

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

FOREWORD

Guernsey County's Local Emergency Planning Committee (GCLEPC), a County Commissioners' Board, organized in accordance with Ohio Revised Code 3750.03 has developed this Hazardous Materials Plan.

This Hazardous Materials Plan provides the county, its political subdivisions, the various emergency response organizations, departments, private agencies, and industry a coordinated plan for an organized and systematic approach to the best possible solution of problems created in the event of a hazardous chemical release or incident by identifying the responsibilities, functions, operational procedures, and working relationships between and within the governmental entities and their various departments, private support groups, local industries, and individual citizens.

Public officials, agency and departmental personnel, and industry personnel were involved in the planning process. The elected officials reviewed, studied, made recommendations for changes, and gave final approval to the basic plan and recovery activities. The departmental personnel were involved in the development of assumptions, the identification of resources and establishment of the response procedures.

Hazardous materials emergency preparedness planning includes identification of all possible chemical hazards at the various facilities and involving the transport of chemical by road, rail, or pipeline within the county. The capabilities and limitations of the various emergency response agencies and organizations in personnel, equipment, and training have been evaluated. Responsibilities and procedures for agencies and organizations were developed and written into the plan.

With the cooperation of local industries, public utilities, various GCLEPC members, and other interested parties, each hazard that poses a possible threat to the county and various political subdivisions were identified and the maximum hazard analyzed.

The goal is to save lives and protect property by developing programs and procedures for emergency operation capabilities that mitigate the effects of, prepare for, respond to, and recover from planned or unplanned chemical releases.

Although the Guernsey County Emergency Planning District is a countywide district in scope, and the joint action approach was used in developing this plan, due to the multiple government agencies, resources, and departments, each local entity has been encouraged to develop individual standard operating guidelines to deal with chemical incidents and/or accidents in their jurisdiction. This plan basically follows the format of the Guernsey County EOP and has been developed as a countywide plan requiring no further supplementation by political subdivisions within the county.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

The GCLEPC would like to express our appreciation to all of the individuals, agencies, organizations, and companies who participated in the planning and implementation of this plan.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

TABLE OF CONTENTS

	Foreword	1
	Table of Contents	3
	Plan Distribution List	7
	Record of Plan Changes	9
I.	Introduction	11
	Plan Purpose	11
	Plan Basis	12
	Relationship to Other Plans	12
II.	Situations and Assumptions	13
	Situations	13
	Fixed Facility Hazards	13
	Transportation Hazards	13
	Assumptions	14
III.	Concept of Operations	16
	Mitigation Activities	16
	Facility/Site Visits	16
	Preparedness Activities	16
	Mutual Aid Plan	16
	Training Program	17
	Public Education	18
	Resource Management	19
	Response Procedures	19
	Initial Notification	20
	Incident Assessment	22
	Direction and Control	22
	Incident Command	22
	Emergency Operation Center	24
	Communications Among Responders	25
	Containment/Scene Stabilization	26
	Response Personnel Safety	26
	Victim Treatment and Handling	30
	Personal Protection of Citizens	33
	Sheltering-in-Place	33
	Evacuation	33
	Sheltering and Mass Care	34
	Emergency Public Information	35

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

	Recovery Procedures	39
	Cleanup and Disposal	39
	Investigative Follow-Up	39
	Documentation and Critique	40
	Cost Recovery	42
IV.	Plan Maintenance	44
	Annual Plan Exercise	44
	Purpose	44
	Exercise Design Team	44
	Pre-exercise Activities	44
	Conducting and Evaluating the Exercise	46
	Actions Following the Exercise	47
	Plan Review and Update	48
	Planning Subcommittee	48
	Review of the Plan	49
	Updating the Plan	49
	Submission of the Plan/Changes for Annual Review	50
	Plan Distribution	50
	Posting Changes	50
V.	Authorities and References	51
	Legal Authorities	51
	References	52
VI.	Authentication	55
	Signed Promulgation Statement	55
VII.	Tabs	
	Facility Hazard Analysis Summaries	TAB 1
	Listing & Map of EHS Facilities	TAB 1-A
	Byesville Water Treatment Plant	TAB 1-B
	Cambridge Iron & Metal	TAB 1-C
	Cambridge Water Pollution Control	TAB 1-D
	Cambridge Water Treatment Plant	TAB 1-E
	Cambridge MTSO – AT&T	TAB 1-F
	Centria	TAB 1-G
	Colgate-Palmolive Company	TAB 1-H
	Guernsey County Water Treatment	TAB 1-I
	AMJ Vanadium	TAB 1-J
	Verizon – Byesville Central Office	TAB 1-K
	Verizon – Cambridge	TAB 1-L
	Transportation Hazard Analysis	TAB 2
	Map of Major EHS Transportation Routes	TAB 2-A

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

Hazardous Materials Transported by Highway	TAB 2-B
Hazardous Materials Transported by Railway	TAB 2-C
Map of Railroads	TAB 2-D
 Forms	 TAB 3
Incident Information Summary Form	TAB 3-A
Incident Follow-up Report Form	TAB 3-B
Medical Monitoring Record Form	TAB 3-C
Information Needed by CHEMTREC	TAB 3-D
Information Received from CHEMTREC	TAB 3-E
Cost Recovery	TAB 3-F
Individual Radiological Exposure Record	TAB 3-G
 Checklists	 TAB 4
911 Dispatch Center Checklist	TAB 4-A
Initial Hazmat Responder Checklist	TAB 4-B
Incident Commander Checklist	TAB 4-C
Fire Service Checklist	TAB 4-D
Law Enforcement Checklist	TAB 4-E
Emergency Medical Services Checklist	TAB 4-F
Public Works/Highway Department Checklist	TAB 4-G
Health Department Checklist	TAB 4-H
Safety Officer Checklist	TAB 4-I
Emergency Management Checklist	TAB 4-J
American Red Cross Checklist	TAB 4-K
Facility Spiller's Checklist	TAB 4-L
Information Officer Checklist	TAB 4-M
 Safety Information	 TAB 5
Emergency Conditions Levels	TAB 5-A
Command Post Setup	TAB 5-B
Hazmat Scene Organization Description	TAB 5-C
Public Protective Action	TAB 5-D
Contamination Safety Procedures	TAB 5-E
Radiological Material Safety	TAB 5-F
Explosive Material Safety	TAB 5-G

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

NFPA Hazard Identification System	TAB 5-H
Personal Protective Equipment	TAB 5-I
Decontamination	TAB 5-J
Incident Command Chart	TAB 5-K
EMS Decision Tree	TAB 5-L
 Public Warning	 TAB 6
Shelter/Evacuation Notification	TAB 6-A
Shelter-in-Place EAS Announcement	TAB 6-B
Evacuation EAS Announcement	TAB 6-C
School Evacuation EAS Announcement	TAB 6-D
 Phone Numbers/Resources	 TAB 7
County Communications Capabilities	TAB 7-A
Emergency Telephone Numbers	TAB 7-B
Hazmat Contractors	TAB 7-C
Special Events	TAB 7-E
Emergency Notification Roster	TAB 7-F
 Cambridge Fire Department Hazardous Materials Response Team	 TAB 8
 Open Tab	 TAB 9
  Acronyms	  TAB 10
Terms and Definitions	TAB 10-A
	TAB 10-B

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

PLAN DISTRIBUTION LISTING

The following is a listing of the agencies, organizations, departments, and legal jurisdictions that are provided a copy of the Guernsey County Hazardous Materials Emergency Response and Preparedness Plan

Guernsey County

County Sheriff  
County Commissioners  
County Prosecutor  
County Coroner  
County Health Dept.  
County Engineer

City/Villages

City Safety Director  
City Engineer

Adjoining Counties

Noble County EMA  
Coshocton County EMA  
Belmont County EMA  
Tuscarawas County EMA  
Muskingum County EMA  
Harrison County EMA

State Agencies

SERC (To OH EMA)  
ODNR - Ohio Dept. of Natural  
Resources - Cambridge  
ODOT - Cambridge  
Ohio State Patrol - Cambridge Post

Other Agencies

American Red Cross  
Salvation Army  
United Ambulance Service  
Southeastern Ohio Regional Medical  
Center

Law Enforcement Agencies

Byesville Police Department  
Cambridge Police Department  
Seneca Lake Rangers  
Salt Fork State Park Rangers  
Senecaville Police Department

For Public Viewing

Guernsey County EMA Office

Fire Departments

Cambridge FD  
Byesville VFD  
Cassell Station VFD  
Lore City VFD  
Senecaville VFD  
Pleasant City VFD  
Cumberland VFD  
Quaker City VFD  
Antrim VFD  
Liberty Community VFD  
Fairview VFD  
Old Washington VFD  
New Concord VFD  
Barnesville VFD

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

EHS Facilities

AGM Vanadium Corp.

Byesville Water Treatment

Cambridge Iron & Metal

Cambridge MTSO – AT&T Mobility

Cambridge Sewer Treatment

Cambridge Water Treatment

Centria

Colgate-Palmolive

Frontier Communications – Byesville

Frontier Communications – Cambridge

Guernsey County Water Treatment



GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

RECORD OF PLAN CHANGES

Instructions

1. An electronic copy of the Guernsey County Hazardous Materials Plan will be forwarded to the Plan Holders listed on page 7.
2. Plan holders should discard all previous copies of the plan and replace with the updated plan.
3. This change sheet will be completed each year to reflect the changes made in the plan for the referenced version year.
4. A cover page will be provided notifying the plan holder of these instructions.

Page Number	Date of Change	Change	Posted By
7	10/11/11	Changed Metallurg Vanadium Corp to AMG Vanadium Corp	T. Beckner
9	10/11/11	Update change instructions to reflect the issue of electronic version of plan instead of paper copies	G. Beckner
15 (II-A-2-a-2)	10/11/11	Updated to include vulnerability study completed in September 2011	G. Beckner
17 (c-2)	10/11/11	Changed Ohio Hills to Muskingum Valley	C. Hill
20 (1-d)	10/11/11	Remove reference to Mutual Aid Agreement with Ohio Hills Chapter of ARC until updated agreement can be made with Muskingum Valley ARC.	G. Beckner
20 (a-3)	10/11/11	Changed wording to include first responders, health/medical personnel	T. Beckner
21	10/11/11	Added c-4 to cover training of facility personnel	T. Beckner
31 (e-1)	10/11/11	...log all personnel entering and exiting the site and the time of entry or exit.	C. Hill
37 (c-2)	10/11/11	Change Ohio Hills to Muskingum Valley	C. Hill
38 (3-b)	10/11/11	...they will be isolated and fire service will be called for a decon team. In the event that an extra decon team is not available to be set up at the evacuation center, the hospital may be requested to provide decon for contaminated victims.	G. Beckner
38 (4-d)	10/11/11	Remove reference to specific ARC Chapter	G. Beckner

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

48	10/11/11	Changed 14 to 13 objectives	T. Beckner
48	10/11/11	Removed reference to “core objectives”	T. Beckner
TAB 1 (ALL)	10/11/11	Reformatted and updated hazard analysis on EHS facilities to include specific facilities vulnerable to EHS facilities and evacuation routes to include the specific routes from the area.	T. Beckner
TAB 7-C	10/11/11	Change CSX Railroad to Genessee & Wyoming Railroad	R. Sweigheimer
TAB 7-D	10/11/11	Remove SEORMC as a Shelter Agreement with ARC	C. Hill
General	09/16/14	Replace Guernsey County Hazardous Materials Response Team with Cambridge Fire Department Hazardous Materials Team	G.Beckner
Pg 7-8	09/16/14	Update Distribution List	G. Beckner
Pg 16	10/11/14	Change Facility/Site Inspections to Facility/Site Visits and reword to better describe the current process	G.Beckner
Pg 16/17	10/11/14	Remove statement that copies of MOUs, MOA, etc. are on file with EMA. EMA only has up-to-date copy of EMA agreements	G. Beckner
Pg. 18	10/11/15	Update section c. County Facilities	G. Beckner
Pg. 22	10/11/15	Correct ORC Section of law	G. Beckner
Pg. 32	10/11/14	Remove S.T.A.R.S. protocol	S. Smith
Pg. 35	10/11/14	Add faith-based organizations	G. Beckner
Pg. 35	10/11/14	Remove reference to Red Cross facility agreements	G. Beckner
Pg. 35	10/11/14	Replace City Watch with Everbridge	G. Beckner
Pg. 44	10/11/14	Update responsibilities of Exercise Design Team	G. Beckner
Pg. 44	10/11/14	Update information on the exercise notifications	G. Beckner
TAB 7	10/13/14	Remove listing of Red Cross Shelters (outdated)	G. Beckner
TAB 7	10/13/14	Replace Hazardous Materials Clean-up Contract with current Ohio EPA Listing	G. Beckner
TAB 8	10/14/14	Replace SOP for Guernsey County Hazmat Team with SOP for Hazmat Response by Cambridge Fire Department	G. Beckner

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

I. Introduction

A. Purpose

1. This plan, the Guernsey County Hazardous Materials Emergency Response and Preparedness Plan, defines the roles, responsibilities, and relationships of the various agencies, departments, and organizations which will be put into effect in the event of a hazardous materials incident within Guernsey County.
2. This plan pre-coordinates responses to protect the population present in the county at the time of an incident involving the use, storage, processing, or transportation of hazardous materials or extremely hazardous substances (EHS). The facilities identified with EHS are listed on TAB 1-A of this plan.
3. The Guernsey County Local Emergency Planning Committee (GCLEPC), the Guernsey County Emergency Management Agency (GCEMA), the Guernsey County Commissioners, and other interested parties fully intend this Hazardous Materials Plan to be used to determine the capabilities and limitations of all response and support agencies and organizations within the county.
4. It is intended that the Plan be activated by the Incident Commander immediately upon identification of an incident involving hazardous materials.
5. The plan will also be utilized as a training reference document to educate the various agencies, organizations, and groups which will be relied on to respond to hazardous materials accidents/incidents within the county. Training of the various organizations and departments on this plan and its use is a must and will serve two key purposes:
  - a. Familiarization. The plan is the result of careful and coordinated input by the many elements of the county. Familiarization with the plan by the various groups within the county which are responsible to provide emergency response, mutual-aid, or other support and assistance is essential, if the individuals assigned to these agencies, organizations, or departments are to understand and act as indicated by the plan.
  - b. Exercises. The plan will be the basis of the hazardous materials exercises conducted in the county in accordance with the requirements of Ohio Revised Code 3750.04(C). Properly planned, these exercises will test the plan, the plan holders' knowledge of the plan, and provide indications of changes needed to the plan.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

B. Plan Basis

1. This plan is based on a hazard analysis and risk assessment performed using many sources of information. Information used was that which was reported from the individual facilities in their annual reporting of chemical inventory data, individual facility maps, volume and type of materials they have, storage method, and the health hazard of each chemical they report.
2. Also used in preparing this plan was information received by on-site visits to individual EHS facilities which includes vital information not only regarding their chemicals and locations but also general information on what other facilities are located near the EHS facility; whether they have a lock box, their training and safety program, their contingency plan, or if they have one, procedures for notification in case of spill, the resources they have to assist in a hazardous materials incident, and other information that could enhance an emergency response to the facility, if necessary.
3. Meteorological factors, wind speed, and atmospheric stability have a great effect on the size of the vulnerable zone. Cameo computer software was used to determine vulnerable zones and potential dispersion.
4. Also used was information gathered in a Commodity Flow Study performed in April 2000 in Guernsey County for the transportation of hazardous materials on our roadways. This study has identified the type of materials and routes that hazardous materials are being shipped through Guernsey County.
5. Another source of information used was known historical events from the individual facilities in Guernsey County where hazardous materials have posed problems.

C. Relationship to Other Plans

1. The basic format and concepts of the Guernsey County Emergency Operations Plan EOP, with the unique problems presented by hazardous materials have been incorporated into this Hazardous Materials Plan.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

2. Copies of the Plan will be provided to all emergency response and support organizations that may have a role or responsibility in an emergency dealing with hazardous materials. It is the responsibility of those individual organizational heads, chiefs, officers, etc. to see that their personnel know and are aware of the responsibilities they are assigned and to adopt standard operating guidelines to accomplish those responsibilities. It is also their responsibility to assure adequate training has been received and maintained.
3. A detailed hazard analysis of each EHS facility has been coordinated between the GCLEPC and the facility and a copy of the Plan has been provided to each EHS facility within the county. It is the responsibility of the EHS facility coordinator to review those sections of the Plan and provide additional information as needed. It is the intent that the Incident Commander in each jurisdiction will consult with facility representatives to ensure a coordinated response.
4. In order to facilitate a multi-jurisdictional response, a copy of the Guernsey County Hazardous Materials Response Plan has been provided to the EMA office of each adjoining county and it has been requested that they provide a copy of their Hazardous Materials Plan to the GCEMA.

II. Situations and Assumptions

A. Situations

1. Fixed Facility Hazards

- a. Guernsey County has four public and seven private facilities that produce, use, or store Extremely Hazardous Substances (EHS) and 30 facilities having hazardous substances.
- b. A listing and map identifying the location of all EHS facilities along with a hazard analysis summary of each facility is located under TAB 1 of this plan.

2. Transportation Hazards

There are three means of transportation used for transporting chemicals through or within the county.

a. Highways

- 1) A combination of federal, state, and local highways are utilized by numerous types of trucks to move hazardous and extremely

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

hazardous substances in the county. There are 103 miles of federal highways, 238 miles of state highways, 406 miles of county roads, and 600 miles of township roads within the county.

- 2) Tab 2 of this plan contains a map of the main transportation routes, hazard analysis information (study completed by Findlay University in 2000) and a vulnerability assessment (completed in 2011 by Jeff Tucker) of the main transportation routes.

b. Railroads

- 1) There are two facilities within the county that receive hazardous substances by rail.
- 2) A listing of substances being transported to facilities within the county is located under TAB 2 of this plan.

- c. Pipelines. There are approximately 110 miles of pipelines which cross the county and which transport various types of hazardous substances.

B. Assumptions

1. The following assumptions are made considering the status of facilities producing, using, or storing hazardous substances or extremely hazardous substances within the county, the training and experience of the first response agencies, and the equipment available to them.
  - a. Accidental releases of hazardous materials could result from an on-site release or during transportation by truck, rail, or pipeline.
  - b. All businesses and other handlers of hazardous materials have submitted facility information and chemical inventories and will report incidents as required.
  - c. The local fire departments will respond within their capability, establish Incident Command, assess the situation, establish a perimeter, initiate an evacuation or in-place sheltering as needed, and otherwise minimize the risks to the population while activating mutual-aid as needed.
  - d. Local fire departments will utilize the services of the Cambridge Fire Department Hazardous Materials Response Team when appropriate.
  - e. Mutual-aid agreements will be honored by the providing agencies, organizations, and/or businesses.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- f. The public will listen and properly respond to the protective actions as announced by responsible officials.

2. Local weather

- a. Guernsey County has temperature extremes from subzero in the winter to the mid-90s in the summer. The average temperature for the county is approximately 68 degrees.
- b. Snowfall is possible during the months of November through March.
- c. Average wind speed is 5-8 mph from the southwest.

3. Demographics

- a. Guernsey County consists of 529 square miles of hilly, forested terrain with farmable areas throughout.
- b. Much of the soil within the county is sandy and highly absorbent.
- c. Guernsey County has a population of 40,793 in 19 rural townships and 10 incorporated areas, including the City of Cambridge and 9 villages.
- d. There are two recreational lakes in the county: Seneca Lake is located on the Guernsey/Noble County Line in Richland Township and Salt Fork Lake is located in Jefferson Township.
- e. Wills Creek begins at Seneca Lake and travels northwest through the county into Coshocton County and ultimately into the Muskingum River.
- f. There are multiple tributaries to Wills Creek throughout the county.
- g. Cambridge City Reservoir is supplied by Wills Creek.

4. Significant Events

- a. The Guernsey County Fair, Paul Bunyon Festival, Deerasic Classic and several smaller community events cause some congestion on the roads; however, these should not affect emergency response to a great extent.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- b. Several communities within the county have "street festivals" which do close sections of roads. These events could have a slight impact on emergency response in the localized area.
- c. A listing of known events is located on TAB 7-E.

III. Concept of Operations

A. Mitigation Activities

1. Facility/Site Visits

The Guernsey County Local Emergency Planning Committee has a contract with an individual to conduct site visits and complete a hazard analysis on each. The basic intent of the site visits includes:

- a. Improving the quality of data received from facilities on their annual inventory.
- b. Establishing a personal dialogue between the GCLEPC and the representatives of the local facilities.
- c. Encouraging industries to use more specific volume amounts in place of range codes.
- d. Verifying the accuracy of information reported.
- e. Conducting surveys to obtain additional information.
- f. Verifying or obtaining specific chemical storage information.
- g. Promoting on-site contingency planning at the facility.

B. Preparedness Activities

1. Mutual Aid Plan

Mutual-aid agreements, memoranda of understanding, and letters of understanding agreements between agencies and organizations are documents agreeing to provide each other assistance in an emergency. Mutual-aid agreements can be written or verbal.



GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

a. County-wide Emergency Management Agreement

Guernsey County has entered into a plan under which any municipality or township in the county will respond to a request from any other jurisdiction in the county to provide emergency resources.

b. County-County Emergency Management Agreements

Guernsey County Emergency Management Agency has mutual-aid agreements with each of its neighboring counties:

- (1) Belmont County
- (2) Noble County
- (3) Muskingum County
- (4) Tuscarawas County
- (5) Harrison County
- (6) Coshocton County

These agreements allow each county to provide Emergency Management assistance, as needed.

c. County-wide Fire Service Agreement

The Guernsey County Firefighters' Association has a countywide mutual-aid agreement, which allows any county fire department to respond to a request for assistance from any other fire department in the county.

2. Training Program

a. First Responders

- 1) Federal regulations provide that all hazardous materials responders are required to have a minimum of Awareness Level Training.
- 2) It is the responsibility of each organization to ensure the training levels of their personnel.
- 3) GCLEPC has appointed a training officer who works with emergency responders, medical/health personnel, other necessary agencies and organizations to ensure that appropriate training is made available for their personnel. In January of each year the training officer shall present a schedule of training events planned

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

for the coming year to the full Local Emergency Planning Committee at their regular meeting.

- 4) This plan is based on the assumption that organizations will ensure their personnel have a minimum level of hazmat training.

b. Cambridge Fire Department Hazardous Materials Response Team

- 1) The Cambridge Fire Department Hazardous Materials Response Team has their own training officer to ensure the level and quality of training for team members.
- 2) Minimum levels of training have been set for team members by the training officer.
- 3) Each team member is required to complete a minimum of 36 hours of continuing training per year as determined by the team's training officer.

c. County Facilities

- 1) The Ohio State Emergency Response Commission provides information on required filing regulations and assistance to facilities within the county. The GCLEPC will encourage the use of electronic filing.
- 2) The GCLEPC should provide presentations for facility representatives, as requested.
- 3) Have the assistance of the GCLEPC in developing and implementing safety plans.
- 4) Have the assistance of the GCLEPC training officer in the development of necessary training programs, seminars and other forms of educational programs.

3. Public Education

- a. GCLEPC distributes Community Right-to-Know information to the public upon request.
- b. GCLEPC distributes pamphlets and information at booths during public functions, such as county fairs, community festivals, etc.
- c. GCLEPC meetings are open to the public.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

4. Resource Management

- a. Resource management deals with the ability to allocate equipment, finances, and manpower in the most efficient manner to provide the desired outcome. To accomplish this there must be a list of prearranged suppliers and agreements to provide certain commodities when a given situation arises. The process, however, does not stop there but must entail procurement procedures, financial considerations, product delivery and usage, liability, and equipment return or replacement considerations.
- b. Resource Listings
  - 1) The Guernsey County Emergency Management Agency maintains a County Resource Manual, which includes equipment and materials available within the county as well as sources of materials and equipment that may be procured at the time of an incident.
  - 2) Individual departments and agencies maintain resource listings for materials and equipment that may be unique to their individual needs.
- c. The local fire service, during a hazardous materials incident, will have on-scene responsibilities that include determining what protective measures are needed to protect first responders, the surrounding population, and property. If the material on the dispatched apparatus is not sufficient, the Incident Commander must determine what extra resources will be needed.
- d. When requesting additional resources and assistance, it will be requested in this order:
  - 1) Local government or contiguous local jurisdictions (mutual-aid).
  - 2) County government resources (equipment, material, and personnel)
  - 3) Local private industry and/or the “spiller”.
  - 4) State government
  - 5) Federal government through the State EOC.

C. Response Procedures

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

1. Initial Notification

a. Receipt of the Report.

- 1) The initial call on a hazardous materials incident could come from a citizen, a plant, a transporter, a first responder, or some other individual or agency. The agencies, which could receive the call, include the fire departments, Sheriff's Office, Ohio State Patrol, local law enforcement agencies, or some other public agency. All of these agencies must understand this and be prepared to handle the initial report when it comes.
- 2) Facilities and transporters are required by Ohio Revised Code 3750.06 to provide the County Community Emergency Coordinator verbal notification of a release not later than 30 minutes following the release. The notice shall include:
  - (a) Location of the release;
  - (b) Chemical involved;
  - (c) Quantity released;
  - (d) Time/duration of the release
  - (e) Known acute/chronic health risks;
  - (f) Precautions to be taken; and
  - (g) The names and telephone numbers of contacts.
- 3) GCLEPC has designated the Director of the Guernsey County Emergency Management Agency as the Community Emergency Coordinator.
- 4) The telephone numbers for Guernsey County Local Emergency Planning Committee (740-432-9293) and Guernsey County Emergency Management Agency (740-432-9292) are listed in the local telephone directory under Guernsey County Offices; an off-duty voice mail instructs callers to call the Guernsey County Sheriff's Office for emergencies.

b. Recording the Initial Call.

The agency that receives the call will record the information using the Hazardous Materials Incident Information Summary Form shown in TAB 3-A of this plan. The person receiving the call should be well versed in the use of this form and attempt to obtain the maximum amount of information from the caller regarding the incident. The individual taking the call will continue to utilize this form to record

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

actions taken to notify emergency response agencies and other individuals.

c. Actions upon Receipt of the Report.

- 1) The agencies receiving the initial report will notify the jurisdictional fire department, law enforcement agency, and EMS personnel of a potential hazardous materials incident and provide each response agency with as much information as possible concerning the incident.
- 2) Response agencies will notify the Community Emergency Coordinator by means of a direct call or through the Sheriff's Office Dispatcher of a response to a hazardous materials incident; they will provide as much information as possible concerning the incident and keep the Emergency Coordinator informed of the progress of the situation.

d. Emergency Condition Level (ECL)

See TAB 5-A for an explanation of Emergency Condition Levels (ECLs) and Notification Sequence for each ECL.

- 1) The Incident Commander (IC) will set the ECL based on his evaluation of the situation. If the incident happens on a facility, the facility coordinator or some other facility official can assist in this decision by providing the IC a complete briefing on the situation immediately upon arrival of the fire department.
- 2) After the IC establishes the ECL, the IC will notify all responders and the Sheriff's Office Dispatcher of the current ECL. Also, the IC will ensure all responders and the Guernsey County Sheriff's Office Dispatcher are made aware of any changes to the ECL
- 3) The Guernsey County Sheriff's Office Dispatcher will notify the Emergency Coordinator of the ECL and any subsequent changes to the ECL.

e. Notification of Adjoining Counties

- 1) The Community Emergency Coordinator will notify the Community Emergency Coordinators of neighboring counties and/or jurisdictions promptly and apprise them of the situation and ECL when the incident:

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- (a) is on their border; or
- (b) if the incident will/may threaten their jurisdiction.

2) Changes in ECL will be passed on to concerned neighboring jurisdictions as they occur.

2. Incident Assessment

- a. Initial assessment of a facility incident is the responsibility of the fixed facility. The fixed facility is liable for damages resulting from a release and is motivated to provide timely and accurate assessment of each situation.
- b. The objective of the initial assessment is to identify the nature and severity of the immediate problem and gather sufficient information to form a plan of attack.
- c. The initial first responders, trained to a minimum of awareness level training, using available resources such as information from facility representatives, the Department of Transportation's Emergency Response Guide, CHEMTREC, the National Response Center, Cambridge Fire Department Hazardous Materials Response Team, etc., should be able to identify a hazard area based on material involved, time of day, wind and weather conditions, location of the incident and degree of risk to protected personnel.
- d. The Cambridge Fire Department Hazardous Materials Response Team, using available monitoring equipment has the capability to do initial air testing and the ability to use computer air dispersion modeling to assist the Incident Commander in forming a plan of action.

3. Direction and Control

Guernsey County and its political jurisdictions will utilize the processes, guides, protocols, and procedures prescribed in the National Incident Management System (NIMS).

a. Incident Command

In a chemical incident, the jurisdictional fire department is the designated action agency.

- 1) Ohio H.B. 428, Section 3737.830: "In any emergency situation relating to the prevention of an imminent release of a hazardous material, to the cleanup or disposal of a hazardous material that has been released, or to the related mitigation of the effects of a release of a hazardous material, - the Chief of the

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

Fire Department in whose jurisdiction the emergency situation is occurring, or his designee, is responsible for the primary coordination of the on-scene activities of all the agencies of the state, the United States government, and political subdivisions that are responding to the emergency situation until the Chief relinquishes that responsibility to the representative of one of the responding public agencies and so notifies that representative."

- 2) On-Scene Authority. The senior fire officer of the lead department at the scene assumes command until:

- (a) A superior fire officer arrives, or
- (b) It is determined that the actual scene is located in a different jurisdiction, in which case the command will be relinquished to the senior fire officer of that jurisdiction upon his arrival.

If the incident is located on the border line of two or more jurisdictions, the senior fire officer of the first arriving department shall be in command. The senior departmental fire officer on the scene is the Incident Commander (IC). The two or more jurisdictions may also decide to use Unified Command to handle the incident if appropriate.

- 3) The Incident Command Post (CP) is established by the jurisdictional fire department, usually in one of their vehicles. The CP coordinates on-scene support of emergency service response elements deployed to the incident site. The CP is supported by primary and back-up communications systems which coordinate on-scene activities and with supporting agencies including the EOC. TAB 5-B is designed to assist in the site selection and set-up of the Incident Command Post.
- 4) The Incident Command Post (CP) will be identified by a green flag with white lettering and/or a green strobe light.
- 5) The Incident Commander (IC) is responsible for incident activities including the development and implementation of strategic divisions and for approving the ordering and releasing of resources. The following personnel assist the IC:
- (a) Safety Officer
  - (b) Staging Officer
  - (c) Information Officer
  - (d) Liaison Officer
  - (e) Facility Coordinator/Representative
  - (f) Others in accordance with the department's Standard Operating Guidelines

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 6) See TAB 5-K for a chart outlining the Incident Command System.
- 7) See TAB 4-C for an Incident Command Check Off List.

b. Emergency Operation Center

1) Designated EOC Locations

- a) Guernsey County's Primary EOC is in the Guernsey County Administrative Building, located at 627 Wheeling Avenue in Cambridge.
- b) The Alternate EOC site is the Guernsey County Law Enforcement Center, located at 601 Southgate Parkway in Cambridge.

2) Activation of the EOC

- a) The Guernsey County Emergency Management Director is responsible for the activation, operations, and management of EOC operations in periods of emergency.
- b) Activation of a full EOC may not be necessary for most hazardous material incidents and the EMA Director may choose an alternate site, such as the EMA office, local fire department, or mobile unit to coordinate County Emergency Management activities.

3) EOC Activity and Staffing

- a) The EOC is the focal point for coordinating county emergency actions and county resource management in support of on-scene activities and off-site protective actions.
- b) The EOC is staffed by elected officials, representatives of county agencies, response agencies, and support organizations, who have responsibility during a situation.
- c) The County EMA Director is the primary official responsible to call out the EOC staff and to arrange for 24-hour operations.
- d) Notification of key officials will be in accordance with the flow charts shown in TAB 5-A.



GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- e) The National Incident Management System will be utilized by the EOC when the incident involves multi-jurisdictions during a hazardous materials response.

4. Communications Among Responders

Specific hazmat emergency communications frequencies will be established at the time of the incident. All communications between organizational elements at an incident should be in plain English. No codes should be used and communications should be confined to essential messages.

a. Primary Communications

- 1) In the event of a hazardous materials accident, primary communications systems will be the same systems used in daily emergency services operations.
- 2) In Guernsey County the primary Communications and Dispatch Agency is the Sheriff's Office. The 911 dispatchers will assume this role.
- 3) On-scene radio command will be handled by the fire departments on their usual radio frequencies. Radio traffic will be relayed to the incident commander at the command post. The incident commander will periodically update all agencies present at the command post and the EOC, if activated.
- 4) Personnel from the Guernsey County Chapter of ARES will be available to assist with communications for the various support agencies.

b. Backup Communications

- 1) The Guernsey County Sheriff may utilize the BSSA Communications Truck to establish communications for on-scene activities in the event of a communications failure and/or to establish communications links between agencies that are not currently available.
- 2) Cellular telephones may be utilized as backup. Users should identify their numbers to the dispatch center and EOC whenever they bring a new station into the situation.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 3) Personnel from the Guernsey County Chapter of ARES will be available to assist with communications, in the event of a primary system failure.

c. Communications Capabilities

See TAB 7-A for a listing of primary frequencies and inter-agency communications capabilities.

5. Containment/Scene Stabilization

- a. The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander.
- b. The Incident Commander is responsible for monitoring the response activity to ensure that appropriate containment techniques are being initiated. Containment/confinement methods may include:
  - 1) Dikes
  - 2) Berms and drains
  - 3) Trenches
  - 4) Booms
  - 5) Barriers in soil
  - 6) Stream diversion
  - 7) Patching and plugging of containers or vessels
  - 8) Portable catch basins
  - 9) Over-pack drums or other forms of containerization
  - 10) Reorientation of the container
- c. Treatment of spilled hazardous substances can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the spiller.

6. Response Personnel Safety

The safety of personnel responding to hazardous materials incidents must be a major consideration for the emergency response agencies. Personnel must be fully aware of the risks involved and know how to handle the situation. Failure to do so may result in their injury or death.

- a. Training.
  - 1) Minimum training requirements for emergency response personnel must be met prior to individuals responding to a hazardous materials situation.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 2) It is the responsibility of the individual agencies and organizations to ensure that the appropriate training is scheduled for their personnel.
  - 3) The Cambridge Fire Department Hazardous Materials Response Team is a group of trained personnel from Cambridge Fire Department augmented by various agencies within the county who have been trained to Operations and Technician Level and are available as a resource to fire departments for containment, rescue and decontamination functions.
- b. Equipment.
- 1) Personal protection equipment is critical to hazardous materials response; responders, without proper equipment, regardless of their level of training, should secure the area and request assistance from the Cambridge Fire Department Hazardous Materials Response Team.
  - 2) The Cambridge Fire Department Hazardous Materials Response Team maintains trailers containing various specialized response equipment for use by their personnel to initiate containment, rescue, and decontamination functions.
  - 3) Tab 5-I describes the various types of personal protective equipment needed during a hazardous materials response.
- c. Initial Response Agency
- 1) Approach the scene from upwind and stop at a distance; using binoculars to assess the situation (look for placards, downed victims, etc.). Call for assistance, as needed.
  - 2) Get information from people at the scene, shipping papers, MSDS, etc., if available.
  - 3) Establish hazard zones and control points.
  - 4) Establish holding areas for personnel or victims, who accidentally become contaminated.
  - 5) Establish Incident Command; designate a Command Post and Staging Areas on the upwind side of the incident.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 6) Get technical assistance, as needed (facility chemists and/or safety personnel, CHEMTREC, Ohio EPA, Cambridge Fire Department Hazardous Materials Response Team, etc.)

d. Safety Officer

- 1) The Incident Commander will appoint a Safety Officer, who is responsible to oversee the safety of all response personnel.
- 2) Specific responsibilities of the Safety Officer are located on TAB 4-I.

e. Personnel Accountability

- 1) All personnel entering or leaving the site, to include victims being brought out, must be accounted for; it is extremely important to identify and log all personnel entering and exiting the site and the time of entry or exit.
- 2) The Incident Commander must insure that the entrance(s) to the site are controlled, that they are manned with control personnel to monitor all persons entering and leaving the hot zone and that the personnel entering are properly suited in protective clothing and equipment.
- 3) Logs must be maintained in every case and names and times recorded as they enter and leave. The control person should verify the training levels of personnel attempting to enter, insure proper protective gear is worn, and that appropriate medical checks have been made.

f. Decontamination

- 1) Regardless of the chemical, firefighters, other personnel, and equipment in the immediate area could become contaminated. The decontamination process is to ensure that any potentially harmful or dangerous residues or contaminant, on persons or equipment, are removed and confined within the hazard zone and not allowed to spread to unprotected areas or the surrounding environment.
- 2) The Incident Commander, and other personnel involved, must always consider contamination of response personnel, facility workers, and other personnel who have, or may have, come in contact with the product.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 3) Certain procedures must be immediately implemented to limit contamination of personnel and equipment, including:
    - a) Quick identification of the product, followed by swift notification of all responders present and other response agencies and organizations, etc.
    - b) The announcement of the Emergency Condition Level (ECL) based on the Incident Commander's assessment of the situation. See TAB 5-A.
    - c) Swift sealing off the scene and establishment of control zones (hot, warm, and cold) and designation of Incident Command areas (Command Post, Staging Areas, EMS, etc.)
    - d) When personnel come out of a contaminated area, they must be monitored and decontaminated, if contaminated, before they are permitted to leave the area.
  - 4) See TAB 5-J for a drawing showing a sample decontamination set-up.
- g. Medical Monitoring of Personnel
- 1) One EMS Unit will report to the incident commander, then set up an EMS Zone, or rehab area.
  - 2) The Medical Unit of the Hazmat Group in the Incident Command System will use trained emergency medical personnel to observe emergency responders. Medical personnel are responsible for monitoring vital signs prior to entering the contaminated area, immediately following decontamination, and 30 minutes after. Vital signs to be monitored include; but, are not limited to:
    - a) Blood Pressure
    - b) Pulse Rate/Regularity
    - c) Respiratory Rate/Quality
    - d) Temperature
    - e) Oxygen Saturation (if available)
    - f) Weight
    - g) Cardiac Monitoring (if necessary)
  - 3) Medical personnel are responsible for detecting indicators of toxic exposure, including:

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- a) Changes of complexion, skin discoloration
  - b) Lack of coordination
  - c) Changes in demeanor
  - d) Excessive salivation
  - e) Pupillary response
  - f) Changes in speech pattern
  - g) Headaches
  - h) Dizziness
  - i) Blurred vision
  - j) Cramps
  - k) Nausea/vomiting
  - l) Irritation of eyes, or respiratory tract
- 4) A Hazmat Medical Monitoring Record Form is included in TAB 3-C and will be utilized to track the medical monitoring of Hazmat Responders

6. Victim Treatment and Handling

Note: EMS providers responding to a Hazmat Incident should be trained to a minimum of Hazmat (Awareness) Level I Responder.

a. Assessment and Initial Treatment

- 1) Primary goals for emergency personnel in a hazardous materials incident include termination of exposure to the victim, removal of the victim from danger, and treatment, while not jeopardizing the safety of rescue personnel.
- 2) Termination of exposure can best be accomplished by the removal of the patient from the “hot” zone by Hazmat Technicians and removing contaminants from the victim.
- 3) The potential for additional or increased danger to the victim and responders prohibits any treatment inside the “Hot Zone” other than basic life support. The probability of contact with hazardous substances and the restriction of movement by necessary PPE outweighs the time saved by attempting patient care in a dangerous area. Gross management of Airway, Breathing, and Circulation (ABC) is all that should be undertaken while there is potential for further injury to victim or response personnel.

b. Decontamination

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 1) EMS responders trained to Hazmat (Awareness) Level I shall provide care only to those individuals who no longer pose a significant risk of secondary contamination.
- 2) During initial patient stabilization, a gross decontamination should simultaneously be performed. This consists of cutting away or otherwise removing all suspected contaminated clothing, including jewelry and watches, and brushing or wiping off any obvious contamination. Care should be taken to protect any open wounds from contamination. Every effort should be made by personnel to avoid contact with any potentially hazardous substance.
- 3) Effective decontamination consists of making the victim as clean as possible; reducing the contamination to a level that is no longer a threat to the victim or the responders.
- 4) Only those personnel trained to the Hazmat Technician Level may work in the “hot zone”. EMS personnel trained to Awareness level are limited to work in the “cold zone” and shall not attempt to assist with the decontamination process.

c. Victim Transport

- 1) When transporting a contaminated patient by ambulance, special care should be exercised to prevent contamination of the ambulance and subsequent patients.
  - a) All non-essential equipment should be removed.
  - b) Cover all walls, cabinets, floor, and bulkhead with visqueen or disposable plastic.
  - c) Tape cabinet doors shut.
  - d) Place monitor, radios, and other essential equipment in plastic bags to protect from contamination.
  - e) Wrap cot in plastic or visqueen.
- 2) A patient requiring immediate medical attention due to life threatening injuries, respiratory arrest, cardiac arrest, etc. must be grossly decontaminated and should be wrapped in plastic or placed in a body bag with the face exposed to prevent further contamination of other patients, personnel, and equipment.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 3) Fiberglass backboards and disposable sheeting are recommended. If a wood backboard is used, it should be covered with disposable sheeting or it may have to be discarded afterwards.
  - 4) Equipment that comes in contact with the patient should be segregated for disposal or decontamination.
  - 5) EMS personnel should wear protective clothing appropriate for conditions. Personnel may be required to wear SCBA or protective clothing deemed necessary by Incident Command.
  - 6) Contact the Emergency Department as soon as possible with report pertaining to your victim. The emergency department will provide the decontamination area with a report.
  - 7) Provide the maximum fresh air ventilation that weather conditions permit to the patient and driver's compartment regardless of the presence or absence of odors.
- d. Handling of Victims at the Hospital
- 1) At the hospital, go directly to a pre-designated decontamination area (signs will be posted in the parking lot); do not bring patients into the emergency department before ambulance personnel receive permission from the hospital staff.
  - 2) The patient will be decontaminated on the emergency squad's cot and will then be moved to a clean hospital emergency department cot.
  - 3) SEORMC has a disaster plan in effect that will be activated at the time of an event and deals with the hospital's procedures for handling hazmat victims.
  - 4) Decision as to the need for additional bed space will be made by the Vice-President of Nursing Services at SEORMC, or designee. Upon determining the need for additional bed space, the following facilities may be contacted:
    - a) Genesis Health Care – Bethesda Campus
    - b) Genesis Health Care – Good Samaritan Campus
    - c) Marietta Memorial
    - d) Barnesville Hospital
    - e) Union Hospital



GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

e. EMS Personnel Monitoring/Decontamination

- 1) After unloading the patient, the ambulance and personnel must be monitored for contamination and decontaminated, as needed.

7. Personal Protection of Citizens

There are essentially two ways to protect the public from the effects of toxic gas or vapor discharges into the atmosphere (see TAB 5-D). One method is sheltering-in-place and involves instructing people to remain indoors until the danger passes. The other method is evacuation and involves relocating threatened populations to safer area.

a. Sheltering-in-place

In some cases, advising people to stay indoors and attempt to reduce the airflow into a structure may be the most effective protective option. This strategy may be the preferred option if people could not be evacuated from an area before the arrival of a toxic cloud. See TAB 6-B for instructions to the public on sheltering-in-place.

In order for an indoor protective strategy to be effective, planning and preparedness activities should provide:

- 1) Decision making criteria for determining when an indoor protection strategy should be used.
- 2) A system for warning and advising the public.
- 3) A system for determining when a cloud has cleared a particular area.
- 4) Public instruction as to the value of indoor protection and an expedient means to reduce ventilation rates.

b. Evacuation

- 1) Evacuation can be completely effective in protecting the public if it can be accomplished before the arrival of the toxic cloud at a particular location. The effectiveness of evacuation depends upon the time required to evacuate the area, compared to the time available before the cloud arrives.
- 2) The responsibility for recommending an evacuation rests with the Incident Commander or the Chief Elected Official. Due to the fact

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

that people are subjected to risks when evacuated from their homes, evacuation should not be recommended unless the situation clearly warrants it. The evacuation will be conducted by law enforcement and/or fire department personnel. For large-scale evacuations, the EOC will coordinate evacuation procedures, supported by city, county, and private sector operational forces.

- 3) To ensure an orderly traffic flow in the event of an evacuation, control points must be established at major intersections along main evacuation routes. To restrict traffic from entering a risk zone, access control points are needed to divert traffic. Law enforcement is responsible for establishing traffic and access control points.
- 4) Evacuation operation will be initiated using the following procedures:
  - a) Law enforcement should ensure that traffic and access control points are staffed in preparation for evacuation.
  - b) The Guernsey County Highway Department will mobilize those road clearance resources assigned to support road clearance operation along evacuation routes.
  - c) The Emergency Management Agency will coordinate transportation requirements to support special facility evacuation.
  - d) See TAB 6-C for instructions to the public for evacuations.
  - e) The American Red Cross will operate shelters to receive the evacuees.
- c. Sheltering and Mass Care
  - 1) Ultimate responsibility for sheltering evacuated citizens rests with local government.
  - 2) Several organizations within the county are available to provide for the needs of the general public during a hazardous materials incident. These organizations include: Muskingum Valley Chapter of the American Red Cross, The Salvation Army, and numerous other civic and faith-based organizations throughout the county.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

3) Evacuation Centers

- a) As soon as evacuation is considered as a likely option or possibility, off-site evacuation centers will be identified and staffed to screen evacuees and accommodate their immediate needs.
- b) Evacuees will be screened for potential contamination. In the event contaminated victims are identified, they will be isolated and fire service will be called for a decon team. In the event that an extra decon team is not available to be set up at the evacuation center, the hospital may be requested to provide decon for contaminated victims.

4) Shelters

- a) In the event of a prolonged evacuation (longer than 2 hours), the American Red Cross, in accordance with National principles and procedures, will open mass care shelters with first aid, feeding, and emergency human services support (including health and mental health).
- b) The American Red Cross, as a national organization, has accessibility for sheltering services outside of the county, if required.
- c) A listing of current Red Cross facility agreements is located on TAB 8-D. This list is updated on a continuing basis.

d. Public Information

Guernsey County is without an audible warning system. In the event of an emergency requiring mass notification to the public the following means of communication may be used:

- \*Emergency Alert System (EAS) – Radio
- \*Everbridge Mass Notification System
- \*Television and radio news broadcasts
- \*Vehicles – equipped with loudspeakers
- \*Door-to-door – conducted by emergency workers

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

1) Emergency Alert System (EAS)

- a) Purpose: The purpose of EAS is to provide real time communications, information, direction, and instruction in the event of an emergency requiring public action.
- b) Activation: At the request of authorized public officials, EAS may be activated. Activation of the EAS by public officials within Guernsey County is done through the Guernsey County Sheriff.
- c) Messages: Three pre-scripted, fill-in-the-blank, EAS messages have been prepared and included in TAB 6 for communicating with the public during hazmat incidents:

\*EAS Message #1 – “Shelter-in-Place Announcement” – TAB 6-B

\*EAS Message #2 – “Evacuation Announcement” – TAB 6-C

\*EAS Message #3 – “School Evacuation Announcement” – TAB 6-D

2) Television and Radio News Broadcast/Public Service Announcements

The news broadcast media may be contacted directly and requested to air messages aimed at alerting the public.

3) Vehicles Equipped with Loudspeakers/Door-to-Door

Law enforcement, fire, or other emergency personnel may warn the public by driving through the designated area in vehicles equipped with loud speakers, or by going door-to-door. In some cases, emergency responders may be assisted by members of civic organizations. The warning message delivered should include actions to be taken by the public, any special instructions, and how to obtain more information. See TAB 6-A.

4) Public Information Centers. Public information centers are established to provide reliable timely and accurate information and to counteract misinformation and rumors. There are three types of centers.

a) On-Scene Public Information.

The media and other involved personnel will attempt to go to the incident site. To safeguard these people and provide them the

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

information they need, a place must be established outside the danger area(s) where they can be briefed. The Incident Commander (IC) will designate an individual from fire service to serve as the on-scene Public Information Officer (PIO). The PIO will report to the location designated for the media to assemble. Needs of the media regarding information, photos, interviews, etc. will be accommodated but their personal safety and the action objectives of the scene command to protect lives and property receives priority.

b) County Public Information Center.

A public information center will be established by the GCEMA and county PIO to provide a designated location for informational briefings for the media and other involved parties. In the event of a potential emergency condition at one of the fixed facilities, the County Public Information Center may be staffed by a public information spokesperson from the facility and the Public Information Officer (PIO).

c) Joint Public Information Center (JPIC). The dimensions of the emergency may cause the opening of an expanded media center – a Joint Public Information Center (JPIC). Generally, the JPIC is located in a large facility such as a school or church center that can support a considerable number of staff, media, and other personnel. The area should have sufficient space for a large briefing area, separate phone banks, media work space, support staff area(s), etc. normally utilized only in very large long term incidents involving significant media attention and involvement of State, Federal, and other agencies. (Support of the Ohio EMA PIO or the Ohio ARNG PIO section will be requested if a JPIC is to be established.)

5) Rumor Control

- a) Rumor control of a hazardous incident is extremely important and must be provided for as soon as possible after the initial incident has determined to cause population protective actions (i.e., evacuation, in-place protection, sheltering).
- b) County Emergency Management and the County Sheriff's Office must have current and accurate information from the Incident Commander to insure the incident status is known and public protective actions desired are understood.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- c) Rumor control must be accomplished by the Incident Commander's personnel, by the County Emergency Management personnel, and by other official agencies involved. PIO personnel at these locations must be kept up-to-date on current situation and be prepared to provide the public correct, timely, and accurate information.
  - d) Information can be provided the public by using broadcasts to reach the largest number of people quickly, to announce telephone numbers they can call to get information, by fact sheets, and news releases.
- 6) Fixed Facility Cooperation
- a) Facilities located in the various jurisdictions should be contacted to seek their cooperation and coordination in providing public information.
  - b) Facilities can provide accurate information on their facility and the materials they use, store, transport, or process. The larger facilities will have designated personnel trained in community relations/public information. Smaller firms will be able to provide their best expert to provide such information.
  - c) A facility representative should assist the County PIO in the Public Information Center.

7) Media Orientations

An annual media orientation should be held to acquaint news media representative with key elements of the emergency plan and systems, and in particular with methods of disseminating public information and the operation of the County Public Information Center.

8) Other Considerations

- a) American Red Cross normally handles public inquiries as to missing relatives. Involvement of the ARC in establishing shelters, assisting/supporting first response personnel, etc. will affect their ability to handle this mission. Personnel in charge of the County EOC will have to consider how this is to be handled in each incident.
- b) Public Assistance. In case of a large-scale incident, residents may be encouraged via the media to accommodate evacuees in their

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

homes. Volunteers may be needed to help at shelters, food kitchens, etc.

- c) Hearing-Impaired and Non-English speaking people. Emergency Management Officials, the various Fire Departments, County Health and Human Services and the LEPC must insure that plans exist to 1) provide this population with educational programs to alert them what to do in the event of a hazardous materials incident and 2) how to alert them in the event of an incident.
- d) Telephone Listings. Telephone numbers for media contacts need to be updated periodically and must include numbers to permit 24-hour contact. FAX numbers will be very important and will permit forwarding of current news and other releases to the various stations.

D. Recovery Procedures

1. Cleanup and Disposal

- a. Cleanup and disposal of spilled product and treatment of contaminated soils and sediments is the responsibility of the spiller.
- b. Cleanup activities will be monitored by Ohio EPA and coordinated with the local Incident Commander.
- c. A list of hazardous waste cleanup contractors may be found in TAB 8-C.
- d. Additional resources may be located in the EMA Resource Manual.

2. Investigative Follow-Up

- a. Some incidents require no investigation as the causes are apparent, but in some instances, the causes are not readily apparent.
- b. Local fire departments and law enforcement agencies may work with the "spiller" and various state and federal agencies to determine the cause of an incident.
- c. State agencies that may play a role in the investigative follow-up include:
  - 1) Ohio EPA.
  - 2) Ohio State Fire Marshal.
  - 3) Ohio Department of Health

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 4) Ohio Department of Natural Resources
  - 5) Ohio EMA
  - 6) PUCO
  - 7) State Highway Patrol
  - 8) ODOT
- d. There are federal agencies that may become involved in investigation, including:
- 1) FAA
  - 2) National Transportation Safety Board
  - 3) Department of Defense
  - 4) USEPA
  - 5) USCG
  - 6) USDOT
  - 7) Federal Railroad Administration
  - 8) Bureau of Explosives
3. Documentation and Critique
- a. Documentation
- 1) Spiller's Responsibility
    - a) The spiller is responsible to document accidental releases by preparing a narrative of the incident that includes time, cause of spill, materials and quantity released, location, and response action. The report should include a chronological log that details a minute-by-minute account of spill response activities (for example, emergency response team activated, notification of off-site authorities, significant changes in situation, time of recommendations of off-site authorities, etc.)
    - b) TAB 3-B has been designed to assist facilities in meeting the reporting requirements.
    - c) This report is to be sent to:
      - (1) Guernsey County Local Emergency Planning Committee  
ATTN: Community Emergency Coordinator  
627 Wheeling Avenue, Suite 302  
Cambridge, Ohio 43725
      - (2) Ohio EPA, DERR - ER  
Lazarus Government Center  
211 South Front Street



GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

P.O. Box 1049  
Columbus, Ohio 43216-1049  
ATTN: ER Records Mgmt - SERC Report

2) 911 Dispatch Center

- a) The 911 Dispatcher is responsible for preparing the Incident Information Summary Form shown in TAB 3-A.
- b) The Incident Information Summary Form is to be forwarded to the Guernsey County Emergency Management Agency to be included in the Incident File.

3) Incident Commander

- a) The Incident Commander is responsible for preparing a report that summarizes the entire event, including:
  - (1) Cause of incident
  - (2) Incident critique
  - (3) Damage assessment
  - (4) Conclusion
- b) This report is to be forwarded to the Guernsey County Emergency Management Agency to be included in the incident file.

4) Guernsey County Emergency Management

- a) The Guernsey County Emergency Coordinator is responsible to create a file on the entire incident.

b. Critique

a) County Critique

- (1) Following any major hazardous materials incident, the Incident Commander and/or the Community Emergency Coordinator will schedule a full critique to discuss the incident and response. All involved agencies will be invited to participate in the full critique.
- (2) The critique should include a review of the response and the Hazmat Plan.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- (3) Suggestions for changes to the Hazmat Plan will be forwarded to the Community Emergency Coordinator.

b) Agency Critique

- (1) Individual agencies should have an internal critique for hazardous materials incidents that involved limited response (i.e., incident that only involved the response of one or two agencies).
- (2) The critique should include a review of the response and the Hazmat Plan, with suggestions for changes to the Hazmat Plan being forwarded to the Community Emergency Coordinator.
- (3) Individual agencies may choose to have an internal agency critique for a large-scale hazardous materials incident to review their individual response. If so, this should be done prior to the county critique so the agency can more fully participate in the county critique.

4. Cost Recovery

- a. When a major incident occurs equipment, personnel, and/or material expenses will be incurred. Each responding agency's financial person needs to maintain records to verify all expenditures to recover those costs. The following areas should be considered:
  - 1) Wages, including overtime and benefits.
  - 2) Clean-up materials expended.
  - 3) Contractual materials (e.g., lights, cranes).
  - 4) Food.
  - 5) Transportation costs for special need evacuees.
- b. Each responding agency is responsible to submit cost recovery documentation (See TAB 3-F) to Guernsey County Emergency Management Agency.
- c. The EMA Director will be responsible to consolidate the incident reports and submit to the "spiller" for cost recovery.
- d. The EMA Director will be assisted in his efforts by the Guernsey County Auditor and Guernsey County Prosecutor.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- e. Each individual agency will be responsible to maintain a record of expense. Cost recovery is not guaranteed; however, if the data has not been collected to verify expenses, there will be no reimbursement.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

**Plan Maintenance**

A. Annual Plan Exercise

1. Purpose

- a. An annual exercise of the Plan will be done to test the effectiveness of the procedures outlined in the Plan and to allow for comments and suggestion of participants to be incorporated into the plan.
- b. The annual exercise will also identify specific training needs for various agencies and organizations.

2. Exercise Design Team.

- a. The GCLEPC shall appoint a chairperson for the Exercise Design Team at its biannual organizational meeting. The chairperson for the Exercise Design Team shall serve a two-year term.
- b. The chairperson of the Exercise Design Team shall appoint an Exercise Design Team, from GCLEPC members and other appropriate individuals, to implement the exercise procedures as defined in the Ohio Hazardous Materials Exercise and Evaluation Manual (OHM-EEM).

3. Pre-exercise Activities

- a. When deciding to design and conduct the annual exercise, the Team must consider that by law:
  - (1) The committee shall conduct an exercise of its plan at least annually.
  - (2) The committee must notify the SERC a minimum of sixty (60) days before each exercise requested to be reviewed for annual credit. The final exercise design information is due 30 days prior to the scheduled exercise. The LEPC 60-Day and 30-Day Exercise Notices provided in the OHM-EEM will be utilized and will be forwarded directly to the Ohio EMA.
  - (3) The committee must involve in each such exercise, in addition to local emergency response and medical personnel, either a facility that is subject to the Plan or a transporter of materials that are identified or listed as hazardous materials.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- a. In accordance with exercise rules adopted by the SERC, the Commission has established a four-year exercise cycle (one year is defined as July 1<sup>st</sup> through June 30th of the following year). During the exercise year, in accordance with exercise rules adopted by the SERC, the committee shall conduct a graded exercise employing one or more of the three types of exercises as prescribed by SERC.
- b. Exercise guidance, objectives, and points of review are set forth in the Ohio Hazardous Materials Exercise and Evaluation Manual (OHM-EEM). There are thirteen (13) objectives listed and SERC has established the following descriptions and numbers of objectives be demonstrated at each level of exercise selected by the LEPC.
  - (1) A Table-Top exercise is a “verbal” walk through or discussion of the response procedures. It is designed to evaluate plans and resolve questions of coordination and roles. It must demonstrate at least three and not more than five Objectives. This will allow the exercise to focus on each Objective and should evolve into a detailed discussion of those selected procedures.
  - (2) A Functional exercise is a “hands-on” or physical demonstration of a specific function or operational capability. The exercise will evaluate at least four but no more than seven Objectives. An EOC or incident command post (ICP) is activated for this exercise in order to show how the command structure manages the function or operation.
  - (3) A Full-Scale exercise is again a “hands-on” test, but it evaluates the overall emergency management program. It will test most or all of the emergency response functions as outlined in the Plan. It requires the mobilization and use of personnel and equipment. The exercise will evaluate eight or more Objectives. Also, an EOC or ICP is used to coordinate the response functions. The GCLEPC must conduct a minimum of one full-scale exercise during each four-year cycle.
  - (4) In order for an Actual event to qualify as an exercise, the GCLEPC must submit an Exercise Notice form within thirty days of the response. The Ohio EMA will then arrange a meeting with the principal participants of the

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

response to determine whether or not the Exercise Objectives were successfully demonstrated. No more than two actual incidents may be claimed for exercise credit in the four-year cycle.

- c. The GCLEPC must fully activate and evaluate their primary EOC at least once in the four-year period.

4. Conducting and Evaluating the Exercise

a. Controllers

- (1) On the day of the exercise, the Exercise Design Team members assume the role of Controllers.
  - (a) Controllers are non-exercise players and responsible to ensure that the exercise is kept on-track as envisioned and planned.
  - (b) They interject either pre-planned or spontaneous controlled messages to create new problems or to force players to address an issue.
  - (c) They can clarify player questions, but they do not resolve the issues for the players. Additionally, they let players know whether a response function was successful.
  - (d) Controllers will monitor all safety aspects of the exercise and clue players they are becoming sick or the chemical smell is increasing. Controllers can ultimately inform the player that they are now a victim and must act as one. (The controller should debrief the player on their mistake and how to avoid the same mistake next time.)
- 1) The Chairperson of the Exercise Design Team will assume the role of lead controller and is responsible to start and conclude the exercise.
- 2) All controllers will watch for and immediately stop an action that would create a real emergency. Safety is paramount.

b. Evaluators

- (1) Evaluators are persons assigned to observe and evaluate certain selected objectives during the exercise. Their primary role is to

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

observe actions taken by the players and to document how/if those actions conformed to planned procedures.

- (2) Evaluators will be selected by the Exercise Design Team and must be knowledgeable in the area(s) they are asked to evaluate.
- (3) In advance of the exercise, each evaluator will be provided a copy of those procedures that pertain to the Objective(s) they are asked to evaluate.

c. Facilitator

- (1) Facilitators are the representatives appointed by the SERC to observe and report on the conduct of the exercise. (Typically, the Facilitator will be the Ohio EMA Field Coordinator assigned to support the GCLEPC operations.)
- (2) The Facilitator will receive and review the GCLEPC's Exercise Notices and is responsible to determine that it meets the SERC's exercise criteria. The Facilitator will provide options on how to modify the exercise in order to meet the SERC's requirement.
- (3) The Facilitator will train the evaluators prior to the exercise and review all exercise documents to ensure that evaluators have addressed each point of review and have made comments on how well the procedures did or did not work.
- (4) The Facilitator will write a formal report which is submitted to the SERC for their Concurrence or to direct the GCLEPC to complete a Corrective Action Plan.

5. Actions Following the Exercise

a. Critique

Each exercise, regardless of the type will be followed by a complete critique. The critique will be conducted by the facilitator/evaluators to provide an opportunity to the participants to hear what the exercise evaluators observed (good and bad) and to give them an opportunity to express their own comments and recommendations.

b. Public Debriefing

- 1) The GCLEPC will hold a public meeting to discuss the conduct and review of each Full-Scale exercise.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- 2) The meeting may be held during a regularly scheduled GCLEPC meeting or as a special meeting within thirty days following the full-scale exercise. Either way, the meeting will be publicized in accordance with Ohio Revised Code 121.22.
- 3) The date and time of the public meeting will be coordinated with the Facilitator to allow for his attendance and allow him to prepare to address the exercise's recommendations and findings.

c. Updating the Plan

Following the exercise, the Planning Subcommittee of the GCLEPC will review the Plan and update accordingly to incorporate the comments and recommendations of the participants, evaluators, and facilitator.

B. Plan Review and Update

In accordance with ORC 3750.04(C), the GCLEPC shall review the Plan annually, or more frequently, if changed circumstances in the district or at any facility so require. The annual update is required to be submitted to SERC by October 17<sup>th</sup> of each year.

1. Planning Subcommittee

- a. The GCLEPC shall appoint a chairperson for the Planning Subcommittee at its biannual organizational meeting. The chairperson for the Planning Subcommittee shall serve a two-year term and appoint GCLEPC members and other appropriate individuals to serve on this subcommittee.
- b. The Planning Subcommittee will be responsible for making recommendation to the GCLEPC for changes to the Plan. The Planning Subcommittee will work under the guidance of the GCLEPC and the Community Emergency Coordinator. The principal reference will be the State of Ohio's Hazardous Materials Plan Development and Evaluation Document.
  - (1) The Subcommittee will review the Plan following any exercise and/or actual event for needed changes.
  - (2) The Subcommittee will review suggestions for changes to the Plan from individuals, departments, and organizations.

2. Review of the Plan



GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- a. After an exercise and/or actual event, the members of the Planning Subcommittee will review the Plan and individual suggestions for needed changes and/or updates to the Plan.
- b. It is the responsibility of each EHS facility to review the hazard analysis and information for their facility and submit corrections to the Community Emergency Coordinator.
- c. It is the responsibility of each individual plan holder to constantly review the Plan for completeness and accuracy and submit suggestions to improve the effectiveness of the Plan.
  - (1) When a plan holder has a suggestion to improve or update the Plan, it is the responsibility of that plan holder to submit a written outline of the suggested change and submit it to the Community Emergency Coordinator.
  - (2) The Community Emergency Coordinator will notify the Chair of the Planning Subcommittee of the need to review the Plan.
  - (3) The Chair of the Planning Subcommittee will schedule a meeting of the subcommittee members. A copy of the suggested change will be provided to each subcommittee member, allowing them time to review the suggestion and discuss the suggestion with members of their functional groups prior to the meeting.
  - (4) The Planning Subcommittee will review the suggestion, outline recommended changes to the Plan, and submit recommendations to the GCLEPC.

3. Updating the Plan

The Plan will be reviewed annually by the Planning Subcommittee to insure that all information is correct and current and all recommended changes will be numbered consecutively.

- a. The Chair of the Planning Subcommittee will submit a report of the subcommittee's activities and provide copies of the outline of recommended changes to the members of the GCLEPC.
- b. Recommended changes to the Plan will be reviewed by the GCLEPC and subsequently made a part of the plan.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- c. The GCLEPC will publish changes to be forwarded to plan holders for posting to the current plan.
- 4. Submission of the Plan/Changes for Annual Review
  - a. When submitting the Plan for annual review by the SERC, the GCLEPC must submit the following:
    - (1) A letter explaining that the information enclosed, i.e., the Plan, changes and/or other material, is being submitted for purpose of the Annual Review.
    - (2) Copies of the GCLEPC Resolution indicating that a majority of the GCLEPC members have read and concur with the Plan/changes.
    - (3) The Plan or change pages to be reviewed.
  - b. The updated Plan or changes will be sent to Ohio EMA, Field Coordinator, 2855 West Dublin-Granville Road, Columbus, Ohio 43235-2209.
- 5. Plan Distribution
  - a. A copy of the Hazardous Materials Plan will be provided to various county offices, each emergency response agency, each support agency, each EHS facility, and the EMA office of adjoining counties.
  - b. Copies of the plan will be provided to the Public Library and maintained in the office of Guernsey County Emergency Management Agency for use by the public.
  - c. Page 7 is a detailed listing of the Plan distribution.
- 6. Posting Changes
  - a. All changes to the Plan will be sent to the plan holders by the GCLEPC.
  - b. Plan holders should post the changes to their plan as soon as possible upon receipt of the changes.
  - c. The change sheet, located on page 9, should be completed to insure a record of actions will be available in the future.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- d. A cover page will be provided with each change, individuals posting the change should follow the instructions provided on the cover page, destroy all outdated pages removed from the Plan, and file the cover page behind the change sheet.

V. Authorities and References

A. Legal Authorities

1. Federal

- a. Superfund Amendments & Reauthorization Act of 1986. Titles I and III.
- b. National Oil & Hazardous Materials Contingency Plan, 40 CFR Part 300
- c. Title 49, Code of Federal Regulations, Parts 100-199
- d. Disaster Relief Act of 1974 (Public Law 93-288)
- e. Robert T. Stafford Disaster Relief & Emergency Assistance Act of 1988
- f. Civil Defense Act of 1950
- g. Presidential Directive #26 of 1982
- h. Comprehensive Environmental Response Compensation Liability Act of 1980
- i. Federal Emergency Management Agency Rules, 44 CFR Part 302
- j. Clean Water Act/Federal Water Pollution Control Act, PL 95-2FI
- k. Hazardous Materials Transportation Act (PL 93-633)
- l. Occupational Safety & Health Administration Standards
- m. Federal Hazardous Substances Act (PL 97-414)
- n. Solid Waste Disposal Act
- o. National Defense Plan

2. State

- a. Ohio Revised Code 5502.21 - 5502.99
- b. Ohio Revised Code 3750 (Superfund Amendments & Reauthorization Act)
- c. Ohio Revised Code 4905 (Hazardous Materials Transportation in Ohio)
- d. Ohio Revised Code Sections governing individual State Agencies (ORC Titles 1, 9, 15, 33, 37, 39, 41, 43, 45, 49, 51, 53, 55, 59, 61)
- e. Ohio Revised memorandum of Understanding for Response to Hazardous Materials Incidents, June 1988
- f. Governor's Executive Order dated June 16, 1978
- g. Memorandum of Understanding between Ohio and the ARC

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

- h. Memorandums of Understanding between State Agencies (on file in Ohio EMA and the Individual State Agency Offices)
  - i. Ohio Natural Disaster Plan of 1966
  - j. Ohio Revised Code 2305.232 (Good Samaritan Act)
  - k. The Ohio Administrative Code
  - l. Military Support to Civil Authorities Plan
  - m. Interstate Civil Disaster Compact
3. Regional

None (Agencies with knowledge of existing or newly proposed legislation, regulations, or agreements are requested to advise the Guernsey County Emergency Coordinator.)

4. Local (County, City, Village, or Township)

None (Agencies are requested to advise the Guernsey County Emergency Coordinator of any existing and/or proposed)

B. References

1. General. There are a great many sources of references for the SARA Title III Program and regarding hazardous materials. This section will provide a listing of references and also note where the references can be obtained. All agencies, departments, and organizations which are, or may be, involved in some way to an emergency response involving a hazardous materials incident will need data.
2. Listing of References. The references noted below are but a portion of materials that are available. Users are urged to notify the Guernsey County EMA office regarding additions or corrections to this listing.

TITLE OF REFERENCE	PUBLISHED BY	REFERENCE NO.
Chapter 3750, ORC - Emergency Planning		ORC 3750
Ohio Administrative Code (3750 Rules)		OAC
Ohio Hazardous Materials Planning and Exercise Guidance Booklet	Ohio EMA	-----
State of Ohio's Hazardous Materials Plan Development and Evaluation Document	Ohio EMA	-----
State of Ohio Hazardous Materials Emergency Management Plan	Ohio EMA	HM Plan
SERC Hazardous Materials Plan Review Criteria	Ohio EMA	-----
LEPC Exercise Notice	Ohio EMA	-----
TITLE OF REFERENCE	PUBLISHED BY	REFERENCE NO.

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

Emergency Planning & Community Right-to-Know Facility Reporting Compliance Manual	Ohio SERC	Reporting
SERC Grant Instruction/Application	Ohio EPA	Grant
List of Publications and Maps	ODNR	Pubs/Maps
2000 Census		
State Emergency Alert System Plan	Ohio EMA	EAS
Hazmat Training Courses (Listing)	Ohio SFM	-----
Infectious Waste Spills	Ohio EPA	-----
SERC Sample Hazmat Annex to County EOP	Ohio EMA	APP B
Handbook of Chemical Hazardous Analysis Procedures	FEMA	-----
Technical Guidance for Hazardous Analysis (Emergency Planning for EHS)	FEMA	-----
Risk Communication About Chemicals in Your Community (For Local Officials)	USEPA	EPA 230
Objectives for Local Emergency Management	FEMA	CPG 1-5
Emergency Operating Centers Handbook	FEMA	CPG 1-20
Exercise Design Course (3 Workbooks) 1. Student Workbook 2. Guide to Emergency Management Exercises 3. Exercise Scenarios	FEMA FEMA FEMA	SM 170.1 SM 170.2 SM 170.3
Hazardous Materials Emergency Planning Guide	NRT/FEMA	NRT-1
Developing a Hazardous Materials Exercise Program	NRT/FEMA	NRT-2
Preparedness for Hazardous Materials in Railyards	FEMA	-----
A Guide for Emergency Highway Traffic Regulation	FEMA	-----
Disaster Operations Handbook	FEMA	CPG 1-6
Guide for All-Hazard Emergency Operations Planning	FEMA	SLG 101
Ohio AG Opinion No. 91-014 (LEPC Member Immunity from Criminal Prosecutions)	Ohio AG	OAG 91-014
Your Community Could Have a Disaster	ARC	-----
Emergency Response Directory (Report Notification of Spills etc.)	ORSANCO	-----

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

TITLE OF REFERENCE	PUBLISHED BY	PUBLISHED BY
Hazardous Materials Topics and Workshops		
1. Risk Communication	FEMA	305.1
2. Hazardous Materials Information Management	FEMA	305.2
3. Risk Analysis	FEMA	305.3
4. Exercising Emergency Plans Under Title III	FEMA	305.4
5. Alert and Notification	FEMA	305.5
6. Overview of the Incident Command System	FEMA	305.6
7. Community Awareness and Community Right-To-Know	FEMA	305.7
8. Hazardous Materials Workshop for EMS Providers	FEMA	305.8
9. Hazardous Materials Workshop for Law Enforcement	FEMA	305.9
10. Facility Coordinator's Role and the LEPC	FEMA	305.10
11. An Overview of Liability in Emergency Response	FEMA	305.11
12. The National Response System and Local Response	FEMA	305.12
13. Media Issues in Hazardous Materials Incidents	FEMA	305.13
14. Hazardous Materials Response Teams	FEMA	305.14
15. Evacuation and In-Place Protection	FEMA	305.15
16. Hazardous Materials Workshop for Hospital Staff	FEMA	305.16
NOTE: This series comes with an Instructor's Guide and Student Workbook and is intended to be taught by local qualified instructors. All materials are free and the LEPC simply needs to request the materials from Ohio EMA or FEMA direct.		

GUERNSEY COUNTY  
HAZARDOUS MATERIALS  
RESPONSE AND PREPAREDNESS PLAN

VI. Authentication

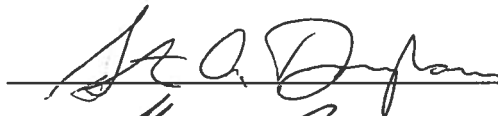
GUERNSEY COUNTY BOARD OF COMMISSIONERS  
PROMULGATION STATEMENT

This Hazardous Materials Plan contains the concept of operations and other instructions regarding emergency management within the county during a hazardous chemical release, the assignment of tasks and responsibilities to county officials and department heads, identification of roles during an emergency situation. The Plan has been developed pursuant to Section 3750 of the Ohio Revised Code and the Resolution by the Board of Guernsey County Commissioners, dated April 26, 1989, assigning emergency responsibilities.

Preparedness to cope with the effects of a hazardous chemical release includes many diverse but interrelated elements, which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, plus industry and the individual citizen.

A disaster response requires an escalation in all categories of need; people, equipment, and resources. In a disaster there is an escalation of human need and stress which overtaxes the response capability of the routine systems to deal with the disaster. To develop a total emergency management system, it is vital to plan based on the normal daily operations routine of existing local departments, using their expertise and resources, and quickly expand that into an emergency operation. To this end, the Guernsey County Hazardous Materials Response and Preparedness Plan has been developed.

Many lives can be lost in the confusion and disorganization that accompanies the lack of full planning efforts. The Guernsey County Local Emergency Planning Committee has prepared this Hazardous Chemical Preparedness and Response Plan to encourage an integrated effective response to any chemical release and therefore reduce, to a minimum, salvage type activities.



10-6-10



10-6-10

  
Guernsey County Board of Commissioners

10-6-10  
Date Signed

  
Guernsey County EMA Director

10-12-10  
Date Signed

  
Guernsey County LEPC Chair

10-12-10  
Date Signed