

DISTRICT 12
LOCAL EMERGENCY PLANNING COMMITTEE

CHAIRMAN

ASSISTANT CHAIRMAN

SECRETARY

TREASURER

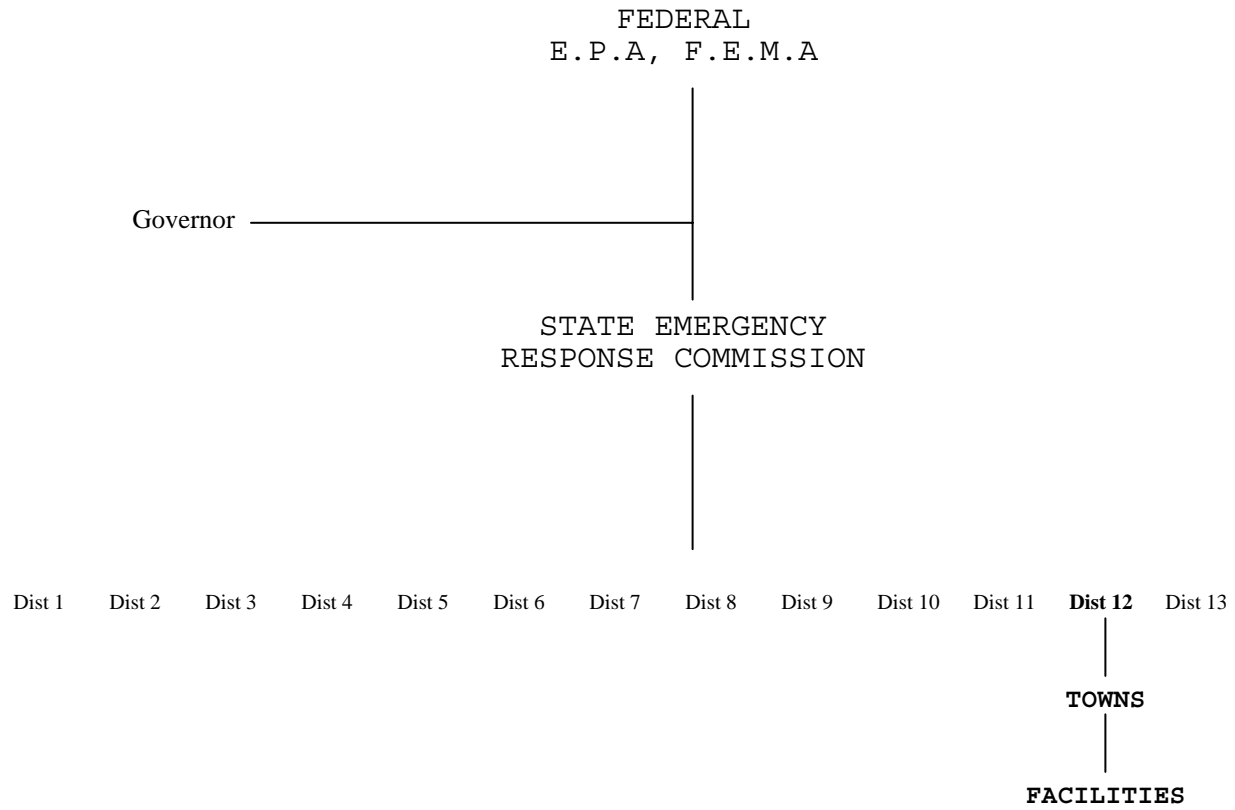
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INTRODUCTION

THE DISTRICT 12 ALL HAZARDS EMERGENCY RESPONSE PLAN (AHERP) HAS BEEN PREPARED: TO MEET THE STATUTORY PLANNING REQUIREMENTS OF TITLE 20, VERMONT STATUTES ANOTATED AND THE FEDERAL SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986, SARA TITLE III; TO PROVIDE FOR A HIGH DEGREE OF EMERGENCY AND ALL HAZARDS PREPAREDNESS; TO RESPOND TO AND SAFELY HANDLE EMERGENCY INCIDENTS OF ALL TYPES.

THIS PLAN HAS BEEN SPECIFICALLY DESIGNED TO SERVE AS THE PARENT TO SITE SPECIFIC COMMUNITY EMERGENCY RESPONSE PROCEDURES WITHIN DISTRICT 12. AN EFFORT HAS BEEN MADE TO ASSURE THAT THIS GUIDANCE IS CONSISTENT WITH EXISTING AUTHORITIES, PLANNING ASSUMPTIONS, SYSTEMS AND PROCEDURES. LOCAL AUTHORITIES SHOULD BE AWARE OF THE NEED TO RESEARCH LOCAL ORDINANCES ETC. TO ASSURE COMPATIBILITY AT THE LOCAL LEVEL.

STATE OF VERMONT
ORGANIZATIONAL STRUCTURE



PROMULGATION

District #12, Local Emergency Planning Committee will direct the promulgation of the district emergency plan by executing this plan under the delegated authority of the Vermont State Emergency Response Commission.

AUTHORITY

This emergency plan and manual is authorized and regulated under the “Superfund Amendments and Reauthorization Act of 1986”, Public Law 99-499 Title III, Executive order dated May 22, 1987, signed by Governor Madeline M. Kunin and Title 20, VSA.

Chairman, District 12 LEPC

Date

GLOSSARY

302C Facility - A manufacturing or other facility that uses or stores Extremely Hazardous Substances (EHS) in reportable quantities, as defined by SARA Title III.

DOT - Department of Transportation

EMS - Emergency Medical Services

HAZMAT - Hazardous Materials

ICS - Incident Command System

NFA - National Fire Academy

LEL - Lower Explosive Limit

LEPC - The Local Emergency Planning Committee.

PIO - Public Information Officer.

SARA - Superfund Amendment and Reauthorization Act of 1986.

SERC - The State Emergency Response Commission.

SCBA - Self Contained Breathing Apparatus

UEL - Upper Explosive Limit

UN NUMBER - IMO Shipping Container Number, used with international shipping

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Local Emergency Planning Committee (LEPC) #12 Bylaws

Article I Organization

Sub Section 1.1 Name:

The name of the organization shall be “Local Emergency Planning Committee (LEPC) #12”.

Sub Section 1.2 Type:

District #12 LEPC shall be an unincorporated not-for-profit organization.

Sub Section 1.3 Territory:

The district boundaries of the LEPC shall be set by the State Emergency Response Commission (SERC). The LEPC area shall initially cover the towns of Barnard, Bethel, Bradford, Braintree, Bridgewater, Brookfield, Chelsea, Corinth, Fairlee, Granville, Hancock, Newbury, Pittsfield, Plymouth, Pomfret, Randolph, Rochester, Royalton, Sharon, Stockbridge, Strafford, Thetford, Topsham, Tunbridge, Vershire, West Fairlee and Woodstock.

Sub Section 1.4 Mission:

The mission of District #12 LEPC is to reduce the threats to lives and property in the district through proper planning for:

1. the mitigation of,
2. preparedness for,
3. response to,
4. and recovery from all hazards.

The mission will be done in collaboration with local, regional, state, interstate, federal and international partners in emergency management.

Sub Section 1.5 Fiscal Year:

The fiscal year will be that used by the State of Vermont, July 1 through the following June 30.

Sub Section 1.6 Validity And Severability

If any section or provision of these Bylaws is held to be invalid, such decision shall not affect the validity of the Bylaws as a whole or any part thereof other than the part held to be invalid.

Article II MembershipSub Section 2.1 Eligibility

The organization shall be made up of members representing eligible organizations. Each organization is entitled to one member and an alternate, who shall have all of their powers in their absence. Eligible organizations must operate within the LEPC boundaries, and include each public or non-profit emergency response agency; any college, university, hospital, regional planning commission, VTrans district, VT Department of Health district, Sheriff's department, Vermont State Police barracks, town that lacks its own emergency response agencies, and Red Cross Chapter. Additionally, major transportation services, industry subject to emergency planning requirements, media, school districts, public works departments and chambers of commerce may submit nominations for membership.

Sub Section 2.2 Appointment:

LEPC members are appointed by the State Emergency Response Commission (SERC). Names of potential members shall be submitted to the LEPC by eligible organizations each April and the LEPC shall forward the nominations to the SERC for annual approval at their May meeting. Members nominated outside of this schedule may be accepted and forward to the SERC for action at the discretion of the LEPC.

Sub Section 2.3 Term:

Each member shall serve a one year term following appointment by the SERC or until the following May meeting, whichever comes first.

Sub Section 2.4 Vacancies:

Any vacancy shall be filled by the Chair for the unexpired term from candidates submitted by the nominating organization, with the approval from the SERC.

Sub Section 2.5 Removal:

The LEPC may petition the SERC to remove a member for cause only after an affirmative vote of two-thirds (2/3) at an LEPC meeting.

Sub Section 2.6 Duties:

The duties of the members will include:

- a) Perform any and all duties imposed on them collectively or individually by law, or by these Bylaws, including but not limited to statutory responsibilities contained in 20 VSA and EPCRA, Sections 301-303, 40 CFR Part 355 and SARA, Title III.
- b) Prescribe the duties and fix compensation, if any, of all officers, agents, and employees of the organization;
- c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly.
- d) Faithfully represent their organization or field, uphold the conduct of their profession and keep the service to the public through the mission as their prime focus.

Sub Section 2.7 Liability

As specified in 20 VSA, except in the case of willful misconduct or gross negligence, LEPC members, Officers and staff shall not be liable for the death of or any injury to persons or loss or damage to property resulting from an emergency management service or response activity, including, but not limited to, the development of local emergency plans and the response to those plans.

Article III OfficersSub Section 3.1 Election:

All officers of the LEPC shall be members. Members shall elect the officers at the first meeting following annual SERC confirmation.

Sub Section 3.2 Officers and Terms:

The Officers shall consist of Chairperson, Vice-Chairperson, Secretary, and Treasurer. Officers shall serve terms that run concurrently with their membership terms. There is no limit to number of consecutive terms.

Sub Section 3.3 Chairperson:

The Chairperson shall preside at all meetings and he or she shall supervise the affairs of the LEPC and the activities of the officers. The Vice-Chairperson, in the absence of the Chairperson, shall assume and perform all duties of the Chairperson.

Sub Section 3.4 Secretary:

The Secretary shall be responsible for recording and keeping minutes of the members' meetings and a current roster of members. He or she shall be the official custodian of the records of the LEPC and may delegate these duties to support staff.

Sub Section 3.5 Treasurer:

The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the LEPC. These responsibilities shall include, but not be limited to:

- a) Receiving, and giving receipts for, monies;
- b) Disbursing funds as may be directed;
- c) Keeping and maintaining accounts of the LEPC's financial transactions;
- d) Preparing, or causing to be prepared, and certifying, the financial statements to be included in any required reports.

The Treasurer may delegate duties to a fiscal agent or staff person.

Article IV MeetingsSub Section 4.1 Quorum:

A quorum of the LEPC to conduct business shall consist of at least 10 members. A majority of those present shall decide any question needing a vote.

Sub Section 4.2 Meetings and Standard Notice:

Meetings of the LEPC will be held on odd months at a regular day and time as the LEPC may select. Meeting locations shall move around the region. At least seven days written notice of the meeting time and location, including a proposed agenda, shall be mailed or emailed to each member at their last known address.

Sub Section 4.3 Special Notice:

Special meetings of the LEPC due to unusual or emergency circumstances may be held at a place and date to be fixed by the Chair, provided that members receive at least 24 hours written notice.

Sub Section 4.4 Votes:

All members are entitled to have one vote. Alternates may vote in their absence. Proxy votes are not allowed.

Sub Section 4.5 Conflict of Interest

Where a member, or their organization, stands to gain personally or financially from any matter requiring a vote, they shall disclose such interest and abstain from voting. In the interest of public integrity, members should avoid even the appearance of a conflict when possible.

Sub Section 4.6 Open Meetings

LEPC meetings are open to the public, except where executive session is needed to discuss personnel, disciplinary or contract matters. Meetings will be conducted by Roberts Rules of Order.

Article V SubcommitteesSub Section 5.1 Number, Chairperson and Members:

The LEPC may have such subcommittees as designated by resolution of the membership. The Chairperson shall designate subcommittee chairpersons. These subcommittees may contain non-voting persons who are not members.

Article VI Funds and EquipmentSub Section 6.1 Equipment

Equipment purchased by and for the LEPC is the property of the LEPC. Authorization for usage and storage does not constitute rendering of ownership. Equipment shall only be used for authorized activities.

Sub Section 6.2 Expenditures:

All expenditures of funds over \$1,000 must be approved by a majority of the members present at a special or bi-monthly meeting of the LEPC. Notice of any meeting where such a vote is to be taken must be made to all LEPC members at least fifteen (15) days prior to the meeting and a quorum of LEPC members must be present. Expenditures of less than \$1,000 that are in accord with the budget may be made at the discretion of the Chair with the concurrence of the Treasurer.

Sub Section 6.3 Fiscal Agent:

The LEPC may designate a separate organization to act as fiscal agent. If so, such organization shall provide to the Treasurer such financial information that they require to fulfill their obligations.

Sub Section 6.4 Records:

The financial records of this LEPC are public to the extent allowed by law and will be maintained and audited in a manner consistent with SERC requirements.

Sub Section 6.5 Reimbursement to members:

LEPC officers, staff or their agents may be reimbursed for official expenditures upon receipt by the Treasurer of signed expense vouchers. Cash Advances: Cash advances to facilitate the business of the LEPC without impacting financially upon its members or employees are acceptable subject to 6.2.

Sub Section 6.6 Effect of Dissolution

Upon any dissolution of the LEPC, any assets remaining after payment of or provision for its debts and liabilities shall, consistent with the purposes of the LEPC, be returned to donating, or other funding, parties or agencies. No part of the remaining net assets or net earnings of the LEPC shall inure to the benefit of or be paid or distributed to any officer, member or employee of the LEPC.

Article VII Amendments and Repeal

Sub Section 7.1 Process:

These bylaws may be amended, repealed, or altered, in whole, or in part, by a two-thirds (2/3) vote of a quorum of members present at any meeting, provided that proposed changes were provided to all members at least fifteen (15) days before the meeting at which such action will be considered.

SECTION 2, THE RESPONSE PLAN

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2-0-0 POLICY

The District #12, Local Emergency Planning Committee (District #12 LEPC) All Hazards Emergency Response Plan (Response Plan) shall be written, evaluated, and updated to provide the best possible protection to the environment and the population within the district.

2-1-0 ASSUMPTIONS

This plan is developed because of the possibility that a hazardous materials incident, terrorist attack or other natural or manmade emergency situation may occur in District #12. This assumption is based upon the following:

- A. **POTENTIAL FOR A FIXED FACILITY INCIDENT:**
District #12 has a number of 203 C facilities located in various towns. It has a few facilities that handle extremely hazardous materials.
- B. **POTENTIAL FOR A TRANSPORTATION INCIDENT:**
District #12 has 2 major interstates, several primary east-west corridors, and an extensive rail system. Air traffic from major airports passes over district #12 and includes military training flights.
- C. **POTENTIAL FOR SEVERE WEATHER EMERGENCY**
Vermont is subject to particular weather situations that can lead to the following emergencies:
 - 1. Severe storms. In the summer months tornadoes and hurricanes have occurred in Vermont. Winter Blizzards and Ice storms are common and can be destructive.
 - 2. Drought and Wild Fire. Vermont has suffered through a number of dry summers and has had to deal with forest fires.
 - 3. Floods. Brought on by storms and spring run-off the state has had to deal with a number of floods.
- D. **POTENTIAL FOR AN EARTHQUAKE**
Although District #12 does not lie directly over a fault, there is the potential of earthquake damage due to the proximity to the geographically active area around Boston.
- E. **POTENTIAL FOR A TERRORIST ATTACK**
Although District #12 does not have large populations that may be terrorist targets, it does encompass one major city and is adjacent to large cities in New Hampshire. It also contains several geographic areas that might be considered as terrorist targets. The proximity to Vermont Yankee should be considered when planning for possible terrorist attacks.

2-1-1 SCOPE

- A. This plan is designed to meet the planning requirements reflected the Vermont Statutes, Title 20, which reflect the requirement for all hazards planning.
- B. This plan is also designed to meet the requirements of SARA TITLE III, paragraphs 303(a), (b) & (c). This addresses hazardous materials incidents involving extremely hazardous substances as identified by name and reportable quantity in MEMO 92002. It should also prove to be a potential tool for local adoption.
- C. This plan is designed for District #12, it's towns (see 1-0-2), those fixed facilities required to report under SARA TITLE III paragraph 302(c) and the transportation routes within it.

- D. Due to the industrial/agricultural make up, topography and transportation systems within the district, all member towns are potential sites for a hazardous material incident or other emergency, natural or manmade.

2-1-2 TOWN HAZMAT CAPABILITIES

The capability of each town within the district to respond to an emergency will vary according to the training and equipment available to that town's emergency response organizations, and those emergency response organizations available through existing mutual aid agreements. The overall capability of the district is assumed to be minimal.

- A. NOTE: AS PER SARA TITLE III, EACH TOWN SHALL NOTIFY THE LEPC OF ITS HAZMAT RESPONSE CAPABILITIES BY 7/1 EACH YEAR ON THE FORMS PROVIDED BY THE SERC.
- B. At present there is a limited Hazmat response supplied by the State Hazmat Response Team. This team is dispatched at the State level, in response to a local request for assistance during a Hazmat incident.
- C. The political structure, responsibilities and duties of local government shall remain in place and accountable for the actions taken in the event of an emergency. In cases where the local resources cannot properly manage the situation the local officials are encouraged to pass incident command to properly trained State or Federal authorities.
- D. Any emergency organizations responding to a hazardous materials incident, with personnel considered employees by OSHA standards, will be required to comply with 29 CFR 1910.120 paragraph q.

2-1-2 TOWN ALL HAZARD CAPABILITIES

The capability of each town within the district to respond to a non hazardous materials emergency will vary according to the training and equipment available to that town's emergency response organizations. Most towns have basic fire fighting capability, municipal resources and mutual aid agreements that can handle Level I emergencies. Emergencies that exceed the local resources will require State or Federal assistance.

2-2-0 FACTS

LEPC #12 is a Planning Committee. As such the committee does not have a response capability. It is responsible for this plan and for the gathering of information to be used for planning and during an emergency response. With some exceptions this information is available to the public. The LEPC is also responsible for exercising this plan and is prepared to assist other organizations to write their own plans and exercise them. The LEPC is prepared to assist emergency response organizations and Town governments that wish to apply for State and Federal grants. These grants can be for emergency response planning, training or equipment.

2-3-0 PLAN ESTABLISHMENT

The establishment of the plan for District #12 is based upon the following:

- A. District #12 LEPC developing a generic response plan to include notification, response, mitigation and resource development for the district.

- B. Facilities that have extremely hazardous substances submitting annual Tier II Reports to the Vermont Department of Health. These facilities being reported to the State Emergency Response Commission (SERC).
- C. The SERC advising the District #12 LEPC of those facilities within the district.
- D. The LEPC advising all towns as to whether or not they have any referenced facilities.
- E. The town contacting the District #12 LEPC and:
 - 1. Listing any Hazmat facility that is not listed, but should be, along with the chemicals involved and quantities on hand
 - 2. Confirming the existence of a local emergency response plan
 - 3. Listing additional resources, etc., that might be required above and beyond already existing local and mutual aid capabilities
- F. The District #12 LEPC:
 - 1. Forwarding information received on unreported Hazmat facilities to the State Emergency Response Commission (SERC).
 - 2. Assisting such towns, that might request aid, in meeting the requirements above
 - 3. Revising the plan as necessary based upon the input received from the towns and the State
- G. All Hazards Planning:
 - 1. The LEPC examining the risks and resources in the district and advising the Towns and response organizations where it feels there are needs that should be addressed

2-3-1 PLAN REVISIONS

Revisions and updates to the plan are based upon:

- A. Information received from the SERC, towns or facilities
- B. Evaluated results of simulated emergency responses
- C. Results of critiques from actual incident mitigation
- D. Input received from towns requiring plan change

2-4-0 RESPONSE CONCEPTS

Any hazardous materials incident or other emergency occurring in the district will be initially handled at the facility and town level. When town resources are not adequate to handle the situation, additional resources may be provided from:

- A. Mutual Aid-From nearby towns.
The implications of SARA itself and the interpretations of VOSHA can effect mutual aid responses. The impact and availability of mutual aid may be somewhat diminished by these problems.
- B. District #12 Resources - District #12 does not have any response resources at this time.
- C. State Resources - Through VT Emergency Management
State agencies and personnel

- D. Federal Resources - Through VT Emergency Management
Federal agencies and personnel

2-4-1 COMMAND PEROGATIVE

This plan is based upon use of the NFA Incident Command system of management. Should the Incident Commander establish a Hazardous Materials Division, with personnel trained, equipped, and supervised in accordance with CFR 1910.120, command shall remain responsible for the overall operation, but delegate authority for hazardous material mitigation. This delegation is consistent with the spirit and intent of SARA. When responding to other emergencies the Incident Commander should follow basic response protocols and should be careful to protect the responders, the population, the environment and infrastructure as much as possible during a response.

2-4-2 INITIAL ACTIONS

In some instances, immediate action taken may not be in strict accordance with standards of response, capability and protection. Such initial actions taken by knowledgeable, emergency response personnel may result in the prompt handling of a situation and prevent further incident involvement. While this type of action will not work in every situation and is not to be a normal procedure, the latitude should exist for immediate mitigation in much the same manner as a firefighter effecting a rescue from a burning building, without proper equipment. When in doubt about the damage potential of a terrorist attack or the possibility of a biological weapons attack the response should assume the worst and should protect response personnel and the population as much as possible.

2-5-0 RESOURCE DEVELOPMENT

Resource development is perhaps the most important component of any emergency operations plan. Resources are developed at several levels and maintained current by the actions of many organizations.

- A. Facility resources (site maintained) - This is a most often overlooked resource in both transportation and fixed facility incidents. Whether personnel, special equipment, or response teams, those trained and working in the industry must never be overlooked or underrated as a resource.
- B. Local resources (town maintained) - Heavy equipment owner/operators, chemistry teachers, doctors, computer experts, ham radio operators, local media all represent tools available for mitigation within the town.
- C. LEPC resources (LEPC maintained) - The coordination and availability of district wide resources.
- D. State and Federal resources - VEM Maintained
- E. Other Resources, available from response organizations and industry.

2-5-1 DISTRICT RESOURCE LIST

District #12 LEPC with assistance of the TRORC will maintain a resource list of all known resources in the District #12 LEPC district. This list is attached to this plan in Section A, Attachments. The LEPC and TRORC will continually update this list.

2-6-0 EVALUATION

The plan must be current and represent best effort at being operational. In order to test, evaluate, and update the plan, a method of review is necessary. This review is accomplished:

- A. By yearly evaluation, either by tabletop simulation or drill of the plan. Plan changes will be indicated by a critique of the exercise. The LEPC will then review and vote to change the plan as needed.
- B. By actual incident evaluation and critique.
- C. When the plan is revised or updated due to changes in enabling Federal or State legislation.

SECTION 3, OPERATIONS

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3-0-0 POLICY

Operations at a Hazmat incident or any emergency response, within District #12 shall be in accordance with the NFA Incident Command Management System. It shall also be in compliance with the spirit and intent of SARA TITLE III and CFR 1910.120 and Vermont Title 20. To this extent all Potential Incident Commanders should be trained to the level of the twelve-hour NFA basic ICS course or other comparable course.

3-0-1 APPLICATIONS

Any incident progressing or suspected to progress beyond the “Controlled Emergency Condition” (see 3-1-0), shall be addressed in a fashion compatible with 3-0-0. If any doubt exists, assume 3-0-0 applies and proceed accordingly.

3-0-2 HAZMAT OPERATION CAPABILITY

In order to support and facilitate emergency scene operations involving hazardous materials, all emergency services personnel in the district should be trained to the “Awareness Level”. Fire departments may be further trained in decontamination procedures to assist response teams, when/where requested. The training of Fire Department personnel to the “Operations Level” is recommended. No response to an emergency situation should require a responder to perform duties for which they have not been adequately trained.

3-0-3 STANDARD EMERGENCY OPERATION CAPABILITY

No response to an emergency situation should require a responder to perform duties for which they have not been adequately trained. The use of untrained personnel can raise liability issues and is not recommended. It is understood that state law does protect those volunteers that attempt to render aid in good faith in emergency situations from certain liability issues, but this is not to be used as an excuse for poor response planning or execution.

3-1-0 OPERATIONS LEVELS

To assist in scene assessment and resource management at a hazardous materials incident, standard operational levels or conditions have been established. These levels can also be used to guide the response to all emergencies. They are:

LEVEL I - CONTROLLED EMERGENCY CONDITION

LEVEL II - LIMITED EMERGENCY CONDITION

LEVEL III - FULL EMERGENCY CONDITION

3-1-1 CONTROLLED EMERGENCY CONDITION

LEVEL I IS AN INCIDENT WHERE:

- It can be controlled by local emergency services
- It requires the evacuation of only the affected structure or facility
- It is confined to the facility involved or is confined to a small area
- There is no immediate threat to life and health, and there is minimal or no property damage

LEVEL I REQUIRES:

- Compliance with the local plan
- Determination of appropriate level
- Compliance with notification procedures (see section 4)

3-1-2 LIMITED EMERGENCY CONDITION

LEVEL II IS AN INCIDENT WHERE:

- Mutual aid, a response team and/or other regional resources beyond a towns capabilities are needed
- Limited evacuation, (no shelters need to be established, civilians can remain nearby for short duration) of neighboring residents or facilities is required
- It is not confined to the facility or small area, but remains within a confined geographic area (evacuation can be accomplished without vehicles)
- Potential threat to life, health, or environment exists

LEVEL II REQUIRES:

- Compliance with the local plan
- Expansion of the incident command structure
- Determine whether to request a local state of emergency
- Determine whether to activate the local emergency operations center

3-1-3 FULL EMERGENCY CONDITION

LEVEL III IS AN INCIDENT WHERE:

- Mutual aid, from outside the region, state and/or federal resources are needed
- Evacuation distances of 1/2 mile or more are required and sheltering of the evacuees may be necessary
- It is not confined or has moved past its confined geographic area
- Actual or perceived threat to life, health and environment exists

LEVEL III REQUIRES:

- Compliance with level 1 and 2 requirements
- A state of emergency declaration request
- The emergency operations center (EOC) is activated

3-2-0 OPERATIONS COMPONENTS

When an incident proceeds past level I, a series of management positions or divisions should be established. These management positions may be combined initially and handled by a single person or division, but when the situation dictates, each of these management functions should be delegated to a person or division.

3-2-1 COMMAND POST/INCIDENT COMMANDER

Regardless of what incident level is perceived, a unified command structure must have a command post and an Incident Commander. Location of the command post should be in consideration of safety, communications, and transportation with visibility of secondary importance to the long-term operation. The Incident Commander is responsible for the overall management of the incident and the delegation of management positions. All management positions are responsible to the Incident Commander.

3-2-2 OPERATIONS

Operations Management is responsible for coordinating the fire, Hazmat and ancillary resources needed to mitigate an incident or emergency. Functional areas within this division would be Suppression, Hazmat Operations and/or Emergency Operations, Support, Evacuation and Documentation. Damage assessment should be included as a functional area in cases where the affected area cannot be evaluated from a single location.

3-2-3 RESOURCE AND FINANCE

Resource and Finance is responsible for developing resources, staging and the financial tracking/documentation of the incident. The financial function is an important component of incident documentation, critical for expense recovery and necessary for proper, fair review and approval of expenses realized. Functional areas within this division would be Resource Development, Staging, and Finance.

3-2-4 EMS

EMS is responsible for the operations of treatment, triage, and transport. EMS Operations are fully covered by the existing Mass Casualty Plans in effect for the hospitals and services within the district. Mass Casualty Plans should be enacted automatically for Level II or III incidents and as necessary for Level I. EMS would also handle rehabilitation and "hotel services" (warmth/cooling, food shelter, creature comforts, etc.)

3-2-5 LAW ENFORCEMENT

Law Enforcement is responsible for scene security, traffic control, escort and evacuation. Scene security is likely to include the responsibility for the management of access of authorized personnel to the scene.

3-2-6 PUBLIC INFORMATION OFFICER (PIO)

The PIO is responsible for press releases, media relations and emergency notifications.

3-2-7 AGENCY COORDINATION

Agency Coordination is responsible for the interaction and coordination of the various organizations that may respond to an incident, whether called for or voluntarily responding.

3-2-8 COMMUNICATIONS DIVISION

Communications is responsible for documentation, phone traffic (cellular/landline), radio traffic, electronic communications (computers). Getting dispatchers to the command post and forward command post.

3-2-9 CREDENTIAL DIVISION

The Credentials Division is responsible for making sure that all response personnel are legitimate and properly trained. A record of all response personnel, their credentials and the validating officers must be maintained.

3-3-0 OPERATIONS GUIDELINES

Operations must be effected in a safe manner consistent with the circumstances actually found. In all instances a balance must be maintained between action, safety, and liability. This balance is addressed as follows:

- A. At level 1, the risk of early/immediate action to possibly mitigate an incident must be carefully weighed against the possible gain. Early action should only be taken when the potential for ending or lessening the impact of the incident is high and the risk, comparatively low. Based upon the parameters, of levels II and III (see 3-1-2, 3-1-3), early or immediate action is not an option.
- B. If a decision is to be made and questions or doubts exist, safety should be a prime concern in the process.
- C. Except as noted in 3-3-0(A), operations conducted at a Hazmat incident by response personnel should be at their level (awareness, operations, technician, and specialist) only.

3-3-1 HAZMAT OPERATIONS PRIORITIES

While operations will have many facets, Hazmat operation procedure consideration is broken down into:

- Identify Hazard - Awareness level
- Secure/evacuate the area - Awareness level
- Containment - Operations level
- Mitigation - Technician level

In all other emergency situations the responder must have the current training to carry out his or her assigned task or the responder must be supervised by a trained responder and be capable of performing the task.

3-4-0 HAZARDOUS MATERIALS RESPONSE GROUPS GUIDELINES

A realistic approach to a Hazmat incident by the State will be to activate the Hazmat Regional Response Team. In support of that Team the local response organizations should be able to supply support functions such as decontamination, would be accomplished by training fire departments to the operations level.

3-5-0 DOCUMENTATION

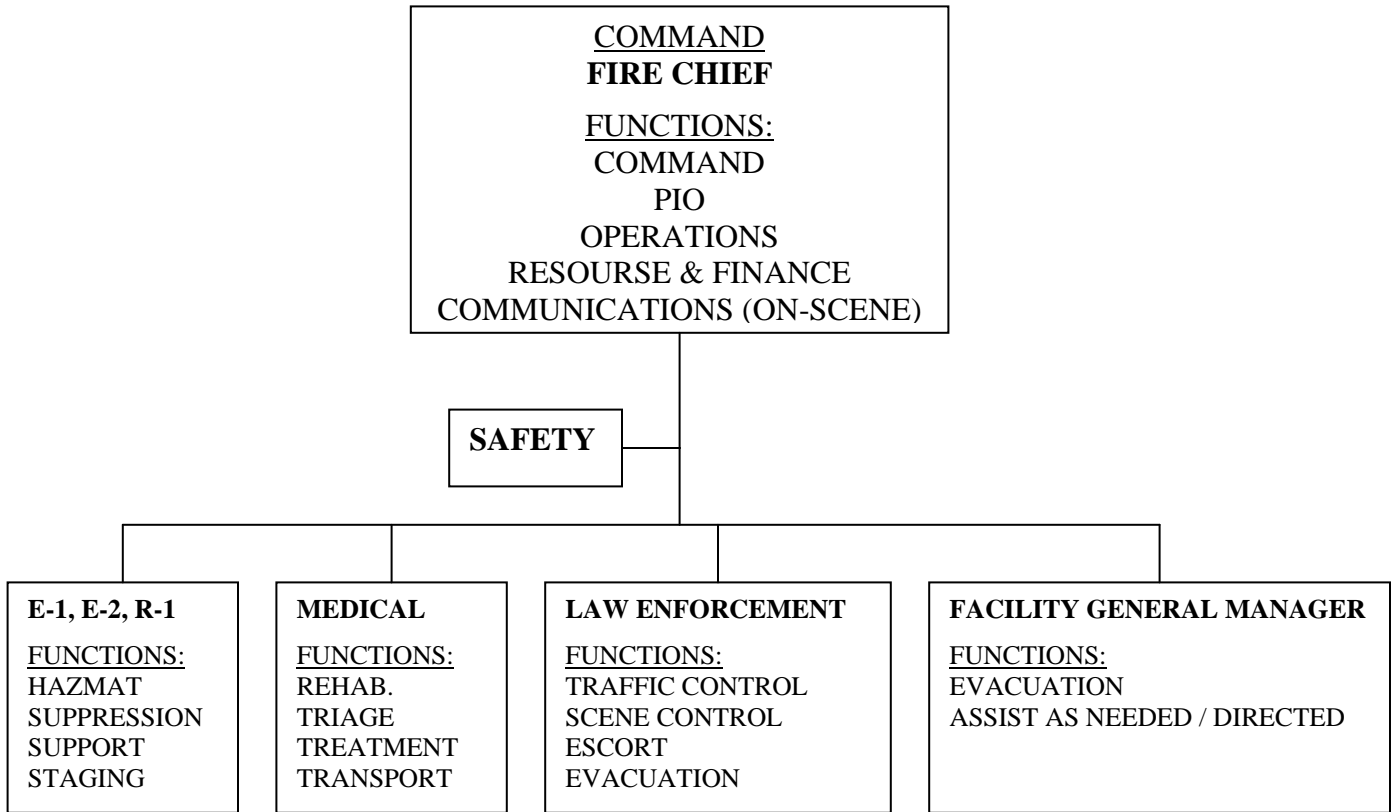
Accurate records are needed for operations, critique and reporting purposes from a multi-jurisdictional standpoint. The recording of the sequence of events and the time line involved must be given due consideration by command. Documentation should be sufficient so that a clear picture can be attained five years after an incident by documentation alone. Pictures or video should be a part of this documentation, if such images can be captured without undo risk. Documentation includes any damage assessment reports if damage assessment was required.

3-5-1 DOCUMENTATION GUIDELINES

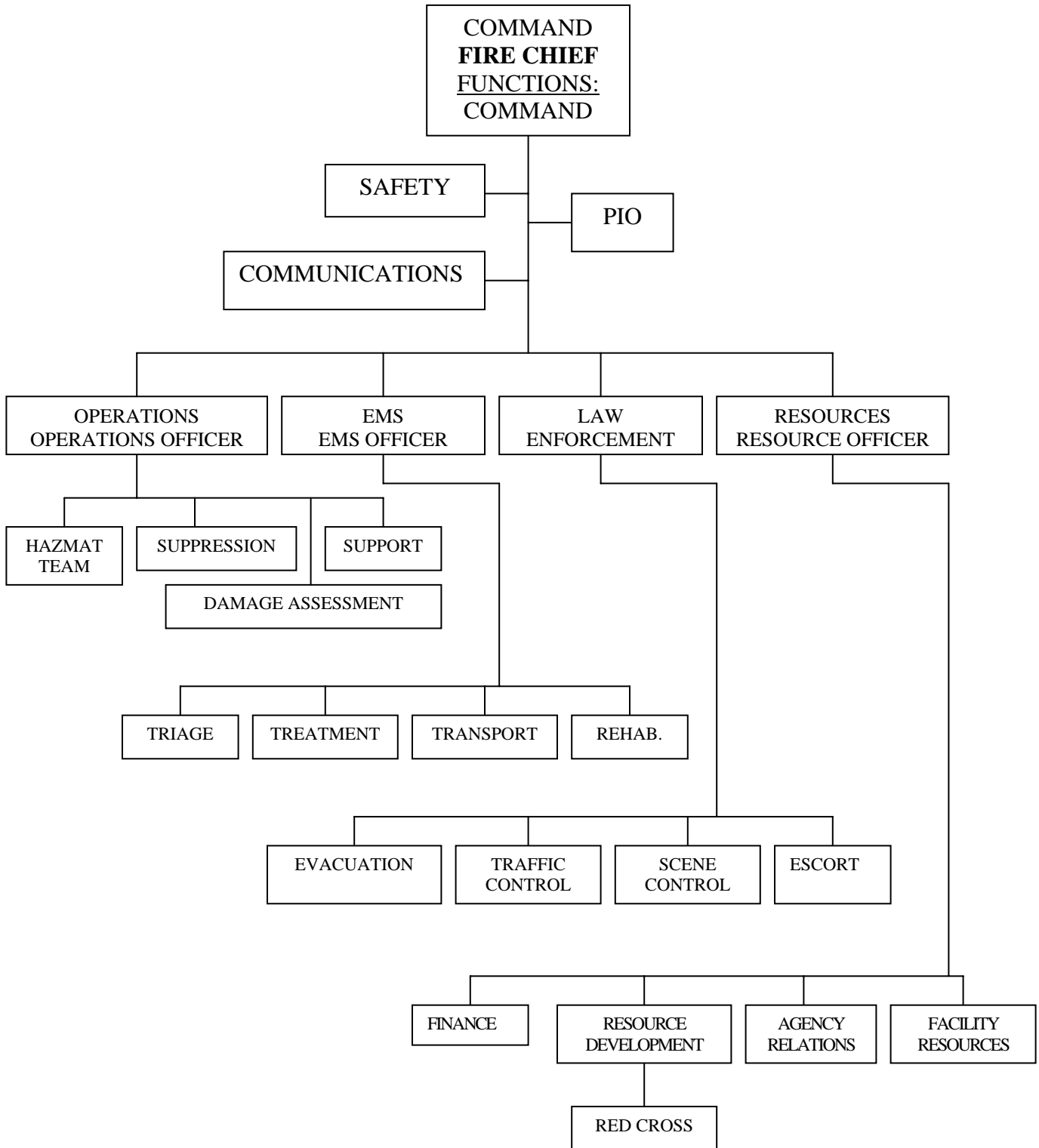
While each organization may have specific documentation requirements, the following occurrences should be documented:

- A. Changes in conditions. Examples: Weather, emergency level, etc.
- B. Resources requested. Examples: Town highway department, clean-up crews
- C. Resource arrival at staging. Examples: Town crews, clean up crews
- D. Notifications made. Examples: State notified, LEPC notified, etc.
- E. Operational status. Examples: Hazard identified, containment achieved, evacuation effected, etc.
- F. Documentation of exposures. Examples: Radiation or chemical exposure.

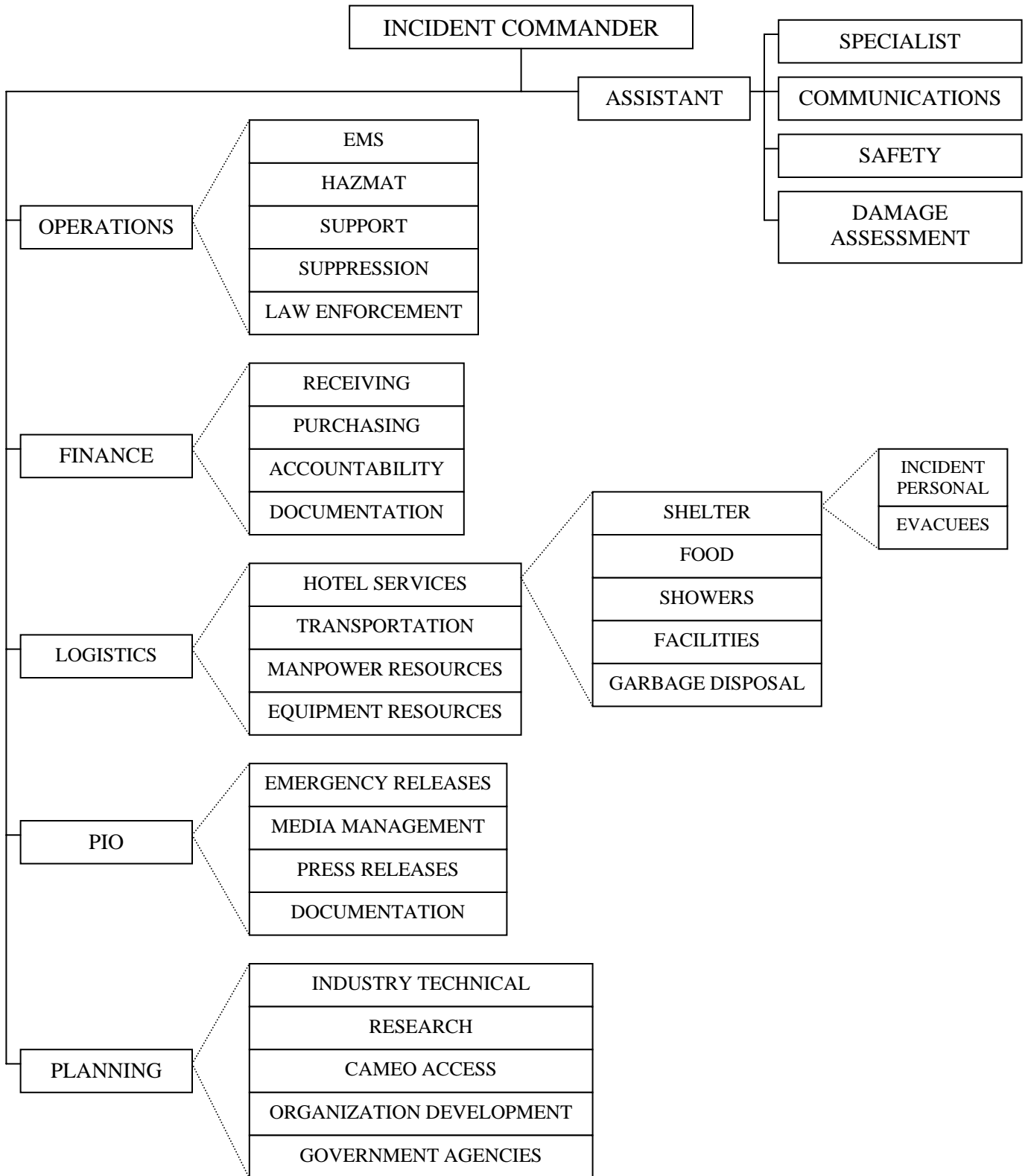
3-6-1 LEVEL I EXAMPLE:



3-6-2 LEVEL II EXAMPLE:



3-6-3 LEVEL III EXAMPLE



SECTION 4, RESPONSE PROCEDURES

	SECTION	PAGE
POLICY	4-0	30
FACILITIES RESPONSE PROCEDURES	4-1	30
TOWN RESPONSE PROCEDURES	4-2	30
DISPATCH RESPONSE MATRIX	4-2-1	31
HAZMAT FACILITY RESPONSE CHECKLIST	4-2-2	32
TRANSPORTATION INITIAL RESPONSE CHECKLIST	4-2-3	33
HAZMAT WORKSHEET	4-2-4	34
HAZMAT INCIDENT DECISION CHART	4-2-5	35
SEVERE SUMMER STORM WORKSHEET	4-2-6	36
SEVERE WINTER STORM WORKSHEET	4-2-7	37
TERRORIST ATTACK WORKSHEET	4-2-8	38
WILD FIRE WORKSHEET	4-2-9	39
EARTHQUAKE WORKSHEET	4-2-10	40
EMERGENCY OPERATIONS INCIDENT DECISION CHART	4-2-11	41

4-0-0 POLICY

Section 4 is written as a stand-alone document for use at local levels (aboard responding units, in dispatch, etc.), as a memory aid. It is, in effect, the culmination of sections 1-3.

4-1-0 FACILITIES RESPONSE PROCEDURES

This is site specific information to be addressed at the local level. For guidance the following minimums should be considered prior to an actual incident:

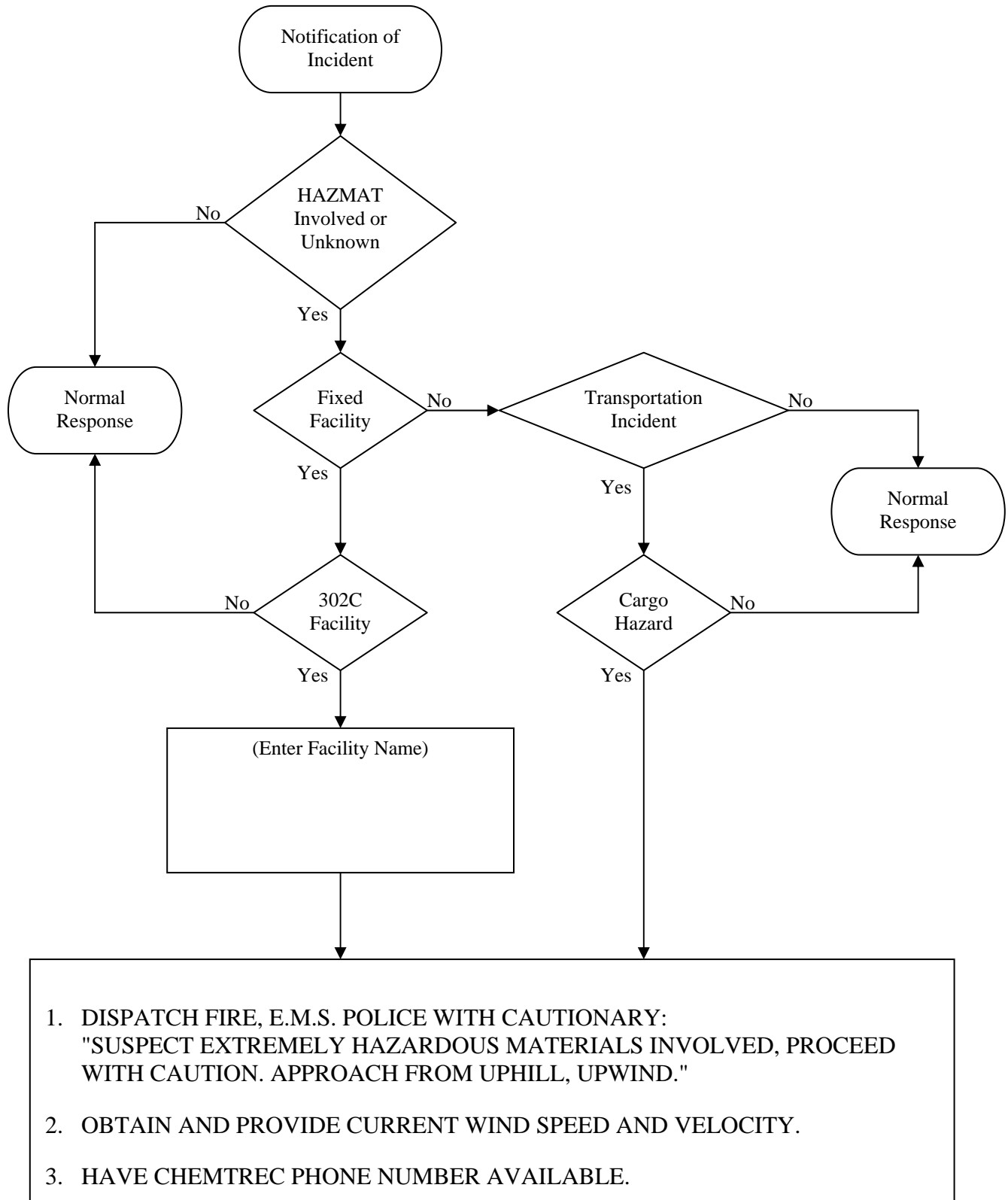
- A. For a 302C Facility, a site specific facility plan should be prepared by the facility. For guidance, this plan should include as a minimum:
 - 1. Resources needed
 - 2. Contact personnel
 - 3. Facility evacuation procedures
 - 4. Mitigation procedures
- B. If the facility is a 302C facility, the facility should have trained personnel to deal with incidents involving the extremely hazardous materials on site.
- C. Facilities that have other types of hazards or vulnerabilities should be prepared to handle the response to any such emergencies involving these hazards or vulnerabilities. All other facilities should have an emergency response plan to deal with the response to a natural or man-made emergency. Any facility with a large resident worker or client population must plan to protect this population in an emergency.

4-2-0 TOWN RESPONSE PROCEDURES

Each town should have an emergency response plan for all emergency operation including incidents involving Extremely Hazardous Substances. For fixed facilities, this plan should be able to be initiated as a continuation or expansion of the facility plan. For transportation incidents, it will be the only plan active and emphasis should be based upon identification of the material involved. An example of a generic response plan is contained in Appendix A of Section A.

The following checklists and matrix are to assist first response units as memory aids.

4-2-1 DISPATCH RESPONSE MATRIX



4-2-2 HAZMAT FACILITY RESPONSE CHECKLIST

- ____ UNITS RESPONDING FD ____ PD ____ EMS ____ OTHER _____
- ____ RESPONDING UNITS ADVISED TO STAGE PER PLAN
- ____ DISPATCH IN CONTACT WITH FACILITY REPRESENTATIVE
- ____ FACILITY STATUS IS WITHIN PLAN PARAMETERS
- ____ IS FACILITY TENABLE? Y N (N = Immediate LEVEL II HAZMAT Response)
- ____ COMMAND ESTABLISHED: WHO _____
- ____ COMMAND POST ESTABLISHED: WHERE _____
- ____ SAFE ZONE AND ACCOUNTABILITY ESTABLISHED _____
- ____ RESOURCES NEEDED ARE CONTACTED BY DISPATCH
- ____ WIND SPEED AND DIRECTION MONITORED
- ____ ARE RESPONDING UNITS OUTFITTED FOR HAZMAT OPERATIONS? Y N
- ____ ARE RESPONDING UNITS HAZMAT QUALIFIED? Y N
- ____ FACILITY/COMMAND STRUCTURE INTEGRATED
- ____ INITIAL HAZMAT LEVEL DECLARED

4-2-3 TRANSPORTATION INITIAL RESPONSE CHECKLIST

____ UNITS RESPONDING FD ____ PD ____ EMS ____ OTHER _____

____ RESPONDING UNITS ADVISED TO STAGE NO CLOSER THAN 500'

____ ON SCENE REPORT GIVEN:

WHERE: _____ WHAT: _____

LIFE SAFETY: Y N LEAKAGE VISIBLE: Y N

OTHER VISIBLE SIGN: CLOUD, POOLING, DEAD ANIMALS,

OTHER _____

____ COMMAND ESTABLISHED: WHO _____

____ COMMAND POST ESTABLISHED: WHERE _____

____ SAFE ZONE AND ACCOUNTABILITY ESTABLISHED

____ WIND SPEED AND DIRECTION MONITORED

____ INITIAL HAZMAT LEVEL DECLARED

____ METHODS OF IDENTIFICATION REVIEWED

- AT A DISTANCE - NAME, PLACARD, CONFIGURATION, SHIPPING PAPERS FROM DRIVER (OUTSIDE EXCLUSION ZONE)
- FROM CARRIER OR VEHICLE ID
- IF NOT IDENTIFIED, ASSUME LEVEL 2 POSTURE AND USE GUIDE II

____ DOT GUIDE UTILIZED IF SO, WHICH GUIDE _____

4-2-4 HAZMAT WORKSHEET

INCIDENT # _____ DATE _____ TIME OF CALL _____

WIND DIRECTION _____ WIND SPEED _____

AIR TEMPRETURE _____ AIR TEMPRETURE IN 6 HOURS _____

RELATIVE HUMIDITY _____ DEW POINT _____

HAZARDOUS MATERIAL INVOLVED _____

*UN NUMBER _____ **PLACARD _____ DOT GUIDE _____

*IF NOT KNOWN, USE DOT GUIDE FOR PLACARD DISPLAYED (PAGE X-XI DOT)

**IF NO PLACARD OR UN# AND HAZMAT SUSPECT, USE GUIDE II

MATERIAL _____ SOURCE #1 _____ SOURCE #2 _____

FLASH POINT _____ SPECIFIC GRAVITY _____ VAPOR DENSITY _____

FLAMMABLE RANGE _____ UEL _____ BOILING POINT _____

WATER SOLUBLE? Y N LEL _____

OTHER HAZARDS _____

TOXICOLOGICAL:

INHALATION, INGESTION, SKIN/EYE CONTACT OR ABSORPTION

REACTIVITY - WATER _____

CORROSIVE - ACID, BASE: pH _____ NEUTRALIZING AGENT _____

RADIOACTIVE BACKGROUND, ALPHA, BETA, GAMMA:

EXPOSURE RATE _____

PROTECTIVE NEEDS

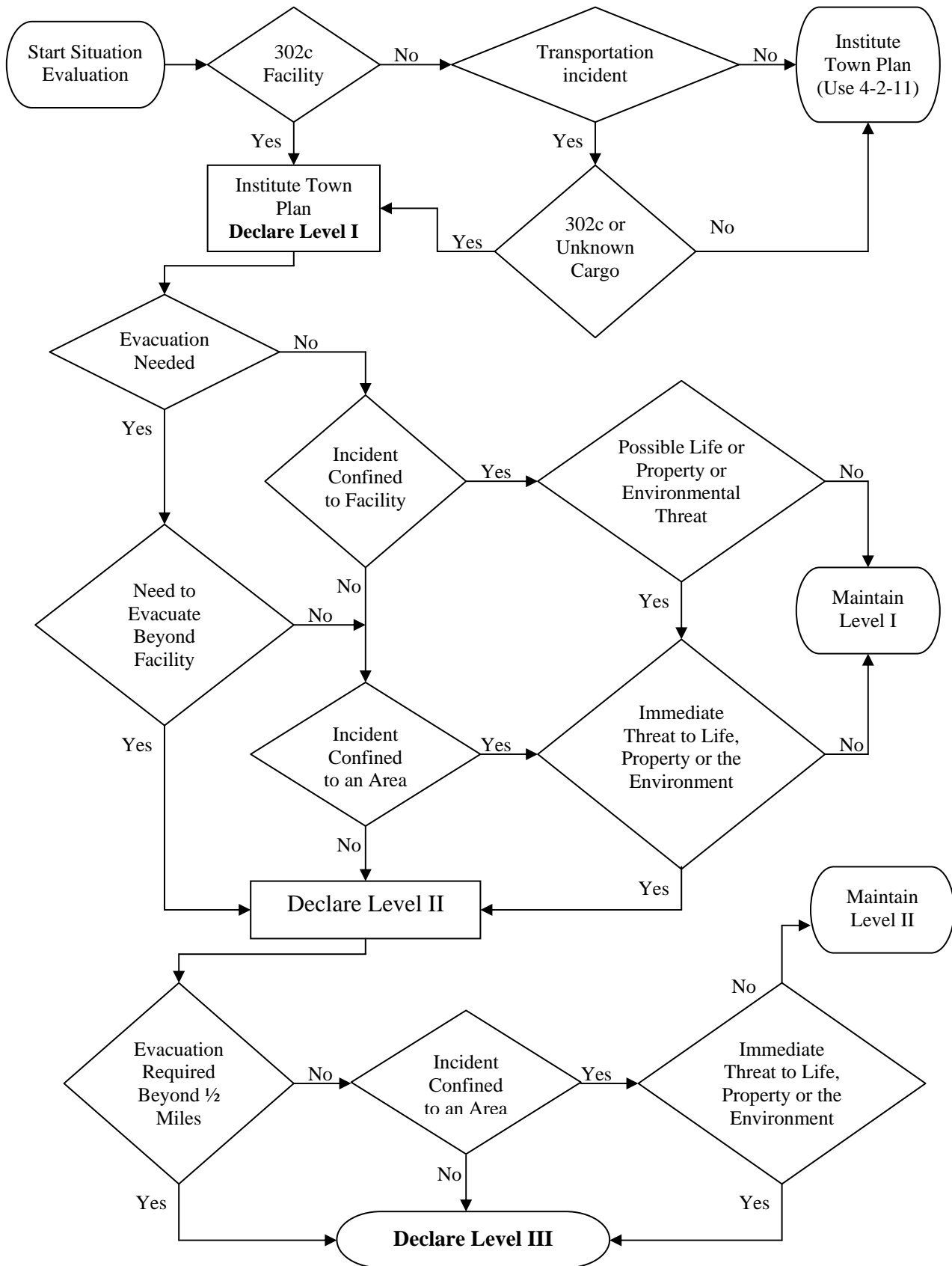
SITE CONTROL

PUBLIC _____ EXCLUSION _____

RESPONDER _____ CONTAMINATION REDUCTION _____

ENVIRONMENT _____ SUPPORT _____

4-2-5 HAZMAT INCIDENT DECISION CHART



4-2-6 SEVERE SUMMER STORM WORKSHEET

INCIDENT # _____ DATE _____ TIME OF CALL _____

TEMP: _____ SIZE OF AFFECTED AREA: _____

CURRENT WEATHER _____

2-DAY WEATHER FORCAST _____

ESTIMATED NUMBER OF PEOPLE AFFECTED _____

ESTIMATED NUMBER OF PEOPLE REQUIRING SHELTER _____

302C FACILITIES INVOLVED/DAMAGED? Y N (for each affected facility use 4-2-4)

ARE COMMUNICATION SYSTEMS INTACT? Y N

ARE THE DISTRICT'S TOWN EMERGENCY OPERATIONS FUNCTIONING? Y N

IF NO, LIST TOWNS THAT ARE NOT RESPONDING OR NON FUNCTIONING

LIST OF FUNCTIONING HOSPITALS

LIST OF FUNCTIONING EMS RESPONSE UNITS

LIST OF FUNCTIONING RADIO AND TV STATIONS

LIST OF FUNCTIONING MASS TRANSPORTATION SYSTEMS

4-2-7 SEVERE WINTER STORM WORKSHEET

INCIDENT # _____ DATE _____ TIME OF CALL _____

TEMP: _____ SIZE OF AFFECTED AREA: _____

CURRENT WEATHER _____

2-DAY WEATHER FORCAST _____

ESTIMATED NUMBER OF PEOPLE AFFECTED _____

ESTIMATED NUMBER OF PEOPLE REQUIRING SHELTER _____

302C FACILITIES INVOLVED/DAMAGED? Y N (for each affected facility use 4-2-4)

ARE COMMUNICATION SYSTEMS INTACT? Y N

ARE THE DISTRICT'S TOWN EMERGENCY OPERATIONS FUNCTIONING? Y N

IF NO, LIST TOWNS THAT ARE NOT RESPONDING OR NON FUNCTIONING

LIST OF FUNCTIONING HOSPITALS

LIST OF FUNCTIONING EMS RESPONSE UNITS

LIST OF FUNCTIONING RADIO AND TV STATIONS

LIST OF FUNCTIONING MASS TRANSPORTATION SYSTEMS

4-2-8 TERRORIST ATTACK WORKSHEET

INCIDENT # _____ DATE _____ TIME OF CALL _____

TEMP: _____ SIZE OF AFFECTED AREA: _____

CURRENT WEATHER _____

2-DAY WEATHER FORCAST _____

ESTIMATED NUMBER OF PEOPLE AFFECTED _____

ESTIMATED NUMBER OF PEOPLE REQUIRING SHELTER _____

302C FACILITIES INVOLVED/DAMAGED? Y N (for each affected facility use 4-2-4)

ARE COMMUNICATION SYSTEMS INTACT? Y N

ARE THE DISTRICT'S TOWN EMERGENCY OPERATIONS FUNCTIONING? Y N

IF NO, LIST TOWNS THAT ARE NOT RESPONDING OR NON FUNCTIONING

LIST OF FUNCTIONING HOSPITALS

LIST OF FUNCTIONING EMS RESPONSE UNITS

LIST OF FUNCTIONING RADIO AND TV STATIONS

LIST OF FUNCTIONING MASS TRANSPORTATION SYSTEMS

4-2-9 WILD FIRE WORKSHEET

INCIDENT # _____ DATE _____ TIME OF CALL _____

TEMP: _____ SIZE OF AFFECTED AREA: _____

CURRENT WEATHER _____

2-DAY WEATHER FORCAST _____

ESTIMATED NUMBER OF PEOPLE AFFECTED _____

ESTIMATED NUMBER OF PEOPLE REQUIRING SHELTER _____

302C FACILITIES INVOLVED/DAMAGED? Y N (for each affected facility use 4-2-4)

ARE COMMUNICATION SYSTEMS INTACT? Y N

ARE THE DISTRICT'S TOWN EMERGENCY OPERATIONS FUNCTIONING? Y N

IF NO, LIST TOWNS THAT ARE NOT RESPONDING OR NON FUNCTIONING

LIST FUNCTIONING HOSPITALS

LIST FUNCTIONING EMS RESPONSE UNITS

LIST FUNCTIONING RADIO AND TV STATIONS

LIST FUNCTIONING MASS TRANSPORTATION SYSTEMS

4-2-10 EARTHQUAKE WORKSHEET

INCIDENT # _____ DATE _____ TIME OF CALL _____

TEMP: _____ SIZE OF AFFECTED AREA: _____

CURRENT WEATHER _____

2-DAY WEATHER FORCAST _____

ESTIMATED NUMBER OF PEOPLE AFFECTED _____

ESTIMATED NUMBER OF PEOPLE REQUIRING SHELTER _____

302C FACILITIES INVOLVED/DAMAGED? Y N (for each affected facility use 4-2-4)

ARE COMMUNICATION SYSTEMS INTACT? Y N

ARE THE DISTRICT'S TOWN EMERGENCY OPERATIONS FUNCTIONING? Y N

IF NO, LIST TOWNS THAT ARE NOT RESPONDING OR NOT FUNCTIONING

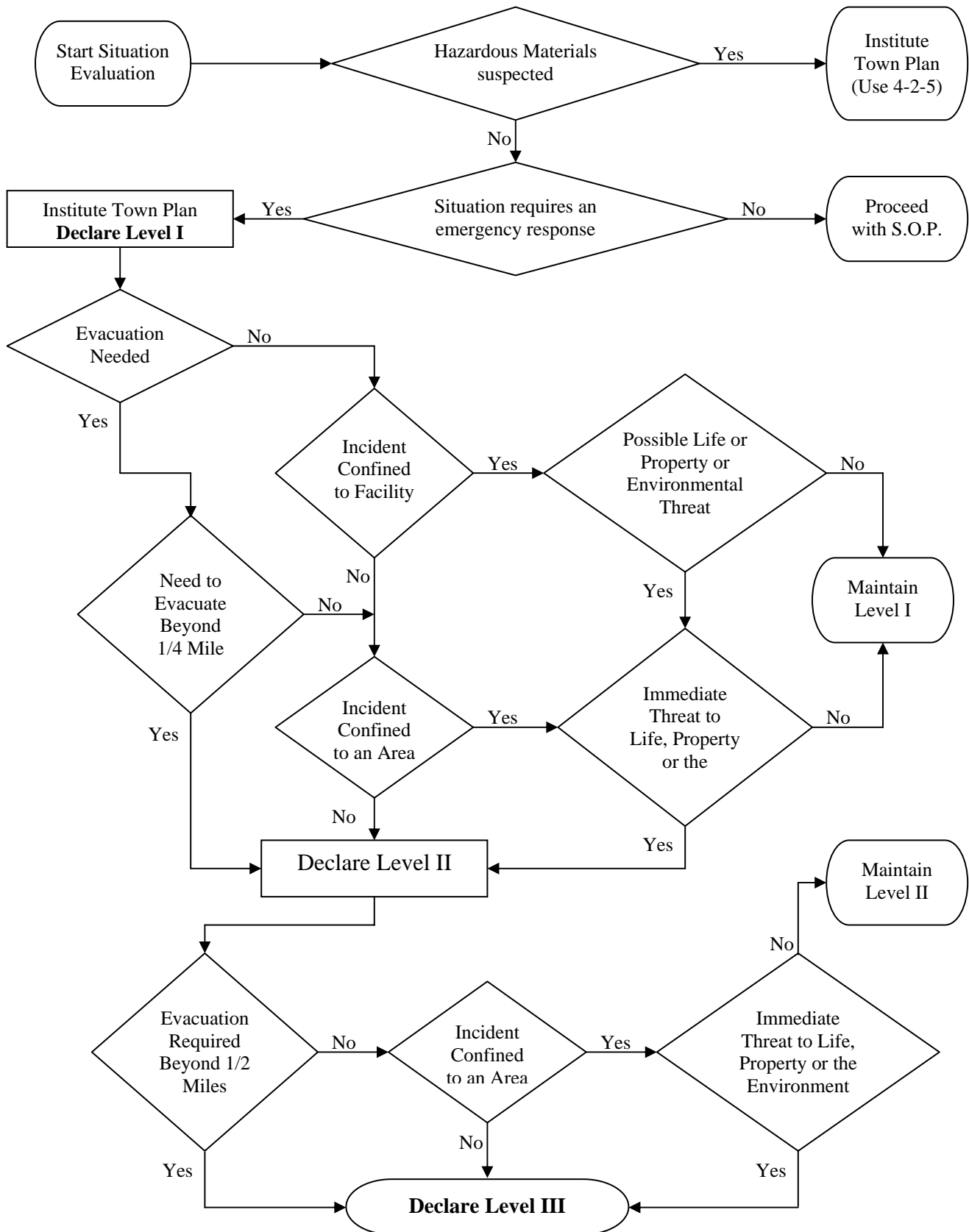
LIST FUNCTIONING HOSPITALS

LIST FUNCTIONING EMS RESPONSE UNITS

LIST FUNCTIONING RADIO AND TV STATIONS

LIST FUNCTIONING MASS TRANSPORTATION SYSTEMS

4-2-11 EMERGENCY OPERATIONS INCIDENT DECISION CHART



SECTION 5, NOTIFICATION PROCEDURES

	SECTION	PAGE
POLICY	5-0-0	43
NOTIFICATION CONCEPT	5-0-1	43
HAZMAT NOTIFICATION INFORMATION	5-0-2	43
OTHER EMERGENCY NOTIFICATION INFORMATION	5-0-3	43
BACK-UP DISPATCH	5-0-4	43
LEVEL I EMERGENCY	5-1-0	44
LEVEL II EMERGENCY	5-2-0	45
LEVEL III EMERGENCY	5-3-0	46

5-0-0 POLICY

Compliance with ordained notification requirements is the corner stone of initiating support services appropriate to an emergency situation, particularly for a hazardous materials incident. It is the policy of this district that notification shall take place in a timely fashion, by the most practical means necessary. To this extent all parties should actively check that the notification procedures outlined are followed.

5-0-1 NOTIFICATION CONCEPT

This section is built around the premise of required notification as outlined in SARA TITLE III for Hazmat incidents, Vt. Emergency Management documents, State statutes governing emergency operations and the realization that different emergencies require different notification patterns. To this extent notification procedures will be based upon the level of the incident. Each town will have one contact point, which has overall responsibility for coordinating the response to an emergency or hazardous materials incident. This contact point is normally the dispatch utilized by the fire department and accessed through their emergency phone number. Facility coordinators must know the proper method of notification for their town and instruct their personnel accordingly.

5-0-2 HAZMAT NOTIFICATION INFORMATION

The specific information that is required for legal and operational notification is contained in the response procedures (section 4). It is acquired by completing the HAZARD WORKSHEET (4-2-4).

5-0-3 OTHER EMERGENCY NOTIFICATION INFORMATION

The specific information that is required for legal and operational notification is contained in the response procedures (section 4). It is acquired by completing the EMERGENCY OPERATIONS WORKSHEETS (4-2-6 through 4-2-10). These forms are to be used in conjunction with the EMERGENCY OPERATIONS INCIDENT DECISION CHART (4-2-11).

5-0-4 BACK-UP DISPATCH

A back-up dispatch center should be referenced in the local emergency plans and should be accounted for in local mutual aid agreements.

5-1-0 LEVEL I EMERGENCY

ENTITY	NOTIFIES	PHONE #
FACILITY OR	DISPATCH	FROM TOWN PLAN
TOWN DISPATCH	STATE EMERGENCY RESPONSE COMMISSION	1-800-641-5005
IF TRANSPORT	LEPC-<TRORC>	457-3188
INCIDENT	EPA-<NATIONAL RESPONSE CENTER>	1-800-424-8802
	FACILITY COORDINATOR	FROM FACILITY PLAN
TOWN DISPATCH	STATE EMERGENCY RESPONSE COMMISSION	1-800-641-5005
	EPA-<NATIONAL RESPONSE CENTER>	1-800-424-8802
	TRANSPORT OWNER	FROM SCENE
	PRODUCT OWNER	FROM SCENE
	MUTUAL AID RESOURCES <AS NEEDED>	FROM TOWN PLAN
	TOWN EMERGENCY COORDINATOR	FROM TOWN PLAN
SERC	NO RESPONSIBILITY AT THIS LEVEL	

5-2-0 LEVEL II EMERGENCY

<u>ENTITY</u>	<u>NOTIFIES</u>	<u>PHONE #</u>
FACILITY OR TOWN DISPATCH	DISPATCH	FROM TOWN PLAN
	STATE EMERGENCY RESPONSE COMMISSION	1-800-641-5005
IF TRANSPORT INCIDENT	EPA-<NATIONAL RESPONSE CENTER>	1-800-424-8802
	FACILITY COORDINATOR	FROM FACILITY PLAN
TOWN DISPATCH	STATE EMERGENCY RESPONSE COMMISSION	1-800-641-5005
	EPA-<NATIONAL RESPONSE CENTER>	1-800-424-8802
	TRANSPORT OWNER	FROM SCENE
	PRODUCT OWNER	FROM SCENE
	MUTUAL AID RESOURCES <AS NEEDED>	FROM TOWN PLAN
TOWN EMERGENCY COORDINATOR	TOWN RESOURCES FOR LIMITED EVACUATION	FROM TOWN PLAN
	RED CROSS CONTACT	
	HARTFORD RED CROSS	295-3635
	WINDHAM RED CROSS	254-2377
	SPRINGFIELD RED CROSS	885-2174
SERC	NO RESPONSIBILITY AT THIS LEVEL	

LEVEL III EMERGENCY 5-3-0

<u>ENTITY</u>	<u>NOTIFIES</u>	<u>PHONE #</u>
FACILITY OR TOWN DISPATCH	DISPATCH	FROM TOWN PLAN
	STATE EMERGENCY RESPONSE COMMISSION	1-800-641-5005
IF TRANSPORT INCIDENT	EPA-<NATIONAL RESPONSE CENTER>	1-800-424-8802
	FACILITY COORDINATOR	FROM FACILITY PLAN
TOWN DISPATCH	STATE EMERGENCY RESPONSE COMMISSION	1-800-641-5005
	EPA-<NATIONAL RESPONSE CENTER>	1-800-424-8802
	TRANSPORT OWNER	FROM SCENE
	PRODUCT OWNER	FROM SCENE
	MUTUAL AID RESOURCES <AS NEEDED>	FROM TOWN PLAN
TOWN EMERGENCY COORDINATOR	TOWN RESOURCES FOR AREA EVACUATION	FROM TOWN PLAN
	LOCAL EVACUATION NOTIFICATION	FROM TOWN PLAN
	RED CROSS CONTACT	
	HARTFORD RED CROSS	295-3635
SERC	FEDERAL RESOURCES INTER-STATE RESOURCES STATE RESOURCES	AS PER STATE EMERGENCY MANAGEMENT PLAN

SECTION 6, TOWN PLAN / LEPC INTERFACE

	SECTION	PAGE
POLICY	6-0-0	48
PLAN CONTENTS	6-0-1	48
PLAN MAINTENANCE	6-1-0	48
PLAN EXAMPLES	6-2-0	48

6-0-0 POLICY

Each town should develop a Town Emergency Response Plan. The Town Emergency Response Plan can be a separate document or the LEPC Plan may be adopted as the local plan.

6-0-1 PLAN CONTENTS

The Town Emergency Operations Plan, in whatever form, must include, as a minimum:

- A. Methods and procedures to be followed by local emergency services in response to any emergency, particularly when responding to any suspected release of hazardous substances.
- B. A Community Emergency Coordinator must be appointed by each town and an absolute method of contacting the coordinator or his/her designate if or as necessary.
- C. The Town must designate a single point of contact to alert Town emergency response organizations.
- D. A general description of the emergency equipment and facilities in the town emergency response organizations.
- E. For each 302C facility within your town, a site-specific evacuation and shelter plan must be prepared.
- F. All emergency personnel should be trained to the awareness level. Some emergency personnel should be trained in decontamination procedures.

6-1-0 PLAN MAINTENANCE

The Town Emergency Operations Plan should follow the following maintenance procedures:

- A. Town personnel expected to respond to emergencies, particularly those involving hazardous materials, must be trained to the level of proficiency as identified in the town plan.
- B. The town emergency operations plan should be tested on an annual basis and upgraded accordingly. The exception to this is an actual incident where an after action report and critique will have the same impact in validating or stimulating changes as a test.
- C. This section can be utilized as a storage point for a copy of the town plan.

6-2-0 PLAN EXAMPLES

Examples of Town Plans can be found in Appendix B and D of Section A.

SECTION 7, FACILITY / TOWN PLAN INTERFACE

	SECTION	PAGE
POLICY	7-0-0	50
PLAN CONTENTS	7-1-0	50
ACCESS	7-2-0	51
MODEL PLAN	7-3-0	51

7-0-0 POLICY

Each facility designated as 302C shall prepare a Facility Hazardous Materials Response Plan or provide required information to the Town and the LEPC. Any other Facility, School or organization that is responsible for the safety of its employees or clients is strongly urged to prepare an emergency operations plan. In the best interests of safety, environment, and mitigation, the LEPC strongly urges facilities to develop a plan as opposed to providing information only.

7-1-0 PLAN CONTENTS

In the following section the minimum requirements for planning are outlined with regard to Facility planning and the Local or Town Plans.

7-1-1 302c FACILITY PLAN CONTENTS

As a minimum, the following components should be incorporated in the Facility Plan of a 302c facility:

- A. A Facility Emergency Coordinator should be appointed to participate in the plan development, implementation, and the review process.
- B. Emergency procedures and methods to be followed by designated facility personnel in the event of a release of an extremely hazardous substance.
- C. Procedures providing reliable, effective, and timely notification by the facility to the LEPC, and the Town should a release occur.
- D. Potential populations threatened, should release occur.
- E. Any facilities that may pose extraordinary risk, from a life safety, content or structural point of view, due to its close proximity to public buildings or lands. I.E. a chemical plant next to a school.
- F. A description of the emergency equipment at the facility.
- G. Evacuation plans for the facility and the areas immediately surrounding it.
- H. The plan must be tested annually, in one of several forms as noted in 2-6-0.

7-1-2 OTHER FACILITY PLAN CONTENTS

As a minimum, the following components should be incorporated in the Facility Plan of a non-302c facility:

- A. A Facility Emergency Coordinator should be appointed to participate in the plan development, implementation, and the review process.
- B. Emergency procedures and methods to be followed by designated facility personnel in the event of a emergency that threatens the population of the facility.
- C. Procedures providing reliable, effective, and timely notification by the facility to the local emergency responders of the situation at the facility.
- D. Potential populations, outside the facility, threatened by the emergency within the facility or directly affected by the suspension of normal operations at the facility.
- E. Consideration must be given to the exposure the facility to the effects of an emergency at an adjacent facility.
- F. A description of the emergency equipment at the facility.
- G. Evacuation plans for the facility and the areas immediately surrounding it.
- H. The plan must be tested annually, in one of several forms as noted in 2-6-0.

7-2-0 ACCESS

Town emergency services shall be allowed access for on-site tours of Hazardous Materials facilities covered by this plan. The facility shall provide to these services, specific location information as to the storage locations of extremely hazardous substances and their normal quantities on hand. It is recommended that other Facilities, Schools or organizations that are planning for emergency operations should consult with the local emergency services when writing their plans.

7-3-0 MODEL PLAN

A model plan is included in Appendix C of Section A for your review/adaptation. In preparing your plan, the depth and detail of the model may not be appropriate to your needs. Your plan should be acceptable, so long as the plan contents requirements as outlined 7-1-0 are met.

SECTION A, ATTATCHMENTS

	SECTION	PAGE
APPENDIX A, A generic response plan	A-1-0	
APPENDIX B, An example of a Town Plan	A-2-0	
APPENDIX C, A model plan for the local level	A-3-0	
APPENDIX D, The State Rapid Response Plan	A-4-0	