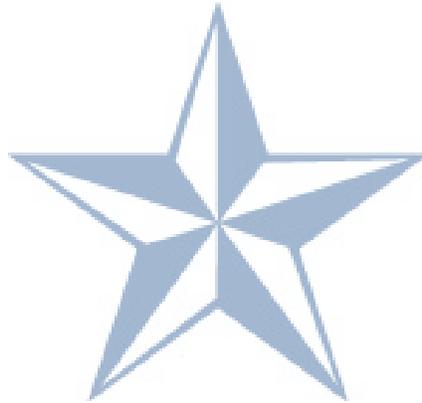


# **ANNEX Q**

## **HAZARDOUS MATERIALS & OIL SPILL RESPONSE**



# APPROVAL & IMPLEMENTATION

## Annex Q

### Hazardous Materials & Oil Spill Response

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
Leah V. Hoy  
Director & Radiation Safety Officer  
Environmental Health & Safety

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim A. Lemaux  
Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bill Poole  
Assistant Vice President of Facilities & Campus Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
John D. Hall  
Vice President Administration & Campus Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cindy Mohat  
Emergency Management Coordinator

\_\_\_\_\_  
Date



# TABLE OF CONTENTS

## Annex Q

### Hazardous Material & Oil Spill Response

I. AUTHORITY.....	Q-1
II. PURPOSE.....	Q-1
III. EXPLANATION OF TERMS .....	Q-1
IV. SITUATION & ASSUMPTIONS .....	Q-5
V. CONCEPT OF OPERATIONS .....	Q-7
VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES.....	Q-10
VII. DIRECTION & CONTROL.....	Q-14
VIII. READINESS LEVELS.....	Q-14
IX. ADMINISTRATION & SUPPORT.....	Q-15
X. DEVELOPMENT & MAINTENANCE.....	Q-16
XI. REFERENCES.....	Q-16

#### SUPPORT DOCUMENTS

Support Document 1 Notification List.....	SD-1
Support Document 2 General HazMat Response Checklist.....	SD-3
Support Document 3 HazMat Incident Report .....	SD-5
Support Document 4 Response Personnel Safety .....	SD-7
Support Document 5 Response Personnel Safety On-Scene Set-Up.....	SD-9
Support Document 6 Protective Actions for the Campus .....	SD-10
Support Document 7 Vulnerable Facilities .....	SD-13
Support Document 8 HazMat Railroad Transportation Routes .....	SD-14

# ANNEX Q HAZARDOUS MATERIAL & OIL SPILL RESPONSE

## I. AUTHORITY

### Federal

1. Public Law 96-510, *Comprehensive Environmental Response Compensation and Liability Act of 1980*
2. Public Law 99-499, *Emergency Planning and Community Right to Know Act of 1986*
3. 29 Code of Federal Regulations 1910.120, *Hazardous Waste Operations and Emergency Response*
4. 40 Code of Federal Regulations 68, *Clean Air Act*
5. 40 Code of Federal Regulations 261, *Resource Conservation and Recovery Act*

### State

1. Texas Health & Safety Code, Chapter 502, *Texas Hazard Communication Act*
2. Texas Health & Safety Code, Chapter 505, *Manufacturing Facility Community Right-to-Know Act*
3. Texas Health & Safety Code, Chapter 506, *Public Employer Community Right-to-Know Act*
4. Texas Health & Safety Code, Chapter 507, *Non-manufacturing Facilities Community Right-to-Know Act*

### Local

See Basic Plan, Section I

## II. PURPOSE

This annex establishes the policies and best practice guidelines under which the University of Texas at Arlington (UT Arlington) will operate in the event of a hazardous material (HazMat) incident or oil spill. Because UT Arlington has limited response capabilities, City of Arlington (Arlington) is the lead response agency with UT Arlington providing support. This annex defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an oil spill or incident involving the transport, use, storage, or processing of HazMat.

The Environmental Health & Safety (EH&S) will develop and maintain supporting best practice guidelines to the plan. These supporting documents will address minor HazMat incidents that occur at UT Arlington.

## III. EXPLANATION OF TERMS

### A. Acronyms

AFD	City of Arlington Fire Department
CERCLA 1980	Comprehensive Environmental Response, Compensation, and Liability Act of

CHEMTREC	Chemical Transportation Emergency Center
CHEM-TEL	Chemical Telecommunication Help Line
DDC	Disaster District Committee
EH&S	Environmental Health & Safety
EHS	Extremely Hazardous Substances
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act of 1986 a.k.a. SARA Title III
ERG	Emergency Response Guide (U.S. Department of Transportation)
HazMat	Hazardous Materials
HC	Hazardous Chemicals
HS	Hazardous Substances
IC	Incident Command/Commander
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
NIMS	National Incident Management System
NRC	National Response Center
OSHA	Occupational Safety and Health Administration
RMP	Risk Management Plan
SERC	State Emergency Response Commission
SONS	Spill of National Significance
TCRA	Texas Community Right to Know Act(s)
TCEQ	Texas Commission on Environmental Quality
UT Arlington	University of Texas Arlington

## B. Definitions

1. Accident Site  
The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.
2. Acute Exposure  
Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
3. Acutely Toxic Chemicals  
Chemicals which can cause both severe short-term and long-term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. Death can occur in extreme cases, when chemicals are ingested, inhaled, or absorbed through the skin.
4. Chemical Telecommunication Help-Line (CHEM-TEL)  
Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guide (ERG).

5. Chemical Transportation Emergency Center (CHEMTREC)  
A centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC will contact the shipper, National Response Center (NRC), and manufacturer of HazMat involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance.
6. Cold Zone  
The area outside the warm zone (contamination reduction area) that is free from contaminants.
7. Extremely Hazardous Substances (EHS)  
Substances designated as such by the Environmental Protection Agency (EPA) pursuant to the Emergency Planning Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the State Emergency Response Commission (SERC), Local Emergency Planning Committee(s) (LEPC), and local fire departments pursuant to Section 312 of EPCRA and Texas Community Right-To-Know Acts (TCRAs). EHS releases which exceed certain quantities must be reported to the NRC, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 Code of Federal Regulation 355.
8. Hazard  
The chance that injury or harm will occur to persons, plants, animals or property.
9. Hazard Analysis  
Use of a model or methodology to estimate the movement of hazardous materials at a concerning level of concentration from an accident site at a fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community will be affected by a release of such materials.
10. Hazardous Chemicals (HC)  
Chemicals, chemical mixtures, and other chemical products determined by United States Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a material safety data sheet for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRAs.
11. HazMat  
A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHS, Hazardous Substances (HS), HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
12. HS

Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRA's. HS releases above certain levels must be reported to the NRC, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 Code of Federal Regulation 302.4.

13. Hot Zone

The area surrounding a particular incident site where contamination does or will occur. All unauthorized personnel will be prohibited from entering this zone.

14. Incident Commander (IC)

The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the Incident Command System (ICS).

15. ICS

A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all emergency responses and is applicable to small, as well as, large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management.

16. Incident of National Significance

An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize danger, and provide the basis for long-term community recovery and prevention activities.

17. NRC

Interagency organization, operated by the United States Coast Guard that receives reports when reportable quantities of dangerous goods and HS are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which will activate the Regional Response Team or the National Response Team.

18. National Incident Management System (NIMS)

The system mandated by Homeland Security Presidential Directive 5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, the NIMS includes a core set of concepts, principles, and terminology.

19. On-Scene

The total area that will be impacted by the effects of a HazMat incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

20. Plume

A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.

21. Regulated Facility

A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department in accordance with TCRAs.

22. Reportable Quantity

The minimum quantity of HazMat released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.

23. Response

The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.

24. Risk Management Plan (RMP)

Pursuant to section 112r of the Clean Air Act, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.

25. Spill of National Significance (SONS)

A spill or discharge oil or HazMat as defined by the *National Oil and Hazardous Substance Contingency Plan* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of federal, state, local, and other resources to contain or cleanup. Authority to declare a SONS in an inland zone is granted to the EPA administrator. For discharges in a coastal zone the United States Coast Guard Commandant will declare a SONS. The Department of Homeland Security will classify SONS as an Incident of National Significance.

26. Toxic Substances

Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 Code of Federal Regulation 372.

27. Vulnerable Facilities

Facilities which will be of particular concern during a HazMat incident because they:

- a. Are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, daycare centers, jails)
- b. Fulfill essential population support functions (power plants, water plants, fire/police/emergency medical services dispatch), or
- c. Include large concentrations of people (shopping centers, recreation centers, institutions of higher education).

28. Warm Zone

An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that will cause serious health effects to anyone exposed to the substance for a short period of time.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. HazMats are commonly used, transported, and produced in the local area and at UT Arlington; hence, HazMat incidents may occur here. UT Arlington will initially respond to a HazMat incident that occurs on campus. If the incident is minor, EH&S will respond and handle in-house in accordance with the UT Arlington laboratory safety manual and UT Arlington Spill Prevention Control and Countermeasure Plan. In the event of a major HazMat incident, Arlington Fire Department (AFD) will be called and upon arrival will assume command of the incident, forming a Unified Command. HazMat response resources are listed in Annex M, Resource Management of Arlington's plan.
2. Arlington's HazMat incident response capability can be summarized as Level II. A Level II response means that Arlington's HazMat team is able to recognize, identify, confine, contain, and mitigate the problem in many situations without mutual aid assistance.
3. Although radiological materials are considered HazMat in most classification schemes, detailed planning for incidents involving these materials are covered in Annex D, Radiological Protection, to this plan.
4. Vulnerable facilities potentially at risk from a HazMat release are identified in Support Document 7 for UT Arlington. Any building next to a facility that has HazMat will be analyzed as to potential risk depending on the situation.
5. Regulated facilities that will create a HazMat risk in the local area are identified in Tier II reports that Arlington maintains. The list is maintained at Fire Station 6 in Arlington, Texas.
6. HazMat transportation routes that may pose a threat to the local area are identified in Support Document 8 and 9.

7. Pursuant to EPCRA, a local fire chief or designee has the authority to request and receive HazMat inventories and locations from regulated facilities. This information will be used for planning purposes. Additionally, on-site inspection of such facilities will also be conducted.
8. When UT Arlington is unable to cope with an emergency with our own resources and those available through Arlington or through mutual aid, Tarrant County or the state will provide assistance. When requested by the state, assistance will also be provided by federal agencies.
9. The Tarrant County LEPC will provide assistance in HazMat planning.
10. Emergency worker protection standards provide that personnel will not participate in the response to a HazMat incident unless they have been properly trained and are equipped with appropriate personal protective equipment, see Support Document 6, Protective Actions for Campus.

## **B. Assumptions**

1. An accidental release of HazMat could pose a threat to UT Arlington's population or environment. A HazMat incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
2. A major transportation HazMat incident will require the evacuation of the campus or one of its satellite locations within the city or county.
3. Regulated facilities will report HazMat inventories to Arlington and the LEPC.
4. In the event of a HazMat incident, regulated facilities and transportation companies will promptly notify Arlington of the incident and make recommendations to local emergency responders for containment, release information and protecting the public. Arlington will, in turn, notify dispatch and UT Arlington dispatch of the incident and will pass on the incident information and recommendations.
5. In the event of a HazMat incident, UT Arlington will follow the recommendations of experts from Arlington or campus, and disseminate and implement such recommendations.
6. The length of time available to determine the scope and magnitude of a HazMat incident will impact protective action recommendations.
7. During the course of an incident, wind shifts and other changes in weather conditions will necessitate changes in protective action recommendations.
8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in the affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas will also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.
9. HazMat entering water or sewer systems may necessitate the shutdown of those systems.

10. Tarrant County LEPC will assist Arlington and UT Arlington in preparing and reviewing HazMat response plans and procedures.

## V. CONCEPT OF OPERATIONS

### A. Three tiered response

Incident Classification: To facilitate the proper incident response, Arlington uses a three level incident classification scheme. The incident will be initially classified by the first responder on the scene and updated by the IC or unified command as required.

1. Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning the campus/public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an IC or unified command, and will require limited external assistance from other local response agencies or contractors.
2. Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community/campus-wide warning and public instructions. The situation will require a sizable multi-agency response operating under an IC or unified command; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
3. Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the campus or local government to handle with its organic resources. It requires a campus/community-wide warning and public instructions and involves a large area, a sizable population, and/or critical resources. This in turn will require implementation of a large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

### B. Initial Reporting

1. It is anticipated that a student on campus who discovers a HazMat incident will immediately notify UT Arlington dispatch (817-272-3003) or Arlington through the (9-1-1 system) and provide some information on the incident.
2. Any UT Arlington employee discovering an incident involving the potential or actual release of HazMat will immediately notify UT Arlington dispatch 817-272-3003 or 9-1-1 and provide as much of the information required for the HazMat Incident Report in Support Document 3 as possible.

3. Operators of regulated facilities and HazMat transportation systems are required by law to report certain types of HazMat releases. For HazMat incidents occurring at regulated facilities, a facility representative at a regulated site is expected to immediately notify 9-1-1 and provide information for a HazMat Incident Report; as seen in Support Document 3.

### **C. Notification**

Upon receiving a major HazMat Incident report, UT Arlington dispatch or 9-1-1 Arlington dispatch, will initiate responder notifications commensurate with the incident classification (Level I, II, or III) in accordance with its communications best practice guidelines.

### **D. Determining affected areas and protective actions**

The IC or unified command will estimate areas and population affected by a HazMat release, and will be assisted by the emergency operations center (EOC) in that process. Aids for determining the size of the area affected will include:

1. *The ERG*
2. Computerized release modeling using computer aided management of emergency operations, mapping applications for response, planning, and local operational tasks, and aerial locations of hazardous atmospheres
3. Assistance by the responsible party
4. Assistance by expert sources such as CHEMTREC or CHEM-TEL
5. Assistance by state and federal agencies

### **E. Release containment**

1. The responsibility for selecting and implementing appropriate measures to contain the release of HazMat is assigned to the IC or unified command, who will obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
2. Containment methods will include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

### **F. Activities by phases of emergency management**

1. Mitigation
  - a. Perform a chemical hazard analysis to identify the types and quantities of HazMat present on campus at fixed sites, potential release situations, and possible impact on campus and the local population.
  - b. Maintain data on the HazMat inventories on campus and provides input in emergency planning.
  - c. Identify local HazMat transportation routes; these are depicted in see Support Document 8 & 9.
  - d. Arlington performs periodic inspection of facilities that produce, use, or store HazMat.

- e. Monitors land use/zoning to ensure local officials and UT Arlington are made aware of plans to build or expand facilities that make, use, or store HazMat so the potential impact of such facilities can be assessed and minimized.
2. Preparedness
- a. Develop and conduct public education programs on chemical hazards and related protective actions.
  - b. Train emergency personnel to level commensurate with HazMat response duties and provided appropriate personal protective equipment. See Support Document 4.
  - c. Identify UT Arlington's emergency response resources for HazMat incidents. AFD will identify & maintain a list of emergency response resources for HazMat incidents. See Arlington's Annex M, Resource Management.
  - d. Develop and maintain best practice guidelines for HazMat response and recovery operations.
  - e. Because the UT Arlington campus does not have a fire department, we rely on the Arlington to obtain HazMat release modeling software programs and train personnel in its use.
  - f. Because the UT Arlington HazMat response is limited, we rely on the Arlington to periodically meet with regulated facilities and known HazMat transporters to ensure that company and local emergency plans are coordinated to the extent possible and that emergency contact information is kept up-to-date. UT Arlington supports and will attend scheduled meeting as appropriate and is working cooperatively with Arlington to ensure that the campus plans and the city plans are compatible and are collaborative in efforts.
3. Response
- a. The first firefighter or law enforcement officer on the scene will initiate the ICS, establish an incident command post (ICP), and begin taking the actions listed in the ERG. If the situation requires immediate action to isolate the site and evacuate nearby campus residents or other facilities, the first officer on the scene will advise the city's dispatch and UT Arlington dispatch and begin such actions. The Arlington and UT Arlington would establish unified command.
  - b. As other responders arrive, the senior firefighter will assume the role of IC or establish unified command for HazMat emergencies and continue taking the actions listed in the ERG.
  - c. The EOC will be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.
  - d. The IC or unified command will determine required protective actions for response personnel and the campus, public and will be aided by the EOC in determining protective actions for the campus/public.
  - e. Arlington EOC will be activated; the UT Arlington EOC will be activated. The IC or unified command and the EOC will agree on and implement an appropriate division of responsibilities for the actions listed in the General HazMat Response Checklist, see Support Document 2.
  - f. Regular communication between the ICP and the EOC regarding checklist actions is required to ensure that critical actions are not inadvertently omitted.
  - g. The IC or unified command will determine required protective actions for response personnel and the campus/public, and will be aided in determining protective actions for the campus/public by the EOC, see Support Document 4 for emergency responder

safety considerations and Support Document 6 for Public Protective Action Information.

- h. The IC or unified command will provide warning to and implement protective actions for the campus/public in the immediate vicinity of the incident site. The EOC will oversee dissemination of warning and implementation of protective actions for the campus/public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A, Warning. Additional information on public information is provided in Annex I, Emergency Public Information.
4. Recovery
    - a. When the initial response to an incident has ended, further effort will be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process will continue for an extended period.
    - b. The spiller is, by common law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup will include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.
    - c. If the incident occurs on campus property, the vice president of administration and campus operations will coordinate with ~~the will or~~ and appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it will be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.
    - d. The recovery coordinator or team will ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
    - e. Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicate their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.
    - f. Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitor their implementation.
    - g. Monitor the removal and disposition of HazMat, contaminated soil and water, and contaminated clothing.
    - h. Review proposed mitigation programs and monitor their implementation.

## VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### A. General

1. UT Arlington emergency organization, described in Section VI.A of the Basic Plan and depicted in Support Document 3 to the Basic Plan, will be employed to respond to and recover from incidents involving HazMat or oil spills.
2. Effective response to a HazMat incident or oil spill will also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for HazMat spills. Technical assistance for a HazMat incident will be provided by a faculty/staff, facility, by industry, or by state and federal agencies.

## **B. Assignment of responsibilities**

1. Community emergency coordinator
  - a. Position will be held by Arlington emergency management coordinator for HazMat issues, as required by EPCRA.
  - b. Coordinate with the emergency coordinators, of regulated facilities and vulnerable facilities, to maintain the list of regulated facilities in and a list of vulnerable facilities.
  - c. Maintain an accurate and up-to-date HazMat emergency contact roster that provides 24-hour contact information for regulated facilities, local HazMat transportation companies, vulnerable facilities, state and federal HazMat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.
  - d. Ensure each regulated facility and local HazMat transportation company is notified of the telephone number to be used to report HazMat incidents to local authorities.
  - e. Coordinate the review of regulated facility emergency plans by local officials.
2. AFD
  - a. Carry out the general fire service responsibilities outlined in Arlington's Annex F, Firefighting.
  - b. Normally provide the IC for a HazMat response operation.
3. IC or unified command
  - a. Establish an ICP.
  - b. Determine and communicate the incident classification.
  - c. Take immediate steps to identify the hazard and pass information on to UT Arlington and Arlington dispatch which in turn will disseminate the information on to emergency responders.
  - d. Determine a safe route into the incident site and advise UT Arlington and Arlington dispatch who will relay that information to all emergency responders.
  - e. Establish the HazMat incident functional areas (hot zone, warm zone, and cold zone) and a staging area.
  - f. Initiate appropriate action to control and eliminate the hazard in accordance with best practice guidelines.
    1. If the EOC is not activated, ensure that the tasks outlined in the ERG are accomplished.
    2. If the EOC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the ERG. In general,

the ICP will handle immediate response tasks and the EOC will handle support tasks that require extensive planning or coordination.

4. UT Arlington law enforcement

- a. Maintain a radio-equipped officer at the ICP until released by the IC or unified command.
- b. Evacuate campus community when requested by the IC or unified command. Advise UT Arlington dispatch and the UT Arlington and Arlington EOC regarding the status of the evacuation. Make requests for assistance to the fire department, as necessary.
- c. Provide barricades to isolate the incident site, if they have them available.
- d. Cooperate with law enforcement to detour traffic around the incident site.
- e. Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC or unified command will determine the size and configuration of the cordon.
  1. Entry of emergency personnel into the incident area will be expedited. The IC or unified command will provide information on safe routes.
  2. Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the ICP or ranking law enforcement officer on duty for determination of status and/or legal action.
- f. Maintain traffic control in the vicinity of the incident site and along evacuation routes.
- g. Provide access control to evacuated areas to prevent theft.
- h. Provide assistance in determining the number and identity of casualties.

5. UT Arlington emergency management

- a. Coordinates with the IC or unified command and based upon the incident classification, recommendations, and initiates activation of the UT Arlington EOC through UT Arlington dispatch or coordinates with Arlington emergency management if the incident is off campus but is affecting the campus.
- b. If the EOC is activated:
  1. Coordinate a specific division of responsibility between the IC or unified command and EOC for the tasks outlined in the ERG. In general, the ICP will handle immediate response tasks and the EOC support tasks that require extensive planning or coordination.
  2. Carry out required tasks
    - a. Provide support requested by the IC or unified command.
    - b. For Level II and III incidents, ensure campus administration is notified of the incident and the circumstances causing or surrounding it.

6. Emergency medical services

- a. Provide medical treatment for casualties.
- b. Transport casualties requiring further treatment to medical facilities.

7. EH&S

- a. Provide heavy equipment and materials for spill containment, if they have it available otherwise Arlington will provide.
- b. Provide support to Arlington when necessary.

8. Office of Facilities Management

Provide support and limited resources to Arlington or EH&S as requested.

9. Arlington Water & Sewer Department utilities

- a. When notified of an incident, which will impact water or sewer systems, take precautionary actions to prevent damage to those systems.
- b. If a HazMat incident impacts water or sewer systems, check systems for damage and restore service.
- c. When appropriate, provide inputs to the IC or unified command and EOC for protective actions for the public relating to water and sewer systems.

10. Regulated facilities/HazMat transportation companies are expected to:

- a. Provide current emergency contact numbers to local authorities.
- b. Upon request, provide planning support for accidental release contingency planning by local emergency responders.
- c. In the event of a HazMat incident:
  1. Make timely notification of the incident to local officials and other agencies as required by state and federal law.
  2. Provide accident assessment information to local emergency responders and in turn Arlington will provide information to the UT Arlington dispatch.
  3. Make recommendations to local responders for containing the release and protecting the public.
  4. Carry out an emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
  5. Assist local responders as outlined in mutual aid agreements.
  6. Provide follow-up status reports on an incident until it is resolved.
  7. Clean-up or arrange for the clean-up of HazMat spills for which the company is responsible.
- d. Regulated facilities are also required to:
  1. Report HazMat inventories to the SERC, miti, and local fire department as required by federal and state statutes and regulations.
  2. Provide material safety data sheets for HazMat produced or stored on-site, as required to the LEPC and local fire department(s).
  3. Designate a facility emergency coordinator.

4. Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the Clean Air Act 112(r) are required to have a more extensive RMP; a summary of which must be filed with the EPA. Local officials can access that information via the internet.
5. Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it.

## 11. State government

- a. If local resources and mutual aid resources available to respond to a HazMat incident are inadequate or inappropriate, we will request state assistance from the Disaster District Committee (DDC) chairperson in Hurst. The DDC chairperson is authorized to employ those state resources within the district, except the use of Texas Military Forces which requires approval from the governor. If the state resources within the district are inadequate, the DDC chairperson will forward our request to the State Operations Center for action.
- b. For major incidents, the State Operations Center will coordinate state assistance that cannot be provided by the DDC and request federal assistance, if required.
- c. The Texas Commission on Environmental Quality (TCEQ):
  1. Serves as the lead state agency for response to most HazMat and inland oil spills.
  2. Serves in an advisory role to the federal on-scene coordinator if federal resources are provided.
  3. Monitors all cleanup and disposal operations and coordinates with other state agencies.
  4. Determines the adequacy of containment and cleanup operations.
  5. If the responsible party cannot be identified or is unable to clean up the spill, the TCEQ will arrange for contractor support funded by the Texas Spill Response Fund.
- d. The Department of Public Safety provides assistance to local law enforcement in areas of traffic control, evacuation, and protection of property.
- e. The General Land Office is the lead state agency for response to HazMat and oil spills affecting coastal waters or bodies of water flowing into coastal waters.
- f. The Texas Railroad Commission is the lead state agency for response to spills of crude oil and natural gas at exploration and production facilities and from intrastate crude oil and natural gas pipelines.
- g. The Texas Department of Transportation will be able to provide heavy equipment to assist in containing spills near public roads, however, Texas Department of Transportation personnel are not trained or equipped as HazMat responders.
- h. The state has established the Texas Environmental Hotline, which receives reports of HazMat releases or oil spills and disseminates that information electronically to appropriate state agencies, see Support Document 3, HazMat Incident Report, for the telephone number.

## 12. Federal Government

- a. A spill or discharge oil or HazMat that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of federal, state, local, and other resources to contain or clean up, will be determined to be a SONS.

- b. Authority to declare a SONS in an inland zone is granted to the EPA administrator. For discharges in a coastal zone the United States Coast Guard Commandant will declare a SONS. Department of Homeland Security will classify SONS as an Incident of National Significance.

**VII. DIRECTION & CONTROL**

**A. General**

1. The direction & control function for a HazMat incident will be performed by the IC or unified command or, for major incidents, shared by unified command and the EOC.
2. For Level II or III HazMat incidents, the EOC will be activated and responsibility for various HazMat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
  - a. The ICP will concentrate on the immediate response at the incident site, (e.g., isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site). The IC will direct the activities of deployed emergency response elements.
  - b. The EOC will handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks will include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EOC manager directs operations of the EOC.

**B. Specific**

1. For HazMat incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC establishing unified command. All support units will report to the IC or unified command and operate under the direction provided by the IC and unified command.
2. ICP-EOC Interface.  
The IC or unified command will recommend evacuation in and around the incident site. The mayor of Arlington will issue recommendations for large-scale evacuation, if it becomes necessary. If the incident is isolated to the UT Arlington campus, evacuation would be issued by the vice president of administration and campus operations and initiated by the director of communications.

**VIII. READINESS LEVELS**

Level	Term	Actions
Level IV	Normal Conditions	See prevention & preparedness activities in section V. A and V. B, Emergency activities by phase
Level III		Monitoring the situation

	Increased Readiness-If there is a greater than normal threat of a HazMat incident	Informing first responders of the situation Ensuring the HazMat response team (if available) is aware of the situation and can respond if necessary
Level II	High Readiness-If there is an increased risk of a HazMat incident	Monitoring the situation Alerting personnel for possible emergency duty and deploying personnel and equipment to investigate incidents Checking equipment and increasing short-term readiness if possible Issuing public warning and providing public information if necessary
Level I	Maximum Readiness-Significant possibility of a HazMat release. Initiating conditions might include an incident at or near a facility manufacturing or using HazMat	Investigating the situation and partially or fully activating the EOC to monitor it Placing first responders in alert status; placing off-duty personnel on standby Advising appropriate state and federal agencies Preparing to issue public warnings if it becomes necessary

## IX. ADMINISTRATION & SUPPORT

### A. Support

When a HazMat incident exceeds the local capability to resolve, Arlington will invoke mutual aid agreements as appropriate. If these personnel, equipment, and supply resources are insufficient or inappropriate, Arlington will request county and then state assistance through the DDC in Hurst, Texas.

### B. HazMat incident report

A form will be used by UT Arlington and Arlington dispatch, the IC or unified command, and the EOC to collect and disseminate information on a HazMat incident is provided in Support Document 2 & 3.

### C. Resources

General emergency response resources are described in Arlington's Annex M, Resource Management.

#### **D. Documentation & cost recovery**

The company or individual responsible for the HazMat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. Arlington and UT Arlington will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we will be eligible for reimbursement of certain HazMat response costs by the United States EPA; this program requires timely submission of an application with supporting data to EPA Region IV in Dallas.

#### **E. Post incident review**

For Level III incidents, the IC or unified command will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report will include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

#### **F. Training**

To comply with emergency worker protection standards, department and office heads will determine requirements for HazMat training for emergency response and medical personnel with HazMat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

#### **G. Personal protective equipment**

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Support Document 4 contains further information on the equipment required to protect against various types of hazards.

#### **H. Plan testing and correction**

1. Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with HazMat incidents will be included in the local emergency exercise schedule. Where possible, regulated facilities and HazMat transportation companies will be invited to participate in drills and exercises.
2. This annex will be corrected and revised, if required, based on the results of exercise critiques.

#### **I. Communications**

1. The fire department, emergency medical service, law enforcement, public works and all UT Arlington emergency responders will communicate on 700 MHz

- 2. 700 MHz will be used for inter-departmental and interagency communications.

**X. DEVELOPMENT & MAINTENANCE**

- A.** Fire chief for Arlington, with the support of UT Arlington EH&S are responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to the emergency management coordinator as needs become apparent.
- B.** This annex will be revised every two years and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Regulated facilities report their HazMat inventories annually to the SERC, the LEPC, and local fire departments.
- D.** All agencies assigned responsibilities in this annex are responsible for developing and maintaining best practice guidelines needed to carry out the tasks assigned in the annex.

**XI. REFERENCES**

- A.** Federal Emergency Management Agency, Guide for All-Hazard Emergency Operations Planning (SLG-101).
- B.** National Response Team, Hazardous Material Emergency Planning Guide.
- C.** United States Department of Transportation, Emergency Response Guidelines.

**SUPPORT DOCUMENTS**

Support Document 1..... Notification List  
 Support Document 2..... General HazMat Response Checklist  
 Support Document 3..... HazMat Incident Report  
 Support Document 4..... Response Personnel Safety  
 Support Document 5..... Response Personnel Safety on Scene Set-Up  
 Support Document 6..... Protective Actions for the Campus  
 Support Document 7..... Vulnerable Facilities  
 Support Document 8..... HazMat Railroad Transportation Routes