

TABLE OF CONTENTS

**ACTION GUIDE SUMMARY ..... 3**  
Attachment 1: Action Guide ..... 4

**HAZARDOUS MATERIALS RELEASE FORM..... 4**

**COMMUNITIES IN THE FRANKLIN COUNTY ..... 5**

**REGIONAL EMERGENCY PLANNING COMMITTEE ..... 5**

**INTRODUCTION..... 6**  
PURPOSE..... 6  
OBJECTIVES..... 7  
ORGANIZATION..... 8  
INCIDENT SUMMARY INFORMATION ..... 10  
PROMULGATION ..... 10  
AUTHORITY ..... 10  
LIST OF ABBREVIATIONS ..... 10  
ASSUMPTIONS ..... 13  
NECESSITY OF MULTI-COMMUNITY REPC HAZMAT Plan ..... 14  
CONCEPT OF OPERATIONS ..... 14  
*Response Level Criteria* ..... 14

**HAZARD ANALYSIS ..... 15**  
LOCAL STATISTICS SUMMARY ..... 16  
Attachment 2: Local Conditions/Descriptions for Each REPC member town ..... 17  
**HAZARDOUS FACILITIES..... 17**  
Attachment 3: Facilities and Reporting Chemicals, 2005 ..... 18  
**HIGHWAYS and RAILROADS ..... 18**  
Rail System Identification..... 18  
Highway/Road System Identification ..... 20  
Hazardous Materials Survey Results ..... 23  
Rail ..... 23  
Highway ..... 24  
**WATERWAYS ..... 24**  
**PIPELINES ..... 24**  
**SPECIAL INSTITUTIONS SUMMARY ..... 25**  
Attachment 4: Special Institutions ..... 25

**ANNEX A: (ALL COMMUNITY INITIAL NOTIFICATION AND ALERTING) ..... 25**  
PURPOSE..... 26  
SITUATION..... 26  
PRIMARY LOCAL POINT OF CONTACT (i.e.: 911 Dispatch Center)..... 27  
EMERGENCY ASSISTANCE TELEPHONE ROSTERS..... 27  
STATE RESPONSE PROCEDURES ..... 28  
LOCAL RESOURCES ..... 29  
Attachment A-1: Facility Emergency Coordinator (FEC) Contact information, ..... 29  
Local Emergency Response Coordinators ..... 29  
Emergency Operations Centers..... 30  
Volunteer Groups: Community Emergency Response Team and Medical Reserve Corps.. 33

<b>ANNEX B: (DIRECTION AND CONTROL)</b> .....	<b>36</b>
PURPOSE.....	36
SITUATION.....	36
RESPONSE PROCEDURES .....	37
Attachment B1: REPC COMMUNITY DIRECTION AND CONTROL.....	40
<b>ANNEX C: (CONTAINMENT)</b> .....	<b>41</b>
PURPOSE.....	41
RESPONSE PROCEDURES .....	41
<b>ANNEX D: (ASSESSMENT AND EVALUATION)</b> .....	<b>43</b>
PURPOSE.....	43
RESPONSE PROCEDURES .....	45
Attachment D1: Hazardous Materials Release Form.....	46
Attachment D2: Hazardous Materials Data Sheet .....	46
Hazardous Materials Response Team Fact Sheet .....	46
<b>ANNEX E: (PUBLIC WARNING AND EMERGENCY INFORMATION)</b> .....	<b>48</b>
PURPOSE.....	48
RESPONSE PROCEDURES .....	49
Sample EMERGENCY ALERT SYSTEM MESSAGES .....	50
Sample ROUTE ALERTING MESSAGES .....	52
Media Resources Serving Franklin County .....	53
<b>ANNEX F: (PROTECTIVE ACTIONS)</b> .....	<b>55</b>
PURPOSE.....	55
SITUATION .....	55
RESPONSE PROCEDURE .....	56
Evacuation / Shelter In Place Decision Guide .....	59
<b>ANNEX G: (EMERGENCY MEDICAL SERVICES)</b> .....	<b>65</b>
PURPOSE.....	65
SITUATION.....	65
RESPONSE PROCEDURES .....	65
Attachment E1: Ambulance Coverage.....	66
Hospitals Serving Franklin County REPC Communities .....	67
Fire Departments With HAZMAT Decontamination Capability .....	68
<b>ANNEX J: (LOCAL/REGIONAL EMERGENCY RESOURCES)</b> .....	<b>69</b>
Resource Directory .....	69
Attachment J-1: Licensed Hazardous Waste Transporters .....	69
<b>ANNEX K: (LOCAL/REGIONAL FACILITY AND TRANSPORTATION PROFILES)</b> .....	<b>1</b>
PURPOSE.....	1
SITUATION.....	1
INCLUDED.....	1
Attachment K1: (County Map) .....	1
Attachment K2: (Town Map).....	1
Attachment K3: (Tier II Maps).....	1
<b>ANNEX L: (Communications)</b> .....	<b>2</b>
Control Point: .....	2
Dispatching:.....	2
Incident Communications:.....	3

Suggested Radio Communications Channel Plan:..... 3

**Sample Standard Operating Procedures (SOPs) ..... 5**

INITIAL 911 DISPATCHER ..... 5

FIRE SERVICE..... 6

LAW ENFORCEMENT..... 9

INCIDENT COMMANDER..... 10

EMERGENCY MEDICAL SERVICES ..... 11

PUBLIC WORKS..... 12

PUBLIC INFORMATION OFFICER..... 12

EMERGENCY MANAGEMENT..... 15

PUBLIC HEALTH..... 15

CHIEF ELECTED OFFICIAL ..... 16

To facilitate understanding of the recommendations for response to HAZMAT emergencies the HEMP includes an Action Guide for both First Responders with at least operations level HAZMAT training and for Incident Commanders or designees that will be using the HEMP during an emergency response. The guides use the Concept of Operations explained in detail in the Basic Plan section of the HEMP.

[Attachment 1: Action Guide](#)

**HAZARDOUS MATERIALS RELEASE FORM**

**Locally Dial 911            –            NRC Dial 1-800-424-8802**  
**Massachusetts Department of Environmental Protection 1-888-304-1133**

Massachusetts Emergency Management Agency 508-820-2000

1. Caller Name: \_\_\_\_\_ Call Date: \_\_\_\_\_
2. Affiliation: \_\_\_\_\_ Time: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Ref #: \_\_\_\_\_ Yes / No
4. Material Released: \_\_\_\_\_ EHS: \_\_\_\_\_ DOT# / CAS #: \_\_\_\_\_
5. Amount Released: \_\_\_\_\_ Gals/Lbs: \_\_\_\_\_
6. Date of Release: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_ Hrs \_\_\_\_\_ Min
7. Release Medium: \_\_\_\_\_ Air \_\_\_\_\_ Water \_\_\_\_\_ Land \_\_\_\_\_  
(include height and direction of plume) (-describe terrain-)
8. Weather Conditions: \_\_\_\_\_  
(Direction, MPH, Temperature, etc.)
9. Location of Release: \_\_\_\_\_  
(address – street, building #, City, County, etc)
10. Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_
11. Facility Emergency Contact: \_\_\_\_\_  
(Name) (Address)
12. Incident Description: \_\_\_\_\_  
(Color, odor, solid, liquid, gas)
13. Nearby Populations: \_\_\_\_\_
14. Other Hazardous Materials Nearby: \_\_\_\_\_
15. Additional Notifications Made:
- |                                  |          |             |
|----------------------------------|----------|-------------|
| Local Fire Department            | Yes / No | Time: _____ |
| Community Emergency Coordinator  | Yes / No | Time: _____ |
| MA DEP                           | Yes / No | Time: _____ |
| Federal National Response Center | Yes / No | Time: _____ |
16. Number of Dead / Injured: \_\_\_\_\_
17. Dead / Injured taken to: \_\_\_\_\_
18. Action Taken: \_\_\_\_\_
19. Form Completed by: \_\_\_\_\_

COMMUNITIES IN THE FRANKLIN COUNTY

REGIONAL EMERGENCY PLANNING COMMITTEE

COMMUNITY	CONTACT PERSON	TELEPHONE	EMAIL ADDRESS
Ashfield	Doug Field	413-628-4406	afd@ashfield.org
Bernardston	Peter Shedd	413-648-9329	bernfire@crocker.com
Buckland	Milton Rock	413-625-2302	<a href="mailto:mrr3rd@yahoo.com">mrr3rd@yahoo.com</a>
Charlemont	Charles Bellows	413-339-43335	chuck600@excite.com
Colrain	Larry Dumas	413-624-3237	<a href="mailto:junebug9@localnet.com">junebug9@localnet.com</a>
Conway	Jeff McFarland	413-369-4631	<a href="mailto:jmcfarland@eo.kollmorg">jmcfarland@eo.kollmorg</a>
Deerfield	Mark Gilmore	413-665-4957	<a href="mailto:markgilmore@comcast.net">markgilmore@comcast.net</a>
Erving	Mitchell LeClaire	413-423-3663	<a href="mailto:jofflin@yahoo.com">jofflin@yahoo.com</a>
Gill	Jason Edson	413-774-8337	<a href="mailto:Jedson18@comcast.net">Jedson18@comcast.net</a>
Greenfield	Michael Winn	413-774-4737	mike78@townofgreenfield.org
Hawley	Greg Cox	413-339-5526	<a href="mailto:gcox@crocker.com">gcox@crocker.com</a>
Heath	Tim Lively	413-337-4061	<a href="mailto:timlively2000@yahoo.com">timlively2000@yahoo.com</a>
Leverett	Jim Field	413-548-9232	<a href="mailto:jmfield@ehs.umass.edu">jmfield@ehs.umass.edu</a>
Leyden	Gilda Galvis	413-773-7932	ggalvis@dillonchevrolet.com
Monroe	David Nash	413-424-8296	<a href="mailto:dave@crocker.com">dave@crocker.com</a>
Montague	Bob Escott	413-774-2814	<a href="mailto:tf23@comcast.net">tf23@comcast.net</a>
New Salem	Thomas Reidy	978-544-2500	<a href="mailto:nsfd@crocker.com">nsfd@crocker.com</a>
Northfield	Gary Sibia	413-498-2901	<a href="mailto:npd@crocker.com">npd@crocker.com</a>
Orange	Dennis Annear	978-544-1107	<a href="mailto:fire@townoforange.org">fire@townoforange.org</a>
Rowe	Edwin May	413-339-5520	<a href="mailto:pemsam@earthlink.net">pemsam@earthlink.net</a>
Shelburne	Terry Dun	413-772-6796	<a href="mailto:tdun@eagle.fcts.org">tdun@eagle.fcts.org</a>
Shutesbury	Walter Tibbits	413-259-1211	firedepartment@shutesbury.org
Sunderland	Robert Ahearn	413-665-2465	<a href="mailto:sunderlandfire@the-spa.com">sunderlandfire@the-spa.com</a>
Warwick	Donald Matthews	978-544-2277	<a href="mailto:captain37r3@yahoo.com">captain37r3@yahoo.com</a>
Wendell	Everett Ricketts	978-544-3500	<a href="mailto:reska@the-spa.com">reska@the-spa.com</a>
Whately	Lynn Sibley	413-665-4400	tclerk@comcast.net

## INTRODUCTION

## PURPOSE

The Regional Emergency Planning Committee (REPC) Hazardous Materials Emergency Plan (HMEP) has been prepared to meet both Federal and State statutory planning requirements, and to provide for a higher degree of preparedness to respond to incidents involving hazardous chemicals. Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, which requires local and state governments to plan for chemical emergencies. Massachusetts General Law c. 21E, Ch. 639 Acts of 1950 and Executive Order 242 require emergency planning by communities for chemical emergencies. The primary purpose of this plan, however, is to provide the framework and methodology to efficiently respond to hazardous materials emergencies within the communities of the REPC so as to protect lives, property and the environment.

In order to meet the emergency planning requirements, the Chief Executive Officer of each community will ensure that their communities will develop and maintain individual community HAZMAT plans, and will enter into multi-community Memoranda of Agreements with all the other REPC communities. The CEOs of each community will also ensure that any changes to that community's plan that is a part of the REPC's HAZMAT plan will be forwarded to the REPC in a timely manner.

Above all, this is a planning document that is meant to be a resource for the local municipalities of Franklin County. Each town will be responsible for reviewing the information enclosed and creating detailed response plans that make sense for that locality.

In regards to a multi-community Memorandum of Agreement, the towns of Franklin County currently operate under the Tri-State Mutual Aid agreement. Due to the development of new communication systems through the Western Massachusetts Homeland Security Council projects it is assumed that a new MAA will be developed. If and when the towns of Franklin County wish to review the current agreement and make modifications to it, the FC REPC will support that process.

## OBJECTIVES

The objectives of the Franklin County REPC, Massachusetts Hazardous Materials Emergency Plan are to:

1. Describe the regional courses of action that will minimize hazards to life and result in adverse impacts upon the environment from the release of a hazardous material.
2. Recommend procedures to activate and provide for a coordinated effort by the state, communities and private industry within the region in response to a hazardous materials emergency.
3. Identify regional emergency response organizations, equipment and other resources, that can be utilized during a hazardous materials incident.
4. Provide a mechanism (e.g.: Incident Command) to integrate community and facility response procedures to be implemented immediately upon a Declaration of an Emergency.
5. Facilitate annual exercises and training with all members of the REPC.

## ORGANIZATION

The organization of the Franklin County REPC, Massachusetts Hazardous Materials Emergency Plan is as follows:

- A. The basic plan describes general information about the purpose and scope of this hazardous materials emergency plan and system. Community specific information will be found in the HAZMAT plans of the individual communities.
- B. The descriptions of the known (reported) hazardous chemical facilities, and transportation routes in the communities covered by the REPC will be found in the hazard analysis portion of this Plan.
- C. The REPC plan is then divided into functional Annexes. General information and procedures as well as Emergency HAZMAT resources will be found in the REPC HAZMAT plan. Community specific information beyond what is found in this Plan will be found in the HAZMAT plans of each community.

The REPC plan is organized as follows:

PLAN SECTION	CONTENT	LOCATION
Basic Plan	General information	REPC Plan
Hazard Analysis	Local statistics/conditions, Fixed	REPC Plan

	Facility, Road/Rail Hazards for REPC communities	
Annex A - Notification and Alerting	*Who to call	Both
Annex B – Direction and Control	*Who is in charge	Both
Annex C – Containment	*Containing HAZMAT	Both
Annex D – Assessment & Evaluation	*Determining the incident level	Both
Annex F – Protective Actions	*Protecting the public	Both
	Vulnerable populations	Both
Annex G – Emergency Medical Services	*Lists of Hospitals, Ambulance Companies and Decon Units	REPC Plan
Annex H – Training**	*Lists of response personnel and training levels	REPC Plan
Annex I – Exercises**	*Exercise information	REPC Plan
Annex J – Local/Regional Emergency Resources	*Resource Directory	REPC Plan
Annex K – Local/Regional Facility Profiles	Hazard Scenario Maps	REPC Plan
Annex L – Communications	Sample Communication Plan	REPC Plan
Emergency Standard Operating Procedures	*Procedures to be followed	Both

\*This information should also be found in the Individual Community Plans (ICPs)

\*\*Not included in the town version of the HEMP (will be part of the submission to SERC)

## **BASIC PLAN**

The REPC is organized as a Multi-Community Emergency Planning Committee and provides the Hazardous Materials Emergency Plan (HMEP) for the REPC communities listed below:

Ashfield	Gill	New Salem	Wendell
Bernardston	Greenfield	Northfield	Whately
Buckland	Hawley	Orange	
Charlemont	Heath	Rowe	
Colrain	Leverett	Shelburne	
Conway	Leyden	Shutesbury	
Deerfield	Monroe	Sunderland	
Erving	Montague	Warwick	

Each community in the REPC is requested to submit its plan and acceptance letter to the REPC Chair.

Facilities' endorsements and the plan are filed with the REPC along with municipal approvals. Letters of agreement between affected local jurisdictions shall also reside in prevention and response plans developed by the communities. This document will be maintained by the REPC and copies will be provided to the local communities. Changes to the local community plan shall be forwarded to the REPC for incorporation into the regional plan. Updates to the regional plan will be provided to the local communities in the REPC.

#### INCIDENT SUMMARY INFORMATION

Incident reporting has been standardized by use of the documents provided in Annex A "Notification and Alerting". A reporting form is located at the front of this plan and in Annex A.

#### PROMULGATION

The REPC will direct the promulgation of the Hazardous Materials Emergency Plan (HMEP) by executing an appropriate document under the delegated authority of the Commonwealth of Massachusetts State Emergency Response Commission (SERC).

#### AUTHORITY

This HMEP is authorized and regulated under the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, Public Law 99-499, Massachusetts General Law c. 21E, 310 CMR 40.0000 (The Massachusetts Contingency Plan) and the Massachusetts Comprehensive Emergency Management Plan. Other supporting legislation exists in the Clean Water Act, the Clean Air Act section 112 R, the National Contingency Plan, and Disaster Relief Programs. Chapter 639 Acts of 1950 and E.O. 242 requires emergency planning at the community level.

#### LIST OF ABBREVIATIONS

ARC            American Red Cross

ATSDR	Agency for Toxic Substances & Disease Registry
CAMEO	Computer Aided Management for Emergency Operations
CDC	Center For Disease Control
CEPP	Chemical Emergency Preparedness Program
CERCLA	Comprehensive Environmental Response, Compensation & Liability Act of 198- (PL 96-510)
CFR	Code of Federal Regulations
CHEMTRC	Chemical Transportation Emergency Center
CHRIS	Chemical Hazards Response Information System
CMA	Chemical Manufacturers Association
CMED	Centralized Medical Dispatch Center
CWA	Clean Water Act
DECON	Decontamination
DEP	Department of Environmental Protection
DOD	U.S. Department of Defense
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
DPH	Department of Public Health
EBS/EAS	Emergency Broadcast System/Emergency Alert System
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMI	Emergency Management Institute
EOC	Emergency Operation Center
EOP	Emergency Operations Plan

EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning & Community Right-to-Know Act
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FWPCA	Federal Water Pollution Control Act
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HHS	U.S. Department of Health and Human Services
HMEP	Hazardous Materials Emergency Plan
HMRT	HAZMAT Response Team
IC	Incident Commander
ICS	Incident Command System
IEMS	Integrated Emergency Management System
JIC	Joint Information Center
MEMA	Massachusetts Emergency Management Agency
MOA	Memorandum of Agreement
MSDS	Material Safety Data Sheet
NACA	National Agricultural Chemicals Association
NCP	National Contingency Plan
NCRIC	National Chemical Response & Information Center
NETC	National Emergency Training Center
NFA	National Fire Academy
NFPA	National Fire Protection Association

NIOSH	National Institute of Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center/Nuclear Regulatory Commission
NRT	National Response Team
NRT-1	Hazardous Materials Emergency Planning Guide
NRT-1A	Criteria for Review of Hazardous Materials Emergency Plans
OHMTADS	Oil and Hazardous Materials Technical Assistance Data System
OSC	On Scene Coordinator
PIO	Public Information Officer
REPC	Regional Emergency Planning Committee
RQs	Reportable Quantities
RRT	Regional Response Team (State or Federal)
SARA	Superfund Amendments and Reauthorization Act of 1986 (PL 99-499)
SCBA	Self Contained Breathing Apparatus
SERC	State Emergency Response Commission
SLG 101	Guide for all-hazard Emergency Operations Planning
SOP	Standard Operating Procedure
TPQ	Threshold Planning Quantity
USCG	U.S. Coast Guard (DOT)
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey

## ASSUMPTIONS

1. Hazardous Materials incidents of varying degrees of severity will occur within the REPC jurisdiction. Such an incident can occur at a fixed facility or on a transportation route or a combination thereof.
2. Local authorities, mutual aid agreements and memoranda of agreements will provide assistance. City/Regional HAZMAT Teams, the Commonwealth of Massachusetts and the Federal Government will also provide assistance, depending upon the magnitude of the incident.
3. Each community within the REPC has appointed a Community Emergency Response Coordinator. The Coordinator's name and contact information will be on file with the REPC chairperson and MEMA.
4. Depending upon the magnitude of an incident, this plan or portions of it will be implemented to coordinate actions, conserve resources and expedite mitigation of that incident.

#### NECESSITY OF MULTI-COMMUNITY REPC HAZMAT Plan

The REPC, the applicable local Fire Departments and the State Emergency Response Commission shall receive Tier II reports from Facilities required to report hazardous substances under EPCRA, Section 302 (c). Review of these Tier II reports indicates that chemical hazards exist in the REPC's area.

Railroad companies in Massachusetts also transport Extremely Hazardous Substances (EHSs) through REPC's area. Although no qualitative or quantitative information is available regarding the presence of EHSs on the transportation routes, including railroads and waterways, the REPC assumes that hazardous chemicals are transported on nearly all REPC and state roads in the REPC's area.

#### CONCEPT OF OPERATIONS

The protection of the health and welfare of the residents of REPC's area must be managed at the local level. Assistance from other communities within the REPC and the State will be provided when requested, or in cases where a hazardous material emergency exceeds the capability of local response resources. REPC communities should develop their own concepts within existing emergency procedures.

Hazardous materials emergencies can range from small fuel spills to large-scale releases requiring major evacuations and cause other problems. For purposes of consistency, the following response level definitions have been developed for this plan:

##### *Response Level Criteria*

Level 1 – Controlled Emergency Condition

Incident that can be controlled by the primary first response agencies of a local jurisdiction  
Single jurisdiction and limited agency involvement  
Does not require evacuation, except for the structure or affected facility  
Confined geographic area  
No immediate threat to life, health or property

#### Level 2 – Limited Emergency

Potential threat to life, health or property  
Expanded geographic scope  
Limited evacuation of nearby residents or facilities  
Involvement of one, two, three, or more jurisdictions  
Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area  
Specialist or technical team is called to the scene  
Combined emergency operation such as fire fighting and evacuation, or containment and emergency medical care

#### Level 3 – Full Emergency Condition

Serious hazard or severe threat to life, health and property  
Large geographic impact  
Major community evacuation  
Multi-jurisdictional involvement  
State and Federal involvement  
Specialists and technical teams deployed  
Extensive resource management and allocation  
Multiple emergency operations

## **HAZARD ANALYSIS**

This section contains a list of all facilities that have reported chemical inventories to the REPC in compliance with EPCRA, Sections 302 & 312 (c); as well as those facilities considered a risk by

the REPC. This section also contains summary information of Public Venues, Transportation Facilities, Critical Infrastructure and Health and Medical Facilities, Public Venues, Transportation Facilities, Critical Infrastructure and Health and Medical Facilities). The hazard analysis includes the facility name and address and hazardous substances reported. The hazard analysis is updated annually after the deadline for submission of Tier II reports. Additionally, information on highways and railroads is included.

The following list reflects the status of reporting as of: \_\_\_\_\_August 1, 2005\_\_\_\_\_

Individual Communities should use this information as a base for identifying HAZMAT hazards at the local level. In regards to HAZMAT facilities, the Franklin County REPC only considered those that reported. This information should be considered incomplete.

This section contains information for each REPC community on:

1. Local Statistics Summary and Detailed Local Conditions for each REPC community
2. Hazardous Facilities List
3. Rail and Road Hazard Analysis
4. Special and Critical Facilities
5. Hospitals and Medical Facilities

See Annex K for Franklin County Facility Hazard Analysis Maps. Included on these maps are the facilities that could have a release; special needs facilities, such as: schools, hospitals, and nursing homes; areas where large crowds would gather such as: malls, stadiums, and arenas; critical infrastructure such as: courthouse, fire department, police department.

## LOCAL STATISTICS SUMMARY

Community	# Of HAZMAT Facilities	Population	# Of Special Needs Facilities	# Of Hospitals and Medical Centers	# Of Schools	# Universities/ Colleges
Ashfield	1	1816	2		2	
Bernardston	3	2199	2		2	
Buckland	3	1994	1		1	
Charlemont	3	1385	2		2	
Colrain	1	1864	1		1	
Conway	1	1881	1		1	
Deerfield	9	4780	5	1	5	
Erving	2	1512	1		1	
Gill	5	1373	7	1	6	
Greenfield	9	18115	22	2	16	1
Hawley		344				
Heath		808	1		1	
Leverett		1752	2		2	
Leyden		796	1		1	
Monroe		97				
Montague	8	8452	10	1	7	
New Salem	1	971	1			
Northfield	8	3107	4	1	4	
Orange	6	7564	4		4	
Rowe	2	349	1		1	
Shelburne	2	2063	6		1	
Shutesbury		1835	1		1	
Sunderland	4	3802	2		1	
Warwick		753	1		1	
Wendell		1020	1		1	
Whately		1572	1		1	

[Attachment 2: Local Conditions/Descriptions for Each REPC member town](#)

## HAZARDOUS FACILITIES

See Attachment 3 “Facilities and Reporting Chemicals, 2005” (Facilities Listed by Town)  
A check in the box EHS means the facility contains a chemical considered to be extremely hazardous and has a release scenario listed in Annex K. A check in the box Propane means the facility has propane in excess of 10,000 lbs on site and has a release scenario listed in Annex K. A facility may still have propane on site but the committee deemed only those in excess of 10,000 lbs to be a serious threat.

Attachment 3: Facilities and Reporting Chemicals, 2005

## **HIGHWAYS and RAILROADS**

The major portions of hazardous chemicals transported by highways are petroleum-based products such as gasoline and heating fuels. The following analysis includes descriptions of major rail and roads and a one-time survey of hazardous materials carried over them. Individual communities are encouraged to elaborate on this information for their jurisdiction and complete further surveys of transported hazardous materials.

\*Highway and Rail threats are further represented on the Town by Town maps in Annex K\*

### Rail System Identification

Franklin County has three primary and one secondary rail line that carry Hazardous Materials to and through the county:

#### 1. Guilford Rail System

Freight Main Line

In county trackage:

MP 363.9 (Orange) to MP 415.6 (Florida)

This is a single (with some double track main line track) going east/west running through the following communities with approximate mileages)

Orange            363.9 to 368.8 Single track, Crossings located at E. Mill Street, West Mill Street, Water Street. Adjacent to Millers River primarily west of Orange Center.

Wendell           368.8 to 369.1 Single track, Elm Street crossing. Adjacent to Millers River 372.2. to 375.8 Double Track. Farley Road crossing. Adjacent to Millers River.

Erving            369.1 to 372.2 Double track, Waste Water Plant crossing, adjacent to Millers River. 376.4 to 376.5 Double track, adjacent to Millers River.

Montague        375.8 to 376.2 Double track. Adjacent to Millers River.  
376.5 to 382.4 Double track, Lake Pleasant Road crossing (MP 379.54).  
Adjacent to Lake Pleasant MP 375.29

Deerfield 382.4 283.9 Double track East Deerfield yard. Road access through/along yard from east and west end. Via River Road and McClellan Road. East end crosses Connecticut River and access road. 387.4 to 393.5 Single and double track. Chapmans crossing 389.75 Adjacent to route 91 south bound lane from Route 2/Exit 26 Ramp to Stillwater/Deerfield River bridge.

Greenfield 383.5 to 387.4 Single and double track. Road access to track through variety of roads and streets in Greenfield Center. Crosses and is adjacent to Deerfield River west of East Deerfield yard.

Shelburne 393.5 to 393.9 Single track Road crossing at Bardswell Ferry/Conway Road crossing. Adjacent to Deerfield River.

Conway 393.9 to 397.1 Single track. Power plant crossing approximately 396. Adjacent to Deerfield River.

Buckland 397.1 to 404.5 Single and double track. Road crossings at Conway Street, Elm Street, Ashfield Street. Access for some points west of Shelburne Falls via Route 2 or Charlemont Road on west end. Adjacent to Deerfield River.

Charlemont 404.5 to 412.2 Single and double track. Road crossings at Bridge Street, Towers. Adjacent to South River Road, Route 8A, and Towers Road, Zoar Road and River Road. Adjacent to Deerfield River.

Rowe 412.2 to 415.6 Single and double track. Some access available via Tunnel Road on west end.

*Yards Associated with Freight Main Line where hazardous materials go through and/or stay in transit/storage:*

E. Deerfield Yard Freight Main Line MP 382.4 to MP 383.8 access provided through McClellan Road and River Road.

## 2. Connecticut River Main Line

In county trackage: MP 24.1 (Whately) to MP 49.67 (East Northfield/NECR)

This is primarily a single track going north/south through the following communities:

Whately MP 24.1 to 27.9 Single Track, Egypt Street and Main Street crossings.

Deerfield 27.9 to 334.6 single and double track. Elm Street, Briggs, and Dooleys crossing.

Greenfield 34.6 to 41.4 single and double track.

Bernardston 41.4 to 45.8 Grants, Bigsby, Powers, and Rices crossing.

Northfield 45.8 to 49.6 single track. Mount Hermon Road, Cemetery crossing.

No yards associated with this track are used for in transit storage of HM.

### 3. East Deerfield Loop

Deerfield MP 0.0 to MP 1.04

This single track provides a physical connection between the Freight Main and its East Deerfield yard and the Connecticut River Main line.

### 4. New England Central Railroad

#### *Main Line*

In county trackage:

MP 89.0 (Leverett) to MP 110.8 (Vernon, Vermont)

A single track main line running north/south going through the following communities:

Leverett MP 89.0 to MP 93.7 Single track. Depot Street crossing.

Sunderland MP 93.7 to 94.58 Single track. Cranberry Pond crossing. Adjacent to Cranberry Pond and Cranberry Brook.

Montague MP 94.58 to MP 100 Single track. North Leverett Road, Montague Road, Main Street crossings. Crosses Millers River on north end.

Erving MP 100 to MP 102 Single track. Lester Street crossing.

Northfield MP 100 to 110.8 single track. School House Street, Vitalis Street, Pickle Street, Wares Street, Donnells Street, Vales Street crossings. Crosses and is adjacent to the Connecticut River on the north end.

Yards: There is only one small yard, fifteen car capacity, located at Millers Falls (Montague) MP 99.62. The Millers Falls yard is not or very rarely used for hazardous materials in storage and or in transit

### Highway/Road System Identification

Road/highway:

In general any road can and usually does carry Haz Mat. As a consequence, any road can be a potential HM spill site. For the purposes of this study, however, we are identifying primary and secondary numbered highways only:

Route 91

A four lane interstate running north/south from Whately to the Vermont State Line, approximately 22 miles.

Going through the following communities:

Whately  
Deerfield  
Greenfield  
Bernardston  
Northfield

Key Truck pull-off assembly areas:

Exit 24, Whately Truck Stop fueling station  
.4 Mile of Exit 25, Deerfield State Police Weighing Station  
Exit 26, Greenfield

Route 2

East/west two lane, (with the exception of two mile traverse on IS Route 91) state highway running from Florida to Athol.

Communities traversed are:

Rowe  
Charlemont  
Buckland  
Shelburne  
Greenfield  
Montague  
Gill  
Erving  
Wendell  
Orange

Secondary routes:

Route 2A

East/west two lane road from Athol to Wendell Depot.

Short section entirely in downtown Greenfield.

Short section downtown Shelburne Falls.

Routes 5/10

North/south two lane road/s paralleling Route 91 usually within a mile of 91 running between Hatfield and Vernon, Vermont. Route 10 diverts from 5 in Bernardston and goes east to Northfield, merges with 63 for five miles then runs northeast to the New Hampshire border.

Towns traversed:

Whately  
Deerfield  
Greenfield  
Bernardston

Northfield (Rte 10)  
Key truck pull off assembly areas  
Whately Truck stoop fueling station

Route 63  
North/south two lane state road running from Leverett to the New Hampshire State line.

Route 202  
Two lane north/south US Highway running from Shutesbury to New Salem.  
Towns traversed are:  
Shutesbury  
New Salem

Route 47  
Two lane north/south state highway traversing Montague and Sunderland.

Route 116  
Two lane east/west state highway running between Ashfield and Sunderland.  
Towns traversed are:  
Ashfield  
Conway  
Deerfield  
Sunderland

Route 112  
Two lane north/south state highway running between Colrain and Ashfield.  
Towns traversed are:  
Colrain  
Shelburne  
Buckland  
Shfield

Route 8A  
Two lane north/south highway running between Heath and Hawley.  
Towns traversed are:  
Heath  
Charlemont  
Hawley

Route 78  
Two lane state highway running through Warwick.

Route 122  
Two lane state highway running north/southeast from Orange to New Salem.

Route 142

Two lane state highway traversing Northfield.

Hazardous Materials Survey Results

*Rail*

Guilford:

Freight Main Line:

5 to 12 trains in each direction daily.

Average train length 50 cars.

Average amount of HM. Four cars per general merchandise train.

HM Carried:

Hydrocyanic acid

Sulfuric acid

Liquified Petroleum Gas

Hydrochloric acid

Chlorine

Caustic soda

Methanol

Sodium chlorate

East Deerfield Yard

10 to 15 trains daily in and out and/or through.

Up to 500 cars in yard at any given time.

20 to 50 cars of HM at any time.

Connecticut River Main Line:

Two to three trains in each direction daily south of Greenfield.

One train a day north of Greenfield.

Average train length thirty cars.

Two HM cars per general merchandise train.

HM Carried:

LPG

East Deerfield Loop

Two to three trains in each direction daily same as Connecticut River line.

New England Central:

One merchandise train in each direction per day.

Average train length 60 cars.

Average HM 5 cars per train.

HM Carried:

LPG

Anhydrous Ammonia

Sulfuric acid  
Carbon dioxide  
Nuclear devices

### *Highway*

Route 91  
10 HM tank or van trucks per hour.  
Gasoline  
Fuel oil  
Kerosene  
LPG  
Propane  
Nitrogen  
Sodium aluminate

Route 2:  
2 HM tank or van trucks per hour.  
Gasoline  
Fuel oil  
Kerosene  
LPG  
Propane  
Sodium aluminate  
Sulfuric acid  
NOS Liquids 3082

Other Road Routes:  
1 or less HM tank or van truck trailers per hour.  
Gasoline  
Fuel oil  
Kerosene  
LPG  
Propane

## **WATERWAYS**

Threats to Franklin County waterways are represented on the facility and transportation hazard analysis maps listed in Annex K.

## **PIPELINES**

The FC REPC determined no significant Pipeline hazards.

## **SPECIAL INSTITUTIONS SUMMARY**

See Attached (institutions listed by town) Included here are government buildings, hospitals and medical centers and special facilities such as schools and nursing homes. All facilities listed here are represented as needed on the Hazard Analysis Maps found in Annex K.

Attachment 4: Special Institutions

**ANNEX A: (ALL COMMUNITY INITIAL NOTIFICATION AND ALERTING)**

## PURPOSE

To provide for the initial notification to the local 24-hour point of contact, the State 24-hour Point of Contact Massachusetts Department of Environmental Protection (888-304-1133) the State coordinating agency, the Massachusetts Emergency Management Agency (508-820-2000) and the National Response Center (800-424-8802) of a hazardous material emergency and the subsequent alerting of other local and State response personnel.

## SITUATION

Timely, informative and accurate notification of a hazardous material emergency is critical for an effective emergency response operations.

Section 304 of EPCRA requires the immediate notification of the community emergency coordinator and the State when a release of an extremely hazardous substance or hazardous chemical in an amount above the Reportable Quantity (RQ) occurs. Specific information is required by the notification such as chemical name, method of release, health effects, medical attention and protective actions.

The Commonwealth of Massachusetts State Emergency Response Commission (SERC) believes that the direct notification through the local point of contact is critical. The Release Report Form (Attached) provides for notification to the local point of contact.

Requirements set forth by the Commonwealth of Massachusetts Department of Environmental Protection also require the responsible party to report the release of oil or hazardous material to DEP. The Release Report Form (Attached) should be used when calling the 24-hour contact point (888-304-1133).

Under Federal requirements the NRC shall also be immediately notified (800-424-8802).

NOTE: The local point of contact is the local fire department through the 911 dispatch Center. The nature and extent of the incident will dictate the order and number of phone calls to be placed.

In addition to notifications required by statute, communities must immediately notify the Massachusetts Emergency Management Agency of any hazardous materials emergency that meets Level 2 or Level 3 criteria. MEMA can be reached at 508-820-2000.

This procedure details the notification information required from the emergency site to the selected local point of contact and the State and the subsequent alerting of State HAZMAT response personnel.

This procedure reflects the belief that both local and State response personnel must be notified immediately of a release.

## PARTICIPATING AGENCIES

PRIMARY LOCAL POINT OF CONTACT (i.e.: 911 Dispatch Center)

COMMUNITY	POINT OF CONTACT	24-HOUR PHONE#
	Dispatch	911
Ashfield Bernardston Buckland Charlemont Colrain Conway Deerfield Erving Gill Hawley Heath Leverett Leyden Monroe New Salem Northfield Orange Rowe Shelburne Shutesbury Sunderland Warwick Wendell Whately	Shelburne Control Dispatch	625-8200 or 911
Greenfield	Greenfield Fire Department	911 (Station #774-4737)
Montague	Montague Fire Department	911 (Station #367-2757)

EMERGENCY ASSISTANCE TELEPHONE ROSTERS

MANDATORY REPORTING AGENCIES	TELEPHONE NUMBER	LOCATION
Department of Environmental Protection	888-304-1133	Boston, MA
Massachusetts Emergency Management Agency	508-820-2000	Framingham, MA
National Response Center	800-424-8802	Washington, DC

FEDERAL AGENCIES	TELEPHONE NUMBER	LOCATION
Department Of Transportation	202-366-4000	Washington, DC
Federal Emergency Management Agency	617-223-9540	Boston, MA
*National Response Center	800-424-8802	Washington, DC
Occupational Safety and Health	617-565-7164	Boston, MA
Regional Response Team	617-565-3424	Boston, MA
U.S. Coast Guard	617-223-3000	Boston, MA
National Weather Service	508-823-1900	Taunton, MA
Emergency Operations Lab Inquiries	404-639-0615	Atlanta, GA
Agency for Toxic Substance Disease Registry	888-422-8737	Atlanta GA
Center for Disease Control	404-633-5313	Atlanta, GA
U.S. Army Operations Center	703-697-0218	Washington, DC
Hazmat Spill Hotline	800-851-8061	Washington, DC
Department of Energy	202-586-5000	Washington, DC
Bureau of Alcohol, Tobacco, Firearms and Explosives – Bomb Data Center	800-461-8841	Washington, D.C.
STATE AGENCIES	TELEPHONE NUMBER	LOCATION
*Department of Environmental Protection	888-304-1133	Boston, MA
Nuclear Incident Advisory Team	617-727-9710	Boston, MA
Massachusetts Highway Department	617-973-7500	Boston, MA
Department of Food and Agriculture	617-626-1700	Boston, MA
*Massachusetts Emergency Management Agency	508-820-2000	Framingham, MA
Department of Industrial Accidents	617-724-4900	Boston, MA
Department of Public Health	617-522-3700	Boston, MA
Massachusetts State Police	508-820-2121	Framingham, MA
State Emergency Response Commission (SERC)	508-820-2000	Framingham, MA

(an \* means Notification Required)

NATIONAL ORGANIZATIONS	TELEPHONE
CHEMTREC/CHLOREP	800-424-9300
American Association of Railroads (AAR)	202-639-2100
National Agricultural Chemical Association	513-961-4300

## STATE RESPONSE PROCEDURES

A. Upon notification of a hazardous material emergency, the State Coordination Agency (MEMA) shall record all emergency notification information.

B. The State Coordinating Agency (MEMA) shall receive and act upon requests for State assistance.

C. The State Coordinating Agency (MEMA) shall notify the appropriate State agencies of the HAZMAT emergency as specified in the Commonwealth of Massachusetts, Comprehensive Emergency Management Plan.

D. State agencies will provide assistance as described in the Massachusetts Hazardous Materials Incident Response Plan and/or the Massachusetts Comprehensive Emergency Management Plan.

#### LOCAL RESOURCES

Attachment A-1: Facility Emergency Coordinator (FEC) Contact information,  
Local Emergency Response Coordinators (ERC) for each town  
Emergency Operations Centers (EOC)  
Community Agencies (CERT and MRC)

\*Media resources found in Annex E

\*Hospitals serving Franklin County found in Annex G

Local Emergency Response Coordinators

COMMUNITY	CONTACT PERSON	TELEPHONE	EMAIL ADDRESS
Ashfield	Doug Field	413-628-4406	afd@ashfield.org
Bernardston	Peter Shedd	413-648-9329	bernfire@crocker.com
Buckland	Milton Rock	413-625-2302	<a href="mailto:mrr3rd@yahoo.com">mrr3rd@yahoo.com</a>
Charlemont	Charles Bellows	413-339-4335	chuck600@excite.com
Colrain	Larry Dumas	413-624-3237	<a href="mailto:junebug9@localnet.com">junebug9@localnet.com</a>
Conway	Jeff McFarland	413-369-4631	<a href="mailto:jmcfarland@eo.kollmorg">jmcfarland@eo.kollmorg</a>
Deerfield	Mark Gilmore	413-665-4957	<a href="mailto:markgilmore@comcast.net">markgilmore@comcast.net</a>
Erving	Mitchell LeClaire	413-423-3663	<a href="mailto:jofflin@yahoo.com">jofflin@yahoo.com</a>
Gill	Jason Edson	413-774-8337	<a href="mailto:Jedson18@comcast.net">Jedson18@comcast.net</a>
Greenfield	Michael Winn	413-774-4737	mike78@townofgreenfield.org
Hawley	Greg Cox	413-339-5526	<a href="mailto:gcox@crocker.com">gcox@crocker.com</a>
Heath	Tim Lively	413-337-4061	<a href="mailto:timlively2000@yahoo.com">timlively2000@yahoo.com</a>
Leverett	Jim Field	413-548-9232	<a href="mailto:jmfield@ehs.umass.edu">jmfield@ehs.umass.edu</a>
Leyden	Gilda Galvis	413-773-7932	ggalvis@dillonchevrolet.com
Monroe	David Nash	413-424-8296	<a href="mailto:dave@crocker.com">dave@crocker.com</a>
Montague	Bob Escott	413-774-2814	<a href="mailto:tf23@comcast.net">tf23@comcast.net</a>
New Salem	Thomas Reidy	978-544-2500	<a href="mailto:nsfd@crocker.com">nsfd@crocker.com</a>
Northfield	Gary Sibia	413-498-2901	<a href="mailto:npd@crocker.com">npd@crocker.com</a>
Orange	Dennis Annear	978-544-1107	<a href="mailto:fire@townoforange.org">fire@townoforange.org</a>
Rowe	Edwin May	413-339-5520	<a href="mailto:pemsam@earthlink.net">pemsam@earthlink.net</a>
Shelburne	Terry Dun	413-772-6796	<a href="mailto:tdun@eagle.fts.org">tdun@eagle.fts.org</a>
Shutesbury	Walter Tibbits	413-259-1211	firedepartment@shutesbury.org
Sunderland	Robert Ahearn	413-665-2465	<a href="mailto:sunderlandfire@the-spa.com">sunderlandfire@the-spa.com</a>
Warwick	Donald Matthews	978-544-2277	<a href="mailto:captain37r3@yahoo.com">captain37r3@yahoo.com</a>
Wendell	Everett Ricketts	978-544-3500	<a href="mailto:reska@the-spa.com">reska@the-spa.com</a>
Whately	Lynn Sibley	413-665-4400	tclerk@comcast.net

Emergency Operations Centers

COMMUNITY	CONTACT PERSON	PRIMARY TELEPHONE	PRIMARY	SECONDARY
Ashfield	Doug Mollison	413-628-4406	420 Main Street , Fire Station	808 Cape Street Sanderson Academy Elementary
Bernardston	Peter Shedd	413-648-9757	18 Church Street Fire Station	256 South Street Police Station
Buckland	Russ Scott	413-625-6734	3 Hodgen Road Fire Station	7 William St., Shelburne Falls Fire Station
Charlemont	Chuck Bellows	413-339-5370	1 Factory Road Fire Station	Town Hall
Colrain	Larry Dumas	413-624-5528	51 Main Street Fire Station	Dumas Residence 42 Calvin Coombs Road
Conway	Jeff McFarland	413-369-4755	41 Ashfield Road Fire Station	24 Fournier Road Conway Grammar Road
Deerfield	Mark Gilmore	413-623-2313	84 Greenfield Road Deerfield Fire Station	Old Deerfield Fire Station
Erving	Mitchel LaClaire	413-422-2809	10 East Main St. Fire Station	22 Moore St. Fire Station #2
Gill	Jason Edson	413-774-8337	Gill Municipal Building	Plant & Property Building Northfield Mount Hermon Campus, Gill, MA
Greenfield	Fred Alden	413-772-1516	412 Main Street Fire Department	321 High Street Police Department
Hawley	Greg Cox	413-339-4261	16 Plainfield Road Fire Station	8 Pudding Hollow Road Town Hall
Heath	Tim Lively	413-337-4462	123A Branch Hill Road Fire Station	2 East Main Street
Leverett	Jim Field	413-548-9232	95 Montague Road Fire Station	Montague Road Town Hall
Leyden	Dan Galvis		16 West Leyden Street Police Station	16 West Leyden Street Town Hall

COMMUNITY	CONTACT PERSON	PRIMARY TELEPHONE	PRIMARY	SECONDARY
Monroe	Tom Nash	413-424-5272	3 School Street Town Hall	5 School Street Town DPW
Montague	Bob Ascot		180 Turnpike Road	1 Avenue A Town Hall
New Salem	Tom Reidy	978-544-2731	33 Main Street Fire Station	15 South Main Street Town Hall
Northfield	Thomas Newton	413-498-2252	Main Street Town Hall	93 Main Street Fire Station
Orange	John Bartus	978-544-2129	400 East River Road Police Station	18 Water Street Fire Department Station #1
Rowe	Ed May	413-339-8544	5 Sibley Road Fire Station	86 Pond Road Rowe Elementary School
Shelburne	Mark DeJackome	413-625-0304	Little Mohawk Road Fire Station	7 Williams Street Falls Fire Station
Shutesbury	Mark Watkins	413-259-1817	1 Leverett Road Fire Station	1 Cooleyville Road Town Hall
Sunderland	Robert Ahearn	413-665-7599	Route #47 Main Street Fire Station	12 School Street Town Hall
Warwick	Jim Ervihi	978-544-2835	1 Hastings Pond Road Fire Station	12 Athol Road Town Hall
Wendell	Asa DeRoode	978-544-3500	3 Jacksonville Lane Fire Station	7 Wendell Depot Road
Whately	Lynn Sibley	413-655-4400	218 Chestnut Plain Road Center School Office	194 Chestnut Plain Road

## Volunteer Groups: Community Emergency Response Team and Medical Reserve Corps

When a HAZMAT emergency requires assistance beyond the capability of emergency personnel consider activating the Franklin County CERT. 75 active Franklin County CERT Team volunteers are available to serve your community. Each volunteer has completed the 24-hour Federal Emergency Management Agency CERT curriculum, CPR/AED and First Aid training. Additionally, these volunteers individually represent a varied menu of general and specialized skills. Franklin County CERT volunteers have served as shelter staff, staff testing activation of the VT Yankee Reception Center sited at Greenfield Community College, have served in community flu clinics, and have provided assurance of safety (parking assistance, monitoring) at fairs, road races, and other community events.

The CERT Team Mission Statement: “The Franklin County Community Response Team is a group of dedicated trained volunteers that respond to the needs of local public service agencies. Members adhere to CERT guidelines and work within their capabilities and training to maintain personal safety while working towards the greater good of the community.” Included is a contact sheet for you to post and use to call out CERT volunteers in an emergency.

Additionally, another developing volunteer initiative, is the Franklin County Medical Reserve Corps (MRC). This volunteer group is comprised of certified health professionals. The varied professionals in this group include RNs, social workers, mental health workers, and other clinicians. The credentials of these volunteers are documented, confirmed and kept on file with the Franklin Regional Council of Governments. Core training of First Aid/CPR, Awareness level NIMS/ICS, and American Red Cross Disaster Awareness is required to be fully recognized members of the MRC. When fully operational the MRC will coordinate closely with the Franklin County CERT Team.

The volunteers who are a part of the Franklin County CERT and developing MRC offer a tremendous asset. The groups are organizing to work within the Incident Command Structure, and single or multiple volunteers can be called up for service for large and small community health initiatives, community events and preparedness exercises organized and led by local officials. These volunteers offer a tremendous asset, but only as much as they are utilized. They have been trained not to self deploy but to assist when called upon. The best way these volunteer organizations can develop and integrate into their communities is by having the opportunity to exercise with emergency responders, and to assist in non-emergency community events.



## FRANKLIN COUNT COMMUNITY EMERGENCY RESPONSE TEAM

### ADMINISTRATIVE CONTACTS

Franklin Regional Council of Governments Regional Preparedness Program

Lisa White (413) 774-3167 x 106 [lwhite@frcog.org](mailto:lwhite@frcog.org)

Ben Wood (413) 774-3167 x 117 [bwood@frcog.org](mailto:bwood@frcog.org)

### EMERGENCY CONTACTS

#### ALL-TEAM COORDINATOR

Volunteer Coordinator: Dawn Josefski

Home Phone (978) 544-5279

Work Phone (413) 413-586-6065

Cell Phone (413) 575-3558

#### COLRAIN/GREENFIELD – ALPHA TEAM

Team Leader: Tom Foxwell

Home Phone (413) 774-2874

Work Phone (413) 557-2130

Cell Phone (413) 563-7394

#### GREENFIELD – BRAVO TEAM

Team Leader: Cathleen Mitchell

Home Phone (413) 772-6014

Cell Phone (413) 774-0589

#### CONWAY/SOUTH DEERFIELD – CHARLIE TEAM

Team Leader: Leslee Colucci

Home Phone (413) 369-4178

Work Phone (413) 773-5411 ext 1396

#### ORANGE/ERVING/MONTAGUE (MILLERS FALLS) – DELTA TEAM

Team Leader: Tim Cronin

Home Phone: (413) 423-3856

Cell Phone (508) 335-9508

#### BUCKLAND/SHELBURNE – ECHO TEAM

Team Leader: Patricia Stevenson

Home Phone: (413) 625-2709

Work Phone: (413) 773-3666 ext 270

Cell Phone: (413) 522-3447

GILL/BERNARDSTON

Team Leader: Liz Bocon

Home Phone: (413) 863-9288

DEERFIELD/SUNDERLAND/MONTAGUE (TURNERS FALLS) – GOLF TEAM

Team Leader: Chet Chin

Home Phone: (413) 863-3541

Cell Phone: (413) 522-8152

## **ANNEX B: (DIRECTION AND CONTROL)**

### **PURPOSE**

To provide for effective leadership, coordination and unified on-scene command of emergency response forces in the event of a local or regional hazardous material emergency.

### **SITUATION**

A hazardous material emergency may require a broad range of on-scene response organizations including emergency service personnel from neighboring communities and all levels of government, industry representatives, private contractors and the media. The need for specialized equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in areas of release containment, resources, emergency worker safety, public protective actions and environmental protection.

It is recognized that response organizations are typically trained to operate within their agency command structure, but they are rarely called upon to perform their duties as part of a unified and integrated multi-organizational or community response, such as that required for a major hazardous materials emergency. Therefore, this plan calls for implementation of a strong system of direction and control.

Direction and Control begins with the initial local response, but is expanded as the emergency escalates to a larger, multi-jurisdictional response which may possibly need to be coordinated or directed by the State.

### **PARTICIPATING AGENCIES**

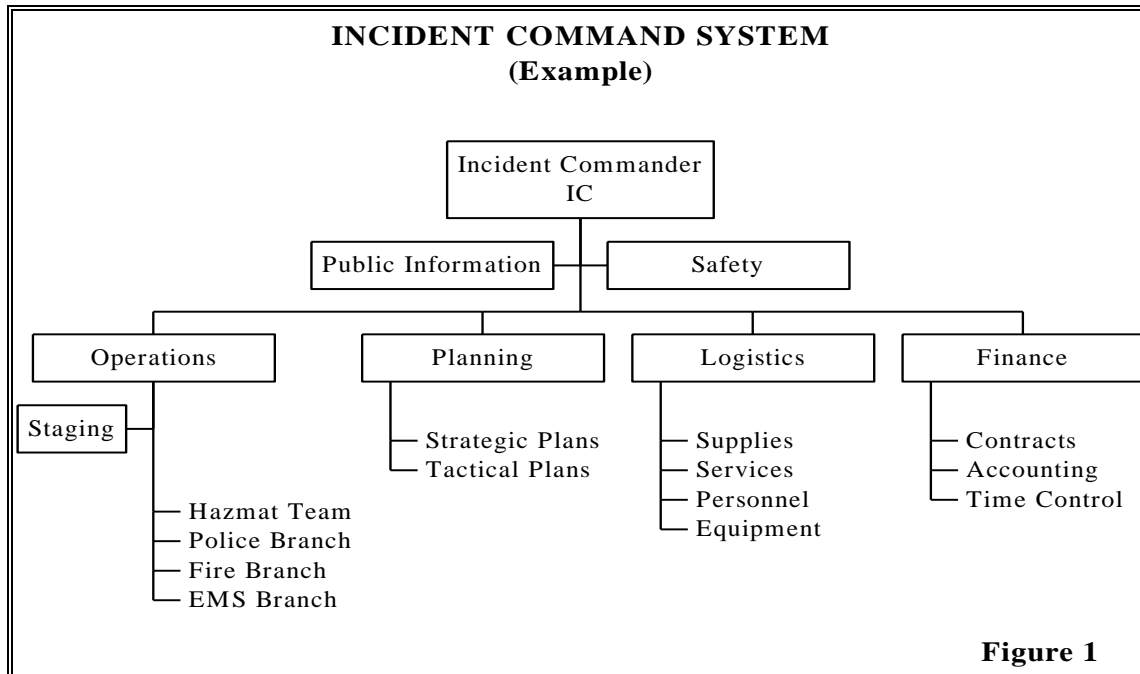
Chief Executive  
Fire Department  
Emergency Management Coordinators (REPC and facility)  
Emergency Medical Services  
Health Officer  
Police Department  
Public Works Department  
Public Information (Designee)

### **NATIONAL INCIDENT MANAGEMENT SYSTEM**

The National Incident Management System (NIMS) is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to the incident.

In accordance with OSHA regulation 29CFR 1910.120 EPA regulation 40CFR 311, any Homeland Security Presidential Directive (HSPD)-5, NIMS must be used when dealing with any Hazardous Materials Incident.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM**



## RESPONSE PROCEDURES

### Unified Command

This plan addresses the need to ensure Direction and Control for a multi-jurisdiction/multi-agency response to hazardous materials emergency, which highlights the demand for a unified command structure among responding organizations under the direction of one Incident Commander. The concept of Unified Command simply means that all agencies that have jurisdictional responsibilities and authority at an incident will contribute to the process of:

- Determining overall response objectives
- Selection of response strategies
- Ensuring joint planning and application of tactical activities
- Ensuring integrated planning and application of operational requirements; including emergency protective measures, containment, safety and security
- Maximizing use of available resources

### Incident Commander (Local)

Upon notification of hazardous material emergency, the ranking community fire officer, or his/her designee, with local jurisdiction and authority in which the hazardous material emergency has occurred will assume Incident Command

If the incident affects multiple communities, unified ICS may be established..

## Command Post

The Incident Commander will assess the emergency situation, establish a Command Post and institute the “Incident Command System” (example: Figure 1 – previous page). The Incident Commander should also declare a Response Level according to the Response Level Criteria listed in this section.

## Responding State Agency

Upon notification by the State Coordinating Agency (MEMA) of a hazardous material emergency the appropriate responding State agency may contact the Incident Commander to assess the situation. This contact can be made by the assignment of an official to the scene or by radio or telephone.

## Response Level Criteria

### Level 1 – Controlled Emergency Condition

Incident that can be controlled by the primary first response agencies of a local jurisdiction  
Single jurisdiction and limited agency involvement  
Does not require evacuation, except for the structure or affected facility  
Confined geographic area  
No immediate threat to life, health or property

### Level 2 – Limited Emergency Condition

Potential threat to life, health or property  
Expanded geographic scope  
Limited evacuation of nearby residents or facilities  
Involvement of one, two, three, or more jurisdictions  
Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area  
Specialist or technical team is called to the scene  
Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care

### Level 3 – Full Emergency Condition

Serious hazard or severe threat to life, health and property  
Large geographic impact  
Major community evacuation  
Multi-jurisdictional involvement  
State and Federal involvement  
Specialists and technical teams deployed  
Extensive resource management and allocation

## Multiple emergency operations

### Declaring a Response Level

The Incident Commander should declare a Response Level. If a response level has not been declared, the responding State agency should recommend that the Incident Commander declare a Response Level.

If necessary, the responding State agency may declare a response Level for the purpose of activating and coordinating the State response. In all cases, the responding State agency should coordinate with the Incident Commander in declaring a Response Level.

### Authority Dynamics and Transfer

Just as the dynamics of on-scene Direction and Control operations expand and change as an incident escalates, leadership and authority may also have to be transferred as an emergency expands. In this regard, the following criteria could be used to determine where Direction and Control authority should be centered:

Geographic area involved

Single or multi-jurisdictions affected

Number of response agencies

Resource commitments

Response operational requirements (i.e. fire fighting, environmental contamination, public health impacts, evacuation, containment, and emergency medical)

State and/or local statutes/ordinances

Based on these criteria, authority, unified command and the designation of an Incident Commander could change as a hazardous material emergency expands.

### Responsibilities

#### Response Level 1 – Controlled Emergency Condition

Responding local agency(s) designate Incident Commander

Command Post established, incident Command System implemented

Incident Commander establishes liaison with the Facility Emergency Coordinator

Incident Commander ensures the appropriate local emergency organization(s) are notified and briefed

Notify State DEP (888-304-1133)

Incident Commander evaluates the need to declare a higher response level, if appropriate

Continue evaluation of incident

#### Response Level 2 – Limited Emergency Condition

Identify Incident Commander  
Command Post established, Incident Command System implemented  
Incident Commander evaluates the need for a Deputy or other on-scene assistants  
Incident Commander designates a Safety Officer  
Unified command established  
Notify State DEP (888-304-1133) and MEMA (508-820-2000)  
Incident Commander evaluates the need to declare higher or lower Response Level  
Local chief executive notified and briefed  
Public Information Officer notified or appointed by Incident Commander  
Local Chief Executive evaluates the need to declare a Local State of Emergency  
Local Emergency Manager or Incident Commander determines the need for activation of the local Emergency Operations Center  
Continue evaluation of incident and make adjustments as necessary

### Response Level 3 – Full Emergency Condition

NOTE: If the incident begins at this level, response activities must include all functions designated at the previous level (Limited Emergency Condition above)  
Chief Executive declares a Local State of Emergency and notifies MEMA (508-820-2000)  
Emergency Manager activates the Emergency Operations Center

A full Emergency Condition Response level could be of the magnitude that requires resources from State and Federal agencies and other national sources. The Commonwealth of Massachusetts Emergency Management Agency (MEMA) coordinates the application of the state's resources in an emergency, in support of local government. At this response level, unified command would likely include State and possibly, Federal resources. Local and State officials should re-examine response requirements and designations of the Incident Commander at this time based upon the scope, technical complexity and State and local statutes and ordinances.

NOTE: Response Levels may be given designations (titles) by agreement between planning authorities. As plans and procedures are developed (with the district) it is recommended that specific response levels be given standard titles, (i.e. Level One, Two, and Three) or some comparable designations. Such titles should be consistent within and between adjacent districts.

Attachment B1: REPC COMMUNITY DIRECTION AND CONTROL

## **ANNEX C: (CONTAINMENT)**

### **PURPOSE**

Provide for the control of a hazardous material release or spill into the environment.

### **SITUATION**

The fixed facility using or storing hazardous materials, or a company transporting hazardous materials, or any other organization, responsible for a spill of a hazardous material is liable for the spill.

The EPCRA Section 302© facilities in each community have designated a Facility Emergency Coordinator (FEC) to act as liaison to the Community Emergency coordinator (CEC) in a hazardous materials emergency. The FEC will arrange for the use of containment material provided by the facility in a mutual aid situation.

The Incident Commander will make determinations regarding the need for local/regional resources and assistance. The DEP and/or MEMA will coordinate the provision of state containment resources. The responding State agency will determine if Federal assistance is required and contact the Regional Response Team (RRT).

### **LOCAL PARTICIPATING AGENCIES**

Local Fire Department  
Facility Response Coordinator(s)  
Department of Public Works  
Health Officer  
Incident Commander  
Watershed (water supply, private water company or municipal (well fields, etc)  
Clean-up Contractors  
Massachusetts DEP  
HAZMAT Response Team(s)

### **RESPONSE PROCEDURES**

Response Level Criteria

Level 1 – Controlled Emergency Condition

Incident Commander will assess the impact of the release, the need for containment operations and clean up. DEP, facility personnel and the responsible party may assist  
Fire Chief monitors containment assistance and resource requirements

Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Officer and EMS may assist.

#### Level 2 – Limited Emergency Condition

Incident Commander, in consultation with DEP, facility personnel and responsible party takes appropriate containment action

Local Fire Chief activates Facilities Emergency Coordinator (see Attachment 1) and coordinates containment resources and assistance

Facilities Emergency Coordinator advises Fire Chief of facilities' containment resources situation

Fire Chief assesses need for State resources to assist with containment

Safety Officer monitors health impact of all containment activities on emergency workers and nearby residents. Health Officer and EMS may assist

#### Response Level 3 – Full Emergency Condition

Incident Commander, in consultation with DEP, HAZMAT Team and other technical specialist(s), will determine if appropriate containment actions can be implemented without State assistance. If State assistance is requested, the State responding agency will determine if Federal assistance will be requested through the Federal Regional Response Team

Incident Commander should coordinate containment resources and assistance providing responding personnel are qualified and have received appropriate containment training and adequate protective equipment is available

Facilities Emergency Coordinator continues to provide support to Incident Commander

Safety Officer continues to monitor health impact of containment activities on emergency workers and nearby residents and requests assistance from the Massachusetts Department of Public Health, if appropriate.

## **ANNEX D: (ASSESSMENT AND EVALUATION)**

### **PURPOSE**

To obtain and analyze hazardous material release information in order to determine the threats and impact of the emergency on people and the environment and to recommend protective actions to decision makers.

### **SITUATION**

A release or threatened release of hazardous material could result in serious and quickly escalating threats to the public. The physical or chemical characteristics of hazardous materials may include toxicity, flammability or reactivity. These factors require technical analysis by qualified and approved specialists in order to determine existing hazards, the anticipated course of the incident and any new hazards if things go wrong. Because the situation may change rapidly, it is important the analysis be done thoroughly by specialists in order to ensure public safety.

Responders arriving at the scene without knowledge of the hazardous materials involved will attempt to determine at a distance what material is involved, ensuring utmost regards for personal safety and staying upwind of the incident scene. Binoculars should be used to read placard identification numbers and responders should then contact their emergency communications dispatcher. After referring to the North American Emergency Response Guidebook and other sources (i.e.: CAMEO) for information on hazards from the material involved, responders will cautiously determine if any victims require rescue and take appropriate action.

Few communities in the Commonwealth of Massachusetts have the extent of expertise to analyze the wide range of hazardous material emergencies that can occur and would need to request technical assistance for many types of emergencies. A critical element of assessment and evaluation is to recognize when additional expertise is needed and how to obtain it. Local Fire Departments or the Incident Commander can directly request local, regional community (if available) or State Regional Hazardous Materials Response Teams. See Attachment 3 for Hazardous Materials Response Team fact sheet.

The process of assessment and evaluation (A&E) takes place at several levels. At the emergency site, the Incident Commander must have expertise available that can provide technical guidance. Local or state Response Teams may provide this technical guidance. Determination of the type of hazard involves knowing what hazardous material is involved and it's potential impact and containment status.

State assistance should be requested through the DEP AT 888-304-1133 and/or MEMA at 508-820-2000. Federal assistance will be requested by the responding State agency by contacting the Federal Regional Response Team (RRT)

Assessment priorities may include:

- Identifying the material involved
- Determining its hazard potential
- Measuring the magnitude of release of material into the environment
- Assessing health impact of the release on emergency workers, the public and environmental resources

As the incident continues, it may be appropriate for an in-depth analysis to be performed at a location where experts can assemble in the proper analytical environment, such as the on-scene Command Post or the local or regional Emergency Operating Center (EOC). In this situation, all appropriate information from the scene should be provided to the assessment and evaluation specialists.

The A&E specialist must also determine what additional information is needed. Inquiries will be directed to individuals at the scene and to the owners of the material, or to other experts involved.

A compilation for the information about the incident that may be needed is found in the Hazardous Materials Release Form (Attachment 1). A Hazardous Materials Data Sheet (Attachment 2) may also be completed at this time.

Other sources of information that may be used include:

- North American Emergency Response Guidebook (Orange Book)
- NIOSH Pocket Guide to Chemical Hazards
- National Fire Protection Association (NFPA) Handbooks
- CHRIS Manual
- CHEMTREC 800-424-9300
- Material Safety Data Sheets (MSDS) which are filed with the local Fire Department, REPC, and SERC
- Computer Aided Management of Emergency Operations (CAMEO)
- EPA Chemical Profiles (for Extremely Hazardous Substances)
- Chemical Industries or Laboratories nearby
- Farm and Related Industry
- Institutions of Higher Learning
- Hazard Simulation Models (CAMEO, EIS/C, etc)
- Private Consultants
- Local Contractors (State Contractors)

In certain cases, the physical characteristics of a material may be important. For example, if a toxic gas is heavier than air, responders should be advised to avoid low areas. If a material reacts violently with water, fire fighters should not use water. Attachment 2, Incident Technical Data Form is used to record important information.

Meteorology may be of significant importance and should be factored into the assessment. The wind direction may indicate areas or people at risk. Wind speed may help to predict the amount of warning time that will be available in the event of a sudden spill or explosion producing toxic by-products. Atmospheric dispersion will depend on meteorological conditions. Analysts also need to evaluate the weather forecast to prepare for changing conditions, such as precipitation, which may react with materials.

A&E analysts must evaluate the potential impact by area and its population. Special consideration must be given to additional facilities, which would contribute to the problem, those which are subjected to additional risk due to their proximity to the emergency site and the nature of their activities, and those with a special role in emergency response.

#### PARTICIPATING AGENCIES AND/OR PERSONNEL

Local Health Officers  
Fire Departments  
Facility Emergency Coordinators  
Industry Specialists  
Police Departments  
Emergency Medical Services  
Emergency Management  
Massachusetts Department of Environmental Protection  
Regional Response Team (Federal)  
Local/State Emergency Response Team

#### RESPONSE PROCEDURES

##### Response Level Criteria

##### Response Level 1 – Controlled Emergency Condition

Incident Commander conducts joint assessment with the Facility Emergency Coordinator  
Incident Commander provides facility assessment technical information to the Local Emergency Manager, if appropriate  
Local Emergency Manager provides facility assessment technical information to the Health Officer or Commissioner of Health, if appropriate

##### Response Level 2 – Limited Emergency Condition

Incident Commander and Facility Emergency Coordinator continue joint assessment  
The Incident Commander will determine if additional assessment resources are required  
The State/Local HAZMAT Team and/or Massachusetts DEP will:  
Deploy assessment monitoring resources

Determine the magnitude of the release  
 Estimate health impact of release on the community  
 Based upon available protective action guides recommends protective actions to the Incident Commander  
 The Incident Commander will make protective action decisions and execute the decision through an emergency order, if appropriate  
 If appropriate, the Local Emergency Manager or Incident Commander will advise State officials of the local A&E findings and potential A&E support requirements

**Response Level 3 – Full Emergency Condition**

The Incident Commander will designate an A&E Officer  
 The State/Local HAZMAT Team and/or Massachusetts DEP will:  
 Deploy assessment monitoring resources  
 Determine the magnitude of the release  
 Estimate health impact of release on the community  
 Recommend protective actions based upon available protective action guides, to the On-Scene Commander  
 Request assistance from the State in further assessment and evaluation, if required  
 The local Chief Executive will make protective action decisions and execute the decision through emergency orders, if appropriate. Evacuation and/or Shelter in Place decisions that demand urgent and immediate attention action will be directed and managed by the Incident Commander  
 The Local Emergency Manager and the Incident Commander will request additional State A&E support, if required  
 The responding State agency (if required) will determine if the situation requires Federal assistance. If required they will contact the Federal Regional Response Team (RRT). The Chemical Incident Technical Data Form (Attachment D2) will be prepared for the RRT by local/state agencies

Attachment D1: Hazardous Materials Release Form  
 Attachment D2: Hazardous Materials Data Sheet

**Hazardous Materials Response Team Fact Sheet**

HAZMAT TEAM	LOCATION(S)	TELEPHONE NUMBER(S)
District 4	Chicopee	Through 911 (Chicopee Office #413-594-1600)
Local team members include: Captain Michael Winn Captain Clark Seaman	Greenfield Fire Department	774-4737

Since plans have been submitted in several instances that place an excessive reliance upon Department of Fire Services HAZMAT Teams to resolve local response needs, we are providing the following guidance to describe the purpose, role and relationship of the Hazmat Teams.

Hazardous Materials Response Teams operate in six districts throughout the state under the control of the Massachusetts Department of Fire Services. This resource serves as an adjunct to the local fire department and can only be requested by the local fire department. Once requested, Hazmat teams always remain under the direction of the local fire department. District Hazmat Teams are for emergency response to conduct the following functions:

- ❖ Hazard and Risk Assessment
- ❖ Chemical/radiological detection, identification and monitoring
- ❖ Sample collection for laboratory analysis as needed
- ❖ Rescue
- ❖ Hazard Mitigation (control of a continued release and/or rendering inactive, safe or containing released materials)

Many of the critical functions to be addressed in a community response plan DO NOT fall within the scope of the Hazmat team role. Some of these functions include issues such as:

- ❖ Evacuation,
- ❖ Traffic
- ❖ Public works functions
- ❖ Medical care
- ❖ Clean-up

In addition, there are many other matters where Communities must identify needed resources and develop plans for the situation. While information developed by the HAZMAT teams will be relevant to addressing these matters, planning and resource allocation remains a local responsibility.

For example, evacuation of a community, or a portion thereof, threatened by the release of a chemical is a local decision. The Hazmat team can assist in that decision by providing data on the potential spread of contamination based upon the product, rate of release and local weather conditions. However, the local community must determine whether to use that data in deciding to initiate evacuations and must, with very few exceptions, use local resources to achieve those evacuations.

It is critical that the Community consider the true roles and capabilities of resources being included in their plans. Hopefully, this information will assist you in properly identifying what assistance Hazmat teams may provide and in identifying planning issues that you need to otherwise address.

## **ANNEX E: (PUBLIC WARNING AND EMERGENCY INFORMATION)**

### **PURPOSE**

To provide timely, reliable and effective warning to the public in the event of a hazardous material emergency. To provide emergency information pertaining to the need for protective actions and provide information on the emergency situation to the media.

### **SITUATION**

A release of a hazardous material into the environment could quickly bring harm to public health. The public, however, can be protected through the implementation of protective actions. In order for protective actions to be effective, the public must be first warned or alerted that an emergency exists and secondly, instructed on what to do.

The REPC hazard analysis has identified facilities and transportation routes, which have extremely hazardous substances, where protective actions could be implemented. A map depicting the location of these sites can be found in the hazard analysis section. Residents will be warned by a combination of the following resources when available: media announcements and Emergency Alert System (EAS); emergency vehicles with sirens and public address systems; door to door notification by uniform personnel; telephone calls to specific locations (schools, hospitals, etc); Fixed Emergency Sirens for communities who have them.

The Incident Commander will determine with local and mutual aid police and fire departments, a process to warn the public of the emergency and protective actions. The Public Information Officer will be an integral part of that process. A person should be assigned to coordinate the warning function activating those local and mutual aid resources that may be available and to request state assistance when needed. Massachusetts State Police resources may be available to backup local capabilities.

The process should be to determine first the local or regional area needing to be warned; second, a comprehensive means for warning including: route alerting (emergency vehicles with sirens and PA systems) door- to-door if practical, and targeted telephone calls to special locations (schools, hospitals, etc). The PIO should contact local media to advise them of the situation and provide the information needed to be given to warn the public.

Resources assigned to Route Alerting should be coordinated to insure that all impacted areas are warned. Special care should be taken to insure that units assigned to Route Alerting are not sent into the hot zone or areas for which they are not adequately protected.

Personnel assigned to any door to door warning effort should be, to the extent possible, uniformed public safety personnel. Special care should be taken to insure that units assigned to this function are not sent into the hot zone or areas for which they are not adequately protected.

Pre-scripted messages and warning for advising residents to shelter in place or evacuate are found at the end of this section.

NOTE: Communities with non-English speaking populations should consider having pre-script warnings in other languages as part of this annex.

## PARTICIPATING AGENCIES

Emergency Management Office  
Public Information Officer  
Fire Department  
Police Department  
Massachusetts State Police  
Emergency Alert System (EAS) Stations  
Massachusetts Emergency Management Agency

## RESPONSE PROCEDURES

### Response Criteria

#### Response Level 1 – Controlled Emergency Condition

There should be no need for Public Warning or Emergency Information for this Response Level. The Public Information Officer should monitor the situation and be prepared to respond to public and media requests for information. Note: Only the PIO should be allowed to give any information regarding the incident

#### Response Level 2 – Limited Emergency Condition

This response level may require the warning of a limited area close to the emergency scene which local response forces are capable of managing. It may also require the activation of the State Emergency Alert System (EAS).

Incident Commander, based on the protective action decision, activates local warning system, if necessary, which may include sirens, route alerting and residential door to door alerting

Incident Commander advises Local Emergency Manager if there is a need to activate EAS  
Local Emergency Manager may advise Public Information Officer to activate EAS directly by a request through the State Coordinating Agency (MEMA) or to the local EAS station. Note: MEMA should be advised of any EAS request by requestor  
EAS messages are prepared by the Public Information Officer and approved by the Incident Commander (See Sample Messages, Attachment 1)  
Public Information Officer is responsible to media requests for information of the situation

## Response Level 3 – Full Emergency Condition

This response level normally requires public warning and emergency instructions to a sizable area. State resources may be required to support public warning. The State Emergency Alert System will normally be activated.

The Incident Commander, based on protective action decisions, shall insure that appropriate actions are taken to warn the affected public

City/Town Police Department advises the Incident Commander and the Massachusetts State Police if there is a need for State Police assistance in public warning

The Incident Commander will advise the Emergency Manager if there is a need for state assistance with public warning

Massachusetts Emergency Management Agency implements the Comprehensive Emergency Management Plan and if necessary notifies the Massachusetts State Police to provide assistance in public warning

Local Emergency Manager or Incident Commander advises Public Information Officer to activate EAS

EAS messages are prepared by the Public Information Officer and are approved by the Incident Commander. (See Sample Message, Attachment 1)

Public Information Officer and/or Emergency Manager activates EAS and prepares and submits messages for broadcast to media

The Public Information Officer establishes a joint news center/area where all media can obtain information on the emergency

## Sample EMERGENCY ALERT SYSTEM MESSAGES

### EAS Message # 1 **Shelter in Place (residents)**

“A hazardous material release has occurred at (site of emergency). The (Name) REPC Fire Department is requesting all persons in the area(s) of (identify danger areas) to immediately take shelter indoors. Fire officials are requesting this protective action until such time that the danger is over.

Once indoors, residents should:

Close and lock all exterior doors and windows

Turn off all air conditioning/heating systems/fans

Turn off clothes dryer and any venting fans from the kitchen, bathroom, etc.

Insure that family pets are indoors and/or livestock are inside their barns with the doors and openings closed

Stay inside until advised otherwise by emergency responders

Please make sure your neighbors are aware of this bulletin

Public safety personnel are requesting residents to use the telephone for emergency calls only  
Stay tuned to this TV or radio station for further information and instructions”.

## **EAS MESSAGE # 2 Shelter in Place (School population assurance)**

“The (Name) REPC (member community) school system is advising parents that students in the {name school(s)} are safely protected in their schools. Students will remain there until the emergency is over and it is safe for them to leave. (Name) REPC school representatives will advise via this station, instructions for parents and guardians as soon as it is safe. The Fire Department is requesting parents not to call the school and not to attempt to drive to the school. Fire Department and public safety agencies request residents to follow their instructions. More information will be provided by the school(s) and fire personnel as soon as it becomes available.”

## **EAS MESSAGE # 3 Residential Evacuation**

“A hazardous material release has occurred at {site of emergency}. The (Name) REPC (member community) Fire Department is requesting all persons in the area of {identify danger areas} to immediately evacuate the area. Fire officials are requesting residents to evacuate as soon as possible. Residents should leave via the following routes(s): {identify street/roads to use}. Shelters have been opened at {identify shelters name/location}. Residents needing emergency transportation should call {identify emergency transportation number}. Please make sure your neighbors, home-bounds, latchkey kids and mobility impaired neighbors you know, are aware of this bulletin, and assist them if possible. Public safety officials are requesting residents to follow their instructions immediately and to drive safely. Tune to radio station {identify radio station} for information while driving.”

## **EAS MESSAGE # 4 Evacuation (School population assurance)**

“The (Name) REPC (member community) school system is advising parents that students in the {name school(s)} are being evacuated to {identify host schools} that are in a safe location. Students will remain there until the emergency is over and it is safe for them to leave. (Name) REPC (member community) school representatives will advise via this station to provide updated instructions for parents and guardians as soon as it is safe. The (member community) Fire Department is requesting parents not to call the school and not to attempt to drive to the school. (member community) Fire Department and public safety agencies are requesting all residents to follow their instructions. More information will be provided by school and fire personnel as soon as it becomes available.”

## **EAS MESSAGE # 5 Emergency Transportation Request**

“The (Name) REPC (member community) Fire Department is requesting any person needing emergency transportation to call the following number: {identify emergency transportation

number}. Transportation is available to transport residents without transportation to shelters that have been opened. This number is for emergency transportation requests only. (member community) Public safety officials are requesting residents to use the telephone for emergency calls only. Residents should stay tuned to this station for information and instructions.”

#### Sample ROUTE ALERTING MESSAGES

##### ROUTE ALERTING UNIT MESSAGE # 1 **Shelter- in Place**

“This is the Police. A hazardous material emergency has occurred. Please stay indoors. Close all windows and shut all doors to keep outside air out of your home. Turn on your television and tune to Channel(s) {identify channels(s)} to get more complete instructions. Please make sure that your neighbors are alerted.”

For further information go to \_\_\_\_\_.

##### ROUTE ALERTING UNIT MESSAGE # 2 **Evacuation Order**

“This is the Police. An emergency evacuation has been declared. Evacuate to {identify shelter name/location} via {identify streets/roads}. For emergency transportation please call {identify emergency transportation number}. Please make sure your neighbors are alerted.

Media Resources Serving Franklin County

TV ORGANIZATIONS	TELEPHONE NUMBERS	LOCATION
Amherst Community Television	413-256-1010	246 College Street, Amherst
Athol Orange Community Television, Inc.	978-249-4470	163 South Main Street, Athol
Crocker Studios	413-863-8600	34 Second Street, Montague
Greenfield Community Television, Inc.	413-774-4288	393 Main Street, Greenfield
Montague Community Television	413-863-9200	24 Third Street, Montague
WGGB	413-733-4040	1300 Liberty Street, Springfield
WCDC	413-743-7970	Mount Greylock, Adams
WHYT TV	413-442-4413	75 South Church Street, Pittsfield
WWLP	413-786-2200	One Broadcast Center, Chicopee

NEWSPAPER AND RADIO	TELEPHONE NUMBERS	LOCATION
Advocate The	413-664-6900	87 Marshall Street, North Adams
Athol Daily News	978-249-3535	225 Exchange Street, Athol
Ashfield News	413-628-4483	Main Street, Ashfield
Berkshire Eagle	413-447-4995	124 American Legion Drive, North Adams
Collegian The Mass Daily of UMass	413-545-3500	
Community Time Journal	978-827-3386	55 Main Street, Ashburnham
Daily Hampshire Gazette	413-584-3200	115 Conz Street, Northampton
Pittsfield Gazette	413-443-2010	38 West Street, Pittsfield
Recorder The	413-772-0261	14 Hope Street, Greenfield
Sentinel and Enterprise	978-343-6911	808 Main Street, Fitchburg
Shelburne Falls Independent	413-625-8297	3 Bridge Street, Shelburne
Shelburne Falls & West County News	413-625-4660	45 Conway Street, Buckland
Town Crier	413-774-7226	393 Main Street, Greenfield
Union-News/Sunday Republican	800-458-5877	1860 Main Street, Springfield
Worcester Telegram & Gazette	978-632-1800	306 Central Street, Gardner
Berkshire Broadcasting Co., Inc.	413-663-6567	466 Curran Highway, North Adams
Berkshire Talking Chronicle	413-684-0880	8 Depot Street, Dalton
Cutting Edge Broadcasting	413-584-1113	8 North King Street, Northampton
WAMC	413-528-6087	11 Rosseter, Great Barrington
WBEC	413-499-3333	221 Jason Street, Pittsfield
WBRK	413-442-1553	
WCAT	978-544-2321	660 East Main Street, Orange
WEIB	413-585-9342	8 North King Street, Northampton
WHAI	413-774-4301	81 Woodard Road, Greenfield
WHMP	413-586-7400	15 Hampton Avenue, Northampton
WHYN	888-293-9310	1331 Main Street, Springfield
WINQ-FM	978-297-3698	3 Central Street, Winchendon
WIZZ	413-774-5757	Greenfield
WJDF FM	978-544-5335	11 South Main Street, Orange
WLZX	413-586-7400	15 Hampton Avenue, Northampton
WRSI	413-586-7400	15 Hampton Avenue, Northampton
WSBS	413-528-1118	Stockbridge Road, Great Barrington
WTTT	413-256-1009	Belchertown Road, Amherst
WUPE & WUHN	413-499-1100	501 East Street, Pittsfield

## **ANNEX F: (PROTECTIVE ACTIONS)**

### **PURPOSE**

To implement actions that would reduce or eliminate public and emergency worker exposure to hazardous materials released into the environment.

### **SITUATION**

Local government has the primary responsibility to protect its residents. Local emergency responders will be tasked with determining protective actions to initiate in order to protect the public. State and federal resources will generally supplement and complement on-going local protective action activities. In hazardous material incidents, protective actions typically involve the following actions:

Isolate the hazard area to prevent exposure to the hazardous material or its effects. The creation of hot, warm and cold zones and prevention of vehicular and pedestrian traffic into them prevent further injuries.

Shelter-in-Place inside structures to reduce exposure to the hazardous material in the air. The basic premise is to create as airtight as possible enclosures to prevent the hazardous material from reaching the enclosures occupants. This option is especially suitable for releases of short duration, generally less than two hours. Incidents involving pressurized tanks of toxic gases are a common scenario for this option.

Evacuation from the hazardous area. The premise here is to remove the population from the hazard area, i.e. the hot zone. The evacuation is normally accomplished by vehicle, but could be accomplished by simply walking if the hazard area is small. Personal vehicles, buses, chair-vans and public safety vehicles are often used to move the affected population. Special attention should be given to personal protection equipment needs of personnel involved in the transportation efforts into the hazard area. Strict controls are needed to prevent access into areas beyond the personal protective equipment capabilities of the personnel involved in the evacuation.

In the event of large scale incidents involving multiple Communities, state resources may assist in coordinating resources to multiple jurisdictions.

Collateral activities, depending on the scope and length of the incident, related to the population protection process include: Shelter-In-Place, mass care and consequent management (impact on business activity, etc). The American Red Cross is the primary agency for operating shelters. The REPC Comprehensive Emergency Management Plan, Section 3.15 has a listing of shelters and their capacities and should be referenced.

**NOTE:** If any evacuation is required, please call the local Chapter of the American Red Cross and CERT/MRC Teams (see Direction and Control Section)

### **PARTICIPATING AGENCIES**

## Departments and Personnel of Local Level Agencies

American Red Cross – Local Chapter  
Emergency Management  
Fire Department  
Health Office  
Office on Aging  
Public Information Officer  
Public Works Department  
Police Department  
School Department  
Emergency Medical Services  
Transportation Companies  
Bus Companies  
Taxi Companies  
Chair Van Services

## Departments and Personnel of State Level Agencies

American Red Cross  
Massachusetts Emergency Management  
Office on Aging  
Public Information Officer  
Massachusetts State Police  
Massachusetts Highway Department

## RESPONSE PROCEDURE

### Population Protection Measures

#### Response Level – Controlled Emergency Condition

The Incident Commander will determine if population protection measures are warranted or needed. Facility specialist and/or resources found in Annex A, Appendix 1 may be used to assist in that determination. Typically at this level, population protection measures are not required. To prevent unnecessary exposure, the following measures will be initiated:

The senior fire service representative will assume the Incident Commander role and delegate the various ICS positions (Safety, Operations, Public Information, etc) to the extent necessary. Establishment of hot, warm and cold zones. Typically at this level, population protection measures are limited to isolation of the spill area/contamination area.

Marking of the above zones.

Insure all workers and public safety responders are aware of zone boundaries.

In the event of an exposure of anyone to the hazardous material involved, the person exposed will be assessed and a determination made if decontamination and/or medical treatment is needed.

The Incident Commander shall determine if a licensed clean-up contractor is needed and if the spill is reportable under DEP and Federal Guidelines. If the spill is reportable, ensure DEP and/or National Response Center are contacted.

#### Response Level – Limited Emergency Condition

The Incident Commander will determine the extent and types of population protection measures to be taken.

The North American Emergency Response Guidebook should be consulted for determining the initial population protection zone and measures to be taken.

The Incident Commander shall establish protective action zones including hot, warm and cold zones. The location of these zones shall be made known to all responding emergency personnel. Based upon the threat, a determination will be made on what population protection actions(s) will be initiated. Actions to consider for protective actions include: isolation, sheltering-in-place and evacuation.

Once the decision is made regarding population protection measures, the Public Information Officer will be instructed to take measures to warn the affected areas (see Annex E, “Public Warning and Emergency Information”).

For implementing the population protection measures, a Unified Incident Command system will be initiated, including representatives of resources that will be used to effect the measures.

Typically the following resources will be used:

Fire Department

Police Department

Emergency Medical Services

Transportation Assets (buses, chair vans, taxies, etc.)

Public Works Department

American Red Cross

The Incident Commander shall designate an individual to coordinate the resources assigned to carry out the protection measures. Special care should be taken to insure that units assigned to protective measures are not sent into the hot zone or areas for which they are not adequately protected.

Request needed personal protective equipment for personnel assigned to population protection measures.

The protective measures coordinator must organize the resources to ensure the area is completely isolated and that transport resources are available for those without transportation. A system will be needed to ensure that the request for transportation was routed to the transport resources in an efficient manner.

For those situations involving multiple Communities, the command system should include representatives from the affected cities and towns.

Depending on the length of time, residents are expected to be away from their homes, consideration should be given to opening shelters.

The American Red Cross should be contacted to assist in the opening of shelters. Shelter locations should be determined based on the projected largest population protection zones. Hazardous material specialists should be consulted.

For those actions that involve an emergency evacuation, an emergency number will be designated for those persons needing emergency transportation. The PIO will be advised of the number. The number chosen should have the capacity to handle large volumes of calls. For those situations resulting in the contamination of residents/non-emergency response personnel, steps should be taken to insure that they have been processed through a decontamination unit.

For those areas for which shelter-in-place is the appropriate measure, insure those areas are warned (see Annex E, "Public Warning and Emergency Information").

Determine an orderly re-entry plan for allowing residents and workers back into evacuated areas, when it is safe to do so.

#### Response Level – Full Emergency Condition

Upon the decision to implement an evacuation as a protective action, the Incident Commander or the Local Emergency Manager will be responsible for its implementation in accordance with the local evacuation procedures. Evacuations that demand urgent and immediate action will be directed and managed by the Incident Commander. Evacuations of major scope, which include large populations and extensive relocation and support services, will be under the authority of the Governor, coordinated by the Massachusetts Emergency Management Agency from the State Emergency Operations Center in Framingham.

The Incident Commander shall insure that adequate resources are available to cope with the situation.

Insure that the Communities have made emergency declarations involved.

Request emergency powers via MEMA to declare a gubernatorial State of Emergency, including emergency forced evacuation authority.

Insuring that all local and mutual aid resources have been exhausted before requesting state and if necessary federal assistance.

Insure that a system is created to provide the replacement of emergency workers after 12 hours of duty.

Insure that essential services, utilities, mail delivery, and mass care are considered in the operations plan.

Insure that mitigation efforts are accomplished as fast as can be safely done.

Insure that monitoring teams are deployed to monitor air, water and ground contamination in perimeter and affected areas, when appropriate.

Insure that units assigned to protective measures are not sent into the hot zone or areas for which they are not adequately protected.

Obtain needed personal protective equipment for personnel assigned to population protection measures.

Determine an orderly re-entry plan for allowing residents and workers back into evacuated areas, when it is safe to do so.

### Emergency Worker Exposure Control

The following response procedure will be used on all hazardous material incident response levels. The Incident Commander, Safety Officer and facility personnel are responsible for controlling toxic exposure to emergency workers by the following methods:

Incident Commander will designate an on-scene Safety Officer responsible for emergency worker exposure control.

Establish hot, warm and cold operating zones, if necessary.

Mark above zones and insure locations of zones are made known to all emergency workers.

Inform each emergency worker of all hazards present.

Require emergency workers to record any exposures and report exposure to Incident Commander or Safety Officer.

If an emergency worker is exposed, a decision must be made to isolate, decontaminate, or transport for treatment.

Ensure that personnel are properly protected and given instruction in how to use appropriate protective clothing and equipment.

Establish decontamination station procedures for emergency workers and equipment, if necessary.

Determine the need for additional exposure control resources.

Provide on-scene medical supervision and treatment capability.

Ensure that emergency workers use appropriate protective equipment that meets OSHA standards.

### Evacuation / Shelter In Place Decision Guide

The decision to evacuate or shelter-in-place (SIP) will be driven by the circumstances of a given chemical, biological or radiological emergency.

IMMEDIATE concerns in the decision-making process are as follows:

- Evacuation-Potential for exposure to the people being evacuated.
- Exposure to those in the population that are vulnerable, i.e. nursing homes, hospitals, schools, child care centers, etc.
- Exposure to those who will not leave their homes.
- Exposure because of time lags, due to assisting those needing help to evacuate.
- Exposure because of time lag before alerting measures takes place.
- Exposure because of lack of direction to areas of safety.

### Warnings

The community's responsibility during an event is to provide proper warnings to those facing potential harm. Some of the methods that communities may take to warn citizens are as follows:

1. Loudspeakers and bull horns on police cars and fire apparatus.
2. Handouts and other materials that can be brought door-to-door.
3. Telephone automatic dialers
4. Public broadcast media, cable override, or EAS
5. Outdoor sirens
6. Tone alert monitors and radio pagers

#### Training for the Public:

The public must be trained to understand the warning systems:

The warnings must be heard

The public must understand the action they will take corresponding to the signal.

The public needs to believe the signals are accurate.

Individuals must believe the message is relevant to them personally.

#### PROTECTIVE ACTION DECISION-MAKING

General. Numerous factors affect the spread of hazardous materials. The decision-maker must carefully consider each of these factors in order to determine the areas that have been or will be affected, the health effects on people, and the appropriate protective action. The factors that affect public protective decisions include, but are not limited to:

- ❖ The hazardous material(s) involved, its (their) characteristics, amount, condition, configuration, and location;
- ❖ The population at risk, and its capability and resources to implement a recommended protective action;
- ❖ The time factors involved in the emergency and their effect on the selected protective action;
- ❖ The effect of the present and predicted meteorological conditions on the control and movement of the hazardous materials and the feasibility of the protective actions;
- ❖ The capability to communicate with both the population at risk and emergency response personnel before, during, and after the emergency; and
- ❖ The capabilities and resources of the response organizations to implement, control, monitor and terminate the protective action.

In deciding on the most appropriate protective action, two questions need to be answered: Will shelter-in-place provide adequate protection? and Is there sufficient time to evacuate?

*Evacuation.* Evacuation of people from certain areas to prevent injury or death is sometimes an appropriate protective action. These areas may include those directly affected and those areas that may be potentially affected during the course of the incident (e.g., through wind shift, a change in site conditions). Evacuation is a complex undertaking. The first evacuation consideration, determining whether an evacuation is necessary and possible, involves a comprehensive effort to identify and consider both the released hazardous material, its effect on people, and the community circumstances (e.g., winter storm in a highly urbanized area). For an area that is only threatened by a hazardous release, it should be determined whether potential evacuees can be evacuated before hazards reach the area. To safely evacuate the area, a significant amount of lead-time may be required. If the decision maker decides to evacuate an

area, the evacuation must be conducted in a well-coordinated, thorough, and safe manner. Evacuation decisions are of necessity, very incident-specific, and good judgment is necessary.

*Shelter-In-Place Protection.* During some hazardous material releases, there will not be enough time to evacuate because airborne toxicants have been released and are moving downwind rapidly. There also may be many uncertainties as to what is being released, how much, what are exposure levels now and what will they be, how dangerous are such levels, what areas will be affected, and who and what are in those areas. It may be that shelter-in-place protection is the only practical choice. For short-term releases, often the most prudent course of action for the protection of the nearby residents is to remain inside with the windows and doors closed and the heating and air conditioning systems shut off. An airborne cloud will frequently move past quickly. Vulnerable populations, such as the elderly and sick, may sustain more injury during evacuation than they would by staying inside and putting simple countermeasures in effect. Shelter-in-place protection, therefore, may be a sensible course of action when the risks associated with an evacuation are outweighed by the benefits of shelter-in-place protection. Even when a protective action decision has not yet been made, shelter-in-place protection could be the initial response while the emergency situation is being assessed.

#### EVACUATION CHECKLIST

- \_\_\_ 1. Determine area that must be evacuated by readily identifiable boundaries.
- \_\_\_ 2. Secure authority for evacuation.
- \_\_\_ 3. Choose evacuation routes.
- \_\_\_ 4. Identify traffic control procedures.
- \_\_\_ 5. Identify shelters.
- \_\_\_ 6. Identify access control procedures.
- \_\_\_ 7. Assign tasks (i.e., traffic control, warning, shelter, transportation, etc.)
- \_\_\_ 8. Activate alert warning devices (i.e., sirens, patrol cars, etc.)
- \_\_\_ 9. Issue specific instructions to population (i.e., activate EAS, door-to-door, etc.)
- \_\_\_ 10. Conduct the evacuation. Consider:
  - Permanent residents (day-time vs. night-time)
  - Transient population [tourists at marinas, parks, resorts, motels, etc.]
  - Special populations (hospitals, nursing homes)
  - Group quarters (prisons, jails, senior centers, care centers)
  - Handicapped (mental and physical)
  - Schools (public, private, parochial, pre-school)
  - Large facilities (factories, sports stadiums, etc.)
- \_\_\_ 11. Provide transportation for those needing it (on school buses, public transit).
- \_\_\_ 12. Establish reception centers and public shelters.
- \_\_\_ 13. Provide emergency medical care, as necessary.
- \_\_\_ 14. Provide traffic control.
- \_\_\_ 15. Provide door-to-door checks after evacuation, if possible, and provide for security for evacuated area..
- \_\_\_ 16. Provide for the care of pets and farm animals.
- \_\_\_ 17. Choose and implement policy for those refusing to evacuate.
- \_\_\_ 18. Monitor and inspect areas for safe re-entry.

- \_\_\_ 19. Issue all clear.
- \_\_\_ 20. Manage the return of evacuees.

**EVACUATION**

PRO	CON
1. Feel Safer. Evacuees "feel" safer by traveling away from danger.	1. Time Required. Requires considerable time to accomplish successfully (may take 2 to 4 hours or longer).
2. Vehicles Are Available. Most evacuees (65-76%) use an available family vehicle and many others (11-19%) use a vehicle of a relative or friend.	2. Lengthy Warning Message. The public warning message may be very lengthy since it has to identify the danger, describe the area to be evacuated, list evacuation routes, identify public shelters list what can and cannot be taken to shelters, etc.
3. Destinations. Most evacuees (67% est.) go to homes or relatives and friends, or to cottages and second homes.	3. Extensive Support Services. Requires setting up public shelters, traffic controls and area security and providing special transportation for those without vehicles, handicapped, and on intensive care.
4. Family Units Nighttime evacuations are as family units (whereas daytime evacuations are usually without family unity, as many are at work, school, recreation, or shopping).	4. Transient Populations. Transient populations at parks, marinas, campgrounds, summer camps, and resorts may not be familiar with area to accomplish an evacuation.
5. Effective Precautionary Evacuations Precautionary evacuations are very effective when sufficient time is available or when the incident is under control (e.g., an overturned tank car accident where righting of the tank car or transfer of the chemical contents can be held off until the evacuation is completed, or where the population potentially affected s some distance away and the leak rate is slow.)	5. Potential Exposure. If toxic fumes are present during the evacuation and wind changes speed/direction, evacuees could travel unaware into or through dangerous gases.
6. Long Term. An evacuation is necessary when an accidental release could be long-term or when there is real potential for explosion.	6. "Panic Flight". The evacuation must be well controlled and organized with frequent credible information provided, to prevent "panic" and erratic flight.
	7. Multi-jurisdictional Problems. Problems of coordination of effort exist when evacuees of one jurisdiction are sent to another, or where the area evacuated consists of parts of several Communities.
	8. Liability. The protective action decision-maker must have a sound decision -making process and act with good faith effort to prevent being held liable for injuries and damages and loss of business and production.

## SHELTER-IN-PLACE PROTECTION CHECKLIST

- \_\_\_ 1. Determine area to be sheltered in-place by readily identifiable boundaries.
- \_\_\_ 2. Activate alert warning devices.
- \_\_\_ 3. Issue specific instructions to population (through EAS, cable TV).
- \_\_\_ 4. Implement in-place protection, including:  
 Stay inside house or building, or go inside immediately,  
 Close windows and doors,  
 Turn off air conditioners and heating system blowers,  
 Close fireplace dampers,  
 Gather radio, flashlight, food, water, medicines, duct tape,  
 Go to inside leeward area or basement of building and seal cracks and openings to provide extra protection (particularly if inside stay is to be longer than 2 hours),  
 Do not use basements if toxic gases are heavier than air, and  
 Provide protective breathing, if necessary (may be wet towel).
- \_\_\_ 5. Provide special sheltering for transient populations (people in campgrounds, marinas, parks, etc).
- \_\_\_ 6. Provide special instructions to special populations (hospitals, nursing homes, etc.).
- \_\_\_ 7. Provide special instructions to group quarters (prisons, jails, senior centers, and care centers).
- \_\_\_ 8. Provide special instructions/aid to handicapped (mental and physical).
- \_\_\_ 9. Once conditions have stabilized, monitor and inspect affected areas for safe exit.
- \_\_\_ 10. Issue all clear.
- \_\_\_ 11. Instruct residents to go outdoors, air out house or building.

## SHELTER-IN-PLACE PROTECTION

PRO	CON
1. Immediate Protection. Protection can be provided immediately with little or no time required after warning.	1. Public Training Needed. The general public needs to be trained on shelter in-place actions and acceptance, as this action may be contrary to normal human nature, which is to run from danger.
2. Short Warning Message. The public warning message is short since it is only necessary to identify the danger, describe the area affected, describe expedients to reduce air infiltration to the home or building, etc.	2. Indoor Air Uncertainties. Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long period.
3. Little Preparation Time. Little or no preparation time is necessary for shelter (only possible if room is "sealed" by expedient improvements).	3. Explosive/Flammable Materials. Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.

<p>4. Ideal Life Support System. The home is an ideal life support system with food, water, sanitation, medicines, bedding, clear air, communications (TV, radio, telephone), and familiar surroundings.</p>	<p>4. Long-term Exposures. May be very inappropriate for long-term exposures ("plume" potential) of 12 hours or more.</p>
<p>5. Short-term Exposures. May be very appropriate for short-term exposures (particularly "puff" releases) of 2-4 hours duration.</p>	<p>5. Need to Air Out. Infiltration of containment air into the structure over a period of time could result in high cumulative inhalation exposures unless the Structure is vacated and "aired out" after the plume outdoors has passed on or dispersed.</p>
<p>6. Little Staff Support. Requires considerably less emergency staff support than evacuation, as public shelter, traffic security personnel are not needed.</p>	<p>6. Transients. Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would need controls and special transportation to take them to such.</p>
<p>7. Reduced Liability. An in-place public protection action issued for a chemical leak may not be as liable as an evacuation order if the protective action decision was made using a sound decision-making process with good faith effort.</p>	

## **ANNEX G: (EMERGENCY MEDICAL SERVICES)**

### **PURPOSE**

To coordinate on-scene emergency medical care, transportation, and hospital treatment for victims of hazardous materials emergency. To ensure that mutual aid plans for both the Emergency Medical Service (EMS) and hospitals are implemented.

### **SITUATION**

A release of a hazardous material into the environment could result in multiple casualties. Emergency medical assistance will be needed to provide medical care to employees of the facility, emergency workers, and the affected public.

The REPC hazard analysis identified facilities and transportation routes that frequently contain hazardous chemicals. Attachment 1 lists the ambulance service and hospitals providing emergency care and transportation in the area.

Hazardous materials emergencies commonly require mutual aid assistance among ambulance services and hospitals. There should be written agreements in place between each organization to ensure an effective response.

Local agencies and area hospitals typically provide emergency medical services. The role of the EMS units is to coordinate medical resources responding to the scene.

### **PARTICIPATING AGENCIES**

Ambulance Services  
Local Emergency Management Office  
Emergency Medical Services (EMS) Coordinator  
Local Fire Department EMS

### **RESPONSE PROCEDURES**

#### **Response Level 1 – Controlled Emergency Conditions**

Senior community EMS response personnel would manage the Medical situation at the scene. The Incident Commander is responsible for workers at the scene, and to minimize health threats from exposure. Community EMS is responsible for coordinating the EMS response for the Incident Commander. No state action should be required for this response level.

#### **Response Level 2 – Limited Emergency Conditions**

The EMS Coordinator will serve as part of the ICS and will be kept apprised of the situation. The EMS Coordinator will monitor the situation and coordinate with Ambulance Services, area hospitals, C-MED and the State Public Health Department, if necessary.

The EMS Coordinator will evaluate the need for mutual aid and coordinate any required assistance.

Hospital Administrators will take initial steps to prepare for treatment of chemical exposure victims and shall evaluate the need to implement the hospital disaster plan.

### Response Level 3 – Full Emergency Conditions

The EMS Coordinator will perform the duties listed under Limited Emergency Conditions plus:

Notify the CMED Dispatch Center in a mass casualty incident, if appropriate.

Coordinate all EMS activities with Incident Commander, Local Emergency Manager, local Public Health Officer and State Public Health Commissioner, if necessary.

Assign transportation and triage officers if required.

If multiple victims are expected, area hospitals will be asked to implement their disaster plans, according to hospital protocol.

The State Public Health Department will provide additional support, as necessary.

### Attachment E1: Ambulance Coverage

### Hospitals Serving Franklin County REPC Communities

Hospital	Telephone Number	Address
	Telephone Number	Address
Athol Memorial	978-249-3511	2033 Main Street, Athol
Baystate Medical Center	413-794-0000	759 Chestnut Street, Springfield
Brattleboro Memorial Hospital	802-257-0341	17 Belmont Avenue, Brattleboro, Vt.
Brattleboro Retreat-A-Retreat	800-628-8877	Anna Marsh Lane, Brattleboro, Vt.
Cooley Dickinson Hospital	413-582-2000	30 Locust Street, Northampton
Franklin Medical	413-773-0211	164 High Street, Greenfield
Health Alliance Hospital	978-343-5000	275 Nichols Road, Fitchburg
Health Alliance Hospital	978-466-2000	60 Hospital Road, Leominster
Heywood Hospital	978-632-3420	242 Green Street, Gardner
Mary Lane Hospital	413-967-6211	85 South Street, Ware
Mercy Medical Center	413-748-9000	271 Carew Street, Springfield
Noble Hospital	413-568-2811	115 West Silver Street, Westfield
North Adams Regional Hospital	413-664-5000	71 Hospital Avenue, North Adams
Providence Behavioral Health Hospital	413-536-5111	1233 Main Street, Holyoke
Wendon Rehabilitation Hospital	413-748-6840	233 Carew Street, Springfield
Western Mass Hospital	413-562-4131	91 East Mountain Road, Westfield
Wing Memorial Hospital & Medical Centers	413-283-7651	40 Wright Street, Palmer



## **ANNEX J: (LOCAL/REGIONAL EMERGENCY RESOURCES)**

Emergency resources play a central role in an effective response to a hazardous material emergency. Technical expertise, scientific instrumentation, heavy equipment, and transportation vehicles are just a few of the types of resources that are typically needed in a hazardous materials response. Knowing what resources are available locally within the region and how to obtain them is a major step to ensure an effective management of emergency resources.

Resources held by both government agencies and the private sector, when available, should be included in this inventory. This inventory includes the type, location and contact person for hazardous materials resources within the region. It will be updated annually to include all resources held by private facilities and government agencies.

### Resource Directory

NOTE: The Franklin County REPC Hazardous Materials Emergency Plan will make use of the Western Massachusetts Homeland Security Council's, Western Region Resource Directory. This is a searchable database of both public and private resources.

Protocols for releasing the database have yet to be finalized but it is assumed that a copy of the CD-ROM will be kept with this Plan for each town in the REPC as well as at each of the three Dispatch Centers in the REPC.

Directions for using the database are included in the CD-ROM

Attachment J-1: Licensed Hazardous Waste Transporters

## **ANNEX K: (LOCAL/REGIONAL FACILITY AND TRANSPORTATION PROFILES)**

### **PURPOSE**

To profile facilities in the REPC region either through fixed facilities storing or using extremely hazardous substances above threshold planning quantities and/or posing a potential health or environmental threat to the community and to profile transportation related hazards.

### **SITUATION**

Facilities with reportable quantities of hazardous chemicals are required to provide information concerning these chemicals according to EPCRA. Information contained in these Facility Profiles is found in the Tier II reports filed by each facility, in accordance with the EPCRA, and forwarded to the REPC.

### **INCLUDED**

The facilities listed in the Hazard Analysis section are profiled in this Annex through the use of aerial photographs that allowed for recognition of how a hazardous release impacts critical and special facilities, roads and waterways. Each municipality will be provided with three types of maps:

#### **Attachment K1: (County Map)**

The geographic extent of Franklin County including all major roads, waterways, residential areas, town boundaries and Tier II facilities.

#### **Attachment K2: (Town Map)**

The geographic extent of each individual town in Franklin County. These maps include rail lines and major transportation routes within the town and the Tier II facilities within their boundary and close proximity. These maps depict buffer zones around rail lines and major transportation routes that provide information on a generic release of a hazardous chemical. Each town will be provided a map for their municipality and neighboring jurisdictions.

#### **Attachment K3: (Tier II Maps)**

An aerial photo of each Tier II facility in their town with their chemical's Isolation and Protection areas buffered around them. The buffer areas were based on the 2004 Emergency Response Guidebook's guidance for the specific chemical onsite.

These maps are included in the Attachment Annex K folder provided on the cd-rom.

## **ANNEX L: (Communications)**

The following is a radio communications plan for Franklin County public safety agencies in the event of a hazardous materials incident.

In light of the comprehensive radio system improvement underway in Franklin County and the Connecticut River valley (aka the 450MHz system) this plan should be considered an interim plan until such time as a formal plan is issued from the Tri-State Fire Mutual Aid System, Franklin County Police Chiefs Association, Franklin County EMS, and/or other agencies supporting public safety communications.

### **Control Point:**

The District Control Point is the “Shelburne Control” dispatch center located at the State Police barracks at Shelburne Falls. This control point has the ability to communicate directly with all fire, police and emergency medical agencies on the two (fire and police) county-wide dispatch channels. In addition, Shelburne Control has direct communications with the Massachusetts State Police on their radio system, and to State Control and the other District Control Points through NAWAS.

The designated backup control point is the “Northampton Control” dispatch center located at the State Police barracks at Northampton.

### **Dispatching:**

Shelburne Control serves as the Public Safety Answering Point (PSAP) for 24 Franklin County towns, with Greenfield and Montague answering their own 911 calls.

Initial dispatch to a local (Level I) hazardous materials incident would be made by the local PSAP who would directly dispatch or refer the call to the appropriate fire department.

If additional resources are required for any Level event, those requests would be made to the Shelburne Control dispatch center who would in turn dispatch the resources, if within their jurisdiction, or contact the appropriate dispatch center for those resources. Fire and emergency medical mutual aid resources would be dispatched in accord with the most recent Tri-State Fire Mutual Aid “running order”. In the event of a Level 2 or 3 incident involving multiple agencies, resources would be obtained using the Statewide Fire Mobilization Plan and/or the Franklin County Multiple Casualty Incident (MCI) Plan resource lists. Law enforcement resources would be coordinated with the Massachusetts State Police.

**Incident Communications:**

In an effort to keep emergency dispatch frequencies clear, Incident Commanders should designate tactical radio frequencies for incident-specific command and control functions. Numerous local secondary and tactical frequencies exist from which to choose, however these frequencies may or may not be interoperable from one community to the next. “Dispatch” and shared “Operations” channels are listed at the end of this annex.

**Suggested Radio Communications Channel Plan:**

All “Dispatch” frequencies are maintained for emergency dispatching.
“County EMS Channel” is maintained for ambulance communication to Franklin Med Ctr

<b>Radio Channel:</b>	<b>Used for:</b>
Tri-State Fire Mutual Aid Channel 2:	Command <-> Shelburne Control
Tri-State Fire Mutual Aid Channel 3:	On Scene Fire Communications
County Police Net Channel 2:	On Scene Police Communications
HEAR 2:	On Scene EMS Communications

**Additional Radio Frequency Availability:**

“Interoperability” has received national attention in recent years. The concept is to provide for improved inter-agency and/or inter-jurisdictional radio communications. In larger-scale incidents additional frequencies may be beneficial in order to divide up communication among the different functional or geographic branches described in an incident command structure.

- Current interoperable capabilities include nationally designated inter-agency frequencies (ITAC, UTAC, VTAC channels). These frequencies can be used in a direct or repeated mode depending on the geography of the incident area. Portable radios, mobile repeaters and fixed repeater sites are available in and for Franklin County. Use of these frequencies is coordinated by the Massachusetts State Police Troop B Headquarters. Additional resources are available from the Massachusetts Emergency Management Agency (MEMA) and the Department of Fire Services (DFS).
- Western Massachusetts Law Enforcement Council (WMLEC) maintains regional interoperable frequencies on the UHF band with access available to most, if not all, law enforcement agencies.

**Additional Communications Resources:**

- The State’s Regional **Hazardous Materials Response Teams** bring tactical radio frequencies and portable radios for supporting their operations. These units are operated by the Department of Fire Services (DFS) and use state-licensed frequencies on the 800MHz band, and a portable 800MHz conventional repeater. State Control (MEMA) activates the Haz Mat Teams as requested by the local IC.
- **Field Communications Units (FCU)** are vans capable of providing radio communications monitoring and patching capabilities. These units, coordinated by the Fire Chiefs Association of MA (FCAM), also carry a small supply of 800MHz portable radios. Local units are located in Holyoke and Pittsfield and are activated by contacting the appropriate District Control Point (Holyoke Fire or Berkshire County Dispatch respectively).
- **Local Radio Caches** have been provided in the county and consist of 5-10 portable radios in the 800 MHz band. Communities maintaining caches are: Deerfield, Orange, Greenfield, and Colrain. Contact the respective Town’s Emergency Manager to request these resources.
- A **Special Operations Team** is available from DFS that includes the Incident Support Unit (a mobile command and communications vehicle), as well as other portable repeaters, trailers, radios, and communications support personnel. State Control (MEMA) activates the ISU as requested by the local IC.
- MEMA provides a **Communications On Wheels (COW)** tower that provides wider area communications using conventional repeaters on the national ITAC radio frequencies. MEMA also can provide 50+ portable radios for large-scale incidents. Contact State Control (MEMA) for assistance.

### **Franklin County Emergency Dispatch Frequencies**

Fire Agencies –	Tri-State Fire Mutual Aid Channel 1 (33.540 MHz) Greenfield Fire Department (33.700 MHz)
Police Agencies –	Franklin County Police Net 1 (39.160 MHz) Montague Police (159.090 MHz) Greenfield Police (155.520 MHz) Orange Police (855.2125 MHz)
Emergency Medical –	Tri-State Fire Mutual Aid Channel 1 (33.540 MHz) Baystate Health Ambulance (155.175 MHz) Amherst Fire Department (159.300 MHz) Hillside Ambulance (154.370 MHz )

### **Shared Emergency Operations Frequencies**

Fire Agencies --	Tri-State Fire Mutual Aid Channel 2 (33.480 MHz) Tri-State Fire Mutual Aid Channel 3 (33.860 MHz)
Police Agencies--	Franklin County Police Net 2 (36.240 Mhz) Orange Police Low Band (39.220 MHz) “West County” Net (39.080 MHz)
Emergency Medical--	County EMS Channel (155.385 MHz) HEAR 2 (155.280 MHz)

## Sample Standard Operating Procedures (SOPs)

### INITIAL 911 DISPATCHER

When a hazardous materials incident is reported, complete the “Hazardous Materials Release Form” with as much information as is immediately available. Throughout the incident continue to fill in information as it becomes available.

Instruct the following to the reporting party, if citizen (non-technical):

\_\_\_\_\_ To remain at the scene in a safe location and to keep all persons as far away from the incident as is practical.

\_\_\_\_\_ Do not attempt to move or clean up any material involved in the incident.

\_\_\_\_\_ Stay upwind of any fire or gas or vapor.

\_\_\_\_\_ Avoid eating, drinking or smoking until health screening and/or decontamination has occurred.

\_\_\_\_\_ Remain calm and contact/direct responding personnel to the incident location upon their arrival.

Notify and brief emergency responders.

Call National Weather Service 1-800-647-1735 and request the following:

\_\_\_\_\_ Wind direction and speed.

\_\_\_\_\_ Weather conditions, present and predicted i.e., light or heavy rain, snow, high humidity, barometric changes expected.

\_\_\_\_\_ Temperature (current and predicted)

After Emergency Responders arrive at the scene obtain the following information:

\_\_\_\_\_ Nature of the actual situation.

\_\_\_\_\_ What additional services are needed.

\_\_\_\_\_ Location of incident command post.

\_\_\_\_\_ Complete “Hazardous Materials Release Form” with information not reported by reporting party.

Check with the Incident Commander to see if contact of Facility or Shipper Technical Advisors is needed.

Call CHEMTREC 1-800-424-9300 if requested to do so by the Incident Commander. Have the following information ready when calling CHEMTREC:

Chemical's full name and correct spelling:

CAS number:

Provide CHEMTREC with your call-back phone#:

Nature of the accident:

Physical surroundings:

Weather conditions:

Time of accident:

Location:

Type of container:

If the chemicals unknown, any information such as manufacturer name, placards, labels, shipping papers will help CHEMTREC identify the chemical.

Notify any additional personnel or adjacent communities requested by the Incident Commander.

## FIRE SERVICE

The fire department takes whatever action deemed necessary in response to an incident involving a release of hazardous materials based on their level of training and personal protective equipment availability.

### Initial Response

\_\_\_\_\_ Observe situation from a safe distance, using binoculars, if necessary.

\_\_\_\_\_ Designate an Incident Commander or establish Unified Command – Implement ICS.

\_\_\_\_\_ Establish Command Post to coordinate all emergency and support activities.

- \_\_\_\_\_ Note location and things affected (people, animals, environmental, etc.).
- \_\_\_\_\_ Check wind direction and prevailing weather and position equipment and apparatus upwind.
- \_\_\_\_\_ Identify source of hazardous material.
- \_\_\_\_\_ Identify (or confirm) chemical name and form (solid, liquid, gas).
- \_\_\_\_\_ Refer to North American Emergency Response Guidebook for Initial Response to Hazardous Materials Incidents for emergency response information.
- \_\_\_\_\_ Report findings to dispatcher to notify other response agencies that might be involved.
- \_\_\_\_\_ Determine level of the incident with law enforcement and facility personnel.
- \_\_\_\_\_ Initially, determine which level of public protection action shall prevail and notify the public.
- \_\_\_\_\_ Establish the hazardous area – hot line, contamination control areas.
- \_\_\_\_\_ Initiate containment activities.
- \_\_\_\_\_ Initiate control of overall scene area.
- \_\_\_\_\_ **WARNING:** Do not enter incident area without appropriate protective clothing equipment.
- \_\_\_\_\_ Monitor and control exposure of personnel to hazardous substances.
- \_\_\_\_\_ Request appropriate mutual aid, regional resources and support services.
- \_\_\_\_\_ Determine if rescue of injured persons is possible – Rescue injured persons.
- \_\_\_\_\_ Maintain overall command of the emergency scene until the hazard is contained or until command is passed effectively to another department or agency.
- \_\_\_\_\_ Coordinate with facility personnel regarding appropriate actions and responses for the situation.
- \_\_\_\_\_ Monitor and control exposure of personnel to hazardous substances.
- \_\_\_\_\_ Establish and maintain communications with the Emergency Operations Center.
- \_\_\_\_\_ Establish staging area for incoming equipment and materials.

- \_\_\_\_\_ Shut off source of hazardous materials leak, if possible.
- \_\_\_\_\_ Continue spill containment activities.
- \_\_\_\_\_ Remove contamination, if possible (call in spill clean up company)
- \_\_\_\_\_ Decontaminate all personnel and equipment.

#### Alerting via Dispatcher

- \_\_\_\_\_ Receive alert notification.
- \_\_\_\_\_ Alert emergency response agencies.
- \_\_\_\_\_ Activate fixed warning devices, per Incident Commander (IC) instructions.
- \_\_\_\_\_ Initiate mobile warning efforts, per IC instructions.
- \_\_\_\_\_ Notify special needs facilities and schools, per IC instructions.
- \_\_\_\_\_ Notify surrounding jurisdictions, per IC instructions.
- \_\_\_\_\_ Notify community and state authorities, per IC instructions.

#### C. Ongoing Incident Assessment

- \_\_\_\_\_ Fire Service personnel will provide incident assessment information from the field to the IC at the Command Post.
- \_\_\_\_\_ Incident assessment information will be collected and forwarded to the EOC on a regular basis or as necessary.
- \_\_\_\_\_ Identify potential problems associated with secondary effects (fire, explosion, water, or sewer contamination).
- \_\_\_\_\_ Determine long-term health hazards. Coordinate with Emergency Medical Services.
- \_\_\_\_\_ Determine when additional resources are needed and release them as soon as they are no longer needed.
- \_\_\_\_\_ Continually update dispatch center. Involve CHEMTREC as required.
- \_\_\_\_\_ Be cognizant of incident spreading across political boundaries and coordinate actions as required.

NOTE: All news releases are to be handled by the authorized Public Information Officer with Incident Commander.

## LAW ENFORCEMENT

Law Enforcement personnel have a vital role in response to hazardous materials incident (1st Officer on the Scene).

### Initial Response

- \_\_\_\_\_ Observe situation from a safe distance, use binoculars, if necessary.
- \_\_\_\_\_ Confirm location and things affected (people, animals, environment, etc)
- \_\_\_\_\_ Check wind direction and prevailing weather.
- \_\_\_\_\_ Identify source of hazardous material.
- \_\_\_\_\_ Identify chemical name and form (solid, liquid, gas)
- \_\_\_\_\_ Refer to the Emergency Response Guidebook for Initial Response to Hazardous Materials Incidents for emergency response information.
- \_\_\_\_\_ Report findings to dispatcher including safe access routes, size hazard area.
- \_\_\_\_\_ Until help arrives, serve as temporary on-scene communications point. Ultimately, the fire department will establish an incident command post.
- \_\_\_\_\_ Estimate potential harm to life, property and environment, as necessary.
- \_\_\_\_\_ Secure area.

WARNING: Do not enter incident area without appropriate protective clothing and equipment.

- \_\_\_\_\_ Evacuate immediate affected area, especially downwind, downstream and crosswind.
- \_\_\_\_\_ Establish and control incident perimeter area, area traffic control and emergency TRAFFIC routing.
- \_\_\_\_\_ Brief Incident Commander and coordinate further Law Enforcement activities with the Command Post.

## INCIDENT COMMANDER

Local Fire Service Standard Operating Procedures take precedence over these checklist items when Fire Services is Incident Commander.

### A. After receiving notification of hazardous materials incident:

\_\_\_\_\_ Make sure Command Post is staffed with adequate representation from all necessary emergency agencies that can help in handling the incident. Ensure implementation of ICS.

\_\_\_\_\_ Check hazard vulnerability data to determine type of health or environmental hazard and impact area. Establish hot, warm and cold zones.

\_\_\_\_\_ Start gathering data on weather, wind direction, injuries and other information required in the Hazardous Materials incidents report.

\_\_\_\_\_ Collaborate WITH neighboring communities, response agency chiefs and facility technical representatives.

\_\_\_\_\_ Determine response level and initiate actions.

\_\_\_\_\_ Call CHEMTREC, 1-800-424-9300, with any further questions.

\_\_\_\_\_ Set up media information center. Appoint Public Information Officer.

\_\_\_\_\_ Take protective or precautionary actions as necessary (consider whether evacuation or in-place sheltering is needed).

\_\_\_\_\_ Ensure protective actions for response personnel are taken.

\_\_\_\_\_ Ensure all personnel and equipment are decontaminated as required.

\_\_\_\_\_ Initiate containment or displacement techniques as advised by the Department of Environmental Protection. Check to make sure proper agencies have been notified and are enroute.

### B. Ongoing Incident Assessment

\_\_\_\_\_ Keep monitoring situation and ensure information is relayed to the EOC if opened.

\_\_\_\_\_ Keep re-evaluation response levels and actions.

\_\_\_\_\_ Call for any assistance as needed.

- \_\_\_\_\_ Determine any threats to water supply, sewage treatment, food and soil contamination.
- \_\_\_\_\_ Consider restricting air traffic over incident scene. Contact FAA 781-238-7007.
- \_\_\_\_\_ Conduct critique/after-action review of the incident.

## EMERGENCY MEDICAL SERVICES

Emergency Medical Services provide support in response to a hazardous materials incident. Responders should take the following actions:

- \_\_\_\_\_ At incident scene be aware of dangers.
- \_\_\_\_\_ Take proper precautions when handling casualties.
- \_\_\_\_\_ Coordinate all EMS activities with Command Post.
- \_\_\_\_\_ Coordinate support activities with response agencies, as required.
- \_\_\_\_\_ Establish decontamination and casualty collection points in a safe location, if not already done by Fire Department.
- \_\_\_\_\_ Assist the Fire Department in decontaminating any victims exposed to hazardous materials.
- \_\_\_\_\_ Provide on-site treatment of victims and transportation to hospitals.
- \_\_\_\_\_ Provide communications from units to the hospitals for medical treatment information and assignment of patients to various hospital locations equipped to handle contaminated patients, as directed.
- \_\_\_\_\_ Provide medical screening and care at shelters, if required.
- \_\_\_\_\_ Monitor and control exposure of personnel to hazardous substances.
- \_\_\_\_\_ Report ongoing assessments to the Command Post.
- \_\_\_\_\_ Decontaminate personnel and equipment, as required.

NOTE: All news releases are to be handled by the authorized Public Information Officer. Check with the Incident Commander.

## PUBLIC WORKS

Public Works is available to:

\_\_\_\_\_ Provide equipment (dump trucks, front-end loaders, etc.).

\_\_\_\_\_ Transport materials.

\_\_\_\_\_ Provide assistance with containment.

\_\_\_\_\_ Provide assistance with cleanup.

\_\_\_\_\_ Provide barricades and traffic control devices.

\_\_\_\_\_ Respond with facility information required in the event that the incident affects any public works facility.

\_\_\_\_\_ The Sewer Division provides information about the configuration of the sewer network into which materials may have been released. If necessary, the Sewer Division determines where the product may be transported to and outfall, the effects on treatment facilities, and the potential for explosion.

\_\_\_\_\_ Should the diversion of sewerage be necessary, the Sewer Division provides the Command Post with pertinent information and recommends response actions.

\_\_\_\_\_ Monitor and control the exposure of all personnel to hazardous substances.

\_\_\_\_\_ Field personnel provide ongoing assessment to the Command Post.

\_\_\_\_\_ Decontamination of personnel and equipment completed, as required.

NOTE: All news releases are to be handled by the authorized Public Information Officer.  
Check with Incident Commander.

## PUBLIC INFORMATION OFFICER

Below are suggested actions for the Public Information Officer (PIO) and the Joint Information Center (JIC) staff during the various emergency phases of a hazardous materials incident:

During all phases

\_\_\_\_\_ Ensure that all information is clear, confirmed and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so. Never hesitate to say, “I do not know, but I will find out”.

\_\_\_\_\_ Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.

\_\_\_\_\_ Establish JIC/Media Center & Provide sufficient staffing and telephones to handle incoming media and public inquiries and gather status information.

\_\_\_\_\_ Provide public information according to priorities.

\_\_\_\_\_ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.

\_\_\_\_\_ Keep the Emergency Management Director/Incident Commander informed of all media actions taken or planned.

\_\_\_\_\_ Keep PIO’s in other jurisdictions and at other government levels informed of information released.

\_\_\_\_\_ Maintain log and a file of all information.

#### Emergency Period

\_\_\_\_\_ Mobilize personnel for the Joint Information Center, as necessary.

\_\_\_\_\_ Request Joint Information Center support from next higher level of government or from neighboring jurisdictions, as necessary.

\_\_\_\_\_ Release emergency instructions/information to the public as necessary. (Evacuation, Shelters, Shelter-in-place).

\_\_\_\_\_ Release survival/self-help information, as appropriate.

\_\_\_\_\_ Release “media only” information including JIC telephone number and news conference information.

\_\_\_\_\_ Respond promptly to media and public calls.

\_\_\_\_\_ Release public inquiry (“Rumor Control”) telephone line number when staffed.

\_\_\_\_\_ Follow EAS procedures if system is activated.

\_\_\_\_\_ Monitor incident status constantly.

- \_\_\_\_\_ Attend periodic EOC/Incident Command briefings and planning sessions.
- \_\_\_\_\_ Consider additional methods of distributing emergency instructions.
- \_\_\_\_\_ Arrange media briefings/press conferences on a regular or “as needed” basis.
- \_\_\_\_\_ Prepare news releases, as required.
- \_\_\_\_\_ Provide emergency information in foreign languages, as required.
- \_\_\_\_\_ Receive and handle non-emergency calls. Relay calls to other EOC/Incident Command staff, as appropriate.
- \_\_\_\_\_ Conduct situation briefings for visitors.
- \_\_\_\_\_ Work with the American Red Cross to release information on procedures for determining the status of relatives/friends in the affected areas.
- \_\_\_\_\_ If media over flights of the area create unsafe conditions, temporary flight restrictions may be imposed according to the Federal Aviation Administration Regulations.
- \_\_\_\_\_ News releases should stress the danger that sightseers face or may cause.
- \_\_\_\_\_ Release damage assessment figures when obtained.

#### Post Emergency Period (Recovery)

- \_\_\_\_\_ Continue to release status information upon request.
- \_\_\_\_\_ Assist the Public Information Officers from the state agencies and other agencies in releasing information, if requested to do so.
- \_\_\_\_\_ Release information on re-entry into the area and any travel restrictions near the area.
- \_\_\_\_\_ Gather all records kept during all phases of the incident and prepare a chronological summary of events, actions taken, inquiries made, and response given. Collect newspaper clippings and TV videotapes, if available.
- \_\_\_\_\_ Survey JIC, EOC, Incident Command Staff and the local media for suggestions to improve emergency response procedures and this checklist for future emergencies.

## EMERGENCY MANAGEMENT

Emergency Management provides off-scene support to the Incident Commander by coordinating and managing the Incident Command requests for assistance.

- \_\_\_\_\_ Activate the Emergency Operating Center and staff, if necessary
- \_\_\_\_\_ Coordinate all necessary functions (i.e., warning, evacuation, sheltering, resource management, emergency response).
- \_\_\_\_\_ Coordinate with the Public Information Officer, local radio stations (EAS), and news media to provide information to the citizens.
- \_\_\_\_\_ Notify appropriate adjacent communities, State and Federal authorities of the incident.
- \_\_\_\_\_ Request further assistance, if necessary.
- \_\_\_\_\_ Consult with Incident Commander and Chief Elected Official regarding need for local emergency declaration and/or state disaster declaration.

## PUBLIC HEALTH

Public Health Officials advise the Incident Commander on health issues:

- \_\_\_\_\_ Confirm health hazard.
- \_\_\_\_\_ Seek antidote options.
- \_\_\_\_\_ Assist environmental personnel assess the incident's immediate health effects and environmental effects that will impact health at a later time.
- \_\_\_\_\_ Confirm evacuation area parameters (including establishment of triage areas as required).
- \_\_\_\_\_ Assist in the coordination of medical transportation.
- \_\_\_\_\_ Ensure no etiological (biological) agents are involved.
- \_\_\_\_\_ Work with local emergency medical services in treating the injured.
- \_\_\_\_\_ Monitor and control exposure of personnel to the hazardous substances.
- \_\_\_\_\_ Coordinate with the Command Post to ensure optimum health results.

\_\_\_\_\_ Provide ongoing assessment information to the Command Post.

\_\_\_\_\_ Decontaminate personnel and equipment, as required.

NOTE: All news releases are to be handled by the authorized Public Information Officer.  
Check with the Incident Commander.

#### CHIEF ELECTED OFFICIAL

The Chief Elected Official of the community is responsible for the health and safety of the citizens of the community. The following are questions that the Chief Elected Official should have answers to during a hazardous materials incident:

\_\_\_\_\_ Who is the Incident Commander?

\_\_\_\_\_ What are the dangers to the public as a result of this incident?

\_\_\_\_\_ What are the dangers to the environment as a result of this incident?

\_\_\_\_\_ Who is responding to the incident?

\_\_\_\_\_ What was the cause of the incident?

\_\_\_\_\_ What remediation options do we have?

\_\_\_\_\_ Has the Emergency Operations Center been activated?

\_\_\_\_\_ Who is the Public Information Officer for the incident? Phone number?

\_\_\_\_\_ What is the overall situation?

\_\_\_\_\_ Do we have enough resources to deal with the problem or do we need to obtain additional resources from neighboring regional jurisdictions or the State?

\_\_\_\_\_ Consider need for local emergency declaration and state disaster declaration/emergency in consultation with Incident Commander and Emergency Manager.

- \_\_\_\_\_ Chief Elected Official should be provided with copies of all press releases and summaries of all statements provided to the media in live or taped broadcasts.
- \_\_\_\_\_ Set up regular situation updates with the Incident Commander.
- \_\_\_\_\_ Chief Elected Official should refer incident specific questions to the PIO, but be prepared to answer policy related questions in coordination with the Incident Commander.