LOCAL EMERGENCY PLANNING COMMITTEE
HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN
COMPLIANCE CRITERIA

South Florida **LEPC**

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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 — **1**

This section should contain the following information:

a. Discussion of the purpose of the plan; — **1**

b. List of organizations and persons receiving the plan or plan amendments; — **6**

c. Methods revising the plan and recording all changes in the plan. — **6**

1.2 Emergency Planning Bases

This section is a summary of regional conditions. It should contain the following information: — **6**

a. Geographical features of the region, including:

1) Sensitive environmental areas; — **8**

2) Land use patterns; — **8**

3) Water supplies; — **8**

4) Public transportation. — **9**

b. Major demographic features that impact most on emergency response, including:

1) Population Density; — **6**

2) Special Populations; — **9**

3) Sensitive institutions. — **10**

c. The region's climate and weather as they effect airborne distribution of chemicals **8**

d. Critical time variables impacting on emergencies. **8**

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; **15**

b. Vulnerability analysis identifies property and individuals in the community that may be affected by a hazardous materials spill or release; **16**

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. **16**

Figure 1.1 Hazards Analysis Summary contains site specific information.

a. Hazards identification includes:
(1) Chemical Identities; **17**

(2) Location of facilities that use, produce, Process or store hazardous materials; **17**

(3) Quantity of material; **17**

(4) Properties of the hazardous materials. **17**

b. Vulnerability analysis provides:

(1) Extent of the vulnerable zones; **17**

(2) Population that could be within the vulnerable zone; **17**

(3) Impact on affected environment. **17**

c. Risk analysis estimates:

(1) Probability of an accidental release; **17**

(2) Severity of consequences of human injury and damage to property; **17**

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. **32**

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. **33**

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; **34**

b. State and Federal authorities; **34**

c. Mutual aid agreements with other jurisdictions; **35**

d. List general and technical references. **36**

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 **37**

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

2.2.2 County Administrator **37**

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

2.2.3 Emergency Management Director **37**

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

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 **38**

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

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:

4.4 Notification to the Public

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 **90**

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

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 **93**

Designate a local spokesperson to keep the public informed.

6.2.2 State Public Information Officer **93**

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

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 **121**

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

8.3.2 Activation of Field Teams **121**

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

8.3.3 Coordination and Assessment and Monitoring Activities **121**

Describe the duties and responsibilities of assessment and monitoring personnel.

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 **157**

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

12.2.2 Containment and Cleanup **157**

Describe major methods for cleanup.

Describe containment and mitigation activities for major types of HAZMAT incidents. **157**

12.2.3 Documentation and Follow-up **158**

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

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

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) _____

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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.