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IA 8 – Hazardous Materials (Accidental Release)

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Hazardous Materials Incident Checklist	
Action Items	**Supplemental Information**
PRE-INCIDENT PHASE	
❑ Have personnel participate in necessary training and exercises, as determined by City Emergency Preparedness Coordinator, Yachats Rural Fire Protection District, and the County Emergency Support Function (ESF)-10 Lead.	
❑ Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in hazardous materials scenarios.	
❑ Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City Emergency Coordination Center.	
❑ Inform City Emergency Preparedness Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	
In most incidents, Yachats Rural Fire Protection District will initially respond and assess the the incident. Yachats Rural Fire Protection District will request activation/deployment of the Hazardous Materials Team. The Hazardous Materials Team will act as the Incident Commander responsibilities.	*FA 1 of the City EOP*
❑ Determine the type, scope, and extent of the hazardous materials incident (*recurring*). Verify reports and obtain estimates of the area that may be affected.	*ICS Form 209: Incident Status Summary*
▪ Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate Personal Protection Equipment (PPE) requirements.	
▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.	
❑ Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident.	*Northwest Area Contingency Plan (NWACP)*
❑ Ensure that proper containment methods have been implemented by the first responders until hazardous materials response teams arrive.	
❑ Establish access control to the incident site through local law enforcement agencies.	
❑ If the situation warrants, request activation of the City Emergency Coordination Center and County Emergency Operations Center via the EOC Coordinator through the City Manager.	*FA 1 of the City EOP*

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❑ Activate the City Emergency Coordination Center, coordinate response activities among Agency Operations Centers and Incident Command Posts, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response.	*FA 1 of the City EOP*
❑ If applicable, establish immediate gross decontamination capability for victims.	
❑ Estimate emergency staffing levels and request personnel support.	
❑ Develop work assignments for Incident Command System positions (*recurring*).	*ICS Form 203: Organization Assignment List*
❑ Notify hazardous materials supporting agencies.	*FA 1 of the City EOP*
▪ Identify local, regional, and/or State agencies that may be able to mobilize resources to the City Emergency Coordination Center for support.	
❑ Contact Oregon Emergency Response System at **1-800-452-0311** for technical assistance and support in requesting the regional Hazardous Materials Team.	*OERS is available 24 hours a day.*
❑ Assign liaisons to the City Emergency Coordination Center representing government agencies, private entities (e.g, railroad companies, chemical manufacturers, etc.), and other stakeholders.	
❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
▪ Dedicate time during each shift to prepare for shift change briefings.	*Incident Action Plan*
❑ Confirm or establish communications links among primary and support agencies, the City Emergency Coordination Center, County Emergency Operations Center, and the State Emergency Communications Center. Confirm operable phone numbers and backup communication links.	*FA 1 of the City EOP*
❑ Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	*FA 1 of the City EOP*
▪ For incidents occurring on State highways, ensure that Oregon Department of Transportation has been notified.	
▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally-sensitive areas, tourist routes, or other designated areas.	
▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and Oregon State Veterinarian.	*ESF 11 Annex of the County EOP*

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❑ A lead Public Information Officer will be designated by the City Manager. The Public Information Officer will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	*FA 1 of the City EOP*
❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.	
❑ Implement local plans and procedures for hazardous materials operations. Implement agency-specific protocols and Standard Operating Procedures. Ensure that copies of all documents are available to response personnel.	*FA 1 of the City EOP*
▪ For responses requiring assistance from the Oregon Department of Environmental Quality Regional Response Team, refer to the Geographic Response Plan applicable to the incident site and support procedures according to the Northwest Area Contingency Plan.	
❑ Obtain current and forecasted weather to project potential spread of the plume (*recurring*).	*FA 1 of the City EOP*
❑ Based upon the incident's size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
❑ Determine the need for implementing evacuation and sheltering activities (*recurring*).	*FA 1 of the City EOP*
❑ Establish a victim decontamination and treatment area(s).	
❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	*FA 1 of the City EOP*
❑ Submit a request for emergency/disaster declaration, as applicable.	*Basic Plan of the City EOP*
❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms* *FA 1 of the City EOP*
❑ Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.	
❑ Establish the Joint Information Center, as needed.	*FA 1 of the City EOP*
❑ Formulate emergency public information messages and media responses using "one message, many voices" concepts (*recurring*).	*FA 1 of the City EOP*
▪ Public information will be reviewed and approved for release by the Incident Commander and the lead Public Information Officer before dissemination to the public and/or media partners.	

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❑ Immediately record all Emergency Coordination Center and individual personnel activities (*recurring*). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	*Emergency Coordination Center Planning Section Position Checklist, ICS Form 214 – Unit Log*
❑ Immediately record all incoming and outgoing messages (*recurring*). All messages and names of those sending and receiving them should be documented as part of the Emergency Coordination Center log.	
❑ Develop and deliver situation reports (*recurring*). At regular intervals the Emergency Coordination Center Coordinator and staff will assemble a Situation Report.	
❑ Develop an Incident Action Plan (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map*
❑ Implement objectives and tasks outlined in the Incident Action Plan (*recurring*).	
❑ Coordinate with private sector partners, as needed.	
❑ Ensure that all reports of injuries, deaths, and major equipment damage due to hazardous materials incidents are communicated to the Incident Commander and/or Safety Officer.	
❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City Emergency Coordination Center, the responsible party (if known), and the Oregon Department of Environmental Quality.	
RECOVERY/DEMOBILIZATION PHASE	
❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*FA 1 of the City EOP*
❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners.	
❑ Release mutual aid resources as soon as possible.	
❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
❑ Deactivate/demobilize the City Emergency Coordination Center.	
❑ Correct response deficiencies reflected in the Improvement Plan.	
❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	