

## RESPONSE GUIDELINES AT AN INCIDENT

### I. NOTIFICATION AND COMMUNICATION (See diagram of procedure on page iv)

- A. Responders first on the scene should consult the General Procedures page at the front of this document (page i).
- B. Immediate action should be taken to safeguard public health. These actions may include the rendering of first aid to victims and the isolation of the incident site if physical, chemical, biological, radiological, or explosive hazards are present. At no time should the health or safety of the responder be jeopardized. If in doubt **DO NOT ENTER THE CONTAMINATED AREA**. Standard decontamination procedures should be used at all times to ensure that hazardous materials are not spread beyond the incident site by emergency personnel. No response actions shall be taken that are beyond the training level of the responder (see Tab 18 - Training Specifications).
- C. Emergency responders shall evaluate the situation and determine if a hazardous chemical, biological agent, explosive, radioactive material or Weapons of Mass Destruction (WMD) are involved. If WMD devices or hazardous materials are thought to be present in amounts that may pose a threat to persons, animals, property, and/or the environment, or if a reportable quantity is released, the emergency responder should contact **StateComm at 1-800-632-8000 or 208-846-7610**. Until relieved, the best qualified, ranking emergency responder shall serve as Incident Command, and will use the ICS as an incident management tool. In the event of a major disaster, evacuation procedures (detailed in local emergency operation plans and supported by the IDEOP) may be implemented. The Idaho Hazardous Materials/WMD Incident Command and Response Support Plan will be initiated through notification of StateComm at 1-800-632-8000 or 208-846-7610. StateComm will notify appropriate agencies after incident classification.

If the incident involves **chemical hazardous materials, radioactive materials, or explosives**, the StateComm Communications Specialist contacts **BHS to serve as Communications Moderator, and the on call DEQ Environmental Liaison**. The time is then set for a conference call which may include, but is not limited to; the Idaho Hazardous Materials Regional Response Team (RRT), the local Health District, the on-call DEQ Environmental Liaison for hazardous chemicals, or on call DEQ Radiation Safety personnel (if radiological), EPA (if a water way, tribal interest, federal trust resource, or significant event is involved or EPA may be requested for known expertise) and Explosive Ordnance Disposal EOD/Regional Bomb Squad (if incident involves explosives).

If the incident involves **weapons of mass destruction**, the communications specialist contacts **BHS to serve as Communications Moderator, and the on call DEQ Environmental Liaison**. The time is then set for a conference call which may include, but is not limited to, the ISP, the FBI, the state RRT, the Health District, the 101<sup>st</sup> Civil Support Team (CST), the Bureau of Labs and one of the following: State Epidemiologist for biological agents, the DEQ Environmental Liaison for chemical agents/releases, DEQ Radiation Support personnel for radiological materials.

### II. SITE ASSESSMENT

- A. On-scene assistance will be provided at the request of Incident Command. The need for a State On-Scene Coordinator (SOSC) will be evaluated early by the Incident Commander. The establishment of Unified Command will be determined by the Incident Commander.

- B. When requested by Incident Command, the appropriate RRT/Regional Bomb Squad, upon approval of BHS, will be dispatched by StateComm to arrive on scene as soon as possible.
- C. The on-scene Environmental Coordinator or Radiation Support personnel, and/or the RRT will advise Incident Command of any expanded areas of contamination such as downstream and downwind hazardous material migration. Downwind or downstream jurisdictions should be notified of any potential impact.
- D. Incident Command may set up a radio or telephone link with StateComm to effect rapid communications and response.
- E. Various agencies may provide technical assistance even if not responding on-scene. Technical information can also be obtained from the following sources:
  - 1. StateComm at **1-800-632-8000** or **208-846-7610**.
  - 2. **CHEMTREC** is a 24-hour information service operated by the Chemical Manufacturers Association Chemical Transportation Emergency Center. CHEMTREC can provide chemical and safety data and contacts with product manufacturers. CHEMTREC can also activate various industry based response actions, including response teams for chlorine, pesticides, hydrogen cyanide, hydrogen fluoride, phosphorus, and liquefied petroleum gas.
  - 3. EPA Regional 24-hour spill hotline can provide a variety of public health and emergency response information.
  - 4. The Department of Energy (DOE) or the Nuclear Regulatory Commission can provide assistance and technical support regarding radioactive materials, radiation control, and response guidelines. These agencies can be requested through StateComm.

### **III. INCIDENT MANAGEMENT AND EMERGENCY TERMINATION**

- A. All control, confinement and/or containment activities shall be conducted by appropriately qualified, trained and equipped responders. Responder activity is limited to their level of training.
- B. A Safety Officer shall be designated by Incident Command for all response activities. The Safety Officer has the authority to stop any activity deemed unsafe to responders and/or the public.
- C. Incident Command shall remain in charge until the emergency phase of the incident is over. The decision to terminate the emergency phase of the incident shall be made by Incident Command, through a conference call in consultation with BHS Hazmat Duty Officer/Communications Moderator, DEQ Environmental Liaison and cooperating local, state, and federal agencies. The emergency phase should be terminated when there is no longer an immediate threat to: life, property, environment, or need to preserve physical criminal evidence. Criteria that should be applied will include:
  - 1. Material causing the hazard is contained and controlled, with great certainty in regard to expected weather, reliability of containment methods, potential for public access, or threat to endangered species as well as any other sensitive receptors.
  - 2. Provision has been made for operation and maintenance of containment.

3. Long term clean up, remediation, and follow up has been accounted for.
4. Cognizant local, state or federal jurisdiction(s) accept responsibility.

**Termination of the emergency phase of a multi-agency incident will be through consultation during a conference call prior to Incident Command leaving the scene. The Emergency Phase Termination Call and Initial Cleanup Phase conference call shall be conducted in accordance with Tab 2.**

- D. The DEQ Environmental Coordinator for hazardous chemicals or for radiological materials will coordinate activities of other DEQ environmental personnel as required for environmental assessment and monitoring. On larger incidents and at the request of the Incident Commander, the DEQ Environmental Coordinator for hazardous chemicals or, DEQ Radiation Support representative for radiological materials may fill the Environmental Unit Leader position within the Incident Command structure.

#### **IV. CLEANUP**

- A. Once the emergency phase has been terminated, the cleanup phase will be initiated by the responsible party. Cleanup activities will be overseen by a DEQ Environmental Coordinator for hazardous chemicals or radiological materials. The responsible party will perform containment, assessment and clean-up work either directly or through a contractor. The responsible party may be required to conduct long-term monitoring under certain circumstances. If the responsible party cannot be located, or is unable or unwilling to initiate a cleanup, then U.S. EPA will be contacted to initiate site cleanup. In the event the U.S. EPA is unwilling or unable to initiate cleanup, assistance may be sought from other federal resources, such as Interior, Agriculture, Transportation, or the U.S. DOE which may call upon agencies such as the Nuclear Regulatory Commission. Cleanup activities shall be approved by the DEQ Environmental Coordinator for either hazardous materials or radiological materials, and Incident Command (if still active).

#### **V. PUBLIC INFORMATION**

- A. Incident Command, or a Public Information Officer (PIO) designated by Incident Command, shall be responsible for releasing timely, clear and factual information on a regular basis to the news media present at the site. The local jurisdiction may have a designated PIO who should be consulted regarding information released from the site. If the local jurisdiction does not have access to a PIO, state assistance can be provided upon request of the Incident Commander.
- B. Information may be released by the appropriate state agency information officer.
- C. Released information must not compromise investigation/enforcement actions.
- D. Participating agencies will provide technical information for on-site news media briefings as directed by Incident Command.
- E. Incident Command will facilitate news media access to designated safe zones near the site. Access shall not compromise health concerns, or inhibit response efforts.

#### **VI. ENFORCEMENT AND COST RECOVERY**

- A. The ISP Transportation Enforcement Coordinator (TEC), appointed by Incident Command, is responsible for overseeing the investigation of the accident/incident relative to enforcement of transportation regulations. The TEC must possess the capability and authority to enforce the code

of federal regulations and applicable state laws that govern the transportation of hazardous materials. Providing support to Incident Command, the TEC's primary concerns include protection of the accident/incident scene, obtaining information and collecting evidence necessary to support civil and/or criminal proceedings.

- B. The FBI will be the lead agency for weapons of mass destruction crime scene management and criminal investigation. Through their participation in unified command, the FBI will participate in strategic and tactical planning to accomplish law enforcement objectives. Life saving and rescue activities will continue concurrently with evidence and scene preservation. This plan recognizes that successful prosecution of the users of weapons of mass destruction is also a lifesaving activity over the long term.
- C. All response activities should be carefully documented for use in future litigation or enforcement action. This may include sampling of the pure product, the spill area and any off-site contaminant migration for laboratory analyses and documentation. Photographs of an incident site can be useful for documenting an incident. Keep a log of observations, time-events, actions taken, equipment used, decisions made, etc.
- D. All hazardous materials incident expenses, including staff time, incurred by each responding agency should be documented by that agency and submitted to the Local Emergency Response Authority (LERA) for cost recovery. The LERA will submit all documented expenses to BHS using the cost recovery packet available from BHS. **All cost recovery claims must be submitted to BHS within 60 days of termination of the incident.**
- E. WMD incident expenses, including staff time, should also be carefully documented. BHS will facilitate expense documentation in anticipation of coordinating cost reimbursement through the BHS and the Federal Emergency Management Agency (FEMA). Regulatory and Level 1 WMD incidents are not likely to have costs reimbursed.

## **VII. INCIDENT AFTER ACTION REVIEW (AAR)**

- A. Any participating agency may request an interagency AAR of any incident. Representatives of responding agencies should prepare response reports and participate in interagency response critiques following a weapon of mass destruction/hazardous materials response. Response reports and AAR summaries should be forwarded to the BHS.