KITTITAS COUNTY
Local Emergency Planning Committee (LEPC)
Hazardous Materials Emergency Response Plan

This document serves as Emergency Support Function #10 – (ESF #10) of the Kittitas County Comprehensive Emergency Management Plan (CEMP).

December 2024

Kittitas County Local Emergency Planning Committee
Kittitas County Sheriff's Office – Emergency Management
307 West Umptanum Road
Ellensburg, WA 98926

Record of Changes

Date of Change:	Change Summary/Sections Affected	Position Name/Initials

EMERGENCY SUPPORT FUNCTION 10

HAZARDOUS MATERIALS RESPONSE

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

PRIMARY AGENCIES: Designated based on who has the most authorities, resources, capabilities or expertise related to accomplishment of the specific Emergency Support Function (ESF).

Washington State Patrol
Washington State Department of Ecology
Kittitas County Sheriff
Kittitas County Fire Departments – (Cle Elum Fire,
KCFD 1, KVFR, KCFD 3, KCFD 4, KCFD 6, KCFD 7,
Roslyn Fire and South Cle Elum Fire)
Central Washington University Aquatics (HAZMAT Technician support)
City of Ellensburg Water (HAZMAT Technician support)
Puget Sound Energy (HAZMAT Technician support)

SUPPORT AGENCIES: Designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities.

Kittitas County Hospital District #2
Cle Elum, South Cle Elum, Roslyn, Central Washington University,
Kittitas, and Ellensburg Police Departments
Kittitas County Public Health
Public Works: Cle Elum, South Cle Elum, Kittitas, Ellensburg, Kittitas County and Roslyn.
American Red Cross
Regulated Facilities/ Responsible Parties
Washington State Department of Fish and Wildlife
Washington Military Department – Division of Emergency Management

I. INTRODUCTION

Hazardous material incidents can occur anywhere and at any time throughout Kittitas County. The volume and distribution of hazardous materials in Kittitas County jurisdictions determines the likelihood of an incident. Transportation routes pose a major threat because of the volume and variety of hazardous materials being transported over rail and the interstate. “At risk” facilities are limited, and consist of the county jail and courthouse, due to its proximity to Twin City Foods. The 2017 Kittitas County Hazard Identification Vulnerability Analysis (HIVA) identified that a hazardous materials incident could potentially have very significant and far-reaching effects on the county. History, plus the transport of hazardous materials into and through the county, suggests a medium probability of occurrence. Hazardous materials spills generally impact a relatively small area, but if that area is a high-density population area or a critical wildlife habitat, the impact could be significant, suggesting moderate vulnerability.

This plan does not supersede local jurisdictional plans, however; every attempt should be made by participating agencies and/or jurisdictions to align their plans and operations with those described here.

Preface

Overall responsibility for the implementation of emergency management activities, as defined in this ESF, rests with elected or appointed government officials, i.e., County Commissioners, and mayors of the five cities and towns; and governing bodies of those jurisdictions with responsibilities during an emergency or disaster. Non-government organizations may include the private sector, and volunteer organizations. These are identified under the heading of Support Agencies.

Jurisdiction/Department/Agency Responsibilities (Details in Section V)

Purpose

Provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA. Specifically, it:

1. Establishes the policies and procedures under which Kittitas County will operate in the event of a hazardous materials incident, oil spill, or other release; and,

2. Prepares Kittitas County and its political subdivisions for incident response and minimizes the exposure to or damage from materials that could adversely impact human health and safety or the environment; and,

3. Outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event.

Scope

1. Emergency Support Functions (ESF) are the strategic planning annexes to the Comprehensive Emergency Management Plan (CEMP). ESF 10 provides for coordinated response to actual or potential discharges and/or releases of hazardous materials within Kittitas County.

2. Planning for every hazardous material contingency is beyond the scope of this ESF. This ESF provides broad objectives that will provide the greatest protection of life and health, the environment, and property.

Local Emergency Planning Committee (LEPC)

1. Washington Administrative Code 118-40-150 Emergency planning districts — Designation.

    a. The chief elected official of the local emergency planning district shall appoint a local emergency planning committee.
    b. Any town, city or political jurisdiction identified in RCW 38.52.070 may petition the state emergency response commission to be designated as a local emergency planning district. Prior to the approval of such designation the proposed local emergency planning district must have selected the membership of the proposed local emergency planning committee and in compliance with the requirements of EPCRA.
    c. Any local emergency planning district and the respective local emergency planning committee existing prior to the effective date of this rule shall be recognized.
    d. An existing local emergency planning district may petition the state emergency response commission to dissolve its independent status and either join the jurisdiction of the county in which it is included or join with an adjacent local emergency planning committee.

2. Washington Administrative Code 118-40-160 Local emergency planning committee — Organization, membership.

    a. Each local committee shall include, at a minimum, representation from each of the following groups or types of organizations as specified by Section 301(c) of EPCRA:

        1) State and local officials
        2) Law enforcement
        3) Emergency management
        4) Firefighting
        5) First aid, EMS
        6) Health professionals
        7) Local environmental officials
        8) Hospital
        9) Transportation personnel
        10) Broadcast and print media
        11) Community groups

    b. Owners and operators of facilities subject to the requirements of Section 302(b) of EPCRA.
    c. Each local emergency planning committee shall appoint a chairperson and establish rules by which the committee shall operate.
    d. Committee rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of emergency response plans to the public.

e. Each local emergency planning committee shall submit annually to the state emergency response commission a list of their membership and the organizations they represent.

3. Washington Administrative Code 118-40-170 Local emergency planning committee — Responsibilities.

   a. Each local emergency planning committee shall complete the preparation of a hazardous materials emergency response plan. In the development of the plan, as specified by Sections 303 (a), (b), (c) and 324 (a), (b), EPCRA, committee duties include, but are not limited to:

      1) Forming a local planning team.
      2) Designating a team leader.
      3) Evaluating the resources needed to develop, implement, and exercise the emergency plan.
      4) Identifying existing emergency response equipment and personnel.
      5) Conducting a needs assessment of emergency response equipment and personnel requirements.
      6) Providing oversight for preparation of the plan by the local planning team.

   b. Each local committee shall establish procedures for receiving and processing requests from the general public for information under Section 324 (including Tier II information under Section 312) EPCRA. Such procedures shall include the designation of an official to serve as committee coordinator for all information requests.

   Reference: Kittitas County, PUBLIC RECORDS REQUEST FORM, RCW CHAPTER 42.56 PUBLIC RECORDS ACT

4. Washington Administrative Code 118-40-180 Hazardous material emergency response plan — Content, guidelines, evaluation process.

   a. Each local emergency planning committee shall complete a hazardous materials emergency response plan as required by Section 303 (a), (b), (c), EPCRA.
   b. The local emergency planning committee shall transmit three copies of the completed plan to: Washington State Emergency Response Commission, Washington Military Department Emergency Management Division
   c. At a minimum, the plan shall include the requirements of EPCRA, the standards of the NRT-1 guidelines, and the concepts of the Washington state comprehensive emergency management plan as it is written.
   d. Upon receipt of a local emergency planning committee hazardous material emergency response plan, the state emergency response commission shall:

      1) Send a letter to the local emergency planning committee formally acknowledging the receipt of the plan and informing them of the review process.

2) Copies of the plan will then be reviewed for comment within ninety days of receipt as required by EPCRA.
3) Upon completion of this review the state emergency response commission shall, as appropriate, send a letter to the submitting local emergency planning committee acknowledging receipt and providing reviewer's comments as appropriate in meeting the intent of EPCRA.

e. The local emergency planning committees shall review and update, as appropriate, their plans annually. Changes to the plan shall be submitted to the state emergency response commission. If there are no changes to the local plan, the local emergency planning committee shall provide written notification to the state emergency response commission within thirty days of the review's completion.

5. USC Title 42 Chapter 116 (EPCRA) Subchapter I Section 11003(c) requires emergency planning to include (but is not limited to) each of the following:

a. Identification of facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002(a) of this title, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter, such as hospitals or natural gas facilities. (Reference: Appendix B – REGULATED FACILITIES)

b. Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances. (Reference: VI. A. Concept of Operations, VIII.Tabs 1-3)

c. Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan. (Reference: VI. A. 4.)

d. Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title). (Reference: Tab2/ Attachment 2– INCIDENT REPORT)

e. Methods for determining the occurrence of a release, and the area or population likely to be affected by such release. (Reference: VI. A.7-11)

f. Most companies do a PHA using the “What-if/Checklist” method, following the guideline questions and program created by the International Institute of Ammonia Refrigeration (IIAR). Other methods that could be used are: What-if; Checklist; Hazard and Operability Study (HAZOP); Failure Mode and Effects Analysis (FMEA); Fault Tree

Analysis; or an appropriate equivalent method. For ammonia systems that "What-if/Checklist" method seems to work very well.

g. EPA guidelines for considering "Worse Case" and "Alternate Case" releases, such as the document "Risk Management Program Guidance for Offsite Consequence Analysis"

h. A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities. (Reference: V. A. 3)

i. All the facilities that have ammonia should have canister or cartridge type masks for anhydrous ammonia, which would be good up to 300 PPM. A few facilities have a handheld ammonia detector. Even fewer facilities also have SCBA's, but typically these are not used for ammonia response, but for entering a CA room. Very few, if any facilities in Kittitas County have "Level A Suits". Typically, most facilities would on discovery of an ammonia release instruct everyone on site to either evacuate to a pre-designated location or shelter-in-place.

j. Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. (Reference: Appendix E – PRECAUTIONARY EVACUATION PLANS)

k. Training programs, including schedules for training of local emergency response and medical personnel. (Reference: Appendix G - TRAINING SCHEDULE)

l. Methods and schedules for exercising the emergency plan. (Reference: Appendix H – EXERCISE TYPES and SCHEDULE)

II. POLICIES

The State Department of Ecology (ECY) has overall responsibility for 24-hour environmental pollution prevention, preparedness, and response within the state of Washington as identified in the 2006 Northwest Contingency Plan.

The emergency field response to incidents of hazardous materials spills and releases is the responsibility of the fire services. The Washington State Patrol is Incident Command for hazardous materials incidents in the entire county, not just on state highways.

III. AUTHORITIES

Local

- Demonstrated by the Kittitas County Emergency Management Interlocal Agreement, 2023.

State Statutes and Regulations

- RCW 38.52.070 - Local organizations and joint local organizations authorized - Establishment, operation - Emergency powers, procedures
- Chapter 70.136 RCW - Hazardous materials incidents
- RCW 70.136.030 – Incident Command Agencies – Designation by political subdivisions
- RCW 90.56.202 – Director responsible for spill response (Department of Ecology)
- Chapter 118-40 WAC – Hazardous chemical emergency response planning and community right-to-know reporting
- Chapter 296-824 WAC – Emergency response

Federal Statutes and Regulations

- 40 CFR Part 355 – Emergency Planning and Notification
- 40 CFR Part 370 – hazardous Chemical Report: Community Right-to-Know
- US Code: Title 42, Chapter 116, Section 11003a-g – Comprehensive Emergency Response Plans
- Comprehensive Preparedness Guide (CPG) 101 Version 3.0, September 2021
- National Response Framework – October 2019
- 29 CFR 1910.120 – Hazardous waste operations and emergency response

IV. SITUATION

Emergency/Disaster Hazards and Conditions

a. Hazardous material incidents can occur anywhere and at any time throughout the county. The volume and distribution of hazardous materials in a jurisdiction determines the likelihood of an incident. Transportation routes pose a major threat because of the volume and variety of hazardous materials being transported over them.

b. The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.

c. The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish

and wildlife experts, emergency medical services, environmental health and other agencies. While upon initial assessment, some incidents may not have obvious impacts on life, property, and the environment. They may have subtle long-term consequences for human health, and the environment that will require further remediation.

Hazmat Response Hazards and Conditions

a. Kittitas County providers are trained to the Awareness level and to the Operations level. This does not permit offensive mitigation of hazardous materials incidents. Kittitas County emergency service providers work in concert with identified hazmat specialists (CWU aquatics, Ellensburg Water Department, PSE, etc.) to coordinate response and mitigation efforts under the direction of the WSP.

b. Kittitas County responders are aware that their response may be limited to defensive operations only and that additional resources are at least 2-4 hours away at the time of call.

c. Additional resources are available by request: Such as Oil/Hazmat response trailer stored at Kittitas County Fire District 7, Station #74.

d. Kittitas County responders can request WSP's Meth Lab Response Team when applicable.

e. Kittitas County responders can request Washington State DOE for clean-up and environmental mitigation.

f. Kittitas County responders can request the US Army for Explosive Ordinance Disposal when applicable.

g. Kittitas County responders can request the Tri-County Hazmat Team (Yakima, Benton and Franklin counties) after the scene has been evaluated by on-scene Technician level trained personnel.

h. The Hazard Identification and Vulnerability Assessment 2017 (HIVA 2017) can be found as an annex in this CEMP. This document identifies and provides general information on hazards that may threaten or cause injury, loss of life, or damage to property and the environment in Kittitas County. This information serves as the basis for county-level preparedness planning and as a foundation for initiating effective mitigation, emergency response, and recovery activities.

Emergency/Disaster Planning Assumptions

a. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.

b. Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

c. Hazardous materials that are transported may be involved in railroad accidents, highway collisions, or airline incidents.

d. Damage to, or rupture of, pipelines, transporting materials that are hazardous if improperly released will present serious problems.

e. Emergency exemptions may be needed for disposal of contaminated material.

f. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

g. The demand for public information may be overwhelming. The assignment of a Public Information Officer, with a Joint Information System and/or a Joint Information Center to support them will be critical in the effort to achieve a robust response. First responders and the possible responsible party will face the challenge of providing timely multi-language messaging using traditional and social media.

h. The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.

i. Wind shifts and other changes in weather conditions during an incident may necessitate changes in protective action recommendations.

j. A major transportation hazardous materials incident may require the evacuation of citizens from any location in Kittitas County along the BNSF rail line, I-82, SR97 or I-90.

k. Residents with access and functional needs may require assistance when evacuating.

l. Hazardous materials could possibly enter water or irrigation systems and necessitate the shutdown of those systems where they exist.

Hazmat Response Planning Assumptions

a. The release of hazardous materials could pose a threat to the local population or to the environment.

b. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire or earthquake.

c. A major transportation hazardous materials incident may require the evacuation of citizens from any location in Kittitas County along the BNSF rail line, I-82, SR 97 or I-90.

d. The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.

e. Wind shifts and other changes in weather conditions during an incident may necessitate changes in protective action recommendations.

f. If an evacuation is recommended because of the hazardous materials incident, 80 percent of the population in an affected area will typically relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.

g. Residents with access and functional needs may require assistance when evacuating.

h. Hazardous materials could possibly enter water or sewer systems and necessitate the shutdown of those systems where they exist (inside cities).

Emergency/Disaster Overarching Limitations

a. It is the policy of Kittitas County government jurisdictions that no guarantee is implied by this plan of a perfect response system. As government assets and systems may be overwhelmed, jurisdictions can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at the time.

b. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

Emergency/Disaster Limitations Specific to Plans

a. This plan does not imply, nor should it infer or guarantee a perfect response will be practical or possible. No plan can shield individuals from the impact of an event.

b. Responders will attempt to coordinate the plan and response according to standards.

c. Every reasonable effort will be made to respond to emergencies, events or disasters; however, personnel and resources may be overwhelmed.

d. There may be little to no warning during specific events to implement operational procedures.

e. The success or failure of emergency plans depends upon effective tactical execution.

f. Successful implementation of any plan depends on timely identification of capabilities and available resources at the time of the incident and a thorough information exchange between responding organizations.

g. Each agency and jurisdiction will respond within the limits of their training, capabilities and qualifications.

Hazmat Response Limitations

a. During a hazardous materials incident, response will occur based on the information and resources available. Injury, death, property damage and/or environmental damage are all possible outcomes of a hazardous materials incident.

b. Each agency, facility and jurisdiction will respond within the limits of their training, capabilities and qualifications.

c. The Washington State Patrol has the legal responsibility to manage hazardous materials incidents in Kittitas County. A lack of resources will necessitate WSP partner with both the limited local law enforcement personnel and the limited local fire department personnel available at the time in Kittitas County.

Transportation Routes Situation

a. Pipelines:

1) There is a regional natural gas distribution pipeline that runs from the south border of Kittitas County along No 6 Road and Wilson Creek Road to the north border of Kittitas County. The gas line is 16” in diameter and is a high-pressure line (600psi). The line is unscented.

2) There are two smaller distribution lines that branch from this line at Kittitas Highway (City of Ellensburg) and on the Vantage Highway (PSE). Each has a pressure reducing station and scenting station.

b. Roadways:

1) Interstate 82 enters Kittitas County on the southern border and is used as a major north/south transportation route, as well as Interstate 90 that runs east to west. SR 97, Kittitas Highway, Old Vantage Highway, and SR 821, while not having the same volume of traffic, can be inundated with traffic when the main interstates have become backed - up.

c. Rail lines:

1) Burlington Northern rail lines follow Snoqualmie pass, and down along the Yakima River till the line exits the county. Numerous shipments of commodities including hazardous materials are shipped daily.

Identified Hazardous Materials in Kittitas County

a. Anhydrous Ammonia – used at Twin City Foods in Ellensburg as a refrigerant gas. Poison gas in concentrated amounts may be fatal. Generally, exposure creates mucous membrane irritation and/or burns.

b. Natural Gas – distributed throughout the cities and urban growth areas. Flammable gas that has a vapor density less than 1 so displacement of oxygen is not an issue outside of structures.

c. Propane (LPG) – stored in quantity in Thorp, Cle Elum and Ellensburg. Flammable gas that is significantly denser than air which creates asphyxiation as well as a flammability problem inside and outside structures.

d. Gasoline/Diesel Fuel – stored in quantity throughout the county in both underground and above storage tanks. Combustible/flammable liquids with potential environmental damage in a large-scale leak.

e. It is assumed that large quantities of all DOT classes of hazardous materials are transported daily on the interstate highway system and by rail.

V. CONCEPT OF OPERATIONS

General

1. Washington State Patrol (WSP) is the designated Incident Command Agency for hazardous materials incidents on state and interstate highways, and in those jurisdictions where this role has been delegated to the WSP by the jurisdiction. A lack of resources will necessitate WSP partnering with both the local law enforcement agency and the local fire departments in Kittitas County. Information will be coordinated from the Kittitas County EOC or other designated points, as appropriate to the incident.

a. When an incident occurs on a highway or in designated jurisdictions, the WSP will establish a unified command system with fire departments, emergency medical services, and other state and federal agencies.

b. The State Department of Ecology has overall responsibility for 24-hour environmental pollution prevention, preparedness and response within the State of Washington.

2. The first priority of the incident commander will be to determine the appropriate protective action for the public, disseminate such recommendations, and implement them. The incident commander (likely unified command) will consult on scene resources, NAERG, MSDS and other applicable resources to develop a written incident action plan (IAP) which will include:

a. Incident objectives that are based solely on the concept of risk benefit and available resources.

b. Identification of the command structure.

c. A communications plan.

d. Alternative action plan – what will be done if incident benchmarks are not achieved and/or responder safety is put at risk.

3. The Kittitas County Sheriff's Office is the designated "Community Emergency Coordinator" (CEC). If the Sheriff Office's Emergency Management Coordinator (Chief Deputy) is unavailable or compromised, at the appointment of the Sheriff, personnel within the Sheriff's Office will assume responsibility of the Community Emergency Coordinator. If the Sheriff's Office is compromised for any reason and unable to perform the duties of CEC, the Board of County Commissioners will be responsible for appointing a tertiary department to enact the role for Kittitas County. **The 24-Hour contact number for Emergency Management is Kittcom 911 dispatch at 509-925-8534.**

4. Radiation is a classification of hazardous material, and danger from radiation is a threat to Kittitas County. Although a radiation incident could involve transportation or a fixed site accident from the Columbia Generating Station, this special hazard is managed by the State of Washington and is addressed in the State's Comprehensive Emergency Management Plan. Kittitas County does not participate in the State's County Radiation Exposure Program and does not maintain a separate Radiation Response Plan for the county.

5. The Kittitas County Local Emergency Planning Committee (LEPC) will assist local fire districts and Kittitas County Sheriff's Department of Emergency Management in preparing and reviewing hazardous material response plans and procedures. The authorized representative of the regulated facilities and transportation companies involved in an actual or suspected release of hazardous materials will promptly notify the Kittitas County Dispatch (KITTCOM) and/or appropriate response agency(s) LEPC, SERC or other potentially affected LEPCs, and SERCs, of the release. They will also make recommendations to the responding agencies on how to contain the release and protect the public and the environment.

6. As quickly as possible first responders should identify the type or types of materials involved, and the scope of the incident. Information can be gathered from the reporting party, the Kittitas County Dispatch (KITCOMM) the responsible party, placards, and references such as the North American Response Guidebook, Chemtrec, and CAMEO.

7. The first emergency responder on-scene should report the size-up, request assistance as needed, and begin establishing the Incident Command System. The size-up and other information gathered will determine the establishment of safety and evacuation zones, as well as what emergency medical aid may be needed for anyone exposed to the hazard. Likewise, the initial Incident Commander will need to assign a Safety Officer to ensure proper guidelines regarding personal protective equipment is issued, and National Response Guidelines are followed.

8. As other responders are in route, it is imperative to identify a safe area for staging and assign a staging officer. Likewise, if decontamination of victims could be needed, decontamination sites will need to be established, and the proper response partners, as well as local medical facilities contacted by dispatch/ 911.

9. The acting Incident Commander will maintain communication with hazardous materials specialists while awaiting their arrival. Communication will be maintained through established interoperability strategies, and assistance by dispatch.

10. Incident Command staff and other personnel will determine who the party responsible is, so they can be contacted for further information and assistance.

11. Incident Commander, in coordination with the party responsible and other county agencies will determine the public information needs of the response. As per the National Incident Management System framework they will collaborate on coordinated public concern messaging for the residents of the county (i.e. the selection of a Public Information Officer, possible use of a Joint Information System and or Joint Information Center as needed.)

12. Kittitas County emergency service providers work in concert with identified hazmat specialists (Central Washington University (CWU) Aquatics Department, Ellensburg Water Department, Puget Sound Energy (PSE), etc.) to coordinate response and mitigation efforts under the direction of the WSP. Additional resources beyond this are at least 2-4 hours away at the time of call. Additional resources are available by request:

    - WSP's Meth Lab Response Team when applicable.
    - Washington State DOE for clean-up and environmental mitigation.
    - US Army for Explosive Ordinance Disposal (Yakima Training Center) when applicable.
    - Tri-County Hazmat Team (Yakima, Benton, Franklin and Walla Walla counties) after the scene has been evaluated by on-scene Technician level trained personnel.

Organization

1. Emergency responders provide services such as, but not limited to, rescue and medical treatment of the injured, evacuation of people at risk, initial isolation of the area, and identification of involved materials.

2. Wherever possible, mutual aid agreements among emergency agencies and the private sector should be developed to promote and facilitate the sharing of resources and expertise.

3. Each agency that has assumed Incident Commander responsibilities will ensure that there are trained responders, notification and activation capability and appropriate resources to carry out respective hazardous materials responsibilities.

4. State agencies will respond to hazardous materials incidents according to appropriate Federal and state laws, regulations, and agency plans.

5. Federal agencies and resources will be utilized if local and state capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans.

VI. RESPONSIBILITES (Jurisdiction/Agency/Department)

Each Primary and Secondary response agency is responsible for maintaining training and exercising operating plans or procedures.

Primary Agencies:

1. **Washington State Department of Ecology**
   Coordinate the activities according to the Department of Ecology Spill Prevention and Policy, and Spill Operations Sections. Coordinate with representatives from the Kittitas County Emergency Operations Center (EOC).

2. **Washington State Patrol**
   Coordinate on-scene activities of hazardous materials spills and releases. Act as designated incident command agency for hazardous materials incidents on interstate and state highways and in areas specifically designated by the local political entity. When the local jurisdiction does not designate an incident command agency, assume incident command for the jurisdiction in accordance with RCW 70.136.030. (See: Appendix C INCIDENT COMMAND AGENCY) When necessary, establish a unified command system with fire departments, emergency medical services and other state and federal agencies.

3. **Kittitas County Sherriff's Office**
   a. Act as Community Emergency Coordinator.
   b. Provide on-scene security to support hazardous materials spills and releases occurring within their jurisdiction (evacuations, maintaining perimeters, investigating events with a criminal nexus.)
   c. Have Kittitas County Sheriff's Department of Emergency Management:

      1) Designate a coordinator to work with the Local Emergency Planning Committee (LEPC). Function as lead agency for the Kittitas County LEPC.
      2) Provide public education materials to the public and businesses on hazardous materials and preparedness.
      3) Provide public information on response activities and public safety as necessary during major incidents.
      4) Provide emergency management or emergency operations center (EOC) support for the logistical requirements of hazardous materials emergency response. Coordination of resource needs will be made through Kittitas County EOC.

5) The emergency management staff will as necessary: *Provide notification of agencies and organizations as requested by either the facility representative or first responders.
6) Open the Kittitas County EOC when necessary.
7) Script and transmit emergency alert system (EAS) messages when requested and appropriate.
8) Attempt other methods of notification to the public, as necessary.
9) Support first response agencies and incident command with information and resource coordination as required.
10) Assist with federal, state and other notifications.
11) Provide public information as to areas to avoid, alternate routes of travel, shelter-in-place or evacuation or other information as required.
12) Assist incident command in determining the need for evacuation or shelter-in-place.

4. Kittitas County Fire Districts/ Departments

Respond to hazardous materials spills and releases and perform initial identification and containment activities, within their capabilities:

a. Provide a limited initial response to hazardous materials incidents based on responder training and expertise.
b. Act as incident commander (except on state, interstate highways or in areas where the Washington State Patrol is designated as incident commander).
c. Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).
d. Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).
e. Provide for the safety of the public by whatever means necessary (evacuation, shelter-in-place).
f. Isolate the affected area in accordance with the Emergency Response Guidebook or other appropriate resource information.
g. Effectively deploy all necessary and available fire jurisdiction equipment and manpower.
h. Deploy mutual aid, as requested.
i. Support responding HAZMAT Team with personnel, equipment, and other assistance, as required.
j. Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.
k. Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.
l. Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials, whenever possible.
m. Provide emergency medical care and transportation for those injured in a hazardous material incident.
n. Perform other operations which may be appropriate in accordance with training.

5. **Central Washington University (CWU)**
   a. Support requested HAZMAT Response support with assistance, as required, as per the scope of their training. Perform duties as directed by incident command.

6. **City of Ellensburg Water Department**
   a. Support requested HAZMAT Response support with assistance, as required, as per the scope of their training. Perform duties as directed by incident command.

7. **Puget Sound Energy (PSE)**
   a. Support requested HAZMAT Response support with assistance, as required, as per the scope of their training. Perform duties as directed by incident command.

Support Agencies:

1. **Cle Elum-Roslyn, Central Washington University and Ellensburg Police Departments**.
   a. Provide on-scene security to support hazardous materials spills and releases occurring within their jurisdiction (evacuations, maintaining perimeters, investigating events with a criminal nexus.)

2. **Cle Elum, South Cle Elum , Kittitas, Ellensburg, Kittitas County and Roslyn Public Works.**
   a. Mobilize and manage public works personnel, equipment and necessary materials to help with containment of hazardous materials release and isolation of the hazard area (e.g. physical barriers, signs).
   b. Aid law enforcement with regard to traffic control on evacuation routes and at the incident scene.

3. **Kittitas County Communications (KITCOMM)**
   a. Provide 24-hour dispatch services and activate alert warning systems.

4. **Kittitas County Public Health**
   a. Take such measures as the Health Officer deems necessary to promote and protect the public's health.
   b. Assess the public health implications of a hazardous materials incident and take appropriate actions.
   c. In conjunction with the Washington State Departments of Ecology and Health, assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a hazardous materials incident.

5. **Kittitas County Hospital District # 2**
   a. Take such measures as the hospital deems necessary to decontaminate in coming patients and protect the health of patients already in the hospital.
   b. Assess the public health implications of a hazardous materials incident and take appropriate actions.

c. Direct the closure of contaminated sites, as necessary.
d. Provide information to the public on the health effects of, and how to avoid contamination from hazardous materials released as needed.
e. Make a final determination on when contamination no longer poses a public health risk.
f. Initiate actions to reopen sites once contaminated when the threat is properly mitigated.

6. American Red Cross

a. Provide for temporary shelter, feeding, welfare inquiries and information services.

7. Regulated Facilities/ Responsible Party

a. Facilities storing extremely hazardous substances must identify the location of such substances and designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information in accordance with 40 CFR 355.30.
    1) 40 CFR 355.30 requires the owner or operator of a facility subject to the section to designate a facility representative who will participate in the local emergency planning process as a facility emergency response coordinator.
b. Report chemical inventories to the State Emergency Response Commission (SERC), LEPC, and local fire department.
c. Submit Tier Two-Emergency and Hazardous Chemical Inventory Report and other information as required, by federal, state or local law.
d. Prepare hazardous materials emergency plans and provide copies to the Kittitas County LEPC, when requested.
e. Train and equip personnel to implement the plans.
f. Coordinate plans with the local fire jurisdictions.
g. Notify 9-1-1, and other agencies as required or necessary, when a hazardous materials incident occurs.
h. Implement emergency plans utilizing NIMS in coordination with the local fire jurisdictions.
i. Include evacuation routes and methods of evacuation for employees and visitors, both on site and in the immediate proximity, in hazardous materials emergency plans.

8. Washington State Fish and Wildlife

a. Assist with determining the impact on wildlife/ wildlife habitat, and issue advisory releases.

9. Washington State Division of Emergency Management

a. Maintain a 24-hour duty officer system to receive notification of incidents and requests for assistance and initial notification to local, state and federal response agencies.
b. Provide communications links to state agencies and local jurisdictions through the state EOC.
c. Issues mission numbers.

VII. RESOURCE REQUIREMENTS

- Community Emergency Management System (CEMS)/National Incident Management Systems (NIMS) Concept of Operations Implementing Procedures, April 2013

- Agreement for Mutual Aid for Emergencies or Disasters in Kittitas County, 2013

VIII. REFERENCES AND SUPPORTING PLANS (ATTACHED)

TABS

Tab 1- Fixed Nuclear Facility
Tab 2- Emergency Planning and Community Right to Know Act:
Attachment 1-- REGIONAL RESPONSE TEAM
Attachment 2-- INCIDENT REPORT
Tab 3- Radiological Response

APPENDICES

Appendix A – PROMULGATION

Appendix B – REGULATED FACILITIES

Appendix C – INCIDENT COMMAND AGENCY

Appendix D - PUBLIC SAFETY PROCEDURES

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Appendix F – RESPONSE RESOURCES

Appendix G - TRAINING SCHEDULE

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Appendix I-- FACILITY EPA AUDIT

Appendix J– EMERGENCY PLANNING AND RESPONSE

Appendix K– PETROLEUM CRUDE OIL RESPONSE REFERENCE

IX. TERMS AND DEFINITIONS

Appendix L- ACRONYMS

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TAB 1

FIXED NUCLEAR FACILITY
(Columbia Generating Station)

I. Purpose

To provide guidance for responding to a fixed nuclear facility incident which may affect Kittitas County. Reference: Washington State Fixed Nuclear Facility Protection Plan (June 2014) (See link if needed).

https://mil.wa.gov/uploads/pdf/Publications/wa_state_fixed_nuclear_facility_plan__june_2014.pdf

II. Operational Concepts

A. Kittitas County is partially within the 50-mile ingestion pathway planning zone for the Columbia Generating Station (CGS) nuclear power plant and the Department of Energy's Hanford Site and thus may be affected by a radiological accident/incident originating from the Columbia Generating Station (CGS) nuclear power plant or the Hanford Site in Benton County. While a limited amount of the County is covered by the 50-mile radius (pictured below), past experience has shown public concern is great if there is a radiological incident anywhere in the world. Kittitas County does not have their own Radiological Response Plan, nor do they participate in the Radiological Emergency Preparedness program and are dependent on the State for radiological incident-specific advice and resources when responding.

A. The State of Washington has developed a separate emergency response plan in the event of an incident at the Columbia Generating Station or the Hanford Site. Radiological protection planning helps to establish department roles and responsibilities before an incident occurs. The State of Washington will notify Kittitas County when an emergency occurs at CGS or Hanford. They will also coordinate with Kittitas County on what county-specific actions are required or recommended such as public information activities, development of input on a Food Control Area, etc.

B. For radiological accidents or incidents, either suspected or confirmed, contact the Washington State Department of Health, Office of Radiation Protection, by calling 1-206-682-5327 (1-206-NUCLEAR) to request support and public health advice. They are State's lead subject matter experts on the public health issues associated with a radiological incident. This, however, does not preclude referring to/utilizing other sources of information such as the Emergency Response Guidebook (GUIDES 161-165) if DOH is not immediately available.

III. Radiological Protection Planning

A. Prepares a contingency plan for the release of radioactive or other hazardous materials from Columbia Generating Station and/or the Hanford Site.

B. Provides information and education to the public in coordination with the State and any established Joint Information Center/Joint Information System processes.

C. Supports jurisdictions when impacted by a radiological incident.

D. Recommends to the public whether protective actions to be taken when there is a release of radiation into the environment that may impact the Kittitas County.

E. In coordination and consultation with the Washington State Department of Agriculture and the State EOC, sets up an Agricultural Control System to contain contaminated products.

F. Gives guidance on establishing and maintaining an EOC.

G. Establishes and maintains an Emergency Communications System statewide, including alerts and warnings.

H. Recommends geopolitical boundaries and traffic and control points for Food Control Areas (FCAs) within Kittitas County and provides resource support as available.

TAB 2

EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT (EPCRA)

I. Purpose

To provide guidance for hazardous materials incident notification and response, and off-site emergency planning and notification procedures as required by Title III of the Superfund Amendments and Re-Authorization Act of 1986 (SARA), currently known as the Emergency Planning and Community Right to Know Act (EPCRA).

II. Operational Concepts

General

A. For the purposes of this plan, a hazardous material is defined as "Any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property or the environment."

B. Local government has the primary responsibility for protecting life and property threatened by hazardous materials incidents, except where this has been specifically preempted by state or Federal law or regulation. The State Emergency Management Division provides a single point of contact through the 24-hour phone number 1 800 258 5990 for notification of state agencies for assistance.

C. It is the policy of Kittitas County that planning and training activities under the scope of this Plan and under the requirements of EPCRA will be in support of and coordinated with the activities of the Local Emergency Planning Committee (LEPC) in Kittitas County.

D. The Local Emergency Planning Committee (LEPC), as established by EPCRA, is the group which coordinates the community planning for hazardous materials and the Community Right-to-Know program established under SARA.

E. Community Right-To-Know information is filed for public availability in the Sheriff's Office of Emergency Management. This is the agency to receive and file written reports from facilities concerning releases at 307 West Umptanum Rd Ellensburg, WA 98926-2887, covered under Section 304 of Superfund Amendments and Re-Authorization Act of 1986.

F. This Plan outlines the general off site emergency procedures as required by EPCRA for facilities in Kittitas County. On-site emergency procedures are in individual facility plans.

Notification

A. The Kittitas County Public Safety Communications Center has incorporated incident reporting within the computer-aided dispatch (CAD) system. The emergency notification procedures required by EPCRA have been incorporated into this system.

B. The Kittitas County Public Safety Communications Center provides a single point of contact for notification of hazardous materials incidents. Any local agency or SARA Title II reporting facility becoming aware of a hazardous materials incident should immediately notify the 9-1-1 by telephone. The center will attempt to get as much information about the incident as possible utilizing CAD reporting.

C. It shall be the policy of the Kittitas County Public Safety Communications Center to receive, and process calls regarding hazardous materials. Notifications include:

1) The fire service in which the incident occurred; and
2) Appropriate law enforcement; and
3) Washington State Patrol; and
4) The Kittitas County Health Department; and
5) The Kittitas County Sheriff's Office of Emergency Management; and
6) The State Emergency Operations Office (SEOO); and
7) At the direction of the Incident Commander, the Department of Ecology and Environmental Protection Agency.

D. Notifications of the impacted public will follow guidance set forth in the county's Comprehensive Emergency Management Program (CEMP) ESF #2. An important tool in this effort will be the use of a mass notification system such as the Kittitas County Sheriff's Office Facebook page and Twitter account.

E. The two primary strategies for public protection in the case of an event are; evacuation and shelter-in-place. The decision on what strategy to use is made by the on-scene Incident Command Agency with input from the local Emergency Coordination Center. (See: Appendix D - PUBLIC SAFETY PROCEDURES).

F. To enhance public notification local media may be used. The following is a list of the regional media outlets:

Newspaper Media	Phone/Fax	Website
Ellensburg Daily Record	(509) 925-1414	https://www.dailyrecordnews.com/
Northern Kittitas County Tribune	(509) 674-2511	http://nkctribune.com/
Radio Stations	**Phone/Fax**	**Website**
KXLE	(509) 925-1488	http://kxleradio.com/
Radio Stations	**Phone/Fax**	**Website**
88.1 The Burg	CWU PIO 509-964-1484	https://www.881theburg.com/

G. It is the policy of Kittitas County that on hazardous materials incidents, the local fires service, Kittcom Dispatch, and the State Emergency Operations Center (SEOC) shall be notified. Information regarding the spill will be reported to:

- Washington State Alert & Warning Center Contact Number -24 hours/day: 800-258-5990
- National Response Center (U.S. Coast Guard) – Contact 24 hours/day: 800-424-8802
- Washington State Ecology- Contact 24 hours/day: 1-800-258-5990

Below is a list of additional contact resources:

Chemtrec®
http://www.chemtrec.com/
Contact number-24 hours/day:
800-424-9300
703-527-3887
Will provide information on products as provided in manufacturers SDS. Can assist in identifying and contacting manufacturer of products or shipments.

BNSF Railroad
https://www.bnsf.com/
Contact number-24 hours/day:
800-832-5452 Option 1
Will provide information on train cargo.

National Pesticide Information Center
http://www.npic.orst.edu/
Contact number-24 hours/day:
800-858-7378
Will provide information on pesticides.

WPS Meth Lab Response Team
WSP Dispatch (Wenatchee)
(509) 925-2698

Fire Departments (All Fire Dept. are dispatched through Kittcom)

- KCFD 1 (509) 964-2435
- KVFR 2 (509) 933-7235
- KCFD 3 (509) 674-9228 (Fire Chief's Cell)
- KCFD 4 (509) 989-0087 (Fire Chief's Cell)
- KCFD 6 (509) 260-1220 (Fire Chief's Cell)
- KCFD 7 (509) 674-5371
- Roslyn Fire (509) 649-3105 (City Hall)
- Cle Elum Fire (509) 674-2262 (City Hall)
- South Cle Elum Fire (509) 674-4322 (City Hall)
- Snoqualmie Pass Fire & Rescue (425) 434-6333

Washington State DOE
http://www.ecy.wa.gov/
(509) 575-2490
For Clean-up and environmental mitigation

US Army for Explosive Ordinance Disposal
(509) 577-3205

Ellensburg Water Department
(509) 925-5498

KVH Urgent Care (Cle Elum)
(509) 674-6944

Kittitas Valley Healthcare
(509) 962-9841

American Red Cross
(509) 925-5866

Tri-County Hazmat Team
(509) 585-4320

Central Washington University Aquatics Department
(509) 963-1930

Puget Sound Energy (PSE)
(509) 964-2555

Kittitas County Public Health
(509) 962-7515

Public Works

Cle Elum	(509) 674-2262
Ellensburg	(509) 962-7260
Kittitas County	(509) 962-7523
Kittitas	(509) 968-0220
Roslyn	(509) 649-3102
S. Cle Elum	(509) 674-4322

Law Enforcement

Ellensburg PD	(509) 962-7280
Cle Elum, S. Cle Elum, Roslyn PD	(509) 674-2991
Kittitas County Sheriff's Office	(509) 962-7525 Primary Community Emergency Coordinator
Central Washington University PD	(509) 963-2959
Kittitas PD	(509) 968-0222
Washington State Patrol	(509) 925-2698

H. If a spill is from the fuel tank of a motor vehicle, Emergency Management need not be notified, unless the Incident Command Agency feels the expertise of services of one or more of these agencies is needed. If the spill is from another source, these departments need to be notified, and from the information gathered on the Incident Worksheet, each will decide as to whether to respond.

Response (See: Attachment 1--Regional Response Team)

A. An emergency coordination center, either the local or operational area, may be activated if requested by the Incident Command Agency or by a response agency to support on scene operations. On scene agencies should provide the appropriate ECC with situation reports (SITREPS) on operations and needs.

B. It is the policy of Kittitas County that employees who are not assigned to do tasks which would require them to come into direct contact or handle hazardous materials themselves, shall need only "First Responder Awareness Level" training in accordance with OSHA (Occupation Safety and Health Administration) 1910.120 and Chapter 246-205 Washington Administrative Code (WAC).

C. It is the policy of Kittitas County that if the specific job assignment requires an employee to handle or come in direct contact with hazardous materials products themselves at an incident site, appropriate higher levels of training as required by OSHA 1910.120 and Chapter 246-205 Washington Administrative Code (WAC) shall apply.

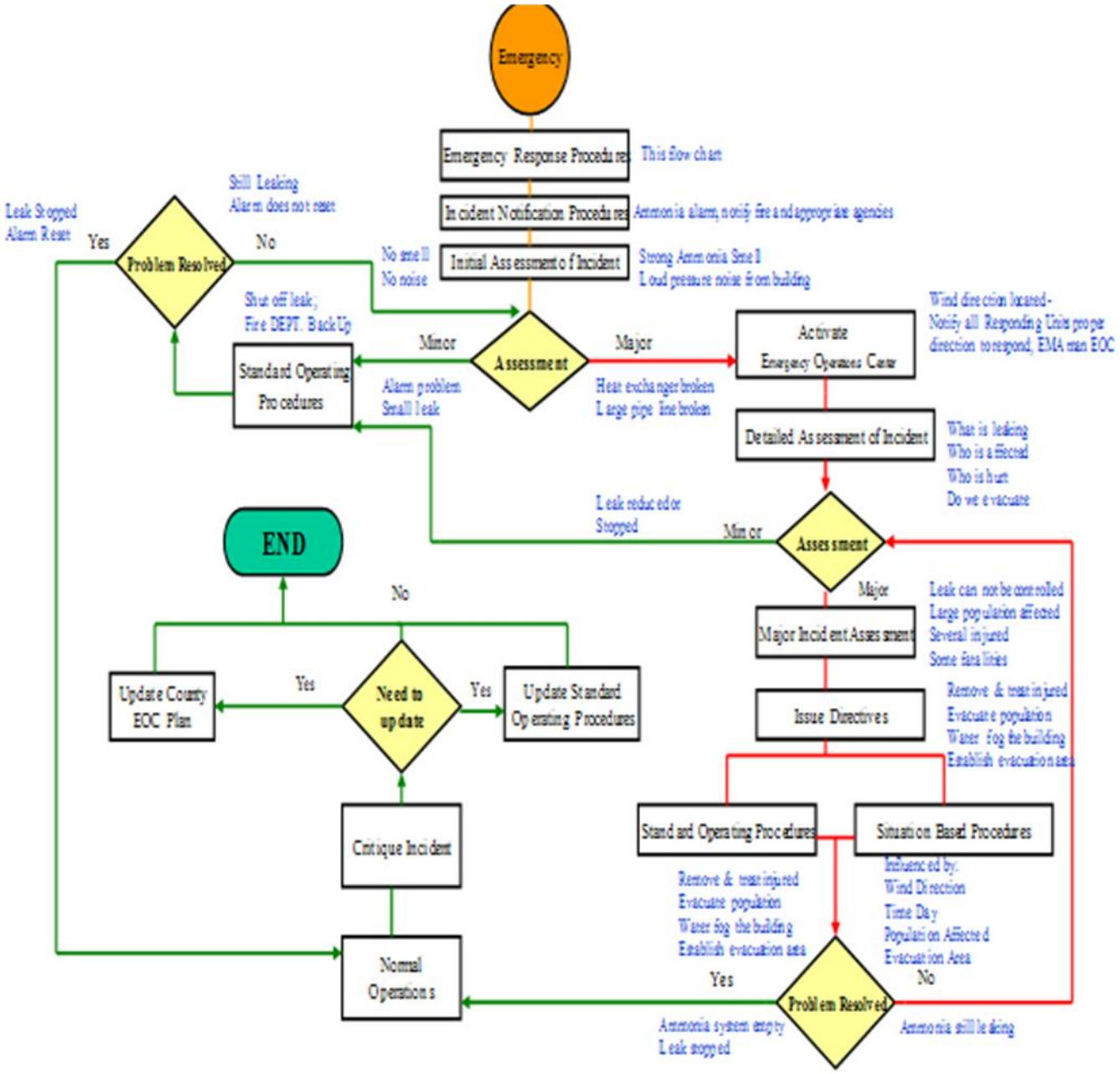
On-Scene Management

A. The Incident Command Agency is responsible for assessing the situation and making determinations of appropriate actions. On-site management will follow the National Incident Management System (NIMS).

B. Response to hazardous materials incidents in Kittitas County shall follow the concept of the Incident Command System (ICS). Some improvisation may be necessary to accommodate special circumstances, and the structure of an ICS would depend on the scope of the incident. For the purposes of this plan, the Incident Commander is the on-scene manager responsible for ensuring each response agency on scene can carry out their responsibilities.

C. Hazardous Materials response should consider the following:

Chemical Spill Response Tree



III. Responsibilities

A. Kittitas County Sheriff's Office of Emergency Management

1) Coordinate the provision of additional resources at the request of local response agencies or an Incident Command Agency.

B. Kittitas County Sheriff's Office

1) Provide traffic control, area security, communication support and evacuation in unincorporated areas of the county.

2) Act as the Incident Command Agency under Chapter 70.136 RCW for activities related to illegal drug labs.

C. Kittitas County Health Department

1) Act as an advisor to the Hazardous Materials Incident Command agencies on personnel protection, public health, situation assessment, environmental impacts and identification of unknown products.

2) Assist the Hazardous Materials Incident Commander with information on handling, cleanup and disposal techniques or contacts for cleanup and disposal contractors.

3) May provide public notice for health problems related to hazardous materials spills.

D. Kittitas County Codes Enforcement

1) Assist in the enforcement of county codes relating to the storage, use and handling of flammable, explosive, combustible, toxic, corrosive and other hazardous materials.

E. Kittitas County Fire Services

1) Provide initial efforts of response to and size-up of hazardous materials incidents; and contacting and coordinating proper outside authorities for assistance if necessary.

F. Kittitas County Law Enforcement Agencies

1) Provide traffic control, area security, communications support and evacuation in their jurisdiction.

G. Kittitas County Jurisdiction's Public Works

1) Provide on-scene support to include barricade materials, signage, etc. in their jurisdiction.

H. SARA Title III Facilities

1) Extremely Hazardous Substance (EHS) facilities must designate Facility Emergency Coordinators and notify the State Emergency Response Commission, Kittitas County LEPC and local fire services, of any changes.

2) EPCRA facilities must provide initial and updated emergency contacts, hazard analyses, capability assessments, Tier II information, Material Safety Data Sheets (MSDS) or list of chemicals, and other required information (as required by SARA Title III) to the LEPC, State Emergency Response Commission, and the local Fire Department.

3) Update Tier II forms annually to the LEPC, State Emergency Response Commission and the local fire department.

4) Provide Section 313 information (Form R) to the Environmental Protection Agency, if required.

5) Develop procedures for determining if there has been a release of chemicals in accordance with the SARA Title III and appropriate on site response procedures for facility personnel.

6) Provide emergency notification and follow up written notice of any release in accordance with the Act and this Plan

7) Regulated facilities are encouraged to use the Emergency Action Plan checklist. (Reference: **Appendix I—FACILITY EPA AUDIT**)

8) The owner or operator shall develop and implement an emergency response program for the purpose of protecting public health and the environment. (Reference: **Appendix J–EMERGENCY PLANNING AND RESPONSE**)

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Attachment 1

REGIONAL RESPONSE TEAM

A. Because of the exotic nature of many chemicals and substances in common use today, most local emergency response agencies cannot afford the training and equipment needed to deal with them. So, for response to a HazMat incident, Kittitas County may request that the emergency response is conducted by the Tri-County HazMat Team (made up of assets from Benton, Walla Walla, Franklin, and Yakima counties.). This helps to supplement the efforts of local governments, fire departments, and fire districts in incidents requiring a higher level of training and more expensive equipment, commonly known as technician level capability. Tri-County HazMat Team Hazardous Materials Team can:

1) Respond throughout Kittitas County as requested by Incident Command (IC), if available.

B. The Tri-County Hazardous Materials Response Team is intended to protect citizens and responders alike. It provides all communities, regardless of size or population, with an effective, professional response to hazardous materials incidents in a safe, expedient and cost-effective manner. The team is composed of emergency response personnel certified according to standards set by the Occupational Safety and Health Administration (OSHA) standards, Washington Administrative Code (WAC), and the National Fire Protection Association (NFPA). Team members are qualified to handle a wide range of hazardous materials incidents. At a minimum, each member must have a Hazardous Materials Technician Level certification. The team is strategically headquartered in Benton County but has a response team in Yakima County (30 minutes from Ellensburg). The location of response equipment takes into consideration population centers and transportation corridors, among other things. Due to travel time and distances for a responding team, local emergency response agencies must be capable of an operational level response until the HazMat Team arrives. The HazMat Team does not take the place of local emergency response agencies, nor are they responsible for cleaning up hazardous material spills. Clean up of spilled hazardous materials is the responsibility of the person having control over the material. Tri-County Hazardous Materials Team can:

1) If requested by an IC outside of these boundaries, and if approved by the Tri-County HazMat Board, the Tri-County Hazardous Materials Team fees will be assessed according to a fee structure that is in place.

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ATTACHMENT 2—INCIDENT REPORT

Emergency Release Notification

(EPCRA, Section 304)

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

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

Report chemical releases *immediately* to any State Emergency Response Commission (SERC), Tribal Emergency Response Commission (TERC), and Local Emergency Planning Committee (LEPC) potentially affected by the release. Facilities must also report the release of a CERCLA hazardous substance to the National Response Center. In most instances, the facility must submit a written follow-up report within thirty days of the release to the SERC and LEPC.

To be safe, we recommend making the call. If it is determined that the release did not meet or exceed the substance's reportable quantity, the business will have prudently met its responsibility. There are no penalties for reporting a spill unnecessarily, but there may be significant penalties for not reporting one.

NOTIFICATION:

Contact information for Verbal Notifications:

If fire or medical response is required: 9-1-1

Washington SERC 24-hour, State-Wide Spill Hotline: 1-800-258-5990

National Response Center [EHS and CERCLA hazardous substances]: 1-800-424-8802

Kittitas County LEPC: 509-962-7525

How much ammonia will it take to report an emergency release?
When a spill is a threat to life, health, and/or the environment; and/or 100 lbs.; and/or more than two persons injured.

RELEASE INFORMATION:

To the best of your ability, please be ready with the following information-

Where is the spill?

What spilled?

How much spilled?

How concentrated is the spilled material?

Who spilled the material?

Is anyone cleaning up the spill?

Are there resource damages (e.g. dead fish or oiled birds)?

Who is reporting the spill?

How can we get back to you?

EMERGENCY RELEASE FOLLOW-UP NOTIFICATION FORM
Washington State
Emergency Response Commission

Ecology Community Right-to-Know Unit
PO Box 47659
Olympia, WA 98504-7659

COMMUNITY RIGHT-TO-KNOW NUMBER: (12 digits)	FACILITY NAME:
EMERGENCY CONTACT:	CONTACT PHONE:
INCIDENT ADDRESS:	CITY, STATE, ZIP
INCIDENT DATE / /	COUNTY: LEPC:
TIME OF VERBAL NOTIFICATION:	INCIDENT #: (EMD/NRC)
CHEMICAL RELEASED:	CAS NUMBER: __ __ __ __ __ __- __ __ - __
CHECK IF CHEMICAL IS LISTED IN 40 CFR 355 [ ]	PHYSICAL STATE CONTAINED: [ ] solid [ ] liquid [ ] gas
QUANTITY RELEASED: (in pounds)	PHYSICAL STATE RELEASED: [ ] solid [ ] liquid [ ] gas
TIME OF RELEASE:	DURATION OF RELEASE: ____days ___hours ___minutes
ENVIRONMENTAL CONTAMINATION: [ ] Air [ ] Water [ ] Ground [ ] Other	
DESCRIBE ACTION TAKEN: (Use additional sheets if needed.)	

KNOWN OR ANTICIPATED HEALTH EFFECTS:

[ ] ACUTE/IMMEDIATE (EXPLAIN)

_____

_____

[ ] CHRONIC/DELAYED

_____

_____

[ ] NOT KNOWN

_____

_____

ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS:

COMMENTS:

CERTIFICATION: I certify under penalty of law that I have personally examined and am familiar with the information submitted and that it is true, accurate and complete.

REPORTING FACILITY REPRESENTATIVE (print/type)

_____

SIGNATURE OF FACILITY REPRESENTATIVE

_____

DATE: _____

EMERGENCY RELEASE FOLLOW-UP NOTIFICATION FORM INSTRUCTIONS

The Washington State Emergency Response Commission (SERC) requires that Emergency Release Follow-up Notifications be submitted using this reporting form. Releases of reportable quantities of Extremely Hazardous Substances (EHS) (listed in 40 CFR 355, appendix A) or chemicals that require release reporting under section 103 (a) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) must be reported on the form within 30 days following a release. The written follow-up report is required in addition to immediate verbal notification.

BASIC INSTRUCTIONS:

- ☐ The completed form satisfies the Emergency Planning & Community Right-to-Know Act Section 304 requirement. Ensure that all information is complete.
- ☐ If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- ☐ If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:

- ☐ Enter the Community Right-to-Know number, the facility name, phone number and name of a contact person who can provide detailed information concerning the incident. The Community Right-to-Know number is a 12-digit number which begins with CRK or WA.
- ☐ Enter the date of the incident, the time that verbal notification was made to the SERC via the Emergency Management Division duty officer and the incident number in the space provided.
- ☐ Provide information about the location where the release occurred. Include the street address, city, state, zip, county, local emergency planning committee, and if appropriate, provide information about bordering LEPCs, tribal nations, or states.
- ☐ Provide information concerning the specific chemical that was released. Include the chemical/trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide the best available information on quantity, time and duration of the release.
- ☐ Indicate all actions taken to respond to and contain the release.
- ☐ Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use the Comment section to provide additional pertinent information.

- ☐ Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident.

- ☐ List any additional pertinent information.

- ☐ Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

CALL: EMERGENCY MANAGEMENT DIV [EMD] AT**: 1.800.258.5990**

CALL: THE **N**ATIONAL **R**ESPONSE **C**ENTER AT: **1.800.424.8802**

CALL: YOUR **L**OCAL **E**MERGENCY **P**LANNING **C**OMMITTEE AT: **509.962.7525**

Mail Completed Reports To:
Ecology Community Right-to-Know Unit
Department of Ecology
P.O. Box 47659
Olympia, WA 98504-7659

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Appendix A—PROMULGATION

EMERGENCY SUPPORT FUNCTION (ESF) 10 - Hazardous Materials Response

APPROVAL & IMPLEMENTATION

The Kittitas County LEPC and Kittitas County of Emergency Management developed the Hazardous Materials Response Plan to identify and implement hazardous materials emergency preparedness and response responsibilities in accordance with Chapter 118-40 Washington Administrative Code (WAC). The Emergency Support Function (ESF) details the purpose, policy, concept of operations, direction/control, actions and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within the jurisdictions of Kittitas County.

Kittitas County--city and town jurisdictions--directs each office, department and agency to study the ESF and prepare or update, as needed, the supporting plans and operating procedures needed to implement the ESF in the event of a hazardous material event.

The Kittitas County of Emergency Management is responsible for publishing and distributing this ESF and will issue changes as required.

Director, Kittitas County Sheriff's Office of Emergency Management	Date
Chairperson, Kittitas County LEPC	Date

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Appendix B—REGULATED FACILITIES

1. **Anhydrous Ammonia is the major reportable EHS in Kittitas County. Over 3 sites have reportable quantities.**

   Clouds of anhydrous ammonia are subject to the unpredictability of air movement; they will change direction as quickly as the breeze. Clouds of ammonia may be nearly invisible in some atmospheric conditions, but in high concentrations may appear as white clouds. Rain will absorb the ammonia and remove it from the air; however, the ammonia-water mixture may still be a hazard until sufficiently deluded.

   Anhydrous ammonia is lighter than air. Under cold conditions, it may settle in the low areas of the surrounding landscape, such as road ditches, sloughs and valleys. People in threatened areas must be warned of the release and advised to leave the area or shelter in place until the release has been controlled and the area is considered safe. These decisions should be made by emergency personnel, such as the local fire department.

2. **Chlorine**

   Exposure to chlorine can occur in the workplace or in the environment following releases to air, water, or land. Effects of chlorine on human health depend on how the amount of chlorine that is present, and the length and frequency of exposure. Effects also depend on the health of a person or condition of the environment when exposure occurs.

   Breathing small amounts of chlorine for short periods of time adversely affects the human respiratory system. Effects differ from coughing and chest pain to water retention in the lungs. Chlorine irritates the skin, the eyes, and the respiratory system. These effects are not likely to occur at levels of chlorine that are normally found in the environment.

3. **Propane**

   Liquid releases flammable vapors at well below ambient temperatures and readily forms a flammable mixture with air. Propane is a dangerous fire and explosion hazard when exposed to heat, sparks or flame. Vapors are heavier than air and may travel long distances to a point of ignition and flash back. Containers may explode in heat or fire. Runoff to sewer may cause fire or explosion hazard.

4. **Oil**

   Kittitas County has numerous shipments of empty Bakken crude railcars passing along the rail lines inside the County.

Bakken crude is a very light volatile type of crude that acts more like refined products such as gasoline when involved in fire. While the majority of the railcars are empty, Bakken has a higher gas content/ vapor pressure, lower flash point and boiling point and thus a higher degree of volatility than most other crudes in the U.S., (which correlates to increased ignitability and flammability even when dealing with empty railcars). (See APENDIX K -Petroleum Crude Oil Response Reference)

The U.S. Department of Transportation recently issued an Emergency Order requiring all shippers to test product from the Bakken before it is transported to ensure the crude is transported in the proper packing group. The DOT uses nine different hazard classes as a guide to properly classify each material, and the material type determines one of three possible packing groups.
http://www.dot.gov/sites/dot.gov/files/docs/Amended%20Emergency%20Order%20030614.pdf

5. Tier II Facilities List

The name of the Facility Emergency Coordinator, and personal contact information can be secured at the Kittitas County Sheriff's Office of Emergency Management- 307 Umptanum Rd., Ellensburg ,WA ,509-962-8206, or by contacting dispatch at 509-925-8534 and requesting the emergency management duty officer.

REGULATED FACILITIES

Facility Name	Location	City or Area
Ag Supply Co	170 Gee Whiz Rd.	Vantage
ATT	47.059700, -120.674200	Cle Elum
ATT	47.299400, -121.326300	Snoqualmie Pass
ATT	47.257200, -121.321400	Stampede Pass
ATT	47.179400, -121.016200	Easton
BNSF Railway	47.235000, -121.176944	Easton
BNSF Railway	47.281450, -121.319920	Easton
BPA Substation	3632 Hayward Rd.	Cle Elum
BPA Substation	14001 Wilson Creek Rd.	Ellensburg
BPA Substation	47.137929, -120.869151	Cle Elum
Charter Communications	1105 E 10th Ave	Ellensburg
Cle Elum Water Treatment Plant	500 Owens Rd	Cle Elum
Cle Elum Water Treatment Plant	1970 SR 903	Cle Elum
Columbia Asphalt	1071 Hwy 97	Ellensburg
Concentric LLC	2060 Vantage Hwy #31-32	Ellensburg
Crown Castle	47.151969, -120.948306	Cle Elum
Direct TV NW	1306 W Dolarway Rd. #B	Ellensburg

Vantage Co.	501 Main St.	Vantage
Granite Ellensburg	2119 SR 97	Ellensburg
Love Travel Stop 413	1512 Hwy 97	Ellensburg
McGregor Co	200 S Railroad Ave	Ellensburg
Midstate CO OP	905 N Prospect St	Ellensburg
Midstate CO OP	417 W 3rd St	Ellensburg
Oxarc Inc	907 N Prosepct St	Ellensburg
Pilot Travel Center 1195	1307 N Dolarway Rd	Ellensburg
Suburban Propane	1109 E 1st St	Cle Elum
Twin City Foods	501 W 4th Ave	Ellensburg
Valley Ag	200 Main St	Kittitas
Vantage Energy Center LLC	30821 Vantage Hwy	Ellensburg
Wildhorse Propane	25901 Vantage Hwy	Ellensburg
WSDOT Bullfrog	151 S Bullfrog	Cle Elum
WSDOT Easton	2300 Railroad St	Easton
WSDOT Ellensburg	749 University Way	Ellensburg
WSDOT Hyak	47.392677, -121.389651	Snoqualmie Pass
WSP Ellensburg	291 S Thorp Hwy	Ellensburg

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Appendix C—INCIDENT COMMAND AGENCY

The below listed response agencies have named **the Washington State Patrol as the lead Incident Command Agency.**

HAZMAT TEAM
Tri-County HazMat Team **Benton County Fire District #1** **Fire Administration Center** **8656 W. Gage Blvd – Ste 302** **Kennewick, WA 99336** **(509) 737-0911**

COUNTY LAW ENFORCEMENT OFFICES
Kittitas County Sheriff's Office *307 Umptanum Rd.* *Ellensburg, WA 98926* *509-962-8206*
Ellensburg City Police Department *101 N. Pearl St.* *Ellensburg, WA 98926* *509-962-7280*
Washington State Patrol *291 S. Thorp Hwy* *Ellensburg, WA 98926* *509-925-2698*
Central Washington University Police Department *1211 N. Wildcat Way (Physical location)* *400 E. University Way (Mailing address)* *Ellensburg, WA 98926* *509-963-2959*
Cle Elum/ Roslyn Police Department *807 W. Second St.* *Cle Elum, WA 98922* *509-674-2991*

Kittitas Police Department *207 N. Main St.* *P.O. Box 719* *Kittitas, WA 98934* *509-968-0222*

AMBULANCE LOCATIONS	
Kittitas Valley Fire & Rescue *400 E. Mountain View Ave* *Ellensburg, WA 98926* *509-7231*	Medic 1 EMS *505 Power St.* *Cle Elum, WA 98922* (509)674-5950

COUNTY FIRE DEPARTMENT LOCATIONS	
KCFD 1	10700 N. Thorp Hwy, Thorp, WA 98946 (509) 964-2435
KCFD 3	180 Cabin Creek Rd (Physical) P.O. Box 618 Easton, WA 98946
KCFD 4	P.O. Box 1002 Vantage, WA 98950
KCFD 6	70 Atlantic Ave (Physical) P.O. Box 328 Ronald, WA 98940 (509) 649-2600
KCFD 7	123 E. First ST. Cle Elum, WA 98922 (509) 674-5371
Snoqualmie Pass Fire & Rescue	1211 SR 906 Snoqualmie Pass, WA 98068 (425) 434-6333
Cle Elum Fire	119 W. 1st St. Cle Elum, WA 98922 (509) 674-5785
Roslyn Fire	203 S. 1st ST P.O. Box 451 Roslyn, WA 98941 (509) 649-3105
South Cle Elum Fire	523 Lincoln Ave (City Hall) P.O. Box 185 S. Cle Elum, WA 98943 (509) 674-4322

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Appendix D—PUBLIC SAFETY PROCEDURES

The **Hazardous Materials Checklist** below serves as reminders for the types of support that the EOC may provide to an incident commander in a limited-scope HAZMAT incident. Coordination between the EOC and the IC is necessary before any action is taken.

COMPLETED/ NOT APPLICABLE	TASKS
☐	Obtain an incident briefing from the Incident Commander
☐	Assess the incident situation
☐	Recommend incident goals and strategic objectives
☐	Alert the Washington State Military Department, Emergency Management Department Duty Officer (info only)
☐	Alert the Washington State Department of Ecology (info only)
☐	Alert the Washington State Patrol (info only)
☐	Alert the EPA (info only)
☐	Alert the Coast Guard (if on or near waterway)
☐	Alert Amateur Radio Emergency Services (info only)
☐	Send a liaison officer to the ICP (if needed)
☐	Activate elements of the EOC (as needed):
☐	Send a messenger to the ICP, if needed
☐	Get weather data
☐	Provide plume estimates using CAMEO®, if needed
☐	Activate EAS if needed and requested by IC. See EAS Checklist and Criteria
☐	Use Emergency Notification System (ENS) to alert residents/businesses, if needed
☐	Coordinate with Health Department for health effects information, if needed
☐	Coordinate with Public Works for barricade assistance, if needed
☐	Coordinate with Red Cross for shelters, if needed
☐	Coordinate with Adjacent jurisdictions, if needed
☐	Coordinate for resources are requested by the IC
☐	Prepare news releases
☐	Coordinate news releases with IC for approval
☐	Email news releases to media contacts
☐	Post news releases to web site, Facebook and send out updates via Twitter

1. Public Safety

The primary objective of every hazardous materials response to is to protect the people at risk.

This includes the employees of the affected facility and/or transportation company as well as citizens and visitors in the immediate area of the release and/or the projected plume. Protection of the public during a chemical emergency is a complex undertaking. Evacuation is the recognized standard for population protection; however, recent research indicates shelter-in-place should be considered as a better alternative for many hazardous materials incidents.

a. Each strategy (evacuation or shelter-in-place) has inherent advantages and disadvantages.
   - The advantage of evacuation is it removes employees, citizens and visitors from the present and any future risks in the affected area. The concept of removing the population from risk is also an acceptable and preferred strategy for many members of the public. Evacuations are, however, highly disruptive events which create other challenges such as traffic control and sheltering. An effective evacuation may take hours to complete, during which evacuees may be exposed to unsafe concentrations of the toxic substance they are attempting to avoid.
   - Shelter-in-place can be instituted in a relatively short period of time. The population does not have long distances to travel, and they are, for the most part, familiar with their surroundings. The speed with which a shelter-in-place effort can be implemented may make it the only reasonable short-term protective option for hospitals, nursing homes and corrections facilities. However, the concept of shelter-in-place is a foreign notion to many citizens who will self-evacuate. Training and exercising sheltering-in-place plans for those facilities, which might prove useful, will facilitate its use when it is needed. It should be considered only for incidents expected to last for a short duration.

b. No single protective strategy is applicable in all situations whereas some incidents may be suited to either evacuation or shelter-in-place. The two strategies are not mutually exclusive and may be combined to achieve maximum population protection in some situations. For example, shelter-in-place for the public in an appropriate radius around a toxic release, combined with evacuation of downwind populations, might result in the best protection potential for the greatest number of people.

c. The decision to evacuate or order shelter-in-place should be based upon known data or perceived risk when insufficient data is immediately available. Reference materials and resources which will aid the decision-making process include:
   - Emergency Response Guidebook (Current Edition), http://www.phmsa.dot.gov/portal/site/PHMSA/menuitem.ebdc7a8a7e39f2e55cf2031050248a0c/?vgnextoid=ebfeca57e196d110VgnVCM1000009ed07898RCRD&vgnextchannel=d248724dd7d6c010VgnVCM10000080e8a8c0RCRD&vgnextfmt=print
   - Material Safety Data Sheets (MSDS), http://www.osha.gov/dsg/hazcom/msdsformat.html

- Chemical Transportation Emergency Center (CHEMTREC), http://www.chemtrec.com/
- AIHA Emergency Response Planning Guidelines, http://www.aiha.org/INSIDEAIHA/GUIDELINEDEVELOPMENT/ERPG/Pages/default.aspx
- NIOSH Pocket Guide to Chemical Hazards, http://www.cdc.gov/niosh/npg/
- CAMEO Chemicals, http://cameochemicals.noaa.gov/
- Areal Locations of Hazardous Atmospheres (ALOHA), http://www.epa.gov/oem/docs/cameo/ALOHAManual.pdf
- Mapping Applications for Response, Planning, and Local Operational Tasks (MARPLOT), http://www.epa.gov/oem/docs/cameo/MARPLOTManual.pdf

d. The Incident Command (IC) is authorized to order the protective measures appropriate to the type of threat, current weather conditions, condition of population at risk, response capabilities and timeliness, available transportation resources, time of day and ability to communicate with the at-risk population. The procedures for implementing evacuation and shelter-in-place strategies are found in *Appendix C Public Safety Procedures*. USC Title 42 Chapter 116 Subchapter I Section 11003(c)(7), requires plans include "Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes."

e. Regulated facilities are required to have evacuation plans for employees and visitors. The Washington State Administrative Code (WAC) 296-24-567 requires each facility to have an emergency action plan which includes, at a minimum:
   - Evacuation procedures and route assignments; and
   - Procedures for employees who remain to operate critical plant operations before they evacuate; and
   - Procedures to account for all employees after emergency evacuation has been completed; and
   - Rescue and medical duties for those employees who are to perform them; and
   - The preferred means of reporting fires and other emergencies; and
   - Names or regular job titles of people or departments who can be contacted for further information or explanation of duties under the plan

2. Public Safety vs. Responder Safety

It is essential on-scene response personnel are protected from the adverse effects of hazardous materials contamination to safely perform their role in protecting the public and mitigating the incident. The safety of response personnel is a priority of the IC system. A Safety Officer will be appointed to the Command Staff to assist the Incident Commander (IC) with responder safety. If the IC does not appoint a Safety Officer for some reason, the IC assumes the responsibilities of the Safety Officer. The Safety Officer shall be assigned to monitor operations, identify potential safety hazards, correct unsafe situations and develop

additional methods and procedures to ensure responder safety. The Safety Officer will be given authority to alter, suspend or terminate any activity he/she deems is unsafe. Safety Officers must be trained to the level of the incident, i.e., an operations level incident (gasoline spill) requires a Safety Officer trained to the operations level.

a. All responders to a hazardous materials incident will:

- Adhere to applicable local, state and federal laws, statues, ordinances, rules, regulations, guidelines and established standards pertaining to responder safety.
- Not exceed individual response certification level in accordance with CFR 1910.120 (HAZWOPER) and Chapter 296-824 WAC training under any circumstance.

b. The minimum procedures by responder certification level are:

- Awareness level responders are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They will not take any further action beyond notifying the authorities of the release.
- Operations level responders are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby people, property or the environment from the effects of the release. They are trained to respond in a defensive fashion without trying to stop the release and as such will maintain a safe distance, keep the release from spreading and prevent exposures.
- Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release to plug, patch or otherwise stop the release of a hazardous substance. As such they will be able to:
    - Perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
    - Understand and implement decontamination procedures.
- Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician; however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. As such they will be able to:
    - Select and use proper specialized chemical personal protective equipment.
    - Perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
    - Determine and implement decontamination procedures.
    - Develop a site safety and control plan.

3. Public Safety Operations Components

a. Resource Management

The response and recovery resources available to the Kittitas County LEPC come from federal, state and local partners, public and private stakeholders and non-governmental organizations. During response operations, acquisition of resources will be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs) and contracts or through emergent contracting in accordance with the Revised Code of Washington (RCW) 38.52.070.

b. Containment/Clean-Up

Coordination of spill containment and clean-up is the responsibility of the designated Incident Command agency. Responding agencies will:

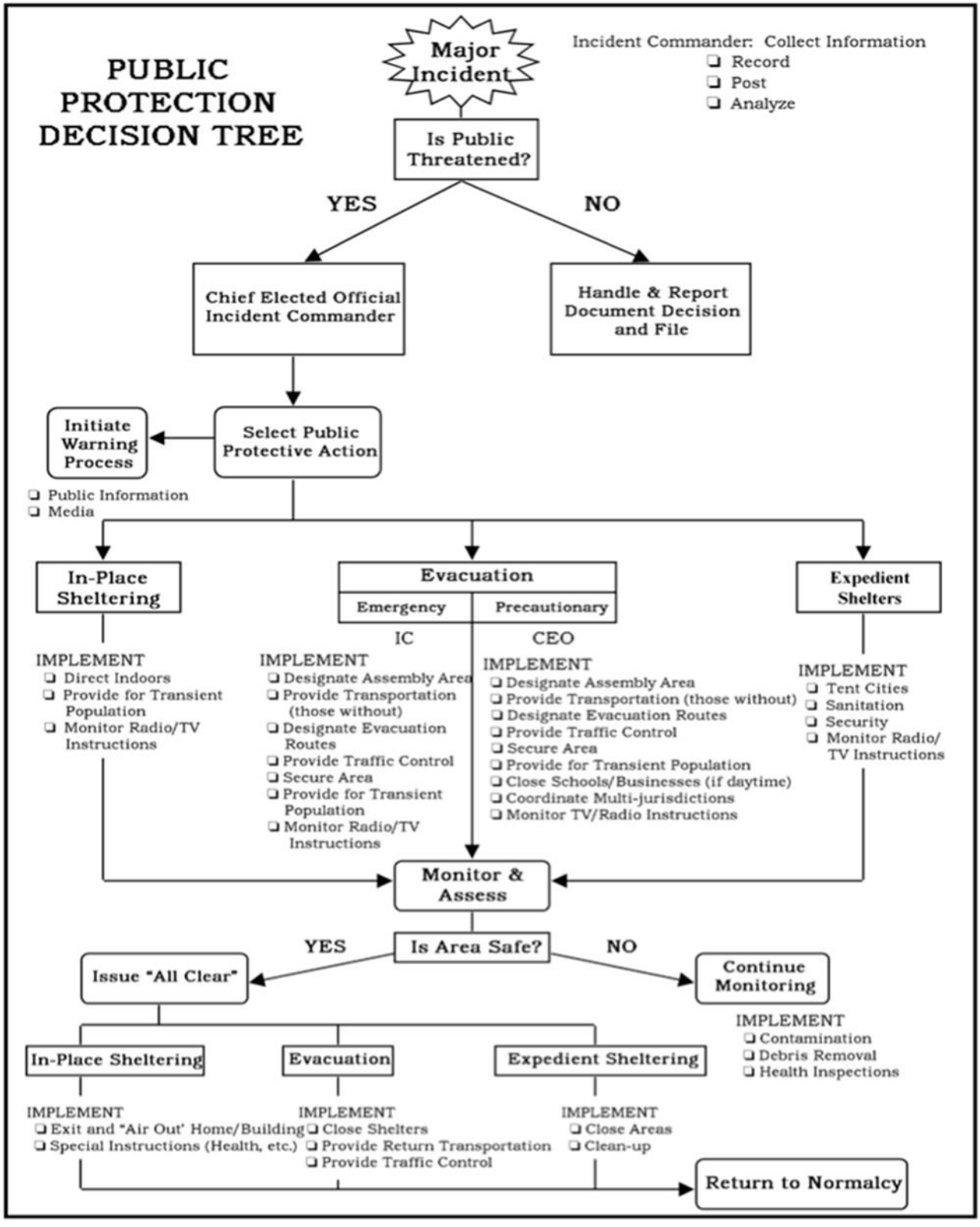
- Identify, contain, recover and properly treat or remove hazardous materials and dispose of at state permitted site.
- Limit incident site entry to trained personnel with appropriate personal protective equipment.
- Follow decontamination procedures to limit areas of contamination and restrict further spread of hazardous materials.
- Plan for restoration and mitigation of damage to the environment.

A list of hazardous materials spill contractors is available through the Department of Ecology at http://www.ecy.wa.gov/programs/spills/response/HAZMAT_Spill_Contractor_List.pdf

c. Documentation and Investigation

- Responding agencies will complete incident reports which will conform with the National Fire Incident Reporting System.
- Cost recovery for response and cleanup costs will be managed through the Washington State Department of Ecology and the Washington State Patrol. Costs will be accounted for with material receipts and equipment, personnel and apparatus rates as prescribed by the Washington State Fire Chiefs.
- Criminal acts related to hazardous materials incidents will be investigated by the law enforcement agency having jurisdiction in cooperation with the Washington State Patrol.

All responses will be followed by an After-Action Review during which all agencies will participate.


PUBLIC PROTECTION DECISION TREE
Major Incident
Incident Commander: Collect Information
❑ Record
❑ Post
❑ Analyze
Is Public Threatened?
YES
NO
Chief Elected Official Incident Commander
Handle & Report Document Decision and File
Initiate Warning Process
Select Public Protective Action
❑ Public Information
❑ Media
In-Place Sheltering
Evacuation
Emergency
Precautionary
Expedient Shelters
IC
CEO
IMPLEMENT
❑ Direct Indoors
❑ Provide for Transient Population
❑ Monitor Radio/TV Instructions
IMPLEMENT
❑ Designate Assembly Area
❑ Provide Transportation (those without)
❑ Designate Evacuation Routes
❑ Provide Traffic Control
❑ Secure Area
❑ Provide for Transient Population
❑ Monitor Radio/TV Instructions
IMPLEMENT
❑ Designate Assembly Area
❑ Provide Transportation (those without)
❑ Designate Evacuation Routes
❑ Provide Traffic Control
❑ Secure Area
❑ Provide for Transient Population
❑ Close Schools/Businesses (if daytime)
❑ Coordinate Multi-jurisdictions
❑ Monitor TV/Radio Instructions
IMPLEMENT
❑ Tent Cities
❑ Sanitation
❑ Security
❑ Monitor Radio/ TV Instructions
Monitor & Assess
Is Area Safe?
YES
NO
Issue "All Clear"
Continue Monitoring
IMPLEMENT
❑ Contamination
❑ Debris Removal
❑ Health Inspections
In-Place Sheltering
Evacuation
Expedient Sheltering
IMPLEMENT
❑ Exit and "Air Out' Home/Building
❑ Special Instructions (Health, etc.)
IMPLEMENT
❑ Close Shelters
❑ Provide Return Transportation
❑ Provide Traffic Control
IMPLEMENT
❑ Close Areas
❑ Clean-up
Return to Normalcy

Evacuation Planning Factors

Neighborhood or Area Evacuation.
The following factors should be considered in preparing an evacuation plan:

- ✓ *Consider the characteristics of the hazard/ threat: magnitude, intensity, speed of onset, duration, impact.*
- ✓ *Determine area to be evacuated.*
- ✓ *Establish a perimeter. Consider access and functional needs equipment:*
  - *Barricades with flashing lights.*
  - *Barricade tape.*
  - *Evacuation route signs.*
- ✓ *Determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance necessary to ensure safety.*
- ✓ *Establish entry and exit control points.*
- ✓ *Identify access and functional needs populations:*
  - *Schools.*
  - *Day care centers.*
  - *Nursing homes.*
  - *Handicapped persons (hearing, sight, mentally, mobility impaired).*
  - *Non-English speaking persons.*
  - *Hospitals, health care facilities.*
  - *Transient populations (street people,*
  - *motel/hotel guests).*
  - *People without transportation.*
  - *Animals: Kennels, veterinary hospitals,*
  - *pet stores, animal shelters.*
- ✓ *Identify assembly areas for people without transportation.*
- ✓ Estimate numbers of people requiring transportation.
- ✓ Identify evacuation routes. Consider: traffic capacity, risk areas. Plan for “what ifs,” i.e. vehicle breakdowns, bridge/road damages, secondary hazards along evacuation routes, etc.
- ✓ Consider need for animal control, care, evacuation.
- ✓ Identify mass care facilities, safe areas.
- ✓ Plan for security: Perimeter control, property protection, etc.
- ✓ Minimize family separation. Consider how to reunite families.
- ✓ Is an “evacuation order” from the Mayor needed?
- ✓ Determine reentry procedures.
- ✓ Issue specific evacuation instructions to include:

  Situation:
  - Emphasize hazard/threat/risk.
  - The life/death consequences for not evacuating.
  - Services that will be discontinued or interrupted within the evacuation area.

- Legal consequences for re-entering the area.
- Identification of the specific area(s) to be evacuated.
- List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
- Departure times/ Pickup points for people requiring transportation assistance.
- Evacuation routes (give easy to understand instructions using major roads, streets, highways, rivers, etc.)
- Location of mass care facilities outside of the evacuation area.
- Where family members go to be united.
- How access and functional needs populations are being assisted.
- What to do with animals.

✓ Remember to keep evacuees and the public informed on evacuation activities and the specific actions they should take.

4. Shelter in place

a. The term, shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuating the area. Evacuation is the preferred public safety option. Therefore, shelter-in-place should only be used when an evacuation is not safe. The decision to shelter-in-place will be made by "Incident Commander, in consultation with a hazardous materials technician or specialist, when possible. Once the decision to shelter-in-place is made, the "Incident Commander or Public Information" will instruct the affected population to shelter-in-place. This notification will be made using all means of communication available.

b. In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. Consider providing the following instructions to citizens during a shelter-in-place situation:

- Turn-off heating, cooling and ventilation system to prevent drawing in outside air.
- Get disaster supply kit, pets and their food and water.
- Move to a small, interior room above ground level and close doors and windows, rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.
- Do not use the fireplace or wood stove, extinguish all burning materials and close dampers.
- Notify those around you and encourage others to remain in your room/ office rather than to try to leave the building.
- Do not use the telephone unless you have an emergency.
- Listen to your local radio or television stations for further instructions.

- Stay in your rooms/ offices/ classrooms and only come out when you are told that it is safe.

c. It is important following a shelter-in-place event that the public do not take reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.

5. Evacuation Planning factors

The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan.

Evacuees should also receive instructions to (time permitting):

- Gather and pack only what is most needed, with particular attention given to medications, materials for infant care, essential documents, etc.
- Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.
- Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.
- Lock the house or building prior to leaving.
- Do not use the telephone unless it is an emergency.
- Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed; turn on local radio station for evacuation routes and up-to-date information.
- Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.
- Do not call your school or go to pick up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick up children.

WARNING/ EVACUATION NOTIFICATION

CLAY MYERS, SHERIFF
KITTITAS COUNTY SHERIFF'S OFFICE
EMERGENCY MANAGEMENT
307 W. Umptanum Rd * Ellensburg, WA 98926
(509) 962-7525 * (509) 674-2584
FAX (509) 962-7599

KITTITAS COUNTY SHERIFF'S OFFICE

EVACUATION NOTICE

Threat type:

☐ FIRE ☐ FLOOD ☐ HAZMAT ☐ OTHER

Ready! ☐ Level 1

Heads up! There is a nearby emergency. Prepare for a possible evacuation. Assemble emergency supplies and belongings in a safe place.

Set! ☐ Level 2

The danger is close and poses a significant risk. Get your family and pets ready to leave. Move emergency supplies and belongings to your vehicle.

GO! ☐ Level 3

GET YOUR FAMILY AND PETS IN YOUR VEHICLE AND LEAVE IMMEDIATELY!

If you choose to stay, you do so at your own risk. Responders may not be able to come help you.

THIS MAY BE THE ONLY NOTICE YOU RECEIVE

Do not wait for us to tell you to leave. If you feel you are in danger, LEAVE RIGHT AWAY!

For more information about the situation and recent press releases, scan the QR Code to the right, or visit:

www.co.kittitas.wa.us

Monitor trusted social media, television, and radio news outlets listed below for situation updates

Kittitas County Sheriff's Office

Evacuation Shelter Location:_____

Date:_____ Time:_____ Identifier:_____

KITTITAS COUNTY SHERIFF'S OFFICE

AVISO DE EVACUACIÓN

Tipo de amenaza:

☐ INCENDIO ☐ INUNDACIÓN ☐ MATERIALES PELIGROSOS ☐ OTRO

¡PREPÁRATE! ☐ NIVEL UNO

¡Esto es una advertencia! Hay una emergencia cerca de ti. Prepárate para una posible evacuación. Reúne tus suministros y pertenencias de emergencia en un lugar seguro.

¡ESTE LISTO! ☐ NIVEL DOS

El peligro está cerca de ti y es de alto riesgo. Alista a tu familia y mascotas para salir. Mueve tus suministros de emergencia y pertenencias a tu vehículo.

¡SAL AHORA! ☐ NIVEL TRES

¡METE A TU FAMILIA Y MASCOTAS EN TU VEHÍCULO Y SAL DE INMEDIATO!

Si eliges quedarte, lo haces bajo tu propio riesgo. Es posible que los socorristas no puedan venir a ayudarte.

ESTE PUEDE SER EL ÚNICO AVISO QUE RECIBIRAS

No esperes a que te digamos que te vayas. Si tu te siente que está en peligro, ¡SAL DE INMEDIATO!

Para obtener más información sobre la preparación para evacuaciones, escanee el código QR a la derecha, o visita:

www.co.kittitas.wa.us

Monitoree las redes sociales confiables, los medios de noticias de televisión y radio para detectar cambios en las condiciones de esta situación.

Kittitas County Sheriff's Office

Evacuation Shelter Location: :_____

Fecha:_____ Hora:_____ Identificador:_____

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Appendix E—PRECAUTIONARY EVACUATION PLANS

(See: Evacuation Planning Factors, Appendix D)

1. General Guidance

Precautionary evacuation occurs when it is recommended to evacuate within a certain parameter, usually a building or a block until the initial situation is contained. This type of recommendation is usually found in hazardous materials handling manuals and determined by the Fire and Emergency Services. Due to hazardous materials being transported through Kittitas County, an incident has the potential to occur in numerous locations throughout the County.

Methods used to assist in evacuation are very significant and provisions must be made for those people unable to supply their own transportation; jurisdictions must be prepared to activate agreements to provide means of moving those in congregate care and other special populations.

Another important issue is the availability of evacuation routes, their capacities, and their vulnerability to the hazard. On–site hazardous materials mean detailed plans can be developed for evacuation routes and the number of people to be evacuated.

The role of the LEPC is to be available to assist EHS facilities in developing evacuation plans.

2. Evacuation

The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan. The IC is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:

- Location of hazard.
- Description of the hazard.
- Description and boundaries of the evacuation zone.
- Name and address of shelters/reception centers.
- Primary evacuation routes to be used.
- Information on how special groups, i.e., schools, nursing homes, the functionally challenged, within the evacuation zone will be evacuated/assisted.
- Information on the available public transportation system and pick-up points.
- Details on what to bring and not bring to the shelter/reception center.
- Information on security within the evacuation zone.
- The estimated time the zone/area will need to be evacuated.
- Information on how evacuees will receive instructions on when to return to the evacuation zone.

Time permitting, evacuees should also receive instructions to:

- Gather and pack only what is most needed, with particular attention given to medications, materials for infant care, essential documents, etc.
- Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.
- Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.
- Lock the house or building prior to leaving.
- Do not use the telephone unless it is an emergency.
- Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed, turn on local radio stations for evacuation routes and up-to-date information.
- Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.
- Do not call your school or go to pick up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick up children.

Evacuation instructions can be specific to an individual facility and possibly to the specific chemical. They will include special provisions and instructions for facilities in the impacted area, especially those with captive or high-risk populations, i.e., schools, hospitals, nursing homes, prisons, etc. Provisions will be made to evacuate the elderly and the physically challenged who require assistance to comply with evacuation directive. Precautionary evacuation of certain, high-risk members of the affected population may be recommended even when no other segments of the population are evacuated. This could include infants, pregnant women, persons with respiratory illnesses and the elderly.

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of the IC, in coordination with the chief law enforcement officer. Once the area is deemed safe, the orderly return of evacuees to the evacuated area will be authorized through the IC. Return will be coordinated using predetermined procedures through designated checkpoints.

Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC will determine the evacuation routes. The major thoroughfares will be utilized whenever possible to expedite the flow of evacuees.

3. Identified Hazardous Materials Transportation Routes:

Pipelines:

There is a regional natural gas distribution pipeline that runs from the south border of Kittitas County along No 6 Road and Wilson Creek Road to the north border of Kittitas County. The gas line is 16” in diameter and is a high-pressure line (600psi). The line is unscented.

There are two smaller distribution lines that branch from this line at Kittitas Highway (City of Ellensburg) and on the Vantage Highway (PSE). Each has a pressure reducing station and scenting station.

Roadways:

Interstate 82 enters Kittitas County on the southern border and is used as a major north/south transportation route, as well as Interstate 90 that runs east to west. SR 97, SR 903, Kittitas Highway, Old Vantage Highway while not having the same volume of traffic, can be inundated with traffic when the main interstates have back -ups.

Rail lines:

Burlington Northern rail lines follow Snoqualmie pass, and down along the Yakima River till the line exits the county. Numerous shipments of commodities including hazardous materials are shipped daily.

4. **Identified Hazardous Materials in Fixed Locations:**

Anhydrous Ammonia – used at Twin City Foods in Ellensburg as a refrigerant gas. Poison gas in concentrated amounts may be fatal. Generally, exposure creates mucous membrane irritation and/or burns.

Natural Gas – distributed throughout the cities and urban growth areas. Flammable gas that has a vapor density less than 1 so displacement of oxygen is not an issue outside of structures.

Propane (LPG) – stored in quantity in Thorp, Cle Elum and Ellensburg. Flammable gas is significantly denser than air which creates asphyxiation as well as a flammability problem inside and outside structures.

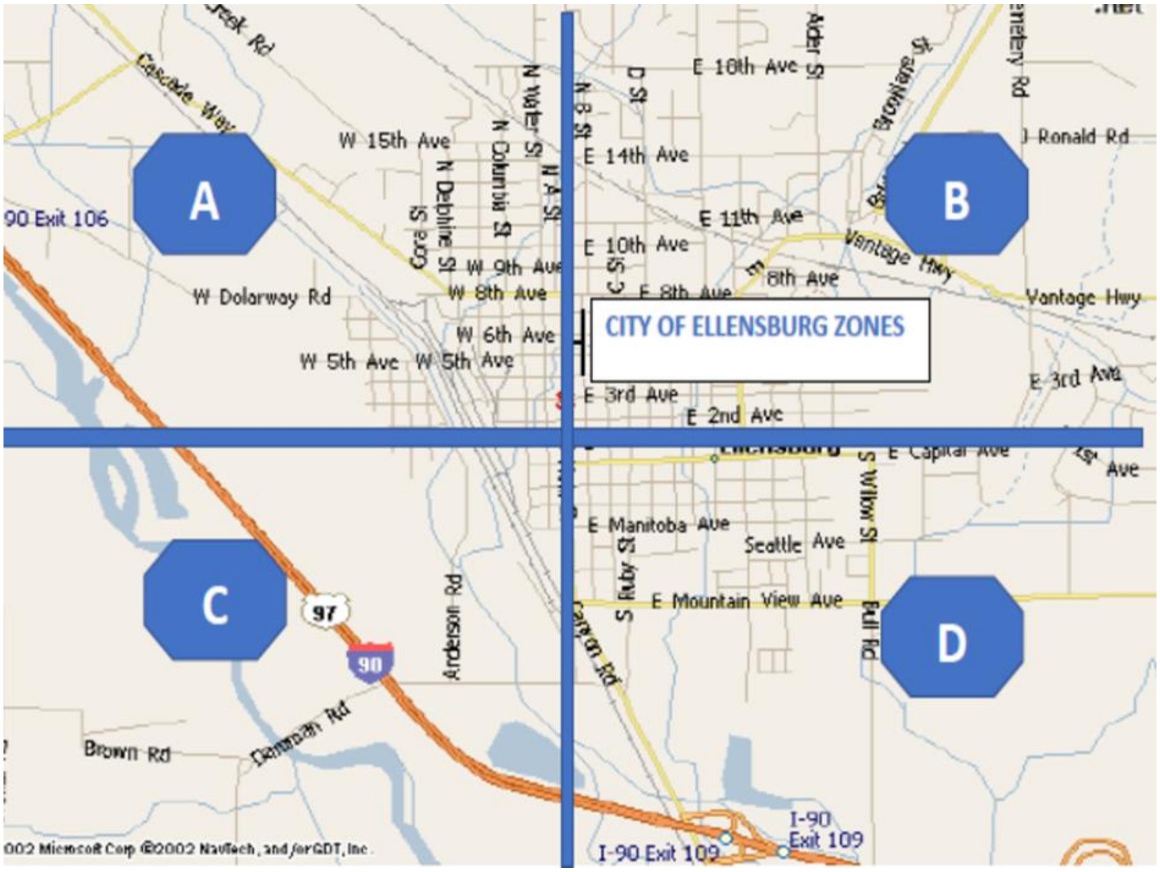
Gasoline/Diesel Fuel – stored in quantity throughout the county in both underground and above storage tanks. Combustible/flammable liquids with potential environmental damage in a large-scale leak.

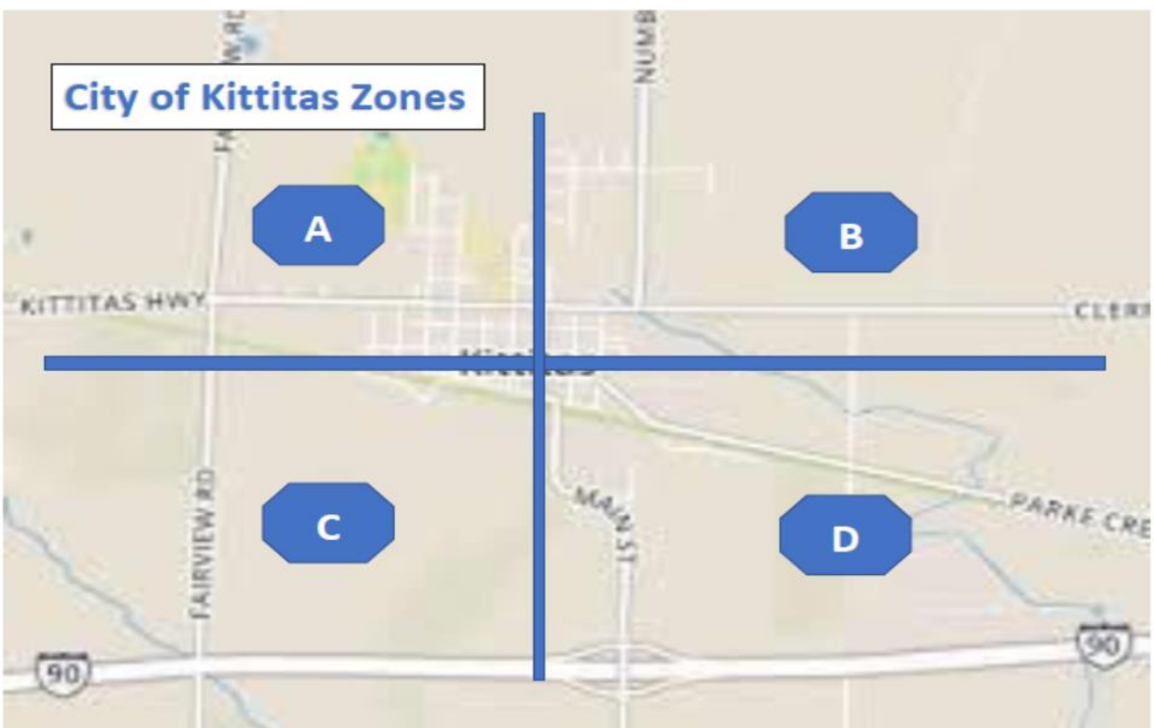
It is assumed that large quantities of all DOT classes of hazardous materials are transported daily on the interstate highway system and by rail.

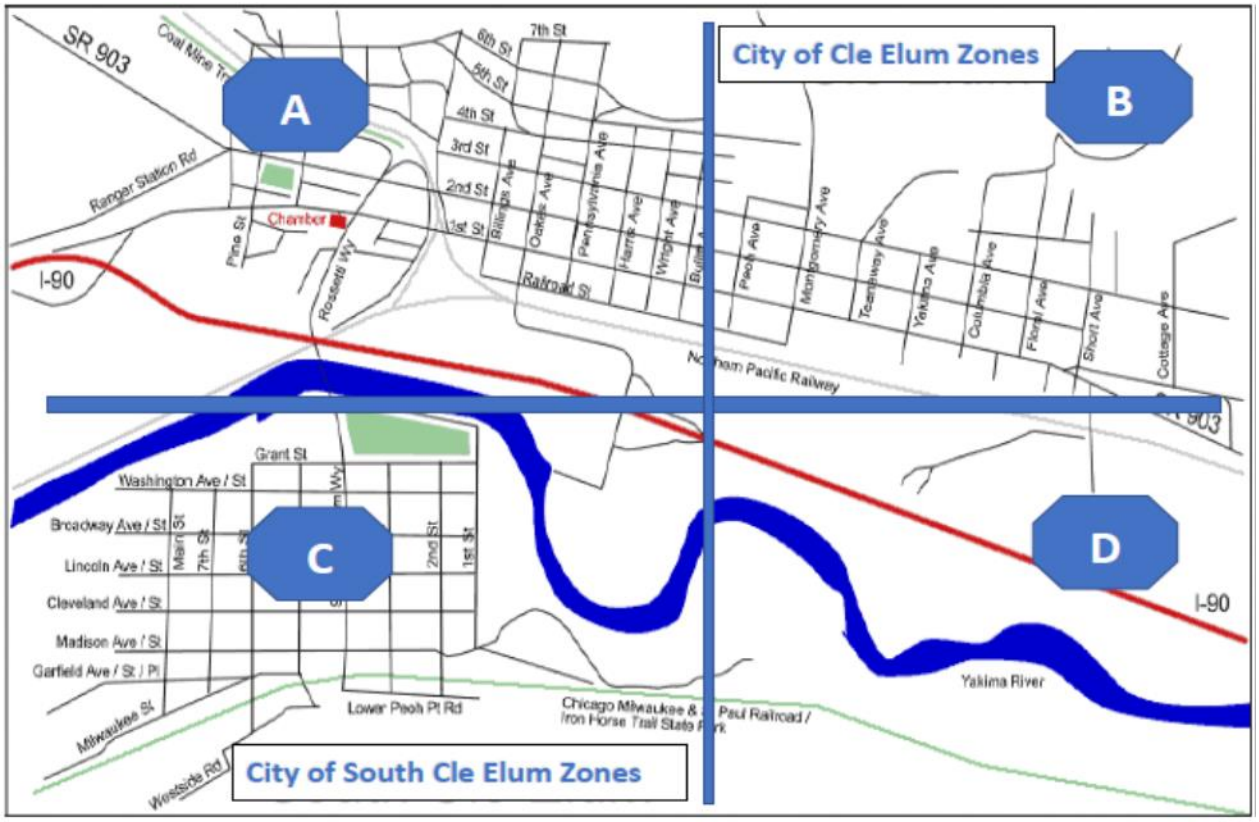
5. **Pre-Designated Evacuation Zones:**

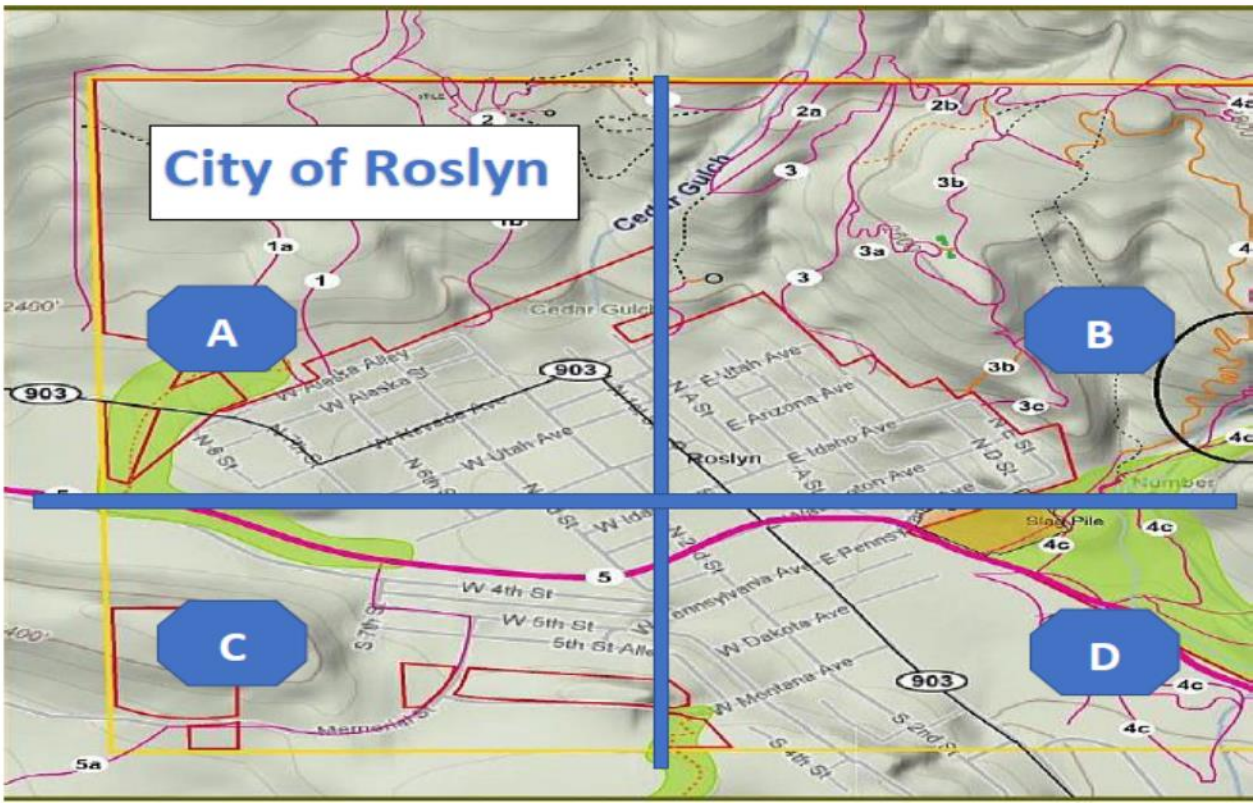
The attached maps of the major population bases in the County show evacuation zones that can be used to facilitate evacuations. A major hazardous materials incident may require the evacuation of citizens from any location in Kittitas County along the major traffic routes of I-82, SR 97, SR 903, Kittitas Highway, Old Vantage Highway, or I-90.

In case of emergency, law enforcement may determine other routes for evacuation depending on wind direction and location of release. These are only suggested zones.


CITY OF ELLENSBURG ZONES
A
B
C
D
W 15th Ave
E 14th Ave
E 10th Ave
E 11th Ave
Vantage Hwy
W Dolarway Rd
W 9th Ave
W 8th Ave
W 6th Ave
W 5th Ave
E 3rd Ave
E 2nd Ave
E Capital Ave
E Manitoba Ave
Seattle Ave
E Mountain View Ave
Anderson Rd
Brown Rd
Cascade Way
90 Exit 106
I-90 Exit 109
97
90


City of Kittitas Zones
A
B
C
D
KITTITAS HWY
FAIRVIEW RD
MAIN ST
90


City of Cle Elum Zones
City of South Cle Elum Zones
A
B
C
D
SR 903
I-90
Ranger Station Rd
Chamber
Pine St
Rosseta Wy
Railroad St
Pacific Ave
Montgomery Ave
Teanaway Ave
Yakima Ave
Columbia Ave
Flora Ave
Short Ave
Cottage Ave
Grant St
Washington Ave / St
Broadway Ave / St
Lincoln Ave / St
Cleveland Ave / St
Madison Ave / St
Garfield Ave / St / Pl
Main St
7th St
2nd St
1st St
Milwaukee St
Lower Peoh Pt Rd
Westside Rd
Yakima River
Chicago Milwaukee & St Paul Railroad /
Iron Horse Trail State Park


City of Roslyn
A
B
C
D
903
Cedar Gulch
W Alaska Abey
W Alaska St
W Utah Ave
E Utah Ave
E Arizona Ave
E Idaho Ave
Roslyn
W 4th St
W 5th St
5th St Alley
W Dakota Ave
W Montana Ave
Memorial St
Slag Pile

6. Kittitas County Shelter Locations

Location		Name/Location
City of Ellensburg	Zone D	Kittitas County Fairgrounds
City of Ellensburg	Zone B	Mercer Creek Church
City of Cle Elum	Zone C	Putnam Building

Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period; however, any large building outside the evacuation zone with adequate facilities could be utilized if the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to all evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified. Alternative facilities outside Kittitas County may be required to accommodate the special needs population, hospital patients or jail/prison inmates.

The American Red Cross (ARC), in conjunction with faith- based organizations, will operate in Kittitas County. The services provided in these shelters/reception centers will be in accordance *with ESF 6 Mass Care, Housing & Human Services* of the Kittitas County Comprehensive Emergency Management Plan. In the case of an evacuation due to a HazMat incident, the Incident Commander should work with the Kittitas County American Red Cross and Kittitas County Sheriff's Office to determine the safest shelters to activate. Residents should follow the directions given in the evacuation announcements. The Red Cross will also track evacuees and make any sheltered members' names available in accordance with their established Standard Operating Guidelines (SOGs).

Any combination of the following modes of transportation will be utilized to transport evacuees from the evacuation zone to shelters/reception centers.

- *Walking: When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.*
- *Private vehicles (car, van, pick-up truck, etc.): When walking is not an option, use of private vehicles is a viable alternative if the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or people with physical challenges that do not require EMS level transportation.*
- *Public Transit (University shuttle bus, school bus): This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk.*
- *EMS vehicles (ambulance or handicap equipped vehicle): This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.*

Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period; however, any large building outside the evacuation zone with adequate facilities could be utilized if the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified.

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Appendix F—RESPONSE RESOURCES

The response and recovery resources available to the Kittitas County LEPC come from federal, state and local partners, public and private stakeholders and non-governmental organizations. During response operations, acquisition of resources will be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs) and contracts or through emergent contracting in accordance with the Revised Code of Washington (RCW) 38.52.070.

Local Resources

DEPARTMENT	EQUIPMENT
Tri County HazMat Team	Level A Chemical Suits
	Mobile Air Compressor (Cascade)
	Mobile Command Unit
	A-B-C Chlorine Kits
	Dome Clamps
	Non-Sparking Tools
	Diaphragm Pumps – Air Operated
	45 Minute SCBA
	Air Monitoring Eq.
	Chemical ID Eq.
	MASS DECON UNIT
	Minor Absorbents
	Minor Absorbents
	Minor Absorbents
	Minor Absorbents
	Minor Absorbents
	Minor Absorbents
	Minor Absorbents

Regional Resources

JURISDICTION/ LOCATION	RESOURCE	AMOUNT
Yakama Nation,- Toppenish,WA 509) 865-5121 x4402	*Boom*	*800 feet-12",*
	Spill equipment	Inside 7X8 trailer
BNSF- Lyle,WA 800-832-5452	Boom	19'' Boom-900feet,19'' Boom-600 feet, 19'' Boom-600 feet, 19'' Boom-600 feet, and 19'' Boom-600 feet
	Spill equipment	in 5 air transport containers
	1CD18H-24 coated drum skimmer	One -
	Petroleum storage bladder	3,000-gallon
Department of Ecology- Central eastern Washington 509) 754-5088 x3137	Boom	2700 feet of 12'' boom, 900 feet of 10'' boom, 800 feet of 18'' inshore boom
	Spill equipment	12 spill response trailers
Phillips 66- Moses Lake,WA 509-765-7051	Radios	Mobile Radio equipment
	Spill equipment	Inside 7X8 trailer
National Response Corporation Environmental Services- Pasco,WA 1-800-33-SPILL	-Air Mover Truck - Backhoe	60 barrel storage capacity One
Kittitas County Fire District #7-Cle Elum,WA 509-674-5371	Oil Spill Repsonse Trailer	Inside 7X8 trailer *-800 feet-12",foam, absorbent pad*
TideWater Barge Lines- Pasco,WA 360-6393-1491	Boom	1,800 feet of 20'' Boom
ACT Remediation Services, Pasco,WA 1-888-477-0015	Biohazard clean up	NA
SERVPRO, Walla Walla, WA 1-888-629-1222	Biohazard clean up	NA
Able Clean Up Technologies (Coverage area Eastern WA) 1-509-466-5255	Primary Service is oil and chemical Clean up and materiel remediation.	NA

Big Sky Industrial (Coverage area Eastern WA) 1-509-624-4949	Oil and chemical Clean up and materiel remediation.	NA
NRC Environmental Services(Coverage area national) 1-800-337-7455	All environmental oil clean up.	NA

For additional resources, a list of hazardous materials spill contractors is available through the Department of Ecology at:
http://www.ecy.wa.gov/programs/spills/response/HAZMAT_Spill_Contractor_List.pdf.

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Appendix G—TRAINING SCHEDULE

The majority of jurisdiction's fire district, law enforcement, and public works departments maintain their own individual training records for due diligence purposes. All National Incident Management System reporting is passed to the county through the NIMS Casting report system.

HAZARDOUS MATERIALS COURSES	Check link for Dates	LOCATIONS
• Chemistry for Emergency Response • Hazmat IQ/ Above the Line/Below the Line • Hazardous Materials Awareness • Hazardous Materials On-Scene Incident Command • Hazardous Materials Operations • Hazardous Materials Technician • Hazardous Materials Training • Hazmat Safety Officer	http://www.wsp.wa.gov/fire/ftatrain.htm#hazmat	Fire Training Academy 50810 SE Grouse Ridge Rd North Bend, WA
LOCAL Training for LEPC and First Responders ICS-100,200,700,800	Online courses: https://training.fema.gov/is/	

Incident Command System 300 and 400 hosted by OEM for LEPC I. ICS 300 Intermediate Event Response-	(Date TBD)	TBD
II. ICS 400 Advanced Response for Complex Incidents	(Date TBD)	TBD

Minimum Training Requirements as per WAC 296-824-30005

Training Needed	HazMat Team	Fire & Rescue	Law Enforcement	EMS	Public Health	Emergency Mgmt	Support Agency	School Board	Hospital	Facility Operator
First Responder Awareness Level	X	X	X	X	X	X	X	X	X	X
First Responder Operations Level	X	X				X			Note 1	X
Hazardous Materials Technician Level	X									
Hazardous Materials Specialist Level	X									
On-Scene Incident Command Level 3	X	X	X	X	X		X	X		X
Safety Operations	Note [2]		X	X						
Use of Protective Clothing/Equipment	Note [2]	X		X		X				
Decontamination Procedures	Note [2]	X		X					X	
Treatment of Contaminated Patient Injuries		X		X					X	
ICS100	X	X	X	X	X	X	X	X	X	X
ICS200	X	X	X	X	X	X	X		X	X
ICS300	Note [4]	Note [4]	Note [4]	Note [4]		Note [4]				
ICS400	Note [4]	Note [4]	Note [4]	Note [4]		Note [4]				
ICS700: NIMS	X	X	X	X	X	X	X		X	X
ICS800(b): NRF	X	X	X	X	X	X			X	

1 Required for Hospital Emergency Room and Safety Personnel
2 These training modules are covered in the Hazardous Materials Technician training level and are required for supervisory personnel needing additional training beyond First Responder Levels.
3 New Incident Command Training Requirements under National Incident Management System (NIMS)
4 These course are required only for command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, and emergency managers

Awareness Level	Awareness level responders are those personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials/ weapons of mass destruction (WMD) and be expected to recognize the presence of the hazardous materials/WMD, protect themselves, call for assistance and secure the scene.
	
	Awareness Level First Responders competencies:
	• Understand what hazardous substances are and their associated risks.
	• Recognize the presence of hazardous substances in an emergency.
	• Can identify hazardous substances, when possible.
	• Understand the potential consequences of hazardous substances in an emergency.
	• Understand the role of a first responder at the awareness level as described in:
	  ○ The employer's emergency response plan, including site security and control.
	  ○ The United States Department of Transportation's Emergency Response Guidebook.
	• Can use the Emergency Response Guidebook.
	• Recognize the need for additional resources and the need to notify the incident's communication center accordingly.

Operations Level	Operations level responders are personnel who respond to hazardous materials/WMD incidents for the purpose of implementing or supporting actions to protect people, property and the environment from the effects of a release. They are trained to respond in a defensive fashion, which may include attempts to confine, contain or otherwise control the release without encountering the material/product. First responders at the operations level must receive at least eight hours of training and demonstrate awareness level competencies as well as the competency to: • Know basic hazard and risk assessment techniques. • Select and use personal protective equipment (PPE) appropriate for first responder operations level. • Understand basic hazardous materials terms. • Perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available. • Implement decontamination procedures to their level training. • Understand relevant standard operating and termination procedures.

Technician Level	Technician level responders are personnel who respond to hazardous materials/WMD incident using a risk-based response process to analyze the situation involving hazardous materials/WMD, select applicable decontamination procedures and control the release using specialized protective clothing and control equipment. First responders at the technician level must receive at least 24 hours of training and demonstrate operations level competencies as well as the competency to: • Implement an employer's emergency response plan. • Function within their assigned role in the incident command system. • Understand hazard and risk assessment techniques. • Understand basic chemical and toxicological terminology and behavior. • Use field survey instruments and equipment to classify, identify, and verify materials at the incident. • Select and use personal protective equipment (PPE) appropriate for hazardous materials technicians. • Perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available. • Implement decontamination procedures to their level of training. • Understand termination procedures.

Specialist Level	Specialist level responders are personnel who respond with and provide support to hazardous materials technicians. Their duties parallel those of hazardous materials technicians but require a more specific knowledge of the various substances they may be called upon to contain. Hazardous materials specialists also act as site liaisons with federal, state, tribal and local government authorities with regard to site activities. First responders at the specialist level must receive at least 24 hours of training and demonstrate technician level competencies as well as competencies as well as competence to: • Implement the local emergency response plan. • Know of the state emergency response plan. • Develop a site safety and control plan. • Understand chemical, radiological and toxicological terminology and behavior. • Understand in-depth hazard and risk techniques. • Use advanced survey instruments and equipment to classify, identify and verify materials at the incident. • Select and use proper specialized chemical PPE given to hazardous materials specialists. • Perform specialized control, containment and/or confinement operations within the capabilities of the resources and PPE available. • Determine decontamination procedures.

Incident Commander	The Incident Commander (IC) is the person responsible for all incident activities, including development of strategies and tactics and ordering and release of resources. Incident commanders, who assume control of a hazardous materials incident from the responders first on the scene, must receive at least 24 hours of training and demonstrate operations level competencies as well as competency to: • Know of the state emergency response plan and the Federal Regional Response Team. • Implement the local emergency response plan. • Implement the employer's emergency response plan. • Have knowledge of the incident command system (ICS) and understand how they relate to it. • Implement the employer's ICS. • Understand the hazards and risks associated with employees working in chemical protective clothing. • Understand the importance of decontamination procedures.

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Appendix H—EXERCISE TYPES AND SCHEDULE

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capability and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. While exercising is important, equally important is the After-Action Report/ Improvement plan that is generated after words.

Exercises in Kittitas County are holistic in nature and include first responders, elected officials, non-governmental organizations, and private sector response partners.

Exercise Types

1. **Discussion-based Exercises familiarize participants with current plans, policies, agreements and procedures, or may be used to develop new plans, policies, agreements, and procedures. Types of Discussion-based Exercises include:**

   a. ***Seminar***. A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).

   b. ***Tabletop Exercise (TTX)*****.** A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.

2. **Operations-based Exercises validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment. Types of Operations-based Exercises include:**

   a. ***Drill*****.** A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity (e.g., a fire department conducts a decontamination drill).

   b. ***Functional Exercise (FE)*****.** A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g., emergency operation center, etc.). A functional exercise does not involve any "boots on the ground" (i.e., first responders or emergency officials responding to an incident in real time).

   c. ***Full-Scale Exercise (FSE)*****.** A full-scale exercise is a multi-agency, multi-jurisdictional, multidiscipline exercise involving functional (e.g., emergency operation centers, etc.) and "boots on the ground" response (e.g., firefighters decontaminating mock victims).

Kittitas County Exercises

Type	Date(s)	Location	Planner
Seminar	TBD	TBD	TBD
Tabletop Exercise (TTX)	TBD	TBD	TBD
Drill	TBD	TBD	TBD
Functional Exercise (FE)	TBD	TBD	TBD
Full-Scale Exercise (FSE)	TBD	TBD	TBD

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Appendix I—FACILITY EPA AUDIT

Code: Y = Yes; N = No; NA = Not Applicable; U = Undetermined; P = Partially Satisfied; NR = Not Reviewed; R = Reviewed

Facility:	Process(es) Covered:	Date:

EMERGENCY ACTION PLAN

A. PROCEDURE/POLICY REVIEW

1) EXISTENCE, STRUCTURE AND FORMAT OF EMERGENCY ACTION PLAN PROGRAM

Compliance of Facility Program	**Response Code**
i. If facility personnel WILL NOT respond to a HAZMAT incident, is an emergency action plan and program in place?	
Notes/Comments Pertaining to Response to Question under Issue 1):	

2) EMERGENCY ACTION PLAN AND PROGRAM DEVELOPMENT	**Response Code**
i. Has an Emergency Action Plan been prepared containing the elements of 29CFR1910.38a?	
ii. Is a mechanism in place to inform the local fire department of a need for response?	
iii. Has the facility reviewed the EAP with the local fire department and local HAZMAT responder?	
iv. Have potential accident scenarios been reviewed with the fire department, including release, fire and explosion scenarios defined as offsite consequences under the county's Hazardous Materials Plan?	
v. Do the local fire department and HAZMAT unit concur with the EAP and acknowledge that they can provide the required response?	
Notes/Comments Pertaining to Responses to Questions under Issue 2):	

3) EMERGENCY ACTION PLAN, 29CFR1910.38a	**Response Code**
Are the following elements, at a minimum, included in the plan? i. Emergency escape procedures and emergency escape route assignments	

ii. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate	
iii. Procedures to account for all employees after emergency evacuation has been completed	
iv. Rescue and medical duties for those employees who are to perform them	
v. The preferred means of reporting fires and other emergencies, such as manual pull box alarms, public address systems, radio or telephones	
vi. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan	
vii. The types of evacuation to be used in emergency circumstances	
Employee Alarm System viii. Does the employee alarm system comply with 29CFR1910.165?	
ix. If the employee alarm system is used for alerting fire brigade members, or for other purposes, is there a distinctive signal for each purpose?	
Training Requirements x. Before implementing the emergency action plan, are a sufficient number of persons designated and trained to assist in the safe and orderly emergency evacuation of employees?	
xi. Is the plan reviewed with each employee at the following times? (A) Whenever the employee's responsibilities or designated actions under the plan change, and (B) Whenever the plan is changed.	
xii. Upon initial assignment, are those parts of the plan which the employee must know in the event of an emergency, reviewed with each employee?	
xiii. From the review of the actual training records in Part B, is there documented evidence that the required training is being conducted?	
Emergency Action Plan Availability xiv. Is the written plan kept at the workplace and made available for employee review?	
Notes/Comments Pertaining to Responses to Questions under Issue 3):	
4) EMPLOYEE ALARM SYSTEMS, 29CFR1910.165	**Response Code**
General Alarm Requirements i. Does the employee alarm system appear to provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time	

for safe escape of employees from the work-place or the immediate work area?	
ii. Is the employee alarm capable of being perceived above ambient noise or light levels by all employees in the affected portions of the work place?	
iii. Is the employee alarm distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan?	
iv. Does the facility post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies?	
v. Where a communication system also serves as the employee alarm system, do all emergency messages have priority over all non-emergency messages?	
vi. Have procedures been established for sounding emergency alarms in the workplace?	
Alarm Installation and Restoration vii. Are all devices, components, combinations of devices or systems constructed and installed comply with standards?	
viii. Are all employee alarm systems restored to normal operating conditions as promptly as possible after each test or alarm?	
ix. Are spare alarm devices and components subject to wear or destruction, available in sufficient quantities and locations for prompt restoration of the system?	
Alarm System Maintenance and Testing x. Are all employee alarm systems maintained in operating condition except when undergoing repairs or maintenance.	
xi. Is a test of the reliability and adequacy of non-supervised employee alarm systems made every two months?	
xii. Are power supplies maintained or replaced as often as is necessary to assure a fully operational condition? Are back-up means of alarm, such as employee runners or telephones, provided when systems are out of service?	
xiii. Are all supervised employee alarm systems tested at least annually for reliability and adequacy?	
xiv. Is the servicing, maintenance and testing of employee alarms done by persons trained in the design operations and functions necessary for reliable and safe operation of the system?	
Manual Operation xv. Are manually operated actuation devices for use in conjunction with	

employee alarms unobstructed, conspicuous and readily accessible?	
Notes/Comments Pertaining to Responses to Questions under Issue 4):	

B. ON-SITE INSPECTION--RECORDS AUDIT	
RECORDS IN FACILITY NOT PROVIDING HAZMAT RESPONSE TO AN INCIDENT	**Response Code**
Document Availability	
a. Are EAP Manuals, or pertinent sections, available to employees?	
b. Are the available EAP Manuals, or pertinent sections, of the most recent revision?	

Training

#	Employee ID# or Name	Description of Responsibility During an Emergency
i.		
ii.		
iii.		
iv.		

Types of Training

Required Training Topics (Y - Indicates documented training)	i.	ii.	iii.	iv.
a. Hazard and emergency recognition				
b. Emergency Action Plan				
Duty-Specific Training Topics (Y - Indicates documented training.				
c. Rescue or Medical Training				
d. Emergency Plant Operation Procedures (such as shutdown during or after evacuation)				
Notes/Comments Regarding Training				

Coordination			
Organization	**Contact Name/Address/Phone**	**Have facility & Organization met?**	**Has EAP been reviewed & does Organization concur with plan?**
Fire Service			
HAZMAT Unit			
Law Enforcement			
LEPC			

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Appendix J—EMERGENCY PLANNING AND RESPONSE

Regulatory (APPENDIX A: 40 CFR PART 68)
Subpart E — Emergency Response

1. **Section 68.90 Applicability**

   a. *Except as provided in paragraph (b) of this section, the owner or operator of a stationary source with Program 2 and Program 3 processes shall comply with the requirements of § 68.95.*

   b. The owner or operator of stationary source whose employees will not respond to accidental releases of regulated substances need not comply with § 68.95 of this part provided that they meet the following:
      i. *For stationary sources with any regulated toxic substance held in a process above the threshold quantity, the stationary source is included in the community emergency response plan developed under 42 U.S.C. 11003;*
      ii. *For stationary sources with only regulated flammable substances held in a process above the threshold quantity, the owner or operator has coordinated response actions with the local fire department; and*
      iii. *Appropriate mechanisms are in place to notify emergency responders when there is a need for a response.*

2. **Section 68.95 Emergency Response Program**

   a. *The owner or operator shall develop and implement an emergency response program for the purpose of protecting public health and the environment. Such program shall include the following elements:*
      1) *An emergency response plan, which shall be maintained at the stationary source and contain at least the following elements:*
      2) *Procedures for informing the public and local emergency response agencies about accidental releases; and*
      3) *Documentation of proper first-aid and emergency medical treatment necessary to treat accidental human exposures; and*
      4) *Procedures and measures for emergency response after an accidental release of a regulated substance; and*
      5) *Procedures for the use of emergency response equipment and for its inspection, testing, and maintenance; and*
      6) *Training for all employees in relevant procedures; and*
      7) *Procedures to review and update, as appropriate, the emergency response plan to reflect changes at the stationary source and ensure that employees are informed of changes.*

b. A written plan that complies with other Federal contingency plan regulations or is consistent with the approach in the National Response Team's Integrated Contingency Plan Guidance ("One Plan") and that, among other matters, includes the elements provided in paragraph (a) of this section, shall satisfy the requirements of this section if the owner or operator also complies with paragraph (c) of this section.

c. The emergency response plan developed under paragraph (a)(1) of this section shall be coordinated with the community emergency response plan developed under 42 U.S.C. 11003. Upon request of the local emergency planning committee or emergency response officials, the owner or operator shall promptly provide the local emergency response officials the information necessary for developing and implementing the community emergency response plan.

3. Informative Introduction

Emergency Action Plan and Alarm Systems Requirements

The emergency action plan requirements apply to employers who will evacuate their employees from the danger area when an emergency occurs, and who do not permit any of their employees to assist in handling the emergency. Arrangements will be made with off-site personnel to respond to ammonia releases at the facility.

4. Procedures

The procedures for preparing an emergency action plan are divided into the following sections:

- *Purpose and Scope*
- *Statement of Policy*
- *Current Revision Date*
- *Facility Description*
- *Employee Responsibilities*
- *Incident Discovery*
- *Procedures for Internal and External Notifications*
- *Scenarios and Procedures*
- *Planning*
- *Logistics*
- *Termination and Follow-Up Activities*
- *Training*

5. Purpose and Scope

This document is to ensure that the facility is properly prepared for a fire, explosion, or an unplanned or accidental discharge of a hazardous substance. This emergency action plan addresses the actions that will be taken.

This plan was designed specifically to conform to the following regulations:

- *Occupational Safety and Health Administration (OSHA), Process Safety Management (PSM) of Highly Hazardous Chemicals Requirements (29 CFR 1910.119)*
- *Occupational Safety and Health Administration (OSHA), Employee Emergency Plans and Fire Prevention Plans, 29 CFR 1910.38(a)*
- *Occupational Safety and Health Administration (OSHA), Employee Alarm Systems, 29 CFR 1910.165*
- *Environmental Protection Agency (EPA), Risk Management Programs for Chemical Accidental Release Prevention (40 CFR Part 68)*

6. Local Emergency Response

The methods and procedures used to respond to the release of hazardous materials conform to the standards set forth in the National Fire Protection Association (NFPA) 472 - Standard for Professional Competence of Responders to Hazardous Materials Incidents and only vary by training and competency. First responder competencies, like training, are defined at the awareness, operational and hazardous materials technician levels.

a. Awareness level personnel shall be able to perform the following tasks when on scene of a hazardous materials/WMD incident:

- **<u>Analyze the incident to determine both the hazardous materials/WMD present and the basic hazard and response information for each hazardous material/WMD agent by completing the following tasks:</u>**
    - Detect the presence of hazardous material/WMD.
    - Survey the hazardous material/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied for the hazardous material/WMD involved.
    - Collect hazard information from the current edition of the DOT Emergency Response Guidebook.

- **<u>Implement actions consistent with the emergency response plan, the standard operating procedures and the current edition of the DOT Emergency Response Guidebook by completing the following tasks:</u>**
    - Initiate protective actions.
    - Initiate the notification process.

b. Operations level responders shall be able to perform the following tasks when responding to a hazardous materials/WMD incidents:

- **Analyze a hazardous materials/WMD incident to determine the scope of the problem and potential outcomes by completing the following tasks:**
    - Survey the hazardous materials/WMD Incident to identify the containers and materials involved, determine whether hazardous materials/WMD have been released and evaluate the surrounding conditions.
        - Collect hazard and response information from MSDS, CHEMTREC/CANUTEC/SETIQ; local, state and federal authorities and shipper/manufacturer contacts.
        - Predict the likely behavior of a hazardous material/WMD and its container.
        - Estimate the potential harm at a hazardous material/WMD incident.

- **Plan the initial response to a hazardous materials/WMD incident within the capabilities and competencies of available personnel and personal protective equipment by completing the following tasks:**
        - Describe the response objectives for the hazardous materials/WMD incident.
        - Describe the response options for each objective.
        - Determine whether the personal protective equipment provided is appropriate for implementing each option.
        - Describe emergency decontamination procedures.
        - Develop a plan of action, including safety considerations.

- **Implement the planned response for a hazardous materials/WMD incident to favorably change the outcomes consistent with the emergency response plan and/or standard operating procedures by completing the following tasks:**
        - Establish and enforce scene control procedures, including control zones, emergency decontamination and communications.
        - Where criminal or terrorist acts are suspected, establish means of evidence preservation.
        - Initiate Incident Command System (ICS) for hazardous materials/WMD Incidents.
        - Perform tasks assigned as identified in the incident action plan.
        - Demonstrate emergency decontamination.

- **Evaluate the progress of the actions taken at a hazardous materials/WMD incident to ensure the response objectives are being met safely, effectively and efficiently by completing the following tasks:**
        - Evaluate the status of the actions taken in accomplishing the response objectives.
        - Communicate the status of the planned response.

c. **Hazardous materials technician level responders shall be able to perform the following tasks when responding to hazardous materials/WMD incidents:**
    - **Analyze a hazardous materials incident to determine the magnitude of the problem in terms of outcomes by:**

- Surveying the hazardous materials incident to identify special containers involved, to identify or classify unknown materials, and to verify the presence and concentrations of hazardous materials using monitoring equipment.
- Collecting and interpreting hazard and response information from printed resources, technical resources, computer databases, and monitoring equipment.
- Determining the extent of damage to containers.
- Predicting the likely behavior of released materials and their containers when multiple materials are involved.
- Estimating the size of an endangered area using computer modeling, monitoring equipment, or specialists in this field.

- **Plan a response within the capabilities of available personnel, personal protective equipment, and control equipment by:**
  - Identifying the response objectives for hazardous materials incidents.
  - Identifying the potential response options available by response objective.
  - Selecting the personal protective equipment required for a given action option.
  - Selecting the appropriate decontamination procedures.
  - Developing a plan of action which includes safety considerations, is consistent with the local emergency response plan and the organization's standard operating procedures, and is within the capability of the available personnel, personal protective equipment, and control equipment.

- **Implement the planned response to favorably change the outcomes consistent with standard operating procedures and site safety and control plan by completing the following tasks:**
  - The following site safety and control plan considerations are from the NIMS Site Safety and Control Plan (form ICS 208HM):
    - Site description.
    - Entry objectives.
    - On-site organization.
    - On-site control.
    - Hazard evaluation.
    - Personal protective equipment.
    - On-site work plans.
    - Communication procedures.
    - Decontamination procedures.
    - Site safety and health plan.

  - Perform the duties of an assigned hazardous materials branch position within the local incident management system (IMS).

- Don, work in, and doff personal protective clothing, including, but not limited to, both liquid splash- and vapor-protective clothing with appropriate respiratory protection.
- Perform the control functions identified in the plan of action.
- Perform the decontamination function identified in the Incident Action Plan.

- **Evaluate the progress of the planned response by evaluating the effectiveness of the control functions:**
  - Evaluate the effectiveness of the control functions.
  - Evaluate the effectiveness of the decontamination process.

- **Terminate the incident by:**
  - Assisting in the incident debriefing.
  - Assisting in the incident critique.
  - Providing reports and documentation of the incident.

An After-Action Review (AAR) will be provided after the incident.

d. Facilities and responders will monitor a verified release using the following capabilities and methods.

- Facility methods and capabilities for monitoring a release include consulting facility emergency coordinators from key, regulated facilities in the planning district to develop a synopsis of the tools, methods and procedures used by the facility.
- Responders will monitor releases in accordance with agency policy

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Appendix K—PETROLEUM CRUDE OIL RESPONSE REFERENCE

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration

COMMODITY PREPAREDNESS AND INCIDENT MANAGEMENT REFERENCE SHEET

PETROLEUM CRUDE OIL

CAS NO. 8002-05-9
UN 1267
DOT Hazard Class: 3
FLAMMABLE LIQUID
ERG Guide No. 128

HAZARD RATING = HIGH

DOT Hazard Classification and NFPA 704 - Standard System for the Identification of the Hazards of Materials for Emergency Response

TRANSPORTATION AND PLANNING CONSIDERATIONS

- With the increased production of oil from shale reserves in states such as North Dakota and Texas, there has been a dramatic increase in the transportation of crude oil by rail. Rail shipments of crude oil from these regions are typically made using unit trains. Unit trains of crude oil are single commodity trains that generally consist of over 100 tank cars, each carrying approximately 30,000 gallons of crude oil.
- Unit trains typically move from one location (e.g., shipper's production facility or transloading facility) to a single destination (e.g., petroleum refinery). Given the usual length of these trains (over a mile long), derailments can cause road closures, create significant detours, and require response from more than one direction to access the scene of the incident.
- In the event of an incident that may involve the release of thousands of gallons of product and ignition of tank cars of crude oil in a unit train, most emergency response organizations will not have the available resources, capabilities or trained personnel to safely and effectively extinguish a fire or contain a spill of this magnitude (e.g., sufficient firefighting foam concentrate, appliances, equipment, water supplies).
- Responses to unit train derailments of crude oil will require specialized outside resources that may not arrive at the scene for hours; therefore it is critical that responders coordinate their activities with the involved railroad and initiate requests for specialized resources as soon as possible.
- These derailments will likely require mutual aid and a more robust on-scene *Incident Management System* than responders may normally use. Therefore, pre-incident planning, preparedness and coordination of response strategies should be considered and made part of response plans, drills and exercises that include the shippers and rail carriers of this commodity.

- Tank cars carrying crude oil may also be found in general freight (manifest) trains that are made up of shipments of many different commodities from many different shippers. In these situations, emergency responders need to consider the potential impact that tank cars containing other hazardous commodities may have on tank cars containing crude oil if a release occurs, and vice-versa.
- To determine what specific commodities or hazardous materials may be involved, responders should obtain a train consist from the train crew or by contacting the rail carrier's emergency contact number.

HAZARD SUMMARY

- Petroleum crude oil is a light to dark colored liquid hydrocarbon containing flammable gasses. It is not a uniform substance and its physical and chemical properties may vary from oilfield to oilfield or within wells located in the same oilfield. Light, sweet crude oils contain flammable gasses such as butane and propane (unless it is known that the gasses have been removed). These gasses can readily ignite if released, when they come in contact with an ignition source. These crude oils may also contain hydrogen sulfide, a toxic inhalation hazard material, in the vapor space of the tank car. Due to the characteristics of crude oil, in an accident scenario, the behavior of this product may range from that of gasoline for the lighter (sweet) crude oils to diesel fuel for the heavier (sour) crude oils.
- Releases may create vapor/air explosion hazards indoors, in confined spaces, outdoors, or in sewers. Remove sources of heat, sparks, flame, friction and electricity, including internal combustion engines and power tools. Use caution when approaching the scene and positioning apparatus. Implement air monitoring as soon as possible to detect the presence of combustible gasses.
- Volatile vapors released from the spill area may create flammable atmospheres. Some crude oil vapors may be heavier than air and accumulate in low areas, and travel some distance to a source of ignition and flash back.
- When working in flammable atmospheres (where any concentration of lower explosive limit (LEL) exists), extreme caution must be taken to avoid creating ignition sources. This includes but is not limited to the use of non-sparking tools and intrinsically safe/explosion-proof equipment.
- The more volatile materials in crude oil may be present in air in high concentrations creating an inhalation hazard. There is also the possibility that the crude oil may contain varying concentrations of benzene or hydrogen sulfide. Products of combustion may also include toxic constituents. Responders should wear self-contained breathing apparatus (SCBA) to avoid potential exposure.
- Use water fog spray to cool containers, control vapors, and to protect personnel and exposures. Direct the cooling water to the top of the tank. There is some potential that containers of liquid that are not properly cooled may rupture violently if exposed to fire or excessive heat. Stay away from ends of tank(s) involved in fire, but realize that shrapnel may travel in any direction.

RAILROAD SAFETY PROCEDURES

Emergency response personnel should always be aware of the potential for serious injury when working in and around railcars, tracks and related equipment. The following safe operating practices should be followed when involved in emergency response operations at the scene of a crude oil train derailment:

- **Expect a train or rail equipment to move on any track from either direction at any time.**

- **DO NOT APPLY WATER DIRECTLY INSIDE A TANK CAR. Apply water from the sides of the tank car and from a safe distance to keep fire exposed containers cool. Use unmanned fire monitors for cooling tank cars when available. Withdraw immediately in case of rising sound from venting pressure relief devices or discoloration of tank.** If available, dry chemical extinguishing agents, such as potassium bicarbonate (i.e., Purple K) may also be used in conjunction with Class B foams.

- Improper application of fire streams may create a dangerous phenomenon known as a *slopover*, thereby increasing risks to emergency responders. **A *slopover* results when a water stream is applied to the hot surface of burning oil. The water is converted into steam causing agitation of the liquid and burning oil to slop over the sides of the tank car. This can occur within 10 minutes of the product becoming involved in fire.** Note: *Slopover* will not occur in a pool of crude oil on the ground.

- Hazardous combustion/decomposition products may be released by this material when exposed to heat or fire. These can include carbon monoxide, sulfur oxides, nitrogen oxides and aldehydes. Response personnel should exercise extreme caution on-scene and wear appropriate personal protective clothing and equipment, including respiratory protection.

- Apply Class B firefighting foam as you would on fires involving other hydrocarbons. Class B foam blankets prevent vapor production and ignition of flammable and combustible liquids. Foam is most effective on static fires that are contained in some manner. Firefighting foam is not effective on hydrocarbon fuels in motion (i.e., three dimensional fires) that include product leaking or spraying from manways, valves, fractures in the tank shell (e.g., rips, tears, etc.) or spills on sloping terrain.

- As a general rule, **DO NOT** flush crude oil spills with water. Most crude oils are not water soluble and will have a tendency to float on water. Some crude oils will sink and some fractions of crude oil are water soluble. For those crude oils that float on water, burning crude oil may be carried away from the immediate area and may reignite on the surface of the water.

- Prevent runoff from entering storm/sewer systems and sensitive areas, as this may create a serious hazard and potential environmental problems. Notify proper authorities, downstream sewer and water treatment operations, and other downstream users of potentially contaminated water. Runoff may be flammable and/or toxic and should be contained, treated and disposed of in accordance with applicable federal, state and local environmental regulations.

- Watch for movement in both directions before crossing tracks. If the tracks are clear, walk single file at a right angle to the rails.
- Trains can approach with little or no warning. You may not be able to hear them due to atmospheric conditions, terrain, noisy work equipment, or passing trains on other tracks. Stand a minimum of 25 feet away from the tracks if possible, and face the train when rail equipment is passing through.
- Always contact the railroad to advise them of your presence – they may not know that you are on-scene or that they have a problem. Work with the railroad to be sure the track is "blue flagged" – the railroad's version to provide protection by their lock-out, tag-out process.
- Never stand, walk or sit on railway tracks, between the rails or on the ends of ties. Never step on the rail - step over it. The rail can be a slip, trip, or fall hazard. Never put your feet on moveable parts of a rail car such as couplers, sliding sills or uncoupling levers.
- Do not occupy the area between adjacent tracks in multiple track territory when a train is passing. If crossing between two stationary railcars, ensure there is at least 50 feet between them.
- Be especially careful working in rail yards and terminal areas. Tank cars are pushed and moved, and can change tracks often. Cars that appear to be stationary or in storage can begin to move without warning. Be sure that any rail equipment is secured against movement (wheels chocked, hand brakes secured, etc.) before attempting to work on or near it. Keep at least 25 feet away from the end of a car or locomotive to protect yourself from sudden movement.
- Never move equipment across the tracks unless at an established road crossing or under the supervision of a railroad representative.
- If it is necessary to climb rail equipment, use three points of contact at all times. The ladders on rail equipment may curve around the car making it difficult to find the rung with your foot. The first step on to rail equipment is typically some distance off of the ground. When descending the ladder, step - do not jump from the last step. Normally, there is ballast around the tracks which can be uneven and shift, causing a fall hazard. Locomotive steps are considered ladders. Always face the locomotive going up and coming down.
- Never cross over or under rail equipment -- use the ladders, handholds and crossover platforms or walk around the attached equipment. Remember to block the feet and tie off ladders at the top. When laddering tank cars or box cars, always consider using two points of access - the second being a point of escape should the other become inaccessible for any reason. Plan to use your own ladders.
- Avoid the use of cell phones when within 25 feet of live tracks.
- Be aware of the location of structures or obstructions where clearances are close.
- Stay away from track switches since they can be remotely operated.

Company	Emergency Telephone Number
BNSF Railway	(800) 832-5452
Canadian National (CN) Railway	(800) 465-9239
Canadian Pacific (CP) Railway	(800) 716-9132
CSX Transportation	(800) 232-0144
Kansas City Southern Rail Network	(877) 527-9464
Norfolk Southern Railroad	(800) 453-2530
Union Pacific Railroad	(888) 877-7267

- Emergency responders should contact federal agencies such as the U.S. Coast Guard to determine the level of assistance that may be provided in the event of a spill in navigable waterways located in their jurisdiction. This resource, as well as other federal resources, can be contacted through the National Response Center (NRC) at 1-800-424-8802.

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Appendix L—ACRONYMS AND TERMS

Community Emergency Coordinator (CEC) - Governmental official with the responsibility of making the necessary determinations to implement county *Hazardous Materials Emergency Response Plans*.

Comprehensive Emergency Management Plan (CEMP) - The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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

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

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

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

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

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

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

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

Emergency Planning and Community Right-to-Know Act (EPCRA) - Title III of the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. s. 11001, et seq which is often referred to as

SARA Title III. The Emergency Planning and Community Right-to-Know Act specifies requirements for organizing the planning process at the State and local levels; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at facilities; and mechanisms for making information about these substances available to citizens. Facilities that use, produce, or store extremely hazardous substances or hazardous chemicals may fall under the reporting requirements of EPCRA. Facilities must report their chemical inventories if those inventories meet or exceed the listed threshold planning quantity for an EHS or if 10,000 pounds of a hazardous chemical that requires the facility to maintain a Material Safety Data Sheet (MSDS) is present.

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

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

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

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

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

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

Incident Commander (IC) - The pre-designated local, State, or Federal official responsible for the coordination of hazardous materials response actions, as outlined in the pertinent emergency response plan.

Incident Command Post (ICP) - Facility located at a safe distance upwind from an accident site, where the on-scene commander, responders, and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with the media, and handle communications.

Incident Command System (ICS) - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and having the responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident as mandated by OSHA.

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

Level B Protection - The level of protective equipment utilized where the environment is not considered to be acutely vapor toxic to skin but may cause respiratory effects. In such situations a chemical splash suit or full coverage, non-airtight, chemical suit with self-contained breathing apparatus (SCBA) or supplied air breathing apparatus (SABA) is required.

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

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

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

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

National Response Plan (NRP) - The former plan mandated by HSPD-5 that integrated Federal domestic prevention, preparedness, response, and recovery plans into an all-discipline, all-hazard plan. Plan has been replaced in 2008 by the National Response Framework.

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

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

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

Unified Area Command (UAC) - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of a large-scale incident or multiple incidents to which several Incident Management Teams have been assigned. The Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

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

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