

CONTRA COSTA COUNTY HAZARDOUS MATERIALS AREA PLAN

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For Additional Information, Contact the Certified Unified Program Agency:
Contra Costa County Health Services Department
Hazardous Materials Programs Office
4333 Pacheco Boulevard
Martinez, California 94553
925 646-2286

As of December 7, 2009:
4585 Pacheco Boulevard
Martinez, CA 94553
925 335-3200

CONTRA COSTA COUNTY HAZARDOUS MATERIALS AREA PLAN

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WILLIAM WALKER, MD
Health Services Director

RANDALL L. SAWYER
HAZARDOUS MATERIALS DIVISION DIRECTOR

CONTRA COSTA COUNTY
HEALTH SERVICES DEPARTMENT
HAZARDOUS MATERIALS PROGRAMS OFFICE

CONTRA COSTA COUNTY HAZARDOUS MATERIALS AREA PLAN

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LIST OF ACRONYMS

ACC	American Chemistry Council
AG	State Office of the Attorney General
ARB	State Air Resources Board
ARC	American Red Cross
BAAQMD	Bay Area Air Quality Management District
CAER	Contra Costa County Community Awareness and Emergency Response Group, Inc.
CAL EPA-DPR	California Environmental Protection Agency- Department of Pesticide Regulations
CAL EPA-DTSC	California Environmental Protection Agency- Department of Toxic Substances Control
CALTRANS	California Department of Transportation
CAL-OSHA	California Occupational Safety and Health Administration
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
CCHS	Contra Costa Health Services
CCHS-DOC	Contra Costa Health Services- Division Operations Center
CCHS-HazMat	Contra Costa Health Services- Hazardous Materials Programs
CCHS-HazMat IR Team	Contra Costa Health Services- Hazardous Materials Incident Response Team
CCR	California Code of Regulations
CDF	California Department of Forestry
CHEMTREC	Chemical Transportation Emergency Center
CHLOREP	Chlorine Emergency Response Program
CHMIA	California Hazardous Materials Investigators Association
CHP	California Highway Patrol
County AG	Contra Costa County Department of Agriculture
County DA	Contra Costa County District Attorney's Office
County EMS	Contra Costa County Emergency Medical Services Agency
County OES	Contra Costa County Office of Emergency Services
CSFM	California State Fire Marshal
CST	Civil Support Team
CSTI	California Specialized Training Institute
CUPA	Certified Unified Program Agency
CWS	Community Warning Systems
DFG	California Department of Fish and Game
DHS-RHS	State Department of Health Services-Radiologic Health Section
DOE	Department of Energy
DOGGR	State Department of Conservation- Division of Oil, Gas and Geothermal Resources
DWR	State Department of Water Resources
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EMSA	State Emergency Medical Service Authority
EOC	Emergency Operations Center

FRA	First Responder Awareness
FRO	First Responder Operations
HMAP	Contra Costa County's Hazardous Materials Area Plan
HMS	Hazardous Materials Specialist
HMT	Hazardous Materials Technician
HSC	California Health and Safety Code
IC	Hazardous Materials Incident Commander
ICS	Incident Command System
LEPC	Local Emergency Planning Committee
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NPAC	National Poison Antidote Center
OASIS	Operational Area Satellite Information System
OSPR	California Department of Fish and Game- Office of Oil Spill Prevention and Response
PIH/MAG Plan	Petrochemical Industrial Hygiene/Mutual Aid Group Contra Costa County's Hazardous Materials Area Plan
PMAO	Petrochemical Mutual Aid Organization
PPE	Personal protective equipment
RACES	Radio Amateur Civil Emergency Services
RFD	Richmond Fire Department
RHMRO	Regional Hazardous Materials Response Organization
RWQCB	Regional Water Quality Control Boards
SEMS	Standardized Emergency Management System
SLC	State Lands Commission
SOP	Standard Operating Procedure
SRVFPD	San Ramon Valley Fire Protection District
State OES	State Office of Emergency Services
SWRCB	State Water Resources Control Board
TENS Zone	Telephone Emergency Notification System Zones
USA	Underground Service Alert
USCG	United States Coast Guard
US-EPA	United States Environmental Protection Agency
WMD	Weapons of Mass Destruction

CONTRA COSTA COUNTY HAZARDOUS MATERIALS AREA PLAN

DEFINITIONS

Administrating Agency - The local agency authorized pursuant to California Health and Safety Code (HSC) Chapter 6.95 - §25502 to implement and enforce HSC Chapter 6.95.

Area Plan - The plan established pursuant to HSC Chapter 6.95 - §25503 by the administrating agency to address emergency response to a release or threatened release of a hazardous material.

Business Plan - A facility specific document that consists of hazardous materials inventory information, emergency response and evacuation plans and procedures, an employee hazardous materials training program, facility map, owner information, and other information as requested by the administrating agency. The minimum requirements of a business plan are set forth in HSC Chapter 6.95.

Containment - The immediate actions to confine a hazardous material release to its immediate area of influence and prevent further contamination.

Contamination Reduction Corridor - A specified area within the Contamination Reduction Zone where decontamination activities occur.

Corrective Actions - Specific activities undertaken to mitigate a release or threatened release of a hazardous material.

Certified Unified Program Agency (CUPA) - The agency certified by the California, Secretary of Environmental Protection to implement the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program specified in HSC Chapter 6.11.

Decontaminate - The act of removing or neutralizing any contaminant from people or equipment.

Emergency Alert System (EAS) – Formerly known as the Emergency Broadcast System, EAS uses electronic media (i.e. radio and television) as a resource for providing the public with information in the event of an emergency. The Incident Commander can access EAS through the Contra Costa County Office of Emergency Services.

Emergency Digital Information Service (EDIS) - Provides local, state and federal agencies with a direct link to the news media, other agencies and the public. EDIS advises news networks and they in turn advise the public about emergencies. EDIS is intended to make urgent information more accessible to the public, including the Emergency Response Personnel.

Emergency Operations Center (EOC) – An established emergency center where incident information, resources, and planning are coordinated.

Fire Control - Activities necessary to prevent, confine, or extinguish fire, or protect people, property, or the environment from fire.

Hazardous Material - A material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous Materials" include, but are not limited to, hazardous substances, hazardous waste, and any material which a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment.

Incident - A release or threatened release of hazardous materials.

Incident Command - The responsibility for overall coordination of the emergency incident which includes operations, planning and finance procedures as defined in the Incident Command System.

Incident Command System (ICS) - ICS provides a standardized organizational structure, terminology, and procedures for use during any serious multi-disciplinary emergency. ICS is designed to make the most efficient use of multi-agency/jurisdictional resources in order to more effectively combat the effects of a hazardous materials incident.

National Incident Management System (NIMS) - NIMS integrates existing best practices of SEMS into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. NIMS uses ICS and Unified Command for multi-agency coordination.

Notification - The process of informing the appropriate regulatory authorities and agencies of a hazardous materials incident.

Operations - The development, implementation and supervision of incident strategy and tactical objectives.

Personnel Protective Equipment (PPE) - Safety equipment utilized by a responder to protect them from the chemical and physical hazards associated with the hazardous materials incident.

Response/Coordination Plans - Response and coordination plans identify the roles and capabilities of each individual emergency response agency - including agency specific standard operating procedures.

Safe Refuge Area - An area within the Contamination Reduction Zone where individuals assemble who were at the site of the release and may have been exposed/contaminated. The creation of the Safe Refuge Area prevents the possible spread of contamination to the incident control zones.

Standardized Emergency Management System (SEMS) – The state-wide emergency management system that provides an organizational framework and guidance for each level of emergency operations. SEMS integrates several primary emergency response programs into a single program (Government Code §8607).

Shelter-in-Place - The initial protective action necessary to safeguard the public from the imminent threat of an airborne hazardous materials release. To Shelter-in-Place is to isolate oneself from an airborne hazardous materials release by going inside, remaining indoors, closing all doors and windows, and taking the necessary steps to prevent the ingress of contaminated air.

Waybill - The railroad shipping papers that accompany a shipment and are carried by the conductor.

Weapons of Mass Destruction (WMD) - An instrument or device that kills or injures civilians as well as military personnel. WMD may include nuclear, chemical and biological weapons as well as conventional ordnance (i.e. explosive devices, bombs). WMD is sometimes referred to as CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosives) or as COBRA (Chemical, Ordnance, Biological, and Radiological).

THE CONTRA COSTA COUNTY HAZARDOUS MATERIALS AREA PLAN

Revised 12/30/05

1 PLANNING BASIS

1-1 PURPOSE

- .1 The Contra Costa County Hazardous Materials Area Plan (HMAP or Plan) is a dynamic document designed to protect human health and the environment through hazardous materials emergency planning and community right-to-know programs;
- .2 The HMAP describes the overall hazardous materials emergency response organization within Contra Costa County;
- .3 Establishes the lines of authority and coordination for hazardous materials incidents affecting Contra Costa County;
- .4 Identifies the roles and responsibilities of local, State and Federal government agencies necessary to minimize the impacts of a hazardous materials incident; and,
- .5 Meets the requirements of the California Code of Regulations (CCR) Title 19, Article 3 - §2722 et seq.

1-2. SCOPE

- .1 The HMAP includes the identification of hazardous materials incident planning, operations, organization and responsibilities for handling a hazardous materials incident that may impact Contra Costa County; and,
- .2 Provides support for hazardous materials management in Contra Costa County including the coordination of data management, business plans, and facility inspections.

1-3 IMPLEMENTATION

- .1 The guidelines contained herein become effective with publication and distribution by the Contra Costa Hazardous Materials Programs after submission to the State OES.

1-4 ACTIVATION

- .1 The HMAP will be activated upon receipt of notification of any hazardous materials incident that may affect human health or the environment within Contra Costa County.
- .2 The HMAP may be activated by any agency arriving first at a potential hazardous materials incident.

1-5 AUTHORITY

- .1 California Health and Safety Code, Division 20, Chapter 6.95, §25500 et seq.
- .2 California Health and Safety Code, Division 20, Chapter 6.11, §25404 et seq.
- .3 California Code of Regulations, Title 19, Article 3, §2270 et seq.
- .4 Contra Costa County Board of Supervisors' action dated December 17, 1985 designating the Contra Costa County Health Services Department (CCCHSD) as

the administering agency and establishing the AB-2185/AB-2187 Implementation Task Force.

- .5 Contra Costa County Board of Supervisors' Resolution No. 88/21 adopting the HMAP.

1-6 REFERENCES

- .01 California Hazardous Materials Incident Contingency Plan.
- .02 California Oil Spill Contingency Plan.
- .03 California Vehicle Code §2454.
- .04 Contra Costa County Interagency Task Force, Inter-Agency Matrix.
- .05 Contra Costa County Multi-Casualty Incident Plan.
- .06 Contra Costa County Multi-Hazard Functional Plan.
- .07 National Oil and Hazardous Substances Pollution Contingency Plan.
- .08 San Francisco Bay Area Spill Prevention and Response Plan.
- .09 CCHS-Hazardous Material Incident Notification Policy.
- .10 Community Warning System Operation Protocols.

2 EMERGENCY RESPONSE PROCEDURES

See Appendix 13-1, the Hazardous Materials Incident Response Action Guide.

2-1 INITIAL RESPONSE

- .1 Law enforcement, including the California Highway Patrol (CHP), or fire suppression agencies are expected to make the initial response to a hazardous materials incident. The first arriving agency will initiate the Incident Command System as outlined in §6-3 of this Plan.
- .2 An officer from the first law enforcement or fire suppression agency on scene will be the initial Incident Commander (IC) until relieved by the agency having Incident Command authority for the incident site as stated in §6-3.
- .3 Incident Command responsibility will remain with the local government agency unless superseded by State or Federal authority.

2-2 INCIDENT CONTROL

- .1 The first arriving agency will establish perimeter boundaries and control access to the incident (see Appendix 13-2).
 - a. Exclusion Line - The inner perimeter boundary securing the Exclusion Zone. No one may enter the Exclusion Zone except appropriately trained responders who are directly involved with a specific mission assignment in incident operations and are wearing the proper level of personnel protective equipment (PPE).
 - b. Contamination Control Line - The secondary perimeter boundary designating the Contamination Reduction Zone. The Safe Refuge Area and the Contamination Reduction Corridor are located in this zone. Responders must don the appropriate level of PPE while in the Contamination Reduction Zone.
 - c. Beyond the Contamination Control Line is the Support Zone. Equipment staging and strategic operations (Incident Command Post, Media Area) are established in this zone.
 - d. Beyond the Support Zone is the Incident Perimeter Line - beyond which the public is held back.

- .2 The first arriving law enforcement or fire agency will establish an Incident Command Post.
- .3 Unless directed to report elsewhere, all agencies and persons responding to a hazardous materials incident will report to the Incident Command Post.
- .4 All agencies and persons who have been directed to respond to the staging area, will report to the Staging Area Officer. The Staging Area Officer will notify the IC of their arrival.

2-3 INCIDENT EVALUATION

- .1 The priority of the following initial response actions is incident specific. Initial responders should base their actions on their level of training (see §10-1), available PPE, and the protection of human health and the environment.
 - a. Assess the incident and request the necessary resources to mitigate the incident.
 - b. Notify the Contra Costa Health Services - Hazardous Materials Programs Office (CCHS-HazMat) and other appropriate agencies.
 - c. Determine the need for immediate protective actions necessary to safeguard public health (shelter-in-place, evacuation).
 - d. Determine the Community Warning System (CWS) Level of the Incident: Level 0, 1, 2, 3 (see Appendix 13-3).
 - d. Identify the involved hazardous material and the hazards associated with material - only if identification can be done safely and from a safe distance.
 - e. If necessary, rescue victims - if rescue can be done safely.
 - f. Basic containment and control of the release - if these actions can be done safely.
 - g. Provide emergency medical attention, including decontamination, to victims.

2-4 PERSONNEL MONITORING & DECONTAMINATION

- .1 The IC is responsible for personnel monitoring and decontamination.
- .2 The local fire agency shall support decontamination activities.
- .3 The Contra Costa Health Services - Hazardous Materials Incident Response Team (CCHS-HazMat IR Team) shall advise the IC and coordinate the appropriate personnel monitoring and decontamination procedures.

2-5 EQUIPMENT MONITORING & DECONTAMINATION

- .1 The IC is responsible for equipment monitoring and decontamination.
- .2 The local fire agency shall support decontamination activities.
- .3 The CCHS-HazMat IR Team shall advise the IC and coordinate the appropriate equipment monitoring and decontamination procedures.

2-6 MANAGEMENT OF INCIDENT ESCALATION

- .1 For major hazardous materials incidents that exceed the resources available either immediately within the County or through mutual aid, the resources of contiguous jurisdictions will be requested by the IC through the Contra Costa County Fire Protection District - Mutual Aid Coordinator.

2-7 PESTICIDE DRIFT PROTOCOLS (SB 391)

Senate Bill 391 which became law on September 30, 2004, requires the California Environmental Protection Agency (Cal-EPA) to establish minimum standard protocols for responding to pesticide drift emergencies, and local governments to include these protocols in their Hazardous Materials Emergency Response Plans (Area Plans). As of September 26, 2005, the proposed protocols include, but are not limited to, all of the following:

- Protocol for requesting and providing immediate access to pesticide-specific information necessary to assist emergency medical services personnel in identifying pesticides that may be causing a pesticide drift exposure incident and appropriate treatments.
 - At the request of the incident commander, CCHS-HazMat in coordination with County AG will provide technical information regarding the suspected pesticide(s) involved during a pesticide drift incident to County EMS. County EMS will be responsible for disseminating that information to local medical care providers.
- Protocol to delineate specific agency responsibilities and the process for responding to calls, notifying residents, and coordinating evacuations, if needed.
 - When the suspected material is potentially an agriculture product, CCHS-HazMat in coordination with County AG and the Incident Commander will determine the best action, including, but not limited to, notifying residents of a pesticide drift exposure incident and coordinating evacuation to a safe refuge area, if deemed necessary.
- Protocol to establish emergency shelter procedures and locations to be used in the event evacuation is needed.
 - In coordination with the County AG, CCHS-HazMat will identify areas of safe refuge where further pesticide exposure via inhalation or dermal contact will not occur, and assist in the coordination of an evacuation, if deemed necessary.
- Protocol to access services in all languages known to be spoken in the affected area in accordance with Government Code Section 11135.
 - CCHS has pre-existing contracts with two (2) outside vendors to provide language translation services. CCHS-HazMat will access a language translation service to assist the Incident Commander in communicating with affected individuals in their native language, should there be no other emergency responder on-scene who can do so in person.
- Protocol to ensure access to health care within 24 hours of an exposure resulting from a pesticide drift incident and up to a week after the exposure.
 - CCHS-HazMat in coordination with County AG and County EMS will disseminate information to affected communities regarding treatment options for possible exposure(s) that may have occurred during a pesticide drift incident.

- Protocol to notify medical providers regarding eligibility for reimbursement pursuant to Government Code Section 12997.5.
 - The Department of Pesticide Regulation (DPR) has developed a brochure regarding the eligibility for medical cost reimbursement as the result of a pesticide drift incident. CCHS-HazMat in coordination with County AG and County EMS will disseminate this information to medical providers.
 - English: <http://www.cdpr.ca.gov/docs/county/sb391.pdf>
 - Spanish: <http://www.cdpr.ca.gov/docs/county/sb391sp.pdf>

3 WEAPONS OF MASS DESTRUCTION

CCHS-HazMat believes that weapons of mass destruction (WMD) meet the definition of hazardous materials and therefore fall under the Area Plan. The CCHS-HazMat IR Team has prepared for responding to WMD incidents by purchasing additional equipment and by attending additional training.

CCHS-HazMat and CCHS-Public Health Lab used grants from the United States Department of Homeland Security to purchase advanced analytical equipment which is capable of detecting and identifying WMD agents.

CCHS-HazMat IR Team members have attended training courses sponsored by the Office of Domestic Preparedness, a branch of the United States Department of Homeland Security. These courses include the following:

Emergency Response to Domestic Biological Incidents
National Center for Biomedical Research and Training
Louisiana State University

Public Safety WMD Response – Sampling Techniques and Guidelines
National Center for Biomedical Research and Training
Louisiana State University

WMD Hazardous Materials Technician Training
Fort McClellan, Anniston, Alabama

WMD Radiological/Nuclear Course for Hazardous Materials Specialists
U.S. Department of Energy, Nevada Test Site, Mercury, Nevada

Incident Response to Terrorist Bombings
New Mexico Tech, Socorro, New Mexico

Advanced Chemical/Biological Integrated Response Course
U.S. Army, West Dessert Test Center, Dugway Proving Ground, Utah

4 PUBLIC SAFETY & INFORMATION

4-1 SITE PERIMETER SECURITY

- .1 Site perimeter security shall be established to protect the public from becoming involved in the hazardous materials incident.
- .2 During a hazardous materials incident, the law enforcement agency having jurisdiction at the location of the incident is responsible for isolating the incident site and securing the scene perimeters. This law enforcement agency will regulate all persons and equipment entering and exiting the incident site.

4-2 SAFETY PROCEDURE INFORMATION

- .1 The following measures have been developed to inform the affected public of safety procedures to follow during a release or threatened release of a hazardous material:
 - a. Contra Costa County will use the Community Warning System (CWS), to the extent available, to disseminate information to the public in the event of a release or threatened release of a hazardous material. The CWS focuses on the integration of warning sirens, the local media through EAS and EDIS, NOAA weather radios, computer terminals, emergency response personnel pagers, and emergency phone notification through the Telephone Emergency Notification System (see Appendix 13-3);
 - b. CWS Protocols have been established and approved by the Contra Costa County Board of Supervisors.
 - c. The CWS can be activated by the IC, the CCHS-HazMat IR Team, Sheriff, or facilities equipped with CWS computer terminals.
 - d. The CWS system contains programmed emergency messages that can be used to provide concise incident information to the public.
 - e. "Fill-in-the-blank" emergency message forms are available when pre-recorded messages are not appropriate or for use during live media broadcasts.
 - f. In addition to CWS media notification, radio station KCBS (740 AM) has been designated by CCHS as the primary contact for the immediate broadcasting of emergency information regarding a hazardous materials incident.

4-3 INFORMATION RELEASE RESPONSIBILITY

- .1 During a hazardous materials incident, the IC is responsible for disseminating information to the public and the media.
- .2 The IC will designate a Public Information Officer, as part of the Command Staff, as identified in the Incident Command System.
- .3 The IC should contact Contra Costa County Office of Emergency Services (County OES) at (925) 228-5000 (24 hrs) if there is a need for:
 - a. Additional public information resources;
 - b. Access to the local EAS and EDIS.
 - c. The centralized coordination of information from responding agencies.

4-4 MEDICAL NOTIFICATION

- .1 During a major hazardous materials incident, CCHS-HazMat will ensure that Sheriff's Dispatch notifies the On-Call Health Officer.
- .2 During a major hazardous materials incident where multiple injuries have occurred, or where offsite injuries may occur, the Contra Costa County Multi-

Casualty Incident Plan can be activated by contacting the Sheriff's Communications Center.

- .3 During a major hazardous materials incident (CWS level 3), where CCHS-HazMat becomes aware that a large number of the public will be impacting local Emergency Rooms, CCHS-HazMat will notify the Sheriff's Dispatch and request a Medical Advisory Alert. Sheriff's Dispatch will automatically notify EMS and all acute care hospitals.

4-5 SHELTER-IN-PLACE & EVACUATION PLANS

- .1 The following procedures have been developed to safeguard the public affected by a hazardous materials incident:
 - a. Determine the properties of the hazardous materials involved, including toxicity, physical, chemical, fire, explosion, quantity, concentration, vapor pressure, density and potential health effects;
 - b. Evaluate area topography, meteorology, hydrology, demography and facility characteristics, including the delineation of potentially impacted areas.
 - c. Determine whether shelter-in-place or evacuation is necessary;
 - d. The affected public are to Shelter-In-Place first, and remain Sheltered-In-Place until it is determined that an evacuation is necessary;
 - e. Timely notification of the affected public through activation of the CWS;
 - f. Coordinate available information with responding agencies and EMS to determine logistics (i.e. evacuation routes, mass-care facilities, shelter and reception areas).
 - g. Hospitals will be notified by EMS of: shelter-in-place and shelter-in-place release.

4-6 CCHS - DIVISION OPERATIONS CENTER (CCHS-DOC)

- .1 During a major hazardous materials incident, CCHS-HazMat shall activate the CCHS-DOC. When the County OES - Emergency Operations Center is not activated, the CCHS-DOC is the central off-site location for the coordination and dissemination of public health and incident information.

5 ENFORCEMENT & CLEAN-UP

5-1 ENFORCEMENT

- .1 The Contra Costa County District Attorney's Office is the lead agency in criminal and civil enforcement of all statutes, regulations and ordinances in Contra Costa County relating to hazardous materials. This includes cases involving illegal storage, transportation or disposal of hazardous materials.
- .2 A variety of violations may arise from a hazardous materials incident. These violations may extend to the authority or jurisdiction of several agencies; therefore, the incident may be investigated by multiple agencies.
- .3 The incident investigation shall begin as soon as the incident is stabilized and conditions allow safe access. The investigation of a hazardous materials incident shall have priority over cleanup.

- .4 All observations pertaining to the investigation or suspected violations must be appropriately documented.
- .5 All potential witnesses and responsible parties should be interviewed and written statements obtained. If written statements cannot be obtained, written summaries should be made of all oral interviews. Documentation must include the name, address and telephone number of the witness or responsible party.
- .6 At a minimum, incident documentation should include the following:
 - a. A written report of the incident (as described in §12-2);
 - b. Any photographs or video tapes taken of the incident;
 - c. A diagram containing:
 - i. details of the incident scene,
 - ii. North orientation and the scale of the drawing,
 - iii. the date the diagram was drawn,
 - iv. the date of the incident,
 - v. the locations where photographs, video tape or samples were taken, and,
 - vi. the signature and printed name of the person drawing the diagram.
 - d. Three samples of each hazardous material involved in the incident should be taken (a sample for analysis, a sample for maintaining chain of evidence, and a sample to give to the responsible party). If requested, samples must be maintained as evidence and require a chain of custody and special handling and storage considerations.

5-2 CLEAN-UP

- .1 Overall operations for returning the incident scene to a normal condition are the responsibility of the IC.
- .2 It is the policy of Contra Costa County that the IC identify and encourage the responsible party to take prompt remedial action.
 - a. Prompt remedial action by the responsible party includes funding the cost of containment, removal, disposal and restoration of the scene to a normal condition under the direction of the Contra Costa County Health Officer.
 - b. When the responsible party accepts responsibility for a hazardous materials incident, responding agencies may submit any claims for the recovery of costs to the responsible party. Each agency is responsible for documenting their costs incurred during the incident and submitting them to the responsible party.
- .3 CCHS-HazMat will assume mitigation and cleanup responsibilities whenever the responsible party is:
 - a. Unknown;
 - b. Unable to pay;
 - c. Unwilling to accept responsibility; or,
 - d. Not conducting an adequate cleanup.
- .4 CCHS-HazMat's policy is to only commit County funds to clean up a hazardous materials incident when an imminent threat to human health or the environment exists and no responsible parties have been identified. Incidents where the identified hazardous material is not presenting an imminent threat, CCHS-HazMat staff will advise and assist the IC with cleanup functions, but will not commit County funds.

- .5 Cleanup must ultimately meet health and safety standards as prescribed by the Contra Costa County Health Officer. The Contra Costa County Health Officer is the local government authority for determining when:
 - a. The cleanup operation is complete; and,
 - b. Secured areas may be reopened (e.g., buildings, roadways, waterways and evacuated areas, etc.)
- .6 The IC should not sign to pay for cleanup costs unless previously approved by the Department Chief, City Manager or County Administrator.
- .7 The Contra Costa County Board of Supervisors by Resolution 86/543, has authorized the CHP to cleanup hazardous materials spills and commit County funds in the event of life threatening hazardous materials releases (see Appendix 13-4).

5-3 EMERGENCY FUNDING ACCESS

- .1 Local funds may be accessed through CCHS-HazMat on incidents when an imminent threat to human health or the environment exists and no responsible parties have been identified or will not assume financial responsibility for clean-up costs. County funds are normally limited to \$5,000 per incident.
- .2 On incidents where a responsible party has not been identified or does not assume financial responsibility for clean-up costs, State funds may be accessed through the State Office of Emergency Services (State OES) at (800) 852-7550 (24 hrs).
 - a. Access to the emergency reserve account for hazardous materials incidents must be in accordance with the guidelines contained in the California Environmental Protection Agency - Department of Toxic Substances Control's (CAL EPA-DTSC) document entitled "Funding for Hazardous Materials Incidents Using the Emergency Reserve Account." This form is available through CAL EPA-DTSC or CCHS-HazMat.
 - b. All incidents involving State funding must be reported to the CAL EPA-DTSC. Funding requests must be approved prior to funds being spent. No retroactive payments will be made.
- .3 On incidents where a responsible party has not been identified or does not assume financial responsibility for clean-up costs, and when local and State funds are not available or costs will exceed local and State resources, Federal funds may be accessed through the United States Coast Guard (USCG) and the United States Environmental Protection Agency (US-EPA).
 - a. USCG and US-EPA can be contacted at the following (see Appendix 13-5 for explanation of zones):
 - i. USCG Sector San Francisco located on Yerba Buena Island (415) 399-3547 (24 hrs.).
 - ii. All county areas: US-EPA Emergency Spill Response Section (415) 744-2000 (24 hrs).
 - b. Funding requests must be approved prior to funds being spent. No retroactive payments will be made.
 - c. All incidents involving Federal funding must be reported to the National Response Center at (800) 424-8802 (24 hrs).

5-4 EMERGENCY CONTRACTOR ACCESS

- .1 CCHS-HazMat maintains a list of State certified cleanup companies and their capabilities. This list is located in the Incident Response Binders that each member of the CCHS-HazMat IR Team carries with them.

5-5 DISPOSAL FACILITY ACCESS

- .1 It is the responsibility of the contracted cleanup company to access State approved and permitted hazardous waste disposal facilities.

6 PRE-EMERGENCY PLANNING

6-1 PRE-INCIDENT SURVEY

- .1 On January 1, 1997, CCHS-HazMat was authorized by the California Environmental Protection Agency to be the Certified Unified Program Agency (CUPA) for all cities and unincorporated areas within Contra Costa County. As the CUPA, CCHS-HazMat is the only local agency responsible for administering the six elements of the Unified Hazardous Waste and Hazardous Materials Management Regulatory Program (Unified Program) as defined in the California Health and Safety Code Chapter 6.11, §25404 et seq. and the California Code of Regulations Title 27, §15100 et seq.
- .2 Unified Program inspections of facilities will be conducted by the CUPA (i.e. CCHS-HazMat), or by agencies under a Participating Agency contract with the CUPA.
- .3 Regular reviews of facility business plans and contingency plans shall provide a continuing assessment of the potential hazardous materials emergencies that could be encountered within Contra Costa County.

6-2 PLANNING & COORDINATION

- .1 HSC Chapter 6.95 - §25503c(2) places the responsibility for pre-emergency planning with the administering agency - CCHS-HazMat.

6-3 INCIDENT COMMAND SYSTEM (ICS)

- .1 In Contra Costa County, the adoption and implementation of ICS provides a standardized organizational structure, terminology, and procedures for use during any multi-disciplinary emergency. ICS is designed to make the most efficient use of multi-agency/jurisdictional resources in order to more effectively combat the effects of a hazardous materials incident. The Incident Command System is supplemented by the Contra Costa County Multi-Casualty Incident Plan.
- .2 In Contra Costa County, the Incident Commander is responsible for the direction and coordination of the overall incident. Safety, Liaison, and Public Information Officers comprise the Command Staff. The Chiefs of the Operations, Planning, Logistics, and Finance Sections comprise the General Staff.
- .3 During a hazardous materials incident, the IC will be established as follows:
 - a. The first arriving fire or law enforcement agency will assume the role of IC until relieved.
 - b. The law enforcement agency having jurisdiction at the site of the incident will assume the role of IC (except in the City of Richmond).
 - c. In the City of Richmond, the Richmond Fire Department will assume the role of IC.

- d. On State highways, freeways, State owned vehicular crossings (toll bridges), and on most highways and roads within unincorporated areas of the State, the California Highway Patrol will assume the role of IC.
- .4 The IC is responsible for managing the scene including, but not limited to:
 - a. Establish response priorities;
 - b. Identify and obtain necessary resources to mitigate the incident;
 - c. Coordinate incident operations and the utilization of personnel;
 - d. Designate and oversee the development and implementation of the site safety and health plan as defined in CCR Title 8 - §5192(b)(4)(B).
 - e. Establish on-scene communications that operate from the Incident Command Post;
 - f. Coordinate communications with off-site support and resource agencies;
 - g. Provide information to the public as outlined in §4-3 of this Plan; and,
 - h. Coordinate with other agencies to determine immediate actions necessary to protect public health.
- .5 A Unified Command enables agencies with different legal, geographical, and functional responsibilities to coordinate, plan, and interact effectively. A Unified Command consists of the Incident Commanders from various jurisdictions or agencies operating together to form a single command structure. Unified Command enables responsible agencies to manage an incident together by establishing a common set of incident objectives and strategies. The Unified Command allows the Incident Commanders of multiple responsible agencies to make joint decisions by establishing a single command structure. Disagreements amongst the incident commanders are worked out within the Unified Command. Anybody tasked/considered qualified to be an Incident Commander, must be able to speak for and commit resources of the organization they represent.

6-4 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

NIMS/SEMS are the emergency management systems which response agencies at all levels will use to function together effectively in an integrated fashion. The use of NIMS/SEMS facilitates coordination between agencies responding to emergencies, the flow of emergency information and resources within and between involved agencies, and the rapid mobilization, deployment, use, and tracking of resources. NIMS/SEMS systems will be used to communicate with the public to disseminate information in order for the public to avoid areas impacted by an incident. NIMS/SEMS will be used when emergency operations centers (EOC) are activated or when a local emergency has been declared. In Contra Costa County, County OES is the NIMS/SEMS coordinator.

6-5 FINANCE

- .1 Control of County incurred costs during a minor hazardous materials incident is a regular part of CCHS-HazMat management of the local hazardous materials clean-up fund.
- .2 In the event of a major hazardous materials incident, where a variety of elements comprise the overall costs of mitigation, e.g., fire, health, law enforcement, etc., the Incident Command System provides a finance element for tracking and controlling costs.

- .3 Additional information regarding financing of a hazardous materials incident may be found in §5-2 and §5-3 of this Plan.

6-6 ADDITIONAL PRE-EMERGENCY PLANNING

- .1 The Contra Costa County Hazardous Materials Commission was developed to protect and promote the health, safety, and well being of Contra Costa residents as they are affected by hazardous materials and hazardous wastes. The commission provides and promotes a forum for building consensus on environmental issues affecting Contra Costa County. Additionally, the Hazardous Materials Commission provides recommendations to the Board of Supervisors and the Board's respective Commissions and Committees regarding policies concerning the storage, use and management of hazardous materials and hazardous wastes as they affect the health, safety, and the environment, including land-use planning and economic effects.
- .2 Contra Costa County recognizes the contributions of the Contra Costa County Community Awareness and Emergency Response Group, Inc. (CAER). The goal of CAER is to encourage facility owners and operators to initiate and maintain a dialogue with the residents living in the communities adjacent to their facility; and, to coordinate emergency response planning by integrating a chemical facility's emergency response plan with those of local agencies.
- .3 Contra Costa County recognizes the contributions of the Petro-chemical Mutual Aid Organization (PMAO). PMAO is an association of industrial facilities with emergency response capabilities that plan, prepare and train for mutual aid responses to major facility incidents. PMAO is a part of CAER.
- .4 Contra Costa County recognizes the contributions of the Coastal Regional Hazardous Materials Response Organization (CRHMRO). The goal of CRHMRO is to assure that resources and training are provided regionally to minimize the risk and impact of a hazardous materials incident. CRHMRO is a part of CAER.
- .5 Contra Costa County recognizes the contributions of the Contra Costa County Hazardous Materials Interagency Task Force. The Task Force coordinates and enhances the individual and collective efforts of local, State, and Federal hazardous materials regulatory agencies.
- .6 Contra Costa County recognizes the contributions of the Local Emergency Planning Committee - Coastal Region. The LEPC develops and maintains the Regional Plan. The Regional Plan assists in identifying the risks and effective uses of regional resources for the maximum benefit and protection of the public during a hazardous materials incident.
- .7 Contra Costa County recognizes the contributions of the California Hazardous Materials Investigators Association (CHMIA). CHMIA is a nonprofit mutual benefit corporation established in 1985, for the purposes of encouraging the cooperation and coordination of environmental crime investigations conducted by enforcement and administrative agencies, facilitating and promoting educational programs in all aspects of environmental crime investigations.

7 AGENCY COORDINATION

7-1 SUPPORT RESPONSIBILITIES

All agencies having initial and support responsibilities at a hazardous materials incident are required to:

- .1 Identify their roles and capabilities in an Agency Response Plan.
- .2 Develop an Agency Coordination Plan and standard operating procedures (SOP's).
- .3 All agency response coordination plans and supporting SOP's will be submitted to the administering agency - CCHS-HazMat for review.
- .4 Operate within ICS (see §6-3).

7-2 HAZARDOUS MATERIALS INCIDENT RESPONSE MATRIX

- .1 Introduction
 - a. Appendix 13-6 of the HMAP is the Contra Costa County Hazardous Materials Incident Matrix. The matrix is adapted from the Contra Costa County Hazardous Materials Interagency Task Force's Inter-Agency Matrix for hazardous materials emergency response. The matrix is a management tool that identifies agency responsibilities during a hazardous materials incident.
 - b. All agencies responding to a hazardous materials incident must understand their responsibilities and equally understand the responsibilities of the other agencies .
- .2 Purpose
 - a. The purpose of the matrix is to establish and identify local, State and Federal responsibilities and functions required to minimize the affects to human health and the environment of a release or threatened release of hazardous material.
- .3 Scope
 - a. The responsibilities and functions outlined in this matrix will be in effect, as needed, throughout Contra Costa County - the incorporated cities, the unincorporated areas and private property.
 - b. All agencies in and around Contra Costa County that may have a direct or indirect affect on the mitigation of a hazardous materials release are included in the matrix.
 - c. Major areas of responsibility are identified and assigned to appropriate agencies for the initial period of operations. The initial organization will evolve into a coordinated combination of responsible agencies as the expediency dissolves and other agencies are integrated into the operations.

7-3 NON-GOVERNMENT SUPPORT SERVICE AGENCIES

- .1 The Contra Costa County Office of Emergency Services (County OES) maintains a current list of support service agencies who have special capabilities (e.g. Salvation Army, American Red Cross). The IC can access these agencies through County OES.
- .2 Support service agencies requested to respond to a hazardous materials incident will coordinate operations with the IC.

8 AGENCY RESPONSIBILITIES

Hazardous materials incidents involve a response from multiple agencies having different capabilities, responsibilities, and functions. Proper management of a hazardous materials incident occurs when each agency is able to function within the framework and organization of the HMAP and other plans. The following section outlines the roles, resources, and responsibilities of government and non-government agencies that respond to hazardous materials incidents. CCHS-HazMat will provide a copy of this HMAP to all the agencies listed in this section.

8-1 GENERAL

- .1 Each agency responding to a hazardous materials incident is responsible for:
 - a. The safety of its personnel and other persons working directly with the agency;
 - b. Providing their personnel with the appropriate level and type of hazardous materials response training;
 - c. Providing their personnel with the appropriate level of personal protective clothing and equipment;
 - d. Functioning within the framework of the HMAP and the Incident Command System including but not limited to:
 - i. Coordinating with other agencies.
 - ii. Providing regular status reports to the IC.
 - iii. Completing assigned missions.
 - e. Developing a written incident report relative to their response and providing copies of the report to the appropriate agencies;
- .2 The government responsibilities of a hazardous materials incident are divided into a three-tier system involving local, State and Federal government agencies.
 - a. The **Incident Commander** is the local government representative who is responsible for managing the incident. The authority of the local Incident Commander will not be diminished or appropriated by either the State or Federal government representatives.
 - b. The **State Agency Coordinator** is the State government representative who is responsible for managing the State response to the incident.
 - c. The **On-Scene Coordinator** is the Federal government representative who is responsible for managing the Federal response to the incident.

8-2 LOCAL GOVERNMENT

- .1 Law Enforcement
 - a. During a hazardous materials incident, the law enforcement agency having jurisdiction at the location of the incident is responsible for the following functions:
 - i. Isolate the incident and secure the scene perimeters to prevent unauthorized persons from entering or exiting the incident;
 - ii. Assume the role of Incident Commander and manage the scene as outlined in §6-3 of this Plan (except for the City of Richmond); and,
 - iii. Initiate actions (evacuation or shelter-in-place) to protect persons immediately threatened by the incident and activate CWS Level 2 or 3 through CCHS-HazMat IR Team or through the Sheriff's dispatch (Comm-1).

- b. The Contra Costa County Sheriff-Coroner is the Law Enforcement Mutual Aid Coordinator for Contra Costa County.
- .2 Fire Agencies
- a. During a hazardous materials incident, the fire suppression agency having jurisdiction at the location of the incident is responsible for the following functions:
 - i. Rescue actions to remove persons from harm, including the initial decontamination of victims and personnel, patient triage, and immediate emergency medical aid;
 - ii. Provide emergency medical services;
 - iii. Isolate the incident and secure the scene perimeters to prevent unauthorized persons from entering or exiting the incident;
 - iv. Containment actions to confine the hazardous material to its immediate influence and prevent further contamination;
 - v. Fire control actions to prevent ignition or confine and extinguish fires;
 - vi. Hazard recognition functions necessary to attempt to identify the material and/or related hazards by use of placards, labels, facility operator or driver information, shipping papers, or outward warning signs such as people collapsed inside the incident area; and,
 - vii. Support decontamination activities of response personnel and equipment.
 - b. The Contra Costa County Fire Protection District is the Fire Mutual Aid Coordinator for Contra Costa County.
 - c. In addition to the functions listed above, in the City of Richmond, the Richmond Fire Department (RFD) will assume the role of Incident Commander and manage the scene as outlined in §6-3 of this Plan.
- .3 County-Designated Emergency Ambulance Services (public or private)
- a. During a hazardous materials incident that results in patient injuries, Emergency Ambulance Services may provide the following functions:
 - i. Provide a paramedic-level ambulance response to treat and stabilize patients; and,
 - ii. Transport patients to the emergency department of the appropriate hospital.
- .4 Fire Agencies with Hazardous Materials Response Teams
- a. RFD and the San Ramon Valley Fire Protection District (SRVFPD) maintain hazardous materials response teams.
 - b. During a hazardous materials incident, RFD and SRVFPD may provide the following functions in addition to the responsibilities listed in §8-2.2:
 - i. Assess the risks the incident presents to responders;
 - ii. Utilize technical equipment and resources to identify unknown substances and determine the hazards of the involved hazardous materials;
 - iii. Don any level of personal protective equipment to assume a role in the exclusion zone; and,
 - iv. Use specialized equipment to mitigate the incident.
- .5 Contra Costa Health Services - Hazardous Materials Programs (CCHS-HazMat)

- a. CCHS-HazMat safeguards public health and the environment from the impacts of hazardous materials incidents.
 - b. CCHS-HazMat is the Certified Unified Program Agency and the administering agency for all cities and unincorporated areas within Contra Costa County.
 - c. CCHS is committed to maintaining a hazardous materials incident response team capable of responding to hazardous materials incidents in all areas of the County. CCHS-HazMat manages the Contra Costa County Health Services Department-Hazardous Materials Incident Response Program.
 - d. The CCHS-HazMat IR Team is available 24-hours to provide a county-wide response to any hazardous materials, radiological, or medical waste incident. The CCHS-HazMat IR Team will also respond to any WMD event
 - e. During a hazardous materials incident, the CCHS-HazMat IR Team may provide the following:
 - i. Assess the risks the incident presents to responders, public health and the environment;
 - ii. Utilize technical equipment and resources to identify unknown substances and determine the hazards of the involved hazardous materials;
 - iii. Continuously monitor and evaluate the impact of the incident on the community;
 - iv. Don any level of personal protective equipment to assume a role in the exclusion zone;
 - v. Use specialized equipment to mitigate the incident;
 - vi. Activate the Community Warning System (see §4-2);
 - vii. Advise the IC of technical aspects of the incident regarding public health, safety, site characterization, containment, decontamination, mitigation and cleanup;
 - viii. Take samples;
 - ix. Advise the IC and coordinate the appropriate decontamination procedures;
 - x. Supervise and approve the cleanup operations including making necessary arrangements to ensure proper disposal of hazardous materials (note: the CCHS-HazMat IR Team has limited capabilities to perform cleanup, transport and disposal);
 - xi. Coordinate the various channels of funding available; and,
 - xii. Investigate the incident.
- .6 Contra Costa County Office of Emergency Services (County OES)
- a. During a hazardous materials incident, County OES coordinates disaster resources as requested by the IC and are not customarily available at the scene of the incident; and,
 - b. May coordinate or assist with the coordination of critiques and evaluations of major incidents.
- .7 Contra Costa County Emergency Medical Services Agency (County EMS)
- a. During a hazardous materials incident resulting in the activation of the County Multi-casualty Incident Plan, County EMS coordinates

- distribution of patients to hospitals and assures the availability of ambulances to respond to the incident.
- b. On an ongoing basis, County EMS provides overall coordination to the emergency medical services system, including designating and contracting with ambulance services to respond to emergency incidents and establishing paramedic treatment protocols, patient transport protocols, and other procedures for EMS responders.
- .8 Public Works Departments
- a. During a hazardous materials incident, the resources of local public works departments will be limited to the role of skilled support personnel and operations outside regulated zones including but not limited to assisting local law enforcement with traffic control.
- .9 Contra Costa County Department of Agriculture (County AG)
- a. County AG is responsible for enforcing State and Federal regulations relating to the use of pesticides.
 - b. During a hazardous materials incident that involves an agricultural chemical, County AG can provide CCHS-HazMat IR Team technical advice.
 - c. The AG Dept. is a county liaison with Dept. of Pesticide Regulation and may be able to expedite any information requests
 - d. The AG Dept. (along with CCHS-HazMat) is responsible for inspecting the Hazardous Materials Business Plans for agricultural operations.
 - e. The AG Dept. registers and inspects pest control businesses and applicators, pest control advisors and pesticide equipment and storage areas for compliance with regulations.
 - f. Issues permits to growers for restricted materials and grower identification numbers for growers who purchase pesticides.
 - g. Investigates illness complaints related to pesticide use as well as complaints of crop or environmental damage from pesticide use.
 - h. Takes residue samples as part of an investigation.
 - i. Monitors applications for compliance with use restrictions.
 - j. Enforces worker safety regulations that are designed to protect applicators and /or farm workers.
 - k. Enforces pesticide use reporting regulations.
 - l. Enforces regulations related to structural and landscape use of pesticides.
- .10 Contra Costa County Sanitary Districts
- a. Sanitary districts are responsible for the transportation and treatment of wastewater. A hazardous materials incident may impact the local sanitary district by entering the sewer system through entry points in facilities (sewer drains) and on streets (manholes). Notification and involvement of the sanitary district is important whenever a hazardous materials incident or clean-up action may impact the sewer system or the district's treatment facility.
 - b. During a hazardous materials incident that impacts the sewer system, the local sanitary district may be able to provide the following:
 - i. Sewer system maps including the location of drains, access points and pump stations;
 - ii. The estimated flow rates of materials traveling through the sewer system;

- iii. Limited sampling capabilities and sample analysis;
 - iv. Four-gas detector equipment;
 - v. Limited spill containment capability; and,
 - vi. 24-hour response capabilities.
- .11 Contra Costa Clean Water Program
- a. Clean Water Programs within Contra Costa County are responsible for protecting the quality of storm water. A hazardous materials incident may impact the local storm water system through entry points in facilities (storm drains) and streets (inlets). Notification and involvement of the local storm water program is important whenever a hazardous materials incident or clean-up action may impact the storm water system.
 - b. During a hazardous materials incident that impacts the storm water system, the local storm water program may be able to provide the following:
 - i. Storm water system maps including the location of drains, access points, and pump stations;
 - ii. Limited sampling capabilities and sample analysis; and,
 - iii. Limited spill containment capability.
- .12 Contra Costa County District Attorney's Office (County DA)
- a. The County DA is the lead agency in criminal and civil enforcement of all statutes, regulations and ordinances in Contra Costa County relating to hazardous materials incidents.

8-3 STATE GOVERNMENT

- .1 California Highway Patrol (CHP)
- a. The CHP is responsible for traffic supervision and control on all freeways, State-owned vehicular crossings (toll bridges), and on highways within the unincorporated areas of the State.
 - b. The CHP will function as the Incident Commander for any hazardous materials incident occurring within their jurisdiction.
 - c. The CHP will serve as statewide information, assistance and notification coordinator for hazardous materials spills occurring on highways and will function as the State Agency Coordinator for highway spills.
 - d. For hazardous materials incidents occurring within cities, the CHP will, upon request, assist the IC in obtaining State assistance.
 - e. The CHP will:
 - i. Evaluate and report road conditions to OES and the IC;
 - ii. Provide traffic control in support of evacuation and/or relocation;
 - iii. Reroute traffic under CHP jurisdiction in coordination with local authorities;
 - iv. Prevent unauthorized entry into contaminated areas as requested by local authorities; and,
 - v. Assist local authorities in maintenance of law and order.
 - f. Should CHP assistance be requested under the authority of the Statewide Law Enforcement Mutual Aid Plan, CHP law enforcement functions will be carried out in cooperation with the Operational Area Coordinator - the Contra Costa County Sheriff-Coroner.
- .2 California Department of Fish and Game (DFG)

- a. The DFG is responsible for protecting the State's fish, wildlife and their habitats.
- b. The DFG is designated as the State Agency Coordinator or lead State agency for off-highway hazardous materials incidents that impact or threaten to impact fish, wildlife and their habitats.
- c. The Department of Fish and Game - Oil Spill Prevention and Response Office administers the Fish and Wildlife Pollution Account. DFG employees may access the account for response functions through the Department Communication Center.
- d. During a hazardous materials incident, the DFG may provide the following:
 - i. Assume the role of Incident Commander when the incident exceeds local capabilities or when the local agency having jurisdiction requests assistance;
 - ii. Assign trained DFG staff to fill the functions of the Incident Command System, as requested;
 - iii. Assess the impacts of the incident on fish, wildlife or their habitats;
 - iv. Function as the liaison for State and Federal agencies responding to the incident;
 - v. Investigate the incident to establish criminal and civil liabilities and responsibilities;
 - vi. Sample, collect evidence, and transport samples to appropriate facility;
 - vii. Supervise and approve the cleanup operations of incidents impacting fish, wildlife and their habitats; and,
 - viii. Provide law enforcement support to local law enforcement agencies.

.3 State Office of Emergency Services (State OES)

- a. State OES is responsible for general planning, notification and coordination of State agencies' mutual aid response to hazardous materials incidents. State OES is a point of contact for all state agencies.
- b. State OES is responsible for the following:
 - i. Updates and maintains the State of California Hazardous Materials Incident Contingency Plan with technical inputs from the State Interagency Advisory Committees;
 - ii. Provides guidance on the emergency response system within which CHP takes responsibility for incidents within CHP jurisdiction;
 - iii. Coordinates with CHP to notify and alert State and Federal agencies regarding a hazardous materials incident;
 - iv. Provides training assistance to local jurisdictions including preparation and distribution of special notices concerning unusual incidents or response techniques;
 - v. Coordinates public information and press releases with local, State and Federal agencies; and,
 - vi. Coordinates State mutual aid.
- c. During a hazardous materials incidents where radioactive material is involved, State OES, when requested by State Department of Health Services, may provide the following:

- i. Assist in coordinating State radiological monitoring of areas, personnel and equipment in support of local agencies;
 - ii. Assist in assessing the radiological situation;
 - iii. Operate the California Warning Center; and,
 - iv. Provide dosimeters and portable radiation detection equipment to State and local agencies that have emergency response assignments.
 - d. On major hazardous materials incidents, State OES will furnish communication facilities as mutually determined by the Department of Health Services, State OES, and the State Agency Coordinator.
- .4 California Department of Transportation (CALTRANS)
 - a. CALTRANS is responsible for planning, designing, constructing, operating and maintaining the State highway system. CALTRANS shall be promptly notified of any hazardous materials incident impacting a State highway.
 - b. During a hazardous materials incident, CALTRANS may provide the following:
 - i. Assist in identification and containment of hazardous materials;
 - ii. Assist the CHP with traffic control and routing requirements;
 - iii. Restore impacted highways and transportation facilities under its jurisdiction; and,
 - iv. Monitor contamination as requested by State OES in cases where radioactive material is involved.
- .5 Bay Area Air Quality Management District (BAAQMD)
 - a. The BAAQMD is the local air pollution control authority in Contra Costa County. The agency develops air quality standards, regulates facilities, evaluates air toxins, responds to emergencies and complaints, monitors air quality, and maintains an analytical laboratory. The BAAQMD responds to emergency releases of air contaminants that can potentially create a public nuisance or violate a BAAQMD rule or regulation.
 - b. During a hazardous materials incident that may impact air quality, the BAAQMD may provide the following:
 - i. Immediately respond to investigate, document and quantify emissions from the incident;
 - ii. Analyze field samples; and,
 - iii. Provide expert technical advice on hazardous air emissions.
- .6 State Water Resources Control Board (SWRCB) & Regional Water Quality Control Boards (RWQCB)
 - a. The SWRCB and RWQCB have broad responsibilities for the protection and improvement of surface and ground water resources throughout the State.
 - b. During a hazardous materials incident, the SWRCB, working with nine RWQCB, may provide the following:
 - i. Provide expert advice on the impact of the incident on water resources, including the nature of potential effects and expected timing;

- ii. Within the confines of appropriate employee safety procedures, conduct water sampling, monitoring, analysis and assessment functions to assist in evaluating or mitigating the problem;
 - iii. Designate areas for disposal of contaminated oil or hazardous debris removed during cleanup of a spill. In designating such areas, the amount of debris involved in the incident, potential for environmental consequences of storage or disposal, agency approval, and the logistics and time involved in the transportation of the contaminants shall be taken into consideration;
 - iv. Advise the State Agency Coordinator of critical water uses in the area that might be affected by spill so that special countermeasures can be taken;
 - v. Assist the Department of Health Services in advising critical water users of the situation; and,
 - vi. Utilize statutory and regulatory authority to cause cleanup; impose cease and desist or abatement orders; release available funding for appropriate functions; assess fines; and press for recovery of costs of abatement, mitigation, or contract cleanup.
- .7 State Department of Water Resources (DWR)
- a. DWR is responsible for protecting the water quality of the State Water Project. The system includes intake bays and pumps, natural channels delivering water to the system and its reservoirs and aqueducts.
 - b. During hazardous materials incident which impact or threaten to impact the State water systems, the DWR may provide the following:
 - i. Instigate corrective actions to mitigate an incident impacting the State Water Project; and,
 - ii. Provide access routes to the project and a list of protection priorities to mitigate the spread of any pollutant affecting the project.
- .8 State Department of Conservation - Division of Oil, Gas, and Geothermal Resources (DOGGR)
- a. The DOGGR, by statutory obligation, supervises all oil and gas well operations within the territorial boundaries of California.
 - b. During a hazardous materials incident emanating from a drilling or producing facility or area within the State, the DOGGR may provide the following:
 - i. Determine actions necessary to control and secure the source;
 - ii. Advise and counsel the State Agency Coordinator of corrective actions necessary to mitigate the incident; and,
 - iii. Consult with the State Lands Commission and other agencies in the event major corrective actions are necessary to mitigate a release of oil onto State lands.
- .9 California State Lands Commission (SLC)
- a. The SLC, as the land manager and lessor of State-owned tide and submerged lands and other mineral lands, has a direct interest in any oil spill involving pipelines, piers, oil and gas loading facilities, surface facilities, and producing facilities of any or all of those lands, including State lands granted to local jurisdictions.
 - b. The SLC's responsibilities include:

- i. Ensure that State lessees or grantees have operable and current oil spill contingency plans that have been approved by the Department of Fish and Game - Office of Oil Spill Prevention and Response (OSPR);
 - ii. Ensure that all marine facilities have approved operators' manuals;
 - iii. Review the effectiveness, availability, and maintenance of oil spill containment and recovery equipment;
 - iv. Inspect, or cause to be inspected, all marine facilities; and,
 - iv. Consult with OSPR in the event major corrective actions are necessary to mitigate a release of oil onto State lands.
- .10 State Military Department -California National Guard-Civil Support Team
 - a. The Civil Support Team, also known as CST, is a federally funded State National Guard unit (see Appendix 13-11). The CST organization was designed to augment local and regional terrorism response capabilities in the events known or suspected to involve Weapons of Mass Destruction. Assistance from the Military Department may be obtained, through the State Office of Emergency Services.
 - b. During a hazardous materials incident, to the extent that military capabilities are not compromised, and as directed by the Governor, the Military Department may provide the following:
 - i. Assist in the evacuation of threatened areas;
 - ii. Provide assistance to civil law enforcement operations, including access control of restricted or evacuated areas;
 - iii. Assist in caring for people from evacuated areas by operating field kitchens, providing shelter and feeding operations at available Military Department facilities;
 - iv. Provide medical assistance;
 - v. Assist in the clearance of rubble and debris;
 - vi. Provide secure and non-secure communications assistance;
 - vii. Provide air and surface transportation of authorized personnel, equipment and supplies; and,
 - viii. Provide technical advice and resources for handling and disposing of explosives.
 - ix. Provide assistance to identify chemical substances. Provide plume modeling resources and information. Provide technical reference for medical treatment.
 - x. Assess a suspected WMD event in support of a local Incident Commander.
 - xi. Advise civilian responders regarding appropriate response actions.
 - xii. Facilitate requests for assistance to expedite arrival of additional state and federal assets.
- .11 California Environmental Protection Agency - Department of Pesticide Regulation (CAL EPA-DPR)
 - a. CAL EPA-DPR protects the public and the environment from the potential adverse effects of pesticides. The Department provides proper and safe pesticide controls through hazard identification, preventive planning, and regulatory controls that encourage the development and use of reduced-risk pest control practices;

- b. CAL EPA-DPR works in conjunction with the County Agricultural Commissioner;
 - c. CAL EPA-DPR oversees licensing and certification, pest control advisors, pest control businesses and applicators, monitors pesticide product quality, coordinates pesticide use reporting, and administers a pesticide residue monitoring program;
 - d. CAL EPA-DPR has overall responsibility for investigating incidents involving pesticides;
 - e. CAL EPA-DPR participates in and evaluates the results of investigations of pesticide-related illnesses, with an emphasis on preventing occupational illnesses and injuries; and,
 - f. CAL EPA-DPR physicians provide medical advice and assistance on pesticide exposures and act as liaison with practicing physicians regarding pesticide illness and treatment.
- .12 California Department of Forestry (CDF)
- a. CDF performs fire prevention and suppression duties for areas within Contra Costa County under State responsibility. CDF maintains six response teams in Northern California that are available year round.
 - b. During a significant hazardous materials incident, CDF may provide the following:
 - i. Support emergency feeding operations of other State agencies;
 - ii. Provide communications support as requested by the State Agency Coordinator or the IC;
 - iii. Provide Incident Management Team to coordinate local, State and Federal agencies;
 - iv. Monitor environmental contamination as requested by the State Agency Coordinator;
 - v. Support local fire fighting in accordance with mutual aid agreements; and,
 - vi. Coordinate and manage the use of inmate, ward, and California Conservation Corps personnel.
- .13 State Department of Parks and Recreation (DPR)
- a. During a hazardous materials incident, the DPR may provide the following:
 - i. A State Parks representative would advise the State Agency Coordinator on access routes to State parks, beaches and recreational facilities;
 - ii. Advise the State Agency Coordinator of critical areas that need special considerations and the priorities for the protection of such areas;
 - iii. Monitor areas under DPR jurisdiction and determine the impacts of the incident (excluding fish and wildlife);
 - iv. Provide assembly areas for mutual aid resources;
 - v. Provide emergency living facilities for evacuees and emergency workers;
 - vi. Be responsible for the evacuation of State parks, beaches and recreational facilities with the assistance of local agencies;
 - vii. Assist in determining the location and assist in the setting up of a feeding station; and,

- viii. Assist the Department of Fish and Game in establishing collection stations for oiled birds and mammals.
- .14 California Division of Occupational Safety and Health Administration (CAL-OSHA)
 - a. CAL-OSHA investigates accidents at industrial sites in which workers are killed or injured and will respond to hazardous materials incidents at work sites.
 - b. During a hazardous materials incident, CAL-OSHA may provide the following:
 - i. Assist the IC in evaluating the health affects of hazardous materials at incidents involving industrial sites.
 - ii. Recommend personnel protective measures used by cleanup personnel.
 - iii. Provide radiological monitoring and assessment, when requested by the California Department of Health Services - Radiologic Health Section.
- .15 State Air Resources Board (ARB)
 - a. ARB protects and enhances the ambient air quality of the State through local and regional air pollution control authorities.
 - b. If requested, ARB staff will support the BAAQMD by providing technical advice, personnel and monitoring equipment.
- .16 State Office of the Attorney General (AG)
 - a. AG will assist and advise the State Agency Coordinator and all participating State agencies on legal ramifications of actions taken or planned.
 - b. AG will direct gathering of facts or other materials by team members for proper use in civil proceedings arising from a significant hazardous materials incident.
- .17 State Emergency Medical Service Authority (EMSA)
 - a. During a hazardous materials incident, EMSA will work in conjunction with the affected medical associations to develop general guidelines for the triage and handling of contaminated/exposed patients.
 - b. EMSA promotes emergency response medical personnel training in the techniques relating to handling contaminated patients and limiting the spread of contamination within medical facilities.
 - c. EMSA incorporates contingency planning for hazardous material incidents in future revisions of the basic State Disaster Medical/Health Response Plan.
- .18 California Environmental Protection Agency - Department of Toxic Substances Control (CAL EPA-DTSC)
 - a. CAL EPA-DTSC protects public health and the environment by regulating the hauling and disposal of hazardous waste. The Department, in coordination with the State Water Resources Control Board, is responsible for permitting facilities that treat, store, or dispose of hazardous wastes.
 - b. CAL EPA-DTSC assesses emergency response pre-incident needs in the form of equipment and general preparedness.
 - c. CAL EPA-DTSC is responsible for protecting food and water supplies from the effects of hazardous materials incidents.

- d. During a hazardous materials incident, CAL EPA-DTSC may provide the following:
 - i. Respond to incidents involving facilities or functions where the CAL EPA-DTSC has enforcement responsibilities to ensure compliance with regulations;
 - ii. Provide technical advice on the safe handling of hazardous materials at the scene of an incident;
 - iii. Assist local public health personnel when the incident threatens public health;
 - iv. Provide technical advice regarding the proper disposal of hazardous waste resulting from the incident; and,
 - v. Evaluate requests for financial assistance for emergency response.
- .19 State Department of Health Services - Radiologic Health Section (DHS-RHS)
- a. DHS-RHS licenses and controls all radioactive materials in California, excluding nuclear power plant operations, Department of Defense materials, and Federal Department of Energy sponsored functions, and Federal agencies regulated by the U.S. Nuclear Regulatory Commission.
 - b. During a hazardous materials incident involving radioactive materials, DHS-RHS may provide the following:
 - i. Evaluate the incident to determine the appropriate response necessary to protect human health and the environment;
 - ii. Provide technical assistance to local agencies, licensees and others;
 - iii. Support field response and coordinate with local, State and Federal agencies;
 - iv. Monitor functions to ensure appropriate mitigative actions are taken to limit the exposure of the public and emergency service personnel;
 - v. Provide information to the public and others regarding the technical details of the incident;
 - vi. Investigate the cause of the incident; and,
 - vii. Supervise and oversee cleanup functions to ensure that involved facilities and public property are returned to a safe condition.
- .20 California State Fire Marshal (CSFM)
- a. CSFM enforces State and Federal underground pipeline standards, investigates pipeline failures and is the lead State agency for hazardous liquid pipeline incidents.
 - b. During a hazardous materials incident, CSFM may provide the following:
 - i. Provide technical assistance on fire and life safety;
 - ii. Cooperate with other agencies to provide communications and law/code enforcement support;
 - iii. Operate as a knowledgeable and experienced member of the Incident Command System; and,
 - iv. Investigate all fires in State owned or occupied buildings and, upon request, assist local agencies jurisdictions with their fire investigations.

- a. USCG operates the National Response Center and operates the Pacific Strike Team that is available to assist local agencies in handling major hazardous materials incidents. The Pacific Strike Team maintains substantial capability to contain and clean up polluting substances in water and on shores within their jurisdiction.
 - b. During a hazardous materials incident that impacts offshore and tidal inland waterways known as the Coastal Zone (see Appendix 13-5), the USCG may provide the following:
 - i. Respond to the incident to provide timely and effective response actions when requested by the IC;
 - ii. Assume the role of the Federal On-Scene Coordinator; and,
 - iii. Activate the Federal response system for support and assistance as needed.
- .2 United States Environmental Protection Agency (US-EPA)
- a. The US-EPA Office of Emergency Response is available to assist local agencies in handling major hazardous materials incidents. The Office may be contacted 24-hours through the National Response Center at (800) 424-8802 or directly at (415) 947-4400 (24-hours).
 - b. During a hazardous materials incident that impacts the inland zones (see Appendix 13-5), the US-EPA Office of Emergency Response may provide the following:
 - i. Respond to the incident to provide timely and effective response actions when requested by the IC;
 - ii. Assume the role of the Federal On-Scene Coordinator;
 - iii. Activate the Federal response system for support and assistance as needed; and,
 - iv. Provide technical assistance on hazardous materials and oil spills.
- .3 Department of Energy (DOE)
- a. DOE has responsibility and capability to provide radiological assistance in incidents involving radioactive materials (including special nuclear materials). At the State Department of Health Services - Radiologic Health Section's request and according to the Interagency Radiological Assistance Plan, DOE can provide radiological assistance to local and State agencies.

8-5 NON-GOVERNMENTAL RESPONSIBILITIES

- .1 Owners/Operators of Facilities Handling Hazardous Materials
 - a. It is the responsibility of the owners/operators of facilities that receive, store, handle, manufacture, process, distribute, generate, or dispose of hazardous materials to operate these facilities safely and according to applicable laws and regulations. This includes planning for contingencies within their own plants and providing employees with proper training and skills to handle on-site hazardous materials incidents.
 - b. Facility owners/operators must abide by local, State and Federal reporting and notification requirements for hazardous materials incidents. The facility owner/operator is responsible for initiating alerting procedures by notifying local, State and Federal response agencies as outlined in §9-1 of

this Plan. (See Hazardous Materials Incident Notification Policy - Appendix 13-7)

- c. During a hazardous materials incident, the facility owner/operator must provide the IC with updated information concerning:
 - i. Conditions within the facility that may affect emergency response;
 - ii. Technical and chemical hazard knowledge;
 - iii. Facility resources and site layout;
 - iv. On-site monitoring of the extent of damage; and,
 - v. Causation.

.2 Resources for Chemical Information

- a. Chemical Transportation Emergency Center (CHEMTREC) (800) 424-9300. CHEMTREC is a 24-hour public service of the American Chemistry Council (ACC) formerly Chemical Manufacturer's Association. CHEMTREC is capable of providing the following:
 - i. Immediate emergency action information for spill, leak, exposure or fire control measures;
 - ii. Precautionary information;
 - iii. Assistance in identification of a hazardous material if the manufacturer is known or shipping papers are present; and,
 - iv. Immediate notification of manufacturers or shippers through their emergency contacts or notification of industry mutual aid networks.
- b. CHEMNET
 - i. CHEMNET is a service offered by the ACC that can be accessed through CHEMTREC.
 - ii. During a hazardous materials incident, CHEMNET can provide assistance, including response to the scene, for incidents involving both ACC and non-ACC member companies.
- c. National Poison Antidote Center (NPAC)
 - i. NPAC is a component of CHEMTREC that provides immediate information for treatment of most known poisons and has communications to all major hospitals.
- d. Chemical Manufacturer
 - i. Chemical manufacturers can be contacted through CHEMTREC.
 - ii. During a hazardous materials incident, the chemical manufacture can provide detailed technical information (including special precautions, material safety data sheets, medical treatment information, disposal procedures, etc.) on their products and may provide an emergency response team if needed.
- e. Transportation Company Dispatch Centers
 - i. Carriers, including railroads, can be contacted through CHEMTREC.
 - ii. During a hazardous materials incident, carriers may provide technical information, waybill or cargo manifest readouts, and assistance with chemical and wreckage removal operations.
- f. Operation Respond (800) 764-7062
 - i. Operation Respond links emergency response computers to the mainframe computers of railroad and trucking companies.

- ii. During a hazardous materials incident, emergency responders can use Operation Respond to obtain important chemical and technical information.
- .3 Additional Response Groups
 - a. Chlorine Emergency Response Program (CHLOREP) – As a CHLOREP member, the Dow Chemical Company maintains a team at its Pittsburg, California facility trained and equipped to respond to emergencies involving chlorine.
 - b. Clean Bay – An industry funded marine oil spill response cooperative recognized by Federal and State authorities for capable response in the greater San Francisco Bay Area including Contra Costa County.
 - c. Petrochemical Industrial Hygiene/Mutual Aid Group (PIH/MAG) – A group within CAER that provides air and surface monitoring in the event of an accident to support members of PMAO. PIH/MAG is activated by contacting a PMAO call center.
 - d. Several facilities within Contra Costa County maintain hazardous materials response teams. These teams may be a valuable resource during an incident. Facility hazardous materials response teams may be contacted through the facility’s emergency telephone number listed in their business plan.
- .4 Quasi-Governmental Agencies
 - a. Support from quasi-governmental agencies may be required to properly assess and manage a major hazardous materials incident.
 - b. Agencies available to assist in a hazardous materials incidents include:
 - i. The American Red Cross (ARC)
 - (a) ARC may provide: relief for persons affected by disaster including food, clothing and lodging; supplemental medical and nursing assistance; various family services; and, rehabilitation.
 - (b) ARC operates independently, but coordinates with the IC.
 - ii. Civil Air Patrol (CAP)
 - (c) The CAP may provide air transportation for emergency personnel and air reconnaissance for monitoring purposes.
 - iii. The Salvation Army
 - (a) The Salvation Army may, within the limits of its personnel and fiscal capabilities, provide: mobile feeding for disaster victims and emergency workers; emergency housing; medical assistance; and, referrals to the appropriate government and private agencies for special services required by victims.
 - iv. Radio Amateur Civil Emergency Services (RACES)
 - (a) RACES may provide licensed "HAM" radio operators to augment existing communications or as a backup if normal communication systems are disrupted.
 - (b) Permanent RACES antenna installations are provided at: Contra Costa County Fire Dispatch, County OES, Diablo Valley College, the Dow Chemical Company, Sheriff’s Communications Center, and State OES Region II.
- .5 Underground Service Alert (USA)

- a. USA is capable of providing the location of any underground structures that could effectuate spreading of hazardous materials. Major public utilities subscribed to USA's 24-hour service (800) 642-2444.

9 NOTIFICATION

9-1 NOTIFICATION ACTIONS

Notification includes all actions necessary to inform local, State and Federal hazardous materials response and regulatory agencies of a hazardous materials incident.

9-2 IMMEDIATE NOTIFICATION

In order for local hazardous materials response agencies to implement measures to mitigate a hazardous materials incident, it is imperative that response agencies are informed promptly when a hazardous materials incident occurs. Response agencies must be quickly provided with adequate information to assess the magnitude, nature and consequences of a hazardous materials incident so they can quickly determine appropriate actions. Notification must occur promptly, on a 24-hour basis.

9-3 GENERAL PUBLIC PROCEDURES:

- .1 To report an incident requiring an immediate response from local law enforcement, fire, or medical services, the general public should call 9-1-1. These calls are normally directed to local emergency dispatch centers; however, 9-1-1 calls made from a cellular/mobile phone are directed to a CHP dispatch center.
- .2 Hazardous Materials incidents can occur anywhere and are frequently first observed by the general public. The first person becoming aware of a potential hazardous materials incident should contact the local emergency dispatch center by calling 9-1-1.
- .3 The dispatch center shall follow standard operating procedures to dispatch first responder personnel to the scene. When the presence of a potential or actual hazardous materials incident is confirmed, the IC shall notify the local dispatch center to dispatch the necessary personnel and equipment to respond to the incident.
- .4 The dispatch center will notify CCHS-HazMat of all potential or actual hazardous materials incidents. CCHS-HazMat can be reached by calling (925) 646-1112 (24 hrs) [after December 7, 2009 – (925) 335-3232] or through the Sheriff's Communications Center at (925) 646-2441, The Sheriff's Communications Center (Comm-1) is the primary dispatch for CCHS-HazMat.
- .5 The Hazardous Materials Release Response Action Guide, Appendix 13-1, depicts the general information flow and response process.
- .6 The procedures outlined in this section (§9-3) do not relieve the responsible party from compliance with legally required notifications to local, State and Federal agencies.

9-4 HAZARDOUS MATERIALS FACILITY (FACILITY) PROCEDURES

- .1 To report an incident requiring an immediate response from local law enforcement, fire, or medical services, a hazardous materials facility should call 9-1-1 (see Hazardous Material Incident Notification Policy - Appendix 13-7).

- .2 When a hazardous materials incident occurs at a facility where there is knowledge of the involved material and when that incident has the potential for affecting public health or requiring an emergency response, a facility representative must immediately notify the administering agency - CCHS-HazMat by calling (925) 646-1112 [after December 7, 2009 – (925) 335-3232] or by using the CCHS-HazMat IR Team "All Page System" if available to the facility.
- .3 Immediate notification shall also be made to CCHS-HazMat if an event may cause general public concern, such as in cases of fire, explosion, smoke, excessive flaring, or off-site odors.
- .4 Immediate notification shall also be made to CCHS-HazMat if an emergency situation occurs, including, but not limited to, emergency shutdowns or major unit start-ups.
- .5 Facilities participating in the CWS must promptly activate the appropriate sequence as outlined in Appendix 13-3. The sequence activation will notify County OES, the local dispatch center, CHP, CCHS-HazMat, BAAQMD, and in some cases the public and media. A level zero notification notifies CCHS-HazMat and BAAQMD.
- .6 Because of the variety of circumstances under which an incident may occur, and the various legal reporting requirements, it may not always be clear which agencies will need to be notified. For this reason, a specific set of information should be obtained regarding every incident that is reported. Information that should be sought and recorded at the time of the initial report includes:
 - a. your name and identify your facility and its address
 - b. your phone number or a number with immediate access to an individual who can answer further questions from CCHS. (No voice mail numbers)
 - c. the Community Warning System (CWS) Plant Reporting Classification Level (0, 1, 2 or 3)
 - d. has the material gone off-site, what area is being impacted, any impact to storm drains or surface waters?
 - e. have TENS Zones been activated? If yes, which TENS Zones have been activated? If no, which TENS Zones should be activated, if any?
 - f. state, if known, the chemical or material released and describe the physical state (solid, liquid, gas)
 - g. have you received any public complaints?
 - h. wind speed and direction
- .7 This additional information is needed as soon as possible:
 - a. any injuries on-site or off-site?
 - b. state the on-site contact person and gate number or address to which the CCHS-HazMat IR Team should respond
 - c. are any sensitive receptors or subdivisions nearby?
 - d. has the facility's "Emergency Operations Center" or emergency response staff been activated?
 - e. state estimated quantity of chemical released
 - f. have other agencies been notified?
 - g. is there potential for involvement of other hazardous materials due to the proximity to the incident?
- .8 This information meets the legal requirements to notify the administering agency, but this procedure does not relieve the responsible parties from compliance with any legal requirements to notify other local, State and Federal agencies.

10 TRAINING

10-1 EMERGENCY RESPONSE PERSONNEL TRAINING

- .1 Each emergency response agency is responsible for providing adequate hazardous materials training for their response personnel as required by the Code of Federal Regulations Title 29 - §1910.120 and CCR Title 8 - §5192.
- .2 Contra Costa County hazardous materials response agencies meet the training curriculum specified in CCR Title 19 - §2720 et seq.
- .3 All responders to a hazardous materials incident must be adequately trained to the level of their response. Responders who participate, or are expected to participate, in a hazardous materials emergency response, shall be trained in accordance with the following levels:
 - a. First Responder Awareness (FRA) - First responders at the awareness level are individuals who are likely to witness or discover a hazardous materials incident and who have been trained to initiate an emergency response sequence by notifying the proper authorities. They would take no further action beyond notifying the authorities of the incident. FRA level responders shall be sufficiently trained to be competent in the following:
 - i. Understand what hazardous materials are and the risks associated with a hazardous materials incident;
 - ii. Understand the potential outcomes associated with an emergency created when hazardous materials are present;
 - iii. Recognize the presence of a hazardous material in an emergency;
 - iv. Identify a hazardous material, if possible;
 - v. Understand the role of a FRA level responder in the employer's emergency response plan and the U.S. Department of Transportation's Emergency Response Guidebook; and,
 - vi. Realization of the need for additional resources, and to make the appropriate notifications to the communications center.
 - b. First Responder Operations (FRO) - First responders at the operations level are individuals who respond to releases or threatened releases of hazardous materials as part of the initial response to the site for the purpose of protecting human health and the environment from the effects of the incident. They are trained to respond in a defensive fashion without trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. FRO level responders shall be sufficiently trained to be competent in the following:
 - i. Knowledge of basic hazard and risk assessment techniques;
 - ii. Selection and use of proper PPE provided to a FRO level responder;
 - iii. Understand basic hazardous materials terms;
 - iv. Perform basic control, containment, and/or confinement operations and rescue injured or contaminated person within the capabilities of the resources and PPE available with their unit;
 - v. Implement basic equipment, victim, and rescue personnel decontamination procedures; and,

- vi. Understand the relevant standard operating procedures and termination procedures.
- c. Hazardous Materials Technician (HMT) - HMT's are individuals who respond to releases or potential releases of hazardous materials for the purpose of stopping the release. They assume a more aggressive role than a FRO level responders in that they will approach the point of release in order to plug, patch, or otherwise stop the release. In addition to FRO training, HMT level responders shall be trained sufficiently to be competent in the following:
 - i. Implementation of employer's emergency response plan;
 - ii. Use of field survey instruments and equipment to classify, identify, and verify a known or unknown substance;
 - iii. Function within an assigned role in the ICS;
 - iv. Selection and use of proper specialized chemical PPE provided to a HMT;
 - v. Understand hazard and risk assessment techniques;
 - vi. Perform advanced control, containment, and/or confinement operations and rescue injured or contaminated person within the capabilities of the resources and PPE available with their unit;
 - vii. Understand and implement equipment, victim, and rescue personnel decontamination procedures;
 - viii. Understand termination procedures; and,
 - ix. Understand basic chemical and toxicological terminology and behavior.
- d. Hazardous Materials Specialist (HMS) - HMS's are individuals who respond with and provide support to HMT's. Their duties parallel those of the HMT, however, those duties require a more direct or specific knowledge of the various materials they may be called upon to contain. The HMS would also act as a liaison with Federal, State, local, and other government authorities in regards to site activities. In addition to HMT training, HMS level responders shall be trained sufficiently to be competent in the following:
 - i. Implementation of local emergency response plans;
 - ii. Use of advanced survey instruments and equipment to understand the classification, identification, and verification of a known or unknown substance;
 - iii. Knowledge of the State emergency response plan;
 - iv. Selection and use of proper specialized chemical PPE provided to a HMS;
 - v. Understand in-depth hazard and risk assessment techniques;
 - vi. Perform specialized control, containment, and/or confinement operations within the capabilities of the resources and PPE available;
 - vii. Determine and implement decontamination procedures;
 - viii. Develop a site safety and health control plan; and,
 - ix. Understand chemical, radiological, and toxicological terminology and behavior.
- e. Hazardous Materials Incident Commander (IC) - The IC assumes control of the incident scene beyond the first responder awareness level. In

addition to FRO training, an IC shall be trained sufficiently to be competent in the following:

- i. Knowledge and ability to implement the employer's incident command system;
 - ii. Knowledge and ability to implement the employer's emergency response plan;
 - iii. Knowledge and understanding the hazards and risks associated with personnel working in chemical protective clothing and PPE;
 - iv. Implementation of local emergency response plans;
 - v. Knowledge of the State emergency response plan and the Federal Regional Response Team; and,
 - vi. Knowledge and understanding of the importance of decontamination procedures.
- .4 All CCHS-HazMat IR Team members are certified by the Governor's Office of Emergency Services - California Specialized Training Institute (C.S.T.I.) at the Hazardous Materials Technician or Hazardous Materials Specialist level and receive annual refresher training in order to meet Hazwoper requirements, CCR Title 8 - §5192(q) .
- .5 Skilled support personnel and specialist employees as defined in CCR Title 8 - §5192(q)(4) & (5) are not required to meet the training requirements listed above (10-1.3). However, skilled support personnel shall be given an initial safety briefing and specialist employees shall demonstrate competency prior to their participation.
- .6 Interagency training for emergency response personnel, required by CCR Title 19 - §2725, will be coordinated by the administering agency - CCHS-HazMat.
- .7 All responders to hazardous materials incidents must receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas yearly.
- .8 Members of Hazardous Materials Response Agencies shall receive a baseline physical examination and be provided with medical surveillance as outlined in CCR Title 8 - §5192(f).

10-2 TRAINING DOCUMENTATION

All hazardous materials training must be adequately documented. Each agency shall maintain their employee's training documents. Documentation of each training session should include, at a minimum, the following:

- .1 The name and title of the instructor;
- .2 The name, title and agency of student;
- .3 A description of the training including the duration; and,
- .4 The date of the training.

10-3 TRAINING EXERCISES

- .1 The administering agency, CCHS-HazMat, shall conduct regular training exercises to ensure adequate response capabilities of all primary response agencies.
- .2 Facilities that handle hazardous materials are encouraged to conduct regular training exercises to ensure adequate response capabilities. Primary emergency response agencies should be included in these exercises.

- .3 Organizations such as RHMRO and CAER develop and coordinate training and response exercises. These organizations are a valuable training resource to both industry and response agencies.
- .4 All emergency response agencies are encouraged to participate in hazardous materials training and test exercises.

10-4 HMAP REVIEW

Every three years, all primary response agencies shall review the HMAP.

11 EQUIPMENT AND SUPPLIES

11-1 INVENTORY

- .1 Appendix 13-8 of the HMAP is an inventory of the hazardous materials response equipment and supplies maintained by CCHS-HazMat, RFD, and SRVFPD.
- .2 In Contra Costa County there are eight inflatable emergency decontamination shelters. Each of these eight units includes: showers, a containment system, and a water heater. RFD store two units, SRVFPD store two units, and the Contra Costa County Fire Protection District stores four units.
- .3 In addition to the inventories listed in Appendix 13-8, facility hazardous materials response teams are a significant resource of specialized equipment and supplies. Access to these materials may be obtained by contacting the facility at their emergency telephone number listed in their business plan.

11-2 TEST, INSPECTION, AND MAINTENANCE

- .1 Appendix 13-8 of the HMAP includes schedules for testing, inspecting, and maintaining hazardous materials response equipment and supplies.

11-3 EVALUATING & UPDATING RESOURCES

- .1 Hazardous Materials emergency response teams shall regularly review facility business plans to identify hazardous materials threats that go beyond current response resources.
- .2 Each hazardous materials response team is responsible for acquiring the additional resources necessary to address the hazardous materials threats identified during regular business plan reviews.

12 INCIDENT CRITIQUE & FOLLOW-UP

12-1 INCIDENT CRITIQUE

- .1 Following a major hazardous materials incident, all agencies directly involved in the incident shall meet to evaluate the response, to improve future responses, and to determine if any HMAP revisions are required.
- .2 The critique shall be coordinated by the agency assuming the role of Incident Command.

12-2 FOLLOW-UP

- .1 Agencies involved in a major hazardous materials incident are encouraged to develop an incident report. The report should include a timeline of the actions and observations of agency personnel.
- .2 The incident report can be used for the purposes of internal review of agency actions and policies, statistical analyses, determination of training and equipment needs, and determination of compliance and enforcement.
- .3 All agencies involved in a hazardous materials incident are encouraged to provide incident reports to agencies investigating the incident and to the administering agency - CCHS-HazMat.

12-3 POST INCIDENT REVIEW

- .1 Following a hazardous materials incident, the facility involved in the incident shall review their business plan to identify areas in the plan or the facility's response that need improvement.
- .2 Following a hazardous materials incident, the administering agency – CCHS – HazMat shall evaluate the facility's business plan to identify areas of the plan that need improvement.

12-4 INCIDENT DATA MANAGEMENT

- .1 CCHS-HazMat shall maintain records of hazardous materials incidents impacting Contra Costa County.

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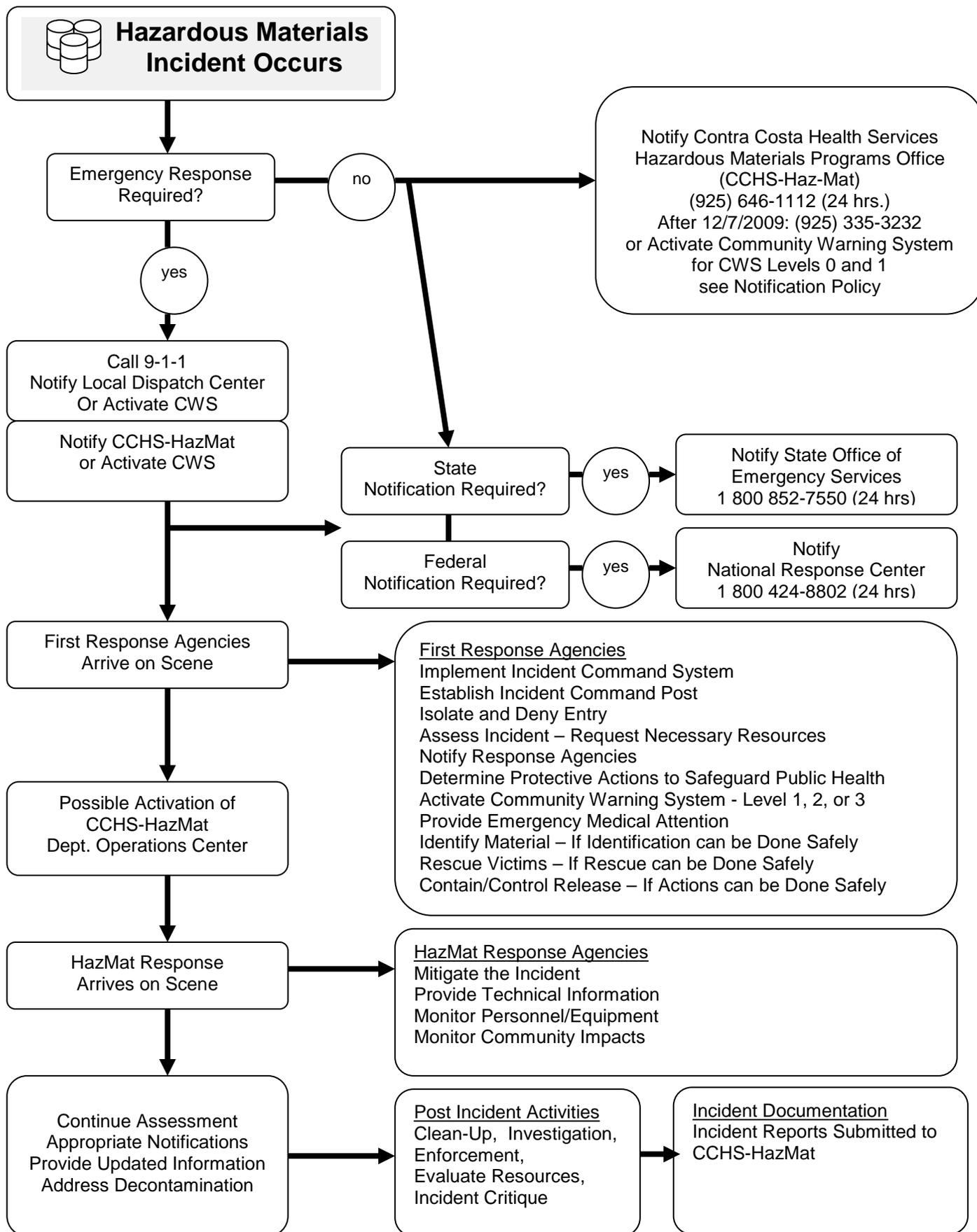
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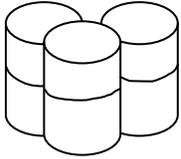
CONTRA COSTA COUNTY HAZARDOUS MATERIALS AREA PLAN

SEPTEMBER 29, 2009

APPENDIX 13-1 HAZARDOUS MATERIALS INCIDENT RESPONSE ACTION GUIDE



APPENDIX 13-2
INCIDENT CONTROL ZONE LAYOUT



INCIDENT LOCATION

EXCLUSION ZONE

EXCLUSION LINE

SAFE
REFUGE
AREA

CONTAMINATION
REDUCTION
CORRIDOR

CONTAMINATION
REDUCTION ZONE

CONTAMINATION CONTROL LINE

SUPPORT
ZONE

MEDIA
AREA

MEDICAL

INCIDENT
COMMAND
POST

EQUIPMENT
STAGING

INCIDENT PERIMETER LINE

UNRESTRICTED AREA
PUBLIC ACCESS

NOT TO SCALE

APPENDIX 13-3

**COMMUNITY WARNING SYSTEM
HAZARDOUS MATERIALS ACCIDENTAL RELEASE MATRIX**

System Response Programmed Scenario Actions	C A T E G O R I E S O F I N C I D E N T S					
		1. Toxic Gas Release	2. Flammable Non-Toxic Hazardous Release	3. Various Spills / Plant Upsets	4. Various Fires / Explosions	5. Pipeline Incidents
	CWS Classification Levels	0	1	2	3	
FIRST RESPONDER & REGULATORY AGENCY CONTACTED	Contra Costa Health Services	X	X	X	X	
	Office of Emergency Services		X	X	X	
	911 Dispatch Centers		X	X	X	
	California Highway Patrol		X	X	X	
	Fire Departments		X	X	X	
	BAAQMD	X	X	X	X	
PUBLIC ALERTING	Siren Activation					X
	TENS Activation					X
	NOAA Weather Radios (Distribution by CAER to sensitive receptors planned in the future)					X
MEDIA NOTIFICATION	Digital Media Message (State EDIS)			X	X	
	Audio EAS Message to all Media					X

HAZARDOUS MATERIAL REPORTING CLASSIFICATION LEVELS

LEVEL 0: Easily contained and controlled by plant personnel is informational only, on-site only, no offsite consequences, not detectable offsite and is categorized by any of the following:

- 1.** Safety Supervisor, or equivalent, is placed on alert due to a release or threatened release resulting from an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups.
- 2.** Uncontained liquid spill. (For petroleum material, the spill is more than three 55-gallon drums—165 gallons—and does not meet any of requirements for notification listed in levels 1 - 3.)
- 3.** Three (3) or more unconfirmed odor complaints within an hour.
- 4.** Vapor release that is not expected to pose an immediate threat to the health and safety of people in the affected area. The release is more than instantaneous or a “puff.”

LEVEL 1: On-site, possible offsite, no health impact expected and categorized by any of the following:

- 1.** Confirmed (3 or more odor complaints within one hour and substantiated by plant personnel as an on-site problem) off-site odor from facility.
- 2.** Fire/smoke which requires a response from workers outside the immediate area, but not visible off-site.
- 3.** Excess flaring (flaring that occurs when the conditions are not normal and because of the flame could raise concerns from the community).
- 4.** Spill or release incident that meets an RQ (Reportable Quantity) requirement and does not meet any of the requirements of Level 2 or 3.
- 5.** Fire/smoke/plume (other than steam) visible from an off-site location (does not include fire training exercises).

LEVEL 2: Offsite impact with possible health impact and categorized by any of the following:

- 1.** Off-site impact where eye, skin, nose and/or respiratory irritation may be possible for individuals with respiratory sensitivities.
- 2.** Explosion with noise/pressure wave impact off-site.
- 3.** Fire/smoke/plume (other than steam) leaving or expected to leave site.

LEVEL 3: Offsite impact and categorized by any of the following:

- 1.** Off-site impact that may cause eye, skin, nose and/or respiratory irritation to the general population.
- 2.** Fire, explosion, heat, or smoke with an off-site impact.
Example: On a process unit/storage tank where mutual aid is requested to mitigate the event and the fire will last longer than 15 minutes.
- 3.** Hazardous material or fire incident where the incident commander or unified command, through consultation with the Contra Costa Health Services Hazardous Material Incident Response Team, requests that sirens should be sounded.

CLASSIFICATION LEVEL 0

FIRST RESPONDER AND REGULATORY AGENCIES CONTACTED:

- 1. Contra Costa County Health Services Department**
- 2. Bay Area Air Quality Management District**

PUBLIC ALERT: None

MEDIA NOTIFICATION: None

CLASSIFICATION LEVEL 1

FIRST RESPONDER AND REGULATORY AGENCIES COMMUNICATION CONTACTED:

1. County Agencies

- **Contra Costa Health Services**
- **Sheriff 9-1-1 Dispatch**
- **Office of Emergency Services**
- **Fire Department**

2. City Agencies

- **Fire Department**
- **Police 9-1-1 Dispatch Centers**

3. Other Agencies

- **Bay Area Air Quality Management District**
 - **California Highway Patrol**
- Facility will remain in contact with Health Services, 9-1-1 dispatch center and Fire Department and provide incident updates at least every 20 minutes until the incident is over. (For situations such as flaring, the facility will give an initial update about the length of time flaring is expected to continue, and provide updates as appropriate until the flaring has stopped.)

PUBLIC ALERTING: None

MEDIA NOTIFICATION: None

CLASSIFICATION LEVEL 2

EMERGENCY RESPONDER AND REGULATORY AGENCIES CONTACTED:

1. County Agencies:

- Health Services Department
- Sheriff 9-1-1 Dispatch
- Office of Emergency Services
- Fire Department

2. City Agencies:

- Fire Department
- Police 9-1-1 Dispatch Centers

3. Other Agencies:

- Bay Area Air Quality Management District
- California Highway Patrol

PUBLIC ALERTING: None

MEDIA NOTIFICATION:

Digital Message through Statewide EDIS System to TV and Radio Stations with EDIS Receivers:

This is an advisory for (city name, site of incident) from Contra Costa County Health Services Department. An incident at (facility name) could affect individuals with respiratory sensitivities. Most people will not be affected. Eye, skin, nose or throat irritation may be possible for some people in the immediate vicinity. If people experience any irritation, advise them to go inside and rinse any irritated area of their body with water. Handle this as advisory information only.

CLASSIFICATION LEVEL 3

EMERGENCY RESPONDER AND REGULATORY AGENCY COMMUNICATION PROCEDURE:

1. County Agencies:

- Health Services Department
- Sheriff 9-1-1 Dispatch
- Office of Emergency Services
- Fire Department

2. City Agencies:

- Fire Department
- Police 9-1-1 Dispatch Centers

3. Other Agencies:

- Bay Area Air Quality Management District
- CHP

PUBLIC ALERT:

- A. **Sirens** will be sounded in the immediate areas affected by the incident.
- B. **NOAA Weather Radios** that are plugged in and turned on will activate and provide an alert. The NOAA Weather Radios will also provide the EAS message from the National Weather Service. See Attachment 1 for zones of coverage. For text of message, see TV/Radio/Cable message under media notification.¹
- C. **Automated Telephone Calling (For Facilities and Agencies linked into the CWS)** The automated telephone calling system will be immediately and automatically initiated to begin calling in the areas most impacted by the incident. Calling will begin geographically at the point closest to the hazard release and continue outward into the affected areas.

¹ CAER plans to distribute NOAA Weather Radios to sensitive receptors in the industrial zone in the future.

MEDIA NOTIFICATION:

- A. **TV/Radio/Cable—Audio Message Sent through national EAS²** This is a message from Contra Costa Health Services. There is an emergency at (*name of facility**). Residents of (*city name/site of incident**) are advised to “shelter-in-place”. Go inside, close all windows and doors, and turn off all heaters, air conditioners and fans. If not using fireplace, close fireplace dampers and vents and cover cracks around doors and windows with tape or damp towels. Media news networks will continue to carry updated emergency information. Stay off the phone unless you have a life-threatening emergency.
- B. **National Weather Service NOAA Weather Radio:** Same message as the audio message to radio, TV, and Cable TV.
- C. **Automated Telephone Calling, Shelter-In-Place** - This is an emergency message from the Contra Costa Health Services Department. There is a chemical accident emergency in your area. Please “shelter-in-place”. This means residents should get inside immediately. Bring pets inside if it can be done quickly. Close and lock all doors and windows. Turn off all heaters, air conditioners and fans. Close or cover any vents to outside air. If not using fireplace, close the damper. Cracks around doors and windows can be sealed with tape or damp towels. Tune your radio to KCBS 740 AM for further information and instructions. Stay off your phone. **DO NOT** call 9-1-1 unless you have a life-threatening emergency. Again, the radio station to listen to for more information is 740 AM. This has been an emergency message from the Contra Costa Health Services Department. Thank you.
- **Following are the facility names and locations for which there are currently programmed sequences.**
 1. Chevron Richmond Refinery: Richmond, North Richmond and San Pablo
 2. General Chemical Richmond: Richmond, North Richmond and San Pablo
 3. Conoco Phillips Refinery: Rodeo and Crockett
 4. Shell Refining Company: Martinez
 5. Rhodia: Martinez
 6. Tesoro Refinery: Clyde and North Concord
 7. Dow: Pittsburg and Antioch
 8. Air Products at Shell, Martinez
 9. Air Products at Tesoro, Avon
 10. Antioch Water Treatment Plant
 11. Calpine Delta, Pittsburg
 12. Hasa, Pittsburg
 13. Pittsburg Water Treatment Plant
 14. Polypure, Bay Point
 15. Randall-Bold Water Treatment Plant, Oakley
 16. USS-Posco, Pittsburg

² Emergency Alert System can be activated by CWS through any of the following means the Emergency Digital Information Service (EDIS), California Law Enforcement Radio System (CLERS), or the National Weather Service (NWS)

ATTACHMENT 1

National Weather Service Zones of Coverage

Sensitive Receptor³ Groups are established and grouped consistent with the National Emergency Alert System (EAS) quadrant designations for Contra Costa County, as follows:

EAS North West Quadrant – Zone 1*

Crockett, Port Costa, Rodeo, Selby, Tormey

EAS North Central Quadrant – Zone 2*

Clyde, Concord (areas north of Hwy 4), Martinez, Pacheco, Vine Hill

EAS North East Quadrant – Zone 3*

Antioch, Bay Point, Pittsburg, and Port Chicago

EAS West Quadrant – Zone 4

Hercules, Pinole

EAS Central Quadrant – Zone 5

Concord (south of Hwy 4), Lafayette, Pleasant Hill, Walnut Creek

EAS East Quadrant – Zone 6*

Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley

EAS South West Quadrant – Zone 7*

El Cerrito, El Sobrante, Kensington, North Richmond, Richmond, San Pablo

EAS South Central Quadrant – Zone 8

Alamo, Danville, Moraga, Orinda, San Ramon

EAS South East Quadrant – Zone 9

Clayton

*Contra Costa County CAER, Inc. intends to donate NOAA Weather Radios to Sensitive Receptors in these zones. NOAA Weather radios are available for sale at local Radio Shack Shops and other electronic sale shops.

Zones 1 and 4 will be alerted together.

³ Definition of Sensitive Receptor: Any facility which may need assistance in the event of an evacuation: includes day care centers (licensed for over 12), hospitals, convalescent centers, nursing homes, senior centers, jails, homeless shelters, etc.

APPENDIX 13-4

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Order on September 9, 1986, by the following vote:

AYES: Supervisors Fahden, Schroder, McPeak, Torlakson, Powers
NOES: None
ABSENT: None
ABSTAIN: None

SUBJECT: Life Threatening Hazardous)
Substance Releases -- CHP)
Authorization to Cleanup) RESOLUTION NO. 86/543
Hazardous Materials Spills)
and Commit County Funds)

WHEREAS:

1. Accidental spills or releases of hazardous substance occurring during transportation can present a substantial risk to health, safety, or property.

2. The reported incidents of hazardous substance spills on the highways in Contra Costa County continue to increase, resulting in a considerable potential public health threat.

3. A life-threatening incident means a hazardous substance which is actively causing injuries to persons or evidencing severe damage to property, or that such hazardous substance is dispersing at a rate which is likely to cause such injuries or damage unless containment and cleanup measures are initiated immediately.

4. The immediate cleanup and abatement of such life-threatening incidents are essential and in the best interest of the public.

5. County governments are vested with the authority, pursuant to Article 1 (commencing with §450) of the California Health and Safety Code to take such measures as may be necessary to preserve and protect the public health in the unincorporated territory of a county, and protocols for cleanup and abatement of hazardous substances by County officials are contained in the County Hazardous Materials Incident Contingency Plan.

6. Article 4 (commencing with §2450) of the Vehicle Code gives the California Highway Patrol authority for the management of the scene of a hazardous substance spill or disaster on county roads or county highways where the CHP is the law enforcement agency having primary traffic investigative authority.

Now, therefore, it is hereby RESOLVED that:

1. This Resolution shall serve as the basis for agreement between the California Highway Patrol and the County of Contra Costa, that it is the parties' joint intention to provide for the immediate cleanup and abatement of life-threatening incidents on highways in the unincorporated area of this county.

2. In life-threatening spills on highways in the unincorporated area of this County, the California Highway Patrol will request the transporter to immediately arrange for the removal of

Orig. Dept:

such life-threatening hazardous substance.

3. In such incidents, the California Highway Patrol may, after attempting and failing to have the transporter assume responsibility, request the removal of such life-threatening hazardous substance as an agent of the County, after notifying the Office of Emergency Services at 228-5000, or the Sheriff's Department at 372-2441, and requesting the Environmental Health Division of the Health Services Department to respond, advising that due to the life-threatening situation that a cleanup contractor is going to be called.

4. Neither the State of California nor the Department of California Highway Patrol shall be liable for costs associated with such life-threatening hazardous substance incident abatement on highways in the unincorporated area of the County when such cleanup and abatement request is made pursuant to the terms of this resolution, in good faith and in the public interest.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 9, 1986

PHIL BATCHELOR, Clerk of the Board
of Supervisors and County Administrator

By Glenn Edwards, Deputy

APPENDIX 13-5

U.S. Coast Guard Sector San Francisco Area Contingency Plan (Volume 1, Section 1200)

Published October 2005

1200 Geographic Boundaries

1210 Area of Responsibility

Sector San Francisco's Captain of the Port (COTP) Area of Responsibility (AOR) is specified in 33 CFR 3.55-20 and comprises the land masses and waters of California north of San Luis Obispo, Kern and San Bernardino Counties; Utah, except for Washington, Kane, San Juan, and Garfield Counties; and Nevada except for Clark County. Under the Oil Pollution Act of 1990, Federal removal authority was extended to include the waters of the exclusive economic zone established by Presidential Proclamation Number 5030 dated March 10, 1983.

The purpose of this section is to describe the USCG/EPA boundaries between coastal and inland zones for the purpose of providing On-Scene Coordinators in Region IX-Mainland.

The Coast Guard furnishes the OSC for the coastal zone and the EPA for the inland zone. In California, the dividing line between the coastal and inland zone generally follows the coastline and includes bays, rivers, estuaries, and inlets as far inland as the demarcation line. These boundaries recognize the Coast Guard's primary responsibility over discharges and releases in navigable waters from vessels and waterfront facilities as defined in 33 CFR 126.01 and EPA's primary responsibility for discharges and releases that occur on land.

Previously the lines represented the boundary lines between the coastal and inland zones; i.e., all land and water seaward of the line was the coastal zone (CG jurisdiction) and all land and water inland of the line was the inland zone (EPA jurisdiction). Since the boundary lines divided local jurisdictions, confusion often existed as to which agency would provide the OSC and also resulted in inconsistent federal responses. For example, a railcar could have a release on one side of a highway and the EPA would be the OSC. The next day, two hundred yards on the other side of the highway, another release could occur from a railcar and the CG would be the OSC. This situation could certainly confuse local responders, as well as planners. Again, this change is designed to give the CG primary responsibility for discharges and releases that occur on the water or "designated waterfront facilities" and give EPA the primary responsibility for discharges and releases that occur on land. Although the descriptions of the lines are essentially the same, they now have different significance. The lines are now called "demarcation lines" and mark the inland extent of the coastal zone regarding bays, rivers, inlets, etc. In other words, the coastal zone consists of coastal waters and internal waters as far inland as the demarcation line. The coastal zone no longer includes the land seaward of the demarcation lines; only the water.

As a general rule, the location of the source of the discharge will be the determining factor of which agency provides the OSC. When the discharge or release occurs and remains within one agency's boundary, it is clear which agency will provide the OSC. In these cases, when requested by the other agency, each agency will provide support, within the limits of their resources, to the other's OSC. When a spill occurs in one zone and flows, or threatens to flow, into another, a question can arise as to which agency will provide the OSC. This scenario is likely in the near coastal area when a spill occurs on land (EPA jurisdiction) and flows or migrates through storm drains or ditches into the water seaward of the demarcation line (USCG

jurisdiction). There are two possibilities in this case: (1) The EPA provides the OSC and the CG assists the EPA with waterside clean-up operations. This was the case in the Francis Plating Fire release in which EPA was the OSC and CG coordinated waterside cleanup operations. (2) By mutual agreement, the CG would provide the OSC. This was the case in the Shell Martinez spill where the source of the spill was in the EPA zone, but, because the majority of impact and response was in the coastal zone, it was agreed that the CG should provide the OSC. Good communications and coordination between EPA and CG OSCs are vital to an effective federal response. The EPA provides the OSC for the entire States of Nevada and Arizona.

Sector San Francisco COTP Area of Responsibility has been further divided into three planning segments as promulgated by the OPA-90 Area Contingency Plans. Each segment is described in sections 1220, 1230, and 1240 (only section 1230 is listed below).

1230 San Francisco Bay and Delta Area

The San Francisco Bay and Delta Area extends from the Mendocino County/Sonoma County line south to the San Mateo County/Santa Cruz County line and includes all counties on San Francisco Bay and its tributaries. These counties include: San Francisco, Marin, Napa, Contra Costa, Alameda, Santa Clara, San Mateo, Yolo, San Joaquin, Solano and Sacramento.

The northern offshore boundary extends from the Mendocino County/Sonoma County border along the 38-46'07" N latitude to the offshore extent of the Exclusive Economic Zone.

The southern offshore boundary extends from the San Mateo County/Santa Cruz County border along the 37-06'26" N latitude to the offshore extent of the Exclusive Economic Zone.

The CG/EPA demarcation line runs from the San Mateo County/Santa Cruz County border north along Highway 1 to Hwy 35 near San Francisco; west on Hwy 35 to the Great Hwy; north on the Great Hwy to the intersection with Point Lobos Avenue; Point Lobos Avenue east to Geary Blvd.; Geary Blvd. east to Laguna Street; Laguna Street south to Bay street; Bay Street east to intersection with State Belt railroad tracks; State Belt railroad tracks south along the Embarcadero to Third Street; Third Street south to Hwy 101; Hwy 101 south to Hwy 237; Hwy 237 east to intersection with Southern Pacific railroad tracks; Southern Pacific railroad tracks north to intersection with Hwy 880 (approximately 1/2 mile south of 98th Avenue exit); Hwy 880 north to intersection with Southern Pacific Railroad tracks near Albany; Southern Pacific railroad tracks north and east until intersection with Hwy 4 (approximately 2 mile east of Antioch); Hwy 4 east to I-5 at Stockton; I-5 north to Hwy 80; Hwy 80 west to Hwy 113; Hwy 113 south to Hwy 12; Hwy 12 west to Hwy 80; Hwy 80 west to Hwy 680; Hwy 680 south to Hwy 780; Hwy 780 west to Hwy 80; Hwy 80 west to Hwy 29; Hwy 29 north to Hwy 37; Hwy 37 west to Hwy 101 near Ignacio; Hwy 101 south to Hwy 1 at Marin City; Hwy 1 north to Gualala.

APPENDIX 13-6
CONTRA COSTA COUNTY HAZARDOUS MATERIALS RESPONSE MATRIX

RESPONSIBILITY	LOCAL AGENCIES	Law Enforcement	Fire Agencies	CCHS-HazMat	County OES	County EMS	Public Works	County Ag.	Sanitary Districts	Clean Water Program	County DA	STATE AGENCIES	CHP	DFG	State OES	CALTRANS	BAAQMD/ARB	SWRCB/RWQCB	DWR	DOGGER	SLC	State Military Depart.	CAL EPA-DPR	CDF	CAL-OSHA	EMSA	CAL EPA-DTSC	DHS-RHS	CSFM	FEDERAL AGENCIES	USCG	US-EPA	DOE				
	PRE-EMERGENCY PLANNING			X	X	X			X						X	X							X					X	X			X	X				
Review Business Plans			X	X				X																													
Coordinate Exercises				X																																	
EMERGENCY RESPONSE																																					
Incident Commander		X	R*										X																								
Site Access Control		X	X										X	X																	X						
Rescue			F*																																		
Activation of CWS		X	X	X																																	
Fire Control/Suppression			X																																		
Public Health Assessment			X	X				X															X				X										
Environmental Assessment				X				X						X			X						X				X	X					X				
Disseminate Medical Info.			X	X	X	X									X																						
Proclaim Local Emergency			X	X	X									X																							
Participate in ICS		X	X	X	X	X							X	X	X	X		X					X				X					X	X				
TECHNICAL INFORMATION			X	X				X	X					X	X		X	X		X			X		X		X					X	X				
Personnel Protective Equipment			X	X										X	X								X		X						X	X					
Industrial Hygiene			X	X										X	X								X		X										X		
Decontamination			F*	X										X									X				X								X		
Health Effects			X	X				X						X	X								X		X		X								X		
Facility (Site Map, Inventory)			X	X				X	X							X							X				X									X	
Chemical			X	X				X	X					X				X					X		X								X	X			
Air Monitoring																	X																		X		
Meteorological																	X																				
ON SCENE RESPONSE TO:		X	X	X			X	X	X	X			X	X		X	X	X	X			X	X	X	X		X	X	X			X	X	X			
Air Monitoring			X	X													X						X				X								X		
Soil/Ground			X	X				X						X				X					X				X						X	X			
Water			X	X				X		X				X				X	X				X									X	X				

R* - In the City of Richmond, the Richmond Fire Department assumes the role of Incident Commander.

F* - Fire Agencies with Hazardous Materials trained personnel.

APPENDIX 13-6

CONTRA COSTA COUNTY HAZARDOUS MATERIALS RESPONSE MATRIX

Explanations of the Responsibilities Listed on the Area Plan Response Matrix

PRE-EMERGENCY PLANNING	...plays an active role in hazardous materials emergency planning.
Review Business Plans	...reviews facility hazardous materials business plans regularly.
Coordinate Exercises	...coordinates inter-agency training exercises.
EMERGENCY RESPONSE	
Incident Commander	...assumes the role of Incident Commander when incident occurs within their jurisdiction.
Site Access Control	...controls access in and out of incident perimeter boundaries.
Rescue	...rescues victims and performs victim decontamination.
Activation of CWS	...is capable of activating the Community Warning System.
Fire Control/Suppression	...controls and addresses fire related concerns at an incident.
Public Health Assessment	...evaluates incident impacts on public health.
Environmental Assessment	...evaluates incident impacts on the environment.
Disseminate Medical Information	...disseminates incident information to hospitals/ambulances.
Declare Local Emergency	...is capable of declaring a local emergency.
Participate in ICS	...plays active role in Incident Command System.
TECHNICAL INFORMATION	...is a source of technical information in their area of expertise.
Personnel Protective Equipment	...provides information regarding personnel protective equipment.
Industrial Hygiene	...provides industrial hygiene information.
Decontamination	...provides information on decontamination procedures.
Health Effects	...provides information on the health impacts of involved materials.
Facility (Site Map, Inventory)	...maintains information on hazardous materials facilities.
Chemical	...provides information on chemicals.
Air Monitoring	...provides air monitoring information.
Meteorological	...provides meteorological information.
ON SCENE RESPONSE TO:	...responds to incidents in their jurisdiction or area of expertise.
Air	...responds to incidents impacting air quality.
Soil/Ground	...responds to incidents impacting the soil/ground.
Water	...responds to incidents impacting waterways and bodies of water.
Pipeline/Tank	...responds to incidents involving pipelines and tanks.
Sewage	...responds to incidents involving sewage.
Biological/Medical Waste	...responds to incidents involving biological and medical wastes.
Radioactive Material	...responds to incidents involving radioactive materials.
INCIDENT MITIGATION OF:	...plays active role in mitigating incidents in their area of expertise.
Air	...active role in mitigating incidents impacting air quality.
Soil/Ground	...active role in mitigating incidents impacting the soil/ground.
Water	...active role in mitigating incidents impacting waterways/bodies of water.
Pipeline/Tank	...active role in mitigating incidents involving pipelines and tanks.
Sewage	...active role in mitigating incidents involving sewage.
Biological/Medical Waste	...active role in mitigating incidents involving biological and medical waste.
Radioactive Material	...active role in mitigating incidents involving radioactive materials.
DECONTAMINATION	...provides decontamination information in their area of expertise.
Maintain Supplies	...maintains supplies and resources for decontamination activities.
Personnel/Equipment	...capable of decontaminating personnel and equipment.
Wildlife	...capable of decontaminating wildlife.
ENFORCEMENT	...has authority to enforce laws or regulations within their jurisdiction.
Penalties	...possesses authority to seek penalties.
Cease & Desist Orders	...possesses authority to issue cease and desist orders.
CLEAN-UP	...capable of performing clean-up activities.
Oversee and Approve	...oversees and approves of clean-up activities.
Waste Disposal	...capable of limited hazardous waste disposal.
Emergency Funding Access	...able to access emergency funding for clean-up activities.
Emergency Contractor Access	...able to access emergency response, clean-up contractors.
INCIDENT CRITIQUE	...coordinates incident critique following the incident.
INCIDENT DOCUMENTATION	...coordinates incident reports and documentation.

APPENDIX 13-7

Contra Costa Health Services

HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

I. PURPOSE:

The purpose of this Policy is to promote prompt and accurate reporting to Contra Costa Health Services (“CCHS”) of releases or threatened releases of hazardous materials that may result in injury or damage to the community and/or the environment.

The primary reason for prompt and accurate notification to CCHS is to enable CCHS to take measures to mitigate the impacts of a hazardous materials release, such as:

1. Dispatching emergency response teams quickly and with the appropriate equipment and personnel
2. Assessing the extent of the release or the potential extent of the release and whether neighboring communities are at risk of exposure
3. Determining whether the Community Warning System should be activated (if not already activated)⁴
4. Responding to inquiries from the public and the media

II. BACKGROUND:

A. Origin of Policy

The Contra Costa County Board of Supervisors approved the original Hazardous Materials Incident Notification Policy on November 5, 1991. The policy was established in response to incidents, both in Contra Costa County and elsewhere, which demonstrated that preliminary assessments of hazardous materials releases often underestimate the extent and potential danger of such releases.

B. Policy Supplements Regulations

CCHS administers Article 1 of Chapter 6.95 of the California Health and Safety Code, often referred to as the “AB 2185” or “Business Plan” program, which requires immediate notification in the event of a hazardous materials release. The fines that can be assessed for not

¹ Facilities capable of initiating the Community Warning System shall follow the Community Warning System Operating Protocols established for it in addition to this policy.

reporting can be up to \$25,000 per day and up to one year in jail for the first conviction.⁵ In addition, the Board of Supervisors adopted Chapter 450-2 of the Contra Costa County Ordinance Code to supplement and facilitate the implementation of Chapter 6.95. In particular, Section 450-2.016 requires immediate reporting to CCHS of any release of a hazardous material reportable under any law to any federal, state or other local regulatory agency.

CCHS also administers Article 2 of Chapter 6.95 of the California Health and Safety Code, referred to as the California Accidental Release Prevention (Cal-ARP) Program. This policy assists facilities to meet their obligations under these and other laws.

C. Community Warning System

The Cal-ARP Program requires facilities to determine the potential off-site consequences from accidental releases of a Cal-ARP Program regulated substance. This information has been used in developing emergency response plans for such potential releases. This information has also been used to design the Community Warning System (CWS).

The CWS is a computer-integrated alerting and notification system that incorporates safety sirens, emergency responder pagers, Emergency Digital Information System (EDIS), the Emergency Alerting System (EAS), the California Law Enforcement Radio System (“CLERS”), and a telephone emergency notification system (TENS). EDIS, EAS, and CLERS are different ways of getting messages to emergency responders, including law enforcement, the media, and the National Weather Service (which transmits information to NOAA Weather Radios). The TENS calls households and businesses and transmits short messages about the incident and recommended protective actions.

The CWS was developed through the efforts of the Contra Costa County Community Awareness and Emergency Response (“CAER”) Group working cooperatively with CCHS, representatives from local industry, the community, and other regulatory agencies to provide local residents with timely notification of emergencies, including hazardous materials releases.

The success of the CWS is dependent upon industry’s prompt notification to CCHS. CCHS would like the public to be assured that the CWS will be activated in a timely manner to implement preventive measures, such as sheltering-in-place. The CWS may also be activated to

⁵ §25515. Any person or business that violates Section 25507 shall, upon conviction, be punished by a fine of not more than twenty-five thousand dollars (\$25,000) for each day of violation, or by imprisonment in the county jail for not more than one year, or by both the fine and imprisonment. If the conviction is for a violation committed after a first conviction under this section, the person shall be punished by a fine of not less than two thousand dollars (\$2,000) or more than fifty thousand dollars (\$50,000) per day of violation, or by imprisonment in the state prison for 16, 20, or 24 months or in the county jail for not more than one year, or by both the fine and imprisonment. Furthermore, if the violation results in, or significantly contributes to, an emergency, including a fire, to which the county or city is required to respond, the person shall also be assessed the full cost of the county or city emergency response, as well as the cost of cleaning up and disposing of the hazardous materials.

allay community concerns when a visible incident occurs, such as an explosion that does not pose a health hazard. (In order to expedite notification, some facilities have CWS terminals on-site and may activate the CWS directly using pre-defined protocols and procedures.)

D. Benefits of Prompt Notification and Cooperation

CCHS is aware that information provided during the initial notification may be preliminary and that facilities may not be able to provide completely accurate information. CCHS also does not intend for the need to provide notification to CCHS to impede other emergency response activities related to the release. However, CCHS's ability to make quick and informed decisions to mitigate the impacts of a release is dependent upon receiving prompt notification and accurate information about the release.

Since its adoption in 1991, this policy has improved cooperation and communication between industry, CCHS, and the public during hazardous materials emergency events. CCHS remains committed to ongoing improvement of this policy as industry, CCHS, and the public gain additional experience.

III. POLICY:

A. When Immediate Notification Required. Responsible businesses⁶ are required to provide immediate notification to CCHS of a release or threatened release in the following situations.

1. **General.** Immediate notification is required upon discovery of any release or threatened release of a hazardous material for which exposure to the release concentration poses or results in adverse health effects.
2. **Specific Situations.** Immediate notification is required in the following situations:
 - a. The release or threatened release of a hazardous material that results in a substantial probability of harm to nearby workers or the general public, due to the toxic properties of the material. At a minimum, this includes all hazardous materials incidents in which ambulance response is requested or medical attention, other than first aid, is sought on-site or off-site. (Do not delay reporting if the level of treatment is uncertain.)
 - b. The release or threatened release of any Cal-ARP Program Regulated Substance that, due to size, concentration, or physical properties, results in a substantial probability of adverse health effects other than mild transient effects to nearby workers or the general public.

⁶The term "responsible business" or "business" includes facilities and other entities that have custody of the hazardous material at the time that it is accidentally released, or the facility where the release occurs. For example, a transportation company is the responsible business if the material is released in transit. If there is a release from a transport vehicle when the vehicle is at a fixed facility, the fixed facility is primarily responsible for notifying CCHS under this policy.

- c. The release or threatened release may affect the surrounding population resulting in, at a minimum, odor, eye or respiratory irritation.
- d. The event may cause general public concern, such as in cases of fire, explosion, smoke, or excessive flaring. This does not include a non-process fire, such as a grass fire, as long as the non-process fire will not impact a process.
- e. The release or threatened release may contaminate surface water, groundwater or soil, either on-site (unless the spill is entirely contained and the clean-up is initiated immediately and completed expeditiously) or off-site.
- f. The release or threatened release may cause off-site environmental damage.
- g. The release or threatened release occurs during transport, storage, or loading of such material, via vehicle, rail, pipeline, marine vessel, or aircraft.
- h. The facility's Safety Supervisor or equivalent personnel is placed on alert due to a release or threatened release resulting from an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups.

B. Who to Notify. Immediately notify the CCHS Incident Response Team (on-call 24 hours a day) by any of the following methods

- 1. Directly via emergency response pagers (To receive the pager number, please contact the CCHS Incident Response Team in advance at (925) 646-2286 [after December 7, 2009 – (925) 335-3200].)
- 2. Any time by phone at (925) 646-1112 [after December 7, 2009 – (925) 335-3232]
- 3. Through a CWS communication terminal

C. Required Information. Provide the information required by the Facility Incident Checklist (Attachment A). *Do not delay* the notification due to inability to provide any of the information called for in the Facility Incident Checklist.

D. Notification under this policy does not relieve the responsible business from having to comply with any legal requirement to notify other local, state or federal agencies.

E. When Notification Not Required. This policy does not require reporting of a release of a hazardous material that *clearly* does not meet any of the criteria described in Subsection A, above. Examples of such situations are:

- 1. Ambulance calls *not* associated with hazardous materials incidents (e.g., falling off of a ladder).
- 2. Small spills where the spill is contained, and where it is clear that none of the situations described in Subsection A apply. Spill containment means:
 - a. The spilled material is caught in a fixed berm or dike or other impermeable surface, or is contained by using effective spill control measures (NOTE: Petroleum refineries the spill is less than three fifty-five gallon drums.)

- b. All of the spilled material is prevented from contaminating surface or groundwater
 - c. The spill does not pose a substantial probability of adverse health effects to the general public
3. Non-process fires or incidents, such as a grass fire, where a process is not expected to be impacted.

F. Follow-up Reporting of a Hazardous Materials Release.

1. For all Level 2 and Level 3 incidents (as defined in Attachment A-1), or upon request of CCHS, a written follow-up report of the incident shall be submitted within 72-hours. (If the due date falls on a weekend or holiday, the Director of Hazardous Materials Programs may allow the report to be submitted on the next business day.) The report shall confirm, modify and/or update the information provided in the initial notification (Facility Incident Checklist). The report shall be submitted on the 72-Hour Follow-Up Report Form (Attachment B). A hard copy and electronic copy of the report should be submitted.
2. A written final report of the incident shall be made to CCHS as soon as practicable, but no later than 30 calendar days from the date of the release, for all Level 2 and Level 3 incidents and for any incident for which CCHS requests such a report. If the investigation has not been completed within 30 calendar days, an interim report shall be submitted and a final report submitted when the investigation is completed. The facility shall give written monthly status reports of the incident investigation, which is submitted the last day of the month following the 30-day report, until the incident investigation is complete and the final report has been issued to CCHS. Refer to Attachment C for the 30-Day Final Incident Report format. A hard and an electronic copy of the 30-day and subsequent reports should be submitted.
3. All "Major Chemical Accidents or Releases" (defined at County Ordinance Code section 450-8.014(h)) should be investigated using root cause investigation methodology. CCHS will either participate in or closely monitor the investigation. (County Ordinance Code, § 450.8.016(C)(1).)
4. If the release requires a written emergency release follow-up report to be submitted to the Chemical Emergency Planning and Response Commission pursuant to section 2705(b) of Title 19 of the California Code of Regulations, a copy of such report shall be sent to CCHS within 15 calendar days.
5. A facility may elect to include with the 30-Day Incident Report Form (Attachment C) a brief narrative of how this incident relates to any of the prevention programs required by Cal-ARP Program regulations and described in the CCHS Cal-ARP Program guidance document.
6. Reports should be sent to the following address:

Contra Costa Health Services Department
ATTENTION: Randall L. Sawyer

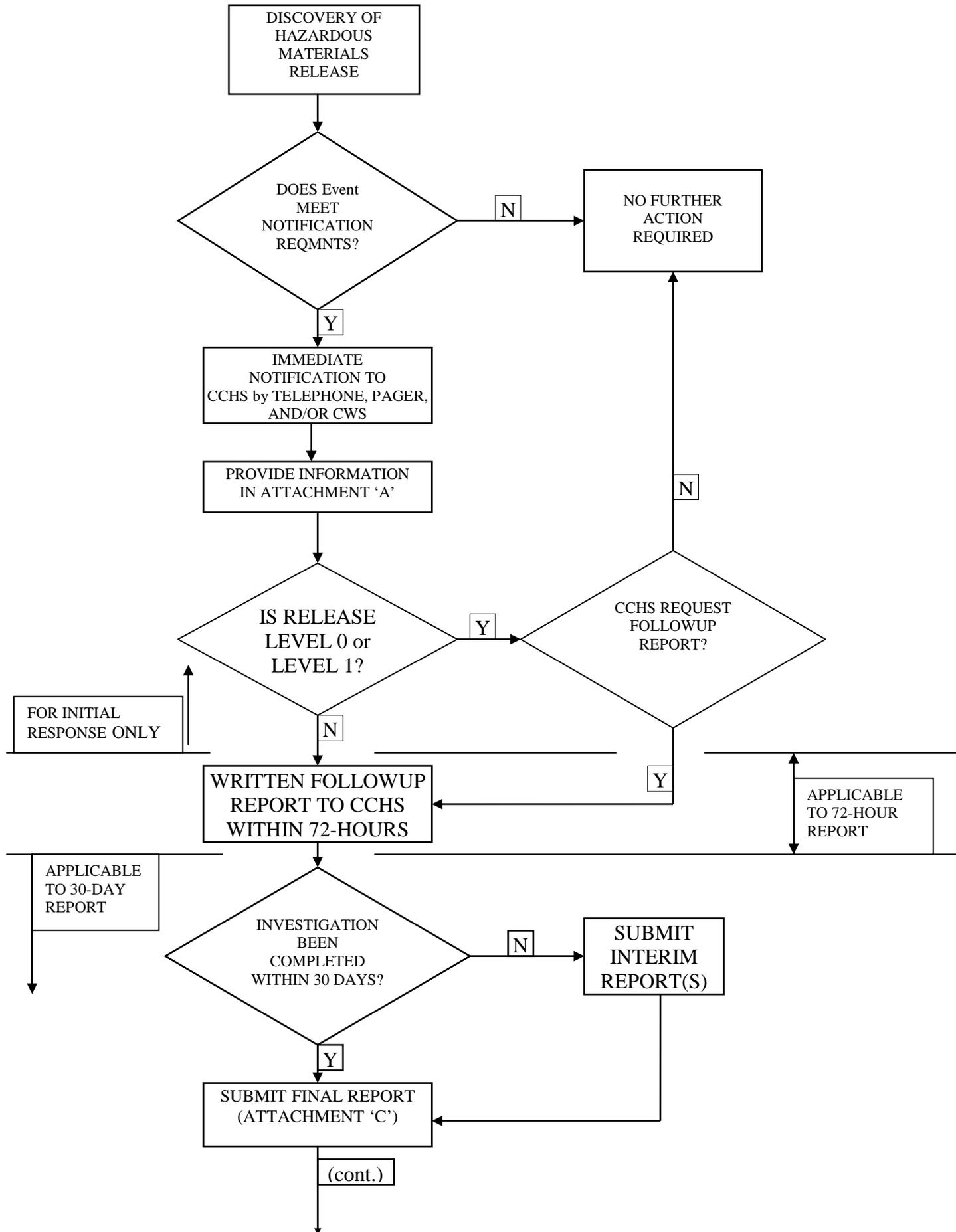
Hazardous Materials Programs Director
4333 Pacheco Boulevard
Martinez, CA 94553

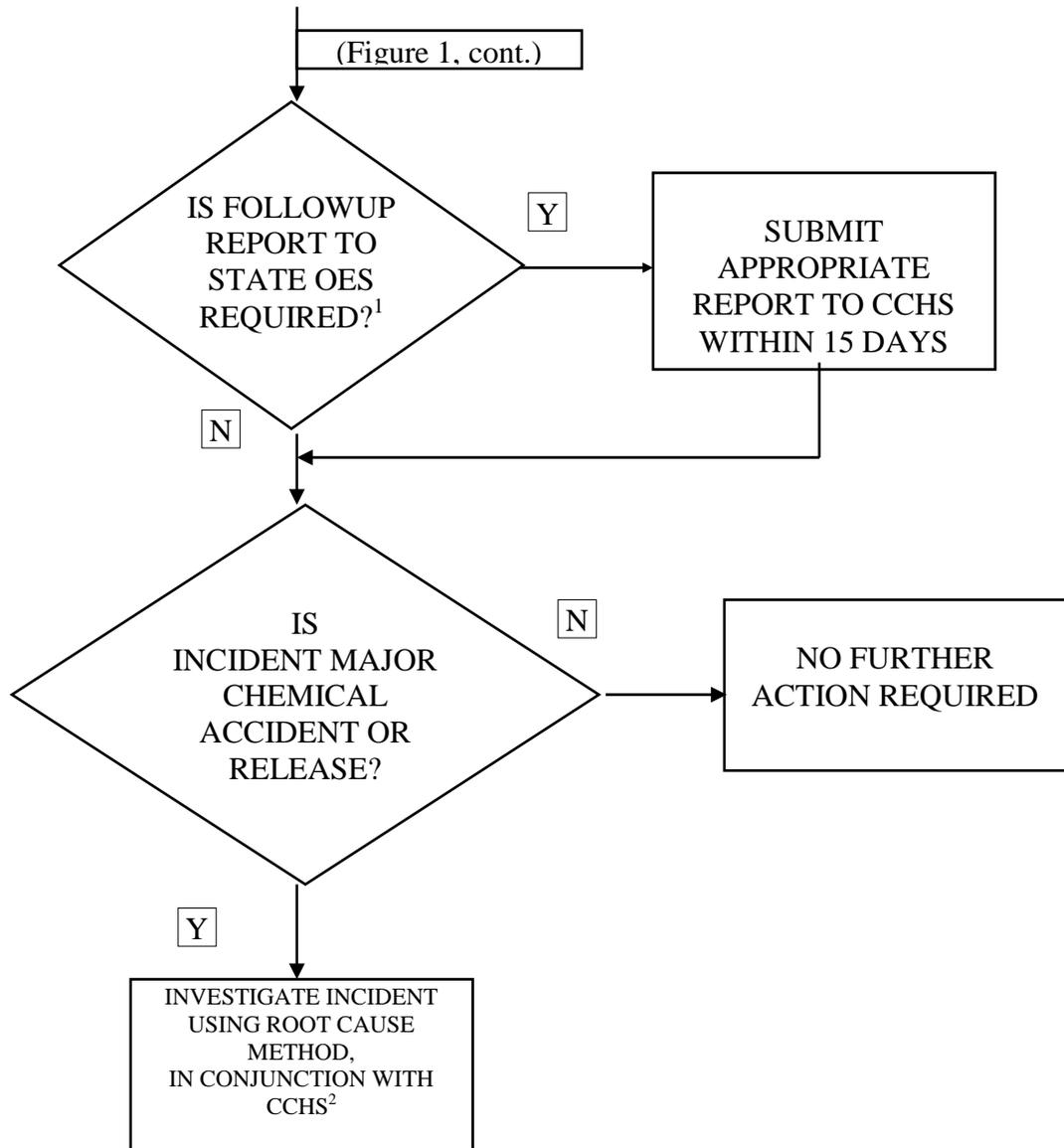
After December 7, 2009:
4585 Pacheco Boulevard
Martinez, CA 94553

IV. REFERENCES: California Health and Safety Code Chapter 6.95 (§ 25500 et seq.); 19 Cal. Code Regs § 2703 et seq.; County Ordinance Code Chapter 450.2. (Californian Public Utilities Commission Decision 91-08-019/R.88-07-039 requires similar notification for rail accidents.)

Bd approved 11/5/91
Revised Bd Approved 1/93
Revised Bd Approved 6/19/01
Revised Bd Approval 12/14/04

Figure 1. CCHS Hazardous Materials Incident Notification Policy Flowchart





¹ as per Section 2705(b) of Title 19 CCR.

²Contra Costa County Ordinance Code Chapter 450-8.016(C)(1) (where applicable)

ATTACHMENT A
FACILITY INCIDENT CHECKLIST

Date: _____ Time: _____ Initial: _____

A. Call/Page CCC Hazardous Materials Programs Division [Phone:(925) 646-1112, Pager:_____]

INFORMATION NEEDED IMMEDIATELY (IF KNOWN)

- B. State your name and identify your facility and its address.
- C. State your phone number or a number with immediate access to an individual who can answer further questions from CCHS. (No voice mail phone numbers.)
- D. State the Community Warning System (CWS) Plant Reporting Classification Level (0, 1, 2 or 3): (See Attachment A-1).
- E. Has the material gone off-site? Yes/ No/ Unknown. _____ If yes, what area is being impacted? What is the direction of flow? _____ Is there any impact to storm drains or surface waters?
- F. Have TENS Zones been activated? Yes/No? If yes, which TENS Zones have been activated? If no, which TENS Zones should be activated, if any?
- G. State, if known, the chemical or material released and describe the physical state (solid, liquid, gas and/or vapor). Has this been verified? Yes/No/ Unknown _____
- H. Have you received any public complaints? Yes/ No/ Unknown. _____
- I. State wind direction out of (from) the _____ to the _____ and degrees if known. [e.g., "Wind is blowing from the Northwest (300°) to the Southeast (120°)].
- J. State wind speed. _____ (If wind speed is unknown, inform CCHS whether the wind is blowing significantly or not.)

INFORMATION NEEDED AS SOON AS POSSIBLE

- K. Are there any injuries on-site or off-site? Yes/No/Unknown _____
- L. State the on-site contact person and gate number or address to which the CCHS Incident Response (IR) Team should respond. _____
- M. Are any sensitive receptors or subdivisions nearby? (e.g., School/ Day Care facilities/Hospitals/ Nursing Homes) _____
- N. Has the facility's "Emergency Operations Center" or emergency response staff been activated? Yes/ No/ Unknown _____
- O. State estimated quantity of chemical released (over-estimate rather than under-estimate release) _____
- P. Have other agencies been notified? Yes/ No. _____ If yes, state list.
- Q. Is there potential for involvement of other hazardous materials due to the proximity to the incident?

HAZARDOUS MATERIAL REPORTING CLASSIFICATION LEVELS

LEVEL 0: Easily contained and controlled by plant personnel is informational only, on-site only, no offsite consequences, not detectable offsite and is categorized by any of the following:

1. Safety Supervisor, or equivalent, is placed on alert due to a release or threatened release resulting from an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups.
2. Uncontained liquid spill. (For petroleum material, the spill is more than three 55-gallon drums—165 gallons—and does not meet any of requirements for notification listed in levels 1 - 3.)
3. Three (3) or more unconfirmed odor complaints within an hour.
4. Vapor release that is not expected to pose an immediate threat to the health and safety of people in the affected area. The release is more than instantaneous or a “puff.”

LEVEL 1: On-site, possible offsite, no health impact expected and categorized by any of the following:

1. Confirmed (3 or more odor complaints within one hour and substantiated by plant personnel as an on-site problem) off-site odor from facility.
2. Fire/smoke which requires a response from workers outside the immediate area, but not visible off-site.
3. Excess flaring (flaring that occurs when the conditions are not normal and because of the flame could raise concerns from the community).
4. Spill or release incident that meets an RQ (Reportable Quantity) requirement and does not meet any of the requirements of Level 2 or 3.
5. Fire/smoke/plume (other than steam) visible from an off-site location (does not include fire training exercises).

LEVEL 2: Offsite impact with possible health impact and categorized by any of the following:

1. Off-site impact where eye, skin, nose and/or respiratory irritation may be possible for individuals with respiratory sensitivities.
2. Explosion with noise/pressure wave impact off-site.
3. Fire/smoke/plume (other than steam) leaving or expected to leave site.

LEVEL 3: Offsite impact and categorized by any of the following:

1. Off-site impact that may cause eye, skin, nose and/or respiratory irritation to the general population.
2. Fire, explosion, heat, or smoke with an off-site impact.
3. Example: On a process unit/storage tank where mutual aid is requested to mitigate the event and the fire will last longer than 15 minutes.
4. Hazardous material or fire incident where the incident commander or unified command, through consultation with the Contra Costa Health Services Hazardous Material Incident Response Team, requests that sirens should be sounded.

72-HOUR REPORT, PAGE 2

INCIDENT DATE: _____

FACILITY: _____

VI. **METEOROLOGICAL CONDITIONS AT TIME OF EVENT** including wind speed, direction, and temperature:

VII. **DESCRIPTION OF INJURIES:**

VIII. **COMMUNITY IMPACT** including number of off-site complaints, air sampling data during event, etc.:

IX. **INCIDENT INVESTIGATION RESULTS**

Is the investigation of the incident complete at this time? _____Yes _____No

If the answer is no, submit a 30 day final or interim report.

If the answer is yes, complete the following:

X. **SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:**

XI. **SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRENCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:**

ATTACHMENT B-1

72-Hour Report Guidelines

The following list suggests items that may be included in the 72-Hour Report to CCHS following an accidental release of a hazardous material. Not all of the items below may be applicable or available at the time of submission.

- I. Summary of the Event
 - Background Information/ Events Preceding the Incident
 - Incident Summary, including timing of key events
 - Shift Logs, real-time computer/instrument logs, fence line monitor data, etc.
- II. Emergency Notifications (include names, phone numbers and times)
 - CCHS
 - Time/ Level of CWS Activation
 - Other Agencies
 - Copy of State OES Emergency Release Follow-Up Notice Reporting Form
- III. Agencies Responding
 - Agency
 - Person or people responding
 - Contact person with telephone number
- IV. Emergency Response Actions
 - Mutual Aid Activated?
 - Fire Department Response?
- V. Material Involved
 - Estimated Quantities
 - Cal-ARP Regulated Substances?
 - Material Safety Data Sheets
- VI. Meteorological Data (wind speed, direction, temperature, rain/sun, etc.)
- VII. Injuries (including number, type and severity)
- VIII. Community Impact
 - Community Complaints
 - Off-Site Consequence Impact Analysis (i.e., injury, property damage, etc.)
 - Sampling Data, including fence line monitors, if applicable
 - Community Monitoring Results
- IX. Incident Investigation
 - Procedure Summary
 - Will Root Cause Analysis Be Performed?
 - Investigation Team/ Contact Person(s)
 - Findings/Conclusions
 - Root Causes
 - “Safety System” Flaws
 - Corrective Action/ Preventative Measures
 - Description
 - Implementation Dates

**ATTACHMENT C
30-DAY FOLLOW-UP NOTIFICATION REPORT FORM
CONTRA COSTA HEALTH SERVICES**

For CCHS Use Only:

Received By: _____

Date Received: _____

Incident Number: _____

Copied To: _____

Event Classification Level: _____

INSTRUCTIONS: A hardcopy and an electronic copy of this report is to be submitted for all Level 2 and 3 incidents or when requested by CCHS. See Attachment C-1 for suggestions regarding the type of information to be included in the report. Attach additional sheets as necessary. This form is to be used for update reports after the initial 30-day report has been submitted. Forward the completed form to:

ATTENTION: Randall L. Sawyer
Hazardous Materials Programs Director
Contra Costa Health Services After December 7, 2009:
4333 Pacheco Boulevard 4585 Pacheco Boulevard
Martinez, CA 94553 Martinez, CA 94553

INCIDENT DATE: _____
INCIDENT TIME: _____
FACILITY: _____

PERSON TO CONTACT FOR ADDITIONAL INFORMATION
_____ Phone number _____

PROVIDE ANY ADDITIONAL INFORMATION THAT WAS NOT INCLUDED IN THE 72-HOUR REPORT WHEN THE 72-HOUR REPORT WAS SUBMITTED, INCLUDING MATERIAL RELEASED AND ESTIMATED OR KNOWN QUANTITIES, COMMUNITY IMPACT, INJURIES, ETC.:

I. INCIDENT INVESTIGATION RESULTS

Is the investigation of the incident complete at this time? _____Yes _____No
If the answer is no, when do you expect completion of the Investigation? _____
If the answer is yes, complete the following:

SUMMARIZE INVESTIGATION RESULTS BELOW OR ATTACH COPY OF REPORT:

SUMMARIZE PREVENTATIVE MEASURES TO BE TAKEN TO PREVENT RECURRENCE INCLUDING MILESTONE AND COMPLETION DATES FOR IMPLEMENTATION:

30-DAY REPORT, PAGE 2

INCIDENT DATE: _____

FACILITY: _____

STATE AND DESCRIBE THE ROOT-CAUSE(S) OF THE INCIDENT:

ATTACHMENT C-1

30-Day Report Guidelines

The following outline suggests items in addition to those listed on the 72-Hour report guidelines (Attachments B and B-1) that may be included in the 30-Day Final Report to CCHS following the accidental release of a hazardous material.

(Some of the items listed below may not be applicable or available at the time of submission.)

I. ADDITIONAL INFORMATION

- Detailed Event Timeline
- Correspondence (if determined to be relevant)
- Relevant History of Incidents with Similar Equipment or Procedures

II. INCIDENT INVESTIGATION

- Findings/Conclusions, including causal factors, contributing factors, and root causes or their equivalent
- Preliminary Corrective Action/ Preventative Measures
 - Immediate
 - Long-Term
 - Implementation Dates

HAZARDOUS MATERIALS INCIDENT NOTIFICATION POLICY

GLOSSARY

- **Environmental damage:** detrimental impact on surroundings beyond facility operations.
- **Excessive flaring:** flaring beyond a normal manner, in a way that may cause community concern.
- **Responsible Business:** The business that has the custody of the hazardous material when there is an accidental release or the business where the accidental release occurs. Examples are 1) transportation companies when they are offsite from a business is then the responsible business when there is a release from their transport vehicle, 2) if there is a release from a transport vehicle at a fixed facility, then the fixed facility is the responsible business.
- **Root cause investigation:** a method for investigating and categorizing the root causes of hazardous materials incidents with safety, health, AND environmental impacts. Root causes are the most basic causes that can reasonably be identified, that management has control to fix, and for which effective recommendations for preventing recurrence can be generated.
- **Safety supervisor:** facility employee(s) responsible for coordinating and/or implementing emergency response activities. Note: This position may be incident specific.
- **Telephone Emergency Notification System (TENS):** The automated telephone calling system that notifies the community downwind during an incident.

**APPENDIX 13-8
HAZARDOUS MATERIAL INCIDENT RESPONSE EQUIPMENT & SUPPLIES**

Contra Costa County Health Services - Hazardous Materials Programs Office (CCCHSD-HazMat)

Offices, HazMat Response, Equipment and Supplies Storage.

4333 Pacheco Blvd. Martinez, CA 94553

After December 7, 2009: 4585 Pacheco Boulevard, Martinez, CA 94553

(925) 646-2286, 24 hr. (925) 646-1112

After December 7, 2009: (925) 335-3200, 24 hr. (925) 335-3232

Hazardous Materials Response Vehicles:

Vehicle 6824 - Fully Equipped HazMat Response Vehicle

Vehicle 6814 - Fully Equipped HazMat Response Vehicle

Vehicle 6131 - Ford 350 1 ton flatbed with crane, lift-gate and winch.

Vehicle 6153 - Compact pick-up truck, no supplies or equipment.

All-Terrain Utility Vehicle

Richmond Fire Department

Department Offices

330-25th St., Richmond, CA 94804

(510) 307-8031

Station 64 - HazMat Response, Equipment and Supplies Storage.

4801 Bayview, Richmond, CA 94804

(510) 620-6984

Hazardous Materials Response Vehicle:

Apparatus 511 - Fully Equipped HazMat Response Vehicle

San Ramon Valley Fire Protection District

District Offices

1500 Bollinger Canyon Rd., San Ramon, CA 94583

(925) 838-6600

Station 35 - HazMat Response, Equipment and Supplies Storage.

505 Silver Oak Lane, Danville, CA 94526

(925) 838-6635

Hazardous Materials Response Vehicles:

Unit 708 - Fully Equipped HazMat Response Vehicle

Unit 893 - Fully Equipped HazMat Response Vehicle

Unit 873 - Fully Equipped HazMat Response Trailer

Unit 882 - Support Vehicle

Unit 892 - Decon Trailer

Table of Equipment and Supplies

Equipment & Supplies	CCCHSD-HazMat			Richmond Fire Department			San Ramon Valley Fire Protection District		
	Insp	Svc	Qty	Insp	Svc	Qty	Insp	Svc	Qty
Absorbent	W		40	D		30	W		30
Absorbent Booms	W		10				W		4

* D – Daily W – Weekly M – Monthly B – Biannually A - Annually

	CCCHSD-HazMat		
Ludlum 2241		A	4
State OES Meters		A/4yr	6
Dosimeters		A	16
Raytec Temp. Indicator	W		3
Sabre 4000	M		1
Dräger Kit	W	M	2
Drums (12, 30, 40, 55 Gallon)	W		5
Drum Dolly			1
Duct Tape	W		48
Dye Tablets	W		400
Ear Plugs	W		200
EntryLink	M		2
Equipment & Supplies	Insp	Svc	Qty
Electrical Tape	W		5
Evidence Tape	W		5
Extension Cords	W		4
Eye Protection:			
Goggles	W		12
Safety Glasses	W		24
Eye Wash	W	A	3
Fire Blanket	W		6
First Aid Supply Kits	W		4
Fire Extinguisher Class 'D'			1
Flashlights	W		10
Flash Suits (Level "A")	A		6
Gloves:			
Cryogenic	W		6
Cotton	W		48
Latex/Nitrile (Disposable)	W		2000
Leather	W		100
Nitrile (9, 10, 11)	W		432
PVC (Snorkel)	W		96
Welding	W		3
Hard Hats	W		20
Haz-Cat Kit	W	M	2
Haz-Cat Supply Kit	W		2
Hip Waders	W		6
Hudson Sprayer	W		5
Jars, Sample (Various Sizes)	W		100
Laptop Computers			2
Level "A" Boots	W		16
Level "A" Suits:			
- Trelborg	M	A	4
- Disposable	M	A	20
-TK-10,000 + Reflector	A		30
Level "B" Suits:			
Encapsulated			3
Thermopro			16
Tychem BR			
Medical Monitoring Kit	W		2

Richmond Fire Department		
W		1
M		3
		16
W		1
W		1
W		4
		1
W		4
W		20
Insp	Svc	Qty
W		3
W		2
W		8
W		2
W		1
W		6
M		6
		2
		2
W		400
W		300
W		24
W		2
W		1
W		24
W		2
W		36
W		16
		3
		16
W		1

San Ramon Valley Fire Protection District		
		1
		2
		18
W		1
W		1
W		2 set
W		1
W		10
W		10
Insp	Svc	Qty
M		1
		1
M		6
		4
W	B	20
W		2
		7
W		2
		1
W		8
A		8
B		8
		1 box
		1 cs
		4
		4 box
		1
B		4
W		2
M		1
W		2
B		20
M		20
M	B	2
M	B	4
		10
		3
		16
W		1

	CCCHSD-HazMat		
Disposable Shoe Covers	W		200
Disposable Coveralls			
Ventilation Fan			2
Water Jug (5 Gallon)	W		4
Weatherpak	M		2
Weather Station: R.M. Young	A		2

Richmond Fire Department		
		50
		50
		1
W		1
		1

San Ramon Valley Fire Protection District		
B		20
B		19
		2
M		1
W		1

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**MODEL
HAZARDOUS MATERIALS
RELEASE NOTIFICATION
PROCEDURES
FOR LOCAL GOVERNMENT AND
OTHER AGENCIES**

**NAME, LOGO,
SEAL**

September 2009

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Foreword

The attached Model Hazardous Material Release Notification Procedure was developed by a countywide task force comprised of dedicated individuals with many years of expertise in the field of emergency management, with the goal of improving notification of affected agencies during and after a hazardous materials release.

Agencies are encouraged to customize this model procedure to meet the needs of their agency. The plan is arranged so a minimal amount of editing is required to have a comprehensive, effective and efficient plan for use within your jurisdiction. The following tips are provided to assist in customizing the plan:

- 1) Title page (Page 1): add your agency name, logo and footnotes.
- 2) Introduction (Page 4): add your agency name online one.
- 3) Acknowledgements page (page 5): make any changes as necessary. Acknowledgement of the task force that developed this plan and those individuals within your agency who modified it to meet your needs is encouraged.
- 4) Distribution List (page 5): modify to meet your agency's need.
- 5) Notification Matrixes (pages 7 -9): These reflect new agreements by countywide agencies, and should require no changes.
- 6) City/Agency procedures (page 10 and 11): This is the template for actual notification procedures with the city's areas of responsibility. Fill in the blanks for your agency. Other agencies can adopt this form as well.
- 7) Process forms (page 12 and 13): This is the checklist to document your notification during a hazardous materials release. Complete the contact information for the agencies within your jurisdiction.

The remaining pages of this model plan provides information to assist you in making prompt notification of affected agencies and departments within your jurisdiction and should not require any changes. You may want to add your own agency phone lists (pages 23 – 26).

(Agency Name)
Hazardous Materials Release Notification Procedures
Community Warning System Level Three

PURPOSE:

Hazardous materials releases pose a significant hazard to life, property and to the environment. Response to a release, either on the roadways or at a fixed facility, will require expeditious and coordinated efforts by all agencies. The purpose of this plan is first, to promote coordinated, effective and efficient response to any type of hazmat release by outlining comprehensive notification responsibilities of local and county government agencies. Secondly, to coordinate notification efforts with industry plans, for effective and efficient notifications during a Community Warning System (CWS) hazardous materials level three release which may impact the communities of Contra Costa County.

GOAL:

The goal of this plan is to improve the protection of public health and safety for Contra Costa County communities during a hazardous materials release.

OBJECTIVES:

- 1) Improve city and county government agencies' understanding of their roles and responsibilities during a CWS hazmat level three release.
- 2) Coordinate notification plans with industry for efficient, effective, and coordinated response procedures.
- 3) Continually improve the notifications procedures between local and county government, industry, and other pertinent agencies.

NON-FIXED FACILITY RELEASE:

In the event of a non-fixed facility site release (transportation accident/release, etc.), Contra Costa County Health Services HazMat IR team will initiate the siren sequence from their facilities.

CONTINGENCY PLANNING:

In the event of a CWS failure, a back up plan should be developed to notify agencies by alternate means, (phone, in person, etc.). Since there may not be sufficient time to complete this before this plan is distributed, agencies should work collaboratively to develop a contingency plan for back up notifications.

Acknowledgements

This plan was compiled and written by:

Kathryn A. Gerk, CEM, Emergency Services Manager
Richmond Police Department Office of Emergency Services

The contributions of the following persons who have selflessly contributed their time and expertise to the development of this model procedure plan is gratefully acknowledged:

**Mark Ayers, Fire Chief
Chevron Texaco Refinery
Lead Industry Advisor**

**Lonnie Karste, Administrative Police
Manager, Antioch Police Department
Lead City Government Advisor**

**Nancy Ross, Security Manager
Tesoro Petroleum
Lead Industry Advisor**

**Tony Semenza, Executive Director,
CAER
Sponsor, HazMat Procedures Project**

Randy Sawyer and Julie Freestone, Contra Costa County Health Services, who have taken the lead for the County in working on county notifications.

Christine Bowman, ConocoPhillips

Bob Delmont, California Oils

Mark Foisie, Sergeant, San Pablo Police Department

Dan Guerra, Contra Costa County Health Services

Tim Hennessy, CCC SO Comm1 Dispatch

Elizabeth Klute, CCC Sheriff's Office ESD CWS

Robert Lienen, Chevron Texaco Fire Department

Lewis G. Pascalli, Jr., Contra Costa County Health Services

Efraim Petel, Hörmann America

Michael Pixton, Department of Toxics Substance Control, Berkeley

Steve Rathbone, CCC Sheriff's Office O.E.S.

Ron Wiley, Richmond Fire Department,

And, Jim Mallory for editing assistance.

Distribution List

This plan will be initially distributed to the following agencies in Contra Costa County:

1. BART Police Department
2. California Highway Patrol
3. California Oils
4. Chevron Texaco Fire Department
5. City of Antioch Police Department Office of Emergency Services
6. City of Brentwood Police Department
7. City of Concord Police Department
8. City of Clayton Police Department
9. City of El Cerrito Police Department
10. City of El Cerrito Fire Department
11. City of Hercules Police Department
12. City of Kensington Police Department
13. City of Martinez Police Department
14. City of Moraga Police Department
15. City of Pinole Police Department
16. City of Pittsburg Police Department
17. City of Pleasant Hill Police Department
18. City of Richmond Fire Department
19. City of Richmond Police Department
20. City of Richmond Police Department Office of Emergency Services
21. City of San Pablo Police Department
22. City of Walnut Creek Police Department
23. ConocoPhillips, Rodeo, CA.
24. Contra Costa County CAER
25. Contra Costa County Fire Protection District
26. Contra Costa County Health Services, EMS
27. Contra Costa County Health Services, HazMat
28. Contra Costa County Sheriff's Office
29. Contra Costa County Sheriff's Office COMM 1
30. Contra Costa County Sheriff's Office, Office of Emergency Services
31. Contra Costa County Sheriff's Office, ESD, Community Warning Systems
32. Dow Chemical, Pittsburg, CA.
33. Department of Toxics Substance Control, Berkeley
34. Hörmann America, Martinez, CA.
35. Shell Oil, Martinez, CA.
36. State Office of Emergency Services, Coastal Region
37. Tesoro Petroleum, Concord, CA.

Copies of this plan are available by contacting the City of Richmond Police Department Office of Emergency Services at (510) 620-6866.

COMMUNITY WARNING SYSTEM AUTOMATIC NOTIFICATIONS

ORGANIZATION	LEVEL 0		LEVEL 1		LEVEL 2		LEVEL 3	
	TERMINAL	PAGER	TERMINAL	PAGER	TERMINAL	PAGER	TERMINAL	PAGER
CCHS HazMat	X	X	X	X	X	X	X	X
CCCFPD			X		X		X	
CCCOES			X		X	X	X	X
Sheriff's Dispatch			X		X		X	
Antioch PD			X		X		X	
BAAQMD		X	X	X	X	X	X	X
CHP			X		X		X	
Martinez PD			X		X		X	
Pinole PD			X		X		X	
Richmond PD			X		X		X	
RCHOES								
San Ramon Valley FD			X		X		X	
Chevron			X		X		X	
Dow Chemical			X		X		X	
ConocoPhillips			X		X		X	
RHODIA			X		X		X	
Shell Oil MRC			X		X		X	
Tesoro Golden Eagle Refinery			X		X		X	
CA Dept. of Health Services			X		X		X	
HORMAN America			X		X		X	
COUNTY EMS								X
CAER DIRECTR				X		X		X
CWS MANAGER			X	X	X	X	X	X
EAS, EDIS, CLRS					X		X	

AGENCY NOTIFICATION RESPONSIBILITIES AGREEMENT MATRIX FEBRUARY 26, 2004

CWS LEVELS				AGENCY ACROSS ► WILL NOTIFY AGENCY BELOW ▼ (IN ORDER OF PRIORITY)	I N D	C W S	N W S	RE DD NT	T E N S	CC HS	CC FD	C O M 1	CC OES	CITY PD
0	1	2	3											
0	1	2	3	CWS ACTIVATED BY INDUSTRY, CCHS	X					X				
	X	X	X	CCC SO COMM 1	X	X				X				
X	X	X	X	CC HEALTH SERVICES HazMat	X	X						X		
		X	X	CC HEALTH SERVICES HEALTH OFFICER						X		X		
	X	X	X	APPLICABLE 9-1-1 DISPATCH CENTERS	X							X		
		X	X	APPLICABLE POLICE DEPARTMENTS	X	X*				X				
		X	X	APPLICABLE FIRE DEPARTMENTS	X					X				
		X	X	APPLICABLE CITY O.E.S.						X				
			X	ENVIRONMENTAL PROTECTION AGENCY	X									
			X	EDIS/EAS		X				X			X	
	X	X	X	CCC SO OES & CWS		X						X		
	X	X	X	CCC FIRE PROTECTION DISTRICT		X						X		
			X	NWS		X				X				
			X	ADJACENT CITIES POLICE DEPT.										X
			X	LOCAL MEDIA (LOCAL CABLE, TIS, ETC.)		PC								X, X-R
			X	LOCAL HOSPITALS			X	X	X	X		X		X-A, X-R
			X	PUBLIC SCHOOL SUPERINTENDENTS (KINDERGARDEN THRU COLLEGE)			X		X				X	X, X-A, X-R
			X	LOCAL BUS LINES INCLUDING SCHOOLS					X					X, X-R
			X	PRIVATE SCHOOLS			X		X					
	X	X	X	CHP	X	X						X		
			X	BART		PC			PC					X-R
			X	SENIOR CARE FACILITIES/CENTERS			X		X					X
			X	DAY CARE CENTERS (OVER 10 STUDENTS)			X		X					
			X	LOCAL HOMELESS SHELTERS			X		X					
			X	LOCAL RAILROAD COMPANIES								X		
			X	LOCAL GAS/ELECTRIC UTILITY COMPANY					PC					X, X-R
			X	LOCAL PHONE UTILITY COMPANY					PC					X, X-R
			X	LOCAL WATER UTILITY COMPANY					PC					X, X-R
			X	LOCAL SANITATION COMPANY					PC					X, X-R
			X	EAST BAY REGIONAL PARKS (AS NEEDED)			X		X					

CWS LEVELS				AGENCY ACROSS ► WILL NOTIFY AGENCY BELOW ▼ (IN ORDER OF PRIORITY)	I N D	C W S	N W S	T E N	RE DD NT	CC HS	CC FD	CCCC OM 1	CC SO OES	CITY PD
0	1	2	3											
			X	AMERICAN RED CROSS (AS NEEDED)									X	X
			X	SALVATION ARMY (AS NEEDED)									X	X
			X	NRC	X									
X	X		X	BAAQMD		X								
			X	STATE OES	X									
			X	RWQCB (BY STATE OES -FIXED FACILITY)	X									
			X	FISH & GAME (AS NEEDED ,BY STATE OES)	X									
			X	USCG	X							X		
			X	DTSC (As Needed, by State OES)									X	
			X	COURTHOUSES				X						
			X	BRIDGES (THROUGH THE CHP)		X								
			X	LOCAL GOVERNMENT FACILITIES				X						X, X-A, X-R
			X	COMMUNITY CENTERS, POOLS, MARINAS				X						X, X-A, X-R
			X	FEDERAL EXPRESS				PC						
			X	UNITED PARCEL SERVICE				PC						
			X	POST OFFICES, BULK MAIL CENTERS				PC						
			X	LOCAL CABLE UTILITY COMPANY				PC						
			X	LARGE EMPLOYERS				X						
			X	LARGE RETAIL CENTERS, MALLS				X						
			X	LOCAL LABS		X		X						
			X	CHAMBER OF COMMERCE		X		X						X-A
			X	CASINOS				X						
			X	CHURCHES				X						
			X	MOVIE THEATERS				X						
			X	SPECIAL EVENTS, STADIUMS, ETC.				?						
			X	PUBLIC UTILITIES COMMISSION				X?						
			X	ADJACENT COUNTIES									X	

CWS = Community Warning System Auto notification
 IND = Industry
 PC = Proposed Changes

NWS =National Weather Service Alert Radios
 REDDNT =ReddiNet Hospitals notification system
 TENS = Telephone Emergency Notification System (IMPACTED area only)
 X* = Antioch, Martinez, Pinole, Richmond PD.
 X-A = Current Antioch plans
 R = Current Richmond plans

(CITY/AGENCY NAME) NOTIFICATION PROCEDURES

Upon notification of a level three hazardous materials release either at a fixed facility, or other type (transportation, pipeline, etc.), the City Police Department shall, according to city policies, (*EACH city to customize according to own policies*) activate the EOC, and begin notifications. See “City Government Initial HazMat Notification Process Form” page 11, which can be used to document your notification actions:

A. FIRST RESPONDERS:

1. Confirm extent of incident, CWS activation, sequence, Shelter-In-Place boundaries, potential evacuation orders, etc. by phoning the CCHS-HazMat IR Team at (925) 646 -1112 [After December 7, 2009 – (925) 335-3232.
2. IF unable to reach the CCHS-HazMat IR Team, phone CCC SO Comm1 at (925) 646-2441.

TO OBTAIN:

LOCATION OF INCIDENT: _____

DATE & TIME OF INCIDENT: _____

NATURE OF INCIDENT: _____

B. IMPACTED AGENCIES:

1. Contact adjacent _(NAME)_____ Police Department by phoning (XXX) xxx-xxxx.
2. Contact the CHP by phoning (707) 648-5550.
3. Contact _____(NAME)_____ (city PIO or local cable television, radio) to disseminate public information to the community by phoning (XXX) xxx-xxxx.
4. Contact _____(NAME) _____ (LOCAL) School District Superintendent by phoning (XXX) xxx-xxxx.
5. Contact _____(NAME) _____ (LOCAL BUS AGENCY) by phoning (XXX) xxx-xxxx.
6. Contact _____(NAME) _____ (LOCAL SCHOOL BUS AGENCY) by phoning (XXX) xxx-xxxx.
7. Contact P.G. & E. by phoning (800) 743-5000.
8. Contact SBC by phoning (877) 823-9833.
9. Contact EBMUD by phoning (510) 835-3000.
10. Contact _____ Sanitary by phoning (XXX) xxx-xxxx.
11. Contact East Bay Regional Parks if needed by phoning (510) 881-1121.

12. Contact American Red Cross if needed at (415) 427-8000.
13. Contact Salvation Army if needed at (510) 262-0500 (West County).
14. Contact local CERT Teams by _____.

C. REQUIRED BUT NOT A RESPONDER: (City should decide whether these notifications will be made by field or EOC personnel)

1. Contact the National Response Center by phoning (800) 424-8802.
2. Contact the Bay Area Air Quality Management District at (800) 334-6367.
3. Contact the Regional Water Quality Control Board at (800) 852-7550.
4. Contact Fish and Game at (707) 944-5500.
5. Contact the US Coast Guard at (510) 437-3073.
6. Contact the State Warning Center at (800) 852-7550.

D. INTERESTED AGENCIES: (Cities need to decide if they are able to notify the following, as well as how to notify)

1. Contact local government facilities by phone or email.
2. Contact community centers, recreation facilities by _____
3. Contact large employers by _____
4. Contact large retail centers and malls by _____
5. Contact local labs by _____
6. Contact the Chamber of Commerce by _____
(Check with Chamber to see if they have ability to notify business?)
7. Contact Local Cable television Company by phoning _____
8. Contact Casino by _____
9. Contact churches by _____
10. Contact movie theatres by _____
11. Contact special events, stadiums if needed by _____

(CITY/AGENCY NAME) INITIAL HAZMAT NOTIFICATION PROCESS FORM, Page 1 of 2

CWS LEVELS			AGENCY TO BE NOTIFIED (IN ORDER OF PRIORITY)	PHONE	PERSON CONTACTED	DATE	TIME	BY (YOUR INITIALS)	F/U REQ?	COMP ✓
0	1	2	3					Or ID #	Y/N	
			X	CWS SIREN ACTIVATION						
A. FIRST RESPONDERS:										
			X	CC HEALTH SERVICES-HazMat IR Team OR COMM1 below)	(925) 646-1112 After Dec. 7, 2009: (925) 335-3232					
			X	CCC SO COMM 1	(925) 646-2441					
			X	IMPACTED POLICE DEPARTMENT						
			X	IMPACTED FIRE DEPARTMENTS						
B. IMPACTED AGENCIES:										
			X	ADJACENT POLICE DEPARTMENTS						
			X	C.H.P.	(707) 648-5550					
			X	CCC OES	(925)646-4461					
			X	LOCAL MEDIA (TV/RADIO/WEB)						
			X	LOCAL SCHOOL SUPERINTENDENT						
			X	AC TRANSIT	(510) 891-4908					
			X	LIDLAW SCHOOL BUS LINE	(510) 237-6677					
			X	P. G. & E.	(800) 743-5000					
			X	S.B.C.	(877) 823-9833					
			X	E.B.M.U.D.	(510) 835-3000					
			X	RICHMOND SANITARY	(510) 719-6193					
			X	EAST BAY REG. PARKS (AS NEEDED)	(510) 881-1121					
			X	AMERICAN RED CROSS (AS NEEDED)	(415) 427-8000					
			X	SALVATION ARMY (AS NEEDED)	(510) 262-0500					
			X	LOCAL CERT TEAMS						
C. REQUIRED BUT NOT A RESPONDER:										
			X	N.R.C.	(800) 424-8802					

CCC HEALTH SERVICES

IR Team Check List for a CWS Level 3 Incident

1. Ensure that sirens have been sounded (If sirens only have been activated go to Step #3)
 - a. Has facility initiated a Level 3 Sequence?
 - i. Yes – Sirens have been sounded
 - ii. No
 1. Can they initiate a Level 3 Sequence?
 - a. Yes, have them initiate their Level 3 sequence
 - b. No, You need to make sure that a Level 3 sequence is initiated
 - b. IR initiate a level 3 sequence
 - i. Does facility have a level 3 sequence in the computer?
 1. Yes, initiate this sequence
 2. No, initiate the generic sequence that is in the computer
 - ii. Ask COMM1 (925) 646-2441) to initiate a level 3 sequence the same as above
2. Go to Step # 4
3. If a sequence has not been activated and only sirens have been sounded the following needs to be completed
 - a. Send out messages to the media letting them know that a Shelter-in-Place has been sent to the appropriate locations – using a Level 3 Media template
 - b. Call COMM1 (925) 646-2441) to activate the appropriate TENS zones (Formerly CAN zones, changed to TENS on 07/01/04).
 - c. Call NWS (916) 979-3049) to initiate them sending out Shelter-in-Place information over their system
 - d. Send out information to the following agencies that a level 3 incident is occurring at the ABC facility in XYZ City:
 - i. COMM 1
 - ii. County OES
 - iii. CCCFPD
 - iv. Dispatch Centers (appropriate center first)
 1. Richmond
 2. Martinez
 3. Antioch
 4. Pinole
 - v. CHP
 - vi. BAAQMD
4. Send out 9-1-1 on group page and communicate over Nextel to assign jobs listed below (925) 677-6700 followed by 9-1-1)
 - a. Call TENS (518) 382-8030) to activate the appropriate TENS zones
 - b. Call NWS (916) 979-3049) to ensure that they have received the message from the CWS
 - c. Call KCBS (415) 765-4074 and Bay City News ((415) 552-8900
 - d. Contact the Health Officer on call (Note: Health Officer can be called through COMM 1 dispatch) (925) 646-2441)
5. Resound Sirens
 - a. Resound the siren(s) that are in the area that you are asking people to shelter-in-place every 20 to 30 minutes
 - b. If in the office, use the siren activation computer
 - c. If at home:
 - i. Use the laptop and activate the appropriate siren(s)
 - ii. Call COMM 1 and let them know the appropriate siren(s) to sound

CCC SHERIFF'S OFFICE O.E.S HAZMAT NOTIFICATION PROCEDURES

HAZMAT INCIDENTS (C/L #3) (Dated 18 Nov 03)

Item	Action
A	CWS Level 1 Incidents
A1	<input type="checkbox"/> Log the incident information
A2	<input type="checkbox"/> Verify that SO Dispatch (925-646-2441) has notified HAZMAT Duty Officer
A3	<input type="checkbox"/> Verify that SO Dispatch has notified the OOD
B	CWS Level 2 Incidents
B1	<input type="checkbox"/> Log the incident information
B2	<input type="checkbox"/> Verify that SO Dispatch has notified HAZMAT Duty Officer
B3	<input type="checkbox"/> Verify that SO Dispatch has notified the Health Officer
B4	<input type="checkbox"/> Verify that SO Dispatch has notified the OOD
B5	<input type="checkbox"/> Verify CWS Manager is notified
B6	<input type="checkbox"/> Consider releasing an EDIS Message (<i>See EDIS, Part I Section 7.0</i>)
B7	<input type="checkbox"/> Run Checklist #1 (<i>in Part I Section 3.0</i>)
B8	<input type="checkbox"/> Ensure County OES/SO PIO's are notified and kept current on situation
B9	<input type="checkbox"/> Notify Solano County OES/Dispatch (707-421-7090)
B10	<input type="checkbox"/> Notify Alameda County OES/Dispatch (925-667-7721)
B11	<input type="checkbox"/> Activate the EOC (Checklist #2) (<i>in Part II Section 10.0</i>)
B12	<input type="checkbox"/> Run EOC Position Activation Guide (Stage I) (<i>in Part I Section 3.0</i>)
B13	<input type="checkbox"/> If EOC receives multiple calls from the public/media, contact HAZMAT (925-646-2286 After December 7, 2009 – (925) 335-3232) during office hours and request a subject matter expert report to the EOC
B14	<input type="checkbox"/> Send appropriate RIMS reports
C	CWS Level 3 Incidents
C1	<input type="checkbox"/> Check EAS/CWS Zone map to determine which zones should be warned and send the EAS message (<i>See EAS, Part I Section 8.0</i>)
C2	<input type="checkbox"/> Generate an EDIS Message (<i>See EDIS, Part I Section 7.0</i>)
C3	<input type="checkbox"/> Verify with HAZMAT, that TENS system has been activated
C4	<input type="checkbox"/> Run Checklist #3 Items B1 through B7 and B9 through B14
C5	<input type="checkbox"/> Consider recommending airspace restrictions on flights if necessary. If requested by IC, call FAA Area Manager at FAA Air Route Traffic Control Center – (24 hr # 510-745-3331)
C6	<input type="checkbox"/> Initiate and send appropriate TRAK message (<i>See Part II Section 12.2</i>)

CCC SHERIFF'S OFFICE ESD CWS HAZMAT NOTIFICATION PROCEDURES

1. Notify Homeland Security Lieutenant.
2. Notify ESD Captain.
3. Verify that COMM1 is aware of incident.
4. Verify that OES Duty Person is aware of incident.
5. Check in with CCHS-HazMat IR Team to verify that they are aware of incident.
6. Check in with Hörmann America to verify that they are aware of incident.
7. Verify EAS and EDIS messages sent if applicable.
8. Monitor follow up communications.
9. Verify EAS and EDIS received "All Clear."

COUNTY GOVERNMENT INITIAL HAZMAT NOTIFICATION PROCESS FORM, Page 1 of 1

*** NOTE: COUNTY WILL NOTIFY AGENCIES ON CITY NOTIFICATION FORM (P. 11) FOR**

CWS LEVELS				AGENCY TO BE NOTIFIED (IN ORDER OF PRIORITY)	PHONE	PERSONAL CONTACT	DATE	TIME	INITIALS BADGE #	F/U REQ?	COMP ✓
0	1	2	3								
X	X	X	X	CWS ACTIVATION							
A. FIRST RESPONDER OR IMPACTED:											
X	X	X	X	CC HEALTH SERVICES HazMat IR Team	(925) 646-1112 After 12/7/2009: (925) 335-3232						
X	X	X	X	CCC SO COMM1	(925) 646-2441						
X	X	X	X	CCHS HEALTH OFFICER							
				CCC SO OES	(925) 646-4461						
				CCC SO CWS	(925) 646-4461						
			X	EAS							
			X	EDIS							
			X	DTSC							
B. IMPACTED AGENCIES:											
			X	IMPACTED CITY POLICE DEPT.							
		X	X	IMPACTED CITY OES (where applicable)							
			X	LOCAL MEDIA(KCBS, BAY CITIES)							
			X	LOCAL HOSPITALS							
			X	BART							
			X	BURLINGTON NORTHERN SANTA FE RAILROAD	(800) 832-5452						
			X	AMTRAK RAILWAY	(800) 331-0008						
C. REQUIRED BUT NOT A RESPONDER:											
			X	STATE OES	(800) 852-7550						
D. INTERESTED AGENCY:											
			X	ALAMEDA COUNTY							
			X	SOLANO COUNTY							

SAMPLE INITIAL INDUSTRY NOTIFICATIONS LEVEL THREE HAZMAT RELEASE

AGENCY BELOW NOTIFY AGENCIES ➤	CWS TERMINAL	COUNTY AGENCY	LOCAL GOVERNMENT	STATE OR REGIONAL AGENCIES	OTHER AGENCIES
NAME OF AGENCY					
INDUSTRY					
California Oils					
Chevron Texaco	PUSH BUTTON ACTIVAT'N	1. CCHS, COMM1	1. Richmond Dispatch	1. County OES, BAAQMD, NRC, CHP,	
		2. Medical		2. RWQCB, OES, EPA, USCG, CAL EPA	
		3. Coroner		3. DTSC, Cal OSHA	3. International Bird Rescue
Dow Chemical	PUSH BUTTON	1.	1. Sheriff & Pittsburg PD		
		2.			
General Chemical	NO				
Shell	PUSH BUTTON	CC HS, ConFire, CCSO, CCC OES	Martinez PD	BAAQMD	
Tesoro	PUSH BUTTON	1. CCHS, ConFire, CC COMM1	1. Martinez PD, Concord PD	1. County OES, USCG, NRC, CHP	
		2. CC OES	2.	2.	
		3.	3.	3.	
Loctite					
Conoco Phillips	PUSH BUTTON	CC HS, CC OES, CC SO Senior Dispatcher	RHFD,CCFD	BAAQMD, OES, NRC, CHP	
Rhodia	PUSH BUTTON				
		<i>1 = 1st Responder</i>	<i>Or Impacted</i>		
		<i>2 = Required but</i>	<i>Not a responder</i>		
		<i>3 = Interested</i>	<i>Agency</i>		

CWS RELEASE LEVELS

(From April 06, 2001 CWS Operation Protocols)

Levels of Notification and Response: There are four levels of notification and response.

- Level 0:** Is a communication level between the facility and Health Services. The purpose of this communication level is to inform the Health Services Incident Response Team of any non-standard activity at a facility where there is a potential for public concern. A Level 0 incident must be easily contained and controlled by plant personnel.
- Level 1** Is the notification level used to notify CC Health Services HazMat IR Team, the local fire and law enforcement 9-1-1 dispatchers that have CWS terminals, BAAQMD, USCG and County OES of an incident where there is an on-site problem that, if not contained, could cause an off-site health and safety problem.
- Level 2** Is for an incident requiring a response. At this level, there may be an off-site concern by the community; however, no health risk to the community is expected. CC Health Services HazMat IR Team, the local fire and law enforcement agencies/9-1-1 dispatch centers that are connected to the CWS, BAAQMD, USCG, and County OES are notified. Health Services and the local law enforcement and fire agencies will respond. An advisory notification will be made to the television stations and radio stations that are a part of the system.
- Level 3** Is for an incident requiring a response, outside assistance to the incident, and an off-site consequence is expected. Alerting will be done using sirens. The community will also be notified by sending messages to television and radio stations, by the automated telephone dialing system, and NOAA weather radios. CC Health Services HazMat IR Team, the local fire and law enforcement agencies/9-1-1 dispatch centers that are connected to the CWS, BAAQMD, USCG, and County OES will be notified. At this level, mutual aid may be required from government agencies and the Petrochemical Mutual Aid Organization (PMAO). The response to hearing the sirens and the message from media notification is to shelter-in-place and turn on a radio or television for more information.

Overview of Community Warning System Activation, Alerting, Notification and Emergency Response

If there is an incident of any level at a facility with a CWS computer terminal, the facility is to activate the CWS immediately. The facility will be able to activate the CWS by using the CWS computer terminal and/or a push button unit at the site. **Facilities with push-button capability are expected to use that option for a Level 3 incident.** CC Health Services HazMat IR Team or the facility can at any time during an incident increase the classification level (e.g. from a Level 2 to a Level 3). If it will not delay measures to protect the health and safety of the community, this change in classification should be done in coordination with the Incident Commander, the facility and other responding agencies.

CWS RELEASE LEVELS - ACTIVATION

- Level 0:** Upon Level 0 activation by a facility, the CWS communicates the event to CC Health Services HazMat IR Team.
- Level 1:** Upon Level 1 activation, the CWS will notify CC Health Services HazMat IR Team, the local fire and law enforcement agencies/9-1-1 dispatch centers, BAAQMD, USCG, and OES. There will be no media notifications or alerts to the community at this level.
- Level 2:** Upon Level 2 activation, the CWS will notify the same agencies notified for Level 1 activation. The programmed sequence for Level 2 activation will initiate a notification to the community through the Governor's Office of Emergency Services Emergency Digital Information Service (EDIS), which communicates with television and radio stations. The message given through EDIS to the radio and television stations is an advisory that states that there is an emergency at a particular facility and that most people will not be affected. CC Health Services HazMat IR Team will respond to a classification Level 2 incident. The local fire and law enforcement agencies may also respond to a classification Level 2 incident.
- Level 3:** Upon Level 3 activation, the CWS will notify the same agencies notified for Level 1 activation. CC Health Services HazMat IR Team, local fire department and law enforcement agencies will respond. Under the programmed sequence for Level 3 activation, the community will be notified by television and radio through the Emergency Alert System (EAS), EDIS, and by a telephone call using the automated telephone dialing system. The automated dialing system is initiated to make calls to those down wind from and nearest to the incident. The message given to the community using all the above communication routes will be to shelter-in-place and turn on a radio or television for updated information. The programmed sequence will also activate sirens to alert the community. Each facility has a predetermined grouping of sirens that will be sounded. It is also possible for the facility or CC Health Services HazMat IR Team to activate additional sirens as needed.

CITY EAS ACTIVATION REQUEST PROCEDURES

DRAFT

EAS MUST BE ACTIVATED BY THE COUNTY --

To REQUEST activation of the EAS (Emergency Alert Systems) Cities should:

1. Place a telephone call to CCC Sheriff's Office OES at (925) 228.5000.
2. Ask for Duty Officer to activate the EAS.
3. Leave a call back number where you can be reached by the Duty Officer if he/she is unavailable.
4. Duty Officer will return call within 10-15 minutes.
5. Give the Duty Officer the message you want to broadcast over the EAS.
6. Monitor EAS to ensure that the message is being broadcast, and that it is correct.
7. Update messages as needed by following above steps.

CITY EDIS ACTIVATION PROCEDURES

DRAFT

EDIS MUST BE ACTIVATED BY THE COUNTY --

To REQUEST activation of the EDIS (Emergency Digital Information Systems) Cities should:

1. Place a telephone call to CCC Sheriff's Office OES at (925) 228.5000.
2. Ask for Duty Officer to activate the EDIS.
3. Leave a call back number where you can be reached by the Duty Officer if he/she is unavailable.
4. Duty Officer will return call within 10-15 minutes.
5. Give the Duty Officer the message you want to broadcast over the EDIS.
6. Monitor EDIS to ensure that the message is being broadcast, and that it is correct.
7. Update messages as needed by following above steps.

**RPD OES OUTSIDE AGENCY EMERGENCY CONTACTS, Updated
09/01/2009**

AGENCY	24 HOUR EMERGENCY	ALTERNATE PHONE	OTHER
AC Transit 24 hour	(510) 891-4908	OR (510) 652-1121 Fax: (510) 891-4953	1600 Franklin, Oakland, Ca. 94602
American Red Cross	(415) 427-8000		
AMTRAK			
BART	(510) 834-1297	(510) 464-6751	
Bay Area Air Quality Control	(415) 771-6000		Complaints: 1-800-334-6347
Burlington North/Santa Fe Railway	(800) 832-5452		
C.H.P. 24 HR	(707) 648-5550	Non Emergency: 1-800-427-7623	3601 Telegraph, Oakland, Ca. 94609
CAER	(925) 313-9296	FAX: (925)313-9176	1330 Arnold Drive # 271, Martinez, Ca, 94553
CalTrans	(510) 286-5209		
CC County Environmental Health	(925) 692-2500	Div. Director (925) 692-2558	
CC County Health Services	(925) 370-5064	Dr. Walker (925) 370-5007	
CCC Haz Mat	(925) 646-1112 After 12/7/2009: (925) 335-3232	(925) 646-2286 After 12/7/2009: (925-335-3200	
CCC EMS	(925) 646-4690		
CCC OES	(925) 646-4461		50 Glacier Drive, Martinez, Ca. 94553
CCC CWS	(925) 646-4461	(925) 383-9627 (cell)	Lis Klute
Chevron Texaco Richmond	(510) 242-4200	(510) 242-5000, Chief Ayers	(510) 242-5853 fax
EBMUD	(510) 287-0853	(510) 287-0855	(510) 287-0816
FBI	(415) 553-7400	(415) 575-5028, EOC	
FEMA	(415) 923-7100		San Francisco
General Chemical	(510) 232-7629		525 Castro Street, Jeff Jakonczuk,
Hilltop Mall Security	(510) 223-6900		
Hormann America	(925) 228-2152	(925) 383-7435, Efraim Petel, cell	815 Arnold Dr. # (925) 383-7436 Dan Cell
Kaiser Hospital	(510) 307-3077	(510) 307-3090	901 Nevin Ave., Richmond

AGENCY	24 HOUR EMERGENCY	ALTERNATE PHONE #	OTHER
Laidlaw Bus Line	(510) 237-6677	(510) 237-4472	Fax: (510) 237-0440
National Weather Service	(415) 876-9382	(408) 656-1719	
Oakland OES	(510) 238-4765	(510) 238-3938	
P.G. & E. 24 HR	(800) 743-5000	(510) 427-2810	
RACES	(510) 222-4990	(510) 399-4557	(510) 399-4557 Robbie Robinson Cell
Richmond Radio Alert	(510) 233-3894, D.Hembre	(510) 237-6089 Bob Seymour	
SBC Telephone Co. 24 HR	(916) 977-7777 (HazMat)	(800) 275-0014 (Law Enforcement Use)	(The 800 # for use in imminent death cases)
Social Security Administration	(510) 233-3894	Carolyn Green	1221 Nevin Ave
Santa Fe Railway	SEE Burlington Northern/SF		
State Dept. Of Health	(510) 307-8409	(510) 307-8420 Gary Gascoigne,	
State OES Reg. II	(510) 286-0895		1300 Clay Street, Oakland, Ca. 94607
State OES	(800) 852-7550		Sacramento
WCUSD - 24 hr	(510) 620-2246 WK (510) 236-0171	Paul Ehara (510) 812-0021 (C)	
WESTCAT	(510) 734-3331 (08:00 am -6:00 pm)	(510) 724-7993 (6:00 pm – 10:00 pm)	Fax: (510) 724-5551

**MEDIA PHONE LISTING - T.V. AND RADIO, Updated:
02/18/04**

NAME/CHANNEL	DEPARTMENT	PHONE #	MISC. INFO.
TELEVISION			
BAY CITIES NEWS	General Information	415.552.8900	
	Fax	415.552.8912	
KTVU - Channel 2	General Information	510.834.1212	
	Assignment/News Desk	510.874.0242	
	Fax	510.451.2610	
KRON- Channel 4	General Information	415.441.4444	
	Assignment/News Desk	415.561.8905	
	Fax	415.561.8136	
KPIX- Channel 5	General Information	415.362.5550	
	Assignment/News Desk	415.765.8610	
	Fax	415.765.8916	
ABC - Channel 7	General Information	415.954.7777	
	Assignment	415.954.7321	
	News Desk	415.954.7926	
	Fax	415.956.6402	
NBC – Channel 11	General Information	408.286.1111	
	News Desk	408.297.8780	
	Fax	408.286.1530	
KCRT- Cable 28	General Info./News	510.620.6759	
City of Richmond	Fax	510.620.6713	
CCTV (CCC) Cable	Assignment/News Desk	925.313.1180	
	Fax	925.313.1185	

**MEDIA PHONE LISTING - T.V. AND RADIO, Updated:
02/18/04**

NAME/CHANNEL	DEPARTMENT	PHONE #	MISC. INFO.
CNN-Cable News	General Information	415.438.5000	
Network	Assignment/News Desk	415.438.5055	
	Fax		
FOX News	News Desk	510.874.0242	
	Fax	510.874.0182	
RADIO:			
KLAX- FM 90.7	General Information	510.642.1111	
	Assignment/News Desk	510.642.0993	
	Fax		
KCBS- AM 740	General Information	415.765.4000	
	Assignment/News Desk	415.765.4113	
	Fax	415.765.4080	
KCOR-AM 790	City of Richmond KCRT	510.620.6759	
	Fax	510.620.6713	
KGO- AM 810	General Information	415.954.8100	
	Assignment/News Desk	415.954.8142	
	Fax	415.954.8686	
KPFA-FM 94.1	General Information	510.848.6767	
	Assignment/News Desk	510.848.6767 X 699	
	Fax	510.848.4189	
KPIX- FM 95.7	General Information	415.362.5550	
	Assignment/News Desk	415.765.8610	
	Fax	415.765.8916	

DEFINITIONS

BAAQMD	Bay Area Air Quality Management District
CCC	Contra Costa County
CCCFPD	Contra Costa County Fire Protection District
CCHS-HazMat	Contra Costa County Health Services Department- Hazardous Materials Incident Response Team
CCCSO	Contra Costa County Sheriff's Office
CCC SO COMM1	Contra Costa County Sheriff's Office Dispatch
CCCSO OES	Contra Costa County Sheriff's Office, Office of Emergency Services
CCCSO ESD CWS	Contra Costa County Sheriff's Office, Emergency Services Division, Community Warning Systems
CERT	Community Emergency Response Teams
CHP	California Highway Patrol
CWS	Community Warning System
EAS	Emergency Alert System
EBMUD	East Bay Municipal Utility District
EDIS	Emergency Digital Information System
HazMat	Hazardous Material
NRC	National Response Center
NWS	National Weather Service
OES	Office of Emergency Services
PG & E	Pacific Gas and Electric
RWQCB	Regional Water Quality Control Board
TENS	Telephone Emergency Notification System
TIS	Travelers Information System
USCG	United States Coast Guard
WCUSD	West County Unified School District

APPENDIX 13-10 AGENCY LISTING

LOCAL GOVERNMENT

Law Enforcement Agencies

Contra Costa County Sheriff- Coroner

651 Pine St., 7th Floor, Martinez, CA 94553 - (925) 335-1500

Antioch Police Department

300 L St., Antioch, CA 94509 - (925) 779-6900

Brentwood Police Department

500 Chestnut St., Brentwood, CA 94513 - (925) 634-6911

Clayton Police Department

6000 Heritage Trail, Clayton, CA 94517 - (925) 673-7350

Concord Police Department

1350 Galindo St., Concord, CA 94520 - (925) 671-3333

Danville Police Department

510 La Gonda Way, Danville, CA 94526 - (925) 820-4481

El Cerrito Police Department

10900 San Pablo Ave., El Cerrito, CA 94530 - (510) 215-4400

Hercules Police Department

111 Civic Dr., Hercules, CA 94547 - (510) 799-8260

Kensington Police Department

217 Arlington Ave., Kensington, CA 94707 - (510) 526-4141

Lafayette Police Department

3675 Mount Diablo Blvd. #130, Lafayette, CA 94549 - (925) 284-5010

Martinez Police Department

525 Henrietta St., Martinez, CA 94553 - (925) 372-3440

Moraga Police Department

350 Rheem Blvd., Moraga, CA 94556 - (925) 376-2515

Oakley Police Department

210 O'hara Ave., Oakley, CA 94561 - (925) 625-6700

Orinda Police Department

26 Orinda Way, Orinda, CA 94563 - (925) 254-6820

Pinole Police Department

880 Tennent Ave., Pinole, CA 94564 - (510) 724-8950

Pittsburg Police Department

55 Civic Ave., Pittsburg, CA. 94565 - (925) 439-4980

Pleasant Hill Police Department

330 Civic Dr., Pleasant Hill, CA 94523 - (925) 671-4600

Richmond Police Department

401-27th St., Richmond, CA 94804 - (510) 620-6656

San Pablo Police Department

5 Alvarado Sq., San Pablo, CA 94806 - (510) 215-3130

San Ramon Police Department

2222 Camino Ramon, San Ramon, CA 94583 - (925) 275-2270

Walnut Creek Police Department

1666 North Main St., Walnut Creek, CA 94596 - (925) 943-5844

Fire Agencies

Contra Costa County Fire Protection District

2010 Geary Rd., Pleasant Hill, CA 94523 - (925) 941-3502

Crockett-Carquinez Fire Protection District

746 Loring Ave., Crockett, CA 94525 - (510) 787-2717

East Contra Costa Fire Protection District

134 Oak St., Brentwood, CA 94513 - (925) 634-3400

El Cerrito Fire Department

10900 San Pablo Ave., El Cerrito, CA 94530 - (510) 215-4450

Kensington Fire Protection District

10900 San Pablo Ave., El Cerrito, CA 94530 - (510) 215-4450

Moraga-Orinda Fire Protection District

33 Orinda Way, Orinda, CA 94563 - (925) 254-1110

Pinole Fire Department

880 Tennent Ave., Pinole, CA 94564 - (510) 724-8970

Rodeo-Hercules Fire Protection District

1680 Refugio Valley Rd., Hercules, CA 94547 - (510) 799-4561

Fire Agencies with Hazardous Materials Response Teams

Richmond Fire Protection District
330-25th St., Richmond, CA 94804 - (510) 307-8046

San Ramon Valley Fire Protection District
1500 Bollinger Canyon Rd., San Ramon, CA 94583 - (925) 838-6600

Other Local Agencies

Contra Costa County Health Services Department
Hazardous Materials Programs Office (CCCHSD-HazMat)
4333 Pacheco Blvd., Martinez, CA 94553 - (925) 646-2286
After December 7, 2009: 4585 Pacheco Blvd., Martinez, CA 94553 – (925) 335-3200

Contra Costa County Office of Emergency Services (County OES)
50 Glacier Dr., Martinez, CA 94553 - (925) 646-4461

Contra Costa County Emergency Medical Services Agency (County EMS)
50 Glacier Dr., Martinez, CA 94553 - (925) 646-4379

Contra Costa County Public Works Department
2475 Waterbird Way, Martinez, CA 94553 - (925) 313-7000

Contra Costa County Department of Agriculture (County AG)
2366 A Stanwell Circle, Concord, CA 94520 - (925) 646-5250
3020 Second Street, Knightsen, CA 94548 – (925) 427-8610

Contra Costa County Sanitary Districts:

Byron Sanitary, P.O. Box 309, Byron, CA 94514 - (925) 625-2279
Central Contra Costa, 5019 Imhoff Place, Martinez, CA 94553 - (925) 229-7288
City of Brentwood Sanitation, 708 3rd St., Brentwood, CA 94513 - (925) 634-7098
City of Pinole, 2121 Pear St., Pinole, CA 94565 - (510) 724-9010
City of Richmond, 601 Canal Blvd., Richmond, CA 94804 - (510) 412-2014
Crockett-Valona Sanitary, P.O. Box 578, Crockett, CA 94525 - (510) 787-2992
Delta Diablo Sanitation, 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 - (925) 778-4040
Dublin-San Ramon Services, 7051 Dublin Blvd., Dublin, CA 94568 - (925) 846-0568
Ironhouse Sanitary, P.O. Box 1105, Oakley, CA 94561 - (925) 625-2279
Mountain View Sanitary, P.O. Box 2757, Martinez, CA 94553 - (925) 228-5635
Rodeo Sanitary, P.O. Box 97, Rodeo, CA 94572 - (510) 799-2970
Stege Sanitary, P.O. Box 537, El Cerrito, CA 94530-0537 - (510) 524-4668
West County Wastewater, 2910 Hilltop Dr., Richmond, CA 94806 - (510) 237-6603

Contra Costa County District Attorney's Office (County DA)
Main Office: P.O. Box 670, Martinez, CA 94553 (925) 957-2200
Special Operations: 627 Ferry Street, Martinez, CA 94553 - (925) 646-4500

Clean Water Programs

Contra Costa County Clean Water Program (Unincorporated)
255 Glacier Drive, Martinez, CA 94553 - (925) 313-2259

Antioch Clean Water Program
Antioch Public Works, P.O. Box 5007, Antioch, CA 94531 - (925) 779-7097

Brentwood Clean Water Program
Brentwood Public Works, 708 Third Street, Brentwood, CA 94531 - (925) 516-5169

Hercules Clean Water Program
Hercules Public Works, 111 Civic Drive, Hercules, CA 94547 - (510) 799-8242

Pittsburg Clean Water Program
Pittsburg Public Works, P.O. Box 1518, Pittsburg, CA 94565 - (925) 439-4122

San Pablo Clean Water Program
San Pablo Public Works, One Alvarado Square, San Pablo, CA 94806 - (510) 215-3057

STATE GOVERNMENT

California Highway Patrol (CHP)
Golden Gate Division - 1551 Benicia Rd., Vallejo, CA 94591 - (707) 648-4055

California Department of Fish and Game (DFG)
Region 3 Headquarters
P.O. Box 47, Yountville, CA 94599 - (707) 944-5513
Oil Spill Prevention & Response Office -
P.O. Box 944209, Sacramento, CA. 94244-2090 - (916) 324-9829

State Office of Emergency Services (State OES)
2800 Meadowview Rd., Sacramento, CA 95832 - (916) 262-1734

California Department of Transportation (CALTRANS)
District 04 - P.O. Box 23660, Oakland, CA 94623-0660 - (510) 286-4492

Bay Area Air Quality Management District (BAAQMD)
939 Ellis St., San Francisco, CA 94109 - (415) 771-6000

State Water Resources Control Board (SWRCB) / Regional Water Quality Control Boards (RWQCB)
San Francisco Bay Region - 2101 Webster St., Ste. 500, Oakland, CA 94612 (510) 286-1255
Central Valley Region - 3443 Routir Rd., Sacramento, CA 95827 - (916) 255-3030

State Department of Water Resources (DWR)
3251-S St., Room A-7, Sacramento, CA. 95814 - (916) 227-7519

State Department of Conservation - Division of Oil, Gas and Geothermal Resources (DOGGR)
District 6 - 801 K St., Sacramento, CA 95814 - (916) 322-1110

California State Lands Commission

725 B Alfred Novel Dr., Hercules, CA 94547 - (510) 741-4950

State Military Department - California National Guard

9800 Goethe Rd., Sacramento, CA. 95814 - (916) 854-3440 (24 hr.)

California Department of Forestry and Fire Protection - Sunshine Forest Fire Station

11851 Marsh Creek Rd., Clayton, CA 94517 - (925) 672-6400

California Environmental Protection Agency - Dept. of Pesticide Regulation (CAL EPA-DPR)

District Office - 3065 Richmond Parkway, Ste. 106, Richmond, CA 94806 - (510) 669-0295

Main Office - 1020 N St., Rm. 100, Sacramento, CA 95814 - (916) 324-3954

California Department of Parks and Recreation

96 Mitchell Canyon Rd., Clayton, CA 94517 - (925) 673-2891

California Occupational Safety and Health Administration (CAL-OSHA)

Regional Office - 1465 Enea Circle, Bldg. E, Suite 900, Concord, CA 94520 (925) 602-6517

Main Office - 2424 Arden Way, Suite 125, Sacramento, CA 95825 - (916) 263-2824

State Air Resources Board (ARB)

P.O. Box 2815, Sacramento, CA. 95812 - (916) 322-6022

State Office of the Attorney General

P.O. Box 94244, Sacramento, CA. 94244-2550 - (916) 324-5003

State Emergency Medical Service Authority (EMSA)

1930-9th St., Sacramento, CA. 95814 - (916) 332-4336 Ext. 306

California Environmental Protection Agency - Dept. of Toxic Substances Control (CAL EPA-DTSC)

Region 2 Office - 700 Heinz, Ste. 200, Berkeley, CA 94710 - (510) 540-3856

Headquarters - 301 Capitol Mall, 2nd Floor, Sacramento, CA. 95814 - (916) 323-3658

State Department of Health Services - Radiologic Health Section (DHS-RHS)

Regional Office - 2151 Berkeley Way, Annex 2, Berkeley, CA. 94704 - (510) 540-2014

California State Fire Marshal (CSFM)

P.O. Box 944246, Sacramento, CA. 94244-2460 - (916) 445-8437

FEDERAL GOVERNMENT

United States Coast Guard (USCG) Sector San Francisco

Yerba Buena Island, San Francisco, CA 94130-9309 - (415) 399-3547

United States Environmental Protection Agency (US-EPA) Region 9

75 Hawthorne St., San Francisco, CA 94105 - (415) 744-2330

24-hour Spill # (415) 947-4400

Department of Energy (DOE)

Livermore Site, P.O. Box 808, L-293, Livermore, CA 94551 - (925) 422-0138

APPENDIX 13-11

CIVIL SUPPORT TEAM (WMD)

Fact Sheet

□ *What is the Civil Support Team?*

The *Civil Support Team (Weapons of Mass Destruction)*, also known as *CST*, is a federally funded State National Guard unit established under Presidential Decision Directive 39. The full-time unit is stationed in state. There are 10 fulltime teams that entered service in 2000, 17 CST's that were activated in late 2001, and 5 additional CST's that were activated in 2002. Originally designated "*RAID*" for *Rapid Assessment and Initial Detection*, the teams were renamed to emphasize their supporting role to civil authorities.

□ *What is the mission of a CST?*

The CST organization was designed to augment local and regional terrorism response capabilities in events known or suspected to involve Weapons of Mass Destruction. WMD events are incidents involving hostile use of chemicals (such as nerve or blister agent), biological (for example, anthrax), or radiological agents. The team can be en route within four hours to support civil authorities in the event or suspicion of a WMD attack.

Specifically, the CST deploys to an area of operations to:

Assess a suspected chemical, biological, radiological, nuclear or high yield explosive (CBRNE) event in support of a local Incident Commander;

Advise civilian responders regarding appropriate response actions, and;

Facilitate requests for assistance to expedite arrival of additional state and federal assets to help save lives, prevent human suffering, and mitigate great property damage.

□ *What capability does a CST bring to Emergency Responders?*

The CST will never replace the First Responder, but will augment local resources with special capability as the first *military* responder. The team integrates with the Incident Command System (ICS) in support of the local Incident Commander, providing a crucial capability between the initial local response and that of follow-on federal assets. Municipal Fire, HazMat, Police, and EMS agencies have a proven capability to deal with most emergencies. Larger incidents use mutual aid plans and the ICS to cope with the emergency. However, a WMD attack would present unique obstacles--such as identification of a weaponized agent or spread of contamination--that could quickly overwhelm existing local and state resources.

The CST provides rapid presumptive analysis of chemical or radiological hazards, and presumptive identification of biological agents at a WMD Incident.

The team uses special military and commercial detection and communications equipment and is trained for WMD response. Advice on event mitigation, medical treatment, follow-on resources, and other response concerns are provided to the Incident Commander.

□ *How does a CST operate at a WMD event?*

Upon arrival at a WMD Incident, the CST Commander receives support objectives from the Incident Commander. Using specialized equipment and wearing protective gear, the CST can verify the perimeter of the exclusion zone, then send entry teams into the contaminated area or "hot zone" to conduct reconnaissance, survey, detection and sampling missions.

Survey results are assessed, and computer hazard modeling projects downwind contamination and how large an area to evacuate. A Mobile Laboratory provides on-site analysis of CBRNE agents, and prepares samples for further analysis by state and federal labs or law enforcement agencies. A Communications Suite integrates CST radios with local responders, and facilitates widebandwidth data "reach back". Communications reach back relays expert assessment from expert state and federal agencies--such as Center for Disease Control--to the scene.

□ **What equipment does a CST use?**

A wide range of low and high-tech devices are used, including the latest military hardware and commercial equipment:

Personal Protective Equipment

Self-Contained Breathing Apparatus (1-hr air supply)
 Rebreather (4-hr air supply)
 Level A Suit, totally encapsulated; Level B Suit; Military MOPP Gear with M-40 Mask
 Tactical Decontamination Gear for self-decon

Reconnaissance, Detection, Sampling Gear

Digital Still Camera; Video Camera
 Entrylink; Real-Time, wireless, deconable video system out to 2 miles
 Photo-Ionization Detector (PID) - detection of combustible and volatile gasses
 Improved Chemical Agent Monitor (ICAM) - point-detection of Nerve and Blister Agents M-22
 Chemical Agent Detector (ACADA)- area-detection of Nerve and Blister Agents M-8 Paper; M-9 Paper - detection of liquid Nerve and Blister Agents
 M-256 Kit - "vapor" detection of Nerve, Blister, Blood Agents
 Portable Gas Chromatograph/Mass Spectrometer- identification of over 150,000 Volatile Organic Compounds (VOC) and most weaponized Chemical Agent vapors
 AN/UDR-13; ANNDR-2, AN/PDR-77 Radiac Sets - detection and measurement of Alpha, Beta, Gamma, Neutron and X-Ray radiation sources
 Handheld Immunoassay tickets - presumptive detection of Biological Agents
 000 Sampling Kit - ISO 9001 certified clean sampling collection kit
 Colorimetric Tubes - detection of VOCs

Computer Modeling and Response Database Systems

Joint Assessment of Catastrophic Events (JACE) - web-based hazard plume modeling Hazard Prediction and Assessment Capability (HPAC) - simulate effects of customized CBRNE weapons
 Consequence Assessment Tool Set (CATS)- manages array of automated modeling tools
 IClient- provides 3D hazard plume modeling through NARAC databases

Unified Command Suite (UCS) - communications van

12.5 kW power supply and environmental control unit
 KU-Band SA TCOM - wide-bandwidth for data and voice reachback; Secure capable
 INMARSAT-B - portable data and voice SATCOM
 Motorola VHF/UHF AM/FM Transceiver - intra-team comms and Responder comms
 -- 136-178 MHz; 403-470 MHz; 470-520 MHz; and 851-868 MHz
 HF SSB - team to military comms
 Military VHF/UHF/UHF SATCOM Radios, 30-512 MHz (Secure) DAMA,
 --SINCGARS Multiband Scanner
 Team Radios - Motorola XTS-300 403-470 MHz
 Cellular Telephone, and Local Area Network for Laptop Computers
 Iridium Satellite phone

Analytical Laboratory System

Inificon HAPSITE Gas Chromatograph/Mass Spectrometer (GC/MS) - Identification of over 120,000 volatile organic compounds
 Thermo-Nicolet Avatar 370 Fourier Transformation Infra-red Spectrometer (FTIR) identification of high boiling point compounds and solids

JPO Immunoassay Tickets - for identifying biological organisms and toxins

Idaho Technologies RAPID Polymerase Chain Reaction (PCR) Thermocycler -identification of microbiologic organisms

Bicron FieldSpec Nal Spectrometer for identifying gamma emitting radioactive materials

What special skills does CST offer?

The CST combines the skills of six sections: Command, Operations, Survey, Medical, Communications, and Logistics/Administration. Its 22 full-time soldiers and airmen bring a wide range of career experience from the civilian sector. Each team member completes over 850 hours of technical training by agencies including National Fire Academy (NFA), Department of Defense, Department of Energy, and EPA. Individuals are all trained to the HazMat Technician response level or above. Teams train collectively on WMD scenarios, and drill with local responders for coordinated response effort. Prior to certification, each team undergoes an external evaluation involving over 40 individual tasks of CBRNE operations that are unique to the CST mission.

Standard Operating Procedures are continually updated, using new WMD response methods aligned to standards set forth by OSHA and NFA. Regular coordination is conducted with state emergency management, fire academies, law enforcement, and health departments--all partners in planning for WMD response.

How is CST notified?

Requests for assistance follow established emergency mutual aid notification, through counties, to the State Office of Emergency Services (SOES). The National Guard Bureau also has a 24/7 Operation Center that can facilitate requests for assistance with the closest, ready and available team. At first notification of a probable WMD event, the team will assemble for rapid deployment. Authority to deploy the team rests with the Governor, through The Adjutant General. Additionally, Military Support guidelines allow the CST Commander to respond immediately to valid civil requests that involve imminent threat to life and property. The team is on-call 24 hours, 7 days a week.

The CST can be enroute within 3 hours of notification. Primary mode of transportation is 8 modified commercial vehicles, and the unit is also air-transportable. Early recognition and notification of WMD events is essential. Several initiatives--such as the Domestic Preparedness Program and SOES' model county plans--encourage inclusion of WMD protocols and response assets into local and county emergency plans.

Who manages the CST?

On-scene, the CST provides *tactical support* to the Incident Commander. Team members work for the CST Commander, who is under *operational control* of The Adjutant General.

The team will deploy in its normal USC Title 32 status as a state asset, remaining under operational control of the Governor. Interstate compacts and arrangements between respective Governors and their Adjutants General and the National Guard Bureau facilitate deployments to a State not having a CST. If federalized under USC Title 10, the CST would work for a federal chain of command, like a Task Force Commander.

For Further Information

Contact your nearest Civil Support Team (510) 780-0683 or State National Guard Headquarters (916) 854-3440 or call the National Guard Bureau Public Affairs Office at (703) 607-2584