

ESF #10 HAZARDOUS MATERIALS RESPONSE

Primary Department	Support Department	External Agencies
Executive Director of Operations Phone: 406-447-6926 Cell: 617-446-3691	<p>Director of Crisis & Emergency Management Phone: 406-447-6382 Cell: 406-461-0635</p> <p>HC- Emergency Management Advisory Team</p> <p>HC Facilities and Maintenance Department</p> <p>Helena College Chemistry Department</p> <p>Helena College Automotive Department</p> <p>Helena College Cosmetology Department</p> <p>Helena College Aviation Department</p> <p>Helena College Diesel Mechanics Department</p> <p>UM Affiliate Campuses</p> <p>UM-Missoula: Associate VP for Campus Preparedness & Emergency Response Paula Short 406-546-3839</p> <p>MT Tech: Dir. Of Environmental Health and Hygiene: Marissa Morgan</p>	<p>Local Law Enforcement Agencies</p> <ul style="list-style-type: none"> - Helena Police Department - Lewis & Clark Co. Sheriff's Office <p>City/County Agencies</p> <ul style="list-style-type: none"> - Helena-Lewis and Clark County Communications Center - L&C Department of Disaster & Emergency Services - Helena City Public Works - L&C Co. Public Works - East Helena Public Works - L&C Public Health Dept. - Helena Fire Department - Local Rural Fire Departments <p>State Agencies</p> <ul style="list-style-type: none"> - MT State Department of Disaster & Emergency Services - Montana Department of Transportation - State Dept of Public Health & Human Services - Department of Environmental Quality (DEQ) - MT State Department of Transportation <p>Private/Public Sectors</p> <ul style="list-style-type: none"> - MT Rail Link HazMat Team - Montana National Guard 83rd Civil Support Team - Private HazMat Clean-up Companies - St. Peter's Hospital - Urgent Care Locations - Benefis Urgent Care

10.1 Purpose

The purpose of this annex is to coordinate with local jurisdictions and governments responsibilities for managing emergent hazardous material incidents and other unanticipated releases and to identify local jurisdiction responsibilities for hazardous materials. To minimize exposure and/or damage to human health and safety or to the environment caused by the actual or threatened release of hazardous materials and other releases.

(a) This ESF lists the internal and external departments responsible for hazardous materials response that may be needed in an emergency.

B) Coordinate with the City of Helena and County of Lewis and Clark in response to an actual discharge and/or uncontrolled released of hazardous materials during an emergency.

10.2 Scope

A) In the context of this plan, hazardous materials (HazMat) refer to any (chemical, biological, radiological, nuclear, explosive) material, regardless of source, that poses a threat to life safety, the environment, and/or property.

B) This ESF provides for a coordinated response to and recovery from a hazardous material release through local resources; such as the Helena Fire Department. The Helena Fire Department would be the primary agency responsible for responding, stabilizing, and coordinating the safe disposal resulting from a spill or release of HazMat material. Helena College will support and follow directions and recommendations made by the Helena Fire Department.

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

D) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

10.3 Situation

A) Emergency Conditions and Hazards

1) Helena College may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

2) Hazardous materials are transported through the county, creating a relatively high exposure to potential HazMat incidents. An incident could occur anywhere and at any time throughout the county.

3) Helena College has minimal chemicals or hazardous materials stored at either of the two campus locations.

(i) Donaldson Campus- Chemistry, Nursing, Cosmetology Departments, and Janitorial services contain hazardous chemicals or materials.

(ii) Airport Campus- possesses the widest variety and largest quantity of chemicals/hazardous materials such as; gasoline, diesel, jet fuels along with other gasses or liquid chemicals/materials.

4) The threat presented by hazardous material incidents is often to both public health and safety and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases.

5) It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.

6) The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, emergency medical services, environmental health and other agencies.

7) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.

8) Helena College does not have an internal fire department or law enforcement agency.

9) Both Helena College campus locations close and lock at designated times through the week.

10) The Helena Fire Department will assume incident command over all chemical or hazardous material incidents. Helena College ESF-10 and associated officials of the College will support the Helena Fire Department Incident Commander response efforts and will follow recommended recovery steps.

11) The City of Helena Fire Department HazMat Team is one of the six Regional State HazMat Teams in Montana that can conduct technical level-response. Additionally, the Montana Army National Guard "83 Civil Support Team" at Ft. Harrison can be called upon by the Regional HazMat Teams to provide technical level support.

12) Most of the County Volunteer Fire Departments have had Awareness and Operations level training and can provide support to a technical-level HazMat team as needed.

13) The State Department of Environmental Quality (DEQ) is responsible for 24-hour environmental pollution prevention, preparedness, and response within Montana.

10.4 Assumptions

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

B) Hazardous materials transported may be involved in railroad accidents, highway collisions, or airline incidents.

C) Damage to, or rupture of, pipelines, transporting materials that are hazardous if improperly released may present serious problems.

- D) Emergency exemptions may be needed for disposal of contaminated material.
- E) Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.
- F) College resources will be quickly overwhelmed.
- G) Communication systems may fail during a major incident.
- H) Backup systems will be available but may take time to activate.
- I) Shortfalls can be expected in both support personnel and equipment.
- J) State and federal assistance may not be immediately available.

10.5 Concept of Operations

A) General

- 1) The HC Emergency Operation Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- 3) When local agencies (fire services or law enforcement, etc.) have Incident Command responsibilities, the state and federal function should be to support and coordinate with the local responders, when requested.
- 5) Response to a HazMat incident should be primarily defensive in nature and responding departments should perform only to the level trained. Primary considerations should be given to protect the public by either evacuation or sheltering-in-place. Protection of property and environment should be secondary.
- 6) Command of a Hazmat incident may be initiated from a field command post location. The EOC may be activated if, in the opinion of the IC, direction and control of the incident can be better facilitated from there.
- 7) Helena College responsibilities are to evacuate persons from contaminated areas or shelter-in-place until external resources can respond and stabilize the hazardous material. Helena College will consider assigning a liaison officer to the L&C Emergency Operations Center if the situation immediately or directly affects Helena College properties.

B) Organization

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested, ESF personnel will report to the EOC or ICP and use the EOP to activate and operate during an incident or event.

C) Notification

- 1) 911 Dispatch Center is the primary point of notification for hazardous materials incidents.
- 2) Any individual, department or agency becoming aware of a hazardous materials incident should immediately notify Dispatch for activation of appropriate emergency

response personnel. The Helena Fire Department Incident Commander should ensure that the appropriate state agency is notified.

3) Helena College Faculty, staff, and students should be educated to use 911 Dispatch immediately to make notification of a hazardous materials incident. Evacuation or shelter-in-place considerations should be made in the best interest of everyone's safety.

4) If ESF-10 needs to be activated the EOC Director, Dean/CEO, or designee will contact the department or agencies listed in this annex to report to the EOC.

5) The Dean/CEO, Executive Director of Operations, or the Director of Marketing, Communications and Alumni Relations are the point of contact for all emergency warning notifications.

(i) Helena College Regroup Emergency ALERT Notification System will normally be activated on their direction.

(ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency Notification ALERT System activation.

6) The Dean/CEO or designee will notify other key personnel as required.

7) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, a request should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

D) Direction, Control and Authority to Act

1) The Incident Command System (ICS) is used by Helena College personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post or Emergency Operations Center.

2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

(i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

E) Actions

1) Preparedness

(i) Develop and refine procedures/guidelines to be used in hazardous materials assessments.

(ii) Prepare and maintain standard operating procedures/guidelines (Standard Operating Procedures), resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.

- (iii) Maintain liaison relationships with supporting agencies.
- (iv) Ensure personnel that work with hazardous materials are appropriately trained and equipped to deal with hazardous materials incidents.
- (v) Conduct vulnerability assessments and make recommendations to all facilities that store/use hazardous materials.
- (vi) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
- (vii) Prepare a facility profile and inventory of potential hazardous materials.
- (viii) Plan for response to hazardous materials incidents and coordinate with local resources and other first responders.
- (ix) Participate in training exercises, as appropriate.

2) Response

- (i) Verify incident information and notify the Emergency Management Advisory Team. Ensure the Helena Fire Department has been contacted and is responding.
- (ii) Establish an isolation area and move all people out of or away from the contaminated area.
- (iii) Establish perimeter control / area security.
- (iv) request assistance for emergency health and medical, as well as mass care, if the situation warrants.
- (v) Establish a command post at a safe distance away from the scene and/or staff the EOC, if the situation becomes excessive.
- (vi) Provide further information on the situation to the Emergency Management Advisory Team and convey warnings for dissemination to the public.
- (vii) When requested Helena College resources are made by the Emergency Manager or designee, responding personnel will report to the Incident Command Post before being assigned tasks.
- (viii) When City of Helena Fire Department request resources, those responding units/personnel will report to the Helena Fire Department Incident Commander.
- (ix) Coordinate with support agencies, as needed, to support emergency activities.
- (x) Coordinate emergency information for public release through the EOC Emergency Manager, Dean/CEO, and Public Information Officer.

(xi) Continually assess the situation to include: the nature, amount and location of real or potential releases of hazardous materials; pathways to human and environment exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; and priorities for protecting human health welfare and the environment.

(xii) Support protective action recommendations, as the incident requires.

(xiii) Determine the extent of the contaminated area and consult with appropriate agencies to provide access and egress control to contaminated areas.

(xiv) Coordinate with appropriate local, state, and federal agencies for the need for decontamination, ensure proper disposal of wastes associated with hazardous material incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.

(xv) Coordinate with ESF 1 for use of staging areas. Coordinate with ESF-3 for technical assistance on water, wastewater, solid waste, and disposal.

3) Recovery

(i) Continue to provide support for the recovery phase of the incident through the appropriate incident commander.

(ii) Continue to monitor personnel and areas for contamination.

(iii) Ensure that ESF-10 team members, or their agencies maintain appropriate records of costs incurred during the event.

(iv) Support environmental personnel during cleanup.

(iv) Terminate operations when the emergency phase is over and when the dangerous situation has been stabilized by responsible personnel.

(v) Request and maintain records of all expenditures, money, and physical resources of the various governmental department/agencies involved in the emergency operations.

(vi) Participate in after-action briefings and develop after-action reports.

(vii) Initiate a financial reimbursement process for these activities when such support is available.

4) Mitigation

(i) Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials.

- (ii) Prepare site-specific plans for each facility that produces or stores extremely hazardous substances and update these plans annually or as necessary throughout the year.
- (iii) Participate in the hazard identification process and identify and correct vulnerabilities
- (iv) Continue to train personnel for hazardous material incidents.
- (v) Ensure a Helena College representative attends Local Emergency Planning Committee (LEPC) meetings within Lewis and Clark County.

10.6 Responsibilities

A) Primary Departments

- 1) Jointly evaluate the emergency, make strategic decisions, and identify resource needs and secure resources required for field operations.
- 2) Monitor hazardous materials emergency response and recovery operations.
- 4) Manage hazardous material incidents in accordance with each department's Standard Operating Procedures/Guidelines (SOP/SOGs).
- 5) Continue to reassess priorities and strategies throughout the emergency, according to the most critical hazardous materials needs.
- 6) Demobilize resources and deactivate the ESF-10 upon direction from the Incident Commander.
- 7) Assist in identifying personnel and resources to support this Annex.
- 8) Work with Lewis and Clark County Department of Disaster and Emergency Services to keep this Annex up to date.

B) Support Departments

- 1) Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- 2) When requested, deploy a representative to the EOC to assist with ESF-10 activities.
- 3) Provide ongoing status reports as requested. ☐ Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- 4) Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work if federal or state reimbursement becomes available.
- 5) Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- 6) Perform other emergency responsibilities as assigned.
- 7) Assist in identifying personnel and resources to support this Annex.

8) Work with Lewis and Clark County Department of Disaster and Emergency Services to keep this Annex up to date.