LEPC Region III- Attachments

TABLE OF CONTENTS

List of Attachments 5

Attachment 1: Background Information on Federal and State Hazardous Material Planning reference information 6

Basis of Hazardous Materials Emergency Planning Requirements 6

Local Emergency Planning Committees in California 8

LEPC Membership 11

Bylaws ..... **Error! Bookmark not defined.**

Meetings 11

Response to Public Inquiries 11

Maintenance of Records 11

Role of Local Governments and Certified Unified Program Agencies 12

The California State Emergency Response Commission 13

Role of the California Office of Emergency Services 13

Objectives of Comprehensive Hazardous Materials Emergency Response Planning in California 14

Funding the Activities of the Local Emergency Planning Committees 15

EPCRA and Public Awareness 15

Attachment 2: Regional Hazardous Materials Plan Review reference information 17

Plan Availability and Maintenance 17

Attachment 3: Compliance Summary Form for Regional Hazardous Materials Plan 19

Compliance Summary Form 19

Attachment 4: Hazard Identification and Vulnerability Assessment Reference information 24

Collection of Information 25

Fixed Hazardous Material Facilities 25

Additional Facilities 26

Transportation – Highway 26

Transportation – Rail 27

Transportation – Pipeline 28

Transportation – Waterways, Coast, Harbors, and Rivers 29

Additional information is needed-OSPR. 29

Other Considerations 29

Analyzing the Information that was Collected 29
Hazard Assessment 29
Vulnerability Assessment 32
Risk Analysis and Comparison 33
Attachment 5: Steps in a Commodity Flow Study reference information 35
Steps in a Hazardous Material Commodity Flow Study 36
Costs of a Hazardous Material Commodity Flow Study 39
Attachment 6a: Cross Walk Table and Descriptions Showing Hazardous Material Plans in California with Relevance to LEPC Regional Planning 40
Attachment 6b: Additional Information about Hazardous Material Plans in California with Relevance to LEPC Regional Planning 58
Federal and State Overlap 58
California Area Plans 59
California Hazardous Materials Release Response Plans and Inventories (Business Plans) 59
Local Emergency Plans 61
Federal Requirements for the LEPC Regional Hazardous Materials Plan 61
Tribal Emergency Response Plans 62
Attachment 7. California State HazMat Mutual Aid Roster and HMRT Mobilization 63
Attachment 8. How to Request a HazMat Mutual Aid Using the Cal OES Fire & Rescue State Mutual Aid System 73
Attachment 9. California Emergency Functions 79
Attachment 10: Examples of Agency Roles Tables 82
Attachment 11.Release Reporting Requirements Matrix 84
Attachment 12. California Hazardous Materials Spill/Release Notification Guidance (2014) 91
Attachment 13. FIRESPCOPE Field Operations Guide (FOG) Protective Action 18
Attachment 14: Methods, procedures, and equipment reference information 19
Methods and Procedures to Respond to Hazardous Material Incidents 19
Hazardous Materials Group 20
State Assistance in Hazardous Substance Spills 20
Designation of a Community and Facility Emergency Coordinators 20
Notification Procedures 21
Notification and Dispatch 21

Business Notification Requirements 22
Verbal Notification 22
Additional Agencies 23
Written Notification 23
Response Agency Notification Requirements 24
California State Warning Center 24
Methods for Determining a Release and the Population Affected 24
Description of Equipment and Facilities 25
Available Supplies and Equipment 25
Facility Supplies and Equipment 26
Available Supplies and Equipment 26
Facility Supplies and Equipment 27
Evacuation Plans 27
Information on Multi-Jurisdictional Events 28
Emergency Functions in California 28
Attachment 15: Training reference information 29
Why Train? 29
EPCRA Training Requirements 29
Federal Requirements 30
California Requirements 30
Training Sources 31
Training Documentation 32
Training Funding and Needs Assessment 33
Attachment 16: Drills and Exercises Reference Information 34
Why Conduct Drills and Exercises? 34
EPCRA Drills and Exercise Requirements 34
Exercise and Drill Documentation 35
Attachment 17: California Executive Order establishing the Serc 36
Attachment 18: References and Resources 38
Attachment 19. Tribal Reference Materials 40
Tribal Definitions 40
Attachment 20. Glossary 41

LIST OF ATTACHMENTS

The following attachments are listed in the order that that they are first referenced in the LEPC Region III Regional Hazardous Materials Emergency Plan. Most are documents specific to LEPC Region III but others are excerpts from the 2015 Cal OES *Guidance for Developing Comprehensive Regional Hazardous Materials Emergency Plans* to provide more detailed information on EPCRA compliance requirements and best practices that can be used to enhance future versions of the LEPC Regional III Regional Hazardous Materials Emergency Plan.

Attachment 1	Background Information on Federal and State Hazardous Material Planning Reference Information
Attachment 2	Regional Hazardous Materials Emergency Plan Review Reference Information
Attachment 3	EPCRA Compliance Summary Form
Attachment 4	Hazard Identification and Vulnerability Assessment Reference Information
Attachment 5	Steps in a Commodity Flow Study Reference Information
Attachment 6A	Cross Walk Table and Descriptions Showing Hazardous Material Plans in California with Relevance to LEPC Regional Planning
Attachment 6B	Additional Information About Hazardous Material Plans in California with Relevance to LEPC Regional Planning
Attachment 7	California State HazMat Mutual Aid Roster and HMRT Mobilization
Attachment 8	How to Request a HazMat Mutual Aid Using the Cal OES Fire & Rescue State Mutual Aid System
Attachment 9	California Emergency Functions
Attachment 10	Examples of Agency Roles Tables
Attachment 11	Cal OES Release Reporting Requirements Matrix (2014)
Attachment 12	California Hazardous Materials Spill / Release Notification Guidance (2014)
Attachment 13	FIRESPCOPE Field Operations Guide (FOG), Protective Action Guidelines
Attachment 14	Methods, Procedures, and Equipment Reference Information
Attachment 15	Training Reference Information
Attachment 16	Drills and Exercises Reference Information
Attachment 17	California Executive Order Establishing the State Emergency Response Commission
Attachment 18	References and Resources
Attachment 19	Tribal Reference Materials
Attachment 20	Glossary

ATTACHMENT 1: BACKGROUND INFORMATION ON FEDERAL AND STATE HAZARDOUS MATERIAL PLANNING REFERENCE INFORMATION

AT A GLANCE: This attachment describes the adoption of the federal Emergency Planning and Community Right-to-Know Act and the requirements for the formation of a State Emergency Response Commission and Local Emergency Planning Committees. EPCRA specifies the responsibilities of the Local Emergency Planning Committees, including the preparation of Regional Hazardous Materials Emergency Plans, which are discussed in detail elsewhere in this document.

In California, Local Emergency Planning Committee Regional Hazardous Materials Plans are largely administrative, although they do contain some operational information. Local jurisdictions can use information from the Regional Hazardous Materials Emergency Plans to incorporate applicable EPCRA planning information into their operational multi-hazards plans.

The overlapping jurisdictional legal authorities and roles of the multiple agencies concerning hazardous materials emergency planning is discussed.

BASIS OF HAZARDOUS MATERIALS EMERGENCY PLANNING REQUIREMENTS

In the wake of the 1984 industrial disaster in Bhopal, India (resulting from an uncontrolled release of methyl isocyanate) and another release of toxic gases, including aldicarb oxime, from a facility in Institute, West Virginia several months later, California passed emergency planning and community right-to-know laws in 1985. In 1986, Congress adopted similar requirements as a free-standing part of the Superfund Amendment and Reauthorization Act (SARA), under the Emergency Planning and Community Right to Know Act (EPCRA, sometimes known as SARA Title III).

Incidents that demonstrate the need for chemical emergency planning did not stop with the Bhopal and Institute incidents. Releases, some tragic, from facilities or transport vehicles continue and validate the importance of disclosure, preparedness, and planning.

- On April 17, 2013, an ammonium nitrate explosion occurred at the West Fertilizer Company storage and distribution facility in West, TX while emergency services personnel were responding to a fire at the facility. At least 15 people were killed, more than 160 were injured and more than 150 buildings were damaged or destroyed.
- On July 6, 2013, a freight train carrying Bakken formation crude oil derailed, resulting in the fire and explosion of multiple tank cars. Forty-two people were confirmed dead, with five more missing and presumed dead. More than 30 buildings in the town, roughly half of the downtown area, were destroyed and all but three of the thirty-nine remaining downtown buildings are to be demolished due to petroleum contamination.

The federal EPCRA program is implemented and administered at the federal level by the U.S. Environmental Protection Agency (USEPA), and in California by the California Governor's Office of Emergency Services (Cal OES), the State Emergency Response Commission (SERC), six local Emergency Planning Committees (LEPCs), and approximately 82 Certified Unified Program Agencies (CUPAs).

A Note about the Definition of Hazardous Materials: The many different laws about hazardous materials use different chemical lists, different definitions, and different reporting thresholds. The definitions often overlap. The types of substances subject to the reporting requirements under EPCRA are "*extremely hazardous substances*" at or above specified reporting thresholds. The list and the reporting thresholds can be found in 40 CFR part 355, Appendices A and B. Presence of a listed extremely hazardous substance above the reporting threshold subjects a facility to reporting and inventory requirements. In this document, a more broad term, "*hazardous materials*," that includes EPCRA's extremely hazardous substances oil, toxic substances, hazardous substances, hazardous wastes, biological, and radioactive materials, will be used.

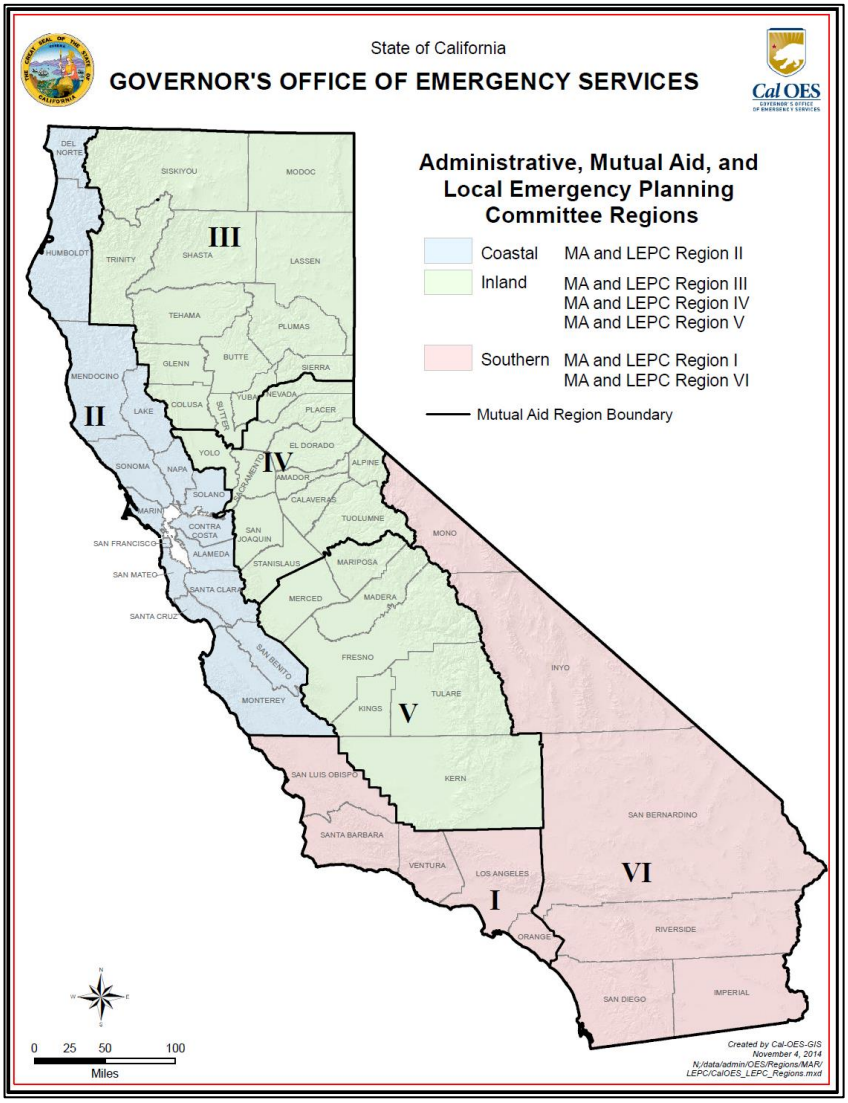
Planning for hazardous materials emergency response in California is complex. There are a number of emergency plans and procedures regarding hazardous materials that are required of business and government agencies. One of the tasks of the LEPC will be to identify all of the plans that intersect with the LEPC Regional Hazardous Materials Emergency Plan.

Each region in California has a unique hazardous material risk profile and California's regulatory landscape for emergency planning and hazardous materials is complicated with overlapping multijurisdictional requirements, depending on various factors, including the type or quantity of hazardous material, the location of a facility or storage vessel, the type of transport vehicle, etc. These complexities highlight the need for a comprehensive, transparent, stakeholder-driven, community-involved planning process when LEPCs develop Regional Hazardous Materials Emergency Plans.

LOCAL EMERGENCY PLANNING COMMITTEES IN CALIFORNIA

One of the requirements of EPCRA is the formation of Local Emergency Planning Districts and Local Emergency Planning Committees or LEPCs. Primarily, the role of LEPCs is to form a partnership between local government and industry and serve as a resource for enhancing hazardous materials preparedness. The LEPC is responsible for developing a local emergency plan for their district and for the collection of information submitted by industry, which is made available to the public. They provide a forum for emergency management agencies, responders, industry and the public to work together to evaluate, understand, train about, coordinate and communicate chemical hazards in the community and develop Regional Hazardous Materials Emergency Plans. The LEPC also provides guidance to the public on where information regarding hazardous materials handled in and transported through the community is available.

In California, there are six LEPCs, whose regional boundaries are coincident with the six State mutual aid regions Cal OES staff are assigned to assist LEPCs as liaisons.



The membership of the LEPCs is specified by EPCRA, and must, at a minimum, include:

- Elected State and local officials.
- Police, fire, civil defense, and public health professionals.
- Environment, transportation, and hospital officials.
- Facility representatives.
- Representatives from community groups and the media.

The expertise of LEPC members is essential to providing a complete understanding of the hazardous materials risk environment in a LEPC region. LEPCs also can serve as a focal point to provide information to the public about hazardous materials and emergency response in the community.

With stakeholder participation, LEPCs must develop a Regional Hazardous Materials Emergency Plan, review the plan at least annually, and provide information about chemicals in the community to the public. In addition to the required functions, LEPCs can serve as an important platform for communication, raining, and coordination between local government, industry, and the public for enhancing hazardous materials preparedness.
The required elements of a comprehensive Regional Hazardous Materials Emergency Plan are:

- Identification of facilities and likely transportation routes of extremely hazardous substances, and identification of facilities contributing or subjected to additional risk due to their proximity to such extremely hazardous substance facilities, such as hospitals or natural gas facilities.
- Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of extremely hazardous substances.
- Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the Regional Hazardous Materials Emergency Plan.
- 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.
- Methods for determining the occurrence of a release and the area or population likely to be affected by such release.
- A description of emergency equipment and facilities in the community and at each facility, and an identification of the persons responsible for such equipment and facilities.
- Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- Training programs, including schedules for training of local emergency response and medical personnel.

- Methods and schedules for exercising the Regional Hazardous Materials Emergency Plan.

If prepared and maintained properly, the comprehensive Regional Hazardous Materials Emergency Plan can provide community protection by supplying information about chemicals in the community to citizens, government agencies and emergency responders. The Plan can serve the community by:

- Providing citizens, State and local governments with information about hazardous chemicals and accidental releases of chemicals in their communities.
- Assisting emergency responders and communities to better prepare for emergencies, to proactively improve chemical safety, and to improve protection of public health and the environment.

For reference below are specific LEPC responsibilities listed in statute.

- Appoint a chairperson and executive members, including an Information Coordinator.
- Notify the SERC of nominations for changes in the makeup of the committee and notify the SERC of address changes for LEPC Chairpersons.
- Establish a regular meeting schedule to fulfill its obligations.
- Establish rules by which the committee shall function. Rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments, and distribution of the emergency plan
- Establish procedures for receiving, processing and providing information to the public on hazardous materials
- Establish procedures for receiving and processing requests from the public for information
- Develop and maintain the Regional Hazardous Materials Emergency Plan consistent with state and federal law.
- Promote hazardous material emergency response planning, training, education and community awareness
- Enhance public safety and environmental protection through efficient implementation of hazardous material emergency planning and community right-to-know laws
- Provide an open forum for the consideration of ideas and concerns of public and private stakeholders in the implementation of hazardous material emergency planning and accident prevention programs
- Promote, assist, and guide local and regional government activities to integrate and refine hazardous materials emergency planning and accident prevention programs in order to prevent unnecessary overlaps resulting in duplication of service
- Clearing house for Hazardous Materials Emergency Preparedness (HMEP) Grant funding

- Facilitate local government emergency planning and training activities to enhance hazardous material emergency preparedness
- Maintain a dedicated website, and
- Coordinate with the Certified Unified Program Agencies to ensure their responsibilities partially consolidated into the Unified Program, developed under Chapter 6.11 of the Health and Safety Code, are implemented.

LEPC MEMBERSHIP

Minimum requirements for LEPC membership are described above. A single member may represent more than one of the above groups or organizations. Likewise, a group may be represented by more than one member. Ideally, LEPC members should be true volunteers who are interested in emergency programs and community right-to-know activities. Members who do not have a background in hazardous materials should be encouraged to attend a hazardous materials awareness course. Cal OES Regional staff are assigned to assist LEPCs as liaisons.

MEETINGS

The frequency of LEPC meetings is not mandated. However, in order to keep the LEPC functioning effectively, regularly scheduled meetings, which address diverse issues and work toward progress on key concerns, are essential. Circumstances may change frequently, along with key phone numbers and contacts. Regular meetings also offer the opportunity for the LEPC to broaden its role in the community. A meeting of an LEPC is subject to public scrutiny through the California Bagley-Keene Open Meetings Act requirements.

RESPONSE TO PUBLIC INQUIRIES

Public inquiries about hazardous chemicals in the community must be responded to in a reasonable amount of time – not longer than 45 days. Public inquiries regarding emergency and hazardous chemical inventory forms, Material Safety Data Sheets (MSDS), business inventories, and Initial and follow-up hazardous chemical spill release reports should be referred to the appropriate CUPA who are responsible for maintaining this information or knowing where to obtain it, as mentioned above.

MAINTENANCE OF RECORDS

At a minimum, LEPCs should maintain the following records:

- Copy of local emergency management plans and pertinent annexes that form the basis for the regional emergency plan.
- Administering Agency/CUPA Contact Information
- Records of LEPC and subcommittee meetings
- LEPC bylaws
- LEPC membership list

It is also recommended that the LEPC develop and maintain:

- A Regional HMEP Distribution List
- Record of Revisions for the LEPC Regional Hazardous Materials Emergency Plan

ROLE OF LOCAL GOVERNMENTS AND CERTIFIED UNIFIED PROGRAM AGENCIES

Local governments, through the State's Unified Program, are responsible for the integration of hazardous materials planning and response within their jurisdiction. This includes ensuring the local hazard analysis adequately addresses local risks; incorporating planning for hazardous material incidents into local emergency plans and procedures; assessing capabilities and developing hazardous material response capability using local resources, mutual aid and contractors; training responders; and exercising the plan.

California law requires the California Environmental Protection Agency (Cal/EPA) to establish a "unified hazardous waste and hazardous materials management" regulatory program (commonly called the Unified Program), in partnership with other State agencies, including Cal OES. There are approximately 82 Certified Unified Program Agencies (CUPAs) certified by Cal/EPA in California. The Unified Program consolidates, coordinates, and makes consistent the following six programs:

- Hazardous Materials Release Response Plans and Inventories (Business Plans).
- California Accidental Release Prevention (CalARP) Program.
- Underground Storage Tank Program.
- Aboveground Petroleum Storage Act.
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment (tiered permitting) Programs.
- California Uniform Fire Code: Hazardous Material Management Plans and Hazardous Material Inventory Statements.
- Supporting and tasking hazardous material response resources in strategic locations statewide.

The CUPAs implement the Business Plan program, as required by California law. Emergency and hazardous chemical inventory forms and chemical information are submitted to the CUPAs. The CUPAs respond to public inquiries regarding hazardous materials inventories. Immediate notice and follow-up reports (Section 304 reports) regarding hazardous material releases are submitted to both the CUPAs and Cal OES, and are available to the public upon request. CUPAs prepare local Area Plans (a California right-to-know requirement that precedes EPCRA) for hazardous materials emergencies based on the inventories and chemical information submitted by facilities that handle hazardous materials. CUPAs are represented on the SERC and on the LEPCs.

NOTE: In EPCRA, the term "release(s)" means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any hazardous chemical, extremely hazardous substance, or toxic chemical. 42 USC § 11049

THE CALIFORNIA STATE EMERGENCY RESPONSE COMMISSION

EPCRA also mandated the formation of State Emergency Response Commissions (SERC). The Governor's Executive Order No. W-40-93 in 1993 established California's SERC (see Attachment 17 for a copy of the Executive Order). The SERC has oversight responsibility for the implementation of EPCRA in California. The SERC mission is to coordinate and supervise implementation of EPCRA within California, including the federal programs to prevent, mitigate, and enhance response to hazardous material emergencies and ensure public availability of appropriate chemical information. The SERC Chair is the Director of Cal OES.

In California the SERC oversees implementation of EPCRA in California through the following responsibilities:

- By establishing the emergency planning districts, which are the same area as the Cal OES Mutual Aid Regions.
- Appointing six LEPCs one for each planning district and supervising and coordinating their activities.
- Establishing procedures for receiving and processing requests from the public for hazardous materials information, as administered by Cal EPA and CUPAs.
- Receiving disclosure notification from facilities handling hazardous materials when they are subject to EPCRA requirements, as administered byCal/EPA and CUPAs.
- Notifying the USEPA Administrator of facilities subject to EPCRA requirements.
- Reviewing emergency response plans and make recommendations to the LEPC to ensure coordination with emergency response plans of other emergency planning jurisdictions and state and federal agencies. (In California the intent is to have an active partnership between the LEPCs and the SERC to ensure fluid and effective coordination across all plan development and review steps).

ROLE OF THE CALIFORNIA OFFICE OF EMERGENCY SERVICES

In addition to contributing as the Chair of the SERC, Cal OES serves other hazardous materials emergency planning roles that directly impact the development of LEPC Regional Hazardous Materials Emergency Plan, including:

- Administering the federal Hazardous Materials Emergency Preparedness (HMEP) grant program in California.

- Serving as the repository for hazardous material spill reporting and other hazardous material right-to-know information.
- Providing staff resources and administrative support to the LEPCs.
- Developing, maintaining, and delivering hazardous materials training through the California Specialized Training Institute.
- Ensuring that the Regional Plan is written and kept updated annually, in close partnership with LEPC chairs and membership, other local CUPAs, and Hazardous Materials entities.

OBJECTIVES OF COMPREHENSIVE HAZARDOUS MATERIALS EMERGENCY PLANNING IN CALIFORNIA

Recent high-profile accidents have focused attention on the need for California to revive and improve regional hazardous materials emergency planning. Some of the notable incidents include: the San Bruno, California Gas Explosion; the West, Texas fertilizer explosion; and, the Richmond, California Refinery explosion and fire. The substantial increase in the quantity and frequency of a particularly hazardous form of crude oil being shipped by rail throughout the continent also has led to several serious accidents. Crude oil and other hazardous materials are routinely transported through California by highway, rail, air, water, and pipeline, leading some to say that it is not a matter of if a major hazardous material event will happen in California, but rather when and where one will occur.

As a result of the recent incidents, the California SERC recently has renewed its commitment to encourage and assist with emergency preparedness and planning throughout the State. As chair of the SERC, the Director of Cal OES contracted with California State University, Sacramento Center for Collaborative Policy (CCP) to develop a Guide that would provide a consistent planning format and content to describe, organize and integrate hazardous material disaster preparedness, response, and recovery capabilities at the regional level in California. Subsequently, a Core Planning Team (CPT) of stakeholders from local, State, federal government, Tribal interests, and private sectors and persons with access and functional needs was convened to provide input and oversee the preparation of this Guide for the development of LEPC comprehensive hazardous materials emergency response plan.

The objectives of the LEPC Regional Hazardous Materials Emergency Plan include:

- Meeting the requirements of EPCRA.
- Serving as a reference for agencies planning for hazardous materials emergencies that are multijurisdictional or require mutual aid.
- Informing the public about hazardous materials used, produced, processed, stored, or being transported through, the community and about response plans and capabilities.

For a list of the minimum plan requirements refer to the "Compliance Summary Form – Regional Hazardous Materials Emergency Plan" found in Attachment 3. The Compliance Summary Form can also serve as a means for determining if and how a Regional Hazardous Materials Emergency Plan complies with the requirements under EPCRA.

FUNDING THE ACTIVITIES OF THE LOCAL EMERGENCY PLANNING COMMITTEES

When Congress adopted EPCRA, it did not provide funding for LEPC activities. To differing degrees, the State and local governments have found ways to fund LEPC programs. Some of the funding mechanisms have included:

- Hazardous Materials Emergency Preparedness grants, which can be used to cover LEPC travel to attend SERC meetings and related projects and by CUPAs to update Area Plans and to conduct commodity flow studies, perform exercises, analyze hazards and capabilities, and participate in training. All HMEP grant activities must involve hazardous materials transportation. Cal OES HazMat section administers the HMEP grant for California, while LEPCs review and prioritize the applicants. Cal OES HazMat sub-administers the planning portion while the California Specialized Training Institute (CSTI) manages the training portion.
- Emergency Management Performance Grants (EMPG)
- California general fund monies, which is limited to specific programs and Cal OES activities that support LEPCs and the SERC.

EPCRA AND PUBLIC AWARENESS

EPCRA mandates that each LEPC make certain information available. Unless specific information is withheld from disclosure using a process that substantiates the claim, each Regional Hazardous Materials Emergency Plan, material safety data sheet (and the list of chemicals for which the MSDS is required), inventory form, toxic chemical release form, and follow-up emergency notice must be made available to the general public, during normal working hours at designated locations. Each LEPC must annually publish a notice in local newspapers that the Regional Hazardous Materials Emergency Plan, material safety data sheets, and inventory forms have been submitted pursuant to EPCRA. The notice must state that follow-up emergency notices may subsequently be issued. The notice must let people know that they can review any such plan, sheet, form, or follow-up notice at the designated location. Additionally, a hazardous materials facility must provide information that will assist in emergency or first-aid diagnosis or treatment for a patient exposed to a hazardous materials at a facility, if such physician or nurse determines that a medical emergency exists.

One of the goals of both EPCRA and California's community-right-to-know laws is to ensure that the public and governmental agencies have timely access to information regarding hazardous materials and hazardous material releases in their communities. Cal/EPA is responsible under the HSC Chapter 6.11 to develop and implement a statewide electronic reporting system to collect information from facilities about the hazardous materials they handle. That system includes some local CUPA reporting portals and the California Environmental Reporting System (CERS) portal. Local CUPA portals send information to CERS automatically. Most business information is available in CERS to government officials and current projects will make information available to the public via the internet in 2016. In the interim, the public makes requests to the CUPA that regulates the individual facilities.

MORE INFORMATION:

- The EPCRA law can be found at Title 42 U.S. Code Chapter 116, Subchapter I – Emergency Planning and Notification at: http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap116.htm
    - § 11001. Establishment of State commissions, planning districts, and local committees
    - § 11002. Substances and facilities covered and notification
    - § 11003. Comprehensive emergency response plans
    - § 11004. Emergency notification
    - § 11005. Emergency training and review of emergency systems
- See Attachment 1 for a map showing the California LEPC regional boundaries.
- California SERC web site: http://www.caloes.ca.gov/HazardousMaterials/Pages/State-Emergency-Response-Commission-(SERC).aspx
- California LEPC web site: http://www.caloes.ca.gov/HazardousMaterials/Pages/Local-Emergency-Planning-Committee-(LEPC).aspx
- The SERC directives and membership are specified in Executive Order W-40-93, which can be found in Attachment 17.
- For information on the jurisdictional authorities concerning hazardous materials response and planning in California, see: the Cross Walk Table in Attachment 6A and see the Cal OES Hazardous Materials Tool Kit at: http://www.calema.ca.gov/hazardousmaterials/pages/hazardous-materials-tool-kit.aspx

ATTACHMENT 2: REGIONAL HAZARDOUS MATERIALS PLAN REVIEW REFERENCE INFORMATION

Prior to being finalized, the draft LEPC Regional Hazardous Materials Emergency Plan should be distributed to all of the members of the LEPC and other appropriate agencies for review and comment. Any local hazardous material emergency response teams should also be provided a copy for their review and comment. The Regional Hazardous Materials Emergency Plan should be made available to the public for review and comment, with a website posting and a public meeting.

After completion of the Regional Hazardous Materials Emergency Plan, the LEPC must submit a copy of the plan to the SERC for review. The SERC will review the plan and make recommendations to the LEPC on revisions of the plan that may be necessary to ensure coordination with emergency response plans of other emergency planning districts. The SERC could use the "Compliance Summary Form – Regional Hazardous Materials Plan" review table (found in Attachment 3) to verify minimum compliance with State and federal laws and regulations. This is what EPCRA says about the SERC review (taken directly from 42 USC, Chapter 116, Subchapter I – Emergency Planning and Notification § 11003. Comprehensive emergency response plans):

> *(e) Review by State emergency response commission*
> *After completion of an emergency plan under subsection (a) of this section for an emergency planning district, the local emergency planning committee shall submit a copy of the plan to the State emergency response commission of each State in which such district is located. The commission shall review the plan and make recommendations to the committee on revisions of the plan that may be necessary to ensure coordination of such plan with emergency response plans of other emergency planning districts. To the maximum extent practicable, such review shall not delay implementation of such plan.*

PLAN AVAILABILITY AND MAINTENANCE

Locations (both physical and electronic) where the Regional Hazardous Materials Emergency Plan is available for viewing by the public should be identified in the Plan. The Plan should include an explanation about the process for updating the Plan and who will be responsible for the updates. This is something that each LEPC will have to decide how to accomplish, perhaps in the LEPC bylaws. Many planners agree that the best way to review a plan is to test it using exercises or drills and, since drills and exercises can be funded by HMEP grants, linking the review with a drill or exercise could take advantage of grant funding.

A date should be specified by which the Regional Hazardous Materials Emergency Plan review and update will be completed each year. The review should be placed on the agenda of an LEPC meeting with adequate time for the necessary changes be made in time to complete the

required annual review. Each time the Regional Hazardous Materials Emergency Plan is updated, a Record of Revisions page should be provided to all of the holders of the Plan to indicate the changes, the date and the posting individual. The SERC must be sent a revised copy of the Regional Hazardous Materials Emergency Plan if substantial changes are made to the document.

ATTACHMENT 3: COMPLIANCE SUMMARY FORM FOR REGIONAL HAZARDOUS MATERIALS PLAN

AT A GLANCE: This attachment consists of a basic form that may be placed at the beginning of the Required Elements section of the Plan and can indicate which components of the LEPC Regional Hazardous Materials Emergency Plan are created new for the Plan and which are appropriated from other pertinent plans. In the interest of completeness and ease of use, LEPCs must at least include a summary of the elements that are appropriated from other plans.

This form may also be used to review a Regional Hazardous Materials Plan to ensure that the plan is complete.

COMPLIANCE SUMMARY FORM

Summary Form **Local Emergency Planning Committee #** ***<insert no.>***

Comprehensive Emergency Response Plan, as specified in:

42 U.S.C. CHAPTER 116 - EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

§11003. Comprehensive emergency response plans

(c) Plan Provisions

Date: _____

Contact:_____

Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)

Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(1) 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.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key facilities, routes and hazards, and must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(2) 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.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key methods and procedures, and ***must*** identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.		This required information is included in this plan.

Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(4) 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).		This required information is primarily found in other plans. • This Plan ***must*** summarize the notification procedures, and must identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key methods for determining the occurrence of a release and the area and population likely to be affected. • This Plan ***must*** identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.

Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(6) 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.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key emergency equipment and facilities in the community. • This Plan ***must*** identify the exact location of the source of the information. • This Plan ***must*** identify the persons responsible for such equipment and facilities.
		This required information is included in this plan.
		Other • This Plan ***must*** specify how this requirement is satisfied.
(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.		This required information is primarily found in other plans. • This Plan ***must*** summarize the key evacuation plans. • This Plan ***must*** provide a summary map of the primary and alternate traffic routes. • This Plan ***must*** identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.

Requirement	How this Plan Satisfies the Requirement (one box in each section must be checked)	
(8) Training programs, including schedules for training of local emergency response and medical personnel.		This required information is primarily found in other plans. • This Plan ***must*** summarize the training programs, including schedules. • This Plan ***must*** identify the exact location of the source of the information.
		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.
(9) Methods and schedules for exercising the emergency plan.		This required information is included in this plan.
		Other • Specify how this requirement is satisfied.

ATTACHMENT 4: HAZARD IDENTIFICATION AND VULNERABILITY ASSESSMENT REFERENCE INFORMATION

AT A GLANCE: This attachment describes specific provisions related to hazard identification and risk analysis that are required in a Regional Hazardous Materials Emergency Plan. Required plan elements are discussed. Details on hazards analysis and vulnerability assessment are provided, including suggestions on where to find additional, more detailed information. The topic of commodity flow studies is introduced as related to hazards identification, but information on conducting a commodity flow study is found in Attachment 5.

The following questions must be addressed:

- What are the major chemical hazards (fixed and mobile) in the community?
- What are the area, population, and resources likely to be affected by a release?

Answers to these questions can inform both planning efforts and operational decisions. An accurate view of the potential problems in a region will require hazard identification, hazard analysis (vulnerability analysis), and risk assessment. Each of these points should be addressed even if extensive information is not available for each facility or transportation corridor. Local experience and judgment are necessary.

This section describes hazardous material commodity flow studies and where to find information needed to evaluate hazardous materials storage, use, and movement.

Identifying the hazardous chemicals that pose a serious threat to the community is the first requirement of the Regional Hazardous Materials Emergency Plan and the first step in a hazard analysis. An LEPC Regional Hazardous Materials Emergency Plan is an administrative (not operational) document, so the hazard and risk analysis steps recommended here will result in broad estimates, which are useful for planning and training but not for an actual emergency response.

What EPCRA requires in this provision is:

> *(1) 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.*

This part of the process can also be used to answer the second part of the following requirement:

> *(5) Methods for determining the occurrence of a release, <u>and the area or population likely to be affected by such release</u>.*

COLLECTION OF INFORMATION

Collection of information to identify hazards provides specific information on situations that have the potential for causing injury to life or damage to property. Hazard identification generally requires specific information about situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release. A hazards identification includes information about:

- Chemical identities
- The location of facilities that use, produce, process, or store hazardous materials
- The type and design of chemical container or vessel
- The quantity of material that could be involved in an airborne release
- The nature of the hazard (such as, airborne toxic vapors or mists)
- Other hazards such as fire, explosion, that are likely to accompany hazardous materials spills or releases.

Modeling the results of a hazard analysis and vulnerability assessment is useful, but not necessarily the best option. Sources of threats, locations of sensitive areas, vulnerable populations, response resources, and other important features can be displayed and easily used on a map.

FIXED HAZARDOUS MATERIAL FACILITIES

The first requirement for the Regional Hazardous Materials Emergency Plan is the identification of facilities that are subject to EPCRA. Using information submitted to the CUPAs (for example, the inventories, MSDSs, and Business Plans), the LEPC planners should first identify the facilities that use, produce, process, or store hazardous chemicals. The Business Plans reports sent to CUPAs describe the type of chemicals present at local fixed facilities. A list of the CalARP and Risk Management Plan (RMP) facilities within the LEPC region should be included and the source of this information referenced in the LEPC Regional Hazardous Materials Emergency Plan. If the number of facilities is large, the LEPC may decide to list only the most significant facilities, including those that are likely to affect a neighboring region or require out-of-jurisdictional resources for a response.

ADDITIONAL FACILITIES

EPCRA also requires that the LEPC identify additional facilities (i.e., facilities that are not required to report under EPCRA because they do not handle a hazardous material in excess of its reporting threshold) that contribute to or are subjected to additional risk due to their nearness to a hazardous material facility. This includes proximate facilities that are sensitive in nature by exposing vulnerable populations or populations with special evacuation needs (e.g., schools, prisons, hospitals and nursing homes, etc.) or resources that would be needed for response or recovery (such as, fire and police stations, utilities and treatment plants, broadcast stations, emergency operating centers etc.). This also includes facilities that could make a hazardous material incident worse, such as propane storage areas, natural gas facilities, oil pipelines, etc.

TRANSPORTATION – HIGHWAY

Although EPCRA does not require reporting on hazardous substances in transit, it does require identification of routes that are likely to be used to transport extremely hazardous substances. For many communities, especially those transected by major transportation routes, an analysis of the hazardous materials risk environment is not complete without this critical information. There is no easy way to determine what types of hazardous materials are being transported on local highways without conducting a local commodity flow study (CFS). HMEP grants are available for LEPCs to conduct this type of study. Additionally, some information may be obtained by reviewing local accident statistics.

In 2011, the Transportation Research Board through the National Academy of Sciences has prepared a guidebook intended for local government users on conducting commodity flow studies. This guidebook replaces the prior reference – the U.S.DOT 1995 Guidance for Conducting Hazardous Materials Flow Surveys. The Transportation Research Board guidebook states that it:

- Provides guidance for planning, conducting, and implementing a local-level hazardous material commodity flow studies;
- Covers road, rail, pipeline, water, and air modes of transportation;
- Specifically focuses on the objectives, resources, data, analysis, and applications that are commonly found or actionable at local levels across the United States;
- Does not cover every possible type of commodity flow data source or analysis method, but rather provides a “toolbox” of different data sources and ways of evaluating information; and
- Was developed based on a comprehensive review of the literature, local practice, and available data resources.

The complexity, and costs, of conducting a hazardous material CFS project generally depends on:

- The size of community (larger communities result in more diverse goods consumption).
- The proximity to major hazardous material producers, processors, and consumers.
- Complexity of the local and regional economy, which can result in seasonal variations in hazardous materials transport for different sectors.
- The number of different transportation modes included in the CFS increases.
- The number of major roadway transport corridors or segments included in the CFS.
- The availability of existing locally-relevant existing data (less existing data increases the requirement for the collection of new data).
- The data quality objectives set by the LEPC CFS Project Team (as study rigor increases, the need for locally relevant, specific hazardous material transport data increases).

The Cal OES website provides information on CFS in California, including:

- Information on where CFS have been completed and where they are needed.
- How to share CFS with local emergency responders and planners.
- How to assist local jurisdictions in determining the hazardous material risks within their communities.
- How to assist local jurisdictions in improving their hazardous material emergency response capabilities.
- How to obtain Hazardous Materials Emergency Preparedness (HMEP) Grants for eligible agencies to conduct a CFS.

The Cal OES website also contains a map of California showing the locations where CFS were conducted by jurisdictions throughout the State, and brief summaries, including abstract and contact information, where CFS have been conducted. The websites include a link to a U.S. Department of Transportation website with information on commodity flow studies. The LEPC should consider asking for input from representatives of trucking, rail, air freight, and shipping industries when preparing or updating this part of the Plan. That information can be found at: http://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/hazardous-materials/hazardous-material-commodity-flow-map.

Detailed information about conducting a hazardous materials CFS is found in Attachment 5.

TRANSPORTATION – RAIL

For hazardous materials transported by rail, there is limited availability of real-time transport information. However, for the purposes of emergency planning this is not as important as information about the types and quantities of hazardous materials that have been transported through the area and the distances that released hazardous materials could travel from rail corridors. The rail companies, BNSF and UP, have developed a computer application, AskRail, that provides real-time information for first-responders on a limited, invitation-only basis. The

AskRail app is a safety tool that provides first responders immediate access to accurate, timely data about what type of hazardous materials a railcar is carrying so they can make an informed decision about how to respond to a rail emergency. For further information on this computer application go to http://www.askrail.us/. The LEPC should consider asking for input from representatives of rail and shipping industries when preparing or updating this part of the Regional Hazardous Materials Emergency Plan.

For information about the general risks posed by rail transport of hazardous materials the Cal OES website contains an interactive map showing rail routes in California with potential higher vulnerability. It also shows nearby emergency response capacity. Users can select the major rail lines in California, hazardous liquid pipelines, refineries, existing and proposed terminals, earthquake faults near rail lines, natural resource vulnerabilities (water crossings and sensitive ecosystems), population vulnerabilities (populated areas, schools and hospitals), and rail segments that have an historically higher than normal frequency of derailments (high hazard areas). Local hazardous materials teams are also shown on the interactive map.

In June 2014, the Governor's Office Rail Safety Working Group released a report about the safety concerns and recommend actions the State and others should take in response to the risks of oil transport by rail. The report describes recent oil-rail accidents and discusses the possible causes, including track failures, inadequate rail car equipment, and human error (such as leaving cars unattended without proper braking systems). The report states that some experts believe many recent rail car failures are due to unique risks posed by transporting oil from the Bakken shale formation, including the rupture of tank cars containing a pressurized liquid above its boiling point. The report cites NTSB findings of deficiencies in oil safety regulatory compliance, including improper characterization and labeling, inadequate level of protection, poor route planning, inadequate response plans, outdated tank cars, insufficient placarding, and "a lack of critical information about the characteristics of crude oil being transported." The report stated that there is a need to update federal environmental and emergency response plans. Importantly, for understanding the risk environment in California, the report describes the routes that rail cars of crude oil take in California and the sensitive areas through which they transit, including mountainous areas, densely populated areas, sensitive ecological areas and waterways. This document can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx

TRANSPORTATION – PIPELINE

For hazardous materials transported by pipeline, there is no availability of real-time transport information, but for planning purposes this is less important than knowing where significant pipelines are located and what they normally transport. In California, the Office of the State Fire Marshal (OSFM), Pipeline Safety Division exercises safety, regulatory, and enforcement authority over intrastate hazardous liquid pipelines. They currently regulate 4,500 miles of hazardous liquid transportation pipelines within California. In addition, the Pipeline and Hazardous Materials Safety Administration (PHMSA) and the California Public Utilities Commission may be contacted for information about intrastate hazardous liquid pipelines. In

the event of a spill, pipeline vendor need to be contacted to identify the type of product that is being transported.

The California Energy Commission maintains an online map showing the major natural gas pipelines in California. The map can be found at: http://www.energy.ca.gov/maps/infrastructure/Natural_Gas_Pipelines.pdf. Pipeline companies are required by the Federal Energy Regulatory Commission to post and maintain pipeline system maps on company websites, and to implement a quarterly deadline for updating pipeline maps.

PHMSA maintains a National Pipeline Mapping System, which is a geographic information system that contains the locations and attributes of hazardous liquid and natural gas transmission pipelines, liquefied natural gas facilities, and breakout tanks in interstate pipelines. This should provide some information that can be used to prepare a regional hazards analysis.

TRANSPORTATION – WATERWAYS, COAST, HARBORS, AND RIVERS

ADDITIONAL INFORMATION IS NEEDED-OSPR.

OTHER CONSIDERATIONS

Beyond facilities and transportation corridors, planners should consider the demographics of the population in the area (particularly with regard to age, special needs, and language use) and the potential for property damage in the zone. Bodies of water, flood plain areas, earthquake zones, the potential for contamination of drinking water supplies, and the potential for other environmental consequences should be noted.

ANALYZING THE INFORMATION THAT WAS COLLECTED

The information that was collected about hazardous materials within and moving through the LEPC Region must be analyzed. The goal of this step is to understand which hazardous materials situations have the potential to cause injury or damage to life, property, or resources. How likely it is that such an event would occur. And, who would likely be most at risk from such an event.

HAZARD ASSESSMENT

Once the locations of facilities and transportation routes with the potential for hazardous materials incidents have been documented and mapped, the areas that are most at risk can be identified. In general, the broadest area of risk would be one that is impacted by an airborne release of hazardous material. These could be represented as circles around a facility and corridors along transportation routes. This is a useful simplification – the real area of impact is

influenced by meteorological patterns, terrain and topography, and the chemical and physical properties of the hazardous material.

> Remember that the purpose of this document is to assist LEPCs in creating a regional planning document. It is not to create an operational plan. The LEPC Regional Hazardous Materials Emergency Plan is largely administrative and it will identify and link applicable operational plans. Therefore, the use of simplifications such as concentric circles to represent areas of risk is an appropriate level of analysis for this document, although more detailed analysis is acceptable if it would be useful to the LEPC.

The analysis of hazard should consider both the worst case scenario and the most probable scenario. There are useful computer models to help with this analysis. Computer Aided Management of Emergency Operations (CAMEO) is a computer program supported by the USEPA and is available to assist local emergency planners in preparing for and responding to an airborne release of a hazardous chemical. CAMEO includes a program named Areal Locations of Hazardous Atmospheres (ALOHA), developed by the Environmental Protection Agency and the National Oceanic and Atmospheric Administration. ALOHA is an air-dispersion model used to evaluate hazardous chemical scenarios and determine the likely "footprint" of such spills. ALOHA, helps planners make comparisons, develop optional spill scenarios, and help them visualize what might happen. CAMEO also includes a mapping program (MARPLOT) that allows the user to plot a release on a map. Information about CAMEO can be found at: http://www2.epa.gov/cameo/what-cameo-software-suite.

Several other systems are also available, including EpiCode from the U.S. Department of Energy, which can be found at: http://energy.gov/ehss/epicode, and SAFER from the U.S. Department of Transportation, which can be found at: http://safer.fmcsa.dot.gov/. USEPA Region IX or Cal OES can provide you with details on the applicability of these systems. Many large industrial facilities use other, private modelling software and may be willing to assist in mapping hypothetical accidental releases to determine potentially affected areas.

Planners should review hazard assessments completed by the facilities themselves for information to assist in this step. Given the presence of operational emergency plans that deal with chemical emergencies, remember that the function of the LEPC Regional Hazardous Materials Emergency Plan is administrative and the information developed in this portion is used to approximate hazard zones for planning purposes.

In order to focus limited planning, preparedness, and prevention resources on the most important risks, the probability of incidents and the severity of the potential consequences (temporary, recoverable, permanent) have to be estimated. This does not have to be a quantitative analysis – a qualitative estimate using a low-medium-high scale is sufficient. When assessing the probability and severity of risk planners use reliable professional opinion as well as examining:

- The historical record of releases and incidents.
- General transportation accident statistics for roads (and for airports and railways).
- Fault tree analyses, risk analyses, or hazard operability studies shared by facilities.

Hazard assessment or analysis is an on-going task performed at the local level by CUPAs when evaluating facilities' Risk Management Plans and other accident release data. LEPCs could use the information in the CUPA plans to form the basis of a hazards assessment. This task would also be useful to perform on a regional level to evaluate any cross-boundary risks. A detailed hazard analysis likely would be most feasible if one of the local jurisdictions takes the project lead.

Useful sources of information for conducting a regional hazardous materials hazard analysis include:

Facility Risk Management Plans: Facilities that exceed threshold amounts of extremely hazardous substances (those chemicals on the federal list at 40 CFR 68.130 or the State list at 19 CCR 2770.1, et. seq.) are required to prepare a RMP. The California Accidental Release Program (CalARP) merges the federal and State programs for the prevention of accidental releases of regulated toxic and flammable substances and is administered locally by the CUPAs.

The RMPs describe the accidental release prevention and emergency response policies and procedures at each facility. The RMPs contain a hazards analysis and an off-site consequence analysis of an accidental release from facilities. These off-site analyses consider sensitive populations including schools, hospitals, long term health care and child care facilities, park and recreation areas and major commercial, office and industrial businesses.

The RMPs also contain emergency response plans with procedures for notifying and interacting with the public and emergency response agencies. Facilities are categorized into "responding" facilities and "non-responding" facilities based on the capability to respond to an accidental release at their facility. If "non-responding," they must have a mechanism in place to notify local responders and the facility must make other arrangements for appropriate response (for example, by establishing a mutual aid agreement with an industry or private response team).

The LEPC Regional Hazardous Materials Emergency Plan should contain a list of facilities subject to the CalARP program in that LEPC Region. The list should identify the facility coordinator, whether the facility is a responding or non-responding facility, and if the facility controls and maintains specialized emergency response equipment.

Business Plans: As described previously, the Hazardous Materials Release Response Plans and Inventories (Business Plans) are a source of information about the identity, quantity, and location of hazardous materials in the community. In brief, the Business Plan consists of general business contact information, an inventory of hazardous materials, a map showing the location of the materials and evacuation routes, an emergency response plan and a training plan for employees. Business Plan inventories and chemical information are needed for hazard assessment.

The Hazardous Materials Tool Kit: The Cal OES HazMat section prepared a four-part reference document, known as the Hazardous Materials Tool Kit (or, simply, the Tool Kit). The Tool Kit serves as the state level hazardous material incident reference document. The Tool Kit provides information that will be useful to LEPCs when preparing a Regional Hazardous Materials Emergency Plan. The Tool Kit can be found online: http://www.caloes.ca.gov/HazardousMaterials/Pages/Hazardous-Materials-Tool-Kit.aspx

VULNERABILITY ASSESSMENT

A vulnerability analysis identifies property and individuals in the community that may be affected by a hazardous materials incident. Each region has unique attributes and vulnerabilities. In terms of emergency planning, vulnerability has been defined as the reduced capability of an individual or group of individuals to anticipate, cope with, resist, and recover from an emergency. After identifying the chemical hazards in the LEPC region, planners should conduct a vulnerability analysis to estimate what population and what critical facilities are at risk from a potential chemical incident.

It is important to identify and plan for populations that need special consideration due to their location, abilities, lack of resources, or other constraints that make it difficult to evacuate or make the population more susceptible to chemical exposures. Assessing vulnerability will allow operational decisions about response methods that decrease the consequences of an adverse event.

Many local governments in California (especially counties, cities and special districts) already have hazard mitigation plans. The Cal OES Website provides a list of FEMA-approved County Local Hazard Mitigation Plans and the links to these plans. These plans should be available online and include a vulnerability assessment from which the LEPCs can obtain useful information.

Much information about population locations can be found by accessing U.S. Census data. The U.S. Census Department website has interactive query tools to help identify population characteristics (such as population less than 5 years old, less than 18 years old, over 65 years old, etc.) at: http://quickfacts.census.gov/qfd/. Other census tools are available at: http://www.census.gov/data/data-tools.html.

Local knowledge is needed to identify locations of schools and enrollment, locations of major businesses and number of employees, location, numbers, and timing of significant temporary populations (such as seasonal agricultural workers), and locations of shopping centers, sporting arenas, and other venues of interest.

It is important to remember that population is not static – it changes throughout the day and week as people go to school, commute to work, attend special events. There are predictable changes related to weekdays/weekends, major holidays, school days, seasonal weather, and large special events. The U.S. Census office also collects information about place-of-work and journey-to-work for workers over 16 years old. This could be useful for regions where much of the working population commutes to jobs outside of that region.

Local knowledge and existing hazard mitigation plans can be used to obtain and incorporate information about the locations and vulnerabilities of essential facilities and services, such water, food, power, and communication sources, as well as facilities such as hospitals, fire, and police stations) that could be damaged.

RISK ANALYSIS AND COMPARISON

Risk analysis or comparison is an assessment of the likelihood of an accidental release of a hazardous material and the potential consequences, and the comparison of this risk to other hazards that have been identified.

Once the chemical hazards in the region and the potential areas of impact for their release have been identified, EPCRA requires that the LEPC provide the methods for determining the occurrence of a release, and the area or population likely to be affected by such release. The LEPC will have to make judgments based on the information gathered to qualitatively estimate:

- The likelihood of an accidental release, based on factors such as the history of releases at fixed facilities in the region and during transport, the conditions and controls at facilities that handle hazardous materials, common and uncommon environmental conditions, and the possibility of concurrent emergency incidents (such as, fires, floods, earthquakes, train derailment) that could result in the release of hazardous materials.
- The severity of consequences based on information about and an assessment of the population, resources, and sensitive areas, critical facilities, and transportation corridors located in the areas that could be affected by a release of hazardous materials. This

does not need to be a qualitative consequence analysis, but can be derived from local knowledge, experience, the lessons learned from previous incidents, and the insight gained from the hazards identification and assessment stages of this process.

Once the LEPC has finished evaluating the hazard in the region, the hazard assessment and risk information can be used to support other local chemical emergency preparedness and chemical accident prevention efforts. The realistic and worst case hazardous materials accident scenarios, can be communicated to the community to help improve awareness of chemical hazards. The local operational response plans (including training and exercises) can then be designed to address specific incidents described in these scenarios.

FOR MORE INFORMATION:

- For further information about oil transport by rail, see the Cal OES webpage at: http://www.calema.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx
- The June 2014 oil by rail safety report can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx
- For information about hazards analysis for fixed facilities see: *Technical Guidance for Hazards Analysis Emergency Planning for Extremely Hazardous Substances* by the U.S. EPA, FEMA, and U.S. DOT. December 1987. At: http://www2.epa.gov/sites/production/files/2013-08/documents/technical_guidance_for_hazard_analysis.pdf.
- The Calif. Department of Conservation offers maps, spreadsheets, and search tools, providing the locations of oil, gas, and geothermal fields and wells in California at: http://www.conservation.ca.gov/dog/Pages/Index.aspx
- Questions regarding pipeline systems can be answered by contacting the Office of the State Fire Marshal Pipeline Safety Division at 916-445-8200.
- A crude oil pipeline map of California can be found at: http://osfm.fire.ca.gov/pipeline/pdf/Crude20130110.pdf

ATTACHMENT 5: STEPS IN A COMMODITY FLOW STUDY REFERENCE INFORMATION

All LEPC regions and all communities, are origins, destinations, or through-routes for hazardous materials. In order to plan and prepare for incidents related to hazardous materials transportation, LEPCs need information on the types and quantities of hazardous materials transported through the jurisdiction. A commodity flow study identifies the commodities, including hazardous materials that are being transported through a particular area.

Detailed guidance on conducting a local-level Hazardous Material Commodity Flow Study is offered in the 2011 report issued by the Transportation Research Board through the National Academy of Sciences:

> Transportation Research Board. 2011. *Guidebook for Conducting Local Hazardous Materials Commodity Flow Studies*. HMCRP Report 3. National Academy of Sciences. The document can be found online at: http://onlinepubs.trb.org/onlinepubs/hmcrp/hmcrp_rpt_003.pdf.

The guidebook is intended for local-level users that are conducting a commodity flow study. The guidebook states that it:

- Provides guidance for planning, conducting, and implementing a local-level hazardous material commodity flow studies;
- Covers road, rail, pipeline, water, and air modes of transportation;
- Specifically focuses on the objectives, resources, data, analysis, and applications that are commonly found or actionable at local levels across the United States;
- Does not cover every possible type of commodity flow data source or analysis method, but rather provides a "toolbox" of different data sources and ways of evaluating information; and
- Was developed based on a comprehensive review of the literature, local practice, and available data resources.

Seven case studies are included in the Transportation Research Board guidebook to illustrate how hazardous materials CFS have been conducted in local jurisdictions. These case studies represent a range of U.S. regions, geographic coverage, community population sizes, community types (rural and urban), transportation modes, transportation network components, traffic levels, data sources, project participants, and practices used.

The general steps in performing a CFS described here are modified from the Transportation Research Board guidance and other sources. Refer to additional guidance for more complete information.

STEPS IN A HAZARDOUS MATERIAL COMMODITY FLOW STUDY

1. Create project team: Involve all necessary stakeholders to form a CFS project team. Include, for example, representatives from fire, EMS, law enforcement, planning officials, and industry members. The project team should set leadership roles, goals and objectives, and requirements for collecting data.

2. Collect and review baseline information to scope the CFS project: Review "baseline" information about hazardous materials transport in the area to identify data needs and guide further data collection efforts. Focus on current local knowledge including:
   - Modes by which hazardous materials is transported through the region and the relevant transportation network for each mode.
   - Locate and review prior CFS developed for the jurisdiction or adjacent jurisdictions on connecting corridors.
   - Review information about fixed facilities, shippers, receivers, and carriers that produce, store, use, or transport hazardous materials.
   - Review information about population centers, critical infrastructures, and future developments relative to HazMat transport corridors.
   - Collect information from local and state agencies about the transportation network, commodity movements, traffic levels, incidents, etc.
   - Population demographics.
   - Planning documents.

   In this and the following data collection steps, contact the following sources to see if they can provide pertinent data:
   - Local emergency response organizations
   - Caltrans
   - Cal OES
   - Cal/EPA
   - OSPR
   - California Dept. of Conservation
   - U.S. Coast Guard
   - California Ports Authority
   - California Public Safety Motor Carrier Compliance Division
   - Weigh stations
   - Rail companies
   - Pipeline companies

Based on this review, the CFS project team assesses their current state of knowledge about hazardous materials transport and identifies any information gaps. The preliminary inventory of hazardous materials flows, resulting from the baseline review, allows the project team to scope additional efforts for collection of data from all relevant external existing and new data sources, and focus on routes where there is reason to believe risks are high; where knowledge is limited or undocumented; or where potential exposures are extreme.

3. Collect, review, and validate existing hazardous material commodity flow data: After reviewing the baseline information and scoping the data collection effort, the project team collects and reviews relevant existing data from all applicable sources, which is information that has already been collected and assembled.

   This involves obtaining and evaluating the data, as well as determining whether the data are sufficient to meet the CFS project objectives. Existing data represent a considerable resource saving supply of information. However, the disadvantage of existing data is that they were not collected directly for the purpose of this CFS, and therefore may have limited applicability. Review of existing data includes a more in-depth evaluation of information covered in the baseline assessment. These data include:
   - Transportation networks.
   - Commodity movements.
   - System performance (traffic levels).
   - Population, environmentally sensitive areas, and critical facility locations.
   - Historical incident and accident occurrences and locations (past spill information).
   - Contact information.

   During and after collecting existing data, the project team compiles and reviews the data to confirm whether new data collection efforts are needed and to appropriately focus the new data collection efforts to address gaps in the existing data.

4. Collect and validate new CFS data: The project team may collect new data specifically for the CFS, including materials imported, exported, mode of transportation, location of transportation, and volume. This step requires more effort and resources to collect than using existing data sources, but new data are directly applicable and require less interpretation. You may want to consider hiring a contractor for this portion. New data collection includes:
   - Interviews with key sources (HazMat shippers, receivers, and carriers, and emergency responders).
   - Traffic surveys.
   - Examining shipping manifests to identify local patterns.

Traffic survey information can include the number of vehicles, type of vehicles, and—sometimes—the packages in a shipment. The content of the shipment can be observed for the presence of hazardous material, the class or division of hazardous material, the UN/NA placard ID, or the specific material. Origin–destination data are among the most comprehensive information about hazardous material transport and can be obtained with a review of shipping manifest information. Unfortunately, these are also the most labor-intensive data to collect and evaluate. The validation of new data is an important step in the data collection process. Quality data allow for appropriate interpretation and implementation of the CFS results.

5. Analyze and document the CFS data: The project team uses all compiled baseline, existing, and new CFS data to describe hazardous materials flows. The Transportation Research Board guidance document states that analysis of information for railways, pipelines, and waterways is generally straightforward because the existing flow information is based on a census of all hazardous material transport or generally represents the extent of available information. Analysis of commodity flow data for trucks and roadways (including roadways serving airport terminals) can range from simple to potentially complex. There are many ways you can organize the data, including: vehicle count by time (hour) of the day; a count by placard ID on vehicles; and, top commodities by count or by weight.

   The data should be summarized using lists, tables, charts, maps, and narrative description. The simplest analyses of commodity flow data involve reviewing existing estimates for commodity flows and applying those estimates to hazardous material flows in a community. The most complex analyses use locally-relevant data to identify differences in commodity flows spatially, temporally, or both. Increasing knowledge of risks involves quantifying the frequency and magnitude of risk along a given route segment, route, or corridor. Procedures for conducting the risk assessment calculations are well-established and can depend on specific characteristics of the local setting, commodities that are transported, modes of transport, and information about the likelihood of incidents and accidents.

6. Implement hazardous material CFS information: The LEPCs must work with other local, regional, and State partners and decision-makers to implement desired emergency planning outcomes. This step of the process is critical to making the effort meaningful. It is important to understand the limitations of the CFS when determining how to make decisions about using the data.

   As part of the implementation process, the project team must decide who is responsible for disseminating and communicating the CFS results. Communicating the results of the CFS involves two-way communication of the study results through discussion and interpretation of results and receiving feedback that draws on collective experience and expertise, as well as direct observations.

A CFS is a static picture of an ongoing process. Hence, there is a need to consider when it should be revised or updated. Communities with complex flows may find it necessary to revise the CFS frequently, while those with less complex flows may find that a well-done CFS can last for years.

COSTS OF A HAZARDOUS MATERIAL COMMODITY FLOW STUDY

The costs of a hazardous materials CFS depends on the scale of activity. Contractors can range from $6,000 for a small study to $30,000+ for a large-scale study. However, basic windshield studies can be done using volunteers. That information can then be added to online research and information provided by the state and industry partners to create a simple, but useful, CFS. An example of data used for a simple windshield CFS is shown below.

Example of Data Collected in a Windshield CFS Study				
#	Time	Vehicle Type	Placard Class	UN or NA ID#
1	10:30	20 Container	3	3257
2	11:25	Tanker	3	1073
3	13:20	Tractor Trailer	2	3082
4	14:35	Cargo Van	8	1263
Location: Westbound Exit 22 on Interstate 1				

DRAFT

ATTACHMENT 6A: CROSS WALK TABLE AND DESCRIPTIONS SHOWING HAZARDOUS MATERIAL PLANS IN CALIFORNIA WITH RELEVANCE TO LEPC REGIONAL PLANNING

AT A GLANCE: This attachment includes two 'cross-walk' tables for reference. First a *basic* table template is given as a tool to list and show key locally-important plans to reference; the second *comprehensive* chart shows the key hazardous materials plans required under State or federal law with their relevance for the Regional Hazardous Materials Emergency Plan.

Plans to Reference for the LEPC Regional Hazardous Materials Emergency Plan

PLAN	KEY PLAN CONTACT PERSON	CONTACT INFORMATION	OVERLAP OR KEY INTERSECTION POINTS WITH OTHER KEY PLANS
Cal OES regional contact			
OSPR/DFW regional contact			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
Utilities Representative			
Person with Access and Functional Needs Rep			
Tribal Nation ____			
Tribal Nation ____			
Others?			
Others?			

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Private Sector					
Business Plan Program – Business Plans Authority: California Governor's Office of Emergency Services (Cal OES)/Certified Unified Program Agency (CUPA) Author: Facility - Health & Safety Code (HSC) Sections 25500-25519 - 19 Code of California Regulations (CCR) Sections 2729-2732	Any business that handles a hazardous material at any one time during the reporting year that is equal to or greater than 55 gallons of liquid, 500 pounds for solids, or 200 cubic feet for compressed gas must complete a Business Plan.	The business plan program purpose is to prevent or minimize the damage to public health and safety and the environment, from a release or threatened release of hazardous materials. Business Plans (also known as Business Emergency Plans, Hazardous Materials Business Plans, and Disclosure Plans) consist of: owner/operator information, an inventory of hazardous materials (updated annually), a map, a training element, and emergency response plans and procedures. The plans and procedures must address notification, procedures for mitigating releases, and conducting evacuations.	- Identification of facilities and hazardous materials; - Methods & procedures; - Emergency response; - Pre-emergency planning; - Notification & coordination; - Emergency equipment; - Training; - Evacuation plans.	-Site map; Triennial inspection of facilities.	Business Plans provide facility identification information for the CUPA's Area Plans. The Area Plans from the basis for the LEPC Regional HazMat Emergency Plan.
California Accidental Release Prevention Program (CalARP) – **Risk Management Plans (RMP)** Authority: Cal OES/CUPA Author: Facility - HSC, Sections 25531-25543.3	Any business with more than a threshold quantity of a regulated substance in a process must develop a RMP.	The purpose of CalARP and RMPs is to prevent accidental releases of substances that can cause serious harm to the public and the environment, to minimize the damage if releases do occur, and to satisfy community right-to-know laws. An RMP is a detailed engineering analysis of the potential accident	-Identification of facilities and hazardous materials; -Methods & procedures; -Emergency response; -Pre-emergency planning; -Notification & coordination; -Emergency equipment; -Training; Evacuation plans.	-Triennial Inspections; -Worst-case scenario -5 year accident history -Mechanical integrity.	RMPs provide facility identification information for the CUPA's Area Plans. The Area Plans from the basis for the LEPC Regional HazMat Emergency Plan.

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
(et al.) - 19 CCR Sections 2735-2785		factors present at a business and the mitigation measures that can be implemented to reduce this accident potential. The RMP contains: -Safety information; -A hazard review; -Operating procedures; -Training requirements; -Maintenance requirements; -Compliance audits; -Incident investigation procedures.			
Hazardous Material Management Plan (HMMP) & Hazardous Material Inventory Statements (HMIS) Authority: Office of the State Fire Marshal/CUPA Author: Facility - HSC, Sections 13143-13143.9 - 24 Code of Federal Regulations (CFR), Sections 5001.5.1-5001.5.2	Requires facilities that store, handle, or use regulated hazardous materials have a Hazardous Material Inventory Statement and Management Plan.	The purpose is to have minimum requirements for the prevention of fire, and for the protection of life and property against fire and panic, in any building or structure used for storing, handling, and using regulated hazardous materials.	-Identification of Facility & Hazardous Materials; -Methods & Procedures; -Designation of a Facility emergency coordinator; -Emergency Response; -Pre-Emergency planning; -Notification & Coordination; -Facility equipment; -Evacuation plans; -Training; -Methods and schedules.	-Site map; -Triennial inspection of facilities.	The Unified Program implemented by the CUPAs consolidated the HMMP and HMIS requirements into the Business Plan.
Hazardous Waste Facilities Contingency Plans	Requires an owner or operator of a hazardous waste facility to have a	Hazardous Waste Facilities Contingency Plan requirement implements the federal	-Methods & procedures; -Designation of a facility emergency coordinator;	-Required under RCRA.	The Contingency Plans provide facility identification

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Authority: Department of Toxic Substances Control (DTSC)/ Author: Facility - HSC, Sections 25150-25158 - 22 CCR Sections 66264.51 and 66265.51 - Resource Conservation and Recovery Act (RCRA) - 40 CFR, Part 264	contingency plan that describes the actions the facility must take in response to emergencies and other activities intended to minimize the impacts of a release of hazardous waste.	requirement for such.	-Emergency response; -Pre-emergency planning; -Notification & coordination; -Emergency Equipment; -Evacuation.		information for the CUPA's Area Plans. The Area Plans from the basis for the LEPC Regional HazMat Emergency Plan.
Marine Facility and Vessel Oil Spill Contingency Plan Authority: Department of Fish and Wildlife/Office of Spill Prevention & Response (OSPR) Author: Facility - Government Code (GC) Sections 8670.29, 8670.31 - 14 CCR Sections 815.01 – 817.02	An owner or operator of a facility, small marine fueling facility, or mobile transfer unit, or an owner or operator of a tank vessel, non-tank vessel, or vessel carrying oil as secondary cargo, while operating in the waters of the state or where a spill could impact waters of the state, shall have an oil spill contingency plan that has been submitted to, and approved by OSPR.	The purpose of the plan is to protect the state water recreational and environmentally sensitive areas that would be threatened by an oil spill.	-Identification of tanks; -Methods & Procedures; -Designation of Facility personnel; -Notification and Coordination; -Communication; -Facility equipment; -Training.	-Addresses prevention, containment, and cleanup equipment and operations.	OSPR regulates and is familiar with marine facilities and vessels for oil operation, spills, response, and cleanup.
Spill Prevention	APSA regulates facilities	Regulates aboveground petroleum	-Identification of Facility;	-Conformance	CUPAs are required

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Control & Countermeasure Plan (SPCC) - Aboveground Petroleum Storage Act (APSA) Authority: Office of the State Fire Marshal/CUPA Author: Facility - HSC, Sections 25270-25270.13 - 40 CFR, 112	with aggregate aboveground petroleum storage capacities of 1,320 gallons or more, which include aboveground storage containers or tanks with petroleum storage capacities of 55 gallons or greater. Requires facility to develop a Spill Prevention Control & Countermeasure Plan.	storage tanks that comply with the HSC definition. Preventing petroleum spills through regulations and a fee process. The purpose of the APSA Program is to protect public health, the environment and groundwater from potential contamination or adverse effects associated with unintended releases from the aboveground storage of petroleum-based hazardous materials and wastes.	-Methods & Procedures; -Designation of a Facility emergency coordinator; -Emergency Response; -Pre-Emergency planning; -Notification & Coordination -Facility equipment -Evacuation plans -Training; -Methods and schedules.	procedures.	to ensure facilities are complying with APSA to prevent petroleum spills.
Underground Storage Tank Spill, Accident Prevention, or Response Plans Authority: State Water Resources Control Board (SWRCB)/CUPA Author: Facility - HSC, Sections 25280-25299.8 - 23 CCR, Sections 2610-2729	Requires facilities to have a Monitoring and Response Plan for New Underground Storage Tanks Constructed Pursuant to 23 CCR, Section 2631	The purpose of the UST Program is to protect public health, the environment and groundwater from potential contamination or adverse effects associated with unintended releases from the underground storage of hazardous materials.	-Methods & Procedures; -Identification of tanks and monitoring locations; -Designation of Responsible Facility Personnel; -Training; -Methods and Schedules.	-Routine Monitoring; -Annual inspection of USTs; -Oversight of Contamination; -Plan check and inspection for tank installations, modification and removals.	CUPAs are required to ensure facilities are complying with their plan to prevent spills of hazardous materials and to monitor them if released.
Local Government					
County Hazardous	Unknown.	The CoHWMP (also known as	Unknown.	Unknown.	Unknown.

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
Waste Management Plan (CoHWMP) Authority: Unknown Author: Unknown - Law? - Regulation?		County Tanner Plans) address the hazardous waste generation within a county and how the waste will be minimized, reduced, recycled, treated, stored, or disposed. The CoHWMPs also establish hazardous waste facility siting criteria and should include hazardous waste emergency mitigation, preparedness, and response activities.			
Emergency Medical Services (EMS) Plan Authority: Emergency Medical Services Authority Author: Local EMS - HSC Section 1797.254 - Regulation?	Local EMS agencies shall annually submit an EMS plan for the EMS area to the EMSA.	EMS Plans are developed by jurisdictions that have an EMS agency. They are required to have an EMS plan covering hazardous materials and medical responders should address the aspects of mass casualty incidents caused by hazardous materials.	-Communication; -Response.	-System Organization & Management; -Staffing and Training; -Communication -Response and Transportation; Facilities and Critical Care; -Data Collection and Evaluation; -Public Information and Education; -Disaster Medical response.	Provides EMS information
Hazardous Materials Area Plan Authority: Cal OES/CUPA Author: CUPA	The CUPAs are required to prepare a plan for their jurisdiction that addresses the emergency response to a release or threatened	Create an Area Plan that: -Identifies the hazardous materials which pose a threat to the community; -Develops procedures and protocols for emergency response;	-Identification of Facilities, transportation routes; -Emergency Response Procedures; -Pre-Emergency	None.	CUPAs identify facilities in their jurisdiction that pose a risk to the community by handling hazardous

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
- HSC, Sections 25503 (c) - 19 CCR Sections 2720-2728	release of hazardous materials.	-Provides for notification and coordination of emergency response personnel; -Provides for public safety including notification and evacuation; -Establishes training for emergency response personnel; Identifies emergency response supplies and equipment; -Provides for the critique and follow-up after a major incident.	planning; -Notification & Coordination; -Evacuation plans; -Training & Exercises; -Public Safety and Information; -Supplies & Equipment -Incident Critique and Follow-up.		materials. This facility identification forms the basis for the Area Plan. In turn, the area plans form the basis for the LEPC Regional HazMat Emergency Plan.
Local Marine Oil Spill Contingency Plan Authority: None Author: Counties around marine waters - Not required - 1990 Lembert-Keene Seastrand Oil Spill Prevention and Response Act - GC Sections 8670.35 and 8670.38-40	Although not required local governments are encouraged to prepare, update, or revise a Local Marine Oil Spill Contingency Plan as part of their existing Hazardous Materials Emergency Response Area Plan (Area Plan), Code.	Local Marine Oil Spill Contingency Plans are developed by local governments that have marine waters within their borders. They may develop or update a local oil spill contingency plan, consistent with state policy, as a supplement to their Area Plan. Although not required, most local governments have undertaken this planning process.	-Methods and procedures for emergency Response; -Designation of roles and responsibilities; -Notification & Coordination; --Identification of equipment and resources; -Evacuation plans; -Training & Exercises.	-Operations; -Organizational Structure & Planning; -Roles & Responsibilities; -Logistics; -Cost Tracking & Recovery.	Provides oil release response information that annexes the CUPAs' Area Plan.
Local Planning Guidance on Terrorism Response Authority: Cal OES Author: Local Government	Unknown.	A supplement to the Emergency Planning Guidance for Local Government. The purpose of the document is to provide planning guidance for the integration of Federal, State and local government	Unknown.	Unknown.	Unknown.

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
- Law? - Regulation?		into a cohesive terrorism response organization at the local level; the identification of terrorism response planning requirements and shortfalls; the development of terrorism response plans and procedures; and the identification of training needs and requirements to support terrorism response efforts.			
Memorandum of Understandings (MOUs) Authority: No given authority Author: Whoever enters into an agreement	Whenever a need arises.	MOUs allows the public and private sectors to enter into agreements with key partners to provide more targeted and efficient delivery of personnel and resources for emergency response and recovery.	Depends on agreement.	Depends on agreement.	Depends on agreement.
Operational Area Plan (Local Emergency Plan) Authority: Cal OES Author: County OES - Law? - Regulation?	Unknown.	Local Emergency Plans incorporate a functionally oriented team approach to all hazards emergency planning in a community. Cal OES has developed Emergency Planning Guidance for Local Government to assist local jurisdictions in developing or revising emergency plans. The guidance recommends content in three major categories: 1. Basic information about the planning process, using the plan, promulgation of the plan, plan distribution and updates. It also discusses administrative information relating to authorities	-Identification of Facilities, transportation routes; -Emergency Response Procedures; -Pre-Emergency planning; -Notification & Coordination; -Evacuation plans; -Training & Exercises; -Public Safety and Information; -Supplies & Equipment -Incident Critique and Follow-up.	None.	The Hazardous Material Area Plan that is an annex to the Operational Plan forms the basis for the LEPC HazMat Emergency Plan.

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
		and references, the emergency organization, continuity of government, phases of emergency management, and relationships with Federal counterparts. 2. Operational considerations should include: hazards analysis, activation of the plan, roles and responsibilities, the Standardized Emergency Management System (SEMS) organization, agency coordination, mutual aid, emergency operations center function, and use of the California Emergency Operations Center (Cal EOC) which replaced the Response Information Management System (RIMS). 3. Recovery operations information relating to damage assessment, disaster assistance, the recovery organization, and hazards.			
Regional					
Harbor Safety Plans Authority: OSPR Author: Harbor Safety Committees - GC Section 8670.23.1 - 14 CCR Section 802	Each harbor safety committee shall prepare a harbor safety plan, encompassing all vessel traffic within the harbor.	Each harbor safety committee established pursuant to Section 8670.23 is responsible for planning for the safe navigation and operation of tank ships, tank barges, and other vessels within each harbor.	-Communication.	-Tug escorts; -Geographic region of responsibility; -Regional harbor conditions; -Vessel traffic patterns; -Aids to navigation; -Bridge	Harbor safety committees can provide the LEPCs valuable information regarding harbor operations, equipment and personnel

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
				management requirements; -Enforcement; -Project funding; -Competitive aspects.	
LEPC Regional HazMat Emergency Plans Authority: SERC Author: LEPCs - SARA Title III - T42, Section 11003	Each LEPC Region is responsible to develop a hazardous materials emergency response plan for a designated planning district.	This plan is intended for the general public, government agencies, and emergency response personnel to prepare for a Regional Hazardous Materials response.	-Identification of facilities and transportation routes; -Identification of additional facilities contributing or subjected to additional risks; -Methods and procedures for emergency Response; -Designation of Community and Facility emergency coordinators; -Notification & Coordination; -Determining a release; -Identification of equipment and facilities; -Evacuation plans; -Training & Exercises	None	This is the required plan.
Marine and Inland Area Contingency Plans (ACPs) Authority: USCG(Marine) USEPA (Inland) Author: Area Committees	Area committees comprised of qualified personnel of Federal, State, and local agencies, under the direction of a Federal On-Scene-Coordinator (FOSC), are responsible	The purpose of these plans is to provide for efficient, coordinated, and effective action to minimize adverse impacts from oil discharges and hazardous substances releases.	-Identification of equipment; -Methods and procedures for emergency response; -Training.	-Designation of the area covered by plan; -Responsibilities of owner or operator and of federal, state, and local agencies;	Involves federal, state, and local interaction to minimize adverse impacts from oil discharges and hazardous substances releases.

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
- Federal Clean Water Act Section 311(j) - National Contingency Plan (NCP) Section 300.210 (c)	for preparing ACPs as described in National Contingency Plan (NCP) Section § 300.210(c). Although Area Plans are "owned" by their Area Committees, the lead Federal agency for marine area plans is the United States Coast Guard (USCG) and for inland area plans it is the United States Environmental Protection Agency (US EPA).			-Integration into other plans; -Protection, rescue, and rehabilitation of, and minimization of risk or injury to fish and wildlife resources and habitat.	
Region IX Mainland Regional Contingency Plan (RCP) Authority: USEPA Author: Regional Response Teams (RRTs) - National Contingency Plan	The National Contingency Plan requires each RRT develop a Regional Contingency Plan.	Region IX Mainland Regional Contingency Plan (RCP) is designed to coordinate timely and effective responses by various Federal and State agencies and other organizations to discharges of oil and releases of hazardous substances, pollutants, and contaminants to protect public health, welfare, and the environment.	- Pre-emergency planning; - Methods and procedures for emergency response.	-Federal, state, local and other responders Roles and Responsibilities are clearly defined; - Describes the RRT organization and its relationship to other contingency plans; - Response operations and removal & remedial actions	Involves federal, state, and local interaction to minimize adverse impacts from oil discharges and hazardous substances releases.

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
				of hazardous substance; - use of chemical countermeasures.	
Statewide					
California State Emergency Plan Authority: Governor Author: Cal OES - GC Sections 8560, 8568, 8569	The Governor shall coordinate the State Emergency Plan and those programs necessary for the mitigation of the effects of an emergency in this state.	The State Emergency Plan establishes a system for coordinating all phases of emergency management in California.	-Pre-emergency planning; -Methods and procedures for emergency response.	-A description of the California Emergency Organization; -A description of mutual aid; -general policies to guide emergency management activities; -guidance on interagency coordination to deliver assistance; -specific responsibilities of State agencies & emergency organizations; - potential assignments for State agencies; - interagency and intergovernmental shared responsibilities and support capabilities; and	Provides the bigger picture of coordinating HazMat emergency response at a higher level

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
				- supporting plans and procedures.	
California State Toxic Disaster Contingency Plan (STDCP) or Hazardous Materials Incident Contingency Plan (HMICP) Authority: Governor Author: Cal OES - GC Section 8574.16	As a supporting document of the SEP, the state toxic disaster contingency plan is to provide for an integrated and effective state procedure to respond to the occurrence of toxic disasters within the state.	Designates a lead agency to direct strategy to ameliorate the effects of a toxic disaster, for specified state agencies to implement the plan, for interagency coordination of the training conducted by state agencies pursuant to the plan, and for on-scene coordination of response actions.	-Pre-emergency planning Emergency; - Methods and procedures for emergency response.	-Agency Roles and responsibilities; -Command; -Operations; -Logistics; -Planning; -Finance; -Training Standards and Personal Protective Equipment; -Incident Command System; -Notifications Contacts and Numbers.	Provides the bigger picture of coordinating HazMat emergency response at a higher level
California Nuclear Power Plant (NPP) Plan Authority: Governor Author: Cal OES, CDPH - Radiation Protection Act	NPP is a component of the California Radiological Emergency Preparedness (CalREP) plan which supports the State Emergency Plan.	The NPP Plan identifies supplemental actions and positions to the state's emergency organization and its support to state agencies and local jurisdictions in the event of a radiological emergency at a nuclear power plant.	Unknown	Unknown	Unknown
California Terrorism Response Plan (TRP) Authority: Unknown Author: Unknown	Unknown	California Terrorism Response Plan (TRP) is a component of the State Emergency Plan and is a critical document for guiding and directing the management of emergency and	-Emergency Response; -Training & Exercises.	-Threat Analysis; -Concept of Operations.	Provides the bigger picture of coordinating resources for emergency

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
- Law? - Reg?		disaster operations related to terrorism incidents. This document describes not only the State government's response to terrorism incidents, but also the response of all levels of government.			response to terrorism at a higher level
Hazardous Materials Tool Kit (Tool Kit) Authority: Indirectly Cal OES for the HMICP Author: Cal OES - No law or reg	No requirement	The Tool Kit describes the State's hazardous materials emergency response organization and emergency management system; the roles and responsibilities of local, State, and Federal agencies; the relationship of government agencies, industry, volunteers, and private organizations; and the relationship of the Tool Kit with other plans relating to the release, or threatened release, of hazardous materials, including chemical, oil, radiological, and biological materials. The Tool Kit is intended to be used as a guidance document as a supplement to the STDCP/HMICP.	-Methods and procedures for emergency Response; -Notification & Coordination; -Determining a release; -Identification of equipment and facilities.	-Emergency Response Organization; -Emergency Management System; -Roles and responsibilities; - Relationship with other HazMat plans.	Provides the bigger picture of coordinating HazMat emergency response at a higher level.
California oil Spill Contingency Plan (SOSCP) Authority: Governor Author: OSPR - GC Sections 8574.1, 8574.8 - Regs?	A plan for an integrated and effective state procedure to combat the results of major oil spills within the state.	The OSPR Administrator must prepare the SOSCP to address oil spills in both marine and inland environments. Covers all state surface waters at risk of oil spills from any source, including pipelines, production facilities, and the increasing shipments of oil transported by	-Method and procedures for emergency response; -Notification and Coordination; -Identification of equipment and facilities; -Evacuation plans; -Training & Exercises.	-A state marine response element; -A regional and local planning element; -A coastal protection element; -an	OSPR will focus upon creating inland geographic response plans that have the depth and breadth of the marine Area Contingency Plans with its local, state and federal

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
		railroads.		environmentally and ecologically sensitive areas element.	partners.
California Radiological Emergency Response Plan Authority: Unknown Author: Unknown - Law? - Reg ?	Unknown.	California Radiological Emergency Response Plan is the State's plan for responding to radiological incidents.	-Emergency Response; -Roles & Responsibilities; -Notification & Coordination.	-Identifies participating government agencies; -Delineates responsibilities; -General concept of operation; -Basis for the development of detailed response plans, procedures, and capabilities by state and local agencies.	Provides the bigger picture of coordinating radiological emergency response at a higher level.
California Response to Foreign Animal Disease Authority: Cal OES Author: CDFA - Law? - Reg?	Unknown.	California Response to Foreign Animal Disease the purpose of this document is to outline considerations related to Foreign Animal Disease (FAD) response for executive managers, EOC personnel and responders.	Unknown.	This document emphasizes support for a California Department of Food and Agriculture (CDFA) and United States Department of Agriculture (USDA) response beyond their current	Unknown

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
				capabilities.	
		Federal			
National Response Framework Authority: Secretary Homeland Security Author: Homeland Security - Homeland Security Presidential Directive 5 (HSPD-5)	Superseded the National Response Plan. Integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.	The Framework is a guide that details how the Nation conducts all-hazards response– from the smallest incident to the largest catastrophe. This document establishes a comprehensive, national, all-hazards approach to domestic incident response.	-Emergency Response.	-Identifies key response principles; -Identifies roles and structures that organize national response; -Unified national response.	Provides the bigger picture of coordinating HazMat emergency response at a higher level.
National Incident Management System (NIMS) Authority: Secretary Homeland Security Author: Homeland Security - Homeland Security Presidential Directive 5 (HSPD-5)	Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents,* directed the development and administration of the National Incident Management System (NIMS).	The purpose of NIMS is to provide a common approach for managing incidents. The concepts contained within provide for a flexible but standardized set of incident management practices with emphasis on common principles, a consistent approach to operational structures and supporting mechanisms, and an integrated approach to resource management.	-Emergency Response.	-Standard command and management structures; -Consistent, nationwide template.	Provides the bigger picture of coordinating HazMat emergency response at a higher level.
National Oil, Hazardous Substances, Pollutants, and Contaminates Contingency Plan	The NCP is required to provide for efficient, coordinated, and effective action to minimize adverse impact from oil	The purpose of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) is to provide the organizational structure and procedures for preparing for and responding to discharges of oil	-Emergency Response; -Designation of responsibilities; -Notification & Coordination.	-National response strategy; -Framework for notification, communication, logistics, and	Provides the bigger picture of coordinating HazMat emergency response at a higher level

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
(NCP) Authority: President Author: US EPA - 42 USC Section 9605 - 40 CFR, Part 300	discharges and hazardous substance releases.	and releases of hazardous substances, pollutants, and contaminants.		responsibility for response to discharges of oil. The NCP is supported by the Region IX Regional Contingency Plan (RCP) and Marine and Inland Area Contingency Plans.	
Region IX Mainland Regional Contingency Plan (RCP) Authority: USEPA Author: Regional Response Teams (RRT) - National Contingency Plan	The National Contingency Plan requires each RRT develop a Regional Contingency Plan.	Region IX Mainland Regional Contingency Plan (RCP) is designed to coordinate timely and effective responses by various Federal and State agencies and other organizations to discharges of oil and releases of hazardous substances, pollutants, and contaminants to protect public health, welfare, and the environment.	- Pre-emergency planning; - Methods and procedures for emergency response.	-Federal, state, local and other responders Roles and Responsibilities are clearly defined; - Describes RRT organization and its relationship to other contingency plans; - Response operations and removal & remedial actions of hazardous substance; - use of chemical countermeasures.	Involves federal, state, and local interaction to minimize adverse impacts from oil discharges and hazardous substances releases.
Nuclear/Radiological Incident Annex	Describes the policies, situations, concepts of	-Define roles and responsibilities of Federal agencies in responding	- Emergency Response;	-Federal government's	Provides the bigger picture of Federal

DRAFT

Plan, authority, author	Requirements	Description and critical activity/ purpose	Plan elements that are EPCRA related	Non EPCRA related	Relevance to LEPC planning
(NRI)	operations, and responsibilities of the Federal departments and agencies governing the immediate response and short-term recovery activities for incidents involving release of radioactive materials to address the consequences of the event.	nuclear/radiological incidents; -Discuss the specific authorities, capabilities, & assets the Federal Government has for responding to nuclear/radiological incidents; -Discuss integration of the concept of operations with other elements of the NRF, including the unique organization, notification, & activation processes & specialized incident-related actions; -Provide guidelines for notification, coordination, & leadership of Federal activities.	- Designation of responsibilities; - Notification & Coordination.	concept of operations based on specific authorities for responding to radiological emergencies; -Outlines Federal policies and planning assumptions that underlie the concept of operations.	coordination of incidents involving radiological materials.

DRAFT

ATTACHMENT 6B: ADDITIONAL INFORMATION ABOUT HAZARDOUS MATERIAL PLANS IN CALIFORNIA WITH RELEVANCE TO LEPC REGIONAL PLANNING

AT A GLANCE: This section describes the overlap between federal and state law regarding EPCRA. EPCRA does not preempt state or local law. Since there are similar State requirements for hazardous materials emergency planning, LEPCs may use applicable portions of other, already existing emergency plans to meet the EPCRA requirements as a way to maximize planning resources if the resultant Regional Hazardous Materials Emergency Plans fully meet the requirements of EPCRA and serve the needs of the community.

FEDERAL AND STATE OVERLAP

LEPC Regional Hazardous Materials Emergency Plans are required pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA, which is a free-standing law within the Superfund Amendments and Reauthorization Act of 1986). EPCRA does not preempt any State or local law but serves as a minimum requirement. Therefore, if existing State or local laws are at least as stringent as the federal law, compliance with the applicable State or local laws can be sufficient to comply with EPCRA. The LEPC planning effort can complement existing planning efforts already required by State law instead of creating a separate process.

The LEPC Regional Hazardous Materials Emergency Plans may build on Local Emergency Plans, CUPA Hazardous Materials Area Plans, facility Hazardous Materials Release Response Plans, Geographic Area Response Plans, and other pertinent plans within the LEPC region. In practical terms, for the purposes of preparing a Regional Hazardous Materials Emergency Plan this means that an LEPC may use portions of existing plans instead of duplicating something that already exists in a different format. As described below, in the interest of completeness and ease of use, LEPCs must at least include a detailed summary of the elements that are appropriated from other plans.

A major function of the LEPC Regional Hazardous Materials Emergency Plan is to outline the authorities, responsibilities and capabilities of federal, Tribal, State, and local governmental agencies, as well as private organizations, to facilitate a coordinated response to hazardous materials incidents that cross jurisdictional boundaries and to assist local governments in carrying out emergency planning related to hazardous materials. When the information required by EPCRA for an LEPC Regional Hazardous Materials Emergency Plan is primarily found in another plan(s), the LEPC Regional Hazardous Materials Plan must reference and summarize that plan(s) or otherwise specify how the requirement is satisfied. Refer to the "Compliance Summary Form" in the Template found in Attachment 3 for the minimum requirements of an LEPC Plan as specified by EPCRA. This form can also be used as a review check sheet for

identifying how the requirements have been met in the LEPC Regional Hazardous Materials Emergency Plan.

CALIFORNIA AREA PLANS

Area Plans within the LEPC region must be examined as part of developing an LEPC Regional Hazardous Materials Emergency Plan. Under State law pursuant to California Health and Safety Code (HS&C) §25503(c), CUPAs are required to establish Hazardous Materials Area Plans for emergency response to a release or threatened release of hazardous materials in its jurisdiction. Area Plans are required to provide:

1. Procedures and protocols for emergency response personnel.
2. Pre-emergency planning.
3. Notification and coordination of onsite activities with State, local, and federal agencies, responsible parties, and special districts.
4. Training of appropriate employees.
5. Onsite public safety and information.
6. Required supplies and equipment.
7. Access to emergency response contractors and hazardous waste disposal sites.
8. Incident critique and follow-up.
9. Requirements for notification to Cal OES of reports releases or threatened releases of hazardous material (§ 25510 reports).

LEPCs must ensure that the LEPC planning effort addresses the hazards identified by the Area Plans and does not conflict with the Area Plans. Additionally, Area Plans may be important sources of information, if not whole elements, that could meet some of the EPCRA planning requirements.

CALIFORNIA HAZARDOUS MATERIALS RELEASE RESPONSE PLANS AND INVENTORIES (BUSINESS PLANS)

In order to protect emergency responders, public safety, and the environment from a release or threatened release of hazardous materials, California law requires business that handle hazardous materials in excess of threshold planning quantities to submit Hazardous Materials Release Response Plans and Inventories (Business Plans). The Business Plan requirement also serves a community-right-to-know function.

The hazardous material threshold amounts that trigger a requirement for a Business Plan are in quantities equal to or greater than 55 gallons of a liquid, 500 pounds of a solid, or 200 cubic feet of compressed gas, or extremely hazardous substances above the threshold planning quantity (40 CFR, Part 355, Appendix A). Businesses that handle hazardous materials at or above threshold quantities must:

- Provide owner operator information
- Provide their hazardous materials inventory.

- Develop site map.
- Develop an emergency plan.
- Implement a training program for employees.
- Submit this information electronically to the CUPA.

Business Plans contain the following elements:

- A Business Activities identification.
- An inventory of the hazardous materials stored and the quantities.
- An Annotated Site Map if required by the CUPA.
- Emergency Response Plans and Procedures, including:
  (1) Immediate notification of: (1) local emergency response personnel; (2) the CUPA and the Cal OES; (3) persons within the facility who are necessary to respond to an incident.
  (2) Identification of local emergency medical assistance appropriate for potential accident scenarios.
  (3) Mitigation, prevention, or abatement of hazards to persons, property, or the environment.
  (4) Immediate notification and evacuation of the facility.
  (5) Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.
- A Training Program, including
  (1) Training for methods for safe handling of hazardous materials.
  (2) Training on the procedures for coordination with local emergency response organizations.
  (3) Training on the use of emergency response equipment and supplies under the control of the business.
  (4) Training on all of the emergency procedures listed above.
  (5) Recordkeeping to ensure that appropriate personnel receive initial and refresher training.

Paper copies of Business Plans were formerly submitted directly to CUPAs but are now required to be filed electronically using the statewide information management system known as California Environmental Reporting System or CERS. Cal EPA is responsible under California Health and Safety Code Chapter 6.11 to develop and implement a statewide electronic reporting system to collect information from facilities about the hazardous materials they handle. That system includes some local CUPA reporting portals and the CERS portal. Local CUPA portals send information to CERS automatically. Most business information is available in CERS to government officials and current projects will make information available to the public via the internet in 2016. In the interim, the public may make requests for information to the CUPA that regulates the individual facilities. All Business Plans are required to be revised

DRAFT

annually or plan holders must submit a statement certifying the continued accuracy of the Business Plan.

LOCAL EMERGENCY PLANS

Local Emergency Plans provide a functionally-oriented approach to all-hazards emergency planning in a community. Many local jurisdictions have incorporated the hazardous materials Area Plan requirements into the Local Emergency Plan so that these should also be examined to provide information for the LEPC Regional Hazardous Materials Plans. The Local Emergency Plans should also be compared to the LEPC plans to ensure that both plans are coordinated and complementary.

Geographic Area Response Plans

Hazardous materials response agencies in some areas of the State have prepared Geographic Area Response Plans that address the needs of a specific region, drainage basin, or other cohesive area. These plans not only should be cited, but can be rich sources of information when developing an LEPC Regional Hazardous Materials Emergency Plan. In order to identify and access these plans, contact the Cal OES regional representative. Examples of Geographic Area Response Plans include:

- Truckee River Geographic Response Plan
- Lake Tahoe Geographic Response Plan
- Upper Sacramento River Geographic Response Plan
- Cajon Pass – Responders Organized for Pass Emergencies
- San Francisco Regional Emergency Coordination Plan
- Feather River Geographic Response Plan (under development)
- Federal Region 9 Regional Contingency Plan

FEDERAL REQUIREMENTS FOR THE LEPC REGIONAL HAZARDOUS MATERIALS PLAN

Each LEPC is to develop a Regional Hazardous Materials Emergency Plan and review it at least annually thereafter (or more frequently, as required). This is what EPCRA says about the required plan (taken from 42 USC, Chapter 116, Subchapter I – Emergency Planning and Notification § 11003. Comprehensive emergency response plans):

> *(a)* ***Plan required:*** *Each local emergency planning committee shall complete preparation of an emergency plan in accordance with this section not later than two years after October 17, 1986. The committee shall review such plan once a year, or more frequently as changed circumstances in the community or at any facility may require.*
>
> *(b)* ***Resources:*** *Each local emergency planning committee shall evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and shall make recommendations with respect to additional resources that may be required and the means for providing such additional resources.*

(c) ***Plan provisions:*** *Each emergency plan shall include (but is not limited to) each of the following:*

(1) 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.

(2) 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.

(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.

(4) 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).

(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.

(6) 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.

(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.

(8) Training programs, including schedules for training of local emergency response and medical personnel.

(9) Methods and schedules for exercising the emergency plan.

It is clear that there is overlap between the requirements of federal EPCRA and the Area Plans that are required under State law, so Area Plans that are created based on the risks identified in Business Plans in addition to other identified risks factors, can serve as the basis for the EPCRA-required Regional Hazardous Materials Emergency Plan.

TRIBAL EMERGENCY RESPONSE PLANS

To be provided by Denise Shemenski/Cal OES re-- TERCs, US EPA to be consulted.

JERRY BROWN, GOVERNOR MARK GHILARDUCCI, DIRECTOR

CALIFORNIA OFFICE OF EMERGENCY SERVICES

Fire and Rescue Division

3650 Schriever Ave

Mather, CA. 95655

Phone (916) 845-8711

Night-Weekends: (916) 845-8911

Fax: (916) 845-8396

March 8, 2016

Fire & Rescue Division
Hazardous Materials Section

BULLETIN # 20

(Version 1.5)

CALIFORNIA STATE HAZ-MAT MUTUAL AID ROSTER
and
HMRT MOBILIZATION

This Haz-Mat BULLETIN # 20 will be helpful to explain to all haz-mat team members what happens if and when your agency is asked to participate in a hazardous materials mutual aid request when activated through the CalEMA Fire & Rescue Division State Mutual Aid System. For more information regarding a detailed explanation as to how to either initiate (request) or accept (respond through dispatch) a hazardous materials mutual aid request through the State Mutual Aid System, **please see** Haz-Mat Bulletin #29, *"How To Request a Haz-Mat Mutual Aid using the Cal/EMA Fire & Rescue State Mutual Aid System".*

DRAFT

WHAT HAPPENS AFTER WE PASS THE HAZ-MAT TEAM TYPING INSPECTION?

Those agencies that have passed the Cal/EMA Fire & Rescue Division *Hazardous Materials Team Typing inspection* and have achieved a Haz-Mat Type 1, Type 2, or a Type 3 certification, the specified Company (your agency numerical designation for the unit) is then added to the Haz-Mat Team Mutual Aid Roster. It is an EXCEL table that is maintained by Fire & Rescue Branch, Special Operations. It is important that we indicate each Company by proper Operational Area three-letter designator (i.e. XKE for Kern County Operational Area) and the agency's three-letter designator (i.e. BKF for Bakersfield Fire Dept). Certified teams are also identified by Zip Code number as this identifies a geographical area.

All this information is helpful in order to accurately indicate positioning of the Company on GIS over-lays of the State of California. Zip codes are further helpful to determine closest units to an event, and to determine estimated response distances and probable response times.

This EXCEL table is accessible by all Chief Officers of the Fire & Rescue Branch, FIRESCOPE and the Warning Center. Similar EXCEL tables are maintained for the certified Swift Water Rescue teams, the Urban Search & Rescue teams, and the Technical Rescue teams.

These EXCEL tables are sent out and distributed on a regular basis to all six Regional Area Mutual Aid Coordinators. The Regional Area Coordinators are expected to pass on that information on a regular basis to all Operational Area Coordinators and the Operational Area Dispatch centers within their respective Region to keep them informed.

A few examples are shown in the facsimile table below:

CERTIFIED HAZ-MAT TEAMS, BY TYPE (Abbreviated) – AS OF 3/8/16						
	AGENCY	**Operational and Local Identifier**	**Region**	**Unit Designation**	**Attained**	**Zip Code**
TYPE 1	Roseville City Fire	XPL-RSV	IV	HM-1	10-26-06	95678
	Sacramento City Fire	XSA-SCR	IV	HMRT-7	12-27-06	95823
	Alameda County Fire	XAL-ACF	II	HM-12	3-10-08	94546
	Glendale City Fire	XLC-GLN	I	HM-24	2-26-08	91204
TYPE 2	Contra Costa County JPA	XCC-CCH	II	HM-1	11-1-07	94553
	San Ramon Fire Prot. Dist	XCC-SRM	II	HM-35	6-19-09	94506
	Truckee Fire Prot. District	XTB-TRK	IV	HM-1	10-6-08	96161
TYPE 3	Long Beach Fire	XLF-LOB	I	HM-24	2-26-08	90802

DRAFT

WHO PARTICIPATES IN THE STATE-WIDE HAZARDOUS MATERIALS MUTUAL AID PROGRAM?

First, any entity that agrees to participate in the California Fire & Rescue Statewide Mutual Aid System. Then if they also have a hazardous materials response team, there are several criteria:

1. Any agency who manages a hazardous materials response team program, and;
2. The haz-mat team(s) must have passed the team typing inspection for certification to Type 1, Type 2, or Type 3, and;
3. The agency agrees and understands that a Cal EMA Fire & Rescue request for Haz-Mat Team resources may require response for considerable distances out-of-jurisdiction and for prolonged periods of time, and;
4. Participation in the mutual aid program is voluntary.

Any agency agreeing to the above noted criteria is now a participant in the state-wide Fire & Rescue Mutual Aid System for hazardous materials company response. This means that a request for haz-mat team mutual aid assistance (emanating from and/or through the Cal EMA Fire & Rescue system) may be directed to your agency. A request may be for a variety of different resources:

1. A Single Company Resource.* The request is for just one certified Haz-Mat Team company.
2. A Haz-Mat Task Force.* The request is for several (usually up to five) resources but with different levels of typing, and a Task Force Leader. The Task Force may be pre-assembled and caravan to the incident, or may be directed to respond directly to the incident and form into the specified Task Force upon arrival.
3. A Haz-Mat Strike Team.* The request is for several (usually up to five) resources all with the same level of typing (i.e. all Type 1), and a Strike Team Leader. The Strike Team may be pre-assembled and caravan to the incident, or may be directed to respond directly to the incident and form in the specified Strike Team upon arrival.

*See definitions for these terms in the FIESCOPE Field Operations Guide.

IF WE ARE CONTACTED TO RESPOND, IS IT MANDATORY?

No. There is a mandate that requires all fire department agencies in the state to be signatory to the *California State Mutual Aid System and the Emergency Mutual Aid Plan*. This means that all fire agencies will participate within the program when an emergency arises. However, this is only so long as it does not impact the emergency response capabilities of a particular agency negatively. At the time a particular agency is in receipt of an official CalEMA request for mutual aid for specified equipment, that agency can at the time of request turn down and deny the request for mutual aid when such a request will negatively impact local response disciplines. For example, if at the time of a Hazardous Materials Response Team mobilization request for single company resource, Strike Team, or Task Force, the agency being requested to participate cannot do so because of increased local or regional fire activity, or their Haz-Mat

DRAFT

Team and unit is unavailable, or their current staffing status is negatively impacted, etc., then that agency can deny the request for participation in the mutual aid with no negative impact.

WHAT IS THE MUTUAL AID PLAN?

The *California Fire Service & Rescue Emergency Mutual Aid Plan* is an extension of, and supportive document to, the California Emergency Plan. The purpose of the Mutual Aid Plan is to provide for systematic mobilization, organization and operation of necessary fire, rescue, and hazardous materials resources of the state and its political subdivisions in mitigating the effects of disasters, whether natural or man-caused. Further, the Mutual Aid Plan provides for the following:

1. Creates a formal structure for the provision of mutual aid.
2. Provides that no party (participating agency) shall be required to unreasonably deplete its own resources in furnishing mutual aid.
3. Provides that the responsible local official in whose jurisdiction and incident requiring mutual aid has occurred shall remain in charge of said incident.

If you do not have a copy of the *Fire & Rescue Division Mutual Aid Plan* it is strongly recommended that you obtain one and place it in possession of your trained Strike Team Leaders, and with each of your haz-mat companies. It is downloadable from:

http://www.caloes.ca.gov/FireandRescue/Pages/Documents-and-Publications.aspx#

WHAT IS THE STRIKE TEAM LEADERS' MANUAL?

It is a manual published by the Fire & Rescue Division. Basically it guides the Task Force/Strike Team Leader in the assembly and response of the resources assigned to him. Further, it contains guidance in the operation, management and direction of his resources at the incident. It contains check-off lists and includes lists of duties and responsibilities of the Task Force/Strike Team Leader.

For example, at the time of a requested mobilization of a Haz-Mat Task Force or Strike Team (of any type), the Leader is prompted by the Manual to insure he is in receipt of the following information as the Task Force or Strike Team is forming up:

1. The requesting agency
2. The Incident Name
3. Incident Order Number
4. Incident Request Number
5. Strike Team number
6. Travel Route (or one planned by the Leader)

DRAFT

7. Reporting location
8. Communication Frequency

The *Strike Team / Task Force Leaders' Manual* includes many (but not all) of the ICS forms and instructions on how to properly complete them. It also contains information on the statewide radio frequency plan, including the frequencies for many of the radio channels.

If you do not have a copy of the Fire & Rescue Division Mutual Aid System *Strike Team / Task Force Leader Manual*, it is strongly recommended that you obtain one for each of your trained Strike Team Leaders, and for your haz-mat company(s). Please see and review Bulletin #30 *How To Obtain a Strike Team Leaders' Packet* for instructions, sources, and further information. The 5 / 2009 edition is downloadable from:

http://www.caloes.ca.gov/FireandRescue/Pages/Documents-and-Publications.aspx#

IS THERE RESPONSE CRITERIA WHEN WE ARE ACTIVATED FOR A HAZ-MAT MUTUAL AID REQUEST?

Yes, there are several. When an agency has been contacted if they can agree to send one of their Haz-Mat resources out of jurisdiction in a mutual aid mobilization, the following criteria must be followed:

1. The response unit must contain, at the time of the mobilization request, all of the equipment that was inspected for the units' Team Typing Certification. This may require the inclusion of an additional vehicle such as a trailer that contains some equipment and tools not otherwise included on the specified response unit.
2. The response unit and the team as a whole, at the time of the mobilization request, must meet the type of team being requested, i.e. **Type 1**, **Type 2**, or a **Type 3**.
3. Staffing and training level of the Haz-Mat Team, at the time of the mobilization request, must conform to the FIRESCOPE hazardous materials chart on *Hazardous Materials Company Types and Minimum Standards (Refer to the FOG Guide document ICS-420-1, Chapter 14)*:

    a. Type 3 staffing – five (5), to CSTI Hazardous Materials Technician (HMT)

    b. Type 2 staffing – five (5), to CSTI Hazardous Materials Specialist (HMS)

    c. Type 1 staffing – seven (7), to CSTI Hazardous Materials Specialist and CSTI Weapons of Mass Destruction/Terrorism (HMS-WMD)

4. Be prepared to respond at the time of notification and mobilization request for "Initial Attack", or "Immediate Need", or "Planned Need". The requesting agency should convey

DRAFT

through the dispatch procedure not only the type of resources needed as reviewed above, but also the urgency of the response:

a. **Initial Attack:** The hazardous materials incident is dire, it is out-of-control, it is of significant size that the threat to life and property is imminently threatened by the event, and there is an urgent need for Haz-Mat Team mutual aid. This response is "Code Three".

b. **Immediate Need:** The hazardous materials incident is not quite so severe, but a swift response is still needed. This response is either "Code Two" or "Code Three".

c. **Planned Need:** Usually includes a response that will not include intervention by the responding resources until the next operational period or a designated time. This response is "Code Two"

Response Mode	Time Frame	Criteria
INITIAL ATTACK: Code Three	Respond Instantly at time of activation request and dispatch (As quickly as is possible)	• Life and property imminently threatened • Closest available resources within operational area or adjacent operational area • Resources to rendezvous at the incident
IMMEDIATE NEED: Code Two or Three	Respond within 30 minutes of activation request and dispatch	• Life and property threatened • Any available resources within operational area or adjacent operational area • May or may not rendezvous prior to departure
PLANNED NEED: Normally Code Two	Planned Arrival (Usually within 2 hours of activation request and dispatch)	• Resources respond within the operational area, adjacent operational area, region, or the state. • Response is planned for the next operational period or as determined by the requesting agency • Usually will rendezvous prior to departure • Caravan as a Task Force or Strike Team within the 2 hour time-frame

WHAT DO WE DO WHEN WE GET THERE?

Upon arrival at the designated incident the Strike Team / Task Force Leader or the individual Haz-Mat Resources must report in. If instructed to report to a "Staging Area", find the Staging Area Manager and receive your assignments. If no Staging Area has been designated, locate the Command Post and check in with either the Incident Commander or the designated Liaison Officer to receive your briefing and assignments. In large events, Divisions and/or Groups may have been established, including a Hazardous Materials Group. In this case, the Strike Team / Task Force Leader or the Single Company Resource (Haz-Mat) Officer should be directed to report to the Haz-Mat Group Supervisor.

Please refer to and review the following documents for more information:

POSITION	DOCUMENT	PAGE
Strike Team / Task Force Leader	FOG ICS-420-1, Chapter 8	Page 8-5
Single Company Resource	FOG ICS-420-1, Chapter 8	Page 8-7

DRAFT

Hazardous Materials Group Supervisor	FOG ICS-420-1, Chapter 8 FOG ICS-420-1, Chapter 13	Page 8-4 Page 13-8

The entire Chapter 14 "Hazardous Materials" portion of the FIRESCOPE Field Operations Guide (ICS-420-1) should be well known and understood by the members of the mobilized hazardous materials resource. It contains complete descriptions and duties of all of the ICS positions within the Haz-Mat Group and their respective position check-off lists. Copies of the FOG can be accessed and downloaded at:

http://www.firescope.org/ics-8x11-fog.htm

ARE THERE SPECIAL FORMS AND CHECK-OFF LISTS FOR HAZ-MAT MUTUAL AID?

Yes. The most important packet of pre-designed forms are the standard FIRESCOPE ICS forms. There are about 26 different forms. Those most closely associated to the particular incident should be used. Your Task Force/Strike Team Leader should have a packet of them ready to go at all times. However, these forms are accessible at any time on the FIRESCOPE web page and are printable in PDF format.

http://www.firescope.org/ics-forms.htm

The Hazardous Materials organizational module of the ICS is designed to provide an organizational structure that will provide necessary supervision and control for the essential functions required at virtually all Hazardous Materials incidents. This is based on the premise that controlling the tactical operations of companies and movement of personnel and equipment will provide a greater degree of safety. The Hazardous Materials Group Supervisor (or the Hazardous Materials Branch Director, if activated) will direct primary functions, and all resources that have a direct involvement with the hazardous material will be supervised by one of the functional leaders or the Hazardous Materials Group Supervisor.

Further, it is important for any Haz-Mat Team to have all of the appropriate FIRESCOPE ICS Position Manuals which explain in detail all of the functions and responsibilities of each position within the Hazardous Materials Group. There are eight of them. They can be accessed and printed from PDF files at:

http://www.firescope.org/ics-hazmat-pos-manuals.htm

HOW SHOULD WE PREPARE FOR A POSSIBLE ACTIVATION AND RESPONSE?

FIRST: If your agency, - at the time of a Cal/EMA Mutual Aid request, - has also been asked to provide a *Strike Team Leader*, then the documents as listed below comprising a ***STRIKE TEAM LEADER'S KIT PACKET*** (put together by the Fire & Rescue Branch) should be pre-assembled

and provided at the ready (See Bulletin #30). It is imperative that this packet accompany anyone who is or will be a Strike Team Leader.

A CalEMA Fire & Rescue Branch ***STRIKE TEAM LEADER'S KIT PACKET*** should consist at the minimum of the following documents:

- Strike Team Leaders Manual 1 each
- ICS 214 – Unit Log form 14 each
- Cal/EMA F-42, Emergency Activity Record 14 each
- Cal/EMA Strike Team Control Record 2 each
- Cal/EMA Operations Bulletin #8 "Emergency Activity Record: 1 each
- Cal/EMA Mail/Storage Envelope 1 each
- Cal/EMA Strike Team Identification Stickers, (Window/Bumper) 12 each
- Fire & Rescue Mutual Aid Plan 1 each

These kit packets are available by contacting your CalEMA Fire & Rescue Region Assistant Chief. Also, at the time of a CalEMA mutual aid mobilization, the Assistant Chiefs that you will be reporting to at the scene of the incident will also have available and will pass out these ***STRIKE TEAM LEADER'S KIT PACKETS***.

<u>SECOND:</u> Many fire departments in California have developed ***STRIKE TEAM "GO" KITS***, particularly in anticipation to be requested to participate in a Strike Team mobilization during peak forest fire and grass land fire seasons. From experience gained by response to long campaign incidents (i.e. forest fires, floods, earthquakes, etc), the idea of these kits is to augment ordinary personal comforts of life for long durations of time away from agency and family.

These are individual kits assembled in a duffle bag type carry-all, and stored at the fire station. When a message is received by the on-duty personnel at the station that their resource is being activated for haz-mat mutual aid, these kits are quickly transferred to the response vehicle or an accompanying staff vehicle. This saves considerable time in the assembly of a Task Force or a Strike Team even if requested to respond as a "Planned Need". Remember, it may be some time before meals and a place to sleep can be arranged even after you arrive at your destination. The weather may be completely different than your local conditions. Being properly prepared strengthens personal confidence and security.

A typical ***STRIKE TEAM "GO" KIT*** can consist of the following:

a. <u>Agency assigned SAFETY GEAR and items:</u>
   - All assigned safety gear, to include standard issue turnouts, helmet, boots, gloves, goggles

- Additional assigned safety gear such as flame retardant jump suits, grass land fire fighting clothing
- Fire shelter, and SCBA face piece

b. Individual PERSONAL Items:

- Personal credit card or ATM card
- Personal telephone calling card
- Extra cash, to be used for food, phone calls, and other needs while en-route
- At least one change of underclothing, i.e. shorts, T-shirt, socks
- For cold weather, an insulated rain jacket, sweat shirt, long johns
- Personal items to include: toothpaste and brush, shaving gear, toilet paper, cloth towel, replacement eye glasses or contact lenses, suntan lotion, soap, comb, scissors
- Appropriate prescription medication
- Sleeping bag, sleeping pad, small ground cloth
- Personal first aid kit
- Flash light with extra batteries
- Portable AM/FM radio
- Map of State of California or Map Book of same
- Clipboard, writing implements, tape
- Canteen (or Igloo cooler on board the apparatus)
- Immediate need munchie food (peanuts, energy bars, hard candy)

c. Regarding phone numbers, the following should be included:

- Personal family contacts
- Your agency contacts
- Operational Area Coordinator Dispatch Center
- Cal EMA Fire and Rescue Branch main (916-845-8711)
- Cal EMA Fire and Rescue Branch EOC (916-845-8670)
- Cal EMA Warning Center (800-421-2921) or (916-845-8911)

THIRD: In addition to the above described personal STRIKE TEAM "GO" KIT, a smaller kit is sometimes pre-assembled and held in ready by the agency for support of a Strike Team Leader or for the Captain or officer of a Single Company Resource. This agency assigned ***SPECIAL ITEMS KIT*** is also optional and is determined by the agency.

d. Agency assigned ***SPECIAL ITEMS KIT*** (Optional, depends upon agency protocols):

- Agency assigned fuel card
- Agency assigned credit card for miscellaneous purchases, lodging
- Set of assigned walkie talkies, per local agency operating procedures
- Set of replacement rechargeable batteries
- Cell phone, per local agency operating procedures
- Agency provided State Map Book(s)

- Set or packet of pre-printed FIRESCOPE ICS forms
- Set or packet of local agency's required forms
- Set or packet of other forms (i.e. OSHA injury reports, accident reports, etc.)

DRAFT

JERRY BROWN, GOVERNOR MARK GHILARDUCCI, DIRECTOR

CALIFORNIA OFFICE OF EMERGENCY SERVICES

Fire and Rescue Division

3650 Schriever Ave

Mather, CA. 95655

Phone (916) 845-8711

Night-Weekends: (916) 845-8911

Fax: (916) 845-8396

March 8, 2016

Fire & Rescue Division
Hazardous Materials Section

BULLETIN # 29

(Version 1.0)

HOW TO REQUEST A HAZ-MAT MUTUAL AID USING THE Cal OES FIRE & RESCUE STATE MUTUAL AID SYSTEM

DEFINITIONS:	
Automatic Aid: (Auto-Aid)	Written agreements between and among agencies and/or jurisdictions that provide a mechanism to automatically send the closest available emergency response resource to a reported incident on a routine basis, without regard to agency boundaries, and eliminates the need for initiating a specific request for mutual aid.
Boundary Drop: (Mutual Aid)	A more sophisticated form of Automatic Aid, where through written agreements between and among some or all agencies and/or jurisdictions in the ~~entire~~ Operational Area to automatically send the closest available emergency response resource to any reported incident on a routine bases, without regard to all agency

	boundaries, and all dispatches usually emanate from one dispatch center.
Local Agency:	The term *Local Agency* as used in this document refers to any metropolitan, governmental, or private entity that provides emergency response services to a local geographical area (i.e. city, county, district, and other assets such as industrial property, military base).
Mutual Aid:	Written agreements between and among agencies and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services when local resources have been temporarily depleted or seriously impacted.
Operational Area: (Mutual Aid)	An *Operational Area* consists of a County and all political subdivisions within the geographical boundaries of the county, with two exceptions – Los Angeles County is divided into six smaller *Operational Areas*, and the Lake Tahoe Basin is its own *Operational Area*. Each *Operational Area* is assigned a three-letter ID (Identifier) beginning with the letter "X".
Operational Area Coordinator:	Fire Chiefs of each county (Operational Area) elect, from among themselves, an Operational Area Fire and Rescue Coordinator. Operational Area Fire Coordinators are responsible for maintaining fire defense resource inventories, area mutual aid plan, and the dispatch of fire and rescue mutual aid resources.
Operational Area Dispatch Center:	A Fire Department dispatch center that has accepted the responsibility to also function as the identified dispatch center for a specified Operational Area; Receives from the respective Operational Area Coordinator requests for mutual aid and forwards these requests to the respective local dispatch center(s) or Region Dispatch Center for processing. The processing of requests should be in accordance with the Fire & Rescue Operational Area Plan which includes the use of closest resources.
Resource:	An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be assigned to an incident.
Region: (Mutual Aid)	The California Fire & Rescue Mutual Aid System has divided the State into six (6) Mutual Aid *Regions*, numbered I through VI, and assist in the coordination of mutual aid within a geographical area of the state. Each *Region* consists of several Operational Areas (Counties).
Region Coordinator:	Operational Area Coordinators elect, from among themselves, a Region Fire & Rescue Coordinator. Region Coordinators are responsible for maintaining fire defense resource inventories from the Operational Areas, Region mutual aid plan, and the dispatch of fire and rescue mutual aid resources.
Region Dispatch Center: (Mutual Aid)	A Fire Department dispatch center that has accepted the responsibility to also function as the identified dispatch center for a specified Region; Receives from the respective Region Coordinator requests for mutual aid from the respective Operational Areas and forwards these requests to other Operational Areas, Regions and State for processing. The processing of requests should be in accordance with the Region Fire & Rescue Plan which includes the use of closest resources.

DRAFT

MUTUAL AID

1. WITHIN SAME OPERATIONAL AREA – LOCAL AGREEMENTS APPLIED:

Per local mutual aid agreements, any local agency can request assistance on a day-to-day basis directly from another adjacent agency if within the same Operational Area, and can request assistance directly from any other agency if within the same Operational Area, IF:

a. There is appropriate "Mutual Aid", "Auto-Aid", "Boundary Drop" or other forms of written aid plans that is pre-planned and negotiated between the participating adjacent agencies.

b. Dispatch and movement of other resources from neighboring agencies to assist the requesting agency is automatic, and is administered through local dispatch centers in accordance to procedures as outlined in the mutual aid plans.

c. Local requests for mutual aid continue automatically until local resources are depleted.

2. WITHIN SAME OPERATIONAL AREA – LOCAL RESOURCES DEPLEATED:

Local and neighboring agency resources (within same county) are depleted as a result of implementation of local mutual aid procedures and additional assistance is needed from adjacent agencies (within same county) not signatory to a written mutual aid agreement.

a. When a local agency and/or several adjacent agencies resources are depleted or there is a need for a special resource not normally maintained by the requesting (affected) agency but is available from another agency within the county (i.e. a Hazardous Materials Response Team), the affected agency can then make a request for additional resources or a special resource directly to the appropriate Operational Area Coordinator (County) within which the local agency resides.

b. The Operational Area Coordinator who receives a request from a local agency for additional resources or requests for special resources, can forward the request to other agencies within the <u>same</u> Operational Area to see if the request can be filled.

c. This procedure continues until Operational Area resources are depleted.

DRAFT

3. FROM DIFFERENT OPERATIONAL AREAS – WITHIN SAME REGION:

All resources within the affected Operational Area are now depleted. The Operational Area Coordinator receives request(s) for more resources. The Operational Area Coordinator determines if the timeliest assistance is from one adjacent operational area, and if so, requests assistance from that Operational Area Fire Coordinator, not to exceed five single resources, five task forces, or five strike teams. Requests must be specific regarding type of resource desired (i.e. Type 2 single resource Haz-Mat Company, or Type 2 Task Force). See Haz-Mat Bulletin #20 for more information explaining resources.

a. Requests must be within same Region.

b. Request must be processed through the Operational Area Coordinator of the area affected, to the Area Coordinator of one adjacent Operational Area.

c. Request for haz-mat mutual aid from one adjacent Operational Area can include up to five (5) resources. A resource is a single haz-mat company or a haz-mat task force. The request is filled on an "immediate need" basis and is based upon closest resource concept.

d. The Operational Area Coordinator that is recipient of the call for mutual aid from another Operational Area (whose resources are now depleted) then forwards the request down to local the agency(s) in the respective County to ascertain if any agency can provide the needed resource and that the resource matches the request.

e. The Operational Area Coordinator that is initiating the call for additional mutual aid (from one adjacent Operational Area) then contacts the appropriate Region Coordinator to inform that resources are being requested outside of the Operational Area within which the emergency is located.

f. If the requests for mutual aid or special resources continue and/or resources are drawn down within the Operational Area affected and from one adjacent Operational Area within the Region, or if the request for resources now will exceed the five maximum total from one adjoining Operational Area, then the Operational Area Coordinator of the County being affected forwards these requests up to the Region Coordinator for processing.

4. FROM DIFFERENT OPERATIONAL AREAS - FROM DIFFERENT REGIONS:

When the request originates from one Operational Area for resources from other adjacent Operational Areas within a Region exceeds the five as noted above, then all additional requests for more resources are now forwarded to the appropriate Region Coordinator.

DRAFT

a. The Region Coordinator receives additional requests for mutual aid and directs them to other Operational Areas within the same Region.

b. When all resources within the Region have been drawn down, the Region Coordinator can forward requests for additional resources (also not to exceed five single companies or five task forces) to one adjacent Region. This can be done one time.

c. The Region Coordinator making the request for additional resources contacts State Cal OES Fire & Rescue Division and informs that mutual aid resources are now being requested across Region boundaries.

d. If the requests for mutual aid or special resources continue and/or resources are drawn down within all Operational Areas within the Region, or if the Region request for resources now will exceed the five maximum total, then the Region Coordinator forwards these requests up to the Cal OES Fire & Rescue for processing.

e. Requests must be consistent with the ***Fire and Rescue Division's OPERATIONS BULLETIN #1*** (see attached at end of this Bulletin).

5. REQUESTS ARE FINALLY UPGRADED TO Cal OES FIRE & RESCUE:

When the request for resources from neighboring Regions exceeds the five maximum, all further requests must be handled by the Fire & Rescue Division of Cal OES.

a. The Region Coordinator contacts Fire & Rescue Division, and informs of the need for yet more resources.

b. Explains that the option to request resources five times across Region boundaries has been initiated and met.

c. Fire & Rescue Division now disseminates all further requests for resources to all Regions (in accordance to a planned methodology) in the State to see if any local agencies can provide the requested resources.

DRAFT

State of California
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
Fire and Rescue Division

OPERATIONS BULLETIN # 1

Subject: ***Closest Resources Concept – Requesting Mutual Aid From Adjoining Operational Areas and Regions***

HISTORY
On October 11, 2007, the Cal EMA Fire and Rescue Services Advisory Committee/ FIRESCOPE Board of Directors voted to authorize the following changes to the California Fire and Rescue Emergency Mutual Aid Plan as part of a pilot project.

PURPOSE
To provide guidance regarding closest resources concept to Operational Area Fire and Rescue Coordinators and the Regional Fire and Rescue Coordinators when requesting mutual aid from adjoining operational areas or regions when appropriate.

GUIDANCE
Effective immediately, the Cal EMA Fire and Rescue Operational Areas and Cal EMA Fire and Rescue Regions are authorized to directly order/fill initial attack/immediate need engine requests with up to 5 strike teams or task forces from one adjacent Cal EMA Operational Area/ Region based on the closest resource concept.

The Operational Area Fire and Rescue Coordinator:
Evaluates request for assistance from local agency; determines if the timeliest assistance is from one adjacent operational area and if so, request assistance from that Operational Area Fire and Rescue Coordinator, not to exceed five strike teams or task forces. The Operational Area Fire and Rescue Coordinator shall immediately notify the Cal EMA Regional Fire and Rescue Coordinator and the Regional Fire and Rescue Coordinator shall immediately notify the State Fire and Rescue Coordinator of this action to ensure the necessary resource tracking, notifications, and coordination matters are appropriately addressed. When resources are needed from more than one adjacent area, either for timely response or when the need is beyond operational area capability, the request must be made to the region.

The Regional Fire and Rescue Coordinator:
Evaluates requests for assistance from Area; determines the region resources from that region which can provide the timeliest assistance, and initiates appropriate response thereof. Determines if the timeliest and closest assistance is from an adjacent region and if so, requests assistance from that Region Fire and Rescue Coordinator not to exceed five strike teams or task forces. The Region Fire and Rescue Coordinator shall immediately notify the State Fire and Rescue Coordinator of this action. When resources are needed from more than one adjacent region, either for timely response or when the need is beyond region capability, the request must be made to the State.

ATTACHMENT 9. CALIFORNIA EMERGENCY FUNCTIONS

CA-EF Title	Definition	Lead Agency	Federal ESF
Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	Business, Transportation and Housing Agency	ESF #1 – Transportation
Communications	Provides resources, support and restoration of government emergency telecommunications, including voice and data. Lead will transfer to the Office of the Chief Information Officer on May 1, 2009, upon implementation of the Governor's Reorganization Plan.	Office of Chief Information Officer	ESF #2 - Communications
Construction and Engineering	Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions.	State and Consumer Services Agency	ESF #3 – Public Works and Engineering
Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions.	California Emergency Management Agency	ESF #4 – Firefighting
Management	Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Emergency Management Agency	ESF #5 – Emergency Management
Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food	Health and Human Services	ESF #6 – Mass Care, Emergency Assistance,

DRAFT

CA-EF Title	Definition	Lead Agency	Federal ESF
	assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.	Agency	Housing and Human Services
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	State and Consumer Services Agency	ESF #7 – Logistics Management and Resource Support
Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters.	Health and Human Services Agency	ESF #8 – Public Health and Medical Services
Search and Recue	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. CalOES Law Enforcement supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. Aloes Fire and Rescue supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues.	California Emergency Management Agency	ESF #9 – Search and Rescue
Hazardous Materials	Coordinates state resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
Utilities	Provides resources and support to	Resources	ESF #12 – Energy

DRAFT

CA-EF Title	Definition	Lead Agency	Federal ESF
	responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.	Agency	
Law Enforcement	Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Emergency Management Agency	ESF #13 – Public Safety and Security
Long-Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	SCSA and BTHA	ESF #14 – Long-Term Community Recovery
Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector and the local populace, including the special needs population.	California Emergency Management Agency	ESF #15 – External Affairs
Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals and livestock from hazardous areas.	Business, Transportation and Housing Agency	N/A
Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a state response.	California Volunteers	

DRAFT

Hazardous Materials Response Roles Table

Responsibility	LOCAL AGENCIES	Law Enforcement	Fire Agencies	County/City Health, Hazardous Materials	County Office of Emergency Services	County Emergency Management Services	Public Works	County Attorney General	Sanitary Districts	Clean Water Program / BCDC	County District Attorney	STATE AGENCIES	California Highway Patrol	California Department of Fish & Game/ Office of Spill Prevention and Response	State OES	Caltrans	Bay Area Air Quality Management District/ Air Resources Board	State Water Resources Control Board/ Regional Water Resources Control Board/CCC	Department of Water Resources	DOGGR	State Military Department - California National Guard	CAL EPA-DPR	CDF	DPR	CAL-OSHA	EMSA	CAL EPA-DTSC & OEHHA	CDHS-DEODC & RHS	SCGM	FEDERAL AGENCIES	U.S. Coast Guard	U.S. Environmental Protection Agency
Emergency Response																																
Incident Commander		x	R*								x																					
Site Access Control		x	x								x		x																x			
Rescue			F*																													
Warning System Activation			x	x																												
Fire Control/Suppression			x																													
Public Health Assessment			x	x			x													x					x	x						
Environmental Assessment			x	x			x						x				x			x					x	x				x		
Medical Information Dissemination			x	x	x	x								x																		
Local Emergency Proclamation			x	x	x								x																			
Regional Emergency Proclamation														x																		
Participation in Incident Command System		x	x	x	x	x						x	x	x	x		x			x	x				x				x	x		
Technical Information																																
Personnel Protective Equipment			x	x									x	x						x			x						x	x		
Industrial Hygiene			x	x									x	x						x			x		x	x				x		
Decontamination			F*	x									x							x					x					x		
Health Effects			x	x			x						x	x						x			x		x	x				x		
Facility (Site Map and Inventory)			x	x			x	x							x					x					x					x		
Chemical			x	x			x	x					x				x			x			x		x	x			x	x		
Air Monitoring				x												x														x		
Meteorological																x																
On Scene Response																																
Air			x	x			x									x				x					x					x		
Soil/Ground			x	x			x						x				x			x					x				x	x		
Water			x	x			x		x				x				x	x		x									x	x		
Pipeline/Tank			x	x									x				x												x	x		
Sewage			x	x				x					x				x												x	x		
Biological/Medical Waste			x	x									x				x												x	x		
Radioactive Material			x	x									x																x	x	x	
Incident Mitigation			x	x				x	x				x				x										x		x	x		
Radioactive Material			x	x																										x		
Air			x	x									x				x													x		
Soil/Ground			x	x					x				x				x												x	x		
Water			x	x									x														x			x		
Pipeline/Tank			x	x				x					x				x													x		
Sewage			x	x									x																			
Biological/Medical Waste			x	x									x																			
Radioactive Material			x	x									x																			
Decontamination			x	x																					x					x		
Maintain Supplies			x	x																					x					x		
Personnel/Equipment			x	x																					x					x		
Wildlife													x												x					x		
Enforcement		x	x	x			x	x	x	x			x			x	x			x			x		x				x	x		
Penalties		x	x	x			x	x	x				x	x		x	x			x			x		x				x	x		
Cease and Desist Orders		x	x	x			x	x	x				x			x	x						x		x					x		
Clean-Up				x			x	x					x		x		x			x					x	x			x	x	x	
Oversee and Approve				x			x						x							x					x	x			x	x	x	
Waste Disposal				x				x																								
Emergency Funding Access				x										x											x				x	x		
Emergency Contractor Access			x	x									x		x										x				x	x		
Incident Critique				x	x																											
Incident Documentation				x																												

F* = Fire agencies with hazardous materials trained personnel.

R* = Fire agencies with hazardous materials trained personnel.

DRAFT

LEPC III Agencies Roles-Contacts Table
(To be completed by the LEPC)

AGENCY/GROUP	NAME(S)	ROLE & CAPABILITIES	CONTACT INFORMATION
Cal OES regional contact			
OSPR/DFW regional contact			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
CUPA (Jurisdiction___)			
Utilities Representative			
Person with Access and Functional Needs Rep			
Tribal Nation ____			
Tribal Nation ____			
Others?			
Others?			

DRAFT

This matrix summarizes pertinent emergency notification requirements and may not be all inclusive.

For precise legal requirements, review specific laws and regulations.

OIL SPILLS					
TYPES OF RELEASES	**AMOUNT**	**WHO REPORTS?**	**TO WHOM**	**WHEN**	**LEGAL AUTHORITY**
(Federal) Navigable Waters*	Any Amount "Harmful quantity"***	Any person in charge of a vessel or facility (offshore or onshore)	NRC *(800) 424-8802 or (202) 267-2675*	Immediately, when it can be done safely	Federal Water Pollution Control Act (FWPCA) §311 33 CFR 153.203 40 CFR 110.6
(State of California) Marine Waters*	Any amount	Any party responsible for the discharge/threatened discharge; Responding local or state agency	Cal OES *(800) 852-7550* *NRC*	Immediately, but not later than 15 minutes after discovery of the spill or threatened release	California Government Code CGC 8670.25.5; 8670.26 *California State Oil Spill Contingency Plan* FWPCA §311 33 CFR 153.203 40 CFR 302.6
(State of California) State Waters*	Any amount of oil or petroleum product	Any person	Cal OES or RWQCB	Immediately upon knowledge of a release.	California Water Code CWC 13272 (a) CGC 8670.25.5; 8670.26 *California State Oil Spill Contingency Plan*
Oil Discharges to Land (Including Onshore drilling, exploration, or production operation)	≥ 1 barrel (42 gallons) 5 barrels or more uncontained in certain San Joaquin Valley oil fields - if no threat to state waters; 10 barrels or more contained in certain San Joaquin Valley oil fields if identified in spill contingency plan - if no threat to state waters.	Facility owner or operator	Cal OES	Immediately upon knowledge of a release.	Public Resources Code (PRC) 3233 San Joaquin Valley Field Rule (August 1998) CWC 13272 (f) *California State Oil Spill Contingency Plan*
Aboveground Storage Tanks (ASTs)	≥ 1 barrel (42 gallons)	Facility owner or operator of a tank facility	Cal OES, CUPA, and/or 911	Immediately upon knowledge of a release.	HSC 25270.8

DRAFT

HAZARDOUS MATERIALS INCIDENTS (*may include oil & radioactive materials*)					
TYPES OF RELEASES	**AMOUNT**	**WHO REPORTS?**	**TO WHOM**	**WHEN**	**LEGAL AUTHORITY**
CERCLA HS Release	≥ RQ	Person in charge of a facility	NRC	Immediately upon knowledge of a release. Written report to follow.	CERCLA §103 (a) 40 CFR 302.6
EPCRA EHS Release	≥ RQ	Owner/Operator of facility	NRC SERC and LEPC CUPA/FD (In CA)	Immediately upon knowledge of a release. Written report to follow.	EPCRA §304 40 CFR 355
Release or Threatened Release (except transporting on highway)	If there is a reasonable belief that the release poses a significant hazard to human health & safety, property, or environment.**	Handler	Cal OES, CUPA, and/or 911	Immediately upon knowledge of a release.	HSC 25510
Illegal Discharges or Threatened Discharges of Hazardous Waste	Any amount that is observed or has knowledge of likely to cause injury to public health and safety.	Designated Government Employee	Local Health Officer or local Board of Supervisors	Within 72 hours	HSC 25180.7(b)
Highways	Any transportation release.	Any person who causes the spill.	CHP (who then notifies Cal OES)	Immediately upon knowledge of a release.	California Vehicle Code (CVC) 23112.5
Railroads	Release/threatened release that may harm person, property, or environment.**	Railroads regulated by the State PUC & FRA	Appropriate emergency response agency and Cal OES	Immediately upon knowledge of a release.	PUC General Order No. 161, Rule #3, 8-7-91
Hazardous Waste Discharge Transporters	Any spill in CA Federal notification: A situation carrier deems appropriate; person hospitalized or killed; public evacuation ≥ 1hr; operational flight pattern or route of aircraft is altered; major transp. artery or facility closed ≥ 1 hr; infectious or radioactive materials involved; marine pollutant > 119 gals or > 882 lbs	Transporter who discharged waste	CHP NRC	Immediately upon knowledge of a release. As soon as practical, but no later than 12 hours after accident occurs Written Report: to DTSC and DOT within 30 days.	CVC 23112.5; 2453 22 CCR 66263.15 22 CCR 66263.30 49 CFR 171.15 49 CFR 171.16

DRAFT

HAZARDOUS MATERIALS INCIDENTS (CONTINUED) (*may include oil & radioactive materials*)					
TYPES OF RELEASES	**AMOUNT**	**WHO REPORTS?**	**TO WHOM**	**WHEN**	**LEGAL AUTHORITY**
Pipelines	Every rupture, explosion or fire ≥ 5 barrels	Pipeline operator	Fire Dept Cal OES	Immediately Written report: to State Fire Marshal within 30 days	CGC 51018(c)
ASTs	Any release or threatened release	Facility owner or operator	Cal OES, CUPA	Immediately upon knowledge of a release.	HSC 25510
Underground Storage Tanks (USTs)	Any release, if it poses significant hazard	Facility owner or operator	Cal OES, CUPA	Immediately upon knowledge of a release.	HSC 25510
	Into secondary containment – no fire or explosion hazard and no deterioration	Facility owner or operator	Cal OES, CUPA	Do not have to report BUT do need to record on the *Operator's Monitoring Report*.	HSC 25294
	Escapes from secondary containment; **or** from a primary containment if no secondary containment; **or** if there's a fire or explosion hazard or deterioration	Facility owner or operator	Cal OES, CUPA	Within 24 hours after the release has been detected Full written report within 5 working days	HSC 25295 HSC 25510
Releases beyond TSD Facility Boundary	A harmful quantity that could threaten human health or environment.	Facility owner or operator; TSDF Emergency Coordinator	Cal OES NRC	Immediately upon knowledge of a release.	CERCLA §103 (b) 22 CCR 66264.56(d) HSC 25510
Releases within TSD Facility Boundary	Any release that poses a significant hazard. Imminent or actual emergency situation that could threaten human health or environment.	Owner/Operator of facility TSDF Emergency Coordinator (designated in the Contingency Plan).	Cal OES, CUPA Local ER agencies	Immediately upon knowledge of a release. Written report: to DTSC within 15 days.	HSC 25510 22 CCR 66264.51 22 CCR 66264.52 22 CCR 66264.56

DRAFT

AIR INCIDENTS					
TYPES OF RELEASES	**AMOUNT**	**WHO REPORTS?**	**TO WHOM**	**WHEN**	**LEGAL AUTHORITY**
Stationary Sources	Any release that poses a significant hazard.	Operator of the source	Cal OES	Immediately upon knowledge of a release.	HSC 25510
	Exceeds emission standards		Air Pollution Control District's (APCD) or Air Quality Management District's (AQMD)	Within 96 hours	HSC 42706
Proximity to Schools	A release within ½ mile of a school.	Emergency rescue personnel	Superintendent of affected school district	Immediately upon knowledge of a release.	HSC 25510.3
	A threat of an air contaminant within 1000 feet of a school.	Air Pollution Control Officer	CUPA, Local Fire Dept	Within 24 hours	HSC 42301.7
SEWAGE SPILLS					
Sewage to Waters and Other Sewage and Hazardous Substances	1000 Gallons unauthorized discharge into State waters. *	Any person	Cal OES	Immediately upon knowledge of a release.	23 CCR 2250 (a)
	Any hazardous substance and sewage that needs to be reported. If not in compliance with the Waste Discharge Requirements CWC 13271(b) **				HSC 5411 CWC 13271 (a)

DRAFT

* **NOTE:** The terms navigable waters, state waters, and marine waters are used according to the applicable laws & regulations. Navigable waters could also include state waters and marine waters; State waters could include navigable and marine waters; and marine waters could include navigable and state waters.

** **NOTE:** Even if the quantities or situations that are outlined above have not been met, and you still believe that the release poses a significant hazard to human health & safety, or the environment -- then report it to Cal OES Warning Center.

*** **NOTE:** "Harmful quantity" is any quantity of discharged oil that violates state water quality standards, causes a film or sheen on the water's surface, or leaves sludge or emulsion beneath the surface.

Finally, it should be noted that intentionally false or misleading reports are a crime and legal matters may be enforced.
(PC §148.3; HSC §25515.3; GC §8670.64)

Federal Contact Numbers

National Response Center (NRC)*	(800) 424-8802 or (202) 267-2675
United States Environmental Protection Agency (USEPA), Regional Response Center http://www.epa.gov/osweroe1/content/reporting/index.htm	(800) 321-7349 or (415) 947-8000 *(General number)* (415) 947-4400 *(Spill Phone)* (800) 424-9346 *(SARA Title III Hotline)* (800) 300-2193 *(Region IX Duty Officer)*
Occupational Safety & Health Administration (OSHA)	(800) 321-OSHA (415) 625-2547 *(main public number – Region IX)*
United States Coast Guard (USCG) Captain of the Port/Federal On-Scene Coordinator (FOSC)	(310) 521-3805 (Sector *Los Angeles/Long Beach*) (619) 278-7033 (Sector *San Diego*) (415) 399-3547 (*Sector San Francisco*)
United States Department of Transportation (USDOT)	Contact -via- National Response Center (NRC)

*** Note:** One call to the NRC fulfills the requirement to report releases of hazardous substances under CERCLA and several other regulatory programs, including those under CWA § 311, RCRA, and the USDOT's Hazardous Materials Transportation Act (HMTA). Anybody who discovers a hazardous substance release or oil spill is encouraged to contact the federal government, regardless of whether they are the responsible party.

DRAFT

State Contact Numbers

California Governor's Office of Emergency Services (Cal OES) Warning Center	(800) 852-7550 or (916) 845-8911
California Highway Patrol (CHP)	**911**
State Fire Marshall (SFM)	(916) 323-7390 *(Emergencies only)*
CA Dept. of Conservation, Division of Oil, Gas & Geothermal Resources (DOGGR)	See attached list (Page 7) San Joaquin Valley Field Rule ftp://ftp.consrv.ca.gov/pub/oil/regulations/field_rule.pdf
Department of Fish & Wildlife - Office Of Spill Prevention and Response (OSPR)	(800) OILS-911 ((800) 645-7911) (916) 445-9338 (Office of Spill Prevention and Response – Sacramento)
Regional Water Quality Control Board (RWQCB)	See attached list (Page 8)

Local Contact Numbers

ALL SPILLS SHOULD FIRST BE REPORTED to 911

CUPA	**For up-to-date contacts, refer to the Cal/EPA Unified Program website directory at:** **www.calepa.ca.gov/CUPA/Directory/default.aspx**
Local Sheriff/Police	
Local Fire Department	
Local Health Department	

DRAFT

Department of Conservation/Division of Oil, Gas & Geothermal Resources (DOGGR) - California Regional Offices -		
Region	**Location**	**Contact #**
District #1	(Cypress)	(714) 816-6847
District #2	(Ventura)	(805) 654-4761
District #3	(Santa Maria)	(805) 937-7246
District #4	(Bakersfield)	(661) 322-4031
District #5	(Coalinga)	(559) 935-2941
District #6	(Sacramento - Headquarters)	(916) 322-1110

These numbers are included for reference purposes only. The RWQCB is contacted through the local CUPA and/or Cal OES, when these offices determine that it is necessary.

Regional Water Quality Control Boards - California Regional Offices -		
Region	**Location**	**Contact #**
Region 1 – North Coast	(Santa Rosa)	(707) 576-2220
Region 2 – San Francisco Bay	(Oakland)	(510) 622-2300
Region 3 – Central Coast	(San Luis Obispo)	(805) 549-3147
Region 4 – Los Angeles	(Los Angeles)	(213) 576-6600
Region 5a – Central Valley	(Rancho Cordova)	(916) 464-3291
Region 5b – Central Valley	(Fresno)	(559) 445-5116
Region 5c – Central Valley	(Redding)	(530) 224-4845
Region 6a – Lahontan	(South Lake Tahoe)	(530) 542-5400
Region 6b – Lahontan	(Victorville)	(760) 241-6583
Region 7 – Colorado River	(Palm Desert)	(760) 346-7491
Region 8 – Santa Ana	(Riverside)	(951) 782-4130
Region 9 – San Diego	(San Diego)	(858) 467-2952

DRAFT

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

California Hazardous Materials Spill / Release Notification Guidance

To Report all significant releases or threat- ened releases of hazardous materials:

First Call:

9-1-1

(or local emergency response agency)

Then Call:

Cal OES State Warning Center

(800) 852 - 7550 or (916) 845 - 8911

February 2014

Edmund G. Brown Jr., Governor Mark S. Ghilarducci, Director

Revised by: Trevor Anderson, Bill Potter & Jon Kolman Layout by: Jon Kolman

February 2014

This guidance summarizes pertinent emergency notification requirements. For precise legal requirements, review specific laws and regulations. This guidance applies to all significant re- leases of hazardous materials. Refer to the Safe Drinking Water Act of 1986, better known as Proposition 65, and §9030 of the California Labor Code for additional reporting requirements.

The State of California makes no warranty, expressed or implied, and assumes no liability for omissions or errors contained in this publication.

SPILL OR RELEASE NOTIFICATION

Q: What are the emergency notification requirements in case of a spill or release of hazardous materials?

A: All significant releases or threatened releases of a hazardous material, including oil and radioactive materials, require emergency notification to government agencies. The law specifies:

- Who must notify
- What information is needed
- Which government agencies must be notified
- When must government agencies be notified
- Release quantity or basis for the report

WHO MUST NOTIFY

Q: Who is obligated to notify?

A: Requirements for immediate notification of all significant spills or threatened releases cover:

- Owners
- Operators
- Licensees
- Persons in Charge
- Employers

Notification is required regarding significant releases from:

- Facilities
- Vehicles
- Vessels
- Pipelines
- Railroads

State law: Handlers, any employees, authorized representatives, agent or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials (Health and Safety Code §25510).

Federal law: Notification to the National Response Center is required for all releases that equal or exceed federal reporting quantities:

- (EPCRA) Owners and Operators to report, and
- (CERCLA) Person in Charge to report

WHEN TO NOTIFY

Q: When must emergency notification be made?

A: All significant spills or threatened releases of hazardous materials, including oil and radioactive materials, **must be immediately** reported. Notification shall be made by telephone.

Also, written Follow-Up Reports (Section 304) are required within **7 days** if the release equals or exceeds the Federal Re- portable Quantities. (see web site for more information)

WHAT INFORMATION

Q: What information is required?

A: State notification requirements for a spill or threatened release include (as a minimum):

- Identity of caller
- Exact location, date and time of spill, release or threatened release
- Location of threatened or involved waterway or storm drains
- Substance, quantity involved, and isotope if necessary
- Chemical name (if known, it should be reported if the chemical is extremely hazardous)
- Description of what happened

Federal notification required additional information for spills (CERCLA chemicals) that exceed federal reporting requirements, which includes:

- Medium or media impacted by the release
- Time and duration of the release
- Proper precautions to take
- Known or anticipated health risks
- Name and phone number for more information

WHICH AGENCIES

Q: Who must be notified?

A: Notification must be given to the following agencies:

- THE LOCAL EMERGENCY RESPONSE AGENCY
  9-1-1 or the local Fire Department
- THE LOCAL UNIFIED PROGRAM AGENCY (UPA),IF DIFFERENT FROM LOCAL FIRE.

Note: The UPA may designate a call to the 9-1-1 emergency number as meeting the requirement for notifying the UPA.

PHONE:_____

enter local number

And

- **The California Governor's Office of Emergency Services, California State Warning Center: Phone (800) 852-7550 or (916) 845-8911**

And, if appropriate:

- THE CALIFORNIA HIGHWAY PATROL:

Phone: 9-1-1

(The California Highway Patrol must be notified for spills occurring on highways in the State of California. (CVC 23112.5))

In Addition, as necessary, one or more of the following:

NATIONAL RESPONSE CENTER

If the spill equals or exceeds CERCLA Federal Report- able Quantities, Phone: (800) 424-8802

UNITED STATES COAST GUARD

Waterway Spill / Release Sectors:

San Francisco: (415) 399-3547

Los Angeles/Long Beach: (310) 521-3805

San Diego: (619) 278-7033

CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH ADMINISTRA- TION (CAL/OSHA)

For serious injuries or harmful exposures to workers, contact the local Cal/OSHA District Office

CALIFORNIA DEPARTMENT OF HEALTH SERVICES, RADIOLOGICAL HEALTH BRANCH

All radiological incidents, contact the California State Warning Center

Department of Toxic Substances Control (DTSC) Hazardous waste tank system releases, and secondary containment releases, contact the appropriate DTSC Regional Office

DEPARTMENT OF CONSERVATION

Division of Oil, Gas, and Geothermal Resources (DOG GR) Release of Oil and Gas at a Drilling and Production Facility, contact the appropriate DOGGR Office

PUBLIC UTILITIES

Natural Gas Pipeline Releases, contact the Public Utilities Commission (PUC)

DEPARTMENT OF FISH AND WILDLIFE, OFFICE OF SPILL PREVEN- TION AND RESPONSE (DFW)

Waterway Spill/Release, contact the appropriate DFW Office or the California State Warning Center

REGIONAL WATER QUALITY CONTROL BOARD (RWQCB)

Waterway Spill/Release, contact the appropriate RWQCB Office

NOTIFICATION MUST ALSO BE MADE TO THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES, CALIFORNIA STATE WARNING CENTER FOR THE FOLLOWING:

- Discharges or threatened discharges of oil in marine waters
- Any spill or other release of one barrel (42 gallons) or more of petroleum products at a tank facility
- Discharges of any hazardous substances or sewage, into or on any waters of the state
- Discharges that may threaten or impact water quality
- Any found or lost radioactive materials
- Discharges of oil or petroleum products, into or on any waters of the state
- Hazardous Liquid Pipeline releases and every rupture, explosion or fire involving a pipeline

WRITTEN REPORTS

Q: When are written reports required?

A: Different laws have different time requirements and criteria for submitting written reports. After a spill or release of hazardous materials, including oil and radioactive materials, immediate verbal emergency notification should be followed up as soon as possible with a Written Follow-Up Report, if required, to the following agencies:

1) California Governor's Office of Emergency Services Section 304 Follow Up Report.

2) The responsible regulating agency such as:

- California Department of Health Services, Radiological Health Branch, Radiological Incident Reporting.
- Department of Toxic Substances Control, Facility Incident or Tank System Release Report.
- Cal/OSHA, serious injury or harmful exposure to workers.

3) U.S. DOT and DOE, transportation-related incidents.

PENALTIES

Federal and state laws provide for administrative penalties of up to $25,000 per day for each violation of emergency notification requirements. Criminal penalties may also apply.

STATUTES

Q: What statutory provisions require emergency notification? **A:** Many statutes require emergency notification of a hazardous chemical release, including:

- Health and Safety Code §25270.8, 25510
- Vehicle Code §23112.5
- Public Utilities Code §7673 (General Orders #22-B, 161)
- Government Code §51018, 8670.25.5 (a)
- Water Code §13271, 13272
- California Labor Code §6409.1 (b)
- Title 42, U.S. Code §9603, 11004

Q: What are the statutory provisions for written Follow-Up Reports (Section 304)?

A: Written reports are required by several statutes, including:

- Health and Safety Code §25503 (c) (9)
- California Labor Code §6409.1 (a)
- Water Code §13260, 13267
- Title 42, U.S. Code §11004
- Government Code §51018

REGULATIONS

In addition to statutes, several agencies have notification or reporting regulations:

- Title 8, CCR, §342
- Title 13, CCR, §1166
- Title 14, CCR, §1722 (h)
- Title 17, CCR, §30295
- Title 19, CCR, §2703, 2705
- Title 22, CCR, §66265.56 (j), 66265.196 (e)
- Title 23, CCR, §2230, 2250, 2251, 2260
- Title 40, CFR, §263 esp. Section §263.30
- Title 49, CFR, §171.16

WEBSITES

STATE REGULATIONS

http://www.oal.ca.gov

STATE STATUTES

http://leginfo.legislature.ca.gov

FEDERAL REGULATIONS

http://www.gpo.gov/fdsys/

FEDERAL REPORTABLE QUANTITIES

http://www.epa.gov/superfund/policy/release/rq/index.htm

See California Labor Code §9030 and the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65) for other reporting requirements.

DEFINITIONS

Q: What is a "Hazardous Material"?

A: "Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or threatened hazard to human health and safety or to the environment, if released into the workplace or the environment…." (Health and Safety Code, §25501 (m))

Q: What is a release?

A: "Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or dis- posing into the environment, unless permitted or authorized by a regulatory agency".

(Health and Safety Code, §25501 (q) and CERCLA §101 (22))

Q: What is a threatened release?

A: A threatened release is a condition creating a substantial probability of harm that requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment. (Health and Safety Code §25501 (u))

DEFINITIONS...cont.

Q: What hazardous material release requires notification?

A: All significant spills, releases, or threatened releases of hazardous materials **must be immediately** reported.

In addition, all releases that result in injuries, or workers harm- fully exposed, **must be immediately** reported to Cal/OSHA (CA Labor Code §6409.1 (b)). Notification covers significant releases or threatened releases relating to all of the following:

"HAZARDOUS SUBSTANCES"

As listed in 40 CFR §302.4; Clean Water Act §307, §311; CERCLA §102; RCRA §3001; Clean Air Act §112; Toxic Substance Control Act §7, and as defined by California Health and Safety Code §25501 (n).

"EXTREMELY HAZARDOUS SUBSTANCES"

As required by Chapter 6.95 Health and Safety Code, EPCRA §302

"RADIOACTIVE MATERIALS"

As required by Title 17 §30100

ILLEGAL RELEASES OF HAZARDOUS WASTE EMPLOYEE EXPOSURES RESULTING IN INJURIES

As required by California Labor Code §6409.1 (b)

"SEWAGE"

As required by Title 23 CCR §2250 (a) (Reportable quantity is 1,000 gallons or more for municipal and private utility waste water treatment plants).

SEWAGE RELEASES

State Law requires that an unauthorized discharge of sewage into or onto state waters must be reported to the Cal OES Warning Center. The Reportable Quantity for sewage spills is 1000 gallons or more, as established in regulation (Title 23, CCR, §2250 (a)).

Please note that the Regional Water Quality Control Boards and Local Health Departments may have additional reporting requirements - Please contact these offices to determine what requirements may pertain to you.

PETROLEUM (OIL) DISCHARGES

If a release of oil in any way causes harm or threatens to cause harm to public health and safety, the environment, or property, immediate notification must be made to the Cal OES Warning Center.

State Law requires that **ANY** discharge or threatened discharge of oil into **STATE WATERS** must be reported to Cal OES. (California Government Code (GC) §8670.25.5; California Water Code (WC) §13272, California State Oil Spill Contingency Plan).

If the release of oil is on **LAND** and is not discharged or threatening to discharge into State Waters; and (a) does not cause harm or threaten to cause harm to the public health and safety, the environment, or property; **AND** (b) is **under** 42 gallons, then no notification to the Cal OES Warning Center is required.

INCIDENT/RELEASE ASSESSMENT FORM

Handlers of hazardous materials are required to report releases. The following is

a tool to be used for assessing if a release is potentially reportable as required by Chapter 6.95 of the California Health and Safety Code. This assessment tool does not replace good judgement, Chapter 6.95, or other state or federal release reporting requirements. ***If in doubt, report the release. If an emergency, call 9-1-1.***

Questions for Incident Assessment	Yes	No
1. Was anyone killed or injured, or did they require medical care or admitted to a hospital for observation?		
2. Did anyone, other than employees in the immediate area of the release, evacuate?		
3. Did the release cause off-site damage to public or private property?		
4. Is the release greater than or equal to a reportable quantity (RQ)?		
5. Was there an uncontrolled or unpermitted release to the air?		
6. Did an uncontrolled or unpermitted release escape secondary containment, or extend into any sewers, storm water convey- ance systems, utility vaults and conduits, wetlands, waterways, public roads, or off-site?		
7. Will control, containment, decontamination, and/or clean up require the assistance of federal, state, county, or municipal response elements?		
8. Did the release or threatened release involve an unknown material or contain an unknown hazardous constituent?		
9. Is the incident a threatened release? (a condition creating a substantial probability of harm that requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment.)		
10. Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the general public, or the environment?		

If the answer is **YES** to *any* of the above questions - report the release to the California Governor's Office of Emergency Services Warning Center at (800) 852-7550 or (916) 845-8911, and to your local UPA. Note: Other state and federal agencies may require notification depending on the circumstances.

IF IN DOUBT, REPORT THE RELEASE!

EMERGENCY NOTIFICATION SUMMARY

Telephone Calls are Required For All Significant Releases of Hazardous Materials.

At a MINIMUM, the Spiller should call:

9-1-1 or the Local Emergency Response Agency (e.g. Fire Department)

AND/OR

Local Unified Program Agency

AND

The California Governor's Office of Emergency Services, California State Warning Center

(800) 852-7550 or (916) 845-8911

In addition to 9-1-1 and Cal OES, the following apply under varying circumstances:

Spill Type/Location/Injuries	Who to Call
Releases that equal or exceed Federal Reportable Quantities	Call the National Response Center (NRC)
All releases on-highway	Call California Highway Patrol (CHP)
All hazardous waste tank releases	Call Department of Toxic Substances Control Regional
All serious worker injuries or harmful exposures	Call Cal/OSHA District Office
All oil spills at drilling and production fixed facilities	Call Department of Conservation, Division of Oil, Gas, and Geothermal Resources
All spills with a potential to impact water quality	Call Cal OES
All potential or actual railroad releases (California definition of hazardous materials)	Call the Local Emergency Response Agency and the Public Utilities Commission (PUC)
All Hazardous Liquid Pipelines	Call local fire department (Hazardous Liquid Pipeline Safety is State Fire Marshal
All Natural Gas Pipelines	Call Public Utilities Commission (PUC)
All incidents involving Radioactive Material	Call California Department of Public Health (CDPH), Radiological Preparedness Branch

IMPORTANT PHONE NUMBERS

Space has been provided below to allow you to enter important phone numbers for easy reference.

Agency Name	Phone Number
California State Warning Center (Cal OES)	(800) 852-7550 or (916) 845-8911
National Response Center	(800) 424-8802
United States Coast Guard San Francisco Sector: Los Angeles/Long Beach Sector: San Diego Sector:	(415) 399-3547 (310) 521-3805 (619) 278-7033
Unified Program Agency (UPA) (Local #)	
California Occupational Safety and Health Administration (Cal/OSHA) (Local #)	
Department of Toxic Substances and Control	
California Department of Health Services, Radiological Health Branch (Local #)	
Department of Conservation	
California Public Utilities Com- mission (PUC)	(800) 649-7570
Department of Fish and Wildlife, Office of Spill Prevention and Response	
Regional Water Quality Control Board (RWQCB)	

ACRONYMS

Cal EPA - California Environmental Protection Agency

Cal OES - California Governor's Office of Emergency Services

Cal/OSHA - California Occupational Safety and Health Ad- ministration

CCR - California Code of Regulations

CDPH - California Department of Public Health

CERCLA - Comprehensive Environmental Response, Compensation, and Liability Act (aka Superfund)

CFR - Code of Federal Regulations

CHP - California Highway Patrol

DFW - Department of Fish and Wildlife (formerly Department of Fish and Game)

DOGGR - California Division of Oil, Gas, and Geothermal Resources

DTSC - Department of Toxic Substances Control

USEPA - U.S. Environmental Protection Agency

EPCRA - Emergency Planning and Community Right-to- Know Act (SARA Title III)

GC - California Government Code

HSC - Health and Safety Code

LEPC - Local Emergency Planning Committee

NRC - National Response Center

OEHHA - Office of Environmental Health Hazard Assessment

OSFM - Office of the State Fire Marshal

OSPR - Office of Spill Prevention and Response

PUC - Public Utilities Commission

RCRA - Resource Conservation and Recovery Act

SERC - State Emergency Response Commission

UPA - Unified Program Agency

USCG - United States Coast Guard

U.S. DOT - U.S. Department of Transportation

WC - California Water Code

CONTRIBUTORS

This guidance was developed with input from the following agencies:

California Governor's Office of Emergency Services (Cal OES) Office of the State Fire Marshal (OSFM)

California Highway Patrol (CHP)

California Environmental Protection Agency (Cal EPA)

- Department of Toxic Substances Control (DTSC)
- State Water Resources Control Board (SWRCB)
- Air Resources Board (ARB)
- Department of Pesticide Regulation (DPR)
- Department of Resources, Recycling, and Recovery (Cal Recycle)
- Office of Environmental Health Hazard Assessment (OEHHA)

Department of Fish and Wildlife (DFW)

- Office of Spill Prevention and Response (OSPR) Department of Food and Agriculture (DFA) Department of Public Health (CDPH)

Department of Industrial Relations

- California Occupational Safety and Health Administration (Cal/OSHA)

Department of Transportation (CalTrans)

U.S. Environmental Protection Agency, (U.S. EPA) Region IX Department of Conservation, Division of Oil, Gas, and Geo- thermal Resources (DOGGR)

Department of Water Resources (DWR)

San Diego County Department of Environmental Health State Lands Commission (SLC)

For questions concerning the federal Emergency Planning and Community Right-to-Know Act Call EPCRA Title III Hotline: (800) 424 - 9346

California Governor's Office of Emergency Services Fire and Rescue Division

Hazardous Materials Section 3650 Schriever Ave

Mather, California 95655

Firescope

FOG

December 2012

ICS 420-1

PROTECTIVE ACTION GUIDELINES

INTRODUCTION

This section provides guidelines and procedures for protective actions when hazardous conditions develop to the degree that emergency responders must take action to protect the public at risk. Threatened or hazardous areas may be created by, but are not limited to: fires, hazardous materials, transportation accidents, floods, WMD incidents, civil disturbances, etc. Ideally, protective actions are progressive, usually initiated by alerting the public in the affected area, controlling access, sheltering in-place and finally by evacuation. However, these actions may be implemented simultaneously based on the hazard, complexity of the emergency, and the type and size of the affected area. The key to successfully conducting protective action operations is sound planning.

AUTHORITY

The decision to alert the public of a hazardous incident, restricted or closed access corridors, and/or to evacuate an affected area is often made by the fire department Incident Commander. However, the authority necessary to carry out these actions usually rest with law enforcement. For example, the California Penal Code 409.5 provides law enforcement and health officers the legal authority to "close and/or evacuate" an area. Other states, counties or city jurisdictions may vary.

California 409.5 P.C. states:

a. "Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident, or other disasters, police officers, lifeguards, publicly employed full-time marine safety officers or local health officers may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by the lifeguard or officers to enter or remain within the enclosed area."

b. "Law enforcement may close the immediate area surrounding any emergency field command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance."

c. "Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor."

d. "Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section."

Simply stated, whenever law enforcement/health officials feel that an area must be closed and/or evacuated to protect the public, 409.5 P.C. provides the legal authority to do so. If residents refuse to comply, that refusal should be noted and the Incident Commander advised of a non-compliance of the evacuation order.

ATTACHMENT 14: METHODS, PROCEDURES, AND EQUIPMENT REFERENCE INFORMATION

METHODS AND PROCEDURES TO RESPOND TO HAZARDOUS MATERIAL INCIDENTS

AT A GLANCE: This attachment describes a means of complying with EPCRA requirements 2 through 7 as provided below. Most of the information needed to comply with these requirements is provided in other existing plans within the LEPC region (i.e., Business Plans, Area Plans, RMP Plans, local emergency plans). However, it is recommended that the LEPC Regional Hazardous Materials Plan reference the provisions of these other pertinent administrative and operational plans and provide a summary of these provisions as they exist within the applicable LEPC region.

General information consistent with hazardous materials incident management in California is provided in this attachment, along with some suggestions for complying with the specific EPCRA requirements listed below to ensure that adequate methods, procedures, and equipment exist within the LEPC region to effectively respond to any hazardous materials release.

What EPCRA requires in this provision is:

> *(2) 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.*

In general, the California LEPCs are recognized as being administrative not operational and local governments are operational. Local jurisdictions incorporate EPCRA planning information into their operational multi-hazards plans. Local government multi-hazards plans address more specifically the hazards within their jurisdiction and how operationally they will use their resources to protect their citizens, environment, and property during hazardous materials major emergencies and disasters. However, in order for the LEPC Regional Hazardous Materials Emergency Plan to comply with EPCRA it must contain some general operational information, including the organization and structure of an appropriate response. As a regional plan, it should also address operational relationships between local governments, state and federal agencies for events that go beyond the capabilities of the first responders and/or cross jurisdictional boundaries. At a minimum, the LEPC Regional Hazardous Materials Emergency Plan should address the required elements of a coordinated response in California that are listed below. For more details refer to the Cal OES *Hazardous Materials Took Kit, Part Two: Concept of Operations* at the following website:
http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OpenBranchContent/2E4692EB75C696C888257433007EBC9E?OpenDocument.

- National Incident Management System (NIMS)
- Standardized Emergency Management System (SEMS), including the use of the:
    - Incident Command System (ICS)
    - Operational Area Concept
    - Multiagency and Interagency Coordination
    - Mutual Aid and other Assistance Agreements

HAZARDOUS MATERIALS GROUP

The FIRESCOPE (FIrefighting RESources of California Organized for Potential Emergencies) Hazardous Materials Module to the Incident Command System provides an organizational structure for responding to hazardous materials incidents. The Hazardous Materials Group Supervisor directs the primary functions. Reporting to the Hazardous Materials Group Supervisor are six positions including Site Access Control Leader, Decontamination Leader, Safe Refuge Area Manager, Entry Leader, Assistant Safety Officer-Hazardous Materials and Technical Specialist– Hazardous Materials Reference. The ICS HazMat Position manuals can be found on the FIRESCOPE web site at: http://www.firescope.org/ics-hazmat-pos-manuals.htm.

STATE ASSISTANCE IN HAZARDOUS SUBSTANCE SPILLS

Lead Agencies: *The California Department of Fish and Wildlife, Office of Spill Prevention and Response (OSPR)* is the State's lead agency for oil spill response on water or land. In 2014, Governor Brown expanded the OSPR program to cover all state surface waters at risk of oil spills from any source, including pipelines, production facilities, and the increasing shipments of oil transported by railroads.

The Cal/EPA Department of Toxic Substances Control (DTSC) is the State's lead agency in spill response for all other hazardous substance spills. The Cal OES Warning Center is the 24/7/365 spill reporting center (800-852-7550).

DESIGNATION OF A COMMUNITY AND FACILITY EMERGENCY COORDINATORS

What EPCRA requires in this provision is:

(3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.

The designation of the community emergency coordinator will need to be created for the LEPC Regional Hazardous Materials Emergency Plan, but, because of the existing reporting and notification system in California, this will not be one person. There are two functions of the Community Emergency Coordinator mentioned in the EPCRA plan requirements – to implement the Regional Hazardous Materials Emergency Plan and to ensure that the public is informed of a release of hazardous materials. In California, these functions are split between the CUPA and the OES Regional Administrator. The

LEPC Regional Hazardous Materials Emergency Plan should identify the individuals responsible for these functions in the region.

Someone has to be able to make the decision as to whether there is sufficient threat to implement the LEPC plan. Usually, implementation of the Regional Hazardous Materials Emergency Plan is done through the on-scene Incident Commander who, through the SEMS/NIMS, will determine which emergency plans and procedures must be implemented and determine if there is a need for additional resources to effectively respond to the incident.

Facility emergency coordinators can be taken from the business plans, and may be summarized or listed in an easily accessible format within the LEPC Regional Hazardous Materials Emergency Plan.

NOTIFICATION PROCEDURES

What EPCRA requires in this provision is:

> (4) *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).*

This required information can be taken from applicable business plans and area plans, but should be summarized. General requirements and guidance for notification, dispatch and reporting are provided below:

NOTIFICATION AND DISPATCH

EPCRA spill notification procedures are found in Title 19 Sections 2703 (verbal notification) and 2705 (written follow-up) and in California Health and Safety Code Section 25510. The Cal OES HazMat Tool Kit - Part Two Section 3 also covers Notification requirements. The notification procedures in the LEPC Regional Hazardous Materials Emergency Plan must specify the information what must be reported, including:

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

- What containment and/or cleanup actions have been taken?

The Regional Hazardous Materials Emergency Plan must also specify where the information needs to be reported. At a minimum, this information needs to be reported to:

- **911 or the local emergency response agency; and**
- **CUPA/AA/PA if different from the 911 agency; and**
- **California State Warning Center (800) 852-7550**

When the 911 report is received, the emergency dispatch agency notifies the appropriate law enforcement, fire agencies and environmental agencies. The public agency first on-scene may request needed resources through dispatch. The California State Warning Center must also be notified. The Incident Commander may notify other agencies as needed such as the State Department of Fish and Wildlife, Public Utility Districts, or the Federal National Response Center, depending on the nature of the incident.

The Cal OES Notification guide can be found at:
http://w3.calema.ca.gov/WebPage/oeswebsite.nsf/PDF/How%20to%20handle%20Hazardous%20Spills/$file/EmergencyPreparednessHotTopic.pdf

Cal OES's Warning Center web page is:
http://www.calema.ca.gov/ThreatandResponse/Pages/Warning-Center.aspx

If a significant number of casualties, potential casualties, or contaminated casualties are involved, the Emergency Dispatch Agency must notify the appropriate Emergency Medical Services personnel and hospitals.

Each agency should have a comprehensive list and telephone numbers of agencies, resources and emergency contractors to be contacted in an emergency. For each Mutual Aid Region (which coincide with the LEPC Regions), CAL OES has compiled a Regional Phone Directory of emergency managers, administrators and police and fire chiefs. These Regional Phone Directors are updated annually by Cal OES. These directories could be a valuable resource in a regional emergency. Therefore, it is recommended that these Regional Phone Directors be included as an attachment to the LEPC Regional Hazardous Materials Emergency Plan. Contact the Cal OES LEPC Liaison for your Region for this information.

BUSINESS NOTIFICATION REQUIREMENTS

VERBAL NOTIFICATION

In accordance with California Code of Regulations, Title 19, Section 2703, any handler (any business that handles hazardous materials), employee, authorized representative, agent or designee of a handler who has knowledge of an actual or potential release of hazardous

materials must *immediately* verbally notify the following agencies:

- 911 or the local emergency response agency; and
- CUPA/AA/PA if different from the 911 agency and
- California State Warning Center (800) 852-7550 or (916) 845-8911

ADDITIONAL AGENCIES

National Response Center at (800) 424-8802 if the spill equals or exceeds federal Reportable Quantities, or *any amount* of oil reaching or having the potential of reaching navigable waters of California. Federal reporting requirements are summarized at: http://www.epa.gov/superfund/policy/release/rq/

California Code of Regulations, Title 19, Section 2703 details the criteria to determine if a release of hazardous materials is reportable under California law. Verbal notification must be made if the release or potential release:

- Poses a hazard to human health and safety, property or the environment (notification should be made even if the impacts are potential or delayed) or
- Is equal to or exceeds the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Federal Reporting Quantity (RQ) of an extremely hazardous material – listed in 40 CFR, Part 355, Appendix A. (This list can be found at the web site shown below) or
- The release is equal to or exceeds the EPCRA Federal Reporting Quantity (RQ) of a hazardous substance – listed in 40CFR, Chapter 1, Subchapter J, Section 302.4. These lists can be found at: http://www.epa.gov/oem/content/reporting/rqover.htm

WRITTEN NOTIFICATION

A business is required to prepare a written follow-up notice (within 30 days of the release) if a release of an extremely hazardous substance (40 CFR, Part 355, Appendix A) or hazardous substance (40 CFR, Chapter 1, Subchapter J, Section 302.4) exceeds the federal Reporting Quantity. Section 2705 of Title 19, California Code of Regulations details the format for the notice and where the notice should be sent. The blank follow-up notice can be obtained at:

> http://www.calema.ca.gov/HazardousMaterials/Documents/Summary%20of%20Spi ll-Release%20Statute%20and%20Regulations.pdf

The completed notice should be submitted to Cal OES, acting on behalf of the SERC/LEPC, Attn: Section 304 Reports, 3650 Schriever Ave., Mather, CA 95655. A transporter must fill out a U.S. Department of Transportation Hazardous Materials Incident Report System (HMIS) form for all incidents reported to the National Response Center or when there is an unintentional release of hazardous materials during transportation. Additional information on US DOT incident reporting requirements can be found at: http://www.phmsa.dot.gov/hazmat/incident-report

RESPONSE AGENCY NOTIFICATION REQUIREMENTS

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

- State agencies and department that become aware of significant situations must notify the State Warning Center.
- Any local or state agency responding to an oil spill must also notify the State Warning Center (California Government Code section 8670.26) at (800) 852-7550.
- Any emergency rescue personnel responding to a hazardous substances spill within one-half mile of a school must notify the superintendent of the affected school district (California Health and Safety Code section 25510.3).
- Any designated government employee (defined in California Government Code section 82019) must report any hazardous waste discharge which is likely to cause substantial injury to the public health or safety that they become aware of within their jurisdictional boundary within seventy-two hours to the local health department or board of supervisors (California Health and Safety Code section 25180.7).
- The IC is responsible for ensuring that the required notifications are made. The IC directs the Dispatch agency to contact the required agencies. Fire and Law agencies are required to report incidents on electronic forms such as the National Fire Incident Response System.

CALIFORNIA STATE WARNING CENTER

The California State Warning Center is a single point of notification for all state agencies, as well as federal and local agencies. When adequate spill information is received, the California State Warning Center issues a spill control number to the incident that can be used to track various activities associated with the incident.

Notifying the California State Warning Center satisfies the requirements to notify the State Emergency Response Commission and the LEPCs as required under Section 304 of SARA Title III and California Code of Regulations Title 19 Section 2703(e).

METHODS FOR DETERMINING A RELEASE AND THE POPULATION AFFECTED

What EPCRA requires in this provision is:

> *(5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.*

The majority of this information can be taken from applicable business plans and area plans, but should be summarized and linked with the information about populations and sensitive areas that has been developed for the LEPC Regional Hazardous Materials Emergency Plan through the Identification and Analysis of Hazards process outlined in Attachment 4.

DESCRIPTION OF EQUIPMENT AND FACILITIES

What EPCRA requires in this provision is:

> *(6) 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.*

This can be taken from applicable business plans and area plans, but a good summary of this information will likely be needed in the LEPC Regional Hazardous Materials Emergency Plan to meet the EPCRA requirement and to be useful information for planning multi-agency responses. This includes emergency equipment and government operated facilities as well as the emergency equipment at facilities with EHS chemicals. In the event of a large-scale incident, for example, Self-Contained Breathing Apparatus at both government-operated facilities and at private facilities might be needed for an evacuation and response.

The response and recovery resources available to the LEPC may come from federal, State and local partners, public and private stakeholders, and nongovernmental organizations. During response operations, acquisition of resources outside of the jurisdiction of the responding agency can be by preexisting agreements, such as memoranda of understanding, memoranda of agreement, intergovernmental agreements, and interagency agreements.

AVAILABLE SUPPLIES AND EQUIPMENT

Each CUPA's Hazardous Materials Area Plan must describe the hazardous materials supplies and equipment in their jurisdiction. Typically CUPA Area Plans refer the reader to specific agencies standard operating procedures for a list of equipment and supplies. Equipment lists are useful in planning for large-scale events requiring mutual aid. Therefore, the LEPC Regional Hazardous Materials Emergency Plans must include information on which agency or organization has what equipment and supplies and what it is used for.

Hazardous Materials Response Teams, also known as HazMat "Resources" within FIRESCOPE, are categorized according to State standards in terms of training, staffing levels and required equipment. Following is a description of the capabilities of the various types of companies (from FIRESCOPE):

- A Type III company is one that is appropriately equipped and trained to handle, and can function in all categories, for all known industrial chemical hazards, in liquid, aerosol, powder and solid forms. They are not expected to be fully equipped to intervene and handle vapor/gas emergencies, nor incidents involving WMD chemical and biological substances.
- A Type II company is one that meets all Type III requirements, and is appropriately equipped and trained to handle, and can function in all categories, for all unknown industrial chemical

hazards, in liquid, aerosol, powder, solids, and vapor and gas forms. They are not expected to be fully equipped to intervene and handle incidents involving Weapons of Mass Destruction (WMD) chemical and biological substances.

- A Type I Company is one that meets all Type III and Type II requirements, and is appropriately equipped and trained to handle, and can function in all categories, for all known and unknown WMD chemical and biological substances.
- Un-typed team is one that has not applied for a typing designation in accordance with State standards in terms of training, staffing levels and required equipment.

The LEPC Regional Hazardous Materials Emergency Plan should identify the type and number of HazMat Teams in each county, their agency, and unit designation. The Plan should include a staffing description for each HazMat Team Type and their level of training. For example:

- **Type 3** – Five members trained to CSTI HMT (160 hour);
- **Type 2** – Five members trained to CSTI HMS (80 additional hours), in addition to the HMT requirements;
- **Type 1** – Seven members trained to CSTI HMS, and also trained to CSTI HM/WEAPONS OF MASS DESTRUCTION: TERRORISM [Title 19 CCR 2520(ff)] or equivalent. At least one member of teach team must have also completed the CSTI Assistant Safety Officer/HazMat course [Title 19 CCR 2520(r)], or equivalent [ICS-HM-222-5].

FACILITY SUPPLIES AND EQUIPMENT

Facilities subject to the CalARP and Hazardous Materials Business Plan program possess and maintain emergency response equipment to respond to hazardous materials spills. Equipment lists for each of these facilities are detailed in their Business Plans. Instead of just referring to these plans, it may be beneficial for the LEPC Regional Hazardous Materials Emergency Plan to include a list of the facilities, with addresses and emergency response coordinator contact information, and where HazMat teams and/or specialized hazardous material release mitigation equipment are available for use by either facility personnel or by emergency response personnel during an incident.

AVAILABLE SUPPLIES AND EQUIPMENT

Each CUPA's Hazardous Materials Area Plan must describe the hazardous materials supplies and equipment in their jurisdiction. Typically CUPA area plans refer the reader to specific agencies' standard operating procedures for a list of equipment and supplies. Equipment lists are useful in planning for large-scale events requiring mutual aid. The LEPC Regional Hazardous Materials Emergency Plans should contain information about the identified available supplies and equipment.

FACILITY SUPPLIES AND EQUIPMENT

Facilities subject to the CalARP and Hazardous Materials Business Plan program have emergency response equipment to respond to hazardous materials spills. Equipment lists for each of these facilities are detailed in their Emergency Response Plans. Instead of just referring to these plans, it may be beneficial for the LEPC HMEP to include a list of the facilities, with addresses and emergency response coordinator contact information, where HazMat teams and/or specialized hazardous material release mitigation equipment are available for use by either facility personnel or by emergency response personnel during an incident.

EVACUATION PLANS

What EPCRA requires in this provision is:

> *(7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.*

This information can be taken from applicable Business Plans and Area Plans, but should be summarized in the LEPC Regional Hazardous Materials Emergency Plan in order to comply with EPCRA. The LEPC Regional Hazardous Materials Emergency Plan should identify primary and secondary evacuation routes and the locations of shelters.

The decision to evacuate may be based on the Department of Transportation (DOT) Emergency Response Guidebook, or other guidelines. The IC may also consult with the County Health Officer. The IC consults with the appropriate ICS positions (such as Safety Officer and Technical Specialist), technical references and any agency necessary (such as CHEMTREC, Poison Control and OEHHA) to obtain information about the health properties of the material. The IC must evaluate area topography, meteorology, hydrology, demography and facility characteristics, including the delineation of potentially impacted areas. A Telephone Notification System can be used to notify residents and business of actions to take to either shelter-in-place or evacuate. The evacuation warning should include such information as:

- Reason for evacuation
- Type of evacuation (voluntary or mandatory)
- Best available routes out of the area
- Location of reception and care facilities, if established
- Anticipated duration of the emergency and
- Time remaining before the situation becomes critical

An Incident Action Plan should be developed to assist in the decision to shelter-in-place or evacuate and may include the following elements:

- Determination of the necessity for evacuation

- Consideration of sheltering in place
- Centralized coordination of information with local law, fire, Sheriff, health services, medical and other emergency response agencies
- Release of safety information to the public
- Notification of medical and health facilities of the nature of the incident and the substance(s) involved
- Description of hazardous materials involved such as quantity, concentration, vapor pressure, density and potential health effects
- Possible release scenarios
- Facility characteristics, topography, meteorology, and demography of potentially affected areas
- Ingress and egress routes and alternatives
- Location of medical resources trained and equipped for hazardous material response
- Mass-care facilities, reception areas and shelters and
- Procedures for post-emergency period population recovery

INFORMATION ON MULTI-JURISDICTIONAL EVENTS

When addressing required Element #2 regarding "Methods and Procedures to Respond to a Release" the Regional Hazardous Materials Emergency Plan should consider large, multi-jurisdictional events. These may include: (1) events that exceed local capabilities and/or (2) events that cross jurisdictional boundaries. In these cases, local responding agencies will first use existing mutual-aid agreements to fulfill additional hazardous materials emergency response needs. In accordance with the State Emergency Plan (2009), if local agreements do not meet the needs of the event, the responsible local government agency will utilize the California Standardized Emergency Management System (SEMS) to access additional hazardous materials emergency resources, as appropriate, through the Operational Area (OA) Mutual Aid Coordinator and the Cal OES Regional Fire Coordinator. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. The Regional Level coordinates overall state agency support for emergency response activities within the region.

EMERGENCY FUNCTIONS IN CALIFORNIA

When state support is needed, this support will be coordinated through one of the 18 California Emergency Functions (EFs) listed in Attachment 9). The 2009 State of California Emergency Plan established the EFs to coordinate state agency resources when the event warrants the need for them. Led by a State agency, each Emergency Function is designed to bring together discipline-specific stakeholders to collaborate and function within the four phases of emergency management: mitigation, preparedness, response, and recovery. The most likely EFs to be

involved in response to a major hazardous materials or oils emergency include EF 4 – Fire and Rescue, EF 8 – Public Health and Medical, and EF 10 – Hazardous Materials.

ATTACHMENT 15: TRAINING REFERENCE INFORMATION

AT A GLANCE: This attachment describes specific provisions related to training, including schedules for training local emergency response and medical personnel.

As described elsewhere, the LEPC Regional Hazardous Materials Emergency Plan is largely administrative and may reference the provisions of other pertinent administrative and operational plans to meet some of the EPCRA requirements. That may be the case with regard to training of local response and medical personnel.

This section provides information about available training and makes recommendations about documenting that training in order to meet the EPCRA provisions.

WHY TRAIN?

Training courses and exercises can help with emergency planning by allowing response personnel to learn and practice their skills. Training can also update ideas and techniques.

Each person assigned a position that is identified in any emergency plan, including the LEPC Regional Hazardous Materials Emergency Plan must have appropriate training and the opportunity to exercise the functions prior to an emergency. The LEPC must provide appropriate orientation and training materials for new members who are not familiar with the function of the LEPC or with hazardous materials.

EPCRA TRAINING REQUIREMENTS

What EPCRA requires in this provision is:

> *(8) Training programs, including schedules for training of local emergency response and medical personnel.*

Training requirements for hazardous materials responders and hazardous materials site workers are addressed by other State and federal rules. Each emergency services agency is responsible for training its personnel for response to hazardous materials releases. Each emergency services agency also is responsible for maintaining records of training and training updates of emergency personnel. The LEPC Plan may refer to those agencies' training records and documentation.

FEDERAL REQUIREMENTS

Federal worker safety standards are contained in 29 CFR § 1910.120. The standard, entitled *Hazardous Waste Operations and Emergency Response* (also referred to as HAZWOPER) have two parts; requirements for workers at hazardous waste sites and requirements for responders to hazardous materials releases regardless of where they may occur.

CALIFORNIA REQUIREMENTS

Based on the level of response capability HAZWOPER dictates the level of training and competencies for the Hazardous Materials. First Responder Awareness and Operations level typically are trained to defensive posture (contain) while Hazardous Materials Technicians and Specialists respond in an offensive posture (control). Those who might be responsible for managing the incident must be trained to competencies at the Hazardous Materials Incident Commander Level.

Under California law, Cal OSHA hazardous material training requirements apply to the following operations (emphasis added):

(A) Clean-up operations or hazardous substance removal work required by a governmental body.
(B) Corrective actions involving hazardous waste clean-up operations.
(C) Voluntary clean-up operations at sites recognized by federal, State, local or other governmental bodies as uncontrolled hazardous waste sites.
(D) Operations involving hazardous wastes that are conducted at hazardous waste treatment, storage, and disposal facilities.
(E) *Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard*.

The training curriculum for personnel involved in hazardous materials response must include, at a minimum: recognition of hazards; selection, care and use of personal protective equipment; and, safe operating procedures to be used at the incident scene. The training should be appropriate for the individual's job responsibilities and the situations that may be encountered as part of the worker's employment. Minimum training provisions for local governments and businesses that handle hazardous materials are contained in H&SC §25503 and §25505, and 19 CCR §2428, §2725, and § 2732, respectively.

Business Plans, described earlier, must include a training program for workers at business that handle hazardous materials that include:

A. Methods for safe handling of hazardous materials.
B. Procedures for coordinating with local emergency response organizations.
C. Use of emergency response equipment and supplies under the control of the handler.
D. Procedures identified in the emergency response plan.

TRAINING SOURCES

There are a variety of organizations that provide training to meet federal and State standards.

Federal Training Sources: The USEPA Emergency Response Division of the Office of Emergency and Remedial Response has developed the Environmental Response Training Program (ERTP). The courses in this program are designed for personnel who respond to emergencies or who investigate and clean-up abandoned hazardous waste sites. Training is provided in safety and health as well as in the various technical operations needed to identify, evaluate, and control hazardous substances that have been released. The courses are generally very technical; student slots are limited and allocated by the USEPA and the State. Examples of courses are: Air Monitoring for Hazardous Materials; Sampling for Hazardous Materials; and, Chemical Safety Audits. The courses, developed by the USEPA Environmental Response Team and presented by contract personnel, last from one to five days. Some of the classes are offered online. These courses emphasize the practical application of lecture material through problem solving sessions, case studies, demonstrations, and exercises using field instruments.

As described below, information about federal hazardous materials courses can be obtained through the Cal OES CSTI website.

State Training Sources: Cal OES provides information on required training and also provides training via the California Specialized Training Institute (CSTI), which is the training branch of Cal OES. CSTI provides certified training for hazardous materials response, including the Standardized Emergency Management System (SEMS), First Responder Awareness and Operations, Hazardous Materials Specialist and Technician, Incident Command, Safety Officer, Train-the-Trainer, and Executive Management courses. Specialized courses in radiological response, decontamination, rail cars and cargo tank, clandestine drug labs, response to terrorist incidents involving nuclear, biological and chemical weapons, and criminal investigation of environmental crimes are also provided. Through the Cal OES Website under the CSTI link, individuals can find information about CSTI courses and other federal courses coordinated through the State.

The California Specialized Training Institute (CSTI) offers a full spectrum of training classes for all levels of government in the area of Emergency Management, Criminal Justice/Terrorism and Hazardous Materials. The course catalog and schedule can be viewed at http://www.caloes.ca.gov/csti/pages/csti.aspx. Specific to Hazardous Materials Emergency Response, CSTI is responsible for developing standardized emergency response training courses, developing state regulations for those courses, providing hazardous materials training, and certifying instructors to offer the curriculum. CSTI authority falls under California Government Code Section 8574.19-21 and California Code of Regulations Title 19 Section 2510-2560. Courses are scheduled contingent upon the availability of

funding. CSTI prepares and disseminates a training schedule to local emergency management agencies, local law enforcement agencies, and local fire departments. CSTI works with the LEPC Regions to identify needed training and seeks funds to offer that training. Agencies within the LEPC Region area recruit participants for these courses from local emergency response agencies and organizations. Training methods include classroom lecture, online courses, field exercises, and incident critiques.

Other Training Sources: Other sources for hazardous materials training include public institutions such as California State Universities, Community Colleges, and University of California systems. There are also hazardous materials extension classes offered at University of California at Davis as well as other colleges and universities. The web site for UC Davis Extension is http://extension.ucdavis.edu.

The Continuing Challenge Hazardous Materials Emergency Response Workshop is held in Sacramento on an annual basis. This workshop for hazardous materials emergency response personnel is another forum for training and hands-on learning opportunities. It is sponsored by local, State and federal government, as well as private organizations. Tuition grants are available. The website is: http://www.hazmat.org/.

The National Association of SARA Title Three Program Officials (NASTTPO) offers workshops and training sessions for LEPC members twice a year. Their program usually includes presenters from Federal, State and Local entities involved in hazardous materials planning. See http://www.nasttpo.com for more information.

Private companies also provide training on all aspects of hazardous materials response, incident command, SEMS, and NIMS. The Cal OES Training Section can provide information about these courses.

TRAINING DOCUMENTATION

Each local government agency is responsible to assure that local emergency response personnel receive adequate hazardous materials training annually. The county or local agency maintains records of training completed by their personnel. These records must be updated to reflect when refresher training has been taken, if needed.

As part of the LEPC Regional Hazardous Materials Emergency Plan, the LEPC is responsible to know where the documentation exists and ensure that it meets the requirements of EPCRA.

Cal OES/CSTI maintains information on individuals it has trained, industry courses and training dates, and makes it available to LEPCs and employers. Employers may base their certifications of employee training on information provided by Cal OES/CSTI regarding programs that are successfully completed by an individual, or the employer may make the certification based

upon independent evidence or a combination of the two. The Cal OES database of trained individuals is not a certification pursuant to federal regulation of employee training. Certification is the responsibility of the employer.

TRAINING FUNDING AND NEEDS ASSESSMENT

Every year CSTI surveys the LEPCs on what training is needed. Then the LEPC Chairs and CSTI discuss the results and develop the training plans. In order to prioritize training resources (such as HMEP grants) should be distributed, the LEPC should conduct a survey of hazardous materials equipment, teams and training of personnel for each CUPA agency and corresponding Hazmat response team in the region. The LEPC should consider the level of hazard, past incident statistics, and the preparedness of first responders. This information along with incident statistics can then be used to allocate determine raining needs.

The U.S. Department of Transportation (the Pipeline and Hazardous Materials Safety Administration – PHMSA) provides assistance to public sector employees through training and planning grants – the Hazardous Materials Emergency Preparedness (HMEP) grant program. The purpose of the HMEP grant program is to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents; enhance implementation of EPCRA; and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. In California, the Cal OES HazMat Section administers the grant program, while the LEPCs review and prioritize the applicants.

Because each region in California has unique risks associated with them, Cal OES directs local agencies to submit applications to the LEPCs for review and prioritizing, taking into consideration that larger sums may be necessary in specific areas with the greatest need. There are certain geographical areas that are of particular concern, especially considering transportation-related risks.

FOR MORE INFORMATION:

- For further information about hazardous materials training, see the CSTI webpage at: http://www.caloes.ca.gov/csti/Pages/Landing%20Page.aspx
- For more information about HazMat training at Cal OES go to: http://www.caloes.ca.gov/HazardousMaterials/Pages/Training.aspx
- Information about Continuing Challenge can be found at: : http://www.hazmat.org/
- Cal OSHA hazardous material training requirements are found in Title 8 CCR Subchapter 7 § 5192
- Information about DOT's PHMSA hazardous material training resources and requirements can be found at: http://www.phmsa.dot.gov/hazmat/training/requirements
- PHMSA has a guide to preparing a hazardous materials training program at: http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_50CCED5D41F804080C1FEAEABD994DBAFF090900/filename/Developing_HMT_Program_Guide.pdf

ATTACHMENT 16: DRILLS AND EXERCISES REFERENCE INFORMATION

AT A GLANCE: This attachment describes specific provisions related to exercises and drills for the LEPC Regional Hazardous Materials Emergency Plan.

As described earlier, the LEPC Regional Hazardous Materials Emergency Plan is largely administrative and may reference the provisions of other pertinent administrative and operational plans to meet some of the EPCRA requirements. The LEPC will have to exercise the LEPC plan, but that can be combined with other operational plan exercises, as long as that method of exercising is described, scheduled, documented, and actually tests the Regional Hazardous Materials Emergency Plan.

It is recommended that an annual drill or exercise be used as an opportunity for the required annual review and update of the Regional Hazardous Materials Emergency Plan.

WHY CONDUCT DRILLS AND EXERCISES?

In general, exercises and drills need to be conducted periodically to evaluate the response capability of the agencies that implement emergency plans. They also serve a training function and allow planners to determine whether changes need to be made in plans, procedures, or future training. In administrative emergency plans, exercises and drills can serve to ensure that the various operational hazardous materials plans are successfully coordinated.

EPCRA DRILLS AND EXERCISE REQUIREMENTS

What EPCRA requires in this provision is:

> *(9) Methods and schedules for exercising the emergency plan.*

In the LEPC Regional Hazardous Materials Plan, exercises and drills can ensure that the various operational hazardous materials plans applicable in the region work together. As described earlier, the LEPC Regional Hazardous Materials Plan is largely administrative and may reference the provisions of other pertinent administrative and operational plans to meet some of the EPCRA requirements. LEPC exercises will be combined with other operational plan exercises and drills as long as that method of exercising is described, scheduled, and documented.

All agencies with defined roles, or jurisdictional or legal responsibilities should participate. Other local partners should be invited to participate. Any participant in the exercise should be involved in the critique. The LEPC should compile the critique information and determine if changes are needed to the Regional Hazardous Materials Plan and if additional training is needed. The Regional Hazardous Materials Plan should be revised as a result of lessons learned

from drills, exercises, or actual incidents. The LEPC is responsible for revising the plan as needed.

There are several sources for exercise and drill scenarios, including FEMA's July 2006 document, *Hazardous Materials Tabletop Exercises Manual*, which can be found at: https://training.fema.gov/emiweb/pub/hazmat%20tabletop%20manual.pdf.

HMEP grant money is available through the Cal OES to conduct training and tabletop exercises.

EXERCISE AND DRILL DOCUMENTATION

The LEPC should maintain documentation of the schedule for and performance of drills and exercises in the LEPC Regional Hazardous Materials Plan. If the LEPC plan was exercised as part of the exercise or drill of another emergency response agency, include that information in the documentation.

ATTACHMENT 17: CALIFORNIA EXECUTIVE ORDER ESTABLISHING THE SERC

EXECUTIVE DEPARTMENT

STATE OF CALIFORNIA

EXECUTIVE ORDER W-40-93

WHEREAS, it is necessary to protect the public from the adverse effects of hazardous material emergencies in California; and

WHEREAS, Title III of the Superfund Amendments and Reauthorization Act of 1986 provides that the Governor of each State shall appoint a State emergency response commission to designate local emergency planning districts; appoint local emergency planning committees; establish procedures for receiving, processing and providing information to the public on hazardous materials; review local emergency plans; and undertake other actions required by Title III; and

WHEREAS, the Title III program supports and extends California's existing Emergency Planning and Public Right-To-Know Program developed under Chapter 6.95 of the Health and Safety Code, and administered by the Office of Emergency Services; and

WHEREAS, Executive Order D-63-87 established the Chemical Emergency Planning and Response Commission for the purpose of implementing the federal SARA Title III Program, and prescribed the membership of the Commission; and

WHEREAS, the roles and responsibilities of certain agencies, departments and offices involved in hazardous material management have changed since the formation of the Chemical Emergency Planning and Response Commission; and

WHEREAS, no existing single agency, department, or office has both the resources and emergency planning experience to completely fulfill the requirements of Title III without the assistance from other agencies, departments, or offices;

NOW, THEREFORE, I, PETE WILSON, Governor of the State of California, hereby reconstitute the membership of the Chemical Emergency Planning and Response Commission as follows:

The Commission is chaired by the Director of the Office of Emergency Services (or designee); and

Other members of the Commission include the Secretaries or Directors (or designees) of the following agencies:

Business, Transportation and Housing;
State and Consumer Services;
Resources Agency;
Health and Welfare;
Environmental Protection Agency;
Department of Food and Agriculture;
Department of Industrial Relations;

The Commission shall also include Representatives of the Local Planning Districts (to be designated by the Commission) and three representatives of local government.

The Commission shall appoint the members and alternate members of the Local Emergency Planning Committees.

All State agencies, departments, and offices responsible to the Governor are directed, and all other public entities are requested, to provide their full cooperation and support to the Commission as it discharges its duties under this Order and federal law.

Executive Order D-63-87 is hereby rescinded.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 26th day of January 1993.

Governor of California

ATTEST:

Secretary of State

ATTACHMENT 18: REFERENCES AND RESOURCES

The following references and resources will be useful in preparing an LEPC Regional Hazardous Materials Plan. Most of the references listed can be found online and links are provided, when available.

Calif. Department of Conservation offers maps, spreadsheets, and search tools, providing the locations of oil, gas, and geothermal fields and wells in California at: http://www.conservation.ca.gov/dog/Pages/Index.aspx

California Energy Commission online map showing the major natural gas pipelines in California: http://www.energy.ca.gov/maps/infrastructure/Natural_Gas_Pipelines.pdf.

California Governor's Office of Emergency Services. January 2014. *Hazardous Materials Toolkit: Parts 1-4*. The Tool Kit can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Hazardous-Materials-Tool-Kit.aspx

California Governor's Office of Emergency Services. HazMat Section maintains hazardous material information useful to LEPCs on its website at: http://www.caloes.ca.gov/hazardousmaterials/Pages/Hazardous-Materials.aspx

California Interagency Rail Safety Working Group. June 10, 2014. *Oil by Rail Safety in California – Preliminary Findings and Recommendations*. This document can be found online at: http://www.caloes.ca.gov/HazardousMaterials/Pages/Oil-By-Rail.aspx

California Interagency Working Group on Refinery Safety. February 2014*. Improving Public and Worker Safety at Oil Refineries: Report of the Interagency Working Group on Refinery Safety*. This document can be found online at: http://www.calepa.ca.gov/publications/Reports/2014/RefineryRpt.pdf

Federal Emergency Management Agency. July 2006. *Hazardous Materials Tabletop Exercises Manual*. The document can be found online at: https://training.fema.gov/emiweb/pub/hazmat%20tabletop%20manual.pdf.

Georgia Emergency Management Agency. 2014. *LEPC Activities Guide, Volume 1*. This document can be found on the Cal OES website at: Insert.

National Association of SARA Title III Program Officials. January 13, 2008. *NASTTPO guidance on CFATS emergency planning.* This document can be found online at: http://nasttpo.com/pdfs/NASTTPO-guidance-CFATS-emc-planning.pdf

NASTTPO is the National Association of SARA Title III Program Officials and is made up of members and staff of State Emergency Response Commissions (SERCs), Tribal Emergency Response Commissions (TERCs), Local Emergency Planning Committees (LEPCs), various federal agencies and private industry. Members include state, Tribal or local government employees with Emergency Planning and Community Right to Know (EPCRA) program responsibilities, such as health, occupational safety, first response, environmental, and emergency management agencies. The NASTTPO website offers guidance, white papers, information about training, and examples of LEPC handbooks.

This site can be found at: http://www.nasttpo.com/.

National Response Team has a website that provides technical assistance and resources on preparedness, response and recovery actions for hazardous materials emergencies, which can be found at: http://www.nrt.org/

Texas Governor's Division of Emergency Management. July 26, 2006. *Local Emergency Planning Committee (LEPC): A Primer for Local Planning for Hazardous Materials.* This document can be found online at: http://www.txdps.state.tx.us/dem/CouncilsCommittees/lepc/lepc_handbook_texas_07262006.pdf

Transportation Research Board. 2011. *Guidebook for Conducting Local Hazardous Materials Commodity Flow Studies*. HMCRP Report 3. National Academy of Sciences. The document can be found online at: http://onlinepubs.trb.org/onlinepubs/hmcrp/hmcrp_rpt_003.pdf.

U.S. Census Department has interactive query tools to help identify population characteristics at: http://quickfacts.census.gov/qfd/. Other census tools are available at: http://www.census.gov/data/data-tools.html.

U.S. Department of Homeland Security, U.S. Dept. Labor, Occupational Safety and Health Administration, U.S. EPA. May 2014. *Report on Executive Order 13650 Actions to Improve Chemical Safety and Security – a Shared Commitment*. This document can be found online at: https://www.osha.gov/chemicalexecutiveorder/final_chemical_eo_status_report.pdf. The document contains a link to a repository for best practices at https://www.llis.dhs.gov/topics/chemical-facility-safety-and-security.

U.S. Environmental Protection Agency, Region 6. June 2014. *Local Emergency Planning Committee (LEPC) Handbook.* This document can be found online at: http://www.rrt6.org/Uploads/Files/REGION%206%20LEPC%20Handbook%20--%20July%201,%202014.pdf

ATTACHMENT 19. TRIBAL REFERENCE MATERIALS

TRIBAL DEFINITIONS

California Federally Recognized Tribes: "Indian tribe or Tribe" means an Indian or Alaska Native Tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the Federally Recognized Indian Tribe. (Act of 1994, 25 U.S.C. §479a.)

Indian Organizations: The unique state-tribal relationship with California Federally Recognized Tribes is based in part on the fundamental concept of government-to-government relations. Other statutes and policies exist that allow for state coordination/collaboration with Indian organizations that, by the nature of their business, serves Indian people who may be affected if excluded from the collaboration or coordination process.

Tribal Officials: Elected or duly appointed officials of Indian tribal governments.

Tribal Sovereignty: Tribal sovereignty refers to the inherent authority of California Federally Recognized Tribes to govern themselves within the borders of the United States of America. The federal government recognizes tribal nations as "domestic dependent nations". The Constitution and other federal laws grant local sovereignty to tribal nations, but do not grant full sovereignty equivalent to that of foreign nations, hence the term "domestic dependent nations." Existing limitations to these authorities are defined through acts of Congress, treaties, and federal court decisions.

Indian Country (or Tribal Lands): Indian country includes: a) all land within the limits of an Indian reservation under the jurisdiction of the United States government, b) all dependent Indian communities, and c) all Indian allotments still in trust, regardless of whether they are located within reservations. The term includes land owned by non-Indians, as well as municipalities incorporated by non-Indians if they are within the boundaries of an Indian reservation.

Collaboration: Communicating and working together through mutual respect and cooperation toward a common purpose. Communications between Cal OES and California Federally Recognized Tribes will be conducted with respect for tribal protocols and will strive to achieve consensus in problem solving and issue resolution.

Consultation: A process for government-to-government dialogue between Cal OES and California Federally Recognized Tribes regarding proposed state actions in a manner that is intended to secure meaningful and timely tribal input.

ATTACHMENT 20. GLOSSARY

Administering Agency (AA): The designated unit of a county or city tasked to administer the local implementation of the State and Federal hazardous material emergency planning and community right-to-know programs. Also known as Certified Uniform Program Agencies (CUPAs).

ALOHA: A downloadable application designed for emergency planning and response personnel to be used within CAMEO, to predict how a hazardous gas could move and spread if it is released into the atmosphere.

Area Plan: A document established to facilitate emergency response to a release or threatened release of a hazardous material within a city or county. (California Health and Safety Code, Section § 25503, Chapter 6.95)

Business Plan: A written plan and inventory developed by a business for each facility, site, or branch that provides emergency response guidelines for a release of hazardous materials meeting the requirements of H&SC § 25505.

California Accidental Release Prevention Program (CalARP): The California Accidental Release Prevention (CalARP) Program is the federal Accidental Release Prevention (ARP) Program with some state specific requirements.

CAMEO: Computer Aided Management of Emergency Operations is a collection of applications and databases, jointly developed by NOAA and the USEPA to help emergency planners and responders plan for, and safely handle, chemical accidents.

Community Right-to-Know: Legislation requiring business establishments to provide chemical inventory information to local agencies or the public.

Contingency Plan: A pre-planned document presenting an organized and coordinated plan of action to limit potential pollution in case of fire, explosion, or discharge of hazardous materials; defines specific responsibilities and tasks.

Emergency Planning and Community Right-to-Know Act (EPCRA): A Federal law, also known as SARA Title III. This law provides an infrastructure at the state and local levels to plan for chemical emergencies. Facilities that store, use, or release certain chemicals may be subject to various reporting requirements. Reported information is made publicly available so that interested parties may become informed about potentially dangerous chemicals in their community.

Emergency Response: A response action to situations that may cause immediate and serious harm to people or the environment.

Evacuation: At a hazardous materials incident this means the removal of people from the affected area.

Extremely Hazardous Substances: The USEPA uses this term for chemicals that must be reported pursuant to SARA, Title III. The list of these substances and the threshold planning quantities are identified in 40 CFR § 355. Releases of extremely hazardous substances as defined by USEPA must be reported to the National Response Center. In California, the term Acutely Hazardous Material (AHM) is used.

First Responder: The first trained person(s) to arrive at the scene of a hazardous materials incident. May be from the public or private sector of emergency services.

First Responder, Awareness Level: Individuals who are likely to witness or discover a hazardous substance release who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First Responder, Operations Level: 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 persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

Hazard: The inherent characteristic of a material, condition, or activity that has the potential to cause harm to people, property, or the environment.

Hazard Analysis: The identification of material properties, system elements, or events that lead to harm or loss. The term hazard analysis may also include evaluation of consequences from an event or incident.

Hazardous Chemical: A term used by the United States Occupational Safety and Health Administration to denote any chemical that would be a risk to employees if exposed in the workplace. The list of OSHA hazardous chemicals is found in 29 CFR.

Hazardous Material: A substance in a quantity or form posing an unreasonable risk to health, safety, property, and/or environment when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and

the environment when improperly managed. Hazardous materials include extremely hazardous and hazardous substances of oil and other petroleum products.

Hazardous Materials Emergency: The release or threatened release of a hazardous material that may impact the public health, safety and/or the environment.

Hazardous Materials Tool Kit (Tool Kit): The reference document created by the Cal OES Hazardous Materials Section to provide resources and informational tools to hazardous material teams and stakeholders in the hazardous materials arena. This can be found at: http://www.caloes.ca.gov/hazardousmaterials/pages/hazardous-materials-tool-kit.aspx

Hazardous Substance: As used by the California Department of Toxic Substances Control, this term encompasses every chemical regulated by both the Department of Transportation (hazardous materials) and the U.S. Environmental Protection Agency (hazardous waste). California Health and Safety Code § 25501(n) defines "Hazardous Substance" as any substance or chemical product for which one of the following applies: (1) The manufacturer or producer is required to prepare a MSDS for the substance or product pursuant to the Hazardous Substances Information and Training Act (Chapter 2.5 commencing with Section § 6360 of Part 1 of Division 5 of the Labor Code) or pursuant to any applicable federal law or regulation. (2) The substance is listed as a radioactive material in Appendix B of Chapter 1 of Title 10 of the Code of Federal Regulations. (3) Hazardous materials or substances listed pursuant to Title 49 of the Code of Federal Regulations. (4) The materials listed in subdivision (b) of Section § 6382 of the Labor Code.

Hazardous Waste: 1) Waste materials or mixtures of waste which require special handling and disposal because of their potential to damage health and/or the environment; 2) USEPA uses the term hazardous waste for chemicals that are regulated under the Resource Conservation and Recovery Act and are listed in 40 CFR § 261.33 (d). USEPA or California Department of Toxic Substances Control regulated hazardous waste, when in transport, must also meet 49 CFR parts § 170 through § 179. California's definition of hazardous waste is more inclusive than the USEPA definition, and is found in 22 CCR, Section § 66261.2.

HazMat: An acronym for hazardous materials.

Incident: An occurrence or event, natural or man caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

Hazardous Materials Incident: Any sudden, unexpected spill, leak, fire, explosion, accident, or similar occurrence which involves the transportation, storage, handling, manufacturing, sale, use, disposal or processing of a hazardous material. Transportation incidents involve transport

vehicles (motor vehicles, rail cars, boats, or aircraft) that carry hazardous material as cargo. The cargo may be transported in bulk or packages/containers. Fixed site incidents involve hazardous materials at a site used for the storage, manufacturing, processing, or handling of hazardous materials. This also includes pipe lines.

Incident Command: The entity responsible for overall management of the incident and consists of the Incident Commander, either single or unified command and any assigned supporting staff.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, Tribal and local boundary lines) or functional (e.g., law enforcement, public health).

Local Emergency Planning Committee (LEPC): A committee appointed by a State Emergency Response Commission, as required by SARA Title III, to formulate a comprehensive emergency plan for its corresponding Cal OES mutual aid region.

MARPLOT: A downloadable electronic mapping application based on U.S. Census information now included in the CAMEO system.

Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing and

using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

National Incident Management System (NIMS): A systematic approach guiding government agencies at all levels, the private sector and non-governmental organizations to work together to prevent, protect against, respond to, recover from and mitigate the effects of incidents, in order to reduce the loss of life or property and harm to the environment.

National Response Center (NRC): A communications center operated by the USCG headquarters located in Washington, D.C. They provide information on suggested technical emergency actions, and must be notified by the spiller within 24 hours of any spill of a reportable quantity of a hazardous substance.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

Release: Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, including the abandonment or discarding of barrels, containers, and other closed receptacles of any hazardous material.

Risk Analysis: A process to analyze the probability that harm may occur to life, property, and the environment and to note the risks to be taken to identify the incident objectives.

Risk Management: A decision-making process which involves such considerations as risk assessment, technological feasibility, economic information about costs and benefits, statutory requirements, public concerns, and other factors.

State Emergency Response Commission (SERC): The state level agency that has authority over the LEPC and the responsibility of receiving all reportable release reports. The SERC, through implementation of emergency planning and community right-to-know laws and through establishment and support of its Local Emergency Planning Committees (LEPCs), assists in chemical emergency planning, provides public access to chemical data, raises public awareness of chemical risks and encourages public participation in local chemical safety issues.

Scenario: An outline of a natural or expected course of events.

Scene: The location impacted or potentially impacted by a hazard.

Sheltering In Place/In Place Protection: An action to direct people to quickly go inside a building and remain inside until the danger passes.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region and State.

State Warning Center, California State Warning Center, Cal OES Warning Center: The Cal OES Warning Center facilitates emergency communications with government agencies at all levels. The California State Warning Center monitors seismic activity, weather and other conditions that could cause a disaster and is the central reporting office for any release or threatened release of a hazardous material. The California State Warning Center is the initial contact point in the State to initiate coordination and begin to mobilize federal, State and local agencies during a disaster.

Superfund Amendments & Reauthorization Act (SARA): A Federal law, also known as SARA Title III or EPCRA. This law provides an infrastructure at the state and local levels to plan for chemical emergencies. Facilities that store, use, or release certain chemicals may be subject to various reporting requirements. Reported information is then made publicly available so that interested parties may become informed about potentially dangerous chemicals in their community.

Unified Command (UC): An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.