

**LOCAL EMERGENCY PLANNING COMMITTEE
HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN
COMPLIANCE CRITERIA**

South Florida **LEPC**
Reviewed By: **Jason McMahon**
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State Emergency Response Commission

Division of Emergency Management

INTRODUCTION

The following guidelines may be used by Local Emergency Planning Committees for preparing hazardous materials emergency plans. Each section of the plan's element is described in a brief narrative, followed by a series of related questions to guide development of that portion of the plan. In addition, these guidelines will also be used as the criteria to determine whether the regional hazardous materials emergency response plan is in compliance.

Any questions regarding interpretation or implementation of these guidelines should be referred to the Division of Emergency Management's Technological Hazards Section, Hazardous Materials Compliance Planning Unit.

1. Title Page

2. Promulgation Document

A document signed by the chairperson of the Local Emergency Planning Committee promulgating the plan for the region.

3. Table of Contents

List all elements of the plan.

4. RRT/NRT-1 Cross-reference

Provide a cross-reference for all of the nine required elements in Section 303 of the Act.

5. Record of Revision

Contain a sheet for recording all changes in the plan.

6. Definitions

Define all essential terms included in the plan text.

7. Acronyms

Explain all abbreviations included in the plan text.

Basic Plan

The Basic Plan should describe the jurisdiction's organizational structure, operational procedures, and assignment of tasks for emergency response to hazardous materials incidents. The essential components which are to be included in the basic plan are described briefly below.

	Reference
1.0 PLAN OVERVIEW AND PURPOSE	
1.1 Responsibility for the Planning Effort	<u>1</u>
This section should contain the following information:	
a. Discussion of the purpose of the plan;	<u>1</u>
b. List of organizations and persons receiving the plan or plan amendments;	<u>6</u>
c. Methods revising the plan and recording all changes in the plan.	<u>6</u>
1.2 Emergency Planning Bases	
This section is a summary of regional conditions. It should contain the following information:	<u>6</u>
a. Geographical features of the region, including:	
1) Sensitive environmental areas;	<u>8</u>
2) Land use patterns;	<u>8</u>
3) Water supplies;	<u>8</u>
4) Public transportation.	<u>9</u>
b. Major demographic features that impact most on emergency response, including:	
1) Population Density;	<u>6</u>
2) Special Populations;	<u>9</u>
3) Sensitive institutions.	<u>10</u>

c. The region’s climate and weather as they effect airborne distribution of chemicals	<u>8</u>
d. Critical time variables impacting on emergencies.	<u>8</u>
1.3 Discussions of the hazards Analysis Process	
A hazards analysis is a critical component of planning for hazardous materials releases. It consists of determining where hazards are likely to exist, what places would most likely be adversely affected, what hazardous materials could be involved, and what conditions might exist during a spill or release. The hazards analysis consists of three components, which are defined as follows:	
a. Hazards identification provides specific information on situations that have the potential for causing injury to life or damage to property;	<u>15</u>
b. Vulnerability analysis identifies property and individuals in the community that may be affected by a hazardous materials spill or release;	<u>16</u>
c. Risk analysis is an assessment by the community of the probability of an accidental release of a hazardous material and the consequences that might occur.	<u>16</u>

Figure 1.1 Hazards Analysis Summary contains site specific information.

a. Hazards identification includes:	
(1) Chemical Identities;	<u>17</u>
(2) Location of facilities that use, produce, Process or store hazardous materials;	<u>17</u>
(3) Quantity of material;	<u>17</u>
(4) Properties of the hazardous materials.	<u>17</u>
b. Vulnerability analysis provides:	

(1) Extent of the vulnerable zones;	<u>17</u>
(2) Population that could be within the vulnerable zone;	<u>17</u>
(3) Impact on affected environment.	<u>17</u>
c. Risk analysis estimates:	
(1) Probability of an accidental release;	<u>17</u>
(2) Severity of consequences of human injury and damage to property;	<u>17</u>

NOTE: Information for the Hazards Analysis Summary may be cross-references from the specific facility analysis to meet the criteria requirement.

1.4 Assumptions	
Assumptions are the advance judgments concerning what would happen in the case of an accidental spill or release. List all of the assumptions about conditions that might develop in the region in the event of accidents from any of the affected facilities or along any of the transportation routes.	<u>32</u>
1.5 Support Plans	
List the federal, state, local and facility emergency plans available to support the implementation of the regional Hazardous Materials Emergency Plan.	<u>33</u>
1.6 Authorities and References	
If there are applicable laws regarding planning for response to hazardous materials releases, list them here. The plan should include:	
a. Legal Authorities of the local jurisdictions within the region;	<u>34</u>
b. State and Federal authorities;	<u>34</u>
c. Mutual aid agreements with other jurisdictions;	<u>35</u>
d. List general and technical references.	<u>36</u>

2.0 EMERGENCY RESPONSE ORGANIZATIONS AND RESPONSIBILITIES

Reference

2.1 General

This section should list all those organization and officials who are responsible for planning and/or executing the pre-response (planning and prevention), response (implementing the plan during an incident), and post-response (cleanup and restoration) activities to a hazardous materials incident.

37

2.2 Local Government Organizations and Responsibilities.

Describe the functions and responsibilities of all the local response organizations within the region.

2.2.1 Chairperson, Board of Commissioners

List the major tasks to be performed by the Chairpersons of the Boards of Commissioners in responding to a hazardous materials incident.

37

2.2.2 County Administrator

If applicable, list major tasks to be performed by the county administrators in responding to a hazardous materials incident.

37

2.2.3 Emergency Management Director

List the major tasks to be performed by the emergency management directors in responding to a hazardous materials incident.

37

2.2.4 Designate a community emergency coordinator who shall make determinations necessary to implement the plan.

38

2.2.5 Sheriff's Office and Municipal Law Enforcement Agencies

List the major law enforcement tasks related to responding to releases of hazardous materials.

38

	Reference
2.2.6 Fire and Rescue List the major tasks to be performed by Firefighters in coping with releases of hazardous substances.	<u>38</u>
2.2.7 Public Health Agency List the major tasks to be performed by the counties' public health agencies in responding to a hazardous materials incident.	<u>39</u>
2.2.8 Public Works List all major tasks to be performed by the public works departments in responding to a hazardous materials incident.	<u>40</u>
2.2.9 School Board List major tasks to be performed by the local School boards in responding to a hazardous materials incident.	<u>40</u>
2.2.10 Transportation Authority If applicable, list the major tasks to be performed by the counties' transportation authorities in responding to a hazardous materials incident.	<u>40</u>
2.2.11 Emergency Medical Services List all major tasks to be performed by emergency medical services in responding to a hazardous materials incident.	<u>41</u>
2.2.12 Hospitals and Medical Facilities List the major tasks to be performed by hospitals and medical facilities in responding to a hazardous materials incident.	<u>40</u>
2.2.13 Other Local Governmental Agencies. List major tasks to be performed by other local governmental agencies in responding to a hazardous materials incident.	<u>44</u>

		Reference
2.3	State Government Organizations and Responsibilities Describe the major functions and duties to be performed by state agencies in responding to a hazardous materials incident.	48 <hr/>
2.4	Federal Government Organizations and Responsibilities Describe the major functions and duties to be performed by federal agencies in responding to a hazardous materials incident.	52 <hr/>
2.5	Facility Owners/Operators Describe the major tasks to be performed by facility owners/operators in responding to a hazardous materials incident.	53 <hr/>
2.6	Volunteer Organizations Describe the response functions and responsibilities of all volunteer and charitable organizations within the region in the event of a hazardous materials incident.	55 <hr/>
3.0	DIRECTION AND CONTROL	
		Reference
3.1	General This section should describe the coordination and management of emergency response operations among local, state and federal agencies.	57
3.2	Local Government Role Describe the role of local government in providing direction and control in the event of a hazardous materials incident.	57 <hr/>
	3.2.1 On-scene Command Identify persons responsible for the activation and operations of the on-scene command post and describe the incident commander's responsibilities.	61 <hr/>

	Reference
3.2.2 Emergency Operations Center Identify persons responsible for the activation and operations of the emergency operations center.	<u>61</u>
3.3 State Government Role Describe the role of the state government in providing direction and control in the event of a hazardous materials incident.	<u>66</u>
3.4 Federal Government Role Describe the role of the federal government in providing direction and control in the event of a hazardous materials incident.	<u>70</u>
4.0 NOTIFICATION AND ACTIVATION	
	Reference
4.1 General This section should outline responsibilities and procedures for notifying appropriate emergency response organizations, alerting key local, state and federal emergency response personnel, and for providing warning and instructions to the general public.	71
4.2 Warning Points Describe procedures for immediately notifying the appropriate 24-hour warning point and for securing assistance from state and federal agencies.	<u>71</u>
4.3 Notification and Activation Include procedures for providing reliable, effective, and timely notification by the facility emergency coordinator and the community emergency coordinator to persons designated in the emergency plan that a release has occurred.	<u>74</u>

Reference

Discuss the sequences for notification and activation of emergency response personnel for each of three levels of incident severity and associated response levels. Identify the conditions for each level and indicate the responsible organizations at each level. The three levels of incident severity are the following:

4.3.1 Potential Emergency Conditions 76

4.3.2 Limited Emergency Conditions 77

4.3.3 Full Emergency Conditions 78

4.4 Notification to the Public

Identify responsible officials within the regional and describe the methods by which they will notify the public of a release from any facility or along any transportation route, including sirens, signals, and other methods such as door-to-door alerting. Include a list of all radio, TV and press contacts.

83

Figure 4.1 Section 304 Reporting Form 75

The plan should contain a detailed description of the essential information that is to be developed and recorded by the Section 304 Response system in an actual incident, e.g., date, time, location, type of release, and material released.

Figure 4.2 Emergency Contact List 83

Contain an accurate and up-to-date list of all organizations, technical and response personnel, public and private sector support groups, and other participating agencies to be notified of a release.

5.0 EMERGENCY COMMUNICATIONS

Reference

5.1 General

This section should describe the various communications systems which can be used during emergencies involving hazardous materials.

88

5.2 Coordination of Emergency Communications

Describe all methods by which identified responders will exchange information and communicate with each other during a response.

88

5.3 Communications Systems

Include communications networks and common frequencies to be used during a response.

90

6.0 PUBLIC INFORMATION AND EDUCATION

6.1 General

This section should provide procedures for the dissemination of information to keep the public informed about potential hazards present at facilities, emergency responses required to cope with a hazardous materials emergency, and protective measure that can be taken to minimize or alleviate adverse public health effects.

93

6.2 Public Information Officers

Describe methods for the coordination of emergency public notification during a response.

93

Describe the role and organizational position of the public information officer during emergencies.

93

6.2.1 Local Public Information Officer

Designate a local spokesperson to keep the public informed.

93

6.2.2 State Public Information Officer

Indicate the spokesperson for the state to coordinate releases of information from any state agency.

93

	Reference
6.2.3 Federal Public Information Officer Indicate the federal agency representative to Coordinate public information efforts when federal agency resources are used.	<u>94</u>
6.2.4 Facility Public Information Officer Indicate the facility representative who will serve as a Public Information Officer in cooperation with the local PIO and State PIO.	<u>94</u>
6.3 Emergency News Facilities This section should list where space will be provided for media representatives during an emergency.	94
6.3.1 County Emergency Operations Centers Indicate the locations within the region for local news and information releases during an emergency.	<u>94</u>
6.3.2 DEM Press Room Indicate the location for news and information releases with regard to emergency actions taken by the state agencies.	<u>94</u>
6.4 Coordination of Media Releases Describe how the dissemination of information to the news media and public will be coordinated.	<u>96</u>
6.5 Rumor Control Describe procedures for answering public inquiries.	97

		Reference
6.6	Public Education Describe the methods used by local governments, prior to emergencies, for educating the public about possible emergencies and planned protective measures.	97 <hr/>
	Figure 6.1 Media Release A: Alert – No Protective Action	98 <hr/>
	Figure 6.2 Media Release B: In-place Shelter Notice	99 <hr/>
	Figure 6.3 Media Release C: Evacuation Preparation	100 <hr/>
	Figure 6.4 Media Release D: Evacuation Notice	101 <hr/>
	Figure 6.5 Media Release E: Evacuation Follow-up	102 <hr/>
	Figure 6.6 Media Release F: All Clear	103 <hr/>
	Figure 6.7 Media Release G: School Evacuation	104 <hr/>
7.0	EMERGENCY FACILITIES AND EQUIPMENT	
7.1	General This section should describe the emergency response facilities, identify supplies and equipment designated for emergency response, and identify the key personnel and organizations that are anticipated to respond to emergencies.	109 <hr/>
7.2	Emergency Response Facilities and Personnel Describe the emergency operating centers or other facilities available in the region and the facility emergency coordinators and other response coordinators, such as incident commanders.	109 <hr/>

	Reference
The following facilities are available:	
7.2.1 Emergency Operations Centers Describe the operating procedures of the county and state emergency operations centers.	109 <hr/>
7.2.2 On-scene Command Post Describe how an On-scene Command Post will be established.	110 <hr/>
7.3 Equipment and Resources This section should list the resources that will be needed, and where the equipment and vehicles are located or can be obtained.	111 <hr/>
7.3.1 Equipment Include a description of emergency equipment and facilities in the region.	111 <hr/>
7.3.2 Laboratory Analytical Support Provide a list of available private contractors and governmental agencies that have the capability for laboratory and analytical support of emergency operations in the event of a major release.	111 <hr/>
7.3.3 Other Technical Support Describe the methods by which emergency responders can receive information on chemical and related response measures.	111 <hr/>
Figure 7.1 Private Contractor's Laboratory and Analytical Capabilities List available private contractors in the region and their specific capabilities for the analysis of hazardous materials.	114 <hr/>

8.0 ACCIDENT ASSESSMENT

Reference

8.1 General

This section should describe responsibilities and procedures for assessing the off-site impacts of an emergency involving the release of hazardous materials and its effects on the health and well-being of the local residents and visitors.

120

8.2 Initial Assessment

This section should describe who is responsible to monitor the size, concentration and movement of leaks, spills and releases; to assess actual and potential off-site consequences of the release; and to identify the potential impacts on human health and safety.

120

8.3 Assessment and Monitoring

Describe methods in-place in the community and/or each of the affected facilities for assessing and monitoring the effects of a hazardous materials release.

121

8.3.1 Resources and Capabilities

Describe who is responsible for conducting health assessments within the vulnerable zone surrounding a facility from which hazardous materials were released.

121

8.3.2 Activation of Field Teams

Describe who is responsible for making the decision to deploy assessment and monitoring personnel.

121

8.3.3 Coordination and Assessment and Monitoring Activities

Describe the duties and responsibilities of assessment and monitoring personnel.

121

Reference

8.3.4 Additional Assessment and Monitoring Support

122

Describe the procedures for requesting additional assessment and monitoring support when it is determined that a hazardous materials emergency cannot be adequately controlled with resources available to local response personnel.

9.0 EXPOSURE CONTROL FOR EMERGENCY WORKERS

9.1 General

This section should establish the means and responsibilities for controlling hazardous materials exposure to emergency workers.

127

9.2 Exposure Monitoring

Describe procedures for monitoring the exposure of response personnel, citizens at large, and food and water supplies to extremely hazardous substances after an accidental release.

127

9.2.1 EPA Levels of Protection

List sampling, monitoring, and personnel protective equipment appropriate to various degrees of hazards based on EPA level of protection (A, C, C, and D).

128

9.2.2 Exposure Records

Describe procedures for maintaining records of emergency workers' exposure to extremely hazardous substances after an accidental release.

129

9.3 Authorization of Exposure in Excess of Protective Action Guides

Describe how to get authorization for exposure levels of county emergency personnel to exceed established recommended exposure limits (RELs).

130

9.4	Decontamination Describe personnel and equipment decontamination procedures.	132
	Figure 9.1 Hazardous Materials Exposure Form	131
10.0	PROTECTIVE ACTIONS	
10.1	General The purpose of this section is to establish the range of protective actions that are available to state and local governments for protection of the public.	135
10.2	Vulnerable Zones Describe methods in-place in the region and in each of the affected facilities for determining the areas likely to be affected by a release.	135
10.3	Levels of Concern Define the term “level of concern” and describe how it is estimated.	135
10.4	Evacuation Describe the authority for ordering or recommending evacuation, including the personnel authorized to recommend evacuation.	136
	Describe evacuation plans.	136
	10.4.1 Evacuation Routes Describe evacuation routes.	136
	10.4.2 Evacuation of the General Public Describe methods to be used in evacuating the general public.	137
	10.4.3 Evacuation for Special Needs Describe methods to be used in evacuating the population with special needs.	137
	10.4.4 Schools Describe the methods to be used in evacuating schools.	137

	Reference
10.4.5 Medical Facilities Describe the methods to be used in evacuating medical facilities.	<u>137</u>
10.4.6 Incarceration Facilities Describe the methods to be used in evacuating incarceration facilities.	<u>138</u>
10.5 Reception and Care Describe methods to establish mass shelter, medical care, and any required decontamination to relocated populations.	<u>142</u>
10.6 Sheltering (In-Place) Describe the methods for indoor protection that would be recommended for residents, including provisions for shutting off ventilation systems.	<u>143</u>
11.0 MEDICAL AND PUBLIC HEALTH SUPPORT	
11.1 General This section should describe the arrangements for medical services to care for individuals who become victims of hazardous materials incidents.	
11.2 Medical Support Describe the level and types of emergency medical and health department personnel.	<u>145</u>
11.2.1 Hospitals and Ambulance Service Describe the level and types of emergency medical capabilities in the region to deal with exposure of people to extremely hazardous substances.	<u>145</u>
11.2.2 Describe the provisions for emergency mental health care.	<u>148</u>
Figure 11.1 Regional Hospitals Identify hospitals and other emergency medical service facilities that are capable of providing support for exposed individuals.	<u>149</u>

12.0 RECOVERY AND REENTRY

Reference

12.1 General

This section should provide general guidelines for recovery and reentry operations to be followed when a hazardous materials emergency has been brought under control and no further significant releases are anticipated.

155

12.2 Recovery

Describe how recovery operations will be coordinated and directed.

155

12.2.1 Environmental Analysis

Describe provisions for environmental analysis prior to allowing public access to potentially contaminated areas.

157

12.2.2 Containment and Cleanup

Describe major methods for cleanup.

157

Describe containment and mitigation activities for major types of HAZMAT incidents.

157

12.2.3 Documentation and Follow-up

List all reports required in the counties and all offices and agencies that are responsible for preparing them following a release.

158

12.3 Reentry

Describe how reentry operations will be coordinated and directed.

159

13.0 EXERCISES AND DRILLS

13.1 General

This section should describe the exercises and drills that must be conducted periodically to evaluate the adequacy of the hazardous materials emergency plan and the skills of the emergency response personnel.

161

	Reference
13.2 Exercises	
Describe the nature and frequency of exercises required to test the adequacy of the plan.	<u>161</u>
13.2.1 Full-scale exercise	<u>161</u>
Describe the purpose of a full-scale exercise and include the extent to which local emergency personnel and resources will be mobilized for the exercise.	
13.2.2 Functional Exercise	<u>161</u>
Describe the purpose of a functional exercise and include the extent to which local emergency personnel and resources will be mobilized for the exercise.	
13.2.3 Tabletop Exercise	<u>161</u>
Describe the purpose of a tabletop exercise and include the extent to which local emergency personnel and resources will be mobilized for the exercise.	
13.2.4 Scheduling and Scenario	<u>161</u>
Include methods and schedules for exercising the emergency plan.	
13.2.5 Critique and Reports	<u>162</u>
Describe the procedures by which performance will be evaluated in the exercise.	
13.3 Drills	
Describe the nature of drills required to test the adequacy of emergency response operations.	<u>163</u>
13.3.1 Communications Drills	<u>163</u>
Describe the frequency of drills to test communications between facility owners/operators, state and local governments, federal emergency operations centers, and on-scene personnel.	

	Reference
13.3.2 Medical Drills Describe frequency of medical emergency drills involving a simulated contaminated injury.	<u>164</u>
13.3.3 Chemical Monitoring Drills Describe the frequency of monitoring drills to test the collection and analysis of sampling media, provisions for communications and record keeping.	<u>164</u>
14.0 TRAINING	
14.1 General This section should outline requirements for training program to assure that hazardous materials emergency response training is provided for emergency personnel responsible for decision making, planning, and response. Training requirements consistent with established OSHA/EPA levels for emergency responders should be described.	<u>172</u>
14.2 Annual and Refresher Training Describe training requirements and appropriate OSHA/EPA level for all major categories of hazardous materials emergency response personnel within the region.	<u>172</u>
14.3 Schedule and Availability of Training Describe availability and scheduling of training programs for local emergency response personnel in the region.	<u>174</u>
Figure 14.1 Training for Emergency Personnel	<u>173</u>

Appendix A: List of Extremely Hazardous Substances (EHSs) and Data for the Hazard Analysis

Provide as an exhibit a list of EHSs with Chemical Abstract service number, ambient physical state, molecular weight, boiling point, vapor pressure, level of concern, and liquid factors.

**Appendices
(Table of
Contents)**

Appendix B: Hazard Analysis

Provide the following information for each facility in the region reporting an Extremely Hazardous Substance (EHS) on their premises above the Threshold Planning Quantity (TPQ).

B.1.0. Facility Information

B.1.1. Facility Address

Provide both physical address and mailing address, if different.

B.1.2. Facility Emergency Coordinator

Provide the name, title and telephone number of the designated facility coordinator.

B.1.3. Transportation Routes

List the main routes used to transport chemicals to and from the facility.

B.1.4. Evacuation Routes

Based on wind direction, identify the route downwind to exit the largest vulnerable zone.

B.1.5. List of all EHSs on site

Provide a list by Chemical Abstract Service (CAS) number of all EHSs used, produced or stored at the facility.

B.2.0 Hazard Identification

Provide the following information for each EHS above the TPQ at the facility.

B.2.1. Chemical Identity _____
Provide proper chemical name, CAS number, and natural physical state of each EHS according to Appendix A.

B.2.2. Maximum Quantity On Site _____
Express in pounds the maximum quantity of each EHS the facility would have on-site at any given time.

B.2.3. Amount in Largest Vessel or Interconnected Vessels _____
Express in pounds the amount of each EHS stored in the largest vessel or interconnected vessels.

B.2.4. Type and Design of Chemical Container _____
Indicate the storage method for each EHA, i.e. drum, cylinder, tank.

B.2.5. Nature of the Hazard _____
Describe the type of hazard most likely to accompany a spill or release of each EHS, i.e., fire, explosion.

B.3.0. Vulnerability Analysis

B.3.1. Extent of the Vulnerable Zone _____
Identify the estimated geographical area that may be subject to concentrations of an airborne EHS at levels that could cause irreversible acute health effects or death to human populations within the area following an accidental release.

B.3.2. Critical Facilities _____
List facilities within the vulnerable zone which are essential to emergency response or house special needs populations, i.e., schools, public safety facilities, hospitals, etc. and their maximum expected occupancy.

B.3.3. Estimated Exposed Population
Provide an estimate of the total population within the vulnerable zone that would be affected in a worst case release. _____

B.4.0. Risk Analysis

B.4.1. Probability of Release
Rate the probability of release as Low, Moderate or High based on observations at the facility. Considerations should include history of previous incidents and current conditions and controls at the facility. _____

B.4.2. Severity of Consequences of Human Injury
Rate the severity of consequences if an actual release were to occur. Indicate the number of possible injuries and deaths, and the associated high-risk groups. _____

B.4.3. Severity of Consequences of Damage to Property
Describe the potential damage to the facility, nearby buildings and infrastructure if an actual release were to occur. _____

B.4.4. Severity of Consequences of Environmental Exposure
Describe the potential damage to the surrounding environmentally sensitive areas, natural habitat and wildlife if an actual release were to occur. _____

B.4.5. Historical Accident Record
Describe any past releases or incidents that have occurred at the facility. _____