

**WHITFIELD COUNTY
LOCAL EMERGENCY PLANNING
COMMITTEE**

Whitfield County Emergency Management Agency



**COMMUNITY HAZARDOUS
MATERIALS
CONTINGENCY PLAN
2013**

WHITFIELD COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Community Hazardous Materials Contingency Plan

Promulgation Statement

The Whitfield County Local Emergency Planning Committee (LEPC) has approved the Community Hazardous Materials Contingency Plan (CHMCP) for unincorporated and incorporated Whitfield County. This plan should be used by local governments, manufacturing facilities that utilize, store and/or transport hazardous materials and the public to facilitate compliance with SARA Title III: Emergency Planning and Community Right-To-Know Act of 1986. It should be also used in preparing for, responding to, and recovering from hazardous materials incidents.

The LEPC encourages the use of integrated emergency management among local governments and facilities (involved with handling hazardous materials) in emergency response to hazardous materials incidents anywhere in Whitfield County. With cooperation, openness, and teamwork among emergency responders and facilities before, during, and after a hazardous materials incident, the loss of life and property can be minimized.

Signed,

A handwritten signature in black ink, appearing to read 'Claude Craig', with a large, stylized flourish extending from the end of the signature.

Claude Craig, GACEM

Director, Whitfield County Emergency Management Agency

Chair, Whitfield County Local Emergency Planning Committee

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FOREWORD

The Whitfield County Local Emergency Planning Committee (LEPC) was established to pursue the development of an awareness program involving the community, industries, local governments and the news media regarding hazardous materials. The LEPC must also evaluate available resources for preparing for, responding to, and recovering from hazardous material incidents. The LEPC's purpose evolved from the passage of SARA Title III: Emergency Planning and Community Right-To-Know Act of 1986. This law addresses the concerns of the American public to the number of hazardous material incidents occurring throughout the United States and the need for emergency planning for such incidents. Compounding those concerns was the catastrophic accident that occurred in Bhopal, India, where seventeen hundred people were killed and thousands more injured due to a hazardous chemical release from a facility located in a residential area.

The Georgia Emergency Response Commission approved the Whitfield County Local Emergency Planning Committee (LEPC) to implement and manage Title III within Whitfield County. The responsibilities of the LEPC include:

1. Designating a representative/agency to act as a Community Emergency Coordinator (CEC) to receive emergency notification of a hazardous material release by any facility as mandated under Title III [currently, the Whitfield County Emergency Management Agency (WEMA) acts as the CEC for the LEPC] and
2. Developing a hazardous materials contingency plan that assists in ensuring the public is informed about hazardous materials within their community. This plan should encourage the coordination of emergency response by local government and private industries that manufacture, store, and/or transport hazardous chemicals in the event of a hazardous materials incident.

The Whitfield County Emergency Operations Plan (EOP) consists of emergency plans for local governments within Whitfield County for preparing for, responding to, and recovering from man made and natural disasters (i.e., chemical spills, tornadoes, etc.). The LEPC has developed this Community Hazardous Materials Contingency Plan to augment the already existing EOP and to meet federal hazardous materials emergency planning criteria. This plan will assist in coordination of emergency responses by local governments and facilities that manufacture, utilize, store, and/or transport hazardous materials within Whitfield County.

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The Whitfield County Hazardous Material Contingency Plan is written for use by chemical industry personnel, emergency first responders, emergency medical care providers, and private citizens. It can be used to supplement existing plans, or serve as a planning guide in the absence of any other standard operating guidelines.

Companies and public service agencies that may utilize this plan are encouraged to review and exercise their emergency action functions listed within. They are further encouraged to contact the Whitfield County Local Emergency Planning Committee and recommend potential changes that would make the plan a more effective document.

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INTRODUCTION

I. PURPOSE

The Community Hazardous Materials Contingency Plan establishes policies and guidelines to aid the emergency response of local government, facilities that manufacture, utilize, store and/or transport hazardous materials, and the general public in preparing for, responding to, and recovering from hazardous materials incidents within Whitfield County.

II. DEFINITIONS

A. Definitions utilized in this plan are as follows:

1. **Access Control Point (ACP)** -The location to which agency representatives are directed so they can pass through the security perimeter. The ACP shall be staffed by the law enforcement agency having jurisdiction.
2. **Aerial Location of Hazardous Atmospheres (ALOHA)** - A computer program produced by the National Oceanic and Atmospheric Association and the United States Environmental Protection Agency for the purpose for generating plume dispersion models of airborne hazardous material releases.
3. **Chemicals** - Those compounds which may be considered toxic, corrosive, or injurious because of their inherent chemical properties. The term includes but is not limited to such items as petroleum products, paints, plastics, solvents, pesticides, minerals, and fibers.
4. **Community Emergency Coordinator (CEC)** - A designated representative/agency authorized by the Local Emergency Planning Committee (LEPC) to receive emergency notification of hazardous materials spills and/or releases as mandated under Title III. Currently, the Whitfield County Emergency Management Agency (WEMA) acts as the CEC for the Whitfield County Local Emergency Planning Committee.
5. **Command Post (CP)** - The location from which all incident operations are directed. There should only be one CP for the incident. In a unified command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies to provide directions would be co-located at the Command Post, which will be managed by the Incident Commander.

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6. Computer Aided Management of Emergency Operations (CAMEO) - A computer software system used by the Whitfield County Emergency Management Agency and the Hazardous Materials Response Group. CAMEO provides detailed information on hazardous materials/chemicals; evacuation distances; plumes; digitized maps of streets; highways; critical areas and facilities; and emergency resources (i.e., personnel, materials, equipment, etc.) located within Whitfield County.

7. Decontamination Area (DA) - The area located on the upwind edge of the Hot Zone. All personnel coming out of the Hot Zone must pass through this area to be decontaminated.

8. Emergency Notification and Emergency Release Notification –Notification required by Sec. 304 of the Comprehensive Environmental Response Compensation Liability Act (CERCLA). It includes the immediate reporting of any spill or release of a listed CERCLA “hazardous substance” to the National Response Center (NRC)-U.S. Coast Guard Headquarters, Washington, D.C., call Tel. 1-800-424-8802. In the state of Georgia, call 1-800-241-4113 (24 hours). This notification must be given by Facility Emergency Coordinators (FEC) in the event the release exceeds the CERCLA hazardous materials reportable quantity established by the United States Environmental Protection Agency (EPA) for that substance. This notification must be given to the Georgia Emergency Response Commission (SERC), the Whitfield County Local Emergency Planning Committee, and local fire departments.

9. Emergency Operations Center (EOC) – Central location from where federal, state, and local agencies can maintain communications with field personnel and coordinate emergency response activities. The EOC for Whitfield County is located at the Whitfield County Emergency Management Agency office at 804 Professional Blvd, Dalton GA 30720.

10. Explosive - Materials capable of releasing energy with a blast effect immediately upon detonation. The released energy usually damages or destroys objects in close proximity to the blast, and causes shrapnel or other projectiles to be sent through the air for some distance at lethal velocities.

11. Fixed Site - levels of emergency under this plan:

a. The Level 1 incident is the release of a product within a facility with no likelihood that any product will leave the site boundaries at levels that would constitute a significant health or environmental hazard. The public may be casually aware that an incident is taking place, but no action on their part is required. The level may, or may not, exceed the reportable quantities.

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b. The Level 2 incident is the release of a product of which the public will be immediately aware, i.e.: odor, nausea, nose, or throat irritation, etc., for which the best course of action is to remain indoors. These products are referred to at times as a “burp” or “slug” and will dissipate in a brief period.

c. The Level 3 incident is the release of a product (actual or threatened) which would expose the community to a significant, prolonged health-threatening situation. In these cases, evacuation is recommended.

12. Georgia Right to Know (GARTK) Information - Information requested by the SERC and the LEPC in lieu of Tier II information. This information is provided by facilities that manufacture, utilize, and/or store hazardous materials to the SERC, the LEPC, and the local fire department. It includes:

a. The chemical name, or common name, of the chemical as provided on the Materials Safety Data Sheets.

b. An estimate (in ranges) of the maximum amount of the hazardous chemical present at the facility at any time during the preceding calendar year.

c. A brief description of how the hazardous chemical is stored.

d. An indication of whether the owner or operator of the facility elects to withhold confidential storage and trade secret information on a specific hazardous chemical from disclosure to the public under Section 324 of Title III.

13. Whitfield County Local Emergency Planning Committee (LEPC) – Council established by the Whitfield County Board of Commissioners for developing public awareness programs involving industry, the community, local government, and the news media about hazardous materials manufactured, utilized, stored, or transported within Whitfield County. This Council has been designated by the SERC to be the Local Emergency Planning Committee (LEPC) to implement Title III within Whitfield County (see Local Emergency Planning Committee).

14. Geographic Information System (GIS) – Computerized mapping system that divides geographic and statistical data into layers that can be added or removed depending on the informational needs of the user.

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15. Hazardous Materials - Hazardous materials, as used in this plan, are all chemicals which are physical hazards or health hazards as defined by OSHA and thus require Material Safety Data Sheets. It may be defined as, but not limited to, any substance harmful, or injurious, to humans, animals, agriculture, structures, environment, waterways, highways, or other public, or private property.

16. Hot Zone - The area immediately around the incident site. Anyone entering the Hot Zone must wear all of the protective clothing and equipment required to safely handle the product involved. The decontamination area shall be located on the upwind edge of the Hot Zone.

17. Incident Command System (ICS) - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure having responsibility for the management of available resources to accomplish stated objectives pertaining to an incident.

18. Incident Commander (IC) - The individual responsible for the management and coordination of all incident operations.

19. Inventory Form - The "Emergency and Hazardous Chemical Inventory Form" that must be submitted by covered facilities to the SERC, the LEPC, and the local fire department.

20. Lists of Chemicals - Chemical information submitted to the SERC, The LEPC, and the local fire department, in lieu of MSDS' by facilities that manufacture, utilize and/or store hazardous chemicals.

21. Local Emergency Planning Committee (LEPC) - Local committee that is responsible for developing and maintaining a community hazardous materials control plan; chemical inventory release forms, follow-up notices and facility emergency response plan. The Georgia SARA Title III Planning Committee is the LEPC for the State of Georgia. It is responsible for providing information to the public and maintaining records in accordance with this law for the state, excluding Whitfield County. The LEPC has the same responsibility for Whitfield County. These committees are to appoint Community Emergency Coordinators (CEC) to receive notification of hazardous materials releases. The Georgia SARA Title III Planning Committee has designated the Georgia Environmental Protection Division (EPD) as its CEC, While on the local level; the LEPC has designated the WEMA.

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22. MARPLOT - Computerized mapping system identical to GIS that is designed to display data stored within CAMEO and ALOHA.

23. Materials Safety Data Sheet (MSDS) - Written and/or printed materials used by chemical manufacturing companies and required by the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard for reporting health and safety information on hazardous chemicals and substances.

24. Off-Site - Any site that is not "on-site."

25. On-Site - The same or geographically contiguous property that may be divided by public or private right-of-way if the entrance and the exit between the properties is at a cross-roads intersection, and access is by crossing as opposed to going along the right-of-way. Non-contiguous properties owned by the same person, connected by a right-of-way, to which the public does not have access, is also considered on-site property.

26. Public Health and Welfare - All factors affecting the health or welfare of the environment including but not limited to human health, the natural environment, marine life, wildlife, water and waterways, shorelines, beaches, and public and private property.

27. Public Safety Answering Point (PSAP) - Designated community 911 center to be utilized to obtain assistance from fire, police, and/or emergency services within Whitfield County.

28. Radiological - Any situation involving the presence of dangerous levels of ionizing radiation emitted from radioactive substances.

29. Safety Officer - An appropriate fire official who is knowledgeable in fire fighting, rescue operations and hazardous substance handling procedures, and has the specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand.

30. Staging Area - The physical location designated by the Incident Commanders' Liaison Officer where personnel and equipment not immediately needed during an emergency response are organized and situated.

31. State Emergency Response Commission (SERC) - Formerly The Hazardous Materials Response Commission of Georgia: State Commission created to manage, implement, and enforce Title III within the state of Georgia. This agency will receive hazardous materials release notification and other Title III information submitted by facilities.

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32. Unified Command Structure (UCS) - A system for managing the incident made up of key officials from each jurisdiction and/or of several functional departments within a single political jurisdiction to respond to multi-jurisdictional emergency response situations.

33. 2012 North American Emergency Response Guide Book (ERG2012) - Formally referred to as the DOT Emergency Guidebook. The ERG2012 was developed jointly by Transport Canada, the U.S. Department of Transportation and the Secretariat of Communication and Transportation of Mexico for use by fire fighters, police, and other emergency service personnel who may be the first to arrive at the scene of a transportation incident involving dangerous goods.

III. SITUATIONS AND ASSUMPTIONS

A) Situations

1. Hazardous materials incidents occur at fixed facilities and/or in transport. The facility owner or transport operator can handle some incidents. Others will require response by local, state, and federal officials to safeguard the public and return the effected environment to normal conditions.

2. When spills, leaks or other releases of hazardous materials occur, local government agencies must be prepared to respond in a coordinated manner to protect the public and minimize injury, loss of life and property.

3. The information contained in the Computer Aided Management for Emergency Operations (CAMEO) will be available upon request to local jurisdictions in responding to hazardous materials incidents. CAMEO will provide emergency responders with information on hazard analysis, transportation routes, the types, and levels of hazardous materials at a facility and the vulnerable areas surrounding the affected facility.

4. Geographical, Demographic, and Weather Information for Whitfield County.

a. Whitfield County is located in the north west part of Georgia. It consists of 290 square miles. The major transportation routes utilized in Whitfield County are Interstate 75; Georgia State Routes 2, 3, 3 Connector, 52, 70, 201 and 286; and U.S. Highways 41 and 76. The major railways utilized in the county are Norfolk Southern Railroad and CSX. The county has one airport, Dalton Municipal Airport.

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b. From January through April the temperature averages 64 degrees and winds average 4 mph; from May through August the temperature averages 85 degrees and winds average 2 mph; and from September through December the temperature averages 66 degrees and winds average 3 mph. In the event of airborne distribution of hazardous materials, the wind conditions and the type of chemical released will determine the severity of the release relative to its impact on the air in the community. The ALOHA program can provide this information through its plume dispersion model.

c. The most critical times of the day for emergencies are from of 1:00 a.m. to 8:00 a.m. Within this time span, transporters of hazardous materials prefer to travel in an effort to avoid traffic. They also avoid lunch hours (11:30 a.m. to 1:00 p.m.) and rush hours (4:00 p.m. to 6:30 p.m.).

d. The winter months of December through February, are critical months due to the high probability of ice, rain and cold weather. These conditions may impede the safe transportation of hazardous materials and/or hamper emergency response activities.

e. The total population within Whitfield County is 102,599. (Source: U.S. Census Bureau, Year 2010 <http://www.census.gov/>)

f. The natural water resources available in Whitfield County come from streams and rivers. The major river that runs east of Whitfield County and serves as the county border between Whitfield and Murray County is the Conasauga River. The major creeks and streams within Whitfield County are Coahulla Creek, Gordon Spring Creek, Haig Mill Creek, Mill Creek and Stover Creek. Other streams and creeks are located throughout the county and are vulnerable to contamination in the event hazardous materials are dumped and/or spilled into them.

g. There are a total of 3 wastewater and 3 fresh water treatment facilities located within Whitfield County.

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B) Assumptions

1. Emergency first responders will use the incident command system to facilitate a coordinated response to hazardous materials incidents.
2. Federal, state and local hazardous materials response teams and other support agencies will respond with technical expertise (See Appendix I: Training) and resources upon request.
3. Local fire department(s) will use software (i.e., E-plan www.erplan.net, WISER <http://wiser.nlm.nih.gov/> and or CAMEO) to obtain information on Title III facilities that are located within Whitfield County. This will provide them with detailed information of the facility's structure and the type of chemicals they handle on site.
4. Facility Emergency Coordinators (FEC) will implement facility emergency plans and follow emergency notification procedures to warn their personnel, local governments, and the general public of a release.
5. Facilities will primarily utilize Interstate 75; Georgia State Routes 2, 3, 3 Connector, 52, 70, 201 and 286; and U.S. Highways 41 and 76. The major railways utilized in the county are Norfolk Southern Railroad and CSX.
6. WEMA will make available maps of Whitfield County to local fire departments. These maps are located in the Emergency Operations Center (EOC), show facilities, public transportation routes, vulnerable areas, and water supplies. These maps are maintained and managed with Whitfield GIS. Whitfield County maps are also located online @ <http://www.whitfieldcountyga.com/Indexgis.htm>
7. Those facilities that manufacture, utilize, store and/or transport hazardous materials will be responsible for the safety and well-being of their employees. Companies or individuals doing business in Whitfield County are regulated by local zoning and fire ordinances. The Community Hazardous Materials Contingency Plan will also be implemented in coordination with the federal, state and local emergency operation plans for responding to hazardous materials incidents.
8. The WEMA will act as the Community Emergency Coordinator for the Whitfield County LEPC in the event of hazardous material incidents occurring in Whitfield County.
9. The ranking fire officer of the jurisdiction where the incident has occurred will act as the Incident Commander and will direct and control all emergency response activities during the initial phase.

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10. Local governments will protect the well-being of residents until a hazardous situation is corrected and maintained within its controlled environment. Responsibilities include responding to hazardous material incidents of all types, making initial assessment as to their severity/magnitude, notifying appropriate response/support agencies and taking appropriate first-step protection measures to prevent and/or minimize injuries and property damage.

11. Facilities that manufacture utilize and/or store hazardous materials and emergency response organizations involved in a hazardous material incident shall notify appropriate wastewater and water treatment facilities in the event sewers, rivers, and/or streams are affected by a spill.

IV. CONCEPT OF OPERATIONS

A. General

1. Local governments, emergency response organizations, and facilities that manufacture, utilize, store, and transport hazardous materials must take an integrated approach in responding to hazardous materials incidents. Each must develop standard operational procedures and/or contingency plans for responding to such situations with special emphasis on coordinating response operations. This effort will contribute towards minimizing the loss of life and property.

2. Facilities that manufacture, store, utilize, and/or transport hazardous materials under Section 304-CERCLA must report any spill or release of CERCLA hazardous substances to the National Response Center in Washington, D.C. at 1-800-424-8802.

3. The Whitfield County Emergency Operations Plan (EOP) provides the framework for the structure and operational functions for local response during man-made and/or natural disasters.

4. When a jurisdiction within Whitfield County requires federal and/or state assistance, it should notify the Whitfield County Emergency Management Agency (WEMA). WEMA will obtain such assistance, if the request cannot be fulfilled with local resources.

B. Phases of Management - Includes but is not limited to the actions taken by local governments, private and/or public agencies when preparing for, responding to, and recovering from hazardous materials incidents.

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1. Mitigation

a. Develop legislation, codes, ordinances, programs, structures, etc. that minimizes the loss of life and property in the event of hazardous materials incidents.

2. Preparedness

a. Develop plans, policies, and procedures for responding to hazardous materials incidents.

b. Train and participate in exercises conducted by federal, state, and local agencies for personnel involved in responding to hazardous materials incidents.

c. Ensure the availability of reference documents (North American Emergency Response Guidebook) for handling hazardous materials.

d. Ensure the availability of specialized equipment for responding to and recovering from a hazardous materials incident.

e. Develop and use an incident command system in accordance with the National Incident Management System (NIMS).

3. Response

a. Determine the nature of the incident and the type of materials involved.

b. Alert the local PSAP, fire service, WEMA, LEPC, NRC, and the SERC of hazardous materials incidents as appropriate.

c. Isolate the incident area and establish a Hot Zone (Immediate Evacuation Area).

d. Determine the fire and explosive hazards of the materials involved (Use resources available, i.e. WISER, EPLAN, North American Emergency Response Guidebook, EIS, or CHEMTREC).

e. Rescue victims from the contaminated area, decontaminate them, and transport them to the medical aid station.

f. Alert supporting agencies and request necessary assistance.

g. Coordinate the efforts of all responding agencies.

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- h. Activate the Emergency Operations Center if needed.**
 - i. Evaluate the danger from hazardous materials spillage into waterways, sewers, etc. and take preventive measures.**
 - j. Direct large-scale evacuation if required.**
 - k. Notify the affected public through the news media, social media, public notification systems, and door-to-door notification in the event that an evacuation is necessary.**
 - l. Isolate and secure the affected area.**
 - m. Re-route normal traffic around the area.**
 - n. Establish an Access Control and Coordination Point.**
 - o. Provide security within the evacuation area.**
 - p. Escort heavy or special vehicular equipment.**
 - q. Pass timely information to the public through the news media.**
 - r. Coordinate feeding and sheltering of evacuees.**
 - s. Prepare situation reports on the incident and provide them to the appropriate government officials.**
- 4) Recovery**
- a. Terminate sheltering-in-place or advise evacuees when it is safe to return to the affected area.**
 - b. Assist/monitor those involved in clean-up activities.**
 - c. Restore supplies, equipment, and personnel to normal status.**
 - d. Assist the affected facility.**
 - e. Account for materials, personnel man-hours, etc. for cost recovery measures.**
 - f. Review and revise this plan as indicated by critical review of the incident.**

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V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A) General

1. All Federal, state and local governments, private organizations, and facilities, under Federal law (i.e., SARA Title III, and CERCLA) shall establish plans, policies, and procedures for responding to hazardous materials incidents.

B) Organization

1. During an emergency response to hazardous materials incidents, the ranking fire officer of the jurisdiction where the incident occurs is the Incident Commander. He/she is responsible for mitigating the danger to life and property caused by the hazardous material release and for the safety of all personnel on the scene.

C) Responsibilities

1. Please Note: The fire service will not always be the first response unit to a hazardous materials incident. All government and private sector organizations should be familiar with general responsibilities when responding to hazardous materials incidents. The first arriving units responding to hazardous materials incidents should always:

- a. Proceed with caution and assess the incident for its potential danger to the safety and health of the population in the immediate area.**
- b. Attempt to approach the site from an upwind direction.**
- c. Request the appropriate law enforcement agency to isolate the area until the danger is assessed.**
- d. Coordinate evacuation of the immediate area if necessary**
- e. Establish a security perimeter.**

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VI. DIRECTION AND CONTROL

A. General

1. Direction and control of hazardous materials incidents lies with the local fire department in the jurisdiction where the incident has occurred. Those facilities that manufacture, utilize, store and/or transport hazardous materials are responsible for handling incidents on-site or en route until they relinquish control to the local fire department and/or industrial hazardous materials clean-up organization.

B. Whitfield County Emergency Operation Center (EOC)

1. A hazardous material incident can escalate to a point where designated federal, state, and local agencies may be requested by the Whitfield County EMA to staff the EOC to coordinate communication and control of its units in the field. The EOC is located in the Whitfield County Emergency Management Agency at 804 Professional Blvd. Dalton GA 30721.

2. Departments, bureaus and agencies with responsibilities in this plan must be prepared to report to the EOC upon request by the Whitfield County EMA. Each agency will implement their departments' hazardous materials response plan and retain control of their employees and equipment responding to the incident.

3. If necessary, the Whitfield County EMA Director will activate the EOC for staffing to facilitate the management of the hazardous materials incident.

C. Emergency Notification Procedures

1. In the event of a hazardous material incident the Facility Emergency Coordinator and/or responsible individuals should:

2. Call PSAP/911 and provide time, location, type of release, materials released, name of shipper, container type, etc.

3. First responding units should:

a. Assess the situation for its potential danger to the affected area population.

b. Rescue the injured, if possible. (Without endangering rescuers)

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- c. Secure the area.**
 - d. Brief the fire department upon arrival.**
- 4. PSAP/911 will notify:**
- a. WEMA**
 - b. Local fire departments**
 - c. Local police departments**
 - d. HAZMAT Team**
 - e. CHEMTREC (When required information is obtained)**
- 5. WEMA/Incident Commander will notify:**
- a. Environmental Protection Division/Georgia Department of Natural Resources (EPD), if necessary**
 - b. Environmental Protection Agency/United States (EPA), if necessary.**
 - c. Public Works (i.e., sanitation, water, sewer, highways, and streets (engineering))**
 - d. Department of Transportation, if necessary.**
 - e. Emergency Coordinators**
 - f. Georgia Emergency Management Agency, and advise of current situation.**
- D. The Community Emergency Coordinator (CEC)**
- 1. The CEC for Whitfield County is the Whitfield County EMA. The EMA Director will perform all functions of the CEC as mandated by Title III. The EMA is legally designated as Disaster Coordinator for Whitfield County and is authorized and directed to assist in coordinating the operations of emergency services in time of emergency. Moreover, the EMA acts as a liaison between cities, county, State and Federal agencies in the event of an emergency.**

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E. Facility Emergency Coordinators (FEC)

1. The FEC, under Title III, is responsible for coordinating the emergency response activities for hazardous material incidents that occur on-site and to assist local authorities with off-site releases. The FEC is responsible for ensuring that his/her facility prepares proper chemical release forms and reports; obtaining proper emergency response equipment; developing and updating hazardous materials contingency plans; and coordinating training of personnel in implementing the emergency plan. Other duties include but are not limited to showing local government emergency response units the proper ingress and egress routes on-site, providing local fire departments with information on the type of chemical(s) involved in the incident, the location of water mains, power shut-offs, etc. Each facility reporting under Title III to the LEPC has provided names and telephone numbers of their FEC. This information is stored within E-PLAN (<http://erplan.net>) web based software and available for upload into CAMEO.

F. Relationship of the Community Hazardous Material Contingency Plan with Other Hazardous Materials Plans

1. The Whitfield County EMA has access in the EOC all facility hazardous materials response plans submitted to the LEPC by Title III facilities via E-PLAN <https://erplan.net>. All facility hazardous materials response plans pertaining to OSHA Regulations on Hazardous Waste Operations and Emergency Response (CFR 29 Part 1910.120) are located at the State EPD for review. If a hazardous materials incident occurs on-site, these plans will be used in coordination with federal, state, and local government hazardous materials contingency plans.

G. Methods used by the FEC to notify the CEC, SERC, and CEC's of other potentially affected municipalities

1. The FEC shall have available within his/her facility and emergency plan, the telephone numbers of the Whitfield County EMA/LEPC, State Emergency Response Commission, local fire departments, and PSAP/911 of all jurisdictions in the immediate vicinity of the facility. He/she shall notify the appropriate officials of a spill or release as mandated by Title III and CERCLA requirements (Section 304). He/she will provide as much information as possible to appropriate federal, state, and local emergency response officials to facilitate suppressing and documenting the incident. This information includes but is not limited to:

- a. Identity of any substance involved in the release.
- b. Indication of whether the substance is on the list of extremely hazardous substances.

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- c. Estimate of the quantity of any substance released into the environment.**
 - d. Time and duration of the release**
 - e. Medium or media into which the release occurred**
 - f. Known or anticipated acute or chronic health risks associated with the release.**
 - g. When appropriate, the care that medical personnel should provide for exposed individuals.**
 - h. Precautions or actions to be taken as a result of a release, including evacuation.**
 - i. Name and telephone number of the person or persons to be contacted for further information.**
- 2. Methods used by the CEC to ensure that the FEC notifies the SERC of a chemical release.**
- a. To ensure that the FEC reports a release to SERC, the CEC will work closely with local fire departments to obtain any information regarding their response to hazardous materials incidents. After the incident has been reported, the CEC shall request an after action report and/or a written follow-up emergency notice from the FEC. This information must be provided no later than two days after the release of a chemical. Significant changes occurring after the owner or operator has submitted the after-action report and/or follow-up notice must also be reported to the CEC as soon as they are discovered. This information includes but is not limited to:**
 - i. Actions taken to respond to and contain the release.**
 - ii. Any known or anticipated acute/chronic health risks associated with the release.**
 - iii. Advice regarding medical attention provided to exposed individuals.**

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H. Identity of the agency designated as the CEC.

1. As the designated CEC of Whitfield County, the Whitfield County Emergency Management Agency (WEMA) is responsible for receiving notification of off-site hazardous materials releases from the FEC. Moreover, it is responsible for receiving after-action reports and follow-up emergency notices from the FEC after the release of hazardous materials at their facility. The agency is also responsible for maintaining all information submitted to the LEPC. WEMA can be contacted by calling (706) 259-3730 Monday thru Friday from 8 am until 5 pm.

I. Facility

1. Facilities that manufacture, store, utilize and/or transport hazardous materials must comply with CERCLA, SARA Title III, and OSHA regulations. This requires facilities to do the following:

a. Designate a FEC.

b. Prepare appropriate List of MSDS Hazardous Chemicals and submit them to local fire departments, the SERC, via EPD, and the LEPC, via WEMA, no later than 3 months after the facility is required to prepare and/or have available an MSDS under OSHA regulations.

c. Prepare Facility Profiles and submit them to the SERC, via EPD, and the LEPC, via WEMA.

d. Prepare Georgia Emergency and Hazardous Chemical Inventory Forms /Tier II information (Section 312) and submit them to the Georgia SARA Title III Planning Committee, via E-PLAN <https://erplan.net> before or on March 1 of each calendar year.

e. Prepare chemical release forms and submit them to E-PLAN <https://erplan.net>, annually on or before July 1 of each calendar year.

f. Develop emergency plans for responding to hazardous materials incidents on and off facility grounds.

g. Develop a community awareness program to inform the community about business operations and the type of chemicals stored at the facility; and participate in local government exercises designed to test local government hazardous materials response capabilities.

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J. Incident Command System (ICS)

INCIDENT COMMAND STRUCTURE

1. In responding to hazardous materials incidents, the ranking fire officer on the scene will act as the Incident Commander (IC) and direct operations and coordinate the efforts of all agencies involved in on-site emergency operations. Agencies responding to the incident will maintain control of their respective forces. The Incident Command Structure shall consist of the following branches:

a. Command Staff

i. Safety Officer

ii. Public Information Officer

iii. Liaison Officer

iv. Technical Advisor (Industry representative)

b. General Staff

i. Operations

ii. Logistics

iii. Planning

iv. Admin/Finance

v. Intelligence

2. A unified command system will be utilized in order to coordinate emergency responses to hazardous materials incidents. This is because hazardous materials spills can cause multi-jurisdictional problems in:

a. Determining overall incident objectives

b. Selecting strategies

c. Insuring that joint planning for tactical activities is accomplished.

d. Insuring that integrated tactical operations are conducted.

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- e. The participants who are selected within a unified command structure will depend upon:
 - f. The political jurisdiction where the incident has occurred.
 - g. The local agencies required to address the incident
- 3. A single Incident Commander directs the Unified Command System (UCS). Within the Incident Command System is a single Operations Chief. This Chief generally will be from the agency with the greatest jurisdictional involvement in the incident. His/her appointment is at the sole discretion of the incident commander. It is recommended that the appointment be agreed upon by all agencies having jurisdictional and functional responsibility.**
- 4. The Unified Command System is composed of the following:**
- a. Fire Department Incident Commander
 - b. Fire Department Safety Officer
 - c. Pollution Control
 - d. Police Services
 - e. Emergency Management Agency
 - f. Emergency Medical Services
 - g. Public Works (i.e., water, sewer, highways & streets (engineering), etc.)
 - h. HAZMAT Team
 - i. Whitfield County Health Department
 - j. Environmental Protection Agency
 - k. Environmental Protection Division
 - l. Facility Emergency Coordinator
 - m. Other agencies as needed.

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5. The Incident Commander will coordinate containing the hazardous materials incident until command is passed to the agency designated to oversee the clean up. After the emergency is stabilized and command is passed to the agency overseeing clean up, fire department and other emergency personnel shall leave the scene. Fire Service and other emergency personnel will stand-by during clean-up operations, as needed. The Incident Commander will notify all agencies needed to assist in controlling the incident.

6. When any actions or activities are judged by the Safety Officer to be unsafe and/or to create an imminent danger condition, he/she has the authority to alter, suspend, or terminate those actions or activities. The Safety Officer shall advise the Incident Commander of any actions he/she should take to correct such hazards at an emergency scene. The safety officer must be trained to the level of the operation being performed.

7. All agencies that are involved in responding to a hazardous material incident will keep records that are sufficient to make an after-action report for study and critique. This is to improve response capabilities in the future. Special state or federal funds might be available to cover part or all of the expenses involved in the incident. Proper records are necessary if responding agencies seek reimbursements of some of the funds expended during the incident.

8. The one command and control center at the incident scene will be the command post. It will be located in close proximity to the incident where the Incident Commander will exercise the initial control. An access control and coordination point, located a safe distance from the incident at the best access point to the scene, will be established, and controlled by the police department.

9. A staging area will be located a safe distance away with good access to the incident area where equipment and personnel can be assembled for deployment by the Incident Commander. Agencies required for control, containment, and recovery activities will be alerted and called to the scene as required by the Incident Commander. All agencies will report to the staging area where the Liaison Officer can coordinate activities. If no agency response area has been setup, incoming agency representatives will report to the Command Post.

10. Emergency operations within the hot zone shall be conducted utilizing appropriate personal protection equipment.

11. Additional agencies may be included in the decision making process as their involvement in the mitigation effort increase. They will become a part of the unified command staff and be co-located at the Command Post.

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12. Fire Service, Law Enforcement, Hazardous Materials Team, Pollution Control, Emergency Management Agency as well as other Public Safety Commanders will be co-located at the Command Post with the Incident Commander.

K. Response Personnel Safety

1. Each emergency response organization is responsible for providing hazardous materials safety training for its personnel. However, the Whitfield County LEPC can, upon request, assist in the coordination of training.

VII. ADMINISTRATION AND LOGISTICS

A. General

1. The administration and logistics for activities involving response to hazardous materials incidents rests with both the facilities that manufacture, utilize, store and/or transport hazardous chemicals and those emergency response organizations (government and private) that respond to the incident and those who conduct the actual clean-up activities following the incident.

B. State and Local

1. Records and Reports

a. The Georgia SARA Title III Planning Committee and the LEPC, via the E-PLAN <https://erplan.net> , shall request and maintain all MSDS and/or List of MSDS Chemicals, Facility Profiles and Georgia Emergency Response Chemical Inventory Form/Tier II (Section 312) from Title III facilities annually.

b. Title III facilities will prepare and submit Chemical Release forms to the SERC when any of the Title III chemicals are released into any of the environmental mediums (land, water, air). Facilities not covered under Title III shall follow appropriate procedures designated in section "V. Organization and Assignments of Responsibilities". (The general public can have access to this information and other Title III information for a fee established by the LEPC-See Appendix G: Public Access to Title Information. Contact the LEPC and/or the WEMA for additional information on fees at (706)259-3730.

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c. Local government, state agencies, and private providers responding to the incident will maintain records of expenditures and obligations in the emergency response.

d. Local responders will be approved for access to E-PLAN <https://erplan.net> web data base and training upon request to WEMA/LEPC.

C. Environmental Policy

1. The SARA Title III, and CERCLA legislation, in addition to state and local hazardous materials ordinances provide the basis for ensuring that public and private organizations utilize protective measures to minimize the loss of life and property in the event of hazardous materials incidents.

D. Availability of Resources

1. The Whitfield County EMA has available an inventory of personnel and equipment of private and public organizations within Whitfield County that may be utilized during an emergency/disaster situation. This inventory is stored in the EOC.

E. Mutual Aid Agreements

1. The Georgia Emergency Management Act of 1981 provides Whitfield County EMA with the authority to establish mutual aid agreements with other local emergency management agencies in Georgia and with other public and private agencies when local emergencies or disasters exceed local response capabilities. Local employees and equipment utilized in an emergency at the request of another jurisdiction shall have the same powers, duties, rights, privileges, and immunities as if performing in their own jurisdiction. Any political subdivision in which personnel and/or equipment are used shall be liable for any loss or damage and any expense in the operation and maintenance thereof, in responding to such incidents.

F. Criminal and Civil Penalties

1. City and county codes and ordinances regulating hazardous materials will be enforced by local jurisdictions. EPA and OSHA will enforce criminal and civil penalties against facilities for non-compliance with Title III, SARA, and CERCLA provisions. OSHA can also enforce criminal and civil penalties against facilities if they fail to inform, provide training, and develop contingency plans for employees handling hazardous chemicals.

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G. State Level Authority

1. The Georgia Emergency Management Agency has the legal authority under the Georgia Emergency Management Act of 1981 to respond to man made and/or natural disasters in the state at the request of local jurisdictions. It has the authority to obtain resources and equipment from other state agencies upon request.
2. The Georgia Department of Natural Resources, Environmental Protection Division, has the legal authority to act as the CEC for the Georgia SARA Title III Planning Committee, the LEPC for the State. It also has the authority to receive Title III notification and information submitted to the SERC.
3. The SERC is a policy making body appointed by the Governor of the State of Georgia to implement Title III. The SERC's authority consists of designating LEPC's and planning districts throughout the State. It also has the authority to approve emergency plans developed by LEPC's, establish procedures for handling requests from the public, particularly the availability of emergency response plans; provide Materials Safety Data Sheet and Tier II information; and obtain follow-up reports from facilities after an emergency incident.

H. Local Level Authority

1. The Whitfield County LEPC has the responsibility to develop a community awareness program involving industry, the community, and local government regarding facilities manufacturing, utilizing, storing, and transporting hazardous materials in Whitfield County. It also has the authority to develop an emergency contingency plan for hazardous materials response involving facilities, local governments and the community as required under Title III. The LEPC must designate a CEC to receive hazardous materials notification. The LEPC has designated the Whitfield County Emergency Management Agency to act as CEC and receive notification of hazardous materials incidents, in addition to managing all Title III information submitted to the LEPC.
2. The Whitfield County Emergency Management Agency has the legal authority under the Georgia Emergency Management Act of 1981 to respond to man made and/or natural disasters (See #4 of this section "Administration and Logistics"). In addition, WEMA has the authority and responsibility to develop an emergency operations plan for local government response to hazardous materials incidents. WEMA has been delegated by the LEPC to be the CEC for Whitfield County.

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VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

- A. The LEPC and the WEMA has the overall responsibility for developing and maintaining the Community Hazardous Material Contingency Plan in addition to ensuring that the plan is properly implemented. This effort will be achieved through functional, tabletop, and full-scale exercises.**
- B. The WEMA Director will provide guidance and direction in conducting disaster assistance and recovery activities.**
- C. Directors of supporting local agencies and FEC are responsible for maintaining contingency plans, standard operating guidelines, and resource data for ensuring a prompt, effective response to hazardous materials incidents.**
- D. The WEMA Director will inform all officials included in the Community Hazardous Material Contingency Plan about their roles as defined in Section V: "Organization and Assignment of Responsibilities".**
- E. The LEPC is responsible for ensuring that an annual review of this plan is conducted and that appropriate additions and deletions are made.**
- F. The WEMA will conduct functional, tabletop, and full-scale exercises with designated facilities annually. During the exercises, contingency plans of facilities and of local governments will be critiqued for efficiency and effectiveness and updated as needed.**
- G. When changes are made to the Community Hazardous Material Contingency Plan, they will be recorded on the "Record of Changes Sheet" within the plan.**
- H. Distribution of guides will be controlled by assigning each individual and/or organization a guide number. When guides are delivered to the appropriate person and/or organization/agency, they will be checked off accordingly in a logbook maintained by WEMA for the LEPC.**

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IX. AUTHORITIES AND REFERENCES

A. The legal authorities listed below mandate the need for the Community Hazardous Material Contingency Plan and for the provision of services to be rendered by the emergency response organizations included in the plan.

B. Legal Authority

1. State

a. Georgia Emergency Management Act of 1981.

b. Georgia Law, 1951, pg. 3068.

c. Petition approved by the Georgia State Emergency Response Commission (SERC) for the Whitfield County LEPC to become a State recognized LEPC, July 1, 2003.

2. Federal

a. Federal Emergency Management Act of 1979.

b. SARA Title III: Emergency Planning and Community Right-To-Know Act of 1986.

c. Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1988.

d. Superfund Amendment and Reauthorization Act of 1986 (SARA)

e. NRT-1A, Criteria for Review of Hazardous Materials Emergency Plans, National Response Team, 1988.

f. Clean Air Act, Section 112®

g. North American Emergency Response Guide Book, 2000.

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EVACUATION AND SHELTERING IN-PLACE

INTRODUCTION

Many if not most everyday items that we take for granted are produced by the chemical industry. Processes involving hazardous, even deadly materials produce petroleum products that we use for fuel, rubber, plastics, sealant for canned goods, and even fabrics. Some chemicals can produce clouds of harmful vapor if released in large enough amounts. This was the case in Bhopal, India, where a Union Carbide pesticide plant accidentally released methyl isocyanate. The accident resulted in seventeen hundred deaths and thousands of injuries.

Federal law requires facilities that use or produce extremely hazardous materials to have accident prevention and mitigation programs. Because many communities exist near such facilities, average citizens need to know how to protect themselves and their families in the event that prevention and mitigation efforts somehow fail. The two principal methods of protection that are used during a chemical emergency are evacuation and sheltering-in-place.

Evacuation and sheltering-in-place require opposite actions; Evacuation requires one to temporarily leave his/her present location and seek shelter elsewhere while sheltering-in-place requires one to actually stay in place and be isolated from the outside.

Sheltering-in-place is a form of protective action that citizens can take when there is insufficient time to evacuate to a safer place or if adequate shelter outside the risk area is unavailable. When sheltering-in-place, one takes refuge in an area that is sealed off or capable of being sealed off from the outside. This is accomplished by closing all doors and windows, shutting off air conditioning and closing ventilation ducts, and sealing all cracks in doors and windows with duck tape, wax paper, and towels. When done properly, this will reduce one's exposure to harmful vapors. Emergencies requiring this kind of action do not last very long, usually only a few hours.

The following pages outline what steps to take to prepare for and carry out evacuation or sheltering in place. To find out if your home or community can be affected by hazardous material release, log onto EPA's website at www.epa.gov/ceppo.

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Both Evacuation and sheltering-in-place require preparedness actions that include the following:

- ▶ Selection of a refuge inside the home for sheltering-in-place.
 - ◆ Must be a room that one can comfortably stay in for several hours (such as a master bedroom) and be close to a bathroom.
 - ◆ Should have the minimum amount of windows and be as far removed from outdoor access as possible.
- ▶ Gathering preparedness items evacuation and sheltering-in-place.
 - ◆ A portable radio with spare batteries.
 - ◆ Sheets of plastic or wax paper cut to cover all windows present in the refuge.
 - ◆ Tape to secure sheets in place.
 - ◆ Scissors
 - ◆ Bottled water
 - ◆ Food or snacks, if desirable.
 - ◆ Towels
 - ◆ Flashlight and spare batteries
 - ◆ Change of clothes, medicine, dietary, and infants needs.

Warning notification may come from the local radio or television media, door-to-door information, or from mobile public announcement systems. For additional information, refer to Appendix C and Appendix E in the reference section of this plan.

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**APPENDIX A:
EMERGENCY NOTIFICATION**

I. Purpose

To establish procedures to follow in making an emergency notification of hazardous a materials incident at a fixed facility and/or during transport.

II. Concept of Operations

A. The individual(s) and/or emergency response units who are first on the scene of a hazardous materials incident but who may or may not be directly involved in emergency response to the incident must use caution in approaching the incident area. The appropriate authorities who can best handle such an incident should be notified before undertaking any action outside of the initial responder's normal capabilities. Dialing 911, the operator or the local fire department, can satisfy notification of hazardous materials releases.

B. Phases of Management (Fixed Facilities, Transporters, and Government Units)

1. Mitigation

a. Develop telephone directories of appropriate facility contact persons and federal, state, and local officials and/or agencies to notify in the event of hazardous materials incidents.

2. Preparation

a. Maintain and update phone notification listings.

b. Conduct periodic testing of phone notification system.

3. Response

a. Dial PSAP/911 and provide:

i. Name and identify of all hazardous substances involved in the release, if possible.

ii. Indicate if substance(s) are on the Title III "list of Extremely Hazardous Substances, if known.

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iii. Estimate of the quantity of all such hazardous substances that were released into the environment.

iv. The state of matter of released material (i.e., liquid, gas, dust, etc.).

v. The time and duration of the release.

vi. Injuries

vii. Name (and telephone number) of the person (or persons) to be contacted for further information.

viii. Name and address of the facility or transporter that possesses the chemical.

ix. Location of incident. Give on-site location as well.

b. Provide information listed above to local fire and police department.

c. Provide information listed above to the Community Emergency Coordinator and the State Emergency Response Commission, if necessary.

d. Direct the Facility Emergency Coordinator to provide detailed information on the facility and the chemical(s) involved in the incident.

e. Call appropriate emergency response organization as deemed necessary.

4. Recovery

a. Update Notification listing.

b. Write after-action report on emergency response activities.

c. File appropriate reports and forms documenting the release of hazardous materials with appropriate agencies, including the State Emergency Response Commission and the Local Emergency Planning Committee.

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C. Responsibilities

1. Fire Services

- a. Contain/suppress the incident as much as possible.
- b. Establish Command Post.
- c. Request HAZMAT Team, if necessary.
- d. Establish Hot Zone, Warm Zone, and Cold Zone.
- e. Notify CHEMTREC, if necessary.
- f. Notify Whitfield County EMA.
- g. Request additional personnel, equipment, and reserves from surrounding jurisdiction via mutual aid agreements if necessary.
- h. Evacuate area, as necessary.
- i. Perform other fire service duties as required to mitigate the incident and return the community to normal.

2. Police Service

- a. Notify fire department if first to respond to the incident.
- b. Assist in evacuation of areas designated by the Incident Commander, if required.
- c. Control ingress and egress of all individuals and vehicles into the incident area.
- d. Request back-up assistance if necessary.
- e. Provide security at congregate care facilities, if evacuation was required.
- f. Perform other police services duties as required to maintain law and order and save lives in the affected community.

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- 3. Whitfield County Emergency Management Agency**
 - a. Notify appropriate local and state agencies to provide support in the mitigation of the hazardous materials incident.**
 - b. Provide Mobile Communication and Coordination center upon request.**
 - c. Assist in coordination of emergency response activities.**
 - d. Contact Facility Emergency Coordinator and obtain as much information as possible on the affected facility.**
 - e. Notify the media to provide the public with appropriate information regarding the incident.**
- 4. Facility Emergency Coordinator and/or Transportation Agent.**
 - a. Notify 911 of the release of hazardous materials either at the facility and/or during transport.**
 - b. Notify local, police, fire, and Whitfield County EMA of the release and provide appropriate chemical release information as described in the Concept of Operations.**
 - c. Notify the LEPC, State Emergency Response Commission, the National Response Center, and Community Emergency Coordinator of the hazardous materials release as required in Section 304 of Title III.**
 - d. Provide Community Emergency Coordinator with appropriate follow-up notice of the release as required in Section 304-Title III.**
 - e. Assist local fire department in obtaining equipment and information reserves to suppress the chemical upon request of Incident commander.**
- 5. Community Emergency Coordinator**
 - a. Request follow-up notice form Facility Emergency Coordinator as required in Section 304 of Title III.**
 - b. Provide information obtained from FEC regarding the release of hazardous materials to the Whitfield County LEPC.**
 - c. Conduct follow-up reports of the incident as appropriate.**

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APPENDIX B:

DETECTING THE PRESENCE OF HAZARDOUS MATERIALS

I. OVERVIEW

Means of detecting the presence of hazardous materials are generally grouped in the following categories: occupancy and location; container shape; markings and colors; placards and labels; shipping papers; and senses.

II. OCCUPANCY AND LOCATION

A. The location and storage method for hazardous materials should be well known and documented by the fire department during pre-emergency planning. A regular inspection program of sites should be part of the community plan.

B. When dispatched to an industrial facility, emergency response personnel may expect to find hazardous materials because of their prior knowledge of other operations of the plans. This prior knowledge may also facilitate their ability to locate potentially dangerous materials. Once located, the materials can be identified as to its hazards and response handling guidelines.

C. In addition to their production and storage locations, hazardous materials may be stocked and used in many locations in the community.

- 1. Farmers use pesticides and fertilizers on their fields.**
- 2. High school chemistry labs have a wide range of hazardous materials.**
- 3. Retail outlets may have a wide variety of pesticides and other hazardous materials (i.e., paints, solvents, fuels, etc.)**
- 4. Construction sites may use explosives**
- 5. Public and private swimming pools, (i.e., hotels, hi-density housing, clubs, schools, residences, etc) may use chlorine gas and/or other hazardous chemicals used as disinfectants.**

D. Emergency response personnel should know the community, including the transportation facilities that serve it, well enough to know where hazardous materials are likely to be found.

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III. Container Shape

A. The Department of Transportation (DOT) assists in regulating the packaging used in the transportation of hazardous materials. Other nationally recognized codes include safety standards for bulk storage containers.

B. Packaging for hazardous materials can be divided into three categories

1. bulk

2. non-bulk

3. other

C. By noting container shapes and known containers planning and inspection activities, emergency response personnel can have another means of identifying the presence of hazardous materials. Stationery storage tanks in a variety of sizes and shapes are found throughout the Whitfield County Community.

D. On pressurized tank cars, all of the valves and fittings are totally enclosed in a protective housing. On non-pressurized tank cars, the valves and the fittings are exposed.

E. Pressurized tank trucks have visibly rounded ends. Non-pressurized tank trucks have flat or nearly flat ends.

F. One-ton containers of compressed gases (so named because they hold one ton of chlorine) are found at many sewage treatment plants. Compressed gas cylinders are found at many industrial sites, laboratories, garages, and large swimming pools.

IV. Markings and Colors

A. Markings and colors may indicate the presence of hazardous materials as regulated by Department of Transportation (DOT). DOT requires the specific name of some hazardous materials to be stenciled in four-inch letters on both sides of rail tank cars. Many shippers stencil commodity names other than those required on tank cars for their own purposes.

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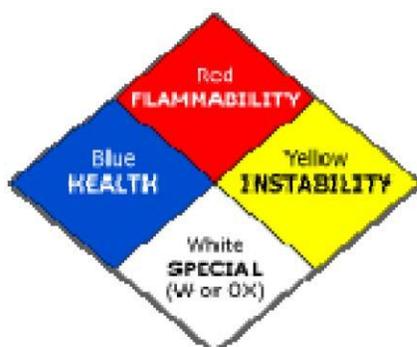
B. Identification numbers are required on certain packages of hazardous materials next to the shipping name. DOT regulations require the display of the four-digit United Nations (UN) identification number on tank trucks, portable tank, and rail tank cars carrying hazardous materials. In addition, these identification numbers can be displayed on other bulk hazardous materials containers, such as vans and hopper cars. Except for portable tanks, identification numbers must be displayed on both sides and both ends of the container. An example of the DOT ID number is shown below:

C. National Fire Protection Association (NFPA): The NFPA requires identification numbers on fixed facility storage tanks. The NFPA marking system indicates the properties and potential dangers of hazardous materials. The NFPA marker is diamond shaped and has four quadrants. The blue quadrant indicates a health hazard; the red indicates the flammability hazard, the yellow quadrant indicates reactivity or stability, and the white quadrant shows specific hazards of the materials. Each of the quadrants bears a number from zero to four. Zero (0) indicates a minimum hazard; four (4) is the maximum hazard. The NFPA 704 Marking System is used for stationary tanks and facilities. Placards are diamond shaped and 10 ¾" (square).

The NFPA IDENTIFICATION SYSTEM DIAMOND

D. The presence and type of hazardous materials are shown by:

- 1. The colored background**
- 2. The symbol on top**



- 3. The UN class number at the bottom**
- 4. The hazard class or the identification number in the center**

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5. The colored background meanings are:

- a. orange for explosives
- b. red for flammable materials
- c. green for nonflammable materials
- d. yellow for oxidizing materials
- e. white for poisonous materials

E. White with vertical red stripes indicates flammable solid materials. Yellow over white indicates radioactive materials. White over black indicates corrosive materials.

D.O.T. Hazardous Materials Placards

F. The superimposed symbol on the placards also indicates the type of materials. Each symbol and its meaning are listed below:

- 1. Bursting ball symbol - Explosive Materials
- 2. Flame symbol - Flammable Materials
- 3. Slashed "w" - Dangerous When Wet
- 4. Skull and Crossbones - Poisonous Materials
- 5. Circle with Flame - Oxidizing Materials
- 6. Cylinder - Nonflammable Gas
- 7. Propeller - Radioactive Materials
- 8. Test-tube/Hand/Metal Symbol - Corrosive Materials
- 9. Word "Empty" - The product has already been removed, but a harmful residue may still be present.

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G. If required, the four -digit UN identification number will be displayed:

- 1. In 4" numerical on an orange panel approximately 6" x 16 " near the appropriate placards.**
- 2. In 3 ½" numerals in the center of the hazardous materials placard.**

H. UN Class numbers signify the following:

- 1. Class 1 = Explosives**
- 2. Class 2 = Gases**
- 3. Class 3 = Flammable Liquids**
- 4. Class 4 = Flammable Solids**
- 5. Class 5 = Oxidizing and Organic Peroxides**
- 6. Class 6 = Toxic (poisonous) materials and Infectious Substances**
- 7. Class 7 = Radioactive Substances**
- 8. Class 8 = Corrosive Substances**
- 9. Class 9 = Miscellaneous Hazardous Substances**

V. Labels and Placards

A. Labels and placards are designed to alert people to the presence of hazardous materials. The hazard class of a particular product determines the proper placard or label for hazardous materials shipments. A 4x4 label is found on small packages. It should be located close to the name of the commodity and the identification number. Multiple labels, indicating more than one hazard, are required on some packages - like chlorine, which carries nonflammable gas and chlorine labels.

B. Other clues to the presence of hazardous materials are the manufacturer or distributor's name on containers and/or the logos and slogans of known hazardous materials producers or carriers.

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C. Vehicles carrying multiple commodities in a quantity of more than 5,000 pounds may display a placard for each hazard class, in addition to any other required placarding. Both the placard and the label convey information by their color, symbol, United Nations hazard class number, and the hazard class, working or identification number, in the case of alternate placards. A fumigation placard is found on both doors of rail cars that have been treated with methyl bromide or some other fumigant that may be harmful to people.

D. Placards with square white backgrounds indicate rail shipments that require special handling. These shipments include: explosive "A" poisonous gas and poisonous gas-empty shipments.

E. "Dangerous when wet" and "spontaneously combustible" flammable solids labels are sometimes found on etiologic or disease agent shipments. Placards instead of labels are used on bulk packages such as tank trucks and tank cars.

F. When small packages or bulk products are loaded into highway or rail vehicles, a 10 3/4" X 10 3/4" diamond placard is applied to both ends and both sides of the vehicle. The package label and quantity determine the placard to be applied.

G. Placards are not required for some highway shipments carrying less than 1,000 pounds of hazardous materials.

H. When several classes of hazardous materials are being shipped in the same vehicle, the "dangerous" placard is applied according to the weight and the hazard class of the contents. It can also indicate the existence of multiple hazards. The "dangerous" placard is also used for Class "C" explosives and irritants shipments. Special care should be taken when identifying the contents.

VI. Shipping papers

A. Shipping papers help emergency response personnel detect the presence of hazardous materials. Shipping papers are required to describe the commodity in a specific way.

B. Emergency response personnel should become familiar with the shipping papers used on various modes of transportation within Whitfield County. All shipping papers must contain the following basic shipping description entries:

- 1. Proper shipping name**
- 2. Hazard class**

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3. Identification number preceded by the letters "UN" or "NA" as appropriate. "NA" stands for a "North American" identification number.

4. Packing Group

5. Any required placards

C. With several commodities, additional entries are required. If the lading is a hazardous waste, the word "waste" will generally precede the proper shipping name. If the lading is a hazardous substance in a quantity that must be reported if there is a leak, the letters "RQ" must be shown before or after the basic shipping description entries. If the lading is a poison and that fact is not obvious by the proper shipping name, the word "poison" and/or the technical name of the poison must be shown near the proper shipping name.

D. Rail Transportation

1. The two types of shipping papers containing information on hazardous materials are "Way Bill" and the "Consist"

2. The "Way Bill" contains the required information about the contents of each car on the train. The "Way Bill" may not accompany the shipment, but can be retrieved upon request to railroad officials. A "Way Bill" can produce other information, such as the shipper and a seven digit, 49 series, Standard Transportation Commodity Code for Hazardous Materials. Any of the required information can now be found on the consist.

3. The Consist, or wheel report, is a sequential list of the position of cars in the train. Some wheel reports may include a printout of the emergency hazard and response data for each of the commodities on the train.

4. Rail shipping papers are kept by and are the responsibility of the conductor who rides in the engine. A member of the train crew is instructed to take the shipping papers and locate the emergency responder in the event of an emergency.

5. When an accident occurs, the shipping papers should provide emergency response personnel with information on the car's location and contents. Check the shipping papers to see if any of the cars involved contain hazardous materials. If the conductor or the shipping papers are not readily located, contact the railroad's train dispatcher (through the radio on either the engine or the caboose) or a public telephone. "Way Bill" and "Consist" information should be available through these contacts.

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6. If an accident occurs in a classification yard, contact the yardmaster, the trainmaster, or other operation personnel to obtain the "Way Bill" information. These people are generally found in the yard office.

E. Truck Transportation

1. The shipping paper is generally called the "Bill of Lading". The driver is responsible for carrying the shipping paper on the truck, usually in a pouch on the door or on the driver's seat. For some bulk and truckload shipments, a MSDS will be attached to the "Bill of Lading" to identify hazards and characteristics of the materials. If the "Bill of Lading" is unavailable, the dispatcher for the trucking company should be contacted.

F. Air Transportation

1. An aircraft shipping paper is called an "Air Bill" for hazardous materials or the "shipper's certification for restricted articles." The distinctive striped border or other conspicuous marking may identify this shipping paper. "Air Bills" are the responsibility of the pilot and are kept in the cockpit.

VII. The Senses

A. The five senses can also help emergency response personnel recognize the presence of hazardous materials. Although not a highly recommended clue, it is important to recognize that an unusual odor may indicate the presence of hazardous materials. Any irritation to the eyes or skin is also a signal that you are being exposed and that you should leave the area. With some hazardous materials, seeing dead animal, animals feeling powdery or slippery deposits on things, and hearing faint crackling noises may indicate the presence of a hazardous materials problem.

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**APPENDIX C:
WEAPONS OF MASS DESTRUCTION**

I. PURPOSE

To provide a general overview of the responsibilities and procedures involved in a response to an attack utilizing weapons of mass destruction.

II. DEFINITIONS

A. Crisis Management: Those activities undertaken by law enforcement agencies to prevent terrorist activity from occurring and to investigate terrorist acts when they do occur, and apprehend and prosecute the perpetrators of such acts.

B. Consequence Management: Those activities undertaken by emergency response agencies to mitigate the effects of a catastrophic event, such as major terrorist operation.

C. Weapons of Mass Destruction (WMD): According to United States Code, Title XIV, any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of:

1. Toxic or poisonous chemicals or their precursors;
2. A disease organism; or
3. Radiation or radioactivity.
4. High explosive ordinance

III. SITUATIONS AND ASSUMPTIONS

A. An attack involving weapons of mass destruction (WMD) may be undertaken by a terrorist organization or by a foreign government engaged in acts of war against the United States. A WMD attack may take the form of a chemical, biological, radiological, or high explosive weapon or any combination there of.

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B. Chemical weapons may be composed of compounds expressly designed as antipersonnel agents, or they may consist of industrial chemicals manufactured for peaceful endeavors, or industrial waste.

C. Biological weapons may consist of naturally occurring viruses or bacteria that cause disease in human beings, livestock, or agriculture. They may also consist of toxins, which are naturally occurring substances that are harmful to human beings, livestock, or agriculture. Other biological agents may be produced from viruses or bacteria that have been genetically modified to enhance their disease producing capabilities and their capacity to cause mass casualties.

D. Radiological weapons may consist of radioactive material from nuclear weapons, nuclear power reactors, or waste storage facilities that can be dispersed by the detonation of an explosive device.

E. A radiological attack may take the form of explosive devices that disperses radioactive material or a deliberate sabotage and destruction of a vehicle or fixed facility (such as a nuclear reactor) that contains radioactive material.

F. Due to the incubation period of infectious diseases, evidence of a biological attack may not become apparent for several days until exposed individuals start exhibiting symptoms and begin seeking medical attention. Prompt identification of an attack will be critical in order for an effective response to take place. Healthcare providers must be mindful of the following clues of a biological attack:

- 1. Healthcare facilities (hospitals, clinics, family physician's offices) become suddenly beset with large numbers of patients exhibiting similar symptoms, which are atypical in their presentation or not seasonal.**
- 2. Admitted patients exhibit symptoms consistent with diseases that have some or all of the following characteristics:**
- 3. A disease that has been officially eradicated. Example: Smallpox.**

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4. A disease that known or suspected to have been considered for use or weaponized by a foreign nation or terrorist group The following pathogens are examples of known weapons agents:

- a. Smallpox**
- b. Anthrax**
- c. Cholera**
- d. Q-fever**
- e. Glanders**
- f. Tularemia**
- g. Brucellosis**
- h. Plague**
- i. Viral Hemorrhagic Fevers**

G. Emergency First Responders responding to an incident involving the use of weapons of mass destruction will utilize very similar procedures to a hazardous material emergency response with the addition of the following elements:

- 1. The location where the incident occurs will be a crime scene.**
- 2. Emergency responders must be mindful that they may be the target of a secondary destructive device.**
 - a. Mass casualties will likely be involved.**
 - b. Materials located at the scene such as contaminated clothing and personal items, decontamination runoff, weapons fragments, and agent residue must be preserved as evidence to aid law enforcement in the investigation and prosecution of the attack.**
 - c. During the initial response to a WMD incident, the fire services will assume incident command. Once the incident has been determined to a terrorist event and representatives of the Federal Government arrive on the scene, command will be transferred to the FBI. FEMA will assume command once the recovery phase begins.**

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IV. CONCEPT OF OPERATIONS

A. Presidential Decision Directive 39 designates the Lead Federal Agency in charge of counter terrorism and crisis management during a WMD incident to be the Federal Bureau of Investigation.

B. Presidential Decision Directive 39 designates the Lead Federal Agency in charge of the consequence management of a WMD incident to be the Federal Emergency Management Agency.

C. GA Code Title 31, Chapters 12-3 and 12-4 gives broad authority to the Georgia Department of Health and County Health Boards to quarantine and/or vaccinate people who are suspected of being infected with a contagious disease or are at risk of being infected with a contagious disease.

V. PHASES OF MANAGEMENT

A. Mitigation

1. Review and update current hazardous materials response procedures and implement necessary changes to insure adaptability to WMD incidents.

2. Search for and identify potential targets within the community that may be attractive to terrorists for the purpose of producing mass casualty events. These may include the following:

3. Industrial facilities that store large quantities of chemicals that are regarded as poison inhalation hazards or explosive hazards.

4. Routes where hazardous materials are known to be transported.

5. Identify potential at risk populations and critical infrastructures that are located close to suspected target areas. These may include the following:

a. Neighborhoods

b. Hospitals

c. Schools

d. Industrial parks or businesses

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- e. Fuel farms**
- f. Airports**
- g. Prisons**
- h. Stadiums**
- i. Sporting events**
- j. Shopping malls**
- k. Fire Stations**
- l. Police Stations**
- m. Power Stations**
- n. Water treatment facilities**

B. Preparedness

- 1. Emergency service personnel should familiarize themselves as much as possible with the kinds of agents and devices (chemical, biological, radiological, and explosive) that may be used as WMDs.**
- 2. Conduct exercises and drills designed to test and evaluate the applicability of current hazardous material response plans to WMD incidents and make changes as necessary.**
- 3. Maintain or establish emergency warning systems. These may include the following:**
 - a. Telephone notification systems (CodeRED)**
 - b. Emergency Alert System (EAS)**
 - c. Media Releases and Social Media**

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C. Response

1. Chemical/Radiological WMD

a. Emergency responses undertaken during a chemical attack will be similar to those undertaken during a non-terrorist chemical incident save for the caveats listed in paragraph G, subparagraphs 1-5 of this appendix.

2. Biological WMD

a. Due to the fact that the effects of a biological attack may not be apparent for several days, the emergency response procedures utilized for hazardous materials incidents will not be applicable. The principal roles for the fire, law enforcement, and emergency management services will be to assist public health officials in the containment and mitigation of an epidemic. These may include the following:

i. Fire Rescue EMS Services

- EMS response and services for day-to-day victims as well as victims of attack.**
- Assist public health officials with immunizations.**
- Basic reporting signs and symptoms of victims.**

ii. Law Enforcement

- Secure the perimeter of the attack area.**
- Establish Incident Command System if first on the scene.**
- Detain and apprehend suspects as they are identified.**
- Exchange and disseminate intelligence regarding attack with other law enforcement agencies (state, federal, or local).**
- Assist FBI in the investigation and prosecution of the attack**
- Provide security to inoculation facilities and quarantine areas.**

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- Provide security to shelters for displaced individuals.
- Establish ingress and egress routes as per incident command.
- Establish on-scene credentials for emergency service personnel.
- Secure property from decontaminated individuals as part of the chain of evidence.
- Provide management of media representatives and their vehicles.
- Maintain roster of law enforcement personnel that have entered the hot zone and relay information to fire department personnel per incident command.

iii. Emergency Management

- Provide logistical support for emergency first responders and public health officials.
- Activate the EOC and inform elected officials per the Incident Commander.
- Provide regular situation reports to the Georgia Emergency Management Agency regarding the containment and mitigation of the epidemic and/or chemical attack.

iv. Public Health

- Conduct enhanced surveillance and provide training to medical and paramedical personnel to identify cases early.
- Identify contacts of cases and provide vaccination or medication as appropriate under ACIP and CDC guidelines.
- Conducts enhanced surveillance and provide training to medical and paramedical personnel to identify cases early.
- Designate areas for quarantine of contacts unable or unwilling to submit to medical intervention.

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- Notify Whitfield County Medical Examiner per incident command regarding deceased victims. DMORT teams will deal with deceased victims.
- Designate facilities for mass vaccinations and/or treatment of patients.
- Designate areas for quarantine of contacts unable or unwilling to submit to medical intervention.
- Notify Whitfield County Coroner's Office per incident command regarding deceased victims. DMORT teams will also deal with deceased victims.
- Certify shelters designated by WEMA, ARC and Department of Family and Children's Services for displaced or quarantined individuals.
- Certify sanitary conditions for food and water.

v. Public Schools Transportation Division.

- Provide transportation to and from inoculation facilities established by public health services.
- Restrict as appropriate the use of mass transit stations in order to aid in the containment of the epidemic.

vi. Public Works

- Maintain day-to-day public utilities during epidemic.
- Ensure sanitation services are uninterrupted.

3. High Explosive

a. Fire Rescue EMS Services

- i. Extinguish any fires caused by detonation.
- ii. Conduct search and rescue operations as needed.
- iii. Provide EMS service and response.

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b. Law Enforcement

- i. Secure the perimeter of the attack area.**
- ii. Assist FBI in the investigation and prosecution of the attack.**
- iii. Provide security to shelters for displaced individuals.**
- iv. Establish on-scene credentials for emergency service personnel.**
- v. Secure property of decontaminated individuals as part of the chain of evidence.**
- vi. Provide management of media representatives and their vehicles.**

c. Emergency Management

- i. Provide logistical support for emergency first responders and public health officials.**
- ii. Activate the EOC and inform elected officials per the Incident Commander.**
- iii. Provide regular situation reports to the Georgia Emergency Management Agency regarding the containment and mitigation of the epidemic and/or chemical attack.**

D. Recovery

- 1. Dispose of deceased victims in manner proscribed by Medical Examiner and DMORT protocols.**
- 2. Return vaccination and sheltering facilities to normal operations.**
- 3. Terminate quarantines when incubation period for disease in the individual has elapsed per local Public Health authorities.**
- 4. Release patients from health care facilities upon recommendations from health care practitioners.**

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VI. ROLES AND RESPONSIBILITIES

A. During a WMD incident, the Fire Department will assume incident command until the arrival of the FBI.

B. In the event of a biological emergency, the state Department of Health will assume primary responsibility for the implementation of response procedures.

VII. TRAINING

A. FEMA's Center for Domestic Preparedness (CDP) <http://cdp.dhs.gov>

1. The nation's premier all-hazards training center, FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the United States Department of Homeland Security (DHS)'s only federally chartered Weapons of Mass Destruction (WMD) training center. Instruction on the following subjects is included:

- a. Incident Command**
- b. Various CBRNE Hazardous Materials Courses**

B. United States Public Health

1. Conducts training at the Noble Hospital located at Fort McClellan. Training is provided free of charge to the attendees, however, it is invitation only. Instruction is provided on the following subjects:

- a. Handling of the National Pharmaceutical Stockpile**
- b. All medical training related to WMD response.**

C. National Fire Academy <http://www.usfa.fema.gov>

1. The following training is provided:

- a. Home study course on WMD**
- b. Courses at Emmetsburg, MD**
- c. Hazardous Materials response**
- d. Incident Command for Company Officers**

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**APPENDIX D:
PUBLIC WARNING**

I. PURPOSE

To establish responsibilities, policies and procedures and provide information and guidance for warning residents of any actual or impending hazardous materials emergency condition or disasters.

II. CONCEPT OF OPERATIONS

A. Warning plays a critical role in the activation of emergency operations and plans. Warning operations will be activated by the WEMA upon initial notification of an emergency or disaster situation whether by an emergency response organization, the affected facility/facilities, and/or the public. Warning operations will continue as long as the emergency conditions exists or until conditions have returned to normal.

B. Phases of Management

1. Mitigation

a. Develop codes and ordinances to ensure that appropriate systems (i.e., TV, radio, telephone, etc.) are used in Whitfield County to warn the public of emergencies.

b. Conduct assessment of the appropriate systems available in Whitfield County that would prove effective in warning the public in an emergency.

2. Preparation

a. Warning resources have been identified and placed in readiness at the local level. Public warning equipment in place are as follows:

i. Emergency Alert System (EAS) via Georgia Emergency Management Agency (GEMA).

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ii. National Warning System (NAWAS), national “party-line” type telephone circuit, can be used to transmit emergency information to key federal locations and to regional and local warning points. This circuit is not accessible to the public and was originally intended to provide warning in the event of a nuclear attack. NAWAS terminals are located in WEMA’s EOC, city police communications in all area National Weather Service offices, and in GEMA.

iii. EMnet, software provided by GEMA that receives EAS messages and sends notifications via email and text messages to select subscribers approved by WEMA.

iv. CodeRED, a public notification system managed by WEMS, CodeRED can be used to notify the public during any event/incident. CodeRED activations can be requested by any public safety official.

b. At each location, personnel have been trained in the operation of all available warning equipment.

c. Warning systems are tested on a regular basis and emergency repair service of warning equipment is available as needed.

d. Facilities that produce utilize, and/or store hazardous materials will establish appropriate warning systems for on-site and off-site incidents precipitated by a chemical spill and/or release.

3. Response

a. Upon notification of an emergency condition or operation affecting the community, the Director of WEMA or a designated senior staff member present will activate appropriate warning systems. WEMA staffing requirements within the EOC will be filled depending on the emergency condition or situation.

b. The emergency condition or operation will be continuously monitored and warning systems reactivated, as required to insure the continued safety of the public.

4. Recovery

a. Maintenance and repair of warning systems will be initiated as needed.

b. Regular testing of warning systems will be resumed.

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III. RESPONSIBILITIES

A. Primary Responsibility

1. Primary responsibility for warning rests with the Director, WEMA or his/her designees.

B. Support Organizations and Responsibilities

1. Whitfield County Emergency Communication Center (911 Center) - Notify WEMA of emergency information received via Georgia State Patrol Teletype network (EMnet) and or the NAWAS (National Warning System) line, from police and/or fire operational activities, or from authenticated private sources or other public sources (utility companies, etc.).

2. Dalton Police/Whitfield SO - Advise WEMA of police operational activities, or from authenticated private or other public sources (utility companies, etc.). Direct the use of sirens and public address systems, on patrol vehicles upon receipt of warning information.

3. Dalton/Whitfield County Fire Department - Direct the use of sirens and public address systems on fire apparatus upon receipt of warning information.

4. Whitfield County Public Health Department - Address public health concerns in a warning mode or as public information during the appropriate threat or response management phase of hazardous material incident.

5. Utility Companies - Provide information to WEMA or other local public safety agencies on occurrence of emergency situation (s) as reported from field or line crews.

6. Telephone Company - Provide information to WEMA or other local public safety agencies on the occurrence of emergency situation(s) as reported from field or line crews.

7. Local Media - Provide public dissemination of information received via the Emergency Alert System (EAS) to the public. Provide information to the WEMA or other public safety agencies about reports of emergency situation(s) as received from by the public.

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IV. DIRECTION AND CONTROL

A. Authority to activate the warning systems is limited to the following Public Officials.

- 1. Chairman, Whitfield County Commission**
- 2. Director, WEMA or the designated senior staff and/or the On-Call Duty Officer.**
- 3. The FEC may request the activation of public warning systems by contacting the WEMA, or PSAP.**

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**APPENDIX E:
EMERGENCY COMMUNICATIONS**

I. PURPOSE

This section establishes responsibilities, policies, and procedures and provides information and guidance to organize and operate emergency communications for coordinating information and emergency messages for emergency response organizations during any actual or impending hazardous materials emergency condition or disaster.

II. CONCEPT OF OPERATIONS

A. Communications operations, beyond normal daily requirements, are initiated upon notification of an emergency or disaster situation and will continue until conditions have returned to normal.

B. Phases of Management

1. Mitigation

a. Establish codes, ordinances, policies and/or procedures to ensure that appropriate communications equipment (i.e., radios telephones, etc.) and interface mediums (i.e., radio frequencies, telephone numbers, etc.) are utilized by emergency response organizations during emergencies.

b. Conduct assessment of communications equipment available at emergency response organizations and interface mediums they utilize during emergencies.

2. Preparation

a. Communications resources should be identified at the local level and personnel trained in the operation of emergency communications equipment.

b. Communications equipment available for emergencies are as follows:

i. Dalton/Whitfield County Public Safety Radio Systems for police, fire, sheriff, emergency medical services, and county board of education use, with access to a common, countywide, "Public Safety" frequency for incident command/coordination purposes.

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- ii. **Communications tests and exercises should be conducted to evaluate public safety systems.**
- iii. **Emergency repair service and back-up communications equipment must be readily available.**
- iv. **Design and preparation of alternate communications systems should be completed, in the event existing systems become inoperative.**

3. Response

- a. **Activate communications systems, as needed.**
- b. **Coordinate communications of supporting and responding agencies, departments, and bureaus. Provide adequate radio operator personnel to the WEMA's EOC to insure continuous operation of communications systems.**

4. Recovery

- a. **Coordinate maintenance and repair of communications equipment as needed.**
- b. **Resume regular testing of communications systems after completion of the response phase.**
- c. **Review and update this Appendix as required, based on actual emergency experience or from exercises.**

III. RESPONSIBILITIES

A. Primary Responsibilities

- 1. **The Director of WEMA has the primary responsibility for implementing emergency communications activities.**

B. Support Organization and Responsibilities

- 1. **Support organizations, departments and bureaus should install in the EOC, sufficient two-way radio equipment or other communications links to their bases. In the absence of permanently installed communications equipment, organizations should be prepared to respond to the EOC with mobile or other communications equipment, as needed.**

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**APPENDIX F:
EVACUATION**

I. PURPOSE

To establish responsibilities, policies, and procedures for executing an expeditious and orderly removal of the population from a threatened or stricken area to a safe area and ensuring a prompt and orderly return after the threat has subsided and the incident area is safe for return.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

- 1. Hazardous materials are manufactured, utilized, stored, and/or transported within Whitfield County near densely populated residential areas.**
- 2. Many facilities do not have proper off-site warning procedures and/or devices to warn and evacuate the public in the event hazardous materials incidents occur at their facilities.**
- 3. Unincorporated Whitfield County currently has no outside warning system.**

B. Assumptions

- 1. The public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. If necessary, local authorities will order and carry out a mandatory evacuation.**

III. CONCEPTS OF OPERATIONS

A. General

- 1. The immediate and primary consideration during an emergency evacuation is the preservation of human life. Pets will not be evacuated, via emergency vehicles, or allowed in congregate care facilities (shelters). If owners evacuate pets, they must use their own transportation. When practical, pets left in the evacuated area will be provided food and water.**

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2. Factors that must be considered when planning an evacuation are the characteristics of the hazard itself (i.e. magnitude, intensity, and duration). These factors will determine the area to be evacuated, the number of people to be evacuated, and the time and distance of travel necessary to ensure the safety of citizens.

3. Other factors include the availability of evacuation routes and their vulnerability to the hazard, mode of transport for evacuees, including provisions for people unable to supply their own transportation, and the handicapped/homebound.

4. There must be effective liaison among government and private organizations prior to an emergency to insure effective, coordinated action should an evacuation be required. Key points of coordination include the availability, in a timely manner of :

- a. Transportation**
- b. Medical services**
- c. Social services**
- d. Shelter space**
- e. Food and Water**
- f. Health services**

5. The WEMA/EOC will be utilized to identify evacuation routes, alternative routes, evacuation zones and distances, and shelters in accordance to their location to a facility or accident where the release of chemicals require evacuation.

B. Phases of Management

1. Mitigation

- a. Establish codes, ordinances, policies, and procedures designating appropriate officials responsible for evacuating facilities and/or the community.**

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b. Facilities that manufacture utilize store and/or transport hazardous materials should identify critical areas (i.e., hospital, schools, neighborhoods, etc.) in their vicinity that would require evacuation in the event of off-site releases of chemicals.

2. Preparation

a. WEMA will maintain liaison with other government and private organizations that have a responsibility during an evacuation and assist them in developing internal procedures to insure readiness (e.g., police, fire SOP's etc.).

b. WEMA will conduct training and exercises to enhance the knowledge of individuals and test the validity of evacuation plans and procedures.

3. Response

a. Provide early warning, if possible, to all agencies and individuals that will function in an official capacity during the evacuation.

b. Determine the boundaries of area to be evacuated.

c. Establish evacuation routes.

d. Provide traffic control and security.

e. Provide transportation for evacuees.

f. Provide congregate care facilities and social services support.

g. Provide medical support for congregate facilities.

h. Direct population to evacuate designated areas.

i. Maintain records of all workers, equipment, and supplies used.

j. Send accurate and timely information to the public through the director of WEMA at the Emergency Operations Center.

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4. Recovery

- a. Alert all agencies involved to the time when shelter operations are to be discontinued.
- b. Select routes for returning evacuees.
- c. Provide transportation as required.
- d. Provide traffic control along return routes.
- e. Advise evacuees when it is safe to return into the evacuated area.
- f. Keep public informed.
- g. Review and revise this appendix in accordance with experienced gained.

IV. RESPONSIBILITIES

A. The Fire Chief, or his/her designee is authorized and responsible for directing evacuation of the immediate area if a life threatening danger developed during a response to a fire and/or hazardous materials incident.

B. The Police Chief, Sheriff or his representative, is authorized and responsible for directing the evacuation of immediate area if a life threatening danger develops as a result of bomb threats, other terrorist activity, hostage situations, or civil disorders. He would assist the local Fire Service during hazardous materials incidents.

C. For large-scale incidents, the director, WEMA, is authorized and responsible for evacuating the area recommended by the appropriate government authority. During all evacuations, he/she is responsible for coordinating the activities of participating organizations, for notifications to the public and for keeping the public informed of developments.

D. Affected facilities, via their facility emergency coordinator (FEC) will coordinate the evacuation of occupants and, if deemed appropriate, will notify residents in the immediate area via door-to-door notification or other facility notification procedures. If the evacuation area needs to be expanded beyond facility limits, the FEC will request the local ranking fire officer in charge to evacuate an appropriate area.

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E. The Georgia Department of Family and Children's Services with the assistance of American Red Cross (ARC), will staff congregate care facilities to ensure that occupants are appropriately housed and fed. The ARC will also provide additional housing assistance to evacuees as deemed necessary.

F. Additional responsibilities include, but are not limited to:

1. Police Services

- a. Warn those to be evacuated by use of police vehicle siren, public - address system, and door-to-door notification.**
- b. Escort mobility impaired persons to safe areas.**
- c. Isolate the areas to be evacuated.**
- d. Control traffic around, into, and out of the evacuation areas.**
- e. Select evacuation and return routes.**
- f. Provide security of the areas evacuated.**

2. Fire Services

- a. Provide fire suppression personnel and equipment, as required.**
- b. Provide fire rescue units, as required.**
- c. Public Information Officer.**
- d. Establish and maintain an information center for the news media on-site and at the EOC.**
- e. Provide timely and factual information for release to the public.**

3. Whitfield County Department of Public Health.

- a. Coordinate emergency threat and incident response activities with the following:**
 - i. Dalton City Manager**
 - ii. Whitfield County Manager**

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iii. Whitfield County Board of Commissioners

iv. Whitfield County Emergency Management Agency

v. Director of the Division of Public Health, DHR, and appropriate DHR Departments

vi. Overseeing public health response, which includes the following:

- a. Environmental health assessment of potential evacuation centers and shelters.**
 - b. Inspection and approval of all food service, sewage disposal, water supply, and solid waste handling.**
 - c. General medical triage and (non-invasive) assistance at evacuation centers/shelters with public health nurses.**
 - d. Assistance with patient and displaced persons tracking and disposition information in conjunction with the Red Cross and local health care providers.**
 - e. Epidemiological surveillance and risk assessment.**
- 4. Other departments, bureaus, and private sector organizations will provide and/or perform services commensurate with regular assigned functions as requested.**

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APPENDIX G:

PUBLIC INFORMATION AND COMMUNITY RELATIONS

I. PURPOSE

To establish responsibilities and policies for the LEPC, facilities, and local government regarding the dissemination of information to the public and mass media before, during, and after a hazardous material incident.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations require that timely and factual public information be provided to the public prior to, during, and following an emergency.

B. Assumptions

1. Local news media will continue to provide the public service of broadcasting and publishing detailed emergency related instructions to the public.

2. An effective public information program combining emergency information and instructions will significantly reduce casualties and property damage.

III. CONCEPT OF OPERATIONS

A. General

1. During most major emergencies the media will provide the public with comprehensive coverage of the event. In a prolonged major emergency, a Public Information Center will be established to keep the public fully informed and to provide emergency instructions. The center, when activated will be co-located with the WEMA Field Command Post or at the WEMA EOC. The city of Dalton, Whitfield County and/or the WEMA public information professionals will assist in coordinating the flow of information from the center to the public.

2. During short-term emergencies, an on-site Public Information Center may be established consisting of at least one professional public information officer who will keep the news media fully informed of the situation. The Public Information Officer will coordinate the news media and insure that they do not interfere with the operations of emergency response organizations.

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B. Phases of Management

1. Mitigation

- a. **Build public support for hazardous materials prevention programs and projects.**
- b. **Develop operational procedures for including the news media in plans and tests prior to emergency occurrences.**

2. Preparedness

- a. **Conduct on-going public education programs on hazardous materials for all affected facilities and immediate communities.**
- b. **Conduct periodic tests of the Emergency Alert System (EAS).**
- c. **Establish and test the functions of a Public Information Center during all emergency responses and exercises.**

3. Response

- a. **Activate the Emergency Alert System, as needed.**
- b. **Establish a public information center during a major emergency.**
- c. **Establish a public information center at the scene of short-term emergency.**
- d. **Establish a rumor control system.**
- e. **Schedule and/or arrange news media conferences with appropriate officials.**
- f. **Disseminate emergency information to the news media in news briefings or via the Warning System.**

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4. Recovery

- a. Continue emergency public information activities to keep the public fully informed of developments.
- b. Review and update public information and community relations projects as required based on experience.

IV. RESPONSIBILITIES

A. Primary Responsibilities

1. The WEMA/LEPC is responsible for the development and implementation of a viable emergency public information program and for dissemination of emergency information.

B. Support Organizations and Responsibilities

1. City/county public affairs/public information offices provide qualified personnel to staff Public Information Centers
2. Public school systems provide facilities for establishing and operating the Public Information Centers for incidents that occur at their facilities.
3. The Whitfield County Department of Health and Wellness will be responsible for coordinating emergency threat and incident response activities for the following:
 - a. Dalton Board of Commissioners
 - b. Dalton City Manager
 - c. Whitfield County Board of Commissioners
 - d. Whitfield County Manager
 - e. Whitfield County Emergency Management Agency
 - f. Director of the Division of Public Health, DHR, and appropriate DHR departments.
 - g. Overseeing the public health response, this includes providing public information and warnings as appropriate in addressing hazmat issues.

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- h. American Red Cross (ARC) provides information on ARC activities and information to established Public Information Center(s).**
- i. Business and private organizations provide information concerning their respective organizational support activities and community relations activities.**
- j. News media provide major outlets for dissemination of emergency information to the public.**
- k. All city/county departments and bureaus and private sector organizations will coordinate the release of information on the emergency through the Public Information Center.**

V. DIRECTION AND CONTROL

- A. Public information bulletins pertaining to emergency preparedness and response operations will be routinely released by WEMA.**
- B. Government and private officials involved in hazardous materials incidents, will respond to specific requests for information, only if the information requested relates to his/her organizations functional responsibilities. Other request will be referred to the appropriate authority at the Public Information Center.**
- C. Release of the names of injured personnel may be made only by proper medical authority and names of deceased only by the Office of the Medical Examiner.**
- D. Public information bulletins pertaining to local governmental policy decisions will be released only through the Office of the Mayor and/or the Chairman of the County Commission or their respective Public Information Officers.**

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APPENDIX H: PUBLIC ACCESS TO TITLE III INFORMATION

I. THE "OPEN MEETING" LAW

A. The Whitfield County Local Emergency Planning Committee (Whitfield County LEPC) was created by the Whitfield County Board of Commissioners. The LEPC is considered a "Public Agency" for compliance with the Georgia Open Meeting Law (GL, Code Title 50, Chapter 14-1). This law, which authorizes a public agency to adopt rules and regulations to have certain meetings, open to the public and to provide the public with full access to public records as deemed necessary.

II. GENERAL

A. On October 17, 1986, "The Emergency Planning and Community Right-To-Know Act of 1986" was enacted into law. This Act was passed as part of the "Superfund Amendments and Reauthorization Act of 1986" (SARA) but is a separate, freestanding statute, sometimes known as SARA Title III. This law establishes requirements for Federal, State, and Local governments and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals. This legislation builds upon EPA's Chemical Emergency Preparedness Program (CEPP), the Community Awareness and Emergency Response (CAER) Programs of the Chemical Manufacturers Association and numerous State and Local programs aimed at helping communities to better meet their responsibilities concerning potential chemical emergencies. The community right-to-know provisions of Title III will help to increase the public's knowledge and access to information on the presence of hazardous chemicals in their communities and the releases of these chemicals into the environment. This section has been prepared to describe the basic types of information available and to outline the procedures for public dissemination of that information.

III. WHAT IS AVAILABLE TO THE PUBLIC

A. General

1. Under Title III, covered facilities are required to file information with the SERC and the Georgia SARA Title III Planning Committee, via EPD, the LEPC, via WEMA, and the local fire department with jurisdiction over the facility. The information that must be filed is listed below along with a reference to the provision of Title III that contains the requirement:

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- a. **MSDS or a list of MSDS chemicals (Sec. 311)**
 - b. **Georgia Right To Know (GARTK) Forms (Sec. 312)**
 - c. **Facility Profiles**
- 2. Beginning in 2003, all businesses that are required to report under SARA Title III whose personnel have access to computers will be required to submit their Section 312 reports electronically utilizing the EPA software Tier 2 Submit. Detailed instructions on this procedure are posted on Georgia EPD's website at: <http://www.state.ga.us/dnr/environ/>.**
- 3. Section 304 of Title III also requires covered facilities to file a written follow-up emergency notice with the LEPC via the WEMA. In addition, Sec. 313 of Title III requires certain facilities to file a toxic chemical release inventory form with EPA and the SERC.**
- 4. Title III allows the public to have access to the information filed with the Georgia SARA Title III Planning Committee and the LEPC by making an appropriate request at their offices during regular working hours. Title III also requires the Georgia SARA Title III Planning Committee and the LEPC to publish a notice in local newspapers of the availability of this information for public review. This notice should include the existence and location of the community hazardous materials contingency plan.**

B. MSDS or List of MSDS Chemicals

- 1. Section 311 of Title III requires the owner or operator of a covered facility to submit specific information for each hazardous chemical that is produced, used or stored at the facility. The information to be submitted is in the form of a List of Chemicals. It should contain information regarding the health and physical hazards associated with the use of or exposure to the hazardous chemical. Sec. 311 also gives the owner or operator the option of filing a List of Chemicals for which the facility must have an MSDS, rather than filing the MSDS itself. The LEPC encourages owners and/or operators of covered facilities to submit a "List of MSDS Hazardous Chemicals" grouped by health and physical hazard categories as defined by EPA in lieu of submitting the MSDS on each hazardous chemical. Such lists should be submitted to local fire departments, the SERC, and the LEPC when reports are due. This information is due 3 months after the facility obtains the chemical and/or being informed by local government as possessing hazardous chemicals.**

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C. Emergency and Hazardous Chemical Inventory Form (EHCIF)

1. Section 312 of Title III requires the owner or operator of a covered facility to prepare and submit an EHCIF for (Tier I and Tier II) annually by March 1. Section 312 specifically delineates the types of information required on the inventory form, and also sets out those special circumstances under which specific chemical information is to be submitted.

2. The EHCIF must provide information regarding the amounts and general locations within the facility of various categories of hazardous chemicals. Such general information, known as "Tier I Information" is provided in aggregate terms for those categories of "hazardous chemicals" as that term is defined by the Occupational Safety and Health Act and subsequent regulations. (For the specific Tier I information required on the inventory form (see Definitions), Section 312 also sets forth the circumstances under which additional information pertaining to specific hazardous chemicals is to be provided on the inventory form. This chemical specific information is known as "Tier II Information." In Georgia, this information is provided on "Georgia Right-To-Know Form (GARTK)." It is to be submitted only to the SERC, The LEPC via WEMA, and the local fire department.

3. Any person may file a request for Tier II information from the SERC and/or the LEPC, via WEMA, for the preceding calendar year with respect to a facility. Any such request shall be in writing and shall be facility specific.

4. Any Tier II information, which the LEPC has in their possession, shall be made available to the person making a request under LEPC procedures. If they do not have the Tier II information in its possession and a request for such information is made, they shall request the facility owner or operator to provide the information with respect to those hazardous chemicals which the facility has stored in an amount in excess of 10,000 pounds present at the facility at any time during the preceding calendar year. A facility must submit requested Tier II information within 30 days. Such information shall then be made available to the person making the request within 45 days.

5. If Tier II information is not in the possession of WEMA which relates to a hazardous chemical(s) a facility has stored in an amount less than 10,000 pounds present at the facility at any time during the preceding calendar year, a request from a person must include the general need for the information. The WEMA has the discretion to grant or deny such a request.

6. The owner or operator of a facility can claim confidentiality for the location of one or all of the chemicals at the facility by indicating confidential on the Tier II information for the inventory. The information claimed as confidential must be withheld by the SERC, the Georgia SARA Title II Planning Committee, and the WEMA from those person(s) requesting Tier II data.

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D. Initial Notification and Written Follow-up Emergency Notice of Release

1. Section 304 of Title III requires covered facilities to provide emergency notification of certain releases of extremely hazardous substances. Such notifications are to be made verbally (by telephone, radio, or in person), by the owner or operator to the CEC, to any area likely to be affected by the release. In the event that the public information officer is not the owner or operator, he/she should be notified also. The emergency notification must include the following information:

- a. Chemical Identity.**
- b. Whether it is an extremely hazardous substance.**
- c. Amount release.**
- d. Time and duration of the release.**
- e. Environmental media into which the release occurred.**
- f. Known or anticipated acute or chronic risks and advice regarding medical attention necessary for exposed individuals.**
- g. Precautions to be taken, such as evacuation or sheltering-in-place.**
- h. Name and telephone number of contact person.**

2. Section 304 requires that an owner or operator of a covered facility provide a written follow-up emergency notice as soon as practicable after the release. The LEPC has designated two working days following the release as the time period for written follow-up notification. The follow-up notice must include:

- a. An update of the information included in the initial release notification.**
- b. Information on actions taken to respond to and contain the release.**
- c. Any known or anticipated acute or chronic health risks associated with the release.**
- d. Where appropriate, advice regarding medical attention necessary for exposed individuals.**

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E. Toxic Chemical Release Inventory Form

1. Section 313 of Title III requires certain facilities to submit, annually by July 1, reports on the amounts of toxic chemicals their facilities release into the environment either routinely or as a result of an accident. Section 313 requires facilities to report release to the air, water and land as well as discharges to publicly owned treatment works and transfers to off-site locations.
2. The release forms are intended to inform the public about releases of toxic chemicals into the environment, to assist government agencies, researchers, and other persons in the conduct of development of appropriate regulations, guidelines and standards. Any person may file a request with the SERC for Section 313 information relating to the preceding calendar year with respect to a facility. Any such request shall be in writing and shall be with respect to a specific facility.
3. The LEPC, via WEMA, will make the fullest possible disclosure of records to the public consistent with the provisions of Title III. All records shall be available to the public unless they are specifically exempt from the disclosure requirements.

IV. HOW TO FILE A REQUEST FOR INFORMATION

- A. A request for records from the LEPC may be filed with the WEMA if the request relates to a facility located in Whitfield County. The mailing address is:

Whitfield County Emergency Management Agency

804 Professional Blvd.; Dalton, GA 30720

Fax: (706) 370-7289; Tel: (706) 259-3730.

- B. Records, which may be requested from the LEPC, via the WEMA, are the local hazardous materials contingency plan, lists of MSDS chemicals for specific facilities, the Georgia Emergency and Hazardous Chemical Inventory Forms. Records that may be requested from the SERC are MSDS' or Hazardous Chemical Inventory Forms, written emergency follow-up notices of releases and the toxic chemical release form. All requests are to be made during regular working hours.

- C. All requests must be made in writing and must reasonably describe the records sought in a way that will permit their identification and location but otherwise need not be in any particular form. The WEMA shall notify the requestor three days after the request is made to inform him of the status of the request.

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D. The requestor shall provide the WEMA with their name, address telephone number, and reason for requesting the information.

E. The WEMA shall charge 10 cents per page of information on facilities. Additional costs will be levied if the agency conducts an extensive research of chemical(s) at facilities for the requestor that requires considerable time and resources. Local government agencies and LEPC members will not be charged a fee for this information.

F. If the description of the records sought in the request is not sufficient to allow the WEMA will inform the requestor that the request cannot be further processed until additional information is furnished.

G. Every reasonable effort will be made to assist in the identification and description of records sought and to assist the requestor in formulating his or her request. If a request is described in general terms (e.g., all records having to do with a certain facility), then the WEMA may communicate with the requestor (by telephone when practicable) toward reducing the administrative burden of processing such a broad request.

H. Requests for information must be sent directly to the WEMA to assure an answer in a timely manner. All requests for information directed to the SERC and/or the Georgia SARA Title III Planning committee should be mailed to:

SARA Title III Coordinator

Environmental Protection Division

7 Martin Luther King Jr. Drive SE, Room 643,

Atlanta, Georgia 30334-9000

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V. INFORMATION THAT MAY BE WITHHELD

- 1. Trade Secrets:** The specific chemical identity (including the chemical name and other specific identification) may be withheld by the owner or operator of a covered facility for the information required to be submitted to the SERC, the Georgia SARA Title III Planning Committee, and the LEPC, if such information is determined by the U.S. EPA to be a trade secret as defined in Title III.
- 2. Location of a specific Chemical:** Upon the request of an owner or operator of a facility subject to Title III, the WEMA must withhold from disclosure the location of any specific chemical required by Title III to be contained in an inventory form as Tier II information.
- 3. Medical information:** All patient/client medical records and medical information gathered or volunteered during an emergency situation will be confidential in accordance with the Privacy Act, as is all privileged information gathered in clinical settings. Information on chemical or bio-hazardous materials and incident information will be released only with joint approval of appropriate cooperating agencies.

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**APPENDIX I:
TRAINING**

I. PURPOSE

To establish training requirements for emergency response personnel who may become involved in hazardous materials incidents within Whitfield County.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Many emergency response organizations (i.e., fire police, emergency medical services, public works, etc.) in Whitfield County are not properly trained in responding to hazardous materials incidents.

2. The implementation of the Occupational Safety and Health Act of 1970, the Occupational Safety and Health Administration-Hazardous Waste Operations and Emergency Response, and SARA Title III: Emergency Planning and Community Right-To-Know Act of 1986, has made it mandatory that first responder individuals and companies that manufacture, utilize, store and/or transport hazardous materials have pertinent knowledge (i.e., hazardous materials identification and handling, incident command system, etc.) to respond to hazardous materials incidents.

B. Assumptions

1. Local emergency response personnel are receiving training in identifying, managing and suppressing hazardous materials incidents.

2. The Incident Command System is uniformly practiced by all emergency response organizations within Whitfield County.

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III. CONCEPT OF OPERATIONS

A. Training

1. Training shall be based on the duties and functions to be performed by each emergency responder involved with handling hazardous materials incidents. The skill and knowledge levels required for all new responders, shall be conveyed to them through training before they are permitted to take part in actual emergency operations on a hazardous materials incident. Employees who participate, or are expected to participate, in emergency response, shall be given training in according to the following:

a. First Responder Awareness Level- First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release. First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

i. An understanding of what hazardous materials are, and the risks associated with them in an incident.

ii. An understanding of the potential outcomes associated with an emergency created when hazardous materials are present.

iii. The ability to identify the presence of hazardous materials in an emergency.

iv. The ability to identify the hazardous materials, if possible.

v. An understanding of the role of the first responder awareness, if possible.

vi. The ability to realize the need for additional resources, and to make appropriate notifications to the communications center.

vii. The ability to use the North American Emergency Response Guidebook.

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b. First Responders Operational Level- First responders at the operational level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- i. Knowledge of the basic hazard and risk assessment techniques.**
- ii. Knowledge to select and use proper personal protective equipment provided to the first responder operational level,**
- iii. An understanding of basic hazardous materials terms.**
- iv. Knowledge to perform site control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.**
- v. Knowledge to implement basic control and basic decontamination procedures.**
- vi. An understanding of the relevant standard operating procedures and termination procedures.**

c. Hazardous Materials Technician- Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than first responders at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition, competency in the following areas to which the employer shall so certify:

- i. Knowledge to implement the emergency response plan.**
- ii. Knowledge of the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.**

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- iii. Ability to function within an assigned role of the Incident Command System.**
 - iv. Knowledge to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.**
 - v. Understanding hazard and risk assessment techniques.**
 - vi. Ability to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.**
 - vii. Ability to understand and implement decontamination procedures.**
 - viii. Ability to understand termination procedures.**
 - ix. Ability to understand basic chemical and toxicological terminology and behavior.**
- d. Hazardous Materials Specialist- Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, they require a more direct or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, State, Local and other government authorities in regards to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas to which the employer shall so certify:**
- i. Knowledge in how to implement the emergency response plan.**
 - ii. Ability to understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.**
 - iii. Knowledge of the State emergency response plan.**
 - iv. Ability to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.**

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- v. Ability to understand in-depth hazard and risk techniques.**
- vi. Ability to be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.**
- vii. Ability to be able to determine and implement decontamination procedures.**
- viii. Ability to develop a site safety and control plan.**
- ix. Ability to understand chemical, radiological and toxicological terminology and behavior.**
- e. On-Scene Incident Commander-Emergency response official who will assume control of the hazardous materials incident beyond the first awareness level. He/she should receive at least 24 hours of training equal to the first responder of operations level and in addition have competency in the following areas to which the employer shall so certify:**
 - i. Knowledge and ability to implement the employer's incident command system.**
 - ii. Knowledge of how to implement the employer's emergency response plan.**
 - iii. Knowledge and understanding the hazards and risks associated with employees working in chemical protective clothing.**
 - iv. Knowledge of how to implement the local emergency response plan.**
 - v. Knowledge of the State emergency response plan and of the Federal Regional Response Team.**
 - vi. Knowledge and understanding of the importance of decontamination procedures.**

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B. Trainers

1. Trainers who teach any of the above subjects shall have satisfactorily completed a training course for teaching. Such courses are offered by the U.S. Fire Academy. Or, they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

C. Refresher Training

1. Those employees who are trained accordingly shall receive annual refresher training of sufficient content and duration to maintain their competency in those areas at least yearly.

D. Medical Surveillance and Consultation

1. Surveillance

a. Members of an organized and designated HAZMAT team and hazardous materials specialists shall receive a baseline physical examination and be provided with medical surveillance as required in by OSHA.

2. Consultation

a. Any emergency response employee who exhibits signs or symptoms that may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation as required by OSHA.

E. Chemical Protective Clothing

1. Chemical protective clothing and equipment to be used by organized and designated HAZMAT team members, or to be used by hazardous materials specialists, shall meet the requirements of OSHA.

F. Post-Emergency Response Operations

1. Upon completion of the emergency response, if it is determined that it is necessary to remove hazardous substances, health hazards, and materials contaminated with them (such as contaminated soil or other elements of the natural environment) from the site of the incident, the employer conducting the clean-up shall comply with one of the following:

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- a. Meet all of OSHA and EPA clean-up requirements.
- b. Workers performing clean-up on plant property using plant or workplace employees shall have completed the training requirements of the following OSHA laws: 29 CFR 1910.38(a); 1910.134; 1910.1200, and other appropriate safety and health training made necessary by the tasks that they are expected to performed such as personal protective equipment and decontamination procedures. All equipment to be used in the performance of the clean-up work shall be in serviceable condition and shall have been inspected prior to use.

IV. PHASES OF MANAGEMENT

A. Mitigation

1. Establish codes, ordinances, policies and procedures requiring special training of personnel (i.e., fire, police, pollution control, medical, etc.) in handling hazardous materials.

B. Preparation

1. Conduct training and equipment inventory to determine and ensure proper certification of personnel.
2. Research and register in appropriate training courses.
3. Coordinate the provision of appropriate training materials.
4. Knowledge of appropriate hazardous materials manuals and procedures.
5. Knowledge of local hazardous materials response plan.

C. Response

1. Attend and/or conduct scheduled training courses.
2. Invite representatives from the community and emergency response organizations (i.e., fire, police, public works, pollution control, emergency medical services, hospitals, etc.) to exercise local plans and procedures jointly.
3. Critique training and experience in response activities, test and exercises.

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D. Recovery

1. Obtain documentation of number of hours and type of courses completed.
2. Reassess the need for additional training.
3. Maintain additional training materials and equipment as required.

V. RESPONSIBILITIES

A. The Local Fire Department(s) are responsible for coordinating the availability of hazardous materials courses sponsored by various private and public agencies (i.e., Environmental Protection Agency, Federal Emergency Management Agency, Environmental Protection Division, Georgia Emergency Management Agency, Georgia Fire Academy, etc.) for the general public and emergency response personnel and their trainers (i.e., fire, police, emergency management, emergency medical services, hospitals, etc.).

B. Trainers of local emergency response organizations are responsible for ensuring that their representatives are properly trained in the identification, management and suppression of hazardous materials incidents at required levels.

C. Facilities that produce, utilize, store and/or transport hazardous materials will ensure that their employees are properly trained in the identification, management and suppression of hazardous materials incidents.

VI. DIRECTION AND CONTROL

A. The Fire Service Training Officer will routinely coordinate the hazardous materials training of government and private emergency response personnel upon request.

B. Trainers of local government emergency response organizations (i.e., fire, police, emergency medical services, pollution control, hospitals, etc.) will annually coordinate the certification requirements of personnel.

C. Facility owners that produce, utilize, store and/or transport hazardous materials shall be responsible for training their personnel in handling such chemicals.