst response agencies. This designation, however, is an artifact from the past before SEMS and ICS were implemented statewide, and from old statutory (CVC §2454) and contingency plan (HMICP, oil spill) language. The statute has since been changed, and this designation is now obsolete. The term "SAC" is no longer used in hazardous materials response, as the duties of the SAC are consistent with those of the Liaison Officer within the ICS.

- **SAFETY OFFICER**

The Safety Officer (SO) position is mandated by Fed/OSHA (29 CFR §1910.120) and Cal/OSHA (8 CCR §5192) for all hazardous materials incidents. The IC will designate a Safety Officer, who is knowledgeable in the operations being implemented at the emergency response site, with specific responsibility to identify and evaluate present or potential hazardous and unsafe situations at the scene of the incident.

The Safety Officer will immediately inform the IC of any actions needed to be taken to correct any hazardous or unsafe situations; however, the SO may exercise *emergency authority* to immediately alter, suspend, or terminate those activities that are judged to be hazardous or unsafe and personnel are in imminent life-threatening danger.

Regardless of the size or location of a spill, an *"**emergency response plan**"*

(sometimes known as a Site Safety Plan) must be developed by employers whose personnel respond to emergencies, usually tasked to the site Safety Officer, in accordance with 8 CCR 5192(q). Emergency response organizations may use the local or state emergency response plan as part of the site safety plan (to avoid duplication), in addition to the specific emergency response plan elements listed in the regulations [8 CCR 5192(q)(2)(A-L)].

There is only one Safety Officer assigned for each incident; however, it is sometimes prudent for the SO to assign assistants to help coordinate health and safety activities directly relating to the Hazardous Material Group during a multi-hazard response. The assistant "hazardous material" safety officer's authority will derive from the incident Safety Officer, but will report to the Hazardous Materials Group Supervisor or equivalent.

- **PUBLIC INFORMATION OFFICER**

The Public Information Officer (PIO) is responsible for developing and releasing information about the incident to the news media, incident personnel, and other appropriate agencies and organizations. For incidents involving numerous response agencies, only one PIO will be assigned for the incident operating under the Unified Command. The PIO may have assistants, usually information officers from responding agencies or jurisdictions, who should all work together in a joint information effort within the Joint Information Center (JIC). The PIO should consider the following when determining the location of the JIC:

- separate from the Incident Command Post, but close enough to have access to information;
- an area for media relations and press/media briefings;
- information displays and press handouts made readily available; and
- ability to arrange for tours and photo opportunities.

In order to avoid release of conflicting or sensitive information, all information (whether verbal or printed) should be coordinated through the PIO and must be approved by the Incident Commander or Unified Command prior to its release. The type of information that would be released during a hazardous materials incident would include the following (see **Attachment #8** for examples):

- emergency instructions and critical information to the affected public, including health and safety issues;
- information regarding incident cause, size, current status, resources committed, and potential short or long term impacts, if known.

Unified Command

According to the SEMS regulations, the Unified Command Structure (UC or UCS) is defined as a unified team effort that allows all agencies with responsibility for an incident, either geographical or functional, to establish a common set of incident objectives and strategies that all can subscribe to. A unified command is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability, thereby enabling different agencies with overlapping

areas of jurisdiction to work together efficiently and to partake in the consensus decision-making process. The Unified Command staff may consist of empowered officials representing each jurisdiction, as well as the responsible party, and one member of the unified command may be selected as the overall spokesperson. This "spokesperson" of the UC may either represent the primary jurisdiction being affected and/or have a functional responsibility.

So, why unify command? Some hazmat incidents require the response of several agencies, each with its own legal obligation to perform some type of action. The Unified Command represents an important element in increasing the effectiveness of these multi-jurisdictional and/or multi-agency incidents. As an incident becomes more complex and involves more agencies, the need for UC is increased.

The Unified Command concept of the Incident Command System offers a process that all participating agencies and responsible parties can use to improve overall management, whether their responsibilities at an incident are functional (fire, law, health & safety), jurisdictional (local, state, federal, tribal), and/or legal in nature. Some examples of incidents where the Unified Command may be used are as follows:

- Incidents that affect more than one geographical jurisdiction (multi-jurisdiction)
- Incidents that affect more than one functional jurisdiction (multi-agency)
- Incidents that affect both geographical and functional jurisdictions

Unified Command is the *consistent* means of organizing a variety of autonomous agency and responsible party representatives to *combine* objectives and actions into one *concerted* emergency response effort. Unified Command is based on *commonality*, where many inefficiencies and duplications of effort are overcome by:

- Integrating into a single incident organization;
- Assigning personnel from multiple agencies into various positions throughout the ICS, such as Command, Operations, Planning, Logistics and Finance sections, depending on their qualifications and expertise;
- Co-locate facilities by meeting and working together at one location (the field Incident Command Post);
- Utilizing a common set of response objectives and procedures;
- Participating in a single planning process and preparing a single plan of action (IAP);
- Utilizing coordinated communications systems;
- Sharing planning, logistical, and finance operations;
- Ensuring that joint planning for response activities will be accomplished
- Ensuring that integrated response operations are conducted;
- Utilizing a coordinated process for resource ordering, mobilization, tracking, and demobilization;
- Keeping track of financial costs

It should be noted that the Unified Command is not a "committee" where all differences must somehow be resolved before any action can take place, but rather a "team effort" that promotes open sharing of objectives and priorities. A *collective* (not to be confused with the terms "common" or "identical") set of objectives and priorities are created to address the needs of the entire incident.

If multiple agencies or jurisdictions are involved in the response, Incident Commanders at a hazardous materials incident will be organized under the Unified Command structure which may include the following:

- **Federal On Scene Coordinator (FOSC)**

Under the National Contingency Plan (NCP), the Federal On Scene Coordinator (FOSC) is the senior official for all response efforts. These responsibilities are shared between the U.S. Coast Guard (USCG) and the U.S. Environmental Protection Agency (USEPA). The USCG is the lead for response and recovery efforts at oil and hazmat incidents in the coastal zone, while the USEPA is the lead for oil and hazmat incidents in the inland zone. Boundaries between the USCG and the USEPA zones can be found in the Regional Contingency Plan (Annex II) and in the Area Contingency Plans (Annex A/Appendix IV). In some circumstances, the FOSC may be a representative from the Department of Defense, Department of Energy, or other federal agencies if their jurisdiction is affected. In accordance with the NCP, the FOSC activities shall, to the extent practicable, include any one or all of the following:

1. Collect pertinent facts about the discharge or release, such as:

- the source and cause of the release;
- the identification of potentially responsible parties;
- the nature, amount, and location of released materials;
- the probable trajectory, direction, and time of travel of the released materials;
- whether the discharge is a "worst case" discharge;
- the pathways to human and environmental exposure;
- the potential impact on human health, welfare, safety, and the environment;
- the potential impact on natural resources and property which may be affected;
- priorities for protecting human health and welfare, and the environment;
- potential violations of applicable laws and regulations;
- appropriate resource and cost documentation.

2. The NCP states that the FOSC shall coordinate efforts with other appropriate federal, state, local, and private response agencies, and that the FOSC may designate capable persons from federal, state, or local agencies to act as their on-scene representatives. The local government, therefore, will typically manage a response and the FOSC's only involvement would be notification of the incident, act as an advisor to the IC, assist state and local agencies with any technical advise, monitor the response, and have confidence that the local government official on-scene (serving as the FOSC representative) has the capabilities to conduct an effective response. The response will be federalized **only** when local agencies are unable to safely and/or adequately respond. If assistance is requested by state or local agencies (through the SEMS hierarchy), the designated FOSC from either

the USCG or USEPA will make every effort to provide assistance and be on-scene, if necessary.

3. Consult with the RRT, when necessary, in carrying out the requirements of the NCP and keep the RRT informed of activities under the NCP.

4. Address worker health and safety concerns at a response scene. The FOSC may call upon the Human Services representative to the RRT for assistance in determining public health threats, and the Occupational Safety and Health Administration (OSHA) for advice on worker health and safety problems.

5. Ensure that the trustees for natural resources are promptly notified of discharges. The FOSC shall consult and coordinate with the affected Natural Resource Trustees on all response activities, removal actions to be taken, and if endangered or threatened species, or their habitat are affected.

6. Assess cleanup feasibility and determine when cleanup is satisfactory.

7. Submit pollution reports (POLREPS) to the RRT and other appropriate agencies as significant developments occur during response actions.

8. Ensure that all appropriate public and private interests are kept informed and that their concerns are considered throughout the response, to the extent practicable.

9. Ensure recovered material is properly managed and/or disposed.

10. If the RP is unwilling, unable, or unknown and the requirements of the incident exceed the capabilities of state and local government, the FOSC may activate the federal funding (OPA, CERCLA) and direct the expenditures in support of the response activities. State and local governments, however, are not authorized to take actions under Subpart D of the NCP that involve federal expenditures unless an appropriate contract or cooperative agreement has been established.

- **Incident Commander (IC)**

The Incident Commander (IC) is the person responsible for overall scene management and safety. The IC should be a representative from the state or local agency that has the greatest jurisdictional or functional responsibility for the incident. The first state or local official on scene shall assume the responsibility of the IC, until relieved by the appropriate local or state government representative who has the responsibility to assume the IC role. Responsibilities of the IC include the following:

1. If first on-scene, establish the ICS and the Incident Command Post (ICP) from where the response operation will be coordinated. If the ICS is already established, notify the current IC or Liaison

Officer upon arrival and either assume the IC role if appropriate or integrate into the ICS - make sure you have clear IC authority and know agency policy.

2. Ensure incident safety.

3. Monitor the operation and effectiveness of the organization.

4. Assess the situation and establish immediate priorities.

5. Determine incident objectives and strategies.

6. Coordinate the activities of the Command and General Staff.

7. Manage Planning meetings as required

8. Approve and authorize the implementation of the IAP.

9. Approve requests for or the release of additional resources.

10. Authorize the release of information to the news media.

11. Order demobilization of the incident when appropriate.

12. Ensure incident after-action reports are completed.

- **Responsible Party (RP)**

The "Responsible Party" (RP) is a legally recognized entity (person, corporation, business, partnership, etc.) that has a legally recognized status of financial accountability and liability for actions necessary to abate and mitigate adverse impacts to human health and safety and the environment resulting from a non-permitted release or discharge of hazardous materials.

The Responsible Party should be consulted in decisions that impact the hazardous material response, and should be given the opportunity to abate the incident using their own resources, as long as it isn't a detriment to the overall operations. The questions that must be answered to the satisfaction of the Incident Commander include, but are not limited to:

 Can the incident be abated adequately and in a reasonable amount of time?

 Is the proposed abatement and mitigation agent (cleanup contractor) of the RP able to, and legally allowed to, perform the required tasks?

 Can the waste generated be properly managed and/or disposed?

If the Responsible Party is unknown, or is unable or unwilling to provide

acceptable abatement and mitigation of the incident, it may be necessary for a public agency to assume the role of Responsible Party. The reason for a public agency taking the responsibilities associated with those of the Responsible Party are to best protect the public health, safety, and environment by expediting the abatement and mitigation of the incident.

?? Who should be in command ??

Agency Role - Responding agencies will be filing one of two roles: they will be either *jurisdictional*, with direct statutory responsibility and authority; or they will be *supporting agencies* who have been called for help. Only jurisdictional agencies with statutory responsibility on some part of the incident can assign a representative as an IC or one of the Unified Commanders.

Agency Authority - Agencies who assign a representative as an IC or to the Unified Command must have the authority to order, transport, and maintain the resources necessary to meet Command objective.

Agency and responsible party representatives must also have the fiscal authority and capability to pay for the incident's response and recovery costs (even if the money source comes from state and/or federal assistance).

In determining an IC, it is important to consider the statutory and regulatory authorities that mandate which agency will fulfill the IC role during a hazmat incident.

- California Government Code § 8618 states that "the **responsible local official** in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident, including the direction of personnel and equipment provided through mutual aid."

- California Vehicle Code § 2454 states that the IC for on-roadway hazmat incidents is the law enforcement agency having primary traffic investigative authority; for roads in unincorporated areas and state highways & freeways, and state facilities & properties, the IC is the **CHP**.

- California Fish & Game Code § 5650 designates the DFG as the guardian of fish, wildlife, and natural resources, but does not explicitly designate DFG as the IC at off-highway incidents, as is often assumed. California Government Code § 8670.7 does, however, designate the **DFG/OSPR** as the IC at oil spill incidents in the marine waters of the state.

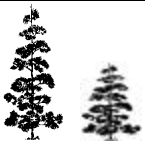
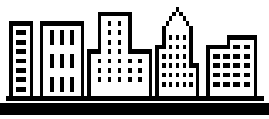
- 40 CFR 300 and the National Contingency Plan state that the **USCG** has command authority for incidents in the coastal zone, while **USEPA** has command authority for incidents in the inland zone. This authority can be delegated to the state.

Command authority is further illustrated in the table on the following page.

Federal On-Scene Coordinator (FOSC)

 **Coastal Areas** 	**U.S. Coast Guard**
Inland Areas 	**U.S. Environmental Protection Agency**
Federal Facilities and Properties 	**Jurisdiction Specific** - Federal agencies, such as the Department of Energy or Department of Defense, may function as the FOSC for incidents involving federal facilities and properties within their jurisdiction.

Incident Commander (IC)

On-Highway  **(**Incorporated, *excluding* all freeways**)**	"The **law enforcement agency** with primary traffic investigative authority". Within the limits of a city (local streets or roads, exclusive of freeways), IC authority may be vested by the local governing body (which has jurisdiction over that location) to either the: ‣ local **law enforcement** agency, or ‣ local **fire protection** agency.
On-Highway (Unincorporated roadways, *including* all freeways, vehicular crossings and toll bridges**)**	**California Highway Patrol** (CHP)
 **Off-Highway**	**Jurisdiction Specific**
State Facilities and Properties 	**California Highway Patrol** (CHP) - The CHP will function as the IC for hazardous materials incidents at all state facilities and properties where they have the most specific criminal investigative authority, even if they are located within the political boundaries of a city.

OPERATIONS

Introduction

The **Operations Section** is responsible for the management of all tactical operations taking place at any specific phase of an incident, including response and recovery.

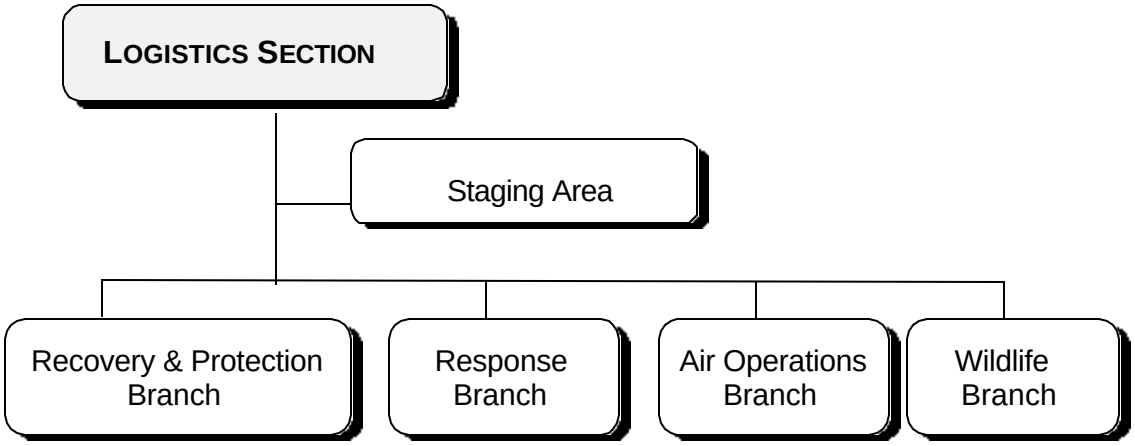
Organization

The Operations function is coordinated by the Operations Section Chief, who reports to the Incident Commander and selects staff that is required within their specific functional area. In a unified command structure, there is only one Operations Section Chief, but personnel from other agencies may provide input and coordination to the tactical operations.

The Operations Section consists of the following components:

- Ground or surface-based tactical resources
- Air resources
- Staging areas

Resources are acquired through the Logistics Section and funding issues are addressed by the Finance Section.



Roles & Responsibilities

Operations is charged with carrying out Command direction to meet the objectives covered in the Incident Action Plan (IAP). Other responsibilities would include, but not be limited to, the following:

- achieving command objectives
- directing tactical operations
- participating in the planning process
- modifying Action Plans to meet contingencies
- providing intelligence to Planning and Command
- maintaining discipline and accountability

State agencies will perform Operations functions consistent with their authorities and training, such as traffic management or first on-scene activities. As a general rule, state agencies will act in support of local operations personnel, or in some instances they may assume the lead role in operational activities. For example: as part of their county fire contracts, CDF maintains several hazardous materials teams that have the lead operational role; or coastal oil spills and radiological releases may exhibit stronger State and Federal operational roles than other types of hazardous materials emergencies.

Appropriate management of a hazardous material incident will often involve the movement of personnel and equipment in a potentially hazardous situation. To minimize the danger to responders, the public, and the environment, the Operations Section must take definitive action while taking all due caution. The activities associated with operations require an understanding of control zones, the differentiation of levels of hazardous material emergency response training, and the different levels of personal protective equipment.

The HazMat Responder

The following information is provided in **Attachment # 7** of this plan which provides further information to be used by the hazardous materials responder:

- Hazardous Materials Response Training
- Hazardous Materials Response Teams
- Levels of Response
- Personal Protective Equipment
- Protective actions (evacuation and sheltering-in-place)

PLANNING/INTELLIGENCE

Introduction

The **Planning Section** is responsible for the management of all information relevant to an incident. The Planning Section collects, evaluates, and disseminates information for use at the incident. This would include past, present, and future information about the incident, the status of resources, and the situation status on a real-time basis. Dissemination of this information can be through the Incident Action Plan, formal briefings, and/or through map, electronic, and status board displays.

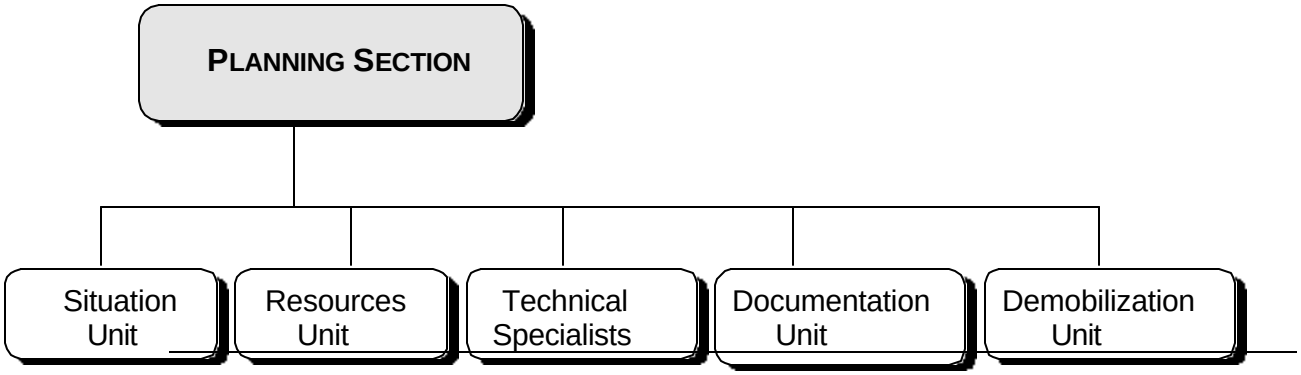
In some instances, personnel with specialized skills may be temporarily assigned as "Technical Specialists" to provide their knowledge and expertise in support of the incident. Technical Specialists may function as a separate unit within the Planning Section, or assigned anywhere in the ICS organization where their expertise is required. The following are examples of the types Technical Specialist positions that might be utilized during a hazardous materials response:

- Legal Specialist
- Environmental Specialist
- Sampling Specialist
- Waste Management Specialist
- Alternative Response Technologies (ART) Specialist
- Scientific Support Coordinator (SSC) Specialist
- Radiological Specialist
- Water Resources Specialist
- Hydrologist/Geologist Specialist
- Training Specialist

Organization

The Planning Section is managed by the Planning Section Chief, who reports to the Incident Commander, and selects the staff that is required within their specific functional area. In a unified structure, there is only one Planning Section Chief, but personnel from other agencies may provide input into the planning process. There are four units within the Planning Section that can be activated as necessary:

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit



Roles &

Responsibilities of the Planning Section would include, but not be limited to, the

Responsibilities

following:

- Throughout the incident, gather and analyze data to:
    - Understand the current situation;
    - Predict probable course of incident events; and
    - Prepare alternative or contingent strategies for the incident.
- Prepare and maintain displays, charts, and/or lists which reflect the current situation of incident-related activities. The following are examples of Status Boards for situation display:
    - Story Board - initial notification, weather/tides, situation reports
    - Incident Status Summary
    - Response Objectives
    - Resources at Risk Summary
    - Situation and Planning Maps
    - Response Resources Status
    - Organization Chart
    - Assignment List
    - Meeting Schedule
- Conduct Planning meetings.
- Develop and distribute approved Action Plans, for each operational period
- Coordinate with the Operations Section to obtain current data and ensure that appropriate actions are taken according to the IAP.
- Coordinate with the Finance Section to ensure that documentation for cost recovery is complete and accurate.
- Documentation of the incident for legal, analytical, and historical purposes.
- When the incident is terminated, ensure that all After Action Reports are completed and submitted, including those from government agencies and other organizations, as required.

The planning process

At every incident, no matter how small, some amount of planning is required for an effective and efficient response. ICS uses a planning process based on the following Management by Objective (MBO) concepts:

- Policy, objectives, and priorities are set by Command. With Unified Command, both functional and geographical response authorities are allowed to combine objectives and actions.
- The organization required to meet the objectives is designed by Operations & Planning.
- Branch, Division, and Unit assignments are detailed.
- A "reality-checking" review of the initial work is carried out. All participants in the process examine the tentative plan for completeness, feasibility, and capability to meet objectives. Results of the review are used to revise the plan.
- The Incident Action Plan is completed in advance by Planning for every Operational Period throughout the incident.
- Approval of the plan is done by the Incident Commander or Unified Commanders

before it is implemented.
- Support and service needs, including communication requirements, are identified and obtained by Logistics.
- Financial abilities and constraints are considered by Finance.

Incident Action Plan

In order to effect a coordinated and efficient response, every incident should have an **Incident Action Plan** (IAP). However, the need for a written plan is based on the incident and the decision of the Incident Commander (e.g.; a plan need not be written for small oil spill contained on an asphalt roadway and clean-up lasts for only a couple of hours). Listed below are a few examples of when written action plans should be developed and used:

- When several jurisdictions are involved;
- When resources from multiple agencies are necessary; and
- When the incident requires changes in shifts of personnel and/or equipment.

The following information should be included in the IAP for the operational period that the plan is written for:

- Establish incident objectives, priorities, and strategies. Ensure these adequately reflect the policy and needs of all the jurisdictional agencies that may be impacted by the incident.
- Provide an organization list/chart.
- Provide an assignment list.
- Specify tactics for each Group.
- Identify Operations facilities and reporting locations (plot on map).
- Identify resources (equipment and personnel) needed by each Group.
- Identify tactical support activities (communications, traffic, safety, etc.) and overhead needed by each Group.
- Incorporate additional information from plans supporting the incident, such as the Communications, Health & Safety, Medical, Waste Management, Traffic, Air Operations, Vessel Routing, and Demobilization plans.

LOGISTICS

Introduction

The **Logistics Section** is responsible for ensuring that all of the necessary personnel, equipment, facilities, and services are obtained and delivered in support of incident response and recovery operations.

Organization

The Logistics Section is managed by the Logistics Section Chief who reports to the Incident Commander and selects the staff that is required within their specific functional area. In a unified structure, there is only one Logistics Section Chief, but personnel from other agencies may provide input. The Logistics Section Chief may assign a Deputy when all designated units within the Logistics Section are activated.

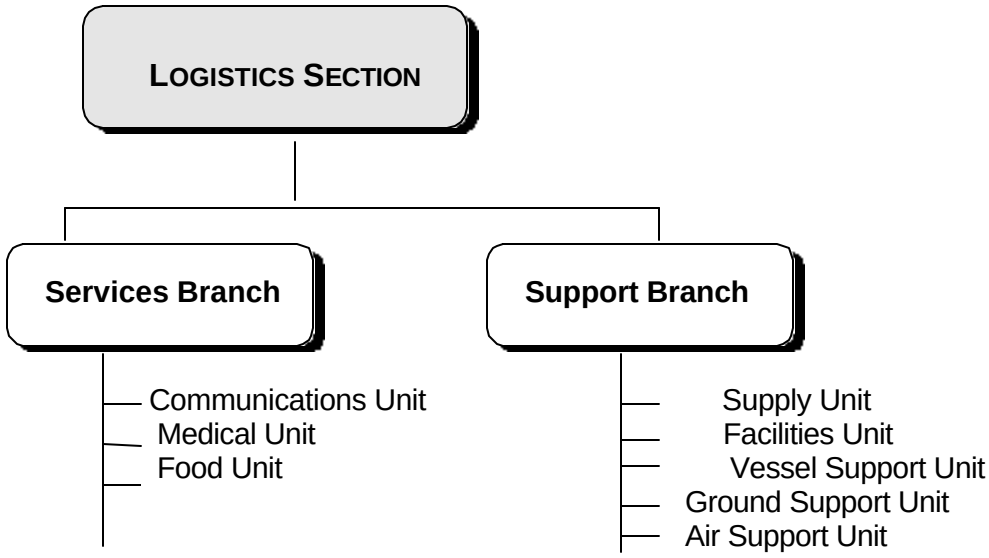
For large incidents, the Logistics Section may be divided into **two Branches**, usually for span of control reasons:

-  **Service Branch** - is responsible for those tasks that keep the organization going, such as communications, food services, and medical care for personnel within the ICS organization (not the public).

-  **Support Branch** - assures that all parts of the organization can function; they provide adequate facilities, obtain supplies and resources, and service equipment. Logistics includes all support needs to the incident.

Each Branch is led by a Branch Director who reports to the Logistics Section Chief. **Six units** may be established within the Logistics Section, as follows:

- Supply Unit
- Facilities Unit
- Ground Support Unit
- Communications Unit
- Food Unit
- Medical Unit.



Roles & Responsibilities

The Logistics Section is responsible for obtaining resources to support and maintain all incident-related activities. Prior to an incident, a good local or regional emergency plan should be developed to identify the types of response resources that may be needed, where they are located, and how they can be acquired within a community (e.g.; the OPA '90 Area Contingency Plans for California's coastal areas). Having such a plan available for use during an incident greatly decreases the timeframe in obtaining these resources, as well as the frustration level when trying to quickly find resources in a high stress situation.

Examples of the types of response resources anticipated to be used at an incident would include:

- Facilities
- Transportation
- Communications
- Supplies
- Trained personnel
- Equipment maintenance and fueling
- Food services
- Medical services

☞ **NOTE:** Once resources are acquired by Logistics, the management of those resources is the responsibility of the Planning and Operations Sections.

Each responding agency or jurisdiction should provide the necessary resources and logistical support within their capabilities prior to accessing outside sources. For major incidents, OES may activate the state's disaster response mechanism (i.e., the State Operations Center/Regional Emergency Operations Center) to address resource shortfalls, in accordance with SEMS.

Communications

Most often, communications is the weak link at large incidents and incidents that

require response from multiple agencies. Incompatible radio frequencies, being out of range, inconsistent terminology, and extensive radio traffic are examples of problems encountered in field response to hazardous material incidents. To facilitate better lines of communication, all response agencies participate in their local and/or regional planning process prior to an incident to identify, establish and coordinate communications *links* with those entities that will be contacted *and information exchange* during an actual emergency response.

During an incident, the Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

The following is an overview of key radio channels for coordination of hazardous material incidents. The most common interagency channels used in hazardous material incidents are CALCORD and WHITE FIRE. Several other radio frequency systems are also discussed below:

- **California On-Scene Emergency Coordination Channel (**CALCORD 1**):** The California On-Scene Emergency Coordination System was established to provide common radio frequencies to be used statewide by state and local Public Safety and Special Emergency agencies during periods of man-made or natural disasters or other emergencies where interagency coordination is required. CALCORD will be used in mobile and portable units at the scene of any emergency incident requiring coordinate action by more than one agency. These agencies must be eligible to operate in the Public Safety or Special Emergency Radio Services. It is intended that this system be used to facilitate communications when ICS is used. Use of this system will be limited to emergency operations only, with the exception of tests and drills.

- **White Fire:** There are three white channels available to all fire agencies. White #1 is authorized for base station and mobile operation. The other two channels are for mobile and portable use only. All three White channels are designated by the Federal Communications Commission as “Inter-system” channels, and are intended solely for interagency fire operations. White #2 and White #3 are intended for on-scene use only.

  ☞ **NOTE:** White #1 may be used under special conditions for alerting or warning and for announcements of special interest.

- **California Law Enforcement Mutual Aid Radio System (**CLEMARS**):** Available to all law enforcement agencies in California. Also available to certain other selected public safety agencies. Used on a day-to-day basis for law enforcement activities. Used in emergency and disaster situations in accordance with established priorities. The state will perform required frequency coordination and FCC licensing.

- **California Law Enforcement Radio System (**CLERS**):** This is the statewide law enforcement point-to-point network. It is designed and installed by the State of California. Virtually every county and major city in the state has a control

station. It is composed of 16 separate mountaintop relay stations inter-connected through the State Microwave System. It permits contact from any member station to an other member station. In addition to counties and cities, the State OES and California Highway Patrol have stations. It is considered the backbone of the statewide emergency communications system.

- **OES Fire Radio:** The OES Fire Radio Net (Crossband System) is used for the day-to-day coordination of the Statewide Fire and Rescue Mutual Aid System and is consistent with the intent and provisions of the State Fire and Rescue Emergency Plan. The purpose of this system is to provide for centralized coordination, direction, and control of OES fire and rescue resources mobilized to combat major fire or other emergencies. The system is also used for the gathering and dissemination of information during major disaster operations.

- **California Emergency Services Radio System (**CESRS**):** This is a statewide mobile relay system utilizing 26 mountaintop repeaters. It is designed to serve state and county OES use. Many counties have control and base stations on this network. The network is interconnected through the State Microwave System to provide for statewide intertie. CESRS was formerly referred to as the Local Government (LG) radio system.

- **Special Emergency Radio Services:** This system is intended to be used to facilitate communications when ICS is used. Use of this system will be limited to emergency operations only, with the exception of tests and drills.

- **Hospital Emergency Administrative Radio System (**HEAR**):** This frequency is available to any eligible agency for "the rendition and delivery of medical service, and may be designated by common consent as an inter-system mutual assistance frequency under area-wide medical communications plan." Certain areas in California have such a plan, and the balance of the state shall operate under the basic HEAR system. This limits usage to communications between hospital and ambulances or between base hospitals, normally for emergency traffic, and for large-scale or disaster operations.

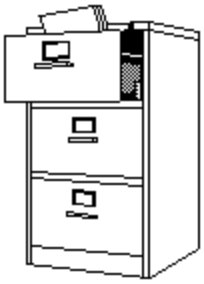
- **OASIS:** The Operational Area Satellite Information System (OASIS), a satellite based communications system with a high frequency radio backup, is an information and resource tracking system for operational areas. OASIS provides both a communications network and an information dissemination system linking three of the five SEMS organizational levels. The communications components to the system include a satellite system in each county operational area linked to selected state, federal, and local agencies. The information processing component of OASIS contains fifteen functional forms which provide a rapid and accurate means of transferring information between locations on the OASIS network.

FINANCE/ADMINISTRATION

Introduction

The **Finance/Administration Section** is responsible for tracking all incident costs and evaluating the financial considerations of the incident. Except when the involved agencies have a specific need for those services, not all incidents will require a Finance/Administration Section.

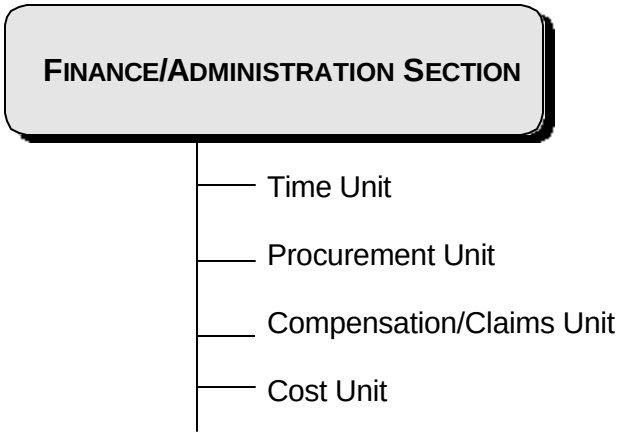
Organization



The Financial/Administration Section is managed by the Finance Section Chief who reports to the Incident Commander and selects the staff that is required within their specific functional area. The Finance Section Chief is usually a representative from the jurisdictional agency requiring financial services, and may designate a deputy.

There are four units within the Financial/Administration Section that can be activated as necessary:

- **Time Unit** - responsible for equipment and personnel time recording.
- **Procurement Unit** - responsible for administering all financial matters pertaining to vendor contracts.
- **Compensation/Claims Unit** - responsible for the overall management and direction of *Compensation for Injury Specialists* and *Claims Specialists* assigned to the incident.
- **Cost Unit** - responsible for the collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.



Roles & Responsibilities

Finance authorizes expenditures in accordance with agency policies, but does not actually order or purchase anything, as it is the Logistics Section that is responsible for obtaining all the needs/resources after approval by Finance. To accomplish it's accounting tasks, Finance uses the Incident Action Plan, resources-status tracking, and Logistics acquisition records.

Finance also performs the following tasks during an incident:

- Overall financial management and accountability of all incident expenditures
- Disaster relief records
- Contracting with vendors
- Agreements with other agencies
- Injury & damage documentation
- Claims and cost recovery documentation
- ICS personnel reimbursement

Local Government Funding

Local government level can conduct recovery operations as long as the appropriate resources (equipment and personnel), training, and funding is made available. Funding for cleanups may be obtained at the local level in several ways:

- **Cost recovery** against the **RP**
- **General fund** that is available for the purpose of financing the costs associated with a hazardous material incident impacting their local jurisdiction. Accessing this fund is usually accomplished by contacting the agency controlling the fund or through local government emergency communications dispatch;
- **Special funds**, such as landfill tipping fees; and/or
- As part of the **HazMat Program fee**.

If the local government, cannot obtain adequate funding, then funding may be made available from one or more of the following State or federal agencies to appropriate the necessary funds, as applicable.

State Government Funding

The State of California operates a number of funds that are earmarked for specific aspects of hazardous material emergency response. Three of these funds address the *impacts* or *potential impacts* of an incident, while the other funds address incidents that impact specific state *agencies*.

Both impact-specific and agency-specific funding sources are discussed in further detail on the following pages.

☞ IMPACT-SPECIFIC FUNDING SOURCES

❶ ILLEGAL DRUG LAB CLEANUP ACCOUNT

The DTSC Clandestine Lab Cleanup Program is authorized to expend funds from the Illegal Drug Lab Cleanup Account (IDLCA), established in the General Fund, to provide assistance to state and local law enforcement agencies and other emergency response agencies in emergency hazardous substance removal actions at sites involving clandestine drug lab manufacturing activities and drug lab waste abandonment.

- **Funding Source:** Health and Safety Code § 25354.5
- **Annual Total:** $7,000,000
- **Administered by:** DTSC Emergency Response Program
- **Contact:** During normal business hours, contact the DTSC on-call Emergency Response Duty Officer at (916) 323-3600 or (800) 260-3972. After normal business hours, including weekends and holidays, contact the OES State Warning Control Center at (916) 262-1621 or (800) 852-7550. Notify OES of the incident and that State assistance for the cleanup is needed. Request OES to contact the on-call DTSC Emergency Response Duty Officer who will do the following:
  - Contact the requesting agency;
  - Determine if the incident is eligible for funding;
  - Establish the scope of work, obtain a cost estimate, and estimated time of arrival from the contractor;
  - Authorize contractor to respond;
  - Issue a Clandestine Laboratory Unit Expenditure (CLUE) number and USEPA ID number (although normally the requesting agency will use the county Emergency EPA ID number or the Clandestine Lab EPA ID number); and
  - Direct DTSC contractor activities.
- **Maximum Single Award:** N/A
- **Types of Incidents Covered:** Removal actions which include the removal and disposal of bulk chemicals, precursors, waste residues, and grossly contaminated materials. The Program also provides for limited soil removal where chemicals/waste provide an immediate contact threat.
- **Information to Provide:** The following information should be provided to the on-call DTSC Emergency Response Duty Officer:
  - Requesting agency information: name, agency, phone number,

address, etc.
- Description of the incident (e.g., type of illicit drug laboratory);
- Location and address of clan lab site or abandonment;
- Hazard characterization results, showing that the hazardous substance meets at least one of the following criteria - toxicity, corrosivity, reactivity/explosivity, and/or flammability;
- Inventory of hazardous substances - by container, quantity, and contents (hazard class or chemical name).
- RP information (laboratory/facility operators and/or property owners): name, address, date of birth, drivers license number, and social security number.
- Owner of property must first be advised of responsibility to pay for cleanup (unless an innocent landowner) - is the RP able or willing to pay?
- Alternative funding sources are not available or applicable to this incident;
- Additional documentation:

    - DTSC Clandestine Laboratory Incident Report
    - DTSC Clandestine Laboratory Cleanup Work Log
    - Copy of Hazardous Waste Manifest
    - Names of responding agencies

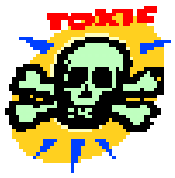
- **Limitations:** The Program does <u>not</u> provide for:

    - Chemicals/waste that do not meet the definition of a hazardous waste - Flammability, Corrosivity, Reactivity, and/or Toxicity.
    - Cleanup on Indian lands;
    - Remedial action costs (e.g., cleanup of ground water or residual soil contamination, or removal and disposal of structural appurtenances such as contaminated carpet, counters, drywall, furniture, and permanent fixtures);
    - Removal of uncontaminated glassware, empty containers, or other materials constituting a “solid waste problem”.

    Additionally:

    - DTSC contractors are not first responders (if Level A is required, then contact the local HazMat Team);
    - DTSC contractors are dispatched <u>only</u> by the DTSC Duty Officer - otherwise you pay;
    - This is not a reimbursement program;
    - DTSC does NOT provide evidentiary collection or storage;
    - The requesting law enforcement agency is responsible for maintaining site security until the removal action is completed.

Cost Recovery: N/A



❷ EMERGENCY RESERVE ACCOUNT

The Emergency Reserve Account (ERA) provides funds for the purpose of taking immediate corrective action necessary to remedy or prevent an emergency resulting from a fire, explosion, or human exposure to a release or threatened release of hazardous substances. This includes "midnight dumping", uncontrolled or threatened releases of hazardous substances, spill situations involving an unknown responsible party, or other actions (such as fencing, sampling, guard services, etc.) requiring stabilization or mitigation to prevent potential emergencies. This DTSC Emergency Response Program also provides DTSC field response to major incidents, and professional expertise in emergencies (e.g., toxicology, geology, alternative technology, legal).

- **Funding Source:** Health and Safety Code § 25354

- **Annual Total:** $1,000,000

- **Administered by:** DTSC Emergency Response Program

- **Contact:** During normal business hours, contact the DTSC Emergency Response Duty Officer at (916) 323-3600 or (800) 260-3972. After normal business hours, including weekends and holidays, contact the OES State Warning Control Center at (916) 262-1621 or (800) 852-7550. Notify OES of the incident and that State assistance for the cleanup is needed. Request OES to contact the on-call DTSC Emergency Response Duty Officer who will do the following:

  - Contact the requesting agency;
  - Determine if the incident is eligible for funding;
  - Establish the scope of work, obtain a cost estimate, and estimated time of arrival from the contractor;
  - Authorize contractor to respond;
  - Issue an Emergency Response Expenditure Report (ERER) number and USEPA ID number (although normally the requesting agency will use the county Emergency EPA ID number or the Clandestine Lab EPA ID number); and
  - Direct DTSC contractor activities.

- **Maximum Single Award:** $20,000

- **Types of Incidents Covered:** The DTSC Emergency Response Program provides coordination and support to local agencies to mitigate a HazMat emergency situation, as follows:

  - Cleanup of off-highway spills or abandonment of hazardous substances;
  - Supplement response capabilities of local agencies in large HazMat incidents;
  - Provide assistance for hazard assessment to communities without emergency response capabilities.

  A "*HazMat emergency*" is defined as a situation involving a release

or threatened release of a hazardous substance where there is a threat to public health and/or the environment.

- **Information to Provide:** The following information should be provided to the DTSC Emergency Response Duty Officer:

  - Requesting agency information: name, agency, phone number, address, etc.
  - Description of the incident (e.g., type of illicit drug laboratory);
  - Location and address of clan lab site or abandonment;
  - Hazard characterization results, showing that the hazardous substance meets at least one of the following criteria - toxicity, corrosivity, reactivity/explosivity, and/or flammability;
  - Inventory of hazardous substances - by container, quantity, and contents (hazard class or chemical name).
  - RP information (laboratory/facility operators and/or property owners): name, address, date of birth, drivers license number, and social security number.
  - Owner of property must first be advised of responsibility to pay for cleanup (unless an innocent landowner) - is the RP able or willing to pay?
  - Alternative funding sources are not available or applicable to this incident;
  - Additional documentation:

    - Emergency Response Incident Report (ERIR)
    - Cleanup work Log
    - Copy of Hazardous Waste Manifest
    - Names of responding agencies

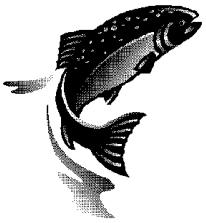
- **Limitations:**
  - The DTSC Duty Officer must authorize the contractor and all expenditures in advance of funds being spent - no retroactive payments will be made.
  - The cleanup of the following materials will not be funded unless special circumstances exist, which are determined by DTSC to represent a significant threat to human health or the environment:

    - Waste oil
    - Diesel fuel
    - Fuel tank spills from vehicular accidents
    - Latex paint
    - Household hazardous waste
    - Infectious waste
    - Radiological waste

  - Funds will not be made available for incidents on State, federal or Indian lands.

  - Funds will not be made available if the spill occurs on either a State highway, where the Department of Transportation has jurisdiction; or navigable waters, where the USCG has jurisdiction.

- **Cost Recovery:** Cost recovery (incident costs plus a10% administrative fee) will be sought under §25360 of the Health and Safety Code at incidents where the RP is identified.

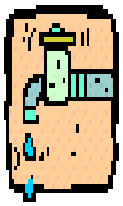


❸ FISH AND WILDLIFE POLLUTION ACCOUNT

- **Funding Source:** Fish and Game Code §13010-13013
- **Annual Total:** Funds in the Sub-accounts under the Fish & Wildlife Pollution Account shall not exceed the amounts listed below:
  - Oil Pollution Administration - $5,000,000
  - Oil Pollution Response & Restoration - $10,000,000
  - Hazardous Materials Administration - $5,000,000
  - Hazardous Material Response & Restoration - $10,000,000
- **Administered by:** Department of Fish and Game (DFG), Wildlife Protection Division
- **Contact:** State Warning Control Center at (800) 852-7550
- **Maximum Single Award:** No limit
- **Types of Incidents Covered:** Cleanup and abatement actions of materials threatening to pollute, contaminate, or obstruct waters of this state to the detriment of fish, plant, bird, or animal life.
- **Information to Provide:** Eligibility determined by DFG representative on-scene.
- **Limitations:**
  - The receptors must be fish, wildlife, and/or habitat.
  - DFG has made a reasonable effort to have the RP remove the substance causing the prohibited condition in a timely manner, or reimburse the Department for the cost of removal.
  - Funds are not available for disbursement from the DTSC Emergency Response Program (see above).
- **Cost Recovery:**
  - All funds recovered for cleanup, removal, or abatement cost incurred by the State pursuant to § 5655 or 12015, plus proceeds of civil damages recovered through legal actions pursuant to § 12016 (Fish & Game Code).
  - Any money paid by the State Water Resources Control Board to the Department of Fish and Game pursuant to § 13442 of the Water Code.

❹ OIL SPILL RESPONSE TRUST FUND

- **Funding Source:** California Government Code § 8670.46 -8670.53.95
- **Annual Total:** Up to $109,750,000
- **Administered by:** Department of Fish & Game, Office of Spill Prevention and Response (OSPR) Administrator
- **Contact:** OSPR 24-hour Dispatch at (916) 445-0045
- **Maximum Single Award:** Up to $109,750,000
- **Types of Incidents Covered:** Response, containment, and cleanup of oil spills, or threats thereof, into marine waters, including damage assessment costs and wildlife rehabilitation.
- **Information to Provide:** Call OSPR's 24-hour dispatch at (916) 445-0045
- **Limitations:**
  - Only oil spills, or potential oil spills, into marine waters will be funded.
  - RP is unknown, unable, or unwilling to provide adequate and timely cleanup and/or pay for damages.
  - Federal oil spill funds are not available or will not be available in an adequate period of time.
  - State may be reimbursed from the federal fund.
  - An OSPR representative must be on-scene and oversee response and recovery activities.
- **Cost Recovery:** N/A



❺ WATER POLLUTION CLEANUP AND ABATEMENT ACCOUNT

- **Funding Source:** California Water Code §13440 -13442
- **Annual Total:** N/A
- **Administered by:** State Water Resources Control Board
- **Contact:** (916) 327-4428 during business hours, or the State Warning Control Center at (800) 852-7550 after hours and request that they contact someone at the SWRCB.
- **Maximum Single Award:** Verbal requests for emergency funding are limited to $50,000. No limit for written requests.
- **Types of Incidents Covered:** Assistance to public agencies with the authority to clean up waste or abate its effect.

- **Information to Provide:** Contact State Board, Office of Chief Counsel at (916) 232-5344 for information and written application form.

- **Limitations:**
  - Only releases directly impacting or threatening to impact the surface and groundwater are eligible.
  - Assistance is not provided on a retroactive basis.
  - Approval for use of these funds must be obtained prior to any expenditure.
  - The only costs covered are those over and above normal operating costs of the agency which are directly incurred for cleanup and abatement.
  - Assistance is not provided if other funds are available.
  - Non-emergency fund requests must be written and formally approved by the State Board (approximately 6 weeks).

- **Cost Recovery:** N/A

☞ STATE AGENCY-SPECIFIC FUNDING SOURCES

The following is a listing of state agency funds for addressing hazardous material incidents **that impact their mandate**. Other public agencies cannot access these funds.

❶ CalTrans

CalTrans administers a fund for hazardous material incidents that impact state highways and state highway right-of-ways. CalTrans has several hazardous material cleanup firms on contract, and will finance the removal of hazardous materials that impedes traffic on, but not beyond the CalTrans right-of-way (even though it originated on a state highway). The RP must be unknown, or unable or unwilling to provide adequate and timely cleanup and to pay for damages. Call the OES State Warning Control Center at (800) 852-7550 and request assistance from CalTrans.

❷ Division of Oil, Gas & Geothermal Resources

The Division of Oil, Gas & Geothermal Resources (Department of Conservation) administers a small fund to address the release of hazardous materials related to oil and gas production, drilling, maintenance, or abandonment.

❸ State Lands Commission

Lessees of state lands are required to possess insurance for bodily injury or property damage to third parties and each lease has a performance bond for hazardous materials cleanup.

❹ California National Guard

The California National Guard has an account for use in cleaning chemical spills or

other incidents caused by the National Guard only and can be accessed by the Director of Facilities and Engineering.

Federal Government Funding

The federal government administers two primary funds for incident response and recovery activities. These **agency-specific funds** are generally accessed by the state, after state resources have been exceeded. Both funds require activation by the Federal On Scene Coordinator (FOSC). In addition to these funds, the federal government also provides another funding source available directly to local governments for response and recovery activities at a hazardous materials incident. These funding sources are described in further detail below:

❶ OIL SPILL LIABILITY TRUST FUND (OSLTF) :

The Oil Spill Liability Trust Fund may be accessed by the Federal On Scene Coordinator (FOSC) - either USCG or EPA - who is performing oil removal operations under the NCP and requires financial support from the OSLTF. Information on state access to the Fund is found in 33 CFR 133 and 136, with additional guidance in the *National Pollution Funds Center's User Reference Guide.*

Local agencies should seek reimbursement through the FOSC; however, if federal funds are not available in an adequate period of time and the RP is unknown, unable or unwilling to pay, then the California Oil Spill Response Trust Fund shall be used to pay the necessary costs. Information on these procedures can be obtained from OSPR's Cost Recovery Unit at (916) 327-9407.

- **Funding Source:** Oil Pollution Prevention, Response, Liability, and Compensation Act of 1990
- **Annual Total:** Up to $1,000,000,000
- **Administered by:** National Pollution Funds Center at (703) 235-4767.
- **Contact:** National Response Center at (800) 424-8802
- **Maximum Single Award:** Up to $1,000,000,000
- **Types of Incidents Covered:** Primarily oil spills
- **Information to be Provide:** Determined by FOSC
- **Limitations:**
  - CDFG/OSPR may access this fund, following specific requirements of the National Pollution Funds Center.
  - The RP must be unknown, unwilling, or unable to perform adequately and State resources are exhausted.
  - This fund is available only for oil releases.

- **Cost Recovery:**
  - A federal mechanism exists to recover costs from the Responsible Party (RP). The RP may be subject to "triple damages" (three times the full cost of cleanup) and fines up to $5,000/day.
  - Cost recovery and documentation procedures and forms are in 33 CFR 133 and 136, with additional guidance in the *National Pollution Funds Center's User Reference Guide.* Copies can be obtained from the Eleventh Coast Guard District Marine Safety Division Office at (510) 437-2940, or the local Marine Safety Office.

❷ HAZARDOUS SUBSTANCES RESPONSE TRUST FUND (Superfund), and the COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT OF 1980 (CERCLA)

The Oil Spill Liability Trust Fund may be accessed by the Federal On Scene Coordinator (FOSC) - either USCG or EPA - who is performing hazardous substance response operations under the NCP and requires financial support from the CERCLA fund.

- **Funding Source:** CERCLA, 40 CFR 300
- **Annual Total:** NA
- **Administered by:** National Pollution Funds Center at (703) 235-4767.
- **Contact:** National Response Center at (800) 424-8802. The FOSC may access the fund by activating ESF-10.
- **Maximum Single Award:** $50,000. Amounts in excess of $50,000 require EPA approval.
- **Types of Incidents Covered:** Hazardous substances
- **Information to Provide:** Determined by FOSC
- **Limitations:** RP must be unknown, unwilling, or unable to perform adequately. Funds available only for federally managed responses.
- **Cost Recovery:** A federal mechanism exists to recover costs from RPs. The RP may be subject to "triple damages" (three times the full cost of cleanup) and fines up to $5,000/day.

❸ LOCAL GOVERNMENTS REIMBURSEMENT (LGR)

EPA's Local Governments Reimbursement (LGR) Program provides funds to eligible local governments that incur costs while performing temporary emergency

response measures. Because clandestine methamphetamine and other synthetic drug labs often include hazardous substances, local governments can be reimbursed for cleanup costs from the LGR program.

- **Funding Source:** Superfund Amendment and Reauthorization Act (SARA)
- **Annual Total:** $2,000,000
- **Administered by:** EPA
- **Contact:** Application package obtained by calling the LGR Helpline Hotline at (800) 431-9209, or via the Internet at: www.epa.gov/superfnd/oerr/er/reimburs/lgr/lgrmiss.htm
- **Maximum Single Award:** $25,000 per incident.
- **Types of Incidents Covered:** Releases or threatened releases of hazardous substances, including transportation accidents, illegally dumped wastes, tire fires, and illegal drug labs.
- **Information to Provide:** Available in application package.
- **Limitations:**
  - Only local governments or Federally-recognized Indian Tribes are eligible for reimbursement;
  - The local government or Tribe applying for LGR funds is NOT responsible for the release;
  - The local government or Tribe applying for LGR funds does not have the money in the budget for the response, nor could those costs be recovered from the RP, State government, or local government insurance;
  - Reimbursement only for costs incurred in performing temporary emergency response measures;
  - Oil or oil-related products are not covered, unless mixed with a hazardous substance;
  - Application must be made within six months of completion of response; and
  - Not all qualified requests are funded.
- **Cost Recovery:** N/A

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SECTION 4.0 RECOVERY

Recovery Phase

Recovery refers to those measures undertaken following a disaster that will return all systems (utilities, phones, government offices, etc.) to normal levels of service. For a successful recovery, a recovery organization should be established prior to a disaster and operations should begin at the onset of an emergency. Although SEMS is only required for emergency response, it is not specifically required for recovery operations. State OES, however, will continue to use SEMS principles and procedures during the response phase and other levels of government are encouraged to do the same. As in the response phase, SEMS would provide for greater coordination and efficiency at all levels during the recovery phase, particularly since personnel are already working in a SEMS environment.

The recovery phase restores communities and/or the environment to their pre-emergency condition, and includes measures such as: physical restoration and reconstruction; counseling, financial assistance programs; temporary housing; cleaning up contaminated areas; debris removal; treating contaminated ground and surface water; providing health and safety information and eliminating and/or reducing any known hazards; restoring businesses and recreational facilities (such as parks, piers, boat ramps); etc. Recovery operations can be divided into two phases:

- The **short term phase** involves activities intended to restore the community's infrastructure systems, such as public utilities (gas, electric, water, and sewer), communications systems, transportation systems, special populations (hospitals, schools, etc.), economic and social systems.

- The **long term phase** involves activities that will return infrastructure systems to pre-disaster conditions. Such activities would include the development of a recovery team, economic impact studies, resource and economic stabilization, cost recovery activities, post-event damage assessments, hazard mitigation, and update response plans based on the lessons learned.

While many incidents can be terminated shortly following the response phase, some incidents require a recovery phase, which may entail a considerable expense and time to return the area to a pre-incident condition. Agencies that have the responsibility of overseeing site cleanup operations and in determining "how clean is clean?" should be involved in the decision making process of the recovery phase as soon as possible. The transition from the response phase to the recovery phase occurs when the acute adverse aspects of the incident are eliminated. Site safety and security activities, however, must still continue throughout the recovery phase, as appropriate. During this transition, response personnel and equipment may be de-mobilized if their use is no longer needed in the recovery phase.

Under SEMS [Emergency Services Act, § 8607(f)], it is required that the Office of

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After-Action Reports

Emergency Services, in cooperation with involved state and local agencies, complete an **after-action report** within **120 days** after each declared disaster. This report shall review public safety response and disaster recovery activities and shall be made available to all interested public safety and emergency management organizations.

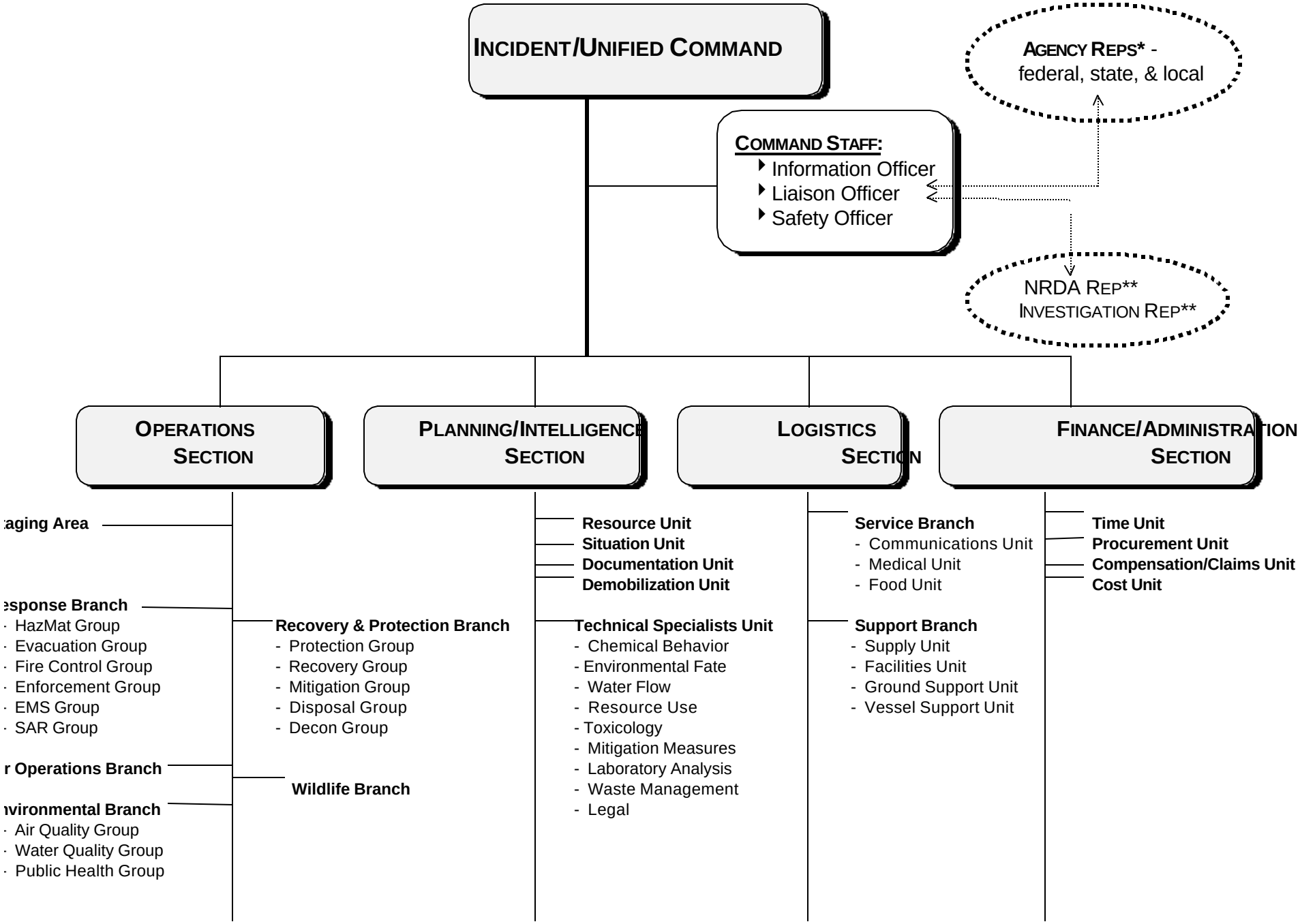
SECTION 5.0 MITIGATION

Mitigation Phase

Reducing the risk to people, property and the environment is the basic goal of emergency management. **Mitigation** , therefore, is considered the principal foundation of emergency management because it helps reduce the number of victims, property loss, and environmental damage. The mitigation phase is the ongoing effort - at federal, state, local, and individual levels - to prevent or lessen future emergency or disaster incidents and the impacts they have on people, property, and the environment. Examples of mitigation activities would include the following:

- Legislation, laws and regulations
- Variances
- Zoning and land use management
- Engineering and building codes
- Compliance
- Hazard Mitigation (HAZMIT) Plans & Teams
- Technical guidance & assistance
- Financial assistance
- Hazard Identification
- Risk Analysis
- Evaluation
- Research
- Education

Mitigation should be viewed as the means to decrease demands for emergency response resources; it reduces the principal causes of injuries and deaths; it enables a quicker lifesaving response and economic recovery because the community infrastructure remains intact; and it reduces the societal impacts of the emergency because it results in less disruption to the social environment. In essence, mitigation the foundation of sustainable community development.



Personnel and resources integrate into ICS sections via the Liaison Officer

Investigation and NRDA Representatives coordinate activities within the operational are via the Liaison Officer

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