

KITTITAS COUNTY, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION 10

** HAZARDOUS MATERIALS **

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

JOINT PRIMARY AGENCIES: Kittitas County Sheriff
Washington State Patrol
Kittitas County Fire Departments – (Cle Elum Fire, KCFD 1, KCFD 2, KCFD 3, KCFD 4, KCFD 6, KCFD 7, KCFD 8, Kittitas Fire, Roslyn Fire and South Cle Elum Fire)

SUPPORT AGENCIES: Kittitas County Hospital District #2
Cle Elum, South Cle Elum, Roslyn, CWU, and Ellensburg Police Departments
Kittitas County Public Health
Public Works: Cle Elum, Ellensburg, Kittitas County and Roslyn
Washington State Department of Ecology
Washington State Department of Fish and Wildlife
Washington Military Department - Emergency Management Division
Kittitas County Chapter of the American Red Cross (KCC-ARC)

I. INTRODUCTION

A. Purpose

This plan establishes the plan under which Kittitas County will operate in the event of a hazardous materials incident. This plan is designed to prepare Kittitas County and its political subdivisions for incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment.

This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials event. The plan provides guidance for hazardous materials incident planning, notification and response as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-to-Know Act, which shall hereafter be referred to as EPCRA.

B. Scope

This plan is intended to provide additional guidance specific to Hazardous Materials and is part of Kittitas County's Comprehensive Emergency Management Plan. This plan does not supersede local jurisdictional plans however; every attempt should be made by participating agencies and/or jurisdictions to align their plans and operations with those described here.

II. POLICIES and LEGAL AUTHORITIES

- A. RCW 38.52.070 - Local organizations and joint local organizations authorized - Establishment, operation - Emergency powers, procedures.
- B. Chapter 70.136 RCW - Hazardous materials incidents.
- C. RCW 70.136.030 - Incident command agencies - Designation by political subdivisions.
- D. RCW 90.56.020 – Director responsible for spill response (Department of Ecology).
- E. Chapter 118-40 WAC - Hazardous chemical emergency response planning and community right-to-know reporting.
- F. Chapter 296-824 WAC - Emergency response.
- G. 40 CFR Part 355 - Emergency Planning and Notification
- H. 40 CFR Part 370 - Hazardous Chemical Report: Community Right-to-Know
- I. U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans
- J. Washington State Intrastate Mutual Aid Compact, Chapter 38.52 RCW

III. SITUATIONS and ASSUMPTIONS**A. Situation**

Hazardous materials are commonly stored, used and transported in Kittitas County. To see the regulated facilities within Kittitas County, go to *Appendix A Regulated Facilities* on page 29 of this ES. These facilities are subject to EPCRA within the LEPC planning district.

USC Title 42 Chapter 116 Subchapter I Section 11003(c)(1), requires plans include "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 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."

Lead Agency:

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

Transportation Routes:**Pipelines:**

1. There is a regional natural gas distribution pipeline that runs from the south border of Kittitas County along No 6 Road and Wilson Creek Road to the north border of Kittitas County. The gas line is 16" in diameter and is a high pressure line (600psi). The line is unscented.
2. There are two smaller distribution lines that branch from this line at Kittitas Highway (City of Ellensburg) and on the Vantage Highway (PSE). Each has a pressure reducing station and scenting station.

Roadways:

1. Interstate 82 enters Kittitas County on the southern border and is used as a major north/south transportation route.

Identified Hazardous Materials in Kittitas County:

1. Anhydrous Ammonia – used at Twin City Foods in Ellensburg as a refrigerant gas. Poison gas that in concentrated amounts may be fatal. Generally, exposure creates mucous membrane irritation and/or burns.
2. Natural Gas – distributed throughout the cities and urban growth areas. Flammable gas that has a vapor density less than 1 so displacement of oxygen is not an issue outside of structures.
3. Propane (LPG) – stored in quantity in Thorp, Cle Elum and Ellensburg. Flammable gas that is significantly denser than air which creates asphyxiation as well as a flammability problem inside and outside structures.
4. Gasoline/Diesel Fuel – stored in quantity throughout the county in both underground and above storage tanks. Combustible/flammable liquids with potential environmental damage in a large scale leak.
5. It is assumed that large quantities of all DOT classes of hazardous materials are transported daily on the interstate highway system and by rail.

Hazmat Response:

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

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

Additional resources are available by request:

2. Kittitas County responders can request WSP's Meth Lab Response Team when applicable.
3. Kittitas County responders can request Washington State DOE for clean-up and environmental mitigation.
4. Kittitas County responders can request the US Army for Explosive Ordinance Disposal when applicable.
5. Kittitas County responders can request the Tri-County Hazmat Team (Yakima, Benton and Klickitat counties) after the scene has been evaluated by on-scene Technician level trained personnel.
6. The *Hazard Identification and Vulnerability Assessment 2012 (HIVA 2012)* can be found after *ESF 24* in this CEMP. This document identifies and provides general information on hazards that may threaten or cause injury, the loss of life, or damage to property and the environment in Kittitas County. This information serves as the basis for county-level preparedness planning and as a foundation for initiating effective mitigation, emergency response, and recovery activities.

B. Assumptions:

1. A release of hazardous materials could pose a threat to the local population or to the environment.
2. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire or earthquake.
3. A major transportation hazardous materials incident may require the evacuation of citizens from any location in Kittitas County along the BNSF rail line, I-82, SR 97 or I-90.
4. The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.
5. Wind shifts and other changes in weather conditions during the course of an incident may necessitate changes in protective action recommendations.
6. If an evacuation is recommended because of the hazardous materials incident, 80 percent of the population in an affected area will typically relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.

7. Residents with access and functional needs may require assistance when evacuating.
8. Hazardous materials could possibly enter water or sewer systems and necessitate the shutdown of those systems where they exist (inside cities).

Limitations:

1. During a hazardous materials incident, response will occur based on the information and resources available. Injury, death, property damage and/or environmental damage are all possible outcomes of a hazardous materials incident.
2. Each agency, facility and jurisdiction will respond within the limits of their training, capabilities and qualifications.

IV. CONCEPT OF OPERATIONS

A. General

The Kittitas County Local Emergency Planning Committee (LEPC) will assist all county agencies in preparing and reviewing hazardous material response plans and procedures. The authorized representative of the regulated facilities and transportation companies involved in an actual or suspected release of a hazardous material will promptly notify KITTCOMM (911). They will also make recommendations to the responding agencies on how to contain the release and protect the public and environment.

Agencies responding to the release will do so only to the extent of their personnel's training and qualification, available resources and capabilities. The Incident Commander will request the assistance of regional, mutual aid partners when the size and scope of the hazardous materials incident exceeds the response capabilities of Kittitas County responders.

Regional resources include:

1. Kittitas County responders can request WSP's Meth Lab Response Team when applicable.
2. Kittitas County responders can request Washington State DOE for clean-up and environmental mitigation.
3. Kittitas County responders can request the US Army for Explosive Ordinance Disposal when applicable.
4. Kittitas County responders can request the Tri-County Hazmat Team (Yakima, Benton and Klickitat counties) after the scene has been evaluated by on-scene Technician level trained personnel.

The first priority of the incident commander will be to determine the appropriate protective action for the public, disseminate such recommendations, and implement them. The

incident commander (likely unified command) will consult on scene resources, NAERG, MSDS and other applicable resources to develop a written incident action plan (IAP) which will include:

1. Incident objectives that are based solely on the concept of risk benefit and available resources.
2. Identification of the command structure.
3. A communications plan.
4. Alternative action plan – what will be done if incident benchmarks are not achieved and/or responder safety is put at risk.

B. Direction and Control

The National Incident Management System and specifically ICS will be used to manage all incidents in Kittitas County. All response personnel have been trained at least to IS 100 and IS 700. Supervisory personnel have been trained to IS 200, 300, 400 and 800 according to their responsibility.

Incident Command (IC) for a hazardous materials incident will be performed in accordance with RCW 70.136.030. The designated ICs for jurisdictions within Kittitas County are:

KCFD 1, KCFD 2, KCFD 3, KCFD 4, KCFD 6, KCFD 7, KCFD 8, Kittitas Fire, Cle Elum Fire, Roslyn Fire, South Cle Elum Fire, Kittitas County Sheriff, and Washington State Patrol.

The Incident Commander will direct the activities of deployed emergency response elements through the Incident Command Post (ICP). The response will initially concentrate on the immediate needs at the incident site by isolating the area, implementing traffic controls, containing the spill and formulating and implementing protective actions for emergency responders and the public at risk.

The Public Information Officer (PIO) will use electronic media (web pages, twitter etc.) and media contacts (Daily Record, Yakima TV stations and local radio) to communicate with the public as well as meet personally with affected members when/if appropriate.

The Kittitas County Emergency Operation Center will activate when requested to support IC actions. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed. The EOC will operate in a support role, providing resources, communication and support to the IC.

V. ACTIONS**A. Release Identification**

The recognized methods and procedures facilities use for determining a release occurred are: Consult with facility emergency coordinators from key, regulated facilities in the planning district to develop a synopsis of the tools, methods and procedures used by the facility to determine a release occurred and to identify the material released.

The recognized methods and procedures Kittitas County responders will use to identify the release of hazardous materials vary by training and qualification. First responders will limit their actions to identify the occurrence of a release to those protocols specified for the hazardous materials response qualification level to which they are trained and currently qualified

Releases of hazardous materials in transit will most likely be observed by the transport agent, citizens and/or responders. The methods and procedures used to determine a release occurred will also vary by the qualification of the responder and the resources available to the transport agent.

B. Notification

EPCRA statutory planning requirement, USC Title 42 Chapter 116 Subchapter I Section 11003(c)(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."

Hazardous materials release notifications come from multiple sources. The most reliable notifications come from the individual regulated facilities or responders. The facility is responsible for immediately notifying the local Public Safety Answering Point/911, the SERC and the National Response Center of any releases of hazardous materials on their site. The facility emergency coordinator, authorized representative or responsible party will normally provide reliable, effective and timely notification of a release on behalf of the facility.

Community Emergency Coordinator notification procedures are handled through KITTCOM.

Response agencies and responders will be notified of a hazardous materials release through KITTCOM. Contact information is available through that agency.

Agency contact outside of Kittitas County will be handled by either KITTCOMM or Washington State EMD.

The public will receive emergency warning and notification of a hazardous materials release through multiple channels of communication such as:

- Emergency Alert System (EAS)
- Public Radio
- Door-to-door notification will be handled by law enforcement, fire, or emergency management volunteers

C. Emergency Response

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

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

- Analyze the incident to determine both the hazardous materials/WMD present and the basic hazard and response information for each hazardous material/WMD agent by completing the following tasks:
 - Detect the presence of hazardous material/WMD.
 - Survey the hazardous material/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied for the hazardous material/WMD involved.
 - Collect hazard information from the current edition of the DOT Emergency Response Guidebook.
- Implement actions consistent with the emergency response plan, the standard operating procedures and the current edition of the DOT Emergency Response Guidebook by completing the following tasks:
 - Initiate protective actions.
 - Initiate the notification process.

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

- Analyze a hazardous materials/WMD incident to determine the scope of the problem and potential outcomes by completing the following tasks:
 - Survey the hazardous materials/WMD Incident to identify the containers and materials involved, determine whether hazardous materials/WMD have been released and evaluate the surrounding conditions.
 - Collect hazard and response information from MSDS, CHEMTREC/CANUTEC/SETIQ; local, state and federal authorities and shipper/manufacturer contacts.
 - Predict the likely behavior of a hazardous material/WMD and its container.
 - Estimate the potential harm at a hazardous material/WMD incident.
- Plan the initial response to a hazardous materials/WMD incident within the capabilities and competencies of available personnel and personal protective equipment by completing the following tasks:
 - Describe the response objectives for the hazardous materials/WMD incident.
 - Describe the response options for each objective.

- Determine whether the personal protective equipment provided is appropriate for implementing each option.
- Describe emergency decontamination procedures.
- Develop a plan of action, including safety considerations.
- Implement the planned response for a hazardous materials/WMD incident to favorably change the outcomes consistent with the emergency response plan and/or standard operating procedures by completing the following tasks:
 - Establish and enforce scene control procedures, including control zones, emergency decontamination and communications.
 - Where criminal or terrorist acts are suspected, establish means of evidence preservation.
 - Initiate Incident Command System (ICS) for hazardous materials/WMD Incidents.
 - Perform tasks assigned as identified in the incident action plan.
 - Demonstrate emergency decontamination.
- Evaluate the progress of the actions taken at a hazardous materials/WMD incident to ensure the response objectives are being met safely, effectively and efficiently by completing the following tasks:
 - Evaluate the status of the actions taken in accomplishing the response objectives.
 - Communicate the status of the planned response.

Hazardous materials technician level responders shall be able to perform the following tasks when responding to a hazardous materials/WMD incidents:

- Analyze a hazardous materials incident to determine the magnitude of the problem in terms of outcomes by:
 - Surveying the hazardous materials incident to identify special containers involved, to identify or classify unknown materials, and to verify the presence and concentrations of hazardous materials through the use of monitoring equipment.
 - Collecting and interpreting hazard and response information from printed resources, technical resources, computer databases, and monitoring equipment.
 - Determining the extent of damage to containers.
 - Predicting the likely behavior of released materials and their containers when multiple materials are involved.
 - Estimating the size of an endangered area using computer modeling, monitoring equipment, or specialists in this field.
- Plan a response within the capabilities of available personnel, personal protective equipment, and control equipment by:
 - Identifying the response objectives for hazardous materials incidents.
 - Identifying the potential response options available by response objective.
 - Selecting the personal protective equipment required for a given action option.
 - Selecting the appropriate decontamination procedures.

- Developing a plan of action which includes safety considerations, is consistent with the local emergency response plan and the organization's standard operating procedures, and is within the capability of the available personnel, personal protective equipment, and control equipment.
- Implement the planned response to favorably change the outcomes consistent with standard operating procedures and site safety and control plan by completing the following tasks:
 - The following site safety and control plan considerations are from the NIMS Site Safety and Control Plan (form ICS 208HM)
 - Site description.
 - Entry objectives.
 - On-site organization.
 - On-site control.
 - Hazard evaluation.
 - Personal protective equipment.
 - On-site work plans.
 - Communication procedures.
 - Decontamination procedures.
 - Site safety and health plan.
 - Perform the duties of an assigned hazardous materials branch position within the local incident management system (IMS).
 - Don, work in, and doff personal protective clothing, including, but not limited to, both liquid splash- and vapor-protective clothing with appropriate respiratory protection.
 - Perform the control functions identified in the plan of action.
 - Perform the decontamination function identified in the Incident Action Plan.
- Evaluate the progress of the planned response by evaluating the effectiveness of the control functions.
 - Evaluate the effectiveness of the control functions.
 - Evaluate the effectiveness of the decontamination process.
- Terminate the incident by:
 - Assisting in the incident debriefing.
 - Assisting in the incident critique.
 - Providing reports and documentation of the incident.

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

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

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

D. Public Safety

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

Each strategy (evacuation or shelter-in-place) has inherent advantages and disadvantages.

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

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

The decision to evacuate or order shelter-in-place should be based upon known data or perceived risk when insufficient data is immediately available. Reference materials and resources which will aid the decision making process includes:

- Emergency Response Guidebook (Current Edition), <http://www.phmsa.dot.gov/portal/site/PHMSA/menuitem.ebdc7a8a7e39f2e55cf2031050248a0c/?vgnextoid=ebfec57e196d110VgnVCM1000009ed07898RCRD&vgnnextchannel=d248724dd7d6c010VgnVCM10000080e8a8c0RCRD&vgnnextfmt=print>
- Material Safety Data Sheets (MSDS), <http://www.osha.gov/dsg/hazcom/msdsformat.html>
- Chemical Transportation Emergency Center (CHEMTREC), <http://www.chemtrec.com/>

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

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

Regulated facilities are required to have evacuation plans for employees and visitors. Washington State Administrative Code (WAC) 296-24-567 requires each facility to have an emergency action plan which includes, at a minimum:

- Evacuation procedures and route assignments;
- Procedures for employees who remain to operate critical plant operations before they evacuate;
- Procedures to account for all employees after emergency evacuation has been completed;
- Rescue and medical duties for those employees who are to perform them;
- The preferred means of reporting fires and other emergencies; and
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

E. Responder Safety

It is essential on-scene response personnel are protected from the adverse effects of hazardous materials contamination to safely perform their role in protecting the public and mitigating the incident. The safety of response personnel is a priority of the IC system. A Safety Officer will be appointed to the Command Staff to assist the Incident Commander (IC) with responder safety. If the IC does not appoint a Safety Officer for some reason, the IC assumes the responsibilities of the Safety Officer. The Safety Officer shall be assigned to monitor operations, identify potential safety hazards, correct unsafe situations and develop additional methods and procedures to ensure responder safety. The Safety Officer will be given authority to alter, suspend or terminate any activity he/she deems is unsafe. Safety Officers must be trained to the level of the incident, i.e., an operations level incident (gasoline spill) requires a Safety Officer trained to the operations level.

All responders to a hazardous materials incident will:

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

The minimum procedures by responder certification level are:

- Awareness level responders are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They will not take any further action beyond notifying the authorities of the release.
- Operations level responders are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby 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 and as such will maintain a safe distance, keep the release from spreading and prevent exposures.
- Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. As such they will be able to:
 - Perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
 - Understand and implement decontamination procedures.
- Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. As such they will be able to:
 - Select and use proper specialized chemical personal protective equipment.
 - Perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
 - Determine and implement decontamination procedures.
 - Develop a site safety and control plan.

F. Resource Management

The response and recovery resources available to the Kittitas County LEPC come from federal, state and local partners, public and private stakeholders and nongovernmental organizations. During response operations, acquisition of resources will be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs),

interagency agreements (IAAs) and contracts or through emergent contracting in accordance with Revised Code of Washington (RCW) 38.52.070.

G. Containment / Clean-Up

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

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

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

H. Documentation and Investigation

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

VI. RESPONSIBILITIES**A. Primary Agencies**

Primary agencies have lead responsibilities for mitigation, preparedness, response and recovery with a focus on life safety, property protection and environmental preservation. These responsibilities include but are not limited to ensuring the readiness of skilled personnel, equipment, response procedures and protocols, responder training programs, resource coordination and the hazardous materials response program.

- Respond in support of first response agencies when requested.
- Assess actions taken by first-in units.
- Provide a technical level response to hazardous materials incidents.
- Provide scene management expertise and equipment.
- Evaluate/establish exclusionary zones.
- Perform substance identification testing via HAZCAT testing, hazard ID analysis and/or radiological testing.
- Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques and additional authorities requiring notification.
- Perform duties as directed by incident command.
- Coordinate with representatives from the Kittitas County Emergency Operations Center (EOC).

Kittitas County Fire and Rescue

- Provide a limited initial response to hazardous materials incidents based on responder training and expertise.
- Act as incident commander (except on state, interstate highways or in areas where the Washington State Patrol is designated as incident commander).
- Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).
- Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).
- Provide for the safety of the public by whatever means necessary (evacuation, shelter-in-place).
- Isolate the affected area in accordance with the Emergency Response Guidebook or other appropriate resource information.
- Effectively deploy all necessary and available fire jurisdiction equipment and manpower.
- Deploy mutual aid, as requested.
- Support responding HAZMAT Team with personnel, equipment, and other assistance, as required.

- Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.
- Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.
- Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials, whenever possible.
- Provide emergency medical care and transportation for those injured in a hazardous material incident.
- Perform other operations which may be appropriate in accordance with training.

Kittitas County Office/Department of Emergency Management or Emergency Management Department/Division

- Designate a coordinator to work with the Local Emergency Planning Committee (LEPC).
- Function as lead agency for the Kittitas County LEPC.
- Provide public education materials to the public and businesses on hazardous materials and preparedness.
- Provide public information on response activities and public safety as necessary during major incidents.
- Provide emergency management or emergency operations center (EOC) support for the logistical requirements of hazardous materials emergency response. Coordination of resource needs will be made through Kittitas County EOC.
- The emergency management staff will as necessary:
 - Provide notification of agencies and organizations as requested by either the facility representative or first responders.
 - Open the Kittitas County EOC when indicated.
 - Provide on-scene liaison when requested by incident/unified command.
 - Script and transmit emergency alert system (EAS) messages when requested and appropriate.
 - Attempt other methods of notification to the public, as necessary.
- Support first response agencies and incident command with information and resource coordination as required.
- Assist with federal, state and other notifications.
- Provide public information as to areas to avoid, alternate routes of travel, shelter-in-place or evacuation or other information as required.
- Assist incident command in determining need for evacuation or shelter-in-place.

Washington State Patrol

- Act as designated incident command agency for hazardous materials incidents on interstate and state highways and in areas specifically designated by the local

political entity. When the local jurisdiction does not designate an incident command agency, assume incident command for the jurisdiction in accordance with RCW 70.136.030.

- When necessary, establish a unified command system with fire departments, emergency medical services and other state and federal agencies.

B. Support Agencies

Kittitas County Emergency Medical Services

- Provide advanced and basic life support services to hazardous materials exposure victims when requested.

Kittitas County Sheriff/Police Department

- Coordinate law enforcement resources during a hazardous materials emergency.
- Provide for traffic control and maintenance of evacuation during a hazardous materials emergency.
- Ensure law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during a hazardous material emergency.
- Perform evacuation within parameters established for specific incident action plans.
- Assist where necessary in the rapid dissemination of warning and evacuation information to the public.
- Assist with investigation of possible criminal acts involving hazardous substances and/or their intentional release.

Kittitas County Health Department

- Take such measures as the Health Officer deems necessary to promote and protect the public's health.
- Assess the public health implications of a hazardous materials incident and take appropriate actions.
- In conjunction with the Washington State Departments of Ecology and Health, assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a hazardous materials incident.
- Direct the closure of contaminated sites, as necessary.
- Provide information to the public on the health effects of, and how to avoid contamination from a hazardous materials release as needed.
- Make a final determination on when contamination no longer poses a public health risk.

- Initiate actions to reopen sites once contaminated when the threat is properly mitigated.

Kittitas County Department of Public Works

- Provide equipment and manpower to assist in the containment of a hazardous material release.
- Provide equipment and manpower to repair essential, jurisdictional facilities damaged as a result of a hazardous material release.
- Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.
- Implement protection/mitigation measures to ensure safety and integrity of drinking water and waste water systems.

Washington State Department of Ecology

- Provide 24-hour emergency response to reported spill incidents.
- Represent state laws and interests in oil and hazardous substances incidents by acting as the State On-Scene Coordinator (SOSC) in the Unified Command System.
- Coordinate response efforts with other local, tribal, state and federal agencies.
- Maintain resource list of cleanup contractors, equipment and technical/scientific personnel for hazardous materials incidents.
- Assist in determining the release source, cause and responsible party.
- Coordinate incident cleanup if the responsible party is non-responsive or unknown.
- Provide on-scene coordination and technical assistance on containment, cleanup, disposal, recovery, natural resource damage assessment, and laboratory analysis and evidence collection for enforcement actions.
- Coordinate Natural Resource Damage Assessment (NRDA) activities.
- Establish cleanup standards for the incident in accordance with federal and state law.
- Ensure source control, containment, cleanup and disposal are accomplished.

Kittitas County Chapter of the American Red Cross

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

Regulated Facilities

- Facilities storing extremely hazardous substances must identify the location of such substances and designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information in accordance with 40 CFR 355.30. 40 CFR 355.30 (c) requires the owner or operator of a facility subject to the section to designate a facility representative who will participate in the local emergency planning process as a facility emergency response coordinator. The Facility Emergency Coordinators of Kittitas County are identified in *Appendix A*.

- Report chemical inventories to the State Emergency Response Commission (SERC), LEPC, and local fire department.
- Submit Tier Two-Emergency and Hazardous Chemical Inventory Report and other information as required, by federal, state or local law.
- Prepare hazardous materials emergency plans and provide copies to the Kittitas County LEPC, when requested.
- Train and equip personnel to implement the plans.
- Coordinate plans with the local fire jurisdictions.
- Notify 9-1-1, and other agencies as required or necessary, when a hazardous materials incident occurs.
- Implement emergency plans utilizing NIMS in coordination with the local fire jurisdictions.
- Include evacuation routes and methods of evacuation for employees and visitors, both on site and in the immediate proximity, in hazardous materials emergency plans.

VII. TRAINING

Hazardous materials response training requirements are governed by WAC 296-824-30005, which meets or exceeds the Occupational Safety and Health Administration (OSHA) standards in 29 CFR 1910.120. In addition, the National Fire Protection Association (NFPA) established a standard (NFPA 472) of professional competence for responders to hazardous materials incidents.

All hazardous materials incident emergency responders and workers at hazardous materials facilities, transport companies, waste treatment facilities, storage facilities and disposal facilities will be provided training which meets federal and state standards. Such training will be commensurate with their employers or organization's plan and policies.

The minimum level of responder training in accordance with WAC 296-824-30005 is:

<p>Awareness Level</p>	<p>Awareness level responders are those personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials/ weapons of mass destruction (WMD) and be expected to recognize the presence of the hazardous materials/WMD, protect themselves, call for assistance and secure the scene.</p> <p>Awareness Level First Responders competencies:</p> <ul style="list-style-type: none"> • Understand what hazardous substances are and their associated risks. • Recognize the presence of hazardous substances in an emergency. • Can identify the hazardous substances, when possible. • Understand the potential consequences of hazardous substances in an emergency.
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	<ul style="list-style-type: none"> • Understand the role of a first responder at the awareness level as described in: <ul style="list-style-type: none"> ○ The employer's emergency response plan, including site security and control. ○ The United States Department of Transportation's Emergency Response Guidebook. • Can use the Emergency Response Guidebook. • Recognize the need for additional resources and the need to notify the incident's communication center accordingly.
Operations Level	<p>Operations level responders are personnel who respond to hazardous materials/WMD incidents for the purpose of implementing or supporting actions to protect people, property and the environment from the effects of a release. They are trained to respond in a defensive fashion, which may include attempts to confine, contain or otherwise control the release without coming into contact with the material/product.</p> <p>First responders at the operations level must receive at least eight hours of training and demonstrate awareness level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Know basic hazard and risk assessment techniques. • Select and use personal protective equipment (PPE) appropriate for first responder operations level. • Understand basic hazardous materials terms. • Perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available. • Implement decontamination procedures to their level training. • Understand relevant standard operating and termination procedures.
Technician Level	<p>Technician level responders are personnel who respond to a hazardous materials/WMD incident using a risk-based response process to analyze the situation involving hazardous materials/WMD, select applicable decontamination procedures and control the release using specialized protective clothing and control equipment.</p> <p>First responders at the technician level must receive at least 24-hours of training and demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Implement an employer's emergency response plan. • Function within their assigned role in the incident command system. • Understand hazard and risk assessment techniques. • Understand basic chemical and toxicological terminology and behavior. • Use field survey instruments and equipment to classify, identify, and verify

	<p>materials at the incident.</p> <ul style="list-style-type: none"> • Select and use personal protective equipment (PPE) appropriate for hazardous materials technicians. • Perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available. • Implement decontamination procedures to their level of training. • Understand termination procedures.
<p>Specialist Level</p>	<p>Specialist level responders are personnel who respond with and provide support to hazardous materials technicians. Their duties parallel those of hazardous materials technicians but require a more specific knowledge of the various substances they may be called upon to contain. Hazardous materials specialists also act as site liaisons with federal, state, tribal and local government authorities with regard to site activities.</p> <p>First responders at the specialist level must receive at least 24-hours of training and demonstrate technician level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Implement the local emergency response plan. • Know of the state emergency response plan. • Develop a site safety and control plan. • Understand chemical, radiological and toxicological terminology and behavior. • Understand in-depth hazard and risk techniques. • Use advanced survey instruments and equipment to classify, identify and verify materials at the incident. • Select and use proper specialized chemical PPE given to hazardous materials specialists. • Perform specialized control, containment and/or confinement operations within the capabilities of the resources and PPE available. • Determine decontamination procedures.
<p>Incident Commander</p>	<p>The Incident Commander (IC) is the person responsible for all incident activities, including development of strategies and tactics and ordering and release of resources.</p> <p>Incident commanders, who assume control of a hazardous materials incident from the responders first on the scene, must receive at least 24-hours of training and demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Know of the state emergency response plan and the Federal Regional Response Team.

- Implement the local emergency response plan.
- Implement the employer's emergency response plan.
- Have knowledge of the incident command system (ICS) and understand how they relate to it.
- Implement the employer's ICS.
- Understand the hazards and risks associated with employees working in chemical protective clothing.
- Understand the importance of decontamination procedures.

The awareness, operations, technician and incident command training available to Kittitas County responders is updated annually and maintained in *Appendix D*.

VIII. EXERCISES

The Community Emergency Coordinator will provide for and organize an annual exercise of this plan, at a minimum, to evaluate the effectiveness and feasibility of the plan and supporting, standard operating procedures as well as the readiness of response agencies, facilities and the public. These exercises may be discussion-based (seminars, workshops, tabletops and games) or operation-based (drills, functional, and full-scale) in order to test the full spectrum of preparedness.

Kittitas County will follow the *Homeland Security Exercise and Evaluation Program* (HSEEP) as a standard for exercise design, conduct and evaluation. As such, exercises will be documented in an after action report and corrective actions will be identified and assigned in an improvement plan.

The Kittitas County exercise schedule will be updated annually and maintained in *Appendix E*.

IX. EPCRA REPORTING

All facilities within Kittitas County receiving, storing and/or using extremely hazardous substances (EHS), reference 40 CFR Part 355, must notify the SERC and LEPC in accordance with Section 302 – Notification of Extremely Hazardous Substances.

Facilities must submit Material Safety Data sheets (MSDS) or a MSDS list of the hazardous chemicals present on-site in excess of threshold levels to the SERC, LEPC and local fire department/district in accordance with Section 311.

Facilities storing chemicals must provide specific information about chemicals on site to the SERC, LEPC and local fire department/district using the Tier II Form in accordance with Section 312.

A facility must notify the SERC and LEPC, per Section 304, of a release at the facility in excess of the reportable quantity for the substance and when the release could result in exposure of person outside the facility. A verbal report must be submitted immediately and followed up with written report with 14-days.

X. REFERENCES

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

US Department of Transportation and Transport Canada, *Emergency Response Guidebook*.

SARA Title III – *Emergency Planning and Community Right-to-Know Act (EPCRA)*, <http://www.ecy.wa.gov/epcra>.

Public Law 99-499 – *Superfund Amendment and Reauthorization Act (SARA)*

Chapter 118-40 WAC – *Hazardous Chemical Emergency Response Planning*

XI. ACRONYMS

See *Appendix 2 Acronyms*.

XII. DEFINITIONS

ACCIDENT SITE - The location of an unexpected occurrence, failure or loss, either at a regulated facility or along a transportation route, at which a release of listed chemicals occurs.

ACUTE EXPOSURE - Exposures, of a short duration, to a chemical substance that results in adverse physical symptoms.

ACUTELY TOXIC CHEMICALS - Chemicals that can cause both severe short-term and long-term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and result in severe illness. In extreme cases, death can occur when ingested, inhaled or absorbed through the skin.

AEROSOL - Fine liquid or solid particles suspended in a gas such as fog or smoke.

CHEM-TEL - A private company listed in the Emergency Response Guidebook that provides emergency response organizations with a 24-hour phone response for chemical emergencies.

CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN – The plan describes how an Army installation handles chemical material events. This on-post plan must be integrated with off-post plans.

CHEMICAL AGENT - A chemical substance intended for use in military operations to kill, seriously injure or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

CHEMICAL TRANSPORTATION EMERGENCY CENTER - a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, or manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

COLD ZONE - The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

DECONTAMINATION - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the hazardous material.

DIRECTION AND CONTROL EXERCISE - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

EMERGENCY - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the dissemination of emergency information to the public via the Commercial Broadcast System by the President and federal, state and local jurisdiction authorities. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY OPERATIONS CENTER (EOC) - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance a state and/or local jurisdiction is most likely to need, (e.g. mass care, health and medical services) as well as the kind of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EXTREMELY HAZARDOUS SUBSTANCES - These are substances designated as such by the EPA. EHS inventories above certain threshold quantities must be reported to the Washington SERC, or TERC, and local fire department pursuant to Sections 302, 304, 311 and 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the

National Response Center, the SERCs, TERCs, LEPCs, and local fire departments that may be affected, pursuant to EPCRA Section 304. The EHSs and pertinent, reportable quantities are listed in 40 CFR 355 and EPA Consolidated List of Lists.

FACILITY - Fixed-site required to report under EPCRA.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The SEOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE - An activity designed to evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

HAZARD - The chance that injury or harm will occur to persons, plants, animals or property.

HAZARD ANALYSIS - The use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site, either at fixed site or on a transportation route to the surrounding area in order to determine which portions of a community may be affected by a release of such materials.

HAZARDOUS CHEMICALS OR SUBSTANCES - Chemicals, mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a substance indicates it may be reportable under EPCRA. Reporting information software and current LEPC contact information is available at www.ecy.wa.gov/epcra.

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. Other toxic substances include some infectious agents, radiological materials and materials such as industrial solid waste substances.

HAZARDOUS SUBSTANCE - Chemicals, chemical mixtures, and other products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals or substance exists, but the existence of a Material Safety Data Sheet (MSDS) for a product or substance indicates it may be reportable under EPCRA regulations. Facilities that store 10,000 pounds or more of a HS at any time are required to report chemical inventories annually to the SERC, or TERC, LEPC, and local fire department in accordance with EPCRA regulations. Substances can also be designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). HS releases above certain levels may need to be reported to the National Response Center and must be reported to the SERC, TERC,

and local agencies pursuant to CERCLA, Section 304 of EPCRA, and related state regulations.

HOT ZONE - The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

INCIDENT COMMANDER - The IC is the overall coordinator of the response team. Responsible for on-site strategic decisions and actions throughout the response phase and maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of Operations level and certified in the Incident Command System.

INCIDENT COMMAND SYSTEM (ICS) - all-hazards, on-scene functional management system that establishes common standards in organization, terminology and procedures. ICS provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability. ICS is a component of the National Interagency Incident Management Systems (NIMS).

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated in the Superfund Amendments and Reauthorization Act Title III legislation as the planning body for preparing local hazardous materials plans.

NATIONAL RESPONSE CENTER - Interagency organization, operated by the US Coast Guard, which receives reports when reportable quantities of dangerous goods, hazardous and/or extremely hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

ON-SCENE - The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

PLUME - A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, or odorless and may not be visible to the human eye.

PRIMARY AGENCY - An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the EOC. An example of a primary agency is Department of Transportation for *ESF 1*.

REGULATED FACILITY - A site where handling and transfer, processing, and/or storage of chemicals is performed. For the purposes of this document, regulated facilities produce, use, or store EHSs in quantities which exceed threshold planning quantities or they store one or more HS in a quantity of 10,000 pounds or more at any one time. Facilities that meet either criterion must annually report their chemical inventories of such materials to the SERC, LEPCs, local fire department. When appropriate, the tribe must be reporting to the Tribal Emergency Response Commission (TERC).

REPORTABLE QUANTITY - The minimum quantity of hazardous substances released, discharged, or spilled that must be reported to federal, state, local and/or tribal authorities pursuant to statutes and EPCRA regulations.

RESPONSE - Actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to: emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

RISK MANAGEMENT PLAN - Pursuant to Section 112r of the Clean Air Act (CAA), facilities that produce, process, distribute or store certain toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted to the EPA. RMP guidance is available at <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/RMPS.htm>.

SUPPORT AGENCY - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency.

TABLETOP EXERCISE - An activity in which officials, key staff and/or others with emergency responsibilities gather to informally discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. The law requires site-specific planning for extremely hazardous substances, participation in the planning process by facilities storing or using hazardous substances and notifications to the SERC or LEPC of releases of specified hazardous substances. It also provides a mechanism for information sharing on hazardous chemicals and emergency plans for hazardous chemical events to the public.

TOXIC SUBSTANCES - Toxic substances are chemical or compounds which may present an unreasonable threat to human health and the environment. Human exposure to toxic substances can cause a variety of health effects including long-term adverse health effects. Certain facilities which have 10 or more full-time employees and manufacture, process or use a toxic substance in excess of threshold amounts during the calendar year are required to submit a Toxics Release Inventory Report annually to the US EPA and the Washington SERC. A current list of substances covered, reporting guidance, and software is available at the US EPA TRI website at www.epa.gov/tri.

TOXICITY - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

VULNERABLE FACILITIES - Facilities which may be of particular concern during a HAZMAT incident because they 1) are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails), 2) fulfill essential population support functions

(power plants, water plants, fire/police/EMS dispatch center), or 3) include large concentrations of people (shopping centers, recreation centers).

WARM ZONE - An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

APPENDIX A REGULATED FACILITIES

Facility Name	Address	City
PSE Natural Gas Distribution	Ferguson & Vantage Hwy.	Ellensburg
Williams Pipeline	S to N along No. 6 & Wilson Creek Rd.	Ellensburg
City of Ellensburg Gas Station Dept.	No. 6 & Kittitas Hwy.	Ellensburg
Twin City Foods	510 W. 4 th Ave.	Ellensburg
Switch Key	Railroad	Ellensburg
City Well 5	Hwy. 10	Ellensburg
Fairpont Communications	3 rd . St. and Ruby	Ellensburg
A-1 Petroleum	711 S. Main	Ellensburg
Northern Propane	900 S. Industrial Way	Ellensburg
Amerigas	310 S. Main St.	Ellensburg
BNSF Rail Line	608 W. 3 rd Ave.	Ellensburg

APPENDIX B INCIDENT COMMAND AGENCY

Kittitas County Sheriff

Washington State Patrol

Kittitas County Fire Departments : Cle Elum Fire, KCFD 1, KCFD 2, KCFD 3, KCFD 4, KCFD 6, KCFD 7, KCFD 8, Kittitas Fire, Roslyn Fire and South Cle Elum Fire

Kittitas County Hospital District #2

Cle Elum, South Cle Elum, Roslyn, CWU, and Ellensburg Police Departments

Kittitas County Public Health

Public Works: Cle Elum, Ellensburg, Kittitas County and Roslyn

Washington State Department of Ecology

Washington State Department of Fish and Wildlife

Washington Military Department - Emergency Management Division

Kittitas County Chapter of the American Red Cross (KCC-ARC)

APPENDIX C

PUBLIC SAFETY PROCEDURES

Shelter-in-Place

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

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

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

It is important following a shelter-in-place event the public take reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.

Evacuation

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

The IC or the Operations Section Chief is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:

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

Evacuees should also receive instructions to, time permitting:

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

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

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

Local and state law enforcement agencies will use common traffic control procedures to keep evacuation routes open. The IC will determine the evacuation routes. Walking: When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.

- Private vehicle (car, van, pick-up truck, etc.): When walking is not an option, use of private vehicles is a viable alternative as long as the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or persons with physical challenges that do not require EMS level transportation.
- Public Transit (city/county bus, school bus): This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk. It is also an excellent alternative for institutions such as hospitals and those housing the elderly. ZYZ Transit can be dispatched to support an evacuation order when authorized/notified by [state appropriate authority]. School buses can be used to augment the overall evacuation once students at risk have been evacuated.
- EMS vehicles (ambulance or handicap equipped vehicle): This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.

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

The American Red Cross (ARC), in conjunction with faith-based organizations, will operate in Kittitas County. The services provided in these shelters/reception centers will be in accordance *with ESF 6 Mass Care, Housing & Human Services* of the Kittitas County Comprehensive Emergency Management Plan.

Law enforcement personnel will be assigned to secure the perimeter of the evacuation zone and, when environmental conditions permit, periodically patrol the interior of the evacuation zone. Law enforcement personnel may also be dispatched to shelter/reception center locations to provide security. The Kittitas County EOC will request state assistance when the duration of the evacuation and/or size of the evacuation zone exceeds the capabilities of local law enforcement.

Law enforcement is responsible for verifying the identity of non-uniformed personnel requiring access to the evacuation zone to conduct business (local and state government, utilities, business owners, etc.) and maintaining a log recording when these individuals enter and exit the evacuation zone.

GENE DANA, SHERIFF
KITTITAS COUNTY SHERIFF'S OFFICE
EMERGENCY MANAGEMENT

397 W. Umptanum Rd * Ellensburg, WA 98926
(509) 962-7525 * (509) 674-2584
FAX (509) 962-7599

Evacuation Notification Summary

LEVEL 1

PERSONS ARE WARNED THAT CURRENT OR PROJECTED THREATS FROM HAZARDS ASSOCIATED WITH THE APPROACHING FIRE(S) ARE SEVERE.

THIS IS THE TIME FOR PREPARATION AND PRECAUTIONARY MOVEMENT OF PERSONS WITH SPECIAL NEEDS, MOBILE PROPERTY, AND (UNDER CERTAIN CIRCUMSTANCES) PETS AND LIVESTOCK.

YOU WILL BE KEPT ADVISED AS CONDITIONS CHANGE. ARE RADIO STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

IF CONDITIONS WORSEN, WE WILL MAKE EVERY ATTEMPT TO CONTACT YOU. IF YOU ARE ABSENT FROM YOUR HOME FOR MORE THAN A SHORT PERIOD OF TIME, PLEASE LEAVE A NOTE WITH YOUR NAME AND A CONTACT TELEPHONE IN A VISIBLE LOCATION. AN ATTEMPT WILL BE MADE TO CONTACT YOU BY PHONE.

LEVEL 2

CONDITIONS INDICATE A GOOD PROBABILITY THAT HAZARDS ASSOCIATED WITH THE APPROACHING FIRE(S) WILL SEVERELY LIMIT OUR ABILITY TO PROVIDE EMERGENCY SERVICE PROTECTION. DANGEROUS CONDITIONS EXIST THAT MAY THREATEN YOUR RESIDENCE OR BUSINESS.

YOU MUST PREPARE TO LEAVE AT A MOMENT'S NOTICE

FIRE AND LAW ENFORCEMENT PERSONNEL ARE WORKING IN THIS AREA TO PROVIDE SPECIFIC INFORMATION ABOUT WHEN TO LEAVE AND THE ROUTES TO BE TAKEN.

THIS MAY BE THE ONLY NOTICE THAT YOU RECEIVE

YOU WILL BE KEPT ADVISED AS CONITIONS CHANGE. AREA RADIO STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

LEVEL 3

CURRENT CONDITIONS PRESENT SPECIFIC AND IMMEDIATE THREAT(S) TO THE LIFE AND SAFETY OF PERSONS WITHIN THIS AREA.

YOU ARE ADVISED TO EVACUATE IMMEDIATELY

FIRE AND LAW ENFORCEMENT PERSONNEL ARE WORKING IN THIS AREA TO PROVIDE SPECIFIC INFORMATION ON THE ROUTE(S) TO TAKE.

A TEMPORARY SHELTER HAS BEEN SET UP AT:

IF YOU CHOOSE TO IGNORE THIS ADVISEMENT, YOU MUST UNDERSTAND THAT EMERGENCY SERVICES MAY NOT BE AVAILABLE. VOLUNTEERS WILL NOT BE ALLOWED TO ENTER THE AREA TO PROVIDE ASSISTANCE.

ROADBLOCKS AND 24-HOUR PATROLS WILL BE ESTABLISHED IN THE AREA. RESIDENTS WILL NOT BE ALLOWED TO RETURN UNTIL CONDITIONS ARE SAFE.

AREA RADIOS STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

**APPENDIX D
TRAINING SCHEDULE**

Hazardous Materials Courses	Dates	Location
Hazardous Materials Awareness	Agency-specific annually	
Hazardous Materials Operations	<ul style="list-style-type: none">• <i>Fall-annually</i>	<i>FVFR</i>
Hazardous Materials Technician	<ul style="list-style-type: none">• <i>Not offered</i>	-
Hazardous Materials On-Scene Incident Command	<ul style="list-style-type: none">• <i>As needed</i>	<i>WSP Academy 631 W Dayton-Airport Rd Shelton, WA</i>

APPENDIX E EXERCISE SCHEDULE

Type	Date(s)	Location	Planner
<i>Tabletop</i>	<i>September-annually</i>	<i>Kittitas County</i>	<i>Emergency Management</i>
<i>Full-Scale/MCI</i>	<i>June-annually</i>	<i>Variable Upper/Lower Kittitas County rotation</i>	<i>Kittitas County EMS</i>

APPENDIX F INCIDENT REPORTING

All Kittitas County fire agencies submit NFIRs compliant reports via Emergency Reporting for hazardous materials incidents. WA state patrol will also submit an incident report for any hazardous material incidents to which they respond.