

ANNEX Q

HAZARDOUS MATERIALS & OIL SPILL RESPONSE

City of Burnet

APPROVAL & IMPLEMENTATION

Annex Q

Hazardous Materials & Oil Spill Response

Signature

Date

Signature

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**ANNEX Q
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I. AUTHORITY

A. Federal

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980*.
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986*.
3. 29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*.
4. 40 CFR 68, *Clean Air Act*.
5. 40 CFR 261, *Resource Conservation and Recovery Act*

B. State

1. Texas Health and Safety Code, Chapter 502, *Texas Hazard Communication Act*.
2. Texas Health and Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act*.
3. Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act*.
4. Texas Health and Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act*.

C. Local

See Basic Plan, Section I.

II. PURPOSE

This annex establishes the policies and procedures under which the City of Burnet will operate in the event of a hazardous material incident or oil spill. It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of hazardous material.

III. EXPLANATION OF TERMS

A. Acronyms

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
DEM	Division of Emergency Management
DPS	Department of Public Safety
DSHS	Department of State Health Services
EHS	Extremely Hazardous Substances
EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator

EHS	Extremely Hazardous Substances
EMC	Emergency Management Coordinator
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide (U.S. Department of Transportation)
GDEM	Governor's Division of Emergency Management
GLO	General Land Office
HC	Hazardous chemicals
HS	Hazardous substances
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
NRC	National Response Center
NRP	National Response Plan
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RRC	Railroad Commission
RRT	Regional Response Team
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (Also known as EPCRA)
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SOC	State Operation Center
SONS	Spill of National Significance
SOP	Standard operating procedures
TCRA	Texas Community Right to Know Act(s)
TCEQ	Texas Commission on Environmental Quality
TxDOT	Texas Department of Transportation

B. Definitions

1. Accident site is the location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute exposure is an exposure, of short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals are chemicals that can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.
4. CHEM-TEL is a private company, listed in the Emergency Response Guidebook, which provides emergency response organizations with a 24-hour phone response for chemical emergencies.
5. CHEMTREC. The Chemical Transportation Emergency Center (CHEMTREC) is a centralized, toll-free telephone service providing advice on the nature of chemicals and steps to take in handling the early stages of transportation emergencies involving hazardous chemicals. Upon request,

CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

6. Cold Zone is the area outside the Warm Zone (contamination reduction area) that is free from contaminants.
7. Extremely hazardous substances (EHS) are substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). Section 312 of EPCRA and Texas community right-to-know acts (TCRAs) requires annual reports to the SERC, LEPCs, and local fire departments of EHS inventories above certain threshold quantities. Section 304 of EPCRA and state regulations require reports to the National Response Center, the SERC, and local agencies of EHS releases that exceed certain quantities. A list of the roughly 360 EHSs and pertinent reporting quantities is in 40 CFR 355.
8. Hazard is the chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard analysis is the use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area. The purpose of hazard analysis is to estimate the portions of a community that a release of such materials may affect.
10. Hazardous chemicals (HC) are chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time must report inventories of such chemicals annually to the SERC in accordance with TCRAs.
11. Hazardous material (hazmat) is a substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed is a hazmat. Hazmat includes EHSs, HSs, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. Hazardous substance (HS) are substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, must report inventories of such substances annually to the SERC in accordance with TCRAs. The CERCLA, section 304 of EPCRA, and state regulations require reports to the National Response Center, the SERC, and local agencies of HS releases above certain levels. A list of the roughly 720 HS and pertinent reporting quantities is in 40 CFR 302.4.
13. Hot Zone. The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.
14. Incident Commander. The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison

with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).

15. Incident Command System. A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.
16. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize danger, and provide the basis for long-term community recovery and prevention activities.
17. National Response Center (NRC). Interagency organization, operated by the US Coast Guard, that receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.
18. National Incident Management System (NIMS). The system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.
19. On-scene. The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.
20. Plume. A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.
21. Regulated facility. A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.
22. Reportable quantity. The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.
23. Response. The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.
24. Risk Management Plan (RMP). Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of

the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.

25. Spill of National Significance (SONS). A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of Federal, State, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.
26. Toxic substances. Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.
27. Vulnerable Facilities. Facilities which may be of particular concern during an hazmat incident because they:
 - a. Are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),
 - b. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or
 - c. Include large concentrations of people (shopping centers, recreation centers)
28. Warm Zone: An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Hazardous materials are commonly stored and transported in the local area; therefore, hazmat incidents may occur.
2. The City of Burnet has the lead in the initial response to a hazmat incident that occurs within its jurisdiction. Annex M, Resource Management lists hazmat response resources. Following is a summary of the local hazmat incident response capability:

The city has very limited resources with which to respond to a hazardous materials incident or an oil spill. Any event requiring Level A or B chemical suits would exceed local capacity. The city has few trained responders, little equipment, and no dedicated Hazardous Materials Response Unit (HMRU). LCRA would be requested to respond due to the potential impact on area watersheds. The LCRA office in Austin would coordinate the deployment of the HMRU to the site and would begin containment, isolation, and clean-up activities. Additionally, Lampasas FD HazMat Team or Williamson County HazMat Team are available for mutual aid. There are no industrial hazmat response teams in the city or county and the City of Burnet has no established contracts with commercial firms for on-call response assistance. External assistance would be required in dealing with large spills or those involving extremely hazardous substances. Among initial actions taken by the city, an immediate request for assistance would be made to the DDC Chair in Austin.

3. **The information contained in this annex is primarily for informational purposes. The city would depend on regional and state response assets for any event involving hazardous materials or significant oil spills.**
4. Although radiological materials are hazardous materials in many classification schemes, Annex D, Radiological Protection covers detailed planning for incidents involving these materials.
5. Appendix 5 identifies vulnerable facilities potentially at risk from a hazmat release.
6. Appendix 6 identifies regulated facilities that may create a hazmat risk in the local area.
7. Appendix 7 identifies hazardous materials transportation routes that may pose a threat to the local area.
8. Appendix 8 describes evacuation routes from risk areas surrounding regulated facilities.
9. Pursuant to the EPCRA, the local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
10. The City of Burnet Local Emergency Planning Committee is responsible for providing assistance to the city in hazardous materials planning.

11. Emergency worker protection standards provide that personnel may not participate in the response to a hazmat incident without proper training and appropriate personal protective equipment. See Appendix 3.

B. Assumptions

1. An accidental release of hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
2. A major transportation hazmat incident may require the evacuation of citizens at any location within the city.
3. Regulated facilities will report hazmat inventories to the Fire Marshal and the LEPC. Crude oil is not a reportable substance.
4. In the event of a hazmat incident, regulated facilities and transportation companies will promptly notify the county of the incident and make recommendations to local emergency responders for containing the release and protecting the public.
5. In the event of a hazmat incident, appropriate protective action recommendations for the public will be made, followed by dissemination and implementation of the recommendations.
6. The time available to determine the scope and magnitude of a hazmat incident will influence protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.
8. Typically, 80 percent of the population in affected areas will voluntarily evacuate. Some residents will leave by routes other than those designated by emergency personnel. Some residents of unaffected areas may evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
10. The City of Burnet Local Emergency Planning Committee (LEPC) will assist the city in preparing and reviewing hazardous material response plans and procedures.

V. CONCEPT OF OPERATIONS

A. Prevention

The purpose of hazardous materials mitigation is to reduce the threat to lives and property during a hazmat incident. The City of Burnet's hazardous materials mitigation activities include:

1. A chemical hazard analysis was performed to identify the types and quantities of hazardous materials present in the city at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.
2. Data on the hazmat inventories at local regulated facilities is received and maintained for use in emergency planning. Appendix 6 identifies regulated facilities.
3. Local hazmat transportation routes have been identified. See Appendix 7.
4. Approved routes for hazardous cargo have been established, depicted in Appendix 7.
5. The Fire Marshal performs periodic inspections of facilities that make, use, or store hazardous materials.
6. The City of Burnet monitors land use/zoning to ensure local officials are aware of plans to build or expand facilities that make, use, or store hazardous materials. Local officials can then assess and minimize the potential impact of such facilities.

B. Preparedness

To enhance the preparedness of its emergency responders and the public, the city has:

1. Developed and conducted public education programs on chemical hazards and related protective actions.
2. Identified emergency response resources for hazmat incidents. See Annex M, Resource Management.

C. Response

1. Incident Classification. To facilitate the proper incident response, a three level incident classification scheme will be used. The first responder on the scene will initially classify the incident. The Incident Commander will update the classification as required.
 - a. Level I – Incident. An incident is a situation limited in scope and potential effects; involves a limited area and/or limited population; the evacuation or in-place sheltering, warning and public instruction limits are typically within the immediate area of the incident, not community-wide. One or two local response agencies or departments acting under an incident commander handle the incident. The incident may require limited external assistance from other local response agencies or contractors. A Level I event will severely stress the county's response capacity, possibly overwhelming it.

- b. Level II – Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. It could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. The situation may require a sizable multi-agency response operating under an incident commander, some external assistance from other local response agencies and contractors, and limited assistance from state and federal agencies. A Level II or Level III event will instantly overwhelm the county’s response capacity, requiring immediate regional and state assistance.
- c. Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its internal resources. It involves a large area, a sizable population, and/or critical resources. It may require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations and requires community-wide warnings and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

2. Initial Reporting

- a. It is expected that a citizen who discovers a hazardous material incident will immediately notify the county through the 9-1-1 system and provide some information on the incident.
- b. Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify the Burnet County Sheriff’s Office Communications Center and provide as much information as possible.
- c. The law requires operators of regulated facilities and hazmat transportation systems to report certain types of hazmat releases. For hazmat incidents occurring at regulated facilities, a facility representative at a regulated site must immediately notify the Burnet County Sheriff’s Office Communications Center and provide information for a Hazardous Materials Incident Report. See Appendix 2.
- d. Upon receiving a Hazardous Materials Incident report, the Burnet County Sheriff’s Office Communications Center will initiate responder notifications appropriate to the incident classification (Level I, II, or III) according to its SOG.

3. Response Activities

- a. The first firefighter or law enforcement officer on the scene should initiate the incident command system, establish an incident command post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Appendix 1. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise the Communications Center and begin such actions.
- b. As other responders arrive, the senior firefighter will generally assume the role of Incident Commander for hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist in Appendix 1.

- c. Local authorities may activate the EOC for a Level I (Incident) response and will activate it for a Level II (Emergency) or Level III (Disaster) response.
- d. ICP - EOC Interface
 - 1) If authorities activate the EOC, the Incident Commander and the EOC will implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist in Appendix 1.
 - 2) An appropriate response requires regular communication between the Incident Commander and the EOC regarding checklist actions to avoid inadvertently omitting critical actions.
- e. Determining Affected Areas and Protective Actions
 - 1) The Incident Commander shall estimate areas and population affected by a hazmat release. The EOC may assist in that process. Aids for determining the size of the area affected may include:
 - (a) *The Emergency Response Guidebook*
 - (b) Assistance by the responsible party
 - (c) Assistance by expert sources such as CHEMTREC or CHEM-TEL
 - (d) Assistance by state and federal agencies, including the LCRA HMRU
 - 2) The Incident Commander determines the required protective actions for response personnel and the public. The EOC may aid in determining protective actions for the public. See Appendix 3 for emergency responder safety considerations. See Appendix 4 for public protective action information.
 - 3) The Incident Commander will provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site. See Appendix 6, Annex A, Warning for sample public warning and protective action messages. Annex I, Emergency Public Information provides additional information on public information.
- f. Release Containment
 - 1) The Incident Commander is responsible for selecting and implementing appropriate measures to contain the release of hazardous materials. He may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts, as needed.
 - 2) A release of any hazardous material of any size would immediately exceed the city's response capability. The Incident Commander will request regional and state assistance when a release has been confirmed.
 - 3) Containment methods may include berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging. These containment methods are currently beyond the county's capability. Actions involving more than preliminary identification and isolation are currently beyond the county's capability.

D. Recovery

1. When the initial response to an incident ends, it may require further effort to control access to contaminated areas, clean up and dispose of spilled materials, decontaminate and restore affected areas, and recover response costs from the responsible party. The recovery process may continue for an extended period.
2. The spiller is, by common law, responsible for all cleanup activities. Contractors will conduct most recovery activities, paid for by the responsible party, and overseen by state and federal authorities.
3. The Mayor will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies.
4. The recovery coordinator should:
 - a. Ensure access controls are in place for contaminated areas.
 - b. Ensure the preservation of documentation and cost data relating to the incident response.
 - c. Review plans proposed by the responsible party, state, or federal agencies for cleanup and restoration and monitor their implementation.
 - d. Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.
 - e. Review proposed mitigation programs and monitor their implementation.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. General

1. The emergency organization, described in Section VI.A of the Basic Plan and shown in Attachment 3 to the Basic Plan, will be used to respond to and recover from incidents involving hazardous materials or oil spills.
2. Effective response to a hazmat incident or oil spill will also require response assistance from the company responsible for the spill and by state and federal agencies with responsibilities for hazmat spills. The facility, state and federal agencies, or industry may provide technical assistance for a hazmat incident.

B. Assignment of Responsibilities

1. Community Emergency Coordinator
 - a. The Fire Marshal will serve as the Community Emergency Coordinator for hazmat issues, as required by the EPCRA.
 - b. The Community Emergency Coordinator will:

- 3) Coordinate with the emergency coordinators of regulated facilities and vulnerable facilities to maintain the list of regulated facilities in Appendix 6 and the list of vulnerable facilities in Appendix 5.
 - 4) Maintain an accurate and up-to-date hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local hazmat transportation companies, vulnerable facilities, state and federal hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.
 - 5) Provide each regulated facility and local hazmat transportation company with the telephone number used to report hazmat incidents to local authorities.
 - 6) Coordinate the review of regulated facility emergency plans by local officials.
2. The Fire Department will:
- a. Carry out the general fire service responsibilities outlined in Annex F, Firefighting.
 - b. Normally provide the Incident Commander for a hazardous material response operation.
3. Incident Commander will:
- a. Establish a command post.
 - b. Determine and communication the incident classification.
 - c. Take immediate steps to identify the hazard and communicate that information to the The City of Burnet Communications Center, which will disseminate it to emergency responders.
 - d. Determine a safe route into the incident site and advise the Communications Center, which will relay that information to all emergency responders.
 - e. Establish the hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and staging area.
 - f. Initiate appropriate action to control and eliminate the hazard in accordance with SOG.
 - 1) If local authorities do not activate the EOC, ensure the completion of the tasks outlined in the General Hazmat Response Checklist in Appendix 1.
 - 2) If local authorities activate the EOC, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist.
4. Law Enforcement will:
- a. Maintain a radio-equipped officer at the ICP until released by the Incident Commander.
 - b. Evacuate citizens when requested by the Incident Commander. Advise the Communications Center and the EOC regarding the status of the evacuation. Request assistance from the fire department, as necessary.

- c. Control access to the immediate incident site for safety and limit entry to authorized personnel only. The Incident Commander will determine the size and configuration of the cordon.
 - 1) Expedite the entry of emergency personnel into the incident area. The Incident Commander will provide information on safe routes.
 - 2) Refer persons without a valid reason for entry into the area, and who insist on right of entry, to the command post or ranking law enforcement officer on duty for determination of status and/or legal action.
 - d. Perform traffic control for the incident site, the surrounding area, and along evacuation routes.
 - e. Provide access control to evacuated areas to prevent theft.
 - f. Provide assistance in determining the number and identity of casualties.
5. The EMC will:
- a. Coordinate with the Incident Commander and based upon the incident classification and recommendations of the Incident Commander, initiate activation of the EOC through the Communications Center.
 - b. Upon activation of the EOC:
 - 1) Coordinate a specific division of responsibility between the Incident Commander and EOC for the tasks outlined in the General Hazmat Response Checklist in Appendix 1.
 - 2) Carry out required tasks
 - a) Provide support requested by the Incident Commander.
 - b) Ensure notification of elected officials and the County Attorney of the incident and the circumstances causing or surrounding it.
6. EMS will:
- a. Provide medical treatment for casualties.
 - b. Transport casualties requiring further treatment to medical facilities.\
7. Public Works Department will:
- a. Provide heavy equipment and materials for spill containment.
 - b. When requested, provide barricades to isolate the incident site.
 - c. Cooperate with law enforcement to detour traffic around the incident site.

8. Water & Wastewater Department will:
 - a. When notified of an incident, which may affect water or sewer systems, take precautionary actions to prevent damage to those systems.
 - b. If a hazmat incident affects water or sewer systems, check systems for damage and restore service.
 - c. c. When appropriate, provide inputs to the IC or EOC for protective actions for the public relating to water and sewer systems.

9. Regulated Facilities/Hazmat Transportation Companies

Regulated facilities/hazmat transportation companies are expected to:

- a. Provide current emergency contact numbers to local authorities.
- b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.
- c. In the event of an Hazmat incident:
 - 1) Make timely notification of the incident to local officials and other agencies as required by state and federal law.
 - 2) Provide accident assessment information to local emergency responders.
 - 3) Make recommendations to local responders for containing the release and protecting the public.
 - 4) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
 - 5) Assist local responders as outlined in mutual aid agreements.
 - 6) Provide follow-up status reports on an incident until it is resolved.
 - 7) Clean up or arrange for the cleanup of hazmat spills for which the company is responsible.
- d. Regulated facilities are also required to:
 - 1) Report Hazmat inventories to the SERC, LEPC, and local fire department as required by federal and state statutes and regulations.
 - 2) Provide MSDSs for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s).
 - 3) Designate a facility emergency coordinator.
 - 4) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act (CAA) 112(r) are

required to have a more extensive Risk Management Plan (RMP); a summary of which must be filed with the EPA. Local officials can access that information via the Internet.

- 5) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

10. State Government.

- a. If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from the Disaster District Committee (DDC) Chairperson in Austin. The DDC Chairperson is authorized to employ those state resources within the district, except that use of Texas Military Forces (TMF) requires approval of the Governor. If the state resources within the District are inadequate, the DDC Chairperson will forward our request to the State Operations Center (SOC) for action.
- b. For major incidents, the State EOC will coordinate state assistance the DDC cannot provide and request federal assistance, if required.
- c. The TCEQ:
 - 1) Serves as the lead state agency for response to most hazardous materials and inland oil spills.
 - 2) Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
 - 3) Monitors all cleanup and disposal operations and coordinates with other state agencies.
 - 4) Determines the adequacy of containment and cleanup operations.
 - 5) If the responsible party cannot be identified or is unable to clean up the spill, the TCEQ may arrange for contractor support funded by the Texas Spill Response Fund.
- d. The Department of Public Safety (DPS) provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
- e. The General Land Office (GLO) is the lead state agency for response to Hazmat and oil spills affecting coastal waters or bodies of water flowing into coastal waters.
- f. The Texas Railroad Commission (RRC) is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
- g. The Texas Department of Transportation (TxDOT) may be able to provide heavy equipment to assist in containing spills near public roads, but TxDOT personnel are not trained or equipped as Hazmat responders.
- h. The state has established the Texas Environmental Hotline, which receives reports of Hazmat releases or oil spills and disseminates that information electronically to appropriate state agencies. See Appendix 2, Hazardous Material Incident Report, for the telephone number.

11. Federal Government

- a. A spill or discharge oil or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of

Federal, State, local, and other resources to contain or clean up, may be determined to be a Spill of National Significance (SONS).

- b. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard Commandant may declare a SONS. The Department of Homeland Security may classify a SONS as an Incident of National Significance.

VII. DIRECTION & CONTROL

A. General

1. The direction and control function for a Hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.
2. For Level II or III Hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
 - a. The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
 - b. The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC, other official] shall direct operations of the EOC.

B. Specific

1. For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.
2. The IC may recommend evacuation in and around the incident site. The Mayor] should issue recommendations for large-scale evacuation, should it become necessary.

VIII. READINESS LEVELS

A. Level IV - Normal Conditions.

See the mitigation and preparedness activities in Section V.A and V.B.

B. Level III - Increased Readiness.

Level 3 will be implemented if there is a greater than normal threat of a hazardous material incident. Initiation conditions may include a significant hazardous material shipment transiting our area. Level 3 readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.
3. Ensuring the hazardous materials response team (if available) is aware of the situation and can respond if necessary.

C. Level II - High Readiness.

High Readiness is appropriate if there is an increased risk of a hazardous material incident. Level 2 readiness actions may include:

1. Monitoring the situation.
2. Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents.
3. Checking equipment and increasing short-term readiness if possible.
4. Issuing public warning and providing public information if necessary.

D. Level I - Maximum Readiness.

Maximum readiness is appropriate when there is a significant possibility of a hazardous materials release. Initiating conditions might include an incident at or near a facility manufacturing or using hazardous materials. Level 1 readiness actions may include:

1. Investigating the situation and partially or fully activating the EOC to monitor it.
2. Placing first responders in alert status; placing off-duty personnel on standby.
3. Advising appropriate state and federal agencies.
4. Preparing to issue public warnings, if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

- A.** When a hazmat incident exceeds the county's capability to resolve the incident, mutual aid agreements will be implemented. If these personnel, equipment, and supply resources are insufficient or inappropriate, state assistance will be requested from the Disaster District in Austin.
- B.** Appendix 2 provides the Hazardous Materials Incident Report, a form used by the Communications Center, the Incident Commander, and the EOC to collect and disseminate information on a hazmat incident.

C. Resources

1. Annex M, Resource Management describes general emergency response resources.
2. Annex M also describes specialized hazmat response resources.

D. Documentation & Cost Recovery

The cost of clean up, structural and environmental damage, and personal injury or death is a liability of the company or individual responsible for the hazmat release. The county will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If no one can identify the responsible party, the US Environmental Protection Agency (EPA) may reimburse the county for certain hazmat response costs. This program requires timely submission of an application with supporting data to EPA Region VI in Dallas.

E. Post Incident Review

For all incidents, the Incident Commander will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. All agencies and individuals tasked in this annex will receive copies of the report.

F. Training

To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

G. Personal Protective Equipment

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Appendix 3 contains further information on the equipment required to protect against various types of hazards.

H. Plan Testing and Correction

1. The local emergency exercise schedule will include departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with hazmat incidents. Where possible, regulated facilities and hazmat transportation companies will be invited to participate in drills and exercises.
2. This annex will be corrected and revised, if needed, based on the results of exercise critiques.

I. Communications

1. The fire department and EMS will communicate on 155.010. Law enforcement will communicate on 155.010 or 154.785. Public Works will communicate on 155.010 or 154.785.
2. 155.010 or 154.785 will be used for inter-departmental and interagency communications.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The City of Burnet EMC is responsible for developing and maintaining this annex. The fire marshal may assist with the development and maintenance.
- B. This annex will be reviewed annually and updated following the schedule outlined in Section X of the Basic Plan.
- C. Regulated facilities report their hazmat inventories annually to the State Emergency Response Commission, the LEPC, and local fire departments. These reports affect the data in Appendix 5, Vulnerable Facilities, Appendix 6, Regulated Facilities, and Appendix 8, Evacuation Routes which may require more frequent update than the rest of this annex.
- D. All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOGs needed to carry out the tasks assigned in the annex.

XI. REFERENCES

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

National Response Team, *Hazardous Material Emergency Planning Guide* (NRT-1).

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

APPENDICES

Appendix 1 General Hazmat Response Checklist
Appendix 2 Hazardous Materials Incident Report
Appendix 3 Response Personnel Safety
Appendix 4 Protective Actions for the Public

GENERAL HAZMAT RESPONSE CHECKLIST

	Action Item	Assigned
	1. If the situation requires it, isolate the site and deny access. <ul style="list-style-type: none"> • Use emergency vehicles, barricades, barrier tape, etc. 	
	2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. <ul style="list-style-type: none"> • Level I – Incident • Level II – Emergency • Level III – Disaster 	
	3. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOGs.	
	4. Identify hazardous material released. <ul style="list-style-type: none"> • Obtain information from facility staff, hazmat inventory reports, placards, shipping papers or manifest, container labels, pipeline markers, and similar materials. 	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3.	
	6. Ascertain extent of danger to public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk.	
	7. Develop initial action plan to contain and control the release of hazardous materials.	
	8. Determine appropriate protective actions for the public and special facilities. See Appendix 4. If the actions include evacuation, check evacuation route status.	
	9. Initiate warning and issue protective action recommendations for the public and Special facilities. <ul style="list-style-type: none"> • See Appendix 4 for protective action data. • See Appendix 6, Annex A, Warning, for public notification messages. • 	
	10. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If the recommendation is to evacuate, provide traffic control and prepare to provide transportation to those who lack it. See Annex E, Evacuation.	
	12. Warn other communities threatened by the hazmat release.	
	13. Notify EMS units and hospitals if a possibility exists of casualties contaminated with hazardous substances.	
	14. If the recommendation is to evacuate, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care	

	Action Item	Assigned
	15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned to take preventative actions. <ul style="list-style-type: none"> • If the release affects water or sewer systems, warn the public and provide appropriate instructions. 	
	16. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations. <ul style="list-style-type: none"> • If the county is responsible for the release, the county must make required notifications to state and federal agencies. • If the responsible party cannot be identified/located, the county will make required notifications. 	
	17. If the situation requires on-scene technical assistance, request assistance from industry or appropriate state or federal agencies.	
	18. If the emergency requires additional response resources, request them. <ul style="list-style-type: none"> • Invoke mutual aid agreements. • Summon hazmat response contractor, if one is under contract. • Request assistance from the State through the Disaster District. 	
	19. Continuously document actions taken, resources committed, and expenses incurred. <ul style="list-style-type: none"> • Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies. 	
	20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.	
	21. When the release of hazardous materials ends, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.	
	22. Advise utilities and critical facilities affected by the incident when the release of hazardous materials ends.	
	23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.	
	24. When ending protective actions, advise the public and special facilities and, if an evacuation occurred, manage the return of evacuees.	
	25. Conduct post-incident review of response operations.	

Emergency Situation Classifications

Emergency Situation Classifications

Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

HAZARDOUS MATERIALS INCIDENT REPORT

INITIAL CONTACT INFORMATION

Check one: _____ **This is an ACTUAL EMERGENCY** _____ **This is a DRILL/EXERCISE**

1. Date/Time of Notification: _____ Report received by: _____
2. Reported by (name & phone number or radio call sign): _____
3. Company/agency and position (if applicable): _____
4. Incident address/descriptive location: _____
5. Agencies at the scene: _____
6. Known damage/casualties (do not provide names over unsecured communications): _____

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)
 Leak Explosion Spill Fire Derailment Other
 Description: _____
8. Name of material(s) released/placard number(s): _____
9. Release of materials:
 _____ Has ended _____ Is continuing. Estimated release rate & duration: _____
10. Estimated amount of material that has been released: _____
11. Estimated amount of material that may be released: _____
12. Media into which the release occurred: _____ air _____ ground _____ water
13. Plume characteristics:
 - a. Direction (Compass direction of plume): _____
 - b. Height of plume: _____
 - c. Color: _____
 - d. Odor: _____
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) _____
15. Present status of material (solid, liquid, and gas): _____
16. Apparently responsible party or parties: _____

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:
 Wind From: _____ Wind Speed (mph): _____ Temperature (F): _____
 Humidity (%): _____ Precipitation: _____ Visibility: _____
18. Forecast: _____
19. Terrain conditions: _____

HAZARD INFORMATION
(From ERG, MSDS, CHEMTREC, or facility)

20. Potential hazards: _____

21. Potential health effects: _____

22. Safety recommendations: _____

- Recommended evacuation distance: _____

IMPACT DATA

23. Estimated areas/ populations at risk: _____

24. Special facilities at risk: _____

25. Other facilities with Hazmat in area of incident: _____

PROTECTIVE ACTION DECISIONS

26. Tools used for formulating protective actions
- _____ a. Recommendations by facility operator/responsible party
 - _____ b. *Emergency Response Guidebook*
 - _____ c. Material Safety Data Sheet
 - _____ d. Recommendations by CHEMTREC
 - _____ e. Results of incident modeling (CAMEO or similar software)
 - _____ f. Other: _____
27. Protective action recommendations:
- ____ Evacuation ____ Shelter-In-Place ____ Combination ____ No Action
 ____ Other _____
- | Time | Actions Implemented |
|-------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

28. Evacuation Routes Recommended: _____

EXTERNAL NOTIFICATIONS

29. Notification made to:
- | | |
|--|----------------------|
| _____ National Response Center (Federal Spill Reporting) | _____ 1-800-424-8802 |
| _____ Environmental Hotline (State Spill Reporting) | _____ 1-800-832-8224 |
| _____ CHEMTREC (Hazardous Materials Information) | _____ 1-800-424-9300 |
| _____ TCEQ (Most Hazmat spills, except as indicated below) | _____ 1-512-463-7727 |
| _____ RRC (Oil/gas spills - production facilities, intrastate pipelines) | _____ |
| _____ TDH/BRC (Radiological incidents) | _____ (512) 458-7460 |
| _____ GLO (Petroleum spills in coastal waters or tributaries) | _____ |
| _____ Disaster District Committee Chair (Austin) | _____ |
| _____ Division of Emergency Mgt. Operations Center Austin (24 Hrs) | _____ (512) 756-2277 |
30. Other Information: _____

RESPONSE PERSONNEL SAFETY

A. General Guidelines

Response to hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:

B. Medical Surveillance

Responders to hazardous material incident will include emergency medical technicians responsible for surveillance of responders working in and around the Hot Zone for indicators of toxic exposure or acute physical symptoms.

C. Hot Zone

This is the area where contamination exists, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that all personnel follow the procedures established to enter and exit the zone. Closely follow decontamination procedures to preclude inadvertent exposure.

D. Personnel Protective Equipment

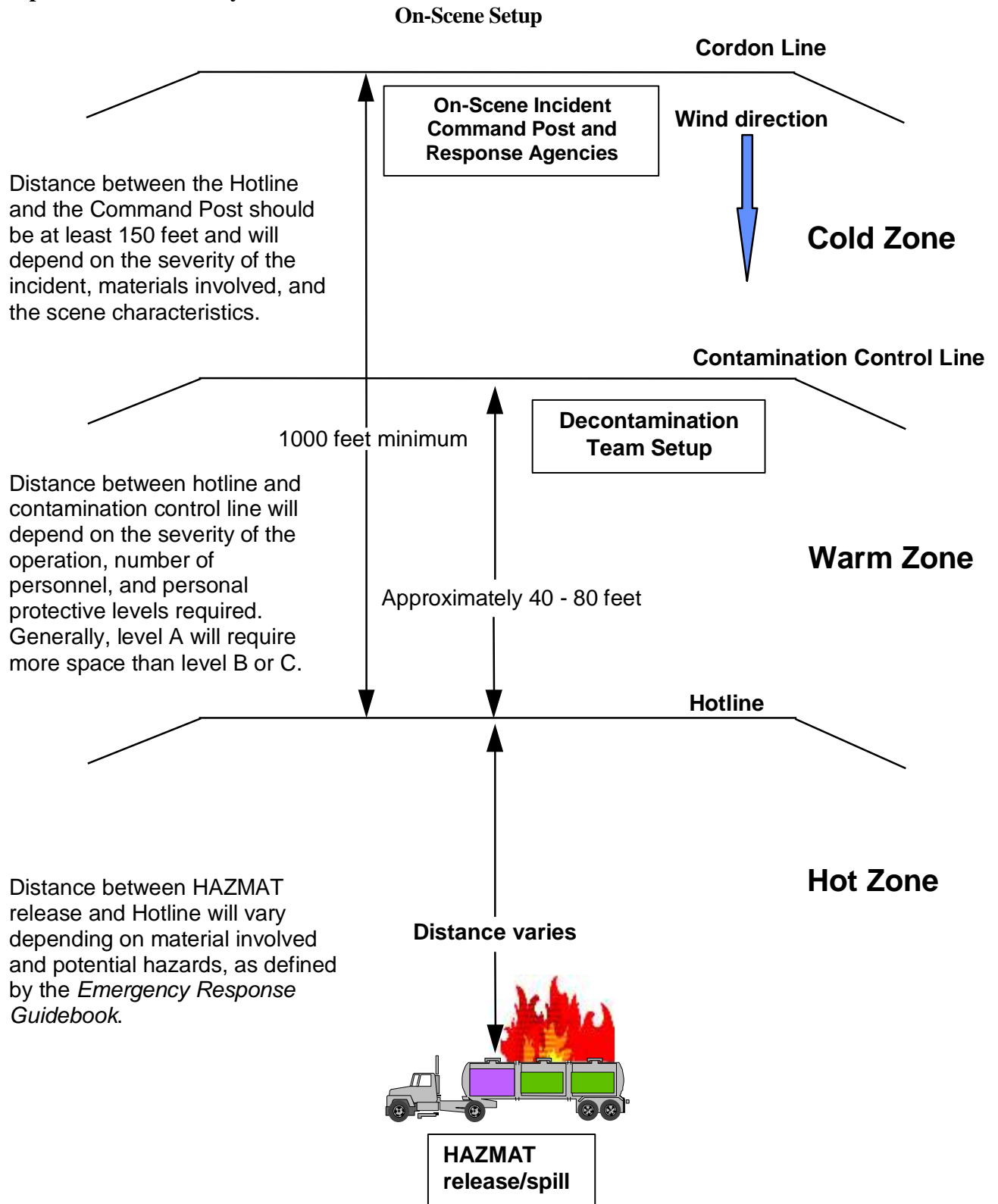
All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.

1. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:
 - a. Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
 - b. Fully encapsulating chemical-resistant suit.
 - c. Coveralls.
 - d. Long cotton underwear (optional).
 - e. Cotton glove liners (optional)
 - f. Chemical-resistant gloves.
 - g. Chemical-resistant boots.
 - h. Hardhat, under suit (head injury hazard area).

- i. Disposable inner gloves and boot covers.
 - j. 2-way intrinsically safe radio communications.
2. Require Level B protection when the emergency requires the highest level of respiratory protection but warrants a lesser level of skin and eye protection. Level B protection is the minimum level recommended on initial site entries where the hazards remain unidentified. Maintain Level B protection until monitoring, sampling, and/or other reliable methods of analysis identify the hazards. Personnel equipment must correspond to those findings. Level B protective equipment includes:
- a. SCBA or a supplied-air respirator (MSHA/NIOSHA approved).
 - b. Chemical resistant clothing (splash protection).
 - c. Long cotton underwear (optional).
 - d. Coveralls or other disposable clothing.
 - e. Gloves (outer), chemical resistant.
 - f. Gloves (inner), chemical resistant.
 - g. Boot covers (outer), chemical resistant.
 - h. Hardhat (head injury hazard area).
 - i. 2-way radio communications.
3. Require level C protection when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
- a. Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
 - b. Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
 - c. Gloves, chemical resistant.
 - d. Boots (outer) chemical resistant, steel toe and shank.
 - e. 2-way radio communications.
4. Safety Procedures
- a. OSHA worker protection standards require the assignment of an on-site safety monitor during any hazmat incident response. The safety monitor must have the same level of training as the personnel responding into the Hot Zone.

- b. Personnel entering the Hot Zone area should not proceed until a back up team is ready to respond inside the zone to rescue any member of the team injured while responding.
- c. Personnel entering the Hot Zone area should not proceed until the IC establishes the Contamination Control Line.

Response Personnel Safety



PROTECTIVE ACTIONS FOR THE PUBLIC
--

A. Factors to Consider in Selecting Protective Actions.

Among the factors to consider in determining protective actions for the public are the following:

1. Characteristics of the hazardous material
 - a. degree of health hazard
 - b. amount of material released or expected to be released
 - c. time of release
 - d. rate of spread
2. Weather conditions, particularly wind direction and speed for airborne hazards
3. Population at risk
 - a. location
 - b. number
 - c. special-needs facilities or populations
 - d. evacuation routes
4. Estimated warning and evacuation times
5. Ability to predict behavior of hazmat release (typically from release modeling software) (e.g. CAMEO or ALOHA)

B. Primary Protective Strategies.

The two primary protective strategies used during hazmat incidents are shelter in place and evacuation.

1. Shelter in place involves having people shelter in a building and taking steps to reduce the infiltration of contaminated outside air. Shelter in place will protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of hazmat exposure. With a continuous release, the indoor concentration of hazmat for buildings within the hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.
2. Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place considered acceptable for the risk to health and safety. While evacuation is a very effective method of protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.

3. Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may work for different geographic areas at risk in the same incident. For example, authorities may advise residents within a mile downwind of an incident site to shelter in place because there is insufficient time to evacuate them, while advising residents of areas further downwind to evacuate.

C. Determining Protective Actions.

The following information will aid in weighing suitable protective actions for the public and special facilities.

1. Select shelter in place when:
 - a. Authorities have conducted public education on shelter in place techniques.
 - b. The potential impact area has enough buildings to shelter the population at risk.
 - c. In the initial stages of an incident, when the area of impact is uncertain.
 - d. A hazmat release affects or will shortly affect the area of concern.
 - e. A hazmat release is short term (instantaneous or puff release) and wind will move the vapor cloud rapidly downwind.
 - f. Weather or damage renders evacuation routes unusable or the routes pass through a likely hazmat impact area.
 - g. Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.
2. Evacuation may be appropriate when:
 - a. A hazmat release threatens the area of concern, but has not yet reached it.
 - b. A hazmat release is uncontrolled or potentially long term.
 - c. There is adequate time to warn and instruct the public and to carry out an evacuation.
 - d. Suitable evacuation routes are available and open to traffic.
 - e. Adequate transportation is on-scene or available within the time allowable.
 - f. Specialized equipment and personnel needed to evacuate institutions are available.
 - g. The hazmat release is or will deposit on the ground or structures and remain a persistent hazard.
 - h. The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

D. Other Protection Strategies

1. Protection of Water Systems. A hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Authorities must quickly identify threats to the drinking water supply and notify water system operators in a timely manner to implement protective actions. If the incident affects water supplies, warn the public, advise them of appropriate protective actions, and provide alternative sources of water.
2. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If the hazmat release threatens sewer systems, notify facility operators in a timely manner to implement protective actions. If damage to systems occurs, warn the public and advise them what to do. Provide portable toilets in affected areas as necessary.
3. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period until work crews decontaminate the area or until natural weathering or decay reduces the hazard.

E. Disseminating Warning and Protective Action Recommendations.

1. Use the normal means of warning the public of emergencies as described in Annex A, Warning of this plan to warn the public of hazmat incidents.
2. Appendix 6, Annex A, Warning, provides sample public notification messages for shelter in place and evacuation with further information in Annex I, Emergency Public Information.

VULNERABLE FACILITIES (Special Needs Facilities)

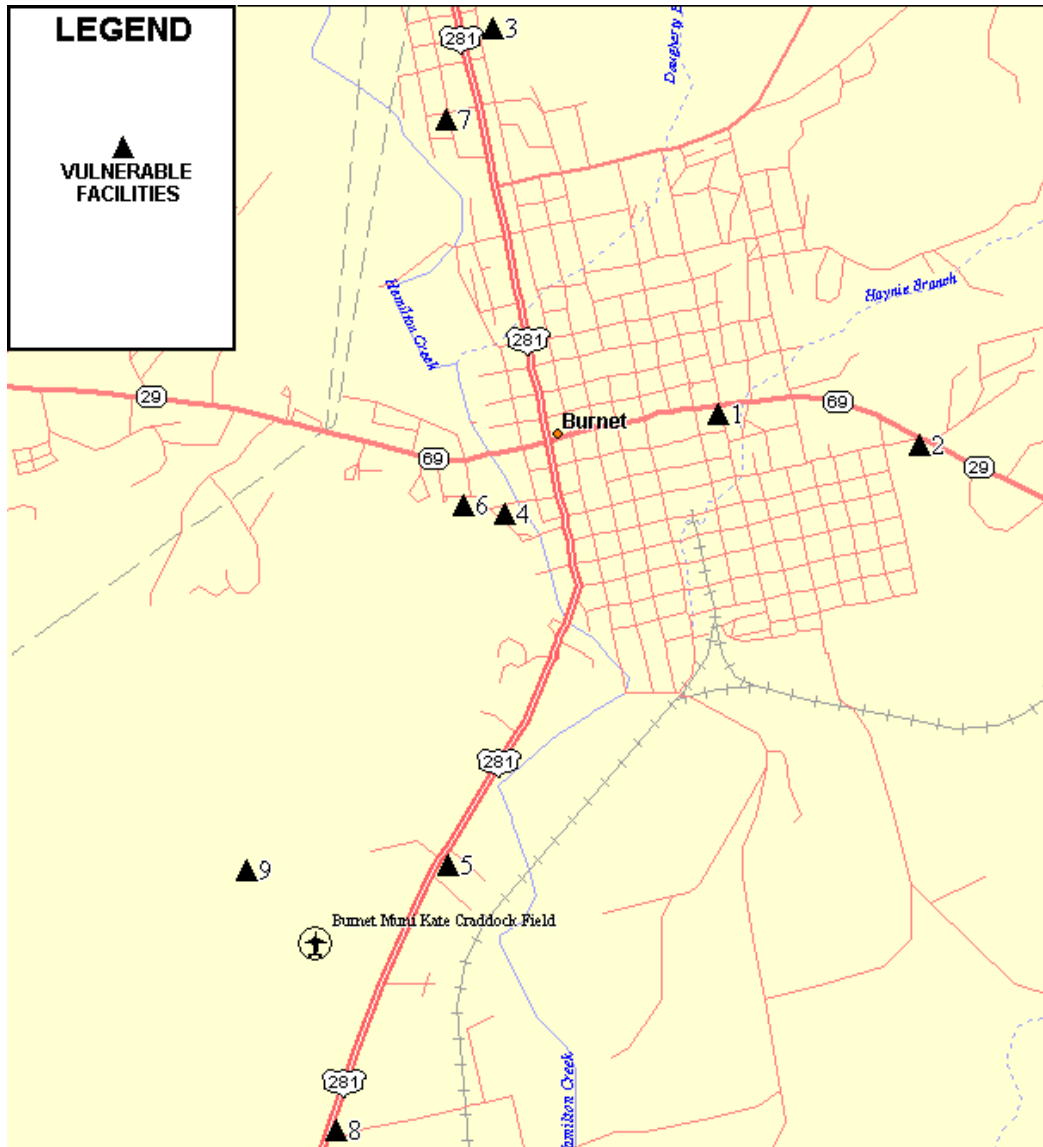
For current emergency contact numbers, see the Emergency Contact Roster.

<i>ID#: 1</i>	<i>Name:</i>	BURNET FIRE AND EMS
	<i>Address:</i>	104 S. Rhomberg St.
	<i>Population at Risk:</i>	12 -30
	<i>Additional Info:</i>	Alternate staging area for vehicle and equipment required
<i>ID#: 2</i>	<i>Name:</i>	BURNET COUNTY LAW ENFORCEMENT/DISPATCH CENTER AND JAIL
	<i>Address:</i>	1215 E. Polk (St Hwy 29)
	<i>Population at Risk:</i>	35 employees plus up to 99 inmates
	<i>Additional Info:</i>	Law enforcement supervised bus transportation required
<i>ID#: 3</i>	<i>Name:</i>	BURNET HIGHSCHOOL / 6 TH GRADE CAMPUS
	<i>Address:</i>	1401 N. Main St
	<i>Population at Risk:</i>	1400
	<i>Additional Info:</i>	School buses to evacuate, generally occupied weekdays only
<i>ID#: 4</i>	<i>Name:</i>	COUNTRY OAKS @ HAMILTON CREEK, ASST. LIVING CTR
	<i>Address:</i>	407 W. Jackson St
	<i>Population at Risk:</i>	5 Staff; up to 52 clients, currently 13
	<i>Additional Info:</i>	Mobile to limited mobility clients, would require van or bus transportation
<i>ID#: 5</i>	<i>Name:</i>	GALLOWAY HAMMOND RECREATION CENTER
	<i>Address:</i>	1601 S. Water (US Hwy 281)
	<i>Population at Risk:</i>	Variable, 15 – 500+
	<i>Additional Info:</i>	
<i>ID#: 6</i>	<i>Name:</i>	OAKS NURSING HOME
	<i>Address:</i>	507 W. Jackson St.
	<i>Population at Risk:</i>	28 Staff; Up to 112 clients, currently 95
	<i>Additional Info:</i>	Clients include mobile, limited mobile and zero mobility, in various states of health and mental faculties. Would required buses and specialized transportation
<i>ID#: 7</i>	<i>Name:</i>	PUMPKIN PATCH LEARNING CENTER
	<i>Address:</i>	1112 Sherrard St.
	<i>Population at Risk:</i>	70
	<i>Additional Info:</i>	Infants to 4yo. Infants to 11 yo at peak. Would require buses for mass transportation.
<i>ID#: 8</i>	<i>Name:</i>	SETON HIGHLAND LAKES MEDICAL CENTER
	<i>Address:</i>	3201 S. Water (US Hwy 281)
	<i>Population at Risk:</i>	150+
	<i>Additional Info:</i>	Combination of mobile, limited mobility and no mobility population in various states of health. Up to 40% could require specialized transportation.

VULNERABLE FACILITIES (Continued) (Special Needs Facilities)

ID#: 9 *Name:* TDCJ – ELLEN HALBERT S.A.F.P
Address: Ellen Halbert Drive
Population at Risk: Up to 700 (603 inmates, + or – 87 Staff)
Additional Info: Bus transportation required under law enforcement escort

MAP OF VULNERABLE FACILITIES



<u>Facilities Affected</u>	<u># of Persons Affected</u>	<u>Points of Contact</u>
#1 Burnet Fire & EMS	12-30	Fire Chief 512-756-2662
#2 Burnet Co Sheriff's Office	35-99	Sheriff 512-756-8080
#3 Burnet High School/Middle School and 6 th grade	1400	Principal 512-756-6193
#4 Country Oaks @ Hamilton Cr	18	Principal 512-756-7944
#5 Galloway Hammond Rec Ctr	Variable, 15-500	Director 512-756-4724
#6 Oaks Nursing Home	123	Director 512-756-6180
#7 Pumpkin Patch Learning Ctr	70	Director 512-756-6044
#8 Seton Highland Lakes Med Ctr	Up to 150	Director 512-756-8021
#9 TDJC – Ellen Halbert SAFP	Up to 700	Director 512-715-3000
		Warden 512-756-6171

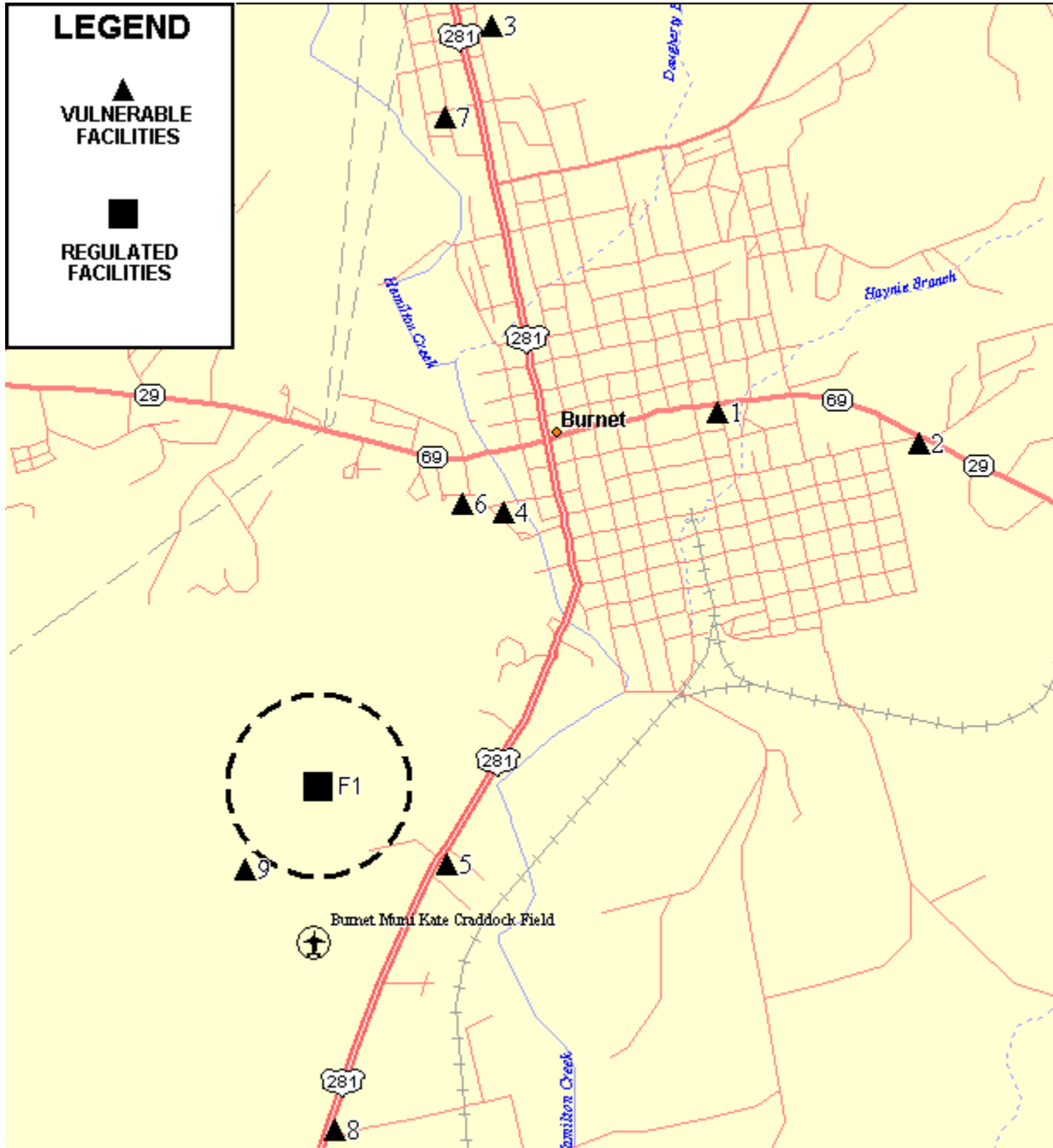
REGULATED FACILITIES

For emergency contact numbers for these facilities:

1. Regulated Facilities

<i>ID#:</i>	F1
<i>Name:</i>	ATM, Inc.
<i>Address:</i>	706 Houston-Clinton Dr.
<i>Primary Chemical Hazard:</i>	Tetraethylorthosilicate
<i>Protective Action Distance:</i>	1000ft per ERG
<i>Estimate Population at Risk:</i>	Up to 1350

HAZARDOUS MATERIALS THREAT MAP – REGULATED FACILITIES



HAZARDOUS MATERIALS TRANSPORTATION ROUTES
--

1. Highways

ID#: H1 *Route:* US Hwy 281 within city limits
Primary Chemical Hazards: unknown
Protective Action Distance: unknown
Additional Information:

ID#: H2 *Route:* ST Hwy 29 within city limits
Primary Chemical Hazards: unknown
Protective Action Distance: unknown
Additional Information:

2. Railroads

ID#: R1 *Route:* **NO HC transported on local rail at this time, aggregate only**
Primary Chemical Hazards:

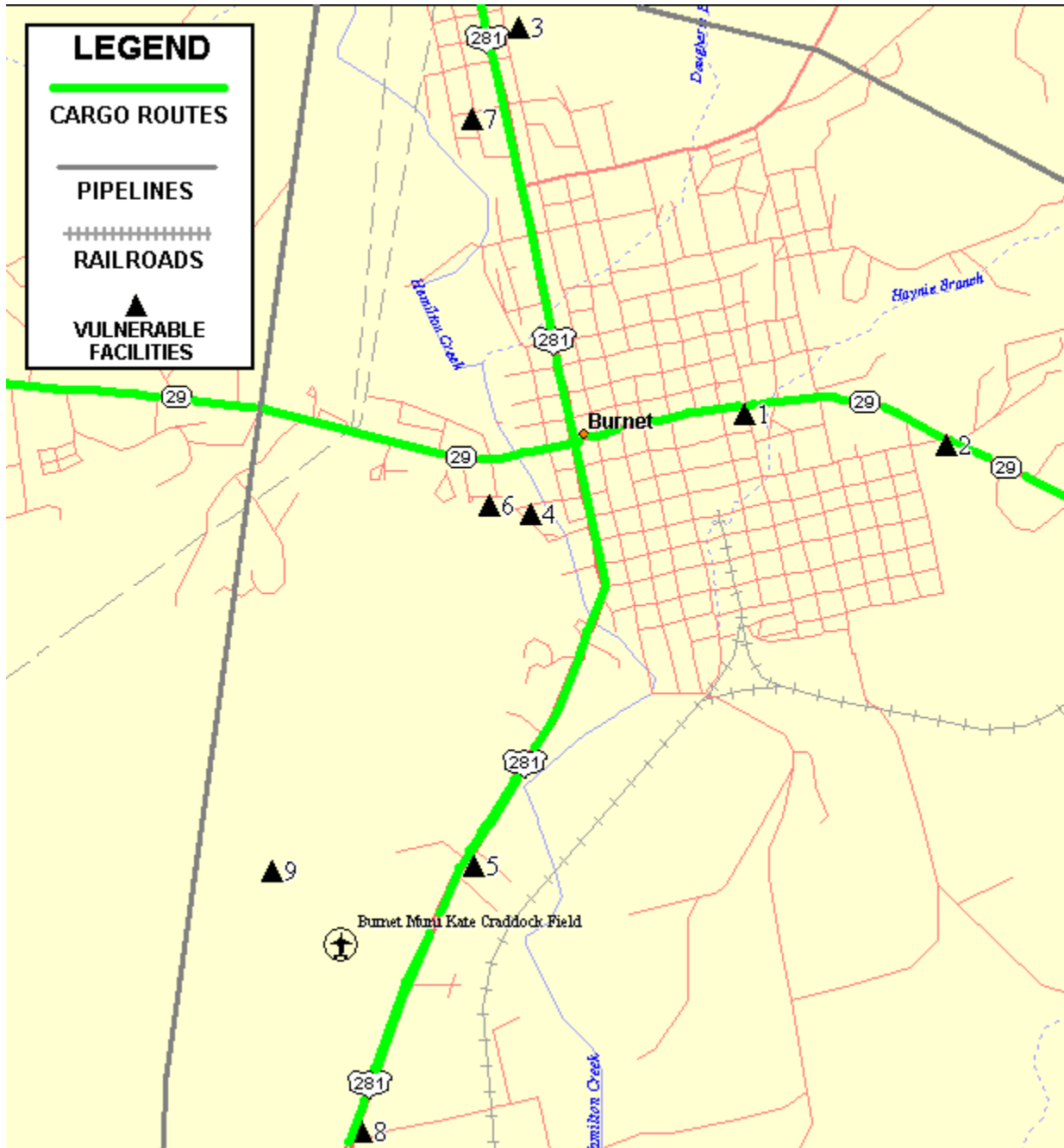
ID#: R2 *Route:*
Primary Chemical Hazards:

3. Pipelines

ID#: P1 *Route:* TXU Lone Star Pipeline (4" and 2" lines)
Primary Chemical Hazard: Natural Gas
Protective Action Distance: 2640' – ERG (downwind, large spill)

ID#: P2 *Route:*
Primary Chemical Hazard:
Protective Action Distance:

HAZARDOUS MATERIAL THREAT MAP – TRANSPORTATION ROUTES



EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS
--

Evacuation routes in this annex are for the risk areas surrounding the regulated facilities described and shown in Appendix 6.

	<u>Primary Evacuation Route</u>	<u>Alternate Evacuation Route</u>
<i>ID#:</i> F1 <i>Name:</i> ATM, Inc.	East on Houston-Clinton North or South on Water (USHwy 281)	South/SW on Houston-Clinton West on Ellen Halbert South on Private Prison Rd to CR 100, East on CR 100 to USHwy 281. Go North or South
<i>ID#:</i> 9 <i>Name:</i> TDCJ – Ellen Halbert Unit	Private Prison Rd to CR 100 CR 100 East to USHwy 281 North or South on USHwy 281	NONE
<i>ID#:</i> 8 <i>Name:</i> Seton Highland Lakes Hospital	North or South on USHwy 281	East on CR 340A North or South on CR 340
<i>ID#:</i> 5 <i>Name:</i> Galloway Hammond Rec Ctr	North or South on Water (USHwy 281)	NONE

APPROVAL & IMPLEMENTATION

Annex Q

Hazardous Materials & Oil Spill Response

Mark Ing

Signature

9-7-11

Date

Robert 10/7/2011

Signature

09/07/11

Date

State Planning Standards for Annex Q, Hazardous Materials & Oil Spill Response

Jurisdiction Name City of Burnet

Annex Date: 09/07/11 Date of most recent change, if an: _____
 (As indicated on signature page)

Note: The annex will be considered deficient if the *italicized* standards are not met.

This Annex shall:		Section/paragraph
I. Authority		
Q-1.	Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those listed in the Basic Plan.	I.
II. Purpose		
Q-2.	Include a purpose statement that describes the reason for development of the annex.	II.
III. Explanation of Terms		
Q-3.	List, explain, or define terms, acronyms and abbreviations used in the annex.	III.
IV. Situation and Assumptions		
Q-4.	<i>Include a situation statement related to the subject of the annex.</i>	IV.A
Q-5.	<i>Provide a summary of local capabilities and limitations with respect to hazmat incident response.</i>	IV.A.2
Q-6.	<i>Identify facilities (special needs facilities, Critical Infrastructure/Key Resources (CI/KR), and population concentrations) that may be vulnerable to a Hazmat incident due to their proximity to regulated facilities or a Hazmat transportation route. Include a map of these facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.</i>	IV.A.4 Appendix 5
Q-7.	<i>Identify local regulated facilities and primary hazard(s) at such facilities. Include a map of these facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.</i>	IV.A.5 Appendix 6
Q-8.	<i>Identify local transportation routes for hazardous materials, including any approved hazardous cargo routes. Include a map of these routes, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.</i>	IV.A.6 Appendix 7
Q-9.	<i>Identify evacuation routes from risk areas surrounding regulated facilities, or specify the physical location of the map and identify the official, by position, responsible for maintaining the map.</i>	IV.A.7 Appendix 8
Q-10.	<i>Identify a list of assumptions used for Hazmat planning.</i>	IV.B
V. Concept of Operations		
Q-11.	<i>Describe the actions taken to prevent and prepare for a Hazmat incident.</i>	V.A & B
Q-12.	<i>Include a Hazmat incident classification scheme.</i>	V.C.1
Q-13.	<i>Describe procedures for receiving timely reports for Hazmat incidents and include a format for receiving and disseminating essential information regarding a Hazmat incident.</i>	V.C.2 Appendix 2
Q-14.	<i>Describe methods for determining the area or population</i>	V.C.4.e

	<i>affected by a Hazmat release.</i>	
Q-15.	<i>Describe methods to determine appropriate protective actions for the public in the event of a Hazmat incident.</i>	Appendix 4
Q-16.	<i>Describe procedures for warning the public of a Hazmat incident and communicating appropriate protective actions.</i>	V.C.4.e.3
Q-17.	<i>Describe obligations of the responsible party and of local government in the recovery from a significant Hazmat incident</i>	V.D
This Annex shall:		Section/paragraph
VI. Organization & Assignment of Responsibilities		
Q-18.	<i>Describe the emergency organization that will be employed to respond to Hazmat and oil spill incidents.</i>	VI.A
Q-19.	<i>Designate and describe responsibilities of the community emergency coordinator required by the EPCRA.</i>	VI.B.1
Q-20.	<i>Outline Hazmat response actions to be carried out by the Incident Commander (IC), other individuals, departments, and agencies.</i>	VI.B.2-8 Appendix 1
Q-21.	<i>Outline response actions expected of regulated facilities and Hazmat transporters.</i>	VI.B.9
Q-22.	<i>Outline responsibilities of state and federal response agencies.</i>	VI.B.10 & 11
VII. Direction & Control		
Q-23.	<i>Identify the individual/agency responsible for providing direction and control for the emergency response to a Hazmat incident.</i>	VII.A.1
Q-24.	<i>Describe the interface between the IC and the Emergency Operations Center (EOC).</i>	VII.A.2
VIII. Readiness Levels		
Q-25.	<i>Identify actions to be taken at various readiness levels.</i>	VIII.
IX. Administration & Support		
Q-26.	<i>Refer to a list of Hazmat response resources contained in this annex or elsewhere in the jurisdiction's emergency management plan.</i>	IX.C
Q-27.	<i>Outline requirements for a post-incident review of major Hazmat or oil spill response operations.</i>	IX.E
Q-28.	<i>Describe who is responsible for ensuring emergency responders receive specialized Hazmat training and are equipped with personal protective equipment (PPE) appropriate to their responsibilities.</i>	IX.F & G
Q-29.	<i>Describe methods and schedules for exercising this annex.</i>	IX.H
X. Annex Development & Maintenance		
Q-30.	<i>Identify the individual by position responsible for developing and maintaining the annex.</i>	X.A
Q-31.	<i>Make reference to the schedule for review and update of annexes contained in Section X of the Basic Plan.</i>	X.B
XI. References		
Q-32	<i>Identify additional local, state, and federal references pertinent to the subject of this annex not already listed in the Basic Plan.</i>	XI.

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By	<i>[Signature]</i>	09/07/11

FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		