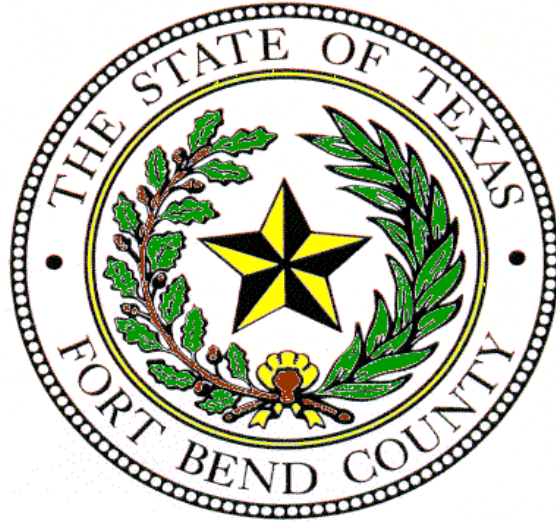


ANNEX Q



HAZARDOUS MATERIALS

&

OIL SPILL RESPONSE

Fort Bend County

APPROVAL & IMPLEMENTATION

Annex Q

Hazmat/Oil Spill

This annex is hereby accepted for implementation and supersedes all previous editions.



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Fire Marshal
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1-6-15
Date:



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1-13-2015
Date:

**ANNEX Q
HAZARDOUS MATERIAL & OIL SPILL RESPONSE**

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*.
5. *State of Texas Emergency Management Plan, Annex Q, Revised/Updated March 2013*

C. Local

See Basic Plan, Section I.

II. PURPOSE

This annex establishes the policies and procedures under which Fort Bend County and/or the Joint Resolution Jurisdictions 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
DPS	Department of Public Safety
DSHS	Department of State Health Services
EHS	Extremely Hazardous Substances
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator

EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide
EPZ	Emergency Planning Zone
GLO	General Land Office
HC	Hazardous chemicals
HS	Hazardous substances
HSEEP	Homeland Security Exercise and Evaluation Program
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
SDS	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
SOP	Standard operating procedures
SONS	Spills of National Significance
TCEQ	Texas Commission on Environmental Quality (formerly known as TNRCC – Texas Natural Resource Conservation Commission)
TCRA	Texas Community Right to Know Act(s)
TDEM	Texas Division of Emergency Management
TDH	Texas Department of Health
TxDOT	Texas Department of Transportation

B. Definitions

1. Accident site: 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: Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely toxic chemicals: Chemicals which 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: Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.

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 be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. 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: The area outside the Warm Zone (contamination reduction area) that is free from contaminants.
7. Extremely Hazardous Substances (EHS): Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the SERC, LEPCs, and local fire departments pursuant to Section 312 of EPCRA and Texas community right-to-know acts (TCRAs). EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.
8. Hazard: The chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard Analysis: 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, in order to determine which portions of a community may be affected by a release of such materials.
10. Hazardous Chemicals (HC): 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 are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.
11. Hazardous Material (hazmat): 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. 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): 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, are required to report inventories of such substances annually to the SERC in accordance with TCRAs. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed 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 (IC): 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.
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. Safety Data Sheet (SDS). A worksheet required by the U.S. Occupational Safety and Health Administration (OSHA) containing information about hazardous chemicals in the workplace. SDSs are used to fulfill part of the hazardous chemical inventory reporting requirements under the Emergency Planning and Community Right-to-Know Act.
18. 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.
19. 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.
20. 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.
21. 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.

22. 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 that 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.
23. 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.
24. 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.
25. 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; local governments and the public can access it electronically.
26. 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.
27. 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.
28. 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)
29. 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
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A. Situation

1. Hazardous materials are commonly used, transported, and produced in the local area; hence, hazmat incidents may occur in Fort Bend County. See the Fort Bend County Basic Plan for the County Hazard Analysis.
2. The Fort Bend County Joint Resolution Jurisdictions have the lead in the initial response to any hazmat incident that occurs within its jurisdiction. Hazmat response resources are listed in Annex M, Resource Management.
3. Although radiological materials are considered hazardous materials in many classification schemes, detailed planning for incidents involving these materials will be covered in Annex D, Radiological Protection, to this plan.
4. Vulnerable facilities potentially at risk from a hazmat release are identified in Appendix 5.
5. Regulated facilities that may create a hazmat risk in the local area are identified in Appendix 6. They can also be found at: <http://www.rtknet.org/db/city/search>
6. Hazardous materials transportation routes that may pose a threat to the local area are identified in Appendix 7.
7. Evacuation routes from risk areas surrounding regulated facilities are described in Appendix 8.
8. Pursuant to the EPCRA, a 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.
9. If the Fort Bend County Joint Resolution Jurisdictions are unable to cope with an emergency with their own resources and those available through mutual aid, the State may provide assistance. When requested by the State, assistance may also be provided by federal agencies.
10. The Fort Bend County Local Emergency Planning Committee (LEPC) is responsible for providing assistance to Fort Bend County and the Joint Resolution Jurisdictions in hazardous materials planning.
11. Emergency worker protection standards provide that personnel may not participate in the response to a hazmat incident unless they have been properly trained and are equipped with 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 Fort Bend County.
3. Regulated facilities will report hazmat inventories to local fire department(s) 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 us 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, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.
6. The length of time available to determine the scope and magnitude of a hazmat incident will impact 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. If an evacuation is recommended because of an emergency, typically 80 percent of the population in the affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also 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 Fort Bend County LEPC will assist Fort Bend County and the Joint Resolution Jurisdictions in preparing and reviewing hazardous material response plans and procedures.
11. In the event of a chemical release, refer to the Risk Management Plan for the individual facility for direction and guidance.

V. CONCEPT OF OPERATIONS

A. Prevention

Hazardous mitigation prevention is undertaken to prevent the threat to lives and property during a hazmat incident. Fort Bend County and the Fort Bend County Joint Resolution Jurisdictions hazardous materials mitigation activities include:

1. Performing a chemical hazard analysis to identify the types and quantities of hazardous materials present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.
2. Receiving and maintaining data on the hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities are identified in Appendix 6 to this annex.

3. Determining local hazmat transportation routes; these are depicted in Appendix 7 to this annex.
4. Establishing approved routes for hazardous cargo, depicted in Appendix 7.
5. The municipal Fire Departments and Volunteer Fire Departments operating within the Fort Bend County Joint Resolution Jurisdictions perform periodic inspection of facilities that produce, use, or store hazardous materials.
6. Fort Bend County officials, including the Fort Bend County Office of Emergency Management and officials of the Joint Resolution Jurisdictions monitor land use/zoning to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

B. Preparedness

To enhance the preparedness of its emergency responders and the public, the Fort Bend County Office of Emergency Management and officials of the Joint Resolution Jurisdictions have:

1. Developed and conducted public education programs on chemical hazards and related protective actions.
2. Trained emergency personnel to a level commensurate with hazmat response duties and provided appropriate personal protective equipment. See Appendix 3.
3. Identified emergency response resources for hazmat incidents. See Annex M, Resource Management.
4. Developed standard operating procedures for hazmat response and recovery.
5. Obtained hazmat release modeling software and trained personnel in its use.
6. Met periodically with regulated facilities and known hazmat transporters to ensure that company and local emergency plans are coordinated to the extent possible and that emergency contact information is kept up-to-date.

C. Response

1. Incident Classification. To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the Incident Commander (IC) as required.
 - a) *Level I – 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 (IC), and may require limited external assistance from other local response agencies or contractors.
 - b) *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. A sizable multi-agency response operating under an Incident Commander (IC) may be required; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
 - 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 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.
2. Initial Reporting
 - a) It is anticipated that a citizen who discovers a hazardous material incident will immediately notify the Fort Bend County Sheriff's Office and/or their respective Joint Resolution Jurisdiction contact points 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 Fort Bend County Sheriff's Dispatch Office and provide as much of the information required for the Hazardous Materials Incident Report in Appendix 2 as possible.
 - c) Operators of regulated facilities and hazmat transportation systems are required by law to report certain types of hazmat releases. For hazmat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify 9-1-1, or the Dispatcher at the Communications Center and provide information for a Hazardous Materials Incident Report; see Appendix 2.

3. Notification. Upon receiving a Hazardous Materials Incident report, the Communications Center will initiate responder notifications commensurate with the incident classification (Level I, II, or III) in accordance with Standard Operating Procedures (SOPs). In the event the incident is within the city limits of a local jurisdiction, the Fort Bend County EOC will be notified so that preparations can be made to respond if needed.
4. Response Activities
 - a) The first firefighter or law enforcement officer on the scene should initiate the Incident Command System (ICS), 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 their Communications Center and begin such actions. Shelter in place decisions will be made based on the Protective Area Criteria found in Chemical CAMEO.
 - b) As other responders arrive, the senior firefighter will generally assume the role of Incident Commander (IC) for hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
 - c) The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
 - d) ICP - EOC Interface
 - 1) If the EOC is activated the Incident Commander (IC) and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
 - 2) Regular communication between the Incident Commander (IC) and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
 - 3) In the event of a cross jurisdictional incident, the Unified Command System will be activated.
 - e) Determining Affected Areas and Protective Actions
 - 1) The Incident Commander (IC) shall estimate areas and population affected by a hazmat release, and may be assisted by the EOC in that process. Aids for determining the size of the area affected may include:
 - (a) *The Emergency Response Guidebook*
 - (b) Computerized release modeling (using CAMEO/ALOHA and other software)
 - (c) Assistance by the responsible party
 - (d) Assistance by expert sources such as CHEMTREC or CHEM-TEL
 - (e) Assistance by state and federal agencies
 - (f) Air monitoring will be conducted in accordance with the Fort Bend County Hazardous Materials Team SOP's and facility response plans.

- 2) The Incident Commander (IC) shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC. See Appendix 3 for emergency responder safety considerations. See Appendix 4 for public protective action information. The Fort Bend County EOC should utilize its GIS and related data mapping sources to determine what private and public property may be affected.
 - 3) The Incident Commander (IC) will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Warning. Additional information on public information is provided in Annex I, Emergency Public Information.
 - 4) Monitoring will be conducted by the Fort Bend County Regional Haz Mat Team through information provided by businesses, tracking software such as CAMEO and WISER. Environmental assessments will be done by Fort Bend County Environmental Health Services.
- f) Release Containment
- 1) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the Incident Commander (IC), who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
 - 2) Containment methods may include construction or use of 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.

D. Recovery

1. When the initial response to an incident has ended, further effort may be required to control access to areas that are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas that have been affected, 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. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pump and treat, dredging, skimming, dispersion or dilution, vacuuming, and biological remediation.
3. The County Judge of Fort Bend County and/or the Mayors or City Managers of the Joint Resolution Jurisdictions 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. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various

departments and local agencies who have an interest in recovery activities. The recovery coordinator or team should:

- a) Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
- b) Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
- c) Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies 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

A. General

1. Fort Bend County's normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will be employed to respond to and recover from incidents involving hazardous materials or oil spills.
2. Effective response to a hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for hazmat spills. Refer to the facility Tier II report to determine who the emergency contact person is for that particular facility. Technical assistance for a hazmat incident may be provided by the facility, by industry, or by state and federal agencies, or industry.

B. Assignment of Responsibilities

1. County/Jurisdictional Emergency Management Coordinator
 - a) The Fort Bend County Emergency Management Coordinator and/or the Joint Resolution Jurisdiction Emergency Management Coordinators shall serve as their respective Community Emergency Coordinators for hazmat issues, as required by the EPCRA.

The Emergency Management Coordinators (county or municipality) will:

- 1) 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.
- 2) 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.

- 3) Ensure each regulated facility and local hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.
 - 4) Coordinate the review of regulated facility emergency plans by local officials.
2. Municipal Fire Departments and Volunteer Fire Departments will:
- a) Carry out the general fire service responsibilities outlined in Annex F (Firefighting).
 - b) Normally provide the Incident Commander (IC) for a hazardous materials response operation.
3. Incident Commander (IC) will:
- a) Establish a command post.
 - b) Determine and communicate the incident classification.
 - c) Take immediate steps to identify the hazard and communicate that information to the Fort Bend County Sheriff's Office Dispatcher and/or appropriate municipal Communications Center, who should disseminate it to emergency responders.
 - d) Determine a safe route into the incident site and advise Fort Bend County Dispatch and/or municipal Communications Center, who should 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 SOP.
 - 1) If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Appendix 1 are accomplished.
 - 2) If the EOC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC should handle support tasks that require extensive planning or coordination.
4. Law Enforcement will:
- a) Maintain a radio-equipped officer at the ICP until released by the Incident Commander (IC).
 - b) Evacuate citizens when requested by the Incident Commander (IC). Advise Fort Bend County Dispatch, and/or Municipal Communications Centers and the county

and municipal EOCs regarding the status of the evacuation. Request assistance from the fire departments, as necessary.

- c) Control access to the immediate incident site for safety and limit entry to authorized personnel only. The Incident Commander (IC) will determine the size and configuration of the cordon.
 - 1) Entry of emergency personnel into the incident area should be expedited. The Incident Commander (IC) will provide information on safe routes.
 - 2) Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
 - d) Perform traffic control in and around the incident site 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 Fort Bend County Emergency Management Coordinator and/or Joint Resolution Jurisdiction Emergency Management Coordinators will:
- a) Coordinate with the Incident Commander (IC) and based upon the incident classification and recommendations of the Incident Commander (IC), initiate activation of the EOC through Fort Bend County Dispatch and/or appropriate Joint Resolution Jurisdictions Communications Centers.
 - b) If the EOC is activated:
 - 1) Coordinate a specific division of responsibility between the Incident Commander (IC) and EOC for the tasks outlined in the General Hazmat Response Checklist (see Appendix 1). In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination.
 - 2) Carry out required tasks
 - (a) Provide support requested by the Incident Commander (IC).
 - (b) For Level II and III incidents, ensure elected officials and the Fort Bend County and Joint Resolution Jurisdiction municipality attorneys are notified 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. The Fort Bend County Road and Bridge Department and/or Joint Resolution Jurisdictions Public Works Departments 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. The Joint Resolution Jurisdiction municipality Water & Sewer Departments and Utilities in addition to all of the Municipal Utility Districts in the county will:
 - a) When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
 - b) If a hazmat incident impacts water or sewer systems, check systems for damage and restore service.
 - 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 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 a Hazmat incident:
 - 1) Make timely notification of the incident to local officials and other agencies as required by state and federal law. Notification will be made either by direct phone, email, fax, or Web EOC and in accordance with procedures set out in the Texas Health and Safety Act.
 - 2) Provide accident assessment information to local emergency responders.
 - 3) Make recommendations to local responders for containing the release and protecting the public, to include sheltering in place and discontinuation of emergency procedures.
 - 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.
 - 6) The regulated facilities in Fort Bend County can be found at <http://www.rtknet.org/db/rmp/rmp.php>

10. State Government.

- a) If local resources and mutual aid resources available to respond to a hazmat incident are inadequate or inappropriate, the Fort Bend County Office of Emergency Management will request state assistance from the Disaster District Committee (DDC) Chairperson, District 16. 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 that cannot be provided by the DDC and request federal assistance, if required.
- c) The Texas Commission on Environmental Quality (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.
- 6) TCEQ will administer the State of Texas Oil and Hazardous Substance Spill Contingency Plan.
- 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.
- i) If a local plan exists, refer to the jurisdictional plan.

11. Federal Government

- a) A spill or discharge of 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 Incident Commander (IC) or, for major incidents, shared by the Incident Commander (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 Incident Command Post (ICP) will concentrate on the immediate response at the incident site -- 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 Incident Commander (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 Incident Command Post (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 Fort Bend County Emergency Management Coordinator or his/her designee shall direct operations at the Fort Bend County Emergency Operations Center. Other officials, as assigned by members of the Joint Resolution Jurisdiction shall direct operations in the Joint Resolution Jurisdiction members EOCs.

B. Specific

1. For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the Incident Command System (ICS). The senior firefighter on the scene will normally serve as the Incident Commander (IC). All support units will report to the Incident Commander (IC) and operate under the direction provided by that position.
2. The Incident Commander (IC) may recommend evacuation in and around the incident site. The County Judge of Fort Bend County and/or the mayors or city managers of the Joint Resolution Jurisdictions should issue recommendations for large-scale evacuation should it become necessary.

VIII. READINESS LEVELS

- A. Level IV - Normal Conditions.** See the prevention and preparedness activities in section V.A and V.B, Emergency Activities by Phase.
- B. Level III - Increased Readiness.** Increased Readiness may be appropriate if there is a greater than normal threat of a hazardous material incident. Initiation conditions may include

a significant hazardous material shipment will be transiting our area. Level III readiness actions may include:

1. Monitoring the situation.
2. Informing first responders of the situation.
3. Ensuring the hazardous materials response teams are aware of the situation and can respond if necessary.

C. Level II - High Readiness. High Readiness may be appropriate if there is an increased risk of a hazardous material incident. Level II 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 I 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 warning if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

A. Support

When a hazmat incident exceeds the local capability to resolve we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, members of the Fort Bend County Joint Resolution Jurisdictions will request state assistance through the Fort Bend County Judge, from the Disaster District Chairperson, Sub District 2C.

B. Hazardous Materials Incident Report

The form used by Fort Bend County Sheriff's Dispatch Office and/or the Communications Centers of the Joint Resolution Jurisdictions, the Incident Commander (IC), and the EOC to collect and disseminate information on a hazmat incident is provided in Appendix 2.

C. Resources

1. General emergency response resources are described in Annex M, Resource Management.
2. Specialized hazmat response resources are also described in Annex M.

D. Documentation & Cost Recovery

The company or individual responsible for the hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. Fort Bend County and communities within the Joint Resolution Jurisdictions 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 the responsible party cannot be identified, we may be eligible for reimbursement of certain hazmat response costs by the US Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

E. Post Incident Review

For Level III incidents, the Incident Commander (IC) 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. This report will be circulated to all agencies and individuals tasked in this annex.

F. Training

1. 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. Refer to the Fort Bend County Multi Year Training and Exercise calendar for a schedule of training events and exercises.
2. LEPC members are encouraged to participate or attend training on hazardous materials related emergencies and response.

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. All training will be conducted in accordance with all Federal, State and Local OSHA, EPA and DOT requirements.

H. Plan Testing and Correction

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with hazmat incidents should be included in the local emergency exercise schedule. Where possible, regulated facilities and hazmat transportation companies should be invited to participate in drills and exercises. Refer to the Fort Bend County Multi Year Training and Exercise Plan for times and dates of exercises related to hazardous materials. Local companies will be requested to participate in exercises related to hazardous materials.
2. This annex should be corrected and revised, if required, based on the results of exercise critiques.
3. Exercises will be conducted in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and appropriate After Action Reviews will be completed with an improvement plan.

I. Communications

1. The fire departments and EMS units will communicate on tactical channels as assigned. Law enforcement will communicate on tactical channels as assigned. Public Works will communicate on tactical channels as assigned.
2. The Fort Bend County Office of Emergency Management Channel (FBC-EOC 1) will be used for inter-jurisdictional communications.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A. Fort Bend County Fire Marshal is responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to the Office of Emergency Management as needs become apparent.
- B. This annex will be revised as required and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Regulated facilities report their hazmat inventories annually to the State Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Appendices 5, 6, and 8, 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 SOPs 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
Appendix 5.....Vulnerable Facilities
Appendix 6..... Regulated Facilities
Appendix 7..... Hazardous Materials Transportation Routes
Appendix 8..... Evacuation Routes for Regulated Facility Risk Areas
Appendix 9 Fort Bend County Regional Hazardous Material Response Program

Appendix 1 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 SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center.	
	4. Identify hazardous material being released. <ul style="list-style-type: none"> • Information may be obtained 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 general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7.	
	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 evacuation is contemplated, 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 Annex A, Warning, for public notification messages. • See Appendix 8 for evacuation routes for vulnerable facilities. 	
	10. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation.	
	12. Warn other communities that may be threatened by the hazmat release.	
	13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.	
	14. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter & Mass Care	

	Action Item	Assigned
	<p>15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities.</p> <ul style="list-style-type: none"> • If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions. 	
	<p>16. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.</p> <ul style="list-style-type: none"> • If we are responsible for the release, we must make required notifications to state and federal agencies. • If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown. 	
	<p>17. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.</p>	
	<p>18. If additional response resources are required request them.</p> <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. 	
	<p>19. Continuously document actions taken, resources committed, and expenses incurred.</p> <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. 	
	<p>20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.</p>	
	<p>21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.</p>	
	<p>22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.</p>	
	<p>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.</p>	
	<p>24. When it is determined to be safe to end protective actions, advise the public and special facilities and, if an evacuation occurred, manage the return of evacuees.</p>	
	<p>25. Conduct post-incident review of response operations.</p>	

Emergency Situation Classifications

Level I – 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 (IC), 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 (IC); 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.

Appendix 2
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 which has been released: _____
11. Estimated amount of material which may be released: _____
12. Media into which the release occurred: _____ air _____ ground _____ water
13. Plume characteristics:
 - a. Direction (Compass direction of plume): _____ c. Color: _____
 - b. Height of plume: _____ 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

Estimated areas/ populations at risk: _____

Special facilities at risk: _____

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
	Texas 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)	1-512-463-6788
	TDH/BRC (Radiological incidents)	1-512-458-7460
	GLO (Petroleum spills in coastal waters or tributaries)	1-800-832-8224
	Disaster District Committee (District 16)	1-979-541-4500
	GDEM State Operations Center (SOP) Austin (24 Hrs)	

30. Other Information: _____

Appendix 3 RESPONSE PERSONNEL SAFETY

1. 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.

2. Medical Surveillance

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

3. Hot Zone

This is the area where contamination does, 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 the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.

4. Personal Protective Equipment (PPE)

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

- a. Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:
 - 1) Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
 - 2) Fully encapsulating chemical-resistant suit.
 - 3) Coveralls.
 - 4) Long cotton underwear (optional).
 - 5) Cotton glove liners (optional)
 - 6) Chemical-resistant gloves.
 - 7) Chemical-resistant boots.
 - 8) Hard hat, under suit (head injury hazard area).
 - 9) Disposable inner gloves and boot covers.
 - 10) 2-way intrinsically safe radio communications.

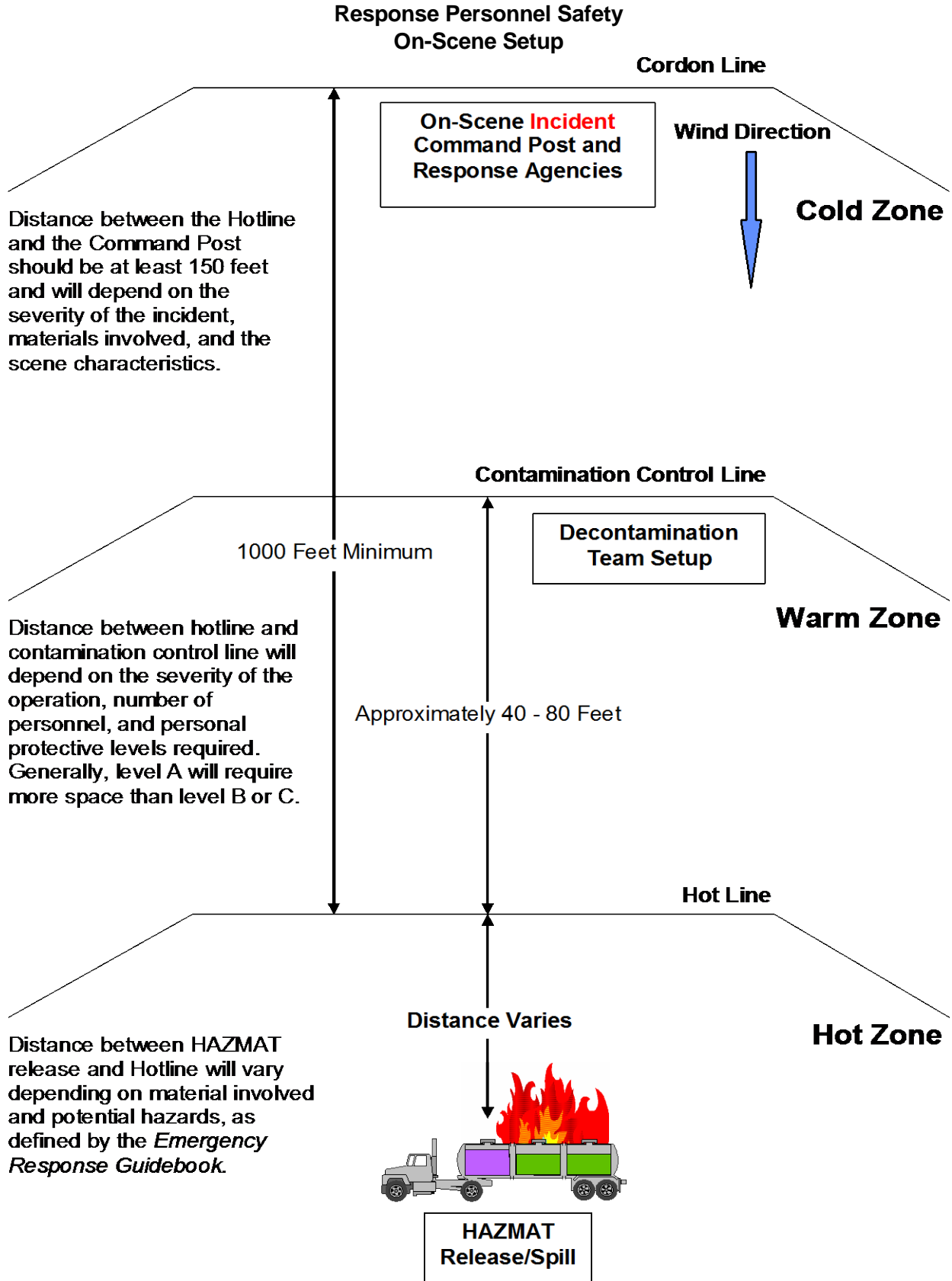
- b. Require Level B protection when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and defined by

monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:

- 1) SCBA or a supplied-air respirator (MSHA/NIOSH approved).
 - 2) Chemical resistant clothing (splash protection).
 - 3) Long cotton underwear (optional).
 - 4) Coveralls or other disposable clothing.
 - 5) Gloves (outer), chemical resistant.
 - 6) Gloves (inner), chemical resistant.
 - 7) Boot covers (outer), chemical resistant.
 - 8) Hard hat (head injury hazard area).
 - 9) 2-way radio communications.
- c. 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:
- 1) Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved).
 - 2) Chemical resistant clothing (coveralls, hooded, one or two piece chemical splash suit, or chemical resistant coveralls).
 - 3) Gloves, chemical resistant.
 - 4) Boots (outer) chemical resistant, steel toe and shank.
 - 5) 2-way radio communications.

5. Safety Procedures

- a. OSHA worker protection standards require that an on-site safety monitor be assigned during any hazmat incident response. The safety monitor must be trained to the same level of 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 for rescue should any member of the team be injured while responding.
- c. Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.
- d. Personnel entering and leaving the Hot Zone Area must check in and out with the Incident Commander and/or the Accountability Officer.
- e. Decontamination will be done in compliance with the Fort Bend County Hazardous Materials Team, local hospitals, and EMS decontamination protocols.
- f. Sampling and monitoring will be done by the Fort Bend County and Regional Hazardous Materials Teams.



Appendix 4 PROTECTIVE ACTIONS FOR THE PUBLIC

1. Factors to Consider in Selecting Protective Actions

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

- a. Characteristics of the hazardous material
 - 1) Degree of health hazard
 - 2) Amount of material that has been released or is expected to be released
 - 3) Time of release
 - 4) Rate of spread
- b. Weather conditions, particularly wind direction and speed for airborne hazards
- c. Population at risk
 - 1) Location
 - 2) Number
 - 3) Special-needs facilities or populations
 - 4) Evacuation routes
- d. Estimated warning and evacuation times
- e. Ability to predict behavior of hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA.)

2. Primary Protective Strategies

- a. 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 take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of hazmat to which they are exposed. 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 where the risk to health and safety is considered acceptable. While evacuation can be very effective in 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 be appropriate for different geographic areas at risk in the same

incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.

b. Determining Protective Actions. The information that follows is intended to aid in weighing suitable protective actions for the public and special facilities.

1) Shelter in place may be appropriate when:

- Public education on shelter in place techniques has been conducted.
- Sufficient buildings are available in the potential impact area to shelter the population at risk.
- In the initial stages of an incident, when the area of impact is uncertain.
- A hazmat release is impacting or will shortly impact the area of concern.
- A hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind.
- Evacuation routes are unusable due to weather or damage or because they pass through a likely hazmat impact area.
- 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 hazmat release threatens the area of concern, but has not yet reached it.
- A hazmat release is uncontrolled or likely to be long term.
- There is adequate time to warn and instruct the public and to carry out an evacuation.
- Suitable evacuation routes are available and open to traffic.
- Adequate transportation is available or can be provided within the time available.
- Specialized equipment and personnel needed to evacuate institutions are available.
- The hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
- The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

3. Other Protection Strategies

a. Protection of Water Systems. A hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.

b. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective

actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.

- c. 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 of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

4. Disseminating Warning and Protective Action Recommendations

- a. The normal means of warning the public of emergencies as described in Annex A of this plan will be used to warn the public of hazmat incidents.
- b. Sample public notification messages for shelter in place and evacuation are provided in Annex A, Warning, with further information in Annex I, Emergency Public Information.

Appendix 5 VULNERABLE FACILITIES

ID#1 Public School Districts

Name:	Lamar Consolidated ISD
Address:	3911 Avenue I Rosenberg, TX 77471
Phone Number:	832-223-0000
Population at Risk:	28,412

Name:	Needville ISD
Address:	16227 State Highway 36 Needville, TX 77461
Phone Number:	979-793-4308
Population at Risk:	2,900

Name:	Stafford MSD
Address:	1625 Staffordshire Road Stafford, TX 77477-6326
Phone Number:	281-261-9200
Population at Risk:	3,420

Name:	Fort Bend ISD
Address:	16431 Lexington Blvd. Sugar Land, TX 77479
Phone Number:	281-634-1000
Population at Risk:	72,000

Name:	Katy ISD
Address:	6301 South Stadium Lane Katy, TX 77494
Phone Number:	281-396-6000
Population at Risk:	70,000

Name:	Brazos ISD
Address:	227 Educator Lane Wallis, TX 77485
Phone Number:	979-478-6551
Population at Risk:	852

ID#2 Hospitals

Name: Atrium Medical
Address: 11929 W. Airport Blvd
Stafford TX 77477
Phone Number: 281-207-8200
Population at Risk: 68

Name: Memorial Hermann Sugar Land Hospital
Address: 117500 W. Grand Parkway, South
Sugar Land, TX 77479
Phone Number: [REDACTED]
Population at Risk: 79

Name: Methodist Sugar Land Hospital
Address: 16655 Southwest Freeway
Sugar Land, TX 77479
Phone Number: [REDACTED]
Population at Risk: 243

Name: Oak Bend Medical Center – Main Campus
Address: 1705 Jackson St.
Richmond, TX 77469
Phone Number: 281-341-3000
Population at Risk: 196

Name: Oak Bend Medical Center – Williams Way
Campus
Address: 22003 Southwest Freeway
Richmond, TX 77469
Phone Number: 281-341-2000
Population at Risk: 63

Name: St. Luke's Episcopal Sugar Land Hospital
Address: 1317 Lake Pointe Parkway
Sugar Land, TX 77478
Phone Number: [REDACTED]
Population at Risk: 100

Name: Sugar Land Rehabilitation Hospital
Address: 1325 Highway 6
Sugar Land, TX 77478
Phone Number: 281-276-7574
Population at Risk: 50

ID#2 Hospitals (cont)

Name: Sugar Land Surgical Hospital
Address: 1211 Highway 6, Suite #70
Sugar Land, TX 77478
Phone Number: [REDACTED]
Population at Risk: 6

Name: Triumph Hospital Southwest
Address: 1551 First Colony Blvd.
Sugar Land, TX 77479
Phone Number: 281-275-6050
Population at Risk: 101

ID#3 Fort Bend County Fairgrounds

Name: Fort Bend County Fairgrounds
Address: 4310 State Highway 36 (South)
Rosenberg, TX 77471
Phone Number: 281-762-8818
Population at Risk: 2245

ID#4 Shopping Malls

Name: First Colony Mall
Address: 16535 Southwest Freeway
Sugar Land, TX 77479
Phone Number: 281-265-6123
Population at Risk: Variable

Name: Katy Mills Mall
Address: 5000 Katy Mills Circle
Katy, TX 77494
Phone Number: 281-644-5015
Population at Risk: Variable

ID#5 Convention Centers

Name: Rosenberg Convention Center
Address: 3825 Highway 36 South
Rosenberg, TX 77471
Phone Number: 832-595-3520
Population at Risk: Variable

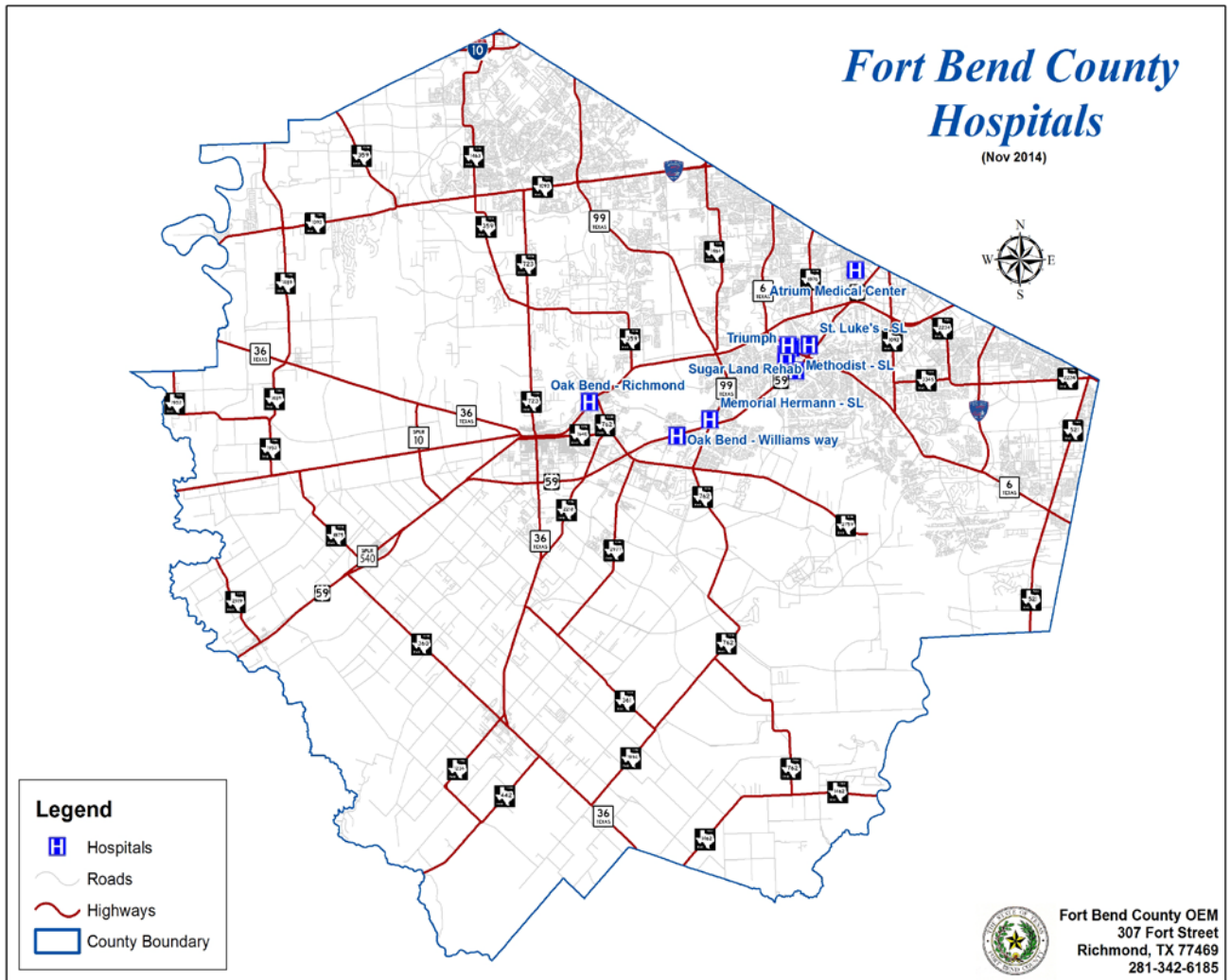
Name: Stafford Centre
Address: 10505 Cash Rd.
Stafford, TX 77477
Phone Number: 281-208-6900
Population at Risk: 1825

Name: Marriott Hotel and Conference Center
Address: 16090 City Walk
Sugar Land TX 77479
Phone Number: 281-275-8400
Population at Risk: 27,000

ID#6 Universities

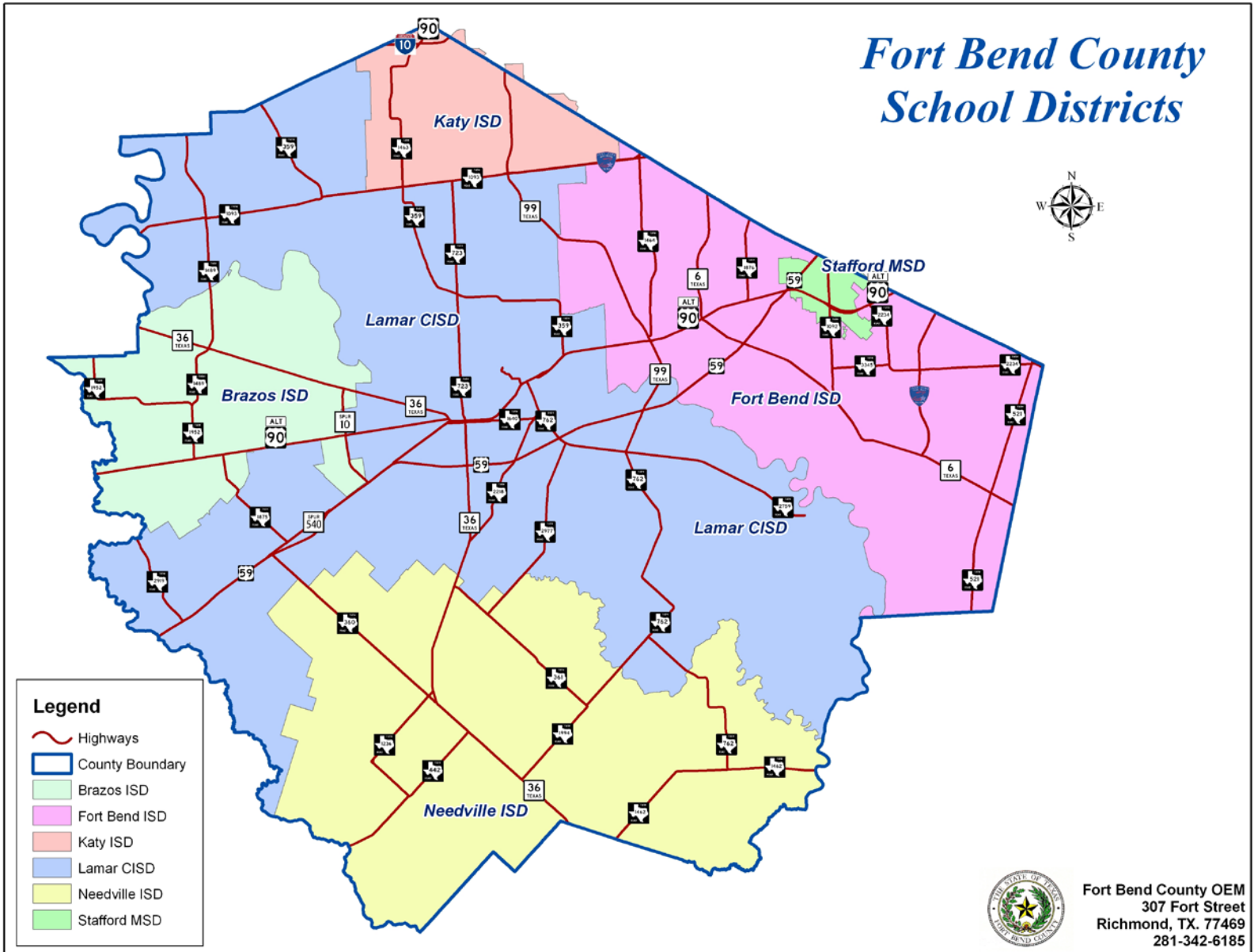
Name: University of Houston-Sugarland
Address: 14000 University Boulevard
Sugar Land TX 77479
Phone Number: 281-275-3300
Population at Risk: 3200

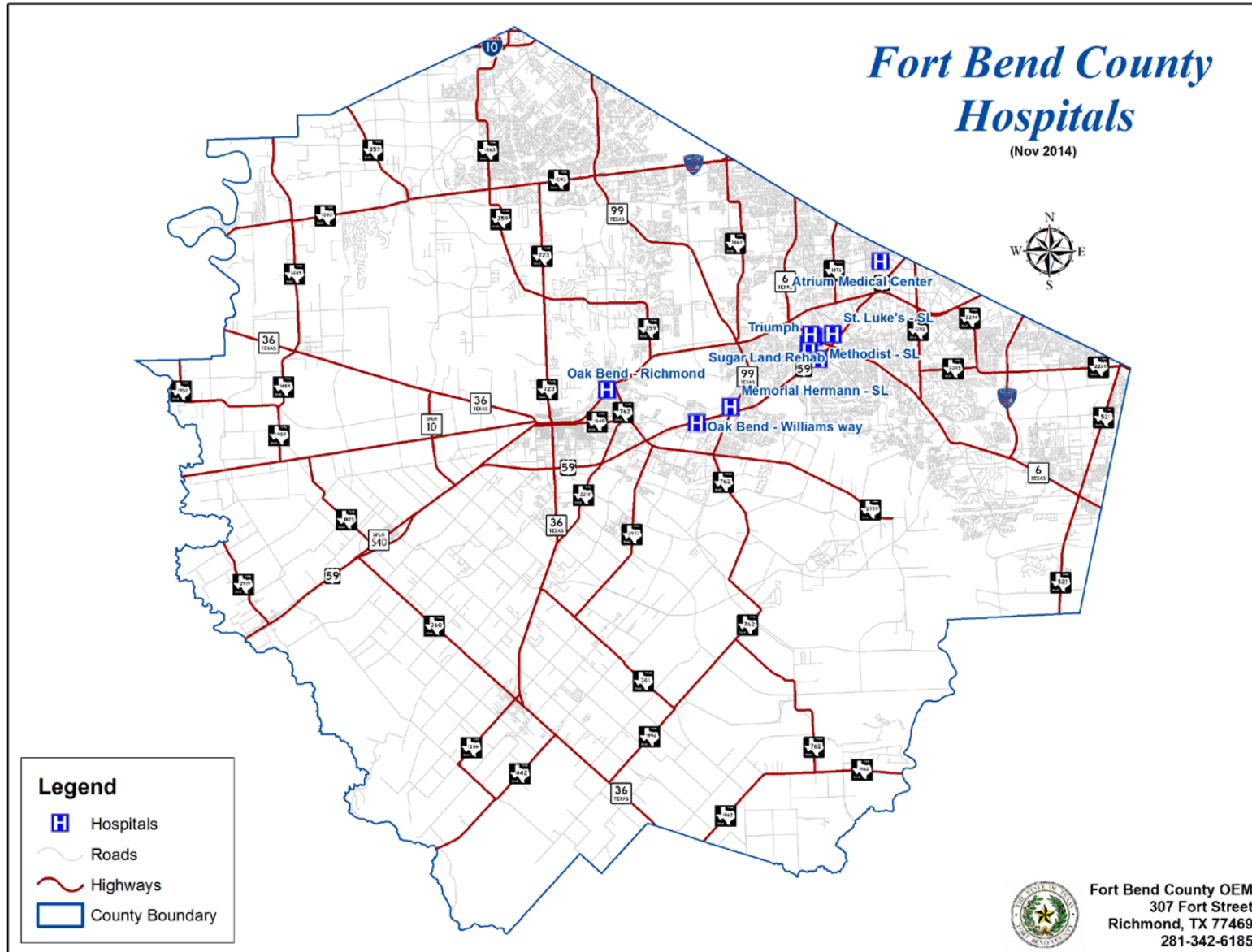
Name: Wharton County Junior College
Address: 5333 FM 1640
Richmond TX 77469
Phone Number: 281-239-1500
Population at Risk: 1800

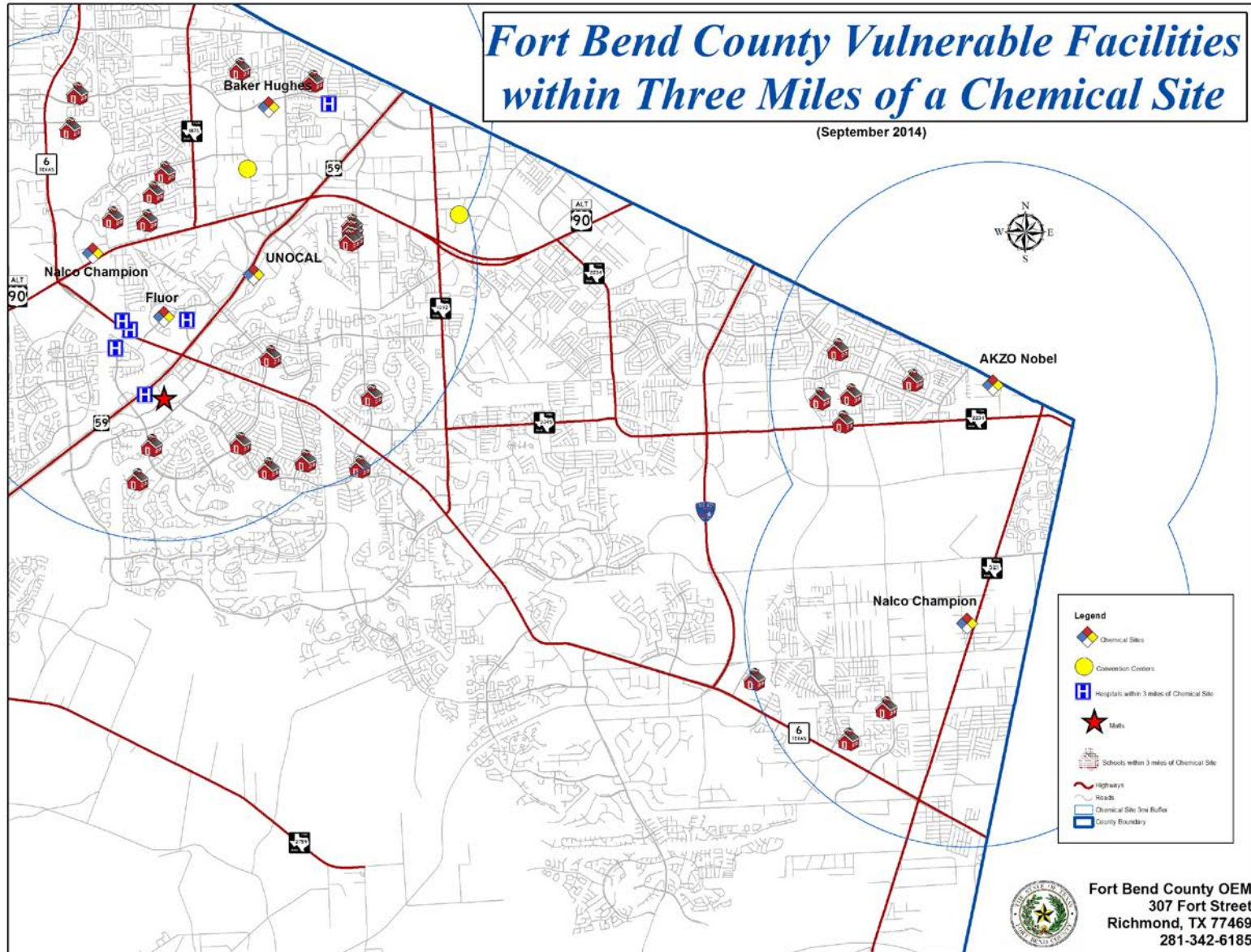


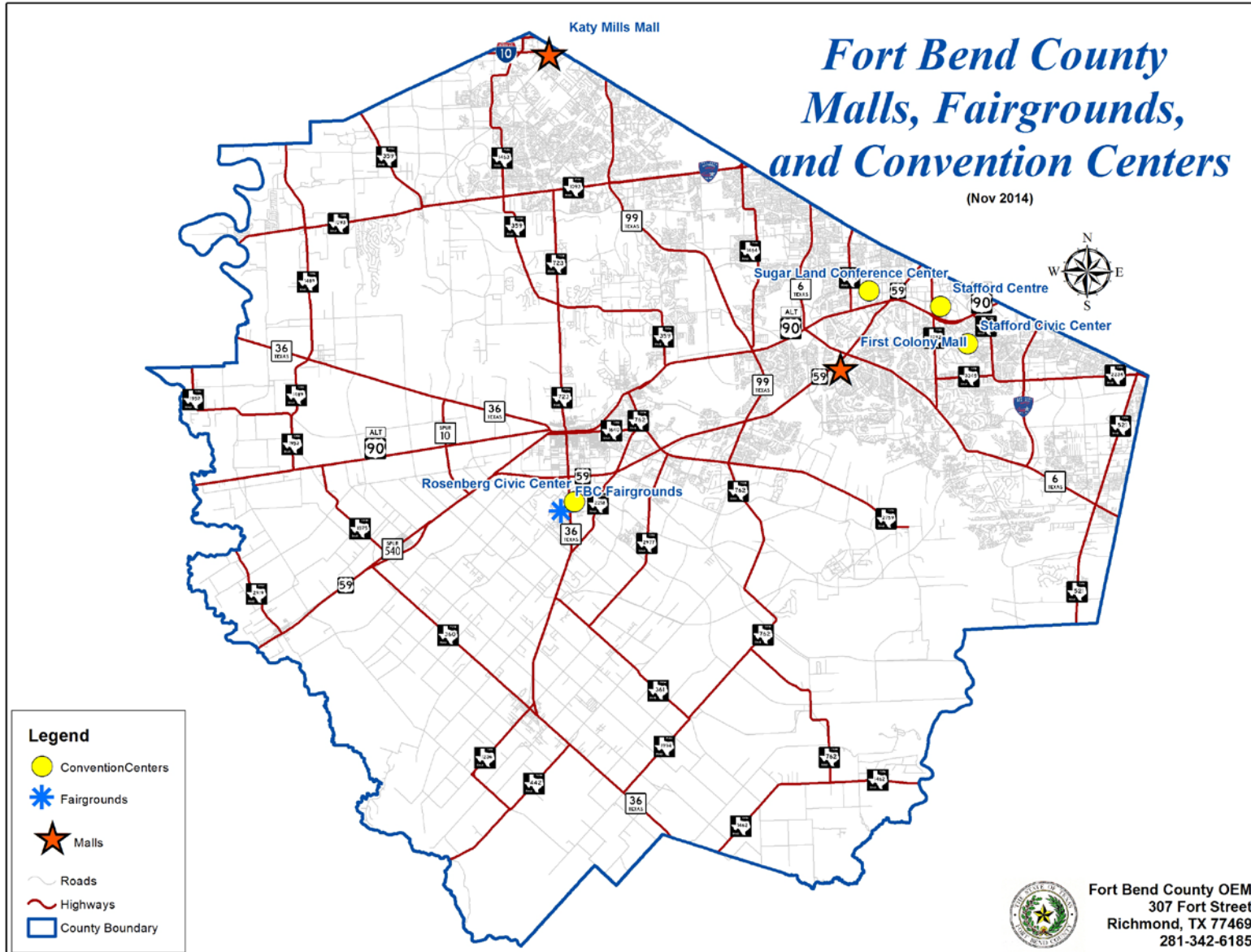
Attachment 1

HAZARDOUS MATERIALS THREAT MAPS VULNERABLE FACILITIES









**Appendix 6
REGULATED FACILITIES**

1. Regulated Facilities

ID#: F1 Name:
 Address:
 Phone Number:
 Primary Chemical Hazard:



ID#: F2 Name:
 Address:
 Phone Number:
 Primary Chemical Hazard:



ID#: F3 Name:
 Address:
 Phone Number:
 Primary Chemical Hazard:



ID#: F4 Name:
 Address:
 Phone Number:
 Primary Chemical Hazard:



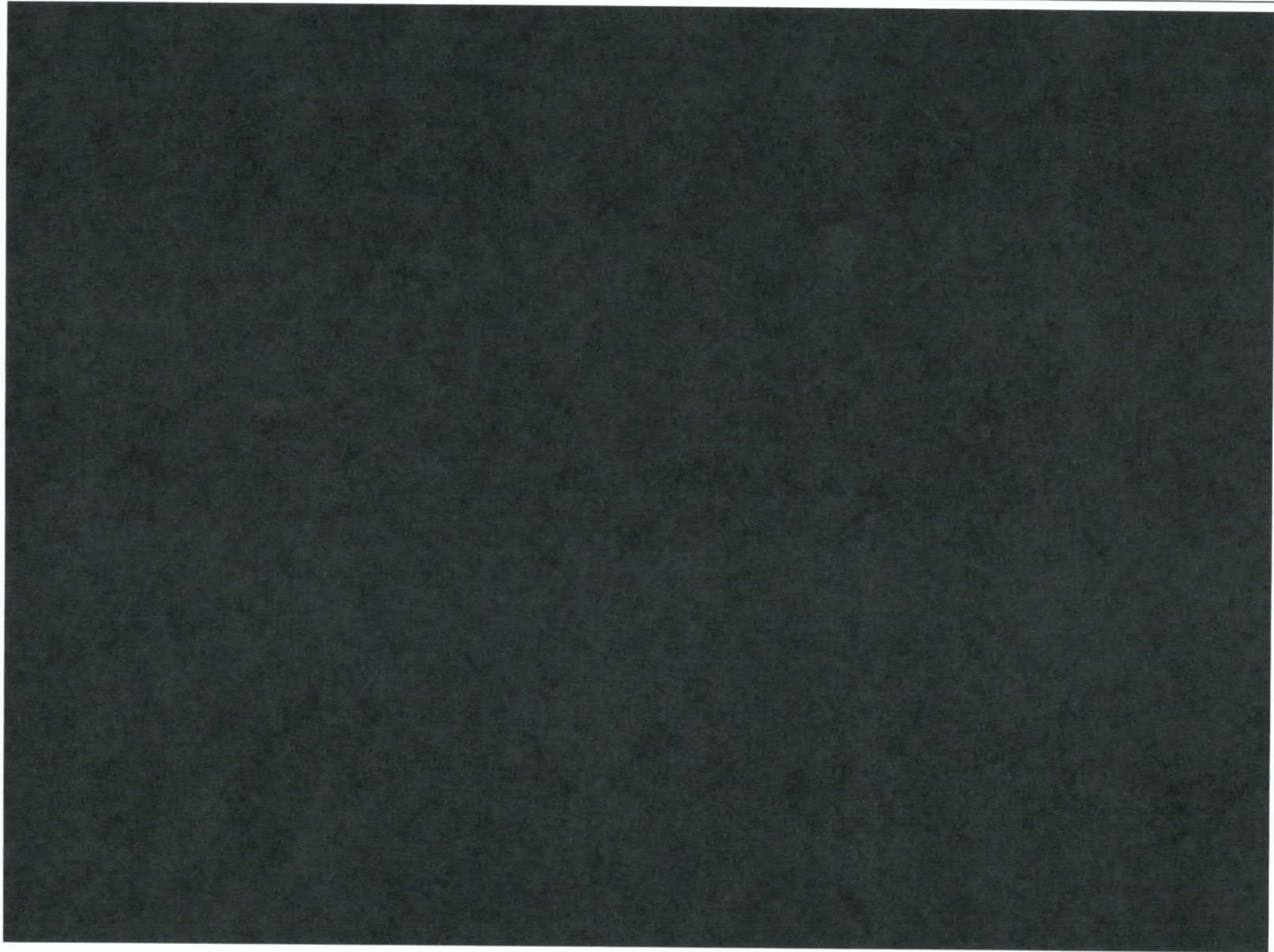
ID#: F5 Name:
 Address:
 Phone Number:
 Primary Chemical Hazard:



ID#: F6 Name:
 Address:
 Phone Number:
 Primary Chemical Hazard:



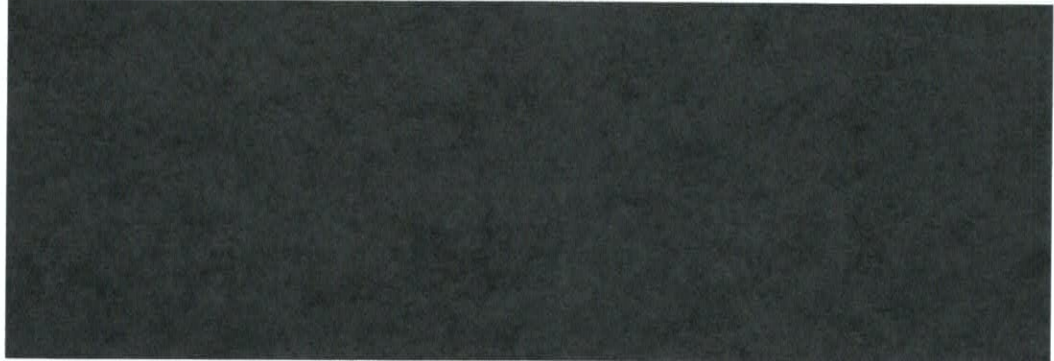
HAZARDOUS MATERIALS THREAT MAP - REGULATED FACILITIES



Appendix 7
HAZARDOUS MATERIALS TRANSPORTATION ROUTES

1. Highways

ID#: H1



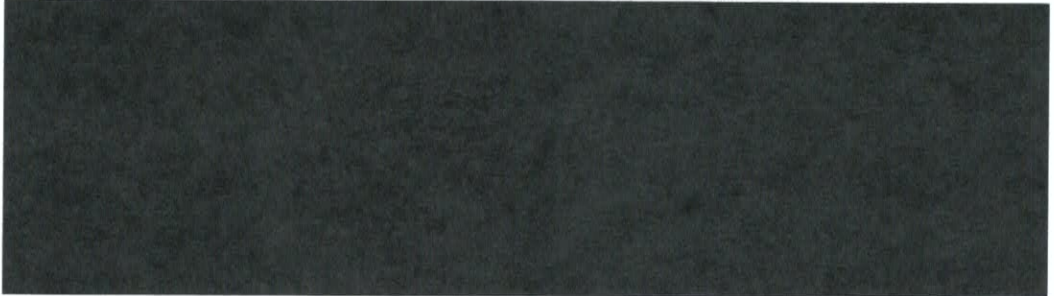
ID#: H2

2. Railroads

ID#: R1

ID#: R2

ID#: R3



3. Pipelines

ID#: P1

ID#: P2

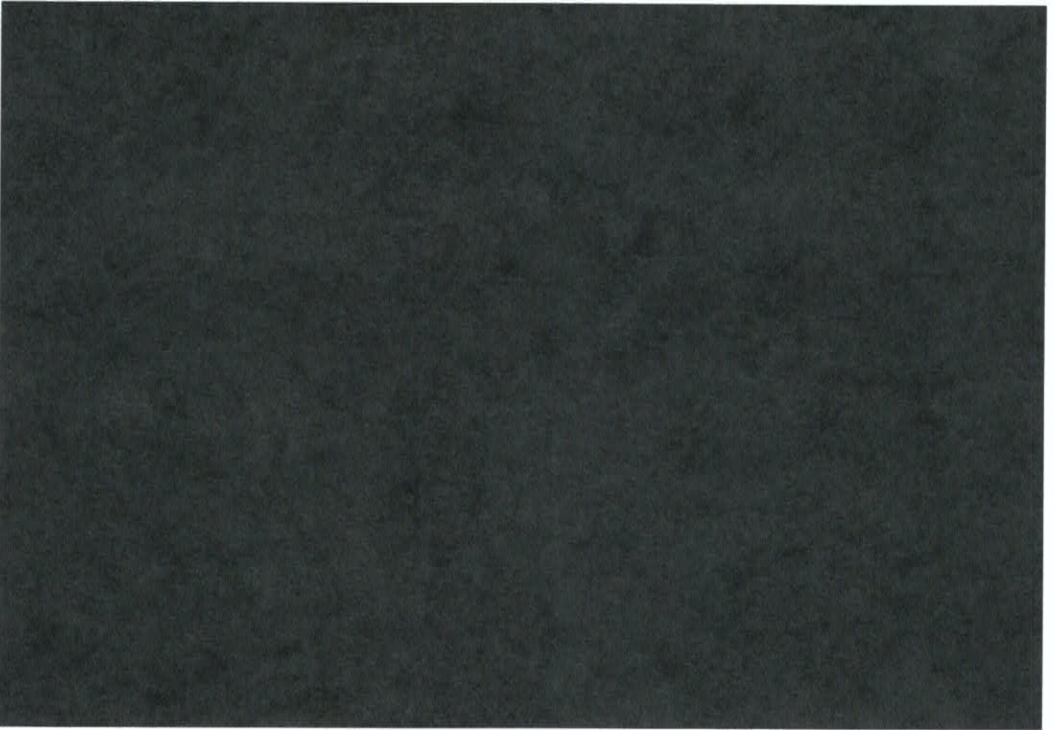
ID# P3

ID# P4

ID# P5

ID# P6

ID# P7



3. Pipelines (cont)

ID# P8

ID# P9

ID# P10

ID# P11

ID# P12

ID# P13

ID# P14

ID# P15

ID# P16

ID# P17

ID# P18

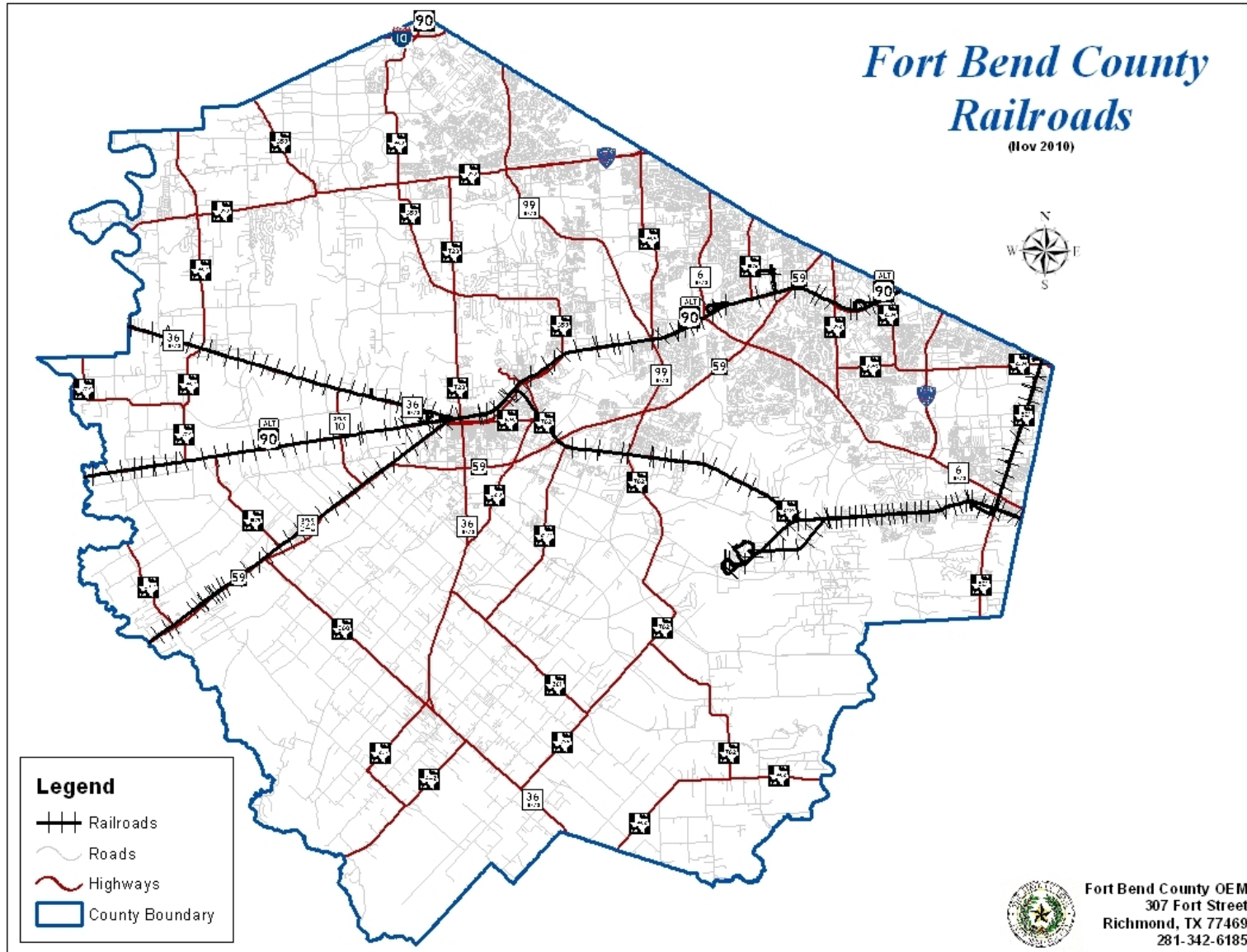
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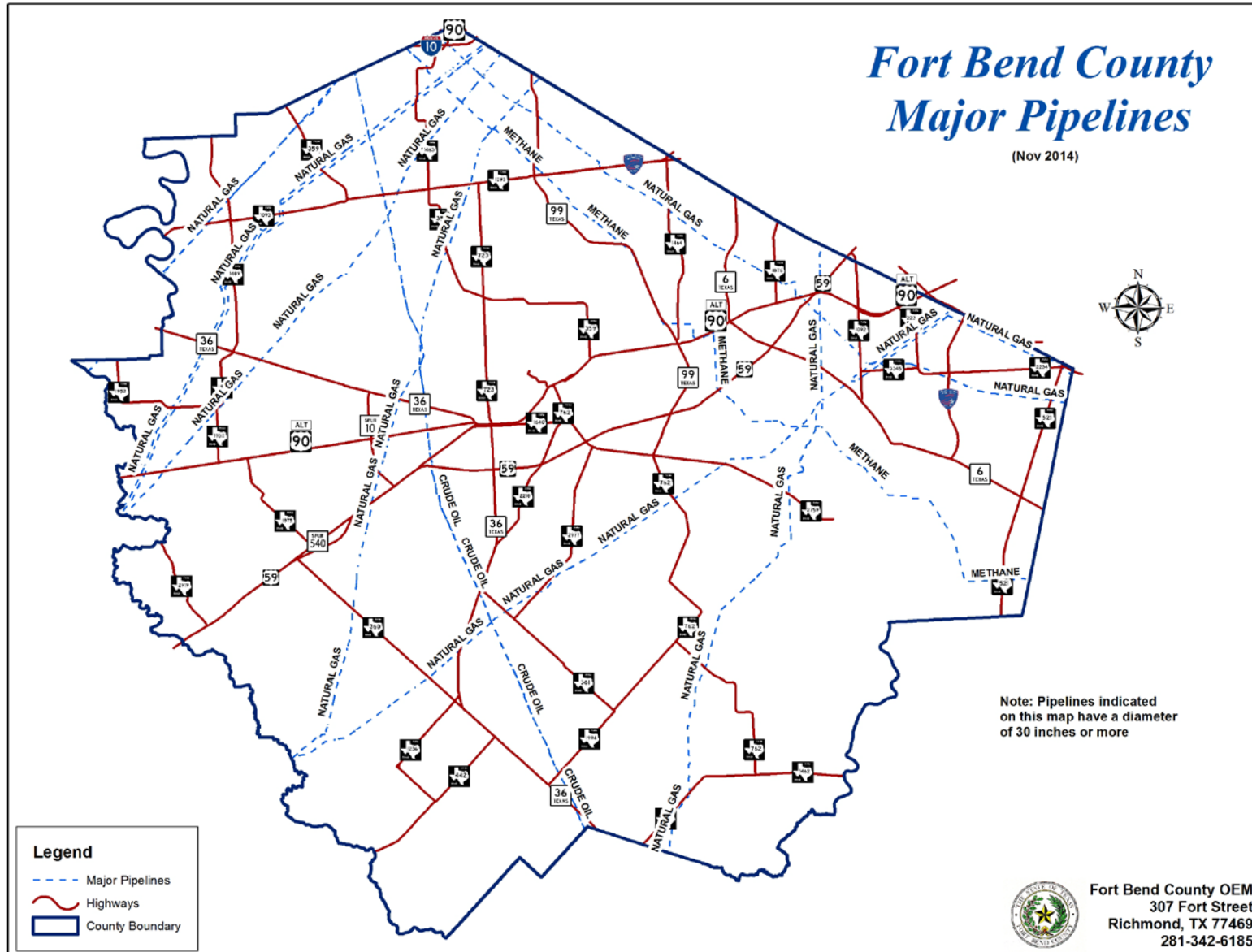
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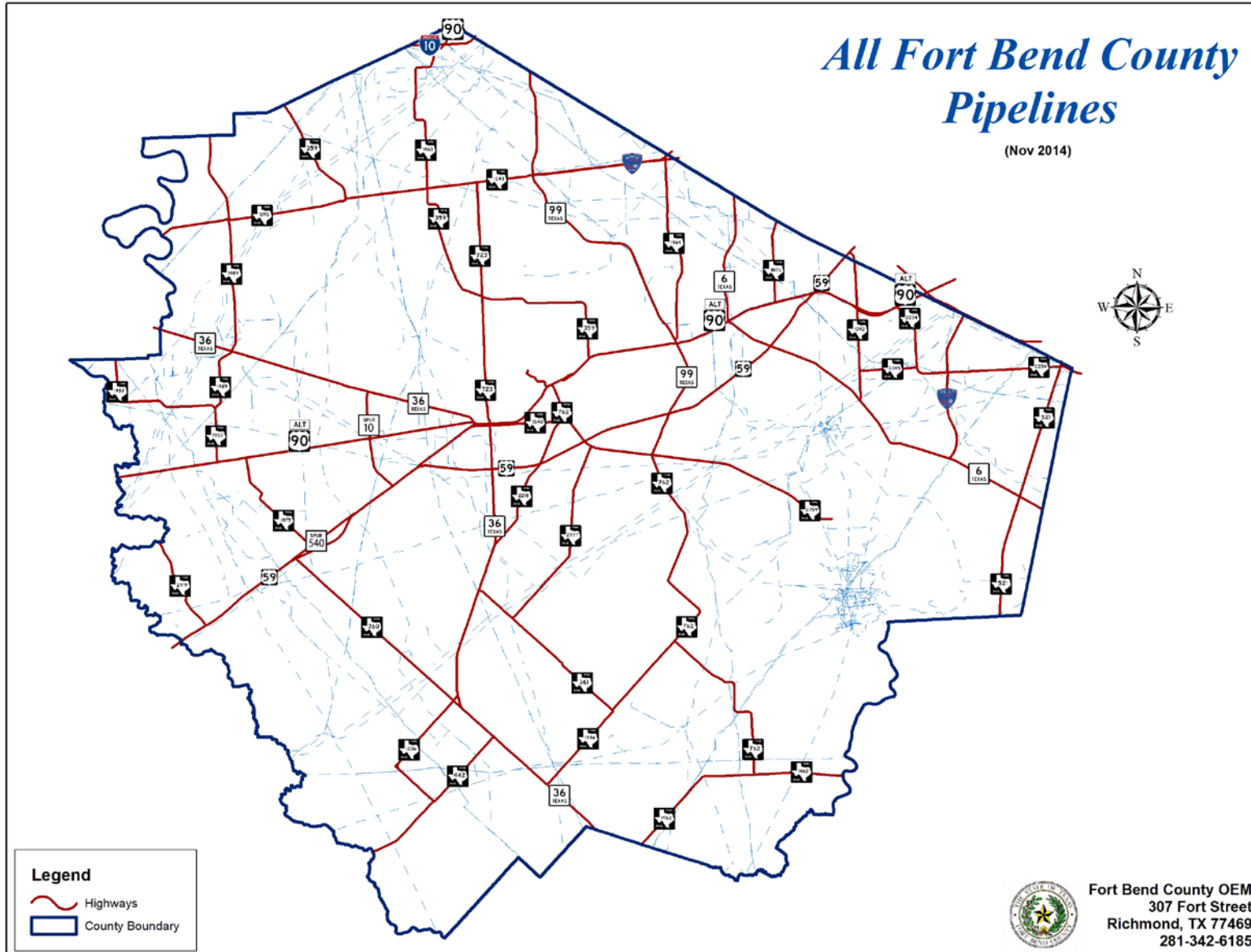
ID# P21



WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.







Appendix 8
EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS

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

	<u>Primary Evacuation Route</u>	<u>Alternate Evacuation Route</u>
ID#: F1 Name: [REDACTED]	US 90A	[REDACTED]
ID#: F2 Name: [REDACTED]	US Hwy-59	[REDACTED]
ID#: F3 Name: [REDACTED]	SH-6	[REDACTED]
ID#: F4 Name: [REDACTED]	FM-521	[REDACTED]
ID#: F5 Name: [REDACTED]	Almeda Rd.	[REDACTED]
ID#: F6 Name: [REDACTED]	West Airport Blvd	[REDACTED]

Fort Bend County Regional Hazardous Material Response Program

Emergency Response Plan

Purpose

To provide standard operating procedures for response levels to hazardous materials or weapons of mass destruction (WMD) events within Fort Bend County and areas within the Houston Galveston Area Council (HGAC) region upon request.

Scope

The scope of this emergency response plan applies to all emergency response agencies (Law Enforcement, Fire, EMS, Public Works/Road and Bridge) and their personnel who may, during the course of their duties, be dispatched to or who may encounter an incident involving hazardous materials and who require the assistance through the *Fort Bend County Regional Hazardous Materials Response Program* assets to stabilize the scene and reduce the threat or potential threat from the release or potential release of hazardous materials to first responders, the populace, and the environment.

Description

The FBC Office of Emergency Management coordinates the *Fort Bend County Regional Hazardous Material Response Program*. The program includes two teams capable of responding to hazardous material emergencies in Fort Bend County and in the areas within the HGAC region (in accordance to the criteria set by regional hazardous material response protocol of the HGAC Regional Homeland Security Coordinating Council). These two response teams are designated as the *West-Side Hazardous Material Response Team (HMRT)* and the *East-Side Hazardous Material Response Team*.

Unit Descriptions: *West-Side Hazardous Material Response Team (HMRT)* – The *West-Side HMRT* will be comprised of emergency responders from the Rosenberg, Richmond and Pecan Grove Fire Departments. Response vehicles will include hazardous material response trailers equipped with adequate hazardous material emergency response equipment. The team will deploy three towed hazardous material response trailers. Each of the fire departments will house one trailer each. This team will respond as the initial response team to designated areas of Fort Bend County and will respond to designated regional response areas as designated by the HGAC Memorandum of Understanding for Regional Response to Hazardous Materials Emergencies. This unit will support the *East-Side HMRT* when necessary. (See Appendix 1)

East-Side Hazardous Material Response Team – The *East-Side HMRT* will be comprised of emergency responders from the Missouri City, Stafford, and Sugar Land Fire Departments. The *East-Side HMRT* will include a motorized emergency response vehicle adequately equipped to respond to hazardous material emergencies. The *East-Side HMRT* will be housed in a designated fire station of the Sugar Land Fire Department. This unit will respond to designated areas of Fort Bend County and will respond to designated regional response areas as designated by the HGAC Memorandum of Understanding for Regional Response to Hazardous Materials Emergencies. This unit will support the *West-Side HMRT* when necessary. (See Appendix 1)

Responsibilities

It is the responsibility of all first responder agencies to maintain a familiarity with the procedures designated in this document. It is the responsibility of each local fire department to know and understand their respective hazardous material response capability and the location and capability of the *Fort Bend County Regional Hazardous Material Response Teams*.

It is understood that all participating departments and agencies will implement, be responsible to comply with, and use the National Incident Management System (NIMS) to manage and organize incidents involving hazardous materials (as required by OSHA and NFPA), and in accordance with guidelines and protocols established by the HGAC.

Definitions

The following definitions shall apply in context with this document:

- **OSHA Compliant** – In compliance with the rules as set forth by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1910.120(q) – *Hazardous Waste Operations and Emergency Response*.
- **NFPA Compliant** – In compliance with the recommended practices defined by the National Fire Protection Association (NFPA) in NFPA 472 – *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.
- **First Responder – (Awareness Level)** – Individuals who, in the course of their duties, may be the first on the scene of an incident involving hazardous materials. They are expected to recognize the presence of a hazardous material, protect themselves, call for trained personnel and secure the area.
- **First Responder – (Operations Level)** – Individuals who respond to releases or potential releases of hazardous materials as part of the initial response to the incident for the purpose of protection of near-by persons, the environment and property from

the effects of the release. They shall be trained to respond in a defensive mode to control the release from a safe distance and keep it contained.

- **First Responder – (Technician Level)** – Individuals who respond to releases or potential releases of hazardous materials for the purpose of controlling the release. Hazardous Material technicians are expected to use specialized chemical protective clothing and specialized control equipment.
- **Awareness Level Response** – In a defensive manner only from a safe distance, isolate the scene, deny entry to unauthorized personnel, attempt identification of the hazardous product(s) and protect the general public.
- **Operations Level Response** - In addition to the Awareness Level Capabilities, Operations Level personnel will act in a defensive manner to protect lives and minimize the potential impact to the environment. Operations Level personnel will also gather information on the container, the product, emergency protection actions, and determine to what extent the product has spread beyond the immediate scene by aided sight or monitoring equipment. Operations Level personnel may perform defensive mitigation activities within the hazard zone if they can do so without risk to themselves. They will immediately withdraw from the operations area if operations pose a hazard to personnel.
- **Incident Commander (Hazardous Materials Operations)** – Emergency Response Personnel who will assume the Incident Commander (IC) role in hazardous materials emergencies above the initial response, must be trained to the current requirements of 29CFR 1910.120 and other applicable national standards. This is usually accomplished by completion of the National Fire Academy course or the course available through Texas Engineering Extension Service (TEEX).
- **Hazardous Materials Response Team (HMRT)** – An organized group of specially trained personnel operating under an Emergency Operations Plan and appropriate standard operating procedures, who are expected to perform offensive mitigation and control activities requiring close approach to the hazardous materials, the HMRT members respond to releases for the purpose of control or stabilization of the incident.

HAZ-MAT Incident Situation Levels

Initial Size Up of hazardous materials incident shall be classified into one of three “HazMat Situation Levels,” “Level I,” “Level II,” or “Level III.” The classification of hazardous materials incident into one of these levels will aid in the decision making process of the Incident Commander determining the need for additional resources and which resources to request. The requested resources may be in the form of technical or tactical guidance and support to additional personnel and equipment from a nearby fire department, *West-Side HMRT* or *East-Side HMRT*.

HAZ-MAT Situation Level Classifications and Response

Responses to hazardous material emergencies, by either the East-Side HMRT or West-Side HMRT, will be limited to Level II and Level III classified emergencies as described herein.

Both the *West-Side HMRT* and the *East-Side HMRT* are capable of responses to hazardous material emergencies within the designated response area. This includes Fort Bend County and the HGAC region.

Designated Regional Response Areas

The designated regional response area for both the *West-Side HMRT* and the *East-Side HMRT* are as described in the HGAC Memorandum of Understanding for Regional Response to Hazardous Materials Emergencies. (See Appendix 1)

Designated In-County Response Areas

The designated primary response area in Fort Bend County for the *West-Side HMRT* includes the established Fort Bend County fire response areas as follows:

- Beasley Fire Department
- Fairchilds Fire Department
- Fulshear-Simonton Fire Department
- Needville Fire Department
- Orchard Fire Department
- Pecan Grove Fire Department
- Pleak Fire Department
- Richmond Fire Department
- Rosenberg Fire Department
- Thompsons Fire Department

The designated primary response area in Fort Bend County for the *East-Side HMRT* includes the established Fort Bend County fire response areas as follows:

- Community Fire Department
- Fresno Fire Department
- Katy Fire Department
- Missouri City Fire Department
- Northeast Fire Department
- Stafford Fire Department
- Sugar Land Fire Department
- West I-10 Fire Department
- Willowfork Fire Department

Level I – Potential Emergency Condition**Classification**

A Level I response is an incident involving a release or potential release of a hazardous material that can be controlled by the local fire department. The incident does not require evacuation beyond the involved structure or immediate outside area. The incident is confined to a small area and only poses a limited potential threat to life or property. Impact on the environment is limited to non-existent.

Response

A Level I Response is essentially a local fire department response that may require notification of appropriate local, state, or federal regulatory agencies. The response may include mutual aid from adjacent fire departments. Private environmental response contractors, public utility companies and local and state public works personnel may be a part of the response.

Examples

A small to medium sized fuel spill, a natural gas / LPG leak in a building, a small to medium sized outdoor natural gas / LPG leak and an inadvertent mixing of small amounts of chemicals would be examples of a Level I response.

Level II – Limited Emergency Conditions**Classification**

A Level II response is an incident involving a greater hazard or larger area than Level I, which poses a potential threat to life, property or the environment. It may require a limited protective action of the surrounding area. Suspected Weapon of Mass Destruction (WMD) related events may fall into this level.

Response

A Level II Response requires resources beyond the capabilities of the initial local fire department response personnel. The response will include an activation of either the *West-Side HMRT* or *East-Side HMRT* and shall require notification of the Fort Bend County OEM. A Level II response shall also require notification of appropriate local, state, or federal regulatory agencies. Notification of appropriate law enforcement agencies may also be required. The response may include mutual aid from adjacent fire departments. Private environmental response contractors, public utility companies and local and state public works personnel may be a part of the response.

Examples

A chemical release in an industrial facility, a gasoline or chemical tank truck rollover, a chlorine leak at a water treatment facility, or any event that may exceed the initial local fire department response personnel capabilities, would be examples of a Level II Response. An incident requiring an immediate evacuation for the preservation of life or protection of the environment will also be classified as a Level II response.

Level III – Full Emergency Condition

Classification

A Level III response is an incident involving a severe hazard to a large area, which poses an extreme threat to life, property or the environment and which may require immediate large-scale protective action. Confirmed WMD events are classified in this level. A level III classification will include an incident that requires the initial activation of either the *West-Side HMRT* or the *East-Side HMRT* or both.

Response

A Level III response requires the immediate deployment of resources beyond the capabilities and equipment of a Level II response. A Level III response shall require full activation of *West-Side HMRT* or *East-Side HMRT*, or both teams. A Level III response shall require notification of the Fort Bend County OEM in order to facilitate the additional support of regional and state assets, implementation of applicable sections of Emergency Operations Plan, along with notification and assistance, if necessary. Level III response shall require notification of appropriate local, state and federal regulatory agencies as well as appropriate law enforcement agencies. The response may include mutual aid from adjacent fire departments. Private environmental response contractors, public utility companies and local and state public works personnel may be a part of the response.

Example

A major train derailment with fire or hazardous material, an explosion or toxicity hazard, a migrating chemical vapor cloud, or any incident which might exceed the local fire department responders and the Level II responders capabilities. An incident requiring an immediate evacuation for the preservation of life or protection of the environment where probable severe and immediate impact on life, property or the environment is expected will also be classified as a Level III response.

Asset Housing and Locations

The *West-Side HMRT* vehicles will be distributed and housed in three locations in west Fort Bend County. There will be two hazardous material response trailers containing a full complement of specialized chemical protective clothing, monitoring equipment, leak and spill control and containment equipment and minor decontamination equipment. One hazardous

material response trailer each will be housed by and responded by the Rosenberg Fire Department and the Richmond Fire Department. A third hazardous material response trailer (decontamination trailer) containing specialized decontamination equipment will be housed by and responded by the Pecan Grove Fire Department.

The Sugar Land Fire Department, at Fire Station 5, will house the *East-Side HMRT* vehicle and equipment. The vehicle will be a motorized vehicle containing all the hazardous material response equipment, including a full complement of chemical protective clothing, monitoring equipment, leak and spill control and containment equipment as well as specialized decontamination and mass decontamination equipment.

Staffing

Designated personnel from the Rosenberg, Richmond and Pecan Grove Fire Departments will staff the *West-Side HMRT*.

Designated personnel from the Missouri City, Stafford and Sugar Land Fire Departments will staff the *East-Side HMRT*. (See Appendix 2).

All HMRT personnel will be trained and certified at the *Technician* level, or higher as prescribed by OSHA 29 CFR 1910.120(q).

The parties acknowledge that the Fire Departments of Stafford, Richmond, Rosenberg, and Pecan Grove include a combination of paid and volunteer firefighters. It is hereby expressly agreed and understood between the parties that in the event the volunteer firefighters fail or refuse to abide by the terms of this Agreement or to respond to hazardous materials emergencies within either the *East-Side HMRT* area or the *West-Side HMRT* area, those cities shall not be deemed in breach of this Agreement unless such failure or refusal to abide by the terms of this Agreement or to respond to such emergencies was at the direction of said city.

Equipment Inventory

Federal regulations require that a physical inventory be conducted of all assets provided by the Homeland Security domestic preparedness grants. The purpose of the physical inventory is to verify the existence; current utilization and continued need for Homeland Security equipment as well as monitor compliance with all homeland security grant requirements.

Both the *West-Side HMRT* and the *East-Side HMRT* are required to conduct semi-annual inventories of all assigned Homeland Security equipment and the updated inventory list will be provided to the Fort Bend County OEM. Each team is responsible for maintaining the updated inventory list as well as maintaining control of the inventory. The updated, semi-annual inventory lists will be submitted to the Fort Bend County OEM prior to January 1st and July 1st of each year, in a format that meets approval of the Fort Bend County Office of Emergency Management.

Information regarding each of the Homeland Security equipment assets will be verified by recording each item's location, status, condition, description, manufacturer, model number, catalog number, and year manufactured, or any additional information that may be required by state or federal agencies or Fort Bend County.

The *West-Side HMRT* and the *East-Side HMRT* assume financial liability for loss or damage to the equipment assigned to them if the loss or damage results from negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, or service the item to the extent that such negligence, intentional act, or failure to act is the proximal cause of such loss or damage.

Homeland Security Assets acquired by the County and assigned to either the *West-Side HMRT* or the *East-Side HMRT* may not be transferred or relocated to any other location or team without authorization of the Fort Bend County OEM.

Homeland Security assets acquired by the County and assigned to the *West-Side HMRT* or the *East-Side HMRT* will be stored in the same location as the *Fort Bend County Regional Hazardous Material Response Teams* vehicles. The equipment must be stored in a secure manner.

Equipment Maintenance

Fort Bend County will be responsible for the cost of major repairs to County owned hazardous material response vehicles (including county owned trailers) in excess of \$1,500, unless the repairs are necessary due to negligence.

County owned hazardous material response vehicles (including County owned trailers) will be taken to the Fort Bend County Vehicle Maintenance facility once every three months for assessment purposes for the first year of in-service operation. After the first year, the vehicles will be taken to the facility for assessment once every six months during each following year.

County owned hazardous material response vehicles are to be used solely for response to hazardous material incidents, related training activities, and driver familiarization activities.

All vehicles maintenance records for County owned hazardous material response vehicles will be forwarded to the Fort Bend County Vehicle Maintenance Department (by the entity utilizing such hazardous material response vehicle). Such records will include, but not be limited to, all records of preventive maintenance, tire replacement, and any other maintenance work performed on the hazardous material response vehicle.

The Rosenberg, Richmond, and Pecan Grove Fire Departments are responsible for normal day-to-day maintenance costs under \$1,500 of the assigned vehicles and equipment as well as for the fuel costs associated with towing the hazardous material trailers assigned to the *West-Side HMRT*.

The Missouri City, Stafford and Sugar Land Fire Departments are responsible for normal day-to-day maintenance costs under \$1,500 of the assigned vehicles and equipment as well as for the fuel costs associated with towing the hazardous material trailers assigned to the *East-Side HMRT*.

In the event of damage to equipment responding to an incident, Fort Bend County will be responsible for repairing damage to county-owned hazardous material response vehicles and the local fire vehicles utilized to transport homeland security hazardous material equipment to a Level II or Level III response.

Equipment Replacement

It is agreed that the County owned hazardous material vehicles have a projected service life of twelve years. Fort Bend County will give replacement of the vehicle top priority in twelve years subject to the availability of federal funds to sufficiently cover the replacement cost. It is further agreed that the projected service life of any individual vehicle may be reduced or extended due to other issues that may impact the need for replacing the vehicle in twelve years. The decision to reduce or extend the service life will be made by Fort Bend County, but only following consultation with the appropriate Haz Mat Response Team.

Reports

An HMRT monthly report summary sheet along with copies of individual incident reports for each call responded to, by either team, will be submitted to the Fort Bend County OEM. Reports will be submitted once each month and are due by the 10th day of the month for the previous month, in a format that meets approval of Fort Bend County.

The incident reports will include items such as dates, times, and location information. It will also include (but not limited to) number of personnel and type of equipment responded, equipment used at the scene, disposable equipment used, equipment damaged, chemicals potentially released and responsible party information.

Reimbursements

In the event of a Level II or a Level III response, the responding agency should document used inventory and submit such documentation to the Fort Bend County OEM for reimbursement. The county will reimburse, or replenish supplies consumed in a Level II or Level III response.

Notification

The Fort Bend County Office of Emergency Management (OEM) will be notified whenever any component of either team responds to a Level II or a Level III hazardous material incident as described within this document. Notification to the Fort Bend County OEM will be through the Fort Bend County Sheriff's Office Communication / Dispatch Center through the Fort Bend County Fire Dispatch channel or by calling 281-342-6116.

Attachment 1 to Appendix 9

**HGAC MEMORANDUM OF UNDERSTANDING FOR REGIONAL RESPONSE TO
HAZARDOUS MATERIALS EMERGENCIES**

Regional Response Assets

Departments within the H-GAC region have provided the following information. Please reference this chart to aid in determining available equipment and personnel available for the particular HAZMAT Response Level present.

Sugar Land/Stafford/Missouri City

Fort Bend East Team

(Sugar Land 87 Paid Firefighters) (Missouri City 47 Paid) (Stafford 11 Paid)

<u>To</u>	<u>Miles</u>	<u>First Responders</u>	<u>1st Level Mutual Aid</u>	<u>2nd Level Mutual Aid</u>
East Ft. Bend County	Home	Sugar Land/Stafford/Missouri City	Richmond/Rosenberg/Pecan Grove	Houston and/or Harris County
Katy	21.5	Sugar Land/Stafford/Missouri City	Richmond/Rosenberg/Pecan Grove	Houston and/or Harris County
Houston HazMat	25.7	Houston	Harris County and/or Baytown	Sugar Land/Stafford/Missouri City
Wharton	41.0	Wharton	Richmond/Rosenberg/Pecan Grove	Sugar Land/Stafford/Missouri City
Columbus & Colorado County	65.7	Wharton	Richmond/Rosenberg/Pecan Grove	DEM
Hempstead & Waller County	58.6	Sugar Land/Stafford/Missouri City	Richmond/Rosenberg/Pecan Grove	DEM
Bellville & Austin County	56.9	Sugar Land/Stafford/Missouri City	Richmond/Rosenberg/Pecan Grove	DEM
Angleton	41.6	Freeport and/or Pearland	Sugar Land/Stafford/Missouri City	Texas City

**Richmond/Rosenberg/Pecan Grove
Fort Bend Central/West Team**

(Richmond 14 Paid, 25 Vol.) (Rosenberg 27 Paid, 25 vol.) (Pecan Grove 5 Paid, 25 vol.)

<u>To</u>	<u>Miles</u>	<u>First Responders</u>	<u>1st Level Mutual Aid</u>	<u>2nd Level Mutual Aid</u>
Central & West Ft. Bend County	Home	Richmond/Rosenberg /Pecan Grove	Sugar Land/Stafford/ Missouri City	Houston and/or Harris County
Katy	21.6	Sugar Land/ Stafford/Missouri City	Houston and/or Harris County	Richmond/Rosenberg /Pecan Grove
Houston HazMat	33.6	Houston	Harris County and/or Baytown	Sugar Land/Stafford/ Missouri City
Wharton	33.1	Wharton	Richmond/Rosenberg /Pecan Grove	Sugar Land/Stafford/ Missouri City
Columbus & Colorado County	65.8	Wharton	Richmond/Rosenberg /Pecan Grove	Sugar Land/Stafford/ Missouri City
Hempstead & Waller County	69.9	Sugar Land/Stafford/ Missouri City	Richmond/Rosenberg /Pecan Grove	DEM
Bellville & Austin County	57.0	Sugar Land/Stafford/ Missouri City	Richmond/Rosenberg /Pecan Grove	DEM

Texas City

(Texas City 59 Paid) (Friendswood 25 Paid plus vol.) (Galveston 104 Paid)

<u>To</u>	<u>Miles</u>	<u>First Responders</u>	<u>1st Level Mutual Aid</u>	<u>2nd Level Mutual Aid</u>
Texas City	Home	Texas City	Friendswood and/or Galveston	Baytown
Baytown	31.1	Baytown	Houston and/or Harris County	Dayton and/or Texas City
Friendswood	24.6	Friendswood	Texas City	Houston and/or Harris County
Galveston	13.9	Galveston	Texas City	Friendswood
Angleton	45.7	Freeport and/or Pearland	Texas City and/or Friendswood	Galveston
Dayton	56.4	Dayton	Liberty and/or Cleveland	Baytown
Houston HazMat	26.9	Houston	Harris County and/or Baytown	Sugar Land/Stafford/ Missouri City

Conroe
(69 Paid Firefighters)

<u>To</u>	<u>Miles</u>	<u>First Responders</u>	<u>1st Level Mutual Aid</u>	<u>2nd Level Mutual Aid</u>
Conroe	Home	Conroe	The Woodlands	Huntsville
Huntsville	32.2	Huntsville	Conroe	The Woodlands
Cleveland	24.0	Cleveland	Dayton & Liberty	Conroe and/or The Woodlands
Houston HazMat	50.0	Houston	Harris County and/or Baytown	Sugar Land/Stafford/ Missouri City

Baytown Fire Department
(86 Paid Personnel)

<u>To</u>	<u>Miles</u>	<u>First Responders</u>	<u>1st Level Mutual Aid</u>	<u>2nd Level Mutual Aid</u>
Baytown	Home	Baytown	Houston and/or Harris County	Dayton and/or Texas City
Mont Belvieu	11.2	Baytown	Houston and/or Harris County	Dayton and/or Texas City
Dayton	25.3	Dayton	Liberty and/or Cleveland	Baytown
Liberty	31.3	Liberty	Dayton and/or Cleveland	Baytown
Anahuac	24.7	Baytown	Dayton and/or Liberty	Dayton and/or Liberty
Winnie	32.1	Baytown	Beaumont and/or Liberty	Dayton and/or Liberty
Texas City	31.1	Texas City	Friendswood and/or Galveston	Baytown
Houston HazMat	26.3	Houston	Harris County and/or Baytown	Sugar Land/Stafford/ Missouri City

Harris County Hazmat

(Harris County HMRT personnel include combination of paid and volunteer staff)

<u>To</u>	<u>Miles</u>	<u>First Responders</u>	<u>1st Level Mutual Aid</u>	<u>2nd Level Mutual Aid</u>
Northwest Harris County	Home	Harris County	Houston	The Woodlands
Katy	32.9	Sugar Land/Stafford/ Missouri City	Richmond/Rosenberg /Pecan Grove	Houston and/or Harris County
Baytown	44.9	Baytown	Houston and/or Harris County	Dayton and/or Texas City
Lake Houston	26.8	Houston and/or Harris County	Baytown	Dayton & Liberty
Sugar Land	42.5	Sugar Land/Stafford/ Missouri City	Richmond/Rosenberg /Pecan Grove	Houston and/or Harris County
Dayton	54.5	Dayton	Liberty and/or Cleveland	Baytown
Houston HazMat	31.2	Houston	Harris County and/or Baytown	Sugar Land/Stafford/ Missouri City

The Woodlands

(62 Paid Firefighters)

<u>To</u>	<u>Miles</u>	<u>First Responders</u>	<u>1st Level Mutual Aid</u>	<u>2nd Level Mutual Aid</u>
The Woodlands	Home	The Woodlands	Conroe	Houston and/or Harris County
Conroe	15.0	Conroe	The Woodlands	Huntsville
Cleveland	54.0	Cleveland	Dayton & Liberty	Conroe and/or The Woodlands
Houston HazMat	35.0	Houston	Harris County and/or Baytown	Sugar Land/Stafford/ Missouri City