

2014
Polk County
ESF #10
Hazardous Materials

Public Version

DRAFT

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1. Introduction

1.1 Purpose of ESF #10: Hazardous Materials

The purpose of the plan is to establish a framework by which Polk County Emergency Management Agency can coordinate the Emergency Support Function #2 Communication. This response may consist of federal, state, and local government agencies and private industries.

The public version of ESF #10: Hazardous Materials 'FOR PUBLIC DISTRIBUTION' is designed to provide the public with the following information regarding the plan:

- **Section 1** provides the introduction and purpose of the emergency support function.
- **Section 2** is a description of the roles and responsibilities of the agencies that will respond.
- **Section 3** contains important contact numbers.

Please note that the ESF #10: Hazardous Materials is a living document. It may undergo a major revision every three years and can be updated annually from submitted and committee approved changes.

For more general information please contact Polk County Emergency Management Agency at 515-286-2107 or your local emergency manager.

1.2 The role of ESF #10: Hazardous Materials

The role of Emergency Support Function (ESF) #10: Hazardous Materials is to provide guidance and direction for the planning of and response to an actual or potential discharge and/or uncontrolled release of hazardous materials (Hazmat). This plan is designed to fulfill the requirements of the Federal Emergency Planning and Community Right-to-Know Act, Iowa Code Chapter 30, and Iowa Administrative Code Section 605.

2. Participating Agencies

ESF COORDINATOR:

Polk County Emergency Management

PRIMARY AGENCIES:

Local Jurisdiction Fire Departments
Des Moines Fire Department Hazardous Materials Team
Local Jurisdiction Police Departments
Des Moines Bomb Squad

SUPPORT AGENCIES:

Polk County Local Emergency Planning Committee (LEPC)
State Fire Marshal's Office
Polk County Health Department
Iowa Department of Public Health
Iowa Department of Public Health Radiological Response Team
Iowa Homeland Security & Emergency Management Radiological Maintenance Facility
University of Iowa Hygienic Lab
71st Civil Support Team (CST)
Iowa Bomb Squad Task Force
Iowa Weapons of Mass Destruction (WMD) Hazmat Team
Iowa Special Weapons and Tactics (SWAT) Task Force

2.1 Concept of Operations

A. General

1. The Polk County Emergency Management Agency will be responsible for administrative coordination of emergency response to all hazardous material incidents/accidents with support from any/all of the other Emergency Support Functions that are a part of the Polk County Comprehensive Emergency Plan. All direction and control activities will be in accordance with the Basic Plan and other appropriate annexes.
2. Emergency incidents require activation of the Comprehensive Emergency Plan to provide coordination between agencies. This includes agencies within and outside of Polk County.

3. Support agencies will increase the need for coordination during the emergency. If the local capabilities are over-taxed, support may come from other jurisdictions, State, or Federal agencies. The use of tactical resources should be directed from the Incident Command Post (ICP) and supported by the Emergency Operations Center (EOC), depending on the type and seriousness of the incident.

B. Prevention

Meaningful effort and resources should be dedicated to the prevention of unintentional hazardous material releases and those intentional releases which are intended to cause mass destruction and harm. The prevention of a hazardous material incident eliminates potential injury to emergency responders and civilians, business interruption, negative economic effects, and adverse environmental impacts. Measure that may be considered to prevent hazardous material incidents include:

1. Adopt the most current building and fire codes to ensure buildings are appropriately designed to manufacture, store, and use hazardous materials
2. Authorities having jurisdiction should complete regular inspections to ensure compliance with adopted building and fire codes
3. Implement an employee training program to establish best practices for the handling, storage, and use of chemicals and other hazardous processes
4. Maintain an accurate inventory of chemicals and potential hazardous materials; periodically inspecting them for proper containment
5. Establish and maintain working relationships between businesses, emergency responders, emergency management officials, and other stakeholders and develop emergency operation plans for dealing with hazardous material incident that could occur

C. Warning

A hazardous materials incident could require protective measures including shelter-in-place or evacuation. Therefore, a notification and warning capability is established (see ESF #15 – Public Information) to notify the population potentially impacted regarding protective measures such as shelter-in-place or evacuation (see ESF #9 – Search and Rescue). Re-entry into the area will be only after qualified personnel are available to make recommendations based on testing, monitoring, and guidelines explained in ESF #9 – Search and Rescue.

Procedures for notification of persons designated in the emergency plan that a release has occurred is an EPCRA requirement

D. Notification

The jurisdiction's Public Safety Answering Point (PSAP)/911 Center may receive the initial notification of a release of a hazardous material via telephone from the fixed facility, from a citizen using a phone, a law enforcement officer, or a first responder through radio transmissions. The PSAP will refer to their standard operating guidelines for dispatching appropriate resources as well as coordinating and cooperating

2.2 Activities of Polk County Emergency Management Agency and Participating Agencies

A. Local Emergency Planning Committee (LEPC)

Activities:

The LEPC is designed to provide a forum for emergency management agencies, responders, industry and the public to work together to evaluate, understand and communicate chemical hazards in the community and develop appropriate emergency plans in case of accidental release of these chemicals.

The LEPC membership is appointed by the Iowa Emergency Response Commission (IERC). A list of LEPC members is listed in the appendices of this plan

Tasks:

- Develop and review local hazardous materials plan (ESF #10 - Hazardous Materials)
- Conduct hazard identification and analysis
- Assess local response capabilities
- Coordinate the exercise of ESF #10 - Hazardous Materials to ensure the plan's comprehensiveness
- Hold schedule meetings to establish short and long ranges goals mandated by EPCRA Section 303(a)
- Assist in the performance and/or updating of hazard analysis
- Appoint a Community Emergency Coordinator who is charged with responsibility for implementing ESF #10 - Hazardous Materials

B. Community Emergency Coordinator (CEC)

Activities:

The Community Emergency Coordinator shall be responsible for implementation of ESF #10 - Hazardous Materials. The CEC for Polk County is the Polk County Emergency Management Coordinator.

Tasks:

- Work with the Iowa Department of Homeland Security and Emergency Management, the Iowa Department of Public Health and the Iowa Department of Natural Resources to maintain hazardous materials

preparedness programs in Polk County. This include integrating hazardous materials information into the Polk County Comprehensive Emergency Plan

C. Fire Departments

Methods and procedures to be followed by fire service personnel in responding to a release of extremely hazardous substance is required by EPCRA. See also ESF #4 – Firefighting.

Activities:

Respond to, investigate, monitor and mitigate actual or suspected hazardous materials incidents within department and individual capabilities/level of training.

Tasks:

- Assume the role of Incident Commander on scene or participate in Unified Command as appropriate
- Implement the Incident Command System (required by EPCRA and by Occupational Safety and Health Administration)
- Determine the severity of the incident and direct response operations regarding:
 - State of incident
 - Harmful nature of materials involved
 - Type, conditions, and behavior of the shipping container
 - Conditions (location, time, weather)
 - Spread of hazardous substances after release
 - Potential losses versus control measures available
- The first unit responding shall:
 - Serve as On-Scene Commander upon arrival
 - Perform initial on-scene assessment
 - Establish a Command Post
 - Take tactical and operational actions regarding fire suppression and other immediate public safety requirements
- Establish staging areas upwind at highest elevation
- Coordinate with on-site authorities and the Emergency Operations Center (EOC), if established
- Decide which public protection actions are appropriate based on the initial phase of the incident
- Clearly specify objectives and tactics
- Make decisions based on predicted release, speed, direction and concentration of plume(s)
 - Rescue of the injured and commencement of evacuation from the exposure area or issue orders to stay indoors
 - Coordinate as well as implement the necessary resources in order to neutralize or contain hazardous materials or waste with or without a fire
 - Manage immediate containment requirements if necessary

- Coordinate the activities of all support agencies at the Incident Command Post; brief medial, law enforcement and other authorities on the hazard evaluation and environmental assessment
- Provide support staff to the EOC. Request necessary support by type (technical assistance, manpower, equipment, etc.)
- Provide assistance in search and rescue operations
- Maintain records of all persons in the exclusion area
- Provide decontamination of personnel and equipment
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D. Law Enforcement

Methods and procedures to be followed by law enforcement personnel in responding to a release of extremely hazardous substance is required by EPCRA. See also ESF #13 – Law Enforcement & Security

Activities:

Provide support during hazardous materials incidents to include evidence collection, processing forensic evidence and investigations

Tasks:

- Assume the role of Incident Commander for incidents involving actual or suspected hazardous devices, improvised explosive devices, unexploded ordnance, explosive materials, and during incidents of suspected terrorism
- Participate in Unified Command if established
- Implement the Incident Command System (required by EPCRA and by Occupational Safety and Health Administration)
- Ensure that law enforcement personnel are thoroughly familiar with emergency response procedures as set for in ESF #10 – Hazardous Materials
- Establish incident boundaries and access control points in accordance with guidelines established by the Incident Commander
- Provide for warning support
- Assist in implementing evacuation orders (see ESF #9 – Search and Rescue)
- Support the EOC, Command Post, and the Incident Commander with communications (see ESF #2 – Communications)
- Law enforcement communications center telecommunicators shall follow the Comprehensive Emergency Plan
- Hazardous materials emergencies commonly require mutual aid assistance among law enforcement agencies from surrounding jurisdictions for the coordination of traffic control. Written agreements are in place between law enforcement agencies in Polk County to ensure effective traffic coordination (see ESF #1 – Transportation) Coordination with contiguous planning districts for traffic control is a requirement of EPCRA

E. Public Works and Utilities

Methods and procedures to be followed by public works personnel in responding to a release of extremely hazardous substance is required by EPCRA. See also ESF #3 – Public Works & Engineering.

Activities:

Hazardous Materials debris removal and disposal designed to mitigate the threat to the health, safety and welfare of residents and to allow the community to return to normal activities.

Tasks:

- Assist with necessary road closures, detours, and establishment of control zones
- Ensure coordination with the Iowa Department of Transportation on state road closures
- Provide technical assistance and resources to support hazardous materials containment activities
- Water and sewer departments shall be responsible for providing remedial actions when a hazardous material may affect water sources and distribution systems
- Assist in product analysis as appropriate
- Coordinate and establish procedures for disposal of hazardous materials
- Coordinate for the posting of contaminated areas
- Assist fire departments with decontamination efforts
- Coordinate with utilities and other services essential for basic human needs
- Assist in the management of hazardous waste debris in accordance with ESF #3 – Public Works & Engineering
- Hazardous materials emergencies commonly require mutual aid assistance for the purpose of coordinating containment actions in the event of a release that could affect another county, city or state. Written agreements are in place between each organization responsible for containment actions to ensure an effective response. Coordination with contiguous planning districts for containment actions is a requirement of EPCRA.

F. Polk County Health Department

Methods and procedures to be followed by health and medical personnel in responding to a release of extremely hazardous substance is required by EPCRA. See also ESF #8 – Public Health and Medical Services. Coordination of health and medical resources with contiguous planning districts is a requirement of EPCRA.

Activities:

Create the conditions for all people to live healthy lives by engaging residents, reducing health disparities, and attending to the needs of the most vulnerable populations.

Tasks:

- Provide analysis of the situation and recommend proper epidemiological and toxicological solutions to deal with public health issues concerning hazardous materials
- Manage the distribution and use of health resources (personnel, materials, and facilities)

G. Material Resources Management

Activities:

Provide necessary equipment, supplies and resources to support hazardous materials response efforts

Tasks:

- A list of available resources is maintained by the Polk County Emergency Management Agency, including facilities and equipment in the community and at each facility in the community subject to EPCRA
- Response resources – the availability, position titles, and location of private industry contact individuals, a listing of trained personnel, and equipment available in the area is maintained by Polk County Emergency Management and the LEPC. Identification of emergency equipment and facilities in the community and at Extremely Hazardous Substances (EHS) facilities is a requirement of EPCRA
- See also ESF #7 – Resource Support

H. Fixed Facility Site

Activities:

Provide for the safety of employees and the general public through the proper use, storage, and disposal of hazardous materials.

Tasks:

- Develop on site contingency plans. These plans shall include specific responsibilities, including notification of emergency response personnel and security of the hazardous zone and containment when possible
- Provide technical support as requested in development of off-site risk assessments
- Provide planning support for off-site contingency planning.
- Provide a representative to support the Polk County LEPC
- Provide an emergency response liaison to the Emergency Operations Center (EOC)
- Provide a liaison to Command Post and assist with its emergency response missions
- Provide maintenance support and participate in exercises and drills
- Coordinate on-site emergency plans with Polk County Emergency Management
- Support the communications and warning systems that warn the public
- Initiate notification of the Department of Natural Resources, Environmental Protection Division of any release or spill of a hazardous

material under the Code of Iowa, by providing information specified on the Hazardous Materials Accident Notification Form

- Initiate written follow-up of a release in accordance with Section 304 of EPCRA
- Minimize the harmful effect of a release or contain the spill as much as possible
- Restore the environment to the extent practical including the cleanup of the released material
- Take steps to secure and protect the area and take other remedial actions until response personnel arrive
- Provide information to fire departments, and LEPC concerning methods employed to determine the occurrence of a release of a hazardous substance
- Answer and return questionnaires for risk and vulnerability surveys

I. Hazardous Materials Group Supervisor

Activities:

Responsible for the implementation of the assigned portion of the Incident Action Plan relating to Hazardous Materials

Tasks:

- Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.
- Evaluate and recommend public protection action options to the Operations Chief or Branch Director (if activated).
- Ensure that current weather data and future weather predictions are obtained.
- Establish environmental monitoring of the hazard site for contaminants.
- Ensure that a Site Safety and Control Plan (ICS Form 208) is developed and implemented.
- Conduct safety meetings with the Hazardous Materials Group.
- Participate, when requested, in the development of the Incident Action Plan.
- Ensure that recommended safe operational procedures are followed.
- Ensure that the proper Personal Protective Equipment is selected and used.
- Ensure that the appropriate agencies are notified through the Incident Commander.

J. Documentation

Activities:

Maintain accurate and complete incident files for legal, analytical, and archival purposes

Tasks:

- Establish comprehensive documentation system, including Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) administrative record
- Maintain effective documentation during demobilization
- Develop a single, central, comprehensive archive

K. Entry Team

Activities:

Carry out actions as directed by the Hazardous Materials Group Supervisor to mitigate the hazardous material release or threatened release

Tasks:

- Collect sample(s) as necessary and contain hazard
- Perform risk analysis
- Establish control areas
- Collect samples of hazardous material for product identification and analysis.
- Conduct environmental monitoring.
- Complete actions to eliminate the hazard (containment, stop flow, neutralize, etc.).

L. Back-up Team

Activities:

Dedicated back up for Entry Team while in the Hot Zone

Tasks:

Perform emergency evacuation of Entry Team if needed

M. Decontamination Team

Activities:

Establish decontamination corridor to systematically remove contaminants from personnel, victims, and equipment.

Tasks:

- Establish decontamination line, near incident, but not within potential danger area
- Uphill and upwind, if possible
- Hard surface area
- Verify entrance and exit clearly marked

N. Technical Specialists – Hazardous Material Reference

Activities:

Provide technical expertise during the development of the Incident Action Plan and other support plans

Tasks:

- Providing ongoing monitoring of local environmental conditions during operations.
- Providing an initial and ongoing survey for and identification of the presence of hazardous materials at search and rescue sites.
- Implementing defensive mitigation practices when indicated.
- Directing emergency decontamination procedures for any member or victim.
- Providing assistance to medical personnel for information regarding chemical exposure and injuries.
- Documenting all related information.
- Adhering to all safety procedures.
- Accountability, maintenance, and minor repairs for all issued equipment.
- Performing additional tasks or duties as assigned during a mission.
- Ensuring Material Safety Data Sheets (MSDS) are provided for all hazardous materials carried or used by the members.
- Ensuring all specialized equipment is maintained and calibrated according to the manufacturer's specifications.

O. Site Access Control

Activities:

Establish access control points to protect personnel and citizens from the hazards

Tasks:

- Ensure appropriate action is taken to prevent the spread of contamination.
- Organize and supervise assigned personnel to control access to the hazard site.

3. Maintenance

Mandatory Review Requirements

As required in Iowa Administrative Code, Section 605, Chapter 7, this annex will be reviewed and revised if necessary, at a minimum of every 5 years. A draft will be presented to the Polk County Emergency Management Commission for their approval and adoption.

Voluntary Review

The Polk County Emergency Management Commission will attempt to evaluate this annex continuously and revise annually based on input and feedback from support agencies and corrective action plans as recommended by after-action reporting. A draft will be presented to the Polk County Emergency Management Commission for their approval and adoption.

Plan Distribution

This annex and any subsequent revisions of this annex will be distributed to the primary and alternate Commission Members representing Polk County and all city governments within the county. The annex will also be shared with the specific primary and support agencies named at the beginning of this annex

Summary

It is hoped that this public version plan will provide the reader with an understanding of Polk County Emergency Management Agency and participating agencies' roles in the event of an incident.

The processes and agency roles and responsibilities specified may change without notice contingent upon the magnitude of the emergency or catastrophic event, as well as the actual availability of emergency response and emergency support personnel.

The ESF #10: Hazardous Materials Public Version was developed for public distribution and excludes specific information that is protected from disclosure under the Freedom of Information Act (FOIA) and similar State and local disclosure laws, and from use in civil litigation and regulatory actions.

Access to the full plan is restricted to ESF #10: Hazardous Materials emergency first responders and contains Security Sensitive Information that is For Official Use Only.

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